

**EARLY CHILDHOOD COORDINATED ENROLLMENT PLAN
DUE FEBRUARY 1, 2019**

Community Network: St. James Parish Early Childhood Community Network

Lead Agency:

St. James Parish Schools

Completed by:

Mary Beth Hymel

General Instructions:

To submit the Coordinated Enrollment Plan, please upload to the FTP:

- Samples of program guides, brochures, flyers, etc. (*one per type*) – *scan as pdf*
- Samples of any other coordinated information campaign materials – *scan as pdf*
- Applications, eligibility forms, links to websites – *scan as pdf*
- Policies and procedures for Coordinated Enrollment
- Responses to the questions below with signatures of each program partner
-

Further Questions:

If you have questions or need assistance, please contact Lindsey Bradford at Lindsey.Bradford@la.gov

If any aspect of the Coordinated Enrollment model will not be in place for families applying and enrolling for 2019-2020, you will need to apply for a Coordinated Enrollment Waiver.



Program Partner Review – Include signatures from each program partner demonstrating they have been engaged in the planning process and approve the plan. Add lines as necessary.

Signature:	Program Name & Type:
<i>Shelby G. G. ...</i>	Wards Learning Academy, Inc. Type III Childcare
<i>Janet M. ...</i>	Kiddo Child Care and Learning Academy Type III
<i>...</i>	St. James Parish Schools / St. James Parish Head Start
<i>...</i>	St. James Parish Schools / St. James Parish Head Start
<i>...</i>	Early Start
<i>...</i>	
<i>...</i>	
<i>...</i>	
<i>...</i>	
<i>...</i>	
<i>...</i>	
<i>...</i>	
<i>...</i>	
<i>...</i>	
<i>...</i>	
<i>...</i>	
<i>...</i>	
<i>...</i>	
<i>...</i>	
<i>...</i>	
<i>...</i>	
<i>...</i>	
<i>...</i>	
<i>...</i>	
<i>...</i>	
<i>...</i>	

1. MAXIMIZE SYSTEM CAPACITY

a. What was the 2018-2019 family demand for publicly-funded early childhood seats in your community? This is the unduplicated number of applications received for 2018-2019. Be careful about double-counting applications if families applied to more than one program.

Age Group	2018-19 Family Demand (#) Based on applications for 2018-2019	Process to arrive at these numbers:
Example - threes	100	At our December meeting, the St. James ECCN met to review applications numbers and waitlist for the 2018-2019 school year to review our Family Demand. Our network is small consisting of 2 Child Care centers and the St. James Parish School Board; therefore, this process is simple.
Infants	6	
Ones	6	
Twos	11	
Threes	157	
Fours	88	

b. What was the unmet demand in your community for 2018-2019? After you complete the Oct. 1 child count, complete the table below with the service percentages from your coordinated enrollment work last year.

Age Group	At-Risk Cohort (#) Based on size of K Cohort at 200% FPL	2018-19 Family Demand (#) Based on applications for 2018-19 (see 1.a.)	2018-19 Service (#) Based on Oct. 1 2018 Count	Service based on Demand (%) 2018-19 Service/ 2018-19 Parent Demand	Service based on Need (%) 2018-19 Service/At-Risk Cohort
Example - threes	125	100	75	75%	60%
Infants	164	6	2	.33%	.01%
Ones	164	6	3	.5%	.02%
Twos	164	11	7	.67%	.64%
Threes	164	157	157	1%	96%
Fours	164	88	88	1%	54%

c. Please specifically describe your network's plan to address at-risk service gaps. Particularly, how will your network manage and share waitlist information for all children ages (each answer should be no more than 250 words):

Infant- 3 yr. olds—To address the gaps in these age groups the following was done. CCAP information was and will be given at different events throughout the parish encouraging parents to apply for CCAP.
3 yr. olds. To address the gap in this age group the following was done. The St. James ECCN brochure was and will be given at different events throughout the parish.
4 yr. olds-WE DO NOT HAVE A SERVICE GAP FOR OUR FOUR YR OLDS BECAUSE WE HAVE UNIVERSAL PK; therefore, the numbers given in our At-Risk Cohort are skewed. All 4 yr. olds that want to attend PK in the district are served.
Waitlist

We do not have a waitlist for our 4 yr. olds. The waitlist among the childcare centers and Head Starts are shared but parents rarely chose a second choice because of the following situations. : 1.) Kids' World Learning Academy (0-3 yr. olds) is on the west bank side of the Mississippi river and Woods Learning Academy (0-3 yr. olds) is on the east bank side of the Mississippi river; therefore most parents chose what is closer to home for them.
 2.) The Head Start (3 yr. olds) waitlist is shared with the two childcare centers; however, parents do not want to pay for care being that the Head Start program is free.

