



Family Development Services
— A Head Start Organization —

MEDICAL AND DENTAL INSTRUCTIONS

In order to successfully enroll your child into the Head Start program, Family Development Services is required to gather certain pieces of information about your child and your family. All of the information we gather is considered to be confidential and is secured in our electronic information system. By this request, we can provide better services for your child and the family.

This packet is divided into 3 color-coded parts. They are to be completed using the following format:

- Green = Completed by Dentist
 - Blue = Completed by the Doctor/Primary Care Provider
 - Purple = Completed by the Doctor/Primary Provider if your child has Asthma
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After your child has completed the physical and dental exams, please contact one of the school's listed on the back of this form and schedule an appointment to complete the enrollment process with an Intake Worker.

YOU MUST BRING THE FOLLOWING ITEMS TO THE INTAKE APPOINTMENT:

1. Original/Official Birth Certificate of the child you are enrolling
2. Medicaid card/ Hoosier Healthwise card
3. Insurance Card (if Private)
4. Social Security Cards for Child, Head of Household, and other Parent/Guardian
5. Evidence of Income:
 - a. Submit 4 current pay stubs or 2008 1040 tax form (1st two pages); 2008 W-2 forms;
 - b. Public Assistance Letter; Social Security Income; Unemployment Verification; or Verification of your wages signed by your employer,
 - c. Documentation of Child Support payments, Foster Care and/or Adoption Subsidy
6. Proof of Employment Training (if applicable)
7. If your child has been diagnosed with a Special Need or Physical Disability, please bring a copy of your child/s most recent IEP or IFSP from the School District.
8. Five (5) emergency numbers: Name, Address, and Telephone number of a relative, friend, or neighbor that does not live in the home.
9. Hoosier Works Card (Food Stamp Debit Card)
10. An up-to-date **Physical/Dental** with a current shot record (immunizations)

***These documents must be submitted to us to fully evaluate your application.**

APPOINTMENTS ARE LIMITED, IF YOU CANNOT MAKE YOUR APPOINTMENT, PLEASE CALL THE SCHOOL AS SOON AS POSSIBLE TO CANCEL OR RE-SCHEDULE YOUR APPOINTMENT.



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3637 N. MERIDIAN STREET. INDIANAPOLIS, INDIANA 46208
(T) 317 803-3803 (F) 317 803-4490

Dear Medical/Dental Provider,

The following information is needed on each child for enrollment in the Head Start Program- Marion and Hamilton counties. We appreciate the time and efforts required to fill out our agency forms, but the Federal Government requires us to gather this information. Please fill the forms out in the following manner:

*Blue Forms = Doctor/Medical Provider
*Green Forms = Dentist
*Purple Forms = Doctor/Medical Provider

***HEAD START MEDICAL REQUIREMENTS:**

A current and complete physical examination with recording of all body regions, documenting any allergies, intolerances and/or abnormalities.

Please include the following screenings:

Height and Weight Measurements	Hgb/Hct Levels
Vision Screen	Lead Screen

***IMMUNIZATION RECOMMENDATIONS:**

- 4- Diphtheria/Pertussia/Tetanus (DPT)
- 3- Oral Polio Vaccine (OPV/IPV)
- 1- Measles/Mumps/Rubella (MMR)
- 4- Haemophilus Influenzae type b (HIB)
- 3- Hepatitis B
- 4- Pneumococcal (for children that began the series at 23 months & younger)
- 1- Varicella

Note: Family Development Services follows the minimum Immunization requirements set forth by the State Board of Health.

***DENTAL REQUIREMENTS:**

A Dental examination, cleaning and fluoride treatment.

Note: -If restoration, pulp therapy, and/or extractions are needed, please document need on the Oral Health Form (Green Form)

-Please record all work that has been done and sign the bottom of the Oral Health Form

Thank you for helping us provide much needed Medical/Dental services to our families. If you have low-income patients with 3-5 year old children that could benefit from a quality Early Childhood Development Program, please do not hesitate to refer them.

Sincerely,

Kimberly Hagler-Rhodes: Head Start Director