

SELECTION AND PLACEMENT POLICY DIVISION:
HEAD START PRENATAL – 5 PROGRAM

Policy Number: ER0104	Revision Date: 7/25/22	Policy Council Approval Date: 07/26/2016
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SUMMARY: To address the needs of children and families in the Head Start program, this policy addresses the issue of placing a participant in a specific classroom/caseload.

Head Start & Early Head Start uses the following procedures to select and place participants in classrooms/caseloads:

1. The Head Start and Early Head Start Enrollment Coordinator will place participants into open slots as they become available using the waiting list.
2. Participants will be selected based on the selection criteria points. Participants with the highest points will be selected first. In the case of a tie, the participants who were on the waiting list first will be selected.
3. Selections for EHS Child Care will also take into consideration the age of the child and any special needs in order to comply with licensing rules.
4. The FRS/HV and Area Supervisor will be notified by email when a participant is selected for their caseload/center. A copy of the participant's application may be obtained from Child Plus to use for enrollment purposes.
5. The FRS/HV will contact the family within 2 business days of receiving the email. The FRS/HV will then schedule a tour (if center based) with the family and set up an appointment to complete the enrollment paperwork within 5 business days of initial contact. When the participant has the entire enrollment paperwork completed and has had a home visit or a direct service from the program and if center-based, has attended one day of class, the FRS/HV will send a status change to the Enrollment Coordinator documenting the enrollment date, center, and classroom/caseload within two business days.
6. Total time between selection and enrollment should be less than 2 weeks, in order to meet the 30-day time frame for filling slots.
7. If the FRS/HV is unable to make contact with the family within 2 business days of receiving notification from the Enrollment Coordinator they will send a letter and give the family 5 days from that day to make contact. If no contact is made or the slot is turned down, the FRS/HV will email a status change to the Enrollment Coordinator as soon as they are aware the participant will not be enrolling and request a new pull.
8. All efforts to enroll a participant must be documented in the enrollment notes section of Child Plus.
9. Siblings are separated into different classrooms when possible.

10. A participant's Teacher or Home Visitor will not be a family member or guardian whenever possible.
11. Returning participants stay with the same teacher/home visitor unless this placement is deemed no longer productive to the child's development.
12. Appropriate ratios of boys and girls, children with disabilities and children with limited English-speaking abilities are considered when assigning children to classrooms.

Additional Child Care Partner Considerations

1. The FRS will complete the Child Care Enrollment Agreement form for classrooms in the EHS child care partnerships.
2. If the family chooses to enroll their child in a child care partner center/home, the FRS will complete all of the provider's enrollment paperwork with the family as well.