

2018-2019 Head Start Policy Index		Description of Revisions	Potential Impact of Revision
Disabilities			
1	Individualized Education Program (IEP) for Children with Disabilities	Minor edits for clarification. Policy meaning unchanged.	Low/None
2	Timely Referrals	Minor edits for clarification. Policy meaning unchanged.	Low/None
Education and Early Childhood Development			
1	Home Visits/Parent Conferences	Revised the requirement to only conduct Home Visit if child enters program within 15 (from 45) days of Parent/Teacher conference benchmark date	Moderate: Update procedures and training for teachers.
3	Individualization	Updated to most recent edition of Ages and Stages Questionnaire (ASQ)	Low/None
4	Indoor and Outdoor Environment	Specified that all equipment labeled "Keep out of reach of children" and items with age restrictions should not be accessible to children	Low/None
5	Development and Behavioral Screening	Updated to most recent edition of ASQ assessment instrument.	Low/None
7	Ongoing Assessment	Minor edits for clarification. Policy meaning unchanged.	Low/None
8	Child's Classroom File & Portfolio	Removed requirement to keep informal assessment data in Child's Classroom File. Teachers may maintain this information in other places.	Low/None
9	Multidisciplinary Staffing	Documentation of Multidisciplinary Staffing (MDS) meeting now includes date, signatures of participants, and topics discussed.	Moderate: Forms used by the Education Service Providers will need to be revised
13	Classroom Observations	Edited to clarify requirement that classroom observations should occur monthly.	Low/None
14	Classroom Organization, Equipment and Materials	Added the provision that all exits must be fully unobstructed	Moderate: Education Service Providers will need to review classroom arrangement
16	Family Style Meal	Replaced policy of "family style meals" with an emphasis on learning during mealtime.	Low/None
17	Child Arrival & Departure	Minor edits for clarification. Policy meaning unchanged.	Low/None
18	Coaching	Further specified that the follow-up to education staff's coaching program will include a cycle of observations, feedback, and goal setting.	Moderate: Education Service Providers will need to ensure procedures and tools are aligned to policy
19	Behavior Consultation	Added detail about procedures for consultations with teaching staff, including standardizing tools and implementing follow-up plans.	Moderate: Education Service Providers will need to ensure procedures and tools are aligned to policy
Environmental Health and Safety			
1	Safe Environment	Minor edits for clarification. Policy meaning unchanged.	Low/None
2	Staffing and Class Size Requirements	Added provision that a "Class Size Waiver" may affect class size requirements, if granted.	Low/None
3	Hygiene Practices	Minor edits for clarification. Policy meaning unchanged.	Low/None
5	Emergency Preparedness	Minor edits for clarification. Policy meaning unchanged.	Low/None
Family and Community Services			
1	Family Engagement; Parent Activities to Promote Child Learning and Development, and Transitions	Minor edits for clarification. Policy meaning unchanged.	Low/None
2	Family Partnership Services	Minor edits for clarification. Policy meaning unchanged.	Low/None
Health			
3	Preventative Health Visit Requirements and Documentation	Added the requirement that monthly follow-ups must occur for nutrition related concerns, in addition to health and dental concerns.	Low/None
Nutrition Services			
1	Nutrition Services	Specified that an accommodation of food allergies will be directed by the school district and removed the declaration that modifications/substitutions can be made during mealtimes if a signed statement from a healthcare professional is on file.	Low/None
Program Design and Management (PDM)			
Bylaws	City of San Antonio Head Start Policy Council Amended Bylaws	Major changes to reflect HSPC responsibilities as described in the new Head Start Program Performance Standards (HSPPS) and Head Start Act.	Low/None
1	Program Monitoring	Substantive addition specified that monitoring visits of Head Start sites by the City may be announced or unannounced. Additional edits for clarification of language.	Low/None
3	Staff Performance Appraisals	Added requirement that Education Service Providers must submit school district guidelines concerning staff performance appraisals.	Low/None
4	Training and Professional Development	Specified that teaching staff assigned to co-teaching classrooms must receive training specific to the co-teach model.	High: Teachers in a co-teach classrooms must attend training.
11	Personnel	Major changes to reflect Head Start Program Performance Standards: Head Start Policy Council will now approve hiring, evaluation, compensation, and termination decisions concerning only executive level staff, not all levels of personnel. Expanded background check requirements for service providers. Added provision that current and former Head Start parents will be considered for positions for which they are qualified.	Moderate: Personnel committee will no longer have to meet regarding all Head Start hires and will not have to present at Policy Council each time a new staff member is hired.
16	Requirements	Edits provide clarification in language and clarification of requirements to reflect updated Head Start Performance Standards. Removes requirement for annual TB questionnaire to align with recommendations from Metro Health. Staff may submit physical exam vs. sending all new staff to receive a physical paid for by the program. The determination for a test/screening for communicable disease will be determined by the physician. <i>Pending recommendation from Health Advisory Committee on 5/16/18.</i>	Moderate: Program expects to save money by not having to pay for unnecessary screenings and physical exams.
Procedure	Management of Program Data	New procedure for management of program data as required by the HSPPS.	Low/None



## DHS, Head Start Program Policy



### DISABILITIES 1

<b>SUBJECT</b>	Individualized Education Program (IEP) for Children with Disabilities		
<b>REFERENCE</b>	Disabilities Services		
<b>EFFECTIVE</b>	6/15/2011		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

#### Policy:

Every effort must be made to ensure children with disabilities fully participate in all program activities. The information provided in the child's Individualized Education Plan (IEP) will be used when planning individualized strategies and activities for children with disabilities.

Education Service Providers must initiate the implementation of the IEP on the date determined by the Admissions Review and Dismissal Committee by modifying the child's program (in accordance with the IEP and arranging for the provision of related services) to accommodate the unique strengths, needs, interests, learning style, and cultural and linguistic background of the child. The Disability Coordinator will work with staff, and families to ensure children are working toward the goals in their IEP. Upon request, the Disability Coordinator will review planned IEP strategies/activities with teaching staff during a coaching/technical assistance session. If a child enters Head Start with an IEP completed within two months prior to entry, services must begin within the first two weeks of program attendance.

Copies of the IEP and/or the Goals *and Objectives/Modifications Sheet* will be maintained in the Child's Classroom File and/or Portfolio. The IEP may be kept in a different location in the classroom, however, the location of the IEP, must be noted within the child's Classroom File and/or Portfolio. Confidentiality of information must be maintained at all times. Individual child disability information and copies of additional required documents as noted on the *City of San Antonio Data Entry and Benchmark Due Date Guide* and the *Head Start Child File Scan Order and Process Guide* will be entered and scanned into ChildPlus.

#### Performance Standard(s):

1302.61; 1302.62; 1302.63; 1303.75



## DHS, Head Start Program Policy



### DISABILITIES 1

<b>SUBJECT</b>	Individualized Education Program (IEP) for Children with Disabilities		
<b>REFERENCE</b>	Disabilities Services		
<b>EFFECTIVE</b>	6/15/2011		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

#### Policy:

Every effort must be made to ensure children with disabilities fully participate in all program activities. The Education 3 Individualization policy guidelines in Education and Early Child Development Policy and the The information provided in the child's Individualized Education Plan (IEP) EP will be used when planning individualized strategies and activities for children with disabilities. Every effort must be made to ensure include children with disabilities fully participate in all program activities.

Education Service Providers must initiate the implementation of the IEP on the date determined by the Admissions Review and Dismissal committee Committee at the meeting by modifying the child's program (in accordance with the IEP and arranging for the provision of related services) to accommodate the unique strengths, needs, interests, learning style, and cultural and linguistic background of the child. The Disability Coordinator will work closely with staff, other service partners, and families to ensure children are working toward the goals in their IEP. Upon request, the Disability Coordinator will review planned IEP strategies/activities with teaching staff during a coaching/technical assistance session. Planned IEP strategies/activities will be reviewed by the Disabilities Coordinator. If a child enters Head Start with an IEP completed within two months prior to entry, services must begin within the first two weeks of program attendance.

Copies of the IEP and/or the Goals the Goals and Objectives/Modifications Sheet will be maintained in the Child's Classroom File and/or Portfolio. The Goals and Objectives/Modifications Sheet is acceptable documentation of a child's IEP. The IEP may be kept in a different location in the classroom, however, this information, including the location of the IEP, must be noted within the child's Classroom File and/or Portfolio. Confidentiality of information will must be maintained at all times. Individual child disability information and copies of additional required documents as noted on the City of San Antonio Data Entry and Benchmark Due Date Guide and the Head Start Child File Scan Order and Process Guide will be entered and scanned into ChildPlus.

#### Performance Standard(s):

1302.61; 1302.62; 1302.63; 1303.75

	<b>DHS, Head Start Program Policy</b>		
<b>DISABILITIES 2</b>			
<b>SUBJECT</b>		Timely Referrals	
<b>REFERENCE</b>		Disabilities Services	
<b>EFFECTIVE</b>		6/15/2011	
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

**Policy:**

A child with a suspected delay in the areas of vision, hearing, cognitive development, motor development, language, speech and articulation, behavior, self-help, and social development may require a formal evaluation to determine if he or she has a disability. The Disabilities Coordinator must collaborate with the Local Education Agency responsible for implementing Individuals with Disabilities Education Act (IDEA) to improve service delivery, including the referral and evaluation process.

The Disabilities Coordinator will facilitate the provision of early intervention services, such as educational and behavioral services and supports, to meet the needs of children, prior to an eligibility determination under IDEA. Children who do not respond to interventions and are potentially eligible for special education and related services should be referred for evaluation as soon as the need becomes evident. This process should not be delayed due to the implementation of the Response to Intervention (RTI) process.

Education Service Providers will develop and implement procedures related to the RTI process, including student information and documentation.

Education Service Providers will develop and implement procedures to ensure that referrals, follow-up and timelines are documented in ChildPlus and in the Child's Classroom File and/or Portfolio and must adhere to the *City of San Antonio Data Entry and Benchmark Due Date Guide* and the *Head Start Child File Scan Order and Process Guide*.

**Performance Standard(s):**

1302.33 (a-b); 1302.61

**Other references:**

Head Start Act, Section 640 (d) (1 – 3) and United States Department of Education, Office of Special Education and Rehabilitative Services letter dated January 21, 2010



## DHS, Head Start Program Policy



### DISABILITIES 2

<b>SUBJECT</b>	Timely Referrals		
<b>REFERENCE</b>	Disabilities Services		
<b>EFFECTIVE</b>	6/15/2011		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

#### Policy:

A child with ~~a delay or~~ a suspected delay in the areas of vision, hearing, cognitive development, motor development, language, speech and articulation, behavior, self-help, and social development may require a formal evaluation to determine if he or she has a disability. The Disabilities Coordinator must collaborate with the Local Education -Agency responsible for implementing Individuals with Disabilities Education Act (IDEA) to improve service delivery, including the referral and evaluation process. ~~other program staff throughout the full referral process for each child, including screening, developmental assessment and formal evaluation.~~

The Disabilities Coordinator will facilitate the provision of early intervention services, such as educational and behavioral services and supports, to meet the needs of children, prior to an eligibility determination under IDEA -the Individuals with Disabilities Education Act (IDEA). Children who do not respond to interventions and are potentially eligible for special education and related services should be referred for evaluation as soon as the need becomes evident. This process should not be delayed due to the implementation of the Response to Intervention (RTI) process.

Education Service Providers will develop and implement procedures related to the RTI process, including student information and documentation, to ensure that any child referred to the RTI process is documented in ChildPlus according to the City of San Antonio Data Entry and Benchmark Due Date Guide and the Head Start Child File Scan Order and Process Guide.

Education Service Providers will develop and implement procedures to ensure that referrals, follow-up and timelines are documented in ChildPlus and in the Child's Classroom File and/or Portfolio and must adhere to the City of San Antonio Data Entry and Benchmark Due Date Guide and the Head Start Child File Scan Order and Process Guide.

#### Performance Standard(s):

1302.33 (a-b); 1302.61

**Other references:**

Head Start Act, Section 640 (d) (1 – 3) and United States Department of Education, Office of Special Education and Rehabilitative Services letter dated January 21, 2010



## DHS, Head Start Program Policy



### EDUCATION 1

<b>SUBJECT</b>	Home Visits/Parent Conferences		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	6/23/2015		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

#### Policy:

Head Start teachers must complete two Home Visits and two Parent/Teacher Conferences each school year.

Education Service Providers will develop and implement procedures to ensure the completion dates of the Home Visits and Parent/Teacher Conferences are entered into ChildPlus and meet the *City of the San Antonio Data Entry and Benchmark Due Date Guide* and the *Child Plus File Scan Order and Process Guide*.

The first Home Visit may be completed by the teacher no more than two weeks prior to the first day of a child's entry into school. If a child enters the program after January 1, a minimum of one home visit and one Parent/Teacher Conference must be completed by the last day of school. If a child's date of entry is within 15 days of the Parent/Teacher Conference benchmark due date, then the teacher may complete only the Home Visit.

Documentation of the Home Visit and Parent/Teacher Conference must be maintained in the child's classroom file. If a Home Visit or Parent Conference did not occur, documentation regarding why the event did not occur must be noted in ChildPlus.

Home Visits and Parent/Teacher Conferences will be conducted in the family's home language and, when necessary, using the services of an interpreter. The Home Visits and Parent/Teacher Conferences should be scheduled at the parent's convenience and if necessary, at a neutral location.

Home Visits and Parent/Teacher Conferences offer opportunities for parents to enhance observational skills, knowledge, and understanding of the educational and developmental needs and activities of their child and to share concerns about their child with program staff. The teacher will document and discuss with the parent the child's strengths, interests, and goals, as well as share with the parent work samples and educational assessment/screening information.

Education Service Providers will document and share information regarding the transition into Kindergarten during the Home Visit or Parent/Teacher Conference.

#### Performance Standard:

1302.34 (b) (2-3, 7-8); 1302.46; 1302.50; 1302.71 (a, b, e)



## DHS, Head Start Program Policy



### EDUCATION 1

<b>SUBJECT</b>	Home Visits/Parent Conferences		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	6/23/2015		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
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The first Home Visit may be completed by the teacher no more than two weeks prior to the first day of a child's entry into school. If a child enters the program after ~~December 31<sup>st</sup> January 1~~, a minimum of one home visit and one Parent/Teacher Conference must be completed by the last day of school. If a child's date of entry is within ~~45-15~~ days of the Parent/Teacher Conference benchmark due date, then the teacher may complete only either the Home Visit, or the Parent Conference, but is not required to complete both.

Documentation of the Home Visit and Parent/Teacher Conference must be maintained in the child's classroom file. If a Home Visit or Parent Conference did not occur, documentation regarding why the event did not occur must be noted in ChildPlus.

Home Visits and Parent/Teacher Conferences will be conducted in the family's home language and, when necessary, using the services of an interpreter. The Home Visits and Parent/Teacher Conferences should be scheduled at the parent's convenience and if necessary, at a neutral location.

Home Visits and Parent/Teacher Conferences offer opportunities for parents to enhance observational skills, knowledge, and understanding of the educational and developmental needs and activities of their child and to share concerns about their child with program staff. The teacher will document and discuss with the parent the child's strengths, interests, and goals, as well as share with the parent work samples and educational assessment/screening information.

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#### Performance Standard:

1302.34 (b) (2-3, 7-8); 1302.46; 1302.50; ; 1302.71 (a, b, e)



## DHS, Head Start Program Policy



### EDUCATION 3

<b>SUBJECT</b>	Individualization		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	6/15/2011		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

#### Policy:

The program will provide individualized instruction to meet each child's unique characteristics, strengths and needs, taking into consideration the cultural and linguistic background, pattern of development and learning. Classroom teachers must document individualized instruction and activities including large group, small group and one-one lessons and activities into lesson plans.

Education Service Providers will develop and implement procedures to ensure that the plan for individualized instruction for each child is reviewed and updated on a regular basis.

Information from the following will be used to plan individualized instruction and activities:

- Ongoing formal and informal child assessments
- Input from parents regarding each child's individual characteristics, interests, strengths and needs
- Developmental (ASQ 3), Behavioral (ASQ: SE-2) and Sensory (hearing and vision) screenings, medical/dental evaluations/treatments, and mental wellness referrals
- An Individualized Education Plan for children with disabilities

#### Performance Standard(s):

1302.31; 1302.33; 1302.61

	<b>DHS, Head Start Program Policy</b>		
<b>EDUCATION 3</b>			
<b>SUBJECT</b>	Individualization		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	6/15/2011		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

**Policy:**

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Information from the following will be used to plan individualized instruction and activities:

- Ongoing formal and informal child assessments
- Input from parents regarding each child's individual characteristics, interests, strengths and needs
- Developmental (ASQ 3), Behavioral (ASQ: SE-2) and Sensory (hearing and vision) screenings, medical/dental evaluations/treatments, and mental wellness referrals
- An Individualized Education Plan for children with disabilities

**Performance Standard(s):**

1302.31; 1302.33; 1302.61



## DHS, Head Start Program Policy



### EDUCATION 4

<b>SUBJECT</b>	Indoor and Outdoor Environment		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	6/23/2015		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

#### Policy:

Education Service Providers will provide appropriate indoor and outdoor space, and sufficient equipment, materials, adult guidance, and time for active play and movement that supports growth, development, and participation of all children. All equipment and materials must be age appropriate. Any item labeled “Keep out of reach of children” or any item that lists age restrictions including 3-6 years old should not be accessible to children.

Indoor and outdoor environments must be organized so that they are recognizable and accessible by children and allow for individual activities and social interactions that support positive behaviors. The indoor and outdoor spaces should support and respect gender, cultural and linguistic background, and family composition.

Education Service Providers will develop and implement procedures to conduct and document daily safety inspections for indoor and outdoor spaces and to share the safety inspection system and information with teaching staff.

#### Performance Standard(s):

1302.31 (a-e); 1302.47(1)(iv); 1302.47 (2)



## DHS, Head Start Program Policy



### EDUCATION 4

<b>SUBJECT</b>	Indoor and Outdoor Environment		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	6/23/2015		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

#### Policy:

Education Service Providers will provide appropriate indoor and outdoor space, and sufficient equipment, materials, adult guidance, and time for active play and movement that supports growth, development, and participation of all children. All equipment and materials must be age appropriate. Any item labeled “Keep out of reach of children” or any item that lists age restrictions including 3-6 years old should not be accessible to children.

Indoor and outdoor environments must be organized so that they are recognizable and accessible by children and allow for individual activities and social interactions that support positive behaviors. The indoor and outdoor spaces should support and respect gender, cultural and linguistic background, and family composition.

~~The indoor and outdoor spaces should support and respect gender, cultural and linguistic background, and family composition.~~

~~Indoor and outdoor environments must be organized so that they are recognizable and accessible by children and allow for individual activities and social interactions that support positive behaviors.~~

Education Service Providers will develop and implement procedures to conduct and document daily safety inspections for indoor and outdoor spaces and to share the safety inspection system and information with teaching staff.

#### Performance Standard(s):

1302.31 (a-e); 1302.47(1)(iv); 1302.47 (2)



## DHS, Head Start Program Policy



### EDUCATION 5

<b>SUBJECT</b>	Development and Behavior Screening		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	4/6/2010		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
			<b>PAGE:</b> 1 of 1

#### Policy:

The Head Start Program uses the Ages and Stages Questionnaire (ASQ-3) as the developmental screening and Ages and Stages Questionnaire: Social and Emotional, Second Edition (ASQ: SE-2) as the behavioral screenings.

Education Service Providers will develop and implement procedures to ensure that developmental and behavior screenings are completed in collaboration with each child's parent/guardian on or before the 45th calendar day of the child's entry date. Each child enrolled in the program will be screened annually. Developmental (ASQ-3) and behavioral screenings (ASQ:SE-2) must be completed within this timeframe to identify early concerns regarding a child's developmental, sensory, behavioral, motor, language, social, cognitive, perceptual and emotional skills so timely referrals are made.

The ASQ-3 and ASQ:SE-2 should not be completed by the teacher. If the parent or guardian needs assistance completing the questionnaire, the teacher or other staff member may provide the most appropriate accommodations for completion. The developmental and behavioral screenings may be distributed by the teacher no more than two weeks prior to the first day of a child's entry into school. To the greatest extent possible, the screening procedures must be sensitive to the child's cultural background and home language. Referrals will be made in a timely manner.

Education Service Providers will develop and implement procedures that include at a minimum:

- Identification of staff responsible for administering, scoring, follow-up, and referrals
- Monitoring the fidelity of the screenings
- Ensuring the appropriate version is utilized for child's age and language
- Ensuring proper completion of the screening tool
- Ensuring accurate scoring of the screening tool
- Establishing timeframes for follow-up, referrals, and documentation
- Following the *City of the San Antonio Data Entry Benchmark and Due Date Guide* and the *Head Start File Scan Order and Process Guide*
- Completing routine internal monitoring of child files

Education Service Providers will develop and implement procedures to address the use of the ASQ-3 and ASQ:SE-2 with children with an identified disability or IEP. A child is not automatically disqualified from receiving a developmental or behavioral screening if he or she has an identified disability or IEP. Sensitivity to the parent/guardian should always be a top consideration. Procedures may include a determination to complete only certain sections of the ASQ-3 or the ASQ:SE-2. If it is determined by the teacher or other early childhood professional that it is not appropriate for a parent/guardian to complete any section of the developmental or behavioral screening, the information supporting this determination must be documented in Child Plus according to the *ChildPlus Data Entry Guide*.

**Performance Standard:**

1302.33

**Additional Resources:**

<http://agesandstages.com/free-resources/articles/when-should-you-not-have-parents-complete-asq/>



## DHS, Head Start Program Policy



### EDUCATION 5

<b>SUBJECT</b>	Development and Behavior Screening		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	4/6/2010		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
			<b>PAGE:</b> 1 of 1

#### Policy:

The Head Start Program uses the Ages and Stages Questionnaire (ASQ-3) as the developmental screening and Ages and Stages Questionnaire: Social and Emotional, Second Edition (ASQ: SE-2) as the developmental and behavioral screenings.

Education Service Providers will develop and implement procedures to ensure that developmental and behavior screenings are completed in collaboration with each child's parent/guardian on or before the 45th calendar day of the child's entry date. Each child enrolled in the program will be screened annually. Developmental (ASQ-3) and behavioral screenings (ASQ:SE-2 ASQ:SE) must be completed within this timeframe to identify early concerns regarding a child's developmental, sensory, behavioral, motor, language, social, cognitive, perceptual and emotional skills so timely referrals are made.

The ASQ-3 and ASQ:SE-2 ASQ:SE should not be completed by the teacher. If the parent or guardian needs assistance completing the questionnaire, the teacher or other staff member may provide the most appropriate accommodations for completion. The developmental and behavioral screenings may be distributed by the teacher no more than two weeks prior to the first day of a child's entry into school. The screenings may not be distributed during enrollment, face-to-face, or registration. To the greatest extent possible, the screening procedures must be sensitive to the child's cultural background and home language. Referrals will be made in a timely manner.

Education Service Providers will develop and implement procedures that include at a minimum:

- Identification of staff responsible for administering, scoring, follow-up, and referrals
- Monitoring the fidelity of the screenings
- Ensuring the appropriate version is utilized for child's age and language
- Ensuring proper completion of the screening tool
- Ensuring accurate scoring of the screening tool
- Establishing timeframes for follow-up, referrals, and documentation
- Following the *City of the San Antonio Data Entry Benchmark and Due Date Guide* and the *Head Start File Scan Order and Process Guide*

- Completing routine internal monitoring of child files

Education Service Providers will develop and implement procedures to address the use of the ASQ-3 and ASQ-~~SE-2~~ with children with an identified disability or IEP. A child is not automatically disqualified from receiving a developmental or behavioral screening if he or she has an identified disability or IEP. Sensitivity to the parent/guardian should always be a top consideration. Procedures may include a determination to complete only certain sections of the ASQ-3 or the ~~ASQ:SE-2~~~~ASQ-SE~~. If it is determined by the teacher or other early childhood professional that it is not appropriate for a parent/guardian to complete any section of the developmental or behavioral screening, the information supporting this determination must be documented in Child Plus according to the *ChildPlus Data Entry Guide*.

**Performance Standard:**

1302.33

**Additional Resources:**

<http://agesandstages.com/free-resources/articles/when-should-you-not-have-parents-complete-asq/>



## DHS, Head Start Program Policy



### EDUCATION 7

<b>SUBJECT</b>	Ongoing Assessment		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	8/2/2011		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
			<b>PAGE:</b> 1 of 1

#### Policy:

Education Service Providers will administer ongoing formal assessments that are research based and aligned with the Head Start Early Learning Outcomes Framework and Texas Prekindergarten Guidelines. The assessment will be conducted three times during the year in the child's home language.

The data will be aggregated, analyzed, and reported according to the *City of the San Antonio Data Entry and Benchmark Due Date Guide*. Education Service Providers will be responsible for submitting requested reports and analysis on mandated outcomes.

Education Service Providers develop and implement procedures to ensure teachers have a system to collect and document ongoing informal assessments used to inform instruction.

#### Performance Standard:

1302.33

#### Head Start Act:

642(f)(5)(c)



## DHS, Head Start Program Policy



### EDUCATION 7

<b>SUBJECT</b>	Ongoing Assessment		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	8/2/2011		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
			<b>PAGE:</b> 1 of 1

#### Policy:

Education Service Providers will administer ongoing formal assessments that are research based and aligned with the Head Start Early Learning Outcomes Framework and Texas Prekindergarten Guidelines. The assessment will be conducted three times during the year in the child's home language.

The data will be aggregated, analyzed, and reported according to the *City of the San Antonio Data Entry and Benchmark Due Date Guide*. Education Service Providers will be responsible for submitting requested reports and analysis on mandated outcomes.

Education Service Providers ~~develop and implement procedures to ensure teachers have a system to collect and document will utilize documented ongoing informal assessments used conducted on an ongoing basis to inform instruction, al, decision making~~

#### Performance Standard:

1302.33

#### Head Start Act:

642-(f)-(5)-(c)



## DHS, Head Start Program Policy



### EDUCATION 8

<b>SUBJECT</b>	Child's Classroom File/ Portfolio		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	8/2/2011		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
			<b>PAGE:</b> 1 of 1

#### Policy:

Education Service Providers will develop and implement procedures that each child has a Child Classroom File/ Portfolio that is organized and contains multiple sources of information used for ongoing assessments.

The Child's Classroom File/Portfolio will contain the following:

- Parent/guardian input from home visits and parent conferences
- Work samples
- Progress reports, if applicable
- Developmental Screening
- Social and Emotional Screening
- Beginning, Middle and End of year formal assessment summary information
- Transition activities (if applicable)
- IEP (if applicable)
- Other items pertaining to educational development

The Education Service Providers will develop and implement procedures to ensure the Child's Classroom File/ Portfolio is located in the teacher's classroom, kept confidential, and available for parents to review upon request. The IEP may be kept in a different location in the classroom, however, this information, including the location of the IEP, must be noted within the Child's Classroom File/Portfolio. The file must be accessible to parents/guardians and monitors/reviewers, upon request.

#### Performance Standard(s):

1302.30-1302.34



## DHS, Head Start Program Policy



### EDUCATION 8

<b>SUBJECT</b>	Child's Classroom File/ Portfolio		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	8/2/2011		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
			<b>PAGE:</b> 1 of 1

#### Policy:

Education Service Providers will develop and implement procedures that each child has a Child Classroom File/ Portfolio that is organized and contains multiple sources of information used for ongoing assessments.

