

## RETURNING CHILD PLACEMENT REQUEST

**Purpose:** To document returning prenatal and child requests for EHS program options for the subsequent program year.

**When:** During returning prenatal and child registration.

1. SPECIALIST/TEACHER | Explains different program options and any age/eligibility requirements to parent. Determines with parent the developmental readiness of a child for the toddler group option. Completes smartform in Genesisearth.
  
2. DIRECTOR | Reviews requests and determines returning prenatal and child placement in collaboration with Program Manager and Center Supervisors.
  
3. SPECIALIST/TEACHER | Informs families of placement.