



Attachment A: Head Start Policies and Procedures

 Policies & Procedures Revision Index		Change Required?	Description of Revisions Required
Disabilities			
1	Individualized Education Program (IEP) for Children with Disabilities	Yes	Minor edit, Added information for clarity
2	Timely Referrals	Yes	Minor edits, Revised for consistency as application to ChildPlus and Scan and Attach document.
3	Children with Developmental Delays Who Do Not Qualify for Special Education	Yes	Minor edits, Removed reference to Monitoring Protocol
Education and Early Childhood Development			
1	Home Visits/ Parent Conferences	Yes	Minor edits - revised for consistency as applicable to Child Plus and Scan and Attach document
4	Indoor and Outdoor Environment	Yes	Minor edits - to establish a system for conducting daily safety checks with information being provided to the teaching staff
5	Development and Behavioral Screening	Yes	Complete overhaul of policy to establish a comprehensive system to ensure proper training, administering and monitoring of screeners
7	Ongoing Assessment Data	Yes	Minor edit - change to more applicable standard
8	Child's Classroom File	Yes	Provided Clarification
9	Multidisciplinary Staffing	Yes	Edits to provide clarity for meetings
15	Transitions	Yes	Deleted from the original title "and Continuity between Head Start Elementary Schools and Community", Also there was a minor edit for consistency as applicable to Data Entry Due Date Guide

Attachment A: Head Start Policies and Procedures

 Policies & Procedures Revision Index		Change Required?	Description of Revisions Required
Family and Community Services			
1	Parent, Family and Community Engagement Framework (PFCE) Plan of Action and Parent Activity Calendar	Yes	Added monthly Parent Engagement Activity Report is due according to benchmark due date guide.
2	Building Partnerships with Families	Yes	Added Home Visit/Family Meeting to the policy in addition to some minor edits to existing wording.
Health Services			
1	Immunization Requirements	Yes	(Formerly Health 4)- Deleted "Parent" in Refusal of Health Services form.
2	Lead & Hemoglobin Screening	Yes	(Formerly Health 5) Grammar edits.
4	Parent Refusal of Health Services	Yes	(Formerly Health 8) Updated Refusal of Health form steps
5	Oral Health and Education	Yes	(Formerly Health 9) Added in Additional Guidelines: "other personal reasons".
6	Preventative Health Visit Requirements and Documentation	Yes	(Formerly Health 10) Major changes: Updated 90 Day Requirement, Extended Follow-Up & Treatment Sections; Deleted "mental health" verbiage; Changed title of Policy to read "Documentation" instead of "Tracking".
	New Procedure- PIR C.8 Medical Services Manual Override	New	Procedure to manually override PIR #of children at end of enrollment when a child leaves the program.
Nutrition Services			
2	Outside Food & Adult Meals	Yes	Minor edit in Classroom Staff & Volunteers section - deleted the word "any" before the word adults

Attachment A: Head Start Policies and Procedures

 Policies & Procedures Revision Index		Change Required?	Description of Revisions Required
Environmental Health & Safe Environments			
3	Hygiene and Hand Washing	Yes	(Formerly Health 1) Major edits - updated Hand washing and Hygiene sections - deleted examples
4	Conditions of Short-Term Exclusion and Admittance	Yes	(Formerly Health 2) Added TxDSHS Reference
5	Health & Safety Emergency Procedures	Yes	(Formerly Health 3) Grammar edits
6	Medication Administration	Yes	(Formerly Health 6) Added Rescues Meds verbiage
7	Diaper and Toilet Training	Yes	(Formerly Health 5) Updated to include diaper changing; policy to establish a system to address diaper and toilet training safety
1	Safe Environment	Yes	Minor Grammar edits
2	Staffing and Class Size Requirements	Yes	Minor Grammar edits
Project Design Management (PDM)			
2	Policy Council Composition, Formation, and Selection	Yes	Minor revisions for clarification
2	Procedure: Policy Council Composition, Formation, and Selection	Yes	Minor revisions for clarification
3	Standards of Conduct	Yes	Minor revision
5	Training and Advancement Opportunities	Yes	Minor revisions for clarification
8	Identification and Reporting of Child Abuse and Neglect	Yes	Minor revisions for clarification
10	Governing Body and Policy Council Responsibilities	Yes	Reformatted performance standard reference for consistency
11	Community Complaint	Yes	Minor edit to performance standard reference
11	Procedure: Community Complaint	Yes	Minor revision City Council
12	Critical Incident Protocol	Yes	Minor revisions for clarifications
14	Shared Decision Making	Yes	Minor revisions for clarifications - City Council
14	Procedure- Shared Decision Making		Minor revisions for clarifications - City Council
17	Internal Dispute Resolution	Yes	Minor revisions for clarifications - City Council
17	Procedure- Internal Dispute Resolution	Yes	Minor revisions for clarifications - City Council

Attachment A: Head Start Policies and Procedures

Wellness Support Services (Mental Health)			
1	Identification and Intervention Through Wellness Support Services	Yes	Minor edits to reflect various Tier Levels