

## **PROCEDURES**

### **HEAD START/EARLY HEAD START ADMINISTRATION**

- 1. Collaboration & Communication with Families**
- 2. Communication Among Staff**
- 3. Communication Between Staff and Community Partners**
- 4. Communication with ESC Board and Policy Council**
- 5. EHS Practice Based Coaching**
- 6. Grievance Procedures for Parents and Community Members**
- 7. HS Practice Based Coaching**
- 8. New Employee Orientation**
- 9. Non-Federal Share In-Kind**
- 10. Organizational Structure**
- 11. Professional Development Plans**
- 12. Timeline – Amarillo**
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- 14. Transportation – Children with Disabilities**
- 15. Use of Policies and Procedures**

## PROCEDURE

### REGION 16 EDUCATION SERVICE CENTER Head Start/Early Head Start

<b>Subject:</b> Communication With Families	<b>Section:</b> Administration
<b>Program:</b> Head Start/Early Head Start	<b>Date Revised:</b> August 14, 2017
<b>Regulation Reference:</b>	<b>45 CFR Part(s):</b> 1302.41
<b>Relationship-Based Competencies:</b>	<b>Self-Aware and Culturally Responsive Relationships, Positive Goal-Oriented Relationships</b>

1. Head Start staff members are responsible for delivering pertinent information to the parents. Content area specialists regularly distribute information on education, special needs, health, dental, nutrition, mental wellness, family services, and safety to Head Start/Early Head Start parents.
2. Information is also distributed through published media to parents from the administrative office and from Head Start/Early Head Start staff in the following ways:
  - Parent Handbooks
  - Website/Facebook/Videos
  - Flyers and Handouts
  - Memos
  - Bulletin board postings
  - Minutes from Parent Committee meetings and Policy Council Meetings
  - Appointment Calendar – contains Region 16 school list, staff, etc.
  - Parent Committee Newsletters
  - Notification of accidents and incidents
  - Summary of Education Services
  - Summary of Health and Nutrition Services
  - Letters to individual parents
  - Transition Packets
  - Daily Communication Sheets for Infants and Toddlers
  - “Take Home” folders to Parents
  - Posted Lesson Plans
  - Email as appropriate
3. Information is also distributed verbally to parents from Head Start/Early Head Start staff in the following ways:
  - Home Visits
  - Parent Conferences
  - Informal Discussions in the Classrooms or Centers
  - Telephone Calls
  - Campus Parent Committee Meetings
  - Group Socialization Activities

## PROCEDURE

### REGION 16 EDUCATION SERVICE CENTER Head Start/Early Head Start

<b>Subject: Communication Among Staff</b>	<b>Section: Administration</b>
<b>Program: Head Start/Early Head Start</b>	<b>Date Revised: August 14, 2017</b>

1. Information from the Region 16 Education Service Center leadership is delivered to the Head Start/Early Head Start administrators by the Director of Direct Services.
2. The Head Start/EHS administrators deliver information monthly at the specialists' meetings. All specialists are responsible for passing on information to the staff members that they supervise.
3. All staff members may submit items to be discussed at specialists' meetings and/or at administrators' meetings.
4. Information is distributed to staff from the administrators as well as among staff. The following is a list of samplings of communication among staff:
  - Head Start staff meeting minutes (administrative, specialists, content areas)
  - Correspondence (email, letters, memos, faxes etc.)
  - Telephone contacts
  - Head Start webpage/Facebook page
  - Bulletin board postings
  - Mission statement/Goals/Objectives
  - Policies and procedures
  - Community assessment results
  - Self-Assessment results
  - Annual public report
  - Monthly reports
  - Region 16 ESC website/Facebook page
  - Policy council, health advisory committee, school readiness team
  - Region 16 ESC board reports
  - Region 16 ESC Connect and other videos
  - Region 16 ESC Centerline
  - Region 16 ESC calendar/directory

## PROCEDURE

### REGION 16 EDUCATION SERVICE CENTER

#### Head Start/Early Head Start

<b>Subject:</b> Communication Between Staff and Community Partners	<b>Section:</b> Administration
<b>Program:</b> Head Start/Early Head Start	<b>Date Revised:</b> August 14, 2017
<b>Regulation Reference:</b>	<b>45 CFR Part(s):</b> 1302.53
<b>Relationship-Based Competencies:</b>	<b>Family Access to Community Resources, Family Connections to Peers and Community</b>

