SAN BERNARDINO COUNTY	**COUNTY OF SAN BERNARDINO PRESCHOOL SERVICES DEPARTMENT POLICY**	**ERSEA** **EFFECTIVE: 11-07-12** Updated 11-24-15
SUBJECT: **HEAD START AND EARLY HEAD START ENROLLMENT PROCEDURE**		**APPROVED: 11-07-12** Diana Alexander **BY: Diana Alexander, Director**

PURPOSE:
To ensure and maintain full enrollment for Head Start and Early Head Start programs.

POLICY:
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. 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 family income and there is a child with a greater need for Head Start services.

A Head Start grantee must maintain its funded enrollment level. When a program determines that a vacancy exists, no more than 30 calendar days may elapse before the vacancy is filled. A program may elect not to fill a vacancy when 60 calendar days or less remain in the program's enrollment year.

If a child has been found income eligible and is participating in a Head Start program, he or she remains income eligible throughout that enrollment year and the immediate succeeding enrollment year. Children who are enrolled in a program receiving funds under the authority of section 645A of the Head Start Act (programs for families with infants and toddlers, or Early Head Start) remain income eligible while they are participating in the program. When a child moves from a program serving infants and toddlers to a Head Start program, the family income must be re-verified. If one agency operates both an Early Head Start and a Head Start program, and the parents wish to enroll their child who has been enrolled in the agency's Early Head Start program, the agency must ensure, whenever possible, that the child receives Head Start services until transitioned into the Head Start Program.

NOTE: Children who are enrolled in the Family Childcare option of the Early Head Start - Child Care Partnership (EHS-CCP) program remain income eligible in the program up to four (4) years of age.

REFERENCE:
Head Start Performance Standards 1305.2 ;1305.7 (A-C)
Head Start Act 645 A (1); B (v)

CHANGES TO CLASS LIST

The Generalist will establish all class lists for enrollment purposes. Once the class list is given to the Site Supervisor, no changes in classroom assignments will be made prior to the child entering the program. Once the child has entered the program, the parent(s) and PSD Supervisors/Administrators can initiate a change of classroom assignment. All requests for a classroom assignment change must be in writing to the Site Supervisor and Generalist.

The Generalist's role will be to ensure the change(s) do not create inappropriate placement regarding State and/or Federal allotments of slots in any given classroom. Part of the Generalist's function in establishing class lists is to establish a "balance" in the social make-up of the classroom. Examples include but are not limited to: a reasonable balance of girls/boys, appropriate ethnic mix, not "overloading" class with children requiring support for a handicapping condition, etc.

ENROLLMENT OF CHILDREN WITH DISABILITIES

Generalist will complete, scan and upload referral in the ERKS and send the following documents within 48 hours of receiving child's initial application:

- Complete Referral Form;
- C-1 copy of Authorization for Release of Information;
- A copy of the Medical History Profile;
- A copy of Parent Interview for Suspected Disabilities;
- Any report, IEP's/IFSP's, Asthma Questionnaire, etc. shall be sent to the Disabilities COPA e-mail to indicate one of three (3) actions:
    1. Immediate Enrollment;
    2. Enrollment after a plan is in place to meet the child's needs (pre-enrollment meeting, assigning SSD staff, integrating outside support services, or schedule modification); or
    3. Child not certifiable enrolls as regular child if income qualified.

Once child is enrolled the Generalist will notify the Disability unit through e-mail with the following information:

- Date of Enrollment;
- Teacher Name; and
- Time Slot.

ENROLLMENT OF CHILDREN WITH LIMITED OR INCONSISTENT TOILETING SKILLS

PSD will enroll children with limited or inconsistent toileting skills. Head Start Performance Standards require that the environment in which the children are placed is adequate to support any individual need or condition the child may have.
The Generalist will notify the Site Supervisor prior to enrollment that a child with inconsistent toileting skills will be enrolled. The Site Supervisor is responsible for requesting the toileting supplies and/or the equipment necessary.