

Big Sandy Area C.A.P., Inc. – HEAD START
Program Policies and Procedures

Health Services “End of Year” Summary

POLICY:

To provide parents with a summary of the health services provided to their child while enrolled in the Head Start program, by staff or medical provider.

This policy relates to [Head Start Performance Standards 45 CFR Part 1302.42](#)

PROCEDURE:

1. Two weeks prior to the end of each school year, the program will provide the parent with a copy of COPA Child Health Information.
2. A copy of the report will also be filed in the child’s individual folder.

Approved by Policy Council: September 2018