

Integrated Work Plan 2011-12

Policy Council Approved 11/8/2011

Board of Directors Approved 12/20/11



Head Start of Lane County 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

Integrated Work Plan 2011-12

Policy Council Approved 11/8/2011

Board of Directors Approved 12/20/11

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
FA.....	Family Advocate
CC Conslt.....	Childcare Consultant
CCCS.....	Community Childcare Specialist
IFSP.....	Individual Family Service Plan
WIC.....	Women, Infant and Children Nutrition Program

Integrated Work Plan 2011-12

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

Contents

RECRUITMENT	4
ELIGIBILITY / SELECTION / ENROLLMENT PROCESS	5
SETTING UP THE ENVIRONMENT	9
ORIENTING FAMILIES	12
SERVICES TO CHILDREN	14
CONNECTING W/ THE COMMUNITY	27
MANAGEMENT SYSTEMS	29
HUMAN RESOURCES	35
TRANSPORTATION	39
PROGRAM GOVERNANCE	40

Integrated Work Plan 2011-12

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

Eligibility / Selection / Enrollment Process

Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
<p>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.</p> <p>1305.4(e) Maintain signed records to verify income eligibility was determined and the items viewed.</p> <p>1305.6 (d) 1305.7(b) Maintain funded enrollment. Fill vacancies from the transfer and wait list within 30 days.</p>	<p>Responsibility FSM, RA, RM, FSA, ERSEA Manager</p> <p>Monitor ERSEA Manager, FS/CP Consultant</p>	<p>Enrollment Application, birth certification, medical card, Income verification form, Enrollment in USDA, WebCAF, Transfer & Wait List</p>	<p>Selection, Enrollment</p>	<p>Every application</p>
<p>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.</p> <p>Ensure ten percent of enrollment opportunities are available for children w/ disabilities.</p> <p>1304.40(i1, i2) Ensure parent participation in home visits is not a condition of child enrollment.</p>	<p>Responsibility RA, Trans Mgr, Bus drivers, RA, ERSEA Manager</p> <p>Monitor RM, Trans Mgr; CD/D Consult, FS/CP Consult</p>	<p>WebCAF, Point System, Transition to school health services, Rules of the Bus, Parent Transportation Letter</p>	<p>Selection, Enrollment, Children Assignment to Classroom, Hazardous Road Condition, , Over-income</p>	<p>Every application, Ongoing, August, Parent orientation, IFSP meeting. Document all parent contact within 2 working days</p>

Integrated Work Plan 2011-12

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

Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
<p>OAR 581-53-002(9) Establish bus routes.</p> <p>1308.4(o5) Secure transportation for disabled children. Ensure funds and appropriate equipment are available if unable to secure transportation from another source.</p> <p>OAR 581-002(10) Notify parents of rules for riding the bus.</p>	<p>Trans Mngr</p> <p>CD/D Consult Trns Mngr</p> <p>FSS</p>	<p>IFSP</p> <p>Bus Rules</p>	<p>Parent Orientation</p>	<p>As needed</p> <p>Parent Orientation</p>
<p>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).</p>	<p>Responsibility CD/D Consult, RM, ERSEA Manager</p> <p>Monitor RM, Head Start Director, FS/CP Consult</p>	<p>Contracts, IFSP, staffing notes</p>	<p>Referral for Related Services</p>	<p>Ongoing</p>

Integrated Work Plan 2011-12

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

Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
<p>1308.4(g) Plan and prepare staff and parents for the services of a child w/ a severe disability.</p> <p>1308.5(d1-d5) Access resources or other agency options if child placement is not appropriate at Head Start.</p> <p>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.</p>	Monitor CD/D Consult	Training plan; Inter-agency agreement w/ Early Childhood CARES		Pre-service / ongoing
<p>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.</p>	Responsibility RA, HRA, Health Consult Monitor HRA, Health Consult, RM	WebCAF, Immunization Record	Child Immunization Requirements	By January 15 th of each year
<p>1304.20(a1-a2); 1308.20(a1i,ii), 1304.20(b), 1304.20(c); 1308.5(e1-e3); 1304.40(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.</p>	Responsibility RA, FA/ CCCS Monitor Hlth Consult, RM, HSAC	WebCAF	Head Start Child Health Requirements , Medical and Dental Home and Follow Up , Head Start Pay	<p>Within 90 days of child's first attendance day</p> <p>Document emergent items (i.e. accident, health, abuse, busing) within 24 hours or sooner.</p> <p>Document all parent contact within 2 working days.</p> <p>Provide follow up within 10 days.</p>

Integrated Work Plan 2011-12

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

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 DST 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 , Strength/Needs Assessment, Home visit documents,	Child Guidance and Behavior Issues , Observation , Staffing , 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 , Nutrition Screening & Follow Up , Welcome Family Contact ; Guidance on sexualized behaviors in the classroom	Referral as need arises or is identified by parent Weekly (curriculum plans) On-going in Galileo 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 FA, 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, FA, 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, Head Start 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.

