

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 and enrollment
2. Have parent complete emergency card at Initial Home Visit.	Teacher Teacher Asst.	At Home Visit
3. Compare Emergency Card to Child Plus and be sure all information matches.	Teacher Teacher Asst./FA	Before center opens
4. Make any necessary changes.	Family Advocate	Before center opens
5. FA and teacher initial card after checking and updating	FA, Teacher	Before center opens
6. Provide a copy of the emergency contact information to Bus Driver.	Family Advocate	Before center opens
7. Review the emergency contact information with parents.	FA; Teacher	At P/T conference and Family Partnerships MTGS
8. The parent marks any changes on the card. Parent will sign and date the card and the teacher will give a copy of updated card to FA.	FA; Teacher	As necessary
9. The same day the change is made the teacher will physically hand the copy to the FA. If FA is not available, the teacher will scan and email or fax to FA and then give the original to FA as soon as possible.	Teacher	Same day
10. Enter changes into ChildPlus.	Family Advocate	Same day
11. Initial copy and write date entered in Child Plus. File in Family Information Update File.	Family Advocate	Same day