

Termination of child Mid-Year process:

1. Gather all missing information/forms from teachers to put in file. (Observation record, family portrait, ITP, ouch reports, Parent contact sheets).
2. Add Family service Section to file.
3. Gather any confidential files to add to file.
4. Gather all medications to give back to family if possible.

To close out a file:

1. Create an ITP and give to teachers to fill out. Enter in CP when done.
2. Fill out NOFT and scan to NOFT scan file.
3. Close out family goals and update PIR as much as possible.
4. Create a transition packet if leaving agency.
5. Find possible Head Starts in new location. (See ECKLC website for locations).
6. Drop/terminate child in CP.
7. Return file to admin within 10 days.