BEAR RIVER HEAD START Preschool Head Start (PHS) Early Head Start (EHS) 95 West 100 South Suite 200 LOGAN, UTAH 84321

(435) 755-0081 FAX: (435) 755-0125

COVER LETTER FOR 2019-2020 APPLICATION

Dear Parents/Guardians:

Thank you for your interest in Bear River Head Start/Early Head Start Program. Bear River Head Start is a federally funded program that serves pregnant women and families with children from birth to age five. These services are provided at no cost to families. Federal income guidelines and child/family circumstances are considered to determine eligibility. Please complete a separate application for each child applying. Children with disabilities or special needs are welcome. Please attach a copy of your child's IEP or IFSP to the application.

Please submit the following documents with the completed application:

Proof of Age-need 1 of the following documents

- Birth Certificate
- Christening-Blessing Certificate
- Passport
- Other Legal Documents

Income Verification-need any of the below if applicable

- W-2 Form
- Current year Taxes (1040)
- Check Stubs=12 months
- Letter from employer on letter head
- Scholarships-Grants
- Child Support
- Social Security Income

Head Start Family Income Guidelines Effective 1/11/2019		
For families/households with more than 8 persons, add \$4,420 for each additional person.		
For Early Head Start Families a	add 1 for expectant mom	
Persons in Family/Household	Poverty Guideline	
1	\$12,490	
2	\$16,910	
3	\$21,330	
4	\$25,750	
5	\$30,170	
6	\$34,590	
7	\$39,010	
8	\$43,430	

Children in public assistance (TANF), Foster Care or SSI programs are income eligible

Please attach a current copy of your child's/family's Public Assistance (TANF), Foster Care, or SSI document. This will be retained and kept with your child's application.

I understand the above and would like to apply for Bear River Head Start. I understand that by submitting this application I am not guaranteed enrollment. An in person interview needs to be completed with the application. Incomplete applications will not be processed.

Please allow up to 30 days for processing application **Keep this sheet for your reference**

Frequently Asked Questions

Once I complete and turn in my child's application what will happen next?

Upon receiving your application, the Recruitment & Enrollment team will process and input your information into our database. Your child will then be placed on the Income Eligible or Over-Income waitlist for the site requested. **Head Start has limited slots for age-eligible **over-income** children, and the majority of those slots go to children with identified disabilities.

When will I hear if my child is in the program?

If you turn in an application between February and August (for the next program year – beginning September 2019), and if your child is selected to attend Bear River Head Start, you will receive a letter informing you that your child has been accepted into the program. This letter will be mailed to you during the summer of 2019. If your child is not accepted, after August 21, 2019, he/she will remain on the waitlist until there is an opening. **You will be called** by a member of the ERSEA team if your child has been selected to fill a vacancy.

Will my child get into the program?

If your child is a foster or a homeless child, your chances are excellent; **but we cannot guarantee your child will get in.** The federal government determines who gets first priority in receiving services in Head Start and foster and/or homeless children are priority children. If your child is **age and income eligible**, your chances are very good; **but we cannot guarantee your child will get in**. <u>We maintain a waiting list every year</u>! The program <u>IS NOT</u> first-come first-served, but the sooner you turn in your application the better, as first selections are made early in the summer. Government regulations require services to <u>those in the community who need the services the most</u>. Therefore, each application is rated based on the information provided.

What if I move after I submit my application?

It is important to notify Bear River Head Start as soon as possible when there is a change in address and/or phone number. Please call our ERSEA office at 435-755-0081 Ext. 321 or 322 to update your new information.

What if I am a parent with Sole, Joint Legal, or Joint Physical Custody?

Bear River Head Start requires all legal documentation regarding custody. Documents must be provided at the time of application.