The Child's Classroom File/Portfolio will contain the following:

- Parent/guardian input from home visits and parent conferences
- ~~Ongoing informal assessments that may include observations, checklists, and anecdotal notes~~
- Work samples
- Progress reports, if applicable
- Developmental Screening
- Social and Emotional Screening
- Beginning, Middle and End of year formal assessment summary information
- Transition activities (if applicable)
- IEP (if applicable)
- Other items pertaining to educational development

The Education Service Providers will develop and implement procedures to ensure the Child's Classroom File/ Portfolio is located in the teacher's classroom, kept confidential, and available for parents to review upon request. The IEP may be kept in a different location in the classroom, however, this information, including the location of the IEP, must be noted within the Child's Classroom File/Portfolio. The file must be accessible to parents/guardians and monitors/reviewers, upon request.

#### Performance Standard(s):

1302.30-1302.34



## DHS, Head Start Program Policy



### EDUCATION 9

<b>SUBJECT</b>	Multidisciplinary Staffing		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	8/2/2011		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
			<b>PAGE:</b> 1 of 1

#### Policy:

Education Service Providers will develop and implement procedures for regular communication among program staff to facilitate quality outcomes for children and families. Education Service Providers will schedule at least two Multidisciplinary Staffing (MDS) meetings annually for every enrolled child. If a child enters the program after December 31<sup>st</sup>, a minimum of one MDS meeting will be held before the last day of the program year.

The MDS meeting is a documented and planned communication tool utilized to create a cohesive team approach to discuss the strengths and needs of children and families. The Campus Administrator or designee, Family Support Staff, and Teachers, are required to participate in the MDS. Content area coordinators responsible for Education, Health, ERSEA, Mental Health, Transportation, Nutrition, Disabilities and other related services may be required to attend based on the child/family needs. Community providers, such as Child Protective Services, can be invited if applicable.

Each Education Service Provider will establish and maintain record-keeping systems to provide accurate and timely information regarding children, families, and staff and must ensure appropriate confidentiality of this information. Procedures must be in place to ensure that completion dates of the MDS are entered and the MDS document is scanned into ChildPlus and meets the *City of the San Antonio Data Entry and Benchmark Due Date Guide* and the *Head Start File Scan Order and Process Guide*. The MDS document must include the completion date of the MDS, signatures of all in attendance, and topics covered.

#### Performance Standard(s):

1302.33; 1302.34; 1302.101(b)(2-3)



## DHS, Head Start Program Policy



### EDUCATION 9

<b>SUBJECT</b>	Multidisciplinary Staffing		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	8/2/2011		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

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#### Performance Standard(s):

1302.33; 1302.34; 1302.101(b)(2-3)



## DHS, Head Start Program Policy



### EDUCATION 13

<b>SUBJECT</b>	Classroom Observations		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	10/15/2013		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

#### Policy:

Education Service Providers must ensure that all classrooms are in compliance with the Grantee and school district standards, policies, and guidance. Education Service Providers will develop and implement procedures for conducting monthly observations in each classroom by designated staff including, but not limited to Coordinators, Coaches, Specialists, Directors, Site Administrators, etc.

Education Service Providers will review (at a minimum) the following areas:

- Indoor classroom environment
- Outdoor classroom environment
- Health & Safety
- Curriculum
- Teacher / child interactions and relationships
- Nutrition
- Individualization
- Family Engagement

#### Performance Standard:

1302.92



## DHS, Head Start Program Policy



### EDUCATION 13

<b>SUBJECT</b>	Classroom Observations		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	10/15/2013		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17

**PAGE:** 1 of 1

#### Policy:

Education Service Providers must also ensure that all classrooms are in compliance with the Grantee, and school district standards, policies, and guidance. Education Service Providers will develop and implement procedures for conducting monthly classroom observations in each classroom by designated staff including, but not limited to Coordinators, Coaches, Specialists, Directors, Site Administrators, etc.

Education Service Providers will review (at a minimum) the following areas:

- Indoor classroom environment
- Outdoor classroom environment
- Health & Safety
- Curriculum
- Teacher / child interactions and relationships
- Nutrition
- Individualization
- Family Engagement

All areas listed above must be reviewed at least once during each semester (Aug-Dec and Jan-May) in each classroom. Education Service Providers must also ensure that all classrooms are in compliance with the Grantee, and school district standards, policies, and guidance.

Classroom observation documentation will be shared and used to guide professional development.

#### Performance Standard:

1302.92



## DHS, Head Start Program Policy



### EDUCATION 14

<b>SUBJECT</b>	Classroom Organization, Equipment and Materials		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	9/13/2011		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

#### Policy:

Education Service Providers must provide sufficient age appropriate equipment, toys, materials, and furniture to promote learning in the five Central Domains in the Head Start Early Learning Outcomes Framework and Texas Prekindergarten Guidelines. There should be intentional and purposeful activities for all children. The classroom space will be arranged into learning interest centers. The centers must be labeled, organized, and clutter free. All exits must be unobstructed by equipment, toys, materials, and furniture. The following should be taken into consideration:

- Separate noisy activities from quiet activities as much as space allows
- Support for the cultural and ethnic backgrounds of all children
- Adequate space for activities
- Unobstructed supervision
- Comfortable and quiet space
- A variety of learning experiences and encourage each child to experiment and explore

#### Performance Standard(s):

1302.21 (d) (1); 1302.31 (c-d); 1302.47(2)



## DHS, Head Start Program Policy



### EDUCATION 14

<b>SUBJECT</b>	Classroom Organization, Equipment and Materials		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	9/13/2011		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

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- A variety of learning experiences and encourage each child to experiment and explore

#### Performance Standard(s):

1302.21 (d) (1); 1302.31 (c-d); 1302.47(2)

	<b>DHS, Head Start Program Policy</b>		
<b>EDUCATION 16</b>			
<b>SUBJECT</b>	Learning During Mealtime		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	6/18/2014		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

**Policy:**

The Head Start Program recognizes the importance of Family Style Meals during breakfast and lunch in supporting social, emotional, gross and fine motor learning and development.

Food must be available to any adult participating in mealtime. To the best extent possible, any adults participating with the class during mealtime should share the same food as the children, free of charge, including during field trips and other Head Start related activities. Any adult receiving food, paid for by the Program, must be involved in the meal with the students at some point during the scheduled meal service.

Ratio must be maintained during mealtime and at a minimum, one adult should sit with the children during the majority of the meal service.

Children are not required to sit at one table or all at the same table. However, children must not be isolated or sit alone during mealtime.

The current daily menu must be posted and made available to parents.

Each Education Service Provider will develop and implement procedures to address mealtime that includes the following:

- Role of adults, including teachers, teaching assistants, floaters, substitutes, volunteers, and parents
- Role of the children, including setting the table, passing out food, and helping with clean up
- Training on learning during mealtime

**Performance Standard(s):**

1302.31 (e)(2); 1302.44

	<b>DHS, Head Start Program Policy</b>		
<b>EDUCATION 16</b>			
<b>SUBJECT</b>	<u>Family Style Meals</u> <u>Learning During Mealtime</u>		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	6/18/2014		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

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- Training on Family Style Mealslearning during mealtime

**Performance Standard(s):**

1302.31 (e)(2); 1302.44



**DHS, Head Start  
Program  
Policy**



**EDUCATION 17**

<b>SUBJECT</b>	Child Arrival & Departure		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	10/17/2013		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17

**PAGE:** 1 of 1

**Policy:**

Education Service Providers will develop and implement procedures for child arrival and departure that includes a daily health check including observations and documentation of each child's physical and mental well being. The health check should be completed in front of a parent/guardian when possible.

In addition to identification and documentation of each child's physical and mental well being, procedures should include process for appropriate and timely follow up and referral for any concerns.

Arrival and departure procedures should include, at a minimum, documentation of the following:

- Site name
- Date
- Teacher name
- Child's name
- Arrival time/ Departure Time
- Physical/mental condition
- Parent and/or nurse notification

**Performance Standard(s):**

1302.41(a); 1302.42(c)(2)



**DHS, Head Start  
Program  
Policy**



**EDUCATION 17**

<b>SUBJECT</b>	Child Arrival & Departure		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	10/17/2013		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17

**PAGE:** 1 of 1

**Policy:**

Education Service Providers will develop and implement procedures for child arrival and departure that includes a daily health check including observations and documentation of each child's physical and mental well being. ~~A daily visual~~The health check should be completed in front of a parent/guardian when possible.

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Arrival and departure procedures should include, at a minimum, documentation of the following:

- Site name
- Date
- Teacher name
- Child's name
- Arrival time/ Departure Time
- Physical/mental condition
- Parent and/or nurse notification

**Performance Standard(s):**

1302.41(a); 1302.42(c)(2)

	<b>DHS, Head Start Program Policy</b>		
<b>EDUCATION 18</b>			
<b>SUBJECT</b>	Coaching		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	6/27/2017		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

**Policy:**

The Head Start Program will implement a researched-based coordinated coaching program for education staff. Education Service Providers will develop and implement procedures for coaching that must include the following:

- Assessment of staff to identify strengths and areas of needed support
- Determination of staff in need of intensive coaching
- Identification of qualified coaches
- Standardized tool(s) used for Coaching
- A system that includes a cycle of observations, feedback, and goal setting
- Documentation of coaching consultations in Child Plus according to the *City of San Antonio Data Entry and Benchmark Due Date Guide*

**Performance Standard:**

1302.92 (c)

	<b>DHS, Head Start Program Policy</b>			
<b>EDUCATION 18</b>				
<b>SUBJECT</b>		Coaching		
<b>REFERENCE</b>		Education and Early Childhood Development		
<b>EFFECTIVE</b>		6/27/2017		
<b>Policy Council Approval:</b> 7/25/17		<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1				

**Policy:**

The Head Start Program will implement a researched-based coordinated coaching program for education staff. Education Service Providers will develop and implement procedures for coaching that: Coaching procedures must fit within a research-based model and must include the following:

- Assessment of staff to identify strengths and areas of needed support
- Determination of staff in need of intensive coaching
- Identification of qualified coaches
- Identification of a common Standardized tool(s) used for Coaching
- Identification of a plan for follow up Coaching A system that includes a cycle of observations, feedback, and goal setting
- Documentation of coaching consultations in Child Plus according to the *City of San Antonio Data Entry and Benchmark Due Date Guide*

**Performance Standard:**

1302.92 (c)

	<b>DHS, Head Start Program Policy</b>		
<b>EDUCATION 19</b>			
<b>SUBJECT</b>	Behavior Consultation		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	6/27/2017		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

**Policy:**

Education Service Providers will develop and implement procedures to ensure Behavior Specialists provide consultation and support to teaching staff. All consultations must be documented in ChildPlus according to the *City of San Antonio Data Entry and Benchmark Due Date Guide*.

Consultation procedures must include:

- Determination of staff in need of consultative support
- Standardized tool used for consultations
- Plan for follow-up

**Performance Standard:**

1302.92

	<b>DHS, Head Start Program Policy</b>	 <b>HEAD START</b> City of San Antonio Department of Human Services	
<b>EDUCATION 19</b>			
<b>SUBJECT</b>	Behavior Consultation		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	6/27/2017		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

**Policy:**

Education Service Providers will develop and implement procedures to ensure Behavior Specialists provide consultation and support to teaching staff. All Behavior Specialist consultations must be documented in ChildPlus according to the *City of San Antonio Data Entry and Benchmark Due Date Guide*.

Consultation procedures must include:

- Determination of staff in need of consultative support
- Identification of a common Standardized tool used for consultations
- Identification of a plan Plan for follow-up econsults

**Performance Standard**

1302.92



## DHS, Head Start Program Policy



### EnvHS 1

<b>SUBJECT</b>	Safe Environments		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	9/13/2011		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

#### **Policy:**

Education Service Providers will maintain indoor/outdoor environments and facilities to ensure they are safe, clean, and in quality condition so as to prevent injury to a child. Education Service Providers will develop and implement procedures to maintain safe environments to correct issues identified as unsafe and/or hazardous through the monitoring process.

Education Service Providers will also create an inventory replacement plan that ensures all furniture is routinely inspected and replaced.

Education Service Providers will submit all work orders from all sites as requested by the Grantee with the current status and timeline of completion for each work order.

The Education Service Provider will ensure that work orders are completed within 20 business days of creation. For work orders that need additional time, the Education Service Provider will work with Grantee staff for permission for the extension. For work orders requiring immediate completion the Education Service Provider must complete within 24 hours. The Education Service Provider will be monitored routinely to ensure work order tracking is being completed.

#### **Performance Standard:**

1302.47(1)(2)



## DHS, Head Start Program Policy



### EnvHS 1

<b>SUBJECT</b>	Safe Environments		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	9/13/2011		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

#### **Policy:**

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Education Service Providers will submit all work orders from all sites as requested by the Grantee with the current status and timeline of completion for each work order.

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#### **Performance Standard:**

1302.47(1)(2)



## DHS, Head Start Program Policy



### EnvHS 2

<b>SUBJECT</b>	Staffing and Class Size Requirements		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	3/13/2012		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 2			

#### Policy:

Unless a Class Size Waiver is granted from the Office of Head Start, all Head Start Program sites must comply with the following staffing and class size requirements.

Head Start classes must be staffed by two paid staff persons: a teacher and an aide/instructional assistant/paraprofessional or two teachers.

A 1:10 adult to child ratio is required and must be maintained during Head Start Program hours except for brief absences of a teaching staff member for no more than five minutes to accommodate for restroom breaks and children's needs.

#### Class Size

Ages	Class Size
4 and 5 years old	Program average of 17-20 children enrolled per class. No more than 20 children enrolled in any class.
3 years old	Program average of 15-17 children enrolled per class. No more than 17 children enrolled in any class.

Class sizes are determined based on square footage, with a minimum of 35 square feet/child.

The predominant age of the class must be established at the start of each program year and is based on the age of the majority of the children in the classroom. Intact and separate 3 year-old and 4 year-old classes will be established prior to the beginning of the school year, or by September 1<sup>st</sup>, in order to create a developmentally appropriate learning environment for all children. The establishment of mixed age group classes can only be authorized by the Head Start Program. The Grantee must approve any change to the classroom age group designation.

Ratios must be maintained during Head Start Program hours. Head Start Program hours vary by site and are set and approved at the beginning of the program year as part of the Education Service Provider's Program Design.

### **Volunteers being counted in classroom ratios**

A volunteer may be used to maintain the required teacher/student ratio only for short periods of time, 10-15 minutes, to accommodate for unscheduled interruptions/emergencies. A volunteer must never be left alone with children. All volunteers must sign the Head Start Standards of Conduct, pass a background check, and receive volunteer training. Education Service Providers must keep documentation of volunteer training.

#### **Performance Standard(s):**

1302.21(b)(1-4); 1302.94(b)

DRAFT



## DHS, Head Start Program Policy



### EnvHS 2

<b>SUBJECT</b>	Staffing and Class Size Requirements		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	3/13/2012		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 2			

#### Policy:

Unless a Class Size Waiver is granted from the Office of Head Start, all Head Start Program sites must comply with the following staffing and class size requirements.

Head Start classes must be staffed by two paid staff persons: a teacher and an aide/instructional assistant/paraprofessional or two teachers.

A 1:10 adult to child ratio is required and must be maintained during Head Start Program hours except for brief absences of a teaching staff member for no more than five minutes to accommodate for restroom breaks and children's needs.

#### Class Size

Ages	Class Size
4 and 5 years old	Program average of 17-20 children enrolled per class. No more than 20 children enrolled in any class.
3 years old	Program average of 15-17 children enrolled per class. No more than 17 children enrolled in any class.

Class sizes are determined based on square footage, with a minimum of 35 square feet/child.

The predominant age of the class must be established at the start of each program year and is based on the age of the majority of the children in the classroom. Intact and separate 3 year-old and 4 year-old classes will be established prior to the beginning of the school year, or by September 1<sup>st</sup>, in order to create a developmentally appropriate learning environment for all children. The establishment of mixed age group classes can only be authorized by the Head Start Program. The Grantee must approve any change to the classroom age group designation.

Ratios must be maintained during Head Start Program hours. Head Start Program hours vary by site and are set and approved at the beginning of the program year as part of the Education Service Provider's Program Design.

### **Volunteers being counted in classroom ratios**

A volunteer may be used to maintain the required teacher/student ratio only for short periods of time, 10-15 minutes, to accommodate for unscheduled interruptions/emergencies. A volunteer must never be left alone with children. All volunteers must sign the Head Start Standards of Conduct, pass a background check, and receive volunteer training. Education Service Providers must keep documentation of volunteer training.

#### **Performance Standard(s):**

| 1302.21(b)(1-4); 1302.94(b);



## DHS, Head Start Program Policy



### EnvHS 3

<b>SUBJECT</b>	Hygiene Practices		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	6/15/2011		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

#### Policy:

Education Service Providers must develop and implement procedures to promote safe food preparation, hand hygiene and standard precautions. Staff must be trained on procedures and documentation of training must be maintained.

Education Service Providers will follow Caring for Our Children National Health and Safety Standards Guidelines for Early Care and Education Programs when establishing procedures for hygiene practices.

#### Performance Standard:

1302.47(a)(6)(i-iii)



## DHS, Head Start Program Policy



### EnvHS 3

<b>SUBJECT</b>	Hygiene Practices		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	6/15/2011		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

#### Policy:

Education Service Providers must develop and implement procedures to promote safe food preparation, hand hygiene and standard precautions. Staff must be trained on procedures and documentation of training must be maintained.

Education Service Providers will follow Caring for Our Children National Health and Safety Standards Guidelines for Early Care and Education Programs when establishing procedures for ~~hand~~ hygiene practices.

#### Performance Standard:

1302.47(a)(6)(i-iii)

	<b>DHS, Head Start Program Policy</b>		
<b>EnvHS 5</b>			
<b>SUBJECT</b>	Emergency Preparedness		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	06/15/2011		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

**Policy:**

Education Service Providers will develop and implement procedures that address emergencies including, but not limited to health and safety, fire, food allergies, natural disasters and the control of infectious/contagious diseases. All staff must be trained in emergency preparedness, and the Head Start Program will maintain documentation of training.

Locations and telephone numbers of emergency response procedures must be posted in each room used by children, including the main office and central locations on campus, and made available to all staff.

All emergency numbers including police, fire, ambulance, poison control, Child Abuse Hotline, and the Center for Disease Control, must be immediately accessible to staff at all times. Up-to-date family contact information and authorization for emergency care for each child, including emergency transportation authorization must be readily available.

Education Service Providers must post evacuation routes in each classroom, as well as every room used by children and staff, including the main office and other central locations on campus. The location, room number, and path to safety must be highlighted on each evacuation route.

**Performance Standard:**

1302.47(b)(7-8)

	<b>DHS, Head Start Program Policy</b>		
<b>EnvHS 5</b>			
<b>SUBJECT</b>	Emergency Preparedness		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	06/15/2011		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

**Policy:**

Education Service Providers will develop and implement procedures that address emergencies including, but not limited to, health and safety, fire, food allergies, natural disasters and the control of infectious/contagious diseases. All staff must be trained in emergency preparedness, and the Head Start Program will maintain documentation of training.

Locations and telephone numbers of emergency response procedures must be posted in each room used by children, including the main office and central locations on campus, and made available to all staff.

All emergency numbers including police, fire, ambulance, poison control, Child Abuse Hotline, and the Center for Disease Control, must be immediately accessible to staff at all times. Up-to-date family contact information and authorization for emergency care for each child, including emergency transportation authorization must be readily available.

Education Service Providers must post evacuation routes in each classroom, as well as every room used by children and staff, including the main office and other central locations on campus. The location, room number, and path to safety must be highlighted on each evacuation route.

**Performance Standard:**

1302.47(b)(7-8)



## DHS, Head Start Program Policy



### FAMILY 1

<b>SUBJECT</b>	Family Engagement; Parent Activities to Promote Child Learning and Development; and Transitions		
<b>REFERENCE</b>	Family and Community Support		
<b>EFFECTIVE</b>	6/27/2017		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 2			

#### Policy:

#### Family Engagement

The Head Start Program integrates parent and family engagement strategies into all systems and program services to support family well-being and promote children's learning and development.

#### Head Start staff:

- Recognizes parents as their children's primary teachers and supports parents in healthy parent-child relationships.
- Ensures a dual-generation approach in serving families.
- Implements strategies to promote fatherhood engagement.
- Provides families with leadership and decision-making activities through parent committee meeting held every other month, at a minimum, and other parent engagement opportunities.
- Provides opportunities for parents to engage in the program as employees or volunteers.
- Provides parent training opportunities, including presentations, activities, educational materials/resources, and/or campaigns on various topics, including:
  - Parent-Child Relationships
  - Child Development (including language, dual language, literacy and bi-literacy development)
  - Attendance (impact of attendance on learning outcomes)
  - Vehicle and Pedestrian Safety
  - Parenting Education (utilizing research-based parenting curriculum)
  - School Readiness
  - Child Education and Curriculum
  - Disabilities
  - Health, Dental and Nutrition
  - Child Abuse Prevention
  - Mental Wellness
  - Financial Literacy (Asset Development)
  - Child and Community Advocacy

- Transitions (from EHS to HS and from HS to Kindergarten)
- Other topics that promote Family Well-Being

A monthly Parent Activity Calendar with planned activities and trainings must be submitted according to the *City of San Antonio Data Entry & Benchmark Due Date Guide*.

PCC meeting agendas must reflect an opportunity for parent input from the school level to the program level and must be submitted according to the *City of San Antonio Data Entry & Benchmark Due Date Guide*.

A monthly Parent Engagement Activity Report that includes all completed campus activities, trainings and presentations, and the number and names of Head Start attendees must be submitted according to the *City of San Antonio Data Entry & Benchmark Due Date Guide*.

**Performance Standard(s):**

1302.50 (a) and (b) (1) – (6); 1302.51(a) (1) – (3) and (b); 1302.70 (a), (b) (1) – (2), (c) – (e); 1302.71 (a) and (b) (1) and (20 (i) – (iv), (c) (2) (i) – (iii) and (3); and (d) – (e); and 1302.72 (a) – (c)



## DHS, Head Start Program Policy



### FAMILY 1

<b>SUBJECT</b>	Family Engagement; Parent Activities to Promote Child Learning and Development; and Transitions		
<b>REFERENCE</b>	Family and Community Support		
<b>EFFECTIVE</b>	6/27/2017		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

#### Policy:

#### Family Engagement

The Head Start Program integrates parent and family engagement strategies into all systems and program services to support family well-being and promote children's learning and development.

Head Start staff:

- Recognizes parents as their children's primary teachers and supports parents in healthy parent-child relationships.
- Ensures a dual-generation approach in serving families.
- Implements strategies to promote fatherhood engagement.
- Provides families with leadership and decision-making activities through ~~bi-monthly~~ parent committee meeting held every other months, at a minimum, and other parent engagement opportunities.
- Provides opportunities for parents to engage in the program as employees or volunteers.
- Provides parent training opportunities, including presentations, -and- activities, educational materials/resources, and/or campaigns on various topics, including:
  - Parent-Child Relationships
  - Child Development (including language, dual language, literacy and bi-literacy development)
  - Attendance (impact of attendance on learning outcomes)
  - Vehicle and Pedestrian Safety
  - Parenting Education (utilizing research-based parenting curriculum)
  - School Readiness
  - Child Education and Curriculum
  - Disabilities
  - Health, Dental and Nutrition
  - Child Abuse Prevention
  - Mental Wellness
  - Financial Literacy (Asset Development)
  - Child and Community Advocacy

- Transitions (from EHS to HS and from HS to Kindergarten)
- Other topics that promote Family Well-Being

A monthly Parent Activity Calendar with planned activities and trainings and PCC/ Parent Meeting agendas that reflect that an opportunity for parent input from the school level (PCC) was provided to the program level (Policy Council) must be submitted according to the *City of San Antonio Data Entry & Benchmark Due Date Guide*.

–PCC meeting agendas must reflect an opportunity for parent input from the school level to the program level and must be submitted according to the *City of San Antonio Data Entry & Benchmark Due Date Guide*.

A monthly Parent Engagement Activity Report that includes all completed campus activities, trainings and presentations, and the number and names of Head Start attendees must be submitted according to the *City of San Antonio Data Entry & Benchmark Due Date Guide*.

**Performance Standard(s):**

1302.50 (a) and (b) (1) – (6); 1302.51(a) (1) – (3) and (b); 1302.70 (a), (b) (1) – (2), (c) – (e); 1302.71 (a) and (b) (1) and (20 (i) – (iv), (c) (2) (i) – (iii) and (3); and (d) – (e); and 1302.72 (a) – (c)

	<b>DHS, Head Start Program Policy</b>		
<b>FAMILY 2</b>			
<b>SUBJECT</b>	Family Partnership Services		
<b>REFERENCE</b>	Family and Community Support		
<b>EFFECTIVE</b>	6/27/2017		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 2			

**Policy:**

**Family Partnership Services**

The Head Start Program engages in a process of collaborative and respectful partnership-building with parents/guardians to establish mutual trust and to identify needed services and supports and family strengths and goals. This process must take into consideration each family's readiness and willingness to participate in the process and must be engaged in jointly with parents. Family services are to be individualized and focused on the achievement of identified outcomes.

Communication with parents/guardians is to be in the family's preferred language, when possible, and provided in a place where family members feel safe to share personal information.

Staff is to adhere to all confidentiality policies and procedures to protect family information.

Family and Community Support staff will:

- Complete a ***Family Meeting / Home Visit*** with each family whose child has been accepted into the program. The ***Family Meeting / Home Visit*** should be scheduled at the parent's convenience, and if necessary, at a neutral location.
- Engage parents/guardians in a ***Family Partnership Agreement*** by orienting parents to the roles and responsibilities of Head Start parents and staff.
- Use a ***Family Assessment*** tool to identify each family's strengths, needs and interests.
- Work with families to develop family goals. The goal setting process must include: family goals, strategies for success, staff support to be provided, timeframes, and community resources that are available to assist families in meeting their goals. Families must be provided a copy of their ***Goal Setting*** forms. Progress on goal attainment is to be tracked until completion or until the end of the school year, based on goal timelines.

- **Refer** families to community agencies that are able to meet their identified needs, interests and/or goals.
- At a minimum, contact families once each month.
- All communication must be documented in ChildPlus according to the *City of San Antonio Data Entry & Benchmark Due Date Guide*.

**Performance Standard:**

1302.52 (a) – (c) (1) – (4) and (d)

DRAFT



## DHS, Head Start Program Policy



### FAMILY 2

<b>SUBJECT</b>	Family Partnership Services		
<b>REFERENCE</b>	Family and Community Support		
<b>EFFECTIVE</b>	6/27/2017		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
			<b>PAGE:</b> 1 of <u>24</u>

Policy:

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The Head Start Program engages in a process of collaborative and respectful partnership-building with parents/guardians to establish mutual trust and to identify needed services and supports and family strengths and goals. This process must take into consideration each family's readiness and willingness to participate in the process and must be engaged in jointly with parents. Family services are to be individualized and focused on the achievement of identified outcomes.

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- All contact communication must be documented in ChildPlus according to the *City of San Antonio Data Entry & Benchmark Due Date Guide*.

**Performance Standard:**

1302.52 (a) – (c) (1) – (4) and (d)

	<b>DHS, Head Start Program Policy</b>		
<b>HEALTH 3</b>			
<b>SUBJECT</b>	Preventative Health Visit Requirements and Documentation		
<b>REFERENCE</b>	Comprehensive Health Services		
<b>EFFECTIVE</b>	6/15/2011		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

**Policy:**

Education Service Providers will develop and implement procedures to ensure that all children are up-to-date on a schedule of age-appropriate preventative and primary health care and oral health care that meets the State of Texas Early and Periodic, Screening, Diagnosis, and Treatment (EPSDT) requirements schedule.