- Is the network meeting the demand of the community? Are more families applying for seats than there are seats available, or is the number of seats currently offered enough to meet the application demand?*

We are meeting the demands of our community in our 4-yr-old program because we have universal PK, which affords all PK students that apply the opportunity to attend regardless of income a slot. We currently do have no wait list for Head Start program and the two childcare centers have a small wait list.

- *If the network is able to serve more children, how will you do that – braiding, reverse mainstreaming, local funds, Title I, etc.?*

At this time our Head Start sites and Child Care Centers are unable to serve more children because of building capacity.

Which sites can serve more children?

None

d. How many more at-risk children will your Community Network be able to serve in 2019-2020? Complete the table below with the service percentages from the count and your targets for next year.

Age Group	2018-19 Service (#) Based on Oct. 1 2018 Count	2018-19 Service (%) 2018-19 Service/At-Risk Cohort (above)	Proposed 2019-2020 Service (#)	Target Service (%) Proposed Service/At- Risk Cohort (above)	Growth (%) Proposed growth in service from 2018-19 to Target Service
Example - threes	75	60%	80	64%	4%
Infants					
Ones					
Twos					
Threes					
Fours					

2. COORDINATED INFORMATION CAMPAIGN (No more than 200 max words per answer):

a. When is your Information Campaign scheduled to begin?

Start Date:	End Date:	# of weeks:
December	March	12

b. What specific minor and major event(s) does your network plan to hold? Describe each below. Add rows as needed.	
Event type and description:	Which partners are/will be included?
<p><u>1.) Head Start Parent Meetings</u> Representatives from the St. James Parish ECCN attended the meeting and talked about the different programs offered in the network and how you qualify for the programs. Special attention was given to the CCAP program and a brochure explaining the process was given</p>	<p>January- Head Start</p>
<p><u>2.) St. James Parish Bon Fire Festival</u> Brochures were distributed about the different programs in our network at the St. James Parish Bon Fire Festival. Representatives from the St. James Parish ECCN were there to answer any questions about the pr.</p>	<p>December 7 St. James Parish Schools, Woods Learning Academy and Kid's World Child Care and Learning Academy</p>
<p><u>3.) Woods Learning Academy Christmas Luncheon</u> Brochures were distributed about the different programs in our network and where to go for more information</p>	<p>December 21 Woods Learning Academy</p>
<p><u>4.) Kids World Child Care and Learning Academy Parent Meeting</u> Brochures were distributed about the different programs in our network and where to go for more information</p>	<p>December 14 Kids World Child Care and Learning Academy</p>
<p><u>5.) St. James Parish Schools EC Network Round-up</u></p>	

<p>will take place at the different schools in the district. Brochures about all programs as well as applications will be given. Representatives from the St. James Parish ECCN will be there to answer any questions.</p>	<p>St. James Parish Schools, Woods Learning Academy and Kid's World Child Care and Learning Academy Feb 19 Vacherie Elementary Feb. 21 and Feb. 22 Paulina Elementary Feb. 26 St. Louis Academy</p>
<p>6.) St. James Parish Schools EC Round d-Up event will take place at St. James Parish Public Relations Building. Brochures about all programs as well as applications will be given. Representatives from the St. James Parish ECCN will be there to answer any questions</p>	<p>St. James Parish Schools, Woods Learning Academy and Kid's World Child Care and Learning Academy March 13</p>
<p>c. In addition to your current program partners, what other community partners will be involved in your Information Campaign? Add rows as needed.</p>	
<p>Name of community partner(s):</p>	<p>How will this community partner help your network's information campaign?</p>
<p>Early Steps</p>	<p>Early Steps program will give out brochures to families they service.</p>
<p>Agenda for Children</p>	<p>Agenda for Children will give out brochures to any interested families.</p>

d. What are some specific master information guides and materials your network will produce/use to support its Information Campaign? Add rows as needed.		
Title:	Material Type:	Partners involved:
St. James Parish ECCN	Brochure	St. James Parish Schools, Woods Learning Academy and Kids' World Child Care and Learning Academy
CCAP Flyer	Flyer	St. James Parish Schools, Woods Learning Academy and Kids' World Child Care and Learning Academy
www.stajames.k12.la.us	Website	St. James Parish Schools, Woods Learning Academy and Kids' World Child Care and Learning Academy
St. James Parish ECCN Round –Up	Flyers	St. James Parish Schools, Woods Learning Academy and Kids' World Child Care and Learning Academy
2019-2020 Early Childhood Program Family Eligibility Worksheet	Worksheet	St. James Parish Schools, Woods Learning Academy and Kids' World Child Care and Learning Academy
e. What are some specific ways your network will use the School and Center Finder website, to enhance its Information Campaign and widely promote sites to families?		
The School and Center Finder link will be on our brochure as well as on our St. James Parish ECCN website. Also, parents will be informed at the Head Start and PK Round-up about the link.		

