



CONCHO VALLEY
COUNCIL OF GOVERNMENTS



Head Start/Early Head Start
Policy Council Meeting
Announcement

November 13th 2024 11am

Microsoft Teams Information

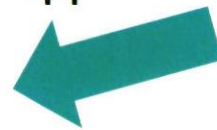
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Agenda Packet Arrival: Date 11-6-2024



NOTICE OF A Public Meeting: November 13th 2024 5430 Link Rd San Angelo, TX 76904

The meeting place is accessible to persons with disabilities. If assistance is needed to observe or comment, please call Stacy Walker at (325) 944-9666 at least 24 hours prior to the meeting.

<i>Business</i>	<i>Posted in accordance with CVCOG Head Start By-Laws on July 10th, 2024</i>
Determination of	Quorum
Public Comment	
1. Approval of	Policy Council October Minutes
2. Approval of	Personnel Variations
3. Approval of August	CVCOG Summary Budget Comparison Grant H07, Head Start 24-25 From 6/1/2024 Through 8/31/2024
4. Approval of August	CVCOG Summary Budget Comparison Grant H06, Head Start Nutrition 23-24 From 10/1/2023 Through 8/31/2024
5. Approval of August	Head Start Credit Card/Open Account Transactions Summary August 2024
6. Approval of	Head Start Finance Director
7. Approval of	Policies and Procedures <ul style="list-style-type: none"> • ERSEA – 1302.12, 1302.13, 1302.14, 1302.15,1302.17 • Education – 1302.31 • Health – 1302.40, 1302.41, 1302.42, 1302.45, 1302.46, 1302.47 • Family Community Engagement – 1302.53 • Enrolled Pregnant Women – 1302.80 and 1302.82 • Human Resources – 1302.91 and 1302.92 • Procedures – Transition Roll Call Procedures
8. Consider and Take Appropriate Action	School Printer Lease Contract
9. Reports & Information	1. Director's Report 2. Self-Assessment Collection Methods 3. Ran Call

Carolina Raymond Head Start Director

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HAPPY
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Agenda Item # 1

Date & Time: October 9 th at 11am	Meeting called to order at and by Lauren (Chair) @ 11:04 am	Meeting concluded at and by Lauren (Chair) @ 11:16 am
----------------------------------------------	----------------------------------------------------------------	----------------------------------------------------------

Items on Agenda - Quorum Met 5 Quorum Not Met	1 st Motion	2 nd Motion	All in Favor	Any Opposed
1. Approval of • Policy Council September Ballot Results	Pat Comm Rep	Christina Day HS	5	None
2. Approval of • Personnel Variations	Abigail Rio Vista EHS	Christina Day HS	5	None
3. Approval of • Removal of CVCOG Policy Council Jaylon Seals and Michael Culler	Abigail Rio Vista EHS	c Abigail Rio Vista EHS	5	None
4. Information and Reports • Reportable Incident				

Meeting Minutes: (NOTES PERTAINING ITEM LETTER WITH EACH DISCUSSION) Notes Taken by: Stacy Walker and Carolina Raymond

Any Motions:
1. Policy Council April Minutes- • No discussion
2. Personnel Variations • We removed several old substitutes from last year that have stopped showing up for us. We rehired a great teacher that has previously left us and we have a few open positions.
3. Consider and Take Appropriate Action • We are removing Jaylon for CVCOG Procurement and Michael Culler from CAC because he is no longer with them. I would like to thank them for their service and devotion to the success of our program.

4. Information and Reports

- Reportable Incident – We had a child left behind for an amount of time in a classroom at one of our centers. The child is okay and was found as he was sleeping on a mat the entire time. We reported the incident to the Office of Head Start and Licensing as we are required too. The office of Head Start set up a RAN Meeting. It went very well. They looked at our policies and procedures and were happy with what we had including our HR disciplinary action and policies regarding the employees. We implemented the HR policies and unfortunately the employees turned in their resignations. We are currently required to write a corrective action plan to help with accountability of the issue which is in progress now. We will keep you posted on information and progress on this reportable incident.

Policy Council minutes were sent out to the sites for posting on the Parent Boards

Stacy Walker FAMCO Manager out on 10/9/2024

Policy Council Chairman

Date

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Agenda Item # 2

New Hires/Promotion/Employee Changes – November 2024

Employee Name:	Hire Date	Position	Former Position	School
Arredondo, Mayra	10/4/2024	Substitute	New Employee	San Angelo Universal Substitute
Catano, Ashlie	10/4/2024	Substitute	New Employee	San Angelo Universal Substitute
Garces, Cynthia	10/4/2024	Substitute	New Employee	San Angelo Universal Substitute

Change of Status

Employee Name:	Hire Date	Termed Date	School/Position
Reyes, Alicia	8/17/2020	10/4/2024	Rio Vista Head Start Teacher
Keith, Lauren	7/22/2024	10/4/2024	Rio Vista Head Start Teacher Assistant
Sinar, Victoria	10/6/2020	10/9/2024	Rio Vista Head Start Teacher

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Agenda Item # 3

CVCOG

Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25
From 6/1/2024 Through 8/31/2024

Account Code	Account Title	YTD Budget \$	YTD Actual	YTD Budget \$ Variance	Percent Total Budget Used
H07	HHS-ACF Grant H07, Head Start FY 24-25				
004	Revenue				
4173000	HHS-ACF Head Start CFDA 93.600	7,905,077.00	1,791,396.11	(6,113,680.89)	22.66%
4411000	IK Contributions	1,853,365.00	61,208.13	(1,792,156.87)	3.30%
4523000	Local Revenue	9,201.11	4,993.70	(4,207.41)	54.27%
Total 004	Revenue	9,767,643.11	1,857,597.94	(7,910,045.17)	19.02%
400	Head Start CAN NO 9-G064122				
5110000	General Wages	2,504,743.00	589,826.19	1,914,916.81	23.55%
5119000	Holiday Work Time	1,240.02	1,316.44	(76.42)	106.16%
5150000	Vacation Time Allocation	21,264.70	6,617.00	14,647.70	31.12%
5151000	Medicare Tax	34,188.36	8,241.78	25,946.58	24.11%
5172000	Workers Comp Insurance	18,955.02	8,028.88	10,926.14	42.36%
5173000	SUTA	1,381.85	439.11	942.74	31.78%
5174000	Health Insurance Benefit	664,346.82	185,825.06	478,521.76	27.97%
5175000	Dental Insurance Benefit	25,892.54	6,150.02	19,742.52	23.75%
5176000	Life Insurance Benefit	17,047.55	4,288.01	12,759.54	25.15%
5177000	HSA Insurance Benefit	80,041.92	2,972.50	77,069.42	3.71%
5181000	Retirement	282,232.22	65,028.27	217,203.95	23.04%
5199000	Indirect Allocation	252,279.00	63,270.77	189,008.23	25.08%
5200000	Employee Health and Welfare	8,741.29	0.00	8,741.29	0.00%
5206000	HR Service Center	82,748.04	31,647.99	51,100.05	38.25%
5207000	Procurement Service Center	32,781.43	16,899.02	15,882.41	51.55%
5208000	Information Technology Service Center	74,294.16	50,253.58	24,040.58	67.64%
5291000	Contract Services	60,000.00	12,587.90	47,412.10	20.98%
5293000	HS Health & Disab Svc	7,340.18	0.00	7,340.18	0.00%
5294000	HS Policy Council	897.69	0.00	897.69	0.00%
5295000	HS Nutrition Service	11,058.40	0.00	11,058.40	0.00%
5296000	HS Parent Service	3,022.43	217.49	2,804.94	7.20%
5309000	Travel-In Region	1,872.68	0.00	1,872.68	0.00%
5310000	Travel-Out of Region	2,288.32	0.00	2,288.32	0.00%
5351000	Fuel	454.75	134.39	320.36	29.55%
5361000	Vehicle Maintenance	454.75	37.90	416.85	8.33%
5413000	HS Site Rent	72,897.15	4,170.00	68,727.15	5.72%
5433000	HS Site Center Utilities	59,012.59	15,442.58	43,570.01	26.17%
5451000	Facility Allocation	84,185.98	11,134.56	73,051.42	13.23%
5453000	HS Site Center Bldg Maint	54,757.90	35,205.99	19,551.91	64.29%
5506000	Janitorial and Facility Supplies	45,624.61	0.00	45,624.61	0.00%
5509000	HS Delegate Supplies	94,266.58	0.00	94,266.58	0.00%
5510000	Supplies	35,571.32	7,438.41	28,132.91	20.91%
5512000	HS Class Room Supplies	104,888.00	32,029.84	72,858.16	30.54%
5514000	HS Medical Supplies	12,991.42	1,247.10	11,744.32	9.60%
5515000	HS Disability Supplies	9,660.56	0.00	9,660.56	0.00%

CVCOG

Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25
 From 6/1/2024 Through 8/31/2024

Account Code	Account Title	YTD Budget \$	YTD Actual	YTD Budget \$ Variance	Percent Total Budget Used
5518000	HS Diapers and Wipes	31,441.06	591.28	30,849.78	1.88%
5622000	Internal Computer/Software	87,556.64	15,763.35	71,793.29	18.00%
5632000	Copier	26,363.03	5,589.40	20,773.63	21.20%
5711000	Insurance	8,617.60	931.43	7,686.17	10.81%
5721000	Printing	1,530.70	0.00	1,530.70	0.00%
5722000	Ads & Promotions	1,913.61	0.00	1,913.61	0.00%
5734000	HS Capital Playground	521,620.00	0.00	521,620.00	0.00%
5753000	Dues and fees	1,765.36	370.19	1,395.17	20.97%
5760000	HS Site Center Communications	15,402.54	3,194.53	12,208.01	20.74%
5762000	Postage/freight	1,148.71	54.68	1,094.03	4.76%
5791000	Other	23,489.89	0.00	23,489.89	0.00%
5796000	Safety	1,591.63	305.59	1,286.04	19.20%
Total 400	Head Start CAN NO 9-G064122	5,485,864.00	1,187,251.23	4,298,612.77	21.64%
401	Early Head Start CAN NO 9-G064122				
5110000	General Wages	1,292,242.89	325,172.36	967,070.53	25.16%
5119000	Holiday Work Time	513.11	513.11	0.00	100.00%
5150000	Vacation Time Allocation	14,044.79	1,396.09	12,648.70	9.94%
5151000	Medicare Tax	19,263.17	4,522.06	14,741.11	23.48%
5172000	Workers Comp Insurance	9,156.87	4,051.77	5,105.10	44.25%
5173000	SUTA	761.74	243.98	517.76	32.03%
5174000	Health Insurance Benefit	369,928.69	98,554.49	271,374.20	26.64%
5175000	Dental Insurance Benefit	14,417.18	3,294.88	11,122.30	22.85%
5176000	Life Insurance Benefit	9,683.00	2,373.72	7,309.28	24.51%
5177000	HSA Insurance Benefit	44,569.35	1,610.67	42,958.68	3.61%
5181000	Retirement	159,018.22	35,825.30	123,192.92	22.53%
5199000	Indirect Allocation	131,228.00	34,384.75	96,843.25	26.20%
5200000	Employee Health and Welfare	1,544.58	0.00	1,544.58	0.00%
5206000	HR Service Center	54,018.44	9,453.30	44,565.14	17.50%
5207000	Procurement Service Center	18,960.01	5,047.76	13,912.25	26.62%
5208000	Information Technology Service Center	18,812.96	15,010.80	3,802.16	79.79%
5291000	Contract Services	10,733.70	5,234.31	5,499.39	48.77%
5293000	HS Health & Disab Svc	1,923.00	0.00	1,923.00	0.00%
5294000	HS Policy Council	161.01	0.00	161.01	0.00%
5295000	HS Nutrition Service	442.23	0.00	442.23	0.00%
5296000	HS Parent Service	574.25	340.69	233.56	59.33%
5309000	Travel-In Region	688.03	0.00	688.03	0.00%
5310000	Travel-Out of Region	841.52	0.00	841.52	0.00%
5351000	Fuel	107.34	0.00	107.34	0.00%
5413000	HS Site Rent	38,111.09	480.00	37,631.09	1.26%
5433000	HS Site Center Utilities	29,550.96	6,329.65	23,221.31	21.42%
5451000	Facility Allocation	11,951.55	2,783.65	9,167.90	23.29%
5453000	HS Site Center Bldg Maint	20,284.55	9,337.45	10,947.10	46.03%

CVCOG
 Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25
 From 6/1/2024 Through 8/31/2024

Account Code	Account Title	YTD Budget \$	YTD Actual	YTD Budget \$ Variance	Percent Total Budget Used
5506000	Janitorial and Facility Supplies	3,152.80	0.00	3,152.80	0.00%
5510000	Supplies	9,818.01	2,730.89	7,087.12	27.82%
5512000	HS Class Room Supplies	14,301.17	3,134.67	11,166.50	21.92%
5514000	HS Medical Supplies	2,080.91	417.03	1,663.88	20.04%
5515000	HS Disability Supplies	1,547.20	81.70	1,465.50	5.28%
5518000	HS Diapers and Wipes	7,540.48	511.31	7,029.17	6.78%
5622000	Internal Computer/Software	6,329.24	5,563.49	765.75	87.90%
5632000	Copier	5,285.28	1,024.73	4,260.55	19.39%
5711000	Insurance	2,519.20	149.02	2,370.18	5.92%
5721000	Printing	885.53	0.00	885.53	0.00%
5722000	Ads & Promotions	1,106.64	0.00	1,106.64	0.00%
5753000	Dues and fees	763.17	38.86	724.31	5.09%
5760000	HS Site Center Communications	2,945.33	899.56	2,045.77	30.54%
5762000	Postage/freight	664.42	0.00	664.42	0.00%
5796000	Safety	1,059.39	84.70	974.69	8.00%
Total 401	Early Head Start CAN NO 9-G064122	2,333,531.00	580,596.75	1,752,934.25	24.88%
402	Head Start T&TA CAN NO 9-G064120				
5308000	Head Start T & T A	56,824.00	15,426.01	41,397.99	27.15%
Total 402	Head Start T&TA CAN NO 9-G064120	56,824.00	15,426.01	41,397.99	27.15%
403	Early Head Start T&TA CAN NO 9-G064121				
5308000	Head Start T & T A	28,858.00	8,122.12	20,735.88	28.15%
Total 403	Early Head Start T&TA CAN NO 9-G064121	28,858.00	8,122.12	20,735.88	28.15%
409	Head Start InKind				
6791000	InKind Other	1,853,365.00	61,208.13	1,792,156.87	3.30%
Total 409	Head Start InKind	1,853,365.00	61,208.13	1,792,156.87	3.30%
997	Non Project				
5200000	Employee Health and Welfare	4,099.20	0.00	4,099.20	0.00%
5510000	Supplies	251.92	163.71	88.21	64.98%
5512000	HS Class Room Supplies	4,829.99	4,829.99	0.00	100.00%
5753000	Dues and fees	20.00	0.00	20.00	0.00%
Total 997	Non Project	9,201.11	4,993.70	4,207.41	54.27%
Total Expenditures		9,767,643.11	1,857,597.94	7,910,045.17	19.02%

CVCOG
 Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25
 From 6/1/2024 Through 8/31/2024

Account Code	Account Title	YTD Budget \$	YTD Actual	YTD Budget \$ Variance	Percent Total Budget Used
	Head Start (Project 400, 402)	5,542,688.00	1,202,677.24	4,340,010.76	21.70%
	Early Head Start (Project 401, 403)	2,362,389.00	588,718.87	1,773,670.13	24.92%
	Total Federal	7,905,077.00	1,791,396.11	6,113,680.89	22.66%
	Total Non-Federal, includes any Local Funds	1,862,566.11	66,201.83	1,796,364.28	3.55%
	Grand Total Head Start Expenditures	9,767,643.11	1,857,597.94	7,910,045.17	19.02%
	Non-Federal Percentage of Total Expenditures	3.56%	match of 20%		
	Head Start Admin Expenditures	197,557.19			
	Administrative Indirect Expenditures	97,655.52			
	Total Administrative Costs	295,212.71			
	Administrative Percentage of Approved Budget	15.89%	max of 15%		

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Agenda Item # 4

CVCOG
 Summary Budget Comparison - DIR-Grant H06, Head Start Nutrition 23-24
 From 10/1/2023 Through 8/31/2024

