**Grab and Go Binder Guidance**

Each socialization space will have a binder with completed forms specific to the socialization space. Preferably, paper color will reflect the color of the postings in the socialization space for the program year.

**Forms Required for Every Binder**

* Emergency Procedure Posting (two pages)
* Emergency Telephone Numbers
* Safety and Preparedness Plan
* Additional forms specific to building requirements.

**Forms required for socialization spaces that are Head Start and Collaborative Locations**

* Early Head Start and Child Care Drill and Safety Check Log
* Handwashing
* NMCAA Civil Rights Complaint Procedure
* No Smoking, No Vaping
* Cleaning, Sanitizing, and Disinfecting Guidance
* Routine Center Cleaning
* Cloth Diaper/Training Pants Changing Procedure
* Diaper Changing Procedure and Maintenance of Changing Tables/Surfaces
* NMCAA Mission Statement, Program Philosophy, National Head Start Mission Statement
* NMCAA, We Welcome All Families
* Active Supervision
* Child Development Goals
* Volunteer Screening and Supervision Policy
* NMCAA Child Development Program Guidance Policy
* Alternate Staff Screening Policy
* NMCAA IS Now Hiring Substitutes
* Advance Notice of Pesticide Treatment

**Following Forms to be stored in Binder but visible to attendees during socialization**

* What do you think of our program with envelopes
* Program Complaint Form with envelopes