f. Please identify your network's website address. Where can families find a link to School and Center Finder on your network's current website?

www.stjames.k12.la.us

g. What if any updates are you planning to make to your network's website?

Our website will be current; however, it is still under construction and a new is being built.

h. How will your network's information Campaign include and provide useful information to all families, specifically:

Children with disabilities

Throughout the school year, we coordinate with our district pupil appraisal staff, Early Steps Coordinator and Agenda for Children to inform parents with special needs children the options they have available to them. Our infant toddler early steps teacher gives brochures about the network and keeps the parents informed of their choices. Child search information is posted in all of the schools and Child Care Centers. In October and February flyers are also given out at our Child Care Centers and Schools. At all events, a school district representative is in attendance to answer any parent questions.

English Language Learners or for families who don't speak English

We have a Spanish interpreter who works with us to reach the Hispanic population in our community. If needed, brochures are translated to the language of non- English speaking family and the interpreter is contacted.

Gifted/Talented	Throughout the school year, we coordinate with our district pupil appraisal staff and Agenda for Children to inform parents of gifted and talented children the options they have available to them. Child search information is posted in all of schools and Child Care Centers. In October and February flyers are also given out at our Child Care Centers and Schools. At all events, a school district representative is in attendance to answer any parent's questions.
Children experiencing homelessness	Throughout the school year we coordinate with the St. James Parish School districts homelessness liaison. Parents get information about homelessness at each site and a representative from the school district is there to answer any parent question at all events (Head Start and La- 4 programs are under the school district)
Foster children	Throughout the school year we coordinate with the St. James Parish School districts Child Student Services Coordinator to get information as needed. At all events a representative from the school district is there to answer any parent questions. (Head Start and La- 4 programs are under the school district)
<i>i. What specific changes or improvements have you made or plan to make to your network's Information Campaign from last year?</i>	
Change(s) or improvement(s) made/planned:	Why:
Updated our website	Due to the cost of SMART choice we were unable to sustain the funds for this website; therefore, the St. James Parish school district's website will provide the link for our network.

3. COORDINATED ELIGIBILITY DETERMINATION (No more than 200 max words per answer):

a. How will specific information regarding eligibility determination requirements and process for all providers be included in your network's Information Campaign?

All partners will have the information for eligibility criteria for all providers (Eligibility Worksheet). Parents will be able to speak to any provider to get information about the eligibility of each program.

b. How will all providers be informed about the eligibility determination (criteria) of other providers? Specifically, how will eligibility information be shared among all providers?

Staff from all provider attends St. James Parish ECCN meeting to receive training on the eligibility requirements and process for each program.

c. How does your network verify income eligibility?

The income eligibility worksheet from the LDOE is completed on each parent applying for any program.

d. How will your network implement the new Direct Certification system for determining eligibility of families at or below 200% FPL?

At this time we are still waiting for more guidance on how to implement the Direct Certification system. We are hoping after attending the January Supervisors Collaborative event will we learn more. In the mean time, we will use documents listed on the Early Childhood Eligibility Sheet to verify income.

e. What specific actions or steps will your network take to ensure that all partners are prepared to explain eligibility information to families regarding?

Children with disabilities	Partners attend a St. James Parish ECCN meeting where eligibility criteria and the process of identifying students with special needs (referrals, Renta- D forms, screenings, evaluations, & IEP process) are reviewed. All partners contact the Lead Agency for further information if needed.
English Language Learners or for families who don't speak English	Partners attend a St. James Parish ECCN meeting where eligibility criteria and process for ELL learners are reviewed. If the interpreter is needed, the partners contact the Lead Agency for help.
Gifted/Talented	Partners attend a St. James Parish ECCN meeting where eligibility criteria and the process of identifying Gifted/Talented children (referrals, Renta- D forms, screenings, evaluations, & IEP process) are reviewed. All partners contact the Lead Agency for further information if needed.
Children experiencing homelessness	Partners attend a St. James Parish ECCN meeting where eligibility and criteria process for children experiencing homelessness is reviewed. All partners contact the Lead Agency if more information is needed.
Foster children	Partners attend a St. James Parish ECCN meeting where eligibility and criteria process for Foster Children is reviewed. All partners will contact the Lead Agency if more information is needed.
<p><i>f. What specific referral systems does your network have in place or plan to use, to ensure that families are able to find available seats?</i></p>	
<p>If a family applies at one program, but there are no slots available they will be given information about the other programs. If they do not wish to apply for that program, they will be put on a wait list.</p>	

