

Parent Refusal of Services

POLICY:

A parental refusal form is required when a parent/ legal guardian refuses to allow their child to participate in or receive services provided or required by the Head Start program.

This policy relates to [Head Start Performance Standards 45 CFR Part 1302.41](#)

PROCEDURE:

1. When a child will not receive all the Head Start required medical services from the following list within 90 days of enrollment, parents will be asked to sign the “Head Start Parent Refusal Documentation” form:
 - a. *Physical Exam*
 - b. *Blood Pressure*
 - c. *Hemoglobin or Hematocrit*
 - d. *Lead Screen*
 - e. *Dental Exam*
 - f. *Vision Exam*
2. The signed refusal form will be maintained in the child’s individual record and entered on the COPA Medical Record under the item(s) refused. Staff will list the item exam date as the date listed on the refusal and the treatment status will be marked as “Refused/Not Needed”. Information will be added in the Comment Section of each item or Family Case Notes if further explanation is needed.
3. Once the refusal is signed, program staff will follow-up later with the family to see if there has been a change in the situation or if they need further assistance. Efforts should be documented in Family Case Notes. The child’s COPA Medical Record should be updated as needed when information becomes available.
4. During the school year when an item from the list above expires, the staff will have 90 days to obtain an update for the child. If the child will not be able to receive the update within that 90 day period, parents will be asked to sign the refusal form. If the expiration date will occur with less than 90 days remaining in the school year, a refusal will not be needed.