

# **Head Start Home Based Program Admission Agreement / Contract for Services**

(Hot Sheet)  
CF/E-42 New 1/17  
(mandatory)

The Admissions Agreement is a general licensing requirement under Title 22 of the California and must be completed whenever a child is enrolled, or at the first home visit.  
The purpose of this form is to ensure a collaborated approach in providing homebased services.

**Note:** This form must be completed by Home Based Educator with the parent.

1. Enter Child's Name.
2. Indicate Site /Home Based Educator.
3. Enter Enrollment Date.
4. Enter Scheduled Visit: Day of week visit will be conducted
5. Time the HB visit will be conducted
6. Parent will initial each item as it is reviewed by the designated staff.
7. Parent / Legal Guardian will sign the Admission Agreement stating she has received a copy of the Agreement and agrees to comply with all the rules and responsibilities stated therein.
8. Parent will date the Admission Agreement.
9. Staff will sign and date the Admission Agreement.
10. Copy of the Admission Agreement will be distributed.