

Center Preferences for Recruitment

Procedure/Approach

As an attempt to ensure programs are filled with categorically eligible families and to streamline enrollment processes, Southern Oregon Head Start will implement this center preferences procedure.

1. Pre-enrollment:

During application interviews, ERSEA staff will assign children to centers within their school district or within proximity to their work or childcare provider. If a family applies to a center closest to their work or childcare provider, these notes will be documented in Shine pre-enrollment.

2. Selections:

If centers cannot be filled with categorically eligible families, ERSEA staff will use the center preference list to attempt to fill programs with categorically eligible families.

In the event that the center preferences list does not have categorically eligible families to offer slots to at the specific center, ERSEA staff will offer slots to over-income families on the waitlist for that center as long as this does not cause Southern Oregon Head Start to go over the 10% enrollment for over-income families (see Selection Criteria P&P for more information).

In the event that the center cannot be filled with over-income families on the waitlist for the specific center, ERSEA Manager will consider over-income families from the center preferences list to offer vacancies to as long as this does not cause Southern Oregon Head Start to go over the 10% enrollment for over-income families (see Selection Criteria P&P for more information).

3. Documentation:

ERSEA Staff will add children into the selection lists from the center preferences list.