

**East Hartford School Readiness**  
**Policies and Guidelines**  
**Slot Reallocation Policy and Procedure**  
**Reference (GP 14-02)**

The East Hartford School Readiness Program's intent is to provide quality early child care and education to East Hartford families. Goals include increasing the number of early child care spaces in quality programs; increase the full-day, full-year services to meet the working family needs, and to establish a shared cost for the provided care among Connecticut state agencies, the East Hartford community, and the families utilizing the services provided.

The East Hartford School Readiness (EHSR) Program is awarded funding annually to provide early care and education spaces in quality programs established through the East Hartford School Readiness Council. This funding is allocated to East Hartford programs to provide quality early education and care to East Hartford families through a grant application process with guidelines provided by the CT State Departments of Education and Social Services as well as the CT Office of Early Childhood.

It is understood that at times throughout the grant year some East Hartford School Readiness Programs may have difficulty maintaining full School Readiness spaces in their programs. This can be due to a number of reasons. The East Hartford School Readiness Program will look at each situation on an individual basis before reassessing slot allocation to a program but need to follow a policy. The following protocol will be in place -

1. Each EHSR program must maintain full enrollment at all times if possible.
2. It is understood that during the months of August – October programs likely experience an exodus of children due to enrollment in kindergarten at that time. Some programs may have difficulty filling so many slots at once. Therefore, programs will have some time to fill slots.
3. If a program cannot maintain a loss of slots no more than 15% of full enrollment (ex. 20 slots at full enrollment can show a loss of 3 slots without fear of losing slots). The program must show they are making strides to fill these slots and cannot stay at 15% or less enrollment for more than a month. Programs must contact the EHSR Administrator about difficulty filling any SR slots and the measures they are using to fill the slots. The programs efforts will then be shared with the EHSR Council to determine if the program is making progress.
4. If after this time the EHSR Council deems it necessary to reallocate a programs unfilled School Readiness spaces, the East Hartford School Readiness Administrator will commission an ad-hoc committee to determine how the unfilled slots will be distributed to other programs.
5. The East Hartford School Readiness Administrator will inform the EHSR Council and program of the ad-hoc committee's recommendation in a Reallocation Report at the following EHSR Council regular meeting.

The slots will be re-allocated to an EHSR program that is able to fill the same slot type (i.e. full day slot moved to full day slot), maintains NAEYC Accreditation status and or CT Department

of Health licensing requirements, demonstration of maintaining continuity in filling slots, grant review scores and other quality indicators as determined. Final approval by the CT State Department of Education and/or the CT Office of Early Childhood will be required in order to reallocate any EHSR slots. It is understood that unfilled School Readiness slots may be reallocated to another town at the request of the CT Office of Early Childhood.