Integrated Work Plan 2011-12

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

Setting up the Environment

Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
<p>1304.21(c102); 1304.53(a); 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(a5iii); 1304.53(a1, a2, a3, a4, a5)</p> <p>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.</p> <p>Assure environments have appropriate furniture, emergency lighting and needed equipment/materials.</p> <p>Assure environments are accessible to disabled children.</p> <p>Purchase or lease equipment to meet the specific needs of children with disabilities.</p> <p>1304.53(b1iii.iv)</p> <p>Design environments to be warm, welcoming, accessible and attractive.</p> <p>1304.21(a3ii)</p> <p>Assure routes to play areas avoid vehicular traffic and hazards.</p> <p>1304.53(b1) (i) (ii)</p> <p>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.</p> <p>1304.22(f1-2)</p> <p>Keep a first aid kit on hand, stocked and available for field trips. The kit must be accessible at all times.</p>	<p>Responsibility DST, Purchaser, Facility Assistant</p> <p>Monitor RM, Consultants, Collaboration Team, Operations Director, Facilities Mngr</p> <p>Monitor CD/D Consultant</p>	<p>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</p>	<p>Safety and Health Program; Playground Safety; Classroom Safety; Supporting Social & Emotional Development; Physical Development; Classroom 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</p>	<p>First day of school Monthly drills Curriculum plans by October</p> <p>Document emergent items (i.e. accident, health, abuse, busing) within 24 hours or sooner.</p> <p>Document all parent contact within 2 working days.</p> <p>Provide follow up within 10 days.</p>

Integrated Work Plan 2011-12

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

Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
<p>1308.4(o4) Remove barriers in buildings that would prevent a child with disabilities from participating or provide alternative facility/placement.</p> <p>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.</p>	<p>Responsibility RM, Facility</p> <p>Monitor RM, Operations Director, Facilities Mngr</p>	Posted Diapering procedures	Diapering	On-going
<p>1304.53(a8) Post “No Smoking” policy. Keep centers free of toxins, pesticides, herbicides and other air, water and land pollutants.</p> <p>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.</p> <p>1304.23(e1) Post required Food Handler's Cards, Civil Rights poster, USDA/CACFP records and sanitation laws.</p>	<p>Responsibility DST</p> <p>Monitor RM, FSM, Hlth Consult,</p>	<p>“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</p>	<p>Tobacco; Dental & Medical Emergency Procedures; Storage of Non-Food Items, Mandatory Site/Location Posting , Emergency School Closure, Crisis and Violence Prevention, Appropriate Release of Children from Head Start Classroom, Fire Drill, Earthquake Drill, Classroom Safety,</p>	<p>First Day of School Monthly drills Curriculum plans by October</p> <p>Document emergent (accident, health, abuse, busing) items within 24 hours or sooner.</p> <p>Document all parent contact within 48 hours.</p>

Integrated Work Plan 2011-12

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

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

Integrated Work Plan 2011-12

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

Orienting Families

Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
<p>1304.40(d2) Open facilities to all parents during business hours. Welcome parents to visit or participate.</p> <p>1304.40(d2) Ensure parent participation is solely voluntary.</p>	<p>Responsibility RM, DST, Operations Director</p> <p>Monitor RM, FS/CP Conslt, Operations Director</p>	<p>Volunteer handbook, Parent handbook, Parent in-kind, Sign in/out sheets, Signs in parent areas, Registration process, Full Day Financial Agreement form</p>	<p>Development of Parent Skills; Parent Orientation; Parent Classroom Volunteer; Volunteer Orientation, Training, & Follow Up; Empowering Parents & Community, Full Day/Year Parent Pay; Classroom Activities;</p>	On-going
<p>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.</p>	<p>Responsibility DST, Interpreters, PC</p> <p>Monitor RM, FS/CP Consult, Head Start Dir,</p>	<p>Newsletters, flyers, notices, Parent Handbook, PC Handbook, Parent Galileo Assessment, Family Concern form, WebCAF documentation</p>	<p>Communication and Reporting; Parent Orientation; PC Provision of Information; PC Operations; Initial IFSP meeting; Site Classroom Newsletter; Family Activity Nights; Family Service Home Visit- Monthly; Community with Parents whose Primary Language is other than English;</p>	<p>Ongoing Document all parent contact within 2 working days.</p> <p>Provide follow up within 10 days.</p>
<p>1304.40(d-g); 1308.21(2-7); 1301.31(a4); 1306.22(b); 1306.23(a); 1304.23(a4); 1304.40(f2ii-iii); 1304.40(f4-4i, iii); 1304.21(a2i, ii); 1304.40(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.</p> <p>1304.21(a2ii); 1308.21(3) Provide parents the opportunity to increase their child observation skills. Share information to individualize their child's education.</p>	<p>Responsibility All Staff</p> <p>Monitor FS/CP, CD/D, Hlth and MH Consultants, RM</p>	<p>Family Activity Event minutes, Curriculum Plans. In-Kind, Committee meeting minutes, PC meeting minutes, Galileo Portfolio, Staffing Invitation, IFSP notification of meeting letters, menus, Yearly Parent Ed Plan, Volunteer training agenda, Parent education survey, AEPS, WebCAF documentation</p>	<p>Family Activity Nights, Cross Component Education, Parent Orientation, Monthly Family Service Contacts, Education Home Visit, Increased Knowledge, Volunteer Orientation, Training and Follow up, Transition Services, Curriculum Planning Process; Nutrition Screening and Follow up; Development of Family Partnership Plan;</p>	<p>Monthly Document all parent contact within 2 working days.</p> <p>Provide follow up within 10 days.</p> <p>Yearly parent education plans developed by November 30 for each classroom or site.</p>

