

## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Continuity of Care	<b>P/P #:</b>	
<b>Part:</b>	1302 Program Operations	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>A – Eligibility, Recruitment, Selection, Enrollment, and Attendance</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>1302.15 Enrollment</i>	<b>Implementation Responsibility:</b>	Family Advocate
<b>Related Performance Standard(s):</b>	<i>1302.15 (b)</i>	<b>Monitoring Responsibility:</b>	Family Engagement Services Manager

<b>(A) Policy</b>	<p>Continuity of Enrollment.</p> <ol style="list-style-type: none"> <li>(1) A program must make efforts to maintain enrollment for eligible children for the following year.</li> <li>(2) Under exceptional circumstances, a program may maintain a child’s enrollment in Head Start for a third year, provided that family income is verified again. A program may maintain a child’s enrollment in Early Head Start as described in 1302.12(j)(2).</li> <li>(3) If a program serves homeless children or children in foster care, it must make efforts to maintain the child’s enrollment regardless of whether the family or child moves to a different service area, or transition the child to a program in a different service area, as required in 1302.72(a), according to the family’s needs.</li> </ol>
<b>(B) Responsibility</b>	Family Advocate
<b>(C) Procedure</b>	<p>Enrollment for eligible children is good for 2 years. Any child deemed over income and accepted for 1 year will be reviewed the second year for acceptance consideration.</p> <p>In the event that a child is age eligible to attend Head Start for a third consecutive year (meaning the child will not turn 6 during the program year), the child may be considered but must complete the application process which includes verification of income.</p> <p>For children enrolled in the program who meet the definition of homeless or placed in foster care, the family advocate will inform the family that the child’s enrollment in CCS Head Start is maintained regardless of where the family resides. In the event that a family moves out of the service area and continuation in the CCS Head Start is no longer convenient for the family despite efforts made by the program and family, then the family advocate</p>

	<p>will support the family in locating another Head Start program in the service area in which the family now resides. The family advocate will provide transition services as needed for the individual family until the new Head Start program takes over.</p>
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<b>P/P Topic:</b>	Enrollment	<b>P/P #:</b>	
<b>Part:</b>	1302 Program Operations	<b>PC Approval Date:</b>	
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<b>Section Title(s):</b>	<i>1302.15 Enrollment</i>	<b>Implementation Responsibility:</b>	Family Advocate
<b>Related Performance Standard(s):</b>	<i>1302.15 (a)</i>	<b>Monitoring Responsibility:</b>	Family Engagement Services Manager

<b>(A) Policy</b>	A program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days.
<b>(B) Responsibility</b>	Family Advocate
<b>(C) Procedure</b>	<p>Once an application is completed and income verified the FESM accepts the child into the program. The family advocate then notifies the parent either verbally or by letter that the child has been accepted and schedules an enrollment appointment. During an enrollment appointment the following items are completed:</p> <ul style="list-style-type: none"> <li>• Completion of the child’s emergency transport paperwork, identifying those individuals over 18 years old who may pick the child up from the center or can be contacted in the case of an emergency.</li> <li>• Bus Transportation rules</li> <li>• Parent Orientation</li> <li>• Center-based Parent contract</li> <li>• Parent Interest Survey</li> <li>• Parent Education Form</li> <li>• Media Consent</li> <li>• ASQ-3</li> <li>• ASQ-SE2</li> <li>• Routine Field Trip Permission Slip</li> <li>• CACFP Enrollment</li> <li>• Permission for Program Services</li> <li>• Release of information (if needed)</li> <li>• Plan of Action (if needed)</li> </ul> <p>Upon completion of enrollment paperwork, the Family Advocate provides the family with a start date and transportation arrangements (if needed). The family advocate will provide the parents with a physical and dental form and inform parents of the 30 day requirement for</p>

	<p>physicals and 90 day requirement for dentals. If the family needs a referral to a provider(s) the family advocate will furnish it. The family advocate will notify the IT secretary to ensure services begin in the COPA system. The family advocate will inform the teacher(s) of the child's start date and any and all pertinent information.</p> <p>Maintaining enrollment via process of recruitment is addressed in Recruitment policy.</p> <p>FESM is responsible to report enrollment monthly to OHS via the HSES on the 3<sup>rd</sup> of each month.</p>
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## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Referral for ETR	<b>P/P #:</b>	
<b>Part:</b>	1302 Program Operations	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>C – Education &amp; Child Development Program Services</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>1302.33 Child Screening &amp; Assessment</i>	<b>Implementation Responsibility:</b>	Teaching Staff
<b>Related Performance Standard(s):</b>	<i>1302.33(a)(3)(i)(ii), 1302.6, 1302.14(b)(1)</i>	<b>Monitoring Responsibility:</b>	Education Manager

<b>(A) Policy</b>	<p>(a) In collaboration with each child’s parent and with parental consent, a program must complete or obtain a current developmental screening to identify concerns regarding a child’s developmental, behavioral, motor, language, social, cognitive, and emotional skills within 45 calendar days of when the child first attends the program or, for the home-based program option, receives a home visit. A program that operates for 90 days or less must complete or obtain a current developmental screening within 30 calendar days of when the child first attends the program.</p> <p>(3) If warranted through screening and additional relevant information and with direct guidance from a mental health or child development professional, a program must, with the parent’s consent, promptly and appropriately address any needs identified through:</p> <p>(i) Referral to the local agency responsible for implementing IDEA for a formal evaluation to assess the child’s eligibility for services under IDEA as soon as possible, and not to exceed timelines required under IDEA; and,</p> <p>(ii) Partnership with the child’s parents and the relevant local agency to support families through the formal evaluation process.</p>
<b>(B) Responsibility</b>	Teaching Staff, Family Advocate
<b>(C) Procedure</b>	<p>At the time of enrollment, the Family Advocate will obtain the parent’s consent to conduct educational screenings and assessments by completing the Permission for Program Services form.</p> <p>At the time of enrollment the parent completes an ASQ-3 and ASQ-SE (screening tools for developmental and social emotional).</p>

