

**ERSEA****Task: Conducting the Enrollment Interview**

Task	Person Responsible	Date to be Completed
1. Notify teaching staff of new enrollee, and place/time of expected enrollment.	Family Advocate	Before visit
2. Prepare for the visit by gathering the following Mail Merge materials for each family: <ul style="list-style-type: none"> <li>• Printed Application with Eligibility Verification Form</li> <li>• Permission to Obtain or Release Confidential Information</li> <li>• Program Permission Form</li> <li>• FPA Notification</li> <li>• Family Needs Assessment</li> <li>• Addendum to Enrollment Form</li> <li>• Personal Safety Curriculum Form (KKS)</li> <li>• Health History</li> <li>• Flu Handout</li> <li>• Influenza Information Notification Form</li> <li>• Parent/Guardian Parent Meeting Topics</li> <li>• Parent/Guardian Declaration</li> <li>• Code of Conduct</li> <li>• Attendance Contract</li> <li>• Parent Handbook/VOTS/Resource Manual</li> <li>• Ready Rosie Flyer</li> </ul>	Family Advocate	Before visit
3. Conduct the Enrollment Interview according to the instructions listed below: <ul style="list-style-type: none"> <li>• Review all of the above forms, booklets and information sheets</li> <li>• Make certain parents/guardians understand all of the information</li> <li>• Have parents/guardian sign all necessary forms</li> </ul>	Family Advocate/ Education Staff	During visit
4. Complete FA Enrollment Checklist upon completion.	Family Advocate	Once enrollment is completed
5. Remind parent of documents needed before entry (i.e. Shot Record), if not already on file.	Family Advocate	As needed

<p>6. Upon completion of Enrollment Interview enter enrollment documents into ChildPlus and create appropriate events under Family Services (Enrollment Interview/ Family Needs Survey event) and Health tab (Health History event). After all documents are scanned into ChildPlus under the appropriate tabs, the child's file is made and labeled to be placed in the appropriate classroom drawer at Central Office.</p> <p>In ChildPlus, the enrollment packet should be scanned in as follows:</p> <ul style="list-style-type: none"> <li>• The Enrollment tab should include the signed copies of: <ul style="list-style-type: none"> <li>○ Child Plus Application</li> <li>○ Eligibility Verification Form</li> <li>○ Permission to Obtain or Release</li> <li>○ Program Permission Form</li> <li>○ Addendum to Enrollment Form</li> <li>○ Keeping Kid's Safe</li> <li>○ Influenza Notification Form</li> <li>○ Code of Conduct</li> <li>○ Attendance Contract</li> <li>○ Parent Declaration</li> </ul> </li> <li>• The Family Services tab should include: <ul style="list-style-type: none"> <li>○ Family Partnership Agreement Notification</li> <li>○ Family Needs Assessment</li> <li>○ Parent/Guardian Parent Meeting Topics</li> </ul> </li> <li>• The Health Services tab should include: <ul style="list-style-type: none"> <li>○ The Health History Form</li> </ul> </li> </ul>	<p>Family Advocate</p>	<p>Within 3 days of visit</p>
<p>7. Notify Family Services Manager of the completed enrollment and when the child is expected to attend their first day.</p>	<p>Family Advocate</p>	<p>Immediately upon completion of enrollment.</p>
<p>8. Review ChildPlus report 4120 and 4110 to determine if initial enrollment notes have been entered and completed.</p>	<p>Family Services Manager</p>	<p>Immediately upon completion of enrollment.</p>

*\*The child cannot attend their first day until enrollment paperwork has been completed and shot record received (excluding foster and homeless children).*