If you are selected to be in the program, the following medical & dental requirements will need to be met:

- *Physical*: Your child will need an up-to date physical exam with a medical doctor. Please obtain a copy of the most recent physical exam that was done.
- *Hematocrit/Hemoglobin:* Your child will need a hematocrit or hemoglobin to be done with their physical if they are 12 months or older. If your child is on WIC, Head Start can request HGB from the WIC office.
- *Lead Test*: If your child is 12 months or older and has never had a lead test, obtain a lead test at the time of their physical, or call your child's doctor for a lab order.
- **Dental Exam**: Your child will need a dental exam with a dentist if he/she is 12 months or older. If your child is on a regular six-month schedule with his or her dental care, please obtain a copy of your child's latest six-month exam.
- *Immunization record:* (please copy front & back) Immunizations need to be up to date.
- If your child has a medical or nutrition concern (i.e. food allergy or asthma) that needs to be addressed during participation in the program, please contact our office immediately 435-755-0081



BEAR RIVER HEAD START EARLY HEAD START 2019-2020 Enrollment Application 95 West 100 South Suite 200 Logan, UT 84321 (435) 755-0081

Childplus ID#	
Staff Recruiter	
MM DD YY Date Received	

CHILD'S NAME					
			D.	ate of Birth	1 1
First	Last	MI	D		
Gender	Ethnicity		Race		
[] Male	[] Hispanic/Latino		[] Asian	[]N	Aulti/Biracial
[] Female	[] Non-Hispanic	1	[] Pacific	Islander [] B	lack/ African American
		1	[] Caucas	ian []C	Other
				an Indian or Alas	kan Native
Language			-	roficiency	
Primary Language spoker	at Home	I	[] None	[]Little []	Moderate [] Proficient
Home Address					
 Street	City		State	Zip	County
	· · · ·				
Home Phone	Cell Pł	none		Work Ph	one
Mailing Address (If diff	erent from home address)			
		,			
Street	City		State	Zip	County
Do any of the following	g apply to your household	d at this time?	Is your	living arrangen	nent Temporary?
[] Sharing a residence			[]Yes	[] No	
[] Living in a shelter					
[] Living in a hotel/mo	tel		Is this d	lue to loss of ho	ousing or inability to afford
[] Living in a car, park,	campground or public spa	ice	housing	g?	
	nout adequate facilities		[]Yes	[] No	
	·				
Do you receive any of the following: [] TANF [] SSI [] WIC [] SNAP [] Medicaid					
TANE and SCL Deguma	nto will be required and rota	inad with the any	alication	k	
	nts will be required and retain the second retain retain [] [] [] [] [] [] [] [] [] [tor/Haalth Caro Providor
Referral (present docum			. [] Ob		tory Health Care Provider
[] Health Department or WIC [] Division of Child & Family Services [] Other					
Is the parent of the child applying expecting? [] YES [] NO If yes, Due date//					
			-		
(For Early Head Start fa	amilies applying add 1 to	number in fam	ily.)		
# in	#in #of	Children	# of	f Children	# of Children
Household	Family in F	amily	age	s 0-3	ages 4-5
Parental status in hom		-			· -
[] One parent [] T	wo parents [] Relative	[] Foster (care		

NEED FOR SERVICES (For child applying if applicable)

Please list any specific concerns why you believe your child should be concerns/needs/circumstances, disabilities, development concerns, divo immediate family within the last year)	prce, parent difficulty reading/speaking, death in
Is your child on an IEP/IFSP? [] YES [] NO	
Name of school district or program (Example: Up to three or Idaho Infa As legal guardian of, I give permissi to exchange information regarding my child for the purposes of enrolIm	on to the school district or program listed above
Parent/Guardian Signature	Date

PRIMARY ADULT (Person filling out form)

			D	
First	Last		Date o	f Birth// MM DD YY
Primary Phone/Cell			Email:	
()				
** Contact through text	t (See attached f	form)**	**Contact throug	gh email (See attached form)**
Gender	Ethnicity	-	Race	
[] Male [] Female	[] Hispanic/l [] Non-Hispa		[] Caucasian	[] Black/ African American
Language			English Proficien	су
[] English [] Spanish	[] Other		[]None []Lit	tle [] Moderate [] Proficient
Relationship to Child		Do you have C applying?	ustody of the child	Do you provide financial support? [] YES [] NO
Biological/AdoptedFoster ParentRelative	/Step	[] YES [] N	10	Do you live in the home? [] YES [] NO
Highest Grade Complet	ted		Employment Status	S
[] Grade 9 [] Grade 10 [] Grade 11 [] Grade 12 [] High School Graduate [] GED	[] Training/ To [] Associate's [] Bachelor's [] Master's De	Degree Degree	 Full time 35+ hou Part time Training or school Seasonally emploi 	[] Unemployed [] Homemaker
If less than grade 9 specify	/			

Bear River Head Start honors educational rights for all parents. If you have court documents that prohibit educational parental rights for Non-Custodial Parent those documents must be provided at the time of application.

