

HEAD START/EARLY HEAD START ADMINISTRATION POLICIES

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REGION 16 EDUCATION SERVICE CENTER
Head Start/Early Head Start

Subject:	Coaching	Section:	Administration
Program:	Head Start/Early Head Start	Date Revised:	February 21, 2018
		Date Reviewed:	December 21, 2021
Policy Council Approval: March 21, 2018			

Regulation Reference: 45 CFR Part(s): 1302.92 (c)(5)

Policy:

The Region 16 Head Start/Early Head Start program ensures that assessment results used for practice-based coaching is not used to solely determine punitive actions for staff identified as needing support, without providing time and resources for staff to improve.

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

Subject: Community Assessment
Program: Head Start/Early Head Start

Section: Administration
Date Revised: March 7, 2017
Date Reviewed: December 21, 2021

Policy Council Approval: March 22, 2017

Regulation Reference: 45 CFR Part(s): 1302.11 (b)

Policy:

An in-depth community assessment within the Region 16 service area will be conducted at least once over the five-year grant period. The community assessment will be updated annually to reflect any significant changes including increased availability of publicly funded pre-kindergarten, rates of homelessness, and significant shifts in community demographics and resources.

Information gathered through the community assessment will be used in decision-making and program planning. This information will also be used to modify goals and objectives, operational plans, policies and procedures, recruitment and selection, service delivery, program options and program expansion.

Procedure:

The in-depth community assessment will be conducted in November – February.

1. The information from the community assessment will be disseminated or presented to the administrative team, Region 16 ESC Board, Policy Council, Head Start/Early Head Start staff.
2. The information from the community assessment will be used to:
 - Revise goals and objectives
 - Revise operational plans
 - Revise policies and procedures
 - Determine recruitment, selection, and expansion priorities
 - Determine program options and service delivery options

REGION 16 EDUCATION SERVICE CENTER
Head Start/Early Head Start

Subject: Confidentiality	Section: Administration
Program: Head Start/Early Head Start	Date Revised: April 18, 2018
	Date Reviewed: December 21, 2021
Policy Council Approval: May 2, 2018	

Regulation Reference: 45 CFR Part(s): 1303.21

Policy:

Region 16 Head Start follows the Federal Educational Rights and Privacy Act (FERPA). FERPA is a federal law that protects the privacy of student education records. Under FERPA, parents have the right to look at and review their student’s education records.

The school must have written permission from the parent to release any information from a student’s education record unless it is requested by the following parties or under the following conditions:

- School officials with a legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting studies on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system (specific to State law).

Without parent consent, schools may disclose “directory” information. However, schools must allow parents a reasonable amount of time to request that the school not disclose directory information about them.

Procedure:

1. Hard copy records pertaining to children and families must be kept from public access to prevent unauthorized review. Electronic records must have restrictions through passwords, limited user access, or other security measures to be kept from public access.
2. Information about a child or family may not be shared with other agencies or service providers without the specific consent of the parent. Parental consent will be obtained on the Release of Information form (HS.09). These forms will be kept on file.

Confidentiality

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3. Staff to staff information must be shared in a secure location without risk of others hearing.
4. Before signing the Release of Information form (HS.09), parents will be made aware of the type of information requested and how it will be used. All information on the form must be completed before parent's signature is obtained.
5. Telephone requests for information are not acceptable unless the parent has previously authorized the release of this information.
6. Information collected by others and forwarded to the Head Start/Early Head Start staff with parental consent will become part of the child's record and thus becomes the burden of confidentiality for the Head Start/Early Head Start program.
7. Parents have a right to see all information in their child's file at any time.
8. Parents may ask to speak to a staff member in confidence at any time concerning their child. The staff must treat this information in a professional, responsible and confidential manner. This is particularly true in relationship to child abuse. The staff's primary responsibility is to protect the child.
9. Center-based Head Start health records will be stored in the health room or other designated area in a locked file cabinet to allow Head Start staff an opportunity to access information.

Regional and day care classrooms will store health records in the classrooms in a locked file cabinet or in family services staff's office. Emergency information and individualized care plans will be kept in a binder designated "Emergency".

10. A File Access Form (HS.24) must be signed by any staff member who accesses the child's folder and who does not routinely work with the child's folder.
11. Volunteers or visitors directly involved with children will be required to sign a Student Privacy and Volunteer/Parent Confidentiality form (HS.133). The signed form will be kept in the office of the principal or center director.
12. Head Start/Early Head Start staff will receive training concerning confidentiality at new employee orientation.

