

“What’s Due When” (Fiscal Year 2021-2022) for Playgroups

1. Playgroup Attendance Sign-In Sheets: Please have all attendees complete the playgroup sign-in sheets as instructed for every meeting. Sign-in sheets must be submitted to the First 5 Humboldt office with the Interim and Final Reports. If your program uses a sign-in sheet required by your sponsoring organization, you are required to add the following statement to the sign-in sheet:

By signing in below, you confirm that you understand that Playgroup Leaders and Staff may share information about your child and children with First 5 Humboldt Staff in order to receive family-specific resource and referral information for your family.

Due Date: Due with your reports in January and in July

2. Annual First Time Attendance Information Form: This is a form to gather emergency contact information, and to gather information needed to complete the Unduplicated Counts Excel Form. Parents/caregivers are required to read and complete this form the first time they attend your playgroup in this new fiscal year (starting July 1, 2021).

If your sponsoring organization has a liability release form for Playgroups, you are required to add the following statement to your sponsoring organization’s liability release form:

“I understand that Playgroup Leaders and Staff may share information about my child and children with First 5 Humboldt Staff in order to receive family-specific resource and referral information for my family.”

The First Time Attendance Forms include Emergency Contact Information for each family. In order to ensure the safety of Playgroup attendees, be sure this form is completed by **ALL** families attending Playgroup. You are required to keep these forms on file at each Playgroup.

3. Interim and End of Year Reports: Please follow the 2021-2022 Report Guidelines. We will send you a reminder about your reports about a month prior to the due date.

Due Dates:

Interim Report 2022 – Due Monday, January 31

End of Year Report 2022 – Due Friday, July 29



4. Unduplicated Counts Program Participant Excel File: Please enter Unduplicated Counts Program Participant data into the Excel file. There is one datasheet for Children 0-5, one for Parents/Caregivers, and one for Other Family Members. Please email these Excel files to the First 5 Humboldt office at first5humboldt@co.humboldt.ca.us AND the Program Evaluators at eval.first5humboldt@gmail.com when you submit your report. The file submitted with the January report covers the time period of July-December and the file submitted with the July report covers the time period of January-June.

Due Date: Every six months in January and July with reports

5. Playgroup Participant Surveys: These are distributed to programs in mid-September and are due back in December.

Due Date: Friday December 10, 2021

6. Playgroup Attendance Duplicated Counts Excel Form: Please enter the date of each Playgroup meeting and attendance for each meeting into the Excel file. If you did not meet on a scheduled Playgroup date, please note why Playgroup did not meet.

Please email this Excel files to the First 5 Humboldt office at first5humboldt@co.humboldt.ca.us AND the Program Evaluators at eval.first5humboldt@gmail.com when you submit your report. The file submitted with the January report covers the time period of July-December and the file submitted with the July report covers the time period of January-June.

Due Date: Every six months in January and July with reports

If you have questions about these or any other forms, please contact the First 5 Humboldt office at first5humboldt@co.humboldt.ca.us OR the Program Evaluators at eval.first5humboldt@gmail.com