

Policy Number: ERSEA 002	Title: Recruitment
Performance Standard: 1302.13	Original Date: 5/16/2011 Reviewed: 5/2020 DB Updated: 10/2020
USD 418 BOE Policy:	Policy Council Approval/Revision: 5/17/11 1/2018, 9/2018,5/2020, 12/2020 BOE Approval: 5/2020, 10/2020

POLICY:

Recruitment will be executed according to Head Start Performance Standards as outlined in section-1302.13 and guidance provided in OHS-PC-1-008. Recruitment for Head Start is ongoing using a variety of methods for community outreach and partnering with various community organizations to reach those most in need of services including children with disabilities, homeless and those in foster care.

PROCEDURE:

RECRUITMENT:

Recruitment is ongoing. A request to apply may be made through the prospective client’s local school or the Early Childhood Office. Recruitment methods used are flyers, posters in local businesses, newspaper advertisements, information page on the local cable community calendar, articles in local elementary school newsletters, recruitment brochures at local businesses, local elementary schools, information given at local monthly screening events, DCF eligibility reports, and application/recruitment fairs, and social media.

The Early Childhood Program will work closely with the Special Education Co-Op and Toddlers Turning 3 program to enroll students with disabilities. The program will also work closely with the housing coalitions and homeless shelters to ensure families receive information about the program and assist with applications. Any other community agency that serves families will be provided with information about the program and given information to pass along to families. See also the Family Advocate and Assistant Director of Family and Community Services for more detailed information.

A Family Advocate will arrange a time to meet with the prospective family to complete the application interview and compile the necessary documentation for consideration for enrollment. The application interview will take place at the Early Childhood Office, in the elementary building or in a safe neutral meeting place. Family Advocates will make every effort to assist families in the enrollment process.