Account Code	Account Title	YTD Budget \$	YTD Actual	YTD Budget \$ Variance	Percent Total Budget Used
H06	Grant H06, CACFP Head Start Nutrition FY 23-24				
004	Revenue				
4221000	CACFP Nutrition CFDA 10.558	740,017.20	522,149.08	(217,868.12)	70.56%
Total 004	Revenue	740,017.20	522,149.08	(217,868.12)	70.56%
407	Head Start Nutrition				
5110000	General Wages	57,969.62	45,660.93	12,308.69	78.77%
5151000	Medicare Tax	840.57	530.31	310.26	63.09%
5172000	Workers Comp Insurance	2,233.45	2,233.45	0.00	100.00%
5173000	SUTA	23.28	136.37	(113.09)	585.78%
5174000	Health Insurance Benefit	23,218.85	15,811.13	7,407.72	68.10%
5175000	Dental Insurance Benefit	950.97	535.99	414.98	56.36%
5176000	Life Insurance Benefit	459.12	270.76	188.36	58.97%
5177000	HSA Insurance Benefit	2,516.26	572.77	1,943.49	22.76%
5181000	Retirement	6,447.68	5,002.70	1,444.98	77.59%
5199000	Indirect Allocation	5,008.07	5,008.07	0.00	100.00%
5291000	Contract Services	26,000.00	15,456.10	10,543.90	59.45%
5295000	HS Nutrition Service	488,149.33	337,953.83	150,195.50	69.23%
5513000	HS Food Serv Sup	116,000.00	103,127.66	12,872.34	88.90%
5622000	Internal Computer/Software	10,000.00	0.00	10,000.00	0.00%
5753000	Dues and fees	200.00	0.00	200.00	0.00%
Total 407	Head Start Nutrition	740,017.20	532,300.07	207,717.13	71.93%
Report Difference		0.00	(10,150.99)	(425,585.25)	71.24%

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Agenda Item # 5

**Head Start Credit Card/Open Account Transactions Summary
(Detail Attached)**

Head Start Transactions	August, 2024
Citibank P-Card	11,173.04
Dean's Dairy	2,949.17
Lowes Pay and Save	539.65
Sysco Food Services	33,468.89
West Texas Fire Extinguisher	6,264.98
	<hr/>
	\$ 54,395.73
	<hr/>

CVCOG

Vendor Activity - Head Start Citibank P-Card
H06 - Grant H06, CACFP Head Start Nutrition FY 23-24
From 8/1/2024 Through 8/31/2024

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	7/15/2024	008187	Day EHS purchase of 4 gallons lactose free milk CB HS	27.04
5295000	HS Nutrition Service	7/18/2024	094724	Day EHS purchase of lactose free milk and almond milk CB HS	50.92
5295000	HS Nutrition Service	8/9/2024	022332	Rio Vista EHS purchase of whole, 1%, and lactose free milk CB HS	41.34
5295000	HS Nutrition Service	8/13/2024	010133	Day HS/EHS and Rio Vista HS/EHS purchase of Pediasure and cups CB HS	59.28
5295000	HS Nutrition Service	8/19/2024	087219	Day HS/EHS and Rio Vista HS/EHS purchase of lactose free milk CB HS	138.95
5295000	HS Nutrition Service	8/22/2024	045027	Day HS/EHS purchase of milk CB HS	65.60
5295000	HS Nutrition Service	8/28/2024	002678	Day HS/EHS purchase of soy milk CB HS	15.44
5513000	HS Food Serv Sup	8/13/2024	002640	Day HS/EHS purchase of foam plates CB HS	377.60
5513000	HS Food Serv Sup	8/13/2024	6228794-0153000	Day HS/EHS purchase of 4 chef's caps for kitchen staff CBG2	43.60
5513000	HS Food Serv Sup	8/20/2024	091934	Rio Vista HS/EHS purchase of kitchen and classroom supplies (thermometers, boom boxes, writing supplies, etc.) CB HS	120.84
5513000	HS Food Serv Sup	8/28/2024	7107210-4899411	Day HS/EHS purchase of magnetic whiteboard for kitchen CBG2	6.99
5513000	HS Food Serv Sup	8/28/2024	7908200-7708212	Rio Vista HS/EHS purchase of magnetic whiteboard for kitchen CBG2	6.99
					<hr/>
					954.59
				Total H06 - Grant H06, CACFP Head Start Nutrition FY 23-24	<hr/> 954.59

CVCOG

Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 8/1/2024 Through 8/31/2024

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5296000	HS Parent Service	8/1/2024	2054	Head Start purchase of meals for staff working open enrollment CB HS	170.98
5308000	Head Start T & T A	7/11/2024	AC2300149-2	Day HS purchase of Early Childhood Education Program 2nd semester course for staff member K. Morales CB HS	2,650.50
5308000	Head Start T & T A	7/18/2024	1835-5998	Head Start purchase of Shaken Baby / SIDS Training course CB HS	10.00
5308000	Head Start T & T A	7/29/2024	066809	Purchase of food for participants of in-service training CB HS2	1,186.21
5308000	Head Start T & T A	8/3/2024	014344	Head Start purchase of easel pads for in-service/training CB HS	79.98
5308000	Head Start T & T A	8/4/2024	089632	Purchase of food for participants of in-service training 2 CB HS2	557.60
5308000	Head Start T & T A	8/5/2024	039675	Head Start purchase of donuts for in-service (08/05/24) CB HS	109.90
5308000	Head Start T & T A	8/12/2024	13501456346890...	Refund for return of surplus food for in-service training CB HS2	(42.10)
5308000	Head Start T & T A	8/12/2024	4948369998	Return of extra food for participants of in-service training CB HS2	(228.10)
5308000	Head Start T & T A	8/26/2024	160306	Observer Recertification for S.H. CB HS2	135.00
5351000	Fuel	7/17/2024	090232	Head Start purchase of fuel for program vehicle CB HS2	43.39
5433000	HS Site Center Utilities	7/12/2024	221727-180104 06-24	Day HS/EHS water utility service from 06/06/24 to 07/08/24 (acct# 221727-180104) CBG	3,652.17
5453000	HS Site Center Bldg Maint	7/22/2024	005889	Rio Vista HS purchase of painting supplies CB HS2	80.96
5453000	HS Site Center Bldg Maint	8/1/2024	1rpwtia4ke9	Professional Commercial Security Monitoring, Fire Alarm Monitoring, and Commercial Security Service Agreement for Day (Invoice I161340) and Rio Vista (Invoice I161362) Head Start sites from 08/01/24 to 08/31/24 CBG2	155.00

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 8/1/2024 Through 8/31/2024

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5453000	HS Site Center Bldg Maint	8/1/2024	78902	Rio Vista HS purchase of paint and painting supplies CB HS2	220.18
5453000	HS Site Center Bldg Maint	8/19/2024	057284	Day HS and Rio Vista HS purchase of keys, stamps, and key caps CB HS2	98.30
5510000	Supplies	7/11/2024	376225835-001a	Day HS/EHS refund for office chair that was delivered to incorrect address CBG	(570.99)
5510000	Supplies	7/24/2024	022736	Head Start purchase of office set-up supplies and sealing supplies for parent boards CB HS2	128.59
5510000	Supplies	7/26/2024	2604877-1929044	Head Start purchase of balloon spray for in-service CBG2	22.00
5510000	Supplies	7/26/2024	600471517	Head Start purchase of 3' x 5' custom flag CB RS	71.56
5510000	Supplies	7/26/2024	8230254-8556208	Head Start purchase of balloon spray for in-service CBG2	19.00
5510000	Supplies	7/26/2024	8541638-2535460	Head Start purchase of inflatable torches for in-service CBG2	20.79
5510000	Supplies	7/29/2024	82277	Head Start purchase of cable ties and EMT conduit CB FAC	54.17
5510000	Supplies	8/6/2024	1006525-8321029	Menard HS/EHS purchase of toner cartridges (2) CBG2	193.78
5510000	Supplies	8/14/2024	1345751-6953866	Rio Vista HS/EHS purchase of color labeling packs (4) CBG2	43.20
5510000	Supplies	8/16/2024	0390603-7829014	Eden HS purchase of divided file folders (2 boxes) CBG2	68.28
5510000	Supplies	8/21/2024	3758329-8230633	Day HS/EHS purchase of color labeling packs (2) CBG	22.70
5512000	HS Class Room Supplies	7/30/2024	8872681-3076217a	Day HS purchase of magnetic dry erase board 8' x 4' CBG2	276.50
5512000	HS Class Room Supplies	8/5/2024	5208571-5021014	Head Start purchase of plastic folders (5 boxes) CBG2	214.95
5512000	HS Class Room Supplies	8/5/2024	6847723-0696261	Head Start purchase of ink stamps (26) CBG2	275.62

CVCOG

Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 8/1/2024 Through 8/31/2024

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5512000	HS Class Room Supplies	8/20/2024	091934	Rio Vista HS/EHS purchase of kitchen and classroom supplies (thermometers, boom boxes, writing supplies, etc.) CB HS	37.89
5514000	HS Medical Supplies	8/13/2024	010133	Day HS/EHS and Rio Vista HS/EHS purchase of Pediasure and cups CB HS	52.32
5514000	HS Medical Supplies	8/13/2024	2705091-9757004	Eldorado HS purchase of medication lock boxes (2) CBG2	56.56
5514000	HS Medical Supplies	8/19/2024	4200741-1898635	Rio Vista HS purchase of sharps container CBG2	15.25
5518000	HS Diapers and Wipes	8/14/2024	5412309-7887407	Rio Vista HS purchase of Goodnites underwear (2 boxes) CBG2	118.97
5518000	HS Diapers and Wipes	8/16/2024	5647291-1352233	Day HS purchase of Pull-Ups CBG2	42.41
5753000	Dues and fees	8/20/2024	033041	Ads for contractor for Milk Products CBG	127.71
5796000	Safety	8/5/2024	405SP0000413786	Criminal history search for prospective new employee on M.H. (Day HS FSW) CB HR	3.32
5796000	Safety	8/8/2024	UZTX5JNVV8	Daycare licensing (fingerprinting) for prospective Head Start employee M.B. (Day/Rio Vista HS/EHS) CB HR	40.58
5796000	Safety	8/16/2024	405SP0000421750	Criminal history search for prospective new employee on J.H. (Rio Vista HS/EHS) CB HR	3.32
Total H07 - HHS-ACF Grant H07, Head Start FY 24-25					10,218.45
Report Opening/Current Balance					
Report Transaction Totals					11,173.04

CVCOG

Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 8/1/2024 Through 8/31/2024

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
Report Current Balances					<hr/> <hr/>

CVCOG

Vendor Activity - Head Start Deans Dairy Corporate
H06 - Grant H06, CACFP Head Start Nutrition FY 23-24
From 8/1/2024 Through 8/31/2024

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	8/6/2024	650670993	Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 20 1% 9/CS	69.55
5295000	HS Nutrition Service	8/6/2024	650670996	Eden HS purchase of milk for children - 16 1% 9/CS	48.27
5295000	HS Nutrition Service	8/12/2024	652270740	Day HS/EHS purchase of milk for children - 36 whole 9/CS, 141 1% 9/CS, and 6 2% lactose free 6 BX	563.32
5295000	HS Nutrition Service	8/13/2024	652073783	Rio Vista HS/EHS purchase of milk for children - 18 whole 9/CS, 229 1% 9/CS, and 12 2% lactose free 6 BX	800.89
5295000	HS Nutrition Service	8/14/2024	650671379	Eldorado HS purchase of milk for children - 12 1% 9/CS	36.20
5295000	HS Nutrition Service	8/14/2024	650671397	Eden HS purchase of milk for children - 16 1% 9/CS	48.27
5295000	HS Nutrition Service	8/14/2024	652270775	Ozona HS purchase of milk for children - 27 1% 9/CS	81.46
5295000	HS Nutrition Service	8/15/2024	650671403	Menard HS/EHS purchase of milk for children - 2 whole 9/CS and 8 1% 9/CS	30.28
5295000	HS Nutrition Service	8/19/2024	652271047	Day HS/EHS purchase of milk for children - 45 whole 9/CS and 144 1% 9/CS	572.65
5295000	HS Nutrition Service	8/20/2024	650671753	Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 8 1% 9/CS	33.35
5295000	HS Nutrition Service	8/20/2024	652074068	Rio Vista HS/EHS purchase of milk for children - 18 whole 9/CS, 135 1% 9/CS, and 6 2% lactose free 6BX	489.94
5295000	HS Nutrition Service	8/21/2024	650671758	Eldorado HS purchase of milk for children - 10 1% 9/CS	30.17
5295000	HS Nutrition Service	8/21/2024	652271080	Ozona HS purchase of milk for children - 18 1% 9/CS	54.31
5295000	HS Nutrition Service	8/22/2024	650671783	Menard HS purchase of milk for children - 18 1% 9/CS	54.31
5295000	HS Nutrition Service	8/28/2024	650672140	Eldorado HS purchase of milk for children - 12 1% 9/CS	36.20

CVCOG

Vendor Activity - Head Start Deans Dairy Corporate
H06 - Grant H06, CACFP Head Start Nutrition FY 23-24
From 8/1/2024 Through 8/31/2024

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
					<u>2,949.17</u>
				Total H06 - Grant H06, CACFP Head Start Nutrition FY 23-24	2,949.17
	Report Opening/Current Balance				<u> </u>
	Report Transaction Totals				<u>2,949.17</u>
	Report Current Balances				<u><u> </u></u>

CVCOG

Vendor Activity - Head Start Lowes Pay and Save
H06 - Grant H06, CACFP Head Start Nutrition FY 23-24
From 8/1/2024 Through 8/31/2024

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	7/15/2024	240715-357-3-3-41	Menard EHS purchase of nutrition items	15.03
5295000	HS Nutrition Service	7/24/2024	240724-417-1-1-30	Menard EHS purchase of nutrition items	17.59
5295000	HS Nutrition Service	8/12/2024	240812-207-1-1-55	Ozona HS purchase of nutrition items	145.11
5295000	HS Nutrition Service	8/12/2024	240812-399-1-1-65	Menard HS/EHS purchase of nutrition items	28.24
5295000	HS Nutrition Service	8/14/2024	240814-169-1-1-15	Ozona HS purchase of nutrition items	27.10
5295000	HS Nutrition Service	8/16/2024	240816-239-3-3-58	Ozona HS purchase of nutrition items	89.57
5295000	HS Nutrition Service	8/20/2024	240820-252-1-1-3	Ozona HS purchase of nutrition items	32.67
5295000	HS Nutrition Service	8/21/2024	240821-318-3-3-5	Menard HS/EHS purchase of nutrition items	21.90
5295000	HS Nutrition Service	8/26/2024	240826-202-2-2-19	Eden HS purchase of nutrition items	73.03
5295000	HS Nutrition Service	8/27/2024	240827-382-1-1-55	Menard HS/EHS purchase of nutrition items for children	16.70
5295000	HS Nutrition Service	8/30/2024	240830-125-1-1-5	Ozona HS purchase of nutrition items	68.72
5295000	HS Nutrition Service	8/30/2024	240830-311-2-2-15	Ozona HS purchase of nutrition items	3.99
					<u>539.65</u>
				Total H06 - Grant H06, CACFP Head Start Nutrition FY 23-24	<u>539.65</u>
	Report Opening/Current Balance				
	Report Transaction Totals				<u>539.65</u>
	Report Current Balances				<u><u> </u></u>

CVCOG

Vendor Activity - Head Start Sysco
H06 - Grant H06, CACFP Head Start Nutrition FY 23-24
From 8/1/2024 Through 8/31/2024

