EHS Family Event Health & Safety Binder Checklist

Socialization starts with discussing the following:

Shelter-in-Place Plan | Evacuation Plan | Location of First-Aid Kit | Exits (if applicable)
Fire Extinguisher Location | Emergency Numbers | Bathroom Location

Poster or Sign	Notes
WCMCA Head Start Standards of Conduct	
WCMCA Bans Weapons	
WCMCA Smoke Free Facility	
First Aid, Choking/CPR Poster	
Emergency Numbers (Red Paper)	Include: • 911 for Medical & Dental Care • Poison Control • Local Sheriff • Local Public Health • Local Human Services • MN DHS Licensing
Handwashing Poster	
Building for the Future MDE034324 2024 (CACFP)	
And Justice For All Poster (CACFP)	
WIC Poster (CACFP)	
MDE Meal Patterns (CACFP)	• Infant Meal Pattern • Child Meal Pattern
Breastfed Babies Welcome Here	Storage and Preparation of Breast Milk
Parents Interacting with Infants (PIWI)	• Environmental Matrix • Observation Topic Plan (FES completes) • EHS Parent/Guardian Observation (each parent completes)
Socialization/Family Event Form	FES completes for each meeting
In-Kind Sign-in Sheet	Complete at each meeting
Expense Reimbursement Form	Parent completes each time if asking for mileage reimbursement
New Vendor Form	FES completes once if parent is not in our fiscal system
W-9	Parent completes once if they are not in our fiscal system
Diapering and Pull-Up Procedures	
Cleaning, Sanitation, and Disinfecting Schedule	
Confidential Info to be kept in separate file:	
Enrollment & Emergency Agreements	
Staff Emergency Agreements	
Allergies Coversheet (lime green) with Allergies-Intolerances-Special Diets	