

### Mid-West New Mexico Community Action Program

549 Don Pasqual Rd. Los Lunas, NM 87031 Phone (505) 866-0466 Fax (505) 865-1506

April 1, 2024

Dear Applicant,

Thank you very much for your interest in the MWNMCAP Head Start Program. MWNMCAP has been successfully providing high quality Head Start services to our communities of Cibola, McKinley, Socorro and Valencia Counties for over 50 years. Our program believes that all children deserve the chance to learn and grow in a safe and vibrant environment. We also believe that the child's family is their first and most important source of learning. At MWNMCAP Head Start we not only concentrate on providing quality educational services to our children, but we believe that it is important to prepare the entire family for life-long growth and learning. Parent participation is not only welcome; it is at the cornerstone of what we do.

We have a limited number of open slots for new Early Head Start and Head Start children, so the earlier that you turn the application in, the better. It is also important to gather all requested documents (such as proof of income, Birth Certificate, Immunization Records, etc.). Once again, the more complete the application, the better chance of being eligible and accepted into the program.

As mentioned earlier, MWNMCAP Head Start provides high quality early childhood services. Although your child will definitely grow educationally, we are also concerned with the physical and mental health of your child. It is very important that your child receives a full **physical BEFORE school begins.** This allows us to better understand the needs of your child, whether it be a food allergy or the need to give them their prescribed medication. Making sure that your child has a complete **physical BEFORE school starts** will also ensure that your child is eligible for the program the entire year. There are Federal, State and local standards that require physical examinations, immunizations, etc. If you have any questions or concerns about the application process or need help to schedule a physical, please contact your local center and they will be more than happy to assist you.

Once again, thank you for your interest in the MWNMCAP Head Start Program. We look forward to welcoming you to our family!

Sincerely, Molly Sanchez, M. Ed Head Start / EHS Director MWNMCAP When submitting your application, please bring the following documents with you:

- Proof of Income (All Household Members) This may include one or more of the following:
- o 2023 Income Tax Forms
- $\circ$  W-2 Form(s)
- o Pay Stubs/Pay Envelopes -most current
- Written statement from employer
- O Documentation showing current status as recipients of public assistance (TANF, SNAP or SSI)
- o Documentation showing foster care status for the applying child
- Original Certificate of Birth (or foreign equivalent) or a hospital certificate of birth until an official certificate of birth can be obtained
- o Child's Health Insurance or Medicaid Card
- o Child's Immunization Records

Please provide the following documents at time of application (if not currently available, please provide "Notice of Appointment" or speak to our Parent, Family and Community Engagement Department for assistance):

- Child's Physical (HS within the last 12 months, EHS within the last 3 months)
- Child's Dental Screening(s)/Exam(s) (within the last 12 months) and if applicable:
- o Certificate of Indian Blood

If your child has not had a physical within the last 12 months, please schedule one as soon as possible. It is a requirement that all Head Start children have a physical within the last 12 months. If you have any questions or problems, please contact your local Head Start and they will be happy to assist you.

#### EMERGENCY CONTACT/PICK-UP FORM

(Anyone other than Parent/Guardian must be 18 or older to sign-out child)

(1117) 0110 0 11101 11111 1 1	 	01410. 10 518.1	
Applicant/Child's Name			

Ap	plicant/Child's	Name				
		Parent /C	Guardian	1		
	First Name		Last Name			
Address:		ľ				
Home Phone #:			Phone 2/	Cell #:		
Gender: Male	female	Relationship to	Child:		Pick-Up Child	
		Parent /C	Guardian	2		
	First Name			Last	Name	
Address:			DI 2	/C - 11 .#.		
Home Phone #: Gender: Male	female.	Relationship to	Phone 2/	Cell #:	Diale Un Child	
Gender: Male	remaie	Relationship to	Cilia:		Pick-Up Child	
Eme	ergency Con	tacts in Local A	rea Who	o May Also Pi	ck Up Child	
Contact 1 - First 1	Name		Contact 1	- Last Name		
Home Phone #:			Phone 2/	Cell #:		
Gender: Male	female	Relationship to	Child:			
			~			
Contact 2 - First 1	Name		Contact 2	- Last Name		
Home Phone #:			Phone 2/	/Call #•		
Gender: Male	female.	Relationship to		CCII #.		
		1				
Contact 3 - First 1	Name		Contact 3	- Last Name		
		!				
Home Phone #:				2/Cell #:		
Gender: Male	female	Relationship to	Child:			
	Additiona	al Individuals W	ho May	Pick-up My	Child	
	NAM	E		PHONE #	RELATIONSHIP	
				<u>l</u>	I	

