

Early Head Start Enrollment Process
For Center Based Sites

Part: 1	<ul style="list-style-type: none"> ● Complete Application & Income Verification (If this has not been completed already) ● Complete Consent to Transfer of Family Information (To verify subsidy is in place prior to enrollment) ● Verify Child Care Subsidy is in the computer
Part: 2	<ul style="list-style-type: none"> ● Set up a time at the center where the parent and child visit the classroom and staff. The parents will then complete the ASQSE, ASQ3 and Child Care Intake with the primary caregiver and CBFS. ● The Primary Care Giver will take pics of child for social story transition book.
Part: 3	<ul style="list-style-type: none"> ● Enrollment packet is completed at the HOME promoting and modeling a "home visit" like setting. ● Get copy of physical and immunizations (or at least date of most recent physical) ● The CBFS will bring along the social story transition book (made by the teacher).

*This model supports quality and best practice allowing for the parent and child to get to know the teacher and classroom as well as being held accountable for meeting all requirements from the beginning. This process will also give us time to make sure that subsidy is in the computer before enrollment is started. *