1. The Head Start/Early Head Start staff will deliver pertinent information to community partners.
2. Information is distributed to community partners from Head Start/Early Head Start staff in a variety of ways including:
  - Correspondence (email, letters, faxes)
  - Telephone contacts
  - Face to face contacts
  - Meetings/video conferences
  - Head Start webpage/Facebook page
  - Flyers and brochures
  - Referral forms
  - Release of Information forms
  - Head Start/Early Head Start services forms
  - Policies and procedures
  - Community assessment results
  - Self-Assessment results
  - Annual public report
  - Monthly reports
  - Policy council
  - Health advisory committee
  - Contracts/agreements
  - Region 16 ESC website/Facebook page
  - Region 16 ESC Connect and other videos
  - Region 16 ESC calendar/directory
3. Head Start/Early Head Start staff members serve on boards, committees, and advisory groups of community agencies.
4. Community partners serve on the policy council, and the health advisory committee.
5. When expansion funds or enrollment slots are available, notification will be sent to school districts and/or childcare centers in the Region 16 Education Service Center service area. Districts and childcare centers that express an interest in Head Start/Early Head Start information will be contacted on an individual basis. A meeting will be held, as needed, to encourage new collaborations with Head Start/Early Head Start. An announcement about the meeting will be published in the newspaper.

## PROCEDURE

### REGION 16 EDUCATION SERVICE CENTER

#### Head Start/Early Head Start

<b>Subject:</b> Communication with ESC Board and Policy Council	<b>Section:</b> Administration
<b>Program:</b> Head Start/Early Head Start	<b>Date Revised:</b> August 14, 2017
<b>Regulation Reference:</b>	<b>45 CFR Part(s):</b> 1301.2
<b>Relationship-Based Competencies:</b>	<b>Data Driven Services and Continuous Improvement</b>

1. Information from the Region 16 Education Service Center's leadership cabinet and/or ESC Board is delivered to the Head Start administrative team. The team meets regularly and consists of the Director of Direct Services, Assistant Director, Head Start/Early Head Start Coordinators and Early Childhood Principal.
2. The administrative team delivers pertinent information to the Policy Council.
3. Policy Council representatives deliver the information to the parent committees and post the information on the center parent bulletin board.
4. Parents bring pertinent information to the Policy Council representative from their parent committee.
5. Policy Council representatives take the pertinent information to the Policy Council for discussion.
6. The administrative team will submit pertinent information to the Director of Direct Services who will present it to the ESC Board as needed.
7. At each Board meeting the Board members receive information about the Head Start program as well as requests for any action that needs to be taken. The Board is given the opportunity to respond and make comments or suggestions on all Board agenda items related to Head Start/Early Head Start. Some items that come to the Board's attention are:
  - Reconfiguration of the program based on community needs and assessments
  - Approval of new professional positions
  - Information on all personnel decisions
  - Information on the budgets
  - Approval of all funding applications and amendments
8. Information is distributed among Head Start/Early Head Start staff, ESC Board, and Policy Council in the following ways:
  1. Official letters
  2. Memos
  3. Faxes
  4. E-mail
  5. Telephone Contacts
  6. Head Start Board Training Packet
  7. Appointment Calendar – contains Region 16 school list, staff, etc.
  8. Policy Council Minutes
  9. Head Start/Early Head Start Policy Council Roster

## PROCEDURE

### REGION 16 EDUCATION SERVICE CENTER

#### Head Start/Early Head Start

<b>Subject:</b> Early Head Start Practice Based Coaching Plan	<b>Section:</b> Administration
<b>Program:</b> Head Start/Early Head Start	<b>Date:</b> November 27, 2017
<b>Reference Regulation:</b>	<b>45 CFR Part(s):</b> 1302.94

EHS Education Staff will be grouped using a tiered system according to priority and level of support needed;

Tier I—New teachers/home educators and teachers/home educators who are not progressing or may not be consistent in progress that reinforces teaching practices and curriculum. Feedback will be based on observation, reflection, goal setting and reinforced teaching practices/implementation. Intensive coaching is limited to 8 candidates involved in 2 weeks/4-hour rotations with a specific action plan. Intensive coaching candidates are reevaluated at the end of the semester.