Parent/Guardian Signature

Date

### CONSENT FOR CHILD'S EMERGENCY MEDICAL/DENTAL TREATMENT AND TRANSPORTATION PERMISSION FORM

(By Parent or Legal Guardian)

I,	, hereby give my consent for emergency medical and/or dental treatment of the							
child listed below by any licensed physician or dentist while under the care of Mid West NM CAP Head Start and for emergency transport of the child to and from the source of emergency treatment. My child will be transported by an								
ambulance or other such vehicle	when necessary.							
This emergency care may include necessary or advisable.	e examinations and any tests which in the opinion of the physician or dentist are deemed							
This does not include the right to perform surgical operations without my further consent, except in the case of an emergency and when an effort has been made to locate me or if I am found to be unavailable.								
I understand that emergency treatment will not be given without parental consent, except in a life-threatening situation. Since consent must be given at the time of the incident, I understand that I must leave numbers where I, my spouse or a responsible adult designated by me, may be reached.								
I understand the procedure to be emergency.	followed and hereby authorize the Center to follow this procedure in the event of an							
This consent is valid for one year	ar after the date signed.							
Child's Name:	Date of Birth:							
Allergies/Medical Condition(s):								
Physician:	Dentist:							
Hospital:	Insurance:							
	Staff Use							
DTAP:								
Assigned Bus Stop:								
Re-Assigned Bus Stop:	Effective Date:							
Re-Assigned Bus Stop:	Effective Date:							

# CONSENTS Consents/Permissions/Verifications Form PROGRAM YEAR 2024-2025

Eligible Child:					
		CONSENT AND AL	PROVALS	1	
I give permission	ı to l	Mid West NMCAP Head St	art Program	to do the following screenings.	
Screenings:					
Vision		Hearing		ental Screenings and Assessments	
Height and Weight		Behavior Health & Well	ness Observ	ation	
Permissions:  Use of child's photograph/pictures on Social Media and for Recruitment/Advertisement  Use of child's photograph/pictures for classroom use only.					
Parent/Guardian Signature: —			Signature Date:	Month Day Year	
		<u>DECLINAT</u>	<u> TIONS</u>		
I do not give permission for the following screenings. I acknowledge and remove all responsibility from the Mid West NMCAP Head Start Program for denial of services.					
Screenings:  Vision		Hearing	Developm	ental Screenings and Assessments	
Height and Weight				ation Medical Release	
Permissions:  Transportation of Child  Use of child's photograph/pictures on Social Media and for Recruitment/Advertisement  Use of child's photograph/pictures for classroom use only.					
Parent/Guardian Signature: —			Signature Date:	Month Day Year	

#### RELEASE OF INFORMATION FORM

Name of Child: Date of Birth://					
Address:			_		
City:	State:	Zip:			
I, print name of Parent/Guardian*					
of (name of doctor's office, school,	other)				
to obtain the following information about (Check all that apply) [ ] all medical records currently on file at					
[ ] only following medical records	Medical Prov				
currently on file at		. •			
[ ] all dental records currently on file at _					
[ ] In addition, I authorize					
(1)	to release infe	ormation concerning			
the above named child to:					
(2)	to release infe	ormation concerning			
the above named child to:					
This authorization will automatically term extended by me, the undersigned.	inate on	_ unless previously revo	ked or		
Signature of Parent/Guardian* date					
I hereby revoke this authorization Sign	nature of Parent/Gu	ardian* date	-		
I hereby extend this authorization for	months Signature	e of Parent/Guardian*	date		
*If the patient is over years of age, he	or she may sign in pl	lace of parent/guardian.			