			Date of Birth//
Last			MM DD YY
			Primary Phone/Cell
			()
City	State	Zip	,

SECONDARY ADULT

			Date o	f Birth / /
First	Last			MM DD YY
Primary Phone/Cell			Email:	
()				
** Contact through text	t (See attached f	form)**	**Contact throug	gh email (See attached form)**
Gender	Ethnicity		Race	
[] Male [] Female	[] Hispanic/l [] Non-Hispa		[] Asian [] Multi/Biracial [] Pacific Islander [] Black/ African American [] Caucasian [] Other [] American Indian or Alaskan Native	
Language			English Proficien	су
[] English [] Spanish	[] Other		[]None []Little []Moderate []Proficient	
Relationship to Child		Do you have Cu applying?	ustody of the child	Do you provide financial support? [] YES [] NO
[] Biological/Adopted[] Foster Parent[] Relative	/Step	[] YES [] N	D	Do you live in the home? [] YES [] NO
Highest Grade Complet	ted		Employment Statu	S
[] Grade 9 [] Grade 10 [] Grade 11 [] Grade 12 [] High School Graduate [] GED	[] Training/ To [] Associate's [] Bachelor's [] Master's De	Degree Degree	 Full time 35+ hou Part time Training or schoo Seasonally emplo 	[] Unemployed [] Homemaker
If less than grade 9 specify	/			

OTHER CHILDREN IN THE HOME UNDER THE AGE OF 18 (related by blood, marriage, or adoption to the child applying)

Full Name of Child	Gender	Birth Date		Race
	[] Male		[] Asian	[] Multi/Biracial
	[] [] [amala		[] Pacific Islander	[] Black/ African American
	[] Female		[] Caucasian	[] Other
			[] American Indian	or Alaskan Native
	[] Male		[] Asian	[] Multi/Biracial
	[] [] [amala		[] Pacific Islander	[] Black/ African American
	[] Female		[] Caucasian	[] Other
			[] American Indian	or Alaskan Native
	[] Male		[] Asian	[] Multi/Biracial
	[] Female		[] Pacific Islander	[] Black/ African American
			[] Caucasian	[] Other
			[] American Indian	or Alaskan Native
	[] Male		[] Asian	[] Multi/Biracial
	[]] []		[] Pacific Islander	[] Black/ African American
	[] Female		[] Caucasian	[] Other
			[] American Indian	or Alaskan Native

OTHER ADULTS OR CHILDREN IN THE HOME

Name	ame Gender [] Male [] Female		ender [] Male [] Female
 First	Last	Da	nte of Birth//
	marriage or adoption? []	YES [] NO	
Race		Highest Grade Completed	Employment Status
[] Asian	[] Multi/Biracial		[] Full time 35+ hours [] Retired or disabled
[] Pacific Islander	[] Black/ African American	Specify	[] Part time [] Unemployed
[] Caucasian	[] Other		[] Training or school [] Homemaker
[] American Indian	or Alaskan Native		[] Seasonally employed

Name		Ge	nder [] Male [] Female
		Da	te of Birth//
First	Last		MM DD YY
Related by blood,	marriage or adoption? []	YES []NO	
Race		Highest Grade Completed	Employment Status
[] Asian	[] Multi/Biracial		[] Full time 35+ hours [] Retired or disabled
[] Pacific Islander	[] Black/ African American	Specify	[] Part time [] Unemployed
[] Caucasian	[] Other	• • • • • • • • • • • • • • • • • • • •	[] Training or school [] Homemaker
[] American Indian	or Alaskan Native		[] Seasonally employed

Name		Ge	nder [] Male [] Female
First	Last	Da	te of Birth//
Related by blood,	marriage or adoption? []	YES []NO	
Race		Highest Grade Completed	Employment Status
[] Asian [] Pacific Islander [] Caucasian [] American Indian	 [] Multi/Biracial [] Black/ African American [] Other or Alaskan Native 	Specify	[] Full time 35+ hours [] Retired or disabled [] Part time [] Unemployed [] Training or school [] Homemaker [] Seasonally employed