Procedures must include a system to meet the following:

**30-Day Requirement:**

- Within 30 calendar days after the child first attends the program of each school year, the Head Start Program must consult with parents to determine if the child has an ongoing source of continuous health care and health insurance coverage.

**45-Day Requirement:**

- Within 45 calendar days after the child first attends the program of each school year, the Head Start Program must obtain a current record of evidence-based vision and hearing screenings or conduct the screenings in the child's home language.

**90-Day Requirement:**

- Within 90 calendar days after the child first attends the program of each school year, documentation of a physical exam and an oral health determination must be received.

**Follow-up, Tracking and Data Documentation**

- Follow-up must occur once a month for medical, dental, and nutrition related concerns as indicated on screenings, health assessments, physical exams, and other health related concerns, including missing events.
- Health related contact and follow-up must be documented in ChildPlus according to the City of San Antonio Data Entry and Benchmark Due Date Guide.

## **Parent Collaboration and Communication**

- Develop a system to inform the parents/guardians about their children's health needs in a timely manner.
- Provide information and community health resources to families.
- Provide resources to families in need of assistance with prescribed medications, aids or equipment for medical, dental, or mental health conditions.
- Head Start funds may be used for children's professional medical and/or dental services when other sources of funding are not available; documentation of efforts to access other available sources of funding must be tracked in Child Plus.
- Obtain advance authorization to perform intrusive medical or dental services, such as unclothed physical exams, immunizations, and venous blood draws, no more than two weeks prior to the service.
- Provide results of abnormal medical and/or dental exam/screening administered through the program and ensure understanding of the results.

### **Performance Standard(s):**

1302.41; 1302.42

### **Reference:**

[THSteps Medical Checkup Periodicity Schedule](#)

	<b>DHS, Head Start Program Policy</b>		
<b>HEALTH 3</b>			
<b>SUBJECT</b>	Preventative Health Visit Requirements and Documentation		
<b>REFERENCE</b>	Comprehensive Health Services		
<b>EFFECTIVE</b>	6/15/2011		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

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- Within 90 calendar days after the child first attends the program of each school year, documentation of a physical exam and an oral health determination must be received.

**Follow-up, Tracking and Data Documentation**

- Follow-up must occur once a month for medical, and dental, and nutrition related concerns as indicated on screenings, health assessments, physical exams, and other health related concerns, including missing events.
- Health related contact and follow-up must be documented in ChildPlus according to the City of San Antonio Data Entry and Benchmark Due Date Guide.

## Parent Collaboration and Communication

- Develop a system to inform the parents/guardians about their children's health needs in a timely manner.
- Provide information and community health resources to families.
- Provide resources to families in need of assistance with prescribed medications, aids or equipment for medical, dental, or mental health conditions.
- Head Start funds may be used for children's professional medical and/or dental services when other sources of funding are not available; documentation of efforts to access other available sources of funding must be tracked in Child Plus.
- Obtain advance authorization to perform intrusive medical or dental services, such as unclothed physical exams, immunizations, and venous blood draws, no more than two weeks prior to the service.
- Provide results of abnormal medical and/or dental exam/screening administered through the program and ensure understanding of the results.

### Performance Standard(s):

1302.41; 1302.42

### Reference:

[THSteps Medical Checkup Periodicity Schedule](#)



## DHS, Head Start Program Policy



### NUTRITION 1

<b>SUBJECT</b>	Nutrition Services		
<b>REFERENCE</b>	Nutrition Services		
<b>EFFECTIVE</b>	6/15/2011		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

#### Policy:

Education Service Providers will develop and implement procedures to ensure each child's nutritional needs are identified, feeding requirements are accommodated, and special dietary needs are culturally and developmentally appropriate.

At a minimum, procedures should include:

- Meals and snacks provided are 1/2 to 2/3 of the child's daily nutritional needs and conform to appropriate USDA requirements.
- Serve children, who have not received breakfast upon arrival at the program, a nourishing breakfast.
- Food allergies and intolerances that require special dietary considerations must be diagnosed by a healthcare professional.
- A parent's declaration of a food allergy will be accommodated by the program, as directed by the school district.
- Ensure safe drinking water is available during the program day.
- Provide learning opportunities at snack and meal times.
- The Nutrition Assessment form to identify child's nutritional needs.
- Share relevant individual child nutrition-related information with appropriate teaching staff, wherever food is served, and post individual child food allergies.
- Post the current daily menu.

#### Performance Standard(s):

1302.31(e)(2); 1302.42(b)(4); 1302.44; 1302.47(b)(7)(vi)

#### Reference:

[USDA7 CFR220](#)



## DHS, Head Start Program Policy



### NUTRITION 1

<b>SUBJECT</b>	Nutrition Services		
<b>REFERENCE</b>	Nutrition Services		
<b>EFFECTIVE</b>	6/15/2011		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

#### Policy:

Education Service Providers will develop and implement procedures to ensure each child's nutritional needs are identified, feeding requirements are accommodated, and special dietary needs are culturally and developmentally appropriate.

At a minimum, procedures should include:

- Meals and snacks provided are 1/2 to 2/3 of the child's daily nutritional needs and conform to appropriate USDA requirements.
- Serve children, who have not received breakfast upon arrival at the program, a nourishing breakfast.
- Food allergies and intolerances that require special dietary considerations must be diagnosed by a healthcare professional.
- A parent's declaration of a food allergy will be accommodated by the program, as directed by the school district. Children with special medical or dietary needs, substitutions/modifications can be made in meal patterns without approval from the USDA if a supporting statement signed by a healthcare professional is on file.
- Ensure safe drinking water is available during the program day.
- Provide learning opportunities at snack and meal times.
- Use the Head Start Child Health History form and The Nutrition Assessment form to identify child's nutritional needs.
- Share relevant individual child nutrition-related information with appropriate teaching staff, wherever food is served, and post individual child food allergies.
- Post the current daily menu.

#### Performance Standard(s):

1302.31(e)(2); 1302.42(b)(4); 1302.44; 1302.47(b)(7)(vi)

#### Reference:

USDA7 CFR 210, USDA7 CFR220, USDA7 CFR226



## DHS, Head Start Program Policy



### PDM 1

<b>SUBJECT</b>	Program Monitoring		
<b>REFERENCE</b>	Program Design and Management		
<b>EFFECTIVE</b>	5/11/2010		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
			<b>PAGE:</b> 1 of 3

#### **Policy:**

The Head Start Program will develop and implement a process of ongoing monitoring and continuous improvement of the service delivery and program operations. The City of San Antonio Head Start (City) and Education Service Providers will abide by all local, state, and federal regulations. The Head Start Program will provide high-quality program services, share strategies, and communicate plans to ensure child and adult safety.

The Head Start Program will use the following monitoring systems:

- Education Service Provider level monitoring system for ongoing monitoring to include regular site visits to all Head Start sites and classrooms
- Site visits to all Head Start centers will be announced and unannounced
- City level monitoring system that ensures Education Service Providers have effective oversight of service delivery systems and remain in compliance with all local, state, and federal regulations
- Utilization of ChildPlus by the City and Education Service Providers to collect and record information about children and families for data analysis, evaluation, and program improvement
- Collaborative review of program information for planning and future development
- Annual Self-Assessment

#### **City Program Responsibilities:**

The City will develop procedures for ongoing monitoring of the Head Start Program. These procedures will provide guidance and expectations of how Education Service Providers will be monitored. These procedures will also include the requirements for reporting findings.

The City will establish a monitoring model that will help ensure timely and effective delivery of services, and provide content area expertise and support to the Education Service Providers. The City will focus on direct monitoring, reviewing, and validating the results of Education Service Providers monitoring activities.

The City will monitor required program tasks and responsibilities to ensure completion within required timelines and according to guidelines provided in the Head Start Program Performance Standards, local, state, and federal regulations.

Monitoring of the Head Start Program is a continuous process. The results of ongoing monitoring will be used by the Head Start Administrator and Management Team to determine the level of compliance with Head Start Program Performance Standards, local, state, and federal regulations.

The City will follow up on monitoring issues or concerns to ensure corrective action and implementation of quality improvement plans. The City may provide training, technical assistance, and resources to assist the Education Service Providers in developing and implementing a corrective action and quality improvement plan.

The City will establish an annual monitoring calendar/schedule of proposed monitoring activities and will share with the Education Service Providers.

The City will conduct the Annual Self-Assessment by utilizing program data. The City will share results with stakeholders including parents, Policy Council members, Governing Body members, other community members, and program staff.

### **Education Service Provider Responsibilities:**

Education Service Providers are responsible for establishing their own monitoring systems in accordance with Head Start Program Performance Standards and the City of San Antonio Head Start Policy. Education Service Providers are responsible for the following:

- Developing and implementing procedures for ongoing monitoring
- Taking corrective action
- Requesting assistance from the City when needed
- Reporting the results of monitoring to the City
- Implementing a quality improvement plan that prevents reoccurrence of previous findings

Education Service Providers will monitor and report results in the following areas:

- Education and Child Development Program Services
- ERSEA
- Health/Dental Services
- Nutrition
- Disabilities/Mental Health
- Family & Community Support Services
- Facilities and Transportation
- Safe Environments
- Human Resources

### **Education Service Provider Corrective Action:**

Following the receipt of results from a monitoring project completed by the City, the Education Service Providers will:

- Complete all Corrective Action Plans (CAPs) in ChildPlus within 10 business days
- Complete all CAPs in ChildPlus related to Safe Environments within 20 business days
- Address any finding related to child health and safety that is an immediate threat within 24 hours
- Develop quality improvement plans as requested by the City

The Education Service Provider may request an extension if they are unable to meet the deadline for the completion of a CAP. The Special Projects Manager over City Monitoring or Head Start Administrator may give permission and/or add provisions related to the CAPs.

**Performance Standard(s):**

Subpart J- Program Management and Quality Improvement  
1302.100 – 1302.103 (a-b)



## DHS, Head Start Program Policy



### PDM 1

<b>SUBJECT</b>	Program Monitoring		
<b>REFERENCE</b>	Program Design and Management		
<b>EFFECTIVE</b>	5/11/2010		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
			<b>PAGE:</b> 1 of 3

#### Policy:

The Head Start Programs will develop and implement a process of ongoing monitoring and continuous improvement of the procedure to effectively monitor service delivery and program operations. in its program components. The City of San Antonio Head Start (City) and Education Service Providers will abide by all local, state, and federal regulations. The Head Start Program will and provide high-quality program services, share strategies, and communicate plans to ensure child and adult safety, and provide high-quality program services for improvement, compliance and achievement of excellence in the Head Start Program.

The Head Start Program will use the following monitoring systems:

- Education Service Provider level monitoring systems for ongoing monitoring efforts and activities to include regular site visits to all Head Start centers sites and classrooms Site visits to all Head Start centers will be announced and unannounced
- City Grantee level monitoring system that ensures that Education Service Providers are have effectively oversight monitoring of their service delivery systems and remain in compliance with all local, state, and federal regulations
  - to include site visits to all Head Start centers
  - Periodic collecting and reporting of program data to the City grantee, by Education Service Providers
  - Utilization of data management system ChildPlus by the City and all Education Service Providers and City Head Start to collect and record information about children & and families in order to access information for data analysis, evaluation, and program improvement
  - Collaborative review of program information for planning and future development decisions
- Annual Self-Assessment

#### Head Start City Program Responsibilities:

The City will develop procedures for ongoing monitoring of the Head Start Program. These procedures will provide guidance and expectations of how Education Service Providers will be monitored. These procedures will also include the requirements for reporting findings.

The Head Start City will establish a monitoring model that will help ensure timely and effective delivery of services by reviewing the progress of service delivery on an ongoing basis, and while simultaneously providing content area expertise and support to the Education Service Providers. Head Start's The City's emphasis will will be focus oned primarily on direct monitoring, and reviewing, and validating the results of Education Service Providersprovider monitoring activities, rather than attempting to perform all of the day to day monitoring itself.

Head Start The City will monitor required program tasks and responsibilities to ensure that these tasks and responsibilities are completion ed within required timelines and according to guidelines provided in the Head Start Program Performance Standards, Federal local, state, and federal regulations, and State regulations, and local laws and rules.

Monitoring of the Head Start Program will be as a continuous process throughout the program year. The results of reports and ongoing monitoring will be used by the Head Start Administrator and management Management Team to determine the level of compliance with Head Start Program Performance Standards, local, state, and federal regulations. Federal, State and local laws and rules.

The Head Start Program City will follow up on reported monitoring issues or concerns that arise from ongoing monitoring to ensure corrective action and implementation of quality improvement plans by the Providers. Head Start The City will may provide the necessary training, and technical assistance, and resources available to assist the Education Service Providers in developing and implementing a quality corrective action and quality or improvement plan.

The Head Start Program City will develop its own procedures for ongoing monitoring of the Program and Education Service Providers. These procedures will provide guidance and expectations of how Education Service Providers will be monitored. These procedures will also include the requirements for reporting findings.

The Head Start Program City will establish an annual monitoring calendar/schedule of proposed monitoring activities and will share with the Education Service Providers.

The Head Start Program City will lead conduct the annual Annual self assessment Self-Assessment process by utilizing program data, and The City will share recruiting stakeholders to include communicating results and collaborating with stakeholders including parents, policy Policy Ceouncil members, Governing Bbody members, other community members, community members, and program staff, and Education Service Provider staff; the Head Start Program will also provide training for all participants; develop the approach, establish the timeline and format for the self assessment; and ultimately ensure the successful completion of the self assessment process. This process will be used to evaluate the progress towards meeting the program's goals.

#### **Education Service Provider's Responsibilities:**

Education Service Providers are responsible for establishing their own monitoring systems in

accordance with Head Start Program Performance Standards and the City of San Antonio Head Start Policy. 1304.51 (i). Subpart J Program Management and Quality Improvement. Each Education Service Providers will bear responsible for the following:

- Developing and implementing procedures for ongoing monitoring,
- Taking corrective action,
- Requesting assistance from the City when needed
- Reporting the results of monitoring to the City, and
- Implementing procedures a quality improvement plan that prevents reoccurrence of previous quality and compliance findings.

a) developingDeveloping and implementing procedures for ongoing monitoring, for each area of the Head Start Program;

b) establishing a system for monitoring to include staffing,

c) performing ongoing monitoring,

d) takingTaking corrective action,

e) requestingRequesting assistance from the City Head Start City content area teams, and

f) reportingReporting the results of monitoring to the Head Start Program City, and

g) implementingImplementing procedures that prevent reoccurrence of previous quality and compliance issuesfindings, including previously identified deficiencies, safety incidents and audit findings..

Specifically, the Education Service Providers s will monitor and report results in the following areas:

- Education and Early Childhood Child Development Program Services
- ERSEA
- Health H/ Dental Services
- Nutrition
- Disabilities H/ Mental Health
- Family & Community Support Services
- Facilities and Transportation
- Safe Environments
- Human Resources

Education Service Providers will develop and implement procedures, and any Any updates or revisions, for ongoing monitoring for Head Start Program must be submitted to the City for review and approval. The Head Start Program City will utilize the results of monitoring efforts and activities established by the Education Service Providers to further evaluate compliance with Head Start rules and regulations.

#### **Education Service Provider Corrective Action:**

Following the receipt of results from a monitoring project completed by the City, the Education Service Providers will:

- Complete all Corrective Action Plans (CAPs) in ChildPlus within 10 business days

- Complete all CAPs in ChildPlus related to Safe Environments within 20 business days
- Address any finding related to child health and safety that is an immediate threat within 24 hours
- Develop quality improvement plans as requested by the City

~~Education Service Providers will correct quality and compliance issues immediately or as soon as possible and no later than:~~

~~• The Education Service Provider will have 10 Business days to correct all findings of provider and grantee City level monitoring.~~

~~• The Education Service Provider will have 20 Business days to correct all findings of provider and grantee City level Safe Environments monitoring.~~

~~— The Education Service Provider may will request an in writing or email for an extension if they are unable to meet the deadline for the completion of a CAP. The Special Projects Manager over City Monitoring or Head Start Administrator may give permission and/or add provisions related to the CAPs.~~

~~for any finding needing more time to correct. The Special Projects Manager over Grantee City mMonitoring or Head Start Administrator may give permission and add provisions to any agreements.~~

#### **Performance Standard(s):**

**1304.51 (i)(1-3)**

Subpart J- Program Management and Quality Improvement

1302.100 – 1302.103 (a-b)



## DHS, Head Start Program Policy



### PDM 3

<b>SUBJECT</b>	Staff Performance Appraisals		
<b>REFERENCE</b>	Program Design and Management		
<b>EFFECTIVE</b>	4/13/2010		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

#### Policy:

The Head Start Program will follow their agency or school district guidelines concerning staff performance appraisals. At a minimum, all Head Start employees are required to have an annual performance review conducted and on file. The results of these reviews will be used to identify staff training and professional development needs, modify staff performance agreements, as necessary, and assist each staff member in improving their skills and professional competencies.

Education Service Providers must submit school district guidelines concerning staff performance appraisals as indicated on the *City of San Antonio Data Entry and Benchmark Due Date Guide* for agency specific procedures.

	<b>DHS, Head Start Program Policy</b>		
<b>PDM 3</b>			
<b>SUBJECT</b>	Staff Performance Appraisals		
<b>REFERENCE</b>	Program Design and Management		
<b>EFFECTIVE</b>	4/13/2010		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

**Policy:**

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Education Service Providers must submit school district guidelines concerning staff performance appraisals as indicated on the *City of San Antonio Data Entry and Benchmark Due Date Guide* for agency specific procedures.



## DHS, Head Start Program Policy



### PDM 4

<b>SUBJECT</b>	Training and Professional Development		
<b>REFERENCE</b>	Program Design and Management		
<b>EFFECTIVE</b>	4/13/2010		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
			<b>PAGE:</b> 1 of 2

#### Policy:

The Head Start Program will ensure all new staff, consultants and volunteers receive, at a minimum, an orientation that includes the goals and underlying philosophy of Head Start including the standards, regulations and policies.

The Head Start Program must provide appropriate training and technical assistance or orientation to the governing body, any advisory committee members, and the policy council, including training on program performance standards and training indicated in 1302.12(m) to ensure the members understand the information they receive and can effectively oversee and participate in the Head Start Program.

Additionally, the Head Start Program will develop and implement a procedure for staff training and professional development designed to assist staff in acquiring or increasing the knowledge and skills needed to provide high-quality, comprehensive services. At a minimum, the procedures must include:

- a. Staff completing a minimum of 15 clock hours of professional development per year. For teaching staff, such professional development must meet the requirements described in section 648A(a)(5) of the Act.
- b. Training on methods to handle suspected or known child abuse and neglect cases, that comply with applicable federal, state, local, and tribal laws;
- c. Training for child and family services staff on best practices for implementing family engagement strategies in a systemic way, as described throughout this part;
- d. Training for child and family services staff, including staff that work on family services, health, and disabilities, that builds their knowledge, experience, and competencies to improve child and family outcomes. All teaching staff assigned to a co-teach classroom must receive training specific to the co-teach model; and,

- e. Research-based approaches to professional development for education staff, that are focused on effective curricula implementation, knowledge of the content in Head Start Early Learning Outcomes Framework: Ages Birth to Five, partnering with families, supporting children with disabilities and their families, providing effective and nurturing adult-child interactions, supporting dual language learners as appropriate, addressing challenging behaviors, preparing children and families for transitions (as described in subpart G of this part), and use of data to individualize learning experiences to improve outcomes for all children.
- f. Mental wellness information and regularly scheduled opportunities to learn about mental health, wellness, and health education must be made available to staff.

**Performance Standard(s):**

1301.5; 1302.12(m); 1302.92(a-b); 1302.93(b)



## DHS, Head Start Program Policy



### PDM 4

<b>SUBJECT</b>	Training and Professional Development		
<b>REFERENCE</b>	Program Design and Management		
<b>EFFECTIVE</b>	4/13/2010		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17

**PAGE:** 1 of 2

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- c. Training for child and family services staff on best practices for implementing family engagement strategies in a systemic way, as described throughout this part;
- d. Training for child and family services staff, including staff that work on family services, health, and disabilities, that builds their knowledge, experience, and competencies to improve child and family outcomes. All teaching staff assigned to a co-teach classroom must receive training specific to the co-teach model; and,

- e. Research-based approaches to professional development for education staff, that are focused on effective curricula implementation, knowledge of the content in Head Start Early Learning Outcomes Framework: Ages Birth to Five, partnering with families, supporting children with disabilities and their families, providing effective and nurturing adult-child interactions, supporting dual language learners as appropriate, addressing challenging behaviors, preparing children and families for transitions (as described in subpart G of this part), and use of data to individualize learning experiences to improve outcomes for all children.
- f. Mental wellness information and regularly scheduled opportunities to learn about mental health, wellness, and health education must be made available to staff.

**Performance Standard(s):**

1301.5; 1302.12(m); 1302.92(a-b); 1302.93(b)



## DHS, Head Start Program Policy



### PDM 11

<b>SUBJECT</b>	Personnel		
<b>REFERENCE</b>	Program Design and Management		
<b>EFFECTIVE</b>	3/13/2012		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 2			

#### Policy:

The Head Start Program and Education Service Providers will abide by their internal agency personnel policies and procedures which must meet or exceed applicable requirements including Head Start regulations as well as local, state and federal laws.

The City of San Antonio Head Start Program personnel policies must be approved by the Governing Body and Policy Council and must be available to all staff. The Head Start Policy Council will approve decisions regarding the employment of program staff as stated in paragraph 1(E)(iv)(IX), regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, and any other person in an equivalent position within the Head Start Program.

The Head Start Program collaborates with the City of San Antonio's Human Resources Department to ensure all newly hired City staff complete the required criminal background checks prior to employment. According to the City of San Antonio's Administrative Directive (AD) 4.55, the City conducts Criminal Background Checks (CBC) as part of the initial employment process and applies to volunteers and interns.

#### Head Start Program and Education Service Provider Background Check Requirements:

- a. Before a person is hired, directly or through a contract, including transportation staff and contractors, the Head Start Program and Education Service Providers must conduct an interview, verify references, conduct a sex offender registry check and obtain one of the following:
  - i. State or tribal criminal history records, including fingerprint checks; or,
  - ii. Federal Bureau of Investigation criminal history records, including fingerprint checks.
- b. A program has 90 days after an employee is hired to complete the background check process by obtaining:
  - i. Whichever check listed in paragraph (a) of this section was not obtained prior to the date of hire; and,

- ii. Child abuse and neglect state registry check, if available.
- c. A program must review the information found in each employment application and complete background check to assess the relevancy of any issue uncovered by the complete background check.
- d. A program must ensure a newly hired employee, consultant, or contractor does not have unsupervised access to children until the background check process is complete.
- e. A program must conduct the complete background check for each employee, consultant, or contractor at least once every five years and must include each of the four checks listed above.

The Head Start Program will consider current and former program parents for employment vacancies for which such parents apply and are qualified.

**Performance Standard(s):**

1302.90(a-b)

**Head Start Act:**

642(c)(1)(E)(iv)(V)(cc); 642(c)(1)(E)(IX); 642(c)(2)(D)(vi)

**City of San Antonio Administrative Directive (AD):**

4.55 Background Checks/Reporting Arrests, Indictments and Convictions



## DHS, Head Start Program Policy



### PDM 11

<b>SUBJECT</b>	Personnel		
<b>REFERENCE</b>	Program Design and Management		
<b>EFFECTIVE</b>	3/13/2012		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 2			

#### Policy:

The Head Start Program and Education Service Providers will abide by their internal agency personnel policies and procedures which must meet or exceed applicable requirements including Head Start regulations as well as local, state and federal laws. ~~The Head Start Policy Council (HSPC) and its Personnel Committee will be involved in the hiring and termination processes for any person who works primarily for the Grantee.~~

#### Termination

~~Termination/separation actions must be in accordance with HSPPS, laws governing the Federal Equal Opportunity Employment Act, and other applicable agency rules and regulations. Head Start Program management staff will inform the HSPC of personnel actions that could lead to termination of a Head Start employee. The Policy Council Personnel Committee provides recommendations to the HSPC, as appropriate, concerning personnel termination actions.~~

~~The City of San Antonio Department of Human Services (DHS) Head Start Program personnel policies must be approved by the Governing Body and Policy Council and must be available to all staff.~~

~~The Head Start Policy Council will shall approve and submit decisions on program personnel policies and decisions regarding the employment of program staff as stated in paragraph 1(E)(iv)(IX), regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position within the Head Start Program.~~

~~The DHS Head Start Program collaborates with the City of San Antonio's Human Resources Department to ensure all newly hired DHS Head Start City staff complies with and has completed the required criminal background checks prior to employment. According to the City of San Antonio's Administrative Directive (AD) 4.55, the City conducts Criminal Background Checks (CBC) as part of the initial employment process and applies to volunteers and interns. Employee placement into safety or security sensitive positions and positions of trust, and engagement of volunteers and interns.~~

Head Start Program and Education Service Provider Background eCheck Requirements:

— Before a person is hired, directly or through a contract, including transportation staff and

- a. contractors, the Head Start Program and Education Service Providers must conduct an interview, verify references, conduct a sex offender registry check and obtain one of the following:
  - i. State or tribal criminal history records, including fingerprint checks; or,
  - ii. Federal Bureau of Investigation criminal history records, including fingerprint checks.
- b. A program has 90 days after an employee is hired to complete the background check process by obtaining:
  - i. Whichever check listed in paragraph (a) of this section was not obtained prior to the date of hire; and,
  - ii. Child abuse and neglect state registry check, if available.
- c. A program must review the information found in each employment application and complete background check to assess the relevancy of any issue uncovered by the complete background check.
- d. A program must ensure a newly hired employee, consultant, or contractor does not have unsupervised access to children until the complete background check process is complete.
- e. A program must conduct the complete background check for each employee, consultant, or contractor at least once every five years which and must include each of the four checks listed above.

AThe Head Start Program program must will consider current and former program parents for employment vacancies

for which such parents apply and are qualified.

Policy Council Approval of Hiring and Termination Actions

The HSPC must approve the hiring or termination of any person who works primarily for the Grantee. The following are exceptions to the general rule requiring HSPC approval:

Hiring of:

- a. Interim staff
- b. Staff used through a temporary services agency;
- c. Contractor Staff
- d. Change in job assignment
- e. Key personnel critical to immediate service delivery and/or operations of the program. In such cases, the Head Start Administrator or Director of the Human Services Department may determine whether a delay caused by waiting for HSPC approval will be detrimental to the program. If such determination is made, the Head Start Administrator or Director of the Human Services Department will discuss the matter with the HSPC Chair for concurrence and will later inform the HSPC at the next regularly scheduled meeting and request approval.

Termination of:

- a. ~~Temporary agency staff~~
- b. ~~Contractor Staff~~
- c. ~~Staff that, through their conduct, are a threat to the safety of children, parents, staff or the program and who, due to such conduct, must be immediately dismissed~~
- d. ~~Staff due to reduction in force and/or funding cuts~~

~~HSPC discussions regarding the hiring or termination of employees should take place in a closed session. All votes to approve or disapprove a recommendation to hire or terminate an employee will take place in an open session in accordance with the Texas State Open Meetings Act requirements.~~

**Performance Standard(s):**

1302.90(a-b);

**Head Start Act:**

642(c)(1)(E)(iv)(V)(cc); 642(c)(1)(E)(IX); 642(c)(2)(D)(~~viiw~~)

**City of San Antonio Administrative Directive (AD):**

4.55 Background Checks/Reporting Arrests, Indictments and Convictions



## DHS, Head Start Program Policy



### PDM 16

<b>SUBJECT</b>	Health Requirements		
<b>REFERENCE</b>	Program Design and Management		
<b>EFFECTIVE</b>	6/15/2011		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
			<b>PAGE:</b> 1 of 1

#### Policy:

The Head Start Program will develop and implement procedures to ensure all program staff submit a copy of their most recent health exam with 6 months of hire and every five years thereafter. The physical exam must also include appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

Additionally, the Head Start Program will develop and implement procedures to ensure regular volunteers complete appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

Documentation of health exams, screenings, and/or tests must be kept on file.