## Mid-West New Mexico Community Action Program Child Health History Questionnaire

Child	l's Name:	DOB	:	Sex: M F
Parer	nt/Guardian Name:	•		Date:
	PREGNANCY/BIRTH HISTORY	Y	N	EXPLAIN "YES" ANSWERS
1. D	Did mother have any health problems during this			
	regnancy or delivery?			
2. D	oid mother visit physician fewer than two times during			
	regnancy?			
3. W	Vas child born outside of a hospital?			
4. W	Vas child born more than 3 weeks early or late?			
5. W	Vhat was child's birth weight?			lbsoz.
6. W	Vas anything wrong with the child at birth?			
7. W	Vas anything wrong with the child in the nursery?			
8. D	oid child or mother stay in hospital for medical reasons?			
9. Is	s mother pregnant now?			
	HOSPITALZATIONS AND ILLNESSES	Y	N	EXPLAIN "YES" ANSWERS
10. H	las child ever been hospitalized or operated on?			
	las child ever had a serious accident?			
12. H	as child ever had a serious illness?			
	HEALTH PROBLEMS	Y	N	EXPLAIN (Use additional sheets if needed)
13. D	oes child have frequent:sore throat;cough;			
	urinary infections or trouble urinating; stomach			
pa	ain, vomiting or diarrhea			
14. D	oes the child have difficultly seeing? (squints, cross eyes	s,		
lo	ook closely at books)			
15. Is	s child wearing (or suppose to wear) glasses?			If yes, was last checkup more than a year?
16. D	oes the child have problem with ears/hearing?			
17. H	lave you ever noticed child scratching their behind while	;		
as	sleep?			
18. H	as child ever had a convulsion or seizure? Is the child			When did it last happen?
ta	aking medication for seizures?			What medicine?
19. Is	s child taking any other medicine now?			
20 Ia	schild nove hains tracted by a physician and doutist?			Physician Name:
20. 18	s child now being treated by a physician or a dentist?			Dentist Name:
21. H	as child had:boils;chickenpox;eczema;			
_	German measles;measles;mumps;scarlet			
	ever;whooping cough			
22. H	[as child had:hives;polio			
23. H	as child had:asthma;bleeding tendencies;			
	_diabetes; epilepsy;heart/blood vessel disease			
	liver disease;kidney disease;rheumatic fever	,		
	sickle cell disease?			
24. D	oes child have any allergies?			
	oes the child have any condition that will get in the way			Describe how?
	f the child's everyday activities?			
	oid a doctor or other health professional tell you the child	l		
ha	ad this problem?			When?

## Mid-West New Mexico Community Action Program Parent Nutrition Screening

Child's Name:		Date of Birth: Gender: □Mal □Fem		ale		
				male		
SECTION 1-FOODS EATEN DURING WEEK		SECTION 2 – NUTRION INFORMATION				
	Number of Times a Week	Does your child take vitamins or i	mineral	Yes	No	
Milk, Cheese, Yogurt		supplements?				
Meat, Poultry, Fish, Eggs or		If yes, Do they contain iron	?			
Beans/Peas, Peanut Butter		If yes, Do they contain fluo	oride?			
Rice, Bread, Cereal, Tortillas		If yes, Were they prescribed?				
Greens, Carrots, Broccoli, Winter Squash, Pumpkin,		Has there been a big change in appetite last month?	your child's			
Sweet Potatoes						
Oranges, Grapes, Fruit, Tomatoes, (fruit Juice)		Does your child eat or chew things that are not food?		od?		
Other fruits and vegetables		Does your child have problems of swallowing?	chewing or			
Oil, Butter, Margarine, Lard						
Cakes, Cookies, Sodas, Fruits,		Does your child have any docume				
Candy		allergies? If yes, please attach do				
What foods does your child like	??	And Form N-024 Medical Stateme Special Meals				
		Is there any food your child show	uld not eat for			
What foods does your child disl	ike?	religious or personal reasons?				
Do you have any concerns abou	t what your child eats?					
	ANY AD	DITIONAL COMMENTS				

## Mid-West New Mexico Community Action Program Parent Transition Questionnaire

Child's Name:	DOB:	Sex:	M	F			
Parent/Guardian Name:	Relationship to Child:						
1. Can you tell us one or two things your child is interested in	n or does especially well?						
2. Does your child take a nap?YesNo If yes, how long?							
3. Does your child sleep less than 8 hours a day or have troub	ole sleeping? Yes No						
Explain if yes:	100 <u></u>						
4. How does your child tell you when they need to use the res	stroom?						
5. Does your child need help going to the restroom?Y	esNo						
Explain:	.esNo						
6. Does your child often wet their pants?YesNo	)						
Explain:							
7. How does your child act with adults they do not know?							
8. How does your child act when playing with a group of other	er children?						

