

Policy Number: ERSEA 004	Title: Enrollment
Performance Standard: 1302.15, 1302.18	Original Date: 5/16/2011,11/17/16 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:

Enrollment will be determined according to Head Start Performance Standards as outlined in section-1302.15, 1302.18 and guidance provided in OHS-PC-1-008. The program will maintain full enrollment and will fill any vacancy within 30 days. The program will work with families to maintain enrollment and offer a variety of solutions to families who struggle to maintain enrollment.

PROCEDURE:

At least 51 percent of the children who are enrolled must meet the current Federal Poverty Guidelines. Up to 10 percent of children who are enrolled may be children from families that exceed the Federal Poverty Guidelines, but who meet the selection criteria used to determine children who would benefit from Head Start services. Up to 35 percent of children enrolled may be between 101 and 130 percent of the Federal Poverty Guidelines. A minimum of 10 percent of slots will be reserved for children professionally diagnosed with disabilities. A program must fill a vacancy within 30 days and must maintain its funded enrollment. Those students who are funded through funds outside of head start are not considered part of the funded enrollment number.

Required documentation for enrollment includes income documentation, child’s insurance information, birth certificate, current physical and dental exam, and up to date immunizations and must comply with state policy. . Verification of age is required and can be met through one of the following options: birth certificate, live birth record, or court order. When and if needed, the program can pay for a copy of the birth certificate. Family Advocates will assist families with gathering required documents. Families have 90 days to obtain a current physical and dental for students. If families are unable to secure an appointment, family advocates will make work with families on a plan of action to secure the needed items.

Acceptance can be defined as when the family accepts the slot, the paper application is complete, and birth certificate and income are verified. The family advocate and teacher will initiate services by contacting the family and arranging a time to do a home visit with the family prior to the first day that the child is at school. Once the Family Advocate and Teacher have set up the first home visit with the family, that child is considered enrolled the first day the child attends class.

For McPherson/Marion County Head Start, Enrollment is defined as the acceptance of a child, completion of the application paperwork, and the day that the family services are offered.

Entry date is the first day that the child comes to school. It is also the date that starts the 45 day timeline.

If a family cannot be reached to offer a slot, at least 3 attempts via phone, an email, and a letter sent to the family to communicate that there is an available slot will be made. If all attempts of contact are unsuccessful, the application will be considered waitlisted until the family makes contact and the process will resume.