

 2017-2018 Head Start Policy Index		Change Required?	Description of Revisions Required
Disabilities			
1	Individualized Education Program (IEP) for Children with Disabilities	YES	Minor edits and references to new standards
2	Timely Referrals	YES	References to new standards
3	Children With Developmental Delays Who Do Not Qualify for Special Education Services	YES	References to new standards
Education and Early Childhood Development			
1	Home Visits/ Parent Conferences	YES	Minor edits and references to new standards
2	School Readiness	YES	References to new standards
3	Individualization	YES	Minor edits and references to new standards
4	Indoor and Outdoor Environment	YES	Minor edits and references to new standards
5	Development and Behavioral Screening	YES	Minor edits and references to new standards
6	Curriculum/Daily Schedule	YES	References to new standards
7	Ongoing Assessment Data	YES	Additional information about dual language learner assessments and references to new standards
8	Child's Classroom File & Portfolio	YES	Minor edits and references to new standards
9	Multidisciplinary Staffing	YES	Minor edits and references to new standards
10	Lesson Plans	YES	References to new standards
11	Discipline and Guidance	YES	addition of suspension information from new standards and references to new standards
12	Classroom Assessment Scoring System (CLASS)	YES	Minor edits and references to new standards
13	Classroom Observations	YES	Minor edits and references to new standards
14	Classroom Organization, Equipment and Materials	YES	Minor edits and references to new standards
15	Transitions	YES	Minor edits and references to new standards
16	Family Style Meal	YES	Minor edits and references to new standards
17	Child Arrival & Departure	YES	Minor edits and references to new standards
18	Coaching	YES	NEW
19	Behavior Consultation	YES	NEW
Environmental Health and Safety			
1	Safe Environment	YES	Minor edits for clarification, increase form 10 days to 20 days to make corrections, references to new standards
2	Staffing and Class Size Requirements	YES	Edits for clarifications regarding ratio and reference to new standards
3	Hygiene and Hand Washing	YES	Revised title. Includes reference of Caring for Our Children Basics and new standards. Removed handwashing procedures from policy and provided guidance for establishing procedures, references to new standards
4	Conditions of Short-Term Exclusion and Admittance	YES	Revised title. Includes notification of reportable illnesses. Policy subject revised and references to new standards.
5	Environmental Health and Safety Emergency Procedures	YES	Policy title revised. Revised for clarification, provides guidance for establishing procedures and references to new standards
6	Medication Administration	YES	Revised for clarification, provides guidance for establishing procedures, and references to new standards
7	Diapering and Toilet Training	YES	Revised for clarification, provides guidance for establishing procedures, and references to new standards
8	Supervision	YES	Revised for clarification, provides guidance for establishing procedures, and references to new standards
9	Facilities	No	NEW
10	Rest Time Sleep Arrangements	No	NEW
Family and Community Services			
1	Family Engagement; Parent Activities to Promote Child Learning and Development; and Transitions	YES	Name of Policy Changed; Added Parent Connection Committee Meetings and other Parent Engagement opportunities from Policy 2; Performance Standards Number
2	Family Partnership Services	YES	Name of Policy changed; Parent Connection Committees, Parent Meetings and Parent Engagement opportunities taken off and added to Policy 1; Performance Standards Number
3	Community Partnerships	YES	Community organization collaborations to include Dental Providers, Benefit Programs, Homeless Services, Workforce Development, Family Literacy, Financial Literacy and Asset-Building, Family Preservation and Support Services, Domestic Violence, and Cultural Organizations (libraries and museums) and other collaborations for the benefit of families; Performance Standards Number
Fiscal Management			
1	Fiscal	YES	Change made to Performance Standard(s) referenced



2017-2018 Head Start Policy Index

		Change Required?	Description of Revisions Required
Health Services			
1	Immunization Requirements	YES	New HSPS number, updated language - see tracking changes
2	Lead Screening	YES	New HSPS number, updated language - see tracking changes
3	Preventative Health Visit Requirements and Documentation	YES	New HSPS number, added 30 day requirement, updated language - see tracking changes
4	Parent Refusal of Health Services	YES	New HSPS number, formatted to bullets, updated language - see tracking changes
5	Oral Health and Education	YES	New HSPS number, updated language - see tracking changes
Nutrition Services			
1	Identification of Nutritional Needs (Nutrition Services)	YES	New HSPS number, Changed policy title, removed old standard related verbiage, added safe drinking water requirement, removed language from Nutrition 2 and included in Nutrition 1, updated language - see tracking changes.
2	Outside Food & Adult Meals	YES	New HSPS number, added communication system, removed 1-3 bullets, updated language - see tracking changes
Program Design and Management (PDM)			
1	Program Monitoring	YES	Updated references and edits for compliance with Performance Standard(s)
2	Standards of Conduct	YES	Major additions to reflect HSPPS standards of conduct requirements; Minor grammatical edits; Updated references
3	Staff Performance Appraisals	YES	Updated references and edits for compliance with Performance Standard(s)
4	Training and Professional Development	YES	Updated policy title; Added HSPPS requirements for training and development; Updated references
5	Harassment and Discrimination	YES	Minor changes; updated references
6	Staff Qualifications and Competency Requirements	YES	Updated policy title; Major edits to include staff qualifications for positions stated in HSPPS; Minor grammatical edits; Updated references
7	Identification and Reporting of Child Abuse and Neglect	YES	Minor edits; Updated references
8	Parent Committees	NEW	New policy to reflect Parent Committee requirements in HSPPS; Updated references
9	Community Complaint	YES	Minor edits; Updated references
10	Critical Incident Reporting	YES	Major edits to reflect HSPPS requirements; Minor grammatical edits; Updated references
11	Personnel	YES	Updated policy title; Major changes to address HSPPS personnel policies requirements; Minor grammatical edits; Updated References
12	Program Governance	YES	Updated policy title; major changes to include Governing Body role and responsibilities; Outlined program responsibilities related to Governing Body; Updated References
13	Impasse	YES	Updated policy title; Minor edits; Updated references
14	Confidentiality	YES	Updated references and edits for compliance with Performance Standard(s)
15	Research Studies on Head Start Children	YES	Minor edits
16	Health Requirements	YES	Updated policy title; Minor edits; Updated references
17	Safety Training	NEW	New policy to satisfy HSPPS Safety Training requirements
18	Emergency Preparedness	NEW	New policy to reflect disaster preparedness plan required by HSPPS
Transportation			
1	General Requirements	YES	Revised for clarification, provides guidance for establishing procedures, and references to new standards
2	Student Pedestrian and Bus Safety Training	YES	Revised for clarification, provides guidance for establishing procedures, and references to new standards
3	Child Restraint Systems	YES	update Performance Standards
4	Children with Disabilities	YES	update Performance Standard
5	Transportation Information	YES	minor edits and updates Performance Standard
Wellness Support Services (Mental Health)			
1	Identification and Intervention through Wellness Support Services	YES	Changes in policy due to changes in Performance Standards to reflect promotion of social and emotional development of children versus responding to mental health needs. Increase in focus on promotion of staff wellness.

		DHS, Head Start Program Policy			
DISABILITIES 1					
SUBJECT		Individualized Education Program (IEP) for Children with Disabilities			
REFERENCE		Disabilities Services			
EFFECTIVE		6/15/2011			
Policy Council Approval: 6/7/11		Policy Council Revision: 4/26/16		Governing Body Approval: 6/14/11	
				Governing Body Revision: 4/21/16	
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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 on the date determined by the Admissions Review and Dismissal committee at the meeting, by modifying the child's program (in accordance with the IEP and arranging for the provision of related services) to accommodate the unique strengths, needs, interests, learning style, and cultural and linguistic background of the child. 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 Process Guide* will be entered and scanned into ChildPlus.

Performance Standard(s):

1302.61; 1302.62; 1302.63; 1303.75

		DHS, Head Start Program Policy		
DISABILITIES 2				
SUBJECT		Timely Referrals		
REFERENCE		Disabilities Services		
EFFECTIVE		6/15/2011		
Policy Council Approval: 6/7/11		Policy Council Revision: 4/26/16	Governing Body Approval: 6/14/11	Governing Body Revision: 4/21/16
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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 will develop and implement procedures to ensure that any child referred to the RTI process is documented in ChildPlus according to the *City of San Antonio Data Entry and Benchmark Due Date Guide* and the *Head Start Child File Scan Order and Process Guide*.



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

Performance Standard(s):

1302.33 (a-b); 1302.61

Other references:

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

	DHS, Head Start Program Policy		
DISABILITIES 3			
SUBJECT	Children with development delays who do not qualify for Special Education Services		
REFERENCE	Disabilities Services		
EFFECTIVE	9/13/11		
Policy Council Approval: 8/2/11	Policy Council Revision: 4/26/16	Governing Body Approval: 9/13/11	Governing Body Revision: 4/21/16
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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(s):

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

		DHS, Head Start Program Policy			
EDUCATION 1					
SUBJECT		Home Visits/Parent Conferences			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		6/23/2015			
Policy Council Approval: 6/7/11		Policy Council Revision: 4/26/16		Governing Body Approval: 6/14/11	
				Governing Body Revision: 4/26/16	
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Policy:

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

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

The first Home Visit may be completed by the teacher no more than two weeks prior to the first day of a child's entry into school. If a child enters the program after December 31st, a minimum of one home visit and one Parent/Teacher Conference must be completed by the last day of school. If a child's date of entry is within 45 days of the Parent/Teacher Conference benchmark due date, then the teacher may complete either the Home Visit or the Parent Conference, but is not required to complete both.

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



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

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

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

Performance Standard:

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

		DHS, Head Start Program Policy		
EDUCATION 2				
SUBJECT	School Readiness			
REFERENCE	Education and Early Childhood Development			
EFFECTIVE	6/15/2011			
Policy Council Approval: 6/15/11	Policy Council Revision: 4/26/16	Governing Body Approval: 6/14/11	Governing Body Revision: 4/26/16	
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Policy:

The 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 Head Start Program will develop a collaborative School Readiness Implementation Plan. Education Service Providers will develop and implement a procedure 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(s):

1302.30; 1302.102; 1304.11 (2)

Head Start Act:

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

		DHS, Head Start Program Policy		
EDUCATION 3				
SUBJECT	Individualization			
REFERENCE	Education and Early Childhood Development			
EFFECTIVE	6/15/2011			
Policy Council Approval: 6/7/11	Policy Council Revision:4/26/16	Governing Body Approval: 6/14/11	Governing Body Revision: 4/21/16	
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Policy:

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



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

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

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

Performance Standard(s):

1302.31; 1302.33; 1302.61

		DHS, Head Start Program Policy		
EDUCATION 4				
SUBJECT	Indoor and Outdoor Environment			
REFERENCE	Education and Early Childhood Development			
EFFECTIVE	6/23/2015			
Policy Council Approval: 6/7/11	Policy Council Revision: 6/23/15	Governing Body Approval: 6/14/11	Governing Body Revision: 11/3/15	
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Policy:

Education Service Providers will provide appropriate indoor and outdoor space, and sufficient equipment, materials, adult guidance, and time for active play and movement that supports growth, development, and participation of all children. The indoor and outdoor spaces should support and respect gender, cultural and linguistic background, and family composition.

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

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

Performance Standard(s):
1302.31 (a-e); 1302.47 (2)

		DHS, Head Start Program Policy		
EDUCATION 5				
SUBJECT	Development and Behavior Screening			
REFERENCE	Education and Early Childhood Development			
EFFECTIVE	4/6/2010			
Policy Council Approval: 4/6/10	Policy Council Revision: 4/26/16	Governing Body Approval: 4/13/10	Governing Body Revision: 4/21/16	
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Policy:

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

Education Service Providers will develop and implement procedures to ensure that developmental and behavior screenings are completed in collaboration with each child's parent/guardian on or before the 45th calendar day of the child's entry date. Each child enrolled in the program will be screened annually.

Developmental (ASQ-3) and behavioral screenings (ASQ-SE) must be completed within this timeframe to identify early concerns regarding a child's developmental, sensory, behavioral, motor, language, social, cognitive, perceptual and emotional skills so timely referrals are made.

The ASQ-3 and ASQ: SE 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. 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. To the greatest extent possible, the screening procedures must be sensitive to the child's cultural background and home language. Referrals will be made in a timely manner.

