

ERSEA Transfer Procedure

Procedure

For all name changes, transfers, guardianship changes, drops, center staff will submit a child change request. Enrollment staff will process the change request. For a legal name change, enrollment staff will update Shine and Playground.

For an address, phone number or email change, center staff can update Shine and Playground. If there is a typo in a child's name between Shine and Playground that is **not** a legal name change, center staff can update the name accordingly.

A. EHS to EHS or HS to HS Transfer

- a) When a spot becomes available for a transferring child, enrollment staff will email the child's current center to ensure the family still wants to transfer their child.
 - i) If the family is no longer interested in the spot, ERSEA staff will delete their pre-enrollment record.
- b) If the family is interested in transferring, ERSEA staff will email the current center and receiving center's Site Manager, Area Assistant, and Family Advocate. The receiving Family Advocate will coordinate staffings and the receiving Site Manager will communicate a start date to enrollment.
 - i) Any food substitutions or health concerns noted on selection lists from the Nutrition Manager and Health Manager will be communicated in the email exchange between centers. If Health trainings are required, the Health Manager will be included in the email to ensure all trainings are completed before the child enrolls.
- c) ERSEA staff will start by transferring all Playground paperwork except the Emergency Contact Information and Parent Permissions forms.
 - i) Center staff will go over the Playground paperwork with the family during their initial home visit to determine if the paperwork needs to be updated and support the family with completing a paper copy of the Emergency Contact Information form.
- d) When given a start date from the receiving center's Site Manager, ERSEA staff will set a reminder to transfer children in Shine and Playground to their new center no later than the day before their start date. If the receiving center's Site Manager is unavailable, the Site Manager Lead will communicate the start date. If the Site Manager Lead is unavailable, the Assistant Site Manager Lead will communicate the child's start date.

- i) ERSEA staff will set a calendar reminder to follow up with center staff the Friday after the transfer email was sent.
 - ii) If the child's original enrollment was terminated before a spot becomes available in the new center, then this child's pre-enrollment record's boxes will need to be checked off again. Their Playground paperwork can still be transferred except for the Emergency Contact Information and Parent Permissions forms.
- e) ERSEA staff will drop the child from their previous center in Playground.

B. EHS to HS Transition

- a) When a spot becomes available for a transitioning child, ERSEA staff will email the current center and receiving center's Site Manager, Area Assistant, Family Advocate, and the Health Manager. The receiving Family Advocate will coordinate staffings and the receiving Site Manager will communicate a start date to enrollment.
 - i) Any food substitutions or health concerns noted on selection lists from the Nutrition Manager and Health Manager will be communicated in the email exchange between centers. The Health Manager will be included in the original email to ensure they update the Health tab and check off the Health boxes in pre-enrollment.
 - ii) If the center believes the child is not ready for a transfer, then the current center's Family Advocate will request a consultation with their PFCE Supervisor. After an approval has been made to extend a child's transfer date, PFCE will communicate this with enrollment.
- b) ERSEA staff will start by transferring all Playground paperwork except the Emergency Contact Information and Parent Permissions forms.
 - i) If the CACFP form has been dated from this program year, ERSEA staff will mark off the CACFP form on the pre-enrollment tab.
 - ii) Center staff will go over the Playground paperwork with the family during their initial home visit to determine if the paperwork needs to be updated and support the family with completing a paper copy of the Emergency Contact Information form.
- c) When given a start date from the receiving center's Site Manager, ERSEA staff will set a reminder to ensure the child is dropped from their previous center in Playground and their enrolled Shine record is terminated no later than the day before their start date. If the receiving center's Site Manager is unavailable, the



Site Manager Lead will communicate the start date. If the Site Manager Lead is unavailable, then the Assistant Site Manager Lead will communicate the child's start date.

- i) ERSEA staff will set a calendar reminder to follow up with center staff the Friday after the transition email was sent.
- d) Center staff will enroll the child's pre-enrolled record in Shine.