



GENESEE COUNTY  
COMMUNITY ACTION  
RESOURCE DEPARTMENT



Dear Parents:

Thank you for your interest in enrolling your child in the Head Start or Early Head Start program. Our program is funded by Federal and State funds and is a high quality, family focused preschool program.

Please submit your completed application as quickly as possible to begin the enrollment process for your child. **The following supporting documents should be submitted along with your application and are required to complete the enrollment process:**

1. Proof of *household income*, such as a copy of your 1040, W-2, DHHS/TANF, or SSI statement, and documentation of Child Support and Scholarships/Grants Documentation.
2. A copy of the *child's immunization records* or a waiver completed by the Health Department specific to our program.
3. A **completed physical** form that includes blood work for Hematocrit/ Hemoglobin and blood lead. Parent completes the top section up to PART I. Your family doctor completes the remainder of the form.
4. Children will need a *dental exam* (please note the attached form).
5. Copy of your child's *birth certificate* if you already have one.

The Head Start and Early Head Start programs have a limited number of openings, so it is important to complete and submit your documentation as quickly as possible.

If you need any assistance in obtaining any necessary documentation or if you have any questions in regards to completing the application process, CALL THE HEAD START OFFICE at (810) 235-5613. Our downtown office is located at 711. N. Saginaw Street, Suite 206, Flint, MI 48503, in the GST Michigan Works Building.

If you would like to fax your child's application and documentation, please FAX to:(810) 341-5852.

Thank you,

GCCARD Head Start Administration