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

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



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

Performance Standard:

1302.33

Additional Resources:

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

	DHS, Head Start Program Policy		
EDUCATION 6			
SUBJECT	Curriculum/Daily Schedule		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	9/13/2011		
Policy Council Approval: 8/2/11	Policy Council Revision: 4/26/16	Governing Body Approval: 9/13/11	Governing Body Revision: 4/21/16
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Policy:

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



The curriculum must be research-based and align with the Head Start Early Learning Outcomes Framework 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(s):

1302.31; 1302.32; 1302.34

		DHS, Head Start Program Policy			
EDUCATION 7					
SUBJECT		Ongoing Assessment			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		8/2/2011			
Policy Council Approval: 8/2/11		Policy Council Revision: 4/26/16		Governing Body Approval: 9/13/11	
				Governing Body Revision: 4/21/16	
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Policy:

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

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



Education Service Providers will utilize documented informal assessments conducted on an ongoing basis to inform instructional decision-making.

Performance Standard:

1302.33

Head Start Act:

642 (f) (5) (c)

		DHS, Head Start Program Policy			
EDUCATION 8					
SUBJECT		Child’s Classroom File/ Portfolio			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		8/2/2011			
Policy Council Approval: 8/2/11		Policy Council Revision: 6/23/15		Governing Body Approval: 9/13/11	
				Governing Body Revision: 11/3/15	
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Policy:

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



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

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

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

Performance Standard(s):

1302.30-1302.34

		DHS, Head Start Program Policy			
EDUCATION 9					
SUBJECT		Multidisciplinary Staffing			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		8/2/2011			
Policy Council Approval: 8/2/11		Policy Council Revision: 4/26/16		Governing Body Approval: 9/13/11	
				Governing Body Revision: 4/21/16	
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Policy:



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

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

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

Performance Standard(s):

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

		DHS, Head Start Program Policy			
EDUCATION 10					
SUBJECT		Lesson Plans			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		9/13/2011			
Policy Council Approval: 8/2/11		Policy Council Revision: 4/26/16		Governing Body Approval: 9/13/11	
				Governing Body Revision: 4/21/16	
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Policy:

Education Service Providers will develop and implement lesson plan procedures. 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/guardians and other staff to review.

Performance Standard(s):

1302.31; 1302.32

Head Start Act:

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

	DHS, Head Start Program Policy		
EDUCATION 11			
SUBJECT	Discipline and Guidance		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	12/13/2011		
Policy Council Approval: 12/6/11	Policy Council Revision: 4/26/16	Governing Body Approval: 12/13/11	Governing Body Revision: 4/21/16
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Policy:

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

The policies and procedures must include positive methods that encourage self-esteem, self-control, and self-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 developmentally appropriate behavior. Education Service Provider must prohibit or severely limit the use of suspension due to a child's behavior. The Education Service Providers must not expel or unenroll a child from Head Start because of a child's behavior, unless approved by the Head Start Administrator.

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



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

- Pointing a finger in a child's face
- Snapping fingers at a child
- Threatening phrases or sarcastic language
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

Performance Standard(s):

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

DRAFT

	DHS, Head Start Program Policy		
EDUCATION 12			
SUBJECT	Classroom Assessment Scoring System™ (CLASS)		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	5/8/2012		
Policy Council Approval: 5/1/12	Policy Council Revision: 8/6/13	Governing Body Approval: 5/8/12	Governing Body Revision: 10/15/13
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Policy:

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



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

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

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

Performance Standard(s):

1304.11(c); 1304.16

		DHS, Head Start Program Policy			
EDUCATION 13					
SUBJECT		Classroom Observations			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		10/15/2013			
Policy Council Approval: 8/6/13		Policy Council Revision: 4/26/16		Governing Body Approval: 10/15/13	
				Governing Body Revision: 4/21/16	
PAGE: 1 of 1					

Policy:

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

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

Performance Standard:

1302.92

		DHS, Head Start Program Policy			
EDUCATION 14					
SUBJECT		Classroom Organization, Equipment and Materials			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		9/13/2011			
Policy Council Approval: 8/2/11		Policy Council Revision: 4/26/16		Governing Body Approval: 9/13/11	
				Governing Body Revision: 4/21/16	
PAGE: 1 of 1					



Policy:

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

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

Performance Standard(s):

1302.31 (c-d); 1302.47(2)

		DHS, Head Start Program Policy			
EDUCATION 15					
SUBJECT		Transitions			
REFERENCE		Education and Early Childhood Development			
EFFECTIVE		4/6/2010			
Policy Council Approval: 4/6/10		Policy Council Revision: 4/26/16		Governing Body Approval: 4/13/10	
				Governing Body Revision: 4/21/16	
PAGE: 1 of 1					

Policy:

Education Service Providers will develop and implement transition procedures for children and families including: outreach, coordination, and communication with Early Head Start, school district personnel, and other community organizations/agencies. Transition procedures will address children and families entering and exiting the Head Start Program.



Education Service Providers will develop and implement 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):

1302.70; 1302.71; 1302.72

Head Start Act:

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

		DHS, Head Start Program Policy		
EDUCATION 16				
SUBJECT	Family Style Meals			
REFERENCE	Education and Early Childhood Development			
EFFECTIVE	6/18/2014			
Policy Council Approval:6/10/14	Policy Council Revision: 4/26/16	Governing Body Approval: 6/17/14	Governing Body Revision: 4/21/16	
PAGE: 1 of 1				

Policy:

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

Food must be available to any adult participating in 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 develop and implement procedures to address Family Style Meals that includes the following:

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

Performance Standard(s):

1302.31 (e)(2); 1302.44

		DHS, Head Start Program Policy		
EDUCATION 17				
SUBJECT	Child Arrival & Departure			
REFERENCE	Education and Early Childhood Development			
EFFECTIVE	10/17/2013			
Policy Council Approval: 8/6/13	Policy Council Revision: 4/26/16	Governing Body Approval: 10/15/13	Governing Body Revision: 4/21/16	
PAGE: 1 of 1				

Policy:

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



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

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

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

Performance Standard(s):

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

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

Policy:



The Head Start Program will implement a researched-based coordinated coaching program for education staff. Education Service Providers will develop and implement procedures for coaching.

Coaching procedures must include:

- Assessment of staff to identify strengths and areas of needed support
- Determination of staff in need of intensive coaching
- Identification of qualified coaches
- Documentation of coaching consultations in Child Plus according to the *City of San Antonio Data Entry and Benchmark Due Date Guide*

Performance Standard



1302.92 (c)

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

Policy:

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

Performance Standard
1302.92

		DHS, Head Start Program Policy			
Family 1					
SUBJECT		Family Engagement; Parent Activities to Promote Child Learning and Development; and Transitions			
REFERENCE		Family and Community Support			
EFFECTIVE		6/27/2017			
Policy Council Approval:		Policy Council Revision:	Governing Body Approval:	Governing Body Revision:	
PAGE: 1 of 1					

Policy:

Family Engagement

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

Head Start staff:

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



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

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

Performance Standard(s):

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

DRAFT

		DHS, Head Start Program Policy			
FAMILY 2					
SUBJECT		Family Partnership Services			
REFERENCE		Family and Community Support			
EFFECTIVE		6/27/2017			
Policy Council Approval:		Policy Council Revision:		Governing Body Approval:	
				Governing Body Revision:	
PAGE: 1 of 1					

Policy:

Family Partnership Services

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

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



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

Family and Community Support staff will:

- Complete a ***Family Meeting / Home Visit*** with each family whose child has been accepted into the program. The ***Family Meeting / Home Visit*** should be scheduled at the parent's convenience, and if necessary, at a neutral location.
- Engage parents/guardians in a ***Family Partnership Agreement*** by orienting parents to the roles and responsibilities of Head Start parents and staff.
- Use a ***Family Assessment*** tool to identify each family's strengths, needs and interests.
- Work with families to develop family goals. The goal setting process must include: family goals, strategies for success, staff support to be provided, timeframes, and community resources that are available to assist families in meeting their goals. Families must be provided a copy of their ***Goal Setting*** forms. Progress on goal attainment is to be tracked until the end of the school year.
- ***Refer*** families to community agencies that are able to meet their identified needs and goals.
- At a minimum, contact families once each month.
- All contact must be documented in ChildPlus according to the *City of San Antonio Data Entry & Benchmark Due Date Guide*.

Performance Standard:

1302.52 (a) – (c) (1) – (4) and (d)

		DHS, Head Start Program Policy		
FAMILY 3				
SUBJECT	Community Partnerships			
REFERENCE	Family and Community Support			
EFFECTIVE	6/27/2017			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:	
PAGE: 1 of 1				

Policy:

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



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

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

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

Performance Standard:

1302.53

		DHS, Head Start Program Policy			
FISCAL 1					
SUBJECT		Financial Management of Head Start Grant			
REFERENCE		Fiscal Management			
EFFECTIVE					
Policy Council Approval:		Policy Council Revision:		Governing Body Approval:	
				Governing Body Revision:	
PAGE: 1 of 1					

Policy:



It is the policy of the grantee, City of San Antonio, to manage the Head Start grant in accordance with Federal, State and local guidelines.

These guidelines include but are not limited to:

- Head Start Program Performance Standards;
- 45 CFR part 75 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- City of San Antonio AD 8.10 Financial Management for Grants.

Related Regulations:

Head Start Act; Head Start Program Performance Standards; Information Memoranda (IMs); Program Instructions (PIs); 2 CFR part 300.1 Adoption of 2 CFR Part 200; City of San Antonio Administrative Directive 8.10 Financial Management for Grants; and any other applicable law or regulation.

		DHS, Head Start Program Policy		
HEALTH 1				
SUBJECT	Immunization Requirements			
REFERENCE	Comprehensive Health Services			
EFFECTIVE	6/15/2011			
Policy Council Approval: 6/7/11	Policy Council Revision: 4/26/16	Governing Body Approval: 6/14/11	Governing Body Revision: 4/21/16	
PAGE: 1 of 1				

Policy:

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

If a child is not up-to-date with minimum immunization requirements, he or she may be excluded from attendance, but not 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 Process 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.

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



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

Performance Standard:

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

Reference:

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

		DHS, Head Start Program Policy		
HEALTH 2				
SUBJECT	Lead Screening			
REFERENCE	Comprehensive Health Services			
EFFECTIVE	6/15/2011			
Policy Council Approval: 6/7/11	Policy Council Revision: 6/23/15	Governing Body Approval: 6/14/11	Governing Body Revision: 4/21/16	
PAGE: 1 of 1				

Policy:

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

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

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



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

Performance Standard(s):

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

References:

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

	DHS, Head Start Program Policy		
HEALTH 3			
SUBJECT	Preventative Health Visit Requirements and Documentation		
REFERENCE	Comprehensive Health Services		
EFFECTIVE	6/15/2011		
Policy Council Approval: 6/7/11	Policy Council Revision: 4/26/16	Governing Body Approval: 6/14/11	Governing Body Revision: 4/21/16
PAGE: 1 of 1			

Policy:

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

Procedures must include a system to meet the following:

30-Day Requirement:

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

45-Day Requirement:

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

90-Day Requirement:

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

Follow-up, Tracking and Data Documentation

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

Parent Collaboration and Communication



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

Performance Standard(s):

1302.41; 1302.42

Reference:

[THSteps Medical Checkup Periodicity Schedule](#)

		DHS, Head Start Program Policy		
HEALTH 4				
SUBJECT	Parent Refusal of Health Services			
REFERENCE	Comprehensive Health Services			
EFFECTIVE	6/15/2011			
Policy Council Approval: 6/7/11	Policy Council Revision: 6/23/15	Governing Body Approval: 6/14/11	Governing Body Revision: 11/3/15	
PAGE: 1 of 1				

Policy:



Education Services Providers will develop and implement procedures to ensure a written refusal is obtained when a parent/guardian refuses to allow their child to participate in or receive health services provided by the Head Start Program.

At a minimum, procedures must include:

- Staff must obtain approval from the direct supervisor prior to requesting the Refusal of Health Services form.
- Staff must document in ChildPlus efforts made and parent/guardian responses in obtaining health services requirements.
- A completed Refusal of Health Services form must be scanned into Child Plus; form must include parent/guardian and staff signatures.
- If applicable, in place of the Refusal of Health Services form, a parent/guardian may submit a written statement, including signature and date, indicating which health service(s) he/she declines.

