

 2019-2020 Head Start Policy Index		Change Required?	Present on April 23, 2019 Policy Council	Description and Volume of Change made to current Policy
Disabilities				
1	Individualized Education Program (IEP) for Children with Disabilities	Yes	Yes	Clarification of roles, guidelines, benchmark document name, and data entry guide.
2	Timely Referrals	Yes	Yes	Rearranged paragraphs for clarification, added information related to RTI.
3	Children with development delays who do not qualify for Special Education Services	Yes	Yes	General edits and updates for clarification, added information related to addressing children's needs, clarified re-evaluation.
Total	3			
Education and Early Childhood Development				
1	Home Visits/ Parent Conferences	Yes	Yes	provided guidance on information shared at Home Visits and Parent Conferences.
3	Individualization	Yes	Yes	General edits for clarification and additional information provided regarding tools for individualization.
4	Indoor and Outdoor Environment	Yes	Yes	General edits for clarification, additional guidance related to inspections and recommendations provided in the Program Information Guidance.
5	Development and Behavioral Screening	Yes	Yes	four weeks before start of school, and provided guidance regarding following applicable data entry guide.
6	Curriculum/Daily Schedule	Yes	Yes	General edits for clarification and consistent use of the words "one/one" across policies.
7	Ongoing Assessment	Yes	Yes	General edits for clarification, updated name Benchmark Guide, and added language regarding the use of assessments.
8	Child's Classroom File & Portfolio	Yes	Yes	Updates to file/portfolio requirements, clarification for electronic version of ASQ.
9	Multidisciplinary Staffing	Yes	Yes	Edits related to attendees and documentation of staffing.
11	Discipline and Guidance	Yes	Yes	Minor edits for clarification of language and updated list of methods.
12	Classroom Assessment Scoring System™ (CLASS)	Yes	Yes	Decreased observer ratio and minor edits for clarification of language.
13	Classroom Observations	Yes	Yes	Provided clarification related observation requirements.
14	Classroom Organization, Equipment and Materials	Yes	Yes	Added guidance related to learning spaces and environment, supporting children of varying abilities, and use of food in the classroom.
15	Transitions	Yes	Yes	Provided additional guidance related to transfer of files and use of data entry guide.
16	Learning During Mealtime	Yes	Yes	Provided guidance related to procedures regarding meals for adults.
17	Child Arrival & Departure	Yes	Yes	General edit for clarification of language and additional guidance related to authorization for pick up.
18	Coaching	Yes	Yes	Edits for clarification, additional information related to coaching participants and tools.
19	Behavior Consultation	Yes	Yes	Clarification of requirements for procedures, titles, role of staff, and tools.
20	Outdoor Play	New	Yes	Providing guidance related to daily outdoor free play.
21	Field Trips	New	Yes	Requirements related to field trips, funding, parents/guardians, and volunteers.
Total	19			



2019-2020 Head Start Policy Index

		Change Required?	Present on April 23, 2019 Policy Council	Description and Volume of Change made to current Policy
Environmental Health and Safety				
1	Safe Environment	Yes	Yes	Edits regarding addressing risks.
2	Staffing and Class Size Requirements	Yes	Yes	Clarification regarding staffing, class size, and ratios.
3	Hygiene Practices	Yes	Yes	Additional requirements regarding sanitation and cleaning equipment.
4	Management of Illness	Yes	Yes	Procedure requirement including reporting and exclusion criteria.
5	Emergency Preparedness	Yes	Yes	Additional requirements related to evacuation routes and first aid kits.
7	Diapering and Toilet Training	Yes	Yes	Clarification for diapering procedures and updated Performance Standards.
8	Supervision	Yes	Yes	Added language related supervision.
10	Rest Time Sleeping Arrangements	Yes	Yes	Changing title and changes related to rest time requirement and procedures.
Total	8			
Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)				
4	Selection	Yes	Yes	Added waitlist verbiage to include development time period and prioritization; Increased disability priority selection from 10% to 15%
9	Eligibility and Determination Records	Yes	Yes	Increased the minimum years to retain records from three to five
Total	2			
Family and Community Services				
2	Family Partnership Services	Yes	Yes	Edited to include PFCE, parent board requirements, and updated document titles
3	Community Partnerships	Yes	Yes	Clarification of community collaboration
Total	2			
Health				
1	Immunization Requirements	Yes	Yes	Clarification on the role of the school district related to immunization records.
2	Lead Screening	Yes	Yes	Edits related to consent, benchmark guide, and data entry guide.
3	Preventative Health Visit Requirements and Documentation	Yes	Yes	Edits related to documentation, benchmark guide, data entry guide, and order of information.
5	Oral Health and Education	Yes	Yes	Clarification that children will brush teeth daily.
6	Critical Health Concerns	New	Yes	New policy related to critical health concerns.
Total	5			
Nutrition				
1	Nutrition Services	Yes	Yes	Name of policy changed. Edits related procedure requirements, benchmark guide, and data entry guide
2	Outside Food & Adult Meals	Yes	Yes	Edits related to procedure requirements, class celebrations, and food for adults.
Total	2			



2019-2020 Head Start Policy Index

		Change Required?	Present on April 23, 2019 Policy Council	Description and Volume of Change made to current Policy
Program Design and Management (PDM)				
1	Program Monitoring	Yes	Yes	Edits added additional monitoring systems to list, language on Childplus results, and removed timelines for CAP's
2	Standards of Conduct	Yes	Yes	Including language regarding termination
3	Staff Performance Appraisals	Yes	Yes	Deleted benchmark requirement
7	Identification and Reporting of Child Abuse and Neglect	Yes	Yes	Revised for clarification and updated name of CPS.
8	Parent Connection Committees	Yes	Yes	Clarification regarding procedures and requirements.
9	Community Complaints	Yes	Yes	Implement the procedure to the policy.
10	Critical Incident Reporting	Yes	Yes	Clarifications on what should be reported as a Critical Incident Report.
12	Program Governance	Yes	Yes	Edits to reflect HSPPS and Act
21	Program Information Report	New	Yes	New policy related to data entry and verification
Total	9			
Transportation				
2	Vehicle and Pedestrian Safety	Yes	Yes	and retention of lesson plans and activities, and safety information for parents/guardians.
4	Children with Disabilities	Yes	Yes	Updated language according to performance standards.
Total	2			
Wellness Support Services				
1	Identification and Intervention through Wellness Support Services	Yes	Yes	Coach/Consultant, clarify distinction between tiers of service, remove direct therapy provision, use of wellness language throughout to be more
Total	1			
TOTAL	53			



**DHS, Head Start Program
Policy**



DISABILITIES 1

SUBJECT	Individualized Education Program (IEP) for Children with Disabilities		
REFERENCE	Disabilities Services		
EFFECTIVE	6/15/2011		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
PAGE: 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 implement 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, and cultural and linguistic background of the child. The Education Service Provider Disability Coordinator will work with staff, and families to ensure children are working toward the goals in their IEP.

Upon request, the Education Service Provider Disability Coordinator will review planned IEP strategies/activities with teaching staff during a coaching/technical assistance session. If a child enters Head Start with a valid IEP, Education Service Providers will follow school district guidelines and ensure that services 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.

The child’s disability information and copies of required documents will be entered into ChildPlus according to the *City of San Antonio Benchmark Due Date Guide, Head Start Child File Scan Order and Process Guide, and applicable ChildPlus Data Entry Guide*.

Performance Standard(s):

1302.61; 1302.62; 1302.63; 1303.75



DHS, Head Start Program Policy



DISABILITIES 1

SUBJECT	Individualized Education Program (IEP) for Children with Disabilities		
REFERENCE	Disabilities Services		
EFFECTIVE	6/15/2011		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
PAGE: 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~~implement of the IEP ~~on~~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 Education Service Provider Disability Coordinator will work with staff, and families to ensure children are working toward the goals in their IEP.

Upon request, the Education Service Provider Disability Coordinator will review planned IEP strategies/activities with teaching staff during a coaching/technical assistance session. If a child enters Head Start with a valid ~~an~~ IEP, Education Service Providers will follow school district guidelines and ensure that ~~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~~The child's disability information and copies of ~~additional~~ required documents will be entered into ChildPlus according to the ~~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,~~ and will be entered and scanned into ChildPlus applicable Child Plus Data Entry Guide. ~~s-~~

Performance Standard(s):

1302.61; 1302.62; 1302.63; 1303.75

		DHS, Head Start Program Policy			
DISABILITIES 2					
SUBJECT		Timely Referrals			
REFERENCE		Disabilities Services			
EFFECTIVE		6/15/2011			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 1 of 1					

Policy:

A child with a suspected delay may require a formal evaluation under the Individuals with Disabilities Education Act (IDEA) to determine the child’s eligibility for additional services. If The City of San Antonio Head Start collaborates with Edgewood ISD and San Antonio ISD, the Local Education Agency responsible for implementing IDEA to improve service delivery, including the referral and evaluation process.

The Education Service Provider will facilitate the provision of intervention services, such as educational and behavioral services and supports, to meet the needs of children, prior to an eligibility determination or if it is determined the child is not eligible.

Education Service Providers will develop and implement procedures related to the Response to Intervention/Multi-Tiered Systems of Support (RTI/MTSS) process, including student information and documentation. Children who do not respond to intervention services and are potentially eligible for special education and related services will be referred for evaluation. This referral process should not be delayed due to the implementation of RTI/MTSS.

Education Service Providers will develop and implement procedures to ensure referrals, follow-up and timelines are documented in ChildPlus according to the *City of San Antonio Benchmark Due Date Guide, Head Start Child File Scan Order and Process Guide*, and applicable *ChildPlus Data Entry 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 April 29, 2016

		DHS, Head Start Program Policy			
DISABILITIES 2					
SUBJECT		Timely Referrals			
REFERENCE		Disabilities Services			
EFFECTIVE		6/15/2011			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 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/or social development~~ may require a formal evaluation ~~to determine if he or she has a disability under the Individuals with Disabilities Education Act (IDEA) to determine the child's eligibility for additional services. If warranted, The City of San Antonio Head Start The Disabilities Coordinator must collaborate~~ collaborates with Edgewood ISD and San Antonio ISD, the ~~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~~ Education Service Provider 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 or if it is determined the child is not eligible.~~

Education Service Providers will develop and implement procedures related to the Response to Intervention/Multi-Tiered Systems of Support (RTI/MTSS) process, including student information and documentation. Children who do not respond to intervention services and are potentially eligible for special education and related services will be referred for evaluation. This referral process should not be delayed due to the implementation of RTI/MTSS.

~~Education Service Providers will develop and implement procedures related to the Response to Intervention (RTI) process, including student information and documentation, however;~~

~~Children who do not respond to interventions and are potentially eligible for special education and related services should will be referred for evaluation as soon as possible the need becomes evident. This process should and 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 ~~according to the 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,~~ ~~and applicable ChildPlus Data Entry 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~~ [April 29, 2016](#)

DRAFT



**DHS, Head Start Program
Policy**



DISABILITIES 3

SUBJECT	Children with development delays who do not qualify for Special Education Services		
REFERENCE	Disabilities Services		
EFFECTIVE	9/13/11		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 1			

Policy:

Education Service Providers will serve children with suspected or diagnosed disabilities who do not qualify for special education services from the Local Education Agency (LEA).

The Education Service Provider Disability Coordinator, Education Coordinator, and teachers will work with parents/guardians to identify the child’s strengths, needs, and interests and develop and implement strategies to ensure positive student outcomes, and monitor the child’s progress. If a child does not exhibit progress, a request for re-evaluation may be submitted to the LEA.

Performance Standard(s):

1302.31; 1302.33; 1302.41; 1302.46; 1302.42 (d) (1-2); 1302.62 (a)



DHS, Head Start Program Policy



DISABILITIES 3

SUBJECT	Children with development delays who do not qualify for Special Education Services		
REFERENCE	Disabilities Services		
EFFECTIVE	9/13/11		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 1			

Policy:

Education Service Providers will serve children with suspected or diagnosed disabilities who do not qualify for special education services from the Local Education Agency (LEA).

~~The Education Service Provider Disability Coordinator, and Education Coordinators, and teachers will work with parents/guardians to identify the child's strengths, needs, and interests and develop and implement strategies to ensure positive student outcomes, and monitor the child's progress, and determine if the child has a significant delay that is likely to interfere with the child's development/school readiness and closely monitor the child's progress. Each child will be provided with individually appropriate services to help address the child's identified needs. If a child is not exhibiting does not exhibit progress while in school, a request for re-evaluation may be submitted to the will be made to the LEA, for re-evaluation.~~

Performance Standard(s):

1302.31; 1302.33; 1302.41; 1302.46; 1302.43-42 (d) (1-2); 1302.62 (a)

		DHS, Head Start Program Policy			
EDUCATION 1					
SUBJECT		Home Visits/Parent Conferences			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		6/23/2015			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 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 Benchmark Due Date Guide, Child Plus File Scan Order and Process Guide, and applicable ChildPlus Data Entry Guide* Procedures must include accommodations for long term substitutes and/or extenuating circumstances.

The first Home Visit may be completed by the teacher no more than four 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 will complete only a Home Visit.

Documentation of the Home Visits and Parent/Teacher Conferences must be maintained in the child’s classroom file and ChildPlus. If a Home Visit or Parent Conference did not occur, documentation regarding why the event did not occur must be noted in ChildPlus according to the *ChildPlus Data Entry Guide*.

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/guardians and staff to share knowledge related to the strengths, needs, interests, and concerns of the child and program activities. During the Home Visits and Parent/Teacher Conferences the teacher will share work samples, educational assessment outcomes, screening information, and information regarding the transition into Kindergarten, when applicable Education Service Providers will

develop and implement procedures to ensure that the information shared at the Home Visits and Parent/Teacher Conferences is documented.

Performance Standard:

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

DRAFT

		DHS, Head Start Program Policy			
EDUCATION 1					
SUBJECT		Home Visits/Parent Conferences			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		6/23/2015			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 1 of 1					

Policy:

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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,~~ and applicable ChildPlus Data Entry Guide. ~~Procedures must include accommodations for long term substitutes and/or extenuating circumstances.~~*

The first Home Visit may be completed by the teacher no more than ~~two~~four 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~~Home visit ~~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 will~~ complete only ~~the a~~ Home Visit.

Documentation of the Home Visits and Parent/Teacher Conferences must be maintained in the child’s classroom file and ChildPlus. If a Home Visit or Parent Conference did not occur, documentation regarding why the event did not occur must be noted in ChildPlus according to the ChildPlus Data Entry Guide.

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/guardians and staff to offer opportunities for parents to enhance observational skills, share knowledge, and understanding knowledge related to the of the educational and developmental strengths, needs, interests, and concerns of the child and program activities. and activities of their child and to share concerns about their child with program staff. ~~During the Home Visits and Parent/Teacher Conferences the teacher will~~ 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, s and educational assessment outcomes.

/screening information, and information regarding the transition into Kindergarten, when applicable- Education Service Providers will develop and implement procedures to ensure that the information shared at the Home Visits and Parent/Teacher Conferences is documented.

~~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)

DRAFT

		DHS, Head Start Program Policy			
EDUCATION 3					
SUBJECT		Individualization			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		6/15/2011			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 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:

- Formal and informal 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 referrals for wellness support (if applicable)
- An Individualized Education Plan for children with disabilities

Performance Standard(s):

1302.31; 1302.33; 1302.61

		DHS, Head Start Program Policy			
EDUCATION 3					
SUBJECT		Individualization			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		6/15/2011			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 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~~ Formal and informal ~~ehild~~ 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 referrals for wellness supportmental wellness referrals(if applicable)
- An Individualized Education Plan for children with disabilities

Performance Standard(s):

1302.31; 1302.33; 1302.61

		DHS, Head Start Program Policy			
EDUCATION 4					
SUBJECT		Indoor and Outdoor Environment			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		6/23/2015			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 1 of 1					

Policy:

Education Service Providers will provide developmentally 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 for children under the age of 5 should not be accessible to children.

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

Education Service Providers will develop and implement procedures and training for all staff, including teachers to ensure daily safety inspections for indoor and outdoor spaces.

Performance Standard(s):

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



**DHS, Head Start Program
Policy**



EDUCATION 4

SUBJECT	Indoor and Outdoor Environment		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	6/23/2015		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
			PAGE: 1 of 1

Policy:

Education Service Providers will provide developmentally 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. ~~Education Service Providers should follow recommendations outlined in the City of San Antonio Head Start Program Information Guidance.~~

All equipment and materials must be age appropriate. Any item labeled “Keep out of reach of children” or any item that lists age restrictions for children under the age of 5 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 all 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, varying abilities, and family composition.

Education Service Providers will develop and implement procedures and training for all staff, including teachers to ensure 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					
SUBJECT		Development and Behavior Screening			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		4/6/2010			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 1 of 2					

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 behavioral 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 for appropriate referrals.

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 four 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.

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 Benchmark Due Date Guide, applicable ChildPlus Data Entry 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 they have an identified disability or IEP. Sensitivity to the parent/guardian should always be a priority. 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 applicable *ChildPlus Data Entry Guide*.

Performance Standard:

1302.33

Additional Resources:

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

DRAFT

		DHS, Head Start Program Policy			
EDUCATION 5					
SUBJECT		Development and Behavior Screening			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		4/6/2010			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 1 of 2					

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 behavioral 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 ~~for so timely appropriate referrals. Is 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-four~~ 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~~, applicable ChildPlus Data Entry 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~~they has/have an identified disability or IEP. Sensitivity to the parent/guardian should always be a ~~top consideration~~priority. 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 applicable *ChildPlus Data Entry Guide*.

Performance Standard:

1302.33

Additional Resources:

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

DRAFT

		DHS, Head Start Program Policy			
EDUCATION 6					
SUBJECT		Curriculum/Daily Schedule			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		9/13/2011			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 1					

Policy:

The Head Start definition of curriculum is a planned management of time, materials and activities to guide children’s individual pattern of learning and development. The curriculum helps children gain skills and confidence and should integrate Head Start components which form a foundation for school readiness. Education Service Providers will involve parents in the implementation of the program’s curriculum and approaches to child development and education.

The curriculum must be research-based and align with the Head Start Early Learning Outcomes Framework (HSELOF) and Texas Prekindergarten Guidelines. The curriculum will address the five Central Domains from the HSELOF in an integrated approach, using intentional and individualized instruction to support children’s learning and development.

The Education Service Providers will establish a daily schedule that meets the individual needs of children, provides a balance of teacher-directed and child initiated lessons and activities, and offers a variety of activities including large-group, small-group, one/one, indoor and outdoor free play. The daily schedule will be posted for parents and other staff to review and must include the following:

- Teacher Name
- Room Number

Performance Standard(s):

1302.31; 1302.32; 1302.34

		DHS, Head Start Program Policy			
EDUCATION 6					
SUBJECT		Curriculum/Daily Schedule			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		9/13/2011			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 1					

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The curriculum must be research-based and align with the Head Start Early Learning Outcomes Framework ([HSELOF](#)) and Texas Prekindergarten Guidelines. The curriculum will address the five Central Domains [from the HSELOF](#) in an integrated approach, using intentional and individualized instruction to support children’s learning and development.

The ~~Head Start~~ Education Service Providers will establish a daily schedule that meets the individual needs of children, provides a balance of teacher-directed and child initiated [lessons and](#) activities, and offers a variety of activities including large-group, small-group, ~~individual or one/one~~, indoor and outdoor free play. The daily schedule will be posted for parents and other staff to review and must include the following:

- ~~Campus~~
- Teacher Name
- Room Number

Performance Standard(s):

1302.31; 1302.32; 1302.34

		DHS, Head Start Program Policy		 HEAD START City of San Antonio Department of Human Services	
EDUCATION 7					
SUBJECT		Ongoing Assessment			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		8/2/2011			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 1 of 1					

Policy:

Education Service Providers will administer a formal assessment that is 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 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 evaluate child progress and inform instruction.

Performance Standard:

1302.33

Head Start Act:

642(f)(5)(c)

		DHS, Head Start Program Policy		 HEAD START City of San Antonio Department of Human Services	
EDUCATION 7					
SUBJECT		Ongoing Assessment			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		8/2/2011			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 1 of 1					

Policy:

Education Service Providers will administer ~~a ongoing~~ formal assessments that ~~is 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 evaluate child progress and inform instruction.

Performance Standard:

1302.33

Head Start Act:

642(f)(5)(c)

		DHS, Head Start Program Policy		 HEAD START City of San Antonio Department of Human Services	
EDUCATION 8					
SUBJECT		Child Classroom File/ Portfolio			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		8/2/2011			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 1 of 1					

Policy:

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

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

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

The IEP may be kept in a different location in the classroom; however, the location of the IEP must be noted within the Child Classroom File/Portfolio. The file must be accessible to parents/guardians and monitors/reviewers, upon request.

If an online version of the developmental and/or social and emotional screening is completed, a paper copy is not required to be in the Child Classroom File/Portfolio. Documentation that the screening(s) were completed electronically must be noted in the Child Classroom File/Portfolio. If the paper version of either screening was used, a complete copy should be included in the Child Classroom File/Portfolio

The Education Service Providers will develop and implement procedures to ensure the Child Classroom File/Portfolio is located in the teacher’s classroom, kept confidential, and available for parents to review upon request.

Performance Standard(s):

1302.30-1302.34

		DHS, Head Start Program Policy		 HEAD START City of San Antonio Department of Human Services	
EDUCATION 8					
SUBJECT		Child's Classroom File/ Portfolio			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		8/2/2011			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 1 of 1					

Policy:

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

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

- ~~Parent/guardian input from~~ Documentation from home visits and parent conferences, including parent/guardian input
- 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 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 Classroom File/Portfolio. The file must be accessible to parents/guardians and monitors/reviewers, upon request.

If an online version of the developmental and/or social and emotional screening is completed, a paper copy is not required to be in the Child Classroom File/Portfolio. Documentation that the screening(s) were completed electronically must be noted in the Child Classroom File/Portfolio. If the paper version of either screening was used, a complete copy should be included in the Child Classroom File/Portfolio

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Performance Standard(s):

1302.30-1302.34

DRAFT

		DHS, Head Start Program Policy			
EDUCATION 9					
SUBJECT		Multidisciplinary Staffing			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		8/2/2011			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 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 31st, 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 or designee, 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.

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 according to the *City of the San Antonio Benchmark Due Date Guide, applicable ChildPlus Data Entry 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					
SUBJECT		Multidisciplinary Staffing			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		8/2/2011			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
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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 ~~according to the and meets the City of the San Antonio Data Entry and Benchmark Due Date Guide, applicable ChildPlus Data Entry 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 11					
SUBJECT		Discipline and Guidance			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		12/13/2011			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 1					

Policy:

Education Service Providers will develop and implement policies and procedures on discipline and guidance appropriate for children 3-5 years old. A copy must be provided to all parents/guardians, staff, volunteers, substitute teachers, and contractors. Documentation must be maintained showing receipt of the written discipline and guidance policies.

The policies and procedures must include positive methods that encourage self-esteem, self-control, and self-regulation such as:

- Praise and encouragement of developmentally appropriate behavior
- Frequent reminders of behavior expectations using clear and positive statements
- Redirection of behavior using positive statements

Discipline must be constructive, individualized, and consistent for each child, appropriate to the child’s level of understanding, and directed toward teaching the child developmentally appropriate behavior. Education Service Provider must prohibit or severely limit the use of suspension due to a child’s behavior. The Education Service Providers must not expel or unenroll a child from Head Start because of a child’s behavior, unless approved by the Head Start Administrator.

When appropriate for the child’s age and development, a brief supervised separation or time away from the group may be necessary, and should be limited to no more than one minute per year of the child’s age.