Tier II—Teachers/home educators who understand basic strategies but score below a 5 in any area related to the Environmental Rating Scales or the Needs Assessment. Feedback will be centered on clarification, collaboration, and problem solving primarily through small group training opportunities.

Tier III—Teachers/home educators who have a high level of implementation expertise and are highly intentional with teaching practices. Feedback will be focused on extension, clarification, and encouraging the teacher's autonomy in learning and improving through book study and discussion with Specialists.

The EHS Specialists will develop an individualized action plan for professional development for each staff member involved in instructional (with children or parents) delivery.

R16 ESC EHS staff analyzed artifacts to determine instructional staff level of priority including data pertaining to but not limited to:

- CDA acquisition progress
- ERS observation data\*
- Strengths/Needs Assessment
- Training attendance
- Student outcome data

Note on ERS data—Because of the high turnover of teachers in the Region 16 ESC Early Head Start Program (44%, by November 2017-2018), the ITERS-R data was not used from prior years for data analysis, but the HOVRS data was used in addition to all the other artifacts listed above for home educators because the workforce has remained stable (5% change in 2017-2018).

## PROCEDURE

### REGION 16 EDUCATION SERVICE CENTER Head Start/Early Head Start

<b>Subject:</b> Grievance Procedures for Parents and Community Members	<b>Section:</b> Administration
<b>Program:</b> Head Start/Early Head Start	<b>Date Revised:</b> August 14, 2017
<b>Regulation Reference:</b>	<b>45 CFR Part(s):</b> 1301.6

1. When a parent or community member has a concern regarding a local Head Start/Early Head Start site, the parent or community member will be directed to the classroom teacher.
2. If the classroom teacher cannot resolve the issue, the parent or community member will be directed to the building principal, or childcare center director.
3. If the building principal or childcare center director cannot resolve the issue, then the parent or community member will be directed to the appropriate administrative level for the local site.
4. At a regional ISD center, opportunity to voice concerns should follow the ISD's approved policies and procedures.
5. When a parent or community member has a concern regarding the Head Start/Early Head Start program that cannot be resolved at the local site, the parent or community member will be directed to a Head Start program administrator.
6. If the program administrator cannot resolve the issue, then the parent or community member will be directed to the Director of Direct Services.
7. If the Director of Direct Services cannot resolve the issue, assistance will be requested from the Region 16 Education Service Center administration to make a final decision regarding the issue.
8. All issues that require policy council approval will be discussed at the policy council meeting.
9. The policy council will receive training on the procedures for resolving concerns from parents and community members. Policy council representatives will present the information to parents at their local parent committee meeting.
10. Notices from the Child and Adult Care Food Program will be posted at each childcare center. Federal and state contact addresses are posted for discrimination complaints.
11. Parents and community partners will have an opportunity to address concerns on the program self-assessment instrument.
12. All self-assessment results and responses will be presented to the policy council.

## PROCEDURE

### REGION 16 EDUCATION SERVICE CENTER

#### Head Start/Early Head Start

<b>Subject:</b> Head Start Practice Based Coaching Plan	<b>Section:</b> Administration
<b>Program:</b> Head Start/Early Head Start	<b>Date:</b> November 27, 2017
<b>Reference Regulation:</b>	<b>45 CFR Part(s):</b> 1302.92 (c) (1-4)

#### Tier 1:

All teachers will receive coaching that addresses: Dis-aggregating data to determine small group and individualization, addressing challenging behaviors, supporting dual language learners, effective classroom management techniques, understanding and implementing curriculum, targeting CLASS targets including: Emotional support, classroom organization, instructional strategies, and teacher rated needs assessment. Teachers in Tier 1 would include teachers who fall above the program averages in each domain, have little concerns in the classroom or have a rating of 4 (usually) or 5 (always) on the **Teaching Practices Strengths and Needs**

#### Assessment

How: This training is imbedded in universal professional development. It could include, but is not limited to, professional development offered to all employers/educational staff before school starts or in the beginning of the year. Specifically, for Region 16 Head Start, all teachers are informed about teaching strategies, the purpose of CLI and how to use specific data from CLI to target instruction, Brigance and the intent of the assessment and the interpretation of the scores; and ongoing feedback related to observations by the education specialist and/or CLASS observations. Additionally, teachers may request assistance in any area.

Tier 1 supporting data: Sign in sheets, ED specialists notes and documentation, training agendas, sign in sheets, etc.

