



PLEASE KEEP THIS LETTER FOR YOUR INFORMATION

KI BOIS COMMUNITY ACTION FOUNDATION INC.
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BOARD CHAIRPERSON
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EXECUTIVE DIRECTOR/CEO
R. CARROLL HUGGINS, CCAP

Dear Parent or Guardian:

Thank you for completing the application for enrollment in the KI BOIS Head Start Program. Your child will be prioritized according to family size, income, age, and disability (if any). Foster children, homeless families and those receiving TANF and SSI are automatically eligible. To be considered as having a disability, the child must have been diagnosed by a professional and written documentation must be attached to the child's application. If you have any questions about the application process, please ask the Head Start staff for help.

Federal regulations state that we may enroll up to 10% of our children from families who are above income guidelines. We are sorry that we cannot serve all children.

Before a child may be enrolled in Head Start, we must have an up-to-date immunization record. This is a State and Federal regulation. Head Start requires the following:

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| 4 – DTP (Diphtheria, Tetanus, Pertussis) | 3 – Polio |
| 1 – MMR (Measles, Mumps, Rubella) | 1 to 4 HIB (Depending on child's age) |
| 2 – Hepatitis A | 1 – Varicella (Chicken Pox) |
| 3 – Hepatitis B | |

All Head Start children will be receiving a dental and physical examination, which includes: a lead screen, blood pressure, examination of skin, eyes, ears, throat, nose, heart, lung, groin area, and hematocrit or hemoglobin (finger stick). These exams may be obtained by the following methods:

- ❖ If your child has had these examinations in the past 12 months, please have your doctor, health department or dentist give you a written report to bring or send us.
- ❖ If you would like to get these exams for your child before enrollment, you may do so. If your child has a Sooner Care card, with a Primary Care Physician listed, you must use that doctor to obtain your child's physical examination.
- ❖ If your child does not have a Sooner Care card, the Health Department in your county can provide **FREE** physical exams on an appointment basis. They will schedule the appointment when their staff is available. Please get a written report for your child's Head Start file.
- ❖ If you need financial help for these exams, you may contact your county Department of Human Services. Information concerning Sooner Care (Oklahoma Medicaid) is located on the back of this letter.
- ❖ If you are unable to provide these exams before enrollment, Head Start will help you obtain needed services after your child is enrolled.

If your child is enrolled in the KI BOIS Head Start Program, we hope that you and your family will help us make Head Start a rewarding experience for all of us.

***Equal opportunity / Affirmative Action Employer
KI BOIS Community Action Established in 1968***

The State of Oklahoma Sooner Care (Oklahoma Medicaid) Program provides FREE physical and dental examinations to those children who qualify. You will need to have the following information to apply for Sooner Care (Oklahoma Medicaid).

Income verification from all sources – check stubs or letter from employer showing income before deductions. Statements must be dated. The address and phone number of the person signing the statement must be included.

Head Start staff will be available to assist you if you need help completing the two page Sooner Care (Oklahoma Medicaid) application. You may obtain a Sooner Care (Oklahoma Medicaid) application from your county Health Department, your county Department of Human Services office, or your local Head Start center. If you need more information about Sooner Care (Oklahoma Medicaid), ask the Head Start staff, or call the Sooner Care Helpline at 1-800-987-7767.