

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

Cibola • McKinley • Socorro • Valencia

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:

- 2023 Income Tax Forms
- W-2 Form(s)
- Pay Stubs/Pay Envelopes -most current
- Written statement from employer
- Documentation showing current status as recipients of public assistance (TANF, SNAP or SSI)
- 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
- 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)
- o 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)

Applicant/Child's Name_

		Parent /C	Guardian	1	
	First Name			Last	t Name
Address:		T	Dlara 2/	ю 11 <i>ш</i> .	
Home Phone #: Gender: Male	female.	Relationship to	Phone 2/	Cell #:	Pick-Up Child
			Cillia.		rick-op onnu
		Parent /G	Buardian 2		
	First Name			Last	t Name
		l			
Address:		T	D1	1 1 1	
Home Phone #: Gender: Male	female.	Relationship to	Phone 2/	Cell #:	Pick-Up Child
Genuer: wate		Kelationship to	Cillia.		
Emerg	gency Contac	cts in Local Ar	rea Who	o May Also P	ick Up Child
Contact 1 - First Na	ame		Contact 1	- Last Name	
Home Phone #:			Phone 2/	Cell #:	
Gender: Male	female	Relationship to	Child:		
		T	<u> </u>	X (X	
Contact 2 - First Na	ıme		Contact 2	- Last Name	
Home Phone #:			Phone 2/	C_11 #•	
	female.	Relationship to		Cell #:	
	<u></u>	iterationsp	Chine.		
Contact 3 - First Na	me	T	Contact 3	- Last Name	
	inte	ł		- Last Name	
Home Phone #:			Phone 2/Cell #:		
Gender: Male	female	Relationship to	to Child:		
	Additional	Individuals W	ho May	Pick-up My	Child
	NAME			PHONE #	RELATIONSHIP
				<u> </u>	<u> </u>

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 examinations and any tests which in the opinion of the physician or dentist are deemed necessary or advisable.

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 followed and hereby authorize the Center to follow this procedure in the event of an emergency.

This consent is valid for one year 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 APPROVALS

I give permission to Mid West NMCAP Head Start Program to do the following screenings.

Screenings:

Permissions:

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		
Vision	Hearing	Developmental Screenings and Assessments
Height and Weight	Behavior Health & We	ellness Observation

Use of child's photograph/pictures on Social Media and for Recruitment/Advertisement Transportation of Child

Use of child's photograph/pictures for classroom use only.

Parent/Guardian	Signature	/ /			
Signature:	 Date:	Mo	onth	Day	Year

### **DECLINATIONS**

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	Developmental Screenings and Assessments				
Height and Weight	Behavior Health & W	Behavior Health & Wellness Observation Medical Release				
<b>Permissions:</b> Transportation of Ch	and f	or Recruitment e of child's pho	otograph/pictures on Social Media t/Advertisement otograph/pictures for classroom			
Parent/Guardian Signature:		- Signature Date:	/ / Month Day Year			

#### RELEASE OF INFORMATION FORM

Name of Child:	Date of Birth://
Address:	
City:State: _	Zip:
I, hereby authori print name of Parent/Guardian*	ze (person)
of(name of doctor's office, school, other)	
to obtain the following information about the above-nam (Check all that apply) [ ] all medical records currently on file at	
[ ] only following medical records	Provider
currently on file at	
[ ] all dental records currently on file at	
[] In addition, I authorize	
(1) to release	e information concerning
the above named child to:	
(2) to release	e information concerning
the above named child to:	
This authorization will automatically terminate on extended by me, the undersigned.	unless previously revoked or
Signature of Parent/Guardian* date	
I hereby revoke this authorization Signature of Parent,	/Guardian* date
I hereby extend this authorization for months	ature of Parent/Guardian* date

*If the patient is over ____ years of age, he or she may sign in place of parent/guardian.