There must be no harsh, cruel or unusual treatment of any child. The following are prohibited:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, toilet training
- Pinching, shaking or biting a child
- Hitting a child with hand or an object
- Putting anything in or on a child’s mouth
- Humiliating, ridiculing, rejecting or yelling at a child

- Pointing a finger in a child's face
- Snapping fingers at a child
- Use of isolation to discipline a child
- Binding or tying a student to restrict movement
- Threatening phrases or sarcastic language
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age
- Child restraint performed by staff not certified in proper restraint procedures

Performance Standard(s):

1302.17; 1302.31 (e) (2,4);1302.90 (c) (1-2)

DRAFT

		DHS, Head Start Program Policy		 HEAD START City of San Antonio Department of Human Services	
EDUCATION 11					
SUBJECT		Discipline and Guidance			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		12/13/2011			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
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The policies and procedures must include positive methods that encourage self-esteem, self-control, and self-direction-regulation such as:

- Praise and encouragement of good-developmentally appropriate behavior ~~instead of focusing only on the unacceptable behavior~~
- Frequent reminders of behavior expectations using clear and positive statements
- Redirection of behavior using positive statements

Discipline must be constructive, individualized, and consistent for each child, appropriate to the child’s level of understanding, and directed toward teaching the child developmentally appropriate behavior. Education Service Provider must prohibit or severely limit the use of suspension due to a child’s behavior. The Education Service Providers must not expel or unenroll a child from Head Start because of a child’s behavior, unless approved by the Head Start Administrator.

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 - Pointing a finger in a child's face
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- Child restraint performed by staff not certified in proper restraint procedures

Performance Standard(s):

1302.17; 1302.31 (e) (2,4);1302.90 (c) (1-2)

DRAFT

		DHS, Head Start Program Policy			
EDUCATION 12					
SUBJECT		Classroom Assessment Scoring System™ (CLASS)			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		5/8/2012			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 1					

Policy:

The Head Start Program will develop and implement a plan to utilize the Classroom Assessment Scoring System™ (CLASS) to measure interactions between children and teachers. Education Service Providers must have an average score across all classrooms of no less than the following, but strive for the standard of excellence of six (6) across all domains:

- For the Emotional Support domain the minimum threshold is four (4);
- For the Classroom Organization domain, the minimum threshold is three (3);
- For the Instructional Support domain, the minimum threshold is two (2);

The Grantee will facilitate a CLASS Team comprised of Grantee and Education Service Providers staff. At a minimum, Service Providers should maintain one (1) CLASS Reliable Observer per twelve (12) classrooms.

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, Head Start Program Policy			
EDUCATION 12					
SUBJECT		Classroom Assessment Scoring System™ (CLASS)			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		5/8/2012			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 1					

Policy:

The Head Start Program will develop and implement a ~~procedure-plan~~ to utilize the Classroom Assessment Scoring System™ (CLASS) to measure interactions between children and teachers. Education Service Providers must have an average score across all classrooms of no less than the following, but strive for the standard of excellence of six (6) across all domains:

- For the Emotional Support domain the minimum threshold is four (4);
- For the Classroom Organization domain, the minimum threshold is three (3);
- For the Instructional Support domain, the minimum threshold is two (2);

The Grantee will facilitate a CLASS Team comprised of Grantee and Education Service Providers staff. At a minimum, Service Providers should maintain one (1) CLASS Reliable Observer per ~~twelve~~ ~~fifteen~~ (15) classrooms.

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, Head Start Program
Policy**



EDUCATION 13

SUBJECT	Classroom Observations		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	10/15/2013		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
			PAGE: 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 and documenting 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 throughout the program year:

- 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

SUBJECT	Classroom Observations		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	10/15/2013		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
			PAGE: 1 of 1

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

- 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 14					
SUBJECT		Classroom Organization, Equipment and Materials			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		9/13/2011			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 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. The Education Service Providers must ensure the following:

- Separate noisy activities from quiet activities as much as space allows
- Support for the cultural and ethnic backgrounds of all children
- Support for children with varying abilities
- Adequate space for activities
- Unobstructed supervision
- Comfortable and quiet spaces available for children
- A variety of learning experiences that encourage each child to experiment and explore
- All exits must be unobstructed by equipment, toys, materials, and furniture
- Utilize the *All About ECERS-R 3rd Edition* to create a high quality classroom environment and learning experiences

Performance Standard(s):

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

		DHS, Head Start Program Policy			
EDUCATION 14					
SUBJECT		Classroom Organization, Equipment and Materials			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		9/13/2011			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 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~~ 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 Education Service Providers must ensure the following:

- Separate noisy activities from quiet activities as much as space allows
- Support for the cultural and ethnic backgrounds of all children
- Support for children with varying abilities
- Adequate space for activities
- Unobstructed supervision
- Comfortable and quiet spaces available for children
- A variety of learning experiences that -encourage each child to experiment and explore
- All exits must be unobstructed by equipment, toys, materials, and furniture
- Utilize the All About ECERS-R 3rd Edition to create a high quality classroom environment and learning experiences
- ~~— Follow the recommendations related to classroom environments and learning experiences provided in the City of San Antonio Program Information Guidance~~
- ~~— Food items should not be used for any other reason other than to eat (This supports cultural sensitivity, safety in the classroom, and mindfulness of children and families facing food insecurity.)~~

Performance Standard(s):

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

		DHS, Head Start Program Policy			
EDUCATION 15					
SUBJECT		Transitions			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		4/6/2010			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 1					

Policy:

Education Service Providers will develop and implement transition procedures for children and families including: outreach, coordination, and communication with parents/guardians, Early Head Start, school district personnel, and other community organizations/agencies Transition procedures will address children and families entering and exiting the Head Start Program and include information related to the transfer of child files and information,

Education Service Providers will document all transition activities, including Early Head Start and Early Childhood Intervention (ECI) according to the *City of San Antonio Benchmark Due Date Guide* and applicable *ChildPlus Data Entry Guide*.

Performance Standard(s):

1302.70; 1302.71; 1302.72

Head Start Act:

642 (b) (13-15); 642 (e); 642 A (a) (1-14)

		DHS, Head Start Program Policy			
EDUCATION 15					
SUBJECT		Transitions			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		4/6/2010			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 1					

Policy:

Education Service Providers will develop and implement transition procedures for children and families including: outreach, coordination, and communication with parents/guardians, Early Head Start, school district personnel, and other community organizations/agencies. Transition procedures will address children and families entering and exiting the Head Start Program and include information related to the transfer of child files and information. =

Education Service Providers will ~~develop and implement an annual transition plan~~, document all transition activities, including Early Head Start and Early Childhood Intervention (ECI) according to the City of San Antonio Benchmark Due Date Guide and applicable ChildPlus Data Entry Guide., ~~and develop a system to meet the City of San Antonio Data Entry and Benchmark Due Date Guide.~~

Performance Standard(s):
1302.70; 1302.71; 1302.72

Head Start Act:
642 (b) (13-15); 642 (e); 642 A (a) (1-14)

		DHS, Head Start Program Policy			
EDUCATION 16					
SUBJECT		Learning During Mealtime			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		6/18/2014			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 1 of 1					

Policy:

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

Education Service Providers must develop and implement procedures related to food availability for adults participating in mealtime.

Any adults actively 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 for staff regarding learning opportunities during mealtime

Performance Standard(s):

1302.31 (e)(2); 1302.44

		DHS, Head Start Program Policy			
EDUCATION 16					
SUBJECT		Learning During Mealtime			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		6/18/2014			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 1 of 1					

Policy:

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

Education Service Providers must develop and implement procedures related to food availability for adults participating in mealtime. Food must be available to any adult participating in mealtime.

~~To the best extent possible, a~~Any adults ss actively 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.

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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 for staff on learning regarding learning opportunities during mealtime

Performance Standard(s):

1302.31 (e)(2); 1302.44



**DHS, Head Start
Program
Policy**



EDUCATION 17

SUBJECT	Child Arrival & Departure		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	10/17/2013		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
			PAGE: 1 of 1

Policy:

Education Service Providers will develop and implement procedures for child arrival and departure that includes signatures and/or initials of the individual signing in/out, 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 a process for appropriate and timely follow up and referral for any concerns identified

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 when a concern is identified

Education Service Providers will follow school district policies and guidelines related to persons authorized to pick up a child.

Performance Standard(s):

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



**DHS, Head Start
Program
Policy**



EDUCATION 17

SUBJECT	Child Arrival & Departure		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	10/17/2013		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
			PAGE: 1 of 1

Policy:

Education Service Providers will develop and implement procedures for child arrival and departure that includes signatures and/or initials of the individual signing in/out, 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 a process for appropriate and timely follow up and referral for any concerns identified.

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 when a concern is identified

Education Service Providers wills follow school district policies and guidelines related to persons authorized to pick up a child.

Performance Standard(s):

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

	DHS, Head Start Program Policy		
EDUCATION 18			
SUBJECT	Coaching		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	6/27/2017		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
PAGE: 1 of 1			

Policy:

The Head Start Program will implement a researched-based coordinated coaching program for teaching staff, including teachers and aides/instructional assistants/paraprofessionals. 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
- A system to determine staff in need of intensive coaching
- Identification of qualified coaches
- A system that includes a cycle of observations, feedback, and goal setting and tools used to document the cycle
- Documentation of coaching consultations in Child Plus according to the *City of San Antonio Benchmark Due Date Guide and applicable ChildPlus Data Entry Guide*

Performance Standard:

1302.92 (c)

		DHS, Head Start Program Policy			
EDUCATION 18					
SUBJECT		Coaching			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		6/27/2017			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 1 of 1					

Policy:

The Head Start Program will implement a researched-based coordinated coaching program for teaching staff, including teachers and aides/instructional assistants/paraprofessionals. 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
- A system to determine ~~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 and tools used to document the cycle
- Documentation of coaching consultations in Child Plus according to the *City of San Antonio ~~Data Entry and Benchmark Due Date Guide~~ and applicable ChildPlus Data Entry Guide*

Performance Standard:

1302.92 (c)

		DHS, Head Start Program Policy			
EDUCATION 19					
SUBJECT		Behavior Consultation			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		6/27/2017			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 1 of 1					

Policy:

Education Service Providers will develop and implement procedures to ensure Behavior Coaches provide consultation and support to teaching staff.

Procedures must include:

- A system for staff to request assistance
- A system to determine the type and level of support for children and staff Regular communication among program staff, including the Disability Coordinator, assigned Instructional Coach/Education Specialist, Education Service Provider Mental Health Coordinator, Family & Community Support Team, COSA Wellness Support Team, campus administrator, and other applicable team members, to facilitate quality outcomes for children
- A coaching system that includes a cycle of observations, feedback, and goal setting and tools used to document the cycle

Requests for assistance, behavior consultations, and behavior coaching must be documented in ChildPlus according to the *City of San Antonio Benchmark Due Date Guide* and applicable *ChildPlus Data Entry Guide*.

Performance Standard:

1302.92

		DHS, Head Start Program Policy			
EDUCATION 19					
SUBJECT		Behavior Consultation			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		6/27/2017			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 1 of 1					

Policy:

Education Service Providers will develop and implement procedures to ensure Behavior ~~Coaches~~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.~~

~~P~~Consultation procedures must include:

- ~~A system for staff to request assistance~~
A system to determine the type and level of support for children and staff~~Determination of staff in need of consultative support~~
- Regular communication among program staff, including the Disability Coordinator, assigned Instructional Coach/Education Specialist, Education Service Provider Mental Health Coordinator, Family & Community Support Team, COSA Wellness Support Team, campus administrator, and other applicable team members, to facilitate quality outcomes for children
- ~~Standardized tool used for consultations~~
- Plan for follow-up~~A coaching system that includes a cycle of observations, feedback, and goal setting and and tools used to document the cycle~~
- ~~_____~~

Requests for assistance, behavior consultations, and behavior coaching must be documented in ChildPlus according to the City of San Antonio Benchmark Due Date Guide and applicable ChildPlus Data Entry Guide.

Performance Standard:

1302.92

		DHS, Head Start Program Policy			
EDUCATION 20					
SUBJECT		Outdoor Free Play			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		8/1/19			
Policy Council Approval:		Policy Council Revision:		Governing Body Approval:	
				Governing Body Revision:	
PAGE: 1 of 1					

Policy:

The City of San Antonio Head Start Program recognizes outdoor free play as an integral component of the overall development of young children. Education Service Providers will develop and implement procedures to ensure daily opportunities for outdoor free play. Education Services Providers must ensure alternative activities and spaces are available when outdoor areas are inaccessible. Outdoor free play must not be withheld from any child as a form of discipline or punishment.

Outdoor free play areas will, at a minimum, include the following:

- Age appropriate spaces, equipment, and furniture
- Accommodations for movement and play of children with varying abilities
- Play equipment storage accessible to the play space
- Shaded play space
- Equipment, materials, and space to allow all children to be active

The City of San Antonio Head Start Program recommends following Education Service Provider district and campus policies and guidelines regarding weather conditions and outdoor play restrictions.

Performance Standard:

1302.31(c-d)

Other Resources:

- Developmentally Appropriate Practice, 3rd Edition
- The Institute for Childhood Education, *Outdoor Play*, Effective Learning Environments Publication



**DHS, Head Start Program
Policy**



EDUCATION 21

SUBJECT	Field Trips		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2019		
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
			PAGE: 1 of 1

Policy:

Education Service Providers will develop and implement procedures related to field trips. The procedures should address the following:

- Opportunities for parents/guardians to participate/volunteer for the field trip.
- A system to select attendees and ensure all parents/guardians are offered an equal opportunity to participate throughout the program year.
- Any parent/guardian or volunteer that is asked to attend must have all entrance fees paid for by the program.
- How field trips are funded and the process to ensure payment.
- A system to provide lunch for staff, children, parents/guardians, and volunteers during field trips.
- Food not on the approved menu is not allowed during field trips.
- A system to ensure class ratio is maintained during field trips and ensure no child is left alone or unsupervised. Children may be placed in small groups to ensure safety. While a parent/guardian or volunteer may be used to maintain the required teacher/student ratio, a parent/guardian or 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 maintain documentation of volunteer training, background checks, and Standards of Conduct.
- Transportation of children, parents/guardians, volunteers, and staff during field trips. Vehicles that are not school buses, or do not meet the definition of an allowable alternative vehicle cannot be used for the purpose of transporting children for field trips.
- A parent/guardian cannot be required to attend a field trip. Every child must be offered the opportunity to attend the field trip regardless of parent/guardian attendance.
- Early release to a parent/guardian during a field trip.

Performance Standard(s):

1302.18; 1302.21(b)(1-4); 1302.47(5)(iii); 1302.90; 1302.94(b); 1303.71(a)

		DHS, Head Start Program Policy			
EnvHS 1					
SUBJECT		Safe Environments			
REFERENCE		Environmental Health and Safety			
EFFECTIVE		9/13/2011			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 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. If the Education Service Provider requires additional time to complete a work order, they must submit a request in writing to the Grantee. If an unsafe and/or hazardous risk is identified, the Education Service Provider will address the issue and submit a work order within 24 hours. The Education Service Provider will be monitored routinely to ensure that the work order is completed.

Performance Standard:

1302.47(1)(2)

		DHS, Head Start Program Policy		 HEAD START City of San Antonio Department of Human Services	
EnvHS 1					
SUBJECT		Safe Environments			
REFERENCE		Environmental Health and Safety			
EFFECTIVE		9/13/2011			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 1 of 1					

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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, If the the Education Service Provider requires additional time to complete a work order, they must submit a request in writing to the Grantee. -will work with Grantee staff for permission for the extension. If an unsafe and/or hazardous risk is identified, the Education Service Provider will address the issue and submit a work order within 24 hours. 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 that the work order ~~tracking~~ is ~~being~~ completed.

Performance Standard:

1302.47(1)(2)

		DHS, Head Start Program Policy			
EnvHS 2					
SUBJECT		Staffing and Class Size Requirements			
REFERENCE		Environmental Health and Safety			
EFFECTIVE		3/13/2012			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 1 of 2					

Policy:

All Head Start classrooms must be staffed by two paid staff persons: a teacher and an aide/instructional assistant/paraprofessional or two teachers. The program will maintain appropriate staffing during Head Start program hours except for brief absences of a teaching staff member for no more than five minutes to accommodate for a teacher or child’s needs. One teacher or staff member may accompany a small group of children away from the group for a brief period of time, not to exceed a ratio of 1:10, to accommodate for program needs, such as onsite clinics, special events, child restroom breaks, etc.

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.

A class that serves a majority of children who are three years olds, must have no more than 17 children. A class that serves a majority of children who are four and five years old, must have no more than 20 children. 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 1st, in order to create a developmentally appropriate learning environment for all children. The establishment of mixed age group classes or changes to the classroom age group designation must be authorized by the Grantee.

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 maintain documentation of volunteer training, background checks, and Standards of Conduct

Performance Standard(s):

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

		DHS, Head Start Program Policy		 HEAD START City of San Antonio Department of Human Services	
EnvHS 2					
SUBJECT		Staffing and Class Size Requirements			
REFERENCE		Environmental Health and Safety			
EFFECTIVE		3/13/2012			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 1 of 2					

Policy:

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

~~All Head Start classrooms must be staffed by two paid staff persons: a teacher and an aide/instructional assistant/paraprofessional or two teachers. The program will maintain appropriate staffing during Head Start program hours except for brief absences of a teaching staff member for no more than five minutes to accommodate for a teacher or child's needs. One teacher or staff member may accompany a small group of children away from the group for a brief period of time, not to exceed a ratio of 1:10, to accommodate for program needs, such as onsite clinics, special events, child restroom breaks, etc.~~

~~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.~~

~~A class that serves a majority of children who are three years olds, must have no more than 17 children. A class that serves a majority of children who are four and five years old, must have no more than 20 children. Class sizes are determined based on square footage, with a minimum of 35 square feet/child.~~

~~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 1st, in order to create a developmentally appropriate learning environment for all children. The establishment of mixed age group classes or changes to the classroom age group designation must be authorized by the Head Start Program Grantee. 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-maintain documentation of volunteer training, background checks, and Standards of Conduct.

Performance Standard(s):

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

		DHS, Head Start Program Policy			
EnvHS 3					
SUBJECT		Hygiene Practices			
REFERENCE		Environmental Health and Safety			
EFFECTIVE		6/15/2011			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 1 of 1					

Policy:

Education Service Providers must develop and implement procedures to promote safe food preparation, hand hygiene and standard precautions, and sanitation of the classroom including equipment and materials 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(b)(6)(i-iii)

		DHS, Head Start Program Policy			
EnvHS 3					
SUBJECT		Hygiene Practices			
REFERENCE		Environmental Health and Safety			
EFFECTIVE		6/15/2011			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 1 of 1					

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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(ab)(6)(i-iii)

		DHS, Head Start Program Policy			
EnvHS 4					
SUBJECT		Management of Illness			
REFERENCE		Environmental Health and Safety			
EFFECTIVE		06/05/2011			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 1					

Policy:

Education 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 to include local or state public health agencies
- 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
- Exclusion criteria

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

Education Service Providers may 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.

Performance Standard:

1302.47(b)(7)(iii)

References:

Texas Department of State Health Services Communicable Disease Chart for Schools and Child-Care Centers

		DHS, Head Start Program Policy			
EnvHS 4					
SUBJECT		Management of Illness			
REFERENCE		Environmental Health and Safety			
EFFECTIVE		06/05/2011			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 1					

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Education 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 to include local or state public health agencies
- 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
- Exclusion criteria

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

Education Service Providers ~~must~~ may 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.

Performance Standard:

1302.47**(b)**(7)(iii)

References:

Texas Department of State Health Services Communicable Disease Chart for Schools and Child-Care Centers

		DHS, Head Start Program Policy		 HEAD START City of San Antonio Department of Human Services	
EnvHS 5					
SUBJECT		Emergency Preparedness			
REFERENCE		Environmental Health and Safety			
EFFECTIVE		06/15/2011			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 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, nurse’s office, gymnasium, restroom facilities located in main hallways, and other central locations on campus. The location, room number, and path to safety must be highlighted on each evacuation route.

Each Head Start site must have a complete first aid kit, available at all times. A first aid kit must also be available during field trips, while transporting children on the bus, and on the playground. Education Service Providers will develop and implement procedures related to the site and contents of each first aid kit. Procedures will include Caring for our Children: National Health and Safety Performance Standards and ensure the following for each first aid kit:

- Kept in clean and sanitary condition
- Easily accessible and available to all employees at all times
- Items should be in original packaging
- Stored in a designated location known to all employees

- Kept out of reach of children
- Maintained and restocked
- Schedule of ongoing and regular inventory
- Contain no items that are expired

Performance Standard:

1302.47(b)(1,4,7-8)

Additional Guidance:

Caring for our Children Basics 5.6.0.1

Caring for our Children: National Health and Safety Performance Standards 5.6.0.1

DRAFT

		DHS, Head Start Program Policy			
EnvHS 5					
SUBJECT		Emergency Preparedness			
REFERENCE		Environmental Health and Safety			
EFFECTIVE		06/15/2011			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 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, nurse's office, gymnasium, restroom facilities located in main hallways, and other central locations on campus. The location, room number, and path to safety must be highlighted on each evacuation route.

Each Head Start site location must have a complete first aid kit, available at all times. A first aid kit must also be available during field trips, while transporting children on the bus, and on the playground. Education Service Providers will develop and implement procedures related to the site location and contents of each first aid kit. Procedures will adhere to include Caring for our Children: National Health and Safety Performance Standards and ensure the following for each first aid kit:

- Kept in clean and sanitary condition
- Easily accessible and available to all employees at all times
- Items should be in original packaging
- Stored in a designated location known to all employees
- Kept out of reach of children

- Maintained and restocked
- Schedule of ongoing and regular inventory
- Contain no items that are expired

Performance Standard:

1302.47(b)(1,4,7-8)

Additional Guidance:

Caring for our Children Basics 5.6.0.1

Caring for our Children: National Health and Safety Performance Standards 5.6.0.1

DRAFT

		DHS, Head Start Program Policy			
EnvHS 7					
SUBJECT		Diapering and Toilet Training			
REFERENCE		Environmental Health and Safety			
EFFECTIVE		06/18/2014			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 1					

Policy:

A child cannot be denied enrollment or removed from the program based on diaper use or toilet training. Education Service Providers will develop and implement procedures to address diapering and toilet training. Procedures must be provided to all Head Start staff and posted in areas used for diapering and toileting.

At a minimum, procedures must include:

- Respect and dignity for the child
- Provision of extra clothing, diapers, and wipes
- Sanitation and hygiene procedures for hand washing, diapering, and changing soiled clothing
- Proper disposal and removal of soiled diapers
- Proper cleaning and storage of toilet training assistive equipment
- Toilet training techniques

Staff and families should work together to implement a toilet training plan for any child not toilet trained.

Performance Standard:

1302.42(e)(i),1302.47(b)(1),(6)(i)

		DHS, Head Start Program Policy			
EnvHS 7					
SUBJECT		Diapering and Toilet Training			
REFERENCE		Environmental Health and Safety			
EFFECTIVE		06/18/2014			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
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PAGE: 1 of 1					

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- Proper cleaning and storage of toilet training assistive equipment
- Toilet training techniques

Staff and families should work together to implement a toilet training plan for any child not toilet trained.

Performance Standard:

1302.42(e)(i), 1302.47(b)(1), (6)(i)

		DHS, Head Start Program Policy			
EnvHS 8					
SUBJECT		Supervision			
REFERENCE		Environmental Health and Safety			
EFFECTIVE		4/21/16			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 1					

Policy:

Education Service Providers will develop and implement active supervision procedures. No child will be left alone or unsupervised for any period of time

Performance Standard(s):

1302.90; 1302.47(5)(iii)
ACF-IM-HS-15-05

		DHS, Head Start Program Policy			
EnvHS 8					
SUBJECT		Supervision			
REFERENCE		Environmental Health and Safety			
EFFECTIVE		4/21/16			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 1					

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Performance Standard(s):

1302.90; 1302.47(5)(iii)

[ACF-IM-HS-15-05](#)

		DHS, Head Start Program Policy			
EnvHS 10					
SUBJECT		Rest Time Arrangements			
REFERENCE		Environmental Health and Safety			
EFFECTIVE		07/25/2017			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 1					

Policy:

Education Service Providers will provide the opportunity for children to rest or nap every day. A child is not required to sleep during rest time. Education Service Providers must ensure that quiet learning activities are provided for children who do not want or need to sleep.

