

Big Sandy Area C.A.P., Inc. - HEAD START
Program Policies and Procedures

Enrollment

POLICY:

Children are enrolled in accordance with Head Start regulations.

- *This policy relates to Head Start Performance Standards 45 CFR Part 1302.12, 1302.14, 1302.15*

PROCEDURE:

1. Selection of Applications
 - a. The Eligibility Waiting List on COPA provides a list of children for enrollment selection ranked highest to lowest with priority points. When a child's application is logged on COPA, his/her name and information is automatically sent to this waiting list and their designated points are assigned.
 - b. Based on the number of points received, children are identified as accepted or waiting. If a child is accepted, he/she is moved to the Eligible/Accepted List on COPA.
 - c. The parent is notified of the selection decision, by a letter of acceptance or a letter stating the child is on the waiting list and will be notified if an enrollment opportunity becomes available.
 - d. The classroom where each child will be enrolled is determined and an appropriate code recorded on the preliminary classroom roster.
 - e. A preliminary list is given to the teaching staff and family service staff containing an alphabetical listing of children assigned to each classroom, including names, addresses, and telephone numbers of parents.
 - f. The Emergency Contact Report and listing of child transportation information is distributed to classroom staff.
 - g. The preliminary list is edited and printed as needed to complete enrollment of children.

2. Enrollment of Children:
 - a. Once all enrollment slots have been designated on COPA, staff will then move the children from the Eligible/Accepted List to officially enrolled.
 - b. The Master Roster Report may be printed when above process is completed.
 - c. The Master Roster Report, which is the list of children officially enrolled in each classroom, is distributed to teaching, family services and administrative staff. The report is printed as needed and contains the names of active and inactive children (if desired).
 - d. The Eligibility Waiting List maintains the names of children who were not selected for enrollment initially. The staff will monitor this list frequently and when a vacancy occurs, will refer to the list to determine the next eligible child to enroll.
3. Vacancies are filled in no more than thirty (30) calendar days.

Approved by the Policy Council, March 2017