 Policies & Procedures Revision Index		Change Required?	Description of Revisions Required
Disabilities			
1	Individualized Education Program (IEP) for Children with Disabilities	Yes	Minor edits - Added information for clarity
2	Timely Referrals	Yes	Major edits- Revised for consistency as applicable to Child Plus: Scan and Attach document and new RTI process.
3	Children With Developmental Delays Who Do Not Qualify for Special Education Services	Yes	Minor edit - Added Disability Coordinator
Education and Early Childhood Development			
1	Home Visits/Conferences	Yes	Major changes- Updated January to December
2	School Readiness	Yes	Minor changes- Aligned with new HSELOF language
3	Individualization	Yes	Minor changes for clarification
5	Development and Behavioral Screening	Yes	Minor changes for clarification
6	Curriculum/Daily Schedule	Yes	Minor change with new HSELOF
7	Ongoing Assessment Data	Yes	Minor changes with new HSELOF
9	Multidisciplinary Staffing	Yes	Major change - Requiring documentation in ChildPlus
10	Lesson Plans	Yes	Minor changes with new HSELOF
11	Discipline and Guidance	Yes	Minor changes for clarification
13	Classroom Observations	Yes	Minor changes for clarification
14	Classroom Organization, Equipment and Materials	Yes	Minor changes for clarification and HSELOF
15	Transitions	Yes	Minor changes for clarification
16	Family Style Meal	Yes	Minor changes for clarification
17	Child Arrival & Departure	Yes	New Policy - Changed from Health 3 to Education 17



Policies & Procedures Revision Index

Change
Required?

Description of Revisions Required

Environmental Health

1	Safe Environment	Yes	Minor changes for clarification
2	Staffing and Class Size Requirements	Yes	Minor changes for clarification
6	Medication Administration	Yes	Minor changes for clarification
8	Supervision	Yes	New Policy recommendation from T&TA team

Family and Community Services

2	Building Partnerships with Families	Yes	Minor changes for clarification
3	Community Partnerships	Yes	Minor changes for clarification

Health Services

1	Immunization Requirements	Yes	Minor changes for clarification
2	Lead Screening	Yes	Major change- Removed hemoglobin as a health requirement per HSAC
3	Preventative Health Visit Requirements and Tracking rename Health 3	Yes	Minor change for clarification - rename to Policy 3

Nutrition Services

1	Identification of Nutritional Needs (formerly Health 8)	Yes	Minor changes for clarification
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Program Design and Management (PDM)

2	Policy Council Composition, Formation and Selection	Yes	Added EHS Enrollment; Updated Policy Council Composition to include EHS
7	Qualifications of Education Staff	Yes	Minor edits for clarification
12	Critical Incident Protocol	Yes	Minor edits
13	Personnel Policies, Hiring and Termination	Yes	Minor edits



Policies & Procedures Revision Index

Change
Required?

Description of Revisions Required


Wellness Support Services (Mental Health)

1	Identification and Intervention of Child Wellness Support Services	Yes	Minor edits- Added consultations
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Transportation

1	General Requirements	NEW	Safe operation of vehicles, staff training and child pick up/drop off
2	Student Pedestrian and Bus Safety Training	NEW	Student Pedestrian & Bus Safety
3	Child Restraint Systems	NEW	Appropriate restraint systems
4	Children with Disabilities	NEW	Accommodations for children with disabilities
5	Transportation	NEW	Transportation Information



	Policy Council Approval Date: 6/7/11; 6/23/15	Policy Council Revision Date: 6/10/14; 8/6/13; 6/23/15
Effective Date: 6/15/11	Governing Body Approval Date: 6/14/11; 11/3/15	Governing Body Revision Date: 6/17/14; 10/15/13; 11/3/15

Disabilities Services

Policy ID: Disabilities 1

Subject: Individualized Education Program (IEP) for Children with Disabilities

Policy:

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


Education Service Providers must initiate the implementation of the IEP as soon as possible after the Admissions Review and Dismissal meeting by modifying the child's program (in accordance with the IEP and arranging for the provision of related services) to accommodate the unique strengths, needs, interests, learning style, and cultural and linguistic background of the child. Planned IEP strategies/activities will be reviewed by the Disabilities Coordinator. If a child enters Head Start with an IEP completed within two months prior to entry, services must begin within the first two weeks of program attendance.

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

Performance Standard:

1308.19; 1304.20 (f); 1304.51 (e)



	Policy Council Approval Date: 6/7/11; 6/23/15	Policy Council Revision Date: 6/10/14; 8/6/13; 6/23/15
Effective Date: 6/15/11	Governing Body Approval Date: 6/14/11; 11/3/15	Governing Body Revision Date: 6/17/14; 10/15/13; 11/3/15

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Copies of the IEP will be maintained in the Child's classroom-Classroom fileFile and/or /portfolioPortfolio. The Goals and Objectives/Modifications Sheet is acceptable documentation of a child's IEP. The IEP may be kept in a different location in the classroom, however, this information, including the location of the IEP, must be noted within the child's Classroom File and/or Portfolio. (See Education 8). Confidentiality of information will be maintained at all times. Individual child disability information and copies of additional required documents as noted on the City of San Antonio Data Entry and Benchmark Due Date Guide and the Head Start Child File Scan Order and Attachment Guide will be entered and scanned into ChildPlus. ~~The Goals and Objectives/Modifications Sheet is acceptable documentation of a child's IEP.~~

Performance Standard:

1308.19; 1304.20 (f); 1304.51 (e)



	Policy Council Approval Date: 6/7/11; 6/23/15	Policy Council Revision Date: 8/6/13; 6/23/15
Effective Date: 6/15/11	Governing Body Approval Date: 6/14/11; 11/3/15	Governing Body Revision Date: 10/15/13; 11/3/15

Disabilities Services

Policy ID: Disabilities 2

Subject: Timely Referrals

Policy:

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

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

Education Service Providers must develop a system to ensure that any child referred to the RTI process is documented in ChildPlus according to the City of San Antonio Data Entry and Benchmark Due Date Guide and the Head Start Child File Scan Order and Attachment Guide.

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


Performance Standard:

Part 1308 - 1308.6 (a); 1308.6 (b); 1308.6 (d); 1308.6 (e); 1308. (3)(1)

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



	Policy Council Approval Date: 6/7/11; 6/23/15	Policy Council Revision Date: 8/6/13; 6/23/15
Effective Date: 6/15/11	Governing Body Approval Date: 6/14/11; 11/3/15	Governing Body Revision Date: 10/15/13; 11/3/15

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Performance Standard:


Part 1308 - 1308.6 (a); 1308.6 (b); 1308.6 (d); 1308.6 (e); 1308. (3)(1)

City of San Antonio & Bexar County
Head Start Policy

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



	Policy Council Approval Date: 8/2/11; 6/23/15	Policy Council Revision Date: 8/6/13; 6/23/15
Effective Date: 9/13/11	Governing Body Approval Date: 9/13/11; 11/3/15	Governing Body Revision Date: 10/15/13; 11/3/15

Disabilities Services

Policy ID: Disabilities 3

Subject: Children with developmental delays who do not qualify for Special Education Services

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).

Disability and Education Coordinators and teachers will work with parents to identify the child's strengths and closely monitor the child's progress. Each child will be provided with individually appropriate services. If a child is not exhibiting progress while in school, a request will be made to the LEA for re-evaluation.

Performance Standard:

1304.20 (f); 1304.21 (c) (i)-(vii); 1304.21 (2); 1308.4 (h)



	Policy Council Approval Date: 8/2/11; 6/23/15	Policy Council Revision Date: 8/6/13; 6/23/15
Effective Date: 9/13/11	Governing Body Approval Date: 9/13/11; 11/3/15	Governing Body Revision Date: 10/15/13; 11/3/15

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Performance Standard:

1304.20 (f); 1304.21 (c) (i)-(vii); 1304.21 (2); 1308.4 (h)



	Policy Council Approval Date: 6/7/11; 6/23/15	Policy Council Revision Date: 6/10/14; 8/6/13; 6/23/15
Effective Date: 6/23/15	Governing Body Approval Date: 6/14/11; 11/3/15	Governing Body Revision Date: 6/17/14; 10/15/13; 11/3/15

Education and Early Childhood Development

Policy ID: Education 1

Subject: Home Visits/Parent Conferences

Policy:

Head Start teachers must complete two Home Visits and no less than two Parent/Teacher Conferences each school year.

A system must be in place to ensure that 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 Head Start File Scan Order and Attachment Guide. Documentation of the Home Visit and Parent/Teacher Conference must be maintained in the child's classroom file. If a Home Visit or Parent Conference did not occur, documentation regarding why the event did not occur must be noted in ChildPlus.

The first Home Visit may be completed by the teacher no more than two weeks prior to the first day of a child's entry into school. If a child enters the program after December 31st, a minimum of one home visit and one Parent/Teacher Conference must be completed by the last day of school.

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


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

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

Performance Standard:

1304.40 (e) (3) & (5); 1304.41 (c) (1) (i-iv); 1304.21 (2) (i & iii)



	Policy Council Approval Date: 6/7/11; 6/23/15	Policy Council Revision Date: 6/10/14; 8/6/13; 6/23/15
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Education Service Providers should develop a process to document and share information regarding the transition into kindergarten during the Home Visit or Parent/Teacher Conference.

Performance Standard:

1304.40 (e) (3) & (5); 1304.41 (c) (1) (i-iv); 1304.21 (2) (i & iii)



	Policy Council Approval Date: 6/7/11	Policy Council Revision Date: 6/10/14; 8/6/13
Effective Date: 6/15/11	Governing Body Approval Date: 6/14/11	Governing Body Revision Date: 6/17/14; 10/15/13

Education and Early Childhood Development

Policy ID: Education 2

Subject: School Readiness

Policy:

The City of San Antonio Head Start Program will establish school readiness goals that include the following:

- Approaches to Learning
- Social and Emotional development
- Language & Literacy
- Cognition Perceptual, Motor, and Physical Development

School Readiness Goals will align with the Head Start Early Learning Outcomes Framework, and the Texas Prekindergarten Guidelines and Early Learning Standards.

The City of San Antonio and Education Service Providers will develop a collaborative School Readiness Implementation Plan. Service Providers will implement a system for tracking, using and reporting progress on School Readiness Goals and a systematic approach to integrating the Parent, Family and Community Engagement Framework and the Approach to School Readiness across all Head Start services areas.


