

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

**Part: 1302 Program Operations**

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

**Section: 1302.14 Selection Process**

**Subject: Home-based to Center-based**

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**Policy**

The process of selection of home-based families for consideration for transition into center-based opening when opening becomes available.

**Procedure**

1. When a family is enrolled in the home-based program but express interest in the center-based program the child's name will be placed on the wait list according to applicants' eligibility priority points, to await an opening in the center. Those with the highest points are enrolled first.
2. The waiting list will be prioritized so that families with the most outstanding unmet needs will be higher on the waiting list. Selection is not a first come first serve process. Additionally, vacancies may be filled by children, regardless of their position, on the waiting list due to classroom composition, "an over-riding need", and transportation availability.
3. Parent will agree to terms that guide attendance rules to ensure at least 85% attendance rate.