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Twenty Steps to Partnership with Parents: Child/Family Checklist in Child's File

Child's Name	
Administrative Checklist	Date/Staff Initials
Pre-Enrollment	
Pre-Enrollment Information on the Program	
Parent-Child Tour	
Enrollment	
Family Intake	
Family Partnership Agreement	
Parents' Handbook	
Homebase	
First Homebase	Date/Staff Initials
The Preschool Parent	
Partnership Agreement (Preschool only)	
Primary Caregiver	
Note on What to Expect on the First Day	
First-Day Preparation—Child and Family	
First Six Weeks	
First-Day Note/Fax/E-mail with Photo	
Child Portfolio	
Daily Information Sheet/Note/Journal	
Director's Note after Three Weeks	
One-Month Anniversary Note to Parents	
New Family Homebase	
Satisfaction Questionnaire	
Ongoing	Date/Initials Date/Initials Date/Initials
Random Acts of Care and Kindness	
Parents' Prime Times	
Family Conference Twice a Year (Offered)	
Family Room Departure: Questionnaire	

Second Homebase	Date/Staff Initials
The Preschool Parent Partnership	
Agreement (Preschool only)	
Primary Caregiver	
Note on What to Expect on the First Day	
First-Day Preparation—Child and Family	
First Six Weeks	
First-Day Note/Fax/E-mail with Photo	
Child Portfolio	
Daily Information Sheet/Note/Journal	
New Family Homebase	
Satisfaction Questionnaire	
Ongoing	Date/Initials Date/Initials Date/Initials
Random Acts of Care and Kindness	
Parents' Prime Times	
Family Conference Twice a Year (Offered)	
The Preschool Parent and Center	
Partnership Agreement (if Preschool)	
Family Room Departure: Questionnaire	
Third Homebase	Date/Staff Initials
The Preschool Parent Partnership	
Agreement (Preschool only)	
Primary Caregiver	
Note on What to Expect on the First Day	
First-Day Preparation—Child and Family	
First Six Weeks	
First-Day Note/Fax/E-mail with Photo	
Child Portfolio	
Daily Information Sheet/Note/Journal	
New Family Homebase	
Satisfaction Questionnaire	
Ongoing	Date/Initials Date/Initials Date/Initials
Random Acts of Care and Kindness	
Parents' Prime Times	
Family Conference Twice a Year (Offered)	
Family Room Departure: Questionnaire	

Fourth Homebase	Date/Staff Initials
Primary Caregiver	
Note on What to Expect on the First Day	
First-Day Preparation—Child and Family	
First Six Weeks	
First-Day Note/Fax/E-mail with Photo	
Child Portfolio	
Daily Information Sheet/Note/Journal	
New Family Homebase	
Satisfaction Questionnaire	
Ongoing	Date/Initials Date/Initials Date/Initials
Random Acts of Care and Kindness	
Parents' Prime Times	
Family Conference Twice a Year (Offered)	
Family Room Departure: Questionnaire	
Fifth Homebase	Date/Staff Initials
Fifth Homebase Primary Caregiver	Date/Staff Initials
	Date/Staff Initials
Primary Caregiver	Date/Staff Initials
Primary Caregiver Note on What to Expect on the First Day	Date/Staff Initials
Primary Caregiver Note on What to Expect on the First Day First-Day Preparation—Child and Family	Date/Staff Initials
Primary Caregiver Note on What to Expect on the First Day First-Day Preparation—Child and Family First Six Weeks	Date/Staff Initials
Primary Caregiver Note on What to Expect on the First Day First-Day Preparation—Child and Family First Six Weeks First-Day Note/Fax/E-mail with Photo	Date/Staff Initials
Primary Caregiver Note on What to Expect on the First Day First-Day Preparation—Child and Family First Six Weeks First-Day Note/Fax/E-mail with Photo Child Portfolio	Date/Staff Initials
Primary Caregiver Note on What to Expect on the First Day First-Day Preparation—Child and Family First Six Weeks First-Day Note/Fax/E-mail with Photo Child Portfolio Daily Information Sheet/Note/Journal	Date/Staff Initials
Primary Caregiver Note on What to Expect on the First Day First-Day Preparation—Child and Family First Six Weeks First-Day Note/Fax/E-mail with Photo Child Portfolio Daily Information Sheet/Note/Journal New Family Homebase	Date/Initials Date/Initials Date/Initials Date/Initials
Primary Caregiver Note on What to Expect on the First Day First-Day Preparation—Child and Family First Six Weeks First-Day Note/Fax/E-mail with Photo Child Portfolio Daily Information Sheet/Note/Journal New Family Homebase Satisfaction Questionnaire	
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