Policy Council Approved 11/8/2011
Board of Directors Approved 12/20/11

Head Start of Lane County: Early Head Start Integrated Work-Plan.

How Head Start Performance Standards are implemented throughout the program year in each component area.
The plan is a road map for staff, parents, and interested community members
linking Performance Standards to agency policies and procedures

Abbreviations

CD/D Consult	Child Development/Disabilities Consultant
CFSW	Classroom Food Service Worker
CA	Community Assessment
Comm	Committee
DST	Direct Service Team
ERSEA Manager	Eligibility, Recruitment, Selection, Enrollment & Attendance Specialist
FS/CP Consult	Family Service/Community Partner Consultant
FSA	Food Service Assistant/Cook
FSW	Food Service Worker
FSM	Food Service Manager
GIP	Grantee Improvement Plan
HSAC	Health Disabilities Advisory Committee
Hlth Consult	Health / Nutrition Consultant
HRA	Health Records Assistant
HR Director	Human Resource Director
ITM	Information Systems Manager
LCC	Lane Community College
MH Consult	Mental Health Consultant
Facility	Facility Assistants
PC	Policy Council
RA	Regional Assistant
RM	Regional Manager
CWP	Child Welfare Program
Trans Mgr	Transportation Manager
T/FA	Teacher / Family Advocate
CCCS	Community Childcare Specialist
IFSP	Individual Family Service Plan
WIC	Women, Infant and Children Nutrition Program

Recruitment

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1305.3(b1-6); 1304.51(a1i); 1301.31(a2); 1304.50(1viii); 1305.3(d); 1305.3(e); 1305.3(f1-2i); Define recruitment, selection and enrollment priorities in conjunction with information from the Community Assessment. Enroll families in greatest need.	**Responsibility** Rec/Sel Comm **Monitor** Executive & Head Start/EHS Directors ERSEA Manager	Community Assessment WebCAF, Recruitment/Selection Committee minutes, Recruitment Action Plan Current year grant	Program Planning, Community Assessment, Selection Process, Enrollment	Update yearly
1305.5(a); 1308.5(a, f) Develop and implement a recruitment plan to actively inform eligible families of available services, including families of children with disabilities.	**Responsibility** Rec/Sel Comm T/FA, Home Visitors, CCCS **Monitor** ERSEA Manager FS/CP Consultant	Recruitment Action Plan	Recruitment Process	Yearly
1305.5(b) Solicit applications prior to the start of the new year. Participate in Lane Co. Early Intervention Council Child Find Activities. In order to select those most in need, obtain a higher number of applications during recruitment process than openings available for the next year.	**Responsibility** Rec/Sel Comm RMs, Family Service & CD/D Consults **Monitor** ERSEA Manager, HR Director, FS/CP Consultant	Recruitment materials EI Council Calendar Wait List	Recruitment Process Recruitment; Selection Policy	April – August On-going Spring June-August

Eligibility / Selection / Enrollment Process

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1305.4(a); 1305.4(c); 1305.6(b); 1305.7(a, c) Verify age of child. Verify income of families. This income will remain in effect for the current and succeeding year. 1305.7(c) family income will be re-verified for a child transitioning from Early Head Start into the 3-5 year old Head Start program. The agency will (whenever possible) ensure the child receives Head Start services until enrolled in school. 1305.4(e) Maintain signed records to verify income eligibility was determined and the items viewed. 1305.6 (d) 1305.7(b) Maintain funded enrollment. Fill vacancies from the transfer and wait list within 30 days.	**Responsibility** FSM, RA, RM, FSA, ERSEA Manager **Monitor** ERSEA Manager, FS/CP Consultant	Enrollment Application, birth certification, medical card, Income verification form, Enrollment in USDA, WebCAF, Transfer & Wait List	Selection, Enrollment	Every application
1305.6(b); 1305.6(c) 1305.3(c6); 1308.5(e) 1305.3(f2i); 1305.4(b, b1); 1305.4(b2); 1304.22(b2); 1308.5(c1-c4) Select children for enrollment based on the determined point system, regardless of disability, health care or medication needs unless deemed a risk to others. Ensure ten percent of enrollment opportunities are available for children w/ disabilities.	**Responsibility** RA, Trans Mgr**,** Bus drivers, RA, ERSEA Manager **Monitor** RM, Trans Mgr; CD/D Consult, FS/CP Consult	WebCAF, Point System, Rules of the Bus, Parent Transportation Letter	Selection, Enrollment, Children Assignment to Classroom, Hazardous Road Condition, School District Transportation, Over-income	Every application, Ongoing, August, Parent orientation, IFSP meeting. Document all parent contact within 2 working days

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
OAR 581-53-002(9) Establish bus routes. 1308.4(o5) Secure transportation for disabled children. Ensure funds and appropriate equipment are available if unable to secure transportation from another source. OAR 581-002(10) Notify parents of rules for riding the bus.	Trans Mngr CD/D Consult Trns Mngr RM, RA, T/FA, Home Visitors, CCCS	IFSP Bus Rules	Parent Orientation	As needed Parent Orientation
1308.5(d1-5) Ensure a child with a disability is not denied enrollment due to: staff attitude, facility, need for additional resources to serve a specific child, unfamiliarity of disabling condition, equipment or prosthesis or necessary personalized services (feeding, toileting, etc).	**Responsibility** CD/D Consult, RM, ERSEA Manager **Monitor** RM, EHS Director, FS/CP Consult	Contracts, IFSP, staffing notes	Referral for Related Services	Ongoing

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1308.4(g) Plan and prepare staff and parents for the services of a child w/ a severe disability. 1308.5(d1-d5) Access resources or other agency options if child placement is not appropriate at Early Head Start. 1308.4(j2-5iii); 1308.4(o1, o3) Share provisions of a joint child placement with another agency, including personnel, administrative accommodations and increasing the number of staff, volunteers and practicum students available.	**Monitor** CD/D Consult	Training plan; Inter-agency agreement w/ Early Childhood CARES		Pre-service / ongoing
1308.5(e53); 1308.5(e3) Follow applicable laws regarding immunization requirements, including exclusion deadlines. Assist parents in bringing their child's immunizations up to date.	**Responsibility** RA, HRA, Health Consult **Monitor** HRA, Health Consult, RM	WebCAF, Immunization Record	Child Immunization Requirements	By January 15th of each year
1304.20(a1-a2); 1308.20(a1i,ii), 1304.20(b), 1304.20(c)(d); 1308.5(e1-e3); (f1,f2, f2i); 1304.20(e4) Determine child health status and whether child has ongoing medical /dental providers. Assist parent in accessing ongoing care and/or enrolling in state health care plans.	**Responsibility** RA, T/FA, Home Visitors, CCCS **Monitor** Hlth Consult, RM, HSAC	WebCAF	Head Start Child Health Requirements, Medical and Dental Home and Follow Up, Head Start Pay	Within 90 days of child's first attendance day Document emergent items (i.e. accident, health, abuse, busing) within 24 hours or sooner. Document all parent contact within 2 working days. Provide follow up within 10 days.

Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
1304.24(a1-3); 130818(h); 1308.22(b3); 1304.20(e1); 1304.20(e2); 1308.21 Work with parents to determine their child's health, safety and mental health needs. Share information as needed with staff, parents and refer to appropriate providers.	**Responsibility** T/FA, Home Visitors, CCCS **Monitor** RM, FS/CP Consult, CD/D Consult, Collaboration Team, Hlth & MH Consults	Lesson Plans, Permission to Exchange, Observation, Referral to Collaboration Team, Permission to Evaluate, WebCAF Screening notes, ASQ:SE completed by parent, Permission for Additional Services, Home visit documents	Child Guidance and Behavior Management, Observation, Monthly Staffing and Ongoing Assessment/Referral, Parent Orientation, Supporting Social and Emotional Development, Curriculum Planning, Daily Schedule, Eligibility of Child with Mental Retardation, Eligibility of Child with Other Disabilities, Group Screening Day, Identification of Nutrition Needs, Welcome Family Contact	Referral as need arises or is identified by parent Weekly (curriculum plans) On-going in AEPS child assessment Document all parent contact within 2 working days. Provide follow up within 10 days.
1304.22(c3); 1308.18(d1) Obtain physician's instructions and written parent consent to be able to administer medicines.	**Responsibility** T/FA, Home Visitors, CCCS, Teacher **Monitor** RM, Hlth Consult	Parent Permission and flow sheet, WebCAF	Administration of Medications	Document all parent contact within 2 working days. Provide follow up within 10 days.
1308.6(c, d, e1-e5); Inform parents of type and purpose for screenings. Obtain signed permission from parent to screen.	**Responsibility** RA, T/FA, Home Visitors, CCCS **Monitor** RM	Parent Permission	Developmental Screening; Group Screening Day; Registration	Document all parent contact within 2 working days. Provide follow up within 10 days.
1305.9 Parent pay in full day programs is voluntary. If there are problems with non-payment, move child to part day program.	**Responsibility** RA, Billing Clerk **Monitor** RM, EHS Director,	Signed agreement, Full Day Financial Agreement, WebCAF notes	Parent Pay, Agency Pay	As needed Document all parent contact within 2 working days. Provide follow up within 10 days.