PROGRAM OPTIONS/PREFERENCE (please mark your selections(s) below)

Preschool Head Start (PHS)	Early Head Start (EHS)
Serving children 3 (by Sept 1) – 5 years old	Serving children 0-3 & Expectant mothers
[] Center Based [] Home Based	[] Center Based [] Home Based
If requesting Center Based services:	If requesting Center Based Services:
1 st Choice	1 st Choice
2 nd Choice	2 nd Choice
If requesting Home Based services	If requesting Home Based services
County	County
County	County

PRESCHOOL HEAD START PART DAY MONDAY -THURSDAY

UTAH

Logan PHS Center 852 South 100 West AM 8:00 AM - 12:00 PM PM 12:00 PM - 4:00 PM

Brigham City 264 N 200 W AM 8:30 AM -12:30 PM

Hyde Park TBA PM 12:00 PM-4:00 PM

IDAHO

Preston-Pioneer Elementary 525 S 400 E AM 8:30 AM -12:30 PM PM 11:00 AM - 3:00 PM

Malad - Malad Elementary 450 N 300 W. 8:00 AM-12:00 PM

Paris - Paris Elementary 39 Fielding Street 11:30 AM - 3:30 PM

PRESCHOOL HEAD START EXTENDED DAY MONDAY-THURSDAY

Richmond-Park Community Center 90 S 100 W 8:30 AM – 3:00 PM

Hyrum-Lincoln Elementary 90 S. Center 8:30 AM – 3:00 PM

Brigham City-264 N 200 W 8:00 AM – 2:30 PM OR 8:15 AM – 2:45 PM **Smithfield- Sunrise Elementary** 225 S 455 E 8:30 AM -3:00 PM

Tremonton- 451 W 600 N 8:00 AM – 2:30 PM

Hyde Park TBA 8:00 AM – 2:30 PM

EARLY HEAD START MONDAY-FRIDAY 8:00 AM - 2:00 PM

Cache South Nest/Koop 670 West 400 South

Cache North-Fish Pond 1300 North 200 East

PRESCHOOL HEAD START and EARLY HEAD START HOMEBASED OPTIONS

Box Elder County, Cache County, Caribou/Bear Lake County, Franklin County and Rich County

PARENTS PLEASE MARK THOSE THAT APPLY:

- [] Past Head Start Family
- [] Currently enrolled in ANY Head Start Program
- [] Do you plan to apply to **ANY** other Head start Program

How did you hear about Bear River Head Start?

Have you been convicted of a crime in the last seven (7) years? []YES []NO

If yes, please explain_____ CONVICTION WILL NOT BAR ENROLLEMENT FOR YOUR CHILD

- 1. I have carefully reviewed the documents and information I have provided to Bear River Head Start and, by signing below, certify to the best of my knowledge that all information is true and correct.
- 2. I further understand that this an application for services that are paid for with federal funds and that intentionally providing misleading, inaccurate or untruthful information of a material nature could result in serious legal consequences for me.
- 3. I understand that this application is not complete until <u>all documentation</u> required is submitted, reviewed, and signed. Incomplete applications will be returned and will further delay the enrollment process.

Parent/Guardian Signature	Date
Parent/Guardian Signature	Date
Staff Signature	_ Date
Comments/Notes:	

Communication Agreement

As part of improving our communication with families we serve, we are in the process of having our system upgraded so that we can contact parents (guardians) through text and/or email message. By communicating in this manner we are able to reach all of our families quickly and more effectively. Your phone number and email will only be used by Bear River Head Start and kept confidential. By agreeing, you are giving your permission for Bear River Head Start to contact you through text/email message. Once set up, you may receive text or email messages regarding attendance, school cancellations due to weather, parent meetings, activities and general reminders. This should aid both home and Head Start in serving your child. Thank you.

