

Guidance on Coordinating Re-Enrollment for Families

Overview of Enrollment and Re-Enrollment after COVID-19

The Coronavirus Disease 2019 (COVID-19) pandemic has created significant disruptions in the lives and routines of families across Louisiana, including disruptions in child care and other early childhood programming. As families with young children consider re-enrolling their children in early childhood programs, they may have questions or concerns about the re-enrollment process and about the health and safety of group care.

Early childhood community networks should consider how they will make changes to their approach to coordinated enrollment to accommodate the needs and concerns of families who are considering re-enrolling their children. Families may benefit from a coordinated enrollment process that allows for social distancing and a network-wide informational campaign with a focus on the precautions taken to support health, safety, and operations. It will be critical for early childhood community networks to understand families' needs and concerns and to support families to re-enroll their children in early childhood sites.

Making Adjustments to Coordinated Enrollment Processes

It may be necessary for community networks to adjust their typical processes for coordinated enrollment during and following the COVID-19 pandemic to ensure they are not violating public health guidelines on social distancing.

Additionally, making these adjustments to the coordinated enrollment process may help families feel like their health and safety is being prioritized, while still allowing for an efficient and streamlined enrollment/re-enrollment process.

Consider making adjustments that include:

- Shifting from the submission of paper applications in-person to the completion of online applications; many networks have found success with using online application software, such as JCampus
- Using DirectMatch to verify family eligibility, to limit the need for collecting paper documentation
- Accepting emailed pictures of eligibility documentation until families can bring in a copy safely
- Moving coordinated information events from in-person to virtual
- Ensuring your coordinated enrollment processes follow the guidelines of state officials and the [Office of Public Health](#)

Supporting Family Needs During Re-Enrollment

Communities and sites should provide clear communication to families that may be considering re-enrolling in early childhood sites, including child care, Head Start and Early Head Start, and school-based pre-K. This may help instill a sense of confidence and alleviate families' concerns about re-enrolling their children after the COVID-19 pandemic.

1. Providing Information on the Health and Safety Measures of Group Care

To foster reassurance in families that re-enrollment is safe, communities should be prepared to clearly communicate the steps and precautions early childhood programs will take to ensure the health and safety of children and staff. Communities and sites might find it helpful to be prepared to explain to families the health and safety guidelines and determine. Also, share with families any specialized procedures they have adopted for the health and safety of their children that go beyond what is required.

2. Emphasizing the Benefits of Early Childhood Education

Community networks will continue to communicate to families the benefits of high-quality early childhood education for children in order to encourage families to allow their children to re-enroll in an early childhood setting.

3. Highlighting Collaboration with Families

Communities and sites should consider ways to engage and collaborate with families to ensure the safety and well-being of children. By working together, communities and families can solidify and strengthen the new guidelines to reassure families that group care is complying with health guidelines and continues to be a safe choice.

Additional Resources to Consider Referencing in the Informational Campaign:

[Office of Public Health Guidelines for Child Care](#)

[Child Care Assistance Program](#)

[List of Open Centers in Communities](#)