

ERSEA

**Task: Enrolling Children**

Task	Person Responsible	Date to be Completed
<p>* When an enrollment slot becomes available, the informed staff should notify the Family Services Manager via email as soon as possible upon receiving the information.</p>		
<p>1. Accept the next eligible participant according to Report 2025. Assign the accepted applicant to a classroom in ChildPlus by:</p> <ul style="list-style-type: none"> <li>• Selecting the applicant's name in ChildPlus</li> <li>• Selecting the enrollment icon or "Clipboard"</li> <li>• Ensure the "Programs" tab is activated is the accurate year</li> <li>• Move cursor to "Class Name"</li> <li>• Click on desired classroom name</li> <li>• Save changes</li> </ul>	<p>Family Services Manager</p>	<p>When a slot becomes available (within 30 days)</p>
<p>2. Email the accepted notification to the Family Advocate and include the following information:</p> <ul style="list-style-type: none"> <li>• Child's first and last name as entered in ChildPlus</li> <li>• Desired date in which enrollment must be completed</li> <li>• Classroom child is accepted into</li> </ul>	<p>Family Services Manager</p>	<p>As soon child is accepted</p>
<p><b>Note: The enrollment date of a replacement child should not be prior to the termination date of the child he/she is replacing, but must be within 30 days following the termination.</b></p> <p><b><u>Exception:</u> If a vacancy occurs within 30 days prior to the last classroom day, the vacancy does <u>NOT</u> have to be filled.</b></p>		
<p>3. The child's health records must be reviewed to ensure that the child has an up to date immunization record and physical exam.</p>	<p>Family Advocate</p>	<p>Prior to enrolling child</p>
<p>4. The teaching staff is to be notified via e-mail of the expected new child and when the enrollment interview is expected to be completed. The enrollment interview and education home visit must be set up and completed as soon as possible.</p>	<p>Family Advocate/Teacher</p>	<p>Soon as possible upon acceptance</p>

<p>5. The Family Advocate is to notify the Family Service Manager once the enrollment interview is complete and when the child's first day of school is expected. Enrollment paperwork is to be uploaded in the appropriate tabs in ChildPlus and family service/health events created.</p>	<p>Family Advocate</p>	<p>Upon Completion</p>
<p>6. Enroll the child by doing the following:</p> <ul style="list-style-type: none"> <li>• Select the applicant's name in ChildPlus</li> <li>• Click on the "Enroll" button</li> <li>• Enter the desired enrollment and entry date</li> <li>• - Save changes</li> </ul>	<p>Family Services Manager</p>	<p>When child attends for their first day</p>