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## ENROLLMENT

### **How can I enroll my child in Head Start or Early Head Start program?**

If you need help finding a Head Start/Early Head Start program in your area, call the Early Childhood Development Head Start/Early Head Start offices at (404) 420-5800 or visit [www.ymcaatlanta.org/early-learning](http://www.ymcaatlanta.org/early-learning) to learn more.

### **What documents do I need at the time of intake?**

Age and income verification are the only eligibility requirements for your child's participation. Income must reflect previous 12 months or last calendar year.

### **The following documents are acceptable for age verification:**

- Child's birth certificate
- Hospital confirmation of birth
- Baptismal certificate, or
- Immunization certificate

### **The following documents are acceptable for income verification:**

- Tax return from the previous Year
- Documentation of SSI, TANF (cash only), homelessness, or foster care
- State department of labor inquiry
- Pay stubs (at least 1 month)
- Written statements from employer
- Declarations for self-employment

### **If the child's biological parents are not in the household, what types of documents are required to enroll her/him in the Head Start or Early Head Start program?**

Is this a child in temporary custody or foster care? If so, state documentation of such is required.

### **After I've met with a family services assistant, when do I enroll my child?**

After the application and enrollment processes have been completed (all verifying documents and Head Start paperwork), the selection (the database automatically prioritizes/ranks children based on Criteria Points System Information). Acceptance is based on this prioritization/ranking.

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## APPLICATION PROCESS

### **I've already applied, what is next?**

After the application and enrollment processes have been completed (all verifying documents and Head Start paperwork), the selection (the database automatically prioritizes/ranks children based on Criteria Points System Information). Acceptance is based on this prioritization/ranking.

### **How long will it take for my application to be processed?**

Approximately five to seven business days.

### **Will I need to turn in another application if my child is on the waitlist?**

No. However, if your child has not participated in the program in the current program year, your family income will have to be re-verified. If your child is removed from the waitlist and is enrolled during the current program year, your information remains the same.

### **I've completed the enrollment packet when does my child start?**

After all processes mentioned above are completed and you have received a Notification Letter of Acceptance.

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## ELIGIBILITY

### **How old must my child be to get into Head Start or Early Head Start program?**

#### **Head Start**

Children must be at least three (3) years of age or turn three (3) years of age by the date used to determine eligibility for public school and not older than compulsory school age.

#### **Early Head Start**

Children must be at least six-weeks old to three years old. Full services are also provided to pregnant women.

### **What are the income requirements? How do I know if my family qualifies?**

Head Start/Early Head Start applicants must be income eligible according to Federal Income Guidelines based on family size.

### **Will my child be able to apply if he/she has a special need?**

Absolutely. Children with special needs are a priority group. All eligibility requirements must be met.

### **How can my child qualify for a Full Day slot?**

The ECDC Head Start/Early Head Start Program, and its partners, provides full-day services.

### **Where is the nearest Head Start or Early Head Start program to my home?**

Your residential zip code identifies the nearest site near you. Click on the link below for the ECDC Site Directory.

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## **CLASSROOM PROCEDURES**

### **Does my child have to be potty trained?**

No. Our qualified staff knows how to work with children, and parents, to help to conquer this challenge.

### **Can I stay in the classroom with my child?**

The Head Start/ Early Head Start has an open-door policy, inviting families to stay with the child in the classroom for a few hours or days, if possible, to ease the transition process, if needed.

### **What are the hours of the Head Start or Early Head Start program?**

Visit [www.ymcaatlanta.org/early-learning](http://www.ymcaatlanta.org/early-learning) to find more information on each centers specific hours.

### **When does school start and end?**

ECDC Head Start follows the public school's calendar for beginning and ending

### **Is there transportation available?**

ECDC does not provide transportation. However, staff provides support to families in an effort to accommodate the family's transportation need.