ELC Future Enrollment Process
June 22, 2011

Build Relationship with Parent and Child

Electronic Repository
- Openings tracker with filter criteria: mapping software, religious preference, unique center characteristics
- Wait List
- Wait List Applications
- Center descriptions
- Virtual tours
- Parent page
- Standardized forms
- DHS videos
- Child records available for DHS review or center transfer

Enrollment Administrator
- Track DHS certificates
- Maintain repository

Parent Academy
- Parent Meetings
- Parenting 101
- Child Abuse
- Flu
- DHS Certificates
- Metro PreK procedure

Productive Child and Happy Parents

Advertise and Post Opening

Shop for Child / Center Fit
- Parents Search ELC or Center Website
- Parents Walk-In to Center
- Center Searches Wait List

Conduct Phone Screen

Introduce Parents to Center
- Tour Facility
- Meet Teacher
- Determine Fees

Collect Paperwork Manually

Apply Online

The Orientation

Happy + 1st Day of School!
ELC Future Shared Services Staffing Process
June 13, 2011

Create a Pool of Qualified Applicants and Substitutes

Advertise Open Positions

Apply Online

Screen Applicants
- Education
- Skills
- Interest
- Philosophy
- Age group preferences
- Personality screen
- References

Shared Training Pool
Applicants train to meet necessary requirements

Shared Qualified Applicant Pool
- Substitutes
- Full-Time
- Part-Time

Electronic Repository
- Resumes of qualified applicants
- Do Not Hire list
- Standardized job descriptions
- Defined pay ranges
- Training materials and history
- Performance evaluation forms and history

Hire, Train, and Review Performance

Shared Benefits and Defined Pay Ranges

State of the Art Training Facility
- Initial Training and Child Care Orientation
- Ongoing Training

You're Hired!

Review Performance

Exceptional
- Meets requirements
- Needs improvement
- Poor

Productive Employee!