**MISSISSIPPI COUNTY, ARKANSAS, E.O.C.**

**EARLY CHILDHOOD EDUCATION DEPARTMENT**

1305.4(a); 1305.4(b); 1305.4(b)(2)

**ENROLLMENT CRITERI****A**

**POLICY:**

Each program enrolls and reenrolls eligible children in accordance with the Head Start Performance Standards, including 1305.7.

**PROCEDURE:**

**Enrollment Criteria**

After the program has determined that a child is eligible for Head Start or Early Head Start services, it ensures that enrollment criteria is met.

1. Enrollment criteria includes obtaining immunization records for center-based children.
   * 1. ERSEA staff and/or Program Health staff record the immunizations that the child has had, specifying the month, day, and year of each immunization, and/or
     2. Obtains a statement of any immunization exemptions.
2. Records of immunizations are kept in the electronic record-keeping system and in child files.

**Enrollment and Reenrollment**

Each child enrolled in the Head Start program is allowed to remain in Head Start until kindergarten or first grade is available for the child in the child's community, except that the Head Start program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start, such as when there is a change in the child's family income and there is a child with a greater need for Head Start services.

The Head Start Grantee maintains its funded enrollment level.

1. When a program determines that a vacancy exists, no more than 30 calendar days may elapse before the vacancy is filled.
2. The program may elect not to fill a vacancy when 60 calendar days or less remain in the program's enrollment year.

If a child has been found income eligible and is participating in the Head Start program, he or she remains income eligible through that enrollment year and the immediately succeeding enrollment year.

1. Children who are enrolled in a program for families with infants and toddlers, or Early Head Start, remain income eligible while they are participating in the program.
2. When a child moves from a program serving infants and toddlers to a Head Start program serving children age three and older, the family income must be re-verified. If one agency operates both an Early Head Start and a Head Start program, and the parents wish to enroll their child who has been enrolled in the agency's Early Head Start program, the agency ensures, whenever possible, that the child receives Head Start services until enrolled in school.
3. If the child is returning for the third year, family income must be re-verified.