

Enrollment – Center-Based Program Option

Head Start Performance Standards

§ 1302.15

Policy

Children are enrolled into Community Action Head Start programs from classroom waiting lists which rank children according to points assigned from the established selection criteria. Refer **Selection Policy**. In addition, Community Action Head Start program has procedures for re-enrollment, transfers, and filling vacancies that occur during the program year to ensure that the program maintains its funded enrollment slots as required.

The program reserves three percent of the program's funded enrollment slots for families experiencing homelessness in Community Action Head Start's service areas. After 30 days, if the reserved enrollment slots are not filled, the enrollment slots become vacancies. The program must fill any vacancies within 30 days.

Procedures

Application Process

Applications for Community Action Head Start program are accepted throughout the year. All applications must include the following required documents: proof of age, proof of income, and proof of pregnancy if applying for prenatal services.

If the application is for a Head Start participant, the Enrollment Assistant passes the application to Transportation Supervisor for routing. Early Head Start applications start with step 2.

1. The Enrollment Assistant enters information from the application into ChildPlus under the Application Module and Enrollment Module. The participant's status in ChildPlus is **New**.
 - a. If the application is incomplete, the Enrollment Assistant will contact the parent/guardian to complete the application either in person or electronically.
 - b. When the application is complete, the Enrollment Assistant will start the eligibility determination process. Refer to **Eligibility Policy & Procedure**
2. After verifying eligibility, the Enrollment Assistant passes the eligibility file for further review and processing.
3. The file is reviewed for corrections by another Enrollment Assistant who is different from the one who completed the eligibility. The application status in ChildPlus is changed from **New** to **Waitlisted**, and the Eligibility Checklist is uploaded into the Enrollment Module in ChildPlus.
4. The Enrollment Assistant will send a family a letter or email informing them of their application status.

Forms Referenced:

[Attendance Agreement Form, CACFP Enrollment Form, Change Notification, Child Health History/Nutrition/Lead, Commitment to HS, Consent for School Activities, Emergency Form, Family Handbook Acknowledgement, Food Substitution, HS Application, Intent to Return, Medical Administration Plan, PIR Checklist, School District ROI, Transportation Agreement Form]

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Community Action Head Start Washington County, Oregon

Enrollment Process

Continuity of Enrollment – Enrollment for Returning Children

The program maintains an enrollment of eligible children returning for the following program year.

The re-enrollment process is described as follows.

1. The ERSEA Supervisor will collaborate with other component supervisors to plan for registration training, including the following topics:
 - a. Forms
 - b. Registration Procedures
 - c. Registration staff's role
 - d. Expectations, Communication, and Registration staff's working schedule
 2. Registration packets will be available to the Teachers electronically.
 3. The Teacher will contact the parent/guardian to complete a returner registration.
 4. The Teacher will ask the parent/guardian if the child plans to return to the program for the next school year.
 - a. If a child is not going to return to the program, the Teacher will complete the top portion of the *Intent to Return for Another Program Year* form.
 - i. If information was given by the parent/guardian over the phone, the Teacher will check that verbal consent was received and sign the form.
 - ii. Teacher informs their Enrollment Assistant that the child is not returning to Head Start.
 - a. If the child plans to return to the program, the Teacher needs to:
 - Schedule a registration visit with the family.
 - Complete the Intent to Return Another Program Year form and all other registration forms.
 - Use the returning registration checklist and guidance on data entry documents to complete the forms.
- These forms are **mandatory** for the child to be enrolled in the program:
- Consent for School Activities
 - Emergency Form
 - Child Health History/Nutrition/Lead
 - Intent to Return
5. Family Services Assistant (FSA) will review each form in the registration packet to ensure that all paperwork has been completed.
 6. At the end of the year, the Enrollment Assistants will create classroom files from the completed registration paperwork.
 7. In the fall, before the first day of school, children's files will be distributed to Classroom Staff.
 8. Once the child attends their first day of class, the Teacher will email their assigned Enrollment Assistant with the child/ren CPID number and the date the child started.
 9. The assigned Enrollment Assistant will change the child's status in ChildPlus from **accepted** to **enrolled**.

Forms Referenced:

[Attendance Agreement Form, CACFP Enrollment Form, Change Notification, Child Health History/Nutrition/Lead, Commitment to HS, Consent for School Activities, Emergency Form, Family Handbook Acknowledgement, Food Substitution, HS Application, Intent to Return, Medical Administration Plan, PIR Checklist, School District ROI, Transportation Agreement Form]

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

Enrollment for New Children

The program selects children from the waitlist prioritized in the following order: eligibility points (highest first) assigned from the selection criteria, and then class age (oldest first).

