

## Creating a Parent Information Binder

### ***What is a parent information binder?***

A parent information binder is a tool for keeping all information about your child organized in one place. As information is received, it can be added to your binder.

### ***What kind of information should I put in the binder?***

Any information you want quick access to can be stored in the binder and may include the following:

- Reports\* (you may choose to only include assessment and diagnostic information and recommendations, and remove private information);
- Your child's most recent program plan\* from the early childhood setting, progress notes\*, summaries\*, etc.;
- A list of medication your child takes, including the schedule and dosage. If you have an information sheet on each medication given out by the pharmacy, it would be beneficial to include this;
- A list of specialized equipment your child uses;
- Business cards or contact information for health care professionals or other people involved with your child;
- A picture of your child. This can be helpful in meetings if someone who has not met your child is in attendance;
- Photographs of your child doing his or her favourite activities – a picture is truly worth a thousand words;
- Goals you have for your child and any concerns you may have;
- Lined paper to jot down notes and things to do;
- A calendar to record appointments and meetings;
- A *Phone Call Record* sheet – this can be very helpful in tracking communication with the school and agencies;
- Information (resources, websites, etc.) you have found helpful for understanding and teaching your child;
- Copies of meeting minutes\*, case conferences\*, letters\*, etc.

\*You may want to put copies in the binder and keep originals in a secure place, such as a filing cabinet, at home.

### ***How do I organize the information in the binder?***

There is no right or wrong way of organizing the information in the binder. Include only information that is important to you and that you refer to regularly. It is helpful to use dividers to organize different types of information, a business card holder and plastic sheets or pockets to store items in. As new information is added, you may want to go through the binder and take out older information to keep it up to date.



---

### ***How is a parent information binder different from a portfolio?***

A parent information binder is your binder of information, a way of keeping your documents organized. A portfolio, on the other hand, is designed to be given to the school staff who will be welcoming your child into school. Although similar information will be found in both the portfolio and parent information binder, the portfolio is a summary or condensed version of the most pertinent information you have stored in your parent information binder. (See the information sheet on *Creating a Portfolio*).