

Child Information Sheet

(Hot Sheet)

CF/R-35 New 1/17

(mandatory)

The purpose of the Child Information Sheet is for staff to quickly identify any necessary support a child and/or family may need prior to enrollment into the program. This form is completed at the time of Application. The staff that is completing the application is responsible to ensure this form is completed in full.

1. Enter the child's **First and Last name**.
2. Enter the child's **date of birth**.
3. Enter the **site the child will be attending (or is expected to attend at the time of registration)**.
4. **Parent** should answer all of the questions to the best of their ability. After the **parent** has answered all questions, **staff should review** for any **"YES"** answers. For each **"YES"** the parent has circled, there will need to be **an explanation**. **Staff** is responsible to ensure any **"YES"** answers have a **complete explanation**.
5. If the **parent** does not have any other concerns or observations, have them write none **or** **N/A** in the space provided.
6. **Parent** will **sign** and **date** the form.
7. **Staff** completing the registration will **sign** and **date** the form.
8. The **Manager approving the application** will sign and date the form after it is reviewed. The manager is also responsible to make sure the appropriate content area staff receives the **Child Information Sheet** prior to placing the child on the Eligible/Accepted List for enrollment.
9. The management staff distributing the child information sheet will date the form with the date they give the copies to the appropriate staff.
10. The **Person doing selection for enrollment** is responsible to ensure that proper processes have been followed and are complete, prior to enrolling any child.
11. Once the child is enrolled into the program, any yes answers for the following questions will be entered into the COPA database:
 - 1) Does your child receive services provided by a mental health professional?
 - 2) Does your child receive services provided outside of the Head Start program?
 - 3) Has your child recently experiences a traumatic event?