Integrated Work Plan 2011-12

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

Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
<p>csantoro@hsolc.org 1304.21(a2iii); 1304.40(e5); 1304.40(i2); 1306.33(b1); 1306.32(b8)</p> <p>Encourage parents to participate in conferences and home visits; explain the benefits of home visits.</p>	<p>Responsibility FA/CCCS/Teacher</p> <p>Monitor RM, FS/CP Consultant and Specialist</p>	<p>Parent Handbook, Newsletters, WebCAF documentation</p>	<p>Parent Orientation , Welcome Family Contact; Monthly family Service Contacts; Education Home Visits, Child & Family Portfolio</p>	<p>Ongoing</p> <p>Document all parent contact within 2 working days.</p> <p>Provide follow up within 10 days.</p>
<p>1304.40(e4i-ii);</p> <p>Encourage parents to participate in family literacy activities and increase personal literacy goals</p>	<p>Responsibility FA/ CCCS/Teacher</p> <p>Monitor RM, FS/CP Consultant and Specialist</p>	<p>Parent Committee Report, HS Portal, Parent Event notebook, WebCAF Family Partnership section, PC minutes, Family activity event agendas, Family Partnership plan documentation</p>	<p>Parent Orientation & Follow up; Increased Knowledge; Family Activity Events; Education Home visits; Development of the Partnership Plan;</p>	<p>Document all parent contact within 2 working days.</p> <p>Provide follow up within 10 days.</p>

Integrated Work Plan 2011-12

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

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, perceptual and emotional skills as well as for behavior concerns.	Responsibility Teachers, FA Monitor RM, Consultants	Observations, WebCAF, Accuscreen, Galileo, BMI report, ASQ-SE	Developmental and Behavior 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, Accuscreen, Galileo 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(f2); 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 DST, FS/CP Consult, MH Consult Monitor RMs, Consultants, Collab Team	All screening results, Staffing notes, Acuscreen, Child Observation form, Behavior Related Service Request, Referral to Early Childhood CARES, Behavior Plans, Direction Service Contract, WebCAF notes, Interagency agreements, Site visits checklist, Permission for Additional Services,	Child/Family Staffing, EARLY CHILDHOOD CARES Referral & Evaluation, Referral for Related Services, Child Guidance and Behavior Management, Nutrition Screening and Follow up, 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.

Integrated Work Plan 2011-12

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

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, Direction Service, 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 Head Start 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.

Integrated Work Plan 2011-12

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

Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
<p>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)</p> <p>Individualize services for children using screening results and IFSP. Develop and implement follow up plans.</p>	<p>Responsibility DST</p> <p>Monitor Hlth, CD/, FS/CP and MH Consultants, Early Childhood CARES, RM, Collaboration Team</p>	<p>IFSP, Curriculum Plans, Observation records, Galileo Individualizing reports, 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</p>	<p>Setting up the Physical Environment, Individualization, Initial IFSP Meeting, Curriculum Planning, Implementation and Document of IFSP Services, Nutrition Screening and Follow up, School District Transportation, Referral for Related Services, Galileo Assessment, Galileo Child Observation, Daily Schedules, Curriculum Planning; First Family Activity Event, Classroom Safety, Field trip, Tools in the Classroom, Environmental Health Practices, Safety and Health Program, Plants in the Classroom, Diapering, Toileting, Pets in the Workplace</p>	<p>Yearly / Daily</p> <p>Planned weekly using Galileo Individualizing Plan and weekly on curriculum plan.</p> <p>Document emergent items (i.e. accident, health, abuse, busing) within 24 hours or sooner.</p> <p>Document parent contact within 2 working days.</p> <p>Provide follow up within 10 days.</p>
<p>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); 1304.21(c1iv-vii)</p> <p>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.</p>				

Integrated Work Plan 2011-12

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

Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
<p>1304.21(c1-c1iii); 1304.21(a2i). 1304.40(e1) Provide age appropriate curricula that integrates all aspects of Head Start with parent input.</p> <p>1304.21(a1iv); 1304.22(d1-2) Provide daily child initiated and adult initiated activities. Practice and encourage safety.</p> <p>1306.32(b5) Encourage child attendance on all scheduled service days. This would not be required if IFSP goals states fewer days.</p>	<p>Responsibility DST</p> <p>Monitor Hlth, CD/, FS/CP and MH Consultants, Early Childhood CARES, RM, Collaboration Team</p>	<p>Curriculum Plans, Curricula, Creative Curriculum Parent Letters</p>	<p>Setting up the Physical Environment, Individualization, Daily Schedules, Curriculum Planning</p>	<p>Planned weekly using Galileo Individualizing Plan and weekly on curriculum plan.</p> <p>Document emergent items (i.e. accident, health, abuse, busing) within 24 hours or sooner.</p> <p>Document parent contact within 2 working days.</p> <p>Provide follow up within 10 days.</p>
<p>1304.21(a5i, ii) Schedule sufficient time (in/outdoor) to allow active child play and movement development.</p>	<p>Responsibility Teachers</p> <p>Monitor RM, CD/D Consult</p>	<p>Curriculum plans, Daily Schedule</p>	<p>Daily Schedule, Promoting Physical Development</p>	<p>Daily</p>
<p>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.</p> <p>Record medication dispensing and review regularly with child's parent.</p> <p>Record changes in child's behavior associated with medications and inform parents about possible effects.</p>	<p>Responsibility DST</p> <p>Monitor RM, Hlth Consult</p>	<p>Parent Permission Medication Administration , WebCAF</p>	<p>Administration of Medicine</p>	<p>As needed</p> <p>Document emergent items (i.e. accident, health, abuse, busing) within 24 hours or sooner.</p> <p>Document all parent contact within 2 working days.</p> <p>Provide follow up within 10 days.</p>