Performance Standard

1304.21 (c) (ii); 1307.3 (b) (1) (1-iii); 1307.3 (b) (2) (i-ii); ACF-PI-HS-11-04

Head Start Act:

Sec. 641 A. Standards; Monitoring of Head Start Agencies and Programs



	Policy Council Approval Date: 6/7/11	Policy Council Revision Date: 6/10/14; 8/6/13
Effective Date: 6/15/11	Governing Body Approval Date: 6/14/11	Governing Body Revision Date: 6/17/14; 10/15/13

Education and Early Childhood Development

Policy ID: Education 2

Subject: School Readiness

Policy:

~~Each The City of San Antonio Head Start Program will~~ ~~Education Service Provider will~~ establish school readiness goals that include the following:

- ~~Approachs~~[Approaches to Learning](#)
- [Social and eEmotional development](#)
- Language & Literacy
- ~~Cognition and general knowledge~~
- ~~Approaches toward learning~~
- ~~Physical well-being & motor development~~[Perceptual, Motor, and Physical Development](#)
- ~~Social and emotional development~~
- ~~Classroom Assessment Scoring System~~
- ~~Parent, Family and Community Engagement~~

School Readiness Goals will align with the Head Start ~~Child Development and~~ Early Learning [Outcomes](#) Framework, and the Texas Prekindergarten Guidelines and Early Learning Standards.

The City of San Antonio and Education Service Providers will develop a collaborative School Readiness Implementation Plan. Service Providers will implement a system for tracking, using and reporting progress on School Readiness Goals and a systematic approach to integrating the Parent, Family and Community Engagement Framework and [the Approach to](#) School Readiness across all Head Start services areas.

~~Any School Readiness Goals identified as needing improvement will be included in program improvement plans.~~


Performance Standard

1304.21 (c) (ii); 1307.3 (b) (1) (1-iii); 1307.3 (b) (2) (i-ii); ACF-PI-HS-11-04

Head Start Act:

Sec. 641 A. Standards; Monitoring of Head Start Agencies and Programs



	Policy Council Approval Date: 6/7/11	Policy Council Revision Date: 8/6/13
Effective Date: 6/15/11	Governing Body Approval Date: 6/14/11	Governing Body Revision Date: 10/15/13

Education and Early Childhood Development

Policy ID: Education 3

Subject: Individualization

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 must develop a system to ensure that the plan for individualized instruction for each child is reviewed and updated on a regular basis.

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

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

Performance Standard:


1304.20 (f) (1)

Related Performance Standards:

1304.20 (f) (2)

FY 2013 – OHS Monitoring Protocol – CDE Key Indicator #3



	Policy Council Approval Date: 6/7/11	Policy Council Revision Date: 8/6/13
Effective Date: 6/15/11	Governing Body Approval Date: 6/14/11	Governing Body Revision Date: 10/15/13

Education and Early Childhood Development

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

Performance Standard:


1304.20 (f) (1)

Related Performance Standards:

1304.20 (f) (2)

FY 2013 – OHS Monitoring Protocol – CDE Key Indicator #3



	Policy Council Approval Date: 4/6/10; 6/23/15	Policy Council Revision Date: 6/10/14; 8/6/13; 8/2/11; 6/23/15
Effective Date: 4/6/10	Governing Body Approval Date: 4/13/10; 11/3/15	Governing Body Revision Date: 6/17/14; 10/15/13; 9/13/11; 11/3/15

Education and Early Childhood Development

Policy ID: Education 5

Subject: Development and Behavior Screening

Policy:

Education Service Providers must complete the Ages and Stages Questionnaire (ASQ-3) and Ages and Stages Questionnaire: Social and Emotional (ASQ: SE) in collaboration with each child's parent/guardian on or before the 45th calendar day of the child's entry date. Developmental and behavioral screenings must be completed within the timeframe to identify early concerns regarding a child's developmental, sensory, behavioral, motor, language, social, cognitive, perceptual and emotional skills so timely referrals are made.

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

The developmental and behavioral screenings may be distributed by the teacher no more than two weeks prior to the first day of a child's entry into school. The screenings may not be distributed during enrollment, face/face, or registration.


Education Service Providers will establish a comprehensive system to ensure proper training, administration and monitoring of the screening tools that includes, at a minimum, the following:

- Identifying appropriate staff responsible for administering, scoring, follow-up, and referrals
- Ensuring the appropriate version is utilized for child's age and language
- Ensuring proper completion of the screening tool
- Ensuring accurate scoring of the screening tool
- Establishing timeframes to address follow-up and referrals Ensuring appropriate follow-up is documented into ChildPlus
- Following the City of the San Antonio Data Entry Benchmark and Due Date Guide and the Head Start File Scan Order and Attachment Guide
- Completing routine internal monitoring of child files

Performance Standard:

1304.20 (b) (1); 1308.6 (b) (3)



	Policy Council Approval Date: 4/6/10; 6/23/15	Policy Council Revision Date: 6/10/14; 8/6/13; 8/2/11; 6/23/15
Effective Date: 4/6/10	Governing Body Approval Date: 4/13/10; 11/3/15	Governing Body Revision Date: 6/17/14; 10/15/13; 9/13/11; 11/3/15

Education and Early Childhood Development

Policy ID: Education 5

Subject: Development and Behavior Screening

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Performance Standard:

1304.20 (b) (1); 1308.6 (b) (3)



	Policy Council Approval Date: 8/2/11	Policy Council Revision Date: 6/10/14; 8/6/13
Effective Date: 9/13/11	Governing Body Approval Date: 9/13/11	Governing Body Revision Date: 6/17/14; 10/15/13

Education and Early Childhood Development

Policy ID: Education 6

Subject: Curriculum/Daily Schedule

Policy:

The 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 and Texas Prekindergarten Guidelines. The curriculum will address the five Central Domains 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 activities, and offers a variety of activities including large-group, small-group, individual, 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:

1304.21 (a) (2) (i); 1304.21 (c) (1) (i-vii); 1304.40 (e)



	Policy Council Approval Date: 8/2/11	Policy Council Revision Date: 6/10/14; 8/6/13
Effective Date: 9/13/11	Governing Body Approval Date: 9/13/11	Governing Body Revision Date: 6/17/14; 10/15/13

Education and Early Childhood Development

Policy ID: Education 6

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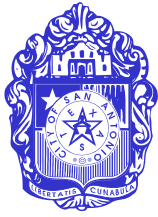
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- Campus
- Teacher Name
- Room Number

Performance Standard:

1304.21 (a) (2) (i); 1304.21 (c) (1) (i-vii); 1304.40 (e)



	Policy Council Approval Date: 8/2/11; 6/23/15	Policy Council Revision Date: 6/10/14; 8/6/13; 6/23/15
Effective Date: 8/2/11	Governing Body Approval Date: 9/13/11; 11/3/15	Governing Body Revision Date: 6/17/14; 10/15/13; 11/3/15

Education and Early Childhood Development

Policy ID: Education 7

Subject: Ongoing Assessment Data

Policy:

Education Service Providers will administer ongoing formal assessments that are research based and aligned with the Head Start Early Learning Outcomes Framework and Texas Prekindergarten Guidelines. The assessment will be conducted three times during the year, and 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 will utilize documented informal assessments conducted on an ongoing basis to inform instructional decision making.


Performance Standard:

1304.21 (c) (2); 1304.20 (b); 1304.20 (d); 1304.20 (e); 1307.3 (b) (2) (i-ii)

Head Start Act:

642 (f) (5) (c)



	Policy Council Approval Date: 8/2/11; 6/23/15	Policy Council Revision Date: 6/10/14; 8/6/13; 6/23/15
Effective Date: 8/2/11	Governing Body Approval Date: 9/13/11; 11/3/15	Governing Body Revision Date: 6/17/14; 10/15/13; 11/3/15

Education and Early Childhood Development

Policy ID: Education 7

Subject: Ongoing Assessment Data

Policy:

Education Service Providers will administer ongoing formal assessments that are research based and aligned with the Head Start-~~Child Development and~~ Early Learning [Outcomes](#) Framework and Texas Prekindergarten Guidelines. The assessments will be conducted three times during the year, and 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 will utilize documented informal assessments conducted on an ongoing basis to inform instructional decision making.


Performance Standard:

1304.21 (c) (2); 1304.20 (b); 1304.20 (d); 1304.20 (e); 1307.3 (b) (2) (i-ii)

Head Start Act:

642 (f) (5) (c)



	Policy Council Approval Date: 8/2/11; 6/23/15	Policy Council Revision Date: 6/10/14; 8/6/13; 6/23/15
Effective Date: 8/2/11	Governing Body Approval Date: 9/13/11; 11/3/15	Governing Body Revision Date: 6/17/14; 10/15/13; 11/3/15

Education and Early Childhood Development

Policy ID: Education 9

Subject: Multidisciplinary Staffing

Policy:

Education Service Providers must have a system in place for regular communication among program staff to facilitate quality outcomes for children and families. As a part of this system, 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 needs of children and families. The Campus Administrator or designee, Family Support Staff, and Teachers, are required to participate in the MDS. Content area coordinators responsible for Education, Health, ERSEA, Mental Health, Transportation, Nutrition, Disabilities and other related services may be required to attend based on the child/family needs. Community providers, such as Child Protective Services, can be invited if applicable.

Each Service Provider will establish and maintain efficient and effective record-keeping systems 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 ChildPlus and meets the City of the San Antonio Data Entry and Benchmark Due Date Guide and the Head Start File Scan Order and Attachment Guide.

Performance Standard:

1304.51 (e); 1304.51 (g); 1308.6



	Policy Council Approval Date: 8/2/11; 6/23/15	Policy Council Revision Date: 6/10/14; 8/6/13; 6/23/15
Effective Date: 8/2/11	Governing Body Approval Date: 9/13/11; 11/3/15	Governing Body Revision Date: 6/17/14; 10/15/13; 11/3/15

Education and Early Childhood Development

Policy ID: Education 9

Subject: Multidisciplinary Staffing

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

Each Service Provider will establish and maintain efficient and effective record-keeping systems 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 attached-scanned into ChildPlus and meets the City of the San Antonio Data Entry and Benchmark Due Date Guide and the Head Start File Scan Order and Attachment Guide. In accordance with this requirement, each Head Start Education Service Provider will keep a record of MDS meetings.](#)

Performance Standard:

1304.51 (e); 1304.51 (g); 1308.6



	Policy Council Approval Date: 8/2/11	Policy Council Revision Date: 6/10/14; 8/6/13
Effective Date: 9/13/11	Governing Body Approval Date: 9/13/11	Governing Body Revision Date: 6/17/14; 10/15/13

Education and Early Childhood Development

Policy ID: Education 10

Subject: Lesson Plans

Policy:


Education Service Providers will develop lesson plan guidance and procedures for classroom teachers. Lesson plans should include teacher directed and child initiated activities, large group, small group and one/one individual lessons and activities that support social, emotional, cognitive, physical development, and language skills. Lesson plans should include alignment with the five Central Domains of the Head Start Early Learning Outcomes Framework and the Texas Prekindergarten Guidelines, and documentation of individualized instruction, modifications, and accommodations for all children, including children with an IEP.

