

Washita Valley CAC Head Start Program 2009-2010

Program Design and Management Sub-Part D

Date Approved by Policy Council

Signature, Policy Council Chairperson

Date Approved by Governing Board

Signature, Board Chairperson

Performance Standard	Objectives	Strategies	Person(s) Responsible	Time Frame	Documentation
1304.50	Program governance.				
1304.50(a)(1)	Establish and maintain a formal structure of shared governance through which parents can participate in policy making or in other decisions about the program. This structure must consist of the following groups.	Conduct parent orientation and establish parent committees. Parent committees will elect representatives to Policy Council. Select subcommittees to assist in developing policies and procedures. See Shared Decision Making Policy.	Deputy Director/Head Start Director Family Service Mgr.	August and/or September	Parent Orientation Agenda Sign-in sheet and minutes
1304.50(a)(1)(I)	Establish the Policy Council at the grantee level.	Review/revise Policy Council Operational procedures as needed for governance standards.	Executive Director Deputy Director/Head Start Director Family Service Mgr.	First Policy Council meeting PY (August or September) or as needed	Policy Council minutes Policy Council Operational Procedures Governing Board minutes
1304.50(a)(1)(iii)	Establish the Parent Committee at the center level.	Conduct parent orientation, invite enrolled parents Parents who attend make up committee, and elect officers at each center. Train parent committee in responsibilities (Parent Orientation)	Center Director Family Service Mgr. Content Area Mgrs.	First parent meeting in PY (August or September)	Parent Committee Agenda Sign-in sheet and minutes
1304.50(a)(2)	Establish the Parent Committees comprised exclusively of the parents of children currently enrolled at the center level.	Inform parents/legal guardians of committee composition as per Head Start Performance Standard. Review sign-in sheets.	Center Directors Family Service Mgr.	First parent meeting (August or September)	Parent Committee agenda Sign in sheet and minutes
1304.50(a)(3)	Establish Policy Council and Parent Committees as early in the program year as possible; Policy Council and Parent Committees may not be dissolved until successor Council and Committees are elected and seated.	Parents elect new Policy Council members at initial parent meetings each year. New Policy Council is seated during meeting following election. Former Policy Council is dissolved.	Family Service Mgr. Family Service Mgr.	First parent meeting (August or September) (September or October)	Parent Committee Meeting Policy Council Minutes
1304.50(a)(4)	When a grantee has delegated the entire Head Start program to one delegate agency, it is not necessary to have a Policy Committee in addition to a grantee agency Policy Council.	N/A			
1304.50(a)(5)	Ensure that the governing body and the Policy Council do not have identical memberships and functions.	Provide training to governing body and Policy Council on Head Start regulations. Review Policy Council Operating Procedures, as necessary Review membership lists.	Executive Director Deputy Director/Head Start Director Family Service Mgr.	September or October September/October	Training Agenda, Sign-in Sheet, and Minutes Minutes Membership Rosters Sign-in sheets
1304.50(b)(1)	Propose the total size of policy groups, the procedures for the election of parent members, and the procedure for the selection of parent members and the procedure for the selection of community representatives; these proposals must be approved by the Policy Council.	Policy Council Operation Procedures are reviewed/revise. Present recommendations to Policy Council for approval. Present to Governing Board for approval.	Executive Director Deputy Director/Head Start Director Family Services Manager	September August-September	Policy Council Operation Procedures Sign-in sheets Board Minutes Policy Council Minutes
1304.50(b)(2)	Ensure that Policy Council is comprised of two types of representatives: parents of currently enrolled children and community representatives; 51% must be parents of currently enrolled children.	Parent Orientation and Training is provided. Parent Committees will elect representatives to serve on Policy Council.	Content Area Mgrs. Center Director Family Services Mgr.	August-September	Agenda Sign-in Sheets Policy Council Operating Procedures
1304.50(b)(3)	Ensure that community representatives are drawn from the local community.	Executive Director recommends community representatives with input from policy council and staff	Executive Director Family Services Manager	September-October	Policy Council Minutes

