

EHS Required Forms Tracking Instrument

PURPOSE	To track the completion of required Child Development forms and activities for each child.
WHO/WHEN COMPLETED:	To be completed by Primary Caregivers Tracking Instrument should be set up at the beginning of the year and used to track throughout the year.
HOW TO FILL IT OUT:	Fill in each enrolled child's name. Write the due date and/or date completed as each item is completed.
CHILD PLUS DATA ENTRY:	N/A
WHERE TO FILE:	Observation binder
IMPORTANT NOTES:	As new children enter program add their name and info to tracking instrument.