



## NHA Currently Enrolled Wait List

### Site:

(Site where the child is currently enrolled)

Date	Child Name	PID	DOB	Disability	Preferred/Desired Site/Option	Desired Date of Transfer	* Yes/no	Date of Contact(s)/Result

\*Child currently enrolled in toddler-licensed classroom (answer yes or no) Balboa Lutheran, 1<sup>st</sup> Step, BYF, Alcott, Altadena. Children MUST transition out of site at 3 years of age.



**Instruction Sheet: *Please refer to ERSEA SOP "Currently Enrolled Wait List" for additional guidance***

**Currently Enrolled Wait List is to be used for the following reasons:**

- When an enrolled child’s parent has requested a transfer from home base to center base and vice-versa
- When an enrolled child’s parent has requested a transfer from site to site
- When an enrolled child’s parent has requested a transfer from full day to part day and vice-versa

**A transfer within the same program (Head Start to Head Start OR EHS to EHS) does NOT require a new application**

**AND ALSO USED for EHS to HS Transition:**

- When the EHS to HS Transition Planning has begun at child’s age of 2 years six months

**Transition from EHS to HS DOES require a new application; and is to be completed with parent/guardian at child’s age of 2 years, 9 months**

**EHS children enrolled in a site with a toddler license (18-36 months) must be transitioned at age 3 (36 months). This process needs to be case managed carefully and closely. At no time may an enrollment opportunity exceed 30 calendar days.**

**FSS Responsibility:**

- To obtain all Currently Enrolled Wait List from all sites/option in assigned area.
- Compile all Area information into ONE accessible format that identifies all children awaiting a transfer or transition
- Review compiled Area Currently Enrolled Wait List with Peers and Enrollment Coordinator on a monthly basis.

\*Child currently enrolled in toddler-licensed classroom (answer yes or no) Balboa Lutheran, 1<sup>st</sup> Step, BYF, Alcott, Altadena. Children MUST transition out of site at 3 years of age.