# Annual Recruitment Plan

Early Learning psesd excellence & equity in education Puget Sound Educational Service District

## Procedure

HS | EHS-HB | EHS

Fill out the form and submit to ersea@psesd.org by the last week of April of the program year. Copy your Family Engagement Coach in the email. Staff may update the plan throughout the program year. Print up-to-date copies and keep in your *Family Engagement Notebook*.

ECEAP

Copy what you have written in the "Procedures and Strategies" column and paste in ELMS. Staff may update the plan throughout the program year. Print up-to-date copies and keep in your *Family Engagement Notebook*.

**Develop your Annual Recruitment Plan at the same time as your Annual Selection Plan because one will impact the other.**

| | |
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| **Center Name:** Click or tap here to enter text. | **Program** Click or tap here to enter text. |
| **Program Info:** (Check all that apply to this plan) ☐ECEAP ☐ HS ☐EHS HB ☐EHS CCP ☐FD/FY, Ext Day ☐PD ☐ FSD | |
| **Director Name:** Click or tap here to enter text. | |
| **Completed by:** Click or tap here to enter text. | **Title(s):** Click or tap here to enter text. |

| **Procedures and Strategies** | **How will you accomplish this?** (include activities, timeline, and who is responsible for the activity) |
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| Describe your year-round recruitment procedures: Click or tap here to enter text. | Click or tap here to enter text. |
| How do you ensure that you are recruiting and enrolling the children most in need of Early Learning services within your service area? Click or tap here to enter text. | Click or tap here to enter text. |

| Procedures and Strategies | How will you accomplish this?<br>(include activities, timeline, and who is responsible for the activity) |
|---|---|
| What strategies do you use to recruit children who are homeless?<br>Click or tap here to enter text. | Click or tap here to enter text. |
| What strategies do you use to recruit foster children and children receiving Child Protective Services (CPS) or Family Assessment Response (FAR) services?<br>Click or tap here to enter text. | Click or tap here to enter text. |
| What strategies do you use to recruit children from families with the lowest income?<br>Click or tap here to enter text. | Click or tap here to enter text. |
| What strategies do you use to recruit children with disabilities?<br>Click or tap here to enter text. | Click or tap here to enter text. |