

Shasta Head Start Child Development Inc.

ADMISSION AGREEMENT

I. BASIC SERVICES

Shasta Head Start is a federally-funded program designed to provide early, continuous, and intensive support services to low-income pregnant women, infants, toddlers, preschoolers, and their families. Basic services include:

- Researched based curriculum promoting school readiness
- Healthy snacks and meals
- Vision and Hearing Screeners
- Developmental and Social Emotional Screeners
- Disability and mental health services and consultation
- Parent education and engagement opportunities
- Prenatal and postnatal services
- Transportation (specific locations)
- Home base and center base program options

II. OPTIONAL SERVICES

Optional services geared to the needs of each specific child and family includes:

- Occupational therapy
- Language services for English language learners
- Speech and language services
- Mental health services
- Assistance with follow-up and treatment for acute health problems (based on need)

III. PAYMENT PROVISIONS

Head Start is funded by a grant from the Department of Health and Human Services, and California Department of Education. All Head Start services are free to enrolled families. Nutrition services are free to all participants and are funded by the United States Department of Agriculture Child Care Food Program, which is administered by the State of California Department of Education.

IV. RIGHT OF LICENSING AGENCY TO PERFORM DUTIES

Section 101200 (b)(c) of the Community Care Licensing Manual, Title 22, Division I, Chapter 12; it is understood by the Client and the Head Start Program that:

- A. The Department has the authority to interview clients, including children, or staff, without prior consent.
 - (1) The licensee shall ensure that provisions are made for private interviews with any children or staff.
- B. The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements of Sections 101217(c) and 101221(d).
 - (1) The licensee shall ensure that provisions are made for the examination of all records relating to the operation of the child care center.

V. HEAD START “OPEN DOOR” POLICY

All Head Start centers are open during hours of operation for parents to visit, and participate in, as volunteers or observers, in support of program activities and your child’s education.

VI. EMERGENCY

In the Event of an emergency, the parents give their permission to administer first aid and/ or obtain emergency medical treatment in the child’s best interest. The parent agrees to pay for all medical emergency expenses, including ambulance fees.

VII. ATTENDANCE

In order to take full advantage of program activities and school readiness preparation, it is expected that families demonstrate consistent, on-time attendance throughout the program year.

VIII. EXCLUSION POLICY

In accordance with Shasta Head Start Personnel Policies, we reserve the right to maintain a work environment that is free from all forms of discrimination, coercion, disruption, or harassment. Actions of any form of harassment will be reported immediately to the supervisor, and appropriate action up to and including exclusion may be taken.

IX. MANDATED REPORTING

By signing below you agree that a Shasta Head Start Representative has reviewed mandated reporting regulations with you and you have received a copy of the Child Abuse Handout (20 facts About Child Abuse and Neglect).

X. CONDITIONS UNDER WHICH THE AGREEMENT MAY BE TERMINATED

This Agreement may be terminated by the client in the event that the family moves from the area, or that the program no longer meets the needs of the child. This Agreement may be terminated by the program in the event the parent, guardian, or representative fails to meet the income guidelines as published in the current Federal Poverty Guidelines, or if the parent, guardian, or representative fails to meet the program’s expectations for the child’s regular attendance at program classes and/or activities. This Agreement shall be automatically terminated by the death of the client (child).

AGREED AND ACCEPTED BY:

Parent or Guardian

Date

Head Start Representative

Date

*Original goes to the child’s file

* Photocopy goes to the child’s parent or guardian