Head Start & Head Start Extended Day Classrooms with HS / GSRP Blends

1. As a top priority, the Teacher is required to ensure full enrollment. Teachers will keep the Coach updated regarding their class list at Start up. As a general rule all slots need to be filled at start-up. During the school year slots must be filled within 10 working days of a drop date. **Any exceptions must be brought to the attention of the Coach.**
2. **Extended Day Classrooms with HS / GSRP Blends only**: Teachers will ensure that they designate the correct number of children as HS/GSRP blends and turn these designations into the Data Management Coordinator. During the school year the teacher will ensure that a new qualifying HS/GSRP blended child is added to replace a HS/GSRP drop. The Change of Status will be marked appropriately when a child is being added indicating that the child is a blend.
3. Children transferring (being able to be added to a new program without having to be first put on a wait list) from one of our centers to another center in our 10 counties do not need to have a new application. Enrolled children who leave one of our programs and need to be put on a wait list at a new center in our 10 county area do need to have a new application taken. In order to have the new application ready for when an opening may occur at the new center, the teacher from where the child is dropping, needs to give the parent the agency contact information for the community that the child is moving to and also email the R&H.
4. Licensing requires that a child can only be on a bus for a maximum of one

 hour.

1. No more than eight children can be on a bus without a second adult. All Head Start children need to be seated in an appropriate child restraint system.
2. The Teacher is **required** to contact their R&H in a **timely manner** any time a child drops. This is **required** so that the R&H staff do not keep contacting dropped families about any needed health requirements. Teachers are also required to contact their R&H **BEFORE** they add a child to their class list. This is needed because the R&H may have just taken a higher risk application and also because the R&H need to start / follow up on the Health Requirements for the new child ASAP.
3. It is important that the Teacher’s class list and wait list **match** what is found in ChildPlus. Please ensure that you are completing the Change of Status timely to ensure that center changes can be reflected in ChildPlus. When you have changes in your class list or wait list, please check the ChildPlus system to ensure that your changes are reflected. Please note that you can email DMT – Michelle Karns regarding drops and adds to help facilitate this process and include a scanned copy of the Change of Status. Please ensure that you have written the reason for the drop – include the R&H and the Coach in this email. The original Change of Status does still need to be mailed.
4. To help enrollment monitoring, when adding a child to replace a drop indicate the dropped child’s name under “replaces” on the Change of Status form.
5. As needed, the teaching staff will complete a Change of Status with changes of family phone numbers, drops/adds; & **family medical / dental insurance** etc. A change of status must be completed when a new baby is born in the family and sent to the DMT.
6. Please see the NMCAA Procedure for Maintaining Optimal Attendance Guidance. Please use the Attendance letter SS-9 only when numerous attempts to meet with the parent about attendance have not been successful. Head Start requires a face to face meeting regarding any attendance issues. DMT Michelle Karns can instruct staff to print individual child attendance reports out of the Child Plus system. **Teachers will track their contact attempts on the Contacts and Social Service Tracking form SS-7.**