#### Performance Standards:

1302.93; 1302.94



## DHS, Head Start Program Policy



### PDM 16

<b>SUBJECT</b>	<a href="#"><u>Health</u></a> Requirements		
<b>REFERENCE</b>	Program Design and Management		
<b>EFFECTIVE</b>	6/15/2011		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

#### Policy:

The Head Start Program will develop and implement procedures to ensure all program staff submit a copy of their most recent health exam with 6 months of hire and every five years thereafter. The physical exam must also include appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional. The Head Start Program must ensure all staff receives an initial health examination within one year of hire to include a Tuberculosis (TB) screening. A periodic health re-examination must be submitted to the program if recommended by their health care professional, jurisdiction or Health Services Advisory Committee, conducted every 5 years.

Additionally, the Head Start Program will develop and implement procedures to ensure regular volunteers complete appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

Documentation of health exams, screenings, and/or tests must be kept on file. In addition to this requirement, a TB screening must be conducted annually through a questionnaire for staff and volunteers. Documentation of initial health exams, re-examinations if applicable, and Staff and Volunteer TB Questionnaires must be kept on file.

#### Performance Standards:

1302.93; 1302.94

	<b>City of San Antonio Head Start Program Procedure</b>	
	<b>EFFECTIVE:</b> April 23, 2018	<b>REVISED:</b> April 23, 2018
<b>SUBJECT:</b> Management of Program Data		
<b>REFERENCE:</b> HSPS 1302.101(b)(4)		
<b>PAGE:</b> 1 of 2		

**Purpose:**

To establish an internal procedure for proper management of program data for the City of San Antonio (City) Head Start and Early Head Start-Child Care Partnership (EHS-CCP) Program.

**Procedure:**

The Head Start Program utilizes ChildPlus as the confidential database system for storing and tracking program data. By accessing the database, staff understands and agrees to abide by all terms of the ChildPlus User Security and Confidentiality Agreement and any applicable state and federal laws regarding Personally Identifiable Information (PII) and Protected Health Information (PHI). All staff and user account holders are required to complete a ChildPlus Access Request form and ChildPlus User Security and Confidentiality Agreement form.

- Providers require a designated staff member to complete a Personnel Profile for all staff members employed by the Head Start grant or work with Head Start children under the Management Tab in ChildPlus. Designees are defined as preauthorized users in the Management/Personnel tab and are limited and unique to each entity.
- Upon completion of the Personnel Profile, the designee will notify the ChildPlus Administrator if the user requires access to PHI data. Not all personnel set up under the management tab require a ChildPlus user account.
- The ChildPlus Administrator will confirm with the designee the role of personnel and what types of access will be granted.
- The ChildPlus Administrator will complete a User Security profile in Child Plus, assign a login username and temporary password, restrict access by location, and designate a user security group.
- The ChildPlus Administrator will email the new account holder the login username and temporary password.
- The new account holder will log into ChildPlus and change their temporary password to a permanent password. The following information is provided in the body of the email:

“This password is case sensitive and must be entered exactly to include numbers, upper case and lower case letters. This password is a onetime use. You will be prompted to change your password upon your initial log in. You may also change your password by

clicking on the wheel symbol  in the upper right corner of your ChildPlus screen and selecting “Change my Password” and following the prompts.”

Authorized ChildPlus users may be granted access under one of the following groupings:

- Staff: A Child Plus personnel account will be created for all Head Start staff. ChildPlus user accounts and access is granted upon the approval of the ChildPlus Access Request Form and the completion of the ChildPlus User Security and Confidentiality Agreement Form.
- Service Providers: An assigned ChildPlus Super User for each Service Provider formally requests accounts via email for Service Provider Head Start Staff. All ChildPlus user account requests require the approval of the ChildPlus Access Request Form and completion of the ChildPlus User Security and Confidentiality Agreement Form. Service providers are subject to the confidentiality provisions under the Family Educational Rights and Privacy Act (FERPA).
- Contracted Providers: A Special Projects Manager or designee will request user accounts for contracted providers via email or meeting with the ChildPlus Administrator. All ChildPlus user account requests require the approval of the ChildPlus Access Request Form and the completion of the ChildPlus User Security and Confidentiality Agreement form. To ensure HIPAA regulations are met, the City requires contracts with the Service Provider include an enforceable Business Associate Agreement (BAA). BAAs are documented in the Business Providers service contract with the City.

Implementation of technical policies and procedures for electronic information systems that maintain electronic PII, PHI, and IDEA part B and C to allow access only to those persons or software programs that have been granted access rights.

All Head Start staff, regardless of position, share the responsibility to safeguard HIPAA, PHI, PII and IDEA part B and C data from unauthorized access, acquisition or disclosure. Staff communicating PHI, PII and IDEA part B and C electronically must ensure the receiving entity is an authorized recipient of the specific data being delivered.

- Only computers configured by ITSD for use on the CoSA network are authorized for the storage or transport of PHI, PII and IDEA part B and C data
- Staff may utilize a laptop and a secure means such as Citrix to access systems to view and maintain PHI, PII and IDEA part B and C files
- Staff ensures the environment in which they are working is secure and only authorized persons are within viewing distance of monitor
- Disclosure of PII and/or PHI and/or IDEA part B and C to a Business Associate is authorized but ONLY when an enforceable Business Associate Agreement (BAA) is in place
- Personal devices shall not be used to store or transmit unencrypted protected data

In addition, current and new City staff must successfully complete the following trainings:

- CoSA HIPAA 101 Privacy online training module
- CoSA HIPAA 102 Security online training module
- ITSD Office 2007 Encryption User Guide Version 1.1 (The encryption user guide includes: protecting sensitive data on laptops, CDs, thumb drives, and other portable media.)

Completion of training is documented and maintained by the Head Start PDM team.

**2018-2019 EHS-CCP Policy Index****Description of Revisions Required****Potential Impact of Revision****Disabilities**

1	Individualized Family Service Plan (IFSP) for Children with Delays/ Disabilities	Replaced requirement to review IFSP before a child's first day with the requirement to review it within two weeks of her/his first day.	Low/None
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**Education and Early Childhood Development**

3	Individualization	Specified that individualization should apply to both instruction and care giving.	Low/None
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4	Indoor and Outdoor Environment	Added language from former Education Policy 13 regarding the organization of indoor learning centers.	Low/None
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5	Development and Behavioral Screening	Clarified the requirement that children will only be screened once with the ASQ-2 upon entry in the program and will not be rescreened.	Low/None
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8	Child Classroom File	Removed requirement to keep informal assessment data in Child's Classroom File. Teachers may maintain this information in other places.	Low/None
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9	Multidisciplinary Staffing	Changed February 1st to January 31st to remain consistent with Home Visit/Parent Teacher Conference Policy.	Low/None
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12	Classroom Observations	Deleted policy, incorporating substantive content into Education Policy 18: Coaching.	Deleting Policy
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13	Classroom Organization, Equipment and Materials	Deleted policy, incorporating substantive content into Education Policy 4: Indoor and Outdoor Environment.	Deleting Policy
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17	Infant Toddler CLASS	Removed provision that CLASS data will be used to support coaching strategies. Reduced requirement that sites "should" have CLASS Reliable Observers to sites "are encouraged to" have them.	Low/None
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18	Coaching	Added language from former Education Policy 12: Classroom Observations regarding the areas for which EHS-CCP staff will receive coaching.	Low/None
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**Environmental Health and Safety**

1	Safe Environments	Edits for clarification. Policy meaning unchanged.	Low/None
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2	Staffing and Class Size Requirements	Edits for clarification. Policy meaning unchanged.	Low/None
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3	Hygiene and Hand Washing	Added additional scenarios after which staff must wash hands: 1) after using cleaners or toxic chemicals and 2) after removing gloves.	Low/None
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4	Conditions of Short-Term Exclusion and Admittance	Edits for clarification. Policy meaning unchanged.	Low/None
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5	Environmental Health and Safety Emergency Procedures	Edits for clarification. Policy meaning unchanged.	Low/None
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6	Medication Administration	Edits for clarification. Policy meaning unchanged.	Low/None
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7	Diapering and Toilet Training	Specified that diapering and toilet training procedures must be distributed to volunteers as well as staff.	Low/None
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8	Supervision	Specified that EHS-CCP service providers will adhere to Head Start Program Performance Standards and Texas Health and Human Services Commission/Child Care Licensing.	Low/None
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9	Food Sanitation	Edits for clarification. Policy meaning unchanged.	Low/None
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**Family and Community Services**

1	Family Engagement: Parent Activities to Promote Child Learning and Development; and Transitions	Edits for clarification. Policy meaning unchanged.	Low/None
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2	Family Partnership Services	Edits for clarification. Policy meaning unchanged.	Low/None
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**Health Services**

1	Immunization Requirements	Updated state program nomenclature. Policy meaning unchanged.	Low/None
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2	Hemoglobin and Lead Screenings	Updated state program nomenclature. Policy meaning unchanged.	Low/None
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3	Preventative Health Visit Requirements and Documentation	Updated state program nomenclature. Policy meaning unchanged.	Low/None
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## 2018-2019 EHS-CCP Policy Index

### Description of Revisions Required

### Potential Impact of Revision

#### Program Design and Management (PDM)

Bylaws	City of San Antonio Head Start Policy Council Amended Bylaws	Major changes to reflect HSPC responsibilities as described in the new Head Start Program Performance Standards (HSPPS) and Head Start Act.	Low/None
1	Program Monitoring	Substantive addition specified that monitoring visits of Head Start sites by the City may be announced or unannounced. Additional edits for clarification of language.	Low/None
7	Identification and Reporting of Child Abuse and Neglect	Updated state program nomenclature. Policy meaning unchanged.	Low/None
10	Critical Incident Reporting	Removed reference to THHSC Minimum Standards.	Low/None
11	Personnel Policies	Major changes to reflect Head Start Program Performance Standards: Head Start Policy Council will now approve hiring, evaluation, compensation, and termination decisions concerning only executive level staff, not all levels of personnel. Expanded background check requirements for service providers. Added provision that current and former Head Start parents will be considered for positions for which they are qualified.	Moderate: Personnel committee will no longer have to meet regarding all Head Start hires and will not have to present at Policy Council each time a new staff member is hired.
16	Health Requirements	Edits provide clarification in language and clarification of requirements to reflect updated Head Start Performance Standards. Removes requirement for annual TB questionnaire to align with recommendations from Metro Health. Staff may submit physical exam vs. sending all new staff to receive a physical paid for by the program. The determination for a test/screening for communicable disease will be determined by the physician. <i>Pending recommendation from Health Advisory Committee on 5/16/18.</i>	Moderate: Program expects to save money by not having to pay for unnecessary screenings and physical exams.
18	Emergency Preparedness and Response Plan	Removed reference to THHSC Minimum Standards.	Low/None

#### Transportation

1	General Requirements	Deleted language that was not applicable as EHS-CCP centers do not provide direct transportation services. Removed THHSC Minimum Standards.	Low/None
2	Student Pedestrian and Bus Safety Training	Deleted language that was not applicable. EHS-CCP centers do not provide transportation services and do not need to practice emergency evacuation drills in school buses.	Low/None
3	Child Restraint Systems	Remove policy. EHS-CCP centers do not provide transportation services and therefore are not required to adhere to child restraint system policy.	Deleting Policy
4	Children with Disabilities	Remove policy. EHS-CCP centers do not provide transportation services and therefore are not required to provide transportation services to children with disabilities.	Deleting Policy
5	Transportation Information	Remove policy. The program does not have to track children receiving transportation services because transportation is not provided.	Deleting Policy



## DHS, Early Head Start Childcare Partnership Program Policy



### DISABILITIES 1

<b>SUBJECT</b>	Individualized Family Service Plan (IFSP) for Children with Delays/ Disabilities		
<b>REFERENCE</b>	Disabilities Services		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

#### Policy:

The Individualization policy guidelines in Education and Early Child Development Policy and the information provided in the child's IFSP will be used when planning individualized strategies and activities for children with delays/disabilities. Every effort must be made to include children with delays/disabilities in all program activities.

Early Head Start-Child Care Partnership (EHS-CCP), Service Providers and City staff will coordinate to receive and review the IFSP as soon as possible after the Initial Assessment or Assessment meetings. If a child enters the EHS-CCP Program with an IFSP, City staff will coordinate with Service Providers to review the IFSP within two weeks of a child's first day of attendance.

Service Providers must initiate the implementation of the IFSP immediately after the review by modifying the child's daily activities in accordance with the IFSP and arranging for the provision of related services to accommodate the unique strengths, needs, interests, learning style, and cultural and linguistic background of the child.

Copies of the IFSP will be maintained in the Child's Classroom File. Confidentiality of information will be maintained at all times. Individual child disability information and copies of additional required documents as noted on the City of San Antonio Data Entry and Benchmark Due Date Guide and the EHS-CCP Child File Scan Order and Attachment Guide.

#### Performance Standard(s):

1302.61; 1302.62; 1302.63; 1303.75



## DHS, Early Head Start Childcare Partnership Program Policy



### DISABILITIES 1

<b>SUBJECT</b>	Individualized Family Service Plan (IFSP) for Children with Delays/ Disabilities		
<b>REFERENCE</b>	Disabilities Services		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

#### Policy:

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Early Head Start-Child Care Partnership (EHS-CCP), Service Providers and City staff will coordinate to receive and review the IFSP as soon as possible after the Initial Assessment or Assessment meetings. If a child enters the EHS-CCP Program with an IFSP, City staff will coordinate with Service Providers to review the IFSP within two weeks of a child's first day of attendance, as soon as possible before the child's first day of attendance.

Service Providers must initiate the implementation of the IFSP immediately after the review by modifying the child's daily activities in accordance with the IFSP and arranging for the provision of related services to accommodate the unique strengths, needs, interests, learning style, and cultural and linguistic background of the child.

Copies of the IFSP will be maintained in the Child's Classroom File. Confidentiality of information will be maintained at all times. Individual child disability information and copies of additional required documents as noted on the City of San Antonio Data Entry and Benchmark Due Date Guide and the EHS-CCP Child File Scan Order and Attachment Guide.

#### Performance Standard(s):

1302.61; 1302.62; 1302.63; 1303.75

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>EDUCATION 3</b>			
<b>SUBJECT</b>	Individualization		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

**Policy:**

The program will provide individualized caregiving and instruction to meet each child's unique characteristics, strengths and needs, taking into consideration the cultural and linguistic background, pattern of development and learning. Classroom teachers must document individualized caregiving, instruction and activities including large group, small group and one/one lessons and activities into lesson plans.

The Early Head Start – Child Care Partnership (EHS-CCP) Program and Service Providers will work together to develop a system to ensure that the plan for individualized caregiving and/or instruction for each child is reviewed and updated on a regular basis.

Information from the following will be used to plan individualized instruction and activities:

- Ongoing formal and informal child assessments
- Input from parents regarding each child's individual characteristics, interests, strengths and needs
- Developmental (ASQ-3), Behavioral (ASQ: SE-2) and Sensory (hearing and vision) screenings, medical/dental evaluations/treatments, and mental wellness referrals
- An Individualized Family Service Plan (IFSP) for children with delays/disabilities

**Performance Standard(s):**

1302.31 (c) (1); 1302.33; 1302.61



## DHS, Early Head Start Childcare Partnership Program Policy



### EDUCATION 3

<b>SUBJECT</b>	Individualization		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17

**PAGE:** 1 of 1

#### Policy:

The program will provide individualized caregiving and instruction to meet each child's unique characteristics, strengths and needs, taking into consideration the cultural and linguistic background, pattern of development and learning. Classroom teachers must document individualized caregiving, instruction and activities including large group, small group and one/one lessons and activities into lesson plans.

The Early Head Start – Child Care Partnership (EHS-CCP) Program and Service Providers will work together to develop a system to ensure that the plan for individualized caregiving and/or instruction for each child is reviewed and updated on a regular basis.

Information from the following will be used to plan individualized instruction and activities:

- Ongoing formal and informal child assessments
- Input from parents regarding each child's individual characteristics, interests, strengths and needs
- Developmental (ASQ-3), Behavioral (ASQ: SE-2) and Sensory (hearing and vision) screenings, medical/dental evaluations/treatments, and mental wellness referrals
- An Individualized Family Service Plan (IFSP) for children with delays/disabilities

#### Performance Standard(s):

1302.31 (c) (1); 1302.33; 1302.61

	<p style="text-align: center;"><b>DHS, Early Head Start Childcare Partnership Program Policy</b></p>		
<b>EDUCATION 4</b>			
<b>SUBJECT</b>		Indoor and Outdoor Environment	
<b>REFERENCE</b>		Education and Early Childhood Development	
<b>EFFECTIVE</b>		8/1/2016	
<b>Policy Council Approval:</b> 7/25/17		<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17
<b>Governing Body Revision:</b> 9/28/17		<b>PAGE:</b> 1 of 2	

**Policy:**

Early Head Start -Child Care Partnership (EHS-CCP), Service Providers will provide age-appropriate indoor and outdoor space, and sufficient equipment, materials, adult guidance, and time for active play and movement that promotes learning in the five Central Domains in the Head Start Early Learning Outcomes Framework (HSELOF) and Little Texans Big Futures. The indoor and outdoor spaces should support and respect gender, cultural and linguistic background, and family composition. A variety of intentional and purposeful activities that include teacher directed and child initiated learning and play, large group, small group and one/one learning experiences should be offered for all children.

Indoor and outdoor environments must be organized so that they are recognizable and accessible by children and allow for individual activities and social interactions that support positive behaviors.

Indoor learning centers must be labeled, organized, and clutter free. The following should be taken into consideration:

- Separate noisy activities from quiet activities as much as space allows
- Support the cultural and ethnic backgrounds of all children
- Adequate space for activities
- Unobstructed supervision
- Comfortable and quiet space

- A variety of learning experiences that encourage each child to experiment and explore

Service Providers will conduct and document safety inspections for indoor and outdoor spaces. Service Providers share the safety inspection procedures and information with teaching staff.

**Performance Standard(s):**

1302.31 (a-e); 1302.47(2)

DRAFT



## DHS, Early Head Start Childcare Partnership Program Policy



### EDUCATION 4

<b>SUBJECT</b>	Indoor and Outdoor Environment		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17

**PAGE:** 1 of 24

#### Policy:

Early Head Start -Child Care Partnership (EHS-CCP), Service Providers will provide age-appropriate indoor and outdoor space, and sufficient equipment, materials, adult guidance, and time for active play and movement that promotes learning in the five Central Domains in the Head Start Early Learning Outcomes Framework (HSELOF) -and Little Texans Big Futures. supports growth, development, and participation of all children. The indoor and outdoor spaces should support and respect gender, cultural and linguistic background, and family composition. A variety of intentional and purposeful activities that include teacher directed and child initiated learning and play, large group, small group and one/one learning experiences should be offered for all children.

Indoor and outdoor environments must be organized so that they are recognizable and accessible by children and allow for individual activities and social interactions that support positive behaviors.

Indoor learning centers must be labeled, organized, and clutter free. The following should be taken into consideration:

- Separate noisy activities from quiet activities as much as space allows
- Support the cultural and ethnic backgrounds of all children
- Adequate space for activities
- Unobstructed supervision

- Comfortable and quiet space
- A variety of learning experiences that encourage each child to experiment and explore

Service Providers will ~~establish a system to~~ conduct and document ~~daily~~ safety inspections for indoor and outdoor spaces. Service Providers ~~must establish a system to~~ share the safety inspection ~~system procedures~~ and information with teaching staff.

**Performance Standard(s):**

1302.31 (a-e); 1302.47(2)

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>EDUCATION 5</b>			
<b>SUBJECT</b>	Development and Behavior Screening		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 2			

**Policy:**

Service Providers must complete the Ages and Stages Questionnaire (ASQ-3) and Ages and Stages Questionnaire: Social and Emotional (ASQ:SE-2) in collaboration with each child's parent/guardian on or before the 45th calendar after the child first attends the program. Returning children will not be rescreened each program year. Developmental and behavioral screenings must be completed within the timeframe to identify early concerns regarding a child's developmental, sensory, behavioral, motor, language, social, cognitive, perceptual and emotional skills so timely referrals are made.

The ASQ-3 and ASQ: SE-2 should not be completed by the teacher. If the parent or guardian needs assistance completing the questionnaire, the teacher or other staff member may provide the most appropriate accommodation for completion. To the greatest extent possible, the screening procedures must be sensitive to the child's cultural background and home language. Referrals will be made in a timely manner.

The developmental and behavioral screenings may be distributed by the Service Provider no more than two weeks prior to the first day of a child's entry into the center. The screenings may not be distributed during Early Head Start – Child Care Partnership (EHS-CCP) enrollment, or family meetings.

EHS-CCP Program and Service Providers will work together to develop a comprehensive system to ensure proper training, administration and monitoring of the screening tools that includes, at a minimum, the following:

- Identifying appropriate staff responsible for administering, scoring, and follow-up and referrals.
- Ensuring the appropriate version is utilized for child's age and language
- Ensuring proper completion of the screening tool
- Ensuring accurate scoring of the screening tool
- Establishing timeframes to address follow-up and referrals

- Ensuring appropriate follow-up is documented into ChildPlus
- Following the *City of the San Antonio Data Entry Benchmark and Due Date Guide* and the *EHS-CCP File Scan Order and Process Guide*
- Completing routine internal monitoring of child files

EHS-CCP Program will develop and implement procedures to address the use of the ASQ-3 and ASQ-SE2 with children with an identified disability or Individual Family Service Plan (IFSP). A child is not automatically disqualified from receiving a developmental or behavioral screening if he or she has an identified disability or IFSP. Sensitivity to the parent/guardian should always be a top consideration. Procedures may include a determination to complete only certain sections of the ASQ-3 or the ASQ-SE2. If it is determined by the teacher or other early childhood professional that it is not appropriate for a parent/guardian to complete any section of the developmental or behavioral screening, the information supporting this determination must be documented in Child Plus according to the *ChildPlus Data Entry Guide*.

**Performance Standard:**

1302.33



**DHS, Early Head Start Childcare  
Partnership Program  
Policy**



**EDUCATION 5**

<b>SUBJECT</b>	Development and Behavior Screening		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 2			

**Policy:**

Service Providers must complete the Ages and Stages Questionnaire (ASQ-3) and Ages and Stages Questionnaire: Social and Emotional (ASQ: SE-2) in collaboration with each child's parent/guardian on or before the 45th calendar after the child first attends the program. Returning children will not be rescreened each program year. Developmental and behavioral screenings must be completed within the timeframe to identify early concerns regarding a child's developmental, sensory, behavioral, motor, language, social, cognitive, perceptual and emotional skills so timely referrals are made.

The ASQ-3 and ASQ: SE-2 should not be completed by the teacher. If the parent or guardian needs assistance completing the questionnaire, the teacher or other staff member may provide the most appropriate accommodation for completion. To the greatest extent possible, the screening procedures must be sensitive to the child's cultural background and home language. Referrals will be made in a timely manner. **Each child will be screened annually.**

The developmental and behavioral screenings may be distributed by the Service Provider no more than two weeks prior to the first day of a child's entry into the center. The screenings may not be distributed during Early Head Start – Child Care Partnership (EHS-CCP) enrollment, or family meetings.

EHS-CCP Program and Service Providers will work together to develop a comprehensive system to ensure proper training, administration and monitoring of the screening tools that includes, at a minimum, the following:

- Identifying appropriate staff responsible for administering, scoring, and follow-up and referrals.
- Ensuring the appropriate version is utilized for child's age and language
- Ensuring proper completion of the screening tool
- Ensuring accurate scoring of the screening tool
- Establishing timeframes to address follow-up and referrals

- Ensuring appropriate follow-up is documented into ChildPlus
- Following the *City of the San Antonio Data Entry Benchmark and Due Date Guide* and the *EHS-CCP File Scan Order and Process Guide*
- Completing routine internal monitoring of child files

Service Providers-EHS-CCP Program will develop and implement procedures to address the use of the ASQ-3 and ASQ-SE2 with children with an identified disability or Individual Family Service Plan (IFSP). A child is not automatically disqualified from receiving a developmental or behavioral screening if he or she has an identified disability or IFSP. Sensitivity to the parent/guardian should always be a top consideration. Procedures may include a determination to complete only certain sections of the ASQ-3 or the ASQ-SE2. If it is determined by the teacher or other early childhood professional that it is not appropriate for a parent/guardian to complete any section of the developmental or behavioral screening, the information supporting this determination must be documented in Child Plus according to the *ChildPlus Data Entry Guide*.

**Performance Standard:**

1302.33

	<p style="text-align: center;"><b>DHS, Early Head Start Childcare Partnership Program Policy</b></p>		
<b>EDUCATION 8</b>			
<b>SUBJECT</b>		Child's Classroom File	
<b>REFERENCE</b>		Education and Early Childhood Development	
<b>EFFECTIVE</b>		8/1/2016	
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

**Policy:**

The Early Head Start – Child Care Partnership (EHS-CCP) Program and Service Providers will work together to develop a system to ensure that each child has a Child Classroom File that organizes and contains multiple sources of information used for ongoing assessments.

The Child's Classroom File will contain the following:

- Parent/guardian input
- Home visits and parent conferences forms
- Work samples
- Developmental Screening
- Social and Emotional Screening
- Beginning, Middle and End of year formal assessment summary information
- Transition activities (if applicable)
- IFSP, if applicable
- Other items pertaining to educational development

The Service Providers must develop a system to ensure that the Child's Classroom File is located in the teacher's classroom, kept confidential, and available for parents to review upon request with the teacher. The file must also be accessible to parents/guardians and monitors/reviewers upon request.

**Performance Standard:**

1302.30-1302.34



## DHS, Early Head Start Childcare Partnership Program Policy



### EDUCATION 8

<b>SUBJECT</b>	Child's Classroom File		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17

**PAGE:** 1 of 1

#### Policy:

The Early Head Start – Child Care Partnership (EHS-CCP) Program and Service Providers will work together to develop a system to ensure that each child has a Child Classroom File that organizes and contains multiple sources of information used for ongoing assessments.

The Child's Classroom File will contain the following:

- Parent/guardian input
- Home visits and parent conferences forms
- Ongoing informal assessments and may include observations, checklists, and anecdotal notes
- Work samples
- Developmental Screening
- Social and Emotional Screening
- Beginning, Middle and End of year formal assessment summary information
- Transition activities (if applicable)
- IFSP, if applicable
- Other items pertaining to educational development

The Service Providers must develop a system to ensure that the Child's Classroom File is located in the teacher's classroom, kept confidential, and available for parents to review upon request with the teacher. The file must also be accessible to parents/guardians and monitors/reviewers upon request.

#### Performance Standard:

1302.30-1302.34

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>EDUCATION 9</b>			
<b>SUBJECT</b>	Multidisciplinary Staffing		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

**Policy:**

The Early Head Start – Child Care Partnership (EHS-CCP) Program and Service Providers will work together to develop a system in place for regular communication among program staff to facilitate quality outcomes for children and families. Service Providers will schedule at least two Multidisciplinary Staffing (MDS) meetings annually for every enrolled child. If a child enters the program after January 31<sup>st</sup>, a minimum of one MDS meeting will be held before the last day of the program year.

