

Frequently Asked Questions for Howard County Head Start

1. Can I submit an application without the medical paperwork?

We require **all** medical paperwork be completed **before** we process your application. Our program is required to meet both Child Care licensing guidelines and Head Start guidelines so we must have a completed Health Inventory, Lead Addendum, Immunization Certificate, and Head Start Physical before we consider your child for enrollment. **Children are admitted on a first come, first serve basis so we urge parents to send in all of the paperwork as soon as possible.**

2. What happens after I submit my application?

All of the paperwork, including your income and residency is reviewed by staff. If any paperwork is missing, staff will contact you. Completed applications are submitted for a final review and if space is available, your child will be enrolled in our program. You will receive a letter stating your child's assigned center, start date, hours of attendance, teacher, and general program information. We have only 264 spaces and they are filled on a first come, first serve basis.

3. What if my family income is higher than the income guidelines?

Your application will still be processed; however, children whose family income is higher than the Federal Poverty guidelines will be placed on a waiting list and will only be considered for enrollment if we do not have enough income eligible children to fill our open slots. You will receive a letter stating that your child is on the over-income waiting list.

4. Will my child get transportation?

We do have limited transportation for our part-day programs at Dasher Green and Ellicott City. Center assignments and transportation is based on your home address. Transportation is **not** door-to-door and you may be required to wait at a central location for bus pick-up.

5. Can I request a center assignment?

Parents can request a center assignment to Tubman if they are working full time, in school or training full-time, or combining both work and school. Parents of Families whose children are assigned to Tubman must provide their own transportation. Parents who request placement for a child at a particular part-day center must also provide their own transportation and because of space limitations, we may not be able to accommodate a request for a part-day center.

6. Do I need to send food with my child?

No, meals are provided at Head Start. Your child will receive either breakfast and lunch or lunch and a snack each day. Because we have children with life-threatening food allergies, all food is provided by the program and children may not bring their own food from home. Children who have a special medical need for a milk substitute (such as soy milk for regular milk) must have a note from a physician stating the need for a substitute milk and the name of the desired substitute. The note can be faxed to (410) 313-6479.

7. Does my child need to be toilet- trained to attend school?

No, children do not need to be toilet- trained to attend Head Start. The Head Start staff will assist your child in becoming toilet trained. You should send a complete set of labeled clothing for your child along with a supply of pull-ups or diapers for use at school. Please discuss your child's toileting with the teacher.

8. Can I visit the school?

Yes! We have an open-door policy and parents are encouraged to visit the school at any time. If you need to speak with the teacher, please plan to do so before or after class time as the teachers cannot conference with you during class hours. We also encourage parents to volunteer in the classroom.

9. How many days will my child attend school?

Children attend school 5 days a week; holidays include a week off for Winter Break and a week off for Spring Break. We also observe all federal holidays. Your child is expected to attend each day that we are open unless he/she is ill.

10. My child has an IEP from the public school system, should I give it to Head Start?

Yes, please bring us any IEP or individual plan that you and another agency may have developed to meet your child's special needs. Head Start will work closely with the agency that wrote your child's IEP or individual plan to make sure that we provide the services that your child needs.