Integrated Work Plan 2011-12

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

Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
<p>1304.22(e1-7); 1304.23(b3) Follow proper hand washing techniques and promote dental hygiene.</p> <p>1304.20(c3i) Provide dental screening and fluoride varnishing as needed.</p> <p>1304.22(e3, e4) Wear protective gloves when dealing with bodily fluids. Clean and disinfect area. Properly dispose of cleaning materials.</p> <p>1304.22(b1-3) Exclude sick children for short-term contagious illness.</p>	<p>Responsibility Hlth Consult, HRA, DST, Volunteers</p> <p>Monitor Hlth Consult, RM</p>	<p>WebCAF, Signed Permissions, Curriculum Plans, Curriculum, Alerts,</p>	<p>Handwashing, Diapering, Communicable Disease Protocol, Playground Safety, Toothbrushing, Classroom Sanitation, Animals in the Classroom, Daily Schedule, Safety and Health Program, Exclusion Guidelines for Sick Children, Communicable Disease/Illness, Head Lice, Confidentiality, Dental Triage, Prevention, Intervention and Follow up</p>	<p>Daily As needed</p> <p>Document emergent items (i.e. accident, health, abuse, busing) within 24 hours or sooner.</p> <p>Document all parent contact within 4 2 working days.</p> <p>Provide follow up within 10 days.</p>
<p>1304.23(a); 1308.20(a); Assess nutritional needs of child w/ parent, including: eating patterns, cultural preferences, dietary restrictions, disability, and relevant assessments.</p> <p>Provide information, referral and/or follow up for identified needs or concerns.</p>	<p>Responsibility DST, CFSW, FSA, Cooks, Hlth Consult, FSM</p> <p>Monitor FSM, RM, Hlth Consult</p>	<p>WebCAF, HS Cycle Menu, Production Records, IFSP, PC minutes, recipes from parents, HSAC input, Special Diet Request form</p>	<p>Nutrition Screening and Follow up, Nutrition Philosophy, Food Allergy and Restrictions, Child & Family Staffing, Height/Weight, Mealtimes, Amount of Food Prepared,</p>	<p>Registration, Within 90 days of child's first attendance day.</p>

Integrated Work Plan 2011-12

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

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	Responsibility FSW	Special Diet Request form, WebCAF documentation	Nutrition Screening and Follow up 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.
1308.20(a); Ensure special needs are incorporated into nutrition services.	Responsibility DST, FSS			Document emergent items (i.e. accident, health, abuse, busing) within 24 hours or sooner.
1304.40(f3i-f3ii) Provide parent education related to nutrition, food preparation and budgeting and child nutrition	Monitor: RM, FSM, Hlth Conslt			Document all parent contact within 4 2 working days.
1304.23(b1ii, b1v, b1vi) Provide minimum daily nutritional needs (high in nutrients, low in fat, sugar and salt) depending on program model.	Responsibility FSM			
1304.23(c6) Serve appropriate quantities and size of food for age of children with awareness of medical or dietary restrictions/requirements.	Responsibility FSM, DST			
1308.20(b) Refer children that have confirmed severe problems with: chewing, swallowing or feeding themselves.	Responsibility DST Monitor RMs, Hlth Conslt			Provide follow up within 10 days.

Integrated Work Plan 2011-12

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

Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
<p>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.</p> <p>1304.23(c4); 1308.20(c) Create “family style” meal times and allow children with disabilities to participate.</p> <p>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.</p> <p>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.</p> <p>1304.23(e) Store and handle food in compliance with Federal, State and Local laws.</p>	<p>Responsibility DST, CFSW, FSM, FSA, FSW, Cooks</p> <p>Monitor FSM, RM</p>	<p>Curriculum Planning, Cycle menu, Monthly menus, Parent meeting minutes, Site Visit Checklists, Posted Food Handler's cards, Menu Production Record, Temperature charts</p>	<p>Classroom Cooking Projects, Curriculum Planning, Meal Times, Toothbrushing, Amount of Food Prepared, Daily Schedule, Child Guidance and Behavior Issues, 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</p>	<p>Daily Documented 3 times a year for every site.</p> <p>Sanitation Inspections yearly.</p>
<p>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.</p> <p>1304.52(h1iii); 1304.53(a9) No child will be left unsupervised.</p>	<p>Responsibility DST</p> <p>Monitor RM, FSM</p>	<p>Site visit; Behavior plans, staffing schedule</p>	<p>Mealtimes; Code of Conduct & Professional Ethics; Child Guidance & Behavior Management</p>	<p>Daily</p>

Integrated Work Plan 2011-12

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

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, Student Education 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(c1iii) Establish relationships/visits with public schools to discuss transitioning children. 1304.40(h, h2,3i-4); 1304.41 (a2i-ii): 1304.41(c1ii, iii, iv) (c); 1308.4(g); 1308.21(b,c); 1308.4(15); 1304.52(k3ii); Help transition children into next placement and include parents. Encourage parents to advocate for their children.	Responsibility DST Monitor CD/D Consultant & Specialist, RM	Transition Summary, Curriculum Plans, IFSP, Parent meeting minutes, Site, School District transition team meeting minutes, EARLY CHILDHOOD CARES Interagency agreement, Summer program schedules, Training, Rosters, WebCAF, School District Transitions plans, Teacher meeting/training agenda, FSS meeting/training agenda, Curriculum Committee minutes	Transition services, Monthly Family Service Contacts, Initial IFSP Meeting, Curriculum Planning, Child & Family Staffing, Parent Meeting	On-going Document all parent contact within 2 working days. Provide follow up within 10 days.