Setting up the Environment

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1304.21(c102); 1304.53(a); 1304.53 (a)(b1)(iii); 1308.4(c); 1308.4(f4); 1308.4(o4, 06); 1304.52(g5); 1304.53(b1iii); 1304.53(a-b); 1304.53(a10iv, a10x, a10axvii); 1304.21(a4); 1304.21(a5iii); 1304.53(a1,a2,a3,a4,a5,a6)(b2) Set up the environments, to include appropriate space with defined in/outdoor areas that provide a safe, nurturing experience that supports success for all children. Assure environments have appropriate furniture, emergency lighting and needed equipment/materials. Assure environments are accessible to disabled children. Purchase or lease equipment to meet the specific needs of children with disabilities. 1304.53(b1iii.iv) Design environments to be warm, welcoming, accessible and attractive. 1304.21(a3ii) Assure routes to play areas avoid vehicular traffic and hazards. 1304.53(b1) (i) (ii) Provide a variety of and sufficient amount of toys, equipment and furniture to meet the needs of children. . Ensure materials and equipment is cultural and ethnically sensitive. 1304.53 (b2) Infant/toddler toys must be non-toxic and sanitized regularly.	**Responsibility** T/FA, Home Visitors, CCCS, Purchaser, Facility Assistant **Monitor** RM, Consultants, Collaboration Team, Operations Director, T/FA, Home Visitors, CCCS **Monitor** CD/D Consultant, Operations Director	Monthly Safety/Sanitation Checklist, First Aid Kit, Request Tracker, Site Description List, Site Visit Checklists, MSDS binders, Delivery/Maintenance Schedule, Health & Safety Checklist, , cultural dolls, pictures, songs, food. Multicultural materials (colors, papers, etc). Curriculum plans, Anti-bias curriculum, Curriculum Use chart	Safe Workplace Practices; Playground Safety; Classroom Safety; Supporting Social & Emotional Development; Physical Development; Setting up the Physical Environment; Developing Cognitive and Language Skills; Computers in the Classroom; Developmentally Appropriate Materials, Equipment, Activities; American Disabilities Act, Field Trips; Tools in the Classroom; Plants in the Classroom; Animals in the Classroom; Disaster Management. Non-Discrimination	First day of school Monthly drills Curriculum plans by October Document emergent items (i.e. accident, health, abuse, busing) within 24 hours or sooner. Document all parent contact within 2 working days. Provide follow up within 10 days.

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1304.22 Infants and Toddler cribs and cots will be spaced 3 feet apart in order to prevent the spread of diseases and illness. 1304.22(f1-2) Keep a first aid kit on hand, stocked and available for field trips. The kit must be accessible at all times. 1304.53(b3) Sleeping arrangements will use firm mattresses to reduce the risk of sudden infant death syndrome. 1308.4(o4) Remove barriers in buildings that would prevent a child with disabilities from participating or provide alternative facility/placement. 1304.22(e5-6); 1304.53(a10xiv, a10xiii, a10xv) Have proper changing station or equipment installed/accessible for children. Clean portable toilets after each use.	**Responsibility** RM, Operations Director **Monitor** RM, Operations Director	Posted Diapering procedures	Diapering	On-going

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1304.53(a8) Post "No Smoking" policy. Keep centers free of toxins, pesticides, herbicides and other air, water and land pollutants. 1304.22(a1-4) Post emergency medical/dental numbers, procedures and crisis/evacuation plans. Have readily available family emergency contact information for each child to notify parents in case of emergencies. 1304.23(e1) Post required Food Handler's Cards, Civil Rights poster, USDA/CACFP records and sanitation laws.	**Responsibility** T/FA, Home Visitors, CCCS **Monitor** RM, FSM, Hlth Consult,	"No Smoking" policy posted, crisis plan, Civil Rights forms, Emergency medical/dental posters, Emergency Consent form, Evacuation Plan, Posted emergency numbers, Crisis plans, Food Handler's Cards, Tragedy Response binder	Smoke Free Environment; Dental & Medical Emergency Procedures; Storage of Non-Food Items, Required Posting , Mandatory Site Posting, Dental and Medical Emergency, Emergency School Closure, Crisis and Violence Prevention, Appropriate Release of Children from Head Start Classroom, Disaster/Crisis Plan, Fire Drill, Earthquake Drill, Classroom Safety,	First Day of School Monthly drills Curriculum plans by October Document emergent (accident, health, abuse, busing) items within 24 hours or sooner. Document all parent contact within 48 hours.

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1304.53(a7) Record vehicle maintenance/repair needs in maintenance logbook. Develop plan to secure building. 1304.53(a10xi) Cover electrical outlets with childproof covers. Work towards developing a permanent solution. 1305.53(a10viii) Keep in/outdoor areas clean and free of hazardous material. 1304.53(a10xiii, a10xvi) Apply lead free interior/exterior paints. Ensure windows are constructed to prevent injury. 1304.53(a10xiii, a10xvi) Use approved water/disposal systems. 1304.53(a10i) Conduct safety inspections at least annually, including HVAC systems. 1304.53(a10v, vi, vii) Assure that all fire extinguishers and smoke detectors work and exits are clearly labeled and visible. 1304.53(a10iii) Keep all flammable or dangerous materials locked, labeled and stored separately from any medications/food.	**Responsibility** T/FA, Home Visitors, CCCS **Monitor** RM, FSM, Hlth Conslt, Trnsprt Mngr	Maintenance Request Tracker, safety inspection checklist, exits labeled, MSDS binders	Classroom Safety; Storage of Non-Food Items; Playground Safety; Safety Committee; Environmental Health Practices	On-going

Orienting Families

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
(d2) Open facilities to all parents during business hours. Welcome parents to visit or participate. (d2) Ensure parent participation is solely voluntary.	**Responsibility** RM, T/FA, Home Visitors, CCCS, Operations Director **Monitor** RM, FS/CP Conslt, Operations Director	Volunteer handbook, Parent handbook, Parent in-kind, Sign in/out sheets, Signs in parent areas, Registration process, Full Day Financial Agreement form	Development of Parent Skills; Parent Orientation; Classroom Volunteer; Volunteer Orientation, Training, & Follow Up; Empowering Parents & Community, Full Day/Year Parent Pay; Classroom Activities	On-going
1304.51(c1-2) Ensure there is a regular, comprehensive two-way communication system between staff and parents in the parent primary or preferred language or thru an interpreter as feasible.	**Responsibility** T/FA, Home Visitors, CCCS, Interpreters, PC **Monitor** RM, FS/CP Consult, Head Start Dir,	Newsletters, flyers, notices, Parent Handbook, PC Handbook, Family Concern form, WebCAF documentation	Communication and Reporting; Parent Orientation; PC Provision of Information; PC Operations; Initial IFSP meeting; Site Classroom Newsletter; Family Activity Nights; Family Partnership Process, Family Service Home Visit; Monthly Family Service Contacts ; Communication Information Whose Language is other Than English;	Ongoing Document all parent contact within 2 working days. Provide follow up within 10 days.
(d-g); 1308.21(2-7); 1301.31(a4); 1306.22(b); 1306.23(a); 1304.23(a4); (f2ii-iii); (f4-4i, iii); 1304.21(a2i-iii); (e3); Give parents an opportunity to increase knowledge and skills and to be involved in their child's education, including health care, volunteer training and opportunities. 1304.21(a2ii); 1308.21(3) Provide parents the opportunity to increase their child observation skills. Share information to individualize their child's education.	**Responsibility** All Staff **Monitor** FS/CP, CD/D, Hlth and MH Consultants, RM	Family Activity Event minutes, Curriculum Plans. In-Kind, Committee meeting minutes, PC meeting minutes, Portfolio, Staffing Invitation, IFSP notification of meeting letters, menus, Yearly Parent Ed Plan, Volunteer training agenda, Parent education survey, AEPS, WebCAF documentation	Family Activity Nights, Cross Component Education, Parent Orientation, Family Partnership Process, Family Service Home Visit; Monthly Family Service Contacts, Education Home Visit, Increased Knowledge, Volunteer Orientation, Training and Follow up, Transition Services, Curriculum Planning Process, Identification of Nutrition Needs; Development of Family Partnership Plan;	Monthly Document all parent contact within 2 working days. Provide follow up within 10 days. Yearly parent education plans developed by November 30 for each classroom or site.

