



Jefferson County Public Schools  
Early Childhood Program

2014-15 Eligibility, Recruitment, Selection, Enrollment and Attendance  
(ERSEA) Plan

Timeline	Action
October 4, 2013	ERSEA plan created by FCP Manager
October 4, 2013	Plan put on Policy Council agenda
October 8-10, 2013	Managers review and approve ERSEA forms, calendar and plan
October 14, 2013	Plan and calendar finalized by management for presentation to Policy Council.
October 17, 2013	Policy Council reviews and approval ERSEA plan
October 24, 2013	If necessary, revision to plan made and Policy Council approved
October 24, 2013	Recruitment calendar sent to Publications for printing
October 28, 2013	2014-15 Head Start application forms printed
November 1, 2013	Family Service Workers conducted updates (formerly called reapplications) November 1 through December 20
November 15, 2013	Press Release and media spots written for Van Hoose approval
November 15, 2013	Preschool reapplication letters written for enrolled and wait listed
November 20, 2013	Preschool reapplication letters approved by management
November 15, 2013	Press Release /Social Media spots finalized
December 1, 2013	Preschool recruitment letter for returning students mailed
December 1, 2013	Press Release and social media spots released by Van Hoose
December 1, 2013	Recruitment calendars distributed to Policy Council
December 1 - 20, 2013	Recruitment calendar distributed to community
December 29, 2013	Preschool Wait List reapplication letter sent
January 7 – March 27, 2014	2014-15 Reapplication for EHS going into HS (ongoing as children enroll)
January 21– March 27, 2014	Early Applications for 2014-15 2014-15 Preschool 2014-15 New applicants
January 7 – 15, 2014 (7, 8, 9, 14, 15, 16)	Preschool Reapplications (enrolled eligible to return)
January 21– March 27, 2014	2013-14 Applications taken
January 21– April 24, 2014	2013-14 Student placement
March 17, 2014	Press Release and social media spot written for Van Hoose approval
March 27, 2014	Press Release and media spot released by Van Hoose
March 3– June 4, 2014	Staff recruitment activities (canvassing, community events, etc.)
April 7 – June 30, 2014	2014-15 Applications
July 1 – 11, 2014	Applications Closed
July 14 – 24, 2014	2014-15 Applications
July 28 – August 29, 2014	Applications Closed
September 1 – 18, 2014	Applications Closed
September 22 – December 11, 2014	2014-15 Applications
October 2, 2014	2015-16 Calendar created
October 8, 2014	Management approve ERSEA forms, calendar and ERSEA Plan
October 15, 2014	Policy Council approve ERSEA Plan



**Head Start and Early Head Start  
Eligibility, Recruitment, Selection, Enrollment and Attendance  
ERSEA**

**Eligibility**

**New Applicants**

The program serves children ages six weeks to four old and pregnant women. Families are determined eligible based on presentation of birth records and family income. Pregnant women are determined eligible based on income and they are either working or going to school.

**Returning Head Start Students - November 1, 2013– June 5, 2014**

Students enrolled in Head Start are given the option of returning to Head Start by updating their application information. Updates begin the first working day November for all currently enrolled students. As new students are enrolled throughout the school year, their information is updated.

**Early Head Start Student going into Head Start - November 1, 2013 – June 5, 2014**

Early Head Start students going into Head Start can begin their application as early as November if they have all of the income documentation. As new students are enrolled, a Head Start application is taken for them.

**Recruitment**

Children are recruited all year round, using canvassing, media release, community events, staff and Policy Council members as recruitment support. An application calendar is produced once a year from January – December. The calendar provides how to apply information, dates, locations and times for applications. Applications are taken in the evenings January through May and September through November Recruitment flyers target four year olds, special needs, pregnant women and home based.

**Selection**

Children information is entered into ChildPlus as their applications are takes and the ChildPlus system aggregates the data according to application date, age, and income. Children are then placed according to this information beginning with homeless, application date, age and income.

**Enrollment**

Only children living in Jefferson County are enrolled in the program. Students are enrolled on the first day of school. Prior to the first day, their status is accepted. After the first day of school, students are enrolled as openings become available. Students that are enrolled and move during the school year are term waited and have first priority when a space becomes available at a school that they can attend. ECE and returning student have first priority followed by their siblings.

**Attendance**

The teacher and Family Service Worker monitor student attendance weekly. Family Services Workers contact the parents after three consecutive absences or there is a pattern for absences. If absences persistent the Family Service Worker develops a contract with the family. If the contract is not followed, the Family Service Worker works with the teacher and family to transition the child to program or service more suitable to the family's need. This transition may be to home based services I there is space available, childcare or another preschool program.