

East Hartford School Readiness Council
Policies and Guidelines
School Readiness Non-Residency Option
Reference (C-06)

The following guidelines must be adhered to by the local CT School Readiness Councils and their sub-grantee School Readiness programs concerning the enrollment of non-resident children into local School Readiness programs:

1. The local School Readiness Council shall establish a written policy regarding whether to allow sub-grantee School readiness programs to enroll non-resident children. The local School Readiness Council may choose not to implement the non-residency option. The Office of Early Childhood (OEC) recommends that the local School Readiness Council implement the non-residency option only if the School Readiness grantee has a history of under-utilization of School Readiness spaces filled by residents.
2. If the local School Readiness Council allows non-residents to be accepted into local sub-grantee School Readiness programs, the sub-grantee School Readiness program is required to prioritize enrollment of 3- and 4-years olds from the grantee's municipality before accepting non-resident children.
3. The local School Readiness Council will deem appropriate timelines to allow sub-grantee School Readiness programs to enroll non-resident children. Enrollment of non-resident children may begin as early as July 1 of the grant year and spaces for resident children may not be held open past the November reporting period of each fiscal year.
4. School Readiness program must continue to serve 60% School Readiness children at or below 75% of the State Median Income (SMI).
5. School Readiness programs must continue to serve 50% full-day School Readiness children unless granted a waiver by the OEC.
6. If a non-residency option is allowed by the local School Readiness Council, School Readiness programs must prioritize full-day spaces for non-resident School Readiness children.

Local East Hartford Policy

- Non-East Hartford resident enrollment may occur after July 1st in the funded fiscal year. Priority will be given to four year olds who will be in the program for one year.
- Non-East Hartford residents must submit the same forms and meet the same criteria as East Hartford residents and families (i.e. days/hours of attendance, sliding fee scale, proof of income, etc.).
- Non-East Hartford residents may not exceed 30% of the total funded spaces.
- Non-East Hartford residents will be assigned a number on a waiting list and taken in numerical order. Non-East Hartford resident spaces may not be held open for staff. Staff may be on the waiting list and be taken in the numerical order.
- After November, any unfilled School Readiness spaces in an East Hartford program may be transferred to another School Readiness program.
- The EHSR Council reserves the right to change this policy when necessary to reflect the needs of the programs and families