**Enrollment**

Enrollment applications are accepted on an on-going basis. Special recruitment and enrollment is provided in preparation for next program year where there are typically greater enrollment opportunities. Enrollment requirements vary based on the program option. Among the options include:

- **Head Start/Early Head Start Program** – Head Start is a comprehensive federally funded program that serves children between BIRTH to five years of age. The program funds the cost of child-focused and family centered programs and services to ensure that children are healthy and ready to learn and succeed. Programs and services include physical and dental exams, Health and Vision screenings, developmental assessment, mental health/social-emotional assessment, special needs supports and services, and family services and supports.
  - Eligibility is based on age, income, location of residence and other factors are defined on the selection criteria.
  - Child/Family determined to be most in need of services are given priority for enrollment.
  - Completion of application and required documentation and consent forms (immunization records are required before child can attend)
  - Provide additional information as needed to address any special supports needed
  - Parents are encouraged to provide health information and physical and dental examination report if performed through the private physicians. It is the responsibility of the Head Start provider to assist families and ensure that all children have the benefit of health services to ensure that they are healthy and ready to learn and succeed. Vision and hearing screenings, developmental screenings, and screenings for social/emotional/behavioral and other concerns must be provided to all children enrolled.

- **Georgia Pre-K** – Georgia lottery funded program for four year olds focused on kindergarten readiness skills
  - Eligibility is based on age (Child must be 4 years of age by September 1st)
  - Child must reside in Georgia
  - Easter Seals has 16 classes that are both Head Start and Pre-K. Children must meet the eligibility requirements of both programs.

**Waiting List**

For Head Start/Early Head Start, enrollment is based on the need of each family as indicated by the selection criteria and priority ranking system. As available enrollment spaces are filled, the remaining children are placed on the waiting list. As vacancies occur, families are offered placement based on their order on the waiting list as suitable for vacancy.
PLACEMENT OF CHILDREN

Children are placed in classrooms with their age and developmentally appropriate peers. The center management is responsible for placing children in the appropriate classroom learning environment. The manager may consult the Education Services Manager or other content area specialist who will coordinate the interdisciplinary support team in cases of children with special needs or circumstances to plan and ensure appropriateness of placement and that needs and accommodations are met. The program must ensure that child will be able to be safely integrated in typical classroom setting with regular teacher child ratio; that there would be the level of behavioral or other needs likely not to pose a threat of harm to child or others in the classroom setting; that physical or medical needs require care within the scope that a non-medically trained staff could safely and effectively manage; and that accommodations will not be cost prohibitive. Disclosure of information regarding children’s special needs and accommodations must be provided by parent in advance of placement or upon diagnosis. Failure to do so may result in delay of or denial of services.

It is the parent’s responsibility to keep all information about their child current, to reflect changes in telephone numbers, addresses, guardianship, custody, individuals with permission to pick up their child in emergencies, health/nutrition needs and other relevant information.

Easter Seals North Georgia prohibits discrimination in programs and activities on the basis of race, national origin, color, creed, religion, sex, age, or disability. Head Start and Early Head Start enrollees must meet age, income, and residential requirements. Pre-K enrollment is available with proof of child’s age of four by September 1st and proof of Georgia residency.

NOTICE OF WITHDRAWAL

It is a goal of the program to ensure continued services for the duration the child’s preschool eligibility; however, in the event of a need to withdraw from the program, parents are requested to notify the center in writing 14 business days before the child's last day. This notification will provide an opportunity to properly transition child from program and prepare to identify and plan for replacement child. In the event that the program has determined that a child’s needs are beyond the scope of what the program can safely and effectively manage, parents will be notified and transition process will commence with plan and timeline outlined.

Operating Guidelines

HOURS OF OPERATION

Easter Seals Child Development Centers operates a full day, year round program, Monday through Friday. The core program day is from 8:00am – 2:30pm for Head Start. Early Head Start operates on a full 8.5 hour day schedule. The schedule and length of day may vary by center based on the needs of families served at that location.
STAFF
Each classroom is staffed with at least two early childhood teachers. Other center staff may include a center manager/center supervisor, an assistant manager, administrative assistant, a cook, and family support advocates as applicable. The center manager oversees all program operations and supervises all center-based staff.

INTERNS
Easter Seals partners with several local colleges and universities and provides learning opportunities for students preparing for careers in early childhood education and social work through intern placement in the centers. They are assigned to work alongside teachers and family support advocates for practical experience in a child development environment.

CLASSROOMS
Easter Seals Child Development Centers have multiple classrooms to serve children of different ages. Children are placed with their age-appropriate peers unless otherwise necessary.

<table>
<thead>
<tr>
<th>Classroom/ Age Grouping</th>
<th>Number of Students</th>
<th>Number of Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infant</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Toddler</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Twos</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Three’s</td>
<td>17</td>
<td>2</td>
</tr>
<tr>
<td>Four’s-Five’s</td>
<td></td>
<td></td>
</tr>
<tr>
<td>up to kindergarten eligible</td>
<td>20</td>
<td>2</td>
</tr>
</tbody>
</table>

If you are interested in enrolling your child the following is information required.

Documents Needed:
✓ *Income Verification (previous 12 months; may include check stubs, TANF form, Statement from Social Worker, Statement from employer(s), 1040, W-2, etc.)
✓ *Child’s Birth Certificate (proof of age)
✓ Social Security Card (Parent and Child)
✓ Hearing and Vision Certificate (Form 3300)
✓ Insurance Card (PeachCare, Medicaid, Private)
✓ *Proof of Residence (utility bill[excluding phone or cable bill], copy of lease/mortgage)
✓ Immunization Certificate (Form 3231)
✓ Current Physical Exam
✓ Current Dental Exam