All Head Start children are provided an individual mat, cot, or bed that is waterproof or washable. Mats, cots or beds must be used in accordance with all appropriate Head Start regulations and performance standards, Caring for Our Children: National Health and Safety Performance Standards, and Texas Health and Human Services Commission/Child Care Licensing Minimum Standards for Child Care Centers.

Education Service Providers will develop and implement procedures on individual mat assignments, proper sleep arrangements, storage, and cleaning/sanitizing, so as to prevent the spread of infectious diseases and illnesses.

Performance Standard:

1302.21(d)(1), 1302.31(e)(1), 1302.47(a)



**DHS, Head Start Program
Policy**



EnvHS 10

SUBJECT	Rest Time <u>Arrangements</u> Sleeping Arrangements		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	07/25/2017		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 1			

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All Head Start children are provided ~~must take a nap on~~ an individual mat, cot, or bed that is waterproof or washable. Mats, cots or beds must be used in accordance with all appropriate Head Start regulations and performance standards, Caring for Our Children: National Health and Safety Performance Standards, and Texas Health and Human Services Commission/Child Care Licensing DFPS Minimum Standards for Child Care Centers.

Education Service Providers will develop and implement procedures on individual mat assignments, proper sleep arrangements, storage, and cleaning/sanitizing, so as to prevent the spread of infectious diseases and illnesses.

Performance Standard:

1302.21(d)(1), 1302.31(e)(1), 1302.47(a)

	DHS, Head Start Program Policy		
ERSEA 4			
SUBJECT	Selection		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/23/18	Policy Council Revision: 1/23/18	Governing Body Approval: 2/13/18	Governing Body Revision: 2/13/18
PAGE: 1 of 3			

Policy:

DHS Head Start Program will select children and families with the most need for Head Start Services without regard for race, gender, disability, or creed in accordance with Head Start Performance Standards, Head Start Act and the DHS Head Start Program ERSEA policies.

If a child is declared eligible, his or her selection will be based on points received from the Selection Criteria Point System which is developed from the Community Assessment and approved by the Policy Council and governing body. Eligible children will be placed on a waitlist developed at the beginning of each school year and maintained throughout the program year. Children on the waitlist are prioritized according to the Selection Criteria Point System and this policy. To ensure the children with the most need are selected for the program, a minimum of three separate selection events must occur. The first two selection events must not exceed 90% of funded enrollment. The remaining 10% may occur after the second scheduled selection date.

Selections must be conducted using the following waitlist priorities:

- **Income Eligible on the waitlist from 0% - 100%**
 - Using the waitlist, developed by the point system, Education Service Providers will first select only children whose family income is at or below 100% of the *Federal Poverty Guideline* or those who are eligible for or, in the absence of child care, would be potentially eligible for public assistance; or children who are homeless or in foster care.

- **Income Eligible on the waitlist from 101%-130%**
 - Education Service Providers may select up to 35% of families who do not meet the Income Eligible criteria above. These selections must occur after demonstrating all income eligible children on the waitlist have been selected taking into consideration the exceptions listed below.

- **Over Income on the waitlist 131% and above**
 - Education Service Providers must receive approval from the City Head Start Program Administrator prior to selecting an over income child unless the child has a diagnosed or suspected disability.

- **Selection Exceptions:**
 - **Children with Disabilities-** To comply with Head Start's requirement of having 10 percent of actual enrollment be children with diagnosed disabilities, Education Service Providers must give first priority to children with diagnosed disabilities during the selection process. This priority will stay in effect until 15 percent of enrolled children are children with disabilities and will be granted as follows:
 1. Income eligible children (0-100% Federal Poverty Guideline) with diagnosed disabilities with a current Individualized Education Plan (IEP)
 2. Over income eligible children (101-130% Federal Poverty Guideline) with diagnosed disabilities with a current Individualized Education Plan (IEP)
 3. Over income children with diagnosed disabilities with a current Individualized Education Plan (IEP)
 4. Income eligible children (0-100% Federal Poverty Guideline) with suspected disabilities with a current Individualized Family Service Plan (IFSP) and/ or letter from a licensed professional
 5. Over income eligible children (101-130% Federal Poverty Guideline) with suspected disabilities with a current Individualized Family Service Plan (IFSP) and/ or letter from a licensed professional
 6. Over income children with suspected disabilities with a current Individualized Family Service Plan (IFSP) and/ or letter from a licensed professional

All IEPs, IFSPs and letters from a licensed professional must be reviewed and verified by the Education Service Providers Disability Coordinator. All supporting documentation must be scanned and attached in Child Plus.

Children identified as Limited English Proficient (LEP) - To place children who speak a language other than English in the appropriate language classrooms, the Education Service Providers may create a bilingual classroom. At the point a classroom is designated as bilingual and, in order to fill all vacancies in that classroom, Education Service Providers may select the next child identified as LEP on their waiting list even if that child has fewer points or is over-income.

- **Tiebreaker** - In cases where families have the same point total for the same slot, priority will be given to the younger child.

- **Bilingual Classrooms** – Children must be determined as English Language Learners to participate in a bilingual classroom.

- **Dual Language Classrooms** – Language must be determined for all children placed in a dual language classroom.
- **Notification** – Education Service Providers will notify families that their child has been selected for the Head Start Program. Parents will be informed they must still complete the enrollment process before their child is enrolled in the program.

Performance Standard(s):

1302.14

Head Start Act:

Sec. 642 (c) (2)(d) (ii)

City Policy:

ERSEA 5

DRAFT

	DHS, Head Start Program Policy		
ERSEA 4			
SUBJECT	Selection		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/23/18	Policy Council Revision: 1/23/18	Governing Body Approval: 2/13/18	Governing Body Revision: 2/13/18
PAGE: 1 of 1			

Policy:

DHS Head Start Programs will select ~~the neediest~~ children and families with the most need for Head Start Services without regard for race, gender, disability, or creed in accordance with Head Start Performance Standards, Head Start Act and the DHS Head Start Programs ERSEA policies.

If a child is declared eligible, his or her selection will be based on points received from the Selection Criteria Point System which is developed from the Community Assessment and approved by the Policy Council and governing body. Eligible children will be placed on a waitlist developed at the beginning of each school year and maintained throughout the program year. Children on the waitlist are prioritized according to the Selection Criteria Point System and this policy. To ensure the ~~neediest~~ children with the most need are selected for the program, a minimum of ~~three~~ separate selection events must occur. The first two selection events must and not exceed 90% of funded enrollment. The remaining 10% may occur after the second scheduled selection date.

~~with selection of the final 10 percent of slots occurring no sooner than March June of each year.~~

~~**Income eligible**—Using the waitlist, developed by the point system, Education Service Providers will first enroll only children whose family income is at or below 130% of the *Federal Poverty Guideline* or those who are eligible for or, in the absence of child care, would be potentially eligible for public assistance; or children who are homeless or in foster care~~ Selections must be conducted using the following waitlist priorities:

- **Income Eligible on the waitlist from 0% - 100%**
 - Using the waitlist, developed by the point system, Education Service Providers will first ~~select enroll~~ only children whose family income is at or below 100% of the *Federal Poverty Guideline* or those who are eligible for or, in the absence of child care, would be potentially eligible for public assistance; or children who are homeless or in foster care.

- **Income Eligible on the waitlist from 101%-130%**
 - Education Service Providers may ~~select enroll~~ up to 35% of families who do not meet the **Income Eligible** criteria above. ~~after.~~ These selections

must occur after demonstrating all income eligible children on the waitlist have been selected taking into consideration the exceptions listed below. ~~prioritized.~~

- **Over Income on the waitlist 131% and above**

- ~~**Over Income**—Education Service Providers must receive approval from the City Head Start Program Administrator prior to selecting enrolling an over income child unless the child has a diagnosed or suspected disability. Excluding this priority, Education Service Providers may select over-income children after demonstrating to the City they have conducted outreach and exhausted all resources to enroll income eligible children, families eligible for or in the absence of child care, would be potentially eligible for public assistance, children who are homeless or in foster care.~~

- **Selection E** ~~and/ or those with the following exceptions:~~

- **Children with Disabilities-** To comply with Head Start's requirement of having 10 percent of actual enrollment be children with diagnosed disabilities, Education Service Providers must give first priority to children with diagnosed disabilities during the selection process. This priority will stay in effect until ~~10-15~~ percent of enrolled children are children with disabilities and will be granted as follows:

1. Income eligible children (0-100% Federal Poverty Guideline) with diagnosed disabilities with a current Individualized Education Plan (IEP)

- ~~1.2.~~ Income eligible children (101-130% Federal Poverty Guideline) with diagnosed disabilities with a current Individualized Education Plan (IEP)

- ~~2.3.~~ Over-income children with diagnosed disabilities with a current Individualized Education Plan (IEP)

4. Income eligible children (0-100% Federal Poverty Guideline) with suspected disabilities with a current Individualized Family Service Plan (IFSP) and/ or letter from a licensed professional

5. Over income eligible children (101-130% Federal Poverty Guideline) with suspected disabilities with a current Individualized Family Service Plan (IFSP) and/ or letter from a licensed professional

- ~~3.~~

- ~~4.6.~~ Over-income children with suspected disabilities with a current Individualized Family Service Plan (IFSP) and/ or letter from a licensed professional

All IEPs, IFSPs and letters from a licensed professional must be reviewed and verified by the Education Service Providers Disability Coordinator. All supporting documentation must be scanned and attached in Child Plus.

- **Children identified as Limited English Proficient (LEP)** - To place children who speak a language other than English in the appropriate language classrooms, the Education Service Providers may create a bilingual classroom. At the point a

classroom is designated as bilingual and, in order to fill all vacancies in that classroom, Education Service Providers may select the next child identified as LEP on their waiting list even if that child has fewer points or is over-income.

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Performance Standard(s):

1302.14

Head Start Act:

Sec. 642 (c) (2)(d) (ii)

City Policy:

ERSEA 5

		DHS, Head Start Program Policy			
ERSEA 9					
SUBJECT		Eligibility and Determination Records			
REFERENCE		Eligibility, Recruitment, Selection, Enrollment, and Attendance			
EFFECTIVE		02/01/2017			
Policy Council Approval: 1/24/17		Policy Council Revision: 1/24/17		Governing Body Approval: 2/20/17	
				Governing Body Revision: 2/20/17	
PAGE: 1 of 1					

Policy:

Head Start Program Education Service Providers must maintain eligibility determination records for any child enrolled in the program. All records must be kept for a minimum of five years after a child is no longer enrolled in the program.

Performance Standard:

1302.12 (k) (1-3)

		DHS, Head Start Program Policy			
ERSEA 9					
SUBJECT		Eligibility and Determination Records			
REFERENCE		Eligibility, Recruitment, Selection, Enrollment, and Attendance			
EFFECTIVE		02/01/2017			
Policy Council Approval: 1/24/17		Policy Council Revision: 1/24/17		Governing Body Approval: 2/20/17	
				Governing Body Revision: 2/20/17	
PAGE: 1 of 1					

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Performance Standard:

1302.12 (k) (1-3)

		DHS, Head Start Program Policy		 HEAD START City of San Antonio Department of Human Services	
FAMILY 2					
SUBJECT		Family Partnership Services			
REFERENCE		Family and Community Support			
EFFECTIVE		6/27/2017			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 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, supports, family strengths, and family 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 as described in the Head Start Parent, Family, and Community Engagement Framework.

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.
- Parent boards will be utilized at each site and include at a minimum:
 - Head Start Parent Handbook
 - Policy Council Minutes
 - Training and Employment Information
 - School Readiness Goals
 - Child Abuse Hotline
 - Mental Wellness Information
 - Community Resources
 - Volunteer Information
- All communication must be documented in ChildPlus according to the *City of San Antonio Benchmark Due Date Guide and the City of San Antonio ChildPlus File, Scan, Order and Process Guide and applicable City of San Antonio ChildPlus Data Entry Guide*.

Performance Standard:

1302.52 (a) – (c) (1) – (4) and (d)

		DHS, Head Start Program Policy		 HEAD START City of San Antonio Department of Human Services	
FAMILY 2					
SUBJECT		Family Partnership Services			
REFERENCE		Family and Community Support			
EFFECTIVE		6/27/2017			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
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Performance Standard:

1302.52 (a) – (c) (1) – (4) and (d)



DHS, Head Start Program Policy



FAMILY 3

SUBJECT	Community Partnerships		
REFERENCE	Family and Community Support		
EFFECTIVE	6/27/2017		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 1			

Policy:

The Head Start Program will collaborate with community agencies which support comprehensive services to children and families.

The Head Start Program will establish collaborative relationships with community organizations to promote access to community services that include:

- Health Care Providers
- Mental Health Providers
- Dental Providers
- Nutritional Programs
- Benefit Programs (Medicaid, TANF, Housing, etc.)
- Homeless Services
- Workforce Development Programs
- Family Literacy Programs (ABE, GED, ESL, etc.)
- Institutes of Higher Education
- Financial Literacy and Asset-Building Programs
- Disability Services
- Child Protective Services
- Family Preservation and Support Services
- Domestic Violence Agencies
- Child Care Providers
- Cultural Organizations (such as libraries and museums)
- Organizations that may provide other supports or resources to Head Start families

The program will collaborate with community agencies to present information and resources at various Head Start meetings such as Policy Council Meetings, Parent Committee Meetings and parent engagement events.

Performance Standard:

1302.53



DHS, Head Start Program Policy



FAMILY 3

SUBJECT	Community Partnerships		
REFERENCE	Family and Community Support		
EFFECTIVE	6/27/2017		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 1			

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- Homeless Services
- Workforce Development Programs
- Family Literacy Programs (ABE, GED, ESL, etc.)
- Institutes of Higher Education
- Financial Literacy and Asset-Building Programs
- Disability Services
- Child Protective Services
- Family Preservation and Support Services
- Domestic Violence Agencies
- Child Care Providers
- Cultural Organizations (such as libraries and museums)
- Organizations that may provide other supports or resources to Head Start families

~~Head Start staff will recruit volunteers from the community to participate in Head Start programs. Additionally, The program will collaborate with~~ community agencies ~~will be invited~~ to present information and resources at various Head Start meetings, such as Policy Council Meetings, Parent Committee Meetings parent meetings and other and parent engagement events.

Performance Standard:

1302.53

		DHS, Head Start Program Policy			
HEALTH 1					
SUBJECT		Immunization Requirements			
REFERENCE		Comprehensive Health Services			
EFFECTIVE		6/15/2011			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 1					

Policy:

Education Service Providers must develop and implement procedures to ensure all children are up to date with immunization recommendations issued by the Centers for Disease Control and Prevention (CDC) and in accordance with the State of Texas Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) schedule. Education Service Providers must also ensure children meet the minimum immunization requirements set forth by the school district.

If a child is not up-to-date with minimum immunization requirements, he or she may be excluded from attendance, but not un-enrolled from the Head Start Program.

Any immunization records received by Head Start staff must be scanned into ChildPlus according to the *City of San Antonio Benchmark Due Date Guide, Head Start Program ChildPlus Scan Order and Process Guide, and the applicable ChildPlus Data Entry Guide*

The Education Service Providers collect and monitor student immunization records. Current immunization records will be kept on file with the campus nurse and available on request.

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.

Title 5, Chapter 97 of the Texas Administrative Code (TAC) describes the conditions under which individuals can seek exemptions from the State’s immunization requirements.

Once the State’s process for exemptions is followed, documentation must be placed in ChildPlus and in the child file if applicable.

Performance Standard:

1302.42(b)(1)(i,ii)

Reference:

[TAC 97, State Immunization Requirements](#), [CDC Immunization Schedule](#), [THSteps Medical Checkup Periodicity Schedule](#)

		DHS, Head Start Program Policy			
HEALTH 1					
SUBJECT		Immunization Requirements			
REFERENCE		Comprehensive Health Services			
EFFECTIVE		6/15/2011			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
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PAGE: 1 of 1					

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If a child is not up-to-date with minimum immunization requirements, he or she may be excluded from attendance, but not un-enrolled from the Head Start Program.

Any immunization records received by Head Start staff must be scanned into ChildPlus according to the *City of San Antonio ~~Data Entry and Benchmark Due Date Guide, and the Head Start Program ChildPlus Scan Order and Process Guide,~~ and the applicable [ChildPlus Data Entry Guide](#).*

The Education Service Providers collect and monitor student immunization records. Current immunization records will be kept on file with the campus nurse and available on request.

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.

Title 5, Chapter 97 of the Texas Administrative Code (TAC) describes the conditions under which individuals can seek exemptions from the State’s immunization requirements.

Once the State’s process for exemptions is followed, documentation must be placed in ChildPlus and in the child file if applicable.

Performance Standard:

1302.42(b)(1)(i,ii)

Reference:

[TAC 97, State Immunization Requirements](#), [CDC Immunization Schedule](#), [THSteps Medical Checkup Periodicity Schedule](#)

DRAFT

		DHS, Head Start Program Policy		 HEAD START City of San Antonio Department of Human Services	
HEALTH 2					
SUBJECT		Lead Screening			
REFERENCE		Comprehensive Health Services			
EFFECTIVE		6/15/2011			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 1					

Policy:

Education Service Providers will develop and implement procedures to ensure that all children are up-to-date with the lead screening requirement of the State of Texas Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) schedule.

The EPSDT schedule requires children receive a blood lead screening at 12 months and 24 months of age. If a blood lead screening has not been conducted at 24 months, then a child between the ages of 36 to 72 months must have a screening at the first opportunity.

The Head Start Program will provide onsite screenings for any child with missing, unobtainable, or elevated blood lead level results. Each child must have a signed parent/guardian consent form before screenings occur.

Blood lead screenings and follow-up must be documented in ChildPlus according to the *City of San Antonio Benchmark Due Date Guide, Head Start ChildPlus Scan Order and Process Guide*, and the applicable *ChildPlus Data Entry Guide*

The Head Start Program must ensure elevated blood lead level results are shared with parents. Referral forms to the child's primary care physician will be given to all children with elevated blood lead levels. With consent, families will be referred to San Antonio Green and Healthy Homes.

Performance Standard(s):

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

References:

<http://www.dshs.texas.gov/thsteps/providers.shtm>

		DHS, Head Start Program Policy		 HEAD START City of San Antonio Department of Human Services	
HEALTH 2					
SUBJECT		Lead Screening			
REFERENCE		Comprehensive Health Services			
EFFECTIVE		6/15/2011			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 1					

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The Head Start Program will provide onsite screenings for any child with missing, unobtainable, or elevated blood lead level results. Each child must have a signed parent/guardian consent form before screenings occur.

Blood lead screenings and follow-up must be documented in ChildPlus according to the *City of San Antonio ~~Data Entry and Benchmark Due Date Guide, and the Head Start ChildPlus Scan Order and Process Guide,~~ and the applicable ChildPlus Data Entry Guide. ~~The Head Start Program will provide onsite screenings for any child with missing, unobtainable, or elevated blood lead level results. Each child must have a signed parent/guardian consent form before screenings occur.~~*

The Head Start Program must ensure elevated blood lead level results are shared with parents. Referral forms to the child’s primary care physician will be given to all children with elevated blood lead levels. With consent, families will be referred to San Antonio Green and Healthy Homes.

Performance Standard(s):

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

References:

<http://www.dshs.texas.gov/thsteps/providers.shtm>

		DHS, Head Start Program Policy			
HEALTH 3					
SUBJECT		Preventative Health Visit Requirements and Documentation			
REFERENCE		Comprehensive Health Services			
EFFECTIVE		6/15/2011			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 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 identified by the Head Start Program 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 Benchmark Due Date Guide*, *Head Start Program ChildPlus Scan Order and Process Guide*, and the applicable *ChildPlus Data Entry Guide*

Parent/Guardian 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.
- Provide results of abnormal medical and/or dental exam/screening administered through the program and ensure understanding of the results.

Obtain advance authorization to perform intrusive medical or dental services from the parent/guardian, such as unclothed physical exams, immunizations, and venous blood draws.

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 ChildPlus.

Performance Standard(s):

1302.41; 1302.42

Reference:

[THSteps Medical Checkup Periodicity Schedule](#)

		DHS, Head Start Program Policy			
HEALTH 3					
SUBJECT		Preventative Health Visit Requirements and Documentation			
REFERENCE		Comprehensive Health Services			
EFFECTIVE		6/15/2011			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
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- 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.
- Provide results of abnormal medical and/or dental exam/screening administered through the program and ensure understanding of the results.
- Obtain advance authorization to perform intrusive medical or dental services from the parent/guardian, such as unclothed physical exams, immunizations, and venous blood draws.

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			
HEALTH 5					
SUBJECT		Oral Health and Education			
REFERENCE		Comprehensive Health Services			
EFFECTIVE		4/10/2012			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 2					

Policy:

Education Service Providers will ensure children brush their teeth once a day during program hours.

The Education Service Providers will develop and implement procedures to ensure educational oral health activities are provided and tooth-brushing is included in the classroom daily schedule.

At a minimum, procedures must include:

Tooth-Brushing:

- Staff must promote effective dental hygiene among children at least once daily.
- Staff or volunteers, if applicable must assist children in brushing their teeth using fluoride toothpaste.
- Non-fluoride toothpaste may be used upon request due to medical or other personal reasons.

Sanitation:

- Tables should be clean and free of food debris.
- Toothpaste should not be put directly on a toothbrush and/or a non-disposable surface, such as a table or tray.
- Toothbrushes should be thoroughly rinsed after tooth-brushing.

Measures to prevent cross contamination:

- Toothbrushes should be labeled with the child’s name and stored upright, in an air-dried covered position, and with no part of one toothbrush touching another toothbrush.

Additional guidelines:

- Children should spit out excess toothpaste after brushing. At least one staff member should supervise proper tooth brushing techniques.
- A child's toothbrush may be discarded and replaced when requested by a parent/guardian due to illness or other personal reasons.
- Toothbrushes should be replaced every 3 to 4 months or sooner if the bristles become splayed or worn.

Cavity Free Kids:

Education Service Providers must include the Cavity Free Kids Curriculum in lesson plans according to the following schedule:

- Unit 1: Let's Clean Our Teeth- throughout the program year.
- Unit 2: Get a Dental Checkup- August and September.
- An additional unit of choice or program that addresses dental health may be included during the month of February, National Children's Dental Health Month.

Performance Standard:

1302.43

Reference:

Recommendations for Oral Health: Tooth brushing protocol for preschool and child care settings serving children 3-5 years of age: [ToothbrushingProtocol](#)

	DHS, Head Start Program Policy		
HEALTH 5			
SUBJECT	Oral Health and Education		
REFERENCE	Comprehensive Health Services		
EFFECTIVE	4/10/2012		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 2			

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Performance Standard:

1302.43

Reference:

Recommendations for Oral Health: Tooth brushing protocol for preschool and child care settings serving children 3-5 years of age: [ToothbrushingProtocol](#)

		DHS, Head Start Program Policy			
HEALTH 6					
SUBJECT		Critical Health Concerns			
REFERENCE		Comprehensive Health Services			
EFFECTIVE					
Policy Council Approval:		Policy Council Revision:		Governing Body Approval:	
				Governing Body Revision:	
PAGE: 1					

Policy:

A critical health concern is any identified condition that affects the child while at school and may require medication, monitoring, and or emergency care. Education Service Providers will develop and implement procedures that address the following:

- A system to identify and accommodate critical health concerns, confirmed and unconfirmed
- A parent’s declaration of a critical health concern will be reasonably accommodated to the best extent possible by the program
- Relevant individual child health information is shared with appropriate staff
- Individual child health information is readily available to all teaching staff, including substitutes

Follow-up and documentation related to critical health concerns will be conducted according to the *Head Start Program ChildPlus Scan Order and Process Guide* and the applicable *ChildPlus Data Entry Guide*.

