

**HEAD START PROCEDURES FOR:  
RECRUITMENT PLAN  
COMPONENT: CENTER FOR YOUNG LEARNERS**

- 1.0 **Scope: Performance Standard 1302.13 Recruitment Plan**
- 2.0 **Responsibility:**
  - 2.1 ESC Head Start Consultants
  - 2.2 Parent Engagement Consultant
- 3.0 **Resources:**
  - 3.1 Recruitment Folder
- 4.0 **Procedures:**
  - 4.1 Recruitment involves two facets: recruitment of schools and recruitment of children.
  - 4.2 As funding is available and as need warrants, Grantee/Delegate shall actively pursue expansion to meet the needs of communities within the county regions for service area.
  - 4.3 The following procedures shall be followed for recruitment of new schools for the program:
    - 4.3.1 Since Region 14 ESC, grantee, and Region 15, delegate, already have a working relationship with school districts in the counties designated by the Head Start grant, recruitment shall be conducted simply by contacting the school administrators.
    - 4.3.2 All recruiting efforts shall be based on needs for services determined in the Head Start Community Assessment which is updated yearly.
    - 4.3.3 Schools who have an identified need, shall be contacted and asked to provide Delegate/Grantee staff with any information which can help substantiate the Community Assessment identified needs.
  - 4.4 The school district, with the assistance of Region 14/15 Head Start, will be responsible for the recruitment of eligible children throughout the year.

Information about the availability of Head Start classes will be distributed to families who already have children in the elementary school, and shall be posted in the community using Community Partners whenever possible.
  - 4.5 Options that districts and Region 14/15 may utilize include:
    - 4.5.1 Pre-registration dates may be set by districts in March through May for identifying children who are interested in Head Start for the fall.

**HEAD START PROCEDURES FOR:  
RECRUITMENT PLAN  
COMPONENT: CENTER FOR YOUNG LEARNERS**

- 4.5.2 Information about Head Start will be sent home with children who are in the district's Early Childhood and Pre-Kindergarten classes.
- 4.5.3 Flyers in English and Spanish will be sent home with all children who are on the Free and Reduced Lunch Program. These children may have siblings who could be eligible for Head Start.
- 4.5.4 Information will be publicized through the local newspaper and radio or television stations regarding pre-registration for Head Start. The information will include the fact that Head Start provides services for children with disabilities.
- 4.5.5 Presentations about Head Start will be provided to local community agencies and organizations.
- 4.5.6 School districts that have a marquee type of sign on their campus will place information about Head Start registration on these signs when possible.
- 4.5.7 Flyers will be distributed to churches in the community to make individuals aware of the availability of Head Start. Current or former Head Start parents will be recruited to help put up posters or pass out flyers in the community.
- 4.5.8 Flyers will be distributed throughout the community such as in local businesses, grocery stores, convenience stores, WIC, Medicaid, Food Stamp & TANF offices, and child care agencies; as well as other social service agencies.
- 4.5.9 Information about recruitment for Head Start will be given at parent meetings, and the assistance of the Head Start parents will be utilized to recruit additional families. "Word of mouth" recruitment between parents will be especially effective. Materials will be provided to parents for assistance in recruitment.
- 4.5.10 Information will be sent to local Special Education Directors and ECI Directors to inform them about the availability of Head Start for any children with disabilities ages zero to four.
- 4.5.11 Door-to-door visits will be done by staff and parent volunteers to distribute flyers about Head Start.
- 4.5.12 Staff will document all recruitment activities in the recruitment folder.

**HEAD START PROCEDURES FOR:  
RECRUITMENT PLAN  
COMPONENT: CENTER FOR YOUNG LEARNERS**

**5.0 Associated documents:**

5.1 Recruitment Activities

**6.0 Record Retention Table:**

<b>Identification</b>	<b>Format</b>	<b>Storage</b>	<b>Retention</b>	<b>Disposition</b>	<b>Protection</b>
Recruitment Activities	Paper/ Electronic	ESC & Schools	7 years	Shred/ Delete	Filing cabinet/ Google docs

**7.0 Monitoring:**

7.1 Quarterly Review

**8.0 Revision History:**

<b>Date:</b>	<b>Revision#</b>	<b>Description of Revision</b>
6-2006		
8-2009		Review
11-2012		Review
10-2014	4.3.1	Added Region XV
6-2016		Reviewed
1-2017	Title	Changed from 1305 to 1302.13
5-2018	4.2, 4.4., 6.0	Added “Delegate” and deleted “eight” Changed “ESC-XIV” to Region 14/15 Added electronic & google docs Added “ Electronic”, “delete”
6-2019	4.5.9  4.5.12	Deleted “monthly”  added “Staff will document all recruitment activities in the recruitment folder.”
12-2020		Reviewed
4-2022		Reviewed
12/2022		Reviewed