## Mid-West New Mexico Community Action Program Parent Transition Questionnaire

9.	Does your child worry a lot or is he/she afraid of anything? Yes No Explain:
	Has your child ever been identified as having a developmental delay? Yes No
If y	ves, please explain:
11	Does your child have any difficulties saying what they want to do?YesNo
11.	Explain:
12.	Do you have any trouble understanding your child?YesNo
	Explain:
10	
13.	Does your child often get cranky or cry at other times, when you can't figure out why?YesNo Explain:
1.4	
14.	What do you do to comfort your child when they cry or are scared?
15	Please describe any major changes in your child's life in the last six months:
10.	The second of th
16.	Are you or your family having any problems that might affect the child at school?Yes No
	Explain:
17	Does your child currently wear diapers or pull-ups? Yes No
If y	ves, what brand? Size?
18.	Name of school your child will transition to after Head Start.
19.	Is there any additional information that you would like us to know about your child?

#### Child Lead Exposure Questionnaire

Chil	d's Name:	DOB:	Center:		_	
	Please answer these questions with: <b>Yes</b> , care provider decide if your child needs a			ll help you and yo	ur health	
1.	Is your child enrolled in or eligible for Me Children enrolled in Medicaid are <u>required</u> <u>again at 24 months of age</u> , and between the not tested at 12 and 24 months of age.	by law to be test			No	Don't know
2.	Is your child enrolled in any public assista	ince programs su	uch as WIC or TANF?	Yes	No	Don't know
3.	Does your child live in, or regularly visit (1 before 1950? Older houses may have lea that can be swallowed or inhaled by your of	nd-based paint, w	• • • • • • • • • • • • • • • • • • • •	103	No	Don't know
4.	Does your child live in or regularly visit a Remodeling in an older house, or even one contains lead, if lead-based paint is preser	e built as late as	•	103	No	Don't know
5.	Does any other child of yours or a child of lead level?	f a relative or fri	end have an elevate	d blood Yes	No	Don't know
6.	Does your child live with or regularly visit	; an adult whose	work or hobby uses	s lead? Yes	No	Don't know
7.	Do you (or any family members, or a cura red, or yellow powder such as Greta or As ache, nausea, and diarrhea?		• •	103	No	Don't know
8.	Do you use Kohl, Alkohl, or Surma on you Eastern, Oriental, and Ayurevedic prepara		r use traditional Mic	<b>Idle</b> Yes	No	Don't know
9.	Does your home have imported plastic/vi Some imported plastic mini-blinds made be	•		Yes	No	Don't know
10.	Does your child eat, put things in his/her Dirt, wood (especially window sills), paint of lead shot, shoes, or socks can have lead of	chips, jewelry, sh	ell casings, fishing si	103	No	Don't know
11.	Do you use imported pottery for cooking, Some Mexican, Chinese, and Italian potter the food.			Yes get into	No	Don't know
12.	Does your child live or play near a junkya highway? These places can have lead du mine is closed, lead can still be in the dirt.	• • • • • •	· · · · · · · · · · · · · · · · · · ·	103	No	Don't know
13.	Does your child eat tamarind/chile candy that are made in Mexico? Some of these		~	hapulines Yes	No	Don't know
Pare	nt Signature:	Date:				
Staff	Signature:	Date: _				
_				NIENA/ NAEN	(100	



### MWNMCAP Hematocrit/Hemoglobin Risk Assessment Questionnaire

Child's Name:	DOB:	Center:	Class:
Iron deficiency anemia is surprisingly conthere are treatments available to help conhowever, you may end up feeling worse a determine if your child needs a Hemoglo and be sure to share the results with you	rrect and mai and worse. E bin/Hematoc	nage iron deficiency aner y answering this simple	nia. If you don't get treatment, questionnaire, you can help us
1. Does your child feel tired or fatigued? $\Box$ Always $\Box$ Often $\Box$ Sometimes $\Box$ Never			
2. Does he/she feel weak? □Always □Often □Sometimes □Never			
3. Does your child's skin look pale? □Always □Often □Sometimes □Never			
4. Does your child get short of breath? □Always □Often □Sometimes □Never			
5. Does your child get dizzy? □Always □Often □Sometimes □Never			
6. Is it difficult for your child to concentra □Always □Often □Sometimes □Never	ate?		
7. Has your child experienced a rapid hea □Always □Often □Sometimes □Never	artbeat?		
8. Does your child complain of numbness □Always □Often □Sometimes □Never	or coldness i	n their hands or feet?	
9. Is your child irritable? □Always □Often □Sometimes □Never			
10. Does your child feel sad or depressed □Always □Often □Sometimes □Never	?		
11. Is child's hemoglobin count below 11 □Yes □No □I Don't Know	g/dL ( <b>grams</b>	sper deciliter) of blood?	,
12. Have you ever been told that your chi⊓Yes □No	ild was anem	ic?	
Parent Signature:		Date:	
Child □Does □Does not need a follow		rit/Hemoglobin or Lead	rest.
(If follow-up is needed, check the box and circle tests Staff Signature:	st needed)	Date:	