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1304.21(a2iii); (e5); (i2); 1306.33(b1) ; 1306.32(b8) Encourage parents to participate in conferences and home visits; explain the benefits of home visits.	**Responsibility** T/FA, Home Visitors, CCCS, Teacher **Monitor** RM, FS/CP Consultant and Specialist	Parent Handbook, Newsletters, WebCAF documentation	Parent Orientation , Family Partnership Process, Family Service Home Visit; Monthly Family Service Contacts; Education Home Visits, Welcome Family Contact, Child & Family Portfolio	Ongoing Document all parent contact within 2 working days. Provide follow up within 10 days.
(e4i-ii); Encourage parents to participate in Family literacy activities and increase personal literacy goals	**Responsibility** T/FA/ CCCS/Teacher/Home Visitors **Monitor** RM, FS/CP Consultant and Specialist	Parent Committee Report, HS Portal, Parent Event notebook, WebCAF Family Partnership section, PC minutes, Family activity event agendas, Parent handbook, Family Partnership Plan	Parent Orientation & Follow up; Increased Knowledge; Family Activity Events; Education Home visits; Development of the Family Partnership Plan;	Document all parent contact within 2 working days. Provide follow up within 10 days.

Services to Children

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1304.20(b1-3); 1308.6(b); 1308.a1, a2; 1308.4(f1); 1308.4(h1); 1308.6(b2) Screen each child's development: hearing, vision, height/weight, motor, language, social, cognitive, perceptional and emotional skills as well as for behavior concerns.	**Responsibility** Teachers, T/FA, Home Visitors, CCCS **Monitor** RM, Consultants	Observations, WebCAF, ASQ-3, AEPS, BMI report, ASQ-SE	Developmental Screening, Vision Screening, Height/Weight Screening,	Within 45 days of child's first attendance day Ht/Wt is 2x per year (spring/Fall) Document all parent contact within 2 working days. Provide follow up within 10 days.
1308.6(e4); Explain screening results to parents.	**Responsibility** Teacher, CCCS **Monitor** RMs	Observations, WebCAF, ASQ-3, AEPS ASQ:SE, BMI report, Screening Result form	Education Home Visit	Document all parent contact within 2 working days. Provide follow up within 10 days.
1304.20(d); 1304.20(f2); 1304.3(a)(17); 1308.4(f2); 1308.6(a3); 1308.6(e1,2); 1308.6(e2iv); 1308.6(e2v); 1308.4(o2); 1308.14(b) Use information from screenings, assessments, observations, parent input and medical/dental evaluations to identify children in need of further evaluation or diagnostic evaluation. Refer children to appropriate service provider for further evaluation. 1304.24(a2-3i) Secure and schedule regular mental health services on site for identified children. Develop a responsive action plan with parental input.	**Responsibility** T/FA, Home Visitors, CCCS, FS/CP Consult, MH Consult **Monitor** RMs, Consultants, Collab Team	All screening results, Staffing notes, Child Observation form, Behavior Related Service Request, Referral to Early Childhood CARES; Behavior Plans, Relief Nursery Contract, WebCAF notes, Interagency agreements, Site visits checklist, Permission for Additional Services,	Child/Family Staffing, EARLY CHILDHOOD CARES Referral & Evaluation, Referral to Collaboration Team, Referral for Related Services, Child Guidance and Behavior Management, Identification of Nutrition Needs, Mental Health Referral and Tracking	Document all parent contact within 2 working days. Provide follow up within 10 days. Refer within 3 weeks of staffing.

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1308.6(e2i-ii) Assure administration of approved, comprehensive evaluation assessments by trained professional provided in the child's primary language and free of bias.	**Responsibility** Early Childhood CARES, Relief Nursery, Health Professionals, CDRC, Interpreter **Monitor** RMs, Consultants	Early Childhood CARES Contract/ Interagency agreements, WebCAF	EARLY CHILDHOOD CARES Referral & Evaluation, Referral for Related Services, Mental Health Referral and Tracking	Begin evaluation process 1 week after receiving referral packet. Document all parent contact within 2 working days. Provide follow up within 10 days.
1308.6(e2vi,vii,viii); In the event EARLY CHILDHOOD CARES does not provide the evaluation for children referred for a possible disability, arrange for an appropriate evaluation .	**Responsibility** CD/D Consultant **Monitor** EHS Director	Permission for Additional Service, Early Childhood CARES Interagency Agreement	EARLY CHILDHOOD CARES Referral & Evaluation Procedure, Mental Health Referral and Tracking	Document all parent contact within 2 working days. Provide follow up within 10 days.
1308.6(e5); 1308.19(a) Use results of evaluations to determine eligibility for ECSE services.	**Responsibility** Eligibility Team (Early Childhood CARES, Head Start) **Monitor** CD/D Consultant, RM	Eligibility Determination, Early Childhood CARES Interagency Agreement/ Early Childhood CARES contract	Eligibility for Developmental Delay, Eligibility for Emotional Disorders, Eligibility for Communication Disorders, Eligibility for Mental Retardation, Eligibility for Hearing for Impairment, including deafness, Eligibility for Orthopedic Impairment, Eligibility for Vision Impairment, Eligibility for Other Disabilities	Determine eligibility within 30 calendar days of referral.
1308.19(b,c,d,e,e1-8, f1-4, g,I,j1-4, k); 1308.19(i) When child is determined eligible, ensure a written plan (IFSP) is put in place. Document efforts to contact parents about IFSP meeting. Hold meeting without parent if necessary. Provide parents with interpretation, as needed, and copy of IFSP. 1308.19(k) Start IFSP services immediately, or within two weeks of the child starting Head Start if the child already has an IFSP in place.	**Responsibility** T/FA, Home Visitors, CCCS, Early Childhood CARES **Monitor** CD/D Consultant, RM	IFSP, WebCAF Disability section, Consultant Notebook, Early Childhood CARES Interagency Agreement/ Early Childhood CARES contract	Implementation and Documentation of IFSP Services, Initial Individual IFSP Meeting, Child & Family Staffing,	30 days from eligibility Within 2 weeks of child starting

