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

**EARLY CHILDHOOD EDUCATION DEPARTMENT**

1302.13

**RECRUITMENT POLICY**

**POLICY:**

In order to reach those most in need of services, the program develops and implements a recruitment process designed to actively inform all families with eligible children within the recruitment area of the availability of program services, and encourage and assist them in applying for admission to the program.

**PROCEDURES:**

## Recruitment of Children

This process includes:

* Program efforts to actively locate and recruit children with disabilities and other vulnerable children, including homeless children and children in foster care.
* Canvassing the local community, use of news releases and advertising, and use of family referrals and referrals from other public and private agencies.

The program designs and follows its Recruitment Plan and networks with internal and external resources to obtain referrals.

The program maintains a listing of recruitment activities that includes the names of community agencies, neighborhoods, churches, and others. This listing includes dates and specific recruitment activities implemented (e.g., copies of distributed fliers, public service announcements, etc.).

During the recruitment process that occurs prior to the beginning of the enrollment year, the program solicits applications from as many Head Start/Early Head Start eligible families within the recruitment area as possible. The availability of program options is explained to parents e.g., via staff‐parent discussion, at recruitment events, in brochures, at parent orientation, via Head Start/Early Head Start enrollment telephone line, on the website, etc.

Staff must send all referrals to the ERSEA Coordinator.