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	8/1/2024	278908546	Ozona HS purchase of nutrition items for children and kitchen supplies	1,697.83
5295000	HS Nutrition Service	8/1/2024	278908572	Day HS/EHS purchase of nutrition items for children and kitchen supplies	1,604.81
5295000	HS Nutrition Service	8/1/2024	278908596	Eden HS purchase of nutrition items for children and kitchen supplies	2,977.22
5295000	HS Nutrition Service	8/5/2024	278910872	Eldorado HS purchase of nutrition items for children	1,198.40
5295000	HS Nutrition Service	8/13/2024	278916095	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	3,354.39
5295000	HS Nutrition Service	8/15/2024	278917318	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,889.06
5295000	HS Nutrition Service	8/20/2024	278920277	Day HS/EHS purchase of nutrition items for children	52.66
5295000	HS Nutrition Service	8/20/2024	278920524	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	2,459.86
5295000	HS Nutrition Service	8/22/2024	278921733	Rio Vista HS/EHS credit for sugar damaged on truck	(45.30)
5295000	HS Nutrition Service	8/22/2024	278921868	Eldorado HS purchase of nutrition items for children	786.87
5295000	HS Nutrition Service	8/22/2024	278921903	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	221.91
5295000	HS Nutrition Service	8/22/2024	278921981	Day HS/EHS purchase of nutrition items for children and kitchen supplies	4,734.64
5295000	HS Nutrition Service	8/23/2024	278922452	Eldorado HS purchase of nutrition items for children	12.64
5295000	HS Nutrition Service	8/27/2024	278925423	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	3,534.16
5295000	HS Nutrition Service	8/29/2024	278926872	Eldorado HS purchase of nutrition items for children and kitchen supplies	243.89
5295000	HS Nutrition Service	8/29/2024	278926892	Day HS/EHS purchase of nutrition items for children and kitchen supplies	4,257.51
5295000	HS Nutrition Service	8/30/2024	278927468	Day HS/EHS purchase of nutrition items for children	122.88

CVCOG

Vendor Activity - Head Start Sysco
H06 - Grant H06, CACFP Head Start Nutrition FY 23-24
From 8/1/2024 Through 8/31/2024

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5513000	HS Food Serv Sup	8/1/2024	278908397	Rio Vista HS/EHS credit for unsatisfactory substituted foam plates	(118.86)
5513000	HS Food Serv Sup	8/1/2024	278908546	Ozona HS purchase of nutrition items for children and kitchen supplies	119.11
5513000	HS Food Serv Sup	8/1/2024	278908572	Day HS/EHS purchase of nutrition items for children and kitchen supplies	160.26
5513000	HS Food Serv Sup	8/1/2024	278908596	Eden HS purchase of nutrition items for children and kitchen supplies	125.37
5513000	HS Food Serv Sup	8/13/2024	278916095	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	265.70
5513000	HS Food Serv Sup	8/15/2024	278917318	Day HS/EHS purchase of nutrition items for children and kitchen supplies	89.15
5513000	HS Food Serv Sup	8/20/2024	278920524	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	501.56
5513000	HS Food Serv Sup	8/22/2024	278921903	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	86.30
5513000	HS Food Serv Sup	8/22/2024	278921981	Day HS/EHS purchase of nutrition items for children and kitchen supplies	346.81
5513000	HS Food Serv Sup	8/24/2024	278923892	Menard HS/EHS credit for hand towels short on truck	(44.08)
5513000	HS Food Serv Sup	8/27/2024	278925423	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	218.00
5513000	HS Food Serv Sup	8/28/2024	278925893	Day HS/EHS purchase of kitchen supplies	0.00
5513000	HS Food Serv Sup	8/29/2024	278926872	Eldorado HS purchase of nutrition items for children and kitchen supplies	60.32
5513000	HS Food Serv Sup	8/29/2024	278926892	Day HS/EHS purchase of nutrition items for children and kitchen supplies	555.82
					<u>33,468.89</u>
				Total H06 - Grant H06, CACFP Head Start Nutrition FY 23-24	<u>33,468.89</u>

CVCOG

Vendor Activity - Head Start Sysco
H06 - Grant H06, CACFP Head Start Nutrition FY 23-24
From 8/1/2024 Through 8/31/2024

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
Report Opening/Current Balance					
Report Transaction Totals					<u>33,468.89</u>
Report Current Balances					<u><u> </u></u>

CVCOG

Vendor Activity - Head Start West Texas Fire Extinguisher
H06 - Grant H06, CACFP Head Start Nutrition FY 23-24
From 8/1/2024 Through 8/31/2024

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5513000	HS Food Serv Sup	8/7/2024	301714A	Eden HS credit for returned bathroom disinfectant and purchase of paper towels and replacement hand soap	128.98
5513000	HS Food Serv Sup	8/12/2024	301013-01	Day EHS purchase of disposable towels - 2 cases	121.32
5513000	HS Food Serv Sup	8/12/2024	301285-01	Rio Vista HS/EHS purchase of disposable towels - 1 case	60.66
5513000	HS Food Serv Sup	8/13/2024	302516	Ozona HS semi-annual vent and hood inspection	100.00
5513000	HS Food Serv Sup	8/21/2024	301655-01	Eden HS purchase of disposable towels and feather duster	121.32
5513000	HS Food Serv Sup	8/26/2024	303025	Rio Vista HS/EHS purchase of toilet tissue (exchange), cleaner, and Consume multi-purpose	35.76
5513000	HS Food Serv Sup	8/26/2024	303249	Day HS/EHS and Rio Vista HS/EHS semi-annual vent and hood inspections and Ansul fusible links	251.00
5513000	HS Food Serv Sup	8/26/2024	303259	Eldorado HS semi-annual vent and hood inspection and Ansul fusible links	127.00
5513000	HS Food Serv Sup	8/27/2024	302634	Menard HS/EHS purchase of toilet brush, cleaner, & tissue, mop handle, dish & hand soaps, delimer, disinfectants, paper & disposable towels, gloves, and trash can liners	200.35
5513000	HS Food Serv Sup	8/28/2024	303371	Rio Vista HS/EHS purchase of toilet brushes & holders, mop heads, and disposable & paper towels	18.73
5513000	HS Food Serv Sup	8/29/2024	302634-01	Menard HS/EHS purchase of mop heads, nitrile gloves, and sanitizer	32.40
					<u>1,197.52</u>
				Total H06 - Grant H06, CACFP Head Start Nutrition FY 23-24	1,197.52

CVCOG

Vendor Activity - Head Start West Texas Fire Extinguisher
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 8/1/2024 Through 8/31/2024

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5510000	Supplies	7/31/2024	301655	Eden HS purchase of feather duster, mop heads & handles, spray bottles & heads, disinfectant cleaners & wipes, toilet tissue, dish detergent, gloves, trash bags, paper cups, and sanitizer	623.98
5510000	Supplies	8/13/2024	301643	Ozona HS purchase of brooms, dust pans, mops, toilet brushes and holders, disinfectants and cleaners, dish detergent, hand soap, nitrile gloves, trash can liners, and paper towels	517.11
5510000	Supplies	8/13/2024	302519	Ozona HS credit for returned brooms	(31.65)
5510000	Supplies	8/15/2024	302635	Day HS purchase of toilet brushes & cleaner, disinfectants, disposable towels, trash can liners, hand soap, paper towels, and toilet tissue	664.08
5510000	Supplies	8/15/2024	302669	Day HS/EHS purchase of disinfecting wipes and bowl clips	44.70
5510000	Supplies	8/20/2024	302520	Ozona HS purchase of brooms (3)	25.68
5510000	Supplies	8/21/2024	301655-01	Eden HS purchase of disposable towels and feather duster	3.20
5510000	Supplies	8/21/2024	302943	Rio Vista HS/EHS purchase of mop heads & pads, gloves, hand cleaner, trash can liners, paper & disposable towels, toilet tissue, and disinfectant spray & wipes	525.99
5510000	Supplies	8/26/2024	303025	Rio Vista HS/EHS purchase of toilet tissue (exchange), cleaner, and Consume multi-purpose	3.57
5510000	Supplies	8/27/2024	302634	Menard HS/EHS purchase of toilet brush, cleaner, & tissue, mop handle, dish & hand soaps, delimer, disinfectants, paper & disposable towels, gloves, and trash can liners	196.21

CVCOG

Vendor Activity - Head Start West Texas Fire Extinguisher
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 8/1/2024 Through 8/31/2024

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5510000	Supplies	8/28/2024	303371	Rio Vista HS/EHS purchase of toilet brushes & holders, mop heads, and disposable & paper towels	251.45
5510000	Supplies	8/29/2024	302634-01	Menard HS/EHS purchase of mop heads, nitrile gloves, and sanitizer	32.39
5510000	Supplies	8/29/2024	302943-01	Rio Vista EHS purchase of disinfectant deodorant	15.09
5510000	Supplies	8/29/2024	303449	Day EHS purchase of disinfectants and wipes, dish and hand soaps, glass cleaner, trash can liners, paper towels, and toilet tissue	503.75
5512000	HS Class Room Supplies	7/31/2024	301655	Eden HS purchase of feather duster, mop heads & handles, spray bottles & heads, disinfectant cleaners & wipes, toilet tissue, dish detergent, gloves, trash bags, paper cups, and sanitizer	258.44
5512000	HS Class Room Supplies	8/7/2024	301714A	Eden HS credit for returned bathroom disinfectant and purchase of paper towels and replacement hand soap	25.84
5512000	HS Class Room Supplies	8/14/2024	301755	Day HS purchase of paper towel dispensers (3)	180.39
5512000	HS Class Room Supplies	8/15/2024	302669	Day HS/EHS purchase of disinfecting wipes and bowl clips	228.40
5512000	HS Class Room Supplies	8/21/2024	302943	Rio Vista HS/EHS purchase of mop heads & pads, gloves, hand cleaner, trash can liners, paper & disposable towels, toilet tissue, and disinfectant spray & wipes	560.27
5512000	HS Class Room Supplies	8/26/2024	303025	Rio Vista HS/EHS purchase of toilet tissue (exchange), cleaner, and Consume multi-purpose	3.57

CVCOG

Vendor Activity - Head Start West Texas Fire Extinguisher
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 8/1/2024 Through 8/31/2024

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5512000	HS Class Room Supplies	8/27/2024	302634	Menard HS/EHS purchase of toilet brush, cleaner, & tissue, mop handle, dish & hand soaps, delimer, disinfectants, paper & disposable towels, gloves, and trash can liners	167.13
5512000	HS Class Room Supplies	8/28/2024	303371	Rio Vista HS/EHS purchase of toilet brushes & holders, mop heads, and disposable & paper towels	220.39
5512000	HS Class Room Supplies	8/29/2024	302634-01	Menard HS/EHS purchase of mop heads, nitrile gloves, and sanitizer	32.39
5512000	HS Class Room Supplies	8/29/2024	302943-01	Rio Vista EHS purchase of disinfectant deodorant	15.09
				Total H07 - HHS-ACF Grant H07, Head Start FY 24-25	5,067.46
	Report Opening/Current Balance				
	Report Transaction Totals				6,264.98
	Report Current Balances				

HAPPY
THANKSGIVING



Agenda Item # 6



Memo

To: Executive Committee and Policy Council

From: Carolina Raymond – Head Start Director

Date: 11-13-2024

Agenda Item: Policy Council & Executive Committee

Finance Director

Carolina Raymond Director of Head Start is requesting approval of Michael Meeks as the new Director of Finance.

Policy Council Chairman

Date

HAPPY
THANKSGIVING



Agenda Item # 7



(REFERENCE)	1302 Subpart A-Eligibility, Recruitment, Selection, Enrollment, and Attendance		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, November 13, 2024 / November 13, 2024	Pages: 1-4	
SUBJECT	Determining, verifying, and documenting eligibility.	STANDARD	1302.12

Policy:

Process overview: Family Service Worker’s (FSW) will complete a face-to-face application with legal guardian of the child enrolling. An over the phone application may be completed when every effort has been made and documentation of those efforts are on the **Enrollment Status** to complete a face-to-face application.

The application process must be completed prior to determining a child’s eligibility in the Head Start/Early Head Start Program and include requirements described below:

○ **Age:**

Head Start: Children must be three prior to September 1st and be no older than the age five by September 1st.

Early Head Start: Children must be four weeks old and not older than 3 years old

Age will be determined by verifying one of the following documents; legal birth certificate, Baptismal certificate (with seal), Medicaid card, Passport or shot record. If the family cannot provide one of the above documents and doing so creates a barrier for the family to enroll the child, no documentation is required.

○ **Income:**

- Family’s income is equal to or below the 100% poverty guidelines; or
- Family is eligible for or in the absence of childcare would be potentially eligible for public assistance, including TANF child only payments; or
- Children who are in foster/kinship care or children who are homeless as defined in the McKinney-Vento Act are eligible for the Head Start program regardless of income.
- If a child transitions from Early Head Start Program to Head Start Program, the family’s income must be re-verified.

Income will be determined by verifying one of the following documents;

- Current money wages or salary before deductions; except from net income from non-farm self-employment & net income from farm self-employment
- Check stubs **Gross Income**
- Current W-2, Income Tax Forms from previous year (Total Income)
- Unemployment compensation, worker’ compensation, social security, supplemental security income,
- Public assistance or welfare payments including TANF and/or SNAP
- Veterans’ payments



- Survivor benefits
- Disability benefits
- Pension or retirement income, Interest income, Dividends; Rents, royalties and estates and trusts,
- Educational assistance
- Child support and/or Alimony
- Financial assistance from outside of the household
- Military income (including pay and allowances)
- Foreign government pensions
- Other sources when approved by the ERSEA Manager.

Family's gross income can be adjusted for excessive housing cost, when the family spends more than 30 percent of their total gross income on housing cost. The following documents must be verified and kept:

- o Bills (Water, Gas, Electric, Mortgage statement, Renter's statement, House Insurance, Renter's Insurance)

- o Bank statement can be used, when the above statements cannot be provided

The Household Income Calculator or approved form or system will be used to calculate the information and to verify if the family falls in the category for the family's income to be adjusted. A copy of the calculation will be printed and kept with supporting documents in the ERSEA federal file.

The following forms can be used when income documentation is not available:

- o **Employment Verification**-Employer must complete when parent/guardian is unable to provide W-2, check stubs, or pay envelopes. Employer must be contacted to verify information and documented on the form.
- o **No Income Verification**-FSW must complete when parents/guardians report no income for the relevant time period. 3rd party must be contacted when family grants permission.
- o **Family Residency Verification**-FSW must complete when statement is provided from the shelter, school provider or service agency that the parents/guardians meet the McKinney-Vento Act or they are self-declaring homelessness, meeting the Mc-Kinney Vento Act. A third party must be contacted when granted permission to verify.
- o **Declaration of Income**- parents/guardians must complete when they are unable to provide paystubs, receipts, or other documentation of income. FSW must verify information when contact is available.

Income Calculation Worksheet must be completed when parents/guardians have multiple check stubs, W-2, and/or child support.

Income will be calculated using the following formula, when applicable:

- **Weekly X 52**
- **Every two weeks X 26**
- **Twice a month X 24**



- **Monthly X 12**

Additional Allowance:

- Parents/guardians with an income at or below 130% of the Federal Poverty Guidelines may be eligible for enrollment in the Head Start/Early Head Start program if the program has exhausted all efforts to recruit and enroll all eligible children. The total number of families with an income between 101%-130% of the Federal Poverty Guidelines must not exceed 35% of the total funded enrollment. Children accepted 101%-130% of the Federal Poverty Guidelines must be approved by the ERSEA Manager.
- Parents/guardians with an income above 130% of the Federal Poverty Guidelines may be eligible for enrollment in the Head Start/Early Head Start program if the program has exhausted all efforts to recruit and enroll all eligible children. Children accepted above the 130% of the Federal Poverty Guidelines must be approved by the ERSEA Manager.

Eligibility Duration

- **Head Start**-The child remains eligible through the end of the succeeding year. 3rd year students must reapply and will be placed on the appropriate **Waiting List** according to their income.
- **Early Head Start**-If a Pregnant Woman enrolls, the infant once enrolled remains eligible until they turn three years old or the date on the **Transition Plan**.
- **Early Head Start**- The child remains eligible until they turn three years old or the date on the **Transition Plan**.

Records

- A copy of all documents used to determine age, income and if applicable documents to justify points awarded must be kept and placed in the ERSEA Federal File and scanned into ChildPlus.
- A **Head Start Eligibility Verification Form, Compliance Certification Form, Enrollment Status and Head Start/Early Head Start Selection Criteria** and/or **Pregnant Woman Selection Criteria** must be completed on each applicant applying for an enrollment opportunity and placed in ERSEA Federal File.
- All records must be kept for a minimum of 7 years after the child withdraw date.

