

PROCEDURES/ PROTOCOLS

FOR

REGISTRATION

STEP 2:

1. At the appointment, the parent is asked to bring insurance information, physical examination, immunization record, emergency contact numbers and gas, utility bill or lease agreement. (AUGUST)
2. Health packet is given to parent to be completed.
3. The child is taken for assessment. The assessment tools are the Scholastics and Lap D.
4. There are 6 tables at registration. The parent rotates tables completing enrollment paper work.

Table 1: Health information, and Health Card

Table 2: Child pick up authorization form, Home Book Reading, Backpack Learning Kit, Tardiness (Attendance and Absences)

Table 3: Head Start Parent Code of Conduct, Student Residency Questionnaire, Assessment Permission, Texas Public School Student\Staff Ethnicity and Race Data

Table 4: Family Contact Log (Portfolio)

Table 5: Parent Interest Survey, Volunteer Form, Addendum to Volunteer

Table 6: Check out

NOTE: Child care is provided during registration (AWSYC) Americaid is on site during round up

PROCEDURES/PROTOCOLS
FOR
ROUND UP AND REGISTRATION

STEP1:

1. A public announcement is made in the local newspaper and placed on the school web site about Head Start round-up (APRIL)
2. Verification of child's age and family's income is done. (Head Start Application)
3. A collection of information for perspective student folders is gathered. Information such as: Birth Certificate, Immunization record, Social Security Card, Verification of Income (3 recent check stubs, current income tax return, TANF, child support, financial aid, SSI or Social Security benefits), Current Medicaid Card, Current Gas or Utility Bill or Lease agreement with parent name on it, Legal separation papers or decree
4. Perspective parent complete forms. These forms are the Head Start Application, Bilingual permission, Language Survey, Initial Entry Plan, Dial 3 Parent Questionnaire, and Occupational Survey
5. Perspective student's information is inputted in the computer by social services specialist. The computer calculates points for each child and rank them based on their needs.
6. Perspective student names are taken from priority list in ranking order. A notification is sent to parent by mail to inform them their child has been permitted to start the registration process. This is done by a post card. This post card had the appointment date, time and other information the parent will need at registration.
7. Round up information packet