Current lesson plans must be posted for parents and other staff to review.

Head Start Act:

Head Start Act Sec.641A. (a) (1)(B) (i) - (x)



	Policy Council Approval Date: 8/2/11	Policy Council Revision Date: 6/10/14; 8/6/13
Effective Date: 9/13/11	Governing Body Approval Date: 9/13/11	Governing Body Revision Date: 6/17/14; 10/15/13

Education and Early Childhood Development

Policy ID: Education 10

Subject: Lesson Plans

Policy:

Education Service Providers will develop lesson plan guidance and procedures for classroom teachers. Lesson plans should include teacher directed and child initiated activities, large group, small group and one/one individual lessons and activities that support social, emotional, cognitive, physical development, and language skills. Lesson plans should include alignment with the ~~eleven-five eCentral domains-Domains~~ of the Head Start ~~Child Development and~~ Early Learning ~~Outcomes~~ Framework and the Texas Prekindergarten Guidelines, and documentation of individualized instruction, modifications, and accommodations for all children, including children with an IEP.


Current lesson plans must be ~~displayed-posted prominently~~ for parents and other staff to review.

~~Please refer to the Head Start Child Development and Early Learning Framework (Promoting Positive Outcomes in Early Childhood Programs Serving Children 3-5 Years Old) for additional guidance.~~

Head Start Act:

Head Start Act Sec.641A. (a) (1)(B) (i) - (x)



	Policy Council Approval Date: 12/6/11	Policy Council Approval Date: 8/6/13
Effective Date: 12/13/11	Governing Body Approval Date: 12/13/11	Governing Body Revision Date: 10/15/13

Education and Early Childhood Development

Policy ID: Education 11

Subject: Discipline and Guidance

Policy:

Education Service Providers must establish discipline and guidance policies and procedures appropriate for 3-5 year olds. A copy must be provided to all parents, staff, volunteers, substitute teachers, and contractors. Documentation must be maintained showing receipt of the written discipline and guidance policies.

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

- Praise and encouragement of good 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 acceptable behavior.

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 that one minute per year of the child's age. There must be no harsh, cruel or unusual treatment of any child. The following examples of discipline 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
- Threatening phrases

- 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


Performance Standard(s):

1304.21 (a) (3) (i) (c); 1304.52 (i) (1) (iv); 1304.23 (c) (2)

Related Standard:

FY 2013 – OHS Monitoring Protocol – CDE Key Indicator #3



	Policy Council Approval Date: 12/6/11	Policy Council Approval Date: 8/6/13
Effective Date: 12/13/11	Governing Body Approval Date: 12/13/11	Governing Body Revision Date: 10/15/13

Education and Early Childhood Development

Policy ID: Education 11

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- 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 acceptable behavior.

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 of discipline 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 a hand or ~~instrument~~ 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 when disciplining
- Snapping fingers at a child
- Threatening phrases, such as, but not limited to taking away recess

- 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

Performance Standard(s):

1304.21 (a) (3) (i) (c); 1304.52 (i) (1) (iv); 1304.23 (c) (2)


Related Standard:

FY 2013 – OHS Monitoring Protocol – CDE Key Indicator #3

Other references:

[Texas Department of Family and Protective Services, Minimum Standards for Child Care Centers, Subchapter L](#)



	Policy Council Approval Date: 8/6/13	Policy Council Revision Date: 6/10/14
Effective Date: 10/15/13	Governing Body Approval Date: 10/15/13	Governing Body Revision Date: 6/17/14

Education and Early Childhood Development

Policy ID: Education 13

Subject: Classroom Observations

Policy:

Education Service Providers will implement a system for conducting monthly classroom observations by the Service Providers' Coordinator and/or designated staff (i.e. Directors, Site Administrators, etc). Service Providers will review (at a minimum) the following areas:

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


All areas listed above must be reviewed at least once during each semester (Aug-Dec and Jan-May) in each classroom. Service Providers must also ensure that all classrooms are in compliance with Head Start, City of San Antonio, and School District standards, policies, and guidance.

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

Performance Standards:

1304.21



	Policy Council Approval Date: 8/6/13	Policy Council Revision Date: 6/10/14
Effective Date: 10/15/13	Governing Body Approval Date: 10/15/13	Governing Body Revision Date: 6/17/14

Education and Early Childhood Development

Policy ID: Education 13

Subject: Classroom Observations

Policy:

[Education](#) Service Providers will implement a system for conducting monthly classroom observations by the Service Providers' Coordinator and/or designated staff (i.e. Directors, Site Administrators, etc). Service Providers will review (at a minimum) the following areas:

- Indoor classroom environment
- Outdoor classroom environment
- Health & Safety
- Curriculum
- Teacher / child interactions and relationships
- Nutrition
- Individualization
- Family ~~Involvement~~[Engagement](#)


All areas listed above must be reviewed at least once during each semester (Aug-Dec and Jan-May) in each classroom. Service Providers must also ensure that all ~~applicable classrooms are in compliance with Head Start, City of San Antonio, and School District standards, policies, and guidance. standards are in compliance.~~

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

Performance Standards:

1304.21



	Policy Council Approval Date: 8/2/11	Policy Council Revision Date: 6/10/14; 8/6/13
Effective Date: 9/13/11	Governing Body Approval Date: 9/13/11	Governing Body Revision Date: 6/17/14; 10/15/13

Education and Early Childhood Development

Policy ID: Education 14

Subject: Classroom Organization, Equipment and Materials


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 following should be taken into consideration: Separate noisy activities from quiet activities as much as space allows;
- Support the cultural and ethnic backgrounds of all children;
- Provide adequate space for activities;
- Provide unobstructed supervision;
- Provide comfortable and quiet space;
- Provide a variety of learning experiences and encourage each child to experiment and explore

Performance Standard:

1304.21 (E) (5) (i) (ii) (iii)



	Policy Council Approval Date: 8/2/11	Policy Council Revision Date: 6/10/14; 8/6/13
Effective Date: 9/13/11	Governing Body Approval Date: 9/13/11	Governing Body Revision Date: 6/17/14; 10/15/13

Education and Early Childhood Development

Policy ID: Education 14

Subject: Classroom Organization, Equipment and Materials

Policy:


Education Service Providers must provide sufficient age appropriate equipment, toys, materials, and furniture to ~~sustain-promote~~ learning in the ~~44 domains of the five eCentral dDomains in the~~ Head Start ~~Child Development and~~ Early Learning ~~Outcomes~~ Framework and Texas Prekindergarten Guidelines. There should be intentional and purposeful activities for all children. ~~Effective eThe~~ classroom space will be arranged into learning interest centers. ~~Learning interest The centers will be-must -be labeled, -and-organized, and clutter free.easily recognized by the children~~ The following should be taken into consideration: -and-should-

- ~~Sepear~~ate noisy activities from quiet activities as much as space allows;
- Support the cultural and ethnic backgrounds of all children;
- Provide adequate space for activities;
- Provide unobstructed supervision;
- Provide comfortable and quiet space;
- Provide a variety of learning experiences and encourage each child to experiment and explore;
- ~~Clutter free~~
- ~~Ensure all toys, equipment and materials are stored in an orderly fashion when not in use.~~

Performance Standard:

1304.21 (E) (5) (i) (ii) (iii)



	Policy Council Approval Date: 4/6/10; 6/23/15	Policy Council Revision Date: 6/10/14; 8/2/11; 6/23/15
Effective Date: 4/6/10	Governing Body Approval Date: 4/13/10; 11/3/15	Governing Body Revision Date: 6/17/14; 10/15/13; 9/13/11; 11/3/15

Education and Early Childhood Development

Policy ID: Education 15

Subject: Transitions

Policy:

Education Service Providers will establish procedures to support successful transitions for children and families that outline outreach, coordination, and communication with Early Head Start, school district personnel, and other community organizations/agencies-

Service Providers will establish procedures for the successful transition of children entering Head Start from previous child care programs including Early Head Start, and children exiting Head Start into Kindergarten or other educational programs.

Service Providers will promote the continued involvement of parents/guardians in the transition process.

To ensure the most appropriate placement and services following participation in Early Head Start, each Service Provider will work collaboratively with Early Head Start providers to facilitate transition planning for prospective Head Start eligible children and their families.

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


Performance Standard(s):

1304.40 (h) (1-4); 1304.41 (c) (1) (i-iv); 1308.21 (a-c)

Head Start Act:

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



	Policy Council Approval Date: 4/6/10; 6/23/15	Policy Council Revision Date: 6/10/14; 8/2/11; 6/23/15
Effective Date: 4/6/10	Governing Body Approval Date: 4/13/10; 11/3/15	Governing Body Revision Date: 6/17/14; 10/15/13; 9/13/11; 11/3/15

Education and Early Childhood Development

Policy ID: Education 15

Subject: Transitions

Policy:

~~Each Head Start~~ Education Service Providers will establish procedures to support successful transitions for children and families that outline outreach, coordination, and communication with Early Head Start, school district personnel, and other community organizations/agencies.

~~Each Head Start~~ Service Providers will establish procedures for the successful transition of children entering Head Start from previous child care programs including Early Head Start, and children exiting Head Start into Kindergarten or other educational programs.

~~Each Head Start~~ Service Providers will promote the continued involvement of parents/guardians in the transition process.

To ensure the most appropriate placement and services following participation in Early Head Start, each ~~Head Start~~ Service Provider will work collaboratively with Early Head Start providers to facilitate transition planning for prospective Head Start eligible children and their families.

