

Physical Exam Exclusion Policy

All Head Start children are required to have a physical examination completed within 1 year of enrollment or have an appointment scheduled, as required by Community Care Licensing Title 22. The physical exam must be received within 30 days of enrollment. A new physical exam will be requested on an annual basis after expiration of the initial physical exam. **NOTE:** This requirement is only applicable to center-based programs.

Rationale: Head Start Performance Standard 45 CFR Section 1304.2 (a) (I) (ii) (b), Community Care Licensing – Title 22

Physical Exam Exclusion Procedure

Guidance: All Head Start children are required to have a physical examination completed within 1 year of enrollment or have an appointment scheduled, as required by Community Care Licensing laws. The physical exam must be received within 30 days of enrollment. A new physical exam will be requested on annual basis after expiration of the physical exam given at enrollment. **NOTE:** This requirement is only applicable to center-based programs.

Procedure:

If a physical is not submitted at the time of enrollment:

1. A completed Health Inadequacy/Exclusion Notice will be given to the parent/guardian no more than one week after enrollment. **NOTE:** A copy of each notice distributed must be submitted to SOP Health/Nutrition Services immediately.
2. SOP Health/Nutrition Services will follow up with a reminder letter to the parent/guardian.
3. If a complete physical is not received within **2 weeks** after the exclusion notice is given to the parent/guardian, the child is to be excluded from the program until they have a confirmed appointment with a physician, or have received the exam. **NOTE:** Children enrolled in a state program cannot be excluded from the classroom; the child can continue attending until the drop date indicated on the Health Inadequacy/Exclusion Notice, the Notice of Action and the follow-up letter from the SOP Health/Nutrition Services.
4. If the physical, or scheduled date, is not received within **1 week** of the exclusion date, the child is to be dropped from the program.
5. If the next available appointment for a physical exam is after the exclusion or drop date, the parent must present proof from the physician's office of the appointment date (i.e. an appointment card). **NOTE:** If the parent is unable to provide an appointment card for verification, staff must contact the physician's office for a verbal confirmation of the appointment.
6. The Attendance Tracking form will be completed and sent into the Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Supervisor stating that the child has been excluded.

Head Start/Early Head Start Policies and Procedures

7. Follow the Irregular Attendance/Drop Notice procedure in the ERSEA binder.
8. Note all pending exclusions on the Pending Exclusion Report, and submit a copy to a Health/Nutrition Specialist on a monthly basis.
9. All documentation **must** be kept in the child's center file and follow-up must be documented in the Family Contact section.