Violating eligibility determination regulations



The Head Start/Early Head Start Program will develop a system to provide training on Head Start and Early Head Start eligibility, Performance Standards and ERSEA policies and procedures that include at minimum the following:

- Annual training for Head Start Administration, Site Supervisors, Family Service Workers, Data Entry Clerk, Receptionist, and any other staff who determine Head Start eligibility to include:
 - Methods to collect and complete eligibility information from families and third-party sources;
 - Strategies for treating families with dignity and respect and dealing with possible issues of domestic violence, stigma, and privacy; and,
 - Program policies, procedures, and actions taken against staff, families or participants who provide false information.
- Training for any staff member who determines Head Start eligibility will be within 90 days of hire;
- Training for the Executive Committee and Policy Council members will be within 180 days of the beginning of a term; and,
- All training records, including sign in sheets, agendas, and training materials will be maintained.



REFERENCE	1302 Subpart A-Eligibility, Recruitment, Selection, Enrollment, and Attendance		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, November 13, 2024 / November 13, 2024	Pages: 1	
SUBJECT	Recruitment of children.	STANDARD	1302.13

Policy:

The Concho Valley Council of Governments (CVCOG) Head Start will actively locate and recruit families most in need of Head Start services including children with disabilities, those who are experiencing homelessness, in foster care, English language learners, and other vulnerable children.

A recruitment plan will be developed each year with Family Service Workers and ERSEA Manager.

Recruitment material will be available in diverse languages, when possible, staff will be available to communicate with families in their native language. CVCOG utilizes modern technology, including QR codes, to streamline the pre-application process.

Flyer Tracking must be used to document recruitment areas and show all recruitment efforts.



REFERENCE	1302 Subpart A-Eligibility, Recruitment, Selection, Enrollment, and Attendance		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, November 13, 2024 / November 13, 2024		Pages: 1-2
SUBJECT	Selection Process	STANDARD	1302.14

Policy:

The Concho Valley Council of Governments (CVCOG) Head Start/Early Head Start Program will select children and families with most need for the Head Start services without regard for race, gender, disability, or creed in accordance with Head Start Program Performance Standards, Head Start Act, and CVCOG Head Start Program ERSEA policies.

If a child is declared eligible, their selection will be based on points received from the selection criteria point system which is developed from the Community Assessment and approved by the Policy Council and the Executive Committee.

At the beginning of each enrollment year, eligible children will be placed on a waiting list and prioritized according to the selection criteria point system.

A minimum of two separate selection events must occur.

- Selections must not exceed 90% of funded enrollment during the first selections events. (Selection events happen after registration and children are accepted into the program.)
- A waiting list must continue to be maintained throughout the program year to ensure the children with the most need is selected for the program as slots become available.

Selections must be conducted using the following waitlist priorities:

- **Income Eligible Waiting List (0%-100%)**
 - Using the waiting list developed by the point system, Family Service Worker’s (FSW)s or ERSEA Manager will first select children from this established waiting list.
- **130% Waiting List (101%-130%)**
 - FSWs must receive approval from the ERSEA Manager prior to selecting a child from this category. The program may select up to 35% of families who do not meet the income eligible criteria. These selections may occur after demonstrating outreach has been conducted and exhausted all resources to enroll income eligible children.
- **Over Income Eligible Waiting List (131%)**
 - FSWs must receive approval from the ERSEA Manager prior to selecting a child from this category. The program may select up to 10% of families who do not meet the income eligible criteria or 130% criteria. These selections may occur after demonstrating outreach has been conducted and exhausted all resources to enroll income eligible children.

Selection Exception:



○ **Children with Disabilities**

- To comply with Head Start's requirements of having 10 percent of actual enrollment be children with diagnosed disabilities, CVCOG may give priority to children with diagnosed disabilities during the selection process based on selection criteria point system. This priority will stay in effect until 10 percent of enrolled children are children with disabilities and will be granted as follows:
 1. Income eligible children from 0-100% Federal Poverty Guidelines with diagnosed disabilities with a current Individualized Education Plan (IEP, for Head Start) or a Individualized Family Service Plan (IFSP, for Early Head Start).
 2. 130 % children from 101%-130% Federal Poverty Guidelines with diagnosed disabilities with a current Individualized Education Plan (IEP, for Head Start) or a Individualized Family Service Plan (IFSP, for Early Head Start).
 3. Over income children that are over 130% Federal Poverty Guidelines with diagnosed disabilities with a current Individualized Education Plan (IEP, for Head Start) or a Individualized Family Service Plan (IFSP, for Early Head Start).

All IEPs & IFSPs must be reviewed and verified by the Disability Manager. All supporting documentation must be uploaded into Child Plus.

Families with Same Points:

- Head Start- If children have the same point total for the same slot, priority will be given to the youngest child. If they have the same date of birth the family that completed the application first. If they completed the application on the same day the family with the lowest annual income.
- Early Head Start- If children have the same point total for the same slot, the priority will be given to the family that completed the application first. If they completed the application the same day, priority will be given to the youngest child.
- Pregnant Women- If the Pregnant Women have the same points, the pregnant woman who completed their application first will have priority.
- Head Start/Early Head Start/Pregnant Woman 130% & Over Income Waiting List: If children or Pregnant Woman have the same points the family with lowest annual income will have priority.



REFERENCE	1302 Subpart A-Eligibility, Recruitment, Selection, Enrollment, and Attendance		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, November 13, 2024 / November 13, 2024		Pages: 1
SUBJECT	Enrollment	STANDARD	1302.15

Policy:

All forms must be completed and all necessary documents obtained prior to enrollment of child in the Head Start programs. **Annually Concho Valley Council of Governments (CVCOG) will examine the enrollment process and make necessary improvements to simplify and enhance the experience for families.**

Each site will be fully enrolled within 30 days of programs start date and must fill any vacancies within 30 days.

If a Head Start child is determined eligible and is enrolled in the program, he or she remains eligible through that enrollment year and the succeeding enrollment year; however, all children must go through the re-certification process prior to enrolling for a third year.

- Only children with documented disability and Individualized Education Plan (IEP) may maintain enrollment in Head Start for a third year regardless of income.

Concho Valley Council of Governments may reserve slots for children experiencing homelessness and children in foster care when a vacancy occurs. No more than three percent (3%) of funded enrollment slots may be reserved.

- Head Start/Early Head Start must fill all reserved slots within 30 days. If not filled, the slots become vacant. From the time the reserved slots become vacant, the slots must be filled as soon as possible, not to exceed 30 days.



REFERENCE	1302 Subpart A-Eligibility, Recruitment, Selection, Enrollment, and Attendance		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, November 13, 2024 / November 13, 2024	Pages: 1	
SUBJECT	Suspension and Expulsion	STANDARD	1302.17

Policy:

The Concho Valley Council of Governments Head Start/Early Head Start program prohibits suspension or expulsion for children from the program due to a child’s behavior. Exception to this policy may be considered on a case-by-case basis. Consultation with the Mental Health Manager and Education Manager must be conducted to determine if the child’s enrollment presents a safety threat to the child or other enrolled children. These exceptions must be submitted to the Head Start Director for approval prior to any action.

1. Behavior plans are for children who pose a safety threat to children and staff.
2. Behavior notes must be submitted to the Health/Mental Health Manager, Disabilities Manager, and the Classroom Specialist Manager.
3. Observations must be conducted by the Mental Health Consultant, Health/Mental Health Manager, and Classroom Specialist.
4. If the Mental Health Consultant, Health/Mental Health Manager, Disabilities Manager, and Classroom Specialist feel a child needs to be put on a behavior plan, the Family Service Worker (FSW) will set up a time and date to meet with parents/guardians.
5. Health/Mental Health Manager, Classroom Specialist, Site Supervisor, FSW and teacher are required to be present at meetings with the parents/guardians.
6. If the child is put on a behavior plan, discussion with parents/guardians will be conducted and recommendations for services will be offered. If parents/guardians agree, a referral will be completed by FSW.
7. If parents/guardians do not seek the services referred to or decline services an addendum will be made to the original behavior plan.
8. After several attempts to work with the parents/guardians, and several addendums to the behavior plan. Only then will suspension and expulsion be considered as a last resort.
9. All documentation must be provided showing all the attempts to work with the parents/guardians, and the child in question.
10. Suspension and expulsion must have the approval of the Director.



REFERENCE	1302 Education and Child Development Program Services		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, November 13, 2024 / November 13, 2024	Pages: 1-6	
SUBJECT	Teaching and the learning environment	STANDARD	1302.31

Teaching and the learning environment

Teaching staff will provide an environment that is well-designed, safe, inviting, and conducive to learning as well as promoting healthy development and children’s skill growth aligned with the Head Start Early Learning Outcomes Framework. Our program will support the implementation of such an environment with integrated supervision and professional development.

1. Teaching staff will be observed twice a year using the CLASS observation tool to ensure effective teaching and child growth aligned with the Head Start and Early Head Start Early Learning Outcomes Framework: Birth to Five (HSELOF).
2. Teaching staff will be committed to creating a nurturing environment that fosters holistic development in young children. By offering age-appropriate indoor and outdoor spaces, along with the necessary equipment and materials, they will support active play and movement. This approach aligns with the HSELOF, which focuses on promoting learning across central domains prioritized by Head Start:
 - cognitive development
 - social and emotional development
 - language and literacy
 - approaches to learning
 - Perceptual, motor, and physical development.

Providing such an environment underscores the importance of addressing various aspects of a child's growth and learning during their formative years.

3. A diverse range of intentional and purposeful activities that will encompass both teacher-directed and child-initiated learning and play, will be provided through large group, small group, and one-on-one learning for all children.
4. Indoor and outdoor environments will be organized in a manner that is familiar and accessible by the children and allow for social interactions.
5. Teaching staff in Head Start / Early Head Start will create an environment that offers nurturing group care experiences that supports the healthy development of very young children.
6. A “Safe Place” will be provided in classrooms with children eighteen months and older to begin introducing ways to promote self-regulation.
7. Indoor learning centers must be labeled, organized, and clutter free. The following will be implemented in the classroom:
 - Separate noisy activities from quiet activities as much as space allows



- Support and respect gender, cultural and linguistic backgrounds of all children
 - Support and respect family composition of all children
 - Adequate space for activities
 - Unobstructed supervision
 - Comfortable and quiet space
 - A variety of learning experiences that encourage each child to experiment and explore
 - All exits must be unobstructed by equipment, toys, materials, and furniture
8. Head Start classrooms will include the following learning centers:
- Pretend and learn/health and nutrition
 - Construction
 - Library/Listening
 - Writing/ABC Corner
 - Creative Arts
 - Technology
 - Sand and water
 - Science/Math
9. Indoor and outdoor environments will be organized in a way that is recognizable, accessible, and conducive to both individual activities and social interactions.
10. The outdoor learning environment will be spacious, well-equipped, and supported by appropriate materials and equipment. Teaching staff will provide children with rich opportunities for language development, choices, exploration, and experimentation, fostering their curiosity, creativity, and sense of wonder.
11. Teaching staff will ensure that the learning environment is supervised at all times and intervene if necessary to ensure children's safety and well-being.
12. All staff will be provided with training in Active Supervision annually, three times throughout the year, and as needed, to ensure that no child is left alone or unsupervised, inside or outside the classroom.
13. Teaching staff will move around and actively supervise the children during outdoor time to ensure a safe and supportive learning environment. Sitting down will not occur unless the teacher is engaged in an activity with a child for a short period of time.
14. Teaching staff will follow their zoning maps for their classroom and playground to ensure they are actively supervising children, and they are positioned in a way that they can always actively supervise all children throughout the day and are zoned correctly.
15. Zoning maps will be placed in the sub binder in each classroom.
16. Teaching staff will use the **Transition Roll Call** during any transitions from the classroom to ensure the safety and accountability of all children. Name to face recognition will be done, visually identifying each child present. **Staff will ensure they are following the Transition Roll Call Procedure.**
17. Continuous scanning of the indoor and outdoor environment and frequent counting of the children will occur by teaching staff to ensure safety and accountability of all children at all times.
18. Teaching staff will be provided support from their Site Supervisor as well as ongoing professional development from the administrative staff.



Effective Teaching Practices

By aligning teaching practices with the HSELOF, teaching staff can ensure that their efforts are focused on promoting growth and development in the specific areas prioritized by Head Start, ultimately supporting positive outcomes for all children in care.

1. Teaching staff will receive professional development on the CLASS domains and dimensions: Emotional Support, Classroom Organization, and Instructional Support.
2. Teaching staff will develop lesson plans that provide intentional learning experiences tailored to the individual needs of children and aligned with the growth and development outlined in the HSELOF and School Readiness Goals.
3. Teachers will develop lessons plans with a variety of activities that target language development, higher order thinking skills, problem-solving, and emotional and behavior skill development.
 - a. Lesson plans will be completed ten days in advance and submitted via email to the HS/EHS Education Manager.
 - b. Lesson plans must include HSELOF goals and individualization for each child.
4. All teaching staff will provide a consistent daily schedule to establish routines and will plan transitions that include intentional learning opportunities.
5. Teaching staff will establish a consistent daily schedule and routine to ensure they are fostering trust and emotional security.
6. Learning experiences will be designed to be engaging, rich in language, include literacy, social and emotional development in math, science, social studies, creative arts, are hands on and developmentally appropriate for children.

Integrate child assessment data in individual and group planning

1. For EHS, teaching staff will use assessment data from Teaching Strategies Checkpoints and Brigance Early Head Start Screen III to plan individualizations, as well as small and large group activities and ensure best practices are being used.
2. For Head Start, teaching staff will use assessment data from Children's Learning Institutes assessments, LAP D developmental screening data, information from parents/guardians received during home visits and conferences to plan individualizations, as well as small and large group activities to ensure best practices are being used.

Dual Language Learners

Concho Valley Council of Governments HS/EHS will support linguistically and culturally diverse children and families by acknowledging and actively responding to the value and importance of each child's home language and culture whenever possible in the family's primary or preferred language.

1. Professional development opportunities for teachers will be offered when available to enhance their language competency in both the home language and English, ensuring they can effectively support dual language learning. Teaching staff will focus on the child's development of their home language while planning English rich language experiences by:



- a. Ensuring the environment is rich in the child's home language, including labeling objects and areas in the environment with words in the home language.
 - b. Provide books, songs, and rhymes in the infant, toddler and preschooler's home language, incorporating them into daily routines such as naptime or diaper changes.
 - c. Collaborate with families to support language development in the home language, providing resources and activities that they can incorporate into their daily routine.
 - d. Provide natural exposure to English through daily routines and activities, such as greetings, mealtime, and outdoor play.
 - e. Use English words and phrases alongside the home language, gradually increasing exposure as the child becomes more comfortable and proficient.
 - f. Model English language skills for the child, using simple and clear language during interactions and providing opportunities for them to hear English spoken by proficient speakers.
 - g. Foster a bilingual learning environment where both the home language and English are valued and respected, providing opportunities for children to see the importance of both languages in their daily lives.
2. If staff do not speak the home language of all children in the learning environment, the following steps will be used to support the development of the home language for dual language learners:
- Have culturally and linguistically appropriate materials available
 - Identify volunteers who speak children's home language/s who could be trained to work in the classroom to support children's continued development of the home language
 - Provide resources to families on English as Second Language classes available in their area

Materials and space for learning

The program will provide age-appropriate equipment, materials, supplies and physical space for indoor and outdoor learning environments, including functional space. The equipment, materials, and supplies will include any necessary accommodations and the space will be accessible to children with disabilities. The program will change materials intentionally and periodically to support children's interest, development, and learning.

1. Head Start (HS) and Early Head Start (EHS) Education Managers and Site Supervisor will ensure that there is an adequate supply of materials and equipment that is age-appropriate to support the implementation of the curriculum and provide meaningful learning experiences for children.
2. Accommodation for children with disabilities will be made to ensure equal access to learning opportunities and full participation.
3. No screen time for children under two years old will be allowed per Child Care Minimum Standards.
4. Any screen time for children two and older is permitted with prior approval from the HS/ EHS Education Manager, on a limited basis, for brief period of time (not exceeding 20 minutes a day) and only if the children are interacting with the screen material, such as dancing, exercising, movements and interactions.