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1304.50(b)(4)	Hold elections for all Policy Council members annually.	Policy Council elections conducted at first Policy Council meeting of new school year.	Family Service Mgr.	September-October	Minutes
1304.50(b)(5)	Limit by Policy Council the number of one-year terms any individual may serve to a combined total of 3 terms.	Review/revise and amend Operating Procedures to ensure limitation of Policy Council members' terms. Review former membership rosters annually and compare with current list.	Deputy Director/Head Start Director Family Service Mgr.	September-October	Operating Procedures Policy Council Roster
1304.50(b)(6)	Ensure that no agency staff serves on Policy Council, except parents who occasionally substitute for Head Start Staff.	Provide appropriate training to parents. Policy Council members may work no more than 40 paid hours. Include Policy Council membership exclusions in Policy Council Operating Procedures.	Family Service Mgr. Deputy Director/Head Start Director Human Resource Manager	October Ongoing	Policy Council training minutes, agenda Operating Procedures Payroll Records
1304.50(b)(7)	Ensure that parents of children enrolled in all program options are proportionally represented on established policy groups.	Review and Amend, if necessary Policy Council Operating Procedures annually	Family Service Mgr.	September/October	Agenda Sign-in Sheets Minutes
1304.50(c)	Charge policy groups with responsibilities described in (d), (f), (g), and (h) of this section.	Provide training for Policy Council in roles and responsibilities of all groups as delineated in program standards.	Deputy Director/Head Start Director Family Service Mgr.	October and ongoing	Agenda Sign-in Sheets Minutes Handouts
1304.50(d)(1)(I)	All funding applications and amendments to funding for Head Start, including administrative services, prior to the submission of such applications.	Train Policy Council in funding process. Form a Policy council budget committee to work with staff in developing grant for funding Submit funding application to Policy Council for amendment and approval.	Deputy Director/Head Start Director Fiscal Officer Deputy Director/Head Start Director Fiscal Officer	September October-November	Budget & Planning Committee Agenda Sign-in Sheets Minutes Policy Council minutes
1304.50(d)(1)(ii)	Procedures describing how the governing body and the appropriate policy group will implement shared decision making.	Develop with Policy Council and Board input and implement the Shared Decision Making Policy and Procedures.	Executive Director Deputy Director/Head Start Director	July Amend as needed thereafter	Sign-in Sheets Minutes Shared Decision Making Plan
1304.50(d)(1)(iii)	Procedures for program planning.	Review/revise with Policy Council and Board input Planning Policy and Procedures annually. Present planning procedures to Policy Council and governing body for approval. Review/update strategic plan.	Executive Director Deputy Director/Head Start Director	July-September September	Sign-in Sheets Minutes Planning Policy & Procedures Strategic Plan
1304.50(d)(1)(iv)	The program's philosophy and long- and short-range program goals and objectives.	Staff and parents will collaborate to establish overall program philosophy, goals, and objectives using Community Assessment, Self Assessment, and child outcomes..	Executive Director Deputy Director/Head Start Director	August - October	Grant Application
1304.50(d)(1)(v)	Not Applicable				
1304.50(d)(1)(vi)	The composition of the Policy Council and the procedures by which policy group members are chosen.	Review/revise Policy Council Operating Procedures.	Executive Director Deputy Director/Head Start Director Family Services Manager	September	Agenda Sign-in Sheet Minutes
1304.50(d)(1)(vii)	Criteria for defining recruitment, selection, and enrollment priorities.	Train Policy Council on CFR 1305. Policy Council will assist in reviewing/ revising recruitment, selection and enrollment procedures based on Head Start standards, Community Assessment and Self Assessment.	ERSEA/Technology Coordinator	January and as needed	Agenda Sign-in Sheets Minutes ERSEA Plan
1304.50(d)(1)(viii)	The annual self-assessment of the grantee's progress in carrying out the programmatic and fiscal intent of its grant application.	Policy Council is involved in the development of procedures for self assessment. Policy Council and governing board are involved as team members on self-assessment process.	Deputy Director/Head Start Director	October By March 15 of program year.	Agenda & Sign-in sheets Minutes Self Assessment Plan Self Assessment Results and PIP
1304.50(d)(1)(ix)	Program personnel policies and subsequent changes to those policies.	Personnel policies are reviewed annually with Policy Council input and changes are approved by the Policy Council and governing body as needed.	Deputy Director/Head Start Director Executive Director	April-June	Agenda Sign-in Sheets Minutes Personnel Policies
1304.50(d)(1)(x)	Decisions to hire or terminate the Head Start Director.	As of December 12, 2007, the authority to hire or terminate the Head Start Director lies with the governing board.	Executive Director		

