

Policy Number: FS 015	Title: Child/Family File Management
Performance Standard: 1303.24 USD 418 BOE Policy:	Original Date: 8/2006 Updated: 10/2020
	Policy Council Approval/Revision: 12/2017, 12/2020 Board Approval: 2/2018, 10/2020

POLICY:

A file management system that has an efficient and effective record keeping system shall be maintained to record accurate and timely information regarding children and families. The child/family record keeping system will reflect the program’s individualization of program services for children and families and provide documentation to assure services are meeting Federal, State, local and program requirements.

The Early Childhood Program is working toward being a paperless agency. Information must be located in either the child’s folder or on childplus.

PROCEDURES:

1. The Family Advocate shall establish an individual file for each child/family after the child has been accepted into the Head Start program.
2. The child/family file will be maintained at the individual site in a locking file cabinet. The files will be kept in alphabetical order according to their last name, labeled with the last name first, first name last.
3. The child/family file shall be set up in sections: As per File Checklist
The Family Advocate shall follow the outlined form requirements as required for each section.
4. For children and their families which will be returning for a second or third year the child/family file will remain at the site until they either drop or transition out of Head Start. For second and third year children it may be necessary to have a set of files to maintain all required information. These will be kept by the school year.
6. When a child/family drops from the program, the Family Advocate shall remove the paperwork from the child’s folder and place it in a manila envelope with the child’s name, date of birth, and school year on the outside and place it in the back of the bottom file drawer behind the last child’s file. Until the end of the school year, then be brought to ECO to the storage room.
7. When a child and their family transfer out of the McPherson/Marion County Head Start program the file information may be transferred with the appropriate parent’s written request.
8. File maintenance will be done by the Family Advocates under the supervision of the Social Services/Parent Involvement Coordinator.
9. The current active files shall contain the information listed in item number 3, and any other pertinent information such as but not limited to copies of adoptions in progress, custody orders, restraining orders, etc.

- 10 .Inactive files will be archived for five (5) years in the archived files in the storage room and then will be destroyed.
- 11 . The child/family information collected and entered in the computer will be archived and kept for five (5) years. A record of children and the school years they attended will be maintained.
- 12 . McPherson/Marion County Head Start will follow all established procedures for confidentiality.
13. As we move towards becoming a paperless agency, all the child's information will need to be located on childplus or in the blue file.