Performance Standard(s):

1302.41; 1302.42(d) (2)

	DHS, Head Start Program Policy		
HEALTH 5			
SUBJECT	Oral Health and Education		
REFERENCE	Comprehensive Health Services		
EFFECTIVE	4/10/2012		
Policy Council Approval: 4/23/12	Policy Council Revision: 6/23/15	Governing Body Approval: 4/10/12	Governing Body Revision: 11/3/15
PAGE: 1 of 2			

Policy:

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

At a minimum, procedures must include:

Tooth-Brushing:

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

Sanitation:

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

Measures to prevent cross contamination:

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

Additional guidelines:

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

Cavity Free Kids:

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



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

Performance Standard:

1302.43

Reference:

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

		DHS, Head Start Program Policy			
NUTRITION 1					
SUBJECT		Nutrition Services			
REFERENCE		Nutrition Services			
EFFECTIVE		6/15/2011			
Policy Council Approval: 6/7/11		Policy Council Revision: 4/26/16		Governing Body Approval: 6/14/11	
				Governing Body Revision: 4/21/16	
PAGE: 1 of 1					

Policy:

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

At a minimum, procedures should include:



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

Performance Standard(s):

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

Reference:

[USDA7 CFR 210](#), [USDA7 CFR220](#), [USDA7 CFR226](#)

	DHS, Head Start Program Policy		
NUTRITION 2			
SUBJECT	Outside Food & Adult Meals		
REFERENCE	Nutrition Services		
EFFECTIVE	6/18/2014		
Policy Council Approval: 6/10/14	Policy Council Revision: 6/23/15	Governing Body Approval: 6/17/14	Governing Body Revision: 11/3/15
PAGE: 1 of 1			

Policy:

Education Services Providers will develop and implement procedures to ensure the nutritional needs and the safety of all children. Procedures should include a communication system to share relevant individual child nutrition-related information with appropriate staff. Food not on the approved menu is not allowed during Head Start meal service which includes field trips and other Head Start related activities. The only allowable exceptions to the approved menu are accommodations/substitutions approved by the school district food and nutrition program.

Classroom Staff and Volunteers:



Any adults, including teachers, teacher assistants, parents/guardians and/or volunteers, participating during breakfast and lunch must share the same meals as the children, free of charge. This includes field trips and other Head Start related activities.

Class Parties and Celebrations:

Education Service Providers should follow district policies and procedures in regards to birthday celebrations and outside food. Staff should promote healthy eating habits, ensure that all children receive a nutritious and balanced diet, and accommodate children with food allergies and/or intolerances, and/or other dietary restrictions.

Performance Standard(s):

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

		DHS, Head Start Program Policy			
PDM 1					
SUBJECT		Program Monitoring			
REFERENCE		Program Design and Management			
EFFECTIVE		5/11/2010			
Policy Council Approval: 5/4/10		Policy Council Revision: 10/27/15	Governing Body Approval: 5/11/10	Governing Body Revision: 11/3/15	
PAGE: 1 of 3					

Policy:

The Head Start Programs will develop and implement a procedure to effectively monitor service delivery and program operations in its program components. Head Start and Education Service Providers will abide by all local, state, and federal regulations and share strategies and communicate plans for improvement, compliance and achievement of excellence in the Head Start Program.

The Head Start Program will use the following monitoring systems:

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

Head Start Program Responsibilities:

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

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

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

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

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

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

The Head Start Program will lead the annual self assessment process by recruiting stakeholders to include parents, policy council members, governing body members, community members, program staff, and Education Service Provider staff; the Head Start Program will also provide training for all participants; develop the approach, establish the timeline and format for the self- assessment; and ultimately ensure the successful completion of the self assessment process.

Education Service Provider's Responsibilities:

Education Service Providers are responsible for establishing their own monitoring systems in accordance with Head Start Performance Standard 1304.51 (i). Each Education Service Provider will be responsible for

- a) developing procedure for ongoing monitoring for each area of the Head Start Program,
- b) establishing a system for monitoring to include staffing,
- c) performing ongoing monitoring,
- d) taking corrective action,
- e) requesting assistance from Head Start content area teams, and
- f) reporting the results of monitoring to the Head Start Program.

Specifically, the Education Service Provider will monitor and report in the following areas:

- Education and Early Childhood Development
- ERSEA
- Health / Dental Services
- Nutrition
- Disabilities / Mental Health

- Family & Community Services
- Facilities and Transportation
- Safe Environments
- Human Resources



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

Education Service Provider Corrective Action:

- The Education Service Provider will have 10 Business days to correct all findings of provider and grantee level monitoring.
- The Education Service Provider will have 20 Business days to correct all findings of provider and grantee level Safe Environments monitoring.
- The Education Service Provider will request in writing or email for an extension for any finding needing more time to correct. The Special Projects Manager over Grantee monitoring or Head Start Administrator may give permission and add provisions to any agreements.

Performance Standard:

1304.51 (i)(1-3)

	DHS, Head Start Program Policy		
PDM 2			
SUBJECT	Standards of Conduct		
REFERENCE	Program Design and Management		
EFFECTIVE	4/13/2010		
Policy Council Approval: 4/7/09	Policy Council Revision: 6/23/15	Governing Body Approval: 4/13/10	Governing Body Revision: 11/3/15
PAGE: 1 of 1			

Policy:



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

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

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



Performance Standard(s):

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

		DHS, Head Start Program Policy		
PDM 3				
SUBJECT	Staff Performance Appraisals			
REFERENCE	Program Design and Management			
EFFECTIVE	4/13/2010			
Policy Council Approval: 4/6/10	Policy Council Revision: 7/9/13	Governing Body Approval: 4/13/10	Governing Body Revision: 10/15/13	
PAGE: 1 of 1				

Policy:

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

		DHS, Head Start Program Policy			
PDM 4					
SUBJECT		Training and Professional Development			
REFERENCE		Program Design and Management			
EFFECTIVE		4/13/2010			
Policy Council Approval: 4/6/10		Policy Council Revision: 6/23/15		Governing Body Approval: 4/13/10	
				Governing Body Revision: 11/3/15	
PAGE: 1 of 2					

Policy:

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

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



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

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

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

Performance Standard(s):

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

		DHS, Head Start Program Policy			
PDM 5					
SUBJECT		Harassment and Discrimination			
REFERENCE		Program Design and Management			
EFFECTIVE		4/13/2010			
Policy Council Approval: 4/6/10		Policy Council Revision: 8/2/11		Governing Body Approval: 4/13/10	
				Governing Body Revision: 6/17/14	
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Policy:

The Head Start Program will maintain a work environment free from sexual and other unlawful harassment and discrimination. Discrimination with respect to race, creed, color, national origin, sex, political affiliation, beliefs, or a handicapping condition will not be tolerated.

Additionally, the Head Start Program is governed by all existing agency, state and federal policies prohibiting unlawful harassment, in any form and discrimination on any basis.

Performance Standard:

CFR 45 Part 80; 45 CFR part 84 Sec. 654. NONDISCRIMINATION PROVISIONS

	DHS, Head Start Program Policy		
PDM 6			
SUBJECT	Staff Qualifications and Competency Requirements		
REFERENCE	Program Design and Management		
EFFECTIVE	9/13/2011		
Policy Council Approval: 8/2/11	Policy Council Revision: 4/26/16	Governing Body Approval: 9/13/11	Governing Body Revision: 4/21/16
PAGE: 1 of 1			

Policy:

The Head Start Program will ensure all staff, consultants and contractors have sufficient knowledge, training and experience, receive ongoing training and professional development to fulfill their roles and responsibilities, and meet the following criteria:

A. Early Head Start or Head Start director

- i. At a minimum, a baccalaureate degree
- ii. Experience in supervision of staff, fiscal management, and administration.

B. Fiscal Officer

- i. At a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field
- ii. Certified Public Accountant

C. Child and Family Services Management Staff

i. Family, Health, and Disabilities Management

- a. At a minimum, a baccalaureate degree, preferably related to one or more of the disciplines they oversee.

ii. Education Management

- a. A baccalaureate or advanced degree in early childhood education; or
- b. A baccalaureate or advanced degree and equivalent coursework in early childhood education with early childhood education teaching experience.

D. Child and Family Services Staff

i. Early Head Start Teacher

- 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;

ii. Head Start Teacher

- a. A baccalaureate or advanced degree in child development or early childhood education; or
- b. A baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching early childhood education.
 - I. The Head Start Program recognizes licenses or certifications that qualify teachers to teach pre-school aged children within the State of Texas.

iii. Head Start Teacher Assistants

- a. Child Development Associate (CDA) credential or enrolled in a program to be completed within two years of hire; or
- b. Technical Certificate in Early Childhood Studies or Early Childhood Development that meets or exceeds the requirements for a CDA Credential; or
- c. Associate or baccalaureate degree (in any area) or be enrolled in a program that will lead to degree within two years of hire.

iv. Family Support Workers

- a. Must have within eighteen months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field.

E. Health Professionals

- a. Health procedures must only be performed by a licensed or certified health professional.
- b. All mental health consultants must be licensed or certified mental health professionals. Programs must use mental health consultants with knowledge of and experience in serving young children and their families.
- c. Staff or consultants who support nutrition services must be registered dietitians or nutritionists with appropriate qualifications.

F. Instructional Coaches



- a. Minimum of a baccalaureate degree in early childhood education or a related field.

Performance Standard(s)

1302.91(a-d); 1302.92(c-d)

Head Start Act:

645A(h); Sec 648 A (a)(1-3)

		DHS, Head Start Program Policy			
PDM 7					
SUBJECT		Identification and Reporting of Child Abuse and Neglect			
REFERENCE		Program Design and Management			
EFFECTIVE		4/13/2010			
Policy Council Approval: 4/6/10		Policy Council Revision: 6/23/15	Governing Body Approval: 4/13/10	Governing Body Revision: 11/3/15	
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Policy:

The Head Start Program is responsible for developing a plan for responding to suspected or known child abuse cases as defined in 45 CFR 1302.47(b)(5)(i) whether it occurs inside or outside of the program.

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

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

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

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

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

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

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

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

Performance Standard(s):



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

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

https://www.texasattorneygeneral.gov/ag_publications/txts/childabuse2.shtml

Family Code, Chapter 261. Investigation of Report of Child Abuse or Neglect

<http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA.261.htm>

		DHS, Head Start Program Policy			
PDM 8					
SUBJECT		Parent Connection Committees			
REFERENCE		Program Design and Management			
EFFECTIVE		6/27/2017			
Policy Council Approval:		Policy Council Revision:		Governing Body Approval:	
				Governing Body Revision:	
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Policy:

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

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



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

Performance Standard:
1301.4

		DHS, Head Start Program Policy			
PDM 9					
SUBJECT		Community Complaints			
REFERENCE		Program Design and Management			
EFFECTIVE		4/13/2010			
Policy Council Approval: 4/6/10		Policy Council Revision: 6/23/15		Governing Body Approval: 4/13/10	
				Governing Body Revision: 11/3/15	
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Policy:

The Head Start Program will establish and maintain a Community Complaint Procedure. This is to ensure all complaints made by Head Start parents, guardians, and other members of the community are handled in an expedient and satisfactory manner.

	DHS, Head Start Program Policy		
PDM 10			
SUBJECT	Critical Incident Reporting		
REFERENCE	Program Design and Management		
EFFECTIVE	12/13/2011		
Policy Council Approval:12/6/11	Policy Council Revision: 4/26/16	Governing Body Approval: 12/13/11	Governing Body Revision: 4/21/16
PAGE: 1 of 1			

Policy:

The Head Start Program will develop and implement procedures for Critical Incident Reporting (CIR). The procedures must include training for staff on incident reporting, notification to parents/ guardians and Grantee within 24 hours.



A Critical Incident includes, but is not limited to:

- Suspected child abuse which may or may not have occurred during Head Start hours.
- Allegations of child abuse/neglect against any Head Start staff member, volunteer or contractor injury to a child due to lack of supervision or unacceptable methods of child guidance.
- Incidents which may have placed a child, family member or staff in danger.
- Health incidents and illnesses, which include, but are not limited to:
 - Injuries that require urgent medical attention by a health-care professional
 - Child or staff member leaving by emergency medical transport
 - Contagious diseases that could lead to an outbreak
 - Child receiving outside medical attention at any point in time for an injury that occurred during Head Start service hours
- Any incident and or media inquiry which has the potential to generate negative media coverage.
- Unplanned interruption in Head Start Program services.

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

Performance Standard(s):

1302.47(c); 1302.102(d)(1)(ii); 1304.12

	DHS, Head Start Program Policy		
PDM 11			
SUBJECT	Personnel Policies		
REFERENCE	Program Design and Management		
EFFECTIVE	3/13/2012		
Policy Council Approval: 2/7/12	Policy Council Revision: 4/26/16	Governing Body Approval: 3/13/12	Governing Body Revision: 4/21/16
PAGE: 1 of 1			

Policy:

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

Termination

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

Policy Council Approval of Hiring and Termination Actions

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

Hiring of:

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

Termination of:

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



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

Performance Standard(s):

1302.90(a-b);

Head Start Act:

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

		DHS, Head Start Program Policy			
PDM 12					
SUBJECT		Program Governance			
REFERENCE		Program Design and Management			
EFFECTIVE		3/13/2012			
Policy Council Approval: 3/6/12		Policy Council Revision: 6/23/15		Governing Body Approval: 3/13/12	
				Governing Body Revision: 11/3/15	
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Policy:

The Head Start Program has established a formal structure for program governance that includes the City of San Antonio City Council committee, the Head Start Policy Council, and parent committees. The City Council committee is a subcommittee of City Council to which City Council has delegated oversight of key responsibilities related to program governance and improvements of the Head Start Program. This structure allows for parent participation in policy making and other decisions about the program, as required by Head Start Program Performance Standards.

