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**Subject : Selection Policy**

**Source: This policy complies with Head Start Performance Standard 45 CFR 1304.40.**

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**Policy**

Early Head Start will establish and review the program selection criteria. These criteria will consider the age of the child, and the extent to which the family meets the criteria established. Ten percent of enrollment opportunities each year will be made available to children with disabilities.

**Procedure**

1. Over-income children will be placed on the waiting list following any income-eligible children, and will be considered only if no income-eligible children are already on the waiting list.
2. The staff will develop a waiting list report using a point system, however if we are unable to go with the points selection, we will enroll those families that are income eligible.
3. When there is an opening in the home-based program we will offer this service to the next name on the waiting list. If that family declines the HB option we will keep their name on the list, however we will go to the next name on the list.
  4. All eligible families will be placed on the appropriate wait list (by birth year).
  5. Once completed applications (those that have produced all the documents needed for this process) have been screened by the screening committee, they will receive one of two letters regarding the status of the application. Letters include:
    1. Family is eligible and child placed on wait list.
    2. Family is not eligible for the program.

**INVOLVING PARENTS IN THE STAFF  
SELECTION PROCESS**

Parents, staff, and community representatives are given decision-making responsibilities within the program and developed a criteria Policy and Procedure for enrollment selection to include screening and selecting families.

In most programs, this requirement is satisfied by a personnel selection committee comprised of parents, the education staff, and in some cases, the Parent Involvement Coordinator. Parents can and should be involved in each of the tasks described in this section. They can serve on recruitment teams, help write job descriptions, help conduct reference checks, and participate in the interview process.

It is recommended that parents who participate in this process receive adequate training. They will become familiar with the criteria used in staff selection and learn how to conduct interviews and observe applicants as they interact with children and parents.

**This policy complies with Head Start Performance Standard 1305.4, 1305.6, 1305.7.**

**Policy**

Family files are maintained and kept confidential.

**Procedure**

1. Family files are established, maintained, and kept confidential at all program levels. Staff are responsible to keep all paper files in a locked cabinet when not in use and electronic files are kept on a secure computer, with staff logging out when not in use.
2. Family files include completed forms and reports along with all documented Child Plus.
3. Information regarding child abuse concerns is not considered part of the child's educational record, but will be documented in Child Plus and placed in a locked file cabinet.
4. Parents have the right to review their child's site file. In order to do so, parents request to review and staff will make an appointment within one week to review the file.
5. A staff member will be present during this review time and can make one copy of any needed documentation requested by the parent(s).