

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

Policy Number: ER0104	Revision Date: 5/3/21	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:

- The Head Start and Early Head Start Enrollment Coordinator will place participants into open slots as they become available using the waiting list.
- The FRS/FA/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 ChildPlus to use for enrollment purposes.
- The FRS/FA/HV will contact the family within 2 business days of receiving the email. The FRS/FA/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/FA/HV will send a status change to the Enrollment Coordinator documenting the enrollment date, center, and classroom/caseload within two business days.
- Total time between selection and enrollment should be less than 2 weeks, in order to meet the 30-day timeframe for filling slots.
- If the FRS/FA/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/FA/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.
- All efforts to enroll a participant must be documented in the enrollment notes section of ChildPlus.
- Siblings are separated into different classrooms when possible.
- A participant's Teacher or Home Visitor will not be a family member or guardian whenever possible.
- Returning EHS participants stay with the same teacher/home visitor unless this placement is deemed no longer productive to the child's development.
- Appropriate ratios of boys and girls, children with disabilities and children with limited English-speaking abilities are considered when assigning children to classrooms/caseloads.

Additional Child Care Partner Considerations

- The Family Advocate will complete the Childcare Enrollment Agreement form for classrooms in the EHS childcare partnerships.
- If the family chooses to enroll their child in a childcare partner center/home, the Family Advocate will need to complete all of the provider's enrollment paperwork with the family as well.