The MDS meeting is a documented and planned communication tool utilized to create a cohesive team approach to discuss the strengths and needs of children and families. The Center Director or designee, Family Support Staff, and Teachers, are required to participate in the MDS. Content area coordinators responsible for Education, Health, ERSEA, Mental Health, Transportation, Nutrition, Disabilities and other related services may be required to attend based on the child/family needs. Community providers, such as Child Protective Services, can be invited if applicable.

The EHS-CCP Program and Service Providers will work to develop a record-keeping system to provide accurate and timely information regarding children, families, and staff and must ensure appropriate confidentiality of this information. A system must be in place to ensure that completion dates of the MDS are entered and the MDS document is scanned into Child Plus and meets the *City of the San Antonio Data Entry and Benchmark Due Date Guide* and the *Early Head Start-Child Care Partnership File Scan Order and Process Guide*.

**Performance Standard(s):**

1302.101(b)(2)(3); 1302.33; 1302.34



**DHS, Early Head Start Childcare  
Partnership Program  
Policy**



**EDUCATION 9**

<b>SUBJECT</b>	Multidisciplinary Staffing		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17

**PAGE:** 1 of 1

**Policy:**

The Early Head Start – Child Care Partnership (EHS-CCP) Program and Service Providers will work together to develop a system in place for regular communication among program staff to facilitate quality outcomes for children and families. Service Providers will schedule at least two Multidisciplinary Staffing (MDS) meetings annually for every enrolled child. If a child enters the program after ~~February 1<sup>st</sup>~~January 31<sup>st</sup> –, a minimum of one MDS meeting will be held before the last day of the program year.

The MDS meeting is a documented and planned communication tool utilized to create a cohesive team approach to discuss the strengths and needs of children and families. The Center Director or designee, Family Support Staff, and Teachers, are required to participate in the MDS. Content area coordinators responsible for Education, Health, ERSEA, Mental Health, Transportation, Nutrition, Disabilities and other related services may be required to attend based on the child/family needs. Community providers, such as Child Protective Services, can be invited if applicable.

The EHS-CCP Program and Service Providers will work to develop a record-keeping system to provide accurate and timely information regarding children, families, and staff and must ensure appropriate confidentiality of this information. A system must be in place to ensure that completion dates of the MDS are entered and the MDS document is scanned into Child Plus and meets the *City of the San Antonio Data Entry and Benchmark Due Date Guide* and the *Early Head Start-Child Care Partnership File Scan Order and Process Guide*.

**Performance Standard(s):**

1302.101-(b)-(2)-(3); 1302.33; 1302.34

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>			
<b>EDUCATION 17</b>				
<b>SUBJECT</b>		Infant / Toddler Classroom Assessment Scoring System™ (CLASS)		
<b>REFERENCE</b>		Education and Early Childhood Development		
<b>EFFECTIVE</b>		8/1/2016		
<b>Policy Council Approval:</b> 7/25/17		<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1				

**Policy:**

The Head Start Program Early Head Start – Child Care Partnership (EHS-CCP) Program and Service Providers will develop and implement a system to utilize the Classroom Assessment Scoring System™ (CLASS) to measure interactions between children and teachers.

The Grantee will facilitate a CLASS Team comprised of Grantee and Service Providers staff. At a minimum, Service Providers are encouraged to maintain one (1) Infant and one (1) Toddler CLASS Reliable Observer or one (1) individual reliable in both the Infant and Toddler CLASS tools.

Data obtained from CLASS will serve as a guide to professional development and help teaching staff to improve interactions that support children's learning and improve child outcomes.

**Performance Standard(s):**

1304.11(c); 1304.16



## DHS, Early Head Start Childcare Partnership Program Policy



### EDUCATION 17

<b>SUBJECT</b>	Infant / Toddler Classroom Assessment Scoring System™ (CLASS)		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

#### Policy:

The Head Start Program Early Head Start – Child Care Partnership (EHS-CCP) Program and Service Providers will develop and implement a system to utilize the Classroom Assessment Scoring System™ (CLASS) to measure interactions between children and teachers.

**Data will be used to support coaching strategies.**

The Grantee will facilitate a CLASS Team comprised of Grantee and Service Providers staff. At a minimum, Service Providers **should be encouraged to** maintain one (1) Infant and one (1) Toddler CLASS Reliable Observer or one (1) individual reliable in both the Infant and Toddler CLASS tools.

Data obtained from CLASS will serve as a guide to professional development and help teaching staff to improve interactions that support children's learning and improve child outcomes.

#### **Head Start Performance Standard(s):**

1304.11(c); 1304.16

	<p><b>DHS, Early Head Start Childcare Partnership Program Policy</b></p>	 <p><b>HEAD START</b> City of San Antonio Department of Human Services</p>	
<b>EDUCATION 18</b>			
<b>SUBJECT</b>	Coaching		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	6/27/2017		
<b>Policy Council Approval:</b> 7/27/17	<b>Policy Council Revision:</b> 7/27/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

**Policy:**

The Early Head Start – Child Care Partnership (EHS-CCP) Program and Service Providers will implement a researched-based coordinated coaching strategy for education staff. EHS-CCP staff and Service Providers will develop and implement procedures to identify strengths, areas of needed support, and which staff would benefit most from coaching.

Coaching process will include reviewing the following areas:

- Indoor classroom environment
- Outdoor environment
- Health & Safety
- Curriculum, lesson plans and daily schedules
- Teacher/child interactions
- Family engagement

All coaching consultations should be documented.

**Performance Standard**

1302.92 (c)

	<p><b>DHS, Early Head Start Childcare Partnership Program Policy</b></p>		
<b>EDUCATION 18</b>			
<b>SUBJECT</b>		Coaching	
<b>REFERENCE</b>		Education and Early Childhood Development	
<b>EFFECTIVE</b>		6/27/2017	
<b>Policy Council Approval:</b> 7/27/17	<b>Policy Council Revision:</b> 7/27/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

**Policy:**

The Early Head Start – Child Care Partnership (EHS-CCP) Program and Service Providers will implement a researched-based coordinated coaching strategy for education staff. EHS-CCP staff and Service Providers will develop and implement procedures to identify strengths, areas of needed support, and which staff would benefit most from coaching.

[Coaching process will include reviewing the following areas:](#)

- [Indoor classroom environment](#)
- [Outdoor environment](#)
- [Health & Safety](#)
- [Curriculum, lesson plans and daily schedules](#)
- [Teacher/child interactions](#)
- [Family engagement](#)

All coaching consultations should be documented [in Child Plus according to the City of San Antonio Data Entry and Benchmark Due Date Guide](#).

**Performance Standard**

1302.92 (c)

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>EDUCATION 12</b>			
<b>SUBJECT</b>	Classroom Observations		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

**Policy:**

The Early Head Start – Child Care Partnership (EHS-CCP) Program, City Staff and Service Providers will work together to develop and implement a system for conducting monthly classroom observations. Service Providers will review (at a minimum) the following areas:

- Indoor classroom environment
  - Outdoor classroom environment
- Health & Safety
- Curriculum / lesson plans / daily schedule
- Teacher / child interactions and relationships
- Nutrition
- Individualization
- Family Engagement

All areas listed above must be reviewed at least once every six months (Aug-Jan and Feb- July) in each classroom. Service Providers must also ensure that all classrooms are in compliance with Head Start, City of San Antonio, and Department of Family and Protective Services Child Care Licensing Minimum Standards, policies, and guidance.

Classroom observation documentation will be shared and used to guide professional development.

**Performance Standards:**

1302.31

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>EDUCATION 13</b>			
<b>SUBJECT</b>	Classroom Organization, Equipment and Materials		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

**Policy:**

Service Providers must provide sufficient age appropriate equipment, toys, materials, and furniture to promote learning in the five Central Domains in the Head Start Early Learning Outcomes Framework and Little Texans Big Futures. There should be intentional and purposeful activities for all children. The classroom space will be arranged into learning interest centers. The centers must be labeled, organized, and clutter free. The following should be taken into consideration:

- Separate noisy activities from quiet activities as much as space allows;
- Support the cultural and ethnic backgrounds of all children;
- Adequate space for activities;
- Unobstructed supervision;
- Comfortable and quiet space;
- A variety of learning experiences and encourage each child to experiment and explore

**Performance Standard:**

1302.31 (c) (d); 1302.47 (2)

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>ENVIRONMENTAL HEALTH AND SAFETY 1</b>			
<b>SUBJECT</b>	Safe Environments		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/19/16	<b>Governing Body Revision:</b> 9/19/16
<b>PAGE:</b> 1 of 1			

**Policy:**

Early Head Start Child Care Partnership (EHS-CCP) Program, Service Providers will maintain indoor/outdoor environments and facilities to ensure they are safe, clean and in quality condition so as to prevent injury to a child. Service Provider will develop a system to maintain safe environments to correct issues identified as unsafe and/or hazardous through the monitoring process.

Service Providers will maintain Head Start group sizes and ratios. Service Providers will also be responsible for safety drills, maintenance of first aid kits, training of staff, and accommodation of children with disabilities, food safety, and sanitation. In addition, Providers will maintain compliance with Texas Health and Human Services Commission /Child Care Licensing requirements.

Service Providers will ensure the maintenance log is current and safety concerns are addressed.

**Performance Standard(s):**

1302.47; 1302.21; 1302.102(d)(ii)

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>ENVIRONMENTAL HEALTH AND SAFETY 1</b>			
<b>SUBJECT</b>	Safe Environments		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/19/16	<b>Governing Body Revision:</b> 9/19/16
<b>PAGE:</b> 1 of 1			

**Policy:**

Early Head Start Child Care Partnership (EHS-CCP) Program, ~~Service Providers~~ Service Providers will maintain indoor/outdoor environments and facilities to ensure they are safe, clean and in quality condition so as to prevent injury to a child. ~~Service~~ Service Provider will develop a system to maintain safe environments to correct issues identified as unsafe and/or hazardous through the monitoring process.

~~Service~~ Service Providers will maintain Head Start group sizes and ratios. ~~Service~~ Service Providers will also be responsible for safety drills, maintenance of first aid kits, training of staff, and accommodation of children with disabilities, food safety, and sanitation. In addition, ~~Service~~ Providers will maintain compliance with ~~Texas Department of Family and Protective Services~~ Texas Health and Human Services Commission /Child Care Licensing requirements.

~~Service~~ Service Providers will ensure the maintenance log is current and safety concerns are addressed as soon as possible.

**Performance Standard(s):**

1302.47; 1302.21; 1302.102(d)(ii)

**~~TDFPS~~ THHSC /Child Care Licensing Minimum Standards:**

~~746.3301(h); 746.3317(1-10); 746.3407; 746.3415; 746.3417; 746.3701; 746.3817; 746.3819; 746.4001; 746.4751; 746.5205~~

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>ENVIRONMENTAL HEALTH AND SAFETY 2</b>			
<b>SUBJECT</b>	Staffing and Class Size Requirements		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/19/16	<b>Governing Body Revision:</b> 9/19/16
<b>PAGE:</b> 1 of 2			

### Policy:

Early Head Start - Child Care Partnership (EHS-CCP) Program, Service Providers will ensure that EHS-CCP classes are staffed by two paid teachers. It is recommended, whenever possible, that a third person be in the classroom, such as a volunteer.

A 1:4 adult to child ratio is required.

- Two paid staff persons (teachers) must be in attendance for 2:8 not to exceed a group size indicated below.

### Class Size

Ages	Class Size
6 Wks -36 Months	Maximum of 8 children enrolled per class. Two teachers with no more than eight children.

Service Providers must ensure that each teacher working exclusively with infants and toddlers has responsibility for no more than four infants and toddlers and that no more than eight infants and toddlers are placed in any one group.

Class sizes are determined based on square footage, with a minimum of 35 square feet/child. Service Providers must seek prior approval before any change to a classroom age group designation. As children age throughout the program, they may remain in their current classrooms until room becomes available in the next age appropriate classroom.

All EHS-CCP sites must comply with the above stated staffing and class size requirements.

Ratios must be maintained during EHS-CCP hours. Program hours vary by site and are set and approved at the beginning of the program year as part of the EHS-CCP Program Design.

### **Volunteers being counted in classroom ratios**

A volunteer may be used to supplement the required adult/child ratio only for short periods of time, 10-15 minutes to accommodate for unscheduled interruptions/emergencies. Volunteers may be used to supplement for restroom breaks, children's needs and to cover lunch hours as long as a qualified EHS-CCP teacher in the classroom. **A volunteer must never be left alone with a child or group of children and must remain with a qualified EHS-CCP teacher.** All volunteers must sign the Head Start Standards of Conduct, pass a background check, and receive volunteer training. Providers must keep documentation of volunteer training and comply with the Texas Health and Human Services Commission/ Child Care Licensing.

#### **Performance Standard(s):**

1302.21(b)(2); 1302.94(a)(b)

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>ENVIRONMENTAL HEALTH AND SAFETY 2</b>			
<b>SUBJECT</b>	Staffing and Class Size Requirements		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/19/16	<b>Governing Body Revision:</b> 9/19/16
<b>PAGE:</b> 1 of <u>21</u>			

**Policy:**

Early Head Start - Child Care Partnership (EHS-CCP) Program, ~~Service~~Service Providers will ensure that EHS-CCP classes are staffed by two paid teachers. It is recommended, whenever possible, that a third person be in the classroom, such as a volunteer.

~~A-1:4~~A 1:4 adult to child ratio is required.

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- 

**Class Size**

Ages	Class Size
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#### **Performance Standard(s):**

1302.21(b)(2); 1302.94(a)(b)

#### **TDFPS THHSC/Child Care Licensing Minimum Standards:**

746.1401(f)

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>ENVIRONMENTAL HEALTH AND SAFETY 3</b>			
<b>SUBJECT</b>	Hygiene Practices		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/19/16	<b>Governing Body Revision:</b> 9/19/16
<b>PAGE:</b> 1 of 2			

**Policy:**

Early Head Start-Child Care Partnership (EHS-CCP) Program Service Providers will develop and implement systems that promote hygiene and hand washing. Providers must ensure staff are trained on the procedures and documentation of training must be maintained.

**Hand washing**

- Staff, volunteers, and children must wash their hands with soap and running water at a minimum during the following times:
  - Upon arrival, after diapering or toilet use
  - Before food preparation, handling, or any other food-related activity
  - Before and after eating
  - Whenever hands are contaminated with blood or other bodily fluids
  - After handling pets or other animals
  - After outdoor activities
  - Before and after playing in a water/sand play table
  - Any other time there is reason to believe the child has come in contact with substances that could be harmful to the child
- Staff and volunteers must also wash their hands with soap and running water:
  - Before and after giving medication
  - Treating or bandaging a wound
  - After assisting a child with toilet use
  - After using any cleaners or toxic chemicals; and
  - After removing gloves

## **Hygiene**

- Easily accessible nonporous, on-latex, disposable gloves are to be worn by all staff when they are in contact with blood or bodily fluids.
- Bodily fluids should be cleaned and disinfected immediately in keeping with Head Start Performance Standards and Texas Health and Human Services Commission/Child Care Licensing Minimum Standards.
- Any tools and equipment used to clean bodily fluids should be cleaned, disinfected immediately, and blood-contaminated materials must be disposed of properly.
- Hand Sanitizers, pre-moistened towelettes, and waterless hand cleaners are not allowed to replace hand-washing, and should not be accessible or used on children.

### **Performance Standard:**

1302.47(a)(6)(i)(ii)(iii)

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>ENVIRONMENTAL HEALTH AND SAFETY 3</b>			
<b>SUBJECT</b>	Hygiene Practices		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/19/16	<b>Governing Body Revision:</b> 9/19/16
<b>PAGE:</b> 1 of 2			

**Policy:**

Early Head Start-Child Care Partnership (EHS-CCP) Program ~~Service Providers~~ [Service Providers](#) will develop and implement systems that promote hygiene and hand washing. ~~Service~~ Providers must ensure staff are trained on the procedures and documentation of training must be maintained.

**Handwashing**

- Staff, volunteers, and children must wash their hands with soap and running water at a minimum during the following times:
  - Upon arrival, after diapering or toilet use
  - Before food preparation, handling, or any other food-related activity
  - Before and after eating
  - Whenever hands are contaminated with blood or other bodily fluids
  - After handling pets or other animals
  - After outdoor activities
  - Before and after playing in a water/sand play table
  - Any other time there is reason to believe the child has come in contact with substances that could be harmful to the child
- Staff and volunteers must also wash their hands with soap and running water:
  - Before and after giving medication
  - Treating or bandaging a wound
  - After assisting a child with toilet use
  - [After using any cleaners or toxic chemicals; and](#)
  - [After removing gloves](#)

## Hygiene

- Easily accessible ~~nonporous, nonnonporous, on-latex, disposable~~ gloves are to be worn by all staff when they are in contact with blood or bodily fluids.
- Bodily fluids should be cleaned and disinfected immediately in keeping with Head Start Performance Standards and ~~Texas Department of Family and Protective Services~~ ~~Texas Health and Human Services Commission~~ Child Care Licensing Minimum Standards.
- Any tools and equipment used to clean bodily fluids should be cleaned, disinfected immediately, and blood-contaminated materials must be disposed of properly.
- Hand Sanitizers, pre-moistened ~~novelettes~~ ~~towelettes~~, and waterless hand cleaners are not allowed to replace hand-washing, and should not be accessible or used on children.

### **Performance Standard:**

1302.47(a)(6)(i)(ii)(iii)

### **~~TDFPS THHSC/Child Care Licensing Minimum Standards:~~**

~~746.3415; 746.3417; 746.3419; 746.3421; 746.3425~~

### **Reference:**

~~Caring for Our Children National Health and Safety Standards for Early Care and Education Programs~~



## DHS, Early Head Start Childcare Partnership Program Policy



### ENVIRONMENTAL HEALTH AND SAFETY 4

<b>SUBJECT</b>	Management of Illness / Conditions of Short Term Exclusions and Admittance		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/19/16	<b>Governing Body Revision:</b> 9/19/16
<b>PAGE:</b> 1			

#### Policy:

Early Head Start-Child Care Partnership (EHS-CCP) Service Providers will develop and implement procedures for children and staff who are ill. Procedures should include:

- Practices to control an infectious disease outbreak
- Notification of any reportable illnesses
- Training on accommodations that must be made for children with specific health and safety needs
- Practices to ensure confidentiality of children's health and safety needs

A child cannot be denied enrollment based on a disability or chronic health condition or its severity.

Early Head Start-Child Care Partnership (EHS-CCP) Program Service Providers must temporarily exclude a child with a short-term injury or an acute or short-term contagious illness that cannot be readily accommodated, from program participation for a short-term period when keeping the child in care poses a significant risk to the health or safety of the child or anyone in contact with the child.

Providers will create and implement procedures to ensure that appropriate staff is informed and trained on any accommodations that must be made for children with specific health and safety needs. Information about any child's health or safety needs should be kept confidential.

#### Performance Standard:

1302.47 (7)(iii)



**DHS, Early Head Start Childcare  
Partnership Program  
Policy**



**ENVIRONMENTAL HEALTH AND SAFETY 4**

<b>SUBJECT</b>	Management of Illness / Conditions of Short Term Exclusions and Admittance		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/19/16	<b>Governing Body Revision:</b> 9/19/16
			<b>PAGE:</b> 1 of 2

**Policy:**

Early Head Start-Child Care Partnership (EHS-CCP) ~~Service~~ Providers will develop and implement procedures for children and staff who are ill. Procedures should include:

- Practices to control an infectious disease outbreak
- Notification of any reportable illnesses
- Training on accommodations that must be made for children with specific health and safety needs
- Practices to ensure confidentiality of children's health and safety needs

A child cannot be denied enrollment based on a disability or chronic health condition or its severity.

Early Head Start-Child Care Partnership (EHS-CCP) Program, ~~Service~~ Providers must temporarily exclude a child with a short-term injury or an acute or short-term contagious illness that cannot be readily accommodated, from program participation for a short-term period when keeping the child in care poses a significant risk to the health or safety of the child or anyone in contact with the child.

Providers will create and implement procedures to ensure that appropriate staff is informed and trained on any accommodations that must be made for children with specific health and safety needs. Information about any child's health or safety needs should be kept confidential.

**Performance Standard:**

1302.47 (7)(iii)

**TDFPS THHSC/Child Care Licensing Minimum Standards:**  
[746.3601](#); [746.3603](#); [746.3605](#); [746.3607](#); [746.3815](#); [746.3817](#); [746.3819](#)

**References:**





## DHS, Early Head Start Childcare Partnership Program Policy



### ENVIRONMENTAL HEALTH AND SAFETY 5

<b>SUBJECT</b>	Emergency Preparedness / Emergency Procedures		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/19/16	<b>Governing Body Revision:</b> 9/19/16

**PAGE:** 1 of 1

#### Policy:

The program will develop and implement a system that addresses emergencies including, but not limited to health, fire, food allergies, natural disasters, and the control of infectious/contagious diseases. Staff must be trained in emergency preparedness and the Service Provider will maintain documentation of such training.

- Early Head Start-Child Care Partnership (EHS-CCP) Program, Service Providers must establish health emergency policies and procedures.
- Service Providers will train staff on Health Emergency Policies and Procedures and retain documentation of training.
- Policies, procedures, and plans of action for emergencies that require rapid response on the part of staff, including choking, dental emergencies, and CPR, must be posted in each area used by children.
- Locations and telephone numbers of emergency response systems must be posted in each room used by children, the main office and central locations and made available to all staff. If a site uses cordless or cell phones, all emergency numbers including police, fire, ambulance, poison control, Child Abuse Hotline, and the Center for Disease Control, must be immediately accessible.
- Up-to-date family contact information and authorization for emergency care for each child, including emergency transportation authorization must be readily available.
- Emergency evacuation routes and other safety procedures for emergencies, including fire, lockdown, and weather-related, must be posted in each room used by children, the main office and central locations, and made available to all staff.

- Emergency evacuation routes and other safety procedures for emergencies are practiced regularly, in keeping with Head Start Performance Standards and Texas Health and Human Services Commission/Child Care Licensing Minimum Standards. Service Providers must retain documentation of these events and activities.

**Performance Standard:**

1302.47(8)

DRAFT



## DHS, Early Head Start Childcare Partnership Program Policy



### ENVIRONMENTAL HEALTH AND SAFETY 5

<b>SUBJECT</b>	Emergency Preparedness / Emergency Procedures		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/19/16	<b>Governing Body Revision:</b> 9/19/16

**PAGE:** 1 of 1

#### Policy:

The program will develop and implement a system that addresses emergencies including, but not limited to health, fire, food allergies, natural disasters, and the control of infectious/contagious diseases. Staff must be trained in emergency preparedness and the [Head Start Program Service Provider](#) will maintain documentation of such training.

- | **•** Early Head Start-Child Care Partnership (EHS-CCP) Program, [Service](#) [Service](#) Providers must establish health emergency policies and procedures.
- | **•** [Service](#) [Service](#) Providers will train staff on Health Emergency Policies and Procedures and retain documentation of training.
- | **•** Policies, procedures, and plans of action for emergencies that require rapid response on the part of staff, including choking, dental emergencies, and CPR, must be posted in each area used by children.
- | **•** Locations and telephone numbers of emergency response systems must be posted in each room used by children, the main office and central locations and made available to all staff. If a site uses cordless or cell phones, all emergency numbers including police, fire, ambulance, poison control, Child Abuse Hotline, and the Center for Disease Control, must be immediately accessible.
- | **•** Up-to-date family contact information and authorization for emergency care for each child, including emergency transportation authorization must be readily available.
- | **•** Emergency evacuation routes and other safety procedures for emergencies, including fire, lockdown, and weather-related, must be posted in each room used by children, the main office and central locations, and made available to all staff.

• Emergency evacuation routes and other safety procedures for emergencies are practiced regularly, in keeping with Head Start Performance Standards and ~~Texas Department of Family and Protective Services Texas Health and Human Services Commission~~/Child Care Licensing Minimum Standards. ~~Service~~ Providers must retain documentation of these events and activities.

**Performance Standard:**

1302.47(8)

**TDFPS THHSC/Child Care Licensing Minimum Standards:**

746.5201; 746.5202; 746.5205

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>ENVIRONMENTAL HEALTH AND SAFETY 6</b>			
<b>SUBJECT</b>	Medication Administration		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/19/16	<b>Governing Body Revision:</b> 9/19/16
<b>PAGE:</b> 1 of 1			

**Policy:**

Early Head Start-Child Care Partnership (EHS-CCP) Program, Service Providers will establish and maintain written procedures regarding the administration, handling, storage, and appropriate disposal of expired medications, for every child, staff, and volunteer.

A physician's instructions and written parent or guardian authorization is required for all medications administered by staff.

Service Providers will ensure that appropriate staff members can demonstrate proper techniques for administering, handling, and storing medication, including the use of any necessary equipment to administer medication. Service Providers must retain documentation of medication administration training.

All medication must be in the original labeled container and stored under lock and key, and refrigerated, if necessary, including those required for staff and volunteers. Rescue medications, including Epi Pens, inhalers, and glucose, do not need to be locked up, however, they must be kept out of the children's reach and accessible to staff at all times. Any staff person administering rescue medications, whether in the classroom, on the playground, or on field trips, must be trained in the administration of such medications.

**Performance Standard:**

1302.47(7)(iv)

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>ENVIRONMENTAL HEALTH AND SAFETY 6</b>			
<b>SUBJECT</b>	Medication Administration		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/19/16	<b>Governing Body Revision:</b> 9/19/16
<b>PAGE:</b> 1 of 1			

**Policy:**

Early Head Start-Child Care Partnership (EHS-CCP) Program, Service Providers will establish and maintain written procedures regarding the administration, handling, storage, and appropriate disposal of expired medications, for every child, staff, and volunteer.

A physician's instructions and written parent or guardian authorization is required for all medications administered by staff.

Service Providers will ensure that appropriate staff members can demonstrate proper techniques for administering, handling, and storing medication, including the use of any necessary equipment to administer medication. Service Providers must retain documentation of medication administration training.

All medication must be in the original labeled container and stored under lock and key, and refrigerated, if necessary, including those required for staff and volunteers. Rescue medications, including Epi Pens, inhalers, and glucose, do not need to be locked up, however, they must be kept out of the children's reach and accessible to staff at all times. Any staff person administering rescue medications, whether in the classroom, ~~on the bus~~, on the playground, or on field trips, must be trained in the administration of such medications.

**Performance Standard:**

1302.47(7)(iv)

**TDFPSTHSC/Child Care Licensing Minimum Standards:**

~~746.3803; 746.3805; 746.3807; 746.3809; 746.3813; 746.3815; 746.3817; 746.3819~~

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>ENVIRONMENTAL HEALTH AND SAFETY 7</b>			
<b>SUBJECT</b>	Diapering and Toilet Training		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/19/16	<b>Governing Body Revision:</b> 9/19/16
<b>PAGE:</b> 1 of 1			

**Policy:**

A child cannot be denied enrollment or removed from the program based on diaper use or toilet training. Early Head Start-Child Care Partnership Program (EHS-CCP), Service Providers must develop and implement a system to address diapering and toilet training. Procedures must be provided to all EHS-CCP staff/volunteers and posted in areas used for diapering and toileting.

At a minimum the system will include the following:

- Respect and dignity for the child
- Provision of diapers
- Sanitation and hygiene procedures for hand washing, diapering, and toilet training for children and staff
- Proper disposal and removal of soiled diapers
- Proper cleaning and storage of toilet training assistive equipment
- Posted procedures in areas used for diapering and toileting
- Regular internal monitoring of the system

Staff and families will work together according to developmentally appropriate practices regarding toilet training.