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1308.4(h1-7); 1308.4(j1-5iii); 1308.5(d); 1304.24(a2), 1304.24(a3iii-iv); 1308.7(14a) Ensure all necessary special education services needed for any child on an IFSP is provided. This includes: audiology, physical/occupational therapy, speech/language therapy, mental health and psychological services, transportation, assisted technology, behavior support, specialized classroom services and dual placement with another agency.	**Responsibility** Early Childhood CARES, CD/D Conslt, RM **Monitor** CD/D Conslt, RMs, Nutrition Conslt	IFSP, Follow-up reports in WebCAF, Staffing notes	Implementation and Documentation of IFSP Services, Initial Individual IFSP Meeting, Child & Family Staffing,	On-going
1304.20(f1-2); 1308.4(f-g, i-j, l); 1308.5(d); 1308.6-17; 1308.18; 1308.4(o2); 1308.20(b2); 1304.20(a1iv); 1308.6(e2iii); 1304.20(c4); 1308.7(a-d); 1308.(a); 1308.14(b) Individualize services for children using screening results and IFSP. Develop and implement follow up plans. 1304.21(b)(2)(i)(ii); 1304.21(b)(c)(i)(ii); 1304.21(c2); 1308.21; 1304.21(a3ia,b,c,d,e, 3ii); 1304.21(a4-a4iv); 1304.21(a5-a5iii); 1304.21(a4iv); 1304.21(b1ii-iii); 1304.21(b2i-ii); 1304.21(c1iv-vii) Use a variety of strategies to promote and support child learning and development: social, emotional, language, physical (fine/gross/motor), emerging literacy/numeracy skills, exploration of the environment, sensory, motor, self, autonomy, expression, social relationships, self-esteem, and positive attitudes towards learning.	**Responsibility** T/FA, Home Visitors, CCCS **Monitor** Hlth, CD/, FS/CP and MH Consultants, Early Childhood CARES, RM, Collaboration Team	IFSP, Curriculum Plans, Observation records, AEPSi Progress Record, EHS Individualization Form, EHS Socialization Planning Form, Home Visit Planning and Documentation Form, Behavior Plan, Child/Family Portfolio, WebCAF meeting report, Referral to Collaboration Team, Referral for Related Services to Early Childhood CARES, Permission for Additional Services, Early Childhood CARES Permission to Evaluate, Classroom Demographics, Curricula, Creative Curriculum Parent Letters, Bus Driver Manual, Training Plan, Consultant Site Visit Checklist, Accident Reports, WebCAF screening & referral reports, First Family Event Activity report	Setting up the Physical Environment, Individualizing the Educational Services for Children, Initial IFSP Meeting, Curriculum Planning, , Nutrition Assessment, School Bus Transportation, Referral for Related Services, Galileo Assessment, Galileo Child Observation, Daily Schedules, Curriculum Planning; First Family Activity Event, Classroom Safety, , Field trip Safety, Tools in the Classroom, Environmental Health Practices, Safe work Place Practices, Plants in the Classroom, Diapering, Toileting, Pets in the Workplace	Yearly / Daily Planned weekly using Home Visit Planning and Documentation Form, Socialization Planning Form, and curriculum planning sheet. Ongoing using AEPSi. Document emergent items (i.e. accident, health, abuse, busing) within 24 hours or sooner. Implementation and Document of IFSP Services Document parent contact within 2 working days. Provide follow up within 10 days.

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1304.21(c1-c1iii); 1304.21(a2i-ii).; 1304.21(a)(2)(i)(ii)(iii); 1304.3(a)(5); (e1) Provide age appropriate curricula that integrates all aspects of Head Start with parent input. 1304.21(b1)(i-iii) Develop secure relationships for infants and toddlers by limiting the number of teachers, providing opportunities for exploration. , and developing trust and emotional security within the environment. 1304.21(a1iv); 1304.22(d1-2) Provide daily child initiated and adult initiated activities. Practice and encourage safety. 1306.32(b5) Encourage child attendance on all scheduled service days. This would not be required if IFSP goals states fewer days.	**Responsibility** T/FA, Home Visitors, CCCS **Monitor** Hlth, CD/, FS/CP and MH Consultants, Early Childhood CARES, RM, Collaboration Team	Curriculum Plans, Curricula, Creative Curriculum Parent Letters	Setting up the Physical Environment, Individualizing the Educational Services for Children, Daily Schedules, Curriculum Materials	Planned weekly using Home Visit Planning and Documentation Form, Socialization Planning Form, and curriculum planning sheet. Document emergent items (i.e. accident, health, abuse, busing) within 24 hours or sooner. Document parent contact within 2 working days. Provide follow up within 10 days.
1304.21(a5i, ii) Schedule sufficient time (in/outdoor) to allow active child play and movement development.	**Responsibility** Teachers **Monitor** RM, CD/D Consult	Curriculum plans, Daily Schedule	Daily Schedule, Promoting Physical Development	Daily

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1304.22(c2, c4-c6); 1308.18(c, d1, d2); 1304.53(a10iii); 1308.18(b) Ensure only assigned, trained staff administer medication. Maintain original labeling and handling. Store medications in locked container or refrigerator. Record medication dispensing and review regularly with child's parent. Record changes in child's behavior associated with medications and inform parents about possible effects.	**Responsibility** T/FA, Home Visitors, CCCS **Monitor** RM, Hlth Consult	Parent Permission Medication Administration , WebCAF	Administration of Medicine	As needed Document emergent items (i.e. accident, health, abuse, busing) within 24 hours or sooner. Document all parent contact within 2 working days. Provide follow up within 10 days.
1304.22(e1-7); 1304.23(b3) Follow proper hand washing techniques and promote dental hygiene. 1304.20(c3i) Provide dental screening and fluoride varnishing as needed. 1304.23(c5) Infants are held while being fed and not laid down to sleep with a bottle. 1304.22(e3, e4) Wear protective gloves when dealing with bodily fluids. Clean and disinfect area. Properly dispose of cleaning materials. 1304.22(b1-3) Exclude sick children for short-term contagious illness.	**Responsibility** Hlth Conslut, HRA, T/FA, Home Visitors, CCCS, Volunteers **Monitor** Hlth Consult, RM	WebCAF, Signed Permissions, Curriculum Plans, Curriculum, Alerts,	Hand washing, Diapering, Communicable Disease Protocol, Playground Safety, Tooth brushing, Classroom Sanitation, Exposure Control Plan, Animals in the Classroom, Daily Schedule, Bloodborne Pathogens, Safe Workplace Practices, Exclusion Guidelines for Sick Children, Communicable Disease/Illness, Head Lice, Confidentiality Dental Triage, Prevention, Intervention and Follow up	Daily As needed Document emergent items (i.e. accident, health, abuse, busing) within 24 hours or sooner. Document all parent contact within 4 2 working days. Provide follow up within 10 days.

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1304.23(a); 1308.20(a); Assess nutritional needs of child w/ parent, including: eating patterns, cultural preferences, dietary restrictions, disability, and relevant assessments. Provide information, referral and/or follow up for identified needs or concerns.	**Responsibility** T/FA, Home Visitors, CCCS, CFSW, FSA, Cooks, Hlth Consult, FSM **Monitor** FSM, RM, Hlth Consult	WebCAF, HS Cycle Menu, Production Records, IFSP, PC minutes, recipes from parents, HSAC input, Special Diet Request form	Identification of Nutrition Needs, Nutrition Philosophy, Food Allergy and Restrictions, Child & Family Staffing, Height/Weight, Mealtimes, Amount of Food Prepared,	Registration, Within 90 days of child's first attendance day.

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1304.23(b4) Evaluate, plan and implement the program's nutritional service involving parents and the community 1308.20(a); Ensure special needs are incorporated into nutrition services. (c)(1)(i)(iii); 1304.40(c) EHS will assist pregnant women in assessing post-natal and partum care including nutritional status, food assessment and referral if necessary, to include mental health, substance abuse prevention and treatment and transition services. (f3i-f3ii) Provide parent education related to nutrition, food preparation and budgeting and child nutrition 1304.23(b1ii, b1v, b1vi) Provide minimum daily nutritional needs (high in nutrients, low in fat, sugar and salt) depending on program model. 1304.23(b)(2);1306.33(c)(3) Provide appropriate snacks and meals to each child during socialization and group activities. 1304.23(c6) Serve appropriate quantities and size of food for age of children with awareness of medical or dietary restrictions/requirements. 1308.20(b) Refer children that have confirmed severe problems with: chewing, swallowing or feeding themselves.	**Responsibility** FSW **Responsibility** T/FA, Home Visitors, CCCS, FSS **Monitor**: RM, FSM, Hlth Conslt **Responsibility** FSM **Responsibility** FSM, T/FA, Home Visitors, CCCS **Responsibility** T/FA, Home Visitors, CCCS **Monitor** RMs, Hlth Conslt	Special Diet Request form, WebCAF documentation	Identification of Nutrition Needs, Nutrition Philosophy, Food Allergy and Restrictions, Child & Family Staffing, Height/Weight, Mealtimes, Amount of Food Prepared,	Registration, Within 90 days of child's first attendance day. Document emergent items (i.e. accident, health, abuse, busing) within 24 hours or sooner. Document all parent contact within 4 2 working days. Provide follow up within 10 days.

