



# DO NOT THROW AWAY

## 2018/2019 Screening/Assessment Consent Forms

**Thank you** for your careful compilation of the 2018/2019 child assessment and screening documents. It is imperative that accurate records are maintained at your program site. This accordion folder will help with organizing these important documents because individual children in your program may be eligible for different experiences.

### If you are participating in the 4-year-old program:

- “KC Ready 4s child” — All children who will be 4-years-old on or by **December 1st, 2018** are considered a KC Ready 4s child, regardless of funding (such as GSRP, KCReady4s, self-pay)

### If you are participating in the 3-year-old pilot program (you know who you are):

- “KC Ready 4s child” — All children who will be 3-years-old on or by **December 1st, 2018** are considered a KC Ready 4s child, regardless of funding (such as GSRP, KCReady4s, self-pay)

Since you are enjoying **Mindful Moments** this year, you may notice that things are a little different in the blue accordion folders. Breathe in, breathe out. We have been working very hard to ensure that the expanded opportunities for you and your families can be managed in a way that reduces anxiety and increases secure access of information.

- ⇒ **Colored Folders:** The enclosed folders are color coded to represent these various experiences. Each folder has a place for you to staple the roster of children enrolled in your program and a space for you to indicate that the necessary consent has been received.
- ⇒ **Class Lists:** Please complete the class lists and then staple a copy inside each of the colored file folders in your accordion folder.
- ⇒ **Consent Forms:** **This year, in an attempt to reduce paperwork for families, we have created a single consent form. We have carefully customized your program’s consent form to include only the experiences that may be offered to your families.**
- ⇒ **Plastic Sheet Protector:** Once you have received a signed consent form, please be very careful to record which experiences the family has agreed to by initialing the corresponding class list. Then, place ALL consent forms in the plastic sheet protector and place it in the accordion folder.

When screeners/assessors come in to your program they will need to take the appropriate colored folder and the plastic sheet protector and verify that they have seen the original consent form by initialing on the corresponding class list. **This process protects the family, your program, and KC Ready 4s.**

KC Ready 4s Teacher Mentors will collect the blue accordion folder including the **original** consent forms after the screenings/assessments are completed at your program site. If you would like to retain copies at your site, please make your copies before the original documents are collected by the Teacher Mentor.

**YELLOW** — Kindergarten Readiness Assessments  
**PURPLE** — Speech and Language Screenings  
**BLUE** — OT Screenings

**ORANGE** — Dental Screenings  
**RED** — Family Supports Information  
**GREEN** — Behavior Supports Information

**Consent Forms must be kept on site and made available for the assessors/screeners.**