Integrated Work Plan 2011-12

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

Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
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 DST, RM, ERSEA Manager Monitor FS/CP Conslt	Attendance sheets, WebCAF notes, RM monthly reports	Attendance; Slot Tracking	Monthly

Integrated Work Plan 2011-12

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

Services to Parents

Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
<p>1304.50(a3); 1304.50(a1iii); 1304.50(a1iii); 1304.50(a2)</p> <p>Form site level parent committees with parents of currently enrolled children as early as possible.</p> <p>Seat a Policy Council as early as possible. The prior Policy Council will continue until successors are elected.</p> <p>1304.40(a4,a5); 1304.50(d2iii); 1304.40(d1)</p> <p>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.</p> <p>1304.24(a3ii); 1304.23(d)</p> <p>Promote children’s mental health, food preparation and nutritional skills at Family Activity Events.</p> <p>1304.40(f4i-ii)</p> <p>Provide a variety of group and individual opportunities to discuss child mental health issues.</p> <p>1304.40(g2); 1304.50(d2iii)</p> <p>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.</p> <p>1304.56(2iv)</p> <p>Assist in recruiting volunteers, the community and resources for parent initiated activities.</p>	<p>Responsibility FA/CCCS, RM</p> <p>Monitor FS/CP Consultant & Specialist, RM, Finance Mgr, FSM</p>	<p>Parent meeting minutes, PC minutes, PC Roster, Webbing Chart, 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</p>	<p>Policy Council Limitations on Membership; Policy Council Composition, Nutrition Philosophy; Increased Knowledge; Family Activity Events; Parent Child Activities; Parent Orientation Follow Up; Supporting Social & Emotional Development; Monthly Family Service Contacts; Child & Family Staffing; Education Home Visits, Parent, Area Residents and the Program, Empowering Parent and the Community; Parent Classroom Volunteer; Community Activities; Parent Activity Fundraising; First Family Activity event; Family Activity Events</p>	<p>Prior to October 15th</p> <p>October, November/December, January, February/March, April</p> <p>Document all parent contact within 2 working days.</p> <p>Provide follow up within 10 days.</p> <p>Ongoing</p>

Integrated Work Plan 2011-12

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

Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
<p>1304.40(i3); 1304.40(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.</p> <p>1304.40(I); 1308.21(4); 1306.32(b8) Use home visits as an extension of learning and parent involvement.</p> <p>1306.34(c1) Home based visits will last for a minimum of one and ½ hours .</p>	<p>Responsibility Teachers, FA, CCCS, Interpreters</p> <p>Monitor RM, FS/CP and CD/D Consultants</p> <p>N/A</p>	<p>Job Description, Galileo Child Profile, Parent Galileo Portfolio, Galileo Home Library, Galileo Assessment, Child/Family Portfolio, WebCAF notes</p>	<p>Monthly Family Service Contacts; Education Home Visits & Teacher/Parent Conferences, Galileo Assessment, Individualization, Development of Parent Skills, Increased Knowledge, Parent/Child Activities, Program Options, Child/Family Portfolio</p>	<p>First family service visit within 60 days of start date.</p> <p>As needed depending on the service and tool.</p> <p>Document all parent contact within 2 working days. Document all efforts/refusals</p> <p>Provide follow up within 10 days.</p>
<p>1304.40(a-c); 1304.20(e3); 1304.40(a1-2); 1308.21; 1304.40(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.</p> <p>1304.40(b1i-iii) Update family partnership and give referrals/resources as needed for identified goals, needs, etc.</p>	<p>Responsibility FA, CCCS, Interpreters</p> <p>Monitor FS/CP Consultant and Specialist, RM</p>	<p>Resource Poster, Permission to Exchange, Newsletters, Parent Galileo 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</p>	<p>Confidentiality of Records, Child & Family Staffing, Family and Community Resources, Family Partnership Process, 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 Events; Development of Family Partnership Plan;</p>	<p>September - June Ongoing Document all parent contact within 2 working days. Provide follow up within 10 days.</p>