Child's Name:	

Signature:	Date:	

Preferred method of contact:	[] Text	[] Email
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Acuerdo de comunicación

Como parte de mejorar nuestra comunicación con las familias a las que servimos, estamos en el proceso de actualizar nuestro sistema para que podamos contactar a los padres (tutores) a través de mensajes de texto y/o correos electrónicos. Al comunicarnos de esta manera, podemos llegar a todas nuestras familias de manera rápida y más eficaz. Su número de teléfono y correo electrónico solo serán utilizados por Bear River Head Start y se mantendrán confidenciales. Al aceptar, usted está dando su permiso para que Bear River Head Start lo contacte a través de un mensaje de texto o correo electrónico. Una vez configurado, puede recibir mensajes de texto o correo electrónico a la asistencia de clases, cancelaciones de la escuela debido al clima, reuniones de padres, actividades y recordatorios generales. Esto debería ayudar tanto al hogar como a Head Start a servir a su hijo. Gracias

Nombre del niño(a): _____

Firma: ______ Fecha: ______

Forma de contactar preferido: [] Texto [] Correo Electrónico

EMERGENCY CONTACTS (NOT PRIMARY OR SECONDARY ADULTS, but others who can make decisions for your child, if you are not available)

Name		Relationship to child	Contact: Yes [] No []
City	StateZip		Release: Yes [] No[]
Home phone	Cell phone	Work phone	
Name		Relationship to child	Contact: Yes [] No []
City	StateZip		Release: Yes [] No[]
Home phone	Cell phone	Work phone	
Name		Relationship to child	Contact: Yes [] No []
City	StateZip		Release: Yes [] No[]
Home phone	Cell phone	Work phone	

Why does Bear River Head Start Need Emergency Contacts?

Emergency contacts are needed in the event that Bear River Head start is unable to contact the Primary or Secondary adult.

What does Release mean?

Bear River Head Start is able to release the child to the care of the Emergency Contact, in the event that the Primary or Secondary adult is unable to pick up the child.

BEAR RIVER HEAD START

*** Health and Education Permission/Release Form ***

Child's name_

Date of birth

_ Telephone #: _____

PERMISSION TO OBTAIN/RELEASE HEALTH DATA INFORMATION

(Please initial. Parent initials need to be up-dated yearly.)

_____Upon enrollment, I give permission for Head Start Health Staff to obtain required health data from my child's health providers (doctor, dentist, WIC, Medicaid, insurance companies, mental health professionals) to meet medical, mental health, and dental follow-up services and Performance Standard requirements. This information may be obtained by mail, telephone and/or fax.

_____I also give permission for my health care providers to release the required health data information to Head Start Health Staff. My health care provider can release this information by telephone, mail, and/or fax.

_____It is understood that the above information is to be used for professional purposes only and is to be held confidential.

OTHER PERMISSIONS – (*Please initial. Parent initials need to be up-dated yearly.*)

- _____ I give permission for Head Start to provide emergency first aid and seek emergency medical help for my child.
- _____ I give permission for Head Start Staff to provide screenings on my child (vision, hearing, height and weight).
- I give permission for my child's name to be posted in the classroom if there is a medical condition or food allergy that all staff should be aware of.
- _____ I give permission for Head Start to record video and take photographs and use these to promote our program in the community (newspaper, etc.)
- _____ I give permission for Head Start to record videos and take photographs for use in evaluating university students and promote their program.
- _____ I give permission for Head Start to record video for use in classroom observations.
- _____ I give permission for Head Start to allow classroom photos and videos to be taken by parents.
- _____ I give permission for Head Start to take my child on Head Start field trips.
- Every child is required to be screened to determine where the developmental level of the child is at the beginning of their time in Head Start. This information gives the teacher a starting point to plan goals and activities for the children. I give Bear River Head Start permission to screen my child and I understand that all results will be kept confidential and reviewed with me. I understand I have the right to refuse permission for this screening.
 - I give permission for Head Start to perform mental health observations in the classroom and at socializations.

I understand that this permission form remains in effect for one year or for the duration my child remains in Head Start. I understand I may cancel/revoke this authorization at any time by submitting a written request.