**Performance Standard:**

1302.47 (6)(i)

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>ENVIRONMENTAL HEALTH AND SAFETY 7</b>			
<b>SUBJECT</b>	Diapering and Toilet Training		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/19/16	<b>Governing Body Revision:</b> 9/19/16
<b>PAGE:</b> 1 of 1			

**Policy:**

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- Posted procedures in areas used for diapering and toileting
- Regular internal monitoring of the system

Staff and families will work together according to developmentally appropriate practices regarding toilet training.

**Performance Standard:**

1302.47 (6)(i)

**TDFPS THHSC/Child Care Licensing Minimum Standards:**  
746.3407; 746.3501; 746.3503; 746.3505

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>ENVIRONMENTAL HEALTH AND SAFETY 8</b>			
<b>SUBJECT</b>	Supervision		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/19/16	<b>Governing Body Revision:</b> 9/19/16
<b>PAGE:</b> 1 of 1			

**Policy:**

Early Head Start-Child Care Partnership (EHS-CCP) Program, Service Providers will adhere to the Head Start Program Performance Standards and Texas Health and Human Services Commission/Child Care Licensing to ensure staff actively supervise the outdoor and indoor play areas at all times. No child will be left alone or unsupervised. Infants not yet able to turn over on their own must be placed in a face-up sleeping position, unless the child's parent presents written documentation from a health-care professional stating that a different sleeping position is allowed or will not harm the infant.

**Performance Standard:**

1302.47(5)(ii)(iii)

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>ENVIRONMENTAL HEALTH AND SAFETY 8</b>			
<b>SUBJECT</b>	Supervision		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/19/16	<b>Governing Body Revision:</b> 9/19/16
<b>PAGE:</b> 1 of 1			

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**Performance Standard:**

1302.47(5)(ii)(iii)

**~~TDFPS~~THHSC/Child Care Licensing Minimum Standards:**

~~746.1203; 746.1205; 746.2427~~

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>ENVIRONMENTAL HEALTH AND SAFETY 9</b>			
<b>SUBJECT</b>	Food Sanitation		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/19/16	<b>Governing Body Revision:</b> 9/19/16
<b>PAGE:</b> 1 of 1			

**Policy:**

Early Head Start-Child Care Partnership (EHS-CCP) Program, Service Providers will comply with applicable Federal, State, Tribal, and local food safety and sanitation laws, including those related to the storage, preparation and service of food and the health of food handlers.

**Performance Standard:**

1302.47(1)(viii)(6)(ii)

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>ENVIRONMENTAL HEALTH AND SAFETY 9</b>			
<b>SUBJECT</b>	Food Sanitation		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/19/16	<b>Governing Body Revision:</b> 9/19/16
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**Performance Standards:**

1302.47(1)(viii)(6)(ii)

**TDFPS THHSC/Child Care Licensing Minimum Standards:**

~~746.3301(h); 746.3311(a-d); 746.3317(1-10)~~

**Reference:**

~~Caring for Our Children National Health and Safety Performance Standards Guidelines for Early Care and Education Programs, 3<sup>rd</sup> Edition Chapter 4: Nutrition and Food Service~~

	<p style="text-align: center;"><b>DHS, Early Head Start Childcare Partnership Program Policy</b></p>		
<b>FAMILY 1</b>			
<b>SUBJECT</b>	Family Engagement: Parent Activities to Promote Child Learning and Development: and Transitions		
<b>REFERENCE</b>	Family and Community Support		
<b>EFFECTIVE</b>	8/1/2017		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 2			

**Policy:**

### **Family Engagement**

The Head Start Program, including the Early Head Start – Child Care Partnership (EHS-CCP), integrates parent and family engagement strategies into all systems and program services to support family well-being and promote children’s learning and development.

Head Start staff:

- Recognizes parents as their children’s primary teachers and supports parents in healthy parent-child relationships.
- Ensures a dual-generation approach in serving families.
- Implements strategies to promote fatherhood engagement.
- Provides families with leadership and decision-making activities through parent committee meetings held every other month, at a minimum, and other parent engagement opportunities.
- Provides opportunities for parents to engage in the program as employees or volunteers.
- Provides parent training opportunities, including presentations, activities, educational materials/resources, and /or campaigns on various topics, including:
  - Parent-Child Relationships
  - Child Development (including language, dual language, literacy and bi-literacy development)
  - Attendance (impact of attendance on learning outcomes)
  - Vehicle and Pedestrian Safety
  - Parenting Education (utilizing research-based parenting curriculum)
  - School Readiness
  - Child Education and Curriculum
  - Disabilities
  - Health, Dental and Nutrition
  - Child Abuse Prevention
  - Mental Wellness

- Financial Literacy (Asset Development)
- Child and Community Advocacy
- Transitions (from EHS to HS and from HS to Kindergarten)
- Other topics that promote Family Well-Being

PCC meeting agendas must reflect an opportunity for parent input from the center level to the program level and must be submitted according to the *City of San Antonio Data Entry & Benchmark Due Date Guide*.

A monthly Parent Engagement Activity Report that includes all completed center activities, trainings and presentations and the number and names of EHS-CCP attendees must be submitted according to the *City of San Antonio Data Entry & Benchmark Due Date Guide*.

**Performance Standard(s):**

1302.50(a) and (b)(1)-(6); 1302.51(a)(1)- (3) and (b); 1302.70 (a),(b)(1)-(2), (c)-(e); 1302.71(a) and (b)(1)and (20)(i)-(iv), (c)(2)(i)-(iii) and (3); and (d)-(e); and 1302.72 (a)-(c)

	<p style="text-align: center;"><b>DHS, Early Head Start Childcare Partnership Program Policy</b></p>		
<b>FAMILY 1</b>			
<b>SUBJECT</b>	Family Engagement: Parent Activities to Promote Child Learning and Development: and Transitions		
<b>REFERENCE</b>	Family and Community Support		
<b>EFFECTIVE</b>	8/1/2017		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 2			

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  - Health, Dental and Nutrition
  - Child Abuse Prevention
  - Mental Wellness

- Financial Literacy (Asset Development)
- Child and Community Advocacy
- Transitions (from EHS to HS and from HS to Kindergarten)
- Other topics that promote Family Well-Being

~~A monthly Parent Activity Calendar with planned activities and trainings must be submitted according to the City of San Antonio Data Entry & Benchmark Due Date Guide.~~

~~PCC meeting agendas must reflect an opportunity for parent input from the center level to the program level and must be submitted according to the City of San Antonio Data Entry & Benchmark Due Date Guide.~~

A monthly Parent Engagement Activity Report that includes all completed center activities, trainings and and presentations and the number number and names of EHS-CCP attendees must be submitted according to the *City of San Antonio Data Entry & Benchmark Due Date Guide*.

**Performance Standard(s):**

1302.50-(a) and (b)-(1)~~2~~-(6); 1302.51(a)-(1)~~2~~-(3) and (b); 1302.70 (a),-(b)~~2~~-(1)-(2), (c)-(e); 1302.71-(a)-(b)-(1)-and (20)-(i)-(iv), (c)-(2)-(i)-(iii) and (3); and (d)-(e); and 1302.72 (a)-(c)

**Performance Standard:**

**1302.50; 1302.51**

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>FAMILY 2</b>			
<b>SUBJECT</b>	Family Partnership Services		
<b>REFERENCE</b>	Family and Community Support		
<b>EFFECTIVE</b>	8/1/2017		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/15/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 2			

**Policy:**

**Family Partnership Services**

The Head Start Program, including the Early Head Start- Child Care Partnership (EHS-CCP) Program, engages in a process of collaborative and respectful partnership-building with parents/guardians to establish mutual trust and to identify family goals, strengths and necessary services and supports. This process must take into consideration each family's readiness and willingness to participate in the process. Family services are to be individualized and focused on the achievement of identified outcomes.

Communication with parents/guardians is to be in the family's preferred language, when possible, and provided in a place where family members feel safe to share personal information.

Staff is to adhere to all confidentiality policies and procedures to protect family information.

Family and Community Support staff will:

- Complete a ***Family Meeting/ Home Visit*** with each family whose child has been accepted into the program. The ***Family Meeting/ Home Visit*** should be scheduled at the parent's convenience, and if necessary, at a neutral location.
- Engage parents/guardians in a ***Family Partnership Agreement*** by orienting parents to the roles and responsibilities of Head Start parents and staff.
- Use a ***Family Assessment*** tool to identify each family's strengths, needs and interests.
- Work with families to develop family goals. The goal setting process must include: family goals, strategies for success, staff support to be provided, timeframes, and community resources that are available to assist families in meeting their goals. Families must be provided a copy of their ***Goal Setting*** forms. Progress on goal attainment to be track until completion or until the end of the program year, based on goal time lines.

- **Refer** families to community agencies that are able to meet their identified needs, interests and/or goals.
- At a minimum, contact families once each month.
- Communication must be documented in ChildPlus module according to the *City of San Antonio Data Entry & Benchmark Due Date Guide*.

**Performance Standard(s):**

1302.50, 1302.52

DRAFT

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>FAMILY 2</b>			
<b>SUBJECT</b>	Family Partnership Services		
<b>REFERENCE</b>	Family and Community Support		
<b>EFFECTIVE</b>	8/1/2017		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/15/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

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- **All Contact Communication** must be documented in ChildPlus module according to the *City of San Antonio Data Entry & Benchmark Due Date Guide*.

**Performance Standard(s):**

1302.50, 1302.52



**DHS, Early Head Start Childcare  
Partnership Program  
Policy**



**HEALTH 1**

<b>SUBJECT</b>	Immunization Requirements		
<b>REFERENCE</b>	Comprehensive Health Services		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

**Policy:**

Early Head Start – Child Care Partnership Program Child Care Directors (Directors) and Family Support Workers (FSWs) will ensure that all children are up to date with the latest immunization recommendations issued by the Centers for Disease Control and Prevention, Texas Health and Human Services Commission– Child Care Licensing and the State’s THSteps Medical Checkup Periodicity Schedule: Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) schedule. If a child is not up-to-date with minimum immunization requirements, he or she may be excluded from attendance, but not unenrolled from the Early Head Start – Child Care Partnership (EHS-CCP) Program.

Any immunization records received by EHS-CCP staff will be scanned into ChildPlus according to the City of San Antonio Data Entry and Benchmark Due Date Guide and the EHS-CCP Child File Scan Order and Attachment Guide. Current immunization records will be kept on file with the Directors.

Staff must work with the family to ensure that the child is up-to-date with the recommended immunization schedule and must document all efforts and outcomes in Child Plus.

**Immunization Exemptions:**

A Refusal of Health Services form will not be accepted as documentation for exemption from the immunization requirements.

Chapter §97.62 of the Texas Administrative Code (TAC) describes the conditions under which individuals can seek exemptions from Texas immunization requirements. Exemption information and instructions can be obtained through the Texas Department of State Health Services. <http://www.dshs.state.tx.us/immunize/school/default.shtm#exclusions>

Once State process for exemptions is followed, documentation must be attached in Child Plus and in the child file, if applicable.

**Performance Standard:**

1302.42(b)



## DHS, Early Head Start Childcare Partnership Program Policy



### HEALTH 1

<b>SUBJECT</b>	Immunization Requirements		
<b>REFERENCE</b>	Comprehensive Health Services		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
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Once State process for exemptions is followed, documentation must be attached in Child Plus and in the child file, if applicable.

**Performance Standard:**

1302.42(b)(4)

**Reference:**

TAC 97.61, 97.62, 97.632

Child Care Licensing

746.613

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>HEALTH 2</b>			
<b>SUBJECT</b>	Hemoglobin and Lead Screenings		
<b>REFERENCE</b>	Comprehensive Health Services		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

**Policy:**

Early Head Start- Child Care Partnership Program (EHS-CCP) Staff must ensure that all children are up-to-date with the requirements of the State's THSteps Medical Checkup Periodicity Schedule: Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) schedule.

EPSDT, Medicaid and the Children's Health Insurance Programs require that all children receive a lead toxicity screening at 12 months and 24 months of age. If a lead toxicity screening has not been previously conducted at 12 months EHS-CCP Staff will work with the family to bring the child up to date.

EPSDT, Medicaid and the Children's Health Insurance Programs require that all children receive a hemoglobin screening at 12 months. If a hemoglobin screening has not been previously conducted at 12 months EHS-CCP Staff will work with the family to bring the child up to date.

Hemoglobin and lead toxicity screenings must be documented in ChildPlus according to *the City of San Antonio Data Entry and Benchmark Due Date Guide* and *EHS-CCP Child File Scan Order and Process Guide*. The Grantee will provide onsite screening for any child with missing, unobtainable, or abnormal hemoglobin and lead toxicity screening results. Each child must have a signed parent/guardian consent form before screenings occur.

The EHS-CCP Program will ensure that elevated blood level results are shared with and understood by parents. Referral forms to the child's primary care physician will be given to all children with elevated hemoglobin and lead blood levels. With consent families will be referred to San Antonio Green and Healthy Homes.

**Performance Standard(s):**

1302.41(b)(1); 1302.42 (b)(1)(i-ii), (d)(1-2)



**DHS, Early Head Start Childcare  
Partnership Program  
Policy**



**HEALTH 2**

<b>SUBJECT</b>	Hemoglobin and Lead Screenings		
<b>REFERENCE</b>	Comprehensive Health Services		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

**Policy:**

Early Head Start- Child Care Partnership Program—(EHS-CCP) Staff must ensure that all children are up-to-date with the requirements of the State's Medicaid Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) State's THSteps Medical Checkup Periodicity Schedule: Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) schedule.

EPSDT, Medicaid and the Children's Health Insurance Programs require that all children receive a lead toxicity screening (blood finger prick test) at 12 months and 24 months of age. If a lead toxicity screening has not been previously conducted at 12 months EHS-CCP Staff will work with the family to bring the child up to date.

EPSDT, Medicaid and the Children's Health Insurance Programs require that all children receive a hemoglobin screening at 12 months. If a hemoglobin screening has not been previously conducted at 12 months EHS-CCP Staff will work with the family to bring the child up to date.

Hemoglobin and lead toxicity screenings must be documented in ChildPlus according to *the City of San Antonio Data Entry and Benchmark Due Date Guide* and *EHS-CCP Child File Scan Order and Process Guide*. The Grantee will provide onsite screening for any child with missing, unobtainable, or abnormal hemoglobin and lead toxicity screening results. Each child must have a signed parent/guardian consent form before screenings occur.

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**Performance Standard(s):**

1302.41(b)(1); 1302.42 (b)(1)(i-ii), (d)(1-2)

**References:**

[Texas Health Steps Medical Checkup Periodicity Schedule for Infants, Children, and Adolescents \(EPSDT\)](#)

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>HEALTH 3</b>			
<b>SUBJECT</b>	Preventative Health Visit Requirements and Documentation		
<b>REFERENCE</b>	Comprehensive Health Services		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 2			

**Policy:**

Early Head Start – Child Care Partnership Program (EHS-CCP) staff will ensure that all children are up to date on a schedule of age-appropriate preventative and primary health care that meets the State’s THSteps Medical Checkup Periodicity Schedule: Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) schedule.

A system must be in place to meet the requirements of the *City of San Antonio Data Entry and Benchmark Due Date Guide*:

**30-Day Requirement:**

Within 30 calendar days after the child first attends the program, staff must determine whether the child has ongoing sources of continuous, accessible, health care and health insurance coverage.

**45-Day Requirement:**

Within 45 calendar days after the child first attends the program a program must either obtain or preform evidence based vision and hearing screenings.

**90-Day Requirement:**

Within 90 calendar days after the child first attends the program, documentation of a current well child exam and oral health determination must be received based on the EPSDT requirements.

**Follow up, Tracking and Data Documentation**

- Staff will establish procedures for follow-up within 30 days for medical and dental concerns as indicated on screenings, health assessments, well child exams, and other health related concerns, including missing events. Best practice would be 7 days.
- All health related contacts and follow-ups will be documented in ChildPlus according to the *City of San Antonio Data Entry and Benchmark Due Date Guide*.

### **Extended Follow up & Treatment**

- Staff will develop a communication system to inform the parents/guardians about their children's health needs in a timely manner.
- Staff will provide information and community health resources to families.
- Staff will make every effort to provide resources to families in need of assistance with prescribed medications, aids or equipment for medical, dental, or mental health conditions.
- Head Start funds may be used for children's professional medical and/or dental services when other sources of funding are not available. In such cases, documentation of efforts to access other available sources of funding must be included in Child Plus.

### **Parent Involvement**

Staff must have procedures addressing parent notification concerning the following:

- Written authorization to perform intrusive medical procedures/exams, such as unclothed physical exams, immunizations, and venous blood draws, must be obtained prior to the event.
- Results of abnormal medical and/or dental exam/screening administered through the program and ensure parental understanding of the services and referrals provided

### **Performance Standard(s):**

1302.41; 1302.42; 1302.45



## DHS, Early Head Start Childcare Partnership Program Policy



### HEALTH 3

<b>SUBJECT</b>	Preventative Health Visit Requirements and Documentation		
<b>REFERENCE</b>	Comprehensive Health Services		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 2			

#### Policy:

Early Head Start – Child Care Partnership Program (EHS-CCP) staff will ensure that all children are up to date on a schedule of age-appropriate preventative and primary health care that meets the ~~State's Medicaid Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) requirements schedule. State's THSteps Medical Checkup Periodicity Schedule: Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) schedule.~~

A system must be in place to meet the requirements of the *City of San Antonio Data Entry and Benchmark Due Date Guide*:

#### 30-Day Requirement:

Within 30 calendar days after the child first attends the program, staff must determine whether the child has ongoing sources of continuous, accessible, health care and health insurance coverage.

#### 45-Day Requirement:

Within 45 calendar days after the child first attends the program a program must either obtain or preform evidence based vision and hearing screenings.

#### 90-Day Requirement:

Within 90 calendar days after the child first attends the program, documentation of a current well child exam and oral health determination must be received based on the EPSDT requirements.

#### Follow up, Tracking and Data Documentation

- Staff will establish procedures for follow-up within 30 days for medical and dental concerns as indicated on screenings, health assessments, well child exams, and other health related concerns, including missing events. Best practice would be 7 days.
- All health related contacts and follow-ups will be documented in ChildPlus according to the *City of San Antonio Data Entry and Benchmark Due Date Guide*.

### **Extended Follow up & Treatment**

- Staff will develop a communication system to inform the parents/guardians about their children's health needs in a timely manner.
- Staff will provide information and community health resources to families.
- Staff will make every effort to provide resources to families in need of assistance with prescribed medications, aids or equipment for medical, dental, or mental health conditions.
- Head Start funds may be used for children's professional medical and/or dental services when other sources of funding are not available. In such cases, documentation of efforts to access other available sources of funding must be included in Child Plus.

### **Parent Involvement**

Staff must have procedures addressing parent notification concerning the following:

- Written authorization to perform intrusive medical procedures/exams, such as unclothed physical exams, immunizations, and venous blood draws, must be obtained prior to the event.
- Results of abnormal medical and/or dental exam/screening administered through the program and ensure parental understanding of the services and referrals provided.

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### **Performance Standard(s):**

1302.41; 1302.42; 1302.45

### **Reference:**

[Texas Health Steps Medical Checkup Periodicity Schedule for Infants & Children \(EPSDT\)](#)

**CITY OF SAN ANTONIO  
HEAD START POLICY COUNCIL  
AMENDED BYLAWS**

**ARTICLE I**

**Name**

This body shall be named the Head Start Policy Council, also referred to as "HSPC" or "Policy Council."

**ARTICLE II**

**Purpose**

The purpose of this Policy Council shall be to participate in a formal structure of program governance with the governing body of the City of San Antonio ("City"), as the Head Start grantee, or its representatives concerning the design and implementation of the City of San Antonio Head Start Program ("Program"), which includes Head Start and Early Head Start, and to provide the leadership necessary to exercise its authority, as outlined in the Head Start Program Performance Standards ("HSPPS"), to enhance the total development of the participating families and children in the San Antonio and Edgewood Independent School Districts.

**ARTICLE III**

**Responsibilities**

The HSPC must work in partnership with the City's key management staff and the City's governing body to develop, review, and/or approve or disapprove the following:

- a) Program recruitment, selection, and enrollment priorities;
- b) All funding applications and amendments to funding applications, including administrative services, prior to the submission of such applications to the U.S. Department of Health and Human Services;
- c) Budget planning for Program expenditures, including policies for reimbursement and participation in Policy Council activities;
- d) Bylaws for the operation of the Policy Council;
- e) Program personnel policies and decisions regarding the employment of program staff as stated in paragraph 1(E)(iv)(IX) of the Act, regarding the hiring, evaluation, compensation, and termination of the Program Administrator and any other person in an equivalent position within the Program; and
- f) Procedures for how members of the Policy Council will be elected.

Further, the HSPC will:

- a) Use ongoing monitoring results, data on school readiness goals, and other information described in the HSPPS and the Head Start Act to conduct its responsibilities;
- b) Assist in the development and approval or disapproval of dispute resolution procedures in accordance with federal regulations;

- c) Ensure activities support the active involvement of parents in supporting program operations, including policies to ensure that the Program is responsive to community and parent needs;
- d) Have a process for communication with Parent Connection Committees;
- e) Abide by the Standards of Conduct set out and signed by each Policy Council member;
- f) Not engage in fundraising activities.

## ARTICLE IV

### Membership

#### Section 1- Composition

The HSPC will be comprised of elected (a) parents/legal guardians of children currently enrolled in the Program and (b) community members, (collectively, “members”), who shall submit to the City an application in accordance with established processes and are eligible according to these Bylaws and applicable law.

- a) **Parents of Currently Enrolled Children:** Parents of children currently enrolled in the Program must be proportionately represented on the HSPC. Head Start parents will elect three (3) primary and three (3) alternate members for SAISD and two (2) primary and two (2) alternate members for EISD; Early Head Start parents will elect (1) primary and (1) alternate for the Early Head Start sites located in SAISD and (1) primary and (1) alternate member for the Early Head Start sites located in EISD.
- b) **Community Members:** Parents of children currently enrolled in the Program will elect two (2) members at large from the community served, which may include parents or guardians of formerly enrolled children.
- c) **Conflict of Interest:** Parents/legal guardians of currently enrolled children and members of the community seeking a position on the HSPC must not have a conflict of interest with the Program.

#### Section 2 - Term of Membership

- a) **Term:** All members, whether primary or alternate, shall serve for a term of one (1) year.
- b) **Term Limits:** Each member may serve two (2) additional one (1) year terms, if re-elected to each. No member shall serve on the Policy Council for more than a total of three (3) terms. Service of 6 months or more shall count as one (1) year of the three-year service limit, except in the case of an alternate who attends meetings but does not vote.
- c) **Filling Vacancies:** In the case of a primary parent member's removal or resignation, the alternate parent member serving for that school district shall succeed to the vacated parent member's position and become the primary parent member for the remainder of the term. If an alternate parent member is removed, resigns, or succeeds to a primary parent member's vacated position, the candidate receiving the next highest number of votes at the initial election for the vacant position shall be offered the opportunity to fill the open alternate position (so long as the candidate is still eligible), and so on. If the group of eligible candidates from which to select a successor has been exhausted, another election shall be held to fill the vacant position. A similar process shall be followed to fill vacant community member position(s).
- d) HSPC members elected during the annual, regularly-scheduled elections, shall be seated as a body and hold their first scheduled meeting the next month after the end of the previous term.

### **Section 3 - Termination of Membership**

- a) All members are encouraged to attend each meeting of the HSPC. Parent members should coordinate with alternates to ensure district representation at all meetings.
- b) A HSPC member will be sent a warning letter after a minimum of three (3) absences from regularly-scheduled meetings as notice of potential termination of membership upon further absence(s).
- c) After a warning letter is sent, a member who misses another regularly-scheduled meeting will be removed from the HSPC. Membership will be terminated by notification from the Policy Council stating the policy herein and signed by the Policy Council Chairperson.

### **Section 4 - Resignation**

HSPC members who are unable to complete their term of office should immediately inform the Chairperson and Program staff in writing of their resignation. The vacant position shall be filled in accordance with these Bylaws and established election processes for the Program.

## **ARTICLE V**

### **Officers**

#### **Section 1 - Officers**

The officers of the HSPC shall consist of:

- a) Chair
- b) Vice-Chair
- c) Secretary

Other offices may be created as needed.

#### **Section 2 - Electoral Process**

The HSPC shall elect all officers from its membership.

- a) Election of officers shall be held at the first meeting of the newly-elected Policy Council of each year.
- b) Nominations for candidates will be made from the floor by voting members and shall be elected by the majority of the votes cast.
- c) No write-in votes or absentee ballots will be accepted for or by any member.

#### **Section 3 - Term of Office**

Each officer will be elected to serve a term of one (1) year as officer.

#### **Section 4 - Duties of Officers**

- a) The Chairperson shall:
  - 1) Preside at all meetings of the HSPC;
  - 2) Appoint committee members from the HSPC with the approval of the HSPC; and
  - 3) Call meetings as deemed necessary and allowable under the Texas Open Meetings Act.

- b) The Vice-Chairperson shall:
  - 1) Perform the duties of the Chair, in the absence of the Chairperson, and
  - 2) Assume the duties of the Chairperson should a vacancy occur in the office of the Chair.
- c) The Secretary, with the assistance of City staff, shall:
  - 1) Keep and maintain a current list of the names, addresses and contact information of the membership with the assistance of the City staff;
  - 2) Maintain a record of voting results at meetings; and
  - 3) Perform the duties of the Chair in the absence of both the Chairperson and the Vice-Chairperson.

## ARTICLE VI

### Meetings and Voting

#### Section 1- Meetings

- a) Frequency: HSPC meetings shall be scheduled on a monthly basis or as often as necessary, and shall be conducted in accordance with the Texas Open Meetings Act.
- b) Quorum: A quorum shall consist of at least fifty-one percent (51%) of Policy Council membership. For the purpose of determining a quorum, vacant positions are not counted. Alternate parents will only be considered as part of the quorum if sitting in for an absent primary parent. If a quorum of the HSPC is not in attendance, the meeting shall not continue and a subsequent meeting date will be set. Failure to achieve a quorum during two (2) consecutive meetings shall result in the immediate call for a Special Meeting at the earliest possible time. Notice of a Special Meeting shall be set in accordance with the posting requirements of the Texas Open Meeting Act.
- c) Attendance: HSPC members shall strive to attend all meetings. If a HSPC member must be absent from a regularly-scheduled meeting, (s)he shall notify the City's HSPC liaison and the HSPC Chairperson at least twenty-four (24) hours prior to the meeting unless an emergency prevents the member from doing so and, in the case of a primary parent member, shall also coordinate with the alternate to ensure representation of the school district at the meeting. HSPC alternates are highly encouraged to attend all meetings and participate in discussions. Alternates shall use their best efforts to remain involved in Policy Council business and be prepared to represent the school district in the absence of the primary parent member or in the event the primary member is removed or resigns.
- d) Minutes / Records: City staff shall prepare and maintain minutes of HSPC meetings. Minutes shall be maintained in accordance with federal, state and local law. All records are subject to the provisions of the Texas Public Information Act.

#### Section 2 - Voting

- a) Each member of the HSPC shall have one (1) vote in action items of the HSPC. Alternate parent members may participate in all HSPC discussions but may only cast a vote in the absence of the primary parent member for which they serve as an alternate.
- b) A proposed action is adopted if a majority of the votes *cast* are in favor of the action.

