

Emergency Card

PURPOSE	To have emergency information on hand, as needed. Teachers and Home Visitors must have on hand for all field trips.
WHO/WHEN COMPLETED:	Parent/Guardian with the help of Family Services staff at the time of enrollment.
HOW TO FILL IT OUT:	Emergency card must be complete and include Parent/Guardian signature.
CHILD PLUS DATA ENTRY:	Input information into Child Plus at enrollment.
WHERE TO FILE:	Copy in child's file. Copy to Bus Driver (If applicable). Copy to Teacher or Home Visitor. Emergency disaster bag.
IMPORTANT NOTES:	<ul style="list-style-type: none">• Parents must list at least one other contact besides their own home phone.• Be sure they have listed a hospital preference.• If this emergency information changes, fill out a new card and follow the procedures above.• Also update info in licensing file at center.• In absence of a court order, Shasta Head Start will ONLY release a child to:<ol style="list-style-type: none">1.) The child's parents or legal guardians2.) Anyone authorized in writing who has <u>PHYSICAL</u> custody3.) Police & child welfare workers with proper authorization