

Child Recruitment and Registration

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Applicable Forms (can be found in Forms Appendix)

- 1) CR-1 Child Application
- 2) CR-2 Child Health History

Energy Express Enrollment Policy

Who to Target?

Energy Express is designed for children who need both the nutrition and reading components of the program. In making enrollment decisions, county collaboratives should target:

- ☆ Children receiving free or reduced price school meals
- ☆ Children receiving Title I reading services
- ☆ Children who will be entering first through sixth grades the next school year (if a child has completed one year of kindergarten, but has been retained for the next school year, that child is eligible)
- ☆ Children whose families commit for the entire six weeks of the program
- ☆ Children not having access to other educational opportunities in the summer
- ☆ Children who can work in the Energy Express model

As a minimum, a site's enrollment should reflect the level of need described in the site proposal. For example, if 75% of the children in the school community to be served are receiving free or reduced price meal, then at least 75% of the children enrolled in Energy Express should also be eligible for free ore reduced meals. Sites are encouraged to exceed that percentage of the school community when enrolling children in Energy Express.

While Energy Express is appropriate for children entering first through sixth grades, sites may choose to target children entering grades 1 through 3, or grades 3 through 6, and so forth. This decision is usually based on the number of children at each grade level who need the program and the ability of the site to enroll the greatest number of children.

Vertical age grouping is used to assign children to groups in Energy Express. Each mentor group must include children from at least 3 grade levels.

When recruiting children, collaboratives should keep in mind that mentor groups cannot exceed 8 children, while at the same time striving to establish a waiting list so sites can maintain full enrollment throughout the summer. Collaboratives may want to include input from teachers and from social service agencies such as FRN or DHHR when identifying children for recruitment.

Maintaining full enrollment should be a goal throughout the program. When a child misses a day, the mentor should contact the family to inquire about the child's continued participation in the program. When the family indicates that the child will either miss more than a week or be unable to return to the program, that child's slot should be filled from the registration waiting list. Empty slots should be filled as quickly as possible to ensure the greatest benefit to children.

(Over)

Special Needs Children

Many children with special needs are able to work in the Energy Express model without accommodations. In fact, a significant percentage of children with special needs are served each summer and experience success in the program. However, if a child meets all the other criteria and has special needs that require accommodation, the parents should be informed that the Energy Express program is delivered by college students, not experienced educators, and the program is voluntary, not mandatory. If a child's Individualized Educational Plan (IEP) has an Extended School Year Provision, the Board of Education must provide accommodation for that child. If a child's IEP does not include an Extended School Year Provision, the parents should meet with the contact and the Site Supervisor to discuss how to provide suitable accommodation for the child to have a successful Energy Express experience without interfering with the success of others also enrolled in the program.

Child Recruitment and Registration

Child Application Process:

1. The number of children for each site determined by site application.
2. Local collaborative plans and executes recruitment procedure (refer to Child recruitment Ideas)
3. Each child required to have:
 - a. Child Application (Form CR-1)
 - b. Child Health History (Form CR-2)
4. Child application deadlines set by local collaborative
5. Waiting list created by local collaborative
6. No over-enrollment!
7. Reminders for parents:
 - Parent volunteers are needed, recruit at time of application
 - Attending program each day is recommended
 - Emergency information must be complete
 - Signature required

Child Recruitment Ideas for Energy Express

- Teachers at Energy Express sites recruit children from their school as well as children from surrounding community schools.
- Posters around school buildings announcing Energy Express to the staff and children.
- Former AmeriCorps Mentors visit and talk with children about the program.
- Schedule the beginning of the Energy Express day later in the morning so that families do not have to get up so early in the morning.
- Teachers at Energy Express sites foster and support conversation about Energy Express amongst their students.
- Presentations to PTO and PTA meetings.
- Title I teachers inform parents of the program and application during their parent/teacher meetings.
- Radio spot interviews with Energy Express children talking about their experiences
- Reimburse parents for the cost of bringing their children to Energy Express.
- Family Fun Night brings parents to the school for a closer look and individual experience.

Child Registration

The collection of demographic data for enrolled children is required for the annual evaluation of Energy Express and its effectiveness at meeting its stated goal to help children maintain or improve their reading skills over the summer. The demographics illustrate how well the program’s target population, low-income children as measured by free/reduced lunch eligibility, is being served. Along with demographic data, attendance is also collected to determine eligibility in the final statistics. Children must have attended a majority of the program to accurately measure its effectiveness, which is a minimum of fifteen (15) days. Furthermore, attendance is also used to determine if a population exists to support an Energy Express site.

