

## 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 & Conscious Discipline
Page 10-14	Planning for your Child's Head Start Day
Page 15-16	Parent Code of Conduct
Page 17	Pedestrian Safety
Page 21-22	Behavior Guidance
Page 23-24	Physical and Oral Health in Head Start
Page 25	Administering Medication
Page 27-28	Illness Exclusion Policy
Page 32	Policy on Bringing Food into Centers
Page 37-38	Parent Involvement, Volunteering and In-Kind
Page 39	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, Child Allergy Information Form, 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 video training and Safety Checklist for your Home.