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| Area: | Eligibility, Recruitment, Selection, Enrollment, and Attendance |
| Subject: | EL25 – Employee Child Application Approval |
| Reference: | 1305.4 (a-e) |
| Policy: | Child development programs operated directly or through a delegate/sub-contracted agency will submit to the designated Grantee Coordinator, any enrollment application for program services where the family is also employed by the delegate/sub-contracted agency or directly operated (DO) by Stanislaus County Office of Education/Central California Migrant Head Start. |

Staff members are not allowed to complete or approve applications for anyone related to them by blood, marriage, adoption, guardian caregiver affidavit, or court decree. In cases where the applicant is not an employee of the agency, but is related to an employee, Delegate or DO program managers or supervisors must complete the enrollment application process unless the applicant is related to them.

Procedure:**1. Initial Application**

- a. Delegate/DO staff will submit to the designated Coordinator, any enrollment application for child care services where the family is employed by the Delegate or DO program.
- b. Delegate/DO staff will submit with the management-approved application any supporting documents necessary for the Coordinator to determine the appropriateness of the enrollment application. The Coordinator will review the submitted documents.
- c. The Coordinator will contact the Delegate/DO if further documentation is needed.
- d. If no further documentation is needed, the Coordinator will communicate the decision regarding the appropriateness of the enrollment within five (5) working days, utilizing the child application approval form.
- e. Rationale will be provided for the decision if the application for enrollment is denied.

2. Selection and Enrollment of Employee Child

- a. Prior to actual enrollment certification or recertification of an employee's child, the approved application must be submitted to the designated Coordinator along with the program's current waiting list and any other supporting documentation that indicates the family's eligibility and selection based on the waiting list submitted.
- b. Again the Coordinator will review the documents and approve or deny selection and enrollment based on the documents submitted within 5 working days.
- c. Rationale will be provided for the decision if the application for enrollment is denied.
- d. Delegates may appeal the decision if they feel the Coordinator lacked sufficient understanding of the situation or lacked all pertinent documents at the time or initial application or selection/enrollment process.

- i. In these cases, the Coordinator will submit the enrollment application and approval form to a Grantee Director II who will review the application and make the final enrollment decision.

Supervised by: Director II and Coordinators of Early Childhood Programs

Performed by: Coordinators of Early Childhood Programs, Director II and Delegate Directors

Forms needed: Child application, supporting documents, and Child Application Approval Form.

Frequency: During registration process as necessary to comply with the policy.