

 Policy #: ERSEA-5	Effective Date: 9/28/10	Page #: 1 of 1
Ref #: 1305.7	Policy Council Approval Date of: 09/28/10	

COMPONENT: ELIGIBILITY, RECRUITMENT, SELECTION AND ENROLLMENT

SUBJECT: ENROLLMENT AND RE-ENROLLMENT

PERFORMANCE OBJECTIVE: To ensure Highland Rim Head Start maintains its funded enrollment.

POLICY AND PROCEDURE:

Children in the service area that meet the selection criteria and have the greatest need will be enrolled up to the funded enrollment of the agency.

- The agency will be fully enrolled on the first day of the enrollment year.
- When Family Advocates determine that a vacancy exists they will be responsible for ensuring the vacancy is filled. No more than thirty calendar days may lapse before any vacancy is filled. If the Family Advocate is unable to fill the vacancy they must notify the Family Services Manager immediately.
- If a child has been found income eligible and is participating in the program, he/she remains eligible through that enrollment year and the immediately succeeding year.
- Each child enrolled in the program must be allowed to remain in Head Start until kindergarten or first grade is available in the child's community.
- The agency may elect not to fill a vacancy when sixty calendar days or less remain in the enrollment year.
- An additional year in Highland Rim Head Start program may be an appropriate placement for a kindergarten eligible child with a disability if this decision is supported by the parent and the IEP Team. However, this will be an infrequent event, designed to meet the individual needs of the child and Regional Office approval is required.
- Children will be accepted into the Head Start Program based upon the Selection Criteria. (See ERSEA-4)
- All children accepted into the program will be contacted by the Family Advocate to schedule an enrollment interview.