To the extent permitted by federal regulations, the City's Charter and the City's governance structure, the City Council committee shall act on behalf of the City Council and jointly approve policies related to the Head Start Program.

Head Start Act:

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

		DHS, Head Start Program Policy			
PDM 13					
SUBJECT		Impasse			
REFERENCE		Program Design and Management			
EFFECTIVE		4/13/2010			
Policy Council Approval: 8/4/09		Policy Council Revision: 6/23/15		Governing Body Approval: 4/13/10	
				Governing Body Revision: 11/3/15	
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Policy:

To facilitate meaningful consultation and collaboration about decisions of the Governing Body and the Head Start Policy Council (HSPC), written impasse procedures will be established for resolving internal disputes in a timely manner. These procedures will meet the requirements established in the Head Start Program Performance Standards.



This policy, detailed further in the Impasse Procedures, will seek to ensure that matters of internal dispute are resolved in a respectful, professional and timely manner to safeguard the integrity and continued funding and operation of the Head Start Program.

Performance Standard:

1301.6

Head Start Act:

642(d)(1)

	DHS, Head Start Program Policy		
PDM 14			
SUBJECT	Confidentiality		
REFERENCE	Program Design and Management		
EFFECTIVE	10/15/2013		
Policy Council Approval: 7/9/13	Policy Council Revision: 6/10/14	Governing Body Approval: 10/15/13	Governing Body Revision: 6/17/14
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Policy:

The Head Start Program is committed to ensuring the security and confidentiality of personnel, children, and family files. The Head Start Program and Education Service Providers must establish data management procedures on the effective use and sharing of data in accordance with the Head Start Program Performance Standards.

Confidentiality requirements include, but are not limited to, the following:

- a) Physical and electronic records are secured;
- b) Only authorized staff members may access personnel, child and family files;
- c) Staff members share child information on a need-to-know basis;
- d) Parent/guardian's written consent is needed prior to release of any individual child or family records.
- e) Staff is trained immediately after their start date either through orientation or one-on-one training on how to maintain confidentiality;



Only information that is essential to provide services will be recorded and maintained on any Head Start child. Parents/ guardians will be the primary source of information about themselves, and information sought from them will be limited to that which is essential for service.

The sharing of information with Head Start community partners is encouraged if such improves service delivery and is done in accordance with this confidentiality policy. Sharing of information with outside agencies for purposes other than coordination of services must be pre-approved by the Head Start Program Administrator.

Confidentiality must be maintained in accordance with this policy, local, state and federal requirements.

Performance Standard(s):

1302.101(b)(4); 1303.20

		DHS, Head Start Program Policy		
PDM 15				
SUBJECT	Research Studies with Head Start Families			
REFERENCE	Program Design and Management			
EFFECTIVE	10/15/2013			
Policy Council Approval: 7/9/13	Policy Council Revision: 7/9/13	Governing Body Approval: 10/15/13	Governing Body Revision: 10/15/13	
PAGE: 1 of 1				

Policy:

The Head Start Program must follow the established guidelines for research study requests involving Head Start children and families.



A written request must be provided to the Grantee for approval when a request to support a research study involves children and families enrolled in the Head Start program and/or involves secondary Head Start data (research collected by the Head Start program for another purpose). This request must include assurances that the study will be conducted in compliance with the Head Start Program Confidentiality policy, 45 CFR 46 and 45 CFR 46 Subpart D (additional protections for children) and include the following basic elements:

- Person or entity conducting the study
- Type of research study
- Title of project
- Timeframe for study
- Proposed subjects
- Methodology and data collection
- Purpose of study and use of information collected
- Method to obtain parental permission and child's agreement (if applicable) unless a waiver has been granted by an Institutional Review Board (IRB) or other agency in accordance with section 46.116 (c) or 46.116 (d) of 45 CFR 46
- How anonymity and confidentiality of subjects will be maintained
- Documentation of agency approval and approval by an IRB, if applicable

The Grantee has a right to review and edit documentation prior to publication. At the conclusion of the project, anticipated dates of publication will be provided to the grantee as well as a copy of all published reports.

Related Regulations:

45 CFR 46;45 CFR 46 Subpart D



		DHS, Head Start Program Policy		
PDM 16				
SUBJECT	Requirements			
REFERENCE	Program Design and Management			
EFFECTIVE	6/15/2011			
Policy Council Approval: 6/7/11	Policy Council Revision: 8/6/13	Governing Body Approval: 6/14/11	Governing Body Revision: 6/17/14	
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Policy:

The Head Start Program must ensure all staff receive an initial health examination to include a Tuberculosis (TB) screening. A health re-examination must be conducted every 5 years. In addition to this requirement, a TB screening must be conducted annually through a questionnaire for staff and volunteers. Documentation of initial health exams, re-examinations if applicable, and Staff and Volunteer TB Questionnaires must be kept on file.

Performance Standards:

1302.93; 1302.94

		DHS, Head Start Program Policy		
PDM 17				
SUBJECT	Staff Safety Training			
REFERENCE	Program Design and Management			
EFFECTIVE	6/27/2017			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:	
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Policy:



All Head Start Program staff must receive an initial safety orientation within 90 days of hire, on an annual basis, and/or as required by issuing entity. The Head Start Program, including all contractors, will develop and implement procedures to ensure the following safety training requirements are met and documented.

At a minimum, safety training will include:

- A. The prevention and control of infectious diseases;
- B. Prevention of sudden infant death syndrome and use of safe sleeping practices;
- C. Administration of medication, consistent with standards for parental consent;
- D. Prevention and response to emergencies due to food and allergic reactions;
- E. Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic;
- F. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment;
- G. Emergency preparedness and response planning for emergencies;
- H. Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants;
- I. Appropriate precautions in transporting children, if applicable;
- J. First aid and cardiopulmonary resuscitation; and,
- K. Recognition and reporting of child abuse and neglect.

Performance Standards:

1302.47(4); 1302.47(5)(i)

		DHS, Head Start Program Policy		
PDM 18				
SUBJECT	Emergency Preparedness and Response Plan			
REFERENCE	Program Design and Management			
EFFECTIVE	6/27/2017			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:	
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Policy:

The Head Start Program will develop and implement an emergency management/disaster preparedness and response plan that includes, at a minimum:

- Emergency Administrative Communication Protocols
- Critical Phone Numbers to Public Emergency Services
- Emergency Management/Disaster Preparedness Team
- Parent/Guardian Contact Protocol

Performance Standards:

1302.47(b)(8)

	DHS, Head Start Program Policy		
EnvHS 1			
SUBJECT	Safe Environments		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	9/13/2011		
Policy Council Approval: 8/2/11	Policy Council Revision: 4/26/16	Governing Body Approval: 9/13/11	Governing Body Revision: 4/21/16
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Policy:

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



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

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

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

Performance Standard:

1302.47(1)(2)

		DHS, Head Start Program Policy		
EnvHS 2				
SUBJECT	Staffing and Class Size Requirements			
REFERENCE	Environmental Health and Safety			
EFFECTIVE	3/13/2012			
Policy Council Approval: 3/6/12	Policy Council Revision: 4/26/16	Governing Body Approval: 3/13/12	Governing Body Revision: 4/21/16	
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Policy:

All Head Start Program sites must comply with the following staffing and class size requirements.

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

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

Class Size

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

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

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

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



Volunteers being counted in classroom ratios

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

Performance Standard(s):

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

DRAFT

	DHS, Head Start Program Policy		
EnvHS 3			
SUBJECT	Hygiene Practices		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	6/15/2011		
Policy Council Approval: 6/23/15	Policy Council Revision: 6/23/15	Governing Body Approval: 11/03/15	Governing Body Revision: 11/03/15
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Policy:

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

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

Performance Standard:

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

	DHS, Head Start Program Policy		
EnvHS 4			
SUBJECT	Management of Illness		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	06/05/2011		
Policy Council Approval: 6/23/15	Policy Council Revision: 6/23/15	Governing Body Approval: 11/3/15	Governing Body Revision: 11/3/15
PAGE: 1 of 1			

Policy:

Education Service Providers will develop and implement procedures for children and staff who are ill. Procedures should include:

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

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



Education Service Providers must temporarily exclude a child with a short-term injury or an acute or short-term contagious illness that cannot be readily accommodated, from program participation for a short-term period when keeping the child in care poses a significant risk to the health or safety of the child or anyone in contact with the child.

Performance Standard:

1302.47(7)(iii)

References:

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

		DHS, Head Start Program Policy			
EnvHS 5					
SUBJECT		Emergency Preparedness			
REFERENCE		Environmental Health and Safety			
EFFECTIVE		06/15/2011			
Policy Council Approval: 6/23/15		Policy Council Revision: 6/23/15		Governing Body Approval: 11/3/15	
				Governing Body Revision: 11/3/15	
PAGE: 1 of 1					

Policy:

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



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

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

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

Performance Standard:

1302.47(b)(7-8)

	DHS, Head Start Program Policy		
EnvHS 6			
SUBJECT	Medication Administration		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	06/15/2011		
Policy Council Approval: 4/26/16	Policy Council Revision: 4/26/16	Governing Body Approval: 4/21/16	Governing Body Revision: 4/21/16
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Policy:

Education Service Providers must develop and implement procedures regarding the administration, handling, storage, and record keeping of medication administration. Education 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:

1302.47(b)(7)(iv)

	DHS, Head Start Program Policy		
EnvHS 7			
SUBJECT	Diapering and Toilet Training		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	06/18/2014		
Policy Council Approval: 6/23/15	Policy Council Revision: 6/23/15	Governing Body Approval: 11/3/15	Governing Body Revision: 11/3/15
PAGE: 1 of 1			

Policy:

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



At minimum, procedures must include:

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

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

Performance Standard:

1302.47(6)(i)



	DHS, Head Start Program Policy		
EnvHS 8			
SUBJECT	Supervision		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	4/21/16		
Policy Council Approval: 4/26/16	Policy Council Revision: 4/26/16	Governing Body Approval: 4/21/16	Governing Body Revision: 4/21/16
PAGE: 1 of 1			

Policy:

Education Service Providers will develop and implement supervision procedures. No child will be left alone or unsupervised.

Performance Standard(s):

1302.90; 1302.47(5)(iii)



		DHS, Head Start Program Policy			
EnvHS 9					
SUBJECT		Facilities			
REFERENCE		Environmental Health and Safety			
EFFECTIVE		07/25/2017			
Policy Council Approval:		Policy Council Revision:		Governing Body Approval:	
				Governing Body Revision:	
PAGE: 1 of 1					

Policy:

Education Service Providers must meet Subchapter T, Physical Facilities of the Texas Department of Family and Protective Services Minimum Standards for Child-Care Centers.

Performance Standard:

1302.21(d)(1)

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



Policy:

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

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

Performance Standard:

1302.21(d)(1)

	DHS, Head Start Program Policy		
WELLNESS SUPPORT SERVICES 1			
SUBJECT	Identification and Intervention through Wellness Support Services		
REFERENCE	Mental Health		
EFFECTIVE	10/15/2013		
Policy Council Approval: 6/23/15	Policy Council Revision: 6/23/15	Governing Body Approval: 10/15/13	Governing Body Revision:10/15/13
PAGE: 1 of 2			

Policy:

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

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

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

Foundation - Effective Workforce

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

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

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

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

The Head Start program will promote the positive social-emotional development of identified children through parent and teacher education, classroom observations and teacher consultations to impact effective strategies that promote wellness.

- **Tier III: Intensive Intervention**



The Head Start program will respond to children, family members and staff 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 Head Start program will ensure compliance with all confidentiality policies, as required by law, including when documenting services, referrals and follow-up provided in all data management systems utilized by the Head Start program.