Tier 1 Strategies: Informal feedback, basic Q & A between Ed Specialist and teacher when on site, professional development planned for all or requested by teacher.

#### Tier 2:

Teachers who scores below the **program** average in any domain of CLASS or have other *minor* concerns related to disaggregating data, addressing challenging behaviors, supporting dual language learners, effective classroom management techniques, and/or understanding and implement curriculum, and/or with a rating of 3 ( sometimes) on the **Teaching Practices Strengths and Needs Assessment** teacher rated needs assessment will receive Tier 2 coaching.



## Head Start Practice Based Coaching Plan

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Program averages for 16-17

PC	NC	TS	RSP	BM	P	ILF	CD	QF	LM
6.62	1.02	6.42	5.98	6.33	6.61	6.06	4.54	5.02	5.12

Emotional Support: 6.5

Classroom Organization: 6.33

Instructional Strategies: 4.9

Tier 2 supporting data: Sign in sheets, ED specialists notes and documentation, training agendas, etc. Additionally, each teacher in Tier 2 will have an action plan, progress monitoring, and follow up every 6 weeks.

Tier 2 strategies: All of Tier 1 strategies, Videoing classroom, Self-Evaluations, collaboration with peer teachers, and teachers will be linked to targeted professional development activities.

### Tier 3:

Teachers who score below the **national** average in any area of CLASS or have other *major* concerns related to disaggregating data, addressing challenging behaviors, supporting dual language learners, effective classroom management techniques, and/or understanding and implement curriculum, and/ or with a rating of 2 (seldom) or 1 (never) on the **Teaching Practices Strengths and Needs Assessment** will receive Tier 3 coaching.

National Averages for 15-16

PC	NC	TS	RSP	BM	P	ILF	CD	QF	LM
5.93	1.06	5.82	5.30	5.95	6.05	5.20	2.33	2.80	3.35

Emotional Support: 6.00

Classroom Organization: 5.73

Instructional Strategies: 2.83

Tier 3 supporting data: Sign in sheets, ED specialists notes and documentation, training agendas, sign in sheets, etc. Additionally, Tier 3 will have an action plan, progress monitoring and follow up every 3 weeks.

Tier 3 Coaching Strategies: All of Tier 1 strategies, all or some of Tier 2 strategies, and videoing classroom, Self-evaluation, observing other classrooms, targeted and intense professional development in area(s) need.

### Date used for decisions:

CLASS Scores for the teacher; areas of strength and weakness

Needs Assessment completed by teacher

CLI data/disaggregated data as related to instruction.

Brigance data/disaggregated data as related to instruction.

Formal and informal observations by Ed specialists and/or CLASS observers.

## **PROCEDURE**

### **REGION 16 EDUCATION SERVICE CENTER Head Start/Early Head Start**

<b>Subject:</b> New Employee Orientation	<b>Section:</b> Administration
<b>Program:</b> Head Start/Early Head Start	<b>Date Revised:</b> August 14, 2017
<b>Regulation Reference:</b>	<b>45 CFR Part(s): 1302.9; 1302.92(a)(b)(2)</b>

1. New employee orientation will be conducted by Head Start coordinators.
2. Training will include, but will not be limited to, the following:
  - a. Head Start Performance Standards.
  - b. Mission, goals, and overview of the Head Start/Early Head Start program.
  - c. Detecting and reporting child abuse and neglect.
  - d. Required program documentation including but not limited to travel reports, in-kind forms, monitoring reports, time sheets, and monthly reports.
  - e. Blood Borne Pathogens/Universal Precautions
  - f. Civil rights and safe food handling
  - g. Health and TB questionnaires
  - h. Auto insurance
  - i. ADA training
  - j. Standards of Conduct

## PROCEDURE

### REGION 16 EDUCATION SERVICE CENTER Head Start/Early Head Start

<b>Subject:</b> Non-Federal Share (In-Kind)	<b>Section:</b> Administration
<b>Program:</b> Head Start/Early Head Start	<b>Date Reviewed:</b> August 14, 2017
<b>Regulation Reference:</b>	<b>45 CFR Part(s):</b> 1303.4

