**MISSISSIPPI COUNTY, ARKANSAS, E.O.C.**

**EARLY CHILDHOOD EDUCATION DEPARTMENT**

1302.12

**DOCUMENTS REQUIRED BEFORE ATTENDANCE**

**POLICY:**

Prior to the first day of attendance in the Head Start and Early Head Start center-based program for 3- to 5-year-olds and infants/toddlers in MCAEOC program, all required documents must be on file in order to meet Head Start Performance Standards, Eligibility and Arkansas Minimum Standards for Child-Care Centers.

**PROCEDURES:**

1. Required documents to be on file include:
   1. Head Start Application
   2. Emergency Consent/Contact for Enrolled Children
   3. Authorized Persons to Pick-up List
   4. Copy of up-to-date shot record showing requirements or appropriate Exemption Letter
   5. Parental Agreements and Consents
   6. Consent for Mental Health Consultation Services
   7. Child Nutrition History
   8. Child and Adult Care Food Program (CACFP)
   9. Proof of income for previous 12 months or school schedule
   10. Proof of Birth or Birth certificate
   11. Health history or allergies from PCP
   12. Documentation from doctor of any special health request or nutrition exemptions.
   13. Head Start Eligibility Verification and Certification Form from myHeadStart.com