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

Child's Name:		:	Sex: M F
Parent/Guardian Name:			Date:
PREGNANCY/BIRTH HISTORY	Y	Ν	EXPLAIN "YES" ANSWERS
1. Did mother have any health problems during this			
pregnancy or delivery?			
2. Did mother visit physician fewer than two times during			
pregnancy?			
3. Was child born outside of a hospital?			
4. Was child born more than 3 weeks early or late?			
5. What was child's birth weight?			lbs. oz.
6. Was anything wrong with the child at birth?			
7. Was anything wrong with the child in the nursery?			
8. Did child or mother stay in hospital for medical reasons?			
9. Is mother pregnant now?			
HOSPITALZATIONS AND ILLNESSES	Y	Ν	EXPLAIN "YES" ANSWERS
10. Has child ever been hospitalized or operated on?			
11. Has child ever had a serious accident?			
12. Has child ever had a serious illness?			
HEALTH PROBLEMS	Y	Ν	EXPLAIN (Use additional sheets if needed)
13. Does child have frequent: sore throat; cough;			
urinary infections or trouble urinating; stomach			
pain,vomiting or diarrhea			
14. Does the child have difficultly seeing? (squints, cross eyes	s.		
look closely at books)	,		
15. Is child wearing (or suppose to wear) glasses?			If yes, was last checkup more than a year?
16. Does the child have problem with ears/hearing?			
17. Have you ever noticed child scratching their behind while	;		
asleep?			
18. Has child ever had a convulsion or seizure? Is the child			When did it last happen?
taking medication for seizures?			What medicine?
19. Is child taking any other medicine now?			
			Physician Name:
20. Is child now being treated by a physician or a dentist?			Dentist Name:
21. Has child had: boils; chickenpox; eczema;			
German measles;measles;mumps;scarlet			
fever;whooping cough			
22. Has child had:hives;polio			
23. Has child had:asthma;bleeding tendencies;			
diabetes;epilepsy;heart/blood vessel disease			
liver disease;kidney disease;rheumatic fever	.,		
sickle cell disease?			
24. Does child have any allergies?			
25. Does the child have any condition that will get in the way		1	Describe how?
of the child's everyday activities?			
Did a doctor or other health professional tell you the child	1		
had this problem?		1	When?

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

Child's Name:		Date of Birth:	Gender: □M □Fe	ale male	
SECTION 1-FOODS E	SECTION 1-FOODS EATEN DURING WEEK		SECTION 2 – NUTRION INFORMATION		
	Number of Times a Week	Does your child take vitamins or r	nineral	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	ride?		
Rice, Bread, Cereal, Tortillas		If yes, Were they prescribed?			
Greens, Carrots, Broccoli,		Has there been a big change in	your child's		
Winter Squash, Pumpkin,		appetite last month?			
Sweet Potatoes					
Oranges, Grapes, Fruit,		Does your child eat or chew thin	gs that are not for	od?	
Tomatoes, (fruit Juice)		boos your enna eat of enew tinings that are not food			
Other fruits and vegetables		Does your child have problems	chewing or		
Oil, Butter, Margarine, Lard		_swallowing?			
Cakes, Cookies, Sodas, Fruits,		Does your child have any docume	ented		
Candy		allergies? If yes, please attach do	ctor's note.		
		And Form N-024 Medical Stateme	ent to Request	_	
What foods does your child like	?	Special Meals			
		Is there any food your child show	uld not eat for		
	1. 0	religious or personal reasons?		_	_
What foods does your child dis	iike?				
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:	М	F
Parent/Guardian Name:	Relationship to Child:	1		
1. Can you tell us one or two things your child is interested i	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 trou Explain if yes:	ble sleeping? Yes No			
4. How does your child tell you when they need to use the re	stroom?			
Explain:	YesNo			
6. Does your child often wet their pants?YesN Explain:	0			
7. How does your child act with adults they do not know?				
8. How does your child act when playing with a group of oth	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? <u>Yes</u> No res, please explain:
11.	Does your child have any difficulties saying what they want to do?YesNo Explain:
	Do you have any trouble understanding your child?YesNo Explain:
	Does your child often get cranky or cry at other times, when you can't figure out why?YesNo Explain:
	What do you do to comfort your child when they cry or are scared?
	Please describe any major changes in your child's life in the last six months:
	Are you or your family having any problems that might affect the child at school?YesNo Explain:
If y	Does your child currently wear diapers or pull-ups? Yes No         yes, what brand?       Size?         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

Child's Name:	DOB:	Center:
	D 0 DI	Genteri

Please answer these questions with: Yes, No, or Don't Know. The answers will help you and your health care provider decide if your child needs a blood test for lead.