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1304.50(d)(1)(xi)	Decisions to hire or terminate any person who works primarily for the Head Start program with the exception of Executive Director, Head Start Director, Human Resource Director, Fiscal Officer, or equivalent positions.	Provide necessary information to Policy Council to make sound decision. Give Policy Council chairperson the New Employee/Termination Form for signature.	Deputy Director/Head Start Director Human Resource Mgr.	As needed	Interview Records Policy Council Agenda Minutes
1304.50(d)(2)(i)	Policy Council must perform the following functions directly: Serve as a link to the Parent Committee, grantee and agency governing bodies, public and private organizations, and the communities they serve	PC trained in roles and responsibilities. PC members report monthly to parent committee. Policy Council parent serves as member of the governing board. PC structures its relationship with community as link.	Family Service Mgr. Center Director Policy Council Chairperson Policy Council Chairperson	October Monthly Monthly Ongoing	Agenda Sign-in Sheets Minutes Agendas Minutes
1304.50(d)(2)(ii)	Assist Parent Committees in communicating with parents to ensure that they understand their rights, responsibilities and opportunities in Head Start and to encourage their participation in the program.	Policy Council members are trained and meet with parent committees monthly for sharing of information.	Center Director Family Service Mgr.	October-May Monthly	Minutes Parent Center Committee Book
1304.50(d)(2)(iii)	Assist Parent Committees in planning coordinating, and organizing program activities for parents with the assistance of staff, and to ensure that funds set aside from program budgets are used to support parent activities.	Parents made aware of program activities through committee meetings and provide input. Planning parent activities at committee meetings. Policy Council budget committee has input into budget process.	Center Director Deputy Director/Head Start Director	Monthly, October - May	Budget & Planning Committee Agenda Sign-in Sheets Minutes Center parent committee meeting book
1304.50(d)(2)(iv)	Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.	Parents made aware of benefits (experience) of volunteering – in identifying needs, and mobilizing services to meet needs by PC members. Train and inform PC members of roles and responsibilities.	Family Service Mgr. Center Director Teachers Family Service Mgr.	Ongoing	Minutes of meeting
1304.50(d)(2)(v)	Establish and maintain procedures for working with the grantee to resolve community complaints about the program	Policy Council assists in reviewing/revising procedures to resolve complaints. Policy Council approves procedures.	Deputy Director/Head Start Director Family Service Mgr.	July	Agenda Sign-in Sheets Minutes Procedures
1304.50(e)	The Parent Committee must carry out at least the following minimum responsibilities:				
1304.50(e)(1)	Advise staff in developing and implementing local program policies, activities and services	Opportunity provided each month for parent committee input into program implementation and services through Policy Council representative..	Family Service Mgr. Center Director	October-Sept. Monthly	Committee meeting minutes
1304.50(e)(2)	Plan, conduct and participate in informal as well as formal programs and activities for parents and staff	Each parent committee plans and participates in staff or parent activities.	Family Service Mgr. Center Director	October-May	Committee meeting minutes
1304.50(e)(3)	Participate in the recruitment and screening of Head Start employees, within the guidelines established by the Governing Board of Policy Council	Job openings are posted on center parent bulletin boards. Job openings are reported at Policy Council meetings. The Policy Council receives information about new hires prior to approving/disapproving.	Deputy Director/Head Start Director	Ongoing	Policy Council Operating Procedures Interview records Policy Council New Employee Approval Form Policy Council Terminated Employee Approval Form

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1304.50(g)(1)	Have written policies that define the roles and responsibilities of the governing body members and that inform them of the management procedures and functions necessary to implement a high quality program	Review/revise Shared Decision Making Policy for local governing body. Secure in-put and approval of Governing Board.	Executive Director Deputy Director/Head Start Director	August	Agenda Sign-in Sheets Minutes Shared Decision Making Policy
1304.50(g)(2)	Ensure that appropriate internal controls are established and implemented to safeguard Federal funds.	Governing body will establish, amend, and approve as needed financial procedures, including internal control and reporting systems. Review monthly reports.	Executive Director Deputy Director/