1. Donated salaries/benefits and donated space are documented on the salaries/benefits and space reports completed by the business office staff at school districts or by the center directors at child care centers. Donated space fair market value is based on the most recent study conducted by a certified appraiser. Reports are submitted to the designated administrative assistant who reviews the reports for accuracy, allocability, allowability and reasonability and inputs the data into the in-kind tracking system.
2. Volunteer services must be documented on the In-Kind Donated Services Report form (HS.04).
3. Family services assistants are trained by the Family Services Specialists to accurately complete the In-Kind Donated Services Report form (HS.04) used for parent, relative, school, community, diagnostician, and therapist volunteers or for donated goods.
4. The in-kind information collected by the family services assistants includes volunteer and staff signatures certifying the date of service, hours, rate of pay, and service performed or the fair market value of donated goods.
5. The Family Services Specialists review the In-Kind Donated Services Report form (HS.04) for accuracy, allocability, allowability and reasonability. After the documents are reviewed, the Family Services Specialists give the documents to the designated administrative assistant.
6. The administrative assistant reviews the In-Kind Donated Services Report for (HS.04) for accuracy, allocability, allowability and reasonability.
7. The administrative assistant inputs the data from the In-Kind Donated Services Report form(HS.04) into the in-kind tracking system and generates reports for Head Start/EHS administrators.
8. Head Start/EHS administrators periodically review and analyze the reports to ensure that 20% percent of the total Head Start/EHS budgets are being collected as non-federal share.
9. The non-federal share amount is reported at mid-year and at the end-of-year for the federal financial reports.

## PROCEDURE

### REGION 16 EDUCATION SERVICE CENTER Head Start/Early Head Start

<b>Subject:</b> Organizational Structure	<b>Section:</b> Administration
<b>Program:</b> Head Start/Early Head Start	<b>Date Revised:</b> August 14, 2017
<b>Regulation Reference:</b>	<b>45 CFR Part(s):</b> 1302.101(a)(1)(2)(3)(4)

The program's organizational chart demonstrates the program's objective of having adequate staff to meet the needs of the children and families served. The organizational chart may be obtained from the Director of Direct Services.

The **administrative team** for the program includes: Director of Direct Services, Assistant Director, Head Start/EHS Coordinators, and Early Childhood Principals.

**Content area staff** for the program includes: Education Specialists, Mental Wellness Specialists, Health Specialists, Family Services Specialists, Family Advocate, and Nutrition Specialists.

**Central office support staff** for the program includes: Administrative Assistants, Family Services Assistants, Home Educators, Recruiters, Data Management Assistant, CDA/Training Assistant, LVNs, Delivery/Inventory Clerk, and Playground/Classroom Safety Inspector.

**Center staff** for the program includes: Early Childhood Director, Center-Based Teachers, Instructional Assistants, Behavioral Support Assistant, Administrative Assistants, LVNs, and Health Room Aides.

The program maintains job descriptions for each position in the program. Qualifications on job descriptions meet requirement of the Head Start Act and the regulations. The job descriptions are updated annually during each staff member's performance evaluation. Job descriptions may be updated at other times due to changes in program needs or requirements.

## PROCEDURE

### REGION 16 EDUCATION SERVICE CENTER Head Start/Early Head Start

<b>Subject:</b> Professional Development Plans	<b>Section:</b> Administration
<b>Program:</b> Head Start/Early Head Start	<b>Date Revised:</b> August 14, 2017
<b>Regulation Reference:</b>	<b>1302.92 (b) Improving Head Start for School Readiness Act of 2007, Section 648A(f)</b>

1. Each year, at their annual performance evaluation, staff members will discuss a professional development plan with their direct supervisor to develop growth targets. For educational staff these growth targets will be aligned with data derived from CLASS, ITERS-R/HOVRs observations, Assessment Technology Incorporated (ATI) Galileo On-line Curriculum and Assessment System, Teaching Strategies Creative Curriculum, GOLD and classroom walk-throughs. For other staff, these growth targets will be aligned with job performance responsibilities as outlined on job descriptions.
2. Each staff member is responsible for attending training or professional development opportunities aligned with growth targets.
3. Each staff member will provide documentation of trainings attended to fulfill expectations listed on individual growth targets.
4. For educational staff, supervisors will evaluate the effectiveness of growth targets through CLASS observations, ITERS-R/HOVRs, ATI Galileo On-line Curriculum and Assessment System, Teaching Strategies Creative Curriculum, GOLD and classroom walk-throughs. For other staff, supervisors will evaluate the effectiveness of growth targets through observations, discussions, and documentation.