Parent/Guardian Signature

Date

Staff Signature

Date

This page is optional at this time, however if your child is selected for enrollment it will need to be completed before participation in the program 3/26/2019

BEAR RIVER HEAD START

Child Medical Information Form

Child's name			Phone
HAS YOUR CHILD BEEN SER	VED BY WIC FROM <u>DECEMBE</u>] YES [] NO
City of the specific WIC departme	nt that services your child:		
CHILD'S INSURANCE PROVI	DER NAME:		
CHILD'S PHYSICIAN NAME:		PHONE NUMBE	CR:
CHILD'S DENTIST NAME:		PHONE NUMBI	ER:
			
Health Problems			
-			any applicable illness or condition)
\square boils	\Box heart/blood vessel disease	\Box child abuse and neglec	et
\square hives	\Box liver disease	\Box sickle cell disease	
	□ polio	\Box high lead levels	
□ asthma	□ overweight	\Box problems with teeth, g	ums, or mouth
□ bleeding tendencies	□ underweight	$\Box \text{frequent sore throat}$	
□ diabetes	□ anemia	□ frequent cough	terre ender 11. standter
$\Box \text{frequent vomiting}$	\Box frequent stomach pain	□ frequent urinary infect	
\Box frequent diarrhea	\Box difficulty seeing (squints, crearing (tubes, frequent earaches, e	•	
please list what medications you	r child is taking and for what h		
Yes No	ad a convulsion or seizure? If ye	ng when did it leat hannen?	
	nedicine for seizures? If yes, what		
ALLERGIES: Please list all alle FOOD Allergies/Reaction: MEDICATION Allergies/React OTHER Allergies when near an	ion:		-
	SCREENING PERI		
Bear River Head Start has a These screenings will includ	ny permission to do necessar e: (<i>Please initial each blank</i>)	ry, non-invasive screenings)	s throughout the year.
Hearing and Vision screening	Developmental screening	gHeight/Weight	Social/Emotional
ē -	ed for all children enrolled i l will only be used to plan sp		
Parent(s)/Guardian(s):		Date:	
***This nage is ontional at	this time however if you	r shild is salastad for onr	collmont it will need to be

This page is optional at this time, however if your child is selected for enrollment it will need to be completed before participation in the program 3/26/2019

STAFF USE ONLY

USO DE PERSONAL SOLAMENTE

Firma del Padre/Guardián	Fecha
Parent/Guardian Signature	Date
I, the parent, have completed this interview with a Bear River Head information that has been submitted with my application. By sign and belief that all information regarding eligibility provided by me Yo el padre he completado esta entrevista con un representante de Bear F ha presentado con mi solicitud. Al firmar este formulario, certifico a lo me la información relativa a elegibilidad por mí es verdadera y exacta.	ng this form, I certify to the best of my knowledge is true and accurate. River Head Start. El/Ella revisado que toda la información se
Communication agreement completely filled out Acuerdo de comunicacion	
Court Documentation for Non-Custodial Parent if applicable	
IEP or IFSP documentation if applicable	
Both parents education/employment status filled in with wo Educación/estatus laboral de ambos padres, igual que el ingreso de amb	• •
Program Options/Preferences clearly marked Los lugares preferidos estan claramente marcados	
Complete emergency contact information Complete la forma de Información de Contactos de Emergencia	
SSI, TANF, or Foster Placement form Forma de SSI, TANF, o colocación de hogar (Foster care)	
Verify all members have a full date of birth Verifique que todos los miembros de la familia tengan una fecha de nacim	iento completa.
If living arrangement "temporary" was marked, document w Si marco SI, donde vive un arreglo temporal, explique su situación	vhy
Child support Menutenicon de hijos	
Scholarship/grants Becas	
Proof of age (birth certificate, christening/blessing certificate) Prueba de edad (acta de nacimiento O acta de bautismo)	e, Medicaid card or passport)
Current income (check stubs, W2, tax form 1040, or employ Verificación de ingresos (Formulario de impuestos (1040), forma W-2, tal	
This section is to be completed by the staff recruiter. Please com those that apply and $\underline{N/A}$ if it <u>does not</u> . Esta sección debe ser comple con los padres, ponga sus <u>INICIALES</u> a los que aplique y una <u>N/A</u> a los que	etada por el personal. Por favor complete la entrevista

I, staff member of Bear River Head Start, have reviewed and conducted this interview with the parent/guardian. *Yo, representante de Bear River Head Start, he revisado y completado esta entrevista con el padre/guardián.*

Staff	Signature	•
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