

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

Recruitment and Enrollment Opportunities

POLICY:

All families with Head Start eligible children are encouraged to apply for admission to the program.

- *This policy relates to Head Start Performance Standards 45 CFR Part 1302.13, 1302.14, 1302.15*

PROCEDURE:

1. In order to reach those most in need of Head Start services, the program implements a recruitment process that is designed to actively inform all families with Head Start eligible children within the service area of the availability of services and encourage them to apply for admission to the program.
2. **The agency-wide beginning date of recruitment will be March 1 for each upcoming program year.**
3. Staff will solicit applications from as many families within the recruitment area as possible.
4. Special efforts will be made to recruit and serve children with disabilities.
5. Addresses of eligible families are accessed by utilizing the network the agency has with local schools and Social Services. Families are contacted by mail with announcements of recruitment information.
6. Parents are asked to call for appointments to pre-register children.
7. Head Start parents are requested to inform relatives and friends with eligible children about the program recruitment.
8. Select pre-registration sites:

- a. Set up recruitment locations, dates and time
 - b. Ensure there is adequate staff at each site to accept applications
 - c. Assist parents as needed
9. Send notices to newspapers, radio and television stations of recruitment schedule, locations, etc. (February)
 10. Notify parents of children currently enrolled that child is eligible for second year in Head Start.
 11. Contact social services and schools for referrals.
 12. Post public notices in places such as post offices, doctor/dentist offices, social agencies, grocery stores & health departments.
 13. Make door to door contacts seeking children who may be eligible for Head Start.
 14. Contact health and disability services providers & early intervention programs for referrals of children with disabilities.
 15. Contact families on the list provided from the Governor's Office of Early Childhood. (TANF)
 16. Review all applications for completeness and enter into the computer.
 17. Each application is assigned points utilizing the selection criteria listed on COPA.
 18. The list generated by COPA includes names of applicants ranked by highest number of eligibility points.
 19. The program will obtain a number of applications greater than the number of enrollment opportunities anticipated being available over the course of the next year in order to select those with the greatest need for Head Start services.
 20. The Grantee will monitor delegate agencies to review the recruitment process and activities in accordance with the requirements.