

# Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Exception Enrollment of Kindergarten Age Eligible Children	<b>P/P #:</b>	019
<b>Part:</b>	1305	<b>PC Approval Date:</b>	09/25/2008
<b>Subpart:</b>	ERSEA	<b>Last Reviewed Date:</b>	09/25/2008
<b>Section Title(s):</b>	Enrollment and re-enrollment	<b>Implementation Responsibility:</b>	Family Advocates
<b>Related Performance Standard(s):</b>	1305.7	<b>Monitoring Responsibility:</b>	Family and Community Partnership Manager

<b>(A) Policy</b>	Kindergarten age eligible children may apply for admission to MCHS once the following steps have been completed
<b>(B) Responsibility</b>	Family Advocates
	<ul style="list-style-type: none"> <li>• Families of Kindergarten age eligible children will be notified of the Kindergarten Screening date within their school district. Families will be supported with the registration and attendance process as necessary.</li> <li>• Head Start staff will assist with the LEA with the Kindergarten screening process whenever possible.</li> <li>• Following completion of the Kindergarten Screen each individual district will notify Head Start of any children identified for enrollment consideration in Head Start. These children may be of Kindergarten age eligibility, but not mandatory Kindergarten age children.</li> <li>• Parents must submit a letter in support of their child's enrollment in Head Start.</li> <li>• Children who are age eligible for Kindergarten will only be enrolled following the spring and fall enrollment process, and only if enrollment vacancies exist after enrolling all age eligible children prior to the first day of Head Start classes.</li> <li>• Head Start will collaborate with other early childhood programs within the county to assure best placement for the child.</li> </ul> <p>The following steps have be completed prior to enrollment:</p> <ul style="list-style-type: none"> <li>• The child must participate in the local Kindergarten Screening Process, and the district recommends an additional year of early childhood education.</li> <li>• The parent supports the district recommendation of waiting one year before enrolling their child in</li> </ul>

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|  | <ul style="list-style-type: none"><li>• The child is not of Kindergarten <b>mandatory</b> attendance age.</li><li>• An appropriate alternative early childhood education setting cannot be identified for the child.</li></ul> |
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