

## Enrollment Policy

Arrowhead Head Start will maintain full funded enrollment and fill vacancies within 30 days. Sites are determined annually based on community needs assessment data and recruitment (see Recruitment Plan). Site recommendations are approved by the Policy Council and the AEOA Board in the spring before the program year.

All applications are assigned priority points, including eligibility (see Eligibility Policy), before placement in the program. Priority ranking criteria is reviewed annually by the Policy Council and AEOA Board (see Head Start and Early Head Start Point Systems). Priority ranking systems give specific consideration for children with special needs, family/child risk factors and communities with comparable preschool programs.

The selection process includes the following:

- Openings will be filled from the waiting list in order of priority points assigned.
- In order to maintain a safe and functional environment, placement of children with significant needs may be held if 20% of the classroom at the time of a vacancy consists of:
  - Children receiving services through a current Individual Education Plans (IEP),
  - Children with a pending Help Me Grow evaluation for Individual Education Plan (IEP) services,
  - Children currently on a Planned and Documented Intervention (PDI),
  - Children receiving mental health services through an outside agency,
  - Children with a pending Head Start referral for mental health services by an outside agency,
  - Children receiving internal Head Start behavioral supports (either by the Disabilities and Mental Health Manager or classroom staff).
- The determination to delay placing an eligible participant will be made by a designated team of management staff including, but not limited to: The ERSEA and Family Service Manager, Disability and Mental Health Manager, and the Program Manager.
- A decision to delay placement will be documented in the “Enrollment Notes” section for the specific participant in the ChildPlus system. Such children will remain on the waiting list, with their high priority ranking, until a time when placement is available and appropriate.

Parent participation in Head Start is voluntary. Enrollment is contingent upon completed immunizations as required by the state of Minnesota. Due to the increasing number of foster care placements, Arrowhead Head Start may reserve slots at its discretion.

This policy complies with 1302.13, 1302.14, 1302.15

Approved by Policy Council on 2-7-24.

Additional References:

Enrollment Procedure

Eligibility Policy

Head Start/Early Head Start Point Systems