

WCMCA Head Start Parent Orientation Training Guide

Enrollment Checklist:

- Review the following in the **Parent Policy Handbook**

Page 2	Welcome to Head Start
Page 7	Standards of Conduct
Page 9	School Readiness Goals
Page 10-13	Planning for your Child's Head Start Day
Page 14	Parent Code of Conduct
Page 16	Pedestrian Safety
Page 22	Physical and Oral Health in Head Start
Page 24	Administering Medication
Page 26-27	Illness Exclusion Policy
Page 31	Policy on Bringing Food into Centers
Page 37-38	Parent Involvement, Volunteering and In-Kind
Page 39-40	Policy Council

- Review Table of Contents in **Community Resource Guide** and show where it is on Agency website.
- Review **Annual Notice Regarding Personally Identifiable Information (PII) and Parental Rights** (*copy to parent*).
- Review **WCMCA Head Start Maltreatment of Minors Mandated Reporting Policy** (*copy to parent*).
- Complete **Enrollment and Emergency Agreement** interview style. Must be completely filled out and uploaded before child begins.
- Review **Immunizations** in ChildPlus. Exemption form as needed.
- Complete **Health History**
 - Discuss Child Physical (due within 30 days or can not attend) and document date on Health History
 - Provide parent with Head Start Physical/Well Child Examination form and discuss required blood level test
 - Discuss Child Dental (due within 90 days) and document date on Health History
 - Complete applicable releases (in folder)
- CACFP Enrollment, ICCPP, Special Diet Statements or Action Plans** (Allergy, Asthma or Seizure).
- Complete **My Child's World**.
- Family Assessment & Goal Setting** (Requires immediate assistance if child or parent has no medical or dental home or health insurance).
- Curriculum/Child Development using the **Teaching Strategies Guide**.
- Parent Survey** of interested topics for events, days and times for Family Events/Socializations.
- EHS only-Complete Shaken Baby training and Safety Checklist for your Home.