Integrated Work Plan 2011-12

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

Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
<p>1304.40(g1ii); 1304.40(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.</p> <p>1304.40(b2) Follow up to determine the information provided on the family partnership met the parent needs or expectations.</p>	<p>Responsibility FA/ CCCS Monitor RM, FS/CP Consultant and Specialist, Health Consultant</p>	<p>Resource Poster (English/Spanish), WebCAF notes, Parent Survey, FPA Activities Table, Resource packets, Newsletters, HS portal, Literature in parent areas, parent meeting minutes</p>	<p>Social Service Advocacy; Family and Community Resources; Parent Access to Community Information; Monthly Family Service Contacts, Newsletters; Family Activity Events; Increased Knowledge</p>	<p>Document all parent contact within 2 working days.</p> <p>Provide follow up within 10 days.</p> <p>Ongoing By April 30th.</p>
<p>1304.40(g1i) Inform parents of opportunities to participate in other community service goals.</p>	<p>Responsibility FA/ CCCS Monitor RM, FS/CP Consultant and Specialist,</p>	<p>HS Portal, WebCAF, PC minutes, Newsletters, Parent meeting report, ERSEA minutes</p>	<p>Increased Knowledge; Empowering Parents & the Community; Development of Parent Skills</p>	<p>Ongoing</p> <p>Document all parent contact within 2 working days.</p> <p>Provide follow up within 10 days.</p>
<p>Provide each family with information about family literacy ideas or activities they can use in their home.</p> <p>Refer families to family literacy events within the program and local community.</p> <p>Include family literacy events in Family Activity Events at the site level.</p>	<p>Responsibility FA/CCCS/Teacher Monitor RM, FS/CP Consultant and Specialist</p>	<p>HS Portal, WebCAF notes, Classroom newsletters, Family Activity Event agendas and reports, flyers</p>	<p>First Family Activity Event, Developing Cognitive, Numeracy, Language/Literacy Skills, Family Activity Events, Parent Access to Community Information</p>	<p>At least once a year</p> <p>Document all parent contact within 2 working days.</p> <p>Provide follow up within 10 days.</p> <p>Ongoing</p>

Integrated Work Plan 2011-12

Policy Council Approved 11/8/2011

Board of Directors Approved 12/20/11

Connecting w/ the Community

Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
<p>1304.41(a4); 1304.50(b3); 1308.4(I); 1308.4(I7); 1304.23(b4); 1304.41(a2i-ix)</p> <p>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.</p> <p>1304.41(b)</p> <p>Establish and maintain a health services advisory committee, including parents and the community.</p>	<p>Responsibility</p> <p>All staff HSAC & DSAC Collaboration Team, HRA, Hlth, MH and FS/CP Consultants</p> <p>Monitor</p> <p>Head Start Director</p>	<p>Resource Poster, Contracts, CA, Recruitment Action Plan, Interagency agreements with EARLY CHILDHOOD CARES & Direction Service, Community Safety Net Agreements, Collaboration Referral Documentation, WIC, Early Intervention Council minutes, LCHAY, CDRC</p>	<p>Empowering Parents and the Community, Family and Community Resources, Community Activities, Parent Access to Community Information, Community Assessment, Child Abuse, Transition services, Program Planning, Strategic Planning, Volunteer Orientation, Parent Area Residents and the Program, HSAC policies/mission</p>	Ongoing
<p>1304.(I1-I7)</p> <p>Participate in the Child Find plan process involving trainings, referrals and resources. Update agreement annually.</p> <p>1308.4(I6)</p> <p>Provide the number of children receiving IFSP services to EARLY CHILDHOOD CARES.</p>	<p>Responsibility</p> <p>CD/D Consultant</p> <p>Monitor</p> <p>CD/D Consultant, Head Start Director</p>	<p>IFSP, WebCAF; Recruitment Action Plan; Early Intervention Council meeting agenda/minutes; EARLY CHILDHOOD CARES Interagency Agreement/contract</p>		December 1 st

Integrated Work Plan 2011-12

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

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); 1304.40(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

Integrated Work Plan 2011-12

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

Management Systems

Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
<p>1305.3(a, c5) Identify and define service area, in grant application. Obtain written approval for defined service area.</p> <p>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.</p> <p>1301.30 Start program services in a timely and efficient manner. Allow for reasonable public access to information.</p>	<p>Responsibility HS Director, ERSEA Manager Monitor Executive Director</p>	<p>Grant application, Community Assessment, WebCAF Report, Region/Site Configuration, Annual program report</p>	<p>Community Assessment, Program Options</p>	<p>Yearly</p>
<p>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.</p>	<p>Responsibility Head Start Director Monitor Executive Director</p>	<p>Program calendar,</p>		<p>Yearly As needed</p>

Integrated Work Plan 2011-12

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

Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
<p>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.</p> <p>1304.52(g1); 1306.20(a-d); 1306.32(a1); 1306.32(c1-e) Maintain staff/child ratio, including breaks, for each program model.</p> <p>1304.52(g)(3) Use substitutes to maintain class size requirements due to staff absences.</p>	<p>Responsibility RM</p> <p>Monitor Head Start Director</p>	<p>Program calendar, WebCAF reports, Training plan, Timecards, Staffing roster</p>	<p>Program Options; Playground Safety; Field trips; Childcare, Children Assignment to Classroom/Teacher,</p>	
<p>1304.51(I2; 1308.4(a), 1308.4(c, d); 1308.4(k); 1308.20(c,d)</p> <p>Use ongoing monitoring to ensure compliance with performance standards, policies and state regulations.</p>	<p>Responsibility All supervisors, ERSEA Manager, Consultants & Specialist</p> <p>Monitor Executive & Head Start Director</p>	<p>Childcare Center Sanitation Inspection, Child/Adult Care Food Program, Monthly Safety/Sanitation Checklist, Bus Inspection, Van Inspection, WebCAF reports, RM & consultant Monthly Reports.</p>	<p>Ongoing Monitoring and Reporting</p>	<p>Ongoing</p>

Integrated Work Plan 2011-12

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

Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
<p>1304.50(g2); Ensure appropriate internal controls are in place to safeguard Federal funds.</p> <p>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.</p> <p>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.</p>	<p>Responsibility Finance Director, FSM</p> <p>Monitor Exec Director, Head Start Director, Board of Directors</p>	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
<p>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.</p> <p>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.</p>	<p>Responsibility Finance Director</p> <p>Monitor Head Start Director</p>	Award letter, financial statements	IRS 5500 & IRS 990 Plans ; Year End Close Out ; OPP Grant Year & Budget Report	Ongoing

