

Head Start /Early Head Start Policies and Procedures

Enrollment Tracking Form

Guidance: All children enrolling in SETA Head Start will have a file generated that contains pertinent information related to his/her participation in Head Start/Early Head Start. To maintain compliance with the Head Start Performance Standards as it relates to documents gathered from the parent/guardian regarding eligibility, child's information, health/nutrition information, child development, disabilities and parent involvement documentation. Family Service Workers or other related staff will verify each child's eligibility and that all entry forms are completed on or prior to the enrollment date. A tracking system will ensure accuracy of enrollment documentation and that families are contacted with a start date within a reasonable timeframe. 1302.15 (a)

Procedure:

The Family Service Worker will review all required enrollment forms (*parent/staff signatures, verified income, employment/school verification, health/nutrition, etc.*) to ensure they are complete and identify concerns that may initiate routings/referrals before forwarding to Site Supervisor for review. The file will be organized according to comprehensive services sections. A cover sheet will be placed in each section that lists the mandatory documents to be included. FSW will generate an Enrollment Tracking Form for all new enrollments and document in the contact notes section to show timeline of occurrences with family and staff.

- The Site Supervisor will review file once received from FSW. If there are **no findings**, forward to the Head Start Teacher or Lead Teacher Infant Toddler within 24 hours.
- OR**
- The Site Supervisor will review file once received from FSW, if there are findings (***missing or incomplete required documents such as: Enrollment Questionnaire, Emergency Card missing parent/guardian contact information, routing form if applicable, unidentified health/nutrition or education concerns***) the file will be returned to the FSW within 24 hours to address findings. FSW will document corrections within the contact notes section. Once follow up is complete, continue with process.
 - The Head Start Teacher or Lead Teacher Infant Toddler will receive file from Site Supervisor to review or gain awareness of items to discuss with family (***health/nutrition, education, custody agreement, restraining order, napping schedule, potty training, etc.***). Within 24 hours the teacher will contact the family to schedule pre-enrollment orientation. Teacher will document contact with family and start date. The start date will be provided by one of the following: Head Start Teacher; Lead Teacher Infant Toddler or Site Supervisor. After the start date has been communicated to the family, education staff will notify FSW of scheduled start date.
 - In the event a family has been given a start date and the child does not attend, the FSW will document on the form in contact note section of the attempts to contact family or reasons to reschedule start date. If the family makes no contact and the child has not started after three days, the file is stored and another family is selected from waitlist. Document events within the contact notes section.

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- Enrollment Tracking Form will be placed in Family Contact, section 2 of child's file.

Note: The following are exceptions to conducting Home Visit/ Orientation prior to children starting:

- Children transferring within SOP are not required to have a Home Visit prior to starting at new location.
- Children enrolling within the last week of the month will be given a start date and teaching staff will conduct Home Visit/ Orientation within the upcoming week, when a Home Visit/ Orientation impedes upon end of month full enrollment.