

 <b>Policy #: ERSEA-3</b>	<b>Effective Date: 9/28/10</b>	<b>Page #: 1 of 1</b>
<b>Ref #: 1305.5(a)(b)(c)</b>	<b>Policy Council Approval Date: 9/28/10</b>	

**COMPONENT: ELIGIBILITY, RECRUITMENT, SELECTION AND ENROLLMENT**

**SUBJECT: RECRUITMENT OF CHILDREN**

**PERFORMANCE OBJECTIVE:** To ensure Highland Rim Head Start has an active recruitment process designed to inform families of Head Start eligible children, within the service area, of the available services, while encouraging the families to apply for admission to the program.

**POLICY AND PROCEDURE:**

Highland Rim Head Start will strive to obtain a greater number of applications than the enrollment opportunities anticipated to be available over the course of the next enrollment year in order to select those with the greatest need and to ensure the maintenance of the waitlist.

The Family Service Manager has the responsibility for development, implementation and monitoring of the program’s Recruitment of Children SOP. Recruitment materials will be developed and partnerships and alliances will be maintained. During the recruitment process that occurs prior to the beginning of the enrollment year, agency staff will solicit as many applications from Head Start eligible families as possible.

Please refer to the *Recruitment of Children SOP* for specific recruitment efforts.