



# Class Selection, Orientation, Health Requirements

Teacher Start-Up PD 2020-2021

# COVID-19 Guidance for Class Selection and Accepting Children On Weebly-Procedure Manual, ERSEA, Class Selection

## COVID-19 Guidance for Class Selection and Accepting Children

### **Run an Enrollment Priority Listing – Report 2025 in ChildPlus**

- Choose Program Term 2020-2021 (if running for two programs, see Advanced Setup).
- Choose the site
- Under Status, choose Waitlisted and Drop/Wait
- Under Also Include, choose Ineligible Applicant In order to see children not 3 years old by 9-1,
- Under the For the participants that appear on the report, show the following, check Enrollment Notes, Contact Information and Eligibility Notes.
- Click Show Flags-Flags will indicate specific details regarding the child.
- Under Application Status, choose C-Complete and Verified

### **Using Advanced Setup**

In areas where there are multiple classrooms (Manton and Manton GSRP), use Advanced Setup to view all children's eligibility point totals on each Enrollment Priority Listing. We are able to use multiple waitlists when looking to add the most eligible child. For example, Manton waitlist has over income four-year old children on their waitlist and Manton GSRP needs another child. Staff can look at both waitlists to determine who is the most eligible child. Select the multiple program terms and sites you want to see and click ok. Click *none* under grouping then preview. The notes will have the families' first and second preference. Be sure to communicate with the ERSEA Manager prior to accepting a child from a different waitlist to ensure the child's status.

After printing the waitlist, FES or Education Coach will compare all applications to the waitlist prior to making a class list to ensure that all eligibility information is correct. Application Files must be on site before enrolling (child's first day in classroom) a child into a program. All Application Files will be uploaded into ChildPlus by FES or R&H upon acceptance.

### **Prioritizing**

- Class Selection will be prioritized by returning children (eligible, 101-130% and OI), homeless children, foster care children and eligible EHS transitioning children. Then children with SSI and FIP.
- Children must be 3 on or before September 1 for Head Start, GSRP/Blend children must be 4 on or before September 1.

### **Class Selection**

- FES and Education Coaches will work with the teachers to make the class selections. Classrooms in Char-Em will be done with a committee.
- Classrooms will be filled with 8 in classroom children and 5 remote learning children. We will aim to be full by Nov 1, with a combination of in classroom and remotely.
- The ERSEA Manager must approve all class selections developed by the Coach/FES and Teacher using the *COVID-19 Class Selection Worksheet*.
- Once approved, Children that are 101-130% of the federal poverty level, a waitlist must be attached to the worksheet when submitting to DMT. The waitlist will have notes indicating why a 101-130% child was selected.
- Children that are over income must be approved by the ERSEA Manager prior to accepting.
- Education Coaches and/or FES will inform the Education Manager prior to accepting children with an IEP. The Education Manager will review the IEP to ensure best placement.

# Key Points for Class Selection and Accepting

- Coach's have surveyed families for in classroom learning and remote learning
- Run an Enrollment Priority Listing-Report 2025 in ChildPlus
  - Check boxes: Enrollment Notes, Contact Information and Eligibility Notes
- Prioritizing
  - Returning Children (eligible, 101-130%, and OI), homeless children, foster care children and eligible EHS transitioning children
  - Then eligible, SSI and FIP children

# Class Selection

- COVID-19 Class Selection Worksheet
- Education Coaches will work with the teachers starting this week
- Compare Application to Waitlist
- 8 in classroom children, 5 remote learning
- Blended slots matter, ensure you are getting as many 4 year olds in
- We will aim to be full by November 1, combination of in classroom and remotely

# Accepting Children

- ERSEA Manager must approve all Class Selections-by phone or zoom
- Submit worksheet to DMT (Michelle Karns) and your R&H
- R&H will send an Acceptance Packet to all families with health information, COVID information, School Readiness Information
- Teachers will call the families to accept them using talking points.
  - Set Date for Orientation/Open House/Home Visit (week before school)
  - Watch for Acceptance Packet (right away) and Orientation Packets (2 weeks before school) being mailed
  - Verify mailing address and phone numbers
- R&H will scan application into ChildPlus for Electronic File

# Orientation/Open House/Home Visit On Weebly-Monthly Folders, Orientation, Open House, Home Visit



## COVID-19 Head Start/GSRP Orientation/Open House/Home Visit Checklist for Classroom Staff

Bold and italicized are forms that can be found at [www.nmcaahs.com](http://www.nmcaahs.com)  
Orientation will be completed in person or virtually depending on family preference prior to the first day of school.

