RECRUITMENT, SELECTION and ENROLLMENT

OF HEAD START CHILDREN

The College Station Independent School District Board of Trustees, serving as the Grantee for the Head Start program, has determined the recruitment, selection and enrollment of children for the CSISD Head Start program shall take place in this manner:

Recruitment:

1. Policies in place in the program include notification of current families with siblings and other campus families and distribution of information and applications to community agencies and family locations such as churches and apartment complexes.
2. Specific meetings with ECI staff and CSISD Special Services provide names of children with special needs that may benefit from services of the Head Start program.
3. Public Relations services in the district provide information to local newspapers, radio stations and cable networks.
4. Applications are maintained in all campus offices and in the central administration building reception area.

Selection:

1. Head Start applications are received beginning in the spring (typically late April or with the district Kindergarten round-up in early May) and continuing throughout the year.
2. Applications are processed as soon as all required information is received in the Head Start administrative office. Eligible children are selected for enrollment until the funded total is met.
3. From that point forward, applications are ranked according to an eligibility criteria approved by the Policy Council, including those who are over-income.
4. As openings occur in the program, applications are selected based on the ranking totals and families are notified.

Enrollment:

1. Enrollment of selected children occurs as quickly as possible so that families have information necessary for planning purposes.
2. All required identification and health information is confirmed by the administrative staff.
3. Families are notified by letter and phone call with details of campus and class assignment, orientation and start date.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Randall Pitcock, CSISD Board of Trustees President