

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part: 1302 Program Operations**

**Subpart: A- Eligibility, Recruitment, Selection, Enrollment, and Attendance**

**Section: 1302.15 Enrollment**

**Subject: Enrollment**

---

**Policy**

The program must maintain its funded enrollment and fill any vacancy as soon as possible. The program must fill any vacancy during the school year within 30 days. Four-year-old income eligible children and the neediest families will be considered first. The program must ensure, whenever possible, that the child receives Head Start services until enrolled in school.

**Procedure**

1. If a child is determined eligible and is enrolled in the Head Start program, he or she remains eligible through that enrollment year and the immediate succeeding enrollment year; however, all children must go through the re-certification process prior to enrolling for a third year.
2. Early Head Start children with a more severe disability transitioning into Head Start will receive multi-disciplinary staffing upon acceptance to ensure that all staff and parents have a clear understanding of any special needs the child may have.
3. A child that is selected using the policies established by performance standard 1302.14 is then considered as accepted. An appointment is made by the center's Family Service Advocate for the family to come in and complete enrollment paperwork.
  - a. The application packet is reviewed for completion and accuracy at the appointment.
  - b. The advocate explains each form to the parent/guardian and ensures that they understand.
  - c. The family will develop a family goal with the assistance of the advocate.
  - d. The family will complete the needs assessment. The assessment can be completed interview style (directly into Child Plus) or on paper. All assessment information to include narrative responses will be entered in Child Plus in the Family Service domain under the Family Outcome tab within 48 hours.
  - e. This information will be utilized in the family engagement process by family service staff e.g., information and referral process, family partnership agreement development, etc.
4. The advocate will work with the family to obtain any additional required information and documentation to support the enrollment process.
  - a. The advocate will review documents provided and explain the need and deadlines for any further documentation such as physicals, shot records, etc.

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

5. The advocate will fill out each form completely and ensure that forms completed by the parent/guardian are complete and accurate.
  - a. Staff enters information from the enrollment packet into Child Plus.
  - b. Completed enrollment forms and child's application will be placed in a family file and placed in designated sections, using the checklist as a guide, with the most recent documents placed on top.
6. Center staff will work to assign a child to a classroom.
  - a. The child's age, needs, family preferences, etc. may be taken into consideration.
7. Upon the first date that the child attends Head Start, staff will update the status of the participant from "Accepted" to "Enrolled" in Child Plus.
8. The program may reserve up to 2 of its slots for children who are experiencing homelessness. A slot reserved under this clause may be reserved for up to thirty 30 days. If a reserved slot is not filled within thirty 30 days, then that slot becomes vacant and must be filled according to standard enrollment procedures.
9. If there are no eligible children on the waiting list a vacancy may be filled with children who are three years of age but were younger than three on September 1st of the program year, and, therefore, not considered for enrolment at the beginning of the year. Early Head Start Children will receive extra points to ensure entry into the Head Start Program (if qualified) as they turn three and will be given first consideration when filling a vacant three-year-old Head Start slot to assist in the transition from Early Head Start to Head Start as stated in PS 1302.70 (b)(2) that transitions into Head Start or another program should take place as soon as possible after the child's third birthday.
10. The program must comply with state immunization enrollment and attendance policies.
11. The program does not consider children for enrollment if they are funded through another source, including private pay.