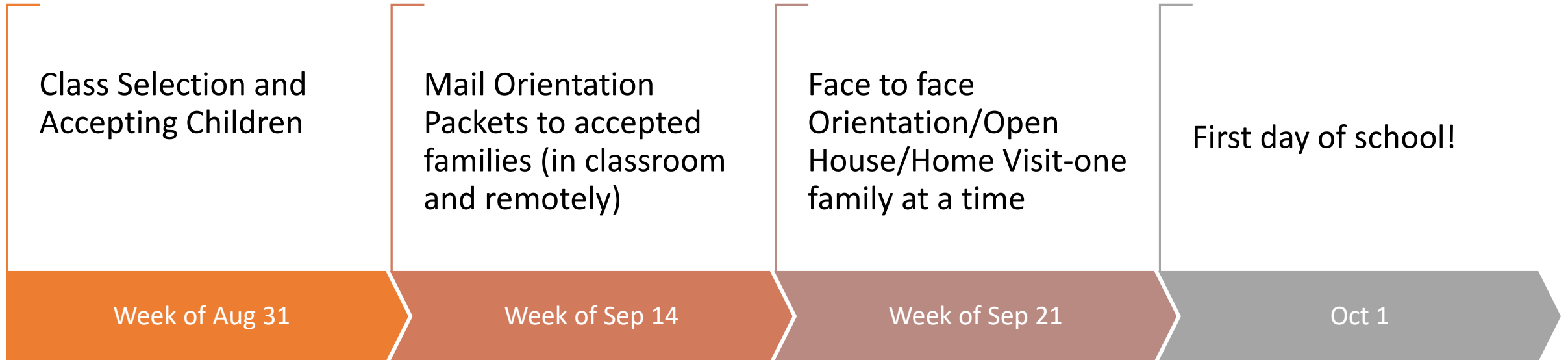
ITEMS SENT TO FAMILIES PRIOR TO ORIENTATION:	
<b>To Do:</b>	<b>Notes:</b>
<i>Child Information Record</i>	
<i>Parent/Guardian Release</i> (also in Spanish)	
<i>HS or GSRP Orientation Training Review</i> (also in Spanish)	
<i>Participant Enrollment Form</i> and <i>Participant/Parent-Guardian Letter</i> (HS and HS/GSRP Blend Only) (on blue paper)	
<i>Household Income Eligibility Statement</i> with <i>Instructions</i> and <i>Participant/Parent-Guardian Letter</i> (100% GSRP and CLEO) (on blue paper)	
<i>Parent Pick Up Letter</i> and <i>Parent Pick Up Policy</i> (also in Spanish)	
<i>Bus Information for Parents</i> for all families with any type of bussing (also in Spanish)	
<i>Orientation/Open House/Home Visit</i> reminder postcard	
<i>NMCAA Preschool COVID-19 Preparedness and Response Plan</i> (classroom plan) (discuss important points at orientation)	
<i>Program Year Calendar</i>	
<i>Handwashing Handout</i>	
<i>Conscious Discipline Breathing Cube Activity</i>	
AS NEEDED ITEMS SENT TO FAMILIES PRIOR TO ORIENTATION BASED OFF OF CHILDS APPLICATION:	
<i>Childs Health History</i> if not in Child's File	
<i>Disclosure with Parental Consent</i> for referrals	
<i>CACFP Request for Special Meals and/or Accommodations, Child and Adult Care Food Program (CACFP) Fluid Mile Substitution Request Form, Parent Request to Provide Food and Parent Choices</i> (refer to <i>Allergy and Health Monitoring Form</i> and <i>Program Support</i> for guidance)	
<i>Emergency Care Plan</i> and <i>Medication Authorization</i> (Refer to <i>Allergy and Health Monitoring Form</i> )	
<i>3 Year Old Waiver</i> for children turning 3 between 9/1 and 12/1 (HS only) (also in Spanish)	
<i>Authorization for Releasing an Enrolled Child to a Minor</i> (also in Spanish)	
<i>Other Parent Contact Information</i> (also in Spanish)	
ITEMS TO BE REVIEWED OR COMPLETED:	
<b>To Do:</b>	<b>Notes:</b>
<i>School Readiness begins with Health</i>	
<i>NMCAA Preschool COVID-19 Preparedness and Response Plan</i> (classroom plan)	
Discuss In-kind using the <i>What is In-kind</i> guidance (HS only)	
Discuss School Readiness activity <i>Child and Family School Readiness Plan</i> or <i>Child and Family Readiness Remote Learning Program Plan</i>	
Discuss Drop off and Pick Up Procedure (optional site created video)	
Discuss Parent Meeting and Policy Council Elections and when it will take place (HS only)	
Discuss GOLD objectives/dimensions-assessing children 3 times a year	
Complete <i>Change of Status</i> for any changes (address, phone, new baby, etc.)	
REQUIRED ITEMS TO BE REVIEWED IN THE HEAD START/GSRP PARENT HANDBOOK	
<ul style="list-style-type: none"> <li>• Program Safety</li> <li>• Medication Guidance</li> <li>• Active Supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance Policy</li> <li>• Weather Policy</li> <li>• Releasing Children to Authorized and Unauthorized Adults</li> </ul>
	<ul style="list-style-type: none"> <li>• Volunteer Screening and Supervision Policy</li> <li>• What to do When Your Child is Sick/Sick Policy</li> <li>• Pedestrian Safety</li> </ul>
ITEMS FOR FAMILIES ON THE FIRST DAY OF SCHOOL (BAGGED)	
<ul style="list-style-type: none"> <li>• Magnets with classroom information</li> <li>• Community Resource Directory</li> </ul>	<ul style="list-style-type: none"> <li>• Family Photos</li> <li>• Bus Evacuation Drill</li> <li>• Handwashing training with children</li> </ul>

# Key Points for Orientation/Open House/Home Visit

- Follow the checklist!
- **Yellow Section:** Items that must be mailed to families to complete prior to Orientation
- **Purple Section:** Review the applications!!!! These items are as needed that will be sent to families in the Orientation Packet
- **Green Section:** These are items to be reviewed at face to face meeting along with the Orientation Packet contents
- **Orange Section:** These are items to be reviewed in the handbook with the family
- **Blue Section:** These are additional items for the families for first day of school



# Time Line





# Health Requirements

- Physical, Dentals and Immunizations are required for in classroom and remote learning
- Ensure children have their Immunization Waiver prior to first day of school
- R&H will communicate with you regarding health requirements
- Health Inkind will be recorded on the Child and Family School Readiness Plan