

Enrollment

KCHS is excited that you are part of our school family. As a parent of an enrolled child in our program, you have met the eligibility requirements for enrollment until your child is eligible for kindergarten. You will be asked to update your Child's Enrollment and Health Information (Form JFS 01234) yearly and submit any other information necessary to keep your child's enrollment information current.

Recruitment for all age groups will continue throughout the program year. If there are no openings available, your child will be placed on a waiting list at their respective center. It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, U.S.C. 12101 et seq.

CHILD ENROLLMENT NOTES:

Your child's file must have the completed Child's Enrollment and Health Information on file prior to his/her first day of class.

All children enrolled in Early Head Start or Head Start programs must have on file:

- Birth Certificate
- Immunization record
- Current 12 months income

Early Head Start Home-Based

If your child is enrolled in the Early Head Start Home Based program, he or she will remain eligible in the program until he or she turns three years old. Seven months prior to your child's third birthday, you will be asked to update enrollment information. You will be requested to provide your current income prior to transitioning to a Head Start program. Your home visitor will work with you to review and update all forms for preschool; including the DJFS Child's Enrollment & Health Information form.

Full-Day, Full-Year Early Head Start and Head Start with Child Care

If your child is enrolled in the full day, full year Head Start, Early Head Start, and child care program, he or she will remain eligible in the program until he or she is eligible for kindergarten as long as all required eligibility requirements have been met. These requirements include, but are not limited to:

- Current year's income does not exceed the federal income guidelines (3rd year HS children)
- Department of Job & Family Services Child Care application is up-to-date
- Your payments are current

Half-Day Head Start

If your child is enrolled in the Half Day Head Start program, he or she will remain eligible in the program until he or she is eligible for kindergarten. If your child is an eligible age for a third year of Head Start, you will be asked to provide the current years income.

Family Child Care Partnerships

If your child is enrolled in a Family Child Care Partnership program, he/she will remain eligible in the program until he/she turns four years old. Seven months prior to your child's fourth birthday, you will be asked to update enrollment information. You will need to provide the previous year's income prior to transitioning to a Head Start program. Your home visitor will work with you to review and update all forms for preschool; including the DJFS Child's Enrollment & Health Information form.

Withdrawal Policy

Your child may be withdrawn if his or her attendance falls below 85%. When withdrawing your child from a full day, full year child care program, a written two-week notice must be given to the Center Administrator. Families will be charged a withdrawal fee equal to two weeks tuition for withdrawing child without prior notification.

Attendance

Your child's participation in the Head Start program on a regular basis is important for many reasons. Most importantly, your child will learn and develop best with a consistent schedule and full participation in each day's lessons and