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


Performance Standard(s):

1304.40 (h) (1-4); 1304.41 (c) (1) (i-iv); 1308.21 (a-c)

Head Start Act:

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



	Policy Council Approval Date: 6/10/14	Policy Council Revision Date:
Effective Date: 6/18/14	Governing Body Approval Date: 6/17/14	Governing Body Revision Date:

Education Services

Policy ID: Education 16

Subject: Family Style Meals

Policy:

The City of San Antonio recognizes the importance of Family Style Meals during breakfast and lunch in supporting social, emotional, gross and fine motor learning and development.

Food must be available to any adult participating in Family Style Meals. To the best extent possible, any adults 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 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 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.

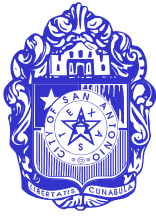
The current daily menu must be posted and made available to parents.


Each Education Service Provider will establish a system to address Family Style Meals that includes the following:

- Role of the adult, including teacher, teaching assistants, floaters, substitute, volunteers, and parents
- Role of the children, including setting the table, passing out food, and helping with clean up
- Training on Family Style Meals

Performance Standard:

1304.23(c)



	Policy Council Approval Date: 6/10/14	Policy Council Revision Date:
Effective Date: 6/18/14	Governing Body Approval Date: 6/17/14	Governing Body Revision Date:

Education Services

Policy ID: Education 16

Subject: Family Style Meals

Policy:

The City of San Antonio recognizes the importance of Family Style Meals during breakfast and lunch in supporting social, emotional, gross and fine motor learning and development.

~~The City of San Antonio defines meal service as breakfast, lunch, and snack.~~

Food must be available to any adult participating in Family Style Meals. To the best extent possible, any adults 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 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 Family Style Meals and at a minimum ~~one~~ 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.


Each Education Service Provider will establish a system to address Family Style Meals that includes the following:

- Role of the adult, including teacher, teaching assistants, floaters, substitute, volunteers, and parents
- Role of the children, including setting the table, passing out food, and helping with clean up
- Training on Family Style Meals

Performance Standard:

1304.23(c)



	Policy Council Approval Date: 8/6/13	Policy Council Revision Date: 6/23/15
Effective Date: 10/17/13	Governing Body Approval Date: 10/15/13	Governing Body Revision Date:

Early Childhood Education

Policy ID: Education 17

Subject: Child Arrival & Departure

Policy:

Education Service Providers will establish and implement ongoing procedures for child arrival and departure that includes observations and documentation of each child's physical and mental well being. In addition to identification and documentation, procedures should include process for appropriate and timely follow up and referral.

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

Performance Standard:

1304.20 (d)



	Policy Council Approval Date: 8/6/13	Policy Council Revision Date: 6/23/15
Effective Date: 10/17/13	Governing Body Approval Date: 10/15/13	Governing Body Revision Date:

Comprehensive Health ServicesEarly Childhood Education

Policy ID: Health-3Education 17

Subject: Daily Health CheckChild Arrival & Departure

Policy:

Education Service Providers will establish and implement ongoing procedures for child arrival and departure that includes daily observations and documentation of each child's physical and mental well being. New and/or recurring health concerns should be documented. In addition to identification and documentation, procedures should include process for appropriate and timely follow up and referral.

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
- Staff initials

Performance Standard:

1304.20 (d)



	Policy Council Approval Date: 8/2/11; 6/23/15; 10/27/15	Policy Council Revision Date: 8/6/13; 6/23/15; 10/27/15
Effective Date: 9/13/11	Governing Body Approval Date: 9/13/11; 11/3/15	Governing Body Revision Date: 10/15/13; 11/3/15

Environmental Health and Safety

Policy ID: Environmental Health and Safety 1

Subject: Safe Environments

Policy:

Head Start Education Service Providers will ensure and monitor the safety of indoor and outdoor environments so that they are free of unsafe and hazardous materials, facilities, furniture, and equipment.. Service Providers will maintain compliance with state/local certification, licensing requirements, if applicable, including group size, ratios, sanitation and hygiene practices. In addition, Service Providers will be responsible for safety drills, maintenance of first aid kits, training of staff, accommodation of children with disabilities and food safety and sanitation.

Service Providers will submit a weekly report that includes a status of all work orders for Head Start sites.


Service Providers will ensure work orders are completed within 10 business days of submission. For work orders that need additional time, the Service Provider will work with Grantee staff to establish and approve a timeline for completion. Immediate safety concerns must be addressed within 24 hours. .

Service Providers will submit an Inventory Replacement Plan according to the City of San Antonio Data Entry and Benchmark Due Date Guide.

Performance Standard:

1304.53 (9) (10) (viii)



	Policy Council Approval Date: 8/2/11; 6/23/15; 10/27/15	Policy Council Revision Date: 8/6/13; 6/23/15; 10/27/15
Effective Date: 9/13/11	Governing Body Approval Date: 9/13/11; 11/3/15	Governing Body Revision Date: 10/15/13; 11/3/15

Environmental Health and Safety

Policy ID: Environmental Health and Safety 1

Subject: Safe Environments

Policy:

Head Start Education Service Providers will ensure and monitor the safety of indoor and outdoor environments , and ensure so that they are free of unsafe and hazardous materials, and that facilities, and furniture, and equipment, are in quality condition. Service Providers will maintain compliance with state/local certification, licensing requirements, if applicable, including group size, ratios, sanitation and hygiene practices. In addition, Service Providers will be responsible for safety drills, maintenance of first aid kits, training of staff, accommodation of children with disabilities, and food safety and sanitation.

Service Providers will submit a weekly report that includes a status of all work orders for Head Start sites. all work orders from all sites weekly to the City on a tracking sheet that includes the current status and timeline of completion for each work order.


ServiceThe Providers will ensure that work orders are completed within 10 business days of creation of submission. For work orders that need additional time, the Service Provider will work with Grantee City staff for permission for the extension to establish and approve a timeline for completion. For any immediate safety concerns must be addressed, Service Providers must address within within 24 hours. For work orders requiring immediate completion the Provider must complete immediately. Grantee staff will monitor to ensure work orders are completed. The Provider will be routinely Monitored to ensure work order tracking is being completed.

Service Providers will also create submit an Iinventory Rreplacement Pplan according to the City of San Antonio Data Entry and Benchmark Due Date Guide. that ensures all furniture and equipment is routinely inspected and replaced. on an as needed or scheduled basis.

Performance Standard:

1304.53 (9) (10) (viii)



	Policy Council Approval Date: 3/6/12; 6/23/15	Policy Council Revision Date: 6/10/14; 8/6/13; 6/23/15
Effective Date: 3/13/12	Governing Body Approval Date: 3/13/12; 11/3/15	Governing Body Revision Date: 6/17/14; 10/15/13; 11/3/15

Environmental Health and Safety

Policy ID: **Environmental Health and Safety 2**

Subject: **Staffing and Class Size Requirements**

Policy:

Head Start classes must be staffed by two paid staff persons: either a teacher and an aide/instructional assistant/paraprofessional or two teachers. It is recommended, whenever possible, that a third person be in the classroom, such as a volunteer.

A 1:10 adult to child ratio is required.

- One authorized adult may accompany 1 to 10 children away from the group (i.e., bathroom, nurse, therapy, etc.).
- Two authorized adults must be in attendance for 11 or more children not to exceed a group size indicated below.

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 will also be 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. As an example, if more than half of the children in a classroom will be 3 years old by September 1st, the class will be referred to as a 3 year-old classroom. The same applies to 4 or 5-year old classrooms. The establishment of mixed age group classes can only be authorized by the

City. The City must also provide approval prior to any change to a classroom age group designation, with the exception being children aging throughout the program year.

All City of San Antonio Head Start sites must comply with the above stated staffing and class size requirements.

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 restroom breaks and children's needs. A volunteer must never be left alone with one or two children. . All volunteers must sign the Head Start Standards of Conduct, pass a background check, and receive volunteer training. Education Service Providers must keep documentation of volunteer training.

Performance Standard:

1304.53 (a) (5); 1306.20 (c); 1306.32 (a)



	Policy Council Approval Date: 3/6/12; 6/23/15	Policy Council Revision Date: 6/10/14; 8/6/13; 6/23/15
Effective Date: 3/13/12	Governing Body Approval Date: 3/13/12; 11/3/15	Governing Body Revision Date: 6/17/14; 10/15/13; 11/3/15

Environmental Health and Safety

Policy ID: Environmental Health and Safety 2

Subject: Staffing and Class Size Requirements

Policy:

Head Start classes must be staffed by two paid staff persons: either a teacher and an aide/[instructional assistant/paraprofessional](#) or two teachers. It is recommended, whenever possible, that a third person be in the classroom, such as a volunteer.

A 1:10 adult to child ratio is required.

- ~~One teacher~~ ~~One paid staff person~~ authorized adult may accompany 1 to 10 children away from the group (i.e., bathroom, nurse, therapy, etc.).
- Two ~~paid staff persons~~ authorized adults ~~(teachers/aides)~~ must be in attendance for 11 or more children not to exceed a group size indicated below.

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 will also be 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. As an example, -if more than half of the children in a classroom will be 3 years old by September 1st, the class will be referred to as a 3 year-old classroom. The same applies to 4 or 5-year old classrooms. The establishment of mixed age group classes can only be authorized by the

City. ~~the~~ The City must also provide approval prior to any change to a classroom age group designation, ~~with the exception being~~ children aging throughout the program year.

All City of San Antonio Head Start sites must comply with the above stated staffing and class size requirements.

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 restroom breaks and children's needs. A volunteer must never be left alone with ~~one or two children. a child or group of children~~. All volunteers must sign the Head Start Standards of Conduct, pass a background check, and receive volunteer training. Education Service Providers must keep documentation of volunteer training.

Performance Standard:

1304.53 (a) (5); ~~1306.20 (c)~~; 1306.32 (a)



	Policy Council Approval Date: 6/7/11; 6/23/15	Policy Council Revision Date: 6/7/11; 6/23/15
Effective Date: 6/15/11	Governing Body Approval Date: 6/14/11; 11/3/15	Governing Body Revision Date: 10/15/13; 11/3/15

Environmental Health & Safety

Policy ID: Environmental Health and Safety 6

Subject: Medication Administration

Policy:

Education Service Providers must establish and maintain written procedures regarding the administration, handling, storage, and appropriate disposal of expired medications, for every child, staff, and volunteer.

