

Task: Child Emergency Contact Information

Task	Person Responsible	Date to be Completed
1. Obtain the names and telephone numbers of at least three people who can be contacted in an emergency and/or who may bring or pick up the child.	Family Advocate	During application process
2. Enter names of <u>ALL</u> persons who are authorized to pick up child under Family Intake, Contacts/Release To.	Family Advocate	During application process
3. Print ChildPlus Report 1520 by classroom choosing the following non-default settings: <ul style="list-style-type: none"> - Report Grouping: Classroom - Show Release to Contacts - Show Emergency Contacts - Show Doctors - Show Dentists - Show Allergy and Health Notes - Show do not release to Contacts 	Family Advocate	Before center opens
4. Provide a copy of the emergency contact information to: <ul style="list-style-type: none"> - Teacher - Bus Driver 	Family Advocate	Before center opens
5. Review the emergency contact information with parents. (Report 1520).	FA; Teacher	Before center opens; conference
6. The parent marks any changes on the report. Parent will sign and date the report. Give updated report to FA.	FA; Teacher	As necessary
7. Submit any changes to the Family Advocate.	Teacher	By next working day
8. Enter changes into ChildPlus. Print new reports and provide a copy to everyone listed in Step 6.	Family Advocate	Same day
9. Obtain old report 1520 from teacher and place in a file labeled <i>Report 1520</i> with the program year listed.	Family Advocate	Same day