Sponsoring agency will chiefly be concerned with recruitment of children and the non-professional staff.

A. Children - To recruit children who for various reasons are not enrolled in kindergarten. (Children have already been recruited and registered through School Department kindergarten program.) Official recruitment may begin as soon as program is funded but informal efforts may begin now in order to establish ready recognition of the name "Operation Head Start."

There will be 100 classes of 15 children each who will enter kindergarten or first grade in September, 1965. The program will last for eight weeks for the overwhelming majority of children. The resources to be used for recruitment are:

1. Agencies
   a) Boston Public and Catholic Schools
   b) Boston Public Health Units
   c) Boston Public Welfare Department
   d) Division of Child Guardianship
   e) Hospital Pediatrics Departments
   f) Local Park and Recreation facilities
   h) Public housing developments
   i) Settlement Houses
   j) Tutorial programs
   k) Visiting Nurse Association
   l) Voluntary family and children's agencies

2. Indigenous resources
   a) Churches
   b) Civic, social and fraternal organizations
   c) Local business enterprises
3. Miscellaneous

a) Public Service announcements

b) Other mass media of communication including local newspapers.

Several criteria have been developed consistent with the philosophy and intent of the Economic Opportunity Act in order to ensure that preference will be granted on the basis of need. Low income will be a primary criterion for eligibility. Other relevant criteria are:

1. Children with older siblings with known health and social problems (particularly school failure)
2. Children from one-parent families
3. Children of parents with low educational achievement
4. Children of unemployed or underemployed parents
5. Children living in substandard housing
6. Children of working mothers

B. Non-Professional Staff - The non-professional staff will be recruited from within the community served. Some will be paid, others will be volunteers. (Rate of pay - $2.00 per hour.)

Paid non-professionals and volunteers must have a strong interest in and ability to work with parents and other neighborhood residents. Other desirable qualifications include the ability to listen with understanding; the ability to provide warmth and acceptance despite social or cultural differences; the ability to communicate enthusiasm, and the maturity to utilize supervision in further development of skills. They must be able to identify problems that require special treatment, recognize the limits of their responsibility, and make written reports of their observations to the Supervisor. All non-professionals will take training which will include orientation to the kinds of problems they will face and the psycho-socio-economic conditions that underlie these problems.

For each class of 15 there will be:

1. One Neighborhood Aide - Paid staff position in the social services component and responsible for: Organizing and staffing parents' groups under supervision; interpreting program to parents; interpreting parent' needs to staff; and identifying problem situations on the individual, neighborhood and community level.
2. One Home Guidance Assistant - Paid staff position in the social services component and responsible for: Working with individual families in need of emotional support and home management assistance.

3. Teacher's Aide - Paid staff position in the educational component and responsible for: Assisting in classroom and the general educational program. Providing liaison between parents' group and professional teaching staff. (Preferably a parent)

4. General Aides - (One full-time and at least one part time) To be mostly, if not all, volunteers who will provide ancillary services to various components or individuals, such as: Escorts, baby sitters, trip chaperones, chauffeurs, meal-time helpers and toy or clothing repairmen.

II. The Sponsoring Agency will house the Field Coordinator's office wherever possible.

A. Field Coordinator - There will be one for each group of ten classes. It will be her responsibility to coordinate the activities of the education, health and social service components and of the parent and volunteer participation programs.

III. The Sponsoring Agency (Neighborhood Action Center) is the focus of local anti-poverty activities, providing services in conjunction with Head-Start classes such as:

1. Adult literacy classes

2. Tutorial programs for children and youth

3. Home guidance personnel

4. Special family health resources

5. A structure for recruitment and followup of children and their families.

IV. The Sponsoring Agency is administratively responsible for all classroom and related activities. (There is ample latitude for program variation to suit neighborhood needs within the general framework of the Program Model for the project.)
V. The Sponsoring Agency is responsible for the staffing and equipping of Child Development Centers in conjunction with ABCD. This is to be done during the pre-program orientation period. (Around June 28)

VI. The Sponsoring Agency will make an evaluation of the Head Start experiences in relation to any aspect of the program, particularly that in which they were primarily involved. Several sponsors have stated their intentions to study those parts of the program in which they are especially interested. This should be done with an eye toward setting up an extension of the educational enrichment for Head Start children.