

NOCAC Head Start/ECE Enrollment and Recruitment Plan

Action	Time Line	Responsible Party
Prepare and distribute FSS Re-Enrollee Binders	January	FCE Assistant
Binders include CP Report/Live Letter ER1022 Re-enrollee, current classroom rosters, wait listed applications, list of age eligible siblings,		
Contact Age eligible Re-enrollees to confirm their participation in the upcoming program year	January - May	FSS
Request any OI families updated income - Previous program year OI families do not automatically qualify for the next program year if they are age eligible to return. All efforts will be made to find income eligible Head Start families before considering OI families	January - May	FSS
Request age eligible wait listed families current income	January - May	
Create recruitment information (articles/PSAs). Distribute recruitment material to rural and local media sources	January - Ongoing	
Address agencies, community services for public speaking.	January - Ongoing	
Request help from Policy Council to recruit families.	January - Ongoing	
Mass Recruitment in each of the 5 counties	February-March	FSS
Participate / Organize recruitment at community event	May - August	
Napoleon Kidz Fest		
4th of July events / parade		
Bryan Jubilee Parade		
Defiance Family Fun Night		
Fulton County Family Fun Night		
Wauseon/Defiance Movie Theater \$1 Movie days		
Provide recruitment posters, flyers, brochures in appropriate community locations	January - Ongoing	
Advertisement / Information in:	January - Ongoing	
The Bryan Times		
Defiance Crescent News		
The Village Reporter		
Other local newspapers		
Contact Summer Food Program Director to coordinate distribution of recruitment flyers for Head Start	May - September	FCE Assistant & Full Year FSS
Provide centers with posters, brochures, flyers for local recruitment.	January - Ongoing	FCE Assistant & Full Year FSS
Distribute recruitment materials in the community	January - Ongoing	FCE Assistant & Full Year FSS
Health Providers		
Laundry Mats		
Pizza Places		
Gas Stations		
City Buildings (water dept, town hall, admin buildings etc.)		
Apartment Complexs (call for permission first)		
Public libraries		

	Public Pools	
Recruitment information distributed to:	ODJFS	January - Ongoing then as needed
	Community Health Centers	
	WIC	
	Community childcare sites	
	Parks/Recs Departments	
	Schools Districts	
Distribute recruitment information to targeted areas of low enrollment / low waiting lists numbers via:	School newsletters / calendars / meetings	January - Ongoing
	Community locations	
Provide Head Start staff to attend meetings and/or make presentations at:	WIC	January - Ongoing
	Networking meetings	
	Help Me Grow	
	Other meetings as appropriate	
Send "Acceptance Letters" to income and age eligible families letting them know that a spot for their child in the program has been reserved, packet includes dental and physical paper work, a list health departments		Mid - late June
Send "Enrolled Letters" letting families know what specific classroom/option their child will be participating in, classroom/options times, Open House save the date flyer, and the 3 ODJFS Child Enrollment & Health Information (EHI) forms		Late June - Early July
Offer OI families enrollment for center/classrooms with vacancies not to exceed 10% of total enrollment ensuring all efforts were made to find income eligible families first		3 weeks before Open House date
OI 3 year old children with 4 year old siblings who have been enrolled in a ECE slot will be offered enrollment only if there are no other income eligible completed applications and all efforts to find income eligible families have been made		
OI children with an IEP will be enrolled and counted in the 10% OI allowance		
Send Early Childhood Education (ECE) Child Eligibility Screening Tool form to ECE families. Determine which families income is below 125% then include the CSBG Program application along with the ECE tool, and letter explaining why the 1 or 2 additional applications are required to be completed. Forms need completed and brought to Open House. FCE Assitant to make sure field staff get extra forms in case a family forgets them.		First week of August
Families who want to Open Enroll in a Head Start/ECE center not in their school district, the school district in which their family intends to send them to Kindergarten will be the Kindergarten cutoff date used when determining age eligibilty.		FCE Assistant
Continue recruiting income eligible families to support a wait list		January - Ongoing
Enrollment Boxes for Teaching Teams are picked up from the CO		when Teaching Teams return from summer break most of the time in August
	Boxes include:	NOCAC Staff member
	Files for Re-enrollees	

ChildPlus Roster Report #2115		
Label for each child in class/option with their name, DOB, Primary parent/guardians, name and Primary phone number		
ChildPlus screening report #3035 individually for classroom using "accepted" children		
ChildPlus shot report #3320 individually for centers using "accepted" children		
1 Enrollment packet per child (EHI's are mailed to families July/August) Include 3 extra sets of EHI's in case parents forget the forms, and 3 extra Enrollment Packets		
ODE labels - 1 per child		
Family Handbook and Calendar for each family, 1 for the teacher, and several extra for new families		
E-DECCA		
ESI-P: P- 3-4.5 K 4.6-5.11 1 per packet w labels inclding child's name, teachers center and class		
Classroom sign in sheet for each month with name and class printed on form		
Notebooks for journals		
Staff Handbooks put in mail box for Center Managers to give to their staff		
ADS 8/2017		