

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

Vision Exam

POLICY:

Every child will receive a vision examination within 90 calendar days of their initial enrollment into the program.

This policy relates to [Head Start Performance Standards 45 CFR Part 1302.42](#); [School Health Services Regulation 704 KAR 4:020](#) and [KRS 156.160](#)

PROCEDURE:

1. Head Start will follow The Kentucky Department of Education’s School Health Services regulation which requires a vision examination by an optometrist or ophthalmologist the first year the child is enrolled in school.
2. During the intake/enrollment process, staff will ensure that parents are informed of the program’s health requirements and assist the parent in finding a provider, scheduling appointments and coordinating transportation, if necessary.
3. Each child will receive a vision examination within 90 calendar days of entry into the program, completed on a “Kentucky Eye Examination for School Entry” form and signed by the optometrist or ophthalmologist with a copy filed in the child’s individual health folder.
4. If a child is not eligible for Medicaid/KCHIP and does not have vision insurance or other payment sources, Head Start funds may be used for payment of the vision exam.
5. Documentation of the vision exam date, result and referral/follow-up will be maintained in the child’s health folder, family case notes, and entered into medical record on COPA.
6. The Family Advocate and staff will monitor/track the children’s vision exams and follow-up as with all other exams and screenings. (*See Tracking-Follow-up policy*)