



Enrollment Communication Process for Children Receiving EI/ECSE Services

Head Start Program Performance Standard

§ 1302.60

§ 1302.63

Policy

Community Action Head Start (CAHS) partners with Northwest Regional Education Service District (NWRES D) to provide inclusive services for children with developmental delays and disabilities. Responsibilities of CAHS and NWRES D concerning the provision of collaborative and special education and related services is delineated in the **Evergreen Interagency Agreement**.

The Disabilities & Mental Health (D&MH) Supervisor and the Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Supervisor work to ensure effective and clear communication between CAHS and the NWRES D staff when children with an identified delay or disability apply, are waitlisted, accepted and enrolled into CAHS.

The D&MH Supervisor and the Program Assistant (PA3) maintain the **2024-2025 Waitlist** and the **Community Action Head Start Class/Consultant List 2024-2025** as shared documents with NWRES D. Both documents are created by the NWRES D Coordinator, who has administrative access to share the documents.

Procedure

When a family has indicated on their application that their child is receiving services through NWRES D and has an Individual Family Service Plan (IFSP), the Program Assistant for ERSEA (Enrollment PA) who is processing the application will email the NWRES D Administrative Assistant and ask them to confirm that the child is receiving Early Intervention (EI)/Early Childhood Special Education (ECSE) Services. The Enrollment PA will copy the D&MH Supervisor and the PA3 on this email.

If the child is confirmed to be receiving EI/ECSE services, the PA3 or D&MH Supervisor will add the child's name to the **2024-2025 Waitlist**.

When a child who has been confirmed as receiving EI/ECSE services is next to be offered a spot in a classroom or home-based zone, the Enrollment PA will email the D&MH Supervisor and the PA3 to inform them that a spot will be offered. At this time, the D&MH Supervisor can make a recommendation about site/classroom placement, if they have not already.

After the parent/guardian has responded to the offer, the Enrollment PA will email the D&MH Supervisor and the PA3 to inform them of the parent/guardian's response. The PA3 or D&MH Supervisor will update the **2024-2025 Waitlist** to show if the parent has accepted or declined the offer and will email the NWRES D Administrative Assistant to confirm that updates have been made.

Registration packets for accepted children may be completed by the parent/guardian either in person or by mail. In either scenario, once the registration packet has been completed and returned, the Enrollment PA processing the file will email the D&MH Supervisor, the PA3 and the NWRES D Administrative Assistant, informing them that the file is ready to go out to the classroom. For Coffee Creek, registration is completed by the Family Advocate. For Home Based, the Home Visitor will complete registration.

**Community Action Head Start
Washington County, Oregon**

The PA3 or D&MH Supervisor will move the child from the **2024-2025 Waitlist** to the **Community Action Head Start Class/Consultant List 2024-2025** and inform the NWRESA Administrative Assistant of the updates.

The D&MH Supervisor is responsible to ensure that the ERSEA Supervisor and PA3 have accurate contact information for the NWRESA Administrative Assistant at the beginning of each program year and at any time a change in the contact information occurs.