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1304.23(b1); 1304.23(c1); 1304.23(c7); 1308.29(c) Design and ensure meal times are used as an extension of the learning process, including a variety of food experiences. 1304.23(b1)(V) Infants and toddlers in center base will receive food appropriate to nutritional needs, developmental readiness, and feeding skills. 1304.23(c4); 1308.20(c) Create "Family style" meal times and allow children with disabilities to participate. 1304.23(b1iii); 1304.23(c3) Serve breakfast to AM children who have not eaten prior to arriving to class, providing sufficient time to eat. 1304.23(b1vii); 1304.23(c3); 1304.23(b2) Schedule and serve snacks with enough time to eat at appropriate times to meet individual child needs. 1304.23(e) Store and handle food in compliance with Federal, State and Local laws.	**Responsibility** T/FA, Home Visitors, CCCS, CFSW, FSM, FSA, FSW, Cooks **Monitor** FSM, RM	Curriculum Planning, Cycle menu, Monthly menus, Parent meeting minutes, Site Visit Checklists, Posted Food Handler's cards, Menu Production Record, Temperature charts	Classroom Cooking Projects, Curriculum Planning, Meal Times, Tooth brushing, Amount of Food Prepared, Daily Schedule, Child Guidance and Behavior Management, Food Allergy and Restrictions, Emergency Menus, Nutrition Philosophy, Classroom Sanitation, Dress Code, Food Ordering and Inventory, Food Storage, Storage of Non Food Items, Food Prep and Handling	Daily Documented 3 times a year for every site. Sanitation Inspections yearly.
1304.52(h1iv); 1304.23(c2) No form of corporal punishment, abuse, humiliation, denial of personal needs or punishment or reward with food will occur to any child. 1304.52(h1iii); 1304.53(a9) No child will be left unsupervised.	**Responsibility** T/FA, Home Visitors, CCCS **Monitor** RM, FSM	Site visit; Behavior plans, staffing schedule	Mealtimes; Code of Conduct & Professional Ethics; Child Guidance & Behavior Management	Daily

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1304.22(a5); 1301.31(e) Report suspected or identified child abuse and maintain confidentiality.	**Responsibility** All staff **Monitor** RM, FS/CP Consultant & Specialist	WebCAF – abuse domain, Response letter from CWP	Child Abuse, Confidentiality of Records, Confidentiality Statement, Child and Family Records	Ongoing Document emergent items (i.e. accident, health, abuse, busing) within 24 hours or sooner. Document all parent contact within 2 working days. Provide follow up within 10 days.
1305.7(a) Maintain services to children once enrolled, except for compelling reasons until transitioning into public school. 1304.41(c2) Begin transition planning 6 months prior to the child's third birthday in order to ensure transition into Head Start or another program. (h, h2,3i-4); 1304.41 (a2i-iix): 1304.41(c1ii, iii, iv) (c)(2); 1308.4(g); 1308.21(b,c); 1308.4(I5); 1304.52(k3ii); Help transition children into next placement and include parents. Encourage parents to advocate for their children.	**Responsibility** T/FA, Home Visitors, CCCS **Monitor** CD/D Consultant & Specialist, RM	Transition Packet, Transition Summary, Curriculum Plans, IFSP, Parent meeting minutes, Site, RA Meetings, Early Childhood CARES Interagency agreement, Summer program schedules, Training, Rosters, WebCAF, School District FSS meeting/training agenda, Curriculum Committee minutes	Transition services, Family Partnership Process, Family Service Home Visit; Monthly Family Service Contacts**,** Initial IFSP Meeting, Curriculum Planning, Child & Family Staffing, Parent Meeting, Enrollment	On-going Document all parent contact within 2 working days. Provide follow up within 10 days.
1305.8(a, b) Analyze attendance when it falls below 85%. Work with families to correct attendance problems and document. 1305.8(c) Fill vacancies created when child(ren) are dropped after all attempts have been made to correct the problem.	**Responsibility** T/FA, Home Visitors, CCCS, RM, ERSEA Manager **Monitor** FS/CP Conslt	Attendance sheets, WebCAF notes, RM monthly reports	Attendance; Slot Tracking	Monthly

Services to Parents

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1304.50(a3); 1304.50(a1iii); 1304.50(a1iii); 1304.50(a2) Form site level parent committees with parents of currently enrolled children as early as possible. Seat a Policy Council as early as possible. The prior Policy Council will continue until successors are elected. (a4,a5); 1304.50(d2iii); (d1) Provide a variety of opportunities for parent interaction throughout the year that is respectful and diverse, responsive to parent expressed needs as a group or individual. Ensure funds are available to support activities. 1304.24(a3ii); 1304.23(d) Promote children's mental health, food preparation and nutritional skills at Family Activity Events. (f4i-ii) Provide a variety of group and individual opportunities to discuss child mental health issues. (g2); 1304.50(d2iii) Encourage parents to work together and with the community in activities developed by parents or of interest to them. Ensure funds are available to support activities. 1304.56(2iv) Assist in recruiting volunteers, the community and resources for parent initiated activities.	**Responsibility** T/FA, Home Visitors, CCCS, RM **Monitor** FS/CP Consultant & Specialist, RM, Finance Mgr, FSM	Parent meeting minutes, PC minutes, PC Roster, Curriculum Plans, PC handbook/by-laws, Family Activity Event report form, Family Activity Event notebook, Newsletters, Attendance sheets for family activity events, HS Portal, Parent Education Survey, Yearly budget, Flyers advertising workshops, USDA forms, Site Visit Checklist, , Parent Education Plan, Fundraising Project Approval, Program budget, Purchase orders, Volunteer Handbook, Parent Handbook, ERSEA minutes, Plan for parent education for year, PC budget, family Service budget, Budget Committee minutes	Policy Council Limitations on Membership; Policy Council Composition, Nutrition Philosophy; Increased Knowledge; Family Activity Nights; Parent Child Activities; Parent Orientation & Follow Up; Supporting Social & Emotional Development; Family Partnership Process, Family Service Home Visit; Monthly Family Service Contacts; Child & Family Staffing; Education Home Visits, Parent, Area Residents and the Program, Empowering Parent and the Community; Classroom Volunteer; Community Activities; Parent Activity Fundraising; First Family Activity Event; Family Activity Events	Prior to October 15th October, November/December, January, February/March, April Document all parent contact within 2 working days. Provide follow up within 10 days. Ongoing

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1304.33(a)(5) Home visitors caseload will be no more than 12 families. (i3); (i4); 1306.33(b); 1306.33(b2); 1306.33(c1, c3) Schedule home visits in the home at a mutually available time unless parent requests alternative. 1306.3(b) Provide services to children in both a center setting and through intensive work with the parents at home. (I); 1308.21(4); 1306.32(b8) Use home visits as an extension of learning and parent involvement. 1306.34(a1) Combination option must provide class session and home visits resulting in an amount of contact and services that is at a minimum provided through center base and home base options. 1306.33(a2) Homebase option will provide 2 group socialization and parent activities per month per child. 1306.33(c1-2) Group socialization and parent activities will be focused on parents and child and not with babysitters or temporary caregivers. 1306.34(c1), 13033 (b)(1) Home based visits will last for a minimum of one and ½ hours tos assist parents in use of home as primary learning enviornment.	**Responsibility** Teachers, T/FA, Home Visitors, CCCS, Interpreters **Monitor** RM, FS/CP and CD/D Consultants	Job Description, AEPS Child Profile, Parent AEPS Portfolio, Home Visit Library, AEPS Assessment, Child/Family Portfolio, WebCAF notes	Family Partnership Process, Family Service Home Visit; Monthly Family Service Contacts; Education Home Visits & Teacher/Parent Conferences, AEPS Assessment, Individualization, Development of Parent Skills, Increased Knowledge, Socialization Day, Parent/Child Activities, Program Options, Child/Family Portfolio	First family service visit within 60 days of start date. As needed depending on the service and tool. Document all parent contact within 2 working days. Document all efforts/refusals Provide follow up within 10 days.