Performance Standard:

1302.42, *Caring For Our Children*, 3rd Edition, 9.2.3.6 and 9.2.3.7

		DHS, Head Start Program Policy		 HEAD START City of San Antonio Department of Human Services	
NUTRITION 1					
SUBJECT		Nutrition Services & Special Diets			
REFERENCE		Nutrition Services			
EFFECTIVE		6/15/2011			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 1 of 2					

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 any child breakfast who was not present during the breakfast meal time
- The *Nutrition Assessment* form is used to identify child’s nutritional needs.
- Food allergies and intolerances that require special dietary considerations must be diagnosed by a healthcare professional.
- A parent’s declaration of a food allergy/intolerance will be reasonably accommodated to the best extent possible by the program
- Steps to address children with unconfirmed special diets
- Ensure safe drinking water is available during the program day.
- Provide learning opportunities at snack and meal times.
- Share relevant individual child nutrition-related information with appropriate staff, wherever food is served.
- Ensure individual child food allergies/intolerance information is readily available to all teaching staff, including substitutes
- Post the current daily menu
- Nutrition related follow-up for children with dietary concerns, including height and weight concerns

Follow-up and documentation related to special diets will be conducted according to the *Head Start Program ChildPlus Scan Order and Process Guide*, and the applicable *ChildPlus Data Entry Guide*.

Performance Standard(s):

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

Reference:

[USDA7 CFR220](#)

DRAFT

		DHS, Head Start Program Policy			
NUTRITION 1					
SUBJECT		Nutrition Services & Special Diets			
REFERENCE		Nutrition Services			
EFFECTIVE		6/15/2011			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 1 of 1					

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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 OfferProvideServe any child ren, whobreakfast who have not receivedwas not present during the breakfast meal time upon arrival at the program, a nourishing breakfast.~~
- ~~• Serve any child breakfast who was not present during the breakfast meal time~~
- ~~• The Nutrition Assessment form is used to identify child’s nutritional needs.~~
- Food allergies and intolerances that require special dietary considerations must be diagnosed by a healthcare professional.
- A parent’s declaration of a food allergy/[intolerance](#) will be [reasonably](#) accommodated [to the best extent possible](#) by the program, ~~as directed by the school district.~~
- ~~• Steps to address children with unconfirmed special diets~~
- 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.~~
- ~~• Ensure and post individual child food allergies/intolerance information is readily available to all teaching staff, including substitutes.~~
- ~~• Post the current daily menu~~
- ~~• Nutrition related follow-up for children with dietary concerns, including height and weight concerns.~~

Follow-up and documentation related to special diets will be conducted according to the *Head Start Program ChildPlus Scan Order and Process Guide*, and the applicable *ChildPlus Data Entry Guide*.

Performance Standard(s):

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

Reference:

[USDA7 CFR220](#)

DRAFT



**DHS, Head Start Program
Policy**



NUTRITION 2

SUBJECT	Outside Food & Adult Meals		
REFERENCE	Nutrition Services		
EFFECTIVE	6/18/2014		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 1			

Policy:

Education Services Providers will develop and implement procedures to ensure the nutritional needs and the safety of all children and address the following:

Outside Food

Food not on the approved menu is not allowed during Head Start meal service which includes field trips and other Head Start related activities. The only allowable exceptions to the approved menu are accommodations/substitutions approved by the school district food and nutrition program.

Classroom Staff, Parents/Guardians, and Volunteers

Adults, including teachers, teacher assistants, parents/guardians, and/or volunteers actively participating during breakfast and lunch meal service must share the same meals as the children, free of charge. Staff, parents/guardians, and/or volunteers attending field trips will receive the same meal as the children free of charge..

Class Parties and Celebrations

Education Service Providers should follow district policies and procedures in regards to celebrations and outside food. In an effort to promote healthy eating habits, ensure that all children receive a nutritious and balanced diet, and accommodate children with food allergies and/or other dietary restrictions, staff should work with parents to find the most appropriate way to celebrate.

Performance Standard(s):

1302.42(b) (4); 1302.44(a)



**DHS, Head Start Program
Policy**



NUTRITION 2

SUBJECT	Outside Food & Adult Meals		
REFERENCE	Nutrition Services		
EFFECTIVE	6/18/2014		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
			PAGE: 1 of 1

Policy:

Education Services Providers will develop and implement procedures to ensure the nutritional needs and the safety of all children and address the following:

Outside Food

~~Procedures should include a communication system to share relevant individual child nutrition-related information with appropriate staff.~~

Food not on the approved menu is not allowed during Head Start meal service which includes field trips and other Head Start related activities. The only allowable exceptions to the approved menu are accommodations/substitutions approved by the school district food and nutrition program.

Classroom Staff, Parents/Guardians, and Volunteers and Volunteers:

Any

Adults, including teachers, teacher assistants, parents/guardians, and/or volunteers actively participating during breakfast and lunch meal service must share the same meals as the children, free of charge. Staff, parents/guardians, and/or volunteers attending field trips will receive the same meal as the children free of charge. This includes field trips and other Head Start related activities.

Class Parties and Celebrations:

Education Service Providers should follow district policies and procedures in regards to birthday celebrations and outside food. ~~Staff should promote healthy eating habits, ensure that all children receive a nutritious and balanced diet, and accommodate children with food allergies and/or intolerances, and/or other dietary restrictions. In an effort to promote healthy eating habits, ensure that all children receive a nutritious and balanced diet, and accommodate children with food allergies and/or other dietary restrictions, staff should work with parents to find the most appropriate way to celebrate.~~ a child's birthday at school.

Performance Standard(s):

1302.42(b) (4); 1302.44(a)

		DHS, Head Start Program Policy		 HEAD START City of San Antonio Department of Human Services	
PDM 1					
SUBJECT		Program Monitoring			
REFERENCE		Program Design and Management			
EFFECTIVE		5/11/2010			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 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
- Managed by Information (MBI) Reporting
- Content Area Data Reports

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 shared with the Head Start Administrator, Leadership Team, Management Team, and as needed to the Policy Council, 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 of 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, 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 Policies. 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 Services
- ERSEA
- Health/Dental Services
- Nutrition
- Disabilities
- Mental Wellness Support Services
- Family & Community Support Services
- Transportation
- Environmental Health and Safety
- 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 based on set deadlines established by the City
- 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 prior to the initial deadline along with justification 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 and approve as needed.

Performance Standard(s):

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

DRAFT

		DHS, Head Start Program Policy		 HEAD START City of San Antonio Department of Human Services	
PDM 1					
SUBJECT		Program Monitoring			
REFERENCE		Program Design and Management			
EFFECTIVE		5/11/2010			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
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Monitoring of the Head Start Program is a continuous process. The results of ongoing monitoring will be ~~used-shared by with~~ the Head Start Administrator, ~~Leadership Team, and~~ Management Team, ~~Policy Council, and the Governing Body~~ and as needed to the Policy Council, 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 of~~ monitoring activities and will share with the Education Service Providers.

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- 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 Wellness Support Services
- Family & Community Support Services
- ~~Facilities and~~ Transportation
- ~~Safe Environments~~ Environmental Health and Safety
- 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~~based on set deadlines established by the City
- ~~Complete all CAPs in ChildPlus related to Safe Environments~~Environmental Health and Safety 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 prior to the initial deadline along with justification if they are unable to meet the deadline for the completion of a CAP. ~~Based on the justification, the extension may or may not be granted.~~ The Special Projects Manager over City Monitoring or Head Start Administrator may give permission and/or add provisions related to the CAPs and approve as needed.

Performance Standard(s):

Subpart J- Program Management and Quality Improvement

1302.100 – 1302.103 (a-b)

DRAFT

		DHS, Head Start Program Policy			
PDM 2					
SUBJECT		Standards of Conduct			
REFERENCE		Program Design and Management			
EFFECTIVE		4/13/2010			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 1					

Policy:

The Head Start Program staff, consultants, contractors, and volunteers must abide by the program's Standards of Conduct that:

- a. Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior;
- b. Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:
 - i. Use corporal punishment;
 - ii. Use isolation to discipline a child;
 - iii. Bind or tie a child to restrict movement or tape a child's mouth;
 - iv. Use or withhold food as a punishment or reward;
 - v. Use toilet learning/training methods that punish, demean, or humiliate a child;
 - vi. Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
 - vii. Physically abuse a child;
 - viii. Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,
 - ix. Use physical activity or outdoor time as a punishment or reward;
- c. Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
- d. Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information (PII) about children, families, and other staff members in accordance with subpart C of part 1303 and applicable federal, state, local, and tribal laws; and,
- e. Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.

Furthermore, all staff, consultants, contractors, volunteers and Head Start Policy Council members are required to sign a Standards of Conduct form. The Head Start Program will implement appropriate penalties including termination of staff, consultants, and volunteers who violate the Standards of Conduct.

Performance Standard(s):

1302.90(c)(1); 1303(C)



**DHS, Head Start Program
Policy**



PDM 2

SUBJECT	Standards of Conduct		
REFERENCE	Program Design and Management		
EFFECTIVE	4/13/2010		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 1			

Policy:

The Head Start Program staff, consultants, contractors, and volunteers must abide by the program's Standards of Conduct that:

- a. Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior;
- b. Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:
 - i. Use corporal punishment;
 - ii. Use isolation to discipline a child;
 - iii. Bind or tie a child to restrict movement or tape a child's mouth;
 - iv. Use or withhold food as a punishment or reward;
 - v. Use toilet learning/training methods that punish, demean, or humiliate a child;
 - vi. Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
 - vii. Physically abuse a child;
 - viii. Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,
 - ix. Use physical activity or outdoor time as a punishment or reward;
- c. Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
- d. Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information (PII) about children, families, and other staff members in accordance with subpart C of part 1303 and applicable federal, state, local, and tribal laws; and,
- e. Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.

Furthermore, all staff, consultants, contractors, volunteers and Head Start Policy Council members are required to sign a Standards of Conduct form. The Head Start Program will implement appropriate penalties ~~including up to termination of~~ staff, consultants, and volunteers who violate the Standards of Conduct.

Performance Standard(s):
1302.90(c)(1); 1303(C)

DRAFT

		DHS, Head Start Program Policy			
PDM 3					
SUBJECT		Staff Performance Appraisals			
REFERENCE		Program Design and Management			
EFFECTIVE		4/13/2010			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 1 of 1					

Policy:

The Head Start Program, including the Grantee and Education Service Providers, 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.



**DHS, Head Start Program
Policy**



PDM 3

SUBJECT	Staff Performance Appraisals		
REFERENCE	Program Design and Management		
EFFECTIVE	4/13/2010		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
PAGE: 1 of 1			

Policy:

The Head Start Program, including the Grantee and Education Service Providers, 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.~~



DHS, Head Start Program Policy



PDM 7

SUBJECT	Identification and Reporting of Child Abuse and Neglect		
REFERENCE	Program Design and Management		
EFFECTIVE	4/13/2010		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 2			

Policy:

The Head Start Program, including the Grantee and Education Service Providers must develop and implement procedures to respond to suspected or known child abuse cases whether it occurs at or away from the program.

All Head Start Program Staff, including teachers, teacher assistants, and all other campus or site personnel, consultants and volunteers must follow the Education Service Provider policies and procedures regarding child abuse and neglect.

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

Additionally, when any Head Start Program Staff, Contractors, Education Service Providers or Child Care Center staff or Volunteers witness or suspect child abuse or neglect, they must make a report to the Texas Department of Family and Protective Services (TDFPS) 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.

Education Service Providers will develop and implement procedures to notify the parents/guardians of any suspected or known child abuse incidents which occur within the Head Start Program.

Should Education Service Provider management 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.

All Head Start staff, including teachers, teacher assistants, and all other campus or site personnel, consultants and volunteers receive annual training on procedures for identifying and reporting child abuse or neglect. Head Start staff are expected to fully cooperate with Child Protective Services and other applicable agency personnel to report any suspected or known incidents.

Performance Standard(s):

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)

Office of the Texas Attorney General, "What Can We Do about Child Abuse Part 2":
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>



DHS, Head Start Program Policy



PDM 7

SUBJECT	Identification and Reporting of Child Abuse and Neglect		
REFERENCE	Program Design and Management		
EFFECTIVE	4/13/2010		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17

PAGE: 1 of 2

Policy:

The Head Start Program, including the Grantee and Education Service Providers must develop and implement procedures to ~~is 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 at or away from the program. ~~inside or outside of the program.~~

All Head Start Program Staff, including teachers, teacher assistants, and all other campus or site personnel, consultants and volunteers must follow the Education Service Provider policies and procedures regarding child abuse and neglect. ~~and report any suspected cases of child abuse or neglect to their immediate supervisor and the campus administrator/principal.~~

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

Additionally, when any Head Start Program Staff, Contractors, Education Service Providers or Child Care Center staff or Volunteers witness or suspect child abuse or neglect, ~~he or she~~ they must make a report to the Texas Department of Family and Protective Services (TDFPS) 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.

Education Service Providers will develop and implement procedures to notify the parents/guardians of any suspected or known child abuse incidents which occur within the Head Start Program.

Should Education Service Provider management 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.

All Head Start staff, -including teachers, teacher assistants, and all other campus or site personnel, consultants and volunteers ~~personnel will~~ receive annual 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.~~ Head Start staff are expected to fully cooperate with Child Protective Services and other applicable agency personnel to report any suspected or known incidents.

Performance Standard(s):

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)

Office of the Texas Attorney General, "What Can We Do about Child Abuse Part 2":
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>



**DHS, Head Start Program
Policy**



PDM 8

SUBJECT	Parent Connection Committees		
REFERENCE	Program Design and Management		
EFFECTIVE	6/27/2017		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 1			

Policy:

The Head Start Program and Education Service Providers will develop and implement procedures to ensure the establishment of a Parent Connection Committee (PCC) comprised exclusively of parents of currently enrolled children at each site/center as early in the program year as possible. At a minimum, procedures must include:

- Activities to ensure parents of currently enrolled children understand the process for elections to the Head Start Policy Council (HSPC) and other leadership opportunities.
- Opportunities for PCC members to advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families
- A process for PCC members to communicate with the Head Start Policy Council (HSPC).
 - i. PCC agendas must dedicate time to allow for parent questions/discussion
- HSPC Meeting Packets must be posted at each site/center

Performance Standard:
1301.4



DHS, Head Start Program Policy



PDM 8

SUBJECT	Parent Connection Committees		
REFERENCE	Program Design and Management		
EFFECTIVE	6/27/2017		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17

PAGE: 1 of 1

Policy:

The Head Start Program and Education Service Providers ~~must establish~~ will develop and implement procedures to ensure the establishment of a Parent Connection Committee (PCC) comprised exclusively of parents of currently enrolled children at each site/center as early in the program year as possible.

~~Education Service Providers will develop and implement procedures regarding PCC.~~ At a minimum, procedures must include:

- Activities to ensure parents of currently enrolled children understand the process for elections to the Head Start Policy Council (HSPC) and other leadership opportunities.
- Opportunities for PCC members to advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families
- A process for PCC members to communicate with the Head Start Policy Council (HSPC).
 - i. PCC agendas must dedicate time to allow for parent questions/discussion
- HSPC Meeting Packets must be posted at each site/center

Performance Standard:
1301.4

		DHS, Head Start Program Policy			
PDM 9					
SUBJECT		Community Complaints			
REFERENCE		Program Design and Management			
EFFECTIVE		4/13/2010			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 1					

Policy:

The Head Start Program encourages a climate of open communication between parents, program employees, and community members. Head Start and Education Service Provider staff are available to provide support and to assist any parent or community resident who has a complaint, problem or concern.

Parents/guardians and community residents are encouraged to attempt to resolve Head Start complaints, problems or concerns at the center/school level by talking to a teacher, Family Support Worker, center director or principal. Parent/Guardians may at any time also talk directly to any Head Start staff member or Head Start Administrator about any issues or concern. Concerns/complaints may also be submitted using the comment section of the Head Start website at www.saheadstart.org.

If attempts to informally resolve the concern/problem are not successful, the following formal steps may be taken:

1. Call, email, meet with, or provide a written statement to the Head Start Education Service Provider Director. The Director will provide the parent/guardian or community resident a recommendation for resolution of the concern/problem within five business days of receipt of the issue. The Director may request additional time if required to resolve the concern/problem. If not resolved, parents/guardians or community resident may proceed to Step 2.
2. Call, email, meet with, or provide a written statement to the City of San Antonio Head Start Program Administrator. The Head Start Administrator will have five business days to resolve the concern/problem. The Head Start Administrator may request additional time to resolve the concern/problem. If not resolved, parents/guardians or community resident may proceed to Step 3.
3. Submit a signed, written statement to the City of San Antonio City Council's Governing Committee/Representative. The statement shall describe in detail the complaint, problem or concern and steps taken to resolve the issue. The City of San Antonio City Council's Governing Committee/Representative will provide a written response within 15 business days of receipt of the written statement. The City of San Antonio City Council's Governing Committee is the last formal step in resolving parent/community resident complaints or concerns and the resolution is final.



**DHS, Head Start Program
Policy**



PDM 9

SUBJECT	Community Complaints		
REFERENCE	Program Design and Management		
EFFECTIVE	4/13/2010		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 1			

Policy:

~~The Head Start Program encourages a climate of open communication between parents, program employees, and community members. Head Start and Education Service Provider staff are available to provide support and to assist any parent or community resident who has a complaint, problem or concern. The Head Start Program will establish and maintain a Community Complaint Procedure. This is to ensure all complaints made by Head Start parents, guardians, and other members of the community are handled in an expedient and satisfactory manner.~~

~~Parents/guardians and community residents are encouraged to attempt to resolve Head Start complaints, problems or concerns at the center/school level by talking to a teacher, family support worker, center director or school director or principal. Parent/Guardians They may at any time also talk directly to any Head Start staff member, Education Service Provider Director, or Head Start Administrator about any issues or concern. Concerns/complaints may also be submitted using the comment section of the Head Start website at www.saheadstart.org.~~

~~If attempts to informally resolve the concern/problem are not successful, the following formal steps may be taken:~~

- ~~1. Call, email, meet with, or provide a written statement to the Head Start Education Service Provider Director. The Director will provide the parent/guardian or community resident a recommendation for resolution of the concern/problem within five businessworking days of receipt of the issue. The Director may request additional time if required to resolve the concern/problem. If not resolved, parents/guardians or community resident may proceed to Step 2.~~
- ~~2. Call, email, meet with, or provide a written statement to the City of San Antonio Head Start Program Administrator. The Head Start Administrator will have five business days to resolve the concern/problem. The Head Start Administrator may also request additional time if required to resolve the concern/problem. If not resolved, parents/guardians or community resident may proceed to Step 3.~~
- ~~3. Submit a signed, written statement to the City Council committee Policy CouncilCity of San Antonio City Council's Governing Committee/Representative. The statement shall describe in detail the~~

complaint, problem or concern and steps taken to resolve the issue. The City of San Antonio City Council's Governing Committee/Representative City Council committee will provide a written response within 15 business days of receipt of the written statement through a designated representative. The City of San Antonio City Council's Governing Committee City Council committee is the City of San Antonio Head Start Program's is the last formal step in resolving parent/community resident complaints or concerns and the . This resolution is final. s-

DRAFT



**DHS, Head Start Program
Policy**



PDM 10

SUBJECT	Critical Incident Reporting		
REFERENCE	Program Design and Management		
EFFECTIVE	12/13/2011		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
			PAGE: 1 of 1

Policy:

The Head Start Program, including the Grantee and Education Service Providers, will develop and implement procedures for Critical Incident Reporting (CIR). All staff must be trained on incident reporting.

A critical incident includes, but is not limited to:

- Suspected child abuse which may or may not have occurred during Head Start hours.
- Allegations of child abuse/neglect against any Head Start staff member, volunteer or contractor
- Incidents which may have placed a child, family member or staff in danger. Incidents in which a child was left unsupervised
- 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 Head Start program hours
- Any incident and/or media inquiry which has the potential to generate negative media coverage
- Unplanned interruption in Head Start Program services
- Closure of any facility or part of a facility, including outdoor play areas
- Accidents involving vehicles that transport children and families

When applicable, parents/guardians must be notified of critical incidents within 24 hours of occurrence. Education Service Providers must also provide notification to the Head Start Administrator or designee within 24 hours.

Performance Standard(s):

1302.47(c); 1302.102(d)(1)(ii); 1304.12; 1303.79(b)(3)



**DHS, Head Start Program
Policy**



PDM 10

SUBJECT	Critical Incident Reporting		
REFERENCE	Program Design and Management		
EFFECTIVE	12/13/2011		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17

PAGE: 1 of 1

Policy:

The Head Start Program, including the Grantee and Education Service Providers, will develop and implement procedures for Critical Incident Reporting (CIR). All staff must be trained on incident reporting. The procedures must include

- ~~• training for staff on incident reporting, notification to parents/ guardians and Grantee within 24 hours.~~

A Critical-critical Incident incident includes, but is not limited to:

- Suspected child abuse which may or may not have occurred during Head Start hours.
- Allegations of child abuse/neglect against any Head Start staff member, volunteer or contractor

Incidents which may have placed a child, family member or staff in danger.

- Incidents in which a child was left unsupervised
- 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 Head Start service-program hours
- Any incident and ~~/~~or media inquiry which has the potential to generate negative media coverage.
- Unplanned interruption in Head Start Program services
- Closure of any facility or part of a facility, including outdoor play areas.
- Accidents involving vehicles that transport children and families

~~In addition to notifying parents~~When applicable, Pparents/guardians must be notified of critical incidents within 24 hours of occurrence. ~~–~~Education Service Providers must also provide notification to the Head Start Administrator or designee within 24 hours. ~~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; 1303.79(b)(3)



**DHS, Head Start Program
Policy**



PDM 12

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

Policy:

The Head Start Program has established a formal structure for program governance that includes the City of San Antonio City Council as the Governing Body, and the Head Start Policy Council. City Council has the legal and fiscal responsibility to administer and oversee the Head Start and Early Head Start-Child Care Partnership programs, and has authorized a subcommittee to oversee key responsibilities related to program governance and improvements of the Head Start programs. The Head Start Policy Council allows for parent participation in policy making and other decisions about the program, as required by the Head Start Program Performance Standards and Section 642 (c) of the Head Start act.

In addition, the Head Start Program will establish parent committees exclusively of parents of currently-enrolled children to advise staff and communicate with the Policy Council.

Performance Standard:

1301

Head Start Act:

Sec. 642(c)(1)(E)(iv)(XI) and Sec. 642 (c) (2)



DHS, Head Start Program Policy



PDM 12

SUBJECT	Program Governance		
REFERENCE	Program Design and Management		
EFFECTIVE	3/13/2012		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17

PAGE: 1 of 1

Policy:

The Head Start Program has established a formal structure for program governance that includes the City of San Antonio City Council as the Governing Body, ~~committee~~, and the Head Start Policy Council, ~~and parent committees~~. ~~The Governing Body~~ City Council has the legal and fiscal responsibility to administer and oversee the Head Start and Early Head Start-Child Care Partnership programs, and ~~The City Council as the Governing Body, committee is a subcommittee of City Council to which City Council has delegated~~ has authorized a subcommittee of the City Council to oversee ~~of~~ key responsibilities related to program governance and improvements of the Head Start ~~Program~~ programs. ~~This structure allows for~~ The Head Start Policy Council allows parent participation in policy making and other decisions about the program, as required by the Head Start Program Performance Standards and Section 642 (c) of the Head Start act.