1.	<b>Is your child enrolled in or eligible for Medicaid?</b> Children enrolled in Medicaid are <u>required by law to be tested for lead at 12 months and again at 24 months of age</u> , and between the ages of 36 months and 72 months of age, if not tested at 12 and 24 months of age.	Yes	No	Don't know
2.	Is your child enrolled in any public assistance programs such as WIC or TANF?	Yes	No	Don't know
3.	<b>Does your child live in, or regularly visit (for daycare or babysitting), a house built before 1950?</b> Older houses may have lead-based paint, which breaks down into dust that can be swallowed or inhaled by your child.	Yes	No	Don't know
4.	<b>Does your child live in or regularly visit a house that has recently been remodeled?</b> Remodeling in an older house, or even one built as late as 1978, can create dust that contains lead, if lead-based paint is present.	Yes	No	Don't know
5.	Does any other child of yours or a child of a relative or friend have an elevated blood lead level?	Yes	No	Don't know
6.	Does your child live with or regularly visit an adult whose work or hobby uses lead?	Yes	No	Don't know
7.	Do you (or any family members, or a curandera or sobador) give your child orange, red, or yellow powder such as Greta or Azarcon, or use "Navajo" clay for stomach ache, nausea, and diarrhea?	Yes	No	Don't know
8.	Do you use Kohl, Alkohl, or Surma on your child's skin? Or use traditional Middle Eastern, Oriental, and Ayurevedic preparations?	Yes	No	Don't know
9.	<b>Does your home have imported plastic/vinyl mini-blinds?</b> Some imported plastic mini-blinds made before 1996 have lead in them.	Yes	No	Don't know
10.	<b>Does your child eat, put things in his/her mouth, or chew on things that aren't food?</b> <i>Dirt, wood (especially window sills), paint chips, jewelry, shell casings, fishing sinkers, lead shot, shoes, or socks can have lead or lead dust on/in them.</i>	Yes	No	Don't know
11.	<b>Do you use imported pottery for cooking, storing, or serving food?</b> Some Mexican, Chinese, and Italian potteries have lead in the glaze, which can get into the food.	Yes	No	Don't know
12.	<b>Does your child live or play near a junkyard, dump, mine, smelter, busy street, or highway?</b> These places can have lead dust in the air or in the dirt. Even if the smelter or mine is closed, lead can still be in the dirt.	Yes	No	Don't know
13.	<b>Does your child eat tamarind/chile candy or salt/lemon/chile seasonings or chapulines</b> <b>that are made in Mexico?</b> Some of these products may contain lead.	<b>s</b> Yes	No	Don't know
Pare	nt Signature: Date:			

Parent Signature: _____

Date: ____

Staff Signature: _____

**NM Childhood Lead Poisoning Prevention Program** Environmental Health Epidemiology Bureau 505-827-0006 • DOH-eheb@state.nm.us





Rev 4/2024

### MWNMCAP Hematocrit/Hemoglobin Risk Assessment Questionnaire

 Child's Name:
 DOB:
 Center:
 Class:

Iron deficiency anemia is surprisingly common, yet it often goes undiagnosed and untreated.. When <u>diagnosed</u>, there are treatments available to help correct and manage iron deficiency anemia. If you don't get treatment, however, you may end up feeling worse and worse. By answering this simple questionnaire, you can help us determine if your child needs a Hemoglobin/Hematocrit test. Just answer as many of the questions as you can, and be sure to share the results with your physician.