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

Performance Standard:

1302.45

	DHS, Head Start Program Policy		
TRANSPORTATION 1			
SUBJECT	General Requirements		
REFERENCE	Transportation		
EFFECTIVE	4/21/2016		
Policy Council Approval: 4/26/16	Policy Council Revision: 4/26/16	Governing Body Approval: 4/21/16	Governing Body Revision: 4/21/16
PAGE: 1 of 1			



Policy:

Education Service Providers will develop and implement procedures to ensure the safe operations of vehicles used to transport children. These procedures must include:

- Provisions for emergency and safety equipment on board
- Vehicle maintenance
- Training and documentation of bus staff on emergency and safety procedures
- Trip routing
- Pick up and drop off children to and from campus
- Release of a child to designated adult

Performance Standard(s):

1303.71; 1303.72; 1303.73

	DHS, Head Start Program Policy		
Transportation 2			
SUBJECT	Vehicle and Pedestrian Safety		
REFERENCE	Transportation		
EFFECTIVE	4/21/2016		
Policy Council Approval: 4/26/16	Policy Council Revision: 4/26/16	Governing Body Approval: 4/26/16	Governing Body Revision: 4/26/16
PAGE: 1 of 1			

Policy:



Education Service Providers will develop and implement procedures to instruct every child enrolled in the program on Vehicle and Pedestrian Safety. Instruction must be documented according to the *City of the San Antonio Data Entry and Benchmark Due Date Guide*.

Instruction must include:

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

Performance Standard:

1303.74



	DHS, Head Start Program Policy		
Transportation 3			
SUBJECT	Child Restraint Systems		
REFERENCE	Transportation		
EFFECTIVE	4/21/2016		
Policy Council Approval: 4/26/16	Policy Council Revision: 4/26/16	Governing Body Approval: 4/26/16	Governing Body Revision: 4/26/16
PAGE: 1 of 1			

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:

1303.71



		DHS, Head Start Program Policy			
Transportation 4					
SUBJECT		Children with Disabilities			
REFERENCE		Transportation			
EFFECTIVE		4/21/2016			
Policy Council Approval: 4/26/16		Policy Council Revision: 4/26/16		Governing Body Approval: 4/26/16	
				Governing Body Revision: 4/26/16	
PAGE: 1 of 1					

Policy:

Education Service Providers must ensure that there are school buses or allowable alternative vehicles adapted or designed for transportation of children with disabilities available as necessary to transport such children enrolled in the program. Whenever possible, children with disabilities must be transported in the same vehicles used to transport other children enrolled in the Head Start program. Each Head Start and Education Service Provider must ensure compliance with the Americans' with Disabilities Act, the HHS Regulations at 45 CFR part 84, implementing Section 504 of the Rehabilitation Act of 1973 and the Head Start Program Performance Standards on Services for Children with Disabilities as they apply to transportation services.

Performance Standard:

1303.75


	DHS, Head Start Program Policy		
Transportation 5			
SUBJECT	Transportation Information		
REFERENCE	Transportation		
EFFECTIVE	4/21/2016		
Policy Council Approval: 4/26/16	Policy Council Revision: 4/26/16	Governing Body Approval: 4/26/16	Governing Body Revision: 4/26/16
PAGE: 1 of 1			

Policy:



Education Service Providers will develop and implement procedures to identify and document children receiving district transportation services. Documentation of the transportation services must be maintained in ChildPlus according to the *City of San Antonio Data Entry and Benchmark Due Date Guide*.

Performance Standards:

1303.70(b)(1-3)

 2017-2018 EHS-CCP Policy Index		Effective Date	Change Required?	Description of Revisions Required
Disabilities				
1	Individualized Family Service Plan (IFSP) for Children with Delays/ Disabilities		YES	Change made to Performance Standard(s) referenced
2	Timely Referrals		YES	Change made to Performance Standard(s) referenced Minor change in language: Added Part C Agencies
3	Children with developmental delays who do not qualify for Part C Services		YES	Change made to Performance Standard(s) referenced
Education and Early Childhood Development				
1	Home Visits/ Parent Conferences		YES	Change made to Performance Standard(s) referenced, if DOE is within 45 days of PTC Benchmark teacher may complete home visit but is not required to complete both
2	School Readiness		YES	Change made to Performance Standard(s) referenced, Change of Language (Replaced City of San Antonio with EHS-CCP Program)
3	Individualization		YES	Change made to Performance Standard(s) referenced, Change of Language (Replaced City of San Antonio with EHS-CCP Program)
4	Indoor and Outdoor Environment		YES	Change made to Performance Standard(s) referenced
5	Development and Behavioral Screening		YES	Change made to Performance Standard(s) referenced, Children with IFSP will not be required to complete entire ASQ
6	Curriculum/Daily Schedule		YES	Change made to Performance Standard(s) referenced
7	Ongoing Assessment Data		YES	Change made to Performance Standard(s) referenced, Change of Language (Replaced City of San Antonio with EHS-CCP Program)
8	Child's Classroom File		YES	Change made to Performance Standard(s) referenced, Change of Language (Replaced City of San Antonio with EHS-CCP Program)
9	Multidisciplinary Staffing		YES	Change made to Performance Standard(s) referenced, Change of Language (Replaced City of San Antonio with EHS-CCP Program), added statement to discuss strengths and needs
10	Lesson Plans		YES	Change made to Performance Standard(s) referenced, Added service providers will develop lesson plan guidance and procedures for classroom teachers utilizing EHS-CCP designated curriculum
11	Discipline and Guidance		YES	Change made to Performance Standard(s) referenced, added statement that service provider must prohibit or severely limit the use of suspension due to child's behavior
12	Classroom Observations		YES	Change made to Performance Standard(s) referenced
13	Classroom Organization, Equipment and Materials		YES	Change made to Performance Standard(s) referenced
14	Transitions		YES	Change made to Performance Standard(s) referenced, Change of Language (Replaced City of San Antonio with EHS-CCP Program)
15	Family Style Meals		YES	Change made to Performance Standard(s) referenced Minor changes: Added "age appropriate" and deleted some language in regards to establishing a system
16	Child Arrival & Departure		YES	Change made to Performance Standard(s) referenced
17	Infant Toddler CLASS		YES	New Policy
18	Coaching		YES	New Policy
Family and Community Services				
1	Family Engagement; Parent Activities to Promote Child Learning and Development; and Transitions		YES	Name of policy changed; Added Parent Connection Committees Meetings and other Parent Engagement opportunities from Policy 2; Performance Standard Number
2	Family Partnership Services		YES	Name of policy changed; Parent Connection Committees, Parent Meetings and Parent Engagement opportunities taken off and added to Policy 1; Performance Standard Number
3	Community Partnerships		YES	Community organization collaborations to include Dental Providers, Benefit Programs, Homeless Services, Workforce Development, Family Literacy, Financial Literacy and Asset-Building, Family Preservation and Support Services, Domestic Violence, and Cultural Organizations (libraries and museums) and other collaborations for the benefit of families; Performance Standard Number
Fiscal Management				
1	Financial Management of Head Start Grant		YES	Change made to Performance Standard(s) referenced
Health Services				
1	Immunization Requirements		YES	Change made to Performance Standard Number
2	Hemoglobin and Lead Screenings		YES	Change made from 24 months to 12 months and Performance Standard Number
3	Preventative Health Visit Requirements and Documentation		YES	New 30 day requirement, first attending the program, wording on 45 and 90 day requirements, Performance Standard Number
4	Parent Refusal of Health Services		YES	Change made to Performance Standard Number
5	Oral Health and Education		YES	Written request, wipe infants gums after every meal, Performance Standard Number
6	PIR C.8 Medical Services - Manual Override Procedure		YES	Calculates count for up-to-date scheduled EPSDT schedule for well child care to eliminate ChildPlus system from self calculating C.8 (2)
Nutrition Services				
1	Identification of Nutritional Needs		YES	Change made to Performance Standard Number
2	Outside Food & Adult Meals		YES	Head Start Administrator part, Performance Standard Number

Program Design and Management (PDM)				
1	Program Monitoring		YES	Updated references and edits for compliance with Performance Standard(s)
2	Standards of Conduct		YES	Major additions to reflect HSPPS standards of conduct requirements; Minor grammatical edits; Updated references
3	Staff Performance Appraisals		YES	Updated references and edits for compliance with Performance Standard(s)
4	Training and Professional Development		YES	Updated policy title; Added HSPPS requirements for training and development; Updated references
5	Harassment and Discrimination		YES	Minor changes; updated references
6	Staff Qualifications and Competency Requirements		YES	Updated policy title; Major edits to include staff qualifications for positions stated in HSPPS; Minor grammatical edits; Updated references
7	Identification and Reporting of Child Abuse and Neglect		YES	Minor edits; Updated references
8	Parent Committees		NEW	New policy to reflect Parent Committee requirements in HSPPS; Updated references
9	Community Complaint		YES	Minor edits; Updated references
10	Critical Incident Reporting		YES	Major edits to reflect HSPPS requirements; Minor grammatical edits; Updated references
11	Personnel		YES	Updated policy title; Major changes to address HSPPS personnel policies requirements; Minor grammatical edits; Updated References
12	Program Governance		YES	Updated policy title; major changes to include Governing Body role and responsibilities; Outlined program responsibilities related to Governing Body; Updated References
13	Impasse		YES	Updated policy title; Minor edits; Updated references
14	Confidentiality		YES	Updated references and edits for compliance with Performance Standard(s)
15	Research Studies on Head Start Children		YES	Minor edits
16	Health Requirements		YES	Updated policy title; Minor edits; Updated references
17	Safety Training		NEW	New policy to satisfy HSPPS Safety Training requirements
18	Emergency Preparedness		NEW	New policy to reflect disaster preparedness plan required by HSPPS
Environmental Health and Safety				
1	Safe Environments		YES	Change made to Performance Standards referenced Included TDFPS/Child Care Licensing Minimum Standards
2	Staffing and Class Size Requirements		YES	Change made to Performance Standards referenced
3	Hygiene and Hand Washing		YES	Change made to Performance Standards referenced included TDFPS/Child Care Licensing Minimum Standards
4	Conditions of Short-Term Exclusion and Admittance		YES	Change made to Performance Standard referenced included TDFPS/Child Care Licensing Minimum Standards
5	Environmental Health and Safety Emergency Procedures		YES	Minor Change in language: removed at a minimum, twice a year, included in keeping with Head Start Performance Standards and TDFPS Child Care Licensing Minimum Standards. Change made to Performance Standards referenced Included TDFPS/Child Care Licensing Minimum Standards
6	Medication Administration		YES	Change made to Performance Standards referenced included TDFPS/Child Care Licensing Minimum Standards
7	Diapering and Toilet Training		YES	Change made to Performance Standards referenced included TDFPS/Child Care Licensing Minimum Standards
8	Supervision		YES	Change made to Performance Standards referenced Included TDFPS/Child Care Licensing Minimum Standards
9	Food Sanitation		YES	Change made to Performance Standards referenced included TDFPS/Child Care Licensing Minimum Standards. Included Caring for Our Children National Health and Safety Performance Standard Guidelines for Early Care and Education Programs, 3rd Edition-Chapter 4: Nutrition and Food Service
Wellness Support Services (Mental Health)				
1	Identification and Intervention through Wellness Support Services		YES	Change made to Performance Standard(s) referenced, Added statement for Effective Workforce that EHS-CCP Program approach will include the provision of training and supports to staff to promote staff mental wellness so that they are better equipped to interact with children and families in healthier and more positive ways
Transportation				
1	General Requirements		YES	Change made to Performance Standards referenced included TDFPS/Child Care Licensing Minimum Standards
2	Student Pedestrian and Bus Safety Training		YES	Change made to Performance Standards referenced
3	Child Restraint Systems		YES	Change made to Performance Standards referenced included TDFPS/Child Care Licensing Minimum Standards. Included web address for TX Department of Public Transportation FAQ's Child Passenger Safety and Seat Belt Use
4	Children with Disabilities		YES	Change made to Performance Standards referenced
5	Transportation Information		YES	Change made to Performance Standards referenced

	DHS, Early Head Start Childcare Partnership Program Policy		
DISABILITIES 1			
SUBJECT	Individualized Family Service Plan (IFSP) for Children with Delays/ Disabilities		
REFERENCE	Disabilities Services		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/6/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

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



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

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

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

Performance Standard:

1302.61; 1302.62; 1302.63; 1303.75

	DHS, Early Head Start Childcare Partnership Program Policy		
DISABILITIES 2			
SUBJECT	Timely Referrals		
REFERENCE	Disabilities Services		
EFFECTIVE	August 1, 2016		
Policy Council Approval:	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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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 needs intervention services. The Early Head Start – Child Care Partnership (EHS-CCP) Disabilities Management Analyst will collaborate with other program staff including Part C Agencies through the referral process for each child which may include screening, developmental assessment and formal evaluation.

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



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

Performance Standard:

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

Other references:

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

	DHS, Early Head Start Childcare Partnership Program Policy		
DISABILITIES 3			
SUBJECT	Children with developmental delays who do not qualify for Part C Services		
REFERENCE	Disability Services		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/16/16	Governing Body Revision: 9/16/16
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Policy:

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

City Staff and teachers will work with parents to identify the child's strengths 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 the EHS-CCP Program, a request will be made to an ECI Program for re-evaluation.

