

Early Head Start Classroom Paperwork

Form	Frequency to update	Update with new copy in the following places
Asthma Action Plan	Annually or as needed	Health Action Binder Site File Red Arrow
Conference Web/Child Goals	Four times per year (two home visits, two conferences)	Site File Red Arrow
Emergency Contact Card	Every 3 months or as needed	Tracking/Separation binders Site File Red Arrow
Health Condition Alert Form	Every 6 months or as needed	Tracking/Separation binders Health Action Binder Site File Red Arrow
Insect Repellant/Sunscreen Permission Form	Annually (please note a new form is required each year due to the possibility that the brand changes from the previous year)	Health Action Binder Site File Red Arrow
Intake	Every 3 months or as needed	Health Action Binder Site File Red Arrow
Medication Authorization	Every 3 months or as needed	Health Action Binder (white copy) Red Arrow (yellow copy)