New children are enrolled following the registration for new children process described below.

Planning

1. The Operations Manager will work with the Program Director and other Program Managers to establish a registration team during the layoff time.
2. The Operations Manager and ERSEA Supervisor will propose a registration timeline.
3. ERSEA Supervisor and Operations Manager to plan for registration training.
4. The ERSEA Supervisor and component supervisors will revise the registration forms and process them as needed.
5. The ERSEA Supervisor and the Operations Manager will work together to assign registration staff roles.

Implementing

1. The ERSEA Supervisor will collaborate with other component supervisors to plan for registration training, including the following topics:
 - e. Forms
 - f. Registration Procedures
 - g. Registration staff's role
 - h. Expectations, communication, and registration staff's working schedule.
2. The Enrollment Assistants will order the registration forms to be printed.
3. The Enrollment Assistants assemble the registration packets for new children.
4. The Enrollment Assistants will send the registration packets via postal mail and a pre-paid envelope to new families.
5. When the Enrollment Assistants receive the completed registration packets from the families, they will complete the following:
 - a. Enter the date when the registration was received on the shared excel document.
 - b. Coordinate a time for a member of the registration team to pick up the files to process.
 - c. Change the child's status in ChildPlus from ***waitlisted*** to ***accepted***.
6. The registration team receives the new files and completes the data entry following the *Guidance on Processing Center-Based New Registration Forms*.
7. Registration files are to be entered in ChildPlus within one week of receiving the file.
8. The registration team will coordinate a date and time with the Enrollment Assistants to drop off the completed child's files.
9. Enrollment Assistants will collect registration packets and sort them by classroom.
10. In the fall, before the first day of school, children's files will be distributed to Classroom Staff.
11. Once the child attends their first day of class, the Teacher will email their assigned Enrollment Assistant with the child/ren CPID number and the date the child started.
12. The assigned Enrollment Assistant will change the child's status in ChildPlus from ***accepted*** to ***enrolled***.

Forms Referenced:

[Attendance Agreement Form, CACFP Enrollment Form, Change Notification, Child Health History/Nutrition/Lead, Commitment to HS, Consent for School Activities, Emergency Form, Family Handbook Acknowledgement, Food Substitution, HS Application, Intent to Return, Medical Administration Plan, PIR Checklist, School District ROI, Transportation Agreement Form]

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Enrollment for new children during the program year

According to the Head Start Performance Standards, all vacancies must be filled within 30 days after a spot becomes available. After March 1st, all vacancies in the Head Start program must be filled with 3-year-old children, and vacancies in the Early Head Start program must be filled with eligible children from 6 weeks old to 1 year old. Vacancies may be filled up to the last day of school.

The Enrollment team will work closely with the Family Services Assistants to complete the registration processing within 3-4 business days from when the child's status changes from **waitlisted** to **accepted**. After the registration is processed, the Enrollment Assistants will work with the Teacher to complete the enrollment visit and have the child start the program within 2-4 business days from when the child's status changes from **accepted** to **enrolled**.

The enrollment process for new children during the program is described as follows.

Step 1 (Enrollment Assistants)

- Sends the registration forms in a packet to the parent/guardian via mail with a returned prepaid envelope.
- Receives the completed registration packet and changes the child status from “waitlisted” to “accepted.” – *“Accepted” date is the date that the registration was received.*
- They will communicate to the parent/guardian through text/email that their registration paperwork was received.
- Every week, the assigned Enrollment Assistant will email the assigned Family Services Assistant (FSA) with how many registration packets need to be picked up for processing. – *the email will also include the enrollment team, component supervisor, and the ERSEA Supervisor*
- The team will prepare a lock box for the FSA with classroom files with the registration packets that need to be processed/uploaded.

Step 2 (Family Services Assistant)

- After the FSA is notified to pick up a lockbox, the assigned FSA on rotation will coordinate a pickup time to pick up the lockbox with files with Enrollment by the end of the week.
- FSA enters all the registration forms and data into ChildPlus by following the “*Guidance of Processing Registration forms*” – *add a sticky note to the forms the Teacher will need to complete with parent/guardian.*
- After the forms are processed, the FSA will drop off the lock box with files to Enrollment Department.

