

**Eligibility/Recruitment/Selection/Enrollment**  
**Policy 2525 5.2-5.3/Head Start 45 CFR 1305.6/1305.7**

Minimize number of settings in which a child receives services.	<p>*Children should be placed in their home school area or nearest program where preschool services are provided to minimize the number of settings in which the child receives services.</p> <p>*Home School students enrolled based on need, busing and completed applications.</p> <p>*Those outside their home school will be placed based on availability of openings. If no openings are available, they may choose a site that meets their needs. Collaborative sites may be offered with child care provided.</p>
Parent/ child should be given options to enroll into a program that meets the needs of the family and supports consistency and continuity.	<p>*Allowing home school student's first option would eliminate those students having to travel to another location, which could cause school absences and a hardship on families. Data can also be taken to assist with future enrollment for preschool and kindergarten.</p> <p>*Those students outside their home school area seeking placement should be placed in their home school or a location that best meets their needs such as a collaborative setting that offers child care. This would assist the parent with child care and promote attendance.</p>

Placement shall not be limited to the local school district in which the child lives <b><u>IF</u></b> openings are available in participating programs within the county that better meet the child and family's needs.	*A child may be placed where openings are available in a school setting outside that child's home school area. Collaborative sites should be considered when placing student's that are outside their home school community to meet the family's needs.
A county-wide universal enrollment process must include a universal system for collection and review of universal applications	*Upon collection of applications, staff will review file/documents and determine placement based on individual student's needs, busing and completed applications. Families should <b><u>not</u></b> have prior knowledge of placement until letters of acceptance are mailed. *Copies of all files are to be sent to the KCS Preschool Enrollment Clerk, for inputting data into the WVEIS and the PSTEPS system.
Selection criteria and placement processes are transparent and available to the public.	*An outline of the procedure should be made available to schools, staff and families as well as each Application Fair.

Even though not all schools provide preschool services, all communities provide preschool services such as collaborative settings. Children should be given the opportunity to attend their "Home School" preschool where space is available. If families seek preschool outside their home school area, they may choose a collaborative site that is convenient where openings are available or a school based setting where space is available.

Each School-based preschool classroom should reflect the needs in that community. Classrooms should provide blended services. There should be open enrollment for all students in their home school area. Enrollment should be based on individual children's needs, busing which is determined by the school bus terminal, and completed applications. Spaces within a classroom setting should also be held for those students with preschool special needs, those students transitioning from Birth to Three and McKinney Vento eligible students. Please note that some areas may have more Head Start children than Pre k children. Enrollment is reflected by the needs in the home school community and previous enrollment data.

Criteria for enrollment:

- Four years old prior to September 1 of the year enrolling. Policy 2525 5.1
- Three year old children with an IEP. 5.1.a
- Department of Vital Statistics State Birth Certificate
- Immunization records 5.4

Criteria for placement:

1. Home School/Family Needs such as busing
2. OES
3. Head Start / McKinney Vento
4. Pre K
5. Three year old Head Start children after Oct. 1<sup>st</sup> – contingent upon available space.

\*Placement is contingent upon Criteria for enrollment.