

**Preparing Children’s Files**

<b>Task</b>	<b>Person Responsible</b>	<b>Time Frame</b>
1. Gather one of each; manila, purple, blue, yellow, and red (if applicable) folders.	<b>FA</b>	<b>Upon child’s acceptance</b>
2. Secure a checklist to inside front of each folder	<b>FA</b>	
3. Place the blue, yellow, and red (if applicable) folders inside the manila folder (in that order).		
4. Using the folder checklists, ensure each item completed at the home visit and enrollment is filed in the appropriate folder, as obtained. (I.e. application in manila folder/physical in blue folder/etc...)	<b>FA</b>	
5. Check off each item on the checklist(s) as it is added to folder(s).	<b>FA</b>	
6. File the manila folders in the classrooms prior to the first full day.	<b>FA</b>	
7. File the purple folders in the FA file cabinet at the applicable center.	<b>FA</b>	