

ENROLLMENT - SUMMARY OF SERVICES

CHILD'S NAME _____

DATE	PROGRESS NOTE #	SERVICE
------	-----------------	---------

EN1. RECRUITMENT

- Application

Recruitment Home Visit

- Recruitment Notes
- Verification of Income
- Documentation of Need (e.g. Referral Letters, Documentation of Disability/Special Need)

EN2. ENROLLMENT

Date of Enrollment

- Emergency Notification/Bus Policy
- Transportation Orientation
- Parent interest survey
- Letter of Agreement
- Parent's Consent Form
- Authorization for Release of Information
- DHS Release of Information
- Advantage Dental Fluoride Consent/Release
- Casey Eye Institute Release of Information
- CACFP Form

Open House

- Initial Home Visit scheduled for _____ (date) at _____ (time)

EN3. INTENT TO RE-ENROLL (Head Start Only)

Intent to Re-enroll/PIR Update completed

- Filed in front of application
- Copy sent to Main Office for data entry