

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: Waiting List

Policy

A waiting list of eligible children will be maintained and updated throughout the year.

Procedure

1. A waitlist is to be established and maintained for each center that ranks applicants according to the child's selection criteria point total.
2. If an enrolled child leaves the program and wants to return within 30 days, the child may do so without reapplying. The child will be placed on the waitlist if there are no current vacancies. Prioritization will be assigned according to the most current selection criteria list.
3. When openings occur, center staff will contact the Family Services Coordinator to enroll the child with the highest points on the criteria sheet and to have child's name removed from the waiting list.
4. Staff will also consider, along with the points, the needs of the child and family that make enrollment critical for this child.
5. The application is sent to the Center Director or Family Service Advocate for enrollment at center.
6. If, after three attempts, staff is unable to contact the family, the child's acceptance into the program will be withdrawn, and they will be placed back on the waitlist. Attempts must be documented on the applicant interview form.
7. Applications for children considered over income will be placed on a waiting list. Selection of over income is conducted on a case-by-case basis. They would be considered for placement in the classroom if there are no other income eligible children on the wait list. Four-year-old children and the neediest of the needy would be considered first. Children from the over income waiting list are not selected without permission from Family Service Coordinator or Director.