

Big Sandy Area C.A.P., Inc. - HEAD START
Program Policies and Procedures

Re-Enrollment

POLICY:

The program re-enrollees returning, age and income eligible children.

- *This policy relates to Head Start Performance Standards 45 CFR Part 1302.12 and 1302.15*

PROCEDURE:

1. A returning child is a child who was participating in the program at the end of the preceding year. If a child withdrew before the year ended, he/she is not considered a returning child.
2. If a PIR age three year old child enrolls in the Head Start program, he/she is allowed to remain in the program until kindergarten is available for the child.
3. If the child has been found income eligible and is a participant in the program, he or she remains income eligible through that enrollment year and the immediately succeeding year. It is not necessary to reverify income before enrolling the child for the 2nd year. However, if a parent reports to the Head Start program that their income has changed between program years, it will be at the discretion of the program to decide whether the increase or decrease warrants reverification.
4. **If a child withdraws or is terminated from the program and then wants to return, a new application must be completed and income must be reverified if it has been more than 30 days since the termination. The child may not be placed back on the waiting list until the new documentation has been obtained.**
5. A child who is withdrawn from the program forfeits any rights to reenrollment during the current or succeeding year. The child will only be reenrolled if determined to be the most in need at the time of potential reenrollment.

Approved by the Policy Council, March 2017