To complete the Child Registration:

- 1) Find file created earlier in section “Creating Local File”.
- 2) Double-click file to open in Microsoft Excel.
- 3) Select tab at bottom left of page entitled “Child Registration”.
- 4) Select site name from drop-down box as shown in Figure D1. This selection will automatically populate all cells requiring site name in the child registration.

| D | E | F | G | H | I |
|---------------------------|------------------|---------------|------------|-----------------|---|
| Child Registration | | | Site: | [Dropdown Menu] | |
| | | | County: | [Dropdown Menu] | |
| | Residence | Gender | Age | Grade | |
| | | | | | |
| | | | | | |
| | | | | | |

(Figure D1)

- 5) Select county name from drop-down box (Figure D2). Like site name, this selection will automatically populate all cells that require the county name.

| C | D | E | F | G | H | I |
|---------------------------|------------------|---------------|------------|-----------------|---|---|
| Child Registration | | | Site: | [Dropdown Menu] | | |
| | | | County: | [Dropdown Menu] | | |
| Child Name | Residence | Gender | Age | Grade | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

(Figure D2)

6) Beginning with row 1, enter all requested information for all children enrolled at the start of the program. Any children added later in the program are to be entered at the end of the current list. **No children are to be removed from the child registration, regardless of attendance.**

What demographics are needed?

Drop-down boxes are provided for each column that contains the appropriate classifications within each category. Below is a further explanation:

- 1) Residence: Farm, Rural, Suburb, Town, City
- 2) Gender: Male, Female
- 3) Age: 5-12
- 4) Grade: K-6
- 5) Meal: Free, Reduced, Not Eligible, Unknown
- 6) IEP: Mentally Impaired, Behavior Disorder, Speech, Learning Disabled, Gifted, Other
- 7) Ethnicity: White, African-American, American Indian/Alaskan, Asian, Hawaiian/Pacific Islander, White and African-American, White and American Indian/Alaskan, African-American and American Indian/Alaskan, White and Asian, Other
- 8) Hispanic: checkbox used if any of the above ethnicities are in combination with Hispanic or if child is classified solely as Hispanic

These categories are a mix of subjective and tangible data. The subjective categories require a selection that reflects the best fit, while tangible requires a more concrete answer, all of which should be available from the child application.

Tangible

Gender

Age

Grade

Meal

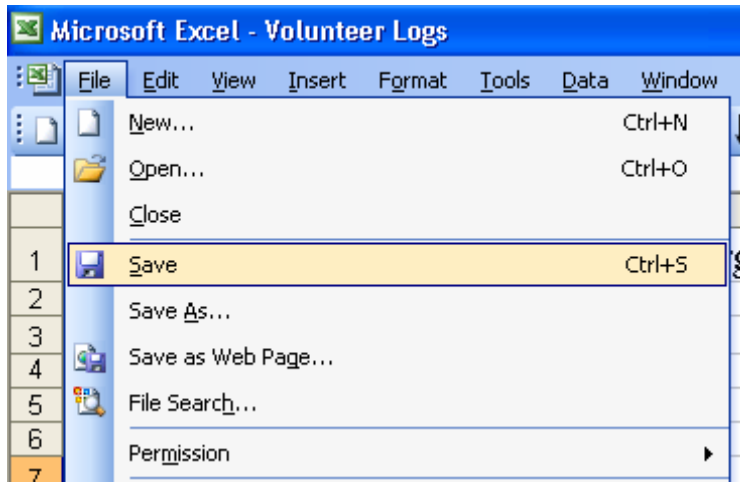
IEP

Subjective

Residence

Ethnicity

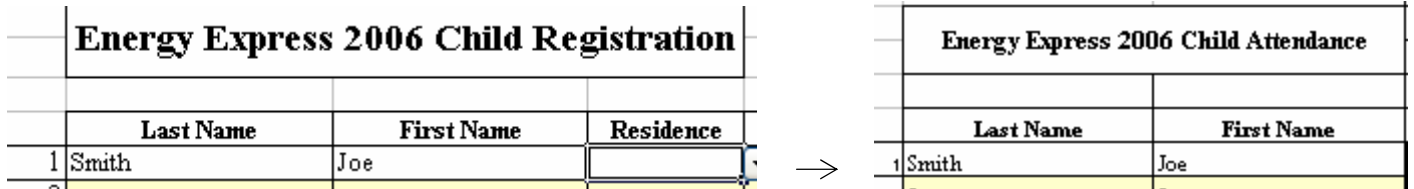
7) Use the “Save” button (Figure D3) on the child registration to save the data and any subsequent changes. Frequent saves will protect the file from losing any data should the computer encounter an error.