1. Does your child feel tired or fatigued? □Always □Often □Sometimes □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 concentrate? □Always □Often □Sometimes □Never

7. Has your child experienced a rapid heartbeat? □Always □Often □Sometimes □Never

8. Does your child complain of numbness or coldness in their hands or feet? □Always □Often □Sometimes □Never

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 g/dL (**grams per deciliter**) of blood? □Yes □No □I Don't Know

12. Have you ever been told that your child was anemic?  $\Box Yes \quad \Box No$ 

Parent Signature: _____

Date: _____

Child Does Does not need a follow-up Hematocrit/Hemoglobin or Lead test. (If follow-up is needed, check the box and circle test needed)

Staff Signature: _____

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

(Parent/Guardian - PRINT NAME)

(Child's Name – 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	 Parent's/guardian's r	name	Phone	num	ber
Address					City		State	 7ip	code
This practice is the	child's o	dental ho	me: Ye	s No	City		State	2.6	couc
Current Oral H	ealth S	tatus							
Does the child hav Does the child hav or extractions? Are there treatmer Oral Health Ca	e any te Yes nt needs	eeth that l No s? Yes,	nave previo urgent	ously beer Yes, not	n treated for decay, inc urgent No treatme		vns,		
Diagnostic/Preve	entive S	Services	Counse	eling/Ant	ticipatory Guidance	Restorative/E	merge	ncy (	Care
Examination:	Yes	No	Yes	No		Fillings:	Y	es	No
X-rays:	Yes	No				Crowns:	Y	es	No
Risk assessment:	Yes	No	Referra	al to Spee	cialty Care	Extractions:	Y	es	No
Cleaning:	Yes	No	Yes	No		Emergency car	e: Y	es	No
Fluoride varnish:	Yes	No				Other:			
Dental sealants:	Yes	No	(Please	specify spe	ecialist)	(Please	specify)		
Future Oral Hea	alth Ca	re Servi	ces						
All treatment com More appointment		Yes ed for trea	No atment?	Yes N	Next rec	all date: /		_ (m	onth/year
If yes: Approximat	e numb	er of app	ointments	needed: .	Next appointm	ent: Date:	Tii	me: _	
Additional Info	rmati	on for Da	ronte Ha	ad Start	Staff, and Medical	Providore			
Additional init	Jillau		nents, ne		Stan, and Medical	FIOVICEIS			
Oral Health Pro	ovider'	s Contac	t Inf <u>orm</u>	ation and	d Signature				

Provider name (please print)	Phone number	Fax number
Practice name	Address	
Provider signature	Date of service	

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

Child's Name:	Center/Class:			
Parent/Guardian Name:	Child's Birth Date:			
Provider In				
Provider Name:	Phone #:			
Address:				
Address.				
Section 1-Physical Assessment	Section 2-Child Health Status			
Normal Abnormal Refer Not Examined	Yes No			
General Appearance				
Posture, Gait				
Head	Child is up-to-date on a schedule of age			
Skin	appropriate preventative and primary			
Eyes	care?			
Ears (external canal)				
Nose, Mouth,				
Pharynx	Child needs to establish the following services:			
Teeth	Well Child Care			
Heart	Immunizations Update			
Lungs	Routine Dental Care			
Abdomen (hernia)	Mental Health			
Bones, Joints,	Child has acute and chronic conditions			
Muscles	and :			
Neurological	is receiving adequate ongoing care			
Gross Motor	needs to establish services			
Fine Motor	needs to update or re-establish services			
Glands Lymphatic/Thyroid	Child has suspect or significant			
Muscular Condition	concerns.			
	Explain:			
Abnormal	Child's status was determined by:			
Conditions	Parent Report			
Asthma/Allergies	Medical History			
Current Medications	Today's Exam			
Section 3-Standard Tests & Measurements				
Normal Abnormal	Normal Abnormal			
Blood Pressure/	Vision Test			
Height inches	Hearing Test			
Weightlbsoz.	Lead			
Other:	HGB/HCT			
Section 4-Overall Results				
Normal Abnormal	Yes No			
Overall Impression of Health	Follow-up or Referral Needed			
Comments:				