

**DROP POLICY**  
**DIVISION: HEAD START PRENATAL – 5 PROGRAM**

Policy Number: ER9602-01	Revision Date: 9/16/20	Policy Council Approval Date: 07/26/16
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**PERFORMANCE OBJECTIVE:** (45CFR #1305.7) (a) Each child enrolled in a Head Start program, except those enrolled in a migrant program, must be allowed to remain in Head Start until kindergarten or first grade is available for the child in the child's community, except that the Head Start program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start, such as when there is a change in the child's family income and there is a child with a greater need for Head Start services.

**PROCEDURE:**

1. A child or prenatal participant may be dropped from the program for the following reasons:
  - a. When the participant does not meet the requirements of the Attendance Policy.
  - b. When a child does not meet the requirements of the Immunization Policy.
  - c. When a family member's continued behavior or actions are hostile, threatening or disruptive to the extent that it creates a safety concern or barrier to the staff providing required program services.
  - d. When the prenatal participant or the parent(s) of an enrolled child chooses to withdraw from the program.
2. When a program determines that a vacancy exists, no more than thirty calendar days may elapse before the vacancy is filled.
3. Before dropping a participant from the program for reasons a thru c, the Head Start and Early Head Start Enrollment Coordinator must be contacted to review and approve the situation. Based on information given by the Head Start Family Resource Specialist or Early Head Start Home Visitor/Family Advocate, a decision will be made by the Head Start and Early Head Start Enrollment Coordinator regarding dropping a participant.
4. When a participant is dropped from the program, a Change of Status form will be submitted to [statuschanger@escswa.org](mailto:statuschanger@escswa.org) within two days of the drop date.
5. If the participant is dropped for attendance, they will be placed at the bottom of the waiting list and only selected after all other income eligible children have been offered the slot.