

## Denton Independent School District Guidelines and Procedures for Head Start Enrollment (ERSEA)

In order to reach those most in need of Head Start services, each Head Start grantee and delegate agency must develop and implement a recruitment process that is designed to actively inform all families with Head Start eligible children with the recruitment area of the availability of services and encourage these families to apply for admission to the program. Guidelines and Procedures for such recruitment are outlined below:

1. Each April, information pertaining to the Head Start round-up is published in the local newspaper and placed on the school and district website.
2. Each family must complete the Head Start application to determine a perspective child's eligibility. Items reviewed to include in perspective student folders:
  - a. Birth Certificate
  - b. Immunization Record
  - c. Social Security Card or State Issued ID
  - d. Verification of Income may include
    - i. Three recent pay stubs
    - ii. Current income tax return
    - iii. Temporary Assistance for Needy Families (TANF)
    - iv. Verification of Child Support
    - v. Financial Aid
    - vi. Supplemental Security Income (SSI)
    - vii. Social Security Benefits
  - e. Current Medicaid Card
  - f. Current Utility Bill
    - i. Gas
    - ii. Electric
  - g. Lease Agreement with parent/guardian name clearly identified
  - h. Legal separation notification or divorce decree
3. Each family will complete the following information:
  - a. Head Start Application (See item number 2)
  - b. Language Survey
  - c. Initial Entry Plan
  - d. Occupational Survey
  - e. Dial 3 Parent Questionnaire
  - f. If applicable, Bilingual permission
4. Perspective student information is compiled, scored on a rubric, and ranked accordingly.
5. Perspective students are accepted into Head Start from a priority list in ranking order
  - a. Parents are notified of enrollment appointment time and date.
  - b. Parents are notified of the documents necessary for registration \

## **Procedures and Guidelines at Enrollment Appointment**

Note: During the enrollment time, child care will be provided

1. Each family will be required to bring the following documents:
  - a. Insurance information
  - b. Comprehensive student physical/medical exam
  - c. Immunization record
  - d. Emergency contact information
  - e. Address verification
    - i. Utility bill (gas or electric)
    - ii. Lease agreement
    - iii. Tax statement
2. Each family will complete the health packet provided by DISD Health Services
3. Each perspective student will complete a battery of assessments to determine appropriate academic placement.
4. Enrollment process will be completed on a station rotation basis. Each family will rotate through enrollment stations:
  - a. Table 1: Health Information/Health Card
  - b. Table 2: Child Pick-up authorization Card, “Home Book Reading”, Backpack Learning Kit, attendance expectations.
  - c. Table 3: Head Start Parent Code of Conduct, Student Residency Questionnaire, Assessment Permission Slip, Ethnicity and Race determination.
  - d. Table 4: Family contact log (portfolio)
  - e. Table 5: Parent Interest Survey, volunteer form,
  - f. Table 6: Check out