



Enrollment Check List

E-445

Child's Name: _____

Before a child enters your class it must have the following:

- FCP-600 Head Start Application (You must look at the child's application to see if anything is missing so you can get the needed information. Child may not start without all the information completed.)
- Immunization record (Child's immunization record may be on the physical. However the child cannot start in a classroom without a copy of the immunizations in his/her file.)
- Physical or H-307 Well-Baby Check-Up (Child may start with an Immunization record only; however the Physical or Well-Baby Check-Up **must** be done before 30 calendar days. If a child does not have a physical you must give the parent a physical form and note it on the home visit form. When you get the physical form or Well-Baby Check-up form; copy it and sent the copy to Health Service Specialist.)
- H-324 Dental Exam and Treatment Record form must be given to the parent to be completed by the dentist with in 90 days. When you get the H-324 Dental form; copy it and send the copy to Health Service Specialist.
- H-311 Consents and Permissions
- H-328 Child Nutritional Assessment
- H-331 Health History (EHS may use H-337 Pregnancy History and Tracking)
- N-208 USDA Child Enrollment Form (Do not put this form in the child's file; send it to Food Services Specialist.)
- FCP-615 Family Strengths Form or FCP-619 Pregnant Women Family Strengths
- Completed form E-400 Home Visit and Parent Conference
- Complete form E-400 Home Visit

If Applicable:

- H-311 Consent to Exchange Information for needed documentation of medical screenings such as lead, blood count, physical/well baby check, vision, dental, etc...
- H-302 Special Care Plan for Children w/ Asthma
- I contacted the Health Service Specialist so she knows that a child has asthma.
- H-325 Food Allergy Action Plan
- I contacted the Health Service Specialist so she knows that a child has a food allergy.
- E-429 Infant Feeding Plan (Early Head Start Infants Only)
- H-312 Seizure Care Plan
- I contacted the Health Service Specialist so she knows that a child has a seizure care plan.

This form is to help a teacher make sure she/he documents information she/he needs on a child before the child starts our program. Complete and place behind the Service Tracking form in the child's file.

Revised:
6/24/2019