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
(a-c); 1304.20(e3); (a1-2); 1308.21; (a3) Form a family partnership with parents. Avoid duplication of services on a pre-existing plan. Focus on the family strengths and realistic goals, strategies and timelines and the benefits of Head Start. (b1i-iii) Update family partnership and give referrals/resources as needed for identified goals, needs, etc.	**Responsibility** T/FA, Home Visitors, CCCS, Interpreters **Monitor** FS/CP Consultant and Specialist, RM	Resource Poster, Permission to Exchange, Newsletters, Parent AEPS Portfolio, Lesson plans, Curriculum webbing, WebCAF notes, Resource packet, Employment Development Plan, FPA Activities Table, WebCAF Family Partnership section, WebCAF goal documentation, Family Partnership Plan documentation	Confidentiality of Records, Child & Family Staffing, Family and Community Resources, Family Partnership Process, Family Service Home Visit; Monthly Family Service Contacts, Parent Orientation, Education Home Visit, Referral for Related Services; Mental Health Referral & Tracking; Nutrition Screening & Follow up; Family & Community Resources; Child Support Enforcement Referral; EARLY CHILDHOOD CARES Referral and Evaluation Process; Parent Orientation Follow Up; Family Activity Nights; Development of Family Partnership Plan;	September - June Ongoing Document all parent contact within 2 working days. Provide follow up within 10 days.
(c1-3); (i6); (g1ii); (c2, c3) Provide resource information to parents, to include: information to pregnant women; prenatal information including the risks, labor/delivery and post-partum recovery; the benefits of breastfeeding and early intervention services. Will arrange for health staff to visit each newborn within 2 weeks of birth. (b2) Follow up to determine the information provided on the family partnership met the parent needs or expectations.	**Responsibility** T/FA, Home Visitors, CCCS **Monitor** RM, FS/CP Consultant and Specialist, Health Consultant	Resource **Poster** (English/Spanish), WebCAF notes, Parent Survey, FPA Activities Table, Resource packets, Newsletters, HS portal, Literature in parent areas, parent meeting minutes	Social Service Advocacy; Family and Community Resources; Parent Access to Community Information; Family Partnership Process, Family Service Home Visit; Monthly Family Service Contacts, Newsletters; Family Activity Nights; Increased Knowledge	Document all parent contact within 2 working days. Provide follow up within 10 days. Ongoing By April 30th.
(g1i) Inform parents of opportunities to participate in other community service goals.	**Responsibility** T/FA, Home Visitors, CCCS **Monitor** RM, FS/CP Consultant and Specialist,	HS Portal, WebCAF, PC minutes, Newsletters, Parent meeting report, ERSEA minutes	Increased Knowledge; Empowering Parents & the Community; Development of Parent Skills	Ongoing Document all parent contact within 2 working days. Provide follow up within 10 days.

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
Provide each family with information about family literacy ideas or activities they can use in their home. Refer families to family literacy events within the program and local community. Include family literacy events in family Activity Events at the site level.	**Responsibility** T/FA, Home Visitors, CCCS, Teacher **Monitor** RM, FS/CP Consultant and Specialist, SPARC Team	HS Portal, WebCAF notes, Classroom newsletters, family Activity Event agendas and reports, flyers	First Family Activity Event, Developing Cognitive, Numeracy, Language/Literacy Skills, Family Activity Event, Parent Access to Community Information	At least once a year Document all parent contact within 2 working days. Provide follow up within 10 days. Ongoing

Connecting w/ the Community

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1304.41(a1); 1304.41(a4); 1304.41(a)(iii); 1304.50(b3); 1308.4(I); 1308.4(I7); 1304.23(b4); 1304.41(a2i-ix) Develop formal and informal community partnerships. Include current/past parents in all aspects of Head Start: health, mental health, nutrition, education, literacy, childcare, special needs, child protective services, school districts, etc. Update agreements annually. 1304.41(b) Establish and maintain a health services advisory committee, including parents and the community.	**Responsible** All staff HSAC & DSAC Collaboration Team, HRA, Hlth, MH and FS/CP Consultants **Monitor** EHS Director	Resource Poster, Contracts, CA, Recruitment Action Plan, Interagency agreements with Early Childhood CARES & Relief Nursery, Community Safety Net Agreements, Collaboration Referral Documentation, WIC, Early Intervention Council minutes, LCHAY, CDRC	Empowering Parents and the Community, Family and Community Resources, Community Activities, Parent Access to Community Information, Community Assessment, Hiring Committee and Interviewing, Child Abuse, Transition services, Program Planning, Strategic Planning, Volunteer Orientation, training and follow up, Parent, Area Residents and the Program, HSAC policies/mission	Ongoing
1304.(I1-I7) Participate in the Child Find plan process involving trainings, referrals and resources. Update agreement annually. 1308.4(I6) Provide the number of children receiving IFSP services to Early Childhood CARES.	**Responsible** CD/D Consultant **Monitor** CD/D Consultant, EHS Director	IFSP, WebCAF; Recruitment Action Plan; Early Intervention Council meeting agenda/minutes; Early Childhood CARES Interagency Agreement/contract		December 1st

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1304.41(a1) Take an active role in other community planning, communication, cooperation, information sharing to improve child services throughout. Document efforts to establish community partnerships 1306.22(a); (d3) Actively recruit, train and use volunteers and parents throughout the program	**Responsibility** All staff **Monitor** Management	HSAC subcommittee, e-mails to partners: WIC, Safety Net, LCC, State Health Groups, Volunteer Handbook, In-kind forms, Volunteer job , Early Intervention Council, Lane Assoc. for Educators of Young Children, descriptions, Safety Net, Commission on Children & Families	Volunteer Orientation, Training & Follow up; Non-Federal Share In-kind; Parents, Area Residents & the Program; Classroom Volunteer; Social Services Advocacy; Community Activities	Ongoing

Management Systems

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1305.3(a, c5) Identify and define service area, including home base, in grant application. Obtain written approval for defined service area. 1306.32(e10); 1306.32(a2); 1306.32(a3-a9); 1305.32(a11,a12); 1305.3(c2); 1306.31(a,b) Determine predominate age of children at the start of the year; base class size and model type on age of the children. 1301.30 Start program services in a timely and efficient manner. Allow for reasonable public access to information.	**Responsibility** EHS Director, ERSEA Manager **Monitor** Executive Director	Grant application, Community Assessment, WebCAF Report, Region/Site Configuration, Annual program report	Community Assessment, Program Options	Yearly
1306.32(b4) Estimate number of non-school days due to weather and unforeseen circumstances. Include in budgets and program plans means to make up days to prevent the number of service days from falling below 128.	**Responsibility** EHS Director **Monitor** Executive Director	Program calendar,		Yearly As needed

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1306.32(b1-3); 1306.32(b7); 1306.32(c1-e); 1306.33(a1-5); 130634(a3) Provide appropriate number of days/hours for program option, including time for staff to set up, attend training, close out, etc. 1304.52(g1); 1306.20(a-d); 1306.32(a1); 1306.32(c1-e) Maintain staff/child ratio, including breaks, for each program model. 1304.52(g)(3) Use substitutes to maintain class size requirements due to staff absences.	**Responsibility** RM **Monitor** EHS Director	Program calendar, WebCAF reports, Training plan, Timecards, Staffing roster	Staffing Requirements; Playground Safety; Field trips; Childcare, Children Assignment to Classroom/Teacher,	
1304.51(I2; 1308.4(a), 1308.4(c, d); 1308.4(k); 1308.20(c,d) Use ongoing monitoring to ensure compliance with performance standards, policies and state regulations.	**Responsible** All supervisors, ERSEA Manager, Consultants & Specialist **Monitor** Executive & EHS Director	Childcare Center Sanitation Inspection, Child/Adult Care Food Program, Monthly Safety/Sanitation Checklist, Bus Inspection, Van Inspection, WebCAF reports, RM & consultant Monthly Reports.	Ongoing Monitoring and Reporting	Ongoing

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1304.50(g2); Ensure appropriate internal controls are in place to safeguard Federal funds. 1301.32(a1-a2); 1301.32(g1-5) Maintain administrative costs no more than 15 percent (maximum amount allowed) or reduce costs unless a wavier is granted. 1304.23(b1i); 1304.23(e1) Use USDA Child Nutrition Program funds as the primary source of meal service payment. Ensure food contracts are with licensed vendors.	**Responsibility** Finance Director, FSM **Monitor** Exec Director, EHS Director, Board of Directors	Vendor contracts, USDA reimbursement	Monthly Reports & Close Out; Budgets; Financial Statements; IRS 5500 & IRS 990 Plans; OPP Grant Year End Budget Report; Quarterly Reports; Year End Audit – Finance Procedure; Year End Close – Finance Procedure, USDA Child & Adult Care Food Program Section 7B: Food & Non Food Supply Cost, Inventory General; Inventory Capitol	Ongoing
74.51(a-b); 74.51(e) Monitor each award, project or sub-award and submit performance reports (original & two copies) as described by each award, project or sub-award. 74.51(d-f); 74.51(h) Ensure performance reports reflect any changes, reasons for unmet goals and other pertinent information. Notify OHS of any significant impacts on the awarded activities. Comply with Reduction of Paperwork Act.	**Responsibility** Finance Director **Monitor** EHS Director	Award letter, financial statements	IRS 5500 & IRS 990 Plans; Year End Close Out; OPP Grant Year & Budget Report	Ongoing