Performance Standard:

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

	DHS, Early Head Start Childcare Partnership Program Policy		
EDUCATION 1			
SUBJECT	Home Visits/Parent Conferences		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

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

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

The first Home Visit may be completed by the teacher no more than two weeks prior to the first day of a child's entry into the program. If a child enters the program after January 31st, a minimum of one home visit and one Parent/Teacher Conference must be completed by the last day of the program year. If a child's date of entry is within 45 days of the Parent/Teacher Conference benchmark due date, then the teacher may complete the Home Visit but is not required to complete both the Home Visit and the Parent Conference,

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



Home Visits and Parent/Teacher Conferences offer opportunities for parents 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.

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

Performance Standard:

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

DRAFT

	DHS, Early Head Start Childcare Partnership Program Policy		
EDUCATION 2			
SUBJECT	School Readiness		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
PAGE: 1 of 1			

Policy:

The Early Head Start- Child Care Partnership (EHS-CCP) 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.



The EHS-CCP Program and Service Providers will develop a collaborative School Readiness Implementation Plan and work together to develop a system for tracking, using and reporting progress on School Readiness Goals to include integration of the Parent, Family and Community Engagement Framework and the Approach to School Readiness across all EHS-CCP services areas.

Performance Standard

1302.30; 1302.102; 1304.11(2)

Head Start Act:

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

	DHS, Early Head Start Childcare Partnership Program Policy		
EDUCATION 3			
SUBJECT	Individualization		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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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.



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

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

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

Performance Standard:

1302.31 (c) (1); 1302.33; 1302.61

	DHS, Early Head Start Childcare Partnership Program Policy		
EDUCATION 4			
SUBJECT	Indoor and Outdoor Environment		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:



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

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

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

Performance Standard:

1302.31 (a-e); 1302.47(2)

	DHS, Early Head Start Childcare Partnership Program Policy		
EDUCATION 5			
SUBJECT	Development and Behavior Screening		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

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

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

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

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



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

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

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

Performance Standard:

1302.33

	DHS, Early Head Start Childcare Partnership Program Policy		
EDUCATION 6			
SUBJECT	Curriculum/Daily Schedule		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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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 Early Head Start – Child Care Partnership (EHS-CCP) components which form a foundation for school readiness. 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. 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 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:

- Child Care Center
- Teacher Name
- Room Number
- Designated Times

Performance Standard:

1302.34; 1302.31; 1302.32

	DHS, Early Head Start Childcare Partnership Program Policy		
EDUCATION 7			
SUBJECT	Ongoing Assessment Data		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

Service Providers will administer ongoing formal assessments that are research based and aligned with the Head Start Early Learning Outcomes Framework. The assessment will be conducted three times during the year. The Early Head Start – Child Care Partnership (EHS-CCP) Program and Service Providers will work together to aggregate, analyze, and report child outcomes according to the *City of the San Antonio Data Entry and Benchmark Due Date Guide*. Service Providers will be responsible for submitting requested reports.

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

Performance Standard:
1302.33

Head Start Act:
642 (f) (5) (c)

	DHS, Early Head Start Childcare Partnership Program Policy		
EDUCATION 8			
SUBJECT	Child’s Classroom File		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

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



The Child's Classroom File will contain the following:

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

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

Performance Standard:

1302.30-1302.34

	DHS, Early Head Start Childcare Partnership Program Policy		
EDUCATION 9			
SUBJECT	Multidisciplinary Staffing		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:



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

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

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

Performance Standard:

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

	DHS, Early Head Start Childcare Partnership Program Policy		
EDUCATION 10			
SUBJECT	Lesson Plans		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

Service Providers will develop lesson plan guidance and procedures for classroom teachers utilizing Early Head Start – Child Care Partnership (EHS-CCP) Program designated curriculum. 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 Little Texans Big Futures and documentation of individualized instruction, modifications, and accommodations for all children, including children with an IFSP.



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

Performance Standard:

1302.31: 1302.32

Head Start Act:

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

	DHS, Early Head Start Childcare Partnership Program Policy		
EDUCATION 11			
SUBJECT	Discipline and Guidance		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

Service Providers must establish discipline and guidance policies and procedures appropriate for infants and toddlers. A copy must be provided to all parents/guardians, staff, volunteers, substitute teachers, and contractors. Documentation must be maintained showing receipt of the written discipline and guidance policies.

The 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 appropriate behavior. Service Provider must prohibit or severely limit the use of suspension due to a child's behavior. Service Provider must not expel or un-enroll a child from Head Start because of a child's behavior, unless approved by the Head Start Administrator.



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

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, toilet training
- Pinching, shaking or biting a child
- Hitting a child with hand or an object

- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting or yelling at a child
- Pointing a finger in a child's face
- Snapping fingers at a child
- Threatening phrases/tone or sarcastic language/tone
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

Performance Standard(s):

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

	DHS, Early Head Start Childcare Partnership Program Policy		
EDUCATION 12			
SUBJECT	Classroom Observations		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

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



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

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

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

Performance Standards:

1302.31

	DHS, Early Head Start Childcare Partnership Program Policy		
EDUCATION 13			
SUBJECT	Classroom Organization, Equipment and Materials		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

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

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

Performance Standard:

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

	DHS, Early Head Start Childcare Partnership Program Policy		
EDUCATION 14			
SUBJECT	Transitions		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

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

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

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



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

Performance Standard(s):

1302.70: 1302.72

Head Start Act:

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

	DHS, Early Head Start Childcare Partnership Program Policy		
EDUCATION 15			
SUBJECT	Family Style Meals		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

The Early Head Start – Child Care Partnership (EHS-CCP) Program recognizes the importance of Family Style Meals, for age appropriate children, during breakfast and lunch in supporting social, emotional, 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 EHS-CCP Program related activities. Any adult receiving food, paid for by the Program, must be involved in the meal with the students at some point during the scheduled meal service.



Ratio must be maintained during Family Style Meals and at a minimum; one adult should sit with the children during the majority of the meal service.

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

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

Performance Standard:

1302.31 (e) (2); 1302.44

	DHS, Early Head Start Childcare Partnership Program Policy		
EDUCATION 16			
SUBJECT	Child Arrival & Departure		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

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, if needed.



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

Arrival and departure:

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

Performance Standard:

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

	DHS, Early Head Start Childcare Partnership Program Policy		
EDUCATION 17			
SUBJECT	Infant / Toddler Classroom Assessment Scoring System™ (CLASS)		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:



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

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

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

Head Start Performance Standards:

1304.11(c); 1304.16

	DHS, Early Head Start Childcare Partnership Program Policy		
EDUCATION 18			
SUBJECT	Coaching		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	June 27, 2017		
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
PAGE: 1 of 1			



Policy:

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

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

Performance Standard

1302.92 (c)

	DHS, Early Head Start Childcare Partnership Program Policy		
FAMILY 1			
SUBJECT	Family Engagement: Parent Activities to Promote Child Learning and Development: and Transitions		
REFERENCE	Family and Community Support		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:

Family Engagement

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

Head Start staff:

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

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

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



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

Performance Standard:

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

Performance Standard:

1302.50; 1302.51

	DHS, Early Head Start Childcare Partnership Program Policy		
FAMILY 2			
SUBJECT	Family Partnership Services		
REFERENCE	Family and Community Support		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:

Family Partnership Services

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

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



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

Family and Community Support staff will:

- Complete a **Family Meeting/ Home Visit** with each family whose child has been accepted into the program. The **Family Meeting/ Home Visit** should be scheduled at the parent's convenience, and if necessary, at a neutral location.
- Engage parents/guardians in a **Family Partnership Agreement** by orienting parents to the roles and responsibilities of Head Start parents and staff.
- Use a **Family Assessment** tool to identify each family's strengths, needs and interests.
- Work with families to develop family goals. The goal setting process must include: family goals, strategies for success, staff support to be provided, timeframes, and community resources that are available to assist families in meeting their goals. Families must be provided a copy of their **Goal Setting** forms.
- **Refer** families to community agencies that are able to meet their identified needs.
- At a minimum, contact families once each month.
- All Contact must be documented in ChildPlus module according to the *City of San Antonio Data Entry & Benchmark Due Date Guide*.

Performance Standard:

1302.50, 1302.52

	DHS, Early Head Start Childcare Partnership Program Policy		
FAMILY 3			
SUBJECT	Community Partnerships		
REFERENCE	Family and Community Support		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:

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

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

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



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

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

Performance Standard:

1302.53

DRAFT

	DHS, Early Head Start Childcare Partnership Program Policy		
FISCAL 1			
SUBJECT	Financial Management of Head Start Grant		
REFERENCE	Program Design and Management: Program Governance		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:



It is the policy of the grantee, DHS, City of San Antonio, to manage the Early Head Start – Child Care Partnership Program grant in accordance with Federal, State and local guidelines.

These guidelines include but are not limited to:

- Head Start Program Performance Standards;
- 45 CFR part 75 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- City of San Antonio AD 8.10 Financial Management for Grants.

Related Regulations:

Head Start Act; Head Start Program Performance Standards; Information Memoranda (IMs); Program Instructions (PIs); 2 CFR part 300.1 Adoption of 2 CFR Part 200; City of San Antonio Administrative Directive 8.10 Financial Management for Grants; and any other applicable law or regulation.

	DHS, Early Head Start Childcare Partnership Program Policy		
HEALTH 1			
SUBJECT	Immunization Requirements		
REFERENCE	Comprehensive Health Services		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/16/16
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Policy:

Early Head Start – Child Care Partnership Program Child Care Directors (Directors) and Family Support Workers (FSWs) will ensure that all children are up to date with the latest immunization recommendations issued by the Centers for Disease Control and Prevention, Department of Family and Protective Services – Child Care Licensing and states Medicaid Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) schedule. If a child is not up-to-date with minimum immunization requirements, he or she may be excluded from attendance, but not unenrolled from the Early Head Start – Child Care Partnership (EHS-CCP) Program.

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

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

Immunization Exemptions:

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

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



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

Performance Standard:

1302.42(b)(i)

Reference:

TAC 97.62

	DHS, Early Head Start Childcare Partnership Program Policy		
HEALTH 2			
SUBJECT	Hemoglobin and Lead Screenings		
REFERENCE	Comprehensive Health Services		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

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

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 12 months EHS-CCP Staff will work with the family to bring the child up to date.

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



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

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

Performance Standard:

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

References:

	DHS, Early Head Start Childcare Partnership Program Policy		
HEALTH 3			
SUBJECT	Preventative Health Visit Requirements and Documentation		
REFERENCE	Comprehensive Health Services		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

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

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

30-Day Requirement:

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

45-Day Requirement:

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

90-Day Requirement:

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

Follow up, Tracking and Data Documentation

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

Extended Follow up & Treatment

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

Parent Involvement

Staff must have procedures addressing parent notification concerning the following:



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

Performance Standard:

1302.41; 1302.42; 1302.45

Reference:

Texas Health Steps Medical Checkup Periodicity Schedule for Infants & Children

	DHS, Early Head Start Childcare Partnership Program Policy		
HEALTH 4			
SUBJECT	Parent Refusal of Health Services		
REFERENCE	Comprehensive Health Services		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:



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

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

A completed Refusal of Health Services form must be scanned into Child Plus. The form must include parent/guardian and staff signatures. In place of the Refusal of Health Services form, a parent/guardian may submit a written statement, including signature and date, indicating which health service(s) he/she declines.

Performance Standard:

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

	DHS, Early Head Start Childcare Partnership Program Policy		
HEALTH 5			
SUBJECT	Oral Health and Education		
REFERENCE	Comprehensive Health Services		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

Early Head Start – Child Care Partnership (EHS-CCP) Program, Service Providers must ensure that educational oral health activities are provided and tooth-brushing is included in the classroom daily schedule.

Tooth-Brushing:

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

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

Service Providers will comply with the following:

• Sanitation:

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

• Measures to prevent cross contamination:

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

• **Additional guidelines:**

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



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

Performance Standard:

1302.43

Reference:

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

	DHS, Early Head Start Childcare Partnership Program Procedure		
HEALTH 6			
SUBJECT	PIR C.8 Medical Services – Manual Override		
REFERENCE	Health Services: Program Information Report (PIR)		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Purpose:

To establish and maintain an internal procedure to manually override PIR Medical Services – Children C.8 (2) # of children at end of enrollment year when a child leaves the program. A manual override allows the City of San Antonio Early Head Start – Child Care Partnership (EHS-CCP) Program to calculate who can or cannot be counted up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant EPSDT schedule for well child care. A manual override eliminates ChildPlus from self calculating C.8 (2).