Step 3 (Enrollment)

- The enrollment team will distribute any received forms to component supervisors if needed.
- The assigned Enrollment Assistant will email the Teacher that a new child has been added to their classroom. – *the email will also include Enrollment, ERSEA Supervisor, Program Area Supervisor (assigned to the site), Teacher (assigned to the classroom), Health Services, Transportation Supervisor, CACFP Supervisor, Education Services Supervisor, Education Services Program Assistant 3, Disabilities & Mental Health Program Assistant 3, (if the child is EI), and Disabilities & Mental Health (if the child is EI).*

Forms Referenced:

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Step 4 (Teacher)

- When the Teacher receives the file, they will review it for completing forms and create an “open entry” in ChildPlus.
- That same day, the Teacher will contact the family to schedule and complete the enrollment visit in 3 business days.
- The enrollment visit and forms are completed with the parent/guardian. *Remember to document all communication regarding the enrollment visit in ChildPlus; this includes completed and incompletes enrollment visits and attempts.*
- During the enrollment visit, the Teacher will follow up with the parent/guardian on any incomplete registration forms and complete them as needed. The following Enrollment forms will also be completed; *Attendance Agreement Form, Transportation Agreement Form, CACFP Enrollment Form, School District ROI, Commitment to HS, Family Handbook Acknowledgement, & PIR Checklist.*
- During the enrollment visit, the Teacher will set up the child's first day.
- After the enrollment visit, the Teacher will upload and data enter all forms; this includes the completed registration/enrollment forms listed in the step above
- Once the child attends their first day of class, the Teacher will email their assigned Enrollment Assistant with the child’s CPID number and the date the child started.

Step 3 (Enrollment)

- After receiving the child’s first day from the Teacher, The Enrollment Assistant will change the child’s enrollment status from “**Accepted**” to “**Enrolled.**”

Children Experiencing Homelessness or in Foster Care

For children experiencing homelessness or in foster care, the program must make efforts to maintain the child’s enrollment regardless of whether the family or child moves to a different service area or transition the child to a program in a different service area, according to the family’s needs.

Transferring out of the Classroom

Transferring out of a classroom can occur when a family moves or a parent/guardian’s choice.

The parent/guardian will contact their assigned Enrollment Assistant requesting that the transfer is needed. If the request is from a Teacher on behalf of the family, the Enrollment Assistant will ask the Teacher to have the parent/guardian make the transfer request. If needed, the Enrollment Assistant will work with the other Enrollment Assistant assigned to the classroom to discuss the reason for transfer and get approval for transfer to another site or classroom.

If the child has an IFSP and/or a Food Substitution and/or Health Concern, then the Disabilities & Mental Health Supervisor, Education Services Supervisor, CACFP Supervisor, and Health Services Supervisor should be included in the approval process.

The process of a child transferring out of a classroom is described as follows.

Forms Referenced:

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1. The Enrollment Assistant will communicate with the parent/guardian on the request's status.
2. If the transfer request is approved, the Teacher who has the child transferring out of the classroom needs to discuss the following with the new Teacher who will receive the transferred child:
 - a. When the child attends his/her new classroom
 - b. Child's and family's needs/concerns
 - c. When the child's file will be sent to the child's new teacher
 - d. Complete and send the Change Notification Form to the Enrollment Assistant to upload.

The Teacher who has the child transferring out of the classroom will make one copy for each of the following forms from the child's file to keep on-site for licensing, then send the child's file to the new teacher. These copies will be shredded after the child transfers out.

- e. Emergency Form
 - f. Food Substitution Form, if applicable
 - g. Medical Administration Plan, if applicable
 - h. Consent for Activities form
 - i. Transportation Agreement
3. When the child first attends their new classroom, the Teacher emails their assigned Enrollment Assistant and the child's previous Teacher to inform them of the child's first day.
 4. The assigned Enrollment Assistant makes a note and transfers the child into their new classroom.

Dropping from the Program

Before dropping a child, Teacher and Family Services Assistant staff must work with families to review the situation and the reasons for dropping. If there is a barrier, staff must schedule a Coordinated Care Meeting. Refer to **Coordinated Care Meeting Policy** to develop a plan to support the family for the child to remain in the program.

When a child is dropped from the program, the Teacher needs to complete the following:

- b. Complete the Change Notification form.
 - a. The completion of the Change Notification form and child's file must be sent to the Enrollment Assistant within 1-2 business days of the drop.
- b. Complete closing checklist and PIR.

Enrollment Assistant changes the child's enrollment status in ChildPlus, and the slot must fill the vacancy within 30 days.

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Custody Changes

If a child's custody changes, the teacher must inform the Enrollment Assistant of the changes, including the new legal guardian/parent's name and new contact information.

1. The Enrollment Assistant must send the teacher a new application and registration packet.
2. The Teacher must assist the new legal guardian/parent in completing the registration packet and the application without collecting the required income document.
 - a. If other required documents are needed, the Enrollment Assistant will request them with the Teacher.
3. The Teacher will data enter and upload the registration forms after completing with the parent/guardian.

The teacher will send the completed application to the Enrollment Assistant, who will update the information.

Forms Referenced:

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