4. COORDINATED ELIGIBILITY DETERMINATION, APPLICATION, MATCHING, and REGISTRATION

a. *What steps will the network take to implement a unified application process? All programs are income-based and serve specific ages – please ensure that your answers below explain how eligibility for each seat will be verified. Your answers do not need to repeat the answers above, but should reflect them.*

Coordinated Eligibility Determination <i>This should be the same across sites</i>	Step by step process, activities, milestones, etc.	Timeframe and Location
<p>Community Network: <i>What is the step-by-step process for the Community Network? This includes the Lead Agency, the leadership team, and other partners you may include in the process.</i></p>	<p>The St. James Parish ECCN met to review updated eligibility requirements released by the LDOE. The St. James Parish ECCN will met again to train staff from all partners on income eligibility for all program types. The income LDOE Eligibility Worksheet was/will be reviewed at this training.</p>	<p>January 24, 2019 February 11, 2019</p>
	<p>The St. James Parish ECCN will conduct round-up events where families can be determined eligible. Also, families will be able to go to any site to be determined eligible for all programs.</p>	<p>Feb. 19 Feb. 21 Feb. 22 Feb. 26 March 13</p>
	<p>Eligibility determinations will take place February- August</p>	<p>First round will be Feb. – May Second round will be May-Aug. Then ongoing</p>

<p>Sites: <i>What is the step-by-step process for sites and programs?</i></p>	<p>Every site will have at least 1 staff member that is trained on the eligibility determination process Sites must document eligibility determination process using the Early Childhood Eligibility Worksheet, and retain copies of documentation Sites must document eligibility determination process using the eligibility worksheet, and retain copies of documentation</p>	<p>By February 11, all partners must send one person to St. James Parish ECCN training on eligibility.</p>
<p>Sites: <i>What is the step-by-step process for sites and programs?</i></p>	<p>If families are determined eligible for programs, sites will provide the unified application for a family to complete. If the family completes the application on the spot, it must be submitted to Lead Agency to be routed to the correct programs.</p>	<p>Immediately, sites should refer them to the other a partner March - August Applications must be sent to the Lead Agency by the fifth day of every month</p>
<p>Families: <i>What is the step-by-step process for families?</i></p>	<p>Families must bring proof of income to a site or to a roundup If a family is not eligible for publicly funded programs, they will be given information about other options for their families. If families are eligible for publicly- funded programs, they will receive the unified application and can complete it on the spot</p>	<p>February through May May through August Immediately Applications must be submitted to the school board by May for first round and by August for second round</p>

	or take it home and submit at a later date. Families who may qualify for CCAP are provided with the LDOE link If families have questions that the site cannot answer, the families are referred to the Lead Agency to answer questions	Immediately Families will be given phone number to call with questions.
Where are there gaps or questions in the process? How will you address them?	<p>Gaps or Questions</p> <ul style="list-style-type: none"> Who will train individual staff members on eligibility determination? If a site does not have a person trained on determination, how will they handle incoming parents? 	<p>Plan to Address them</p> <ul style="list-style-type: none"> Lead Agency will train the staff If a site does not have staff trained on determination, plan will be made to help get someone trained

Coordinated Application <i>This should be the same across sites</i>	Step by step process, activities, milestones, etc.	Timeframe and Location
Community Network: <i>What is the step-by-step process for the Community Network? This includes the Lead Agency, the leadership team, and other partners you may include in the process.</i>	The St. James Parish ECCN conducted a meeting and reviewed the coordinated application process to make changes to the application. The application will be given at all round-up events and posted online. The St. James Parish ECCN posted the updated application to the St. James Parish school site.	November 8 February
Sites: <i>What is the step-by-step process for sites and programs?</i>	Each site will review the coordinated application process with their staff. Each site will submit an agenda and sign-in sheet to Lead Agency.	February/ March