- c) A member may abstain from voting if he or she wishes to take a neutral position. To abstain from a vote means a member has chosen not to cast a vote. His or her abstention shall not count in favor of or opposition to the motion, nor in tallying the total number of votes cast.
- d) Neither proxy (allowing another to vote for the member) nor absentee voting will be allowed.

## ARTICLE VII

### Committees

- a) The HSPC shall have Standing and Special Committees.
- b) The size of a committee's membership shall be no less than three (3) and no more than five (5) HSPC members, with a quorum consisting of the majority of appointed members. The membership of committees shall be approved by a majority of the votes cast by the HSPC.
- c) Committee chairpersons shall be elected by the remaining members of the committee and shall keep a record of its activities and findings, and report updates to the HSPC through written or verbal reports at the next regularly-scheduled HSPC meeting. On issues requiring a vote by the HSPC, the committee chairperson shall present the recommendation of the committee and supporting rationale to the HSPC.
- d) **Standing Committees.** Standing Committees shall meet as needed to discuss issues related to their charge. Standing Committees shall be established at the first available opportunity during each term. The HSPC shall have the following Standing Committees:
  - 1) **Assessment and Planning:** This committee's responsibilities include but are not limited to ensuring the completion of the Community Assessment and the Self-Assessment for the Program. Additionally, this committee shall be involved in strategic planning and modifications to the Program based upon the assessments and the Program's short and long range goals. The committee will be informed of periodic reviews and assessments as conducted by the City's Department of Human Services and it shall provide input into that process to ensure public and community concerns are adequately represented.
  - 2) **Personnel:** This committee's responsibilities include reviewing, commenting, and making recommendations on Program personnel policies and proposed personnel actions with regards to the Program Administrator and any other person in an equivalent position within the Program.
- e) **Special Committees.** The HSPC may establish Special Committees for the specific purpose of reviewing and addressing issues that arise during regular HSPC meetings but require further analysis. Special Committees shall be given a descriptive name and shall automatically dissolve upon completion of their charge. Each Special Committee shall be responsible for establishing operational procedures specific to the assigned task, and which shall be made available for review.

## ARTICLE VIII

### Salaries and Compensation

HSPC members shall receive no salaries or compensation for their services.

## **ARTICLE IX**

### **Reporting**

The HSPC Chairperson or designee, with assistance of City staff, shall, upon request, submit a written or verbal report to the City Council Committee having responsibility or oversight over the Program on a monthly basis.

## **ARTICLE X**

### **Ethics Code**

All HSPC members shall be subject to the Head Start Standards of Conduct and the requirements set forth in the City's Ethics Code, as applicable to City Officials, with the exception of the financial disclosure requirements under Section 2-73 of the Ethics Code.

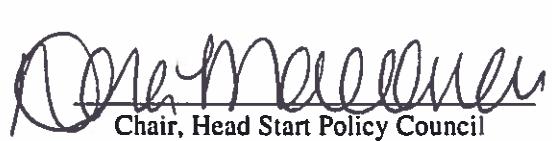
## **ARTICLE XI**

### **Amendments**

These Bylaws may be amended by a majority of HSPC votes cast, and subsequent approval by City Council.

Amended and adopted by HSPC on April 24, 2018.

I hereby certify that this is a true and correct copy of the amended Head Start Policy Council Bylaws as approved by the HSPC on the date indicated above.

 4/24/18  
Dona Meehan 4/24/18  
Chair, Head Start Policy Council Date

 4/24/18  
Lauren Huff 4/24/18  
Secretary, Head Start Policy Council Date

**CITY OF SAN ANTONIO  
HEAD START POLICY COUNCIL  
AMENDED BYLAWS**

**ARTICLE I**

**Name**

This body shall be named the Head Start Policy Council, also referred to as "HSPC" or "Policy Council."

**ARTICLE II**

**Purpose**

The purpose of this Policy Council shall be to participate in ~~shared decision making~~ a formal structure of program governance with the governing body of the City of San Antonio ("City"), as the Head Start grantee, or its representatives concerning the design and implementation of the City of San Antonio Head Start Program ("Program"), which includes Head Start and Early Head Start, and to provide the leadership necessary to exercise its authority, as outlined in the Head Start Program Performance Standards ("HSPPS"), to enhance the total development of the participating families and children in the San Antonio and Edgewood Independent School Districts.

**ARTICLE III**

**Responsibilities**

The HSPC must work in partnership with the City's key management staff and the City's governing body to develop, review, and/or approve or disapprove the following:

- a) Program recruitment, selection, and enrollment priorities;
- b) All funding applications and amendments to funding applications, including administrative services, prior to the submission of such applications to the U.S. Department of Health and Human Services;
- c) Budget planning for Program expenditures, including policies for reimbursement and participation in Policy Council activities;
- d) Bylaws for the operation of the Policy Council;
  - a) \_\_\_\_\_
  - b) ~~Procedures describing how the City's governing body and the Policy Council will implement shared decision-making;~~  
\_\_\_\_\_
  - c) ~~Procedures for Program planning;~~  
\_\_\_\_\_
  - d) ~~The Program's philosophy and long and short range Program goals and objectives;~~  
\_\_\_\_\_
  - e) ~~The composition of the Policy Council and the procedures by which members are chosen;~~  
\_\_\_\_\_
  - f) ~~Criteria for determining recruitment, selection, and enrollment priorities, in accordance with the requirements of~~

45 CFR part 1305 of the Head Start regulations;

- g) ~~Program personnel policies and The annual self assessment of the City's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the federal monitoring review;~~
- h) ~~Program personnel policies and subsequent changes to those policies, including standards of conduct for Program staff, contractors, consultants, and volunteers;~~
- e) ~~decisions regarding the employment of program staff as stated in paragraph 1(E)(iv)(IX) of the Act, regarding the hiring, evaluation, compensation, and termination of the Program Administrator and any other person in an equivalent position within the Program; and~~
- f) Procedures for how members of the Policy Council will be elected.
  - i) ~~Decisions to hire or terminate the Program's Administrator;~~
  - j) ~~Criteria and decisions to hire or terminate any person who works primarily for the Program;~~
  - a) ~~Budget planning for Program expenditures; and~~
  - k) ~~Bylaws for the operation of the Policy Council.~~

Further, the HSPC will:

- a) Use ongoing monitoring results, data on school readiness goals, and other information described in the HSPPS and the Head Start Act to conduct its responsibilities;
- a) ~~Assist in the development and approval/disapproval of policies and procedures to enable low income Policy Council members to participate fully in their group responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by members;~~
- b) ~~Assist Parent Connection Committees in communicating with parents enrolled in all Program options to ensure that they understand their rights, responsibilities, and opportunities of the Program and to encourage their participation;~~
- b) Assist in the development and approval or disapproval of dispute resolution procedures in accordance with federal regulations;
- c) Ensure activities support the active involvement of parents in supporting program operations, including policies to ensure that the Program is responsive to community and parent needs;
- c) ~~Abide by the Standards of Conduct set out and signed by each Policy Council member;~~
- d) ~~Serve as a link to the Parent Connection Committees, the City's governing body, public and private organizations, and the communities they serve~~Have a process for communication with Parent Connection Committees;
- e) Abide by the Standards of Conduct set out and signed by each Policy Council member;
- e) ~~With the assistance of staff, assist Parent Connection Committees in planning, coordinating, and organizing Program activities for parents, as well as ensuring that funds set aside from Program budgets are used to support parent activities;~~

g) ~~Assist in recruiting volunteer services from parents, community residents, and community organizations, and in mobilizing community resources to meet identified needs;~~

h) ~~Assist in the development and approval of procedures for working with the City to resolve community complaints about the Program, and of policies to ensure responsiveness to community and parent needs; and~~

i) ~~f) Not engage in fundraising activities.~~

## ARTICLE IV

### Membership

#### Section 1- Composition

The HSPC will be comprised of elected (a) parents/legal guardians of children currently enrolled in the Program and (b) community members, (collectively, “members”), who shall submit to the City an application in accordance with established processes and are eligible according to these Bylaws and applicable law.

a) Parents of Currently- Enrolled Children: ~~At least fifty one percent (51%) of the members of the Policy Council shall be~~ ~~p~~Parents of children currently enrolled in the Program ~~must be proportionately represented on the HSPC.~~ Head Start parents will elect three (3) primary and three (3) alternate members for SAISD and two (2) primary and two (2) alternate members for EISD; Early Head Start parents will elect (1) primary and (1) alternate for the Early Head Start sites located in SAISD and (1) primary and (1) alternate member for the Early Head Start sites located in EISD.

b) Community Members: Parents of children currently enrolled in the Program will elect two (2) ~~community members at large from the community served, which may include parents or guardians of formerly enrolled children, who are interested in the education and development of the children served by the Program and can contribute to the Program based on their experience in fields such as education, health, social work, law, and business, or based on their familiarity with resources and services for low income children and families, including, for example, the parents or guardians of formerly enrolled children.~~

c) Conflict of Interest: ~~Program or Contractor staff, or members of their immediate families, are prohibited from serving on the Policy Council unless said staff only occasionally substitutes for the Program. Immediate family is defined to include: spouses, and parents, siblings and children, including in-laws.~~ ~~Parents/legal guardians of currently enrolled children and members of the community seeking a position on the HSPC must not have a conflict of interest with the Program.~~

#### Section 2 - Term of Membership

a) Term: All members, whether primary or alternate, shall serve for a term of one (1) year.

b) Term Limits: Each member may serve two (2) additional one (1) year terms, if re-elected to each. No member shall serve on the Policy Council for more than a total of three (3) terms. Service of 6 months or more shall count as one (1) year of the three-year service limit, except in the case of an alternate who attends meetings but does not vote.

c) Filling Vacancies: In the case of a primary parent member's removal or resignation, the alternate parent member serving for that school district shall succeed to the vacated parent member's position and become

the primary parent member for the remainder of the term. If an alternate parent member is removed, resigns, or succeeds to a primary parent member's vacated position, the candidate receiving the next highest number of votes at the initial election for the vacant position shall be offered the opportunity to fill the open alternate position (so long as the candidate is still eligible), and so on. If the group of eligible candidates from which to select a successor has been exhausted, another election shall be held to fill the vacant position. A similar process shall be followed to fill vacant community member position(s).

- | d) HSPC members elected during the annual, regularly-scheduled elections, shall be seated as a body and hold their first scheduled meeting the next month after the end of the previous term.

### **Section 3 - Termination of Membership**

- a) All members are encouraged to attend each meeting of the HSPC. Parent members should coordinate with alternates to ensure district representation at all meetings.
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## **ARTICLE V**

### **Officers**

#### **Section 1 - Officers**

The officers of the HSPC shall consist of:

- a) Chair
- b) Vice-Chair
- c) Secretary

Other offices may be created as needed.

#### **Section 2 - Electoral Process**

The HSPC shall elect all officers from its membership.

- a) Election of officers shall be held at the first meeting of the newly-elected Policy Council of each year.
- b) Nominations for candidates will be made from the floor by voting members and shall be elected by the majority of the votes cast.

c) No write-in votes or absentee ballots will be accepted for or by any member.

### **Section 3 - Term of Office**

Each officer will be elected to serve a term of one (1) year as officer.

### **Section 4 - Duties of Officers**

a) The Chairperson shall:

1) Preside at all meetings of the HSPC;

2) Appoint committee members from the HSPC with the approval of the HSPC; and

2) \_\_\_\_\_

3) Call meetings as deemed necessary and allowable under the Texas Open Meetings Act.

3) \_\_\_\_\_

\_\_\_\_\_

b) The Vice-Chairperson shall:

1) -Perform the duties of the Chair, in the absence of the Chairperson, and

2) Assume the duties of the Chairperson should a vacancy occur in the office of the Chair.

c) -The Secretary, with the assistance of City staff, shall:

1) ~~Prepare the official correspondence of the HSPC as designated by the Chairperson;~~

2) ~~1)~~ Keep and maintain a current list of the names, addresses and contact information of the ~~the~~ membership with ~~the~~ the assistance of the City staff;

3) ~~2)~~ Maintain a record of voting results at meetings; and

4) ~~3)~~ Perform the duties of the Chair in the absence of both the Chairperson and the Vice-Chairperson.

## **ARTICLE VI**

### **Meetings and Voting**

#### **Section 1- Meetings**

a) ~~Frequency:~~ HSPC meetings shall be scheduled ~~to meet~~ on a monthly basis or as often as necessary, and shall be conducted in accordance with the Texas Open Meetings Act.

a) \_\_\_\_\_

b) ~~Quorum:~~ A quorum shall consist of at least fifty-one percent (51%) of Policy Council membership. For the purpose of determining a quorum, vacant positions are not counted. Alternate parents will only be

considered as part of the quorum if sitting in for an absent primary parent. If a quorum of the HSPC is not in attendance, the meeting shall not continue and a subsequent meeting date will be set. Failure to achieve a quorum during two (2) consecutive meetings shall result in the immediate call for a Special Meeting at the earliest possible time. Notice of a Special Meeting shall be set in accordance with the posting requirements of the Texas Open Meeting Act.

b)

c) Attendance: HSPC members shall strive to attend all meetings. If a HSPC member must be absent from a regularly-scheduled meeting, (s)he shall notify the City's HSPC liaison and the HSPC Chairperson at least twenty-four (24) hours prior to the meeting unless an emergency prevents the member from doing so and, in the case of a primary parent member, shall also coordinate with the alternate to ensure representation of the school district at the meeting. HSPC alternates are highly encouraged to attend all meetings and participate in discussions. Alternates shall use their best efforts to remain involved in Policy Council business and be prepared to represent the school district in the absence of the primary parent member or in the event the primary member is removed or resigns.

~~d) Minutes / Records: City staff shall prepare and maintain minutes of HSPC meetings. Minutes shall be maintained in accordance with federal, state and local law. All records are subject to the provisions of the Texas Public Information Act.~~

~~d) Closed Session: If the HSPC anticipates discussion that may be an exception to the requirement for an open meetingmeetings to be open to the public under the Texas Open Meetings Act, a closed session may occur if properly called and upon notification on the agendaand in compliance with the Act.~~

~~e) Minutes / Records: City staff shall prepare and maintain minutes of HSPC meetings. Minutes shall be maintained in accordance with federal, state and local law. All records are subject to the provisions of the Texas Public Information Act.~~

## Section 2 - Voting

- a) Each member of the HSPC shall have one (1) vote in action items of the HSPC. Alternate parent members may participate in all HSPC discussions but may only cast a vote in the absence of the primary parent member for which they serve as an alternate.
- b) A proposed action is adopted if a majority of the votes *cast* are in favor of the action.
- c) A member may abstain from voting if he or she wishes to take a neutral position. To abstain from a vote means a member has chosen not to cast a vote. His or her abstention shall not count in favor of or opposition to the motion, nor in tallying the total number of votes cast.
- d) Neither proxy (allowing another to vote for the member) nor absentee voting will be allowed.

## ARTICLE VII

### Committees

- a) The HSPC shall have Standing and Special Committees.
- b) The size of a committee's membership shall be no less than three (3) and no more than five (5) HSPC members, with a quorum consisting of the majority of appointed members. The membership of committees shall be approved by a majority of the votes cast by the HSPC.

- c) Committee chairpersons shall be elected by the remaining members of the committee and shall keep a record of its activities and findings, and report updates to the HSPC through written or verbal reports at the next regularly-scheduled HSPC meeting. On issues requiring a vote by the HSPC, the committee chairperson shall present the recommendation of the committee and supporting rationale to the HSPC.
- d) **Standing Committees.** Standing Committees shall meet as needed to discuss issues related to their charge. Standing Committees shall be established at the first available opportunity during each term. The HSPC shall have the following Standing Committees:
  - 1) Assessment and Planning: This committee's responsibilities include but are not limited to ensuring the completion of the Community Assessment and the Self-Assessment for the Program. Additionally, this committee shall be involved in strategic planning and modifications to the Program based upon the assessments and the Program's short and long range goals. The committee will be informed of periodic reviews and assessments as conducted by the City's Department of Human Services and it shall provide input into that process to ensure public and community concerns are adequately represented.
  - 2) Personnel: This committee's responsibilities include reviewing, commenting, and making recommendations on Program personnel policies and proposed personnel actions, including the hiring and firing of Program staff, with regards to the Program Administrator and any other person in an equivalent position within the Program.
- e) **Special Committees.** The HSPC may establish Special Committees for the specific purpose of reviewing and addressing issues that arise during regular HSPC meetings but require further analysis. Special Committees shall be given a descriptive name and shall automatically dissolve upon completion of its their charge. Each Special Committee shall be responsible for establishing operational procedures specific to their assigned task, and which shall be made available for review.

## ARTICLE VIII

### Salaries and Compensation

HSPC members shall receive no salaries or compensation for their services.

## ARTICLE IX

### Reporting

The HSPC Chairperson or designee, with assistance of City staff, shall, upon request, submit a written or verbal report to the City Council Committee having responsibility or oversight over the Program on a monthly basis.

## ARTICLE X

### Ethics Code

All HSPC members shall be subject to the Head Start Standards of Conduct and the requirements set forth in the City's Ethics Code, as applicable to City Officials, with the exception of the financial disclosure requirements under Section 2-73 of the Ethics Code.

## ARTICLE XI

## Amendments

These ~~By~~Laws may be amended by a majority of HSPC votes cast, and subsequent approval by City Council.

Amended and adopted by HSPC on \_\_\_\_\_, 201~~58~~.

I hereby certify that this is a true and correct copy of the amended Head Start Policy Council By-Laws as approved by the HSPC on the date indicated above.

\_\_\_\_\_Chair, Head Start Policy Council \_\_\_\_\_Date

Secretary, Head Start Policy Council \_\_\_\_\_ Date

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>PDM 1</b>			
<b>SUBJECT</b>	Program Monitoring		
<b>REFERENCE</b>	Program Design and Management		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 3			

### Policy:

The Early Head Start – Child Care Partnership Program (EHS-CCP) will develop and implement a process of ongoing monitoring and continuous improvement of the service delivery and program operations. The program will abide by all local, state, and federal regulations. The EHS-CCP will provide high-quality program services, share strategies, and communicate plans to ensure child and adult safety.

The EHS-CCP Program will use the following monitoring systems:

- Service Provider level monitoring systems for ongoing monitoring efforts and activities to include regular site visits to all EHS-CCP Service Providers and classrooms.
- Site visits to all EHS-CCP centers will be announced and unannounced
- Service Provider level monitoring through the Texas Health and Human Services Commission/ Child Care Licensing (THHSC).
- Service Provider level monitoring through the Texas Rising Star, Texas Workforce Commissions' Child Care Subsidy program.
- Grantee level monitoring system that ensures Service Providers are effective oversight of service delivery systems and remain in compliance with all local, state, and federal regulations.
- Periodic collecting and reporting of program data to the grantee, by Service Providers
- Utilization of ChildPlus by the Grantee and the Service Providers to collect and record information about children and families for data analysis, evaluation and program improvement
- Collaborative review of program information for planning and future development decisions
- Annual Self-Assessment

## **The EHS-CCP Program's Responsibilities:**

The EHS-CCP will develop procedures for ongoing monitoring of the program. These procedures will provide guidance and expectations of how the EHS-CCP program will monitor internally and externally. These procedures will also include the requirements for reporting findings.

EHS-CCP will establish a monitoring model that will help ensure timely and effective delivery of services and provide content area expertise and support to the EHS-CCP Service Providers. EHS-CCP will focus on direct monitoring, reviewing, and analyzing the results of Service Providers.

EHS-CCP will monitor required program tasks and responsibilities to ensure completion within required timelines and according to guidelines provided in the Head Start Program Performance Standards, federal and state regulations, and local laws and rules.

Monitoring of the EHS-CCP Program is a continuous process. The results of ongoing monitoring will be used by the Head Start Administrator and Management Team to determine the level of compliance with Head Start Performance Standards, Federal, State and local laws and rules.

The EHS-CCP Program will follow-up on monitoring issues or concerns to ensure corrective action and implementation of quality improvement plans. EHS-CCP may provide training and technical assistance and resources to assist the Service Providers in developing and implementing a corrective action and quality improvement plan.

The EHS-CCP program will establish an annual monitoring calendar/schedule of proposed monitoring activities and will share with the Service Providers.

The Grantee will conduct the annual Self-Assessment by utilizing program data. Results are shared with stakeholders including parents, Policy Council members, Governing Body members, other community members, and program staff.

## **Service Provider Responsibilities:**

Service Providers are responsible for the following:

- Allowing access to EHS-CCP program monitor for scheduled and unscheduled visits
- Taking corrective action
- Requesting assistance from the Grantee when needed
- Reporting any results pertinent to the operations of the Service Provider
- Implementing a quality improvement plan that prevents reoccurrence of previous findings

## **Monitoring Approach:**

### **Three Tiered Approach**

Ongoing monitoring for the EHS-CCP Program is a three-tiered approach.

- First - Monitoring is completed by the THHSC for all Service Providers.
- Second -The EHS-CCP Program provides monitoring to ensure understanding and compliance with the Head Start Performance Standards and expectations.
- Third - The State of Texas Rising Star (TRS) system recognized as the Quality Rating Improvement System for the state of Texas.

Ongoing monitoring continues to provide recommendations to enhance the quality of care and services to children and to provide safe and healthy environments through the following service areas:

- Environmental Health and Safety
- Education and Early Childhood Development
- Health /Dental
- Nutrition
- Disabilities / Mental Health
- Family & Community Support
- ERSEA
- Human Resources
- Program Design and Management

The EHS-CCP Program will utilize the results of monitoring efforts and activities to further evaluate compliance with Head Start Performance Standards and regulations.

**Service Provider Corrective Action:**

**Following the receipt of results from a monitoring project completed by the City, the Service Providers will:**

- Complete all Correction Action Plans (CAPs) in ChildPlus within 15 business days
- Address any findings related to child health and safety that is an immediate threat to children within 24 hours
- The Service Provider may request extension for completion of a CAP

**Performance Standard(s):**

Subpart J-Program Management and Quality Improvement  
1302.100 – 1302.103 (a-b)



## DHS, Early Head Start Childcare Partnership Program Policy



### PDM 1

<b>SUBJECT</b>	Program Monitoring		
<b>REFERENCE</b>	Program Design and Management		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 3			

#### Policy:

The Early Head Start – Child Care Partnership Program (EHS-CCP) Program will develop and implement a procedure to effectively monitor process of ongoing monitoring and continuous improvement of the service delivery and program operations. service delivery and program operations in its program service areas. The program will abide by all local, state, and federal regulations, and share strategies and communicate plans for improvement, compliance and achievement of excellence in the Head Start Program. The EHS-CCP will provide high-quality program services, share strategies, and communicate plans to ensure child and adult safety.

The EHS-CCP Program will use the following monitoring systems:

- Service Provider level monitoring systems for ongoing monitoring efforts and activities to include regular site visits to all EHS-CCP Service Providers and classrooms.
- Site visits to all EHS-CCP centers will be announced an unannounced
- Service Provider level monitoring through the Texas Department of Family and Protective Services (TDFPS), Child Care Licensing (TexasTexas Health and Human Services Commission) / Child Care Licensing (THHSC).
- Service Provider level monitoring through the Texas Rising Star, Texas Workforce Commissions' Child Care Subsidy program.
- Grantee level monitoring system that ensures that Service Providers are effective oversight of their service delivery systems and remain in compliance with all local, state, and federal regulations, to include site visits to all EHS-CCP child care centers
- Periodic collecting and reporting of program data to the grantee, by Service Providers
- Utilization of data management system and record information about ChildPlus by the Grantee and the Service Providers to collect and record information about children & families in order to access information for data analysis, evaluation and program improvement

- Collaborative review of program information for planning and future development decisions
- Annual Self-Assessment

## **The EHS-CCP Program's Responsibilities:**

### **I.**

The EHS-CCP will develop procedures for ongoing monitoring of the program ~~and its Service Providers~~. These procedures will provide guidance and expectations of how the EHS-CCP program will monitor internally and externally. These procedures will also include the requirements for reporting findings.

EHS-CCP will establish a monitoring model that will help ensure timely and effective delivery of services ~~by reviewing the progress of service delivery on an ongoing basis, while simultaneously and providing~~ content area expertise and support to the EHS-CCP Service Providers. EHS-CCP ~~emphasis~~ will ~~be~~ focused primarily on direct monitoring, reviewing, and analyzing the results of Service Providers.

EHS-CCP will monitor required program tasks and responsibilities to ensure ~~that these completion tasks and responsibilities are completed~~ within required timelines and according to guidelines provided in the Head Start Program Performance Standards, ~~f~~Federal and ~~s~~State regulations, and local laws and rules.

Monitoring of the EHS-CCP Program ~~will be~~ is a continuous process. ~~throughout the program year~~. The results of ~~reports and~~ ongoing monitoring will be used by the Head Start Administrator and ~~M~~Management ~~T~~Team to determine the level of compliance with Head Start Performance Standards, Federal, State and local laws and rules.

The EHS-CCP Program will follow-up on ~~reported monitoring~~ issues or concerns ~~that arise from ongoing monitoring~~ to ensure corrective action and implementation of ~~quality~~ improvement plans, ~~by the Service Providers~~. EHS-CCP ~~will~~ ~~may~~ provide ~~the necessary training~~ ~~training~~ and technical assistance and resources ~~available~~ to assist the Service Providers in developing and implementing a ~~quality~~ corrective action ~~or and~~ ~~quality~~ improvement plan.

~~The EHS-CCP will develop procedures for ongoing monitoring of the program and its Service Providers. These procedures will provide guidance and expectations of how the EHS-CCP program will monitor internally and externally. These procedures will also include the requirements for reporting findings.~~

The EHS-CCP program will establish an annual monitoring calendar/schedule of proposed monitoring activities and will share with the Service Providers.

The ~~Head Start Program Grantee~~ will ~~lead~~ ~~conduct~~ the annual ~~S~~self-~~A~~ssessment ~~by utilizing program data. Results are shared with stakeholders including parents, Policy Council members, Governing Body members, other community members, and program staff. process by recruiting stakeholders to include parents, policy council members, governing body members, community~~

~~members, and Head Start and Service Providers staff; the Head Start Program will also provide training for all participants; develop the approach, establish the timeline and format for the self-assessment; and ultimately ensure the successful completion of the self-assessment process.~~

## **H. Provider's Responsibilities:**

### **Three Tiered Approach**

Ongoing monitoring for the EHS-CCP Program is a three-tiered approach.

- ~~First Monitoring is completed by the TDFPS THHSC for all Service Providers.~~
- ~~Second The EHS CCP Program provides monitoring to ensure understanding and compliance with the Head Start Performance Standards and expectations.~~
- ~~Third The State of Texas Rising Star (TRS) system recognized as the Quality Rating Improvement System for the state of Texas.~~

### **Service Provider Responsibilities:**

Service Providers are responsible for the following:

- Allowing access to EHS-CCP program monitor for scheduled and unscheduled visits
- Taking corrective action
- Requesting assistance from the Grantee when needed
- Reporting any results pertinent to the operations of the Service Provider
- Implementing a quality improvement plan that prevents reoccurrence of previous findings

~~The EHS-CCP program developed monitoring tools for all service areas. These tools measure compliance of the Head Start Performance Standards and protocols. Tools are introduced to the Service Providers via the program year monitoring calendar, and reporting expectations. Training and technical assistance is provided to assure understanding.~~

### **Monitoring Approach:**

#### **Three Tiered Approach**

Ongoing monitoring for the EHS-CCP Program is a three-tiered approach.