Integrated Work Plan 2011-12

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

Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
<p>1301.11(a); 1301.53(a6); 1306.30(c); 1308.4(f3)</p> <p>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.</p>	<p>Responsibility Operations Director</p> <p>Monitor Head Start Director</p>	Insurance policies, licenses		Ongoing
<p>1304.51(a1-2); 1308.5; 1304.50(d1viii)</p> <p>Develop systems for ongoing program planning, including annual self-assessment, written plans, strategic directions and community assessment.</p> <p>1304.3(b)</p> <p>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.</p> <p>1304.3(c1-6)</p> <p>Use information from the community assessment to develop long/short range goals, program models, selection process, recruitment areas and center locations.</p> <p>1305.3(d)</p> <p>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.</p>	<p>Responsibility Head Start Director, All Consultants, Regional Managers, Exec Admin Asst</p> <p>Monitor PC, Board of Directors, Executive Director</p>	Strategic Directions, Minutes, Community Assessment, Galileo Progress Reports to monitor child outcomes, Budget Committee minutes, Self-assessment report, Integrated Work-plan, Program Planning Calendar	<p>Community Assessment; Ongoing Monitoring and Reporting; Program Planning; Program Self Assessment; Strategic Planning;</p>	<p>Galileo Outcomes : January – July,</p> <p>Reports: December, March, June, August</p> <p>Self-Assessment: February - March</p> <p>Budget: April</p> <p>Work-plan: August</p>

Integrated Work Plan 2011-12

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

Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
<p>1304.51(i3); 1304.51(I1-2) Perform yearly program self-assessment and inform governing bodies of the results.</p> <p>1304.51(a1ii) Ensure long /short range goals and financial obligations are reflective of the needs of the community assessment and the self-assessment.</p>	<p>Responsibility Consultants, Executive Dir</p> <p>Monitor RM, Consults, Head Start Director, PC, Board of Directors</p>	<p>Schedule, Summary Report, GIP, Training Plan, Site Visit forms/notes, Grant application, Community Assessment, Strategic Direction</p>	<p>Program Self Assessment, Program Planning</p>	<p>January - February</p>
<p>1304.51(e) Ensure there is an effective and timely communication system for staff to ensure quality outcomes for children and families.</p>	<p>Responsibility RM, Consultants</p> <p>Monitor Executive & Head Start Director, Operations Director, Information Systems Manager, Committees</p>	<p>E-mail, Voice mail, Portal, flyers, Committee minutes, Interoffice mail, WebCAF, Galileo Progress reports, Board reports</p>	<p>Computer Use; Communication and Reporting; Ongoing Monitoring and Reporting</p>	<p>Ongoing</p>
<p>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.</p>	<p>Responsibility Information Systems Manager, Operations Director</p> <p>Monitor RM, Executive Director, Head Start Director, Fiscal - Director, FS/CP Conslt</p>	<p>Reports, Budget reports, Confidentiality Statement, WebCAF, Monthly Claim, Passwords for WebCAF and Galileo</p>	<p>Confidentiality of Records; Communication and Reporting; Ongoing Monitoring and Reporting; Monthly Reports and Close Out; Quarterly Reports; Monthly USDA; Year End Audit, Student Education Record, Document Destruction</p>	<p>Ongoing Document all parent contact within 2 working days. Provide follow up within 10 days.</p>

Integrated Work Plan 2011-12

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

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, Head Start 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, Head Start 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	Staff Recruitment / Selection / Separation	When openings occur

Integrated Work Plan 2011-12

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

Activity	Responsibility or Monitor	Evidence	By When
		Document	Policy
<p>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.</p> <p>1301.31(d) Establish probationary period for new employees.</p> <p>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.</p> <p>1308.4(01) Allow for salaries of special education resource teachers that augment the work of regular teacher.</p> <p>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.</p>	<p>Responsibility HR Director, RM, Operations Director, Hlth Conslt, Wellness Committee, Nutrition Conslt</p> <p>Monitor Head Start Director</p>	<p>Job Descriptions, Union Contract, Referral for Related Services, Employment requirements, Personnel files/database, PC Approval Listing, ERSEA Minutes, portal, RM/Conslt minutes, staffing notes</p>	<p>Within 30 days of employment Monthly</p>

Integrated Work Plan 2011-12

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

Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
<p>1304.52(i); 1301.31(a5); OAR 581-53-015 Evaluate each staff person on job performance.</p> <p>1304.52(k); 1304.50(k1); 1308.4(k3-4); 1308.4(k3i); 1304.52(k2, k3iii); 1304.52(i); 1304.24(a3ii); 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.</p> <p>Provide an orientation to new staff covering philosophy, mission, goals and policies.</p> <p>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.</p>	<p>Responsibility RM, Head Start Director, Executive Director, MH Conslt, Hlth Conslt, CD/D Conslt, FS/CP Conslt, FSM, ISM, Transp Mgr, Finance Director, Operations Director</p> <p>Monitor RM, Executive Director, Head Start Director, Operations Director, Transp Mgr, FSM, Hlth Conslt, CD/D Conslt, FS/CP Conslt, ISM, Training Comm</p>	<p>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</p>	<p>Staff Evaluation and Professional Development, Child Abuse, Transition Services, Credit Card Checkout, Mileage Reimbursement, Training and Travel</p>	<p>May Performance plans as needed</p> <p>September - All Staff</p> <p>October - Policy Council</p> <p>November- Board of Director</p> <p>Monthly trainings</p> <p>Other available trainings</p> <p>Annually and as needed</p>