(If for some reason a parent is unable to complete these forms during the enrollment appointment, the form is sent home with the parent to complete and instructed with a return deadline)

In the event the parent does not return the ASQ-3 or ASQ-SE within 30 days of the child's entry, the teacher will complete both screening tools on the child based up on observations of the child within the classroom setting.

The ASQ-3 and ASQ-SE scores will be entered into the COPA system under the child tab (developmental).

If the child's initial screening indicates that there is a concern of possible developmental delay, the teacher is to immediately notify the Education Manager.

Based up on the child's scores the Education Manager and teacher will decide if :

- the child needs additional interventions and be re-screened with 3 weeks
- a referral for an ETR is warranted

If additional interventions are put in place, a plan of intervention must be documented in COPA under the Child tab. After 3 weeks the child will be reassessed. The updated assessment information is to be documented in COPA Child tab (developmental). If the child's scores have improved then no further action is warranted at this time.

If a referral for an ETR is warranted the following steps are to occur:

1. The teacher will schedule a conference to occur with the parent within 5 business days.
2. During the conference the ASQ-3 and ASQ-SE scores as well as any intervention activities / plans are to be reviewed with the parent.
3. The teacher is to explain the process of an ETR and who in the area provides those services.
4. The teacher is then to obtain consent for the referral and release of any pertinent records utilizing the Release of Information form.
5. The teacher is to provide the parent with child development information specific to ages 3-5.
6. The teacher is to inform the parent that the teacher and / or family advocate will support the family throughout the entire process and are able to attend any meetings / conferences at the parent's request.

Once parental permission is obtained the following will occur:

1. The Education Manager will email the ESC Preschool

	<p>Supervisor, indicating that a child is being referred to the Mercer County ESC for an ETR.</p> <ol style="list-style-type: none"><li>2. The teacher will complete the <u>Referral for ETR</u> form and give it to the Education Manager.</li><li>3. The teacher will notify the family advocate of the referral for ETR.</li><li>4. The family advocate will enter the referral into the COPA data base as a referral.</li><li>5. The Education Manager will email the <u>Referral for ETR</u> to the Preschool Supervisor at the ESC.</li><li>6. The Referral for ETR will be uploaded in the child's file in EDOCS and the hard copy kept in the Disabilities section of the child's file.</li><li>7. The family advocate is to contact the parent within 5 working days of the referral to the ESC to ensure that the ESC has made contact with the family.</li><li>8. The Education Manager is to follow up with the ESC Preschool Supervisor within 5 working days of the referral to check on the progress of the referral.</li></ol> <p>Once the referral process has begun and the child is receiving ETR services, the Head Start family advocate is to support the family by ensuring the family is aware of all ETR appointments and attends all appointments.</p> <p>Teaching staff are to support the ETR process by assisting therapists with observations and providing information within the boundaries of the parental consent.</p> <p>Per parental request, Head Start staff will attend any and all ETR / IEP meetings. If the parent does not specifically request a teacher and / or family advocate to attend, the Education manager will represent Head Start in the meetings. (Staff attending the meeting is responsible to enter information into COPA under the Child tab / disabilities)</p> <p>When appropriate, within the guidelines of the IEP, Head Start will advocate that the child maintains placement within Head Start and that the local ESC provides services in the least restrictive environment. However, if all parties agree that Head Start is not the most appropriate placement for the child, Head Start will provide transition services to the family in support of the child's next placement.</p>
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## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Reserved Slots	<b>P/P #:</b>	
<b>Part:</b>	1302 Program Operations	<b>PC Approval Date:</b>	
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<b>Related Performance Standard(s):</b>	1302.15 ©	<b>Monitoring Responsibility:</b>	Family Engagement Services Manager

<b>(A) Policy</b>	<p>(1) Reserved slots. If a program determines from the community assessment there are families experiencing homelessness in the area, or children in foster care that could benefit from services, the program may reserve one or more enrollment slots for pregnant women and children experiencing homelessness and children in foster care when a vacancy occurs. No more than three percent of a program’s funded enrollment slots may be reserved. If the reserved enrollment slot is not filled within 30 days, the enrollment slot becomes vacant and then must be filled in accordance with paragraph (a) of this section.</p>
<b>(B) Responsibility</b>	FESM
<b>(C) Procedure</b>	<p>The FESM is responsible for the completion and annual update of the community needs assessment. The FESM will report to the Director any instances that indicate a high number of children in foster care or deemed homeless from data collected in the community needs assessment. Additionally, the FESM will communicate periodically throughout the program year with the Director of Children Services and Department of Job &amp; Family Services investigating if there is an increase or decrease in the number of children experiencing foster care or homelessness. If, there is a significant increase in the number of preschool children experiencing homelessness and foster care placement, the Director will reserve slots to ensure these identified possible enrollees have an opportunity to participate in the Head Start program. If after 30 days these reserved slots are not filled, they are to be filled with eligible applicants.</p>



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