

PROCEDURES/PROTOCOLS

FOR

DENTON ISD HEAD START

ERSEA PLAN

(Eligibility, Recruitment, Selection, Enrollment and Attendance)

April Recruitment

- STEP 1:**
1. A public announcement is made in the local newspaper, social service agencies and placed on the school web site about the Head Start round-up.
 2. Verification of child's age and family's income is done to ensure **eligibility** of the child. (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
 4. **Families in cases with no income documentation are asked to complete and sign a Zero income statement and Denton ISD may seek third party verification.**
 5. Perspective parent/families complete the following forms: The Head Start Application, Bilingual permission, Home Language Survey, Initial Entry Plan, Dial 4 Parent Questionnaire and Occupational Survey.

Selection

6. Perspective student's names and information is inputted into the computer by social service specialist. The computer calculates points for each child and rank them based on their need. The child with the highest needs is selected by the computer and placed on a waiting list called the priority list to continue the selection process to enroll in the Head Start Program. **Performance Standard 1305.6 (d)**
7. A letter is sent to the parent by mail to inform them whether or not their child has been selected to start the registration process.

If the child is selected to register a date, time and a list of other information is given to parent of what is needed at registration.

AUGUST REGISTRATION

STEP 2:

1. At the appointment, the parent is asked to bring the following information:
Insurance information, Physical examination, Immunization record, Emergency contact numbers and Gas, Utility bill or Lease agreement.
2. Health packet is given to parent to be completed.
3. The child is taken for assessment. The assessment tools are the Woodcock Munoz, and Dial 4.
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. All forms offered in English and Spanish.