## PROCEDURE

### REGION 16 EDUCATION SERVICE CENTER Head Start/Early Head Start

<b>Subject:</b> Timeline – Amarillo	<b>Section:</b> Administration
<b>Program:</b> Head Start/Early Head Start	<b>Date Revised:</b> November 13, 2017
<b>Regulation Reference:</b>	45 CFR Part(s): 1302.10; 1302.33; 1302.43; 1302.44; 1302.45; 1302.46; 1302.47; 1302.50; 1032.52; 1302.60; 1302.70; 1302.71; 1302.72

#### APPLICATION PROCESS

Form/Task	Timeline	Person Responsible
Application (HS.01) with documentation	Throughout program year	Trained staff
ACF Head Start Eligibility Verification (HS.102)		

#### INTAKE/ENROLLMENT

Form/Task	Timeline	Person Responsible
Child Dental Plan & Informed Consent (HS.34)	Before child attends class	Designated staff
Child Admission Form (HS.122A)		
Current Immunizations and Health Statement		
Parent Handbook		

#### INITIAL HOME VISIT (EHS)

Form/Task	Timeline	Person Responsible
Contents of New Child Procedures Packet for: R16 Sites (Cleveland, Nelson) R16 Regional/Collaboration Sites	Before child attends class or within 1 week of entry	Teacher
R16 Home-Based	First home visit	Home Educator

#### INITIAL HOME VISIT (HS)

Form/Task	Timeline	Person Responsible*
Social/Emotional/Behavioral Questionnaire (HS.44)	Before child attends class	Designated staff
CACFP Enrollment Form (HS.100) (Cleveland, Nelson only)		Teacher Home Educator
Child Admission Form (HS.122A)		
Center Handbook/Policies for Parents (Cleveland, Nelson only)		
Parent Handbook (Opportunity School)	Within 30 days of entry	
Pedestrian Safety Unit		

\*After classes begin an administrative assistant will complete the items on this list.  
The teachers will continue to make an initial home visit to make contact with the parents.

#### INITIAL HEALTH INTAKE (HS)

Form/Task	Timeline	Person Responsible*
Health Admission Form (HS.122B)	Health Intake Day or Before child attends class	Family Services staff and/or Center LVN
Child Nutrition History (HS.47)		
Child Dental Plan and Informed Consent (HS.34)		
Referral for Services (HS.79), if needed		
Release of Information (HS.09), if needed		

\*After classes begin an administrative assistant or center LVN will complete the items on this list.

**Timeline - Amarillo**

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**45-DAY RULE**

<b>Form/Task</b>	<b>Timeline</b>	<b>Person Responsible</b>
DECA – Initial Teacher Rating Form	4 weeks after entry and before the 45 <sup>th</sup> day	Teacher Home Educator
Developmental Screening		
Walking to School Safely pamphlet (HS.68)		
Speech Screening plus referrals		Trained staff
Vision Screening		
Hearing Screening		
Dental Priority Screening		Family Services staff
Volunteer Information Sheet (HS.15)		
Family Services Events (ChildPlus)		
Family Services Outcomes (ChildPlus)		
Family Services Information (ChildPlus)		

**90-DAY RULE**

<b>Form/Task</b>	<b>Timeline</b>	<b>Person Responsible</b>
Dental Exam	Within 90 days of entry	Family Services staff and health provider
Physical Exam		
Lead Screening		Family Services and Health staff
Hemoglobin Screening		

**FAMILY SERVICES CONTACTS/RESPONSIBILITIES**

<b>Form/Task</b>	<b>Timeline</b>	<b>Person Responsible</b>
Group Socialization Activity planning	Twice a month	Home Educators
Parent Survey for Parent Committee Meetings	September	Family Services staff
Notification of Parent Leadership Trainings		
Determine Parent Meeting Dates/Topics	October	
Family Assessment	Mark score one in October. For enrollees after October, mark score one within six weeks of enrollment. Mark score two in April.	
Update Child Admission (Form HS.122A)	November and March	
Safety Tips (I-HS.07), as instructed	January or February	
Health Information, as instructed	Ongoing	
Resources/Follow-up for Interest/Needs/Strengths/Goals		

