

**Head Start Program
Education Service Center, Region 20**

Eligibility, Recruitment, Selection, Enrollment, & Attendance Plan

Eligibility

The center-based program serves children who are three or four years of age, on or before September 1st, of the program year.

Recruitment

Bexar County Head Start Program - The enrollment area for this program is within the boundaries of Alamo Heights ISD, East Central ISD, Southside ISD, Somerset ISD and Southwest ISD within Bexar County.

Tri-County Head Start Program – The enrollment area for this program is within the boundaries of Bandera ISD, Devine ISD, Hondo ISD, Lytle ISD, Medina Valley ISD and Natalia ISD within Atascosa, Bandera and Medina Counties.

Recruitment efforts begin in the spring for the upcoming school year.

Education Service Center, Region 20 (ESC-20) will actively recruit families within the service area; and inform them of the availability of services through fliers, newspaper ads, letters to parents, parent referrals, and community agency referrals, as appropriate.

ESC-20 staff will schedule a meeting with the campus administrator one month in advance to discuss the following:

- Date and time of recruitment
- Location of set-up
- Advertisement for recruitment (posters, newspaper, fliers, bulletins, school newspaper)
- Discussion about what information the district requires from each family
- Discussion and exchange of forms in recruitment packet to include school district forms
- Any other issues unique to the center
- Who is responsible for what and who will keep the timeline to remind all of their responsibilities

Recruitment posters will be posted in the community at least two weeks in advance (FSA complete recruitment contact forms for each poster).

ESC-20 Head Start management team staff will provide assistance to center staff for the duration of recruitment events as needed.

ESC-20 will work closely with staff from the local Early Childhood Intervention (ECI) programs throughout the school year to inform parents of the Head Start Program and to transition eligible children from the ECI program into the Head Start program.

ESC 20 will maintain a monitoring system for all recruitment efforts.

Selection

All children who have complete recruitment packets are placed in rank order from highest points to lowest points, according to the *program designed selection tool*.

Categories of selection include the following:

Bexar County Head Start	Tri-County Head Start
Family Status	Family Status
Child Status	Primary Language
Child Disability	Resource Assistance
Eligibility Status (Categorically Eligible)	Previous Educational Enrollment
Income Guidelines (HHS Poverty Guidelines)	Individualization/Special Needs
	Income Guidelines (HHS Poverty Guidelines)

Income eligible children are selected using the *program designed selection tool* until all funded enrollment is met. Every effort is made to recruit and enroll children in greatest need as early as possible.

If funded enrollment is not met by July 15th, the program uses the *program designed selection tool* to identify children in the 130% of poverty range, not to exceed 35% of enrollment.

Children with disabilities will fill a minimum of 10% of enrollment program wide to include the 100%, 130%, and/or 10% over income categories; additional points are given for children who have identified or suspected disabilities.

Tiebreaker- In cases where more than one family has the same point total, selection will be based on age with the older child selected first. If age alone cannot differentiate the two applicants, then selection will be based on a calculation of income per family member (total family income divided by number of family members) where the child with the lowest total family income per family member is selected first.

Enrollment

Designated ESC-20 staff and the campus administrator will approve and sign income verification before notification letters are sent out to families.

After notifying parents of their selection, staff will meet with the parents to complete the enrollment packet during the initial visit. All forms must be completed and any necessary documents obtained prior to officially enrolling a child.

ESC-20 Head Start will be fully enrolled and have all children entered into the program specific database on the first day of school.

Once a child has been selected for enrollment in the Head Start program and enrolled in public school, he or she remains eligible through that enrollment year and the succeeding enrollment year for children in the three year old program.

Attendance

Attendance will be maintained by ESC 20 staff on a daily basis. When a child has been absent for two consecutive days, the Family Service Associate will attempt to contact the parent to find out the reason for the absence and provide assistance or referral if needed. ESC 20 staff will coordinate efforts with the school district attendance plan, in order to maximize results.

Reports will be provided to the Coordinator each month to determine Average Daily Attendance.