(Figure D3)

8) Once the child registration has been completed, click on the tab in the lower left corner entitled "Child Attendance"

9) On the child attendance worksheet, all the children's names entered on the child registration appear in the corresponding name columns (Figure D4).



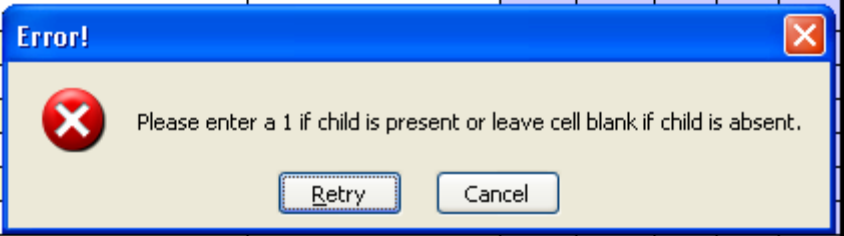
(Figure D4)

10) Find the appropriate date and enter a "1" for each child that is in attendance or leave the cell blank if the child is absent (Figure D5). If any character other than "1" is entered to a cell, an error message will appear (Figure D6) and a correction will have to be made before moving on to the next cell.

| | | | | | | | | | | | |
|---|---|-------|-------------------|--|--|-------------|-------------|-------------|-------------|-------------|--|
| 1 | | | | | | | | | | | |
| 2 | Energy Express 2006 Child Attendance | | | | | Site | | | | | |
| 3 | | | | | | | | | | | |
| 4 | | | | | | M | T | W | TH | F | |
| 5 | Last Name | | First Name | | | 6/26 | 6/27 | 6/28 | 6/29 | 6/30 | |
| 6 | 1 | Smith | Joe | | | 1 | 1 | 1 | 1 | 1 | |

(Figure D5)

| | | M | T | W | TH | F | |
|----|-----------|------------|------|------|------|------|------|
| | Last Name | First Name | 6/26 | 6/27 | 6/28 | 6/29 | 6/30 |
| 1 | Smith | Joe | | 2 | | | |
| 2 | 0 | 0 | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | 0 | 0 | | | | | |

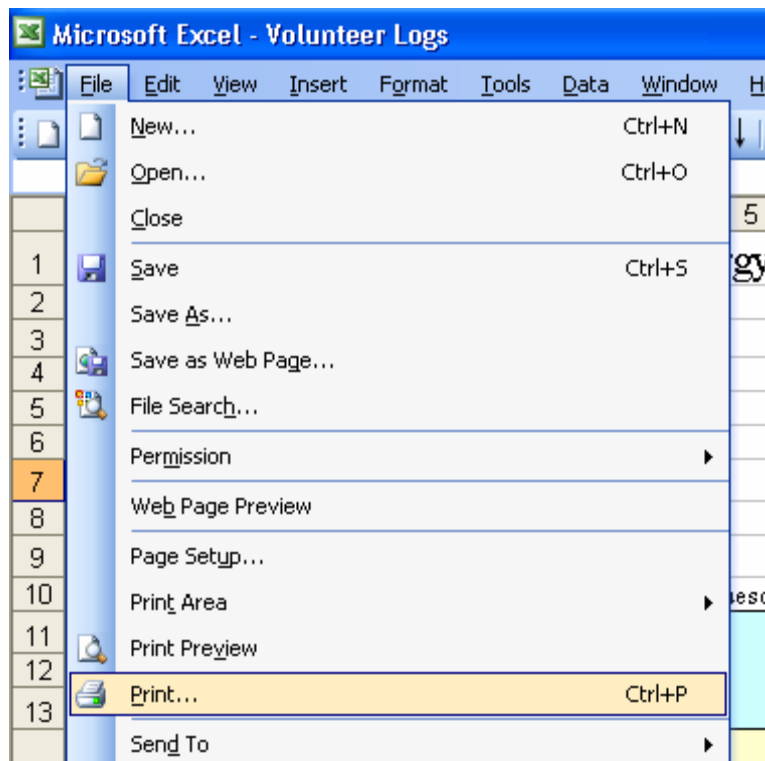


(Figure D6)

11) The child attendance worksheet will automatically tabulate the total attendance for each child (at the end of each row), the total daily attendance (at the end of each column), and the average weekly attendance (at the bottom of each black column separating each week). These totals are for reference only and are made available as a means of tracking children at the site level.

12) The child attendance worksheet contains the same “Save” button as the child registration sheet. Please use this feature often to avoid data loss (See Figure D3).

13) Each week, three copies of both the child registration and child attendance should be made using the “Print” button on the forms (See Figure D7). One copy should be submitted to the state office, one copy should remain in the site files, and one copy should go to the county contact, if required.



(Figure D7)