~~To the extent permitted by federal regulations, the City's Charter and the City's governance structure, the City Council committee shall act on behalf of the City Council and jointly approve policies related to the Head Start Program. In addition, the Head Start Program will establish parent committees exclusively of parents of currently-enrolled children to advise staff and communicate with the Policy Council.~~

€

Performance Standard:

1301.4

Head Start Act:

Sec. 642(c)(1)(E)(iv)(XI) and Sec. 642 (c) (2) ~~of the Head Start Act~~



DHS, Head Start Program Policy



PDM 21

SUBJECT	Program Information Report Data Entry and Completion		
REFERENCE	Program Design and Management		
EFFECTIVE	8/2019		
Policy Council Approval:	Policy Council Revision	Governing Body Approval:	Governing Body Revision:
PAGE: 1 of 1			

Policy:

The Head Start Program, including the Grantee and Education Service Providers will develop and implement a process of ongoing record keeping and reporting through the utilization of ChildPlus to collect and record information about children and families for data analysis, evaluation, program improvement, and reporting required by the Head Start Act. This process will ensure timely and accurate submission of the Program Information Report (PIR) to the Office of Head Start.

The Grantee and Education Service Providers will develop and implement procedures to ensure information required for the Program Information Report is entered, reviewed, and updated according to the *City of the San Antonio Benchmark Due Date Guide* and applicable *ChildPlus Data Entry Guides*.

Performance Standard:

1302.101(b)(4)

Head Start Act:

642(d)(2)



DHS, Head Start Program Policy



PDM 21

SUBJECT	<u>Program Information Report</u> Data Entry and Completion		
REFERENCE	Program Design and Management		
EFFECTIVE	8/2019		
Policy Council Approval:	Policy Council Revision	Governing Body Approval:	Governing Body Revision:

PAGE: 1 of 1

Policy:

The Head Start Program, including the Grantee and Education Service Providers will develop and implement a process of ongoing record keeping and reporting through the utilization of ChildPlus to collect and record information about children and families for data analysis, evaluation, program improvement, and reporting required by the Head Start Act. This process will ensure timely and accurate submission of the Program Information Report (PIR) to the ~~Head Start Bureau~~Office of Head Start.

The Grantee and Education Service Providers will develop and implement procedures to ensure ~~that~~ information required for the Program Information Report is entered, reviewed, and updated according to the ~~City of the San Antonio Benchmark Due Date Guide~~ and applicable ChildPlus Data Entry Guides.

Performance Standard:

1302.101(b)(4)(a)

Head Start Act:

642(d)(2)

		DHS, Head Start Program Policy			
TRANSPORTATION 2					
SUBJECT		Safety and Transportation			
REFERENCE		Transportation			
EFFECTIVE		4/21/2016			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 1					

Policy:

Education Service Providers will develop and implement procedures to instruct every child enrolled in the program on safety and transportation.. Instruction must be documented according to the *City of the San Antonio Benchmark Due Date Guide*. Education Service Providers will maintain documents to reflect that safety and transportation information was provided to each child along with a copy of the curriculum and applicable lesson plans and activities.

Instruction must include:

- Emergency evacuation procedures
- Three bus evacuation drills
- Safe riding practices
- Safety procedures for boarding and leaving the vehicle and crossing the street
- Recognition of danger zones around the vehicle

All parents receive safety and transportation training and information during the review of the Head Start Parent Handbook and documented according to the applicable *ChildPlus Data Entry Guide*.

Performance Standard:
1303.74, 1302.46(b)(1)(v)



DHS, Head Start Program Policy



TRANSPORTATION 2

SUBJECT	Vehicle and Pedestrian Safety <u>Safety and Transportation</u>		
REFERENCE	Transportation		
EFFECTIVE	4/21/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 1			

Policy:

Education Service Providers will develop and implement procedures to instruct every child enrolled in the program ~~on on safety and transportation.~~ ~~Vehicle and Pedestrian Safety.~~ Instruction must be documented according to the *City of the San Antonio Data Entry and Benchmark Due Date Guide*. Education Service Providers will maintain documents to reflect that safety and transportation information was provided to each child along with a copy of the curriculum and applicable lesson plans and activities.

Instruction must include:

- Emergency evacuation procedures
- Three bus evacuation drills
- Safe riding practices
- Safety procedures for boarding and leaving the vehicle and crossing the street
- Recognition of danger zones around the vehicle

All parents receive sSafety and tTransportation tTraining and iInformation during the review of the Head Start Parent Handbook and documented according to the applicable *ChildPlus Data Entry Guide*.

Performance Standard:

1303.74

1302.46(b)(1)(v)



**DHS, Head Start Program
Policy**



TRANSPORTATION 4			
SUBJECT	Children with Disabilities		
REFERENCE	Transportation		
EFFECTIVE	4/21/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
			PAGE: 1 of 1

Policy:

Education Service Providers must ensure there are school buses or allowable alternative vehicles adapted or designed for transportation of children with disabilities available as necessary to transport such children enrolled in the program. Whenever possible, children with disabilities must be transported in the same vehicles used to transport other children enrolled in the Head Start program.

Education Service Providers must ensure special transportation requirements in a child’s IEP are followed, including special pick up and drop off requirements, seating requirements, equipment needs, any assistance that may be required, and any necessary training for bus drivers and monitors.

Performance Standard:

1303.75



**DHS, Head Start Program
Policy**



TRANSPORTATION 4			
SUBJECT	Children with Disabilities		
REFERENCE	Transportation		
EFFECTIVE	4/21/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 1			

Policy:

Education Service Providers must ensure ~~that~~ there are school buses or allowable alternative vehicles adapted or designed for transportation of children with disabilities available as necessary to transport such children enrolled in the program. Whenever possible, children with disabilities must be transported in the same vehicles used to transport other children enrolled in the Head Start program.

Education Service Providers must ensure special transportation requirements in a child's IEP are followed, including special pick up and drop off requirements, seating requirements, equipment needs, any assistance that may be required, and any necessary training for bus drivers and monitors.

~~Each Head Start and Education Service Provider must ensure compliance with the Americans' with Disabilities Act, the HHS Regulations at 45 CFR part 84, implating 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



DHS, Head Start Program Policy



MENTAL WELLNESS SUPPORT SERVICES 1

SUBJECT	Identification of Mental Wellness Needs and Provision of Intervention through Mental Wellness Support Services		
REFERENCE	Mental Health		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
PAGE: 1 of 2			

Policy:

The Head Start Program, including the Grantee and Education Service Providers will provide services to children, families, and staff in need of assistance. Emphasis will be placed on the provision of training, guidance and supports to staff in order to promote staff wellness so that they are better equipped to interact with children and families in healthier and more positive ways.

The Head Start Program, including the Grantee and Education Service Providers will develop and implement procedures for the identification of children, families and staff that need wellness supports including mental health consultation and screening.

The Head Start Program, including the Grantee and Education Service Providers will develop and implement procedures to ensure the effective provision of mental health services to Head Start children, their family members, and to Head Start staff through the program's Wellness Support Services including utilizing professional mental health staff and consultants with experience in early childhood social-emotional development and in the provision of mental health services to young children, their families, and staff.

The Head Start Program, including the Grantee and Education Service Providers will promote the social-emotional competence of children and the wellness of family members and staff by providing education and services at the following levels:

- **Promotion - Nurturing and Responsive Relationships and High Quality Supportive Environments**

The Head Start program will promote the positive social-emotional development of all children by creating and implementing an approach that focuses on positive and nurturing relationships between staff, children and parents. This will include developing and maintaining systems and expectations for classroom management, discipline policies and

guidance, and social-emotional curriculum.

- **Prevention - Targeted Wellness Supports**

The Head Start program, including Grantee and Service Providers will develop and implement procedures to identify and or respond to children, families, and staff in need of targeted wellness support including parent and teacher education and Mental Health Consultation.

- **Intensive Intervention**

The Head Start program, including Grantee and Service Providers will develop and implement procedures to identify and or respond to children, families, and staff in need of intensive interventions by facilitating mental health consultation and referrals to community providers of wellness services.

The Head Start program, including Grantee and Service Providers will ensure compliance with all confidentiality policies, as required by law, including when documenting services, referrals and follow-up provided in all data management systems utilized by the Head Start program.

All mental health documentation must be entered according the *City of San Antonio Child Plus Data Entry Guide and the City of San Antonio Benchmark Due Date Guide*.

Performance Standard:

1302.45; 1302.17



DHS, Head Start Program Policy



MENTAL WELLNESS SUPPORT SERVICES 1

SUBJECT	Identification of Mental Wellness Needs and Provision of Intervention through Mental Wellness Support Services		
REFERENCE	Mental Health		
EFFECTIVE	10/15/2013		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
			PAGE: 1 of 2

Policy:

~~The Head Start Program, including the Grantee and Education Service Providers will provide services to children, families, and staff in need of assistance. Emphasis will be placed on the provision of training, guidance and supports to staff in order to promote staff wellness so that they are better equipped to interact with children and families in healthier and more positive ways.~~

~~The Head Start Program, including the Grantee and Education Service Providers, will develop and implement procedures for the identification of children, families and staff that need wellness supports including mental health consultation and screening.~~

The Head Start Program, ~~including the Grantee and Education Service Providers,~~ will develop and implement procedures to ensure the effective provision of mental health services to Head Start children, their family members, and to Head Start staff through the program's Wellness Support Services ~~including by~~ utilizing professional mental health staff and consultants with experience in early childhood social-emotional development and in the provision of mental health services to young children, their families, and staff.

~~Head Start mental health professionals, behavior management specialists/coaches/consultants, and other designated staff will support the social-emotional development of children and the functioning of other family members and staff. The program will develop and implement procedures for the identification of children, families and staff that need behavioral wellness supports and including mental health services using evidenced-based practices.~~

~~The Head Start Program, including the Grantee and Education Service Providers Wellness Support Services~~ will promote the social-emotional competence of children and the wellness of family members and staff by providing education and services at the following levels:

~~Foundation – Effective Workforce~~

~~The Head Start Program will provide services to children, families and staff in need of assistance. Emphasis will be placed on the provision of training, guidance and supports to staff in order to promote staff mental wellness so that they are better equipped to interact with children and~~

families in healthier and more positive ways.

- **Tier I: Promotion - Nurturing and Responsive Relationships and High Quality Supportive Environments**

The Head Start program will promote the positive social-emotional development of all children by creating and implementing an approach that focuses on positive and nurturing relationships between staff, children and parents. ~~in and guide or inform best practice. This will include developing and maintaining systems and expectations for classroom management, tied to discipline policies and guidance, and choice of social-emotional development curriculum.~~

- **Tier II: Prevention - Targeted Wellness Social-Emotional Supports**

The Head Start program, including Grantee and Service Providers will promote will develop and implement procedures to identify and or respond to children, families, and staff in need of targeted wellness support the positive social-emotional development of identified children through including parent and teacher education and Mental Health eConsultation and will support children, families and staff related to specific areas of concern for social/emotional wellness, ~~classroom observations and teacher consultations to impact effective strategies that promote wellness.~~

- **Tier III: Intensive Intensive Intervention**

The Head Start program, including Grantee and Service Providers will develop and implement procedures to identify and or respond to children, familiesy members, and staff in need of intensive interventions by providing facilitating mental health econsultation and ; referrals to community _providers of wellness services or direct clinical services. ~~Services and referrals will be documented in the mental health area of ChildPlus.~~

The Head Start program, including Grantee and Service Providers will ensure compliance with all confidentiality policies, as required by law, including when documenting services, referrals and follow-up provided in all data management systems utilized by the Head Start program.

All mental health documentation must be entered according the *City of San Antonio Child Plus Data Entry Guide and the City of San Antonio & Benchmark Due Date Guide.*

Performance Standard:

1302.45; 1302.17



**2019-2020 Early Head Start-Child Care Partnership
Updated Policy Index**

		Change Required?	Present to April 23, 2019 Policy Council	Description and Volume of Change made to current Policy
Disabilities				
2	Timely Referrals	Yes	Yes	General edits for clarification and reference of IDEA
3	Children with development delays who do not qualify for Special Education Services	Yes	Yes	General edits and updates for clarification, added information related to addressing children's needs, clarified re-evaluation.
Total	2			
Education and Early Childhood Development				
1	Home Visits/ Parent Conferences	Yes	Yes	General edits for clarification, and provided guidance on information shared at Home Visits and Parent Conferences.
3	Individualization	Yes	Yes	General edits for clarification and additional information provided regarding tools for individualization.
4	Indoor and Outdoor Environment	Yes	Yes	Edits for language to include respect for gender and family composition. Clarification for procedures and training for staff.
7	Ongoing Assessment	Yes	Yes	General edits for clarification, updated name Benchmark Guide, and added language regarding the use of assessments.
8	Child's Classroom File & Portfolio	Yes	Yes	Updates to file/portfolio requirements.
9	Multidisciplinary Staffing	Yes	Yes	Edits related to attendees and documentation of staffing.
11	Discipline and Guidance	Yes	Yes	Edits to include filing a signed copy of Education 11 in employee files edits also included for clarification of language and updated list of methods.
12	Classroom Observation	Yes	Yes	Provided clarification related observation requirements.
13	Transitions	Yes	Yes	Provided additional guidance related to the use of data entry guide.
14	Learning During Mealtime	Yes	Yes	Provided guidance related to procedures regarding meals for adults.
15	Child Arrival & Departure	Yes	Yes	General edit for clarification of language and additional guidance related to authorization for pick up.
19	Outdoor Play	New	Yes	Providing guidance related to daily outdoor play.
Total	12			
Environmental Health and Safety				
2	Staffing and CLASS Size Requirements	Yes	Yes	Clarification regarding staffing, class size, and ratios.
3	Hygiene Practices	Yes	Yes	Additional requirements regarding sanitation and cleaning equipment.
4	Management of Illness	Yes	Yes	Procedure requirement including reporting and exclusion criteria.
5	Emergency Preparedness	Yes	Yes	Additional requirements related to evacuation routes and first aid kits.
8	Supervision	Yes	Yes	Added language related supervision.
Total	5			
Eligibility, Recruitment, Selection, Enrollment, and Attendance				
4	Selection	Yes	Yes	Added waitlist verbiage to include development time period and prioritization; Increased disability priority selection from 10% to 12%. Over-income child receiving Child Care Subsidies (CCS) (101 - 130%)
9	Eligibility and Determination Records	Yes	Yes	Change: records kept from three year to five years
Total	2			
Family and Community Services				
2	Family Partnership Services	Yes	Yes	Edited to include PFCE, parent board requirements, and updated document titles
3	Community Partnerships	Yes	Yes	Clarification of community collaboration
Total	2			
Health				
3	Preventative Health Visit Requirements and Documentation	Yes	Yes	Added for the 30 day: must consult with parent/ guardian
4	Parent Refusal of Health Services	Yes	Yes	Added: The refusal on a consent form does not require any other statement from the parent or guardian.
5	Oral Health and Education	Yes	Yes	Clarification that children will brush teeth daily.
6	Critical Health Concerns	New	Yes	New policy related to critical health concerns.
Total	4			



**2019-2020 Early Head Start-Child Care Partnership
Updated Policy Index**

		Change Required?	Present to April 23, 2019 Policy Council	Description and Volume of Change made to current Policy
Nutrition Services				
1	Nutrition Services and Special Diets	Yes	Yes	Title/ Name change, Changed language to follow childcare licensing, removed personal food preference, changed Doctor's note to Health Care professional,
2	Outside Food & Adult Meals	Yes	Yes	Changed to reflect CACFP changes and child care licensing, Removed personal preference, added any adult eats free of charge during meal time
Total	2			
Program Design and Management (PDM)				
1	Program Monitoring	Yes	Yes	Edits added to Childplus results.
2	Standards of Conduct	Yes	Yes	Including language regarding termination
3	Staff Performance Appraisals	Yes	Yes	Deleted benchmark requirement
7	Identification and Reporting of Child Abuse and Neglect	Yes	Yes	Revised for clarification and updated name of CPS.
8	Parent Connection Committees	Yes	Yes	Clarification regarding procedures and requirements.
9	Community Complaints	Yes	Yes	Implement the procedure to the policy.
10	Critical Incident Reporting	Yes	Yes	Clarifications on what should be reported as a Critical Incident Report.
12	Program Governance	Yes	Yes	Edits to reflect HSPPS and Act
16	Health Requirements	Yes	Yes	Changes added to align with the current HSPPS and to reflect Head Start Policy
21	Program Information Report	New	Yes	New policy related to data entry and verification
Total	10			
GRAND TOTAL		39		



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



DISABILITIES 2

SUBJECT	Timely Referrals		
REFERENCE	Disabilities Services		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17

PAGE: 1 of 1

Policy:

A child with a delay or a suspected delay may require a formal evaluation under the Individuals with Disabilities Education Act (IDEA) to determine the child’s eligibility for intervention services. The Early Head Start – Child Care Partnership (EHS-CCP) Disabilities Management Analyst will collaborate with other program staff including Part C Agencies through the referral process for each child which may include screening, developmental assessment and formal evaluation.

The EHS-CCP Disabilities Management Analyst will collaborate with other program staff to facilitate the provision of support services, such as educational and behavioral services and supports, to meet the needs of children, prior to an eligibility determination under the Individuals with Disabilities Education Act (IDEA). Children who do not respond to support services and are potentially eligible for Part C services should be referred for evaluation as soon as the need becomes evident.

City staff will develop a system to ensure that referrals, follow-up and timelines are documented in Child Plus and must adhere to the City of San Antonio Benchmark Due Date Guide and the EHS-CCP Program Child File Scan Order and Process Guide.

Performance Standard:

1302.61(a)(b); 1302.33(a-b)

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, Early Head Start Childcare
Partnership Program
Policy**



DISABILITIES 2

SUBJECT	Timely Referrals		
REFERENCE	Disabilities Services		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17

PAGE: 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 under the Individuals with Disabilities Education Act (IDEA) to determine the child's eligibility for ~~to determine if he or she needs~~ intervention services. The Early Head Start – Child Care Partnership (EHS-CCP) Disabilities Management Analyst will collaborate with other program staff including Part C Agencies through the referral process for each child which may include screening, developmental assessment and formal evaluation.

The EHS-CCP Disabilities Management Analyst will collaborate with other program staff to facilitate the provision of support services, such as educational and behavioral services and supports, to meet the needs of children, prior to an eligibility determination under the Individuals with Disabilities Education Act (IDEA). Children who do not respond to support services and are potentially eligible for Part C services should be referred for evaluation as soon as the need becomes evident.

City staff will develop a system to ensure that referrals, follow-up and timelines are documented in Child Plus and must adhere to the City of San Antonio ~~-Data Entry and~~ Benchmark Due Date Guide and the EHS-CCP Program Child File Scan Order and Process Guide.

Performance Standard:

1302.61(a)(b); 1302.33(a-b)

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, Early Head Start Childcare
Partnership Program
Policy**



DISABILITIES 3

SUBJECT	Children with developmental delays who do not qualify for Part C Services		
REFERENCE	Disability Services		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
			PAGE: 1 of 1

Policy:

Early Head Start – Child Care Partnership Program (EHS-CCP), Service Providers will serve children with suspected or diagnosed delays/disabilities who do not qualify for Part C services from the local Early Childhood Intervention Programs (ECI).

City Staff and teachers will work with parents to identify the child’s strengths, needs and interests and develop and implement strategies to ensure positive student outcomes, City Staff and teachers will monitor the child’s progress. If a child does not exhibit progress while in the EHS-CCP Program, a request for re-evaluation may be submitted to an ECI Program.

Performance Standard:

1302.31; 1302.33; 1302.41; 1302.46; 1302.43 (d) (1-2); 1302.62 (a)



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



DISABILITIES 3

SUBJECT	Children with developmental delays who do not qualify for Part C Services		
REFERENCE	Disability Services		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
			PAGE: 1 of 1

Policy:

Early Head Start – Child Care Partnership Program (EHS-CCP), Service Providers will serve children with suspected or diagnosed delays/disabilities who do not qualify for Part C services from the local Early Childhood Intervention Programs (ECI).

City Staff and teachers will work with parents to identify the child’s strengths, needs and interests and develop and implement strategies to ensure positive student outcomes, City Staff and teachers will and closely monitor the child’s progress. Each child will be provided with individually appropriate services. If a child does not exhibitis not exhibiting progress while in the EHS-CCP Program, a request for re-evaluation may be submitted will be made to an ECI Program. for re-evaluation.

Performance Standard:

1302.31; 1302.33; 1302.41; 1302.46; 1302.43 (d) (1-2); 1302.62 (a)

	DHS, Early Head Start Childcare Partnership Program Policy		
EDUCATION 1			
SUBJECT	Home Visits/Parent Conferences		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 1			

Policy:

Early Head Start-Child Care Partnership (EHS-CCP) teachers must complete two Home Visits and no less than two Parent/Teacher Conferences each program year.

A system must be in place to ensure that completion dates of the Home Visits and Parent/Teacher Conferences are entered into *Child Plus* and meet the *City of the San Antonio Benchmark Due Date Guide*, the *EHS-CCP File Scan Order and Process Guide*, and applicable *ChildPlus Data Entry Guide*.

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

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 the program. If a child enters the program after January 31st, a minimum of one home visit and one Parent/Teacher Conference must be completed by the last day of the program year. If a child’s date of entry is within 45 days of the Parent/Teacher Conference benchmark due date, then the teacher may complete the Home Visit but is not required to complete both the Home Visit and the Parent Conference,

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/guardians and staff to share knowledge related to the strengths, needs, interests, goals, and concerns of the child and program activities. During the Home Visits and Parent/Teacher Conferences the teacher will share

work samples, educational assessment outcomes, screening information, and information regarding the transition into a PreK/Head Start program, when applicable.

Service Providers will develop and implement procedures to ensure that the information shared at the Home Visits and Parent/Teacher Conferences is documented.

Performance Standard:

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

DRAFT

	<p align="center">DHS, Early Head Start Childcare Partnership Program Policy</p>		
<p>EDUCATION 1</p>			
<p>SUBJECT</p>	<p>Home Visits/Parent Conferences</p>		
<p>REFERENCE</p>	<p>Education and Early Childhood Development</p>		
<p>EFFECTIVE</p>	<p>8/1/2016</p>		
<p>Policy Council Approval: 7/25/17</p>	<p>Policy Council Revision: 7/25/17</p>	<p>Governing Body Approval: 9/28/17</p>	<p>Governing Body Revision: 9/28/17</p>
<p>PAGE: 1 of 1</p>			

Policy:

Early Head Start-Child Care Partnership (EHS-CCP) teachers must complete two Home Visits and no less than two Parent/Teacher Conferences each program year.

A system must be in place to ensure that completion dates of the Home Visits and Parent/Teacher Conferences are entered into *Child Plus* and meet the City of the San Antonio ~~Data Entry and Benchmark Due Date Guide~~ and the EHS-CCP File Scan Order and Process Guide, and applicable ChildPlus Data Entry Guide.

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

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 the program. If a child enters the program after January 31st, a minimum of one home visit and one Parent/Teacher Conference must be completed by the last day of the program year. If a child’s date of entry is within 45 days of the Parent/Teacher Conference benchmark due date, then the teacher may complete the Home Visit but is not required to complete both the Home Visit and the Parent Conference,

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/guardians and staff to share enhance observational skills, knowledge related to the strengths, needs, interests, goals, and concerns of the child and program activities, and understanding of the educational and developmental needs and activities of their child and to share concerns about their child with

~~program staff. During the Home Visits and Parent/Teacher Conferences the teacher will share work samples, educational assessment outcomes, screening information, and information regarding the transition into a PreK/Head Start program, when applicable.~~

~~Service Providers will develop and implement procedures to ensure that the information shared at the Home Visits and Parent/Teacher Conferences is documented. 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.~~

~~Service Providers should develop a process to document and share information regarding the transition into Head Start during the Home Visit or Parent/Teacher Conference.~~

Performance Standard:

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

DRAFT

	DHS, Early Head Start Childcare Partnership Program Policy		
EDUCATION 3			
SUBJECT	Individualization		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
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:

- 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
- Referrals for wellness support (if applicable)
- 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;">DHS, Early Head Start Childcare Partnership Program Policy</p>		
<p>EDUCATION 3</p>			
<p>SUBJECT</p>	<p>Individualization</p>		
<p>REFERENCE</p>	<p>Education and Early Childhood Development</p>		
<p>EFFECTIVE</p>	<p>8/1/2016</p>		
<p>Policy Council Approval: 4/24/18</p>	<p>Policy Council Revision: 4/24/18</p>	<p>Governing Body Approval: 8/17/18</p>	<p>Governing Body Revision: 8/17/18</p>
<p>PAGE: 1 of 1</p>			

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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;
- ~~M~~medical/dental evaluations/treatments, and ~~mental wellness referrals~~
- Referrals for wellness support (if applicable)
- 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 4

SUBJECT	Indoor and Outdoor Environment		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
PAGE: 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 all children and allow for individual activities and social interactions.