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


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

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

Performance Standard:

1304.22 (c)



	Policy Council Approval Date: 6/7/11; 6/23/15	Policy Council Revision Date: 6/7/11; 6/23/15
Effective Date: 6/15/11	Governing Body Approval Date: 6/14/11; 11/3/15	Governing Body Revision Date: 10/15/13; 11/3/15

Environmental Health & Safety

Policy ID: Environmental Health and Safety 6

Subject: Medication Administration

Policy:

Education Service Providers must establish and maintain written procedures regarding the administration, handling, storage, and appropriate disposal of expired medications, for every child, staff, and volunteer.

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


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

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

Performance Standard:

1304.22 (c)



	Policy Council Approval Date:	Policy Council Revision Date:
Effective Date:	Governing Body Approval Date:	Governing Body Revision Date:

Environmental Health and Safety

Policy ID: Environmental Health and Safety 8

Subject: Supervision


Policy:

Education Service Providers must establish procedures that ensure staff supervise the outdoor and indoor play areas at all times so that children's safety can be consistently monitored. Service Providers must ensure no child is left alone or unsupervised.

Performance Standard:

1304.52 (g) (5); 1304.52. (i)(1)(iii)



	Policy Council Approval Date:	Policy Council Revision Date:
Effective Date:	Governing Body Approval Date:	Governing Body Revision Date:

Environmental Health and Safety

Policy ID: Environmental Health and Safety 8

Subject: Supervision


Policy:

Education Service Providers must establish procedures that ensure staff supervise the outdoor and indoor play areas at all times so that children's safety can be consistently monitored. Service Providers must ensure no child is left alone or unsupervised.

Performance Standard:

1304.52 (g) (5); 1304.52. (i)(1)(iii)



	Policy Council Approval Date: 8/2/2011; 6/23/15	Policy Council Revision Date: 6/10/14; 8/6/13; 6/23/15
Effective Date: 9/13/11	Governing Body Approval Date: 9/13/2011; 11/3/15	Governing Body Revision Date: 6/17/14; 10/15/13; 11/3/15

Family and Community Support

Policy ID: Family 2

Subject: Building Partnerships with Families

Policy:

The City of San Antonio Head Start Program engages in a process of collaborative and respectful partnership-building with parents/guardians to establish mutual trust and to identify family goals, strengths and necessary services and supports. This process must be initiated as early after enrollment as possible and must take into consideration each family's readiness and willingness to participate in the process.

Head Start 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.
- ***Refer*** families to community agencies that are able to meet their identified needs.
- At a minimum, contact families on a monthly basis. Contact must be documented in the appropriate ChildPlus module.
- Provide families with leadership and decision making activities through bi-monthly ***Parent Committees, parent meetings and other parent engagement opportunities.***
- Provide ***parent training*** opportunities on the following topics:
 - School Readiness
 - Child development
 - Education and curriculum
 - Disabilities
 - Transitions


- Health, Dental, and Nutrition
- Mental Wellness
- Family literacy
- Financial literacy
- Parenting skills and child abuse prevention
- Fatherhood involvement
- Adult education, including GED, ESL, and continuing education
- Home Visits
- Community advocacy

Staff must adhere to the City of San Antonio Data Entry & Benchmark Due Date Guide.

Performance Standard:

1304.40 (a) (1-5); 1304.51 (c) (1-2); 1304.40 (b) (1-2); 1304.50(a)



	Policy Council Approval Date: 8/2/2011; 6/23/15	Policy Council Revision Date: 6/10/14; 8/6/13; 6/23/15
Effective Date: 9/13/11	Governing Body Approval Date: 9/13/2011; 11/3/15	Governing Body Revision Date: 6/17/14; 10/15/13; 11/3/15

Family and Community Support

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Head Start 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 [Head Start](#) 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](#), time [frame](#) [stable](#), and community resources [that are available to assist families in meeting their goals](#). Families must be provided a copy of their ***Goal Setting*** forms.
- ***Refer*** families to community [providers/agencies](#) that are able to meet their [identified](#) needs ~~of families~~.
- At a minimum, contact families on a monthly basis. Contact must be documented in the appropriate ChildPlus module.
- Provide families with ~~opportunities to engage in~~ leadership and decision making [activities](#) through [bi-monthly Parent Connection Committees, \(PCC\) parent meetings](#) ~~and/or other parent engagement opportunities, and assist in with coordinating bi-monthly parent meetings and/or parent engagement activities.~~
- Provide ***parent training*** opportunities on the following topics:
 - School Readiness
 - Child development


- Education and curriculum
- Disabilities
- Transitions
- Health, Dental, and Nutrition
- Mental Wellness
- Family literacy
- Financial literacy
- Parenting skills and child abuse prevention
- Fatherhood involvement
- Adult education, including GED, ESL, and continuing education
- Home Visits
- Community advocacy

Staff must adhere to the City of San Antonio Data Entry ~~and~~ & Benchmark Due Date Guide.

Performance Standard:

1304.40 (a) (1-5); 1304.51 (c) (1-2); 1304.40 (b) (1-2); 1304.50(a)



	Policy Council Approval Date: 8/2/11	Policy Council Revision Date: 8/6/13
Effective Date: 9/13/11	Governing Body Approval Date: 9/13/11	Governing Body Revision Date: 10/15/13

Family and Community Support

Policy ID: Family 3

Subject: Community Partnerships

Policy:

The City of San Antonio Head Start Program (Grantee and Service Providers) will collaborate with community agencies which support comprehensive services to children and families.

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

- Health Care Providers
- Mental Health Providers
- Nutritional Programs
- Disabilities and Special Services
- Family Preservation and Support Services
- Child Protective Services
- Local Educational Agencies
- Institutes of Higher Education
- Child Care Providers
- Organizations that may provide other supports or resources to Head Start families

When possible, efforts will be made to enter into interagency agreements through MOUs with partnering agencies.


Head Start staff will recruit volunteers from the community to participate in Head Start programs. Additionally, community agencies will be invited to present information and resources at various Head Start meetings, parent meetings and other parent engagement events.

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

Performance Standard:

1304.41 (a) (1); 1304.41 (a) (2) (i); 1304.41 (a) (2) (ii); 1304.41 (a) (2) (iii); 1304.41 (a) (2) (iv);
1304.41 (a) (2) (vi); 1304.41 (a) (2) (vii); 1304.41 (a) (2) (viii); 1304.41 (a) (2) (ix);
1304.41 (a) (3); 1304.41 (a) (4); 1304.41 (b)



	Policy Council Approval Date: 8/2/11	Policy Council Revision Date: 8/6/13
Effective Date: 9/13/11	Governing Body Approval Date: 9/13/11	Governing Body Revision Date: 10/15/13

Family and Community Support

Policy ID: Family 3

Subject: Community Partnerships

Policy:

The City of San Antonio Head Start Program (Grantee and Service Providers) will collaborate with community ~~resources and~~ agencies which support comprehensive services to children and families.

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

- Health Care Providers
- Mental Health Providers
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- Disabilities and Special Services
- Family Preservation and Support Services
- Child Protective Services
- Local Educational Agencies
- Institutes of Higher Education
- Child Care Providers
- Organizations that may provide other supports or resources to Head Start families

When possible, efforts will be made to enter into interagency agreements through MOUs with partnering agencies.


Head Start staff will ~~engage in community outreach to encourage~~ recruit volunteers from the community to participate in Head Start ~~programs~~ initiatives. Additionally, community agencies will be invited to present information and resources at various Head Start meetings, ~~special parent meetings or and other parent engagement events or Parent Connection Committee meetings~~.

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

Performance Standard:

1304.41 (a) (1); 1304.41 (a) (2) (i); 1304.41 (a) (2) (ii); 1304.41 (a) (2) (iii); 1304.41 (a) (2) (iv); 1304.41 (a) (2) (vi); 1304.41 (a) (2) (vii); 1304.41 (a) (2) (viii); 1304.41 (a) (2) (ix); 1304.41 (a) (3); 1304.41 (a) (4); 1304.41 (b)



	Policy Council Approval Date: 6/7/11; 6/23/15	Policy Council Revision Date: 6/10/14; 8/6/13; 6/23/15
Effective Date: 6/15/11	Governing Body Approval Date: 6/14/11; 11/3/15	Governing Body Revision Date: 6/17/14; 10/15/13; 11/3/15

Comprehensive Health Services

Policy ID: Health 1

Subject: Immunization Requirements

Policy:

Service Providers must ensure that all children are up to date with the latest immunization recommendations issued by the Centers for Disease Control and Prevention in accordance with Head Start Performance Standards. 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 unenrolled 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 Child File Scan Order and Attachment Guide. Current immunization records will be kept on file with the campus nurse.

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

Immunization Exemptions:

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

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

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


Performance Standard:

1304.20 a-e

Reference:

TAC 97.62



	Policy Council Approval Date: 6/7/11; 6/23/15	Policy Council Revision Date: 6/10/14; 8/6/13; 6/23/15
Effective Date: 6/15/11	Governing Body Approval Date: 6/14/11; 11/3/15	Governing Body Revision Date: 6/17/14; 10/15/13; 11/3/15

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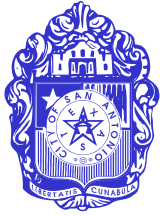
Once State process for exemptions is followed, documentation must be placed in Child Plus and in the child file if applicable.


Performance Standard:

1304.20 a-e;

Reference:

TAC 97.62



	Policy Council Approval Date: 6/7/11; 6/23/15	Policy Council Revision Date: 6/10/14; 8/6/13; 6/23/15
Effective Date: 6/15/11	Governing Body Approval Date: 6/14/11; 11/3/15	Governing Body Revision Date: 6/17/14; 10/15/13; 11/3/15

Comprehensive Health Services

Policy ID: Health 2

Subject: Lead Screening

Policy:

Service Providers must ensure that all children are up-to- date with the requirements of Early and Periodic Screening, Diagnosis, and Treatment (EPSDT).

EPSDT, Medicaid and the Children's Health Insurance Program require that all children receive a lead toxicity (blood finger prick test) at 12 months and 24 months of age. If a lead toxicity screening has not been previously conducted at 24 months, a child between the ages of 36 to 72 months must have a screening.

Lead toxicity must be documented in ChildPlus according to the City of San Antonio Data Entry and Benchmark Due Date Guide and the Head Start Child File Scan Order and Attachment Guide. The Grantee will provide onsite screening for any child with missing, expired, unobtainable, or abnormal lead toxicity results. Service Providers must ensure that each child has a signed parent/guardian consent form before screenings occur.