<p>Families: <i>What is the step-by-step process for families?</i></p>	<p>Families will receive an application for the program at the round up events. Parents will return applications to site applying too. Each site will then contact parents letting them know if their child has a slot in their program.</p>	<p>February- May 25 May-Aug</p>
<p><i>Where are there gaps or questions in the process? How will you address them?</i></p>	<p>Gaps or Questions</p> <ul style="list-style-type: none"> Making sure all partners can help parents complete the application either online or by pen and pencil. 	<p>Plan to Address them</p> <ul style="list-style-type: none"> Train staff on the understanding the application and how to get to it online.
<p>Matching Based on Preferences <i>This should be the same across sites</i></p>	<p>Step by step process, activities, milestones, etc.</p>	<p>Timeframe and Location</p>
<p>Community Network: <i>What is the step-by-step process for the Community Network? This includes the Lead Agency, the leadership team, and other partners you may include in the process.</i></p>	<p>The St. James Parish ECCN will review all partners matching based on preference process to ensure it is equitable for all families. Each partner has a different process due to funding sources. The process for each partner will be explained below. We are a small program and have only a few choices for parents to chose from; therefore, the matching process is fairly simple.</p>	<p>May- August</p>
<p>Sites: <i>What is the step-by-step process for sites and programs?</i></p>	<p>Child Care Centers--We have two child care centers that service ages 0-3. (Kids World Learning Academy and Woods Learning Academy) Parents apply to CCAP. If they qualify and there is an available slot, they will be given a slot. If there is no space available at their first choice. They are referred to their second choice. An e-mail referral will be sent to the other program. If</p>	<p>(Ongoing)</p>

	<p>they do not wish to attend their second choice they are put on a waitlist for their first choice.</p> <p>Head start—Head Start in our network only services 3 year olds and follow district lines for residency; therefore, there is not much preference because they sites are already decided before they apply. All applications are reviewed and ranked according to eligibility and a criteria sheet based on homelessness, special education, foster care, working parents, and single moms. If they do not have enough slots available at the site, students are referred to their childcare center of their choice. An e-mail referral is done. If they do not want their second choice they are put on a waitlist.</p> <p>Pre-K – Our Pre-K program in our network services 4 year olds and follow district lines for residency; therefore, there is not much preference because the sites already decided before they apply. Also, the Pre-K program is universal meaning we accept all 4 year olds that apply. We have no wait list.</p>	<p>Feb- Aug</p>
<p>Families: <i>What is the step-by-step process for families?</i></p>	<p>Child Care Centers—Families are contacted by the program with a registration appointment, a referral to the other child care center, or placement on a waitlist.</p> <p>Head Start- Families are contacted by the program with a registration appointment, or an e-mail referral to either childcare center or placement on a waitlist.</p> <p>Pre- K – Families are contacted about</p>	

	registration events by each school site.	
Where are there gaps or questions in the process? How will you address them?	<p>Gaps or Questions</p> <ul style="list-style-type: none"> • 	<p>Plan to Address them</p> <ul style="list-style-type: none"> •

<p>Registration at the Site Sites may have different requirements at the time of enrollment</p>	<p>Step by step process, activities, milestones, etc.</p>	<p>Timeframe and Location</p>
<p>Community Network: What is the step-by-step process for the Community Network? This includes the Lead Agency, the leadership team, and other partners you may include in the process.</p>	<p>Round up dates for the network will be shared at St. James Parish Early Childhood Network Meeting. The dates for this will be published in the newspaper and posted on the website.</p>	<p>February</p>
<p>Sites: What is the step-by-step process for sites and programs?</p>	<p>Child Care Centers will contact parents and set up appointment time for parents to complete required paper work</p> <p>Head Start family Service workers will contact parents to set up appointment time for parents to complete the required paper work.</p>	<p>February-May</p> <p>February- May</p>
<p>Families: What is the step-by-step process for families?</p>	<p>Pre-K programs – A secretary or teacher from each school will contact the parents for an appointment time to complete the required paper work for each school.</p> <p>Families will attend the appointment date to complete all forms required childcare centers, Head Start program and Pre-K program.</p>	<p>February- May</p>
<p>Where are there gaps or questions in the process?</p>	<p>Gaps or Questions</p>	<p>Plan to Address them</p>

How will you address them?	•	•
----------------------------	---	---

b. How will you track how many seats are available for each provider for each age level?

The provider will keep track of how many seats are available for their program. Each month they will contact the lead agency of slots are not filled and if they have a waitlist. The lead agency follows up on the waitlist making sure all slots that are available are filled.

c. How will you communicate to families how many seats are available for each provider for each age level?

The amount of slots available for Head Start and Pre-K program will be mentioned at each round-up event.