

Education

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. Make sure all three (3) required names, address, and phone numbers are accurate	Family Advocate	At enrollment
3. Have parent review Emergency Report (CP 1520).	Teacher	At Initial Home Visit
4. Make any necessary changes.	Family Advocate	Before center opens
5. Provide printed copies of CP 1520 to bus drivers and teachers on the first day of Pre-Service	Family Advocate	Before center opens
6. Review the emergency contact information with parents. - Discuss the importance of all requirements in the event of an emergency.	FA; Teacher	At P/T conference and Family Partnerships MTGS
7. The parent marks any changes on the Emergency Report. (CP 1520). Parent sign and date the CP 1520 Report and the teacher will give a copy of updated CP 1520 Report to FA.	FA; Teacher	As necessary
8. Enter changes into ChildPlus.	Family Advocate	Same day
9. Initial copy and write date entered in Child Plus. File in Family Information Update File.	Family Advocate	Same day
10. Notify teacher when changes are made	Family Advocate	Same Day
11. Print updated CP 1520 Report and place in Emergency Binder	Teacher	Same Day
12. Place old report in Child's Yellow Education file	Teacher	Same Day