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 and respect gender, cultural and linguistic backgrounds of all children
- Support and respect family composition 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
- All exits must be unobstructed by equipment, toys, materials and furniture

Service Providers will implement procedures and training for all staff, including teachers, to ensure daily safety inspections for indoor and outdoor spaces are completed and documented.

Performance Standard(s):

1302.31 (a-e); 1302.47(2)

DRAFT



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



EDUCATION 4			
SUBJECT	Indoor and Outdoor Environment		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
			PAGE: 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 all 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 and respect gender, the cultural and ethnic-linguistic backgrounds of all children
- Support and respect family composition 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

- All exits must be unobstructed by equipment, toys, materials and furniture

~~Service Providers will conduct and document safety inspections for indoor and outdoor spaces. Service Providers will implement procedures and training for all staff, including teachers, to ensure daily safety inspections for indoor and outdoor spaces are completed and documented. -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 7

SUBJECT	Ongoing Assessment Data		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 1			

Policy:

Service Providers will administer formal assessment that is research based and aligned with the Head Start Early Learning Outcomes Framework (HSELOF). The assessment will be conducted three times during the year.

The Early Head Start – Child Care Partnership (EHS-CCP) Program and Service Providers will work together to aggregate, analyze, and report child outcomes according to the *City of the San Antonio Benchmark Due Date Guide*. Service Providers will be responsible for submitting requested reports.

The EHS-CCP Program and Service Providers will work together to develop and utilize documented ongoing informal assessments c to evaluate child progress and inform instructional decision making.

Performance Standard:

1302.33

Head Start Act:

642 (f) (5) (c)



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



EDUCATION 7

SUBJECT	Ongoing Assessment Data		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
			PAGE: 1 of 1

Policy:

Service Providers will administer ~~ongoing~~ formal assessments that ~~is~~are research based and aligned with the Head Start Early Learning Outcomes Framework (HSELOF). The assessment will be conducted three times during the year.

The Early Head Start – Child Care Partnership (EHS-CCP) Program and Service Providers will work together to aggregate, analyze, and report child outcomes according to the *City of the San Antonio ~~Data Entry and Benchmark Due Date Guide~~*. Service Providers will be responsible for submitting requested reports.

The EHS-CCP Program and Service Providers will work together to develop and utilize documented ongoing informal assessments ~~conducted on an ongoing basis~~ to evaluate child progress and inform instructional decision making.

Performance Standard:

1302.33

Head Start Act:

642 (f) (5) (c)

	DHS, Early Head Start Childcare Partnership Program Policy		
EDUCATION 8			
SUBJECT	Child Classroom File		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
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 and instructional planning.

The Child’s Classroom File will contain the following:

- Documentation from home visits and parent conferences including parent/guardian input
- 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(s):

1302.30-1302.34



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



EDUCATION 8

SUBJECT	Child's Classroom File		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
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 and instructional planning.

The Child’s Classroom File will contain the following:

- ~~Parent/guardian input~~ Documentation from home visits and parent conferences including 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(s):

1302.30-1302.34



DHS, Early Head Start Childcare Partnership Program Policy



EDUCATION 9

SUBJECT	Multidisciplinary Staffing		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
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 January 31st, 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.

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 Benchmark Due Date Guide, applicable ChildPlus Data Entry 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			
SUBJECT	Multidisciplinary Staffing		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
PAGE: 1 of 1			

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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~~, applicable ChildPlus Data Entry 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 11			
SUBJECT	Discipline and Guidance		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/16	Policy Council Revision: 7/25/16	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:

Service Providers must establish discipline and guidance policies and procedures appropriate for infants and toddlers. A copy must be provided to all parents/guardians, staff, volunteers, substitute floater/teachers, and contractors. Documentation must be maintained showing receipt of the written discipline and guidance policies. Service Providers must ensure a signed copy of Education 11 Discipline and Guidance policy is maintained in all employee, volunteer, and substitute floater/teacher files.

The policies and procedures must include positive methods of discipline and guidance that encourage self-esteem, self-control, and self-regulation such as:

- Praise and encouragement of developmentally appropriate behavior instead of focusing only on the unacceptable behavior
- Frequent reminders of behavior expectations using clear and positive statements
- Redirection of behavior using positive statements

Discipline must be constructive, individualized, and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child appropriate behavior. Service Provider must prohibit or severely limit the use of suspension due to a child's behavior. Service Provider must not expel or un-enroll a child from Head Start because of a child's behavior, unless approved by the Head Start Administrator.

When appropriate for the child's age and development, a brief supervised separation or time away from the group may be necessary, and should be limited to no more than one minute per year of the child's age. There must be no harsh, cruel or unusual treatment of any child. The following examples are prohibited:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, toilet training

- Pinching, shaking or biting a child
- Hitting a child with hand or an object
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting or yelling at a child
- Pointing a finger in a child's face
- Snapping fingers at a child
- Use of isolation to discipline a child
- Binding or tying a child to restrict movement
- Threatening phrases/tone or sarcastic language/tone
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age including requiring a child to remain in a restrictive device
- Child restraint performed by staff not certified in proper restraint procedures

Performance Standard(s):

1302.17; 1302.90 (c) ; 1302.31 (e) (2-4)

DRAFT



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



EDUCATION 11

SUBJECT	Discipline and Guidance		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/16	Policy Council Revision: 7/25/16	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
			PAGE: 1 of 2

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The policies and procedures must include positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction-regulation such as:

- Praise and encouragement of ~~good developmentally~~ age appropriate behavior instead of focusing only on the unacceptable behavior
- Frequent reminders of behavior expectations using clear and positive statements
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- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age including requiring a child to remain in a restrictive device
- Child restraint performed by staff not certified in proper restraint procedures

Performance Standard(s):

1302.17; 1302.90 (c) ; 1302.31 (e) (2-4)

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

- 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

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

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

Performance Standards:

1302.31

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

Policy:

The Early Head Start- Child Care Partnership (EHS-CCP) Staff and Service Providers will work together to establish procedures to support successful transitions for children and families that outline outreach, coordination, and communication with parents/guardians, Head Start and other Early Head Start Programs, school districts, child care centers, and other community organizations/ agencies, as applicable.

The EHS-CCP Program and Service Providers will work together to promote the continued involvement of parents/guardians in the transition process.

To ensure the most appropriate placement and services following participation in the EHS-CCP Program, staff will work collaboratively with Head Start providers to facilitate transition planning for prospective Head Start eligible children and their families.

The EHS-CCP Program and Service Providers will work together to document all transition activities and develop a system to meet the *City of San Antonio Benchmark Due Date Guide*.

Performance Standard(s):

1302.70: 1302.72

Head Start Act:

642 (b) (13-15); 642 (e); 642 A (a) (1-14)

	DHS, Early Head Start Childcare Partnership Program Policy		
EDUCATION <u>1312</u>			
SUBJECT	Transitions		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 1			

Policy:

The Early Head Start- Child Care Partnership (EHS-CCP) Staff and Service Providers will work together to establish procedures to support successful transitions for children and families that outline outreach, coordination, and communication with parents/guardians, ~~other~~ Head Start and ~~other~~ Early Head Start Programs, school districts, child care centers, and other community organizations/agencies, as applicable.

The EHS-CCP Program and Service Providers will work together to promote the continued involvement of parents/guardians in the transition process.

To ensure the most appropriate placement and services following participation in the EHS-CCP Program, staff will work collaboratively with Head Start providers to facilitate transition planning for prospective Head Start eligible children and their families.

The EHS-CCP Program and Service Providers will work together to ~~develop an annual transition plan~~, document all transition activities and develop a system to meet the *City of San Antonio Data Entry and Benchmark Due Date Guide*.

Performance Standard(s):

1302.70: 1302.72

Head Start Act:

642 (b) (13-15); 642 (e); 642 A (a) (1-14)



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



EDUCATION 14

SUBJECT	Learning During Mealtime		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
			PAGE: 1 of 1

Policy:

The Early Head Start – Child Care Partnership (EHS-CCP) Program recognizes the importance of Family Style Meals, for age appropriate children, during breakfast and lunch in supporting social, emotional, language gross and fine motor learning and development.

Food must be available to any adult participating in Family Style Meals. Any adults actively participating with the class during Family Style Meals should share the same food as the children, free of charge, including during field trips and other EHS-CCP Program 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 Family Style Meals 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 Family Style Meals.

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

Performance Standard:

1302.31 (e) (2); 1302.44



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



EDUCATION 1413

SUBJECT	<u>Family Style Meals</u> <u>Learning During Mealtime</u>		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
			PAGE: 1 of 1

Policy:

The Early Head Start – Child Care Partnership (EHS-CCP) Program recognizes the importance of Family Style Meals, for age appropriate children, during breakfast and lunch in supporting social, emotional, language gross and fine motor learning and development.

Food must be available to any adult participating in Family Style Meals. ~~To the best extent possible,~~ Any adults actively participating with the class during Family Style Meals should share the same food as the children, free of charge, including during field trips and other EHS-CCP Program 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 Family Style Meals 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 Family Style Meals.

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

Performance Standard:

1302.31 (e) (2); 1302.44

	DHS, Early Head Start Childcare Partnership Program Policy		
EDUCATION 15			
SUBJECT	Child Arrival & Departure		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 1			

Policy:

Service Providers will establish and implement ongoing procedures for child arrival and departure that includes signatures and/or initials of the individual signing in/out, 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, procedures should include a process for appropriate and timely follow up and referral for any concerns identified.

Information for documenting concerns should include at a minimum:

Arrival and departure:

- Site name
- Date
- Teacher name
- Child’s name
- Arrival time
- Departure Time
- Physical/mental condition
- Parent notification when a concern is identified

Performance Standard:

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

	DHS, Early Head Start Childcare Partnership Program Policy		
EDUCATION 154			
SUBJECT	Child Arrival & Departure		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:

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~~In addition to identification and documentation, procedures should include a process for appropriate and timely follow up and referral for any concerns identified, if needed.~~

~~A daily visual health check should be completed in front of a parent/guardian when possible.~~
 Information for documenting concerns should include at a minimum:

Arrival and departure:

- Site name
- Date
- Teacher name
- Child’s name
- Arrival time
- ~~Departure Time~~
- Physical/mental condition
- Parent notification when a concern is identified

Performance Standard:

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

		DHS, Head Start Program Policy			
EDUCATION 19					
SUBJECT		Behavior Consultation			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		6/27/2017			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 1 of 1					

Policy:

Education Service Providers will develop and implement procedures to ensure Behavior Coaches provide consultation and support to teaching staff.

Procedures must include:

- A system for staff to request assistance
- A system to determine the type and level of support for children and staff Regular communication among program staff, including the Disability Coordinator, assigned Instructional Coach/Education Specialist, Education Service Provider Mental Health Coordinator, Family & Community Support Team, COSA Wellness Support Team, campus administrator, and other applicable team members, to facilitate quality outcomes for children
- A coaching system that includes a cycle of observations, feedback, and goal setting and tools used to document the cycle

Requests for assistance, behavior consultations, and behavior coaching must be documented in ChildPlus according to the *City of San Antonio Benchmark Due Date Guide* and applicable *ChildPlus Data Entry Guide*.

Performance Standard:

1302.92

		DHS, Head Start Program Policy			
EDUCATION 19					
SUBJECT		Behavior Consultation			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		6/27/2017			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 1 of 1					

Policy:

Education Service Providers will develop and implement procedures to ensure Behavior ~~Coaches~~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.~~

~~P~~Consultation procedures must include:

- ~~A system for staff to request assistance~~
A system to determine the type and level of support for children and staff~~Determination of staff in need of consultative support~~
- Regular communication among program staff, including the Disability Coordinator, assigned Instructional Coach/Education Specialist, Education Service Provider Mental Health Coordinator, Family & Community Support Team, COSA Wellness Support Team, campus administrator, and other applicable team members, to facilitate quality outcomes for children
- ~~Standardized tool used for consultations~~
- Plan for follow-up~~A coaching system that includes a cycle of observations, feedback, and goal setting and and tools used to document the cycle~~
- ~~_____~~

Requests for assistance, behavior consultations, and behavior coaching must be documented in ChildPlus according to the City of San Antonio Benchmark Due Date Guide and applicable ChildPlus Data Entry Guide.

Performance Standard:

1302.92

	DHS, Early Head Start Childcare Partnership Program Policy		
ENVIRONMENTAL HEALTH AND SAFETY 2			
SUBJECT	Staffing and Class Size Requirements		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
PAGE: 1 of 2			

Policy:

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

Classroom Design

Ages	Classroom Design
6 Wks -36 Months	All EHS-CCP classrooms, by design, will have eight children enrolled per class. The integration of EHS-CCP enrolled children and non EHS-CCP children per classroom is encouraged.

Group Size

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

Ratios

Ages	Ratios
6 Wks -36 Months	One teacher to four children

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.

Classroom management entails both teachers meeting the needs of all children. However, Service Providers must ensure that each teacher working exclusively with infants and toddlers has the responsibility for no more than four infants and toddlers when meeting home visits, parent/teacher conference expectations and developmental needs of the children.

All EHS-CCP sites must comply with the above stated staffing, group 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 at all times.** 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)(1)(2); 1302.94(a)(b)



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



ENVIRONMENTAL HEALTH AND SAFETY 2

SUBJECT	Staffing and Class Size Requirements		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
			PAGE: 1 of 2

Policy:

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

Ratios Classroom Design

<u>Ages</u>	<u>Classroom Design</u>
<u>6 Wks -36 Months</u>	<u>All EHS-CCP classrooms, by design, will have eight children enrolled per class. The integration of EHS-CCP enrolled children and non EHS-CCP children per classroom is encouraged.</u>

Group Size

<u>Ages</u>	<u>Group Size</u>
<u>6 Wks -36 Months</u>	<u>Maximum of eight children enrolled per class. Two teachers with no more than eight children.</u>

Ratios

<u>Ages</u>	<u>Ratios</u>
<u>6 Wks -36 Months</u>	<u>One teacher to four children</u>

Group Size

<u>Ages</u>	<u>Group Size</u>
<u>6 Wks -36 Months</u>	<u>Maximum of eight children enrolled per class. Two teachers with no more than eight children.</u>

Classroom Design

Ages	Classroom Design
6 Wks - 36 Months	All EHS-CCP classrooms, by design, will have eight children enrolled per class. The integration of EHS-CCP enrolled children and non EHS-CCP children per classroom is encouraged.

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.

Classroom management entails both teachers meeting the needs of all children. However, Service Providers must ensure that each teacher working exclusively with infants and toddlers has the responsibility for no more than four infants and toddlers **when meeting home visits, parent/teacher conference expectations and developmental needs of the children.**

~~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, group 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 at all times.** 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)(1)(2); 1302.94(a)(b)

	DHS, Early Head Start Childcare Partnership Program Policy		
ENVIRONMENTAL HEALTH AND SAFETY 3			
SUBJECT	Hygiene Practices		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
			PAGE: 1 of 2

Policy:

Early Head Start-Child Care Partnership (EHS-CCP) Program Service Providers will develop and implement systems that promote hand washing, hygiene and sanitation of the classroom including equipment and materials. 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.

Sanitation

- Toys and equipment that are placed in a child's mouth, or otherwise contaminated by body secretion or excrement, must be sanitized before handling by another child
- Cloth toys must be washed at least weekly and when contaminated
- All linens must be washed at least weekly and when soiled or before another child uses them
- All sleeping equipment must be sanitized before a different child uses it and when soiled
- Water play tables must be empty and toys used in water tables must be sanitized daily, children and caregivers must wash their hands before using the water table
- Sand boxes and tables must be maintained in a sanitary manner
- All garbage must be inaccessible to children and managed to keep the child-care center inside and outside, free of insects, rodents, and offensive odors and disposing of it according to local and state requirements
- All floors, ceilings and walls must be kept in good repair and clean. Paint used at the center must be lead-free
- All areas in the center used by children will be kept heated, lighted and ventilated
- All table tops, furniture and other similar equipment used by children when soiled or contaminated with matter such as food, body secretions or excrement will be sanitized
- All cleaning supplies and other toxic materials will be marked and kept separate from food and inaccessible to children
- Hazardous materials will be stored and disposed of as recommended by the manufacturer

Performance Standard:
1302.47(b)(6)(i)(ii)(iii)

	DHS, Early Head Start Childcare Partnership Program Policy		
ENVIRONMENTAL HEALTH AND SAFETY 3			
SUBJECT	Hygiene Practices		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
PAGE: 1 of 2			

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Early Head Start-Child Care Partnership (EHS-CCP) Program Service Providers will develop and implement systems that promote hand washing, hygiene and ~~hand washingsanitation of the classroom including equipment and materials~~. 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.
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- 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.

Sanitation

- Toys and equipment that are placed in a child's mouth, or otherwise contaminated by body secretion or excrement, must be sanitized before handling by another child
- Cloth toys must be washed at least weekly and when contaminated
- All linens must be washed at least weekly and when soiled or before another child uses them
- All sleeping equipment must be sanitized before a different child uses it and when soiled
- Water play tables must be empty and toys used in water tables must be sanitized daily, children and caregivers must wash their hands before using the water table
- Sand boxes and tables must be maintained in a sanitary manner
- All garbage must be inaccessible to children and managed to keep the child-care center inside and outside, free of insects, rodents, and offensive odors and disposing of it according to local and state requirements
- All floors, ceilings and walls must be kept in good repair and clean. Paint used at the center must be lead-free
- All areas in the center used by children will be kept heated, lighted and ventilated
- All table tops, furniture and other similar equipment used by children when soiled or contaminated with matter such as food, body secretions or excrement will be sanitized
- All cleaning supplies and other toxic materials will be marked and kept separate from food and inaccessible to children
- Hazardous materials will be stored and disposed of as recommended by the manufacturer

Performance Standard:

1302.47(**ba**)(6)(i)(ii)(iii)



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



ENVIRONMENTAL HEALTH AND SAFETY 4

SUBJECT	Management of Illness / Conditions of Short Term Exclusions and Admittance		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
			PAGE: 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 to include local or state public health agencies
- 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
- Exclusion criteria

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 may 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 (b)(7)(iii)

References:

Texas Department of State Health Services Communicable Disease Chart for Schools and Child-Care Centers



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



ENVIRONMENTAL HEALTH AND SAFETY 4

SUBJECT	Management of Illness / Conditions of Short Term Exclusions and Admittance		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
			PAGE: 1

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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 (b)(7)(iii)

References:

[Texas Department of State Health Services Communicable Disease Chart for Schools and Child-Care Centers](#)



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



ENVIRONMENTAL HEALTH AND SAFETY 5

SUBJECT	Emergency Preparedness / Emergency Procedures		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18

PAGE: 1 of 2

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.

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.

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.

Service Providers must post evacuation routes in each classroom, as well as every room used by children and staff, including 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.

Each classroom must have a first aid kit, available at all times, including outdoor play time. The Early Head Start –Child Care Partnership (EHS-CCP) Program will develop and implement procedures related to the location and contents of each first aid kit. Procedures will include Caring for our Children: National Health and Safety Performance Standards and ensure the following for each first aid kit:

- Kept in clean and sanitary condition
- Easily accessible and available to all employees at all times
- Antiseptics should be in original packaging
- Stored in a designated location known to all employees
- Kept out of reach of children
- Maintained and restocked
- Schedule of ongoing and regular inventory
- Contain no items that are expired

Performance Standard:

1302.47(8)

Additional Guidance:

Caring for our Children Basics 5.6.0.1

Caring for our Children: National Health and Safety Performance Standards 5.6.0.1

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



ENVIRONMENTAL HEALTH AND SAFETY 5

SUBJECT	Emergency Preparedness / Emergency Procedures		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18

Policy:

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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.

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.

Service Providers must post evacuation routes in each classroom, as well as every room used by children and staff, including 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.

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- Kept in clean and sanitary condition

- Easily accessible and available to all employees at all times
- Antiseptics should be in original packaging
- Stored in a designated location known to all ~~emlloyees~~employees
- Kept out of reach of children
- Maintained and restocked
- Schedule of ongoing and regular inventory
- Contain no items that are expired

- ~~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)

Additional Guidance:

Caring for our Children Basics 5.6.0.1

Caring for our Children: National Health and Safety Performance Standards 5.6.0.1

	DHS, Early Head Start Childcare Partnership Program Policy		
ENVIRONMENTAL HEALTH AND SAFETY 8			
SUBJECT	Supervision		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
PAGE: 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 for any period of time. 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)

	<p align="center">DHS, Early Head Start Childcare Partnership Program Policy</p>		
<p align="center">ENVIRONMENTAL HEALTH AND SAFETY 8</p>			
<p>SUBJECT</p>	<p>Supervision</p>		
<p>REFERENCE</p>	<p>Environmental Health and Safety</p>		
<p>EFFECTIVE</p>	<p>8/1/2016</p>		
<p>Policy Council Approval: 4/24/18</p>	<p>Policy Council Revision: 4/24/18</p>	<p>Governing Body Approval: 8/17/18</p>	<p>Governing Body Revision: 8/17/18</p>
<p align="right">PAGE: 1 of 1</p>			

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 for any period of time. 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)



**DHS, Early Head Start-
Child Care Partnership
Program
Policy**



ERSEA 4

SUBJECT	Selection		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval:12/11/18	Policy Council Revision:12/11/18	Governing Body Approval: 1/24/19	Governing Body Revision: 1/24/19
PAGE: 1 of 1			

Policy:

DHS Early Head Start – Child Care Partnership (EHS-CCP) Program will select children and families with the most need for Head Start services, without regard for race, gender, disability, or creed in accordance with Head Start Performance Standards, Head Start Act and the DHS Head Start Program ERSEA policies.

If a child is declared eligible, his or her selection will be based on points received from the Selection Criteria Point System which is developed from the Community Assessment and approved by the Policy Council and governing body. Eligible children will be placed on a waitlist developed at the beginning of each program year and maintained throughout the program year. Children on the waitlist are prioritized according to the Selection Criteria Point System and this policy. To ensure the children with the most need are selected for the program, a minimum of two separate selection events must occur and not exceed 90% of funded enrollment. The remaining 10% may occur after the first scheduled selection date.

- **Income Eligible on the waitlist from 0% - 100%**
 - Using the waitlist, developed by the point system, EHS-CCP will first select only children whose family income is at or below 100% of the Federal Poverty Guideline or those who are eligible for or, in the absence of child care, would be potentially eligible for public assistance; or children who are homeless or in foster care.
- **Income Eligible on the waitlist from 101%-130%**
 - EHS-CCP may select up to 35% of families who do not meet the Income Eligible criteria above. These selections may occur after demonstrating all income eligible children on the waitlist have been selected.

