

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

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. The parent/legal guardian must sign a Head Start Refusal of Services documentation form when services are refused.
2. The Refusal of Service form will be maintained in the child's individual record and entered on COPA Medical Record under the item (s) refused, with date of refusal signed as being the exam date, and the treatment status 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 situation or if they need assistance with anything. Efforts should be documented in Family Case Notes. The child's COPA Medical Record should be updated as needed when information becomes available.

Approved by the Policy Council, September 2017