



# RECRUITMENT BARK



Hello! Is this *(make sure this is one of the parents/guardians)*? This is *(Please use your own name)*.

I'm calling for the Head Start Program. We're in the process of calling all the families in the *(school name)* district who have three- or four-year-olds.

According to my information, you have 1 child named *(child's name)* who will be 3 or 4 by September 1<sup>st</sup>. Is that correct?

Is this a good time to talk?

Are you familiar with the Head Start program?

Our program runs from July through May of each year, and in this area we have a 3-day or 4-day a week program. In this area, the Family Education Specialist *(teacher name)* teaches a class of 10-18 *(choose a number)* children 3-4 days a week in the Head Start center located at xxxxx. *(96 to 128 days fill in your number)*

In addition, *he/she* works with each family to set goals for the child and the family. This is done on home visits or at parent conferences. The program runs for 3 ½ hours per day and your child would receive *(breakfast/lunch/snack)*.

Our program connects families with a variety of services. The one most people know about is, of course, our preschool classes. We are proud of our individualized program. We work with you as the parents to learn about your child and together we set goals for *his/her* learning.

We also provide many health services to children and their families. Each child receives a physical screening *(through public health or at the Doctor)* as well as screening through public health *(or Doctor in Otter Tail)* and a dental exam. If there is any follow up work to be done as a result of the exam, we will work with you to complete the work. Immunization records are kept up to date so the needed immunizations for school can be completed.

There are many chances for parents to be involved in Head Start. Parents are welcome in our classrooms any time we are in operation. Parents have local parent activities 6 times per year. In addition, we have a Policy Council that approves our grant applications and receives training and regular updates on the overall operation of our program.

Our program is without tuition to all that are enrolled and anyone who has a three or four-year-old has the right to apply. Our funding comes from federal and state dollars, and like most federal program, there are strings attached.

Our program requires at least 90% of those enrolled to be income eligible, and 10% may be over income—most often these are children with a special need.

Does any of this sound like something you are interested in for your child? *(At this time if they are concerned about being over income, provide them with the income guidelines for a family their size. Remember that one cannot predict if they are eligible without completing an application if they are close to the guidelines.)*

If they are not interested, thank them for their time.

If they are interested, begin an application on the phone, or set a time to complete one.

NOTE: When taking an application, we ask if the child has a disability. According to ADA regulations, we must tell our parents that this question is asked solely so that we may assure that our Head Start program meets the requirements of Head start regulations that at least 10% of our enrollment opportunities are made available to children with disabilities.

Your response is voluntary, and the information provided about your child is confidential. (Your declining to respond to this question **will not be used** to exclude your child from enrollment.)