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1301.32(b1-b5); 1301.32(c1-d3); 1301.32(f1-3) Charge out costs as program or administrative. Include budget line item in grant application with appropriate explanation as needed. 1301.11(b) Ensure staff responsible for handling program funds/disbursement are bonded. 1308.4 (e) 1308.4(m); 1308.4(o-o3) Ensure budgets support services for children with disabilities and that grant applications reflect the objectives and activities to meet special needs identified in children's IFSP.	**Responsibility** Finance Director **Monitor** Exec Director CD/D Conslt	Line item budget, Finance reports, Purchase orders, Region budgets, CD/D Job Description Grant application	Budgets; Purchase Orders; Financial Statements	Ongoing
1301.12(a1-c) Conduct an independent audit annually. Submit final report to OHS. 1301.13(a, b) Submit Accounting System Certification to OHS upon request and maintain operation of the HS program until the accounting system meets the audit requirements.	**Responsibility** Finance Director **Monitor** Executive Director, Board of Directors	Audit report	Year End Audit	October Within 4 months of the conclusion of the audit.
1304.51(b)(d)(f); 1304.51(a1iii) Communicate to governing bodies in a timely and accurate manner, including: timetables for planning, OHS alerts, program/financial reports, information and service plans.	**Responsibility** Executive Director **Monitor** Board of Directors, Policy Council	Minutes, PC Bylaws, Board Bylaws, OHS Guidelines, Program Plans, Monthly program/financial reports, PC minutes	Information about Policies; PC Provisions of Information; PC Objectives; Communication and Reporting; Monitoring	Monthly

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1301.11(a); 1301.53(a6); 1306.30(c); 1308.4(f3) Ensure there is reasonable student accident, liability and transportation liability insurance. Ensure licensing of HS owned facilities & assurances that facilities are accessible for disabled children.	**Responsibility** Operations Director **Monitor** EHS Director	Insurance policies, licenses	Inventory Management	Ongoing
1304.51(a1-2); 1308.5; 1304.50(d1viii) Develop systems for ongoing program planning, including annual self-assessment, written plans, strategic directions and community assessment. 1304/3(b) Complete community assessment once every three years to determine community resources, demographics, other programs serving same eligible children and families and the needs of HS children and families. 1304.3(c1-6) Use information from the community assessment to develop long/short range goals, program models, selection process, recruitment areas and center locations. 1305.3(d) Update community assessment every year for any significant changes. If changes, reexamine long/short range goals, program models, selection process, recruitment areas and center locations.	**Responsible** EHS Director, All Consultants, Regional Managers**,** Exec Admin Asst **Monitor** PC, Board of Directors, Executive Director	Strategic Directions, Minutes, Community Assessment, AEPSi Progress Reports to monitor child outcomes, Budget Committee minutes, Self-assessment report, Integrated Work-plan, Program Planning Calendar	Community Assessment; Ongoing Monitoring and Reporting; Program Planning; Program Self Assessment; Strategic Planning;	AEPS Outcomes : September – July, Reports: December, March, June, August Self-Assessment: February - March Budget: April Work-plan: September

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1304.51(i3); 1304.51(I1-2) Perform yearly program self-assessment and inform governing bodies of the results. 1304.51(a1ii) Ensure long /short range goals and financial obligations are reflective of the needs of the community assessment and the self-assessment.	**Responsibility** Consultants, Executive Dir **Monitor** RM, Consults, EHS Director, PC, Board of Directors	Schedule, Summary Report, GIP, Training Plan, Site Visit forms/notes, Grant application, Community Assessment, Strategic Direction	Program Self Assessment, Program Planning	January - February
1304.51(e) Ensure there is an effective and timely communication system for staff to ensure quality outcomes for children and families.	**Responsibility** RM, Consultants **Monitor** Executive & EHS Director, Operations Director, Information Systems Manager, Committees	E-mail, Voice mail, Portal, flyers, Committee minutes, Interoffice mail, WebCAF, AEPSi Progress reports, Board reports	Computer Use; Communication and Reporting; Ongoing Monitoring and Reporting	Ongoing
1304.51(g-h1)(iz); 1308.4(m-o); 1304.20(a1iic); 1308.6(e4); 1304.52(h1ii); 1304.51h(1-2) Ensure there is an effective, accurate and timely record keeping system with confidentiality maintained on children, families and staff. Allow parents to review child's record.	**Responsibility** Information Systems Manager, Operations Director **Monitor** RM, Executive Director, EHS Director, Fiscal - Director, FS/CP Conslt	Reports, Budget reports, Confidentiality Statement, WebCAF, Monthly Claim, Passwords for WebCAF and AEPS	Confidentiality of Records; Communication and Reporting; Ongoing Monitoring and Reporting; Monthly Reports and Close Out; Quarterly Reports; Monthly USDA; Year End Audit, Child and Family Records, Document Destruction	Ongoing Document all parent contact within 2 working days. Provide follow up within 10 days.

Human Resources

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1304.52(a)(1); 1308.4(e); 1301.31(a1) Update the organizational chart and job descriptions outlining major and minor responsibilities and qualifications.	**Responsibility** HR Specialist, Exe Assist **Monitor** Executive Director, EHS Director, HR Director	Organizational chart, Job descriptions	Program Planning	October
1304.52(b)(3); 1301.31(a2) Notify staff and current parents of job openings. Give preference to qualified parents. 1304.52(b)(4); 1305.42(g)(2); 1308.19(j); 1306.30(e); 1306.20(e) Recruit bilingual staff to meet the needs of children and families. Ensure at least one staff person is available at the class level that speaks child's primary language and is familiar with the ethnic background of the children in the class. 1304.52(c-d); 1304.52(b2); 1304.50(e2); 1304.50(e3); 1306.21; 1301.31(a2); 1301.31(b1ii); 1306.21 Screen applicants for the most qualified. Recruit parents for the hiring process. Conduct reference checks.	**Responsibility** HR Specialist, Interpreters **Monitor** HR Director, EHS Director, RM,	Job announcement, Portal news announcement, Employment application, screening form, Interview notes, Employee file, Reference checks, Employment requirements, Job descriptions, PC minutes, Central office and site bulletin boards, program newsletter	Recruitment/Selection/Separation,	When openings occur

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1304.52(c); 1304.52(a2i-iii); 1304.52(d-d8); 1304.52(b1) Hire qualified staff for the positions of: director, finance, education/disabilities, health, nutrition, mental health, parent involvement, and family service consultation. Assign duties accordingly. 1301.31(d) Establish probationary period for new employees. 1304.52(j); 1301.31(b1iii, b2-d) Ensure each staff person and volunteer is current on employment health, criminal history and other employment requirements, including signed declaration on any criminal related arrests or charges related to children prior to employment; share information on ways to stay healthy. 1304.52 Hire qualified staff for the positions of: Early Head Start staff working as teachers for infants and toddlers. 1304.52(g4) Early Head Start teachers will have responsibility for no more than 4 infant/toddlers and no more than 8 in any group. 1308.4(01) Allow for salaries of special education resource teachers that augment the work of regular teacher. 1308.18(a, b); 1308.6(b3); 1308.6(d); 1308.4(k); 1308.6(b3) Ensure Consultants work together to meet the needs of identified special needs children.	**Responsibility** HR Director, RM, Operations Director, Hlth Conslt, Wellness Committee, Nutrition Conslt **Monitor** EHS Director	Job Descriptions, Union Contract, Referral for Related Services, Employment requirements, Personnel files/database, PC Approval Listing, ERSEA Minutes, portal, RM/Conslt minutes, staffing notes		Within 30 days of employment Monthly

