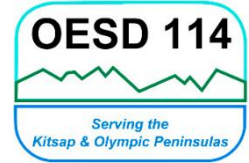




## Olympic Educational Service District 114

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### Olympic ESD 114 Early Learning

## CHILD PLUS ENTRY GUIDELINES

### Routine Contacts

- Updates on Family—not related to goals
- Signed Forms for family services
- EBC discussions, orders and deliveries
- Schedule of Bag drop offs conversations and bag drop offs completion (*If Advocates or Home Visitors are dropping off*)
- Invites to PC or discussion around joining
- Invites to parent groups and discussions about learning

### Health Notes:

- Signed forms for health services
- Drop off of faxed items
- Return of fax items and follow up
- Discussions around Health, immunizations, doctors, dentist
- Collaboration with Public Health Nurse

### Education notes:

- Individual conversation related to specific child
  - ✓ Phone calls, zoom meetings
  - ✓ Setting up meetings
  - ✓ Communication attempts including phone, email and text
  - ✓ Individual email to family
  - ✓ Set up conferences
  - ✓ Weekly check in emails
  - ✓ Documentation of emails back from families
- Schedule of Bag drop offs conversations and bag drop offs completion (*if teachers are dropping off*)

### Home Visit Tab

- Home visits are to be entered weekly in detail items to include:
- Parent child activity completed
- Planning for next visit
- Developmental topics discussed
- Attempts on rescheduling/calls for that week
- Cancelled visits and dates that visit is reschedule too

### Disabilities:

- Conversations with HRC or School District
- Click on IFSP/IEP tab and “Add Activity” (refer to Child Plus guidelines)
- Faxing for IFSP’s
- Going to IFSP meetings
- Conversations with families that directly relate to IFSP

### Communication Log:

- Program wide flyers
- Program wide updates

- Caseload/Classroom wide emails
  - ✓ ReadyRosie Play lists
  - ✓ Lesson Plans
  - ✓ Weekly/Monthly newsletters to families
  - ✓ Parent workshop invites
  - ✓ Invites to family gatherings
  - ✓ Invites to Community Café's