

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: Filling Vacancies and Change of Status

Policy

It is the policy of the Head Start/Early Head Start Program to maintain its funded enrollment level and to fill any vacancy within 30 days.

Procedure

1. Vacancies will be filled within 30 days.
 - a. Every effort should be made to maintain a child's enrollment.
 - b. An exit interview should be completed, when possible, within 3 business days, a copy will be placed in the child's family file, and another given to the Family Service Coordinator.
 - c. Any vacancy will be reported to the Family Service Coordinator on the Change of Status form.
 - d. The Family Service Coordinator and Center Director will review the application of the child with the highest points who is on the waiting list.
 - e. The Family Service Advocate will contact the eligible family and set an appointment for enrollment before the 30-day expiration date.
 - f. An over-income child will not be accepted before an eligible child.
 - g. A vacancy within **30** calendar days of the last day of enrollment year will not be filled.

2. A change of Status Form will be completed on every child who:
 - a. Enrolls after the beginning of classes.
 - b. Drops from the program.
 - c. Moves from a site/option.
 - d. Re-enrolls after leaving the program.
 - e. Has a change of name, custodian, guardian, etc.
 - f. This form must be completed by Family Service Advocates immediately upon learning about the change and submitted to the Center Director. A copy of the form should then be emailed to the Family Service Coordinator, Education Coordinator, Health Services Coordinator and Program Director. **The Change of Status Form will be completed within two (2) working days after staff learn about the changes.**