### MID-WEST NM COMMUNITY ACTION PROGRAM FAMILY HANDBOOK

(Parent/Guardian - PRINT NAME)	(Child's Nam	ne - PRINT)					
I hereby acknowledge that I have received orientation and have been provided with a copy of the Mid-West NM CAP-Early Childhood Development Center Family Handbook.  I further acknowledge that I have read and understand its contents.							
(Parent/Guardian Signature)	(Date)	(County)					



#### **Head Start Oral Health Form—Children**

Patient Inform	ation										
Child's name Date of birth			irth	 Parent's/g	Phone number						
Address This practice is the child's dental home: Yes			No	City			State	Zip	code		
Current Oral H	ealth S	tatus									
Does the child hav Does the child hav or extractions? Are there treatmer	e any te Yes at needs	eeth that h No s? Yes,	ave previou urgent \	sly beer 'es, not	n treated for urgent			owns,			
Diagnostic/Preve					icipatory (	Guidanco	Restorative/	/Emora	ncv	Caro	
Examination: X-rays: Risk assessment: Cleaning: Fluoride varnish: Dental sealants:	Yes Yes Yes Yes Yes Yes	No No No No No No No	Yes	No to Spec	cialty Care		Fillings: Crowns: Extractions: Emergency co	are:	Yes Yes Yes Yes	No No No No	
Future Oral Hea	alth Ca	re Servic	es								
All treatment comp More appointment If yes: Approximat Additional Info	ts neede e numb	ed for treater of appo	ointments ne	eeded: .		appointmen				ŕ	
Oral Health Pro			t Informat	ion and				numbor			
Provider name (please print)  Practice name						Phone number Fax number  Address					
Provider signature					— Date of						

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### Mid-West New Mexico Community Action Program Child Health Record-Screenings, Physical Examination/Assessments

Health Professional Signature:	<b>Date:</b>						
Comments:							
Overall Impression of Health	Follow-up or Referral Needed						
Normal Abnormal	Yes No						
	verall Results						
Other:	HGB/HCT						
Weightlbsoz.	Lead						
Height inches	Hearing Test						
Blood Pressure/	Vision Test						
Section 3-Standard Tests & Measurements  Normal Abnormal Normal Abnormal							
	Today's Exam						
Asthma/Allergies Current Medications	Medical History						
Conditions  A athma / A llarging	Madical History						
Abnormal	Parent Report						
	Child's status was determined by:						
Muscular Condition	Explain:						
Lymphatic/Thyroid	concerns.						
Glands	Child has suspect or significant						
Fine Motor	needs to update or re-establish services						
Gross Motor	needs to establish services						
Neurological	is receiving adequate ongoing care						
Bones, Joints, Muscles	and :						
Abdomen (hernia)	Child has acute and chronic conditions						
Lungs	Routine Dental Care Mental Health						
Heart	Immunizations Update						
Teeth	Well Child Care						
Pharynx							
Nose, Mouth,	Child needs to establish the following services:						
Ears (external canal)							
Eyes	Care!						
Skin	appropriate preventative and primary care?						
Head	Child is up-to-date on a schedule of age						
Posture, Gait							
General Appearance							
Normal Abnormal Refer Not Examined	Yes No						
Section 1-Physical Assessment	Section 2-Child Health Status						
ridaress.							
Provider Name: Address:	Phone #:						
Provider In							
Parent/Guardian Name:	Child's Birth Date:						
Child's Name:	Center/Class:						
	Trysteat Examination/135055ments						