- a. Screen time will be documented in the lesson plans when it is used as an instructional tool for learning. The activity should increase student engagement and enhance learning. Screen time will not be used during meals, snacks, or nap time. Screen time will be age appropriate and may not include advertising or violence.

Promoting learning through approaches to rest, meals, routines and physical activity.

An intentional, age-appropriate approach to accommodate children's needs to nap or rest will be implemented. An alternative quiet leaning activity will be provided for children who do not need or want rest or nap.

Nap/ Rest Time

1. Teaching staff will develop a classroom daily activity schedule to establish age-appropriate routines and meet the children's developmental needs.
2. Teaching staff will demonstrate flexibility in nap time, especially for infants, to create a responsive and nurturing environment that honors each child's unique sleep needs and supports their overall health and well-being.
3. No child will be forced to rest or nap. If the child does not need to rest, a quiet alternative supervised activity will be provided.
4. During nap/rest time for children eighteen months and older, one HS/EHS teaching staff must be free from activities, not directly involving the teaching, care and supervision of children such as administrative and clerical duties, meal preparation, janitorial duties and personal use of electronic devices.
5. During nap/rest time for children under eighteen months two paid staff must be free from activities, not directly involving the teaching, care and supervision of children such as administrative and clerical duties, meal preparation, janitorial duties and personal use of electronic devices and actively supervising the children at all times.

Meals

1. Snack and mealtimes will be structured and used as learning opportunities that support teaching, staff-child interactions and foster communication and conversations that contribute to a child's learning, development, and socialization.
2. Breakfast, lunch and a daily snack will be provided for all children present.
3. Bottle-fed children will be held while fed and conversation or singing will occur during this time to promote socialization.
4. Teaching staff and volunteers will sit with the children during meals and snacks to model appropriate behavior and promote language development through meaningful conversations.
5. Family style dining will be used during breakfast and lunch to develop independence and self-help skills. In preschool classrooms, children will be taught to serve themselves. In EHS classrooms with children two years and older, hand over hand will be used while serving. For classrooms with children under two years old teachers will serve each component on the child's plate.



6. Food will not be used as a punishment or as a reward.
7. Teaching staff will encourage the children to eat a variety of foods by setting an example but will not force the child to eat or finish any food they choose not to eat.
8. Teaching staff will talk about the food components on their plate to develop language and recognition of food items.

Hand Washing/Diapering

1. The program will approach routines, such as hand washing and diapering, and transitions between activities, as opportunities for strengthening development, learning, and skill growth.
2. Hand washing, diapering, and toileting will be positive interactions between teaching staff and children.

Transitions/Physical Activities

1. Transitions will be seen as learning opportunities by using activities such as counting, singing, naming objects and other intentional education activities will occur during these times.
2. Physical activity is important to learning and will be integrated through intentional movement and physical activity through curricular activities and daily routines in ways that will support health and learning. Physical activity will not be used as a reward or punishment.
3. Physical activity and gross motor movement will be included as an integral part of the daily schedule and documented on the lesson plan.
4. Teaching staff will at no time use physical activity as a reward or punishment.



REFERENCE	1302 Health Program Services Subpart D		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, November 13, 2024 / November 13, 2024		Pages: 1
SUBJECT	Health and Mental Health Advisory Committee	STANDARD	1302.40

The Concho Valley Council of Governments (CVCOG) Head Start Program will provide high-quality health, oral health, and nutrition services that are developmentally, culturally, and linguistically appropriate and that will support each child’s growth and school readiness.

The CVCOG will maintain a Health and Mental Health Advisory Committee that includes Head Start parents, professionals, staff, and other volunteers from the community.

1. The Health and Mental Health Advisory Committee will hold meetings twice a year to discuss current health and mental health concerns. They give recommendations on topics that are currently or upcoming.
2. They help make decisions about health and mental health services and strengthen communities where Head Start families live.



REFERENCE	1302 Health Program Services Subpart D		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, November 13, 2024 / November 13, 2024	Pages: 1-2	
SUBJECT	Collaboration and communications with parents	STANDARD	1302.41

Collaboration and communication with parents/guardians

Family Service Workers (FSW) and/or Teachers will communicate and collaborate with parents/guardians regarding the health and mental health of their children. Staff will effectively discuss a child’s health needs, developmental concerns, and any mental health concerns with parents/guardians.

Authorization/Refusal

FSW will obtain prior authorization from parent/guardian for all health and developmental procedures administered through the program by written documentation. If parents/guardians refuse the following must take place:

1. Encourage parents/guardians to discuss reasons for their refusal.
2. FSW will share educational information regarding health and mental health services.
3. FSW will get approval from the Health/Mental Health Manager before requesting the **Decline of Services**.
4. FSW will document efforts made and parents/guardians responses in obtaining health and mental health services requirements in ChildPlus.
5. A completed **Decline of Services** form must be uploaded into ChildPlus with parent/guardian signature.
6. This form will be attached behind the specific **Health and Development Initial Plan (H&D)** for the service being denied. Documents need to be filed into the child’s Federal File.

Emergency Response System

Staff will share the policies for health and mental health emergencies that require rapid response for staff and children that need immediate medical attention with parents/guardians. This can be found in the Parent Handbook.

The following procedures are in place for emergency response systems:

1. Emergency telephone numbers will be displayed next to each telephone at the site.
2. The caller will be prepared to give emergency response team the following information:
 - a. Name of caller



- b. Agency
 - c. Nature of emergency
 - d. Telephone number
 - e. Address
 - f. Directions
 - g. Location of injured person
 - h. Age of the person
 - i. Condition of the person
3. Each teacher, teacher assistant, and substitute are trained on where the children's emergency contact information is kept.
 4. Copies of the following information will accompany staff and children when they go outside to play, fire drills, or anytime they leave the classroom:
 - a. Form 2935 **State Admission Information**
 5. Form 2935 **State Admission Information** will be updated monthly with parents/guardians using the **Monthly Emergency Updates** and filed in the State files.
 6. The Site Supervisor will inform the Head Start Director and/or the Health Manager of the incident.



REFERENCE	1302 Health Program Services Subpart D		
APPROVAL/EFFECTIVE	July 10, 2024, August 14, 2024 / August 14, 2024, November 13, 2024 / November 13, 2024	Pages: 1-7	
SUBJECT	Child Health Status and Care	STANDARD	1302.42

Source of Health Care

Within 30 calendar days after the child first attends the Concho Valley Council of Governments (CVCOG) Head Start Program must consult with parents/guardians whether each child has ongoing sources of continuous health care and health care insurance.

1. Determine if the child has a health care provider and a dental provider to serve as a medical home.
2. Determine the source of funding for health care.
3. Assist families with accessing health care.
4. Provide a list of health, dental, oral, and vision providers for parents/guardians in the **Welcome Packet**.
5. Parents will sign stating they received a copy.

Ensuring up-to-date child health status

1. The Head/Early Head Start will follow the **Texas Health Steps Medical Checkups Periodicity Schedule (EPSDT)** for children birth through twenty years of age.
2. Will follow the **Center for Disease Prevention Immunization Schedule**.
3. Ask parents/guardians to provide enrolled child’s last immunization, medical, dental, or mental health visit from their health care provider.
4. A **Health and Developmental Initial Plan (H&D)** will be initiated if physical and dental is not obtained by the first day of enrollment. A Family Service Worker (FSW) will update information using the **H&D** until follow-up treatment is complete or ongoing care is established.
5. The FSW will familiarize parents/guardians with the **EPSDT schedule** of preventative care.
6. Parents/guardians will sign a **Parent/Guardian Consent to Exchange Information** form for their health, dental, or mental health care provider if necessary.
7. The FSW will review information from the health care provider to determine if the child is up to date on a schedule of age-appropriate preventative and primary health care provider.
8. If there are any concerns about physicals, dentals, and mental health issues that have not been addressed by the health care professional, a FSW will initiate a **H&D**. The **H&D** will indicate the concern, and resources will be provided to parents/guardians and referred to appropriate health professional.
9. The FSW will continue to update the **H&D** using **H&D Follow up notes** until treatment is complete or on-going care is established.



10. The FSW or designated staff will attach all **H&D Follow up notes** to the initial **H&D** and file them in the appropriate section of the child's federal file.
11. If noncompliance is still exhibited after barriers are addressed and resources have been provided, with the approval of the Health Manager the parent/guardian will be asked to sign the **Decline of Services** form and will be attached to the **H&D**.

Policy:

The Head Start Program will develop and implement procedures to ensure high quality health, oral health, mental health, and nutrition services that are developmentally, culturally, and linguistically appropriate, and that will support each child's growth and school readiness.

Procedures must include the system to meet the following:

30- Day Requirement:

- Within 30 calendar days after the child's entry date to the program of each year, the Head Start Program must consult with parents/guardians to determine if the child has an ongoing source of continuous health care and health insurance coverage.

45- Day Screenings:

- Each child will have the following forms completed within 45 days of their entry date: **growth assessment, mental wellness assessment, nutrition assessment, health and behavior form 10, vision and hearing screenings.**
- **Hearing Screen Procedure:**
 1. Parental consent will be obtained prior to screening.
 2. Screening will be performed by certified staff using the Pure Tone Audiometer or other state approved equipment.
 3. Results must be documented on the **Vision and Hearing Screener Report**, DHS, ChildPlus, and uploaded into ChildPlus.
 4. All children who failed the test will be rescreened within 3-4 weeks of the initial test.
 5. If a 3-year-old child fails the rescreen, parents/guardians will complete the questions on the **3-Year-Old Vision and Hearing Screening Report** with a staff member. If parents/guardians answered NO to any of the questions, then a **Health and Developmental Initial Plan (H&D)** will be initiated, and appropriate referral will be done.
 6. If a 4- or 5-year-old fails the rescreen, an **H&D** will be initiated for the appropriate referral.
 7. FSW and/or data clerk will continue to update **H&Ds** using **Health and Developmental Follow-Up Notes** until follow-up treatment is complete or ongoing care is established.



8. FSW and/or data clerk will attach **H&Ds** with the results of hearing screen and file in the appropriate section of the child's federal file.
 - **Vision Screen Procedure:**
 1. Parental consent will be obtained prior to the screening.
 2. Screening will be performed by a certified staff member or trained professional using the 10-foot HOTV Vision Chart or other state approved equipment or chart.
 3. Results must be documented on the **Vision and Hearing Screener Report**, DHS, ChildPlus, and uploaded into ChildPlus.
 4. All children who fail to respond or fail the test using the HOTV Vision Chart will be rescreened 2-3 weeks of the initial test. Children who failed with the Spot Vision Screener do not need to be rescreened.
 5. FSW and/or data clerk will initiate **H&D** and a referral to made to the appropriate health provider for children who fail the rescreen of the HOTV, or the initial Spot Vision Screener.
 6. FSW and/or data clerk will attach **H&Ds** with the results of the vision screen and file in the appropriate section of the child's federal file.
 - **Growth Assessment**
 1. Teaching staff members will obtain the height and weight for each child.
 2. Data clerk/FSW will enter height and weight into ChildPlus.
 3. Growth Assessments will be done twice a year, the first one within 45 days, the second one in January.
 4. FSW will print and file growth charts in the child's federal file.
 - **Health & Behavioral Form 10**
 1. Teachers will fill out the **Health & Behavioral Form 10** within 45 days of the child's entry into the program.
 2. Teachers will give the form to the data clerk to enter and upload into ChildPlus.
 3. Data clerk/FSW will return the form to the teacher to file in the child's federal file.
 - **Early Head Start Hearing Procedure:**
 1. Early Head Start parents/guardians will complete the **THSteps Hearing Checklist for Parents** within 30 days of enrollment, and then every 4-months continuously while enrolled in the program. **Teachers will do hearing form with the parents.**
 2. If parents/guardians answer NO to any of the questions on the **THSteps Hearing Checklist for Parents** or if parents/guardians, or staff are concerned a **H&D** will be initiated and a referral will be made.
 3. The **H&D** will be updated using the **H&D Follow up Notes** until treatment is complete and/or ongoing care has been established.



4. Teaching staff will turn in **THSteps Hearing Checklist for Parents** to the data clerk to enter into ChildPlus. Data Clerk will return forms to the teaching staff after entry.
 5. The teaching staff will file the **THSteps Hearing Checklist for Parents** and the **H&Ds** in the child's federal file.
 6. The teaching staff will document all results on the **State Admission Form**.
- **Early Head Start Vision Procedure:**
 1. Early Head Start parents/guardians will complete a **Vision Questionnaire Form** within 30 days of enrollment, and then every 4 months continuously while enrolled in the program. **Teachers will do the vision form with the parents.**
 2. If parents/guardians answer No to any of the questions on the **Vision Questionnaire Form** or if parents/guardians, or staff are concerned an **H&D** will be initiated and a referral will be made.
 3. The **H&D** will be updated using the **H&D Follow Up Notes** until treatment is complete and/or ongoing care has been established.
 4. Teaching staff will turn in **Vision Questionnaire Form** to the data clerk to enter into ChildPlus. Data clerk will return the forms to the teaching staff after entry.
 5. The teaching staff will file the **Vision Questionnaire Form** and **H&Ds** in the child's federal file.
 6. The teaching staff will document all results on the **State Admissions Form**.
 - **Early Head Start Heights and Weights**
 1. **Teachers will get the heights, weights and head circumference every 4 months and record them in the health file under screenings.**

Ongoing Care

Policy: CVCOG Head Start will do periodic observations or other appropriate strategies for staff and parent/guardians to identify new or recurring developmental, medical, oral, or mental health concerns.

1. All staff members will welcome parents/guardians every morning.
2. Teaching staff will complete **Daily Well Check** with parents/guardians as the child arrives at school every morning.
3. Teaching staff will document any findings not mentioned in the **Daily Well Check** with the parents/guardians that morning.
4. The teaching staff will describe finding with time and date on the **Daily Well Check**.
5. Teaching staff will notify the Site Supervisor of finding and a courtesy call will be made to the parents/guardians or if warranted to CPS if needed.
6. The Health Manager will receive water reports to check fluoride levels.



7. Children will brush teeth twice a day if fluoride levels are low.

Extended Follow Up Care

Policy: CVCOG Head Start will assist parents as needed in obtaining any prescribed medications, aids, or equipment for medical and oral health conditions.

1. All referrals made will be entered, uploaded, and tracked in ChildPlus by FSW.

Use of Funds

Policy:

1. CVCOG Head Start will provide generic brands of diapers and wipes for enrolled children.
2. If a specific brand of diapers and wipes is needed a doctor's note if required, and the program will purchase accordingly for the program day.

CVCOG Head Start may use program funds for professional medical and oral health services when no other source of funding is available.

1. FSW will refer family/child/pregnant woman to public health insurance programs.
2. If family/child/pregnant woman is denied for public health insurance, they must provide documentation showing the denial.
3. FSW will contact local community agencies to see if funds are available to help cover the cost.
4. When determined no other funds are available and appropriate documentation has been collected, the FSW will complete a **Request for Payment Services** that contains the following information:
 - a. Name
 - b. Medical/Dental provider
 - c. Type of service needed
 - d. Cost
5. **Request for Payment of Services** will be forwarded to the Head Start Director for approval.

Lead and Anemia Policy:

Head/Early Head Start programs will develop and implement procedures to ensure that all children are up to date with anemia and lead screenings. The State of Texas early and Periodic Screening, Diagnosis, and Treatment (EPSDT) schedule requires children to receive a blood screening at 12 months of age and 24 months (about 2 years) of age. These screenings may be obtained from an outside source such as WIC, THSteps physical, Head Start physical, and others. The Head/Early Start program will provide onsite screenings for any child with missing anemia and lead screenings.

1. Staff will inform parents/guardians of the screening and provide an **Anemia and Lead Consent Form** to be signed before blood is drawn.
2. Parents/guardians will be informed of when the blood will be drawn.
3. Blood screening will be performed on-site by a qualified health staff, provider, or agency.



4. Results will be documented on the **Lead & Anemia Screening Results Form** and sent to the Family Service Workers.
5. FSW and/or data clerk will enter results and upload them into ChildPlus.
6. Children with abnormal blood results will be referred to their medical provider for further evaluation. A FSW and/or data clerk will initiate a **Health and Developmental Initial Plan (H&D)** that will indicate the blood results, and the referral information.
7. The designated staff will attach the **H&D** with the **Lead & Anemia Screening Results Form** and file it in the appropriate section of the children's federal file.

