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| NeighborImpact Head Start & Early Head Start Policy & Procedure | |
| Section: Subpart A-Eligibility, Recruitment, Selection, Enrollment and Attendance | PC Approval Date: 9/6/05,1/18/18 Rev. 11/26/2007 Rev.9- 2-11 Rev. 1-29-14 |
| Title: Enrollment Vacancy Process | Updated: 11/03/2017, 2/22/2018, Added EHS |
| Policy #: HS-35 | NI Board Approval: 9/12/19 |
| Forms Required: Enrollment Change Request Form, Child File Enrollments Form | |
| Performance Standards: 1302.14-16; HS Act Section 645 | Page 1 of 3 |

Policy: NeighborImpact will maintain its funded enrollment level and fill any vacancy as soon as possible, but no later than 30 days. At the beginning of each enrollment year the program will develop and maintain a waiting list that ranks children according to the programs selection criteria.

Purpose: NeighborImpact Head Start/Early Head Start utilizes a systematic approach when selecting children to fill vacant enrollment opportunities.

Procedure:

Selection:

See Eligibility, Recruitment, Selection, and Enrollment Policy and Procedure

1. Within two business days of a vacancy the ERSEA Coordinator selects next child for the classroom in the following order:
 - a) Children who are currently enrolled with a submitted transfer (Direct Transfer). Prioritized by date received.
 - b) Children who have submitted a drop/transfer- ERSEA will check to see if eligibility needs to be reverified. Prioritized by date received.
 - c) Children from ranked waitlist according to selection criteria points. If same points, family with lowest income will get priority.
2. If child selected for the enrollment vacancy is receiving services from ECSE, the ERSEA Coordinator will immediately inform the Family Services and Inclusion Manager. The Family Services and Inclusion Manager will contact ECSE to determine what type of support or accommodation the child, classroom and/or staff will need.
3. ERSEA Coordinator contacts parent of the selected child to see if parent is interested in the open slot and reverify transportation needs. If contact has not been made with the parent within 2 days, the Head Start Advocate will attempt to make contact in person or leave a note at the home with instructions for the family to contact the ERSEA Coordinator by a set time and date to see if family is still interested in program.
4. If contact has not been made within three days of the selected child the ERSEA Coordinator will move on to the next child with the highest priority.
5. Once the child is selected and parent agrees to enroll child into the open slot the ERSEA Coordinator emails ERSEA/EHS ERSEA Group distribution list that child has been selected including classroom and transportation information.

Enrollment:

1. The Family Services and Inclusion Manager assigns the enrollment visit to a Head Start Advocate.

- The Head Start Advocate completes the enrollment visit within 2 week of selection. For EHS the EHS Manager assigns an EHS Home Visitor.
2. After the enrollment visit the Head Start Advocate/EHS Home Visitor gives the child file to the Family Services and Inclusion or EHS Manager for review, who then forwards to the health office for review. The health office forwards the file to the ERSEA Coordinator.
 3. The ERSEA Coordinator sends an email to the ERSEA/EHS ERSEA Group distribution list, Teacher Advocate, Site Lead and Bus Driver of selected classroom that the child has been enrolled and will begin class with three business days after receiving the completed child file.
 4. The ERSEA Coordinator places the child file in the Site box to be delivered to the Site via courier.
 5. In cases where the child is waiting on clearance from health or inclusion the steps above will be followed, but with a tentative start date, pending required action.
 6. The ERSEA Coordinator will change the status of the child to “enrolled” in Child Plus, and ensures child is added to attendance and meal count records. ERSEA Coordinator assigns “entry” date in ChildPlus as the first day the child attends class.
 7. Teacher Advocate contacts family to schedule classroom orientation. Classroom orientation takes place within 30 days of the child's start date. If interpretation services are needed, Teacher Advocate requests services through the Diversity Coordinator and coordinates with Bus Driver to arrange transportation and pedestrian safety orientation if necessary.

Transfer and Drop/Transfer of students within the NeighborImpact Head Start program:

1. When a determination is made that the child needs a Transfer, the Teacher Advocate immediately informs the Head Start Advocate of the needed transfer.
2. The Head Start Advocate will contact the parent and give them the option of being placed on the wait list for the appropriate class and self-transporting or being dropped and placed on a wait list.
3. Staff will ensure the family understands with either option a spot may not become available during the current school year.
4. The Head Start Advocate then emails the ERSEA distribution list, Teacher Advocate, Site Lead and Bus Driver that an Enrollment Change Request Form has been completed.
5. The drop date will be the day following the “last day in current status” as identified on the Enrollment Change Request Form. The drop date is defined as the date the parent notifies staff of dropping from program.
6. If child is dropped and placed on wait list the ERSEA Coordinator will determine if eligibility will need to be reverified.
7. If the child remains in the current class until an opening occurs the file remains with the child until a spot opens and then is transferred with the child.
8. When a child drops to the waitlist and is not attending classes the child file is sent to the Inclusion and Family Manager for review and to be uploaded within 1 week of the drop, who will then forward file to ERSEA Coordinator.
9. See Transition Services Procedure

Dropping a child from the program:

1. When a determination is made that the child is dropping the program, the Teacher Advocate immediately informs the Head Start Advocate of the child dropping.
2. The Head Start Advocate or EHS Home Visitor then completes the Enrollment Change Request Form in the enrollment tab of ChildPlus and emails the information to the ERSEA or EHS ERSEA Group

distribution group, Teacher Advocate, Site Lead and Bus Driver.

3. The ERSEA Coordinator changes to status of the child to dropped as identified on the Enrollment Change request Form.
4. The drop date will be the day following the “last day in current status” as identified on the Enrollment Change Request Form. The drop date is defined as the date the parent notifies staff of dropping from program.
5. The Content Coordinators or Managers are responsible to review status of dropped child to determine if child had any special accommodations, participated in ECSE or received transportation.
6. The Teacher Advocate or Head Start Advocate return any medications the child may have.
7. If child is moving the Teacher Advocate or Head Start Advocate will give parents the OHP Change Request Form and submit to Health Office if completed to be faxed to OHA.
8. Within three days after the drop date the Teacher Advocates or EHS Home Visitor will send the child file to the Head Start Advocate or EHS Manager who will forward the child file to the Family Services and Inclusion Manager within two days.