

Head Start and GSRP Acceptance Packet Guidance

- Acceptance Packets are mailed to families once the family has accepted placement into a classroom. This can occur at any time during the year.
- Program Support Assistance
 - Prior to Acceptance you will need to determine the postage amount required to mail the Acceptance Packet. This is determined by putting an acceptance packet together and weighing it. Once you know the postage amount contact Program support to let them know the postage amount you will need.
 - You will need to let Program Support know how many envelopes you will need for the Acceptance Process.
 - Acceptance mailings require two different envelopes. One 9"x12" envelope to place the acceptance packet into, and as needed 4.125"x9.5" envelopes that are attached to the Physical Screening and/or Dental Health Exam.
 - Program Support will prepare the envelopes by placing a return address label, postage(stamps), Open Immediately and Preschool Information labels on them.
- Acceptance Packets are individualized for each child based upon their current health information in Child Plus and MCIR (Michigan Care Improvement Registry/immunization database).
 - **Physical/Well Child exam:** Reference ChildPlus Health tab, then Events tab to determine if there is a current Physical/Well Child exam. View the attachment to ensure the document meets our Licensing requirement and was dated within 12 months of the child's first day of school (Enrolled Date). If the Physical/Well Child exam is needed send this in the acceptance packet. Staple together the Physical/Well Child Exam Instructions, NMCAA Program Physical Screening and self-addressed stamp envelope.
 - **Dental Health Exam:** Reference ChildPlus Health tab, then Events tab to determine if there is a current Dental Exam. View the attachment to ensure the document meets Head Start Performance Standards and was dated within 6 months of the child's first day of school (Enrolled Date). If the Dental Health Exam is needed send this in the Acceptance Packet. Staple together the Dental Health Records Instructions, Dental Health Record, CFD Program Dental Guidelines and a self-addressed stamp envelope. This is not applicable for GSRP Acceptance
 - **Immunization or Immunization Waiver:** Reference Immunization status in MCIR to determine Immunization Status (Complete, Incomplete, Provisional or Waivered) If immunization status is complete do nothing. If the Immunization status is Incomplete, Provisional or seeking a Waiver, print the Immunization Record from MCIR. On the Immunization or Immunization Waiver Instructions mark the corresponding box to their Immunization status. Staple together the Immunization or Immunization Waiver Instructions and Immunization Record from MCIR.

- Acceptance Packet Pieces are placed in the following order:

Growing a School Ready Child	Tri-Fold pamphlet
Welcome To Preschool*	Individualize with accepted child's name, program, Recruitment/Health Specialist.
FES Biography***	This is not applicable for GSRP Acceptance
Learning Genie Instructions for Families**	
Attendance Works Get Ready**	Print this two sided and in color.
Immunization or Immunization Waiver Instructions**	It may be helpful to print this on colored paper in order to reference different health instructions over the phone with families.
Physical/Well Child Exam Instructions** and NMCAA Program Physical Screening*	It may be helpful to print the instructions on colored paper in order to reference different health instructions over the phone with families.
Dental Health Exam Record Instructions **, Dental Health Record*	It may be helpful to print the instructions on colored paper in order to reference different health instructions over the phone with families.
List of Medical and Dental Providers	Individualized for the area families live in.
Help Wanted Sign**	
EHS Recruitment Flier**	
Additional Information/Fliers as Needed	For example: Health Department Save the Dates.

*Child Plus instruction on accessing R&H Individualized Acceptance Packets

** Located on Weebly, Under Procedure Manual, ERSEA, Selection.

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Spanish forms are available on Weebly under Procedure Manual, ERSEA, Selection, Acceptance. These include:

- Welcome to Preschool Letter Head Start
- Welcome to Preschool Letter GSRP
- Dental Health Exam Record Instructions
- Immunization or Immunization Waiver Instructions
- Physical/Well Child Exam Instructions
- Attendance Works
- Help Wanted Flier
- Learning Genie Instructions