Tuberculosis (TB) Policy:

1. A **TB** will be completed according to the **EPSDT**.
2. Head Start/Early Head Start children must have the questionnaire within 45 days of entry into the program, but not prior to the child's first day of class.
3. FSW will complete this **TB Questionnaire** with parents/guardians.
4. If parents/guardians answer "yes" or "I don't know" on the **TB Questionnaire**, FSW will complete a **H&D** and provide parents/guardians with information on TB exposure.
5. Child will be required to have a TB skin test if the provider deems it necessary.
6. Designated staff will update information using the **Health and Developmental Follow-Up Notes** until treatment is complete or ongoing care is established.
7. **TB Questionnaire** will be filed in the child's health federal file.
8. If noncompliance is exhibited after barriers are addressed and resources have been provided, with the approval of the Health Manager the parents/guardians will be asked to sign a **Decline of Services** form.

Immunization Policy:

CVCOG Head Start Program will ensure all children are up to date with immunization recommendations issued by the Centers for Disease Control and Prevention (CDC (Centers for Disease Control)). The program must also ensure children meet the Texas Minimum State Vaccine Requirements.

If a child is not up to date with minimum requirements, they may be excluded from attendance but not un-enrolled from the program.

1. Applicants must submit an official immunization record stating the child's full name and date of birth generated from a state or local health authority.
2. Any child may be placed on the **Waiting List** when immunization is not up to date if they have one of the following:
 - a. Authorized exemption statement
 - b. Statement from doctor to when immunizations will be up to date.
 - c. Approval from the Health Manager on a case-by-case basis.
3. Children that are in foster care and/or experiencing homelessness will have 30 days to obtain immunization records and/or get on a catch-up immunization schedule.



4. The Health Manager will approve all immunizations for applicants.
5. FSW will place the most current immunization record in the child's health federal file and DHS file.
6. If immunizations are not up to date, the Health Manager will complete the **Immunization Notice Form** with an exclusion date. This will exclude the child from attending classes until the child is current with immunizations or has a doctor's note stating why the child is not current and when the child will be current.
7. The Family Service Worker will continue to review the **H&D** for children that are not up to date.
8. The Family Service Worker will work with families to ensure they are informed and have the resources needed to complete the requirements.
9. FSW and/or data clerk will attach all **H&D** and file in the appropriate section of the child's federal file.
10. FSW and/or data clerk will upload all immunization records and immunization exemptions into ChildPlus.



REFERENCE	1302 Health Program Services Subpart D		
APPROVAL/EFFECTIVE	July 10, 2024, August 14, 2024 / August 14, 2024, November 13, 2024 / November 13, 2024	Pages:1-2	
SUBJECT	Child Mental Health and Social and Emotional Well-being	STANDARD	1302.45

Policy:

Concho Valley Council of Governments Head Start will promote children’s mental health, social and emotional well-being, and overall health. We will provide support for effective classroom management and positive learning environments, supportive teaching practices, strategies for supporting children with challenging behaviors and other social, emotional, and mental health concerns.

Programs must use a multidisciplinary approach to mental health and mental wellness. Mental health consultations services must be available at a frequency of at least once a month; if a mental health consultant is not available to provide services at least once a month, programs must use other licensed mental health professionals or behavior health support specialists who coordinate with a mental health consultant.

1. Mental Health Manager will secure a contract with a Mental Health Consultant to provide services or consultations to staff, children, and families.
2. Family Service Worker (FSW) will secure Memorandum of Understanding (MOU) with community agencies to help provide mental health services directly or indirectly.
3. **Mental Wellness Checklist** will be done two times a year. First time with the FSW at enrollment with parents/guardians, and the second time teacher will do one with parents/guardians in January.
4. FSW and/or data clerk will enter **Mental Wellness Checklist** date completed into ChildPlus, and file in the child’s federal file.
5. If staff and/or parents/guardians have concerns about a child’s mental health, the Mental Health Manager and Mental Health Consultant will be informed.
6. Referrals will be made by the FSW, and/or Health/Mental Health Manager for any services regarding mental health and emotional needs for children, families, and staff with parents/guardians’ permission.
7. The Mental Health Consultant does observations throughout the year and talks with teaching staff regarding skills that can help them in the classroom.
8. The FSW will enter the referral information into ChildPlus.
9. The Health/Mental Health Manager will keep track of referrals in ChildPlus.

The implementation of the policies to limit suspension and prohibit expulsion as described in 1301.17.

1. For children with consistent challenging behaviors Teachers/Teacher Assistants will complete at least five **Behavior Observation Notes**.
2. **Behavior Observation Notes** will be sent to the Mental Health Manager.



3. The Mental Health Manager will review the notes and send them to the Mental Health Consultant to schedule an observation.
4. The Mental Health Manager, Education Manager and Classroom Support Specialist will make several observations regarding the child in question and give strategies and/resources to the teaching staff.
5. Once teaching staff have implemented strategies provided by Mental Health Consultant, Education Manager, Health/Mental Health Manager, and Classroom Support Specialist and the child continues to have consistent challenging behaviors, a meeting with the parents/guardians, teacher, teacher assistant, FSW, and Site Supervisor will take place to discuss referral for outside services.
6. If outside services are not obtained, another meeting will be set up with parents/guardians to discuss the child being put on a **Behavior Plan**.
7. Children on a **Behavior Plan** will be reevaluated monthly and/or as needed.
8. **Behavior Plans** will be put in place as needed. Suspension will only be used as a last resort when children and staff are at risk. If suspension is necessary, it will have to be approved by the Head Start Program director.
9. FSW and/or data clerk will upload all notes into ChildPlus.
10. FSW will file **Behavior Plans** in the child's federal file.

Early Head Start:

1. Teachers will complete a mental wellness checklist with the parents every 4 months.
2. Teachers will file them in the child's federal folder.

Mental Health Consultants:

1. Mental health consultants must be able to provide services to the parents/guardians who have children enrolled in the Head Start Program.
2. Mental health consultants must include social and emotional development in children when providing services to parents/guardians.



REFERENCE	1302 Health Program Services Subpart D		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024		Pages: 1
SUBJECT	Family Support Services for Health, Nutrition, and Mental Health	STANDARD	1302.46

Policy:

Head Start/Early Head Start must collaborate with parents to promote children’s health and well-being by providing medical, oral, nutrition, and mental health educational support services.

1. Family Service Worker (FSW) will meet with parents/guardians that express concerns about health, nutrition, and mental health services.
2. Parents/guardians will complete a **Mental Health Checklist** and **Nutrition Assessment** before entering the program.
3. FSW will help parents/guardians choose healthy choices when completing the **Nutrition Assessment**.
4. Upon entry parents/guardians will have access to the **Welcome Packet**.
5. Parents/Guardians will complete the **Parent Education Survey**.
6. FSW will share and evaluate a family’s health and well-being during the Family Partnership process and provide services as needed.
7. FSW will share information and education with parents/guardians during the Family Partnerships and parent meetings.
8. Upon entry, the FSW will explain to parents/guardians all services and screenings the child will receive while in the program.
9. FSW will help parents/guardians understand any diagnostic and treatment procedures needed for ongoing care.
10. FSW will collaborate with parents/guardians that express concerns about health, nutrition, and mental health services.
11. Parent meetings will include topics social and emotional development, mental health, good eating choices, vehicle, and pedestrian safety, and much more.



REFERENCE	1302 Health Program Services Subpart D		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, November 13, 2024 / November 13, 2024	Pages: 1- 12	
SUBJECT	Safety Practices	STANDARD	1302.47

Policy:

Concho Valley Council of Governments (CVCOG) Head Start Program will train staff, implement, and enforce a system of health and safety practices that ensure children are always kept safe.

1. Administration staff and Site Supervisors will review safety procedures with new staff members before starting job duties at the site.
2. All staff are trained in safety practices during the annual in-service training.
3. All staff are trained in safety practices annually and as needed during staff training days and meetings.
4. The program will follow State Minimum Standards for Childcare Centers.

Facilities Policy:

All facilities where children are served, including areas for learning, playing, sleeping, toileting, and eating at a minimum:

1. Meet state, tribal, or local licensing requirements, even if exempted by the licensing entity.
2. Head Start/Early Head Start facilities will be treated for pests monthly by a licensed professional.
3. If a problem is noted, appropriate treatment will be given on the advice of the licensed professional.
4. Services will be conducted after children have left and/or on days children are not present.
5. Concho Valley Council of Government (CVCOG) Head Start will have test annually for the presence of lead.
6. CVCOG Head Start will contain any lead found in any building children can access. CVCOG Head Start will contract a professional provider to do any lead containment work.
7. Lead-free paint will always be used in all Head Start/Early Head Start facilities including painting interior and exterior surfaces.
8. Lead levels in the water will be tested annually in all Head Start/Early Head Start facilities.
9. Excess garbage and food will be removed from the classroom after each meal.
10. Playgrounds will be checked daily and documented on the **Daily Playground Checklist**.
11. Flashlights are placed in each room with children present and are put in an easily accessible designated area.
12. Flashlights will be tested daily and documented on the **Classroom Daily Health and Safety Checklist** and **Site Daily Health and Safety Checklist**.
13. All classrooms will have safe and effective lighting.



14. Fire extinguishers and carbon monoxide are in each site, checked and recorded monthly on the **Emergency Practices form 7263** by the Site Supervisor and/or custodian.
15. Carbon Monoxide batteries will need to be changed annually in June and as needed.
16. Fire extinguishers are inspected once a year and serviced every 6 years by a fire extinguisher professional. Fire extinguishers must at least 4 inches off the ground. If the extinguisher weight less than 40 lbs they must be installed no more than 5 feet off the ground and if they weight more than 40 lbs no more than 3 ft 6 inches of the ground.
17. All First Aid Kits must be:
 - a. Clearly labeled.
 - b. Kept in a clean and sanitary condition.
 - c. Easily accessible to staff.
 - d. Stored in a designated location known to all staff.
 - e. Kept out of the reach of children.
 - f. Must be checked monthly and documented on the **First Aid Checklist and Backpack Monthly Check List** and kept with the first aid kit and in the backpack (due by the 5th of every month).
 - g. Ensure it is fully stocked and not expired.
 - h. Staff will take the first aid kit whenever leaving the site.
 - i. Site Supervisors will train new staff, substitutes, and volunteers where the first aid kit is located.
18. First Aid Kits and Backpack first-aid Kits must contain the following:
 - a. A guide to first aid and emergency care
 - b. Adhesive tape
 - c. Antiseptic solution or wipes
 - d. Multi-size adhesive band aids
 - e. Scissors
 - f. Sterile gauze pads
 - g. Thermometer
 - h. Tweezers
 - i. Waterproof disposable gloves
19. The Site Supervisor will notify the Health Manager when supplies need to be restocked in the first aid kit.
20. Facilities must be free from firearms or other weapons that are accessible to children.
21. All containers of cleaning products and chemicals must have labels that display their contents and any hazards. Original labels must be kept on the containers of cleaning products.
22. When you take a cleaning product out of the original container and put it into another container, such as a spray bottle, this is a secondary container. The secondary container products must be labeled with:



Name of the product and/or chemicals

Warnings for health hazards (e.g., eye, ear, skin, respiratory)

Physical hazards (e.g., flammable)

Name and address of chemical manufacturer

23. SDS must be located where chemicals are stored in a notebook in alphabetical order. All chemicals present must have an SDS sheet.
24. Toilets and hand washing facilities will be adequate, cleaned daily, in working condition, and easily reached for children.
25. Toileting and diapering areas will be separate from areas used for cooking, eating, or other children's activities.
26. The **Classroom Daily Health/Safety Checklist** and **Center Daily Health and Safety Checklist** will be completed daily.
27. If any maintenance or repairs are required, a **Maintenance Request** will be submitted to the Facility Manager by email with a detailed description of the request.
28. If the **Maintenance Request** is not addressed within 1 week, a follow-up email must be sent to the Facility Manager on the same email thread.
29. If the maintenance request is addressed and additional work is required, you must ensure it is completed promptly. An Email must be sent to the Facility Manager with notes.
30. Request and pictures must be emailed to the Facility Manager upon Request and again when repair or maintenance is complete.
31. When work is complete the Receptionist and/or Site Supervisor must email Facility Manager and procurement stating work was complete and document on the form.
32. Whoever is responsible for the request must meet with vendor at the site from start to finish of the request. (The facility manager should be able to call for updates and the person responsible must know where we are with the request up until the request is complete.)
33. All Request must be kept in binder per school year from June-May.

Equipment and Materials Policy:

Indoor and outdoor play equipment, cribs, cots, feeding chairs, strollers, and other equipment used in the care of enrolled children, and as applicable, other equipment and materials meet standards by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Material, International (ASTM (American Society for Testing and Material). All equipment and materials must at a minimum:

1. If a child places a toy in their mouth, the toy must be collected immediately after they are done playing with that toy and placed in the soiled toy bin.
2. Contaminated toys (blood, vomit, etc.) will be removed from the child immediately and placed in the soiled toy bin.
3. All materials purchased will be made from non-toxic materials.
4. At the end of every day, contaminated toys will be sanitized with products registered by the Environmental Protection Agency (EPA). You must follow labeling instructions for sanitizing.



5. Staff will provide child-size tables, chairs, equipment, toys, materials, and other furniture that is age appropriate to the children served.
6. Accommodation will be made as needed for children with disabilities.
7. Under no circumstances will a child be left alone or unsupervised while in the care of staff, that can be counted in child ratio, therapist, and consultants.
8. Head Start/Early Head Start classroom staff must know the children and how many they are responsible for.
9. Head Start/Early Head Start classroom staff must use the classroom **Transition Roll Call** to take roll call of the children before transitioning to a new location outside of the classroom and upon arrival at the new location, see 1302.31.
10. During outdoor play and/or other activities staff must position themselves at opposite ends of the area and move around as necessary so all children can always be visually supervised.
11. Outdoor playgrounds are enclosed with fences and two exits.
12. During nap/rest time one teaching staff must be free from activities (not directly involving the teaching, care, and supervision of children), such as administrative and clerical duties, meal preparation, janitorial duties, and personal use of electronic devices.
13. Indoor and outdoor space used by the Early Head Start and Head Start children will be independent of each other.

Safety Training Policy:

1. During the new hire orientation paperwork required will be completed with new staff.
2. Staff will be supplied with all required and appropriate training before entering the site.
3. Site Supervisors will review procedures with new staff prior to staff beginning job duties at the site.
4. Staff will receive annual training during in-service training regardless of the new hire start date.
5. Staff will be trained in procedures periodically and as needed during all staff training, meetings, and individual training if needed. Trainings will include the following:
 - a. The prevention and control of infectious disease.
 - b. Preventions of sudden infant death syndrome and use of safe sleeping practices (if working with children under 24 months (about 2 years) of age).
 - 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, identification of protection from hazards, bodies of water, and vehicular traffic.
 - f. Emergency preparedness and response.
 - g. Handling and storage of hazardous materials and appropriate disposal of bio contaminants.
 - h. Appropriate precautions in transporting children, if applicable.
 - i. First aid and cardiopulmonary resuscitation.
 - j. Recognition and reporting child abuse and neglect.
6. Staff will receive active supervision at least 3 times annually and/or as needed.
7. Training on abuse and neglect will be conducted annually and as needed.



Safety Practices Policy:

All staff, consultants, contractors, and volunteers will follow the appropriate practices to keep children safe during activities. Aligns the definition of child abuse and neglect with Child Abuse Prevention and Treatment Act

Reporting:

1. The staff is trained in what child abuse is, how to identify, and how to report incidents of Child Abuse and Sexual Abuse. All staff members are mandated reporters.
2. Site Supervisors will ensure that contractors and volunteers are aware and will follow the policies for keeping children safe.
3. Training will occur during our annual in-service and throughout the year as needed.
4. All federal, state, local laws will be followed, and reporting will be completely confidential and solely on the reporting person.

Safe Sleep:

1. Cribs will space three feet apart from head to toe when occupied.
2. All children laying on cots will be placed head to toe.
3. Cribs and cots will be labeled with the child's first name.
4. Children under 12 months of age will use firm mattresses.
5. Children 12 months and older will transition to a cot.
6. Soft bedding, blankets, and toys will not be allowed in the cribs.
7. Linens will be washed weekly and/or immediately after an illness, and after an accident.
8. Crib sheets for infants will be washed daily.
9. Cribs mattress and cots will be disinfected weekly or as needed.

