

BOURBON COUNTY PRESCHOOL HEAD START

Enrollment Policy

The Bourbon County Preschool Head Start will maintain its funded enrollment level and fill any vacancy within 30 days. The program will make efforts to maintain enrollment of eligible children for the following year. Under exceptional circumstances, a program may maintain a child's enrollment in Head Start Preschool for a third year, provided that the family income is verified again. If a program serves homeless children or children in foster care, it must make efforts to maintain the child's enrollment regardless of whether the family or child moves to a different service area or transition the child to a program in a different service area, according to the family's needs.

Reserved slots will be used if the Community Assessment shows there are families experiencing homelessness in the area, or children in foster care that could benefit from services, the program may reserve one or more enrollment slots for children experiencing homelessness and children in foster care, when a vacancy occurs. No more than three percent of program-funded enrollment slots may be reserved. If the reserved enrollment slot is not filled within 30 days the enrollment slot becomes vacant and then must be filled within 30 days.

State immunization enrollment requirements comply with state immunization enrollment and attendance requirements with the exception of homeless children who are allowed to attend for up to 90 days or as long as allowed under state licensing requirements, without immunization and other records, to give the family reasonable time to present these documents. We will work with families to get children immunized as soon as possible in order to comply with state licensing requirements.

A user-friendly enrollment process will be used, and regularly examined by management, and implement any identified improvements to streamline the enrollment experience for families.