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

**EARLY CHILDHOOD EDUCATION DEPARTMENT**

1301.3,1302.90-101-102, 1303.23-32

**WITHDRAWING/DROP A CHILD**

**POLICY:**

The Head Start and Early Head Start program will follow a withdrawal/drop process.

**PROCEDURES:**

Head Start and Early Head Start

* + 1. When a staff member becomes aware of a child withdrawing (Drop) from the Head Start program, the appropriate staff will be notified.
    2. The Teacher/FSA will document all contacts made with the family on absenteeism in case notes and contact forms.
    3. The Teacher/Family Service staff will complete the (Add/Drop/Transfer) form and information on the data management system. (myHeadStart)
    4. ERSEA will verify all requirements of a drop status before a child is officially dropped.
    5. The form will be sent to the Data Entry Staff, Central office and ERSEA staff to notify of a potential drop.
    6. The child’s folder will be given to the FSA by the teacher to be transferred to The Parent/Family Resource Center for storage on site for 2 years.
    7. The child’s folder will be sent to storage after 3 years.