Active Supervision:

1. All staff will follow appropriate Active Supervision practices in 1302.31 to keep children safe during all activities.
2. All Staff will adhere to and put into practice Active Supervision techniques continuously throughout the day
3. Site Supervisors will provide Active Supervision training at least three times per year and when supervision incidents occur.
4. Compliance records will be monitored for completion by a Compliance Specialist.

Releasing Children:

1. During the registration process, an Admission Information form will be completed with the names of those people authorized to pick up the child.
2. When the gates are closed during pick-up and drop-off, individuals must stop by the office for campus authorization. The Raptor system will verify approval, and a visitor's pass will be printed for all sites.



3. Staff will ask for picture identification of the person picking the child up and verify that person is on the pick-up list. Copy of picture identification must be made and stapled to sign in sheet. This step will continue until the staff is familiar with the people on the pick-up list.
4. If the legal guardian would like to add or remove a person from the pick-up list on the Admission Information Form the legal guardian must complete an ADD/REMOVE AUTHORIZATION FOR RELEASING A CHILD form in person. (Forms will be stapled to Admission Information form 2935.
5. In cases where the parent wishes to deny access to the non-custodial parent, they will be required to provide the program with appropriate copies of legal documentation (custody decree, restraining order, termination of parental rights).
6. In cases where potential kidnapping or violence is an issue, photographs of the person should be provided to assist staff in identifying these individuals.
7. In cases where there are concerns on the part of the custodial parent, but there is no legal documentation available, the Family Service Workers will make appropriate referrals to legal aid or other legal counsel.
8. If an adult shows up at a site that cannot have access to a child:
 - a. Staff will escort the adult to the office.
 - b. B. Staff will tell this person there is documentation on file prohibiting access to that child.
 - c. Staff will ask adults to leave the site.
 - d. If the adult refuses to leave, staff will inform them that they will need to contact the police,
9. Staff will contact custodial parent and the Family and Community Partnership Manager to inform them of the incident.
10. Individuals on the Registered Sex Offenders list is not allowed on campus unless they are the student's legal guardian. The legal guardian must be accompanied by CVCOG staff while on campus.
11. Please remember your child will be released only to those on the child's pick-up list (Admission Information form). Under no circumstances will letters or phone calls be accepted to make any changes to this list. Any person authorized to pick up a child must be at least 18 years old. It is extremely important that your work and home telephone numbers and the telephone numbers of the authorized pick-up persons are kept current. If we have not been notified by you prior to the designated pick-up time, staff will call the people on your pick-up list.
12. If the staff person in charge observes you or the person designated to pick up your child demonstrating the inability to safely transport your child, we reserve the right, in the interest of safety for you and your child, to express our concern. We suggest contacting another person to transport you and your child. However, if you or the designated pick-up person insist on transporting the child, please be aware that we will notify the local law enforcement of the situation to ensure the safety of the child.

Late Pick-up:

13. If a child is not picked up on time and the site staff has made every attempt to contact those listed on the Admission Information form 2935 and page 2 of the application and have not reached anyone, the Head Start Site will call their Local Police Department.



Standard of Conduct:

See 1302.90(c)

Hygiene Practices Policy:

All staff systematically and routinely implement hygiene practices that at a minimum ensure:

Hand Washing:

1. Training is provided annually for staff; site supervisors will train volunteers.
2. Wash hands with soap and running water for 20 seconds when performing the following (This applies to staff and all children):
 - a. After diapering or toileting.
 - b. Before setting tables.
 - c. Before handling, preparing, and consuming food.
 - d. After handling animals.
 - e. Before and after dispensing medication for staff members.
 - f. After cleaning or using cleaning products for staff members.
 - g. After arriving at the site daily.
 - h. After outdoor activities.
 - i. Before and after playing on sand/water tables.
3. Place hand washing posters in all restrooms and at all sinks as a reminder.
4. Provide soap and paper towels at every sink for handwashing.

Going to the Toilet:

1. Go to the bathroom.
2. Pull down pants and underwear.
3. Go to the toilet.
 1. Wipe with toilet paper.
 2. Pull up underwear and pants.
 3. Flush the toilet.
 4. Wash hands with soap and water.
 5. Post and follow the toilet procedures in each restroom.

Diaper Changing:

1. All staff will be trained in Diaper Changing Procedures and a Diaper Changing Poster will be posted near the diaper changing area.
 - a. A designated area will be established specifically for diapering that is not located in or near any food handling areas.



- b. Changing tables will be kept clean, mats will be waterproof and free of cracks and tears. Changing tables and mats will always be clear of any objects.
- c. Only Head Start/Early Head Start staff or the child's parent/guardian will engage in the diapering of a child.

Head Start Procedure:

1. Wash hands thoroughly.
2. Get supplies ready, including applying gloves.
3. Place the child in a diapering station if applicable.
4. Undress the child with an exposed diaper or pullup.
5. Wipe from front to back using wipes only once.
6. Put soiled wipes in soiled diaper or pull up.
7. Place soiled diaper or pull up in a lined trash can (if possible, tuck diaper or pull up in gloves).
8. Dispose of gloves in the trash can and close the lid.
9. Diaper and dress the child.
10. Wash the child's hands.
11. Staff members will wash their hands.
12. Return child to supervised area.

Early Head Start Procedures:

1. Wash hands thoroughly.
2. Get supplies ready, including applying gloves.
3. Protect the surface with clean disposable paper.
4. Place child on diapering surface always keeping one hand on the child or child safety mechanism. use
5. Undress child to expose the diaper, if clothes are soiled place clothes in a plastic bag.
6. Wipe from front to back using a wipe or soft cloth, put soiled wipe in the soiled diaper.
7. Place soiled diaper in a lined trash can and/or tuck diaper in gloves.
8. Dispose of gloves in the trash can and close the lid.
9. Diaper and dress the child.
10. Wash child's hands.
11. Return child to supervised area.
12. If the area becomes soiled, sanitize this area.
13. Sanitize with a product that is registered by the EPA.

Safety Food Preparation:

1. Kitchen staff will complete Servsafe Training or Servsafe Management Training before conducting kitchen duties.
2. When food is being prepared, all Headstart/Early Headstart staff and volunteers must wear head coverings while in the kitchen area.



3. Kitchen staff will monitor temperature of meats to guarantee they are served to the children at the appropriate temperature stated on the Food Temperature Record. The meat temperatures will be recorded on the Food Temperature Record.
4. Every morning, kitchen staff will complete **Refrigerator/Freezer Temperature Record** to ensure food is kept at the proper temperatures. Teacher/Teacher Assistant will check refrigerators in the classroom to ensure they are at the proper temperature (41 degrees and lower).
5. All staff will follow proper hygiene practices by washing their hands both before and after preparing and serving food.
6. CVCOG Kitchen staff will follow the uploaded Management Plan in TX UMPS.

Exposure to Blood and Bodily Fluids:

1. The following supplies will be used to clean and handle bodily fluids and will be labeled as "Bodily Fluids Only;" broom, mop, dustpan, and bucket.
2. Disposable gloves will be made available to all staff and volunteers.
3. Staff members will wear disposable gloves when handling blood, bodily fluids, or other infectious materials.
4. Clean and disinfect work surfaces contaminated work surface with the recommended liquid EPA approved solution.
5. Clean and disinfect rugs using Super Sorb (do not use vacuum cleaner).
6. Dispose of all contaminated materials in a plastic bio-hazard bag and tie close
7. Staff members will be trained on Bloodborne Pathogens in orientation and annually.

Administrative Safety Procedures Policy:

CVCOG Head Start will establish and implement, and practice as appropriate for emergencies, fire prevention and response, protection from contagious disease, medication administration, food allergies, disaster preparedness, and safety incident.

1. The Health Manager will review the Emergency Response Plan, including fire prevention and response with staff before staff starts job duties at the site.
2. Staff are trained in safety practices annually during in-services training and as needed.
3. The **Parent Handbook** will contain a copy of the following guidelines for exclusion from Head Start/Early Head Start classrooms: Texas Departments of State Health Services in 25 TAC 97.7.
4. Staff will complete an **Incident /Illness Report** form **7239** when a child is temporarily excluded from school due to a communicable disease listed in the **Parent Handbook**, and/or when any injury happens on school grounds.
5. For minor illnesses, small incidents an **Acute Illness Report** will be completed.
6. Receptionist/Site Supervisor will make copies of ALL **Incident/Illness Report** and **Acute Illness Report** for the Health Manager. and filed in the DHS.
7. When a child is excluded for medical reasons, they may return once they have met the proper criteria listed in the **Parent Handbook**.



8. The site can seek guidance from the Health Manager and/or local health officials before returning.
9. The Health Manager may consult with local health officials and/or Texas Department of Family Protective Services (TDFPS) regarding any conditions if applicable.
10. Due to **Incident/Illness Report** and/or **Acute Illness Report** being completed, if a child is absent for four consecutive days an FSW will pull report **2330** from ChildPlus. This will be submitted to the ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance) Manager.

Medication Administration:

1. Head Start/Early Head Start staff are trained at orientation, annually, in-service and as needed on Medication Procedures, the use of Medical Equipment when applicable and side effects.
2. All medication must be in its original container.
3. Pharmacy label and Doctor's instructions must include the following information:
 - a. Child's first and last name.
 - b. Name of the medication.
 - c. The date prescription was filled.
 - d. Name of health care provider who prescribed the medication.
 - e. Medication expiration date.
 - f. Dosage and frequency of medication.
 - g. Storage instructions if available.
4. On the original container designated staff will write the date the medication was brought to the site.
5. Teaching staff and/or designated staff place a picture of the child within a week on medication storage box/bag.
6. Parents/guardians must sign and complete the **Authorization for Dispensing Medication** form 7238.
7. Medication will be administered by designated staff members trained in Medication Administration.
8. Designated staff members will be trained in medication administration, handling, and storage of medication per medication instructions.
9. All medication will be in a locked cabinet/box. Emergency medication will be in a lock bag and kept readily available but kept out of the reach of children.
10. Designated staff members will document each time medication is administered on the **Authorization for Dispensing Medication** form 7238.
11. The **Authorization for Dispensing Medication** will be kept in a notebook and kept confidential.
12. Site Supervisor/receptionist will review the **Medication Monthly Verification** at the end of each month for medication in the office. Teaching staff will review the **Medication Monthly Verification** at the end of each month in the classroom to inform parents/guardians on who much medication is left at the site.



13. If there are any changes in the child's normal behavior after medication is administered, designated staff members will document changes on an **Illness/Incident Report** and the **Authorization for Dispensing Medication** and contact the parents/guardians immediately.
14. If designated staff members make an error on medication administration, they will complete a **Medication Error Report** and an **Incident/Illness Report**. A copy will be given to the parents/guardians for them to share with their pediatrician.
15. If staff members need to take medication during operation hours, they will inform the site supervisor and the medication will be stored in a lock cabinet/box.
16. Only the site supervisor and FSW will be allowed to administer any narcotic medication to a child if prescribed.
17. All medication prescribed and/or over the counter must have a doctor's note if left at the site.
18. All medication must be signed out by parent/guardians on the drop date. If medication is picked up, the site supervisor will collect it and inform the Health Manager.

Food Allergy:

1. Parents/guardians will complete a **Health History** and **Nutrition Assessment** with the FSW at enrollment.
2. If there are any concerns the FSW will have parents/guardians obtain a **Food Allergy Emergency Plan** and/or doctor's note stating the food allergy from their health care physician.
3. Each child with a food allergy must have a **Serious Allergy Action Plan** provided by the primary physician.
4. A **Serious Allergy Action Plan** must include symptoms if exposed and steps to take if the child has an allergic reaction.
5. A **Food Allergy Emergency Plan** will be obtained prior to the child's entry to the program.
6. A copy of the **Food Allergy Emergency Plan** and **Serious Allergy Action Plan** will be filed in the child's federal file, outdoor backpack.
7. A copy of the **Food Allergy Emergency Plan** will be given to kitchen staff for food preparation and teaching staff for serving food from the site supervisor.
8. The site supervisor will redact the child's name and use the ChildPlus ID number.
9. **Food Allergy Emergency Plan** will be always posted in the classroom with a confidentiality cover sheet.

Disaster Preparedness Plan:

CVCOG Head Start has all hazards emergency management/disaster preparedness and response plans for natural disasters, emergencies, or violence in or near the program.

1. **Emergency Response Plans** will be reviewed for updates annually. If no updates are required, **Emergency Response Plans** will remain in use.
2. If updates are needed the **Emergency Response Plan** will need to be approved by the Policy Council and Executive Committee, and the Department of Public Safety.



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3. The site supervisor will post the **Emergency Response Plans** on Parent Boards at each site.
4. Site Supervisors will report any safety incidents to the Head Start Director that are referenced in 1302.102 under reporting.



REFERENCE	1302 Subpart E Family and Community Engagement Program Services		
APPROVAL/EFFECTIVE	July, 10, 2024/ July 10, 2024, November 13, 2024 / November 13, 2024	Page: 1	
SUBJECT	Community Partnerships and Coordination	STANDARD	1302.53

Community Partnerships

- Site Supervisor/ Family Service Workers (FSW) will establish 5-year and 1-year **Memorandum of Understanding (MOU)** agreements and partnerships with community agencies and organizations yearly and every new grant period.
- Site Supervisors / FSWs will conduct annual follow-ups with all organizations, checking on services and new programs offered, while recording data on the MOU Tracking Update Form.
- Training will be provided annually for the current year's expectations by the FAMCO Manager.
- We will establish necessary collaborative relationships and partnerships with the following community organizations:
 - ✓ Health care provider, mental health providers, Medicaid managed care networks, dentists, other health professionals, nutritional service providers, and substance abuse treatment providers.
 - ✓ Agencies that provide services to children with disabilities and their families, elementary schools, state preschool providers, and providers of childcare services.
 - ✓ Family preservation and support services, child protective services and other agencies to which child abuse must be reported.
 - ✓ Educational and cultural intuitions and libraries for both children and families.
 - ✓ TANF nutrition assistance agencies, workforce development and training programs, adult or family literacy, adult education and post-secondary education institutions, and agencies or financial institutions.
 - ✓ Housing assistance agencies and providers.
 - ✓ Domestic violence prevention and support providers.
 - ✓ Organizations or businesses that provide support and resources to families.

Coordination with Other Programs

- We will follow 1303 Subpart C – Protecting the Privacy of Child Records

Education MOU

- Education Manager establishes MOU/Collaborative Partnerships with the Local Education Agency (LEA) in our service area.
- We will participate in our state’s Quality Rating and Improvement System (QRIS), to the extent practicable.



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REFERENCE	1302 Services to Enrolled Pregnant Women Subpart H		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, November 13, 2024 / November 13, 2024	Pages: 1 - 2	
SUBJECT	Enrolled Pregnant Women	STANDARD	1302.80

Policy:

Within 30 days of enrollment, Concho Valley Council of Governments (CVCOG) Head Start Program will determine whether each enrolled pregnant woman has an ongoing source of continuous, accessible health care (provided by a health care professional that maintains her ongoing health record and is not primarily a source of emergency or urgent care), and as appropriate health insurance coverage.

1. Early Head Start Family Service Worker (EHS FSW) will determine whether each enrolled pregnant woman has ongoing source of health and dental care, and health insurance within 30 days of entry.
2. If any of the enrolled pregnant women do not have health insurance, the EHS FSW will follow the policy Use of Funds 1304.42.
3. The Health/Mental Health Manager and/or the EHS FSW will provide access to comprehensive services through referrals that include, but not limited to:
 - a. Nutritional Counseling
 - b. Food Assistance
 - c. Oral Health Care
 - d. Mental Health Services
 - e. Substance Abuse Prevention and Treatment
 - f. Emergency Shelter or Transitional Housing in cases of Domestic Violence
4. The Health/Mental Health Manager and/or EHS FSW will visit each mother to offer support and identify family needs within two weeks after the infant's birth. The Health/Mental Health Manager or EHS FSW will discuss basic needs, infant health, safe sleeping, and physical health.
5. The Health/Mental Health Manager and/or EHS FSW will have pregnant women complete the **Edinburgh Postnatal Depression Scale** at enrollment to the program, and two weeks after infant's birth.
6. The Health/Mental Health Manager and/or EHS FSW will grade the **Edinburgh Postnatal Depression Scale** and make appropriate referrals, if applicable.
7. The EHS FSW will create a file for each pregnant mom to track and record services being provided within and out of the Head Start Program.

