



MANCHESTER HEAD START
RECRUITMENT PLAN
2016-2017

APPROVED BY PC ON: _____

ACCEPTED BY BOE ON: _____

Manchester Head Start developed a recruitment plan to ensure that all Manchester families with children eligible for Head Start are aware of and able to apply for the Head Start program.



RECRUITMENT TECHNIQUES

- All families on the interest list will be notified about registration by mail.
 - Ads are placed in local newspapers in March and April describing the program and registration process.
 - Informational pamphlets are distributed to public locations and community agencies throughout the year, including, but not limited to, doctor's offices, churches, social service agencies, the soup kitchen, and all schools.
 - Referrals are made by community agencies such as: Birth to Three, DCF, Early Head Start, Child Find, and self-referrals.
 - Referrals are made by Pupil Personnel Services (Manchester Public School).
 - All elementary Schools advertise Head Start enrollment in their newsletter in the Spring.
 - Current parents and guardians describe the program to friends and acquaintances in the community.
 - Local cable television stations advertise recruitment information.
 - Information posted to Manchester Community College, Hartford Courant, and Better Manchester Magazine.**
 - Posters are offered for placement in appropriate public locations such as supermarkets, doctor's offices, social service agencies and public schools.
 - Manchester Head Start collaborates with Birth to Three and Manchester Public Schools/Pupil Personnel Services to ensure that children with disabilities have access to the program. Manchester Head Start attends PPT's of incoming children who are receiving or are recommended for services. We receive documentation from previous evaluations and resulting placements through the Individual Education Plan (IEP).
 - All pamphlets, newspaper ads, and announcements state that children with disabilities are accepted into the program.
 - Head Start information is sent to the Chamber of Commerce to be included with information given to people moving into the community.
 - Sign is posted in front of the Head Start building during registration period.
- Registration is a two-step process:
- 1- Initial registration is completed online.
 - 2- Follow up with documentation is completed at the Manchester Preschool Center.

<p style="text-align: center;">Recruitment Procedures:</p>	<p>In order to attend the Manchester Head Start program, interested families must complete the online registration using the Manchester Board of Education website. The process is as follows:</p> <ul style="list-style-type: none"> - Intake department will review all applications for eligibility. - Eligible families will be invited to the Center to complete paperwork including: <ol style="list-style-type: none"> 1- Proof of residency 2- Child's birth certificate 3- Proof of income 4- Child's updated physical - In the event that a family does not have computer access, computers are available at the Manchester Preschool Center.
<p style="text-align: center;">Eligibility:</p>	<p>A child must be three years old by August 31 of the enrollment year and no older than five years old by December 31 of the entrance year to be eligible for Head Start; however, priority will be given to children turning four years old. Following four year olds, three year olds with birthdays from January through March 2013 will be given priority over three year olds with birthdays from April through August 2013. Only children living in Manchester will be considered for enrollment. A child who is currently enrolled and who will not be age-eligible for public kindergarten in the fall is automatically eligible to continue enrollment in the program for the following year. Ninety percent of the children enrolled are from families defined as low income. The ACF Head Start Income Eligibility Guidelines are used to determine if a family is low income. Ten percent of the children enrolled may be over income as determined by ACF Head Start Income Eligibility Guidelines. However, income eligible families always take priority.</p>

SELECTION	<p>After verifying the birth certificate, income, and residency, a selection criteria form is filled out for each child as an aid for determining the needs of the child and family. The selection criteria will look at other needs of the family such as: family circumstances, special needs, income, family crises, homelessness, high risk families, neglect, abuse, serious child health problems, referrals from other agencies, foster families, and age. A point system is used to determine need for service. An income eligible child is accepted based on need when a vacancy occurs in the current enrollment year or in the recruitment drive for fall. An over income child may be accepted based upon need when an over income vacancy occurs. Priority is given to a child who has a suspected or a professionally diagnosed disability. Manchester Head Start actively recruits children with disabilities to ensure that a minimum of the percent (10%) of the enrollment slots will be reserved for children with disabilities.</p> <p>The Recruitment and Selection Committee approves/disapproves the children selected for enrollment. All families are notified of the status of their application by the end of May or on an ongoing basis throughout the year.</p> <p>A waiting list is developed and maintained throughout the school year. The waiting list ranks children according to selection criteria to ensure that eligible children enter the program as vacancies occur. Those applicants not accepted for entry are placed on the waiting list.</p>
ATTENDANCE	<p>Eighty five percent (85%) attendance must be maintained at the program level. All absences are recorded in E-School Plus. We will analyze the causes of absenteeism after a child has been absent for one day, as follows:</p> <ul style="list-style-type: none"> • The teachers enter the attendance daily in E-School Plus. • After one day of absence, the Family Advocate contacts the parent to determine if the absence is health related. • If so, the Family Advocate will then refer the family to the Health Manager. If not, the Family Service Manager will then work with the family to facilitate the child's regular attendance in our program. • If the child continues to have patterns of absenteeism, a letter from the program's Director stating our policy will be mailed to the parents/guardian. • If all attempts of working with the family on absenteeism fail, the family will be notified that they are no longer enrolled in the program and the next child on the waiting list will be accepted to fill his/her place.

Manchester Head Start Recruitment & Eligibility, Selection & Attendance Procedure & Policy

<p align="center">RECRUITMENT/ ELIGIBILITY</p>	<p>Manchester Head Start serves income eligible families in the town of Manchester, CT. Ten percent of children can be over income if space is available, and the program should be serving at least 10% of children who have special needs. Priority is given to children who will be entering Kindergarten the following year. Once a child is enrolled, (either a three or four year old) he/she will remain in the program until eligible to transition to Kindergarten. During our recruitment drive, the goal is to obtain at least twenty (20) more applications than funded enrollment slots and to maintain a current waiting list to fill vacancies quickly. All foster children are eligible for Head Start.</p>
<p align="center">THIS MUST INCLUDE:</p>	<p><u>The grantee will conduct a community needs assessment every three years to identify:</u></p> <ol style="list-style-type: none"> 1- The demographic makeup of Head Start eligible families in the town of Manchester. 2- Their distribution by age groups. 3- Racial and ethnic composition. 4- Total number of children with disability. <p>This is to help determine areas for recruitment opportunities and that no children eligible for Head Start go unserved.</p>
<p align="center">SELECTION</p>	<p>The recruitment committee decides selection criteria, but it must include age and income. Family income must be verified to determine eligibility. Documentation is seen and recorded by the intake staff. Other selection criteria could include individual and family needs as determined by the committee. The Policy Council approves these criteria. The program must not enroll any child eligible for Kindergarten. The wait list must rank children according to the criteria set by the recruitment/selection committee, assuring that all eligible children are immediately available for enrollment in the program when vacancies occur. Vacancies will be filled as soon as possible (within the Federal guidelines). The program may elect not to fill a vacancy when 60 calendar days or less remain in the program's enrollment year. (1305.7)</p>