Procedure:

The City of San Antonio EHS-CCP Program will manually override C.8 (2) of all children:

- Whose health events (EPSDT) expire within one month of the end of the program year
- When a child is enrolled in the program less than two weeks with an Enrollment Termination status other than No Show

Performance Standard:

Reference:

	DHS, Early Head Start Childcare Partnership Program Policy		
NUTRITION 1			
SUBJECT	Identification of Nutritional Needs		
REFERENCE	Nutrition Services		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

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

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

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



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

- Identify and address major community nutritional issues, as indicated in the Community Assessment and parent survey and shared at the Health Advisory Committee or by the local health department.
- Identify and address any relevant nutrition-related child assessment data, including nutrition-related health problems such as obesity, iron deficiency, failure-to-thrive, food allergies and food intolerances and any other condition requiring special dietary considerations (e.g., diabetes).
- 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 weekly menu must be posted at all times on the parent board in the classrooms.

Performance Standard:

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

	DHS, Early Head Start Childcare Partnership Program Policy		
NUTRITION 2			
SUBJECT	Outside Food & Adult Meals		
REFERENCE	Nutritional Services		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

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

Exceptions will only be allowed and must be accompanied by a doctor or parent note indicating medical, religious or personal dietary need of child. The Head Start Administrator may grant permission in certain cases for outside food or drinks.

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

Classroom Staff and Volunteers:

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

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

Class Parties and Celebrations:

Service providers will follow Texas Department of Family and Protective Services Child Care Licensing and USDA/CACFP guidelines in regards to birthday celebrations and outside food. Staff should promote healthy eating habits, ensure that all children receive a

nutritious and balanced diet, and accommodate children with food allergies and/or intolerances, and/or other dietary restrictions.



Performance Standard:

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

Related Policies:

Education 15 Family Style Meal

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	DHS, Early Head Start Childcare Partnership Program Policy		
PDM			
SUBJECT	Program Monitoring		
REFERENCE	Program Design and Management		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

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

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

- Service Provider level monitoring systems for ongoing monitoring efforts and activities to include regular site visits to all EHS-CCP Service Providers
- Service Provider level monitoring through the Texas Department of Family and Protective Services (TDFPS), Child Care Licensing
- Service Provider level monitoring through the Texas Rising Star, Texas Workforce Commissions' Child Care Subsidy program
- Grantee level monitoring system that ensures that Service Providers are effective in their service delivery systems and remain in compliance with all local, state, and federal regulations to include site visits to all EHS-CCP child care centers
- Periodic collecting and reporting of program data to the grantee, by Service Providers
- Utilization of data management system and record information about children & families in order to access information for analysis, evaluation and program improvement
- Collaborative review of program information for planning and future development decisions
- Annual Self-Assessment

I. The EHS-CCP Program's Responsibilities:

EHS-CCP will establish a monitoring model that will help ensure timely and effective delivery of services by reviewing the progress of service delivery on an ongoing basis, while simultaneously providing content area expertise and support to the EHS-CCP Service

Providers. EHS-CCP emphasis will be focused primarily on direct monitoring, reviewing and analyzing the results of Service Providers.

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

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

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

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

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

The Head Start Program will lead the annual self-assessment process by recruiting stakeholders to include parents, policy council members, governing body members, community members, and Head Start and Service Providers staff; the Head Start Program will also provide training for all participants; develop the approach, establish the timeline and format for the self-assessment; and ultimately ensure the successful completion of the self-assessment process.

II. Provider's Responsibilities:

Three Tiered Approach

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

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

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

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

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



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

Provider Corrective Action:

- The provider will have no more than 10 business days to correct all findings of provider level monitoring.
- The provider will have no more than 10 business days to correct all findings of grantee level monitoring.
- The provider will request in writing or email for an extension for any finding needing more time to correct. The Special Projects Manager over EHS-CCP Program or Head Start Administrator may give permission and add provisions to any agreements.

Performance Standard:

1304.51 (i)(1-3) 1304.2

	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 2			
SUBJECT	Standards of Conduct		
REFERENCE	Program Design and Management		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

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



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

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

Performance Standards:

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

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	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 3			
SUBJECT	Staff Performance Appraisals		
REFERENCE	Program Design and Management		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

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

Performance Standards:

1301.31(a)(5); 1304.52 (j); 1310.17 (f)(1)

	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 4			
SUBJECT	Training and Professional Development		
REFERENCE	Program Design and Management		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

The Early Head Start-Child Care Partnership Program will ensure all new staff, consultants and volunteers receives, at a minimum, an orientation that includes the goals and underlying philosophy of Head Start including the standards, regulation and policies.

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



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

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

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

Performance Standard:

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

	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 5			
SUBJECT	Harassment and Discrimination		
REFERENCE	Program Design and Management		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:



The Early Head Start- Child Care Partnership (EHS-CCP) Program maintains a work environment free from sexual and other unlawful harassment and discrimination. Discrimination with respect to race, creed, color, national origin, sex, political affiliation, beliefs, or a handicapping condition will not be tolerated.

Additionally, the EHS-CCP Program is governed by all existing agency, state and federal policies prohibiting unlawful harassment, in any form and discrimination on any basis protected.

Head Start Act:

CFR 45 Part 80; 45 CFR Part 84

Sec. 654. NONDISCRIMINATION PROVISIONS

	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 6			
SUBJECT	Staff Qualifications and Competency Requirements		
REFERENCE	Program Design and Management; Personnel Policies		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

The Head Start Program will ensure all staff, consultants and contractors meet the following criteria and have sufficient knowledge, training and experience, and must provide ongoing training and professional development to fulfill their roles and responsibilities:

A. Early Head Start or Head Start Director

- i. At a minimum, a baccalaureate degree if hired after November 7, 2016
- ii. Experience in supervision of staff, fiscal management, and administration

B. Fiscal Officer

- i. At a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field
- ii. Certified Public Accountant

C. Child and Family Services Management Staff

i. Family, Health, and Disabilities Management

- a. At a minimum, a baccalaureate degree, preferably related to one or more of the disciplines they oversee

ii. Education Management-

- a. A baccalaureate or advanced degree in early childhood education; or
- b. A baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience

D. Child and Family Services Staff

I. Early Head Start Teacher

- 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;

II. Head Start Pre-K Teachers and Education Coordinators

- a) A baccalaureate or advanced degree in child development or early childhood education; or
 - i. b) a baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching early childhood education. The Head Start Program will also recognize licenses or certifications that qualify teachers to teach pre-school aged children within the State of Texas.
- b) At least an associate's or bachelor's degree in child development or early childhood education, equivalent coursework

III. Pre-K Head Start Teacher Assistants

- a. Child Development Associate (CDA) credential or enrolled in a program to be completed within two years of hire; or
- b. Technical Certificate in Early Childhood Studies or Early Childhood Development that meets or exceeds the requirements for a CDA Credential; or
- c. Associate or baccalaureate degree (in any area) or be enrolled in a program that will lead to degree within two years of hire.

*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

IV. Family Support Workers

- a. Must have within eighteen months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field.

V. Health Professionals

- a. Health procedures must only be performed by a licensed or certified health professional.
- b. All mental health consultants must be licensed or certified mental health professionals. Program must use mental health consultants with knowledge of and experience in serving young children and their families.
- c. Staff or consultants who support nutrition services must be registered dietitians or nutritionists with appropriate qualifications.

VI. Coaches

- a. Minimum of a baccalaureate degree in early childhood education or a related field.



Performance Standards:

1302.91(a-d); 1302.92(c-d)

Head Start Act:

HS Act 645A(h); Sec 648 A (a)(1-3)

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	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 7			
SUBJECT	Identification and Reporting of Child Abuse and Neglect		
REFERENCE	Program Design and Management; Personnel Policies		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

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

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

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

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

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

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

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

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

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

Performance Standards:

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



TDFPS/Child Care Licensing Minimum Standards:

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

Resources:

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

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

	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 8			
SUBJECT	Parent Connection Committees		
REFERENCE	Program Design and Management		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:



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

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

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



Performance Standards:

1301.4

	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 9			
SUBJECT	Community Complaint		
REFERENCE	Program Design and Management		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

The Head Start Program will establish and maintain a Community Complaint Procedure. This is to ensure all complaints made by Head Start parents, guardians, and other members of the community are handled in an expedient and satisfactory manner.

	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 10			
SUBJECT	Critical Incident Reporting		
REFERENCE	Program Design and Management		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

The Early Head Start- Child Care Partnership (EHS-CCP) Program must develop and implement a system for Critical Incident Reporting (CIR). The system must include training for staff on incident reporting, notification to parents/ guardians and Grantee within 24 hours.

A Critical Incidents includes, but is not limited to:

- Suspected child abuse which may or may not have occurred during service hours.
- Allegations of child abuse/neglect against any EHS-CCP staff member, volunteer or contractor, injury to a child due to lack of supervision or unacceptable methods of child guidance
- Incidents which may have placed a child, family member or staff in danger
- Health incidents and illnesses, which include, but are not limited to:
 - Injuries that require urgent medical attention by a health-care professional
 - Child or staff member leaving by emergency medical transport
 - Contagious diseases that could lead to an outbreak
 - Child receiving outside medical attention at any point in time for an injury that occurred during service hours
- Any incident and or media inquiry which has the potential to generate negative media coverage.
- Unplanned interruption in EHS-CCP Program services.



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

Performance Standards:

1302.47(c); 1302.102(d)(1)(ii); 1304.12

TDFPS/Child Care Licensing Minimum Standards:

746.201(5)

	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 11			
SUBJECT	Personnel Policies		
REFERENCE	Program Design and Management; Human Resources Management		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

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

Termination

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

Policy Council Approval of Hiring and Termination Actions

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

Hiring of:

- a. Interim staff
- b. Staff used through a temporary services agency
- c. Contractor staff
- d. Change in job assignment

- e. Key personnel critical to immediate service delivery and/or operations of the program. In such cases, the Head Start Administrator or Director of the Human Services Department may determine whether a delay caused by waiting for HSPC approval will be detrimental to the program. If such determination is made, the Head Start Administrator or Director of the Human Services Department will discuss the matter with the HSPC Chair for concurrence and will later inform the HSPC at the next regularly scheduled meeting and request approval.

Termination of:

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



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

Performance Standards:

1302.90(a-b);

Head Start Act:

HS Act:642(c)(1)(E)(iv)(V)(cc); 642(c)(1)(E)(IX); 642(c)(2)(D)(iv)

	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 12			
SUBJECT	Program Governance		
REFERENCE	Program Design and Management; Program Governance		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

The Early Head Start-Child Care Partnership (EHS-CCP) Program has established a formal structure for program governance that includes the City of San Antonio City Council, committee, the Head Start Policy Council, and parent committees. The City Council committee is a subcommittee of City Council to which City Council has delegated oversight of key responsibilities related to program governance and improvements of the Head Start Program. This structure allows for parent participation in policy making and other decisions about the program, as required by Head Start Program Performance Standards.

To the extent permitted by federal regulations, the City's Charter and the City's governance structure, the City Council committee shall act on behalf of the City Council and jointly approve policies related to the Head Start Program.

Performance Standard:

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

	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 13			
SUBJECT	Impasse		
REFERENCE	Program Design and Management; Program Governance		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

To facilitate meaningful consultation and collaboration about decisions of the Governing Body and the Head Start Policy Council (HSPC), written impasse procedures will be established for resolving internal disputes in a timely manner. These procedures will meet the requirements established in the Head Start Program Performance Standards.

This policy, detailed further in the Impasse Procedures, will seek to ensure that matters of internal dispute are resolved in a respectful, professional and timely manner to safeguard the integrity and continued funding and operation of the Head Start Program.

Performance Standards:

1301.6; HS Act 642(d)(1)

	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 14			
SUBJECT	Confidentiality		
REFERENCE	Program Design and Management; Personnel Policies		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

The Early Head Start – Child Care Partnership (EHS-CCP) Program is committed to ensure the security and confidentiality of personnel, children, and family files.

Confidentiality requirements include, but are not limited to, the following:



- Physical and electronic records are secured;
- Only authorized staff members may access personnel child and family files;
- Staff members share child information on a need-to-know basis;
- Parent/guardian's written consent is needed prior to release of any individual child or family records.
- Staff is trained immediately after their start date either through orientation or one-on-one training on how to maintain confidentiality;

Only information that is essential to provide services will be recorded and maintained on any Head Start child. Parents/ guardians will be the primary source of information about themselves, and information sought from them will be limited to that which is essential for service.

The sharing of information with Head Start community partners is encouraged if such improves service delivery and is done in accordance with this confidentiality policy. Sharing of information with outside agencies for purposes other than coordination of services must be pre-approved by the Head Start Program Administrator.

