

**ELKHART AND ST. JOSEPH COUNTIES HEAD START CONSORTIUM  
COMMUNICATION/TRANSPORTATION CLASSROOM FILE CHECKLIST  
2023-2024**

**Child's Name:** \_\_\_\_\_ **Enrollment Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**STAFF:**

- \_\_\_\_\_ Emergency Contact - ChildPlus report 1520
- \_\_\_\_\_ COS
- \_\_\_\_\_ Notes from Home
- \_\_\_\_\_ Accident/Incident Reports
- \_\_\_\_\_ Parent Notification Form
- \_\_\_\_\_ Transportation Policies and Procedures Checklist
- \_\_\_\_\_ Transportation Enrollment Form
- \_\_\_\_\_ Employment Information