- **Over Income on the waitlist 131% and above**
 - EHS-CCP must receive approval from the DHS Head Start Program Administrator prior to selecting an over income child unless the child has a current IFSP.
- Selection E
 - **Children with Disabilities-** To comply with Head Start's requirement of having 10 percent of actual enrollment be children with an identified disability or delay, the program must give priority to children with a suspected disability or delay as identified by Part C of IDEA program during the selection process. This priority stays in effect until 12 percent of enrolled children are children with disabilities or delays and will be granted as follows:
 1. Income eligible children (0-100% Federal Poverty Guideline) with a current Individualized Family Service Plan (IFSP)
 2. Over-income eligible children (101 – 130% Federal Poverty Guideline) with a current Individualized Family Service Plan (IFSP)
 3. Over income children with a current Individualized Family Service Plan (IFSP)

All, IFSPs and letters from licensed professionals must be reviewed and verified by the EHS-CCP Disability Coordinator. All supporting documentation must be scanned and attached in Child Plus.
 - **3. Over-income child receiving Child Care Subsidies (CCS)** (101 – 130% Federal Poverty Guideline)
 - **Tiebreaker** - In cases where families have the same point total for the same slot, priority will be given to the younger child.
 - **Notification** –The EHS-CCP program will contact selected families informing them that their child has been selected for the EHS-CCP program. Parents will be informed they must complete the enrollment process before their child is enrolled in the program.

Performance Standard:

1302.14

Head Start Act:

Sec. 642 (c) (2)(d) (ii)

City Policy ERSEA 5



**DHS, Early Head Start-
Child Care Partnership
Program
Policy**



ERSEA 4

SUBJECT	Selection		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval:12/11/18	Policy Council Revision:12/11/18	Governing Body Approval: 1/24/19	Governing Body Revision: 1/24/19
PAGE: 1 of 1			

Policy:

DHS ~~The~~ Early Head Start – Child Care Partnership (EHS-CCP) Program will select ~~the neediest~~ children and families with the most need for Head Start services, working families, and families eligible to receive Child Care Subsidies (CCS) without regard for race, gender, disability, or creed in accordance with Head Start Performance Standards, Head Start Act and the DHS Head Start Programs ERSEA policies.

If a child is declared eligible, his or her selection will be based on points received from the Selection Criteria Point System which is developed from the Community Assessment and approved by the Policy Council and governing body. Eligible children will be placed on a waitlist developed at the beginning of each program year and maintained throughout the program year. Children on the waitlist are prioritized according to the Selection Criteria Point System and this policy. To ensure the children with the most need are selected for the program, a minimum of two separate selection events must occur and not exceed 90% of funded enrollment. The remaining 10% may occur after the first scheduled selection date.

- ~~Income eligible~~ Using the waitlist, ~~EHS-CCP will first enroll only children whose family income is at or below 130% of the Federal Poverty Guideline or those who are eligible for or, in the absence of child care, would be potentially eligible for public assistance; or children who are homeless or in foster care and/ or those with the following exceptions:~~
- **Income Eligible on the waitlist from 0% - 100%**
 - Using the waitlist, developed by the point system, EHS-CCP will first select only children whose family income is at or below 100% of the Federal Poverty Guideline or those who are eligible for or, in the absence of child care, would be potentially eligible for public assistance; or children who are homeless or in foster care.
- **Income Eligible on the waitlist from 101%-130%**
 - EHS-CCP may select up to 35% of families who do not meet the Income Eligible criteria above. These selections may occur after demonstrating all income eligible children on the waitlist have been selected.
- **Over Income on the waitlist 131% and above**

- EHS-CCP must receive approval from the DHS Head Start Program Administrator prior to selecting an over income child unless the child has a diagnosed or suspected disability a current IFSP.

- Selection E

- **Children with Disabilities-** To comply with Head Start's requirement of having 10 percent of actual enrollment be children with an identified disability or delay, the program must give priority to children with a suspected disability or delay as identified by Part C of IDEA program during the selection process. This priority stays in effect until ~~10-12~~ percent of enrolled children are children with disabilities or delays and will be granted as follows:
 1. Income eligible children (0-100% Federal Poverty Guideline) with ~~an identified or suspected disability or delays and~~ a current Individualized Family Service Plan (IFSP) ~~or letter from a licensed professional~~
 2. Over-income eligible children (101 – 130% Federal Poverty Guideline) with ~~an identified or suspected disability and~~ a current Individualized Family Service Plan (IFSP) ~~and/or letter from a licensed professional~~
 - ~~2.3. Over income children with a diagnosed disability with a current Individualized Family Service Plan (IFSP)~~

All, IFSPs and letters from licensed professionals must be reviewed and verified by the EHS-CCP Disability Coordinator. All supporting documentation must be scanned and attached in Child Plus.

- **3. Over-income child receiving Child Care Subsidies (CCS) (101 – 130% Federal Poverty Guideline)**
- ~~Over Income Children who are over income may be selected into the program after EHS-CCP has demonstrated they have conducted outreach and exhausted all resources to enroll income eligible children, families eligible for or in the absence of child care, would be potentially eligible for public assistance, children who are homeless or in foster care. Children with a diagnosed or suspected disability, who are over income, may be enrolled into the program.~~
- **Tiebreaker** - In cases where families have the same point total for the same slot, priority will be given to the younger child.
- **Notification** –The EHS-CCP program will contact selected families informing them that their child has been selected for the EHS-CCP program. Parents will be informed they must complete the enrollment process before their child is enrolled in the program.

HeadStart Act:

-Sec. 642 (c) (2)(d) (ii)

City Policy ERSEA 5

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		DHS, Early Head Start – Child Care Partnership Program Policy			
ERSEA 9					
SUBJECT		Eligibility and Determination Records			
REFERENCE		Eligibility, Recruitment, Selection, Enrollment, and Attendance			
EFFECTIVE		02/01/2017			
Policy Council Approval:12/11/18		Policy Council Revision:12/11/18		Governing Body Approval: 1/24/19	
				Governing Body Revision: 1/24/19	
PAGE: 1 of 1					

Policy:

The Early Head Start – Child Care Partnership Program and Child Care Service Providers must maintain eligibility determination records for any child enrolled in the program. All records must be kept for a minimum of five years after a child is no longer enrolled in the program.

Performance Standard:

1302.12 (k) (1-3)



**DHS, Early Head Start –
Child Care Partnership
Program
Policy**



ERSEA 9

SUBJECT	Eligibility and Determination Records		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval:12/11/18	Policy Council Revision:12/11/18	Governing Body Approval: 1/24/19	Governing Body Revision: 1/24/19
			PAGE: 1 of 1

Policy:

The Early Head Start – Child Care Partnership Program and Child Care Service Providers must maintain eligibility determination records for any child enrolled in the program. All records must be kept for a minimum of ~~three~~ five years after a child is no longer enrolled in the program.

Performance Standard:

1302.12 (k) (1-3)

	DHS, Early Head Start Childcare Partnership Program Policy		
FAMILY 2			
SUBJECT	Family Partnership Services		
REFERENCE	Family and Community Support		
EFFECTIVE	8/1/2017		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
PAGE: 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 needed services, supports, family strengths, and family. . 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 as described in the Head Start Parent Family Community Engagement Framework.

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 tracked 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.
- Parent boards will be utilized at each site and include at a minimum:
 - Head Start Parent Handbook
 - Policy Council Minutes
 - Training and Employment Information
 - School Readiness Goals
 - Child Abuse Hotline
 - Mental Wellness Information
 - Community Resources
 - Volunteer Information
- Communication must be documented in ChildPlus according to the *City of San Antonio Benchmark Due Date Guide and applicable ChildPlus Data Entry Guide*.

Performance Standard(s):

1302.50, 1302.52

	DHS, Early Head Start Childcare Partnership Program Policy		
FAMILY 2			
SUBJECT	Family Partnership Services		
REFERENCE	Family and Community Support		
EFFECTIVE	8/1/2017		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
PAGE: 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 needed services, supports, family strengths, and 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 that align with the as described in the [Head Start Parent Family Community Engagement Framework](#).

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 tracked ed 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.

- Parent boards will be utilized at each site and include at a minimum:

- Head Start Parent Handbook
- Policy Council Minutes
- Training and Employment Information
- School Readiness Goals
- Child Abuse Hotline
- Mental Wellness Information
- Community Resources
- Volunteer Information

-

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

Performance Standard(s):

1302.50, 1302.52

	DHS, Early Head Start Childcare Partnership Program Policy		
FAMILY 3			
SUBJECT	Community Partnerships		
REFERENCE	Family and Community Support		
EFFECTIVE	8/1/2017		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 2			

Policy:

The Head Start Program, including the Early Head Start- Child Care Partnership (EHS-CCP) Program, and Grantee and EHS-CCP Service Providers (Providers) will collaborate with community agencies which support comprehensive services to children and families.

The Head Start staff will establish collaborative relationships with community organizations to promote access to community services and will include:

- Health Care Providers
- Mental Health Providers
- Dental Providers
- Nutritional Programs
- Benefit Programs (Medicaid, TANF, Housing, etc.)
- Homeless Services
- Workforce Development Programs
- Family Literacy Programs (ABE, GED, ESL, etc.)
- Financial Literacy and Asset-Building Programs
- Disability Services
- Family Preservation and Support Services
- Child Protective Services
- Family Preservation and Support Services
- Domestic Violence Agencies
- Institutes of Higher Education
- Child Care Providers
- Cultural Organizations (such as libraries and museums)
- Organizations that may provide other supports or resources to EHS-CCP families

The program will collaborate with community agencies to present information and resources at various EHS-CCP meetings, Policy Council, Parent Connection Committee meetings, and other parent meetings and engagement events.

Community members will be invited to participate in the Head Start Health and Education Advisory Committees. Providers will be responsible for maintaining a Community Partnership list.

Performance Standard:
1302.53

DRAFT

	DHS, Early Head Start Childcare Partnership Program Policy		
FAMILY 3			
SUBJECT	Community Partnerships		
REFERENCE	Family and Community Support		
EFFECTIVE	8/1/2017		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 2			

Policy:

The Head Start Program, including the Early Head Start- Child Care Partnership (EHS-CCP) Program, and Grantee and EHS-CCP Service Providers (Providers) will collaborate with community agencies which support comprehensive services to children and families.

The Head Start staff will establish collaborative relationships with community organizations to promote access to community services and will include:

- Health Care Providers
- Mental Health Providers
- Dental Providers
- Nutritional Programs
- Benefit Programs (Medicaid, TANF, Housing, etc.)
- Homeless Services
- Workforce Development Programs
- Family Literacy Programs (ABE, GED, ESL, etc.)
- Financial Literacy and Asset-Building Programs
- Disability Services
- Family Preservation and Support Services
- Child Protective Services
- Family Preservation and Support Services
- Domestic Violence Agencies
- Institutes of Higher Education
- Child Care Providers
- Cultural Organizations (such as libraries and museums)
- Organizations that may provide other supports or resources to EHS-CCP families

~~Head Start staff will recruit volunteers from the community to participate in EHS-CCP programs. Additionally, The program will collaborate with community agencies will be invited to present information and resources at various EHS-CCP meetings, Policy Council, Parent Connection Committee meetings, and parent meetings and other parent meetings and engagement events.~~

Community members will be invited to participate in the Head Start Health and Education Advisory Committees. Providers will be responsible for maintaining a Community Partnership list.

Performance Standard:

1302.53

DRAFT

	DHS, Early Head Start Childcare Partnership Program Policy		
HEALTH 3			
SUBJECT	Preventative Health Visit Requirements and Documentation		
REFERENCE	Comprehensive Health Services		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
PAGE: 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 Texas Health Steps Medical Checkup Periodicity Schedule: Early, Periodic Screening, Diagnosis, and Treatment (EPSDT) schedule.

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

30-Day Requirement:

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

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 follow procedures for follow-up for medical and dental concerns as indicated on screenings, health assessments, well child exams, and other health related concerns, including missing events.
- All health related contacts and follow-ups will be documented in ChildPlus according to the *City of San Antonio Benchmark Due Date Guide, EHS-CCP Program ChildPlus Scan Order and Process Guide* and the Health Services Handbook.

Parent/Guardian 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.
- Provide results of abnormal medical and/or dental exam/screening administered through the program and ensure understanding of the results.

Obtain advance authorization to perform intrusive medical or dental services from the parent/guardian, such as unclothed physical exams, immunizations, and venous blood draws.

- 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.

Performance Standard(s):

1302.41; 1302.42; 1302.45

Reference:

[THSteps Medical Checkup Periodicity Schedule](#), Caring for Our Children

	DHS, Early Head Start Childcare Partnership Program Policy		
HEALTH 3			
SUBJECT	Preventative Health Visit Requirements and Documentation		
REFERENCE	Comprehensive Health Services		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
PAGE: 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~~ Texas Health Steps 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 consult with parent/guardian to 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~~ follow procedures for follow-up ~~within 30 days~~ for medical and dental concerns ~~identified by the EHS-CCP Program~~ 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~~, EHS-CCP Program ChildPlus Scan Order and Process Guide and the Health Services Handbook.*

Parent/Guardian 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.
- Provide results of abnormal medical and/or dental exam/screening administered through the program and ensure understanding of the results.

Obtain advance authorization to perform intrusive medical or dental services from the parent/guardian, such as unclothed physical exams, immunizations, and venous blood draws.

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

Reference:

THSteps Medical Checkup Periodicity Schedule, Caring for Our Children

	DHS, Early Head Start Childcare Partnership Program Policy		
HEALTH 4			
SUBJECT	Parent Refusal of Health Services		
REFERENCE	Comprehensive Health Services		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 1			

Policy:

A written refusal is required when a parent/guardian refuses to allow their child to participate in or receive health services required or provided by the Early Head Start – Child Care Partnership (EHS-CCP) Program and/or outside health service providers.

EHS-CCP staff must obtain approval from their direct supervisor or management staff prior to requesting the Refusal of Health Services form. Staff will document in Child Plus efforts made and parent/guardian responses in obtaining health services requirements.

A completed Refusal of Health Services form must be scanned into Child Plus. The form must include parent/guardian and staff signatures. In place of the Refusal of Health Services form, a parent/guardian may submit a written statement, including signature and date, indicating which health service(s) he/she declines. The refusal on a consent form does not require any other statement from the parent or guardian.

Performance Standard:

1302.41(b)(1); 1302.42 (d)(2)

	DHS, Early Head Start Childcare Partnership Program Policy		
HEALTH 4			
SUBJECT	Parent Refusal of Health Services		
REFERENCE	Comprehensive Health Services		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 1			

Policy:

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EHS-CCP staff must obtain approval from their direct supervisor or management staff prior to requesting the Refusal of Health Services form. Staff will document in Child Plus efforts made and parent/guardian responses in obtaining health services requirements.

A completed Refusal of Health Services form must be scanned into Child Plus. The form must include parent/guardian and staff signatures. In place of the Refusal of Health Services form, a parent/guardian may submit a written statement, including signature and date, indicating which health service(s) he/she declines. The refusal on a Contractor's consent form does not require any other statement from the parent or guardian.

Performance Standard:

1302.41(b)(1); 1302.42 (d)(2)

	DHS, Early Head Start Childcare Partnership Program Policy		
HEALTH 5			
SUBJECT	Oral Health and Education		
REFERENCE	Comprehensive Health Services		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 2			

Policy:

Early Head Start – Child Care Partnership (EHS-CCP) Program, Service Providers will ensure children brush their teeth once a day during program hours.

Service Providers will ensure that educational oral health activities are provided.

Tooth-Brushing:

Service Providers must promote effective oral health hygiene among children in conjunction with at least one meal and include on the respective classroom daily schedule. After breakfast, lunch or PM snack, staff or volunteers must assist children in brushing using a “rice-sized” amount of fluoride toothpaste for children under two years of age with teeth. For children over the age of two years use a “pea size” amount of fluoride toothpaste. Service Providers will notify parents that fluoride toothpaste is used. Non-fluoride toothpaste may be used upon written request due to medical or other personal reasons.

Service Providers will comply with the following:

• **Sanitation:**

- Tables should be clean and free of food debris.
- Toothpaste should **not** be put directly on a toothbrush and/or a non-disposable surface, such as a table or tray unless toothpaste has been provided for the individual child and is clearly labeled with the child’s name
- Toothbrushes should be thoroughly rinsed after tooth brushing.

• **Measures to prevent cross contamination:**

- Toothbrushes should be labeled with the child’s first and last name and stored upright, in an air-dried position, covered and with no part of one toothbrush touching another toothbrush.

• **Additional guidelines:**

- Children should spit out excess toothpaste after brushing. At least one staff member should supervise proper tooth brushing techniques.
- A child's toothbrush may be discarded and replaced when requested by a parent/guardian due to illness or other personal reasons. Toothbrushes should be replaced every 3 months or sooner if the bristles become splayed or worn.

Dental hygiene will be discussed using the dental puppet and the dental book, as age appropriate.

Performance Standard:

1302.43

Reference:

<http://eclkc.ohs.acf.hhs.gov>, Recommendations for Oral Health Caring for Our Children

DRAFT



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



HEALTH 5

SUBJECT	Oral Health and Education		
REFERENCE	Comprehensive Health Services		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17

Policy:

Early Head Start – Child Care Partnership (EHS-CCP) Program, Service Providers ~~must~~will ensure children brush their teeth once a day during program hours.

Service Providers will ensure that educational oral health activities are provided. ~~and tooth brushing is included in the classroom daily schedule.~~

Tooth-Brushing:

Service Providers must promote effective ~~dental~~oral health hygiene among children in conjunction with at least one meal and include on the respective classroom daily schedule. After breakfast, lunch or PM snack, staff or volunteers must assist children in brushing ~~their teeth~~ using a “pearice-sized” amount of fluoride toothpaste. ~~for children under two years of age with teeth. For children over the age of two years use a “pea size” amount of fluoride toothpaste.~~ Service Providers will notify parents that fluoride toothpaste is used. Non-fluoride toothpaste may be used upon written request due to medical or other personal reasons.

~~Infants, without teeth, will have their gums wiped appropriately with a clean soft cloth solely used for that infant and only for the purpose of dental hygiene after one meal.~~

Service Providers will comply with the following:

• **Sanitation:**

- Tables should be clean and free of food debris.
- Toothpaste should **not** be put directly on a toothbrush and/or a non-disposable surface, such as a table or tray unless toothpaste has been provided for the individual child and is clearly labeled with the child’s name
- Toothbrushes should be thoroughly rinsed after tooth brushing.
- ~~○ Wiping cloths used should be washed after each use~~
- ~~○~~

• **Measures to prevent cross contamination:**

- Toothbrushes should be labeled with the child's first and last name and ~~stored upright~~stored upright, in an air-dried position, covered and with no part of one toothbrush touching another toothbrush.
- ~~Wiping cloths should be provided daily for each individual infant~~

• **Additional guidelines:**

- Children should spit out excess toothpaste after brushing. At least one staff member should supervise proper tooth brushing techniques.
- A child's toothbrush may be discarded and replaced when requested by a parent/guardian due to illness or other personal reasons. Toothbrushes should be replaced every 3 months or sooner if the bristles become splayed or worn.

~~Service Providers will use dental puppet(s) daily and read dental books with the children once a week to promote dental hygiene.~~

Dental hygiene will be discussed using the dental puppet and the dental book, as age appropriate.

Performance Standard:

1302.43

Reference:

<http://eclkc.ohs.acf.hhs.gov>, Recommendations for Oral Health

Caring for Our Children :

		DHS, Early Head Start Childcare Partnership Program Policy		 HEAD START City of San Antonio Department of Human Services	
HEALTH 6					
SUBJECT		Critical Health Concerns			
REFERENCE		Comprehensive Health Services			
EFFECTIVE					
Policy Council Approval:		Policy Council Revision:		Governing Body Approval:	
				Governing Body Revision:	
PAGE: 1					

Policy:

A critical health concern is a medically identified condition that affects the child while in the Child Care Center and may require medication, monitoring, or emergency care. The Early Head Start-Child Care Partnership Program (EHS-CCP) will use the Child Health History form and Well Child Exams to identify information on the child’s health needs. EHS-CCP will develop and implement procedures that address the following:

- Critical health concerns that need accommodations while the child is in care must be diagnosed by a healthcare professional and documented on a signed statement/ form before child attends the center.

EHS-CCP staff in collaboration with the Service Providers will develop a system to:

- Identify and provide necessary care for the child once the health care professionals note/ action plan has been provided.
- Identify and address major community health issues, as indicated in the Community Assessment and parent survey and shared at the Health Advisory Committee or by the local health department.
- Identify and address any relevant critical health concern data -related to child assessment data, including health problems such as failure-to-thrive, diabetes, asthma, anaphylaxis, epinephrine injection, and any other condition (ei: dental items) requiring special health care considerations. Provide resources/ information when needed.
- Share relevant individual child health-related information with appropriate center staff.

- Identify appropriate professionals, such as physical therapists, speech therapists, occupational therapists, doctor's and dentist for consultations on ways to assist staff and families, working with children with disabilities or health related concerns.

Follow-up and documentation related to critical health concerns will be conducted according to the *Head Start Program ChildPlus Scan Order and Process Guide* and the applicable *ChildPlus Data Entry Guide*.

Performance Standard:

1302.42

Caring For Our Children, 3rd Edition, 9.2.3.6 and 9.2.3.7
Child Care Licensing 746.605 (13)

DRAFT

	DHS, Early Head Start Childcare Partnership Program Policy		
HEALTH 6			
SUBJECT	Critical Health Concerns		
REFERENCE	Comprehensive Health Services		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
PAGE: 1			

Policy:

A critical health concern is any medically identified condition that affects the child while in the Child Care Center and may require medication, monitoring, or emergency care. The Early Head Start-Child Care Partnership Program (EHS-CCP) will use the Child Health History form and Well Child Exams to identify information on the child’s health needs. EHS-CCP will develop and implement procedures that address the following:

- ~~• A system to identify and accommodate critical health concerns, confirmed and unconfirmed~~
- ~~• Relevant individual child health information is shared with appropriate staff~~
- ~~• Individual child health information is readily available to Director’s, teaching staff, including substitutes~~
- Critical health concerns that need accommodations while the child is in care must be diagnosed by a healthcare professional and documented on a signed statement/ form before child attends the center.

EHS-CCP staff in collaboration with the Service Providers will develop a system to:

- Identify and provide necessary care for the child once the health care professionals note/ action plan has been provided.
- Identify and address major community health issues, as indicated in the Community Assessment and parent survey and shared at the Health Advisory Committee or by the local health department.
- Identify and address any relevant critical health concern data -related to child assessment data, including health problems such as failure-to-thrive, diabetes, asthma, anaphylaxis, epinephrine injection, and any other condition (ei: dental items) requiring special health care considerations. Provide resources/ information when needed.
- Share relevant individual child health-related information with appropriate center staff.

- Identify appropriate professionals, such as physical therapists, speech therapists, occupational therapists, doctor's and dentist for consultations on ways to assist staff and families, working with children with disabilities or health related concerns.

Follow-up and documentation related to critical health concerns will be conducted according to the *Head Start Program ChildPlus Scan Order and Process Guide* and the applicable *ChildPlus Data Entry Guide*.

Performance Standard:

1302.42

Caring For Our Children, 3rd Edition, 9.2.3.6 and 9.2.3.7

Child Care Licensing [746.605 \(13\)](#)

DRAFT

	DHS, Early Head Start Childcare Partnership Program Policy		
NUTRITION 1			
SUBJECT	Nutrition Services and Special Diets		
REFERENCE	Nutrition Services		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 2			

Policy:

Early Head Start – Child Care Partnership (EHS-CCP) staff will use the EHS-CCP Program Nutrition Assessment Form to identify information on family eating patterns, including cultural, religious, ethnic, and special dietary requirements for each child with nutrition-related health problems.