REGION 16 EDUCATION SERVICE CENTER
Head Start/Early Head Start

Subject: Consultant and Volunteer Orientation **Section: Administration**
Program: Head Start/Early Head Start **Date Revised: December 21, 2021**

Policy Council Approval: January 19, 2022

Regulation Reference: 45 CFR Part(s): 1302.92(a)

Policy:

All new consultants, providers, and volunteers will participate in an orientation prior to working with the Head Start/Early Head Start program.

Procedure:

1. The Head Start/Early Head Start content area staff that serves as the liaison between the consultant or provider and the Head Start/Early Head Start program will be responsible for conducting orientation.
2. The center director, principal, teacher, or a designee will conduct orientation in person or online for classroom volunteers.
3. Orientation will include but not be limited to the following:
 - a. Overview of the Head Start/Early Head Start program
 - b. Appropriate policies and procedures of the Head Start/Early Head Start program
 - c. Screened for Tuberculosis in accordance with state laws.
 - d. Other topics as required for the volunteer/consultant assignment
 - e. HS/EHS Standard of Conduct form (HS.93)
 - f. Student Privacy and Volunteer/Parent Confidentiality form (HS.133)

REGION 16 EDUCATION SERVICE CENTER
Head Start/Early Head Start

Subject: Early Head Start Partnership Agreements	Section: Administration
Program: Head Start/Early Head Start	Date Revised: April 16, 2021
Policy Council Approval: May 5, 2021	
Governing Body Approval: April 30, 2021	

<u>Regulation Reference:</u> 45 CFR Part(s):	1302.53
Head Start Act:	Section 642B

Policy:

The Early Head Start (EHS) program will follow a jointly established written partnership agreement. Partnership Agreements are created for the purposes listed below:

1. Sustained, mutually respectful, and collaborative EHS Child Care Partner.
2. A more highly educated and fully qualified workforce to provide high-quality infant/toddler care and education.
3. Increased community supply of high-quality early learning environments and infant/toddler care and education.
4. Well-aligned early childhood policies, regulations, resources, and quality improvement support at national, state, and local levels; and
5. Improved family and child well-being and progress toward school readiness.

Procedure:

1. EHS partnerships will submit expenditure requests each month in order to receive reimbursement.
2. Monthly expenses must be submitted by the 5th business day of the month in order to receive payment by the 2nd Friday of the month.
3. The Head Start/Early Head Start Coordinator of Fiscal Program will monitor expenditure expenses in order to ensure eligibility in the EHS partnership agreement and Office of Head Start performance standards.

REGION 16 EDUCATION SERVICE CENTER
Head Start/Early Head Start

Subject:	New Employee Orientation	Section:	Administration
Program:	Head Start/Early Head Start	Date Revised:	May 7, 2019
Policy Council Approval:	May 8, 2019		
Governing Body Approval:	June 28, 2019		

Regulation Reference: 45 CFR Part(s): 1302.9, 1302.92(a)(b)(2)

Policy:

All staff working with Head Start/Early Head Start will participate in Head Start orientation.

Procedure:

1. New employee orientation will be conducted by the 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
 - k. Significant Incident Reporting Policy

REGION 16 EDUCATION SERVICE CENTER
Head Start/Early Head Start

Subject:	Personnel Policy	Section:	Administration
Program:	Head Start/Early Head Start	Date Revised:	February 20, 2019
Policy Council Approval:	February 27, 2019		
Governing Body Approval:	March 22, 2019		

Regulation Reference: 45 CFR Part(s): 1302.90, 1302.47(b)(4)(i) (A-K) (ii)

Policy:

Region 16 Education Service Center maintains written personnel policies for ESC staff. Head Start staff employed by independent school districts or childcare centers follow the established personnel policies for those agencies.