**HEALTH CONTACTS/RESPONSIBILITIES**

<b>Form/Task</b>	<b>Timeline</b>	<b>Person Responsible</b>
Heights/Weights/BMI's	Within 45 days of entry and March	Center LVN and/or Home Educator
	December or January for children not WNL	
Parent Notification of Screenings/Results	November or upon completion	
Child Health Summary/Transition/Special Needs	May	

**PROCEDURE**

**REGION 16 EDUCATION SERVICE CENTER  
Head Start/Early Head Start**

<b>Subject:</b> Timeline – Regional	<b>Section:</b> Administration
<b>Program:</b> Head Start/Early Head Start	<b>Date Revised:</b> November 13, 2017
<b>Regulation Reference:</b>	<b>45 CFR Part(s):</b> 1302.10; 1302.33; 1302.43; 1302.44; 1302.45; 1302.46; 1302.47; 1302.50; 1032.52; 1302.60; 1302.70; 1302.71; 1302.72

**APPLICATION PROCESS**

Form/Task	Timeline	Person Responsible
<b>Application Packet:</b>	Spring and as needed throughout program year	Trained staff member
Application w/documentation (HS.01)		
ACF Head Start Eligibility Verification (HS.102)		
Child Admission Form (HS.122A)		
Children are Healthy (I-HS.09)		
Health Provider/Immunization Provider Lists		

**INTAKE/ENROLLMENT**

Form/Task	Timeline	Person Responsible
Child Admission Form (HS.122A)	Before attending class	Any staff member
District Information Packet		

**INITIAL HOME VISIT**

Form/Task	Timeline	Person Responsible
Volunteer Information Sheet (HS.15)		
Child Nutrition History (HS.47)		Nutrition
Walking to School Safely pamphlet (HS.68)	Within 2 weeks of entry	HS Teacher
Child Admission Form (HS.122A)		
Parent Handbook		
Pedestrian Safety Unit		
Contents of EHS New Child Procedures Packet for: R16 Regional/Collaboration Sites; or R16 Home-based	Before child attends class or within 1 week of entry	EHS Teacher
	First home visit	Home Educator

**INITIAL HEALTH INTAKE (EHS)**

Form/Task	Timeline	Person Responsible
Infant Nutrition (EHS.03) or Child Nutrition History (HS.47)	Health Intake Day or before child attends class	Family Services staff
Health Admission Form (HS.122B)		
Referral for Services and Release of Information, if needed		

**30-Day Rule**

Form/Task	Timelines	Person Responsible
Health Determination (Data Management System)	Within 30 days of entry	Nurse Family Service Assistant



**Timeline – Regional**

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**45-Day Rule**

Form/Task	Timeline	Person Responsible
DECA – Initial Teacher Rating Form	4 weeks after entry and before 45 <sup>th</sup> day	Teacher Home Educator
Social/Emotional/Behavioral Questionnaire (HS.44)	Within 45 days of entry	
Developmental Screening		
Speech Screening plus referrals		Trained staff
Vision Screening		
Hearing Screening		
Dental Priority Screening		Family Services staff
Family Services Events (ChildPlus)		
Family Services Outcomes (ChildPlus)		
Family Services Information (ChildPlus)		

**90-DAY RULE**

Form/Task	Timeline	Person Responsible
Dental Exam	Within 90 days of entry	Family Services staff and health provider
Physical Exam		
Lead Screening		
Hemoglobin Screening		

**FAMILY SERVICES, HEALTH CONTACTS & HOME VISITS/RESPONSIBILITIES**

Form/Task	Timeline	Person Responsible
Group Socialization Activity planning	Twice a month	Home Educator
Heights/Weights/BMI's on Data Management System	Within 45 days of entry and March	
	December or January for children not WNL	
Parent Survey for Parent Committee Meetings	September	
Notification of Parent Leadership Trainings		
Determine Parent Meeting Dates/Topics	October	
Family Assessment	Mark score one in October. For enrollees after October, mark score one within six weeks of enrollment. Mark score two in April.	
Update Child Admission Form (HS.122A)	November and March	
Safety Tips (I-HS.07), as instructed	January or February	
Parent Notification of Health Screenings-Results (I-HS.40)	Continually updated and notified	
Child Health Summary/Transition/Special Needs	May	
Referrals to specialists	As soon as possible after staff contacts	
Health Information, as instructed	Ongoing	
Resources/follow-up for Interests/Needs/Strengths/Goals		