- Meals and snacks provided are 2/3 of the child’s daily nutritional needs and conform to appropriate US Department of Agriculture (USDA)/ Child and Adult Care Food Program (CACFP) requirements.
- Serve, children who have not received breakfast upon arrival at the program a nourishing breakfast no matter the arrival time of the child.
- Food allergies and intolerances that require special dietary restrictions must be diagnosed by a healthcare professional and documented on a signed statement/ form before child attends the center.
- A parent’s declaration of a religious or ethnic preference for their child’s dietary restrictions must provide a written statement indicating child’s food restrictions. Service provider will make accommodations for food substitutions.
- For individual children with special medical or dietary needs, substitutions/ modifications can be made in meal patterns without approval from the USDA/CACFP program if a supporting statement signed by a healthcare professional is on file. Supporting statement should specify how each child’s diet is restricted and which foods provided by the program or the parents must be substituted.

EHS-CCP staff in collaboration with the Service Providers will develop a system to:

- Identify and provide necessary substitutions for a child’s meal once a health care professional’s note has been provided. All formula for infants/toddlers whether they require special dietary accommodations will be provided for all EHS-CCP families through the program.

- Identify and address major community nutritional issues, as indicated in the Community Assessment and parent survey and shared at the Health Advisory Committee or by the local health department.
- Identify and address any relevant nutrition-related child assessment data, including nutrition-related health problems such as obesity, iron deficiency, failure-to-thrive, food allergies and food intolerances and any other condition requiring special dietary considerations (e.g., diabetes). Provide resources/ information when needed.
- Share relevant individual child nutrition-related information with appropriate center staff.
- Identify appropriate professionals, such as physical therapists, speech therapists, occupational therapists, nutritionists or dietitians for consultations on ways to assist staff and families, working with children with disabilities or nutrition related concerns.

The current weekly menu must be posted at all times on the parent board in the classrooms.

Performance Standard:

1302.31 (e)(2); 1302.42 (b)(4); 1302.44

Reference:

USDA 7CFR 226.17

	DHS, Early Head Start Childcare Partnership Program Policy		
NUTRITION 1			
SUBJECT	Identification of Nutritional Needs <u>Nutrition Services and Special Diets</u>		
REFERENCE	Nutrition Services		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 2			

Policy:

Early Head Start – Child Care Partnership (EHS-CCP) staff will use the EHS-CCP Program Nutrition Assessment Form to identify information on family eating patterns, including cultural, religious, ethnic, ~~and personal food preferences,~~ and special dietary requirements for each child with nutrition-related health problems.

- Meals and snacks provided are 2/3 of the child’s daily nutritional needs and conform to appropriate US Department of Agriculture (USDA)/ Child and Adult Care Food Program (CACFP) requirements.
- Serve, children who have not received breakfast upon arrival at the program a nourishing breakfast no matter the arrival time of the child.
- Food allergies and intolerances that require special dietary ~~considerations-restrictions~~ must be diagnosed by a healthcare professional and documented on a signed statement/~~beforeform before~~ child enters programattends the center.
- A parent’s declaration of a religious or ~~personal-ethnic~~ preference for their child’s dietary restrictions must provide a written statement indicating child’s food restrictions. Service provider will make accommodations for food substitutions.
- For individual children with special medical or dietary needs, substitutions/modifications can be made in meal patterns without approval from the USDA/CACFP program if a supporting statement signed by a healthcare professional is on file. Supporting statement should specify how each child’s diet is restricted and which foods provided by the program or the parents must be substituted.

EHS-CCP staff in collaboration with the Service Providers will develop a system to:

- Identify and provide necessary substitutions for a child’s meal once a ~~doctor’s-health~~ care professional’s note has been provided. All formula for infants/toddlers whether they require special dietary accommodations will be provided for all EHS-CCP families through the program.

- Identify and address major community nutritional issues, as indicated in the Community Assessment and parent survey and shared at the Health Advisory Committee or by the local health department.
- Identify and address any relevant nutrition-related child assessment data, including nutrition-related health problems such as obesity, iron deficiency, failure-to-thrive, food allergies and food intolerances and any other condition requiring special dietary considerations (e.g., diabetes). Provide resources/ information when needed.
- Share relevant individual child nutrition-related information with appropriate teaching center staff.
- Identify appropriate professionals, such as physical therapists, speech therapists, occupational therapists, nutritionists or dietitians for consultations on ways to assist staff and families, working with children with disabilities or nutrition related concerns.

The current weekly menu must be posted at all times on the parent board in the classrooms.

Performance Standard:

1302.31 (e)(2); 1302.42 (b)(4); 1302.44

Reference:

USDA 7CFR 226.17



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



NUTRITION 2

SUBJECT	Outside Food & Adult Meals		
REFERENCE	Nutritional Services		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
			PAGE: 1 of 1

Policy:

To ensure the nutritional needs and safety of all Early Head Start – Child Care Partnership (EHS-CCP) Program children are met, only food on the approved menu is allowed during EHS-CCP meal service times.

Exceptions will only be allowed and must be accompanied by a Health Care Professional’s note indicating medical, dietary needs of the child. A parent’s note will be accepted for religious/ethnic dietary restrictions for the child.

Due to food allergies and intolerances, Service Providers will ensure that each child’s health and safety is maintained during meal service by developing a communication system to share relevant individual child nutrition-related information with appropriate staff.

Classroom Staff, Parents/Guardians, and Volunteers:

Any adults, including teachers, teacher substitutes/ floaters, parents/guardians and/or volunteers, participating during meal times including breakfast, lunch, and snack, must share the same meals as the children, free of charge. This includes field trips and other EHS-CCP related activities.

Staff and volunteers will only drink what is available for the children by utilizing the same type and size of cups during meal times and/or clear water bottles throughout the day.

Class Parties and Celebrations:

Service providers will follow Texas Department of Family and Protective Services Child Care Licensing and USDA/CACFP guidelines in regards to birthday celebrations and outside food. Staff should promote healthy eating habits, ensure that all children receive a nutritious and balanced diet, and accommodate children with food allergies and/or intolerances, and/or other dietary restrictions.

Performance Standard:

1302.31 (e)(2);1302.44;1302.47(7)(vi)

Related Policies:

Education 14 Learning During Meal Time

Reference:

USDA 7CFR 226.17

DRAFT



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



NUTRITION 2

SUBJECT	Outside Food & Adult Meals		
REFERENCE	Nutritional Services		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 1			

Policy:

To ensure the nutritional needs and safety of all Early Head Start – Child Care Partnership (EHS-CCP) Program children are met, only food on the approved menu is allowed during EHS-CCP meal service times.

Exceptions will only be allowed and must be ~~accompanied~~ accompanied by a ~~doctor~~ Health Care Professional's or parent note indicating medical, ~~religious or personal~~ dietary needs of the child. A parent's note will be accepted for religious/ ethnic dietary restrictions for the child. The Head Start Administrator may grant permission in certain cases for outside food or drinks.

Due to food allergies and intolerances, Service Providers will ensure that each child's health and safety is maintained during meal service by developing a communication system to share relevant individual child nutrition-related information with appropriate staff.

Classroom Staff, Parents/Guardians, and Volunteers:

Any adults, including teachers, teacher substitutes/ floaters, parents/guardians and/or volunteers, participating during Family Style Meals-meal times including breakfast, lunch, and snack, must share the same meals as the children, free of charge. This includes field trips and other EHS-CCP related activities.

~~No outside food or drink is allowed in the classroom per US Department of Agriculture (USDA)/ Child and Adult Care Food Program (CACFP) guidelines.~~ Staff and volunteers will only drink what is available for the children by utilizing the same type and size of cups during meal times and/or clear water bottles throughout the day. The Head Start Administrator may grant permission in certain cases for outside food or drinks.

Class Parties and Celebrations:

Service providers will follow Texas Department of Family and Protective Services Child Care Licensing and USDA/CACFP guidelines in regards to birthday celebrations and outside food. Staff should promote healthy eating habits, ensure that all children receive a nutritious and balanced diet, and accommodate children with food allergies and/or intolerances, and/or other dietary restrictions.

Performance Standard:

1302.31 (e)(2);1302.44;1302.47(7)(vi)

Related Policies:

Education ~~15 Family Style Meal~~ 14 Learning During Meal Time

Reference:

USDA 7CFR 226.17

DRAFT

	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 1			
SUBJECT	Program Monitoring		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
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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
- Managed by Information (MBI) Reporting
- Content Area Data Reports

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 shared with the Head Start Administrator, Leadership Team, Management Team, Policy Council and the Governing Body 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 of 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, 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 Services
- Health /Dental Services
- Nutrition
- Disabilities /
- Wellness Support Services
- Family & Community Support
- ERSEA
- Human Resources
- Transportation

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

The Service Provider or service area manager may request an extension prior to the initial deadline along with justification if they are unable to meet the deadline for the completion of a CAP. Based on the justification, the extension may or may not be granted. The Special Projects Manager over the EHS-CCP Program 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, Early Head Start Childcare Partnership Program Policy		
PDM 1			
SUBJECT	Program Monitoring		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
PAGE: 1 of 3			

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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-shared with~~ by the Head Start Administrator, Leadership Team, ~~and~~ Management Team, Policy Council and the Governing Body to determine the level of compliance with Head Start Performance Standards, Federal, State and local laws and rules.

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

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Service Providers are responsible for the following:

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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 ~~Services and Early Childhood Development~~
- Health /Dental Services
- Nutrition
- ~~Disabilities /~~
- ~~Mental Health~~ Wellness Support Services
- Family & Community Support
- ERSEA
- Human Resources
- ~~Program Design and Management~~ Transportation

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~~ ~~within 20~~ 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

The ~~Education Service Provider or content~~ service area manager may request an extension prior to the initial deadline along with justification if they are unable to meet the deadline for the completion of a CAP. Based on the justification, the extension may or may not be granted. The Special Projects Manager over the EHS-CCP Program 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, Early Head Start Childcare Partnership Program Policy		
PDM 2			
SUBJECT	Standards of Conduct		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 2			

Policy:

The Head Start Program staff, consultants, contractors, and volunteers must abide by the program’s Standards of Conduct that:

- a. Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children’s well-being and prevent and address challenging behavior;
- b. Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:
 - i. Use corporal punishment;
 - ii. Use isolation to discipline a child;
 - iii. Bind or tie a child to restrict movement or tape a child’s mouth;
 - iv. Use or withhold food as a punishment or reward;
 - v. Use toilet learning/training methods that punish, demean, or humiliate a child;
 - vi. Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
 - vii. Physically abuse a child;
 - viii. Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child’s family; or,
 - ix. Use physical activity or outdoor time as a punishment or reward;
- c. Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
- d. Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information (PII) about children, families, and other staff members in accordance with subpart C of part 1303 and applicable federal, state, local, and tribal laws; and,

- e. Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.

Furthermore, all staff, consultants, contractors, volunteers and Head Start Policy Council members are required to sign a Standards of Conduct form. The Head Start Program will implement appropriate penalties including termination of staff, consultants, and volunteers who violate the Standards of Conduct.

Performance Standard(s):

1302.90(c)(1); 1303(C)

DRAFT

	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 2			
SUBJECT	Standards of Conduct		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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 - vii. Physically abuse a child;
 - viii. Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child’s family; or,
 - ix. Use physical activity or outdoor time as a punishment or reward;
- c. Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
- d. Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information (PII) about children, families, and other staff members in accordance with subpart C of part 1303 and applicable federal, state, local, and tribal laws; and,

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Performance Standard(s):

1302.90(c)(1); 1303(C)

DRAFT

		DHS, Head Start Program Policy			
PDM 3					
SUBJECT		Staff Performance Appraisals			
REFERENCE		Program Design and Management			
EFFECTIVE		4/13/2010			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 1 of 1					

Policy:

The Head Start Program, including the Grantee and Service Providers, 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.

		DHS, Head Start Program Policy			
PDM 3					
SUBJECT		Staff Performance Appraisals			
REFERENCE		Program Design and Management			
EFFECTIVE		4/13/2010			
Policy Council Approval: 4/24/18		Policy Council Revision: 4/24/18		Governing Body Approval: 8/17/18	
				Governing Body Revision: 8/17/18	
PAGE: 1 of 1					

Policy:

The Head Start Program, including the Grantee and Education Service Providers, 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.*~~

	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 7			
SUBJECT	Identification and Reporting of Child Abuse and Neglect		
REFERENCE	Program Design and Management; Personnel Policies		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
PAGE: 1 of 2			

Policy:

The Early Head Start –Child Care Partnership Program (EHS-CCP) must develop and implement procedures to respond to suspected or known child abuse cases whether it occurs at or away from the program.

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.

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 away from 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 they must make a report to the Texas Department of Family and Protective Services (TDFPS) 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.

All EHS-CCP staff, including teachers, teacher assistants, and all other campus or site personnel, consultants and volunteers receive training on procedures for identifying and reporting child abuse or 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

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>

	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 7			
SUBJECT	Identification and Reporting of Child Abuse and Neglect		
REFERENCE	Program Design and Management; Personnel Policies		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
PAGE: 1 of 2			

Policy:

The Early Head Start –Child Care Partnership Program (EHS-CCP) must develop and implement procedures to be 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 at or away from the program, 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 away from 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 they must make a report to the Texas Department of Family and Protective Services (TDFPS) 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
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- Medical neglect

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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, All EHS-CCP personnel—staff, including teachers, teacher assistants, and all other campus or site personnel, consultants and volunteers 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)

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	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 8			
SUBJECT	Parent Connection Committees		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/ 2017		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:

The Early Head Start – Child Care Partnership (EHS-CCP) Program will develop and implement procedures to ensure the establishment of a Parent Connection Committee (PCC) comprised exclusively of parents of currently enrolled children at each site/center as early in the program year as possible.

At a minimum, systems must include:

- Activities to ensure parents of currently enrolled children understand the process for elections to the Head Start Policy Council (HSPC) and other leadership opportunities.
- Opportunities for PCC members to advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families
- A process for PCC members to communicate with the Head Start Policy Council (HSPC)
 - i. PCC agendas must dedicate time to allow for parent questions/discussion
- HSPC Meeting Packets must be posted at each site/center

Performance Standards:

1301.4

	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 8			
SUBJECT	Parent Connection Committees		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/ 2017		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 1			

Policy:

The Early Head Start – Child Care Partnership (EHS-CCP) Program ~~must establish~~ will develop and implement procedures to ensure the establishment of a Parent Connection Committee (PCC) comprised exclusively of parents of currently enrolled children at each site/center as early in the program year as possible.

~~The EHS-CCP Program will develop and implement a system regarding PCC.~~ At a minimum, systems must include:

- Activities to ensure parents of currently enrolled children understand the process for elections to the Head Start Policy Council (HSPC) and other leadership opportunities.
- Opportunities for PCC members to advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families
- A process for PCC members to ~~communicate~~communicate with the Head Start Policy Council (HSPC)
 - i. PCC agendas must dedicate time to allow for parent questions/discussion
- HSPC Meeting Packets must be posted at each site/center

Performance Standards:

1301.4

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

Policy:

The Head Start Program encourages a climate of open communication between parents, program employees, and community members. Head Start and Education Service Provider staff are available to provide support and to assist any parent or community resident who has a complaint, problem or concern.

Parents/guardians and community residents are encouraged to attempt to resolve Head Start complaints, problems or concerns at the center/school level by talking to a teacher, Family Support Worker, center director or principal. Parent/Guardians may at any time also talk directly to any Head Start staff member or Head Start Administrator about any issues or concern. Concerns/complaints may also be submitted using the comment section of the Head Start website at www.saheadstart.org.

If attempts to informally resolve the concern/problem are not successful, the following formal steps may be taken:

1. Call, email, meet with, or provide a written statement to the Head Start Education Service Provider Director. The Director will provide the parent/guardian or community resident a recommendation for resolution of the concern/problem within five business days of receipt of the issue. The Director may request additional time if required to resolve the concern/problem. If not resolved, parents/guardians or community resident may proceed to Step 2.

2. Call, email, meet with, or provide a written statement to the City of San Antonio Head Start Program Administrator. The Head Start Administrator will have five business days to resolve the concern/problem. The Head Start Administrator may request additional time to resolve the concern/problem. If not resolved, parents/guardians or community resident may proceed to Step 3.

3. Submit a signed, written statement to the City of San Antonio City Council's Governing Committee/Representative. The statement shall describe in detail the complaint, problem or concern and steps taken to resolve the issue. The City of San Antonio City Council's Governing Committee/Representative will provide a written response within 15 business days of receipt of the written statement. The City of San Antonio City Council's Governing Committee is the last formal step in resolving parent/community resident complaints or concerns and the resolution is final.

DRAFT

	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 9			
SUBJECT	Community Complaint		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:

~~The Head Start Program will establish and maintain a Community Complaint Procedure. This is to ensure all complaints made by Head Start parents, guardians, and other members of the community are handled in an expedient and satisfactory manner.~~

The Head Start Program encourages a climate of open communication between parents, program employees, and community members. Head Start and Education Service Provider staff are available to provide support and to assist any parent or community resident who has a complaint, problem or concern.

Parents/guardians and community residents are encouraged to attempt to resolve Head Start complaints, problems or concerns at the center/school level by talking to a teacher, Family Support Worker, center director or principal. Parent/Guardians may at any time also talk directly to any Head Start staff member or Head Start Administrator about any issues or concern. Concerns/complaints may also be submitted using the comment section of the Head Start website at www.saheadstart.org.

If attempts to informally resolve the concern/problem are not successful, the following formal steps may be taken:

1. Call, email, meet with, or provide a written statement to the Head Start Education Service Provider Director. The Director will provide the parent/guardian or community resident a recommendation for resolution of the concern/problem within five business days of receipt of the issue. The Director may request additional time if required to resolve the concern/problem. If not resolved, parents/guardians or community resident may proceed to Step 2.
2. Call, email, meet with, or provide a written statement to the City of San Antonio Head Start Program Administrator. The Head Start Administrator will have five business days to resolve the concern/problem. The Head Start Administrator may request additional time to resolve the concern/problem. If not resolved, parents/guardians or community resident may proceed to Step 3.

3. Submit a signed, written statement to the City of San Antonio City Council's Governing Committee/Representative. The statement shall describe in detail the complaint, problem or concern and steps taken to resolve the issue. The City of San Antonio City Council's Governing Committee/Representative will provide a written response within 15 business days of receipt of the written statement. The City of San Antonio City Council's Governing Committee is the last formal step in resolving parent/community resident complaints or concerns and the resolution is final.

DRAFT

	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 10			
SUBJECT	Critical Incident Reporting		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
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Policy:

The Early Head Start- Child Care Partnership Program (EHS-CCP) must develop and implement a system for Critical Incident Reporting (CIR). All staff must be trained on incident reporting.

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
- Incidents in which a child was left unsupervised
- 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 EHS-CCP program hours
- Any incident and or media inquiry which has the potential to generate negative media coverage
- Unplanned interruption in EHS-CCP Program services
- Closure of any facility or part of a facility, including outdoor play areas
- Accidents involving vehicles that transport children and families

When applicable, parents/guardians must be notified of critical incidents within 24 hours of occurrence. Providers must also provide notification to the Head Start Administrator or designee within 24 hours.

Performance Standard(s):

1302.47(c); 1302.102(d)(1)(ii); 1304.12; 1303.79(b)(3)

	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 10			
SUBJECT	Critical Incident Reporting		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
PAGE: 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). All staff must be trained on incident reporting. 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
- Incidents in which a child was left unsupervised
- 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 EHS-CCP program service hours
- Any incident and or media inquiry which has the potential to generate negative media coverage.
- Unplanned interruption in EHS-CCP Program services:
- Closure of any facility or part of a facility, including outdoor play areas
- Accidents involving vehicles that transport children and families

~~In addition to notifying~~ When applicable, parents/guardians must be notified of critical incidents within 24 hours of occurrence. Providers must also provide notification to the Head Start Administrator or designee within 24 hours. ~~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; 1303.79(b)(3)

	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 12			
SUBJECT	Program Governance		
REFERENCE	Program Design and Management; Program Governance		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:

The Early Head Start – Child Care Partnership (EHS-CCP) Program has established a formal structure for program governance that includes the City of San Antonio City Council as the Governing Body, and the Head Start Policy Council. City Council has the legal and fiscal responsibility to administer and oversee the Head Start and Early Head Start-Child Care Partnership programs, and has authorized a subcommittee to oversee key responsibilities related to program governance and improvements of the Head Start programs. The Head Start Policy Council allows for parent participation in policy making and other decisions about the program, as required by the Head Start Program Performance Standards and Section 642 (c) of the Head Start act.

In addition, the Head Start Program will establish parent committees exclusively of parents of currently-enrolled children to advise staff and communicate with the Policy Council.

Performance Standard:

1301

Head Start Act:

Sec. 642(c)(1)(E)(iv)(XI) and Sec. 642 (c) (2)

	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 12			
SUBJECT	Program Governance		
REFERENCE	Program Design and Management; Program Governance		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:

~~The Early Head Start Child Care Partnership (EHS-CCP) Program has established a formal structure for program governance that includes the City of San Antonio City Council, committee, the Head Start Policy Council, and parent committees. The City Council committee is a subcommittee of City Council to which City Council has delegated oversight of key responsibilities related to program governance and improvements of the Head Start Program. This structure allows for parent participation in policy making and other decisions about the program, as required by Head Start Program Performance Standards.~~

~~To the extent permitted by federal regulations, the City’s Charter and the City’s governance structure, the City Council committee shall act on behalf of the City Council and jointly approve policies related to the Head Start Program.~~

The Early Head Start – Child Care Partnership (EHS-CCP) Program has established a formal structure for program governance that includes the City of San Antonio City Council as the Governing Body, and the Head Start Policy Council. City Council has the legal and fiscal responsibility to administer and oversee the Head Start and Early Head Start-Child Care Partnership programs, and has authorized a subcommittee to oversee –key responsibilities related to program governance and improvements of the Head Start programs. The Head Start Policy Council allows for parent participation in policy making and other decisions about the program, as required by the Head Start Program Performance Standards and Section 642 (c) of the Head Start act.

In addition, the Head Start Program will establish parent committees exclusively of parents of currently-enrolled children to advise staff and communicate with the Policy Council.

Performance Standard:

Head Start Act:

Sec. 642(c)(1)(E)(iv)(XI) and Sec. 642 (c) (2) ~~of the Head Start Act~~

	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 16			
SUBJECT	Health Requirements		
REFERENCE	Program Design and Management; Human Resources Management		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
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Policy:

The Head Start Program will develop and implement procedures requiring identified program staff to submit a copy of their most recent physical exam or approved health document within 30 business days of hire to ensure that staff do not pose a significant risk to the health or safety of others in the program. The physical exam or approved health document must not be more than 12 months old and must include appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

Every five years after the initial hire date, staff must submit a copy of their most recent physical exam or approved health document. The physical exam or approved health document must not be more than 12 months old and must 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

	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 16			
SUBJECT	Health Requirements		
REFERENCE	Program Design and Management; Human Resources Management		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
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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 will develop and implement procedures requiring identified program staff to submit a copy of their most recent physical exam or approved health document within 30 business days of hire to ensure that staff do not pose a significant risk to the health or safety of others in the program. The physical exam or approved health document must not be more than 12 months old and must include appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

Every five years after the initial hire date, staff must submit a copy of their most recent physical exam or approved health document. The physical exam or approved health document must not be more than 12 months old and must 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

	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 21			
SUBJECT	PIR Data Entry and Completion		
REFERENCE	Program Design and Management		
EFFECTIVE	8/2019		
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
PAGE: 1 of 1			

Policy:

The Head Start Program, including the Grantee and Education Service Providers will develop and implement a process of ongoing record keeping and reporting through the utilization of ChildPlus to collect and record information about children and families for data analysis, evaluation, program improvement, and reporting required by the Head Start Act. This process will ensure timely and accurate submission of the Program Information Report (PIR) to the Office of Head Start.

The Grantee and Education Service Providers will develop and implement procedures to ensure information required for the Program Information Report is entered, reviewed, and updated according to the *City of the San Antonio Benchmark Due Date Guide* and applicable *ChildPlus Data Entry Guides*.

Performance Standards:

1302.101(b)(4)

Head Start Act:

642(d)(2)