Service Providers must ensure that abnormal screening results are shared with and understood by parents. Referral forms to the child's primary care physician will be given to all children with abnormal lead screening results. Children with elevated blood lead levels may be referred directly to San Antonio Green and Healthy Homes with parent/guardian consent.


Performance Standard:

1304.20(a)(1)(ii); 1304.20 (e); **ACF:** IM-HS-08-07

References:

Texas Health Steps Medical Checkup Periodicity Schedule for Infants, Children, and Adolescents



	Policy Council Approval Date: 6/7/11; 6/23/15	Policy Council Revision Date: 6/10/14; 8/6/13; 6/23/15
Effective Date: 6/15/11	Governing Body Approval Date: 6/14/11; 11/3/15	Governing Body Revision Date: 6/17/14; 10/15/13; 11/3/15

Comprehensive Health Services

Policy ID: Health 2

Subject: Lead ~~and Hemoglobin~~ Screening

Policy:

Service Providers must ensure that all children are up-to- date with the requirements of Early and Periodic Screening, Diagnosis, and Treatment (EPSDT).

EPSDT, Medicaid and the Children's Health Insurance Program require that all children receive a lead toxicity ~~and hemoglobin screening~~ (blood finger prick test) at 12 months and 24 months of age. If a lead toxicity ~~and/or hemoglobin~~ screening has not been previously conducted at 24 months, a child between the ages of 36 to 72 months must have a screening.

Lead toxicity ~~and hemoglobin screening~~ must be documented in Child-Plus according to the City of San Antonio Data Entry and Benchmark Due Date Guide and the Head Start Child File Scan Order and Attachment Guide. —The Grantee will provide onsite screening for any child with missing, expired, unobtainable, or abnormal lead toxicity ~~and/or hemoglobin screening~~ results. Service Providers must ensure that each child has a signed parent/guardian consent form before screenings occur.

Service Providers must ensure that abnormal screening results are shared with and understood by parents. Referral forms to the child's primary care physician will be given to all children with abnormal lead ~~and/or hemoglobin~~ screening results. Children with elevated blood lead levels may be referred directly to San Antonio Green and Healthy Homes with parent/guardian consent.


Performance Standard:

1304.20(a)(1)(ii); 1304.20 (e); ACF: IM-HS-08-07

References:

Texas Health Steps Medical Checkup Periodicity Schedule for Infants, Children, and Adolescents



	Policy Council Approval Date: 6/7/11; 6/23/15	Policy Council Revision Date: 6/10/14; 8/6/13; 4/3/13; 6/23/15
Effective Date: 6/15/11	Governing Body Approval Date: 6/14/11; 11/3/15	Governing Body Revision Date: 6/17/14; 10/15/13; 4/10/12; 11/3/15

Comprehensive Health Services

Policy ID: Health 3

Subject: Preventative Health Visit Requirements and Documentation

Policy:

Education Service Providers must ensure that all children are on a schedule of age-appropriate preventative and primary health care that meets the requirements of Texas Health Steps Early and Periodic, Screening, Diagnosis, and Treatment (THSteps EPSDT).

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

45-Day Requirement:

- Within 45 calendar days of a child's entry into the program, Education Service Providers **must** obtain a current record of a Vision and Hearing screening or conduct the screening according to EPSDT guidelines in the child's home language.

90-Day Requirement:

- Within 90 calendar days of the child's date of entry into the program, documentation of a physical exam must be received.

Follow up, Tracking and Data Documentation

- Service Providers must establish procedures for follow-up within 30 days for medical and dental concerns as indicated on screenings, health assessments, physical exams, and other health related concerns, including missing events.
- All health related contact and follow-up must be documented in ChildPlus.

Extended Follow up & Treatment

Education Service Providers will develop a communication system to inform the parents/guardians about their children's health needs in a timely manner

- The City Of San Antonio and Service Providers will provide information and community health resources to families.
- Service Providers 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


Service Providers 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 no more than three weeks prior to the event.
- Results of abnormal medical and/or dental exam/screening administered through the program and ensure understanding of the services provided.

Performance Standard:

1304.20 (a-e)



	Policy Council Approval Date: 6/7/11; 6/23/15	Policy Council Revision Date: 6/10/14; 8/6/13; 4/3/13; 6/23/15
Effective Date: 6/15/11	Governing Body Approval Date: 6/14/11; 11/3/15	Governing Body Revision Date: 6/17/14; 10/15/13; 4/10/12; 11/3/15

Comprehensive Health Services

Policy ID: Health **5-3**

Subject: Preventative Health Visit Requirements and Documentation

Policy:

Education Service Providers must ensure that all children are on a schedule of age-appropriate preventative and primary health care that meets the requirements of Texas Health Steps Early and Periodic, Screening, Diagnosis, and Treatment (THSteps EPSDT).

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

45-Day Requirement:

- Within 45 calendar days of a child's entry into the program, Education Service Providers **must** obtain a current record of a Vision and Hearing screening or conduct the screening according to EPSDT guidelines in the child's home language.

90-Day Requirement:

- Within 90 calendar days of the child's date of entry into the program, documentation of a physical exam must be received.

Follow up, Tracking and Data Documentation

- Service Providers must establish procedures for follow-up within 30 days for medical and dental concerns as indicated on screenings, health assessments, physical exams, and other health related concerns, including missing events.
- All health related contact and follow-up must be documented in ChildPlus.

Extended Follow up & Treatment

Education Service Providers will develop a communication system to inform the parents/guardians about their children's health needs in a timely manner

- The City Of San Antonio and Service Providers will provide information and community health resources to families.
- Service Providers 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


Service Providers 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 no more than three weeks prior to the event.
- ~~Suspected or identified medical and/or dental concerns~~
- Results of abnormal medical and/or dental exam/screening administered through the program ~~within 7 business days~~ and ensure understanding of the services provided.
- ~~Written authorization to perform intrusive medical procedures/exams, such as unclothed physical exams, immunizations, and venous blood draws, must be obtained no more than three weeks prior to the event.~~

Performance Standard:

1304.20 (a-e)⚠



	Policy Council Approval Date: 6/7/11	Policy Council Revision Date: 8/6/13; 9/6/11
Effective Date: 6/15/11	Governing Body Approval Date: 6/14/11	Governing Body Revision Date: 10/15/13; 9/13/11

Nutrition Services

Policy ID: Nutrition 1

Subject: Identification of Nutritional Needs

Policy:

Education Service Providers will use the City of San Antonio Head Start 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.

- Food allergies and intolerances that require special dietary considerations must be diagnosed by a healthcare professional and documented on a signed statement.
- A parent's declaration of a food allergy will be accommodated by the Head Start Program without menu substitution until a statement from a healthcare professional can be obtained.
- For individual children with special medical or dietary needs, substitutions/modifications can be made in meal patterns without approval from the USDA if a supporting statement signed by a healthcare professional is on file. Supporting statement should specify how each child's diet is restricted and which foods provided by the program or the parents must be substituted.

Education Service Providers will develop a system to:

- 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).
- Share relevant individual child nutrition-related information with appropriate teaching 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 daily menu

Performance Standard:

1304.2 (a); 1304.23; 1308.20



	Policy Council Approval Date: 6/7/11	Policy Council Revision Date: 8/6/13; 9/6/11
Effective Date: 6/15/11	Governing Body Approval Date: 6/14/11	Governing Body Revision Date: 10/15/13; 9/13/11

Nutrition Services

Policy ID: Nutrition 1

Subject: Identification of Nutritional Needs

Policy:

Education Service Providers will use the City of San Antonio Head Start Program Nutrition Assessment ~~Form~~ to identify information ~~on related to identify information related to~~ family eating patterns, including cultural, religious, ethnic, and personal food preferences, and special dietary requirements for each child with nutrition-related health problems.

- Food allergies and intolerances that require special dietary considerations must be diagnosed by a healthcare professional and documented on a signed statement.
- A parent's declaration of a food allergy will be accommodated by ~~Head Start staff the Head Start Program~~ without menu substitution until ~~follow up can be conducted and~~ a statement from a ~~healthcare medical~~ professional can be obtained.
- For individual children with special medical or dietary needs, substitutions/modifications can be made in meal patterns without approval from the USDA if a supporting statement signed by a ~~healthcare professional recognized medical authority~~ is on file. ~~Supporting statement should specify and if that statement specifies~~ how each child's diet is restricted and which foods provided by the program or the parents must be substituted.

Education Service Providers will develop a system to:

- Identify and address major community nutritional issues, as ~~in~~ indicated in the Community Assessment ~~ment~~ 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 ~~(height, weight, hemoglobin/hematocrit)~~, 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).
- Share relevant individual child nutrition-related information with appropriate teaching 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 daily menu

Performance Standard:

1304.2 (a); 1304.23; 1308.20



	Policy Council Approval Date: 4/6/10; 6/23/15	Policy Council Revision Date: 6/10/14; 7/9/13; 11/6/12; 6/23/15
Effective Date: 4/13/10	Governing Body Approval Date: 4/13/10; 11/3/15	Governing Body Revision Date: 6/17/14; 10/15/13; 11/13/12; 11/3/15

Program Design and Management: Program Governance

Policy ID: PDM 2

Subject: Policy Council Composition, Formation and Selection

Policy:

The City of San Antonio, in accordance with Head Start Performance Standards, has established a governance structure that includes the Governing Body, Head Start Policy Council, and Parent Connection Committees at each center.


The total size, composition and formation of the Head Start Policy Council and procedures for selection of parent and community representatives are approved by both the Head Start Policy Council and City Council Committee, acting on behalf of the Governing Body. The total number of representatives by school district is based on the number of children served. San Antonio Independent School District (SAISD) serves 2,243 children, will elect three Policy Council parent representatives and three alternate members. Edgewood Independent School District, serves 777 children, will elect two Policy Council representatives and two alternate members. Early Head Start serves 216 children, will elect two Policy Council representatives and two alternate members. At a minimum, 51% of the Policy Council is comprised of parents or guardians of currently enrolled children. Community member applicants are elected from the local community.

Policy Council members serve for a one year term (seated December – November). Members must be re-elected annually and cannot be elected for more than a combined total of three terms.

Grantee and Service Provider staff and members of their immediate family are prohibited from serving on the Head Start Policy Council.