- First - Monitoring is completed by the THHSC for all Service Providers.
- Second -The EHS-CCP Program provides monitoring to ensure understanding and compliance with the Head Start Performance Standards and expectations.
- Third - The State of Texas Rising Star (TRS) system recognized as the Quality Rating Improvement System for the state of Texas.

~~EHS CCP staff continues to build respectful and responsive relationships with all Service Providers.~~ Ongoing monitoring continues to provide recommendations to enhance the quality of care and services to children and to provide safe and healthy environments through the following service areas:

- Environmental Health and Safety
- Education and Early Childhood Development
- Health /Dental
- Nutrition
- Disabilities / Mental Health

- Family & Community Support
- ERSEA
- Human Resources
- Program Design and Management

The EHS-CCP Program will utilize the results of monitoring efforts and activities established by the Providers to further evaluate compliance with Head Start Performance Standards and regulations.

**Service Provider Corrective Action:**

**Following the receipt of results from a monitoring project completed by the City, the Service Providers will:**

- The provider will have no more than 150 business days to correct all findings of provider level monitoring.
- The provider will have no more than Complete all Correction Action Plans (CAPs) in ChildPlus within 150 business days
- to correct all findings of grantee level monitoring.
- Address any findings related to child health and safety that is an immediate threat to children within 24 hours
- The Service Provider will may request in writing or email for an extension for completion of a CAP
- any finding needing more time to correct. The Monitor will give permission and add provisions to any agreements. The Special Projects Manager over EHS-CCP Program or Head Start Administrator may give permission and add provisions to any agreements will intervene as needed.

**Services Provider Corrective Action:**

**Following the receipt of results from a monitoring project completed by the City, the Services Providers will:**

- Complete all Correction Action Plans (CAPs) in ChildPlus within 15 business days
- Address any findings related to child health and safety that is an immediate threat to children within 24 hours.
- The Service Providers may request extension if they are unable to meet the deadline for the completion of a CAP. The monitor and Special Projects Manager and or Head Start Administrator may give permission and/ or add provisions related to the CAPs.

**Performance Standard(s):**

Subpart J-Program Management and Quality Improvement

1304.51 (i)(1-3) 1304.21 1302.1, 1302.30, 1302.40, 1302.50, 1302.60, 1303.40 100 – 1302.103 (a-b)

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>PDM 7</b>			
<b>SUBJECT</b>	Identification and Reporting of Child Abuse and Neglect		
<b>REFERENCE</b>	Program Design and Management; Personnel Policies		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 2			

**Policy:**

The Early Head Start –Child Care Partnership Program (EHS-CCP) are responsible for developing a plan for responding to suspected or known child abuse cases as defined in 45 CFR 1302.47(b)(5)(i) whether it occurs inside or outside of the program.

Further, all Head Start staff including Service Provider staff , as well as teachers, teacher assistants, floaters, substitutes, a site personnel, and consultants and volunteers must follow the Service Provider's policies and procedures regarding child abuse and neglect and report any suspected cases of child abuse or neglect to immediate supervisor and the center director.

The Head Start Program Administrator must be notified within 24 hours of an incident that has occurred within the EHS-CCP Program. The Head Start Administrator must also be notified of any report that has been made for suspected child abuse or neglect occurring outside the EHS-CCP within 24 hours of notification. Such official incident reporting must be provided in writing.

Additionally, when any Head Start Program Staff, Contractors, Service Providers or Child Care Center staff or Volunteers witness or suspect child abuse or neglect, Texas law states that he or she must make a report to Child Protective Services (CPS) within 48 hours. According to the State of Texas, Title 5, Chapter 261 of the Family Code, “child abuse is an act or omission that endangers or impairs a child’s physical, mental or emotional health and development.” Child abuse may take several forms including, but not limited to:

- Physical, mental or emotional injury
- Sexual abuse
- Sexual exploitation
- Physical neglect
- Medical neglect
- Inadequate supervision

In filing a report, personnel will follow state regulations regarding the timeframes that reports must be submitted, the information that must be reported, and confidentiality of reported information.

Service Providers will develop and implement procedures to notify the parents/guardians of any suspected or known child abuse incidents which occur within the EHS-CCP Program. EHS-CCP City staff and Service Providers must also comply with Texas Health and Human Services Commission/Child Care Licensing Minimum Standards.

Should the Service Provider be informed that a report has been made for suspected child abuse occurring outside the Head Start Program, they must comply with notification requirements outlined in this policy.

Annually, EHS-CCP personnel will receive training on procedures for identifying and reporting child abuse or neglect from a qualified individual with the knowledge, skills and experience in the field of child abuse and neglect. EHS-CCP staff are expected to fully cooperate with Child Protective Services, THHSC/Child Care Licensing and other applicable agency personnel to report any suspected or known incidents.

**Performance Standard(s):**

1302.41; 1302.47(5)(i); 1302.90; 1302.92(b)(2); 1302.102  
1302.47(b)(4)(i)(K); 1302.47(b)(5)(i); 1302.53(a)(2)(iii); 1302.90(b)(2); 1302.92(b)(2)  
1302.102(d)(1)(ii)(A); 1303.22(c)(5)(iii); 1303.22(c)(8)

**Resources:**

Office of the Texas Attorney General, “What Can We Do about Child Abuse Part 2”:  
[https://www.texasattorneygeneral.gov/ag\\_publications/txts/childabuse2.shtml](https://www.texasattorneygeneral.gov/ag_publications/txts/childabuse2.shtml)

Family Code, Chapter 261. Investigation of Report of Child Abuse or Neglect  
<http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA.261.htm>

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>PDM 7</b>			
<b>SUBJECT</b>	Identification and Reporting of Child Abuse and Neglect		
<b>REFERENCE</b>	Program Design and Management; Personnel Policies		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 2			

**Policy:**

The Early Head Start –Child Care Partnership [Program](#) –(EHS-CCP)[Program a](#) are responsible for developing a plan for responding to suspected or known child abuse cases as defined in 45 CFR 1302.47(b)(5)(i) whether it occurs inside or outside of the program.

Further, all Head Start staff including [Service](#)[Service](#) Provider staff , as well as teachers, teacher assistants, floaters, substitutes, a site personnel, and consultants and volunteers must follow [the Service](#)[Service](#)[the Service](#) Provider's policies and procedures regarding child abuse and neglect and report any suspected cases of child abuse or neglect to immediate supervisor and the center director.

The Head Start Program Administrator must be notified within 24 hours of an incident that has occurred within the EHS-CCP Program. The Head Start Administrator must also be notified of any report that has been made for suspected child abuse or neglect occurring outside the EHS-CCP within 24 hours of notification. Such official incident reporting must be provided in writing.

Additionally, when any Head Start Program Staff, Contractors, [Service](#)[Service](#) Providers or Child Care Center staff or Volunteers witness or suspect child abuse or neglect, Texas law states that he or she must make a report to Child Protective Services (CPS) within 48 hours. According to the State of Texas, Title 5, Chapter 261 of the Family Code, “child abuse is an act or omission that endangers or impairs a child’s physical, mental or emotional health and development.” Child abuse may take several forms including, but not limited to:

- Physical, mental or emotional injury
- Sexual abuse
- Sexual exploitation
- Physical neglect
- Medical neglect
- Inadequate supervision

In filing a report, personnel will follow state regulations regarding the timeframes that reports must be submitted, the information that must be reported, and confidentiality of reported information.

**ServiceService** Providers will develop and implement procedures to notify the parents/guardians of any suspected or known child abuse incidents which occur within the EHS-CCP Program. EHS-CCP City staff and **ServiceService** Providers must also comply with **Texas Department of Family and Protective Services (TDFPS)Texas Health and Human Services Commission/**-Child Care Licensing Minimum Standards.

Should the **ServiceService** Provider be informed that a report has been made for suspected child abuse occurring outside the Head Start Program, they must comply with notification requirements outlined in this policy.

Annually, EHS-CCP personnel will receive training on procedures for identifying and reporting child abuse or neglect from a qualified individual with the knowledge, skills and experience in the field of child abuse and neglect. EHS-CCP staff are expected to fully cooperate with Child Protective Services, **TDFPS/THHSC/**-Child Care Licensing and other applicable agency personnel to report any suspected or known incidents.

**Performance Standard(s):**

1302.41; 1302.47(5)(i); 1302.90; 1302.92(b)(2); 1302.102  
1302.47(b)(4)(i)(K); 1302.47(b)(5)(i); 1302.53(a)(2)(iii); 1302.90(b)(2); 1302.92(b)(2)  
1302.102(d)(1)(ii)(A); 1303.22(c)(5)(iii); 1303.22(c)(8)

**TDFPS/Child Care Licensing Minimum Standards:**

**746.201(5); 746.501(25)(A-E); 746.1201(4)(5); 746.1309(d)(1-4)**

**Resources:**

Office of the Texas Attorney General, “What Can We Do about Child Abuse Part 2”:  
[https://www.texasattorneygeneral.gov/ag\\_publications/txts/childabuse2.shtml](https://www.texasattorneygeneral.gov/ag_publications/txts/childabuse2.shtml)

Family Code, Chapter 261. Investigation of Report of Child Abuse or Neglect  
<http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA.261.htm>

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>PDM 10</b>			
<b>SUBJECT</b>	Critical Incident Reporting		
<b>REFERENCE</b>	Program Design and Management		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

### Policy:

The Early Head Start- Child Care Partnership Program (EHS-CCP) must develop and implement a system for Critical Incident Reporting (CIR). The system must include training for staff on incident reporting, notification to parents/ guardians and Grantee within 24 hours.

A Critical Incident includes, but is not limited to:

- Suspected child abuse which may or may not have occurred during service hours.
- Allegations of child abuse/neglect against any EHS-CCP staff member, volunteer or contractor, injury to a child due to lack of supervision or unacceptable methods of child guidance
- Incidents which may have placed a child, family member or staff in danger
- Health incidents and illnesses, which include, but are not limited to:
  - Injuries that require urgent medical attention by a health-care professional
  - Child or staff member leaving by emergency medical transport
  - Contagious diseases that could lead to an outbreak
  - Child receiving outside medical attention at any point in time for an injury that occurred during service hours
- Any incident and or media inquiry which has the potential to generate negative media coverage.
- Unplanned interruption in EHS-CCP Program services.

In addition to notifying parents/guardians of critical incidents, Providers must also provide notification to the Head Start Administrator or designee. Official incident reporting must be provided in writing no later than 24 hours of the event. Failure to notify the Grantee of incidents could lead to contract termination.

### Performance Standard(s):

1302.47(c); 1302.102(d)(1)(ii); 1304.12

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>PDM 10</b>			
<b>SUBJECT</b>	Critical Incident Reporting		
<b>REFERENCE</b>	Program Design and Management		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

**Policy:**

The Early Head Start- Child Care Partnership Program (EHS-CCP) Program must develop and implement a system for Critical Incident Reporting (CIR). The system must include training for staff on incident reporting, notification to parents/ guardians and Grantee within 24 hours.

A Critical Incidents includes, but is not limited to:

- Suspected child abuse which may or may not have occurred during service hours.
- Allegations of child abuse/neglect against any EHS-CCP staff member, volunteer or contractor, injury to a child due to lack of supervision or unacceptable methods of child guidance
- Incidents which may have placed a child, family member or staff in danger
- Health incidents and illnesses, which include, but are not limited to:
  - Injuries that require urgent medical attention by a health-care professional
  - Child or staff member leaving by emergency medical transport
  - Contagious diseases that could lead to an outbreak
  - Child receiving outside medical attention at any point in time for an injury that occurred during service hours
- Any incident and or media inquiry which has the potential to generate negative media coverage.
- Unplanned interruption in EHS-CCP Program services.

In addition to notifying parents/guardians of critical incidents, Service Providers must also provide notification to the Head Start Administrator or designee. Official incident reporting must be provided in writing no later than 24 hours of the event. Failure to notify the Grantee of incidents could lead to contract termination.

**Performance Standard(s):**

1302.47(c); 1302.102(d)(1)(ii); 1304.12

**TDFPS THHSC/Child Care Licensing Minimum Standard**

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>PDM 11</b>			
<b>SUBJECT</b>	Personnel Policies		
<b>REFERENCE</b>	Program Design and Management; Human Resources Management		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 2			

**Policy:**

The Head Start Program and Education Service Providers will abide by their internal agency personnel policies and procedures which must meet or exceed applicable requirements including Head Start regulations as well as local, state and federal laws.

The City of San Antonio Head Start Program personnel policies must be approved by the Governing Body and Policy Council and must be available to all staff. The Head Start Policy Council will approve decisions regarding the employment of program staff as stated in paragraph 1(E)(iv)(IX), regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, and any other person in an equivalent position within the Head Start Program.

The Head Start Program collaborates with the City of San Antonio's Human Resources Department to ensure all newly hired City staff complete the required criminal background checks prior to employment. According to the City of San Antonio's Administrative Directive (AD) 4.55, the City conducts Criminal Background Checks (CBC) as part of the initial employment process and applies to volunteers and interns.

**Head Start Program and Education Service Provider Background Check Requirements:**

- a. Before a person is hired, directly or through a contract, including transportation staff and contractors, the Head Start Program and Education Service Providers must conduct an interview, verify references, conduct a sex offender registry check and obtain one of the following:
  - i. State or tribal criminal history records, including fingerprint checks; or,
  - ii. Federal Bureau of Investigation criminal history records, including fingerprint checks.
- b. A program has 90 days after an employee is hired to complete the background check process by obtaining:

- i. Whichever check listed in paragraph (a) of this section was not obtained prior to the date of hire; and,
- ii. Child abuse and neglect state registry check, if available.

- c. A program must review the information found in each employment application and complete background check to assess the relevancy of any issue uncovered by the complete background check.
- d. A program must ensure a newly hired employee, consultant, or contractor does not have unsupervised access to children until the background check process is complete.
- e. A program must conduct the complete background check for each employee, consultant, or contractor at least once every five years and must include each of the four checks listed above.

Staff who has direct contact with children will abide by Department of Health and Human Services Commission Child Care Licensing requirements, whichever is most stringent.

The Head Start Program will consider current and former program parents for employment vacancies for which such parents apply and are qualified.

**Performance Standard(s):**

1302.90(a-b);

**Head Start Act:**

642(c)(1)(E)(iv)(V)(cc); 642(c)(1)(E)(IX); 642(c)(2)(D)(vi)

**City of San Antonio Administrative Directive (AD):**

4.55 Background Checks/Reporting Arrests, Indictments and Convictions

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>PDM 11</b>			
<b>SUBJECT</b>		Personnel Policies	
<b>REFERENCE</b>		Program Design and Management; Human Resources Management	
<b>EFFECTIVE</b>		8/1/2016	
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 2			

**Policy:**

~~The Early Head Start Child Care Partnership (EHS CCP) Program and Service Providers will abide by their internal agency personnel policies which must meet or exceed applicable requirements including Head Start regulations as well as local, state and federal laws. The Head Start Policy Council (HSPC) and its Personnel Committee will be involved in the hiring and termination processes for any person who works primarily for the Grantee.~~

**Termination**

~~Termination/separation actions must be in accordance with HSPPS, laws governing the Federal Equal Opportunity Employment Act, and other applicable agency rules and regulations. Head Start Program management staff will inform the HSPC of personnel actions that could lead to termination of a Head Start employee. The Policy Council Personnel Committee provides recommendations to the HSPC, as appropriate, concerning personnel termination actions.~~

**Policy Council Approval of Hiring and Termination Actions**

~~The HSPC must approve the hiring or termination of any person who works primarily for the Grantee. The following are exceptions to the general rule requiring HSPC approval:~~

**Hiring of:**

- a. ~~Interim staff~~
- b. ~~Staff used through a temporary services agency~~
- c. ~~Contractor staff~~
- d. ~~Change in job assignment~~
- e. ~~Key personnel critical to immediate service delivery and/or operations of the program. In such cases, the Head Start Administrator or Director of the Human Services Department~~

~~may determine whether a delay caused by waiting for HSPC approval will be detrimental to the program. If such determination is made, the Head Start Administrator or Director of the Human Services Department will discuss the matter with the HSPC Chair for concurrence and will later inform the HSPC at the next regularly scheduled meeting and request approval.~~

**Termination of:**

- ~~a. Temporary agency staff~~
- ~~b. Contractor staff~~
- ~~c. Staff that, through their conduct, are a threat to the safety of children, parents, staff or the program and who, due to such conduct, must be immediately dismissed~~
- ~~d. Staff due to reduction in force and/or funding cuts~~

~~HSPC discussions regarding the hiring or termination of employees should take place in a closed session. All votes to approve or disapprove a recommendation to hire or terminate an employee will take place in an open session in accordance with the Texas State Open Meetings Act requirements.~~

**Performance Standards:**

~~1302.90(a-b);~~

**Head Start Act:**

~~HS Act: 642(e)(1)(E)(iv)(V)(ee); 642(e)(1)(E)(IX); 642(e)(2)(D)(iv)~~

The Head Start Program and Education Service Providers will abide by their internal agency personnel policies and procedures which must meet or exceed applicable requirements including Head Start regulations as well as local, state and federal laws.

The City of San Antonio Head Start Program personnel policies must be approved by the Governing Body and Policy Council and must be available to all staff. The Head Start Policy Council will approve decisions regarding the employment of program staff as stated in paragraph 1(E)(iv)(IX), regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, and any other person in an equivalent position within the Head Start Program.

The Head Start Program collaborates with the City of San Antonio's Human Resources Department to ensure all newly hired City staff complete the required criminal background checks prior to employment. According to the City of San Antonio's Administrative Directive (AD) 4.55, the City conducts Criminal Background Checks (CBC) as part of the initial employment process and applies to volunteers and interns.

**Head Start Program and Education Service Provider Background Check Requirements:**

- a. Before a person is hired, directly or through a contract, including transportation staff and

contractors, the Head Start Program and Education Service Providers must conduct an interview, verify references, conduct a sex offender registry check and obtain one of the following:

- i. State or tribal criminal history records, including fingerprint checks; or,
  - ii. Federal Bureau of Investigation criminal history records, including fingerprint checks.
- b. A program has 90 days after an employee is hired to complete the background check process by obtaining:
  - i. Whichever check listed in paragraph (a) of this section was not obtained prior to the date of hire; and,
  - ii. Child abuse and neglect state registry check, if available.
- c. A program must review the information found in each employment application and complete background check to assess the relevancy of any issue uncovered by the complete background check.
- d. A program must ensure a newly hired employee, consultant, or contractor does not have unsupervised access to children until the background check process is complete.
- e. A program must conduct the complete background check for each employee, consultant, or contractor at least once every five years and must include each of the four checks listed above.

Staff who has direct contact with children will abide by Department of Health and Human Services Commission Child Care Licensing requirements, whichever is most stringent.

The Head Start Program will consider current and former program parents for employment vacancies for which such parents apply and are qualified.

**Performance Standard(s):**

1302.90(a-b);

**Head Start Act:**

642(c)(1)(E)(iv)(V)(cc); 642(c)(1)(E)(IX); 642(c)(2)(D)(vi)

**City of San Antonio Administrative Directive (AD):**

4.55 Background Checks/Reporting Arrests, Indictments and Convictions

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>PDM 16</b>			
<b>SUBJECT</b>	Health Requirements		
<b>REFERENCE</b>	Program Design and Management; Human Resources Management		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

**Policy:**

The Head Start Program will develop and implement procedures to ensure all program staff submit a copy of their most recent health exam with 6 months of hire and every five years thereafter. The physical exam must also include appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

Additionally, the Head Start Program will develop and implement procedures to ensure regular volunteers complete appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

Documentation of health exams, screenings, and/or tests must be kept on file.

**Performance Standard(s):**

1302.93; 1302.94

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>PDM 16</b>			
<b>SUBJECT</b>	Health Requirements		
<b>REFERENCE</b>	Program Design and Management; Human Resources Management		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

**Policy:**

~~The Head Start Program must ensure all staff receives an initial health examination to include a Tuberculosis (TB) screening. Health re-examination must be conducted every 5 years. In addition to this requirement, a TB screening must be conducted annually through a questionnaire for staff and volunteers. Documentation of initial health exams, re-examinations if applicable, and Staff and Volunteer TB Questionnaires must be kept on file.~~

The Head Start Program will develop and implement procedures to ensure all program staff submit a copy of their most recent health exam with 6 months of hire and every five years thereafter. The physical exam must also include appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

Additionally, the Head Start Program will develop and implement procedures to ensure regular volunteers complete appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

Documentation of health exams, screenings, and/or tests must be kept on file.

**Performance Standards:**

1302.93; 1302.94

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>PDM 18</b>			
<b>SUBJECT</b>	Emergency Preparedness and Response Plan		
<b>REFERENCE</b>	Program Design and Management		
<b>EFFECTIVE</b>	8/1/2017		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

**Policy:**

The Head Start Program, including the Early Head Start – Child Care Partnership Program (EHS-CCP), will develop and implement an emergency management/disaster preparedness and response plan that includes, at a minimum:

- Emergency Administrative Communication Protocols
- Critical Phone Numbers to Public Emergency Services
- Emergency Management/Disaster Preparedness Team
- Parent/Guardian Contact Protocol

**Performance Standards:**

1302.47(b)(8)

	<p style="text-align: center;"><b>DHS, Early Head Start Childcare Partnership Program Policy</b></p>		
<b>PDM 18</b>			
<b>SUBJECT</b>	Emergency Preparedness and Response Plan		
<b>REFERENCE</b>	Program Design and Management		
<b>EFFECTIVE</b>	8/1/2017		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

**Policy:**

The Head Start Program, including the Early Head Start – Child Care Partnership [Program](#) (EHS-CCP) [Program](#), will develop and implement an emergency management/disaster preparedness and response plan that includes, at a minimum:

- Emergency Administrative Communication Protocols
- Critical Phone Numbers to Public Emergency Services
- Emergency Management/Disaster Preparedness Team
- Parent/Guardian Contact Protocol

**[Head Start Program](#) Performance Standards:**  
1302.47(b)(8)

**[TDFPS/Child Care Licensing Minimum Standards:](#)**  
[746.5201](#); [746.5202](#)

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>TRANSPORTATION 1</b>			
<b>SUBJECT</b>	General Requirements		
<b>REFERENCE</b>	Transportation		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

**Policy:**

Early Head Start – Child Care Partnership Program (EHS-CCP), Service Providers who provide transportation must adhere to all Head Start Program Performance Standards (HSPPS) and Texas Health and Human Services Commission//Child Care Licensing Minimum Standards.

**Performance Standard(s):**

1303.70; 1303.71; 1303.72; 1303.73; 1303.74

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>			
<b>TRANSPORTATION 1</b>				
<b>SUBJECT</b>		General Requirements		
<b>REFERENCE</b>		Transportation		
<b>EFFECTIVE</b>		8/1/2016		
<b>Policy Council Approval:</b> 7/25/17		<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1				

**Policy:**

Early Head Start – Child Care Partnership Program (EHS-CCP), Service Providers Service Providers who provide transportation must adhere to all Providers must establish procedures that promote the safe operations of vehicles used to transport children, as applicable Head Start Program Performance Standards (HSPPS) and Texas Health and Human Services Commission/Child Care Licensing Minimum Standards. These procedures must include:

- Emergency and safety equipment on board
- Vehicle maintenance
- Training of bus staff on emergency and safety procedures and documentation of training
- Trip routing

Safe transition of children to include:

- Pick up and drop off to and from the center
- Release of a child to designated adult

**Performance Standard(s):**

1303.70; 1303.71; 1303.72; 1303.73; 1303.74

TDFPS THHSC/Child Care Licensing Minimum Standards:

746.1316; 746.4103; 746.5605; 746.5607; 746.5617; 746.5619; 746.5621

	<p style="text-align: center;"><b>DHS, Early Head Start Childcare Partnership Program Policy</b></p>	
<b>TRANSPORTATION 2</b>		
<b>SUBJECT</b>	Student Pedestrian and Bus Safety Training	
<b>REFERENCE</b>	Transportation	
<b>EFFECTIVE</b>	8/1/2016	
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17
<b>Governing Body Revision:</b> 9/28/17		<b>PAGE:</b> 1 of 1

**Policy:**

Early Head Start-Child Care Partnership Program (EHS-CCP), Service Providers ensure that every child enrolled in the program receives Pedestrian and Bus Safety Training and Information according to the City of the San Antonio Data Entry and Benchmark Due Date Guide.

**Performance Standard(s):**

1302.46 (b)(1)(v); 1303.74(a)(b)

	<p style="text-align: center;"><b>DHS, Early Head Start Childcare Partnership Program Policy</b></p>	
<b>TRANSPORTATION 2</b>		
<b>SUBJECT</b>	Student Pedestrian and Bus Safety Training	
<b>REFERENCE</b>	Transportation	
<b>EFFECTIVE</b>	8/1/2016	
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17
<b>Governing Body Revision:</b> 9/28/17		
<b>PAGE:</b> 1 of 1		

**Policy:**

Early Head Start-Child Care Partnership Program (EHS-CCP), Service Service Providers must develop a system to ensure that every child enrolled in the program receives Pedestrian and Bus Safety Training and Information according to the City of the San Antonio Data Entry and Benchmark Due Date Guide.

~~In addition, centers providing transportation services directly or through another organization must ensure that children are trained on emergency evacuation procedures and participate in an emergency evacuation drill.~~

~~Two additional evacuation drills must be conducted during the program year for any child receiving transportation services. The system must include procedures for documentation of the training.~~

**Performance Standard(s):**

1302.46 (b)(1)(v); 1303.74(a)(b)

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>TRANSPORTATION 3</b>			
<b>SUBJECT</b>	Child Restraint Systems		
<b>REFERENCE</b>	Transportation		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

**Policy:**

Early Head Start – Child Care Partnership Program [\(EHS-CCP\) Service](#) Providers offering transportation services must ensure that each vehicle used to transport children is equipped with height- and weight-appropriate child safety restraint systems.

**Performance Standards:**

1303.71(d)

[TDPFSHHSC](#)/Child Care Licensing Minimum Standards:

746.5607

[http://www.dps.texas.gov/director\\_staff/public\\_information/childPassSafetyFAQs.pdf](http://www.dps.texas.gov/director_staff/public_information/childPassSafetyFAQs.pdf)

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>TRANSPORTATION 4</b>			
<b>SUBJECT</b>	Children with Disabilities		
<b>REFERENCE</b>	Transportation		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

**Policy:**

Early Head Start – Child Care Partnership **Program** (EHS-CCP) ~~Program, Services~~ Providers must ensure that if transportation services are provided alternative vehicles must also be adapted or designed for transportation of children with disabilities enrolled in the program. Whenever possible, children with disabilities must be transported in the same vehicles used to transport other children enrolled in the (EHS-CCP) program and must ensure compliance with the Americans' with Disabilities Act, the HHS Regulations at 45 CFR part 84, implanting Section 504 of the Rehabilitation Act of 1973 and the Head Start Program Performance Standards on Services for Children with Disabilities as they apply to transportation services.

**Performance Standard:**

1303.75

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>TRANSPORTATION 5</b>			
<b>SUBJECT</b>	Child Transportation Information		
<b>REFERENCE</b>	Transportation		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval:</b> 7/25/17	<b>Policy Council Revision:</b> 7/25/17	<b>Governing Body Approval:</b> 9/28/17	<b>Governing Body Revision:</b> 9/28/17
<b>PAGE:</b> 1 of 1			

**Policy:**

Early Head Start – Child Care Partnership Program ([EHS-CCP](#)) [Service](#) Providers must develop a system that identifies and tracks children receiving transportation services. Documentation of children who receive transportation services must be maintained in Child Plus according to the *City of San Antonio Data Entry and Benchmark Due Date Guide*.

**Performance Standards:**

1303.72(a)(3)