

# Infant/Toddler Program Requirements

**Please be informed that as a State Licensed/Federally funded Early Head Start/Head Start program we have to abide by certain regulations. They include:**

**Before your family can be considered eligible, we must have:**

1. a complete application form
2. family income verified by a staff member

**Additional requirements for Early Head Start/Head Start are as follows:**

1. **Before your families' first day of program attendance**, child immunization process needs to have been started (for EHS one dose minimum at 2 months of age of the following immunizations: DTP, Polio, HIB, Hepatitis B, Pneumococcal Conjugate. One dose minimum for Head Start, of the following immunizations: DTP, Polio, HIB, Hepatitis B, MMR, Pneumococcal Conjugate and Varicella or date child had chickenpox).
2. **Within 30 calendar days** of your child's first day of program attendance, we must have in our records a completed Health Appraisal report signed by your Health Care Provider. We furnish the exam report form, a TB screening form and a letter to your doctor when you register. (We have no choice under this rule but to exclude your child if this is not completed within **30 calendar days**). Physical exam **must** have been done in the preceding 12 months and every 12 months thereafter. For Early Head Start the child should have up-to-date well baby checks according to the EPSDT schedule which includes visits at 1, 2, 4, 6, 9, 12, 15, 18, and 24 months of age..
3. **Within 45 calendar days** of your child's first day of program attendance, all tests and measurement on your child's physical examination must be complete and recorded on the Health Appraisal form according to EPSDT requirements. This includes hearing, vision, hemoglobin/hematocrit level, blood lead level, height, weight, blood pressure and tuberculosis screening and/or tuberculosis test according to screening results. Urinalysis is highly recommended as part of a complete physical examination.
4. **Within 45 calendar days** of your child's first day of program attendance, we need in our records a completed (and signed by a health professional) dental exam report. We furnish exam report forms when you register. **Dental exams need to have been done in the preceding 6 months.** Re-examination is highly recommended every 6 months. An annual dental exam is required for second year participation.
5. **Referral** - If my child does not qualify for Early Head Start/Head Start, I give permission for Head Start of Muskegon~Oceana to give my name, address, and phone number to other programs in my local school district and community so that I can be contacted about other options.

## Family and Staff Partnership

1. I can ask for clarification of any of the requirements listed above at any time during the enrollment process. (If you need any clarification regarding the points above, please wait to sign this section until you speak with Head Start Staff.)
2. Head Start staff is available to assist my family if help is needed to complete the health requirement.
3. There will be many opportunities for me to be involved in my child's Head Start experience including health, nutrition, parenting, education activities, and family and community events.
4. I may ask for clarification and/or assistance from Early Head Start/Head Start staff as needed so that our family can fully participate.