The program must help address disparities in maternal and birth outcomes across racial and ethnic groups.

1. The Health/Mental Health Manager will respect diverse cultural practices and beliefs related to pregnancy and childbirth.
2. The Health/Mental Health Manager and/or EHS FSW will provide services in multiple languages to ensure that all pregnant mothers can understand their care options.
3. The Health/Mental Health Manager and/or EHS FSW will ensure that mental health providers are trained to understand the specific stresses and cultural dynamics affecting mothers of different backgrounds.
4. The Health/Mental Health Manager and/or EHS FSW will work with community members to develop solutions that are specific to the needs of each group (if applicable).



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5. The Health/Mental Health Manager and/or EHS FSW will educate mothers about the stages of pregnancy, labor, and delivery, empowering them to be active participants in their care.



REFERENCE	1302 Services to Enrolled Pregnant Women Subpart H		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, November 13, 2024 / November 13, 2024	Pages: 1	
SUBJECT	Family Partnership Services for Enrolled Pregnant Women	STANDARD	1302.82

Policy:

Concho Valley Council of Governments (CVCOG) Head Start Program will engage enrolled pregnant women and other relevant family members, such as fathers, in the family partnership services, as described in 1302.52 and include a specific focus on factors that influence prenatal and postpartum maternal and infant health.

1. The Early Head Start Family Service Worker (EHS FSW) will complete a one-time Family Partnership Agreement with the pregnant woman and other relevant family members within 45 days of entry date.
2. The Family Partnership Agreement will include the following goals:
 - a. Strategies for meeting the goals.
 - b. Timetables for meeting the goals.
 - c. Progress Notes.
 - d. A signed and dated Family Partnership Agreement when it was established.
3. All Family Partnership paperwork will be filed in the Family Partnership Notebook.
4. See Subpart E section 1302.52 Family partnership services.
5. The EHS FSW will follow up with the pregnant women monthly according to the timetables set by pregnant woman to update and document progress in meeting strategies/goals until no longer enrolled.
6. Every effort will be made to build a good relationship with each family to establish mutual trust between EHS and the pregnant women and relevant family members.
7. Transitions will be discussed all throughout the pregnant women enrollment.
8. Enrollment paperwork for the infant will be done two weeks before the enrollment date.
9. All families will be supported during the transition process.

The Pregnant Moms Program will use Partners for a Healthy Baby and Injoy Health Education curriculum for all prenatal and postpartum education needs.



REFERENCE	1302 Human Resource Management Subpart I		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, November 13, 2024 / November 13, 2024	Pages: 1-2	
SUBJECT	Staff qualifications and competency requirements	STANDARD	1302.91

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

- A. Head Start / Early Head Start Director
 - At a minimum; a baccalaureate degree;
 - Experience in supervision of staff, fiscal management, and administration.
- B. Fiscal Officer
 - At a minimum, a baccalaureate degree in accounting, business, fiscal management or a related field.
- C. Family, Health, and Disabilities Management
 - At a minimum, a baccalaureate degree, preferably related to one or more of the disciplines they oversee.
- D. Education Management
 - A baccalaureate or advanced degree in early childhood education; or
 - A baccalaureate or advanced degree and equivalent coursework in early childhood education with early childhood education teaching experience.
- E. Early Head Start Teacher (EHS)*
 - Child Development Associate (CDA) credential for Infant and Toddler; or
 - Comparable credential and have been trained with a focus on infant and toddler development or;
 - Equivalent coursework in early childhood development with a focus on infant and toddler development that meets or exceeds the CDA.
 - If we have unsuccessfully been able to recruit and hire an Early Head Start Teacher with the above qualifications, we may hire an EHS Teacher with the understanding that they will obtain their Infant and Toddler CDA withing one year of hire.
- F. Head Start Teacher*
 - An associate or baccalaureate degree in child development or early childhood education, or related degree with equivalent coursework.
 - If an applicant for teacher does not have a degree in child development or early childhood education, they could have an associate or baccalaureate degree in a related field and coursework equivalent to a major relating to early childhood education with experience teaching preschool age children.



- Coursework equivalent to a major related to early childhood education includes but is not limited to courses that focus on child development, early childhood education and curriculum, early childhood teaching and assessment, psychology, family development, health and physical development, mathematics, science and children's literature.
- If we have unsuccessfully been able to recruit and hire a Head Start Teacher with the above qualifications, we may hire a classroom teacher with the understanding that a CDA or a state-awarded certificate will be obtained within one year and they must enroll in an institution that offers an associate degree in Early Childhood Education. A waiver request will be made through our OHS Regional Office.

G. Head Start Teacher Assistant*

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

* For teachers and teacher assistants that do meet qualifications for their position a **Professional Development Plan (PDP)** will be initiated and updated no less than quarterly until they have obtained the appropriate credential. If teachers or teacher assistants fail to make progress toward their credential or do not meet deadlines outlined in their **PDP**, disciplinary actions will be taken; disciplinary action could include termination.

H. Family Service Workers

- 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.

I. Contracted Health Professionals

- Health procedures are performed by a licensed or certified health professional.
- All mental health consultants must be licensed or certified mental health professionals. We will use mental health consultants with knowledge of and experience in serving young children and their families.
- All mental health contractors will provide a copy of their certified mental health care license and a copy of their malpractice insurance when signing/renewing contracts.
- Nutrition consultants must be registered dietitians or nutritionists with appropriate qualifications.

J. Coaches

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



CONCHO VALLEY COUNCIL OF GOVERNMENTS
 HEAD START/EARLY HEAD START
 Program Policy



REFERENCE	1302 Human Resource Management Subpart I	
APPROVAL/EFFECTIVE	July 10, 2024, July 10, 2024, November 13, 2024 / November 13, 2024	Pages: 1 - 2

SUBJECT	Training and Professional Development	STANDARD	1302.92
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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 Head Start Program Performance Standards, Child Care Regulation Minimum Standards, policies, and procedures. The Head Start Program must provide appropriate training and technical assistance to include orientation to the Executive Committee and Policy Council. The training must include review of program governance and eligibility verification indicated in 1302.12(m). This is to ensure the staff and Executive Committee members understand the information and can effectively oversee the direction of the Head Start Program.

All staff will participate in new employee orientation and attend in-service annually. This will include professional development designed to assist staff in acquiring or increasing the knowledge and skills needed to provide high-quality, comprehensive services.

- a. Staff complete a minimum of 24 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. All staff will complete annual Child Care Regulation Minimum Standards requirements for training.
- c. Training on methods to handle suspected or known child abuse and neglect cases, that comply with applicable federal, state, local, and tribal laws;
- d. Training on positive strategies to understand and support children’s social and emotional development, such as tools for managing children’s behavior;
- e. Training for child and family services staff on best practices for implementing family engagement strategies in a systemic way;
- f. 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.
- g. 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, and use of data to individualize learning experiences to improve outcomes for all children.
- h. Training may also be provided based on observations, needs assessments, and personal evaluations.
- i. Education Managers will ensure all full-time staff providing direct services to children have a professional development plan.
- j. All full-time staff providing direct services to children are required to enroll/set-up an account in an electronic training database within 90 days of hire.



CONCHO VALLEY COUNCIL OF GOVERNMENTS
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Program Policy



- k. Education Managers will monitor and document training quarterly, or as needed, to ensure staff are effectively trained and program standards are met.
- l. Practice based coaching will be provided for education staff, when appropriate. The identified staff will sign a **Coaching Agreement**.
- m. Mental health and wellness information available to staff regarding health issues that may affect their job performance. We will provide regularly scheduled opportunities to learn about mental health, wellness, and health education.



APPROVAL/EFFECTIVE	November 13, 2024 / immediately	
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SUBJECT	Transition Roll Call
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Procedures:

All teaching staff in the classroom are responsible for knowing how many children are present in the classroom at all times.

Teaching staff will use the **“Transition Roll Call”** to account for all children with name-to-face recognition by visually identifying each child before marking their name on the roll call sheet. All teaching staff must count the children and speak the number aloud to each other to ensure everyone has the same count.

Teaching staff will use the **“Transition Roll Call”** in the following situations:

- Before leaving the room with one or more children for any reason;
- Before returning to the room from the restroom, playground or other activity;
- As children are laying down on their cots for rest/nap time;
- As children are getting up from their cots after rest/nap time.

Before leaving or returning to the classroom, teaching staff must use the walkie talkie to announce to the office they are departing or returning to the classroom with the number of children and the number of staff.

Teaching staff must always be able to account for the children in their care. They continuously scan the entire environment to know where everyone is and what they are doing. They also count the children frequently. This is especially important during the transition when children are moving from one location to another.

HAPPY
THANKSGIVING



Agenda Item # 8



CONCHO VALLEY
COUNCIL OF GOVERNMENTS
5430 Link Road • San Angelo, TX 76904

To: Executive Board and Policy Council

From: Carolina Raymond – Director of Head Start

Date: 11-13-24

Re: Consider and Take Appropriate Action

Request to approve a 60-month managed printer lease for printers at all Head Start sites (Day, Rio Vista, Ozona, Menard, Eldorado, and Eden) with CTWP, pursuant to OMNIA Contract #R191102

HAPPY
THANKSGIVING



Agenda Item # 9



August 2024



Attendance	Funded Enrollment	Reported Enrollment	Percent Enrollment
Head Start Funded	411	376	91.48%
Early Head Start Funded	120	120	100%
Pregnant Moms Funded	8	8	Met for 23/24 School Year

Disability	Current	Funded Enrollment
HS # of Children with IEP	10	376
Percentage this month	3%	
EHS Children with IFSP	17	120
Percentage this month	14%	
Total # of children with IEP/IFSP	27	496
Program wide % this month	5%	

Nutrition	Meals Served	Reimbursement Amount
	13,640	\$38,272.68

HEAD START STAFF

Administrative Office
5430 Link Road
Phone (325)944-9666

Carolina Raymond
Director

Stephanie Hernandez
Assistant Director / Early Head Start
Education Manager

Cheryl Mayberry
Education & Disability Manager

Ofelia Barron
ERSEA & Facility Manager

Mary Husted
Compliance & Nutrition Specialist

Stacy Walker
Family & Community, Parent
Engagement Manager

Melissa Miranda
Health & Mental Health Manager



Head Start

HEAD START (HS) promotes school readiness of children under 5 from low-income families through education, health, social and other services.

Early Head Start (EHS) provides intensive comprehensive child development and family support services to low-income infants and toddlers under the age of 3 and their families, and to pregnant women and their families.



To complete an online please contact the following sites below:

School	Director	Family Service Workers	Hours Operation	Phone
Day Head Start Early Head Start	Comoshontai Hollis	Cynthia Sosa Nelda Garza Lori Palacios	7:45 am - 4:00 pm	325-481-3395
Eden Head Start	Mary Torres	Mary Torres	7:45 am - 3:30 pm	325-869-8703
Eldorado Head Start	Abigail Ussery	Abigail Ussery	7:45 am - 3:30 pm	325-853-3366
Menard Head Start Early Head Start	Bertha DeAnda	Bertha DeAnda	7:45 am - 3:30 pm	325-396-2885
Ozona Head Start	Tracy Ybarra	Tracy Ybarra	7:45 am - 3:30 pm	325-392-3429
Rio Vista Head Start Early Head Start	Michelle Aguirre	Kristy Geary Rebecca Salinas Maria Vasquez Emily Ceballos	7:45 am - 4:00 pm	325-659-3670



CONCHO VALLEY
COUNCIL OF GOVERNMENTS



Head Start



Program News



Concho Valley Food Bank Provides Food Bags for our Rural Centers

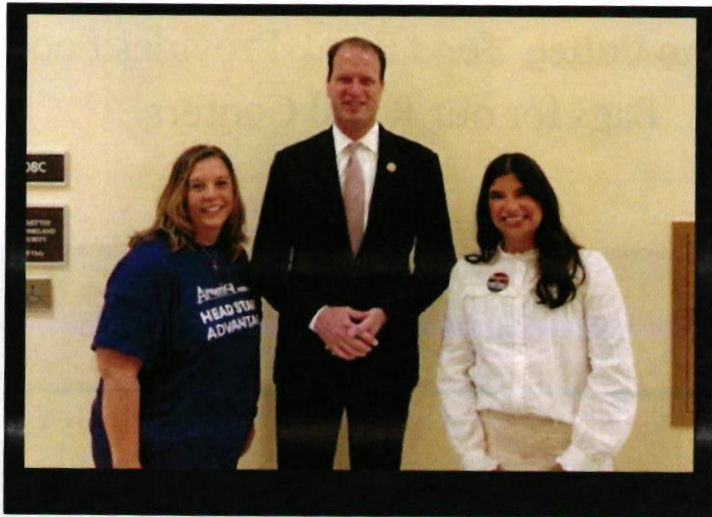
Parent Education Meetings began at each center with amazing turnouts.



Administration attended the **MUMK** Truck or Treat.



Conscious Discipline Training in Las Vegas to help improve the emotional intelligence of staff along with students.



Fall Leadership Institute in Washington DC where we rallied for funds for Head Start and spoke to Congressman August Pfluger.



CONCHO VALLEY
COUNCIL OF GOVERNMENTS



Head Start

November 2024

Updated Monthly



**WE ARE
HIRING!!!**

JOIN US!

@ CVCOG Head Start/Early Head

Job Positions Available

1. Universal Substitutes @ Eldorado, Eden, Menards, Ozona Head Start
2. Universal Substitutes San Angelo @ Day and Rio Vista Head Start
3. Teacher Assistant @ Rio Vista Head Start

To Apply: Scan the QR Code or Contact us At!

CVCOG Head Start/Early Head Start

325-944-9666 / <https://www.cvcog.org/cvcog/>

5430 Link Rd. San Angelo, TX 76903



Self-Assessment Collection Methods 24-25

Self-Assessment

Created to assist administrators in evaluating their early childhood programs and making program adjustments to meet the needs of all students. Effective survey collection methods for Head Start parents should prioritize accessibility, convenience, and inclusivity to ensure maximum participation

Purpose

- A means of internal reflection and evaluation of current practices
- A voluntary method to identify areas of strength and opportunities for growth
- A process to measure the extent to which growth has occurred
- A tool to inform continuous improvement

Collection Methods

1. Paper Surveys

- Benefits: Great for parents who may not have reliable internet access. These can be handed out during pick-up/drop-off times or parent meetings.
- Challenges: Requires manual data entry, and response rates can be lower if they aren't returned promptly.
- Tips: Offer a return box at the facility for easy drop-off, and ensure surveys are short.

2. Online Surveys

- Benefits: Tools like Google Forms, SurveyMonkey, or Microsoft Forms make it easy to collect and analyze responses. They're especially useful if parents have internet access and are comfortable with technology.
- Challenges: Limited participation if parents lack internet access or aren't tech-savvy.
- Tips: Provide a QR code link to the survey on paper handouts or emails for easy access on smartphones.

3. Mobile Survey Apps

- Benefits: Apps like Remind or ClassDojo are often used by Head Start programs for updates, so using them for surveys can be effective since parents are already engaged.
- Challenges: Requires familiarity with the app and may not be accessible for all parents.
- Tips: Use push notifications to remind parents about survey deadlines.

4. Phone Surveys

- Benefits: Great for parents who prefer speaking over writing or using tech. Provides a personal touch and allows staff to answer questions directly.
- Challenges: Time-consuming for staff, and it may be hard to catch parents at convenient times.
- Tips: Schedule calls at times parents are likely to be available, and keep surveys brief.

5. Text Message Surveys

- Benefits: SMS surveys are accessible to most parents and usually have high response rates. Tools like Twilio or EZ Texting offer simple survey formats.
- Challenges: Text limits can restrict survey length.
- Tips: Send only a few questions at a time and use multiple-choice formats for easy responses.

6. Incentivizing Participation

- Offering small incentives like entry into a raffle or providing refreshments can motivate parents to take the time to complete surveys.