Performance Standard:
1304.50 (a, b)



	Policy Council Approval Date: 4/6/10; 6/23/15	Policy Council Revision Date: 6/10/14; 7/9/13; 11/6/12; 6/23/15
Effective Date: 4/13/10	Governing Body Approval Date: 4/13/10; 11/3/15	Governing Body Revision Date: 6/17/14; 10/15/13; 11/13/12; 11/3/15

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Policy Council members serve for a one year term (seated December – November). ~~unless special circumstances warrant an amended term.~~ Members must be re-elected annually and cannot be elected for more than a combined total of three terms, ~~including service on other Early Head Start or Head Start Policy Councils.~~

Grantee and Service Provider staff and members of their immediate family are prohibited from serving on the Head Start Policy Council.

Performance Standard:
1304.50 (a, b)



	Policy Council Approval Date: 8/2/11	Policy Council Revision Date: 6/10/14; 7/9/13; 3/6/12
Effective Date: 9/13/11	Governing Body Approval Date: 9/13/11	Governing Body Revision Date: 6/17/14; 10/15/13; 3/13/12

Program Design and Management; Personnel Policies

Policy ID: PDM 7

Subject: Qualifications of Educational Staff

Policy:

The City of San Antonio Head Start Program and Service Providers provide educational services in compliance with Head Start Act requirements related to staff qualifications. Education Service Providers must ensure that Teachers, Teacher Assistants, and Education Coordinators meet the following requirements:

I. Pre-K Teachers and Education Coordinators

- a. Baccalaureate or advanced degree in Early Childhood Education (ECE); or
- b. Baccalaureate or advanced degree with ECE coursework and experience teaching preschool age children
 - i. The Head Start Program will also recognize licenses or certifications that qualify teachers to teach pre-school aged children within the State of Texas if they have experience teaching preschool age children, and have ECE coursework

II. Pre-K Teacher Assistants

- a. Child development associate (CDA) credential; or
- b. Technical Certificate in Early Childhood Studies or Early Childhood Development; or
- c. Associate or baccalaureate degree (in any area).

III. Infant and Toddler Teachers

- a. Child development associate (CDA) credential for Infant and Toddler; or
- b. Equivalent credential that meets or exceeds the CDA and addresses comparable competencies within one year of hire as a teacher of infants and toddlers;

Currently employed Head Start Teachers and Education Coordinators with a qualifying State of Texas license/certification who do not have degrees in ECE or coursework equivalent to such a degree, are encouraged to have 18 hours of ECE coursework.

Service Providers are responsible for ensuring all educational staff meets the qualification requirements at time of hiring. All teachers and teacher assistants (Pre-K and Infant/Toddler*) and Education Coordinators are responsible for taking an active role in continuing their education to provide optimal educational services. Limited Training and Technical Assistance funding is available for continuing education.

*Infants are defined as children between the ages of birth – 17 months and Toddlers are defined as children between the ages of 18 -36 months


Performance Standard:

1304.52 (f)(h)(1-6)

Head Start Act Requirements and Information Memorandum:

Sec 648 A (1-3); IM 10 -06; IM 08-12



	Policy Council Approval Date: 8/2/11	Policy Council Revision Date: 6/10/14; 7/9/13; 3/6/12
Effective Date: 9/13/11	Governing Body Approval Date: 9/13/11	Governing Body Revision Date: 6/17/14; 10/15/13; 3/13/12

Program Design and Management; Personnel Policies

Policy ID: PDM 7

Subject: Qualifications of Educational Staff

Policy:

The City of San Antonio Head Start Program (~~Grantee~~ and Service Providers) provides educational services in compliance with Head Start Act requirements related to staff qualifications. Education Service Providers must ensure that Teachers, Teacher Assistants, and Education Coordinators meet the following requirements:

I. Pre-K Teachers and Education Coordinators

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 - i. The Head Start Program will also recognize licenses or certifications that qualify teachers to teach pre-school aged children within the State of Texas if they have experience teaching preschool age children, and have ECE coursework

II. Pre-K Teacher Assistants

- a. Child development associate (CDA) credential; or
- ~~b. Enrolled in a CDA credential program that will be completed by September 30, 20152017; or~~
- ~~c. b.~~ Technical Certificate in Early Childhood Studies or Early Childhood Development; or
- ~~d. c.~~ Associate or baccalaureate degree (in any area) ~~or be enrolled in a program leading to a degree completed by September 30, 20152017.~~

III. Infant and Toddler Teachers

- a. Child development associate (CDA) credential for Infant and Toddler; or
- b. Equivalent credential that meets or exceeds the CDA and addresses comparable competencies within one year of hire as a teacher of infants and toddlers;

Currently employed Head Start Teachers and Education Coordinators with a qualifying State of Texas license/certification who do not have degrees in ECE or coursework equivalent to such a degree, are encouraged to have 18 hours of ECE coursework.


Service Providers are responsible for ensuring all educational staff meets the qualification requirements at time of hiring. All teachers and teacher assistants (Pre-K and Infant/Toddler*) and Education Coordinators are responsible for taking an active role in continuing their education to provide optimal educational services. Limited Training and Technical Assistance funding is available for continuing education.

*Infants are defined as children between the ages of birth – 17 months and Toddlers are defined as children between the ages of 18 -36 months

**Performance Standard:
1304.52 (f)(h)(1-6)**

Head Start Act Requirements and Information Memorandum:
Sec 648 A (1-3); IM 10 -06; IM 08-12



	Policy Council Approval Date: 12/6/11; 6/23/15	Policy Council Revision Date: 6/10/14; 7/9/13; 6/23/15
Effective Date: 12/13/11	Governing Body Approval Date: 12/13/11; 11/3/15	Governing Body Revision Date: 6/17/14; 10/15/13; 11/3/15

Program Design and Management

Policy ID: PDM 12

Subject: Critical Incident Report

Policy:

The City of San Antonio Head Start Program Service Providers must establish and implement a system for Critical Incident reporting. The system must include training for staff on critical incident reporting procedures notifying parents/ guardians and Grantee within 24 hours.

Critical incidents include, but are not limited to:


- Suspected child abuse which may or may not have occurred during Head Start hours.
- 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
- Any incident and or media inquiry which has the potential to generate negative media coverage
- Unplanned interruption in Head Start Program services
- 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 hours

In addition to notifying parents/guardians of critical incidents, Service Providers must also provide notification to the City of San Antonio's Head Start Administrator or designee. Official incident reporting must be provided in writing no later than 24 hours of the event. Failure to notify the City of San Antonio of incidents could lead to contract termination.

Performance Standards:

1301.31 (e); 1304.52(a)(1)(2); 1304.22 (a); 1304.53 and 45 CFR 1340.2 d (1-4)



	Policy Council Approval Date: 12/6/11; 6/23/15	Policy Council Revision Date: 6/10/14; 7/9/13; 6/23/15
Effective Date: 12/13/11	Governing Body Approval Date: 12/13/11; 11/3/15	Governing Body Revision Date: 6/17/14; 10/15/13; 11/3/15

Program Design and Management

Policy ID: PDM 12

Subject: Critical Incident **Report Protocol**

Policy:

The City of San Antonio Head Start Program Service Providers must establish and implement a system for a Critical Incident reporting protocol. The system must include training for staff on critical incident reporting procedures notifying parents/ guardians and Grantee within 24 hours. Service Providers must ensure all staff is familiar with and trained in the protocol. The protocol must include procedures for notifying parents/guardians and the Grantee immediately, but no later than 24 hours, in the event of a critical incident involving their child or staff person.

Critical incidents include, but are not limited to:


- Suspected child abuse which may **or may not** have occurred during Head Start hours.
- 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
- Any incident and/or media inquiry which has the potential to generate negative media coverage
- Unplanned interruption in Head Start Program services
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Performance Standards:

1301.31 (e); 1304.52(a)(1)(~~#~~2); 1304.22 (a); 1304.53 and 45 CFR 1340.2 d (1-4)



	Policy Council Approval Date: 2/7/12	Policy Council Revision Date: 7/9/13
Effective Date: 3/13/12	Governing Body Approval Date: 3/13/12	Governing Body Revision Date: 10/15/13

Program Design and Management: Human Resources

Policy ID: PDM 13

Subject: Personnel Policies, Hiring and Termination

Policy:

The City of San Antonio Head Start Program and Service Providers must establish and implement written personnel policies for all Head Start staff. The City of San Antonio, Head Start Division, and Head Start Service Providers will abide by their internal agency personnel policies. These policies must meet or exceed requirements of applicable Head Start regulations and address the following: descriptions of each job position; description of procedures for recruitment, selection and termination of staff; standards of conduct; description of methods to provide training and development opportunities for staff and volunteers; procedures for conducting staff performance appraisals; employee-management relation procedures and equal opportunity assurances.

The Head Start Policy Council (HSPC) and the Personnel Subcommittee of the HSPC will be involved in hiring and termination processes and decisions for any person who works primarily for the Head Start programs. Each Service Provider is responsible for establishing written personnel policies and establishing appropriate processes for recruitment, selection, hiring, and termination of Head Start staff that are in compliance with Head Start regulations.

Recruitment, Selection and Hiring

Grantee and Service Provider staff recruitment and selection policies and procedures must be consistent with Head Start regulations as well as local, state and federal laws. This includes a review of each applicant's criminal history, qualifications, responsibilities, and job classification or position, including applicable statutory requirements. If it is not feasible to obtain a criminal record check prior to hiring, an employee must not be considered permanent until such a check has been completed. Additionally, the employee may not be in the classroom or work with children until the clearance is received. In accordance with Head Start regulations, Head Start parents receive preference for employment vacancies for which they are qualified. All vacancies will be filled with the most qualified candidates.

The HSPC may participate in interviews for the Grantee Head Start staff candidates.

Termination

Termination/separation actions must be in accordance with Head Start Performance Standards, laws governing the Federal and State Equal Opportunity Employment Act, and other applicable agency rules and regulations. City of San Antonio management staff will keep the HSPC informed of adverse personnel actions that could lead to or include termination of Head Start employees. The Policy Council Personnel Subcommittee provides recommendations to the Policy Council, as appropriate, concerning personnel termination actions.

Policy Council Approval of Hiring and Termination Actions

In accordance with Head Start regulations, the HSPC must approve the hiring or termination of any person who works primarily for the Head Start programs, including the Grantee Head Start Administrator, who is the City of San Antonio Head Start Program's equivalent of a Head Start Director under the regulations. The following are exceptions to the general rule requiring HSPC approval:

Hiring of:

- (a) Interim staff
- (b) Staff used through a temporary services agency;
- (c) Staff within the Head Start program whose primary job functions/duties change when the change does not involve the hiring process; and
- (d) Key personnel critical to immediate service delivery and/or operations of the program. In such cases, the City's Head Start Administrator or Director of the Human Services Department may determine whether a delay caused by waiting for HSPC approval will be detrimental to the program. If such determination is made, the Head Start Administrator or Director of the Human Services Department will discuss the matter with the HSPC Chair for concurrence and will later inform the HSPC at the next regularly scheduled meeting of the immediate hire and request approval of the HSPC.