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1304.52(i); 1301.31(a5); OAR 581-53-015 Evaluate each staff person on job performance. 1304.52(k); 1304.52(k1-3), 1304.50(k1); 1308.4(k3-4); 1308.4(k3i); 1304.52(k2, k3iii); 1304.52(i); 1304.24(a3ii); 1306.23; 1306.23(b); 1308.4(o7-o7iv) Use the Training Plan and community opportunities to address staff, parent, and governing body professional and personal development. This will include child abuse reporting, mental health, transition activities and disabilities. Provide an orientation to new staff covering philosophy, mission, goals and policies. OAR 581-53-545; 581-53-550; 581-53-555; 581-53-002; 581-53-006 Provide training for drivers and ensure each driver is licensed and certified.	**Responsibility** RM, EHS Director, Executive Director, MH Conslt, Hlth Conslt, CD/D Conslt, FS/CP Conslt, FSM, ISM, Transp Mgr, Finance Director, Operations Director **Monitor** RM, Executive Director, EHS Director, Operations Director, Transp Mgr, FSM, Hlth Conslt, CD/D Conslt, FS/CP Conslt, ISM, Training Comm	Evaluation form, Bus driver manual, Personnel handbook, Evaluation System, Professional Growth Plan, Performance Improvement Plan, Training Plan, Training attendance sign in, Personnel files, All staff, Portal Training Resource Opportunities, Flyers, Child Abuse Report, Transition Action Plan, Site Based Transition plans, School District Transition Plan, Curriculum committee agenda/minutes, Training Committee notes	Performance Evaluation and Professional Development, Child Abuse, Transition Services, Credit Card Checkout, Mileage Reimbursement, Training and Travel	May Performance plans as needed September - All Staff October - Policy Council November- Board of Director Monthly trainings Other available trainings Annually and as needed
1304.52(h3); 1308.5(b-c); 1301.31(a3, a6); 1308.4(o4); 1304.52(h2); 1308.5(b) Uphold standards of conduct and avoid any stereotyping or discrimination on the basis of gender, race, ethnicity, culture, religion or disability. Ensure staff sign off that they will not accept or solicit awards, gratuities or contracts.	**Responsibility** All Staff **Monitor** All supervisors	Creative Curriculum Anti bias Curriculum, Celebration Curriculum, Personnel handbook, Enrollment & employment applications, Signed confidentially statement, AEPS Child Assessment, Training plan, Weekly Lesson Plans, PC Meeting Minutes, Parent Meeting Minutes, CD/D Site Visit Checklist	Standards of Conduct, Confidentiality Statement, Confidentiality Records, Computers in the Classroom, Developmentally Appropriate Materials, Holiday parties, Child/Adult Interactions, Individualization, Child Guidance and Behavior Management, Supporting Social and Emotional Development, Curriculum Planning, American Disabilities Act,	Upon hire Ongoing

Transportation

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
OAR 581-53-008; 581-53-002(5, 8) Inspect buses daily/annually and keep maintenance records. ORS 820-100 Ensure buses meet ODE safety standards.	**Responsibility** Bus Drivers, Transp Mgr **Monitor** Trans Mgr, Operations Director,	Vehicle Inspection log, Bus driver manual, Annual Vehicle Inspection/Maintenance Report. Annual Vehicle Certification Report		Annually Summer and ongoing
OAR 581-53-002; 229.250; 343-363; 581-21-065 & 581-53-010 Use the Bus Driver manual as guidance.	**Responsibility** Bus Drivers **Monitor** Trans Mgr	Bus Driver Manual		As needed
OAR 58-53-015(6) Report any traffic violations. ORS 811.720 and OAR 531-53-015 File an accident as required.	**Responsibility** Bus drivers **Monitor** Transp Mgr,	Bus Driver Manual	Transportation Accident and Incident Reporting, School Bus Accident Procedures for Transportation Manager	Each occurrence

Program Governance

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1304.50(a1); 1304.50(a1ii); 1304.50(b1,b2, b4, d1i,iii,iv,vi) Establish group composition and formation for Policy Council and Board, and maintain a formal structure of shared governance, decision-making and planning. 1304.50(b); 1304.50(b6); 1304.50(g1) Ensure each governing body does not have identical membership or function and that staff or their immediate family are not a member of the Policy Council, except for occasional substitution for regular staff. Define roles/responsibilities for governing bodies.	**Responsible** Executive Director, EHS Director **Monitor** PC, Board of Directors	PC minutes, Board Minutes, PC Handbook, PC Roster, Board roster, PC Bylaws, Board Bylaws, PC Training minutes	Program Planning; Shared Decision Making, PC Subcommittee; Voting; PC Official Duties; PC Executive Committee; Policy Group Meeting Skills; Limitations on Membership; Removal from Office; Board Responsibilities; PC Objectives; PC Provision of Information; PC Concern; PC Emergency/Special Meeting; PC Regular Meeting; Election of Parent Members; PC Officers; PC Amendment/Suspension of Rules; PC Operations; PC Resources; Strategic Planning; Program Self Assessment	Ongoing. Review each Fall
1304.50(b2-3); 1304.50(b7) Ensure PC composition is at least 51% of parents with children currently enrolled and of all program models. Ensure community representatives are familiar with resources and services for low-income families or are past parents. 1304.50(b4-5) Elect PC members annually, with the term limitation of three years for both PC and Parent Committees.	**Responsibility** T/FA, Home Visitors, CCCS, FS/CP Conslt **Monitor** RM, FS/CP Conslt, Exec Admin Assist, EHS Director, Exec Director	PC Minutes, PC Roster, PC Handbook, PC By-laws	Voting; Policy Council Limitations on Membership; Policy Council Composition	In September / October & on-going to fill vacancies

Activity	Responsibility or Monitor	Evidence		By When
		Document	**Policy**	
1304.50(d2i-v); 1304.50(e2): 1304.50(h): 1301.31(a7) Support PC in being a link for parents, the community and Board by encouraging and participating in formal and informal activities at the class level, assisting with family activity events, and resolving community and parent complaints. 1304.50(h); 1301.31(a7); 1304.50(d2v); Handle internal disputes pro-actively.	**Responsible** Executive Director, PC **Monitor** RM, HR Director, EHS Director, Board of Directors, FS/CP Conslt	PC minutes, PC handbook Written Concern form, Union contract, PC Exec minutes	Shared Decision Making; PC Concern; Internal Dispute Resolution, Parents, Area Residents & the Program; Empowering Parents and the Community; Community Activities; Family Activity Events;	As needed
(d1); 1304.50(f) Involve parents in program policy-making/operations. Reimburse some costs for parents participating. 1304.51(a2); 1304.50(e1); 1304.50(d1ix); 1308.4(b) Review and update policies and work-plans with parent input and have PC approve. 1304.50(d1x – xi) Assure PC review and approval of all hires and terminations of the director and employees.	**Responsibility** Executive Director, EHS Director, Consultants, HR Director **Monitor** PC, Board of Directors, HR Director	PC Minutes, PC Handbook, PC Training Agenda/handouts, Workplan, Board minutes, Curriculum Committee Minutes, Consultant Meeting Minutes, HR database, PC By-laws, RM/Consultant minutes	Policy Council Objectives, Voting; PC Subcommittee's; Personnel Policies; PC Operations; Board Roles and Responsibilities, PC Official Duties; PC Provision of Information; Share Decision Making	Monthly
1304.51(g-h1)(iz); 1308.4(m-o); 1304.20(a1iic); 1308.6(e4); 1304.52(h1ii); 1304.51h(1-2) Ensure there is an effective, accurate and timely record keeping system with confidentiality maintained on children, families and staff. Provide parents opportunities to review child's education record.	**Responsibility** IS Mngr, Operations Mngr **Monitor** RM, Executive Director, EHS Director, Fiscal Director, FS/CP Conslt	Reports, Budget reports, Confidentiality Statement, WebCAF, Monthly Claim, Passwords for WebCAF and AEPS**,** CACFP Child Enrollment	Health Tracking; Confidentiality of Records; Communication and Reporting; Ongoing Monitoring and Reporting; Monthly Reports and Close Out; Quarterly Reports; Monthly USDA; Year End Audit, Child and family Records, CACFP Child Enrollment, Records Retention	Ongoing Document all parent contact within 2 working days. Provide follow up within 10 days.