Procedure:

1. Each staff member receives a job description that includes the performance responsibilities and qualifications upon hiring and annually at the staff performance evaluation.
2. Standards of conduct are reviewed with each new staff member at new employee orientation. Staff members sign a standard of conduct form and receive a copy.
3. Each employee receives training including new employee orientation, child abuse prevention, blood borne pathogens, other training relevant to their job descriptions, and trainings outlined as growth targets in their professional development plan established at the annual staff performance evaluation.
4. Formal staff performance evaluations are conducted annually with all Region 16 staff. A conference is held between the supervisor and the employee, during which each item on the evaluation form is discussed. During this conference, the supervisor and the employee establish growth targets for the employee. These growth targets include timelines and evaluation criteria to determine when the growth targets have been attained.
5. Staff are subject to adverse personnel action should they violate one or more policies or procedures of Region 16 ESC or the Head Start & Early Head Start program, including, but not limited to, the Standards of Conduct set forth in 45 C.F.R. 1302.90. Such potential discipline shall include:
 - a. **Written reprimand or warning:** An employee whose performance is unsatisfactory following a verbal warning may receive a reprimand in writing signed by the supervisor. The employee will be required to sign the reprimand. The employee's signature only acknowledges receipt of the reprimand. The employee and supervisor will be given copies of the reprimand. The reprimand will contain the specifics of the conduct for which the employee is being reprimanded and requirements for improved performance. Any two written reprimands in a 12-month period may be cause for termination.

REGION 16 EDUCATION SERVICE CENTER
Head Start/Early Head Start

Subject: Program Compliance Monitoring
Program: Head Start/Early Head Start

Section: Administration
Date Revised: December 21, 2021

Policy Council Approval: January 19, 2022
Governing Body Approval: January 21, 2022

Regulation Reference: 45 CFR Part(s): 1302.100 – 1302.103 (a-b)

Policy:

The Head Star/Early Head Start program will develop and implement a process of ongoing monitoring and continuous improvement of the service delivery, program operations, and health and safety.

Procedure:

1. The Quality Assurance Coordinator, designee, or anyone who sees a concern at a center can prompt unannounced inspections of each center.
2. Results will be documented on a Quality Assurance Self-Assessment checklist.
3. The Quality Assurance Coordinator will submit the completed checklists to the Director of Direct Services.
4. The Director of Direct Services will review the reports and meet with appropriate supervisory staff to discuss any concerns.
5. The Director of Direct Services and/or supervisors will meet with all appropriate program staff to discuss the concerns and determine a corrective action plan.
6. Documentation for meetings regarding concerns will be submitted to the Quality Assurance Coordinator.

Program Planning

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Month	Participants	Activities
February	COST and Administrative Team	Review progress on implementing program plans, including progress on child outcome data.
February	Administrative Team	Complete HS/EHS grantee application for the next program year based on most recent self-assessment and program plan reviews.
February/ March	Policy Council/ESC Board	Approve HS/EHS grantee application for submission.
February/ March	Administrative Team	Assess training needs and revise training plan. Update HS/EHS forms.
March	Administrative Team	Submit HS/EHS grantee next year's application.
March	Administrative Team	Revise self-assessment surveys, Assessment for Continuous Excellence (ACE).
April	Health Advisory Committee members and staff	Conduct Health Advisory Committee meeting.
April/May	Teachers, community partners, and parents	Complete self-assessment surveys, ACE.
May-July	Supervisors	Determine target goals and individual training needs for employee growth during annual performance appraisals.
May - July	Administrative Team and supervisors	Review and revise job descriptions.
June	Administrative Team	Compile program and child outcomes information.
June	ESC Board	Recommend names of community representatives for Policy Council. Approve policies
June/July	COST and Administrative Team	Review end-of-year progress on implementing program plans. Complete self-assessment (Review strengths, needs, community assessment results, review ACE results, review previous year's child outcomes to revise program goals/objectives/configuration/plans/policies/procedures).
June/July	Policy Council	Review child and program outcomes and self-assessment results. Approve revised plans/policies/procedures.

REGION 16 EDUCATION SERVICE CENTER
Head Start/Early Head Start

Subject:	Program Responsibilities for Maintenance and Repairs	Section:	Administration
Program:	Head Start/Early Head Start	Date:	October 15, 2021
Policy Council Approval:	October 27, 2021		
Governing Body Approval:	January 21, 2022		

Regulation Reference: 45 CFR Part(s): 1303.40

Policy:

The Head Start/Early Head Start program will deliver, assemble, repair, and maintain Head Start (HS) and Early Head Start (EHS) purchased assets.

Procedure:

Inventory Clerk will do the following:

1. Assemble and deliver furniture to HS/EHS classrooms.
2. Assist with moving HS/EHS assets in HS/EHS classrooms.
3. Dispose of any items in HS/EHS classrooms that are no longer usable.
4. With assistance from the Playground Safety Specialist, will repair HS purchased assets in HS/EHS classrooms.