Integrated Work Plan 2011-12

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

Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
<p>1304.52(h3); 1308.5(b-c); 1301.31(a3, a6); 1308.4(o4); 1304.52(h2); 1308.5(b)</p> <p>Uphold standards of conduct and avoid any stereotyping or discrimination on the basis of gender, race, ethnicity, culture, religion or disability.</p> <p>Ensure staff sign off that they will not accept or solicit awards, gratuities or contracts.</p>	<p>Responsibility All Staff</p> <p>Monitor All supervisors</p>	<p>Creative Curriculum Anti bias Curriculum, Celebration Curriculum, Personnel handbook, Enrollment & employment applications, Signed confidentially statement, Galileo Child Assessment, Training plan, Weekly Lesson Plans, PC Meeting Minutes, Parent Meeting Minutes, CD/D Site Visit Checklist</p>	<p>Code 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,</p>	<p>Upon hire Ongoing</p>

Integrated Work Plan 2011-12

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

Transportation

Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
<p> 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. </p>	<p> Responsibility Bus Drivers, Transp Mgr Monitor Trans Mgr, Operations Director, </p>	Vehicle Inspection log, Bus driver manual, Annual Vehicle Inspection/Maintenance Report. Annual Vehicle Certification Report		Annually Summer and ongoing
<p> OAR 581-53-002; 229.250; 343-363; 581-21-065 & 581-53-010 Use the Bus Driver manual as guidance. </p>	<p> Responsibility Bus Drivers Monitor Trans Mgr </p>	Bus Driver Manual		As needed
<p> OAR 58-53-015(6) Report any traffic violations. ORS 811.720 and OAR 531-53-015 File an accident as required. </p>	<p> Responsibility Bus drivers Monitor Transp Mgr, </p>	Bus Driver Manual	Transportation Accident and Incident Reporting , School Bus Accident Procedures for Transportation Manager	Each occurrence

Integrated Work Plan 2011-12

Policy Council Approved 11/8/2011

Board of Directors Approved 12/20/11

Program Governance

Activity	Responsibility or Monitor	Evidence	By When	
		Document	Policy	
<p>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.</p> <p>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.</p>	<p>Responsibility Executive Director, Head Start Director</p> <p>Monitor PC, Board of Directors</p>	<p>PC minutes, Board Minutes, PC Handbook, PC Roster, Board roster, PC Bylaws, Board Bylaws, PC Training minutes</p>	<p>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; PC Officers; PC Amendment/Suspension of Rules; PC Operations; Strategic Planning; Program Self Assessment</p>	<p>Ongoing. Review each fall</p>
<p>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.</p> <p>1304.50(b4-5) Elect PC members annually, with the term limitation of three years for both PC and Parent Committees.</p>	<p>Responsibility FA/CCC, FS/CP Conslt</p> <p>Monitor RM, FS/CP Conslt, Exec Admin Assist, Head Start Director, Exec Director</p>	<p>PC Minutes, PC Roster, PC Handbook, PC By-laws</p>	<p>Policy Council Voting; Policy Council Limitations on Membership; Policy Council Composition</p>	<p>In September / October & on-going to fill vacancies</p>

Integrated Work Plan 2011-12

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

Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
<p>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.</p> <p>1304.50(h); 1301.31(a7); 1304.50(d2v); Handle internal disputes pro-actively.</p>	<p>Responsibility Executive Director, PC</p> <p>Monitor RM, HR Director, Head Start Director, Board of Directors, FS/CP Conslt</p>	<p>PC minutes, PC handbook Written Concern form, Union contract, PC Exec minutes</p>	<p>Shared Decision Making; PC Concern; Internal Dispute Resolution, Parents, Area Residents & the Program; Empowering Parents and the Community; Community Activities; Family Activity Events;</p>	As needed
<p>1304.40(d1); 1304.50(f) Involve parents in program policy-making/operations. Reimburse some costs for parents participating.</p> <p>1304.51(a2); 1304.50(e1); 1304.50(d1ix); 1308.4(b) Review and update policies and workplans with parent input and have PC approve.</p> <p>1304.50(d1x – xi) Assure PC review and approval of all hires and terminations of the director and employees.</p>	<p>Responsibility Executive Director, Head Start Director, Consultants, HR Director</p> <p>Monitor PC, Board of Directors, HR Director</p>	<p>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</p>	<p>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</p>	Monthly
<p>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.</p>	<p>Responsibility IS Mngr, Operations Mngr</p> <p>Monitor RM, Executive Director, Head Start Director, Fiscal Director, FS/CP Conslt</p>	<p>Reports, Budget reports, Confidentiality Statement, WebCAF, Monthly Claim, Passwords for WebCAF and Galileo, CACFP Child Enrollment</p>	<p>Health Tracking; Confidentiality of Records; Communication and Reporting; Ongoing Monitoring and Reporting; Quarterly Reports; Monthly Report and Close Out; Monthly USDA; Year End Audit, Child and Family Records, CACFP Child Enrollment, Records Retention</p>	<p>Ongoing Document all parent contact within 2 working days.</p> <p>Provide follow up within 10 days.</p>