

**Subject: Program Option Assignment Policy**  
**Source: Head Start Performance Standards 1306.31 (a)**

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**Policy**

Early Head Start staff will ensure full enrollment both at the beginning of the year and ongoing throughout the year. Children may be assigned to a classroom or teacher based on their needs, the skills of the teachers, available space and other variables.

**Procedure**

Assignment of a child into a classroom will be based on the following guidelines:

1. The child having the higher number of points assigned from the selection criteria will be offered enrollment. If there is only one opening and two children are eligible, the following will apply:
  - a. In cases where two applications have the same number of points, the child or family has a special need, that child will have priority.
  - b. In cases where two applications have the same number of points and the same birthdate, the application completed earliest will have priority.
  - c. Children will be placed at whatever Center that has slots available, unless there is a special needs child who is assigned to a teacher whose degree focusses on special needs children.

During the year:

When an opening occurs after classes have started and there is no wait list for the classroom, the Regional Manager may review other applications and discuss with appropriate Consultants. These applicants may be over-income or income-eligible with a birth date after the school cutoff (September 1<sup>st</sup> or after).

When an opening occurs after classes have started, the demographics of a classroom will be taken into consideration when selecting a child to enroll. For example, a child with special needs may be passed over when the classroom has a high number of children on an IFSP. In addition, children with special needs may be distributed among classroom staff to match child needs to teacher strengths. Notes will be entered into in Child Plus.

With a part day opening, transportation is sometimes only available in one area or not at all. If transportation is not available to the family and they require transportation, the Regional Assistant may move on to the next child whose family is able to self transport or lives in the area where transportation is available. Notes will be entered in Child Plus.