If HS/EHS assets require repairs outside the scope and skills of the Inventory Clerk and/or Playground Safety Specialist, a bid from an outside vendor will be requested.

Classroom rugs will be cleaned two times a year: Christmas break and Summer for Cleveland and Nelson sites only. Collaborating partners will be responsible for cleaning HS/EHS purchased classroom rugs.

The HS/EHS program will not assume responsibility for facilities in collaborating partners locations.

1. The Inventory Clerk and Playground Safety Specialist will not provide maintenance services that require drilling, plumbing, and repairing to any surface or structure. This includes hanging Head Start purchased items on walls, windows, floors, or other equipment surfaces.
2. Safety Exception: If the Inventory Clerk/Safety Playground Specialist discover an immediate facility safety threat, they will address and notify the campus maintenance department.

REGION 16 EDUCATION SERVICE CENTER
Head Start/Early Head Start

Subject:	Record of Training	Section:	Administration
Program:	Head Start/Early Head Start	Date Revised:	December 21, 2021
Policy Council Approval:	January 19, 2022		

Regulation Reference: 45 CFR Part(s): 1302.101

Policy:

A current staff development record will be maintained by each Head Start/Early Head Start employee through ESC Works.

Procedure:

1. Each employee has an account in the Region 16 ESC works system which documents all trainings attended. Each Region 16 ESC employee training record will be evaluated or discussed annually to be filed with their Performance Evaluation.
2. All training sessions attended by employee that are registered through ESC works are automatically saved in the employee professional development training record.
3. Trainings attended by employee that are not registered by ESC works can be entered by the employee and maintained in their professional development record.

REGION 16 EDUCATION SERVICE CENTER
Head Start/Early Head Start

Subject: Scheduling Training
Program: Head Start/Early Head Start

Section: Administration
Date Revised: April 18, 2018
Date Reviewed: December 21, 2021

Policy Council Approval: May 2, 2018

Regulation Reference: 45 CFR Part(s): 1302.101

Policy:

All training will be scheduled through the office of the Head Start administrative assistant.

Procedure:

1. Administrators and specialists needing to schedule Head Start/Early Head Start training will complete a training request form and submit it to the administrative assistant to schedule the training.
2. The administrative assistant will enter the training information into ESCWorks and place it in a folder created for each training.
3. The training will be approved by the designated administrative team member on ESCWorks.
4. Training supplies, such as markers, name tags, etc. will be provided by the administrative assistant upon request. The specialist in charge of the meeting will arrange any special items, such as decorations, food, etc. The administrative assistant will be in charge of sign-in sheets, requesting evaluations, and certificates.
5. Upon completion of the training, the specialist or administrator in charge will immediately return the sign-in sheet, registration, and evaluation forms to the administrative assistant.
6. The administrative assistant will multi-enroll stand-by participants in ESCWorks, and email or fax the sign-in sheets to the registration administrative assistant. The Workshop Roster, Staff Development Evaluation and certificates of attendance will be generated from ESCWorks.
7. Original sign-in sheets and agenda will be placed in the training notebook and kept in the office of the administrative assistant. The CEU certificates of attendance will be copied. The originals will be distributed to the appropriate staff. The copy will be placed in the staff files in the administrative assistant's office.

REGION 16 EDUCATION SERVICE CENTER
Head Start/Early Head Start

Subject: Training Documentation
Program: Head Start/Early Head Start

Section: Administration
Date Revised: December 21, 2021

Policy Council Approval: January 19, 2022

Regulation Reference: 45 CFR Part(s): 1302.101

Policy:

Appropriate documentation will be maintained for all training sessions.

Procedure:

1. A sign-in sheet, CEU's, if applicable and registration forms, will be prepared by the administrative assistant for all trainings. These forms will be placed in a folder and given to the specialist responsible for the training session on the day prior to the training if the session is out-of-town. For in-town trainings, the administrative assistant will set up the registration table the day before.
2. Each participant at the training will sign-in and complete a registration if they have not pre-registered.
3. At the end of the training, the administrative assistant will gather all forms along with an agenda used in the training and file them.
4. After multi-enrolling stand-by participants in ESCWorks, the information will be automatically entered into ESCWorks. Subsequent reports will indicate training participation for each staff member.
5. Evaluation and certificate for the trainings are emailed to each workshop participant. After the participant fills out the workshop evaluation, the participant will receive their certificate.
6. The administrative assistant will make copies and/or access online CEU certificates and place them in the participants' training file.
7. The attendance documentation will be kept on file in the storeroom or administrative assistants' office for seven years.