Confidentiality must be maintained in accordance with this policy, local, state and federal requirements.

Performance Standard:
1302.101(b)(4); 1303.20

	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 15			
SUBJECT	Research Studies with Head Start Families		
REFERENCE	Program Design and Management		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

The Early Head Start-Child Care Partnership (EHS-CCP) Program must follow the established guidelines for research study requests involving Head Start children and families.



A written request must be provided to the Grantee for approval when a request to support a research study involves children and families enrolled in the Head Start program and/or involves secondary Head Start data (research collected by the Head Start program for another purpose). This request must include assurances that the study will be conducted in compliance with the Head Start Program Confidentiality policy, 45 CFR 46 and 45 CFR 46 Subpart D (additional protections for children) and include the following basic elements:

- Person or entity conducting the study
- Type of research study
- Title of project
- Timeframe for study
- Proposed subjects
- Methodology and data collection
- Purpose of study and use of information collected
- Method to obtain parental permission and child's agreement (if applicable) unless a waiver has been granted by an Institutional Review Board (IRB) or other agency in accordance with section 46.116 (c) or 46.116 (d) of 45 CFR 46
- How anonymity and confidentiality of subjects will be maintained
- Documentation of agency approval and/or approval by an IRB, if applicable

The Grantee has a right to review and edit documentation prior to publication. At the conclusion of the project, anticipated dates of publication will be provided to the grantee as well as a copy of all published reports.

Related Regulations:

45 CFR 46 and 45 CFR 46 Subpart D



	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 16			
SUBJECT	Health Requirements		
REFERENCE	Program Design and Management; Human Resources Management		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

The Head Start Program must ensure all staff receives an initial health examination to include a Tuberculosis (TB) screening. Health re-examination must be conducted every 5 years. In addition to this requirement, a TB screening must be conducted annually through a questionnaire for staff and volunteers. Documentation of initial health exams, re-examinations if applicable, and Staff and Volunteer TB Questionnaires must be kept on file.

Performance Standards:

1302.93; 1302.94

	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 17			
SUBJECT	Staff Safety Training		
REFERENCE	Program Design and Management		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:



All Early Head Start – Child Care Partnership (EHS-CCP) Program staff must receive an initial safety orientation within 90 days of hire, on an annual basis, and/or as required by issuing entity. Head Start Program including all contractors will develop and implement procedures to ensure safety training requirements are met and documented.

At a minimum, safety training will include:

- (A) The prevention and control of infectious diseases;
- (B) Prevention of sudden infant death syndrome and use of safe sleeping practices;
- (C) Administration of medication, consistent with standards for parental consent;
- (D) Prevention and response to emergencies due to food and allergic reactions;
- (E) Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic;
- (F) Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment;
- (G) Emergency preparedness and response planning for emergencies;
- (H) Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants;
- (I) Appropriate precautions in transporting children, if applicable;
- (J) First aid and cardiopulmonary resuscitation; and,
- (K) Recognition and reporting of child abuse and neglect.

Performance Standards:

1302.47(4); 1302.47(5)(i)

	DHS, Early Head Start Childcare Partnership Program Policy		
PDM 18			
SUBJECT	Emergency Preparedness and Response Plan		
REFERENCE	Program Design and Management		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:

The Head Start Program, including the Early Head Start – Child Care Partnership (EHS-CCP) Program, will develop and implement an emergency management/disaster preparedness and response plan that includes, at a minimum:



- Emergency Administrative Communication Protocols
- Critical Phone Numbers to Public Emergency Services
- Emergency Management/Disaster Preparedness Team
- Parent/Guardian Contact Protocol

Head Start Program Performance Standards:

1302.47(b)(8)

TDFPS/Child Care Licensing Minimum Standards:

746.5201; 746.5202

	DHS, Early Head Start Childcare Partnership Program Policy		
ENVIRONMENTAL HEALTH AND SAFETY 1			
SUBJECT	Safe Environments		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

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

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



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

Performance Standard:

1302.47; 1302.21; 1302.102(d)(ii)

TDFPS/Child Care Licensing Minimum Standards:

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

	DHS, Early Head Start Childcare Partnership Program Policy		
ENVIRONMENTAL HEALTH AND SAFETY 2			
SUBJECT	Staffing and Class Size Requirements		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

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

A 1:4 adult to child ratio is required.

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

Class Size

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

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

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

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

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

Volunteers being counted in classroom ratios



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

Performance Standard:

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

TDFPS/Child Care Licensing Minimum Standards:

746.1401(f)

	DHS, Early Head Start Childcare Partnership Program Policy		
ENVIRONMENTAL HEALTH AND SAFETY 3			
SUBJECT	Hygiene Practices		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

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

Handwashing

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

Hygiene

- Easily accessible nonporous gloves are to be worn by all staff when they are in contact with blood or bodily fluids.
- Bodily fluids should be cleaned and disinfected immediately in keeping with Head Start Performance Standards and Texas Department of Family and Protective Services Child Care Licensing Minimum Standards.

- Any tools and equipment used to clean bodily fluids should be cleaned, disinfected immediately, and blood-contaminated materials must be disposed of properly.
- Hand Sanitizers, pre-moisten wipelettes, and waterless hand cleaners are not allowed to replace hand-washing, and should not be accessible or used on children.

Performance Standard:



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

TDFPS/Child Care Licensing Minimum Standards:

746.3415; 746.3417; 746.3419; 746.3421; 746.3425

Reference:

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

	DHS, Early Head Start Childcare Partnership Program Policy		
ENVIRONMENTAL HEALTH AND SAFETY 4			
SUBJECT	Management of Illness / Conditions of Short Term Exclusions and Admittance		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

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

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

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

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

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

Performance Standard:



1302.47 (7)(iii)

TDFPS/Child Care Licensing Minimum Standards:

746.3601; 746.3603; 746.3605; 746.3607; 746.3815; 746.3817; 746.3819

References:

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

	DHS, Early Head Start Childcare Partnership Program Policy		
ENVIRONMENTAL HEALTH AND SAFETY 5			
SUBJECT	Emergency Preparedness / Emergency Procedures		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

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

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

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



Performance Standard:

1302.47(8)

TDFPS/Child Care Licensing Minimum Standards:

746.5201; 746.5202; 746.5205

DRAFT

	DHS, Early Head Start Childcare Partnership Program Policy		
ENVIRONMENTAL HEALTH AND SAFETY 6			
SUBJECT	Medication Administration		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

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

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

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



All medication must be in the original labeled container and stored under lock and key, and refrigerated, if necessary, including those required for staff and volunteers. Rescue medications, including 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:

1302.47(7)(iv)

TDFPS/Child Care Licensing Minimum Standards:

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

	DHS, Early Head Start Childcare Partnership Program Policy		
ENVIRONMENTAL HEALTH AND SAFETY 7			
SUBJECT	Diapering and Toilet Training		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

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

At a minimum the system will include the following:

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



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

Performance Standard:

1302.47 (6)(i)

TDFPS/Child Care Licensing Minimum Standards:

746.3407; 746.3501; 746.3503; 746.3505

	DHS, Early Head Start Childcare Partnership Program Policy		
ENVIRONMENTAL HEALTH AND SAFETY 8			
SUBJECT	Supervision		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:



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

Performance Standard:

1302.47(5)(ii)(iii)

TDFPS/Child Care Licensing Minimum Standards:

746.1203; 746.1205; 746.2427

	DHS, Early Head Start Childcare Partnership Program Policy		
ENVIRONMENTAL HEALTH AND SAFETY 9			
SUBJECT	Food Sanitation		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

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

Performance Standards:



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

TDFPS/Child Care Licensing Minimum Standards:

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

Reference:

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

	DHS, Early Head Start Childcare Partnership Program Policy		
WELLNESS SUPPORT SERVICES 1			
SUBJECT	Identification and Intervention through Wellness Support Services		
REFERENCE	Mental Health		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

The Early Head Start – Child Care Partnership (EHS-CCP) program will ensure the effective provision of mental health services by utilizing consultants who are licensed mental health professionals with experience and expertise in early childhood social emotional development and the provision of mental health services to young children, their families and Head Start staff.

The Head Start program will develop and implement a system for the identification of children, families and staff in need of the provision of behavioral supports and mental health services.

Service Providers will adhere to the process and procedures outlined by the City 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 Head Start Program will contract with qualified mental health professionals to provide direct services to children, families, and staff in need of assistance. The EHS-CCP Program approach will include the provision of training and supports to staff to promote staff mental wellness so that they are better equipped to interact with children and families in healthier and more positive ways. Tier I: Promotion - Nurturing and Responsive Relationships and High Quality Supportive Environments

The EHS-CCP Program will promote the positive social-emotional development of all children by implementing an approach that focuses on creating a nurturing environment that fosters positive relationships between staff, children and parents.

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

The EHS-CCP program will promote the positive social-emotional development of

identified children through parent and teacher education, classroom observations and teacher consultation to implement strategies that promote wellness.

- **Tier III: Intensive Intervention**



The EHS-CCP program will respond to children families and staff in need of intensive interventions by providing consultation and referrals to community providers. The EHS-CCP 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 EHS-CCP and Service Providers will ensure compliance with all confidentiality policies, as required by law, including when documenting services, referrals and follow-up provided in all data management systems utilized by the EHS-CCP Program.

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

Performance Standard

1302.45

	DHS, Early Head Start Childcare Partnership Program Policy		
TRANSPORTATION 1			
SUBJECT	General Requirements		
REFERENCE	Transportation		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/9/16
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Policy:

Early Head Start – Child Care Partnership Service Providers (Providers) must establish procedures that promote the safe operations of vehicles used to transport children, as applicable. These procedures must include:

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

Safe transition of children to include:



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

Performance Standards:

1303.70; 1303.71; 1303.72; 1303.73; 1303.74

TDFPS/Child Care Licensing Minimum Standards:

746.1316; 746.4103; 746.5605; 746.5607; 746.5617; 746.5619; 746.5621

	DHS, Early Head Start Childcare Partnership Program Policy		
TRANSPORTATION 2			
SUBJECT	Student Pedestrian and Bus Safety Training		
REFERENCE	Transportation		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

Early Head Start-Child Care Partnership (EHS-CCP), Service Providers must develop a system to ensure that every child enrolled in the program receives Pedestrian and Bus Safety Training and Information according to the City of the San Antonio Data Entry and Benchmark Due Date Guide. In addition, centers providing transportation services directly or through another organization must ensure that children are trained on emergency evacuation procedures and participate in an emergency evacuation drill.

Two additional evacuation drills must be conducted during the program year for any child receiving transportation services. The system must include procedures for documentation of the training.

Performance Standard:

1302.46 (b)(1)(v); 1303.74(a)(b)

	DHS, Early Head Start Childcare Partnership Program Policy		
TRANSPORTATION 3			
SUBJECT	Child Restraint Systems		
REFERENCE	Transportation		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/16/16
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Policy:

Early Head Start – Child Care Partnership Program Service Providers offering transportation services must ensure that each vehicle used to transport children is equipped with height- and weight-appropriate child safety restraint systems.

Performance Standards: 1303.71(d)

TDPFS/Child Care Licensing Minimum Standards:
746.5607

http://www.dps.texas.gov/director_staff/public_information/childPassSafetyFAQs.pdf



	DHS, Early Head Start Childcare Partnership Program Policy		
TRANSPORTATION 4			
SUBJECT	Children with Disabilities		
REFERENCE	Transportation		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/17	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

Early Head Start – Child Care Partnership (EHS-CCP) Program, Service Providers must ensure that if transportation services are provided alternative vehicles must also be adapted or designed for transportation of children with disabilities enrolled in the program. Whenever possible, children with disabilities must be transported in the same vehicles used to transport other children enrolled in the (EHS-CCP) program and must ensure compliance with the Americans’ with Disabilities Act, the HHS Regulations at 45 CFR part 84, implementing Section 504 of the Rehabilitation Act of 1973 and the Head Start Program Performance Standards on Services for Children with Disabilities as they apply to transportation services.

Performance Standard:

1303.75

	DHS, Early Head Start Childcare Partnership Program Policy		
TRANSPORTATION 5			
SUBJECT	Child Transportation Information		
REFERENCE	Transportation		
EFFECTIVE	August 1, 2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/26/16	Governing Body Approval: 9/19/16	Governing Body Revision: 9/19/16
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Policy:

Early Head Start – Child Care Partnership Program Service Providers must develop a system that identifies and tracks children receiving transportation services. Documentation of children who receive transportation services must be maintained in Child Plus according to the City of San Antonio Data Entry and Benchmark Due Date Guide.

Performance Standards:

1303.72(a)(3)