Termination of:


- (a) Staff used through a temporary services agency;
- (b) Probationary employees in accordance with the City's personnel policies and as authorized by HHS policy clarification.
- (c) Staff that, through their conduct, are a threat to the safety of children, parents, staff or the program and who, due to such conduct, must be immediately dismissed
- (d) Staff due to reduction in force and/or funding cuts

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

Performance Standards:

1301.31 (a – c), 1304.50 (d)(1)(x-ix), 1304.52(d)



	Policy Council Approval Date: 2/7/12	Policy Council Revision Date: 7/9/13
Effective Date: 3/13/12	Governing Body Approval Date: 3/13/12	Governing Body Revision Date: 10/15/13

Program Design and Management: Human Resources

Policy ID: PDM 13

Subject: Personnel Policies, Hiring and Termination

Policy:

The City of San Antonio Head Start Program (~~Grantee~~ and Service Providers) must establish and implement written personnel policies for all Head Start staff. The City of San Antonio, Head Start Division, and Head Start Service Providers will abide by their internal agency personnel policies. These policies must meet or exceed requirements of applicable Head Start regulations and address the following: descriptions of each job position; description of procedures for recruitment, selection and termination of staff; standards of conduct; description of methods to provide training and development opportunities for staff and volunteers; procedures for conducting staff performance appraisals; employee-management relation procedures and equal opportunity assurances.

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Grantee and Service Provider staff recruitment and selection policies and procedures must be consistent with Head Start regulations as well as local, state and federal laws. This includes a review of each applicant's criminal history, qualifications, responsibilities, and job classification or position, including applicable statutory requirements. If it is not feasible to obtain a criminal record check prior to hiring, an employee must not be considered permanent until such a check has been completed. Additionally, the employee may not be in the classroom or work with children until the clearance is received. In accordance with Head Start regulations, Head Start parents receive preference for employment vacancies for which they are qualified. All vacancies will be filled with the most qualified candidates.

The HSPC ~~Personnel Subcommittee~~ may participate in interviews assist in for the screening Grantee Head Start staff ~~applications to select candidates for interview and participate in interviews.~~

Termination

Termination/separation actions must be in accordance with Head Start Performance Standards, laws governing the Federal and State Equal Opportunity Employment Act, and other applicable agency rules and regulations. City of San Antonio management staff will keep the HSPC informed of adverse personnel actions that could lead to or include termination of Head Start employees. The Policy Council Personnel Subcommittee provides recommendations to the Policy Council, as appropriate, concerning personnel termination actions.

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

Performance Standards:

1301.31 (a – c), 1304.50 (d)(1)(x-ix), 1304.52(d)



	Policy Council Approval Date: 8/6/13; 6/23/15	Policy Council Revision Date: 6/10/14; 6/23/15
Effective Date: 10/15/13	Governing Body Approval Date: 10/15/13	Governing Body Revision Date:

Mental Health

Policy ID: Wellness Support Services 1

Subject: Identification and Intervention through Wellness Support Services

Policy:

The City of San Antonio and Service Providers will ensure the effective provision of mental health services through the program's Wellness Support program by utilizing licensed mental health professional staff and consultants with experience and expertise in the provision of mental health services to young children and their families.

Head Start mental health professionals, behavior management specialists and other designated staff will develop a system for the timely identification of children, families and teachers in need of the provision of behavioral supports and/or mental health services.

Service Providers will adhere to the process and procedures outlined by the City of San Antonio (Grantee) for Wellness Support Services.

Wellness Support Services will promote the social-emotional competence of children by providing education and services at the following levels:

- **Foundation - Effective Workforce**

The City's Head Start program and Service Providers will engage qualified mental health professionals to provide direct services to children and families in need of assistance and will develop mental health systems and policies using evidenced-based practices.

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

The City's Head Start program and Service Providers will promote the positive social-emotional development of children by creating and implementing an approach that focuses on positive and nurturing relationships between staff, children and parents.

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

The City's Head Start program and Service Providers will promote the positive social-emotional development of children through parent and teacher education, classroom observations and teacher consultation to identify strategies that promote wellness.

- **Tier III: Intensive Intervention**

The City's Head Start program and Service Providers will respond to children and families in need of intensive interventions by providing consultation, referrals to community providers or direct clinical services. Services and referrals will be documented in the mental health area of ChildPlus.


The City's Head Start program and Service Providers will obtain signed consent forms, authorizing services and written permission to release information from parents prior to the provision of services or referrals.

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

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

Performance Standard:
1304.24



	Policy Council Approval Date: 8/6/13; 6/23/15	Policy Council Revision Date: 6/10/14; 6/23/15
Effective Date: 10/15/13	Governing Body Approval Date: 10/15/13	Governing Body Revision Date:

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The City's Head Start program and Service Providers will obtain signed consent forms, authorizing services and written permission to release information from parents prior to the provision of services or referrals.


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

Performance Standard:
1304.24

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	Policy Council Approval Date:	Policy Council Revision Date:
Effective Date:	Governing Body Approval Date:	Governing Body Revision Date:

Transportation

Policy ID: Transportation 1

Subject: General Requirements

Policy:

Education Service Providers must establish procedures that promote the safe operations of vehicles used to transport children. These procedures must include:

- Emergency and safety equipment on board
- Vehicle maintenance
- Training of bus staff on emergency and safety procedures and documentation of training
- Trip routing


Safe transition of children to include:

- Pick up and drop off to and from campus
- Release of a child to designated adult

Performance Standards:

1310.10; 1310.15; 1310.17; 1310.20; 1310.13



	Policy Council Approval Date:	Policy Council Revision Date:
Effective Date:	Governing Body Approval Date:	Governing Body Revision Date:

Transportation

Policy ID: Transportation 1

Subject: General Requirements

Policy:

Education Service Providers must establish procedures that promote the safe operations of vehicles used to transport children. These procedures must include:

- Emergency and safety equipment **on board**
- **Vehicle maintenance**
- Training of bus staff **on** emergency and safety procedures and documentation of training
- Trip routing


~~In addition, Service Providers must also establish procedures for the~~ **Safe transition of children to include:**

- Pick up **and drop off to and from campus**
- Release of a child **to designated adult**

Performance Standards:

1310.10; 1310.15; 1310.17; **1310.20; 1310.13**



	Policy Council Approval Date:	Policy Council Revision Date:
Effective Date:	Governing Body Approval Date:	Governing Body Revision Date:

Transportation

Policy ID: Transportation 2

Subject: Student Pedestrian and Bus Safety Training

Policy:


Education Service Providers must develop a system to ensure that every child enrolled in the program receives Pedestrian and Bus Safety Training and Information according to the City of the San Antonio Data Entry and Benchmark Due Date Guide. Training must include emergency evacuation procedures and participation in an emergency evacuation drill.

Service providers must ensure two additional evacuation drills are conducted during the program year for any child receiving transportation services. The system must include procedures for documentation of the training.

Performance Standard:

1310.21(a); 1310.21 (a) (5) ;1310.21 (d)



	Policy Council Approval Date:	Policy Council Revision Date:
Effective Date:	Governing Body Approval Date:	Governing Body Revision Date:

Transportation

Policy ID: Transportation 2

Subject: Student Pedestrian and Bus Safety Training

Policy:


Education Service Providers must develop a system to ensure that every child enrolled in the program receives Pedestrian and Bus Safety Training and Information according to the City of the San Antonio Data Entry and Benchmark Due Date Guide. Training must include emergency evacuation procedures and participation in an emergency evacuation drill.

Service providers must ensure two additional evacuation drills are conducted during the program year for any child receiving transportation services. The system must include procedures for documentation of the training.

Performance Standard:

1310.21(a); 1310.21 (a) (5) ;1310.21 (d)



	Policy Council Approval Date:	Policy Council Revision Date:
Effective Date:	Governing Body Approval Date:	Governing Body Revision Date:

Transportation

Policy ID: Transportation 3

Subject: Child Restraint Systems


Policy:

Education Service Providers offering transportation services must ensure that each vehicle used to transport children is equipped with height- and weight-appropriate child safety restraint systems.

Performance Standards:

1310.10; 1310.15; 1310.17



	Policy Council Approval Date:	Policy Council Revision Date:
Effective Date:	Governing Body Approval Date:	Governing Body Revision Date:

Transportation

Policy ID: Transportation 3

Subject: Child Restraint Systems


Policy:

Education Service Providers offering transportation services must ensure that each vehicle used to transport children is equipped with height- and weight-appropriate child safety restraint systems.

Performance Standards:

1310.10; 1310.15; 1310.17



	Policy Council Approval Date:	Policy Council Revision Date:
Effective Date:	Governing Body Approval Date:	Governing Body Revision Date:

Transportation

Policy ID: Transportation 4

Subject: Children with Disabilities


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. Each Head Start and Education Service Provider must ensure compliance with the Americans' with Disabilities Act, the HHS Regulations at 45 CFR part 84, implanting Section 504 of the Rehabilitation Act of 1973 and the Head Start Program Performance Standards on Services for Children with Disabilities as they apply to transportation services.

Performance Standard:

1310.22



	Policy Council Approval Date:	Policy Council Revision Date:
Effective Date:	Governing Body Approval Date:	Governing Body Revision Date:

Transportation

Policy ID: Transportation 4

Subject: Children with Disabilities


Policy:

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Performance Standard:

1310.22



	Policy Council Approval Date:	Policy Council Revision Date:
Effective Date:	Governing Body Approval Date:	Governing Body Revision Date:

Transportation

Policy ID: Transportation 5

Subject: Transportation Information

Policy:


Education Service Providers must develop a system that identifies and tracks children receiving transportation services. Documentation of children who receive transportation services must be maintained in ChildPlus according to the City of San Antonio Data Entry and Benchmark Due Date Guide.

Performance Standards:

1310.10 (a)

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	Policy Council Approval Date:	Policy Council Revision Date:
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Transportation

Policy ID: Transportation 5

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Performance Standards:

1310.10 (a)