

CHILDREN FIRST ENTERPRISES, INC.

40 Pleasant Street
Granby, MA 01033

(413) 467-2345

www.childrenfirstofgranby.org

(413) 467-9889

FAX: 413-467-1451

Dear Pediatrician,

*Attached please find the Individual Health Care Plan for one of your patients. While we understand that many offices have their own forms to address health issues like asthma and allergies, the Department of Early Education and Care (DEEC) requires that any form that we have contain ALL of the information included on the attached IHCP. **Often the forms provided by the doctor's office do not include every required piece of information (often the description of the chronic health care condition, the potential side effects of treatment, as well as the consequences if treatment is not administered are missing).***

We apologize for the inconvenience, but we are under a regulatory requirement to ensure that all information is included. Please complete the attached form and return as soon as possible. Completed forms may be faxed to our office at 413-467-1451, mailed to the above address, or arrangements for a parent pick-up may be made.

Thank you in advance for your help to ensure the accurate and complete sharing of critical health information for the young children in our care.

Best,

*Donna M. Denette
Executive Director
Children First*

Children First is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.