REGION 16 EDUCATION SERVICE CENTER
Head Start/Early Head Start

Subject:	Training Plan	Section:	Administration
Program:	Head Start/Early Head Start	Date Revised:	December 21, 2021
Policy Council Approval: January 19, 2022			

Regulation Reference: 45 CFR Part(s): 1302.101(b)(1), 1302.102

Policy:

A training plan will be completed in order to ensure quality services to Head Start/Early Head Start families.

Procedure:

1. Each spring, Head Start/Early Head Start Coordinators will review the trainings offered.
2. Input for the training needs will come from the following:
 - Growth targets from staff members' annual evaluations
 - Program Self-Assessment Results which includes:
 - a. Assessment for Continuous Excellence (ACE)
 - b. Child outcome results
 - c. Progress towards goals and objectives
 - d. Program Information Report (PIR)
 - Formal and informal surveys of training needs
3. The Region VI Training & Technical Assistance Specialist will review the plan and assist with follow-up trainings as requested.
4. Head Start/Early Head Start staff or outside consultants will provide training as determined by the training plan.

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

Subject: Transportation – Incidental Services
Program: Head Start

Section: Administration
Date Revised: January 17, 2020

Policy Council Approval: January 22, 2020

Regulation Reference: 45 CFR Part(s): 1303.70

Policy:

The Region 16 Education Service Center Head Start program will offer Head Start parents' assistance in making arrangements for transportation to incidental services such as dental, vision, and other medical services.

Regional Head Start family services assistants, teachers, classroom assistants and special needs assistants may transport children to incidental dental, vision, medical and social service appointments in a school vehicle or their personal vehicle, according to each ISDs policies and procedures.

REGION 16 EDUCATION SERVICE CENTER
Head Start/Early Head Start

Subject: Transportation Services
Program: Head Start/Early Head Start

Section: Administration
Date Revised: December 21, 2021

Policy Council Approval: January 19, 2022

Regulation Reference: 45 CFR Part(s): 1303.70

Policy:

The Region 16 Education Service Center Head Start/Early Head Start program does not provide transportation to or from schools or centers, field trips nor provides reimbursement for transportation for field trips, unless a waiver has been approved by the Office of Head Start.

Procedure:

1. Transportation services are not provided by the HS/EHS programs. The Region 16 service area is a rural area populated by small towns. The HS/EHS classrooms are located in areas that are easily accessible for eligible families such as elementary schools or neighborhood childcare centers, unless a waiver is approved.
2. Region 16 ESC HS/EHS does not provide transportation for field trips or reimbursement for transportation for field trips unless a waiver is approved.
3. The HS/EHS Family Services Staff will assist HS/EHS families in obtaining information concerning public transportation, district transportation, and other transportation alternatives for their respective communities.

REGION 16 EDUCATION SERVICE CENTER

Head Start/Early Head Start

Subject: Use of HS/EHS Policies/Procedures
Program: Head Start/Early Head Start

Section: Administration
Date Revised: January 17, 2020

Policy Council Approval: January 22, 2020

Governing Body Approval: March 27, 2020

Regulation Reference: 45 CFR Part(s): 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)

Policy:

The Region 16 ESC Head Start and Early Head Start programs include center-based part-day programs, center-based full-day programs, and home-based programs. The center-based programs are located in schools, childcare centers, and Head Start centers. The Head Start/Early Head Start Policies and Procedures provide detailed information for day-to-day functioning of the Head Start and Early Head Start programs.

All content areas of the Head Start and Early Head Start programs are integrated and many procedures for day-to-day operations are identical for both programs. However, some procedures apply only to Head Start and some only to the Early Head Start program. The “Program” designation at the top of each policy will indicate if the policy applies to both programs or to only one of the programs.

Head Start and Early Head Start staff members will follow the policies and procedures presented in this manual. Failure to adhere to these guidelines may result in disciplinary action.

Procedure:

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)
- 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 the Head Start Program Performance Standards and the Head Start Act.

Use of HS/EHS Policies/Procedures

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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/Early Head Start staff members.