## PROCEDURE

### REGION 16 EDUCATION SERVICE CENTER Head Start/Early Head Start

<b>Subject:</b> Transportation of Children with Disabilities	<b>Section:</b> Administration
<b>Program:</b> Head Start/Early Head Start	<b>Date Revised:</b> August 14, 2017
<b>Regulation Reference:</b>	<b>45 CFR Part(s):</b> 1303.70 (b)

#### 1. Transportation of Children with Disabilities (Amarillo)

The city of Amarillo offers two types of public transportation. The first and most common is the city bus that travels a set route. All city buses meet ADA requirements. The city also operates special buses for persons who have disabilities, (Spec-Trans) but are unable to wait at designated bus stops, or travel a set route.

Several steps must be taken before a rider is eligible to ride the Spec-Trans or Flex-Schedule buses.

- a. The rider or the rider's parent must complete an application. The application form can be mailed to their address, or one can be obtained at the Amarillo City transit office. (regular bus travel goes directly to this office)
- b. The completed application is then mailed to the Amarillo City Transit office.
- c. Upon receipt of the rider's application, a letter will be sent from the Transit Department stating the rider's eligibility to ride Spec-Trans – pending an interview.
- d. An interview with the rider and parent will be conducted at the Amarillo transit office. The final determination of the rider's eligibility will be made. The purpose of the interview is to determine if the rider cannot ride a fixed route bus. A young child with a certified disability would most likely be considered an eligible rider for Spec-Trans.

Once certified as eligible, the rider can go anywhere within the city limits and can make reservations 7 days in advance. Tickets can be purchased in books of 20 for \$30.00. Each round trip costs \$3.00. The Spec-Trans bus will pick up their passenger at home and take them to any location within the city limits and return them home again. The parent's trip must mirror the child's trip. The child's destination will be the parent's destination.

Children cannot travel alone; they must be in the company of an adult. The companion adult rides free of cost.

Tickets for the fixed route bus can also be purchased in advance in any quantity desired. The cost of a fixed rate ticket for a person with a disability is .35 cents. The companion adult can ride free of cost.

## **Transportation of Children with Disabilities**

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Family Services Assistants are to assist families with public transportation relevant to the community.

#### **2. Transportation of Children with Disabilities (Regional Schools)**

- a. Children with disabilities are provided transportation once diagnosed by a physician, therapist, or school annual review through the school district.
- b. Family Services Assistants are to assist families with public transportation available to the community.

## PROCEDURE

### REGION 16 EDUCATION SERVICE CENTER Head Start/Early Head Start

<b>Subject:</b> Use of Policies and Procedures	<b>Section:</b> Administration
<b>Program:</b> Head Start/Early Head Start	<b>Date Reviewed:</b> August 14, 2017
<b>Regulation Reference:</b>	<b>45 CFR Part(s):</b> 1302.12(l); 1302.16(a)(1); 1302.45(b)(6); 1302.47(a)(b); 1302.90(a)(2); 1302.91 (8)(i); 1302.102(4)

1. The Policies and Procedures are divided into these sections: Administration (AD), Disabilities (DS), Education (ED), ERSEA-Eligibility, Recruitment, Selection, Enrollment, Attendance (ER), Family Services (FS), Governance (GV), Health and Safety (MD), Mental Wellness (MW), Nutrition (NU), and Forms. All content areas are integrated throughout the program, and most procedures involve staff from more than one content area. The policies and procedures are accessible on the HSShare and ESC website.
2. The policies and procedures follow the requirements found in 45 CFR Parts 1302 of the Head Start Program Performance Standards and the Head Start Act.
3. All policies and procedures will be reviewed and approved by the Head Start/Early Head Start Administrative Team. Policies with revisions will be approved by the Policy Council annually. Policies that do not need revisions will be reviewed and reapproved by the Policy Council every three years.
4. Several policies must be approved by the Governing Body (ESC Board) including
  - Program Planning
  - Personnel Policy
  - Policy Council Composition and Selection
  - Governing Body Roles and Responsibilities (including shared decision making)
  - Dispute Resolution (including Impasse Procedure)
  - Eligibility, Recruitment, Selection and Enrollment of Head Start and Early Head Start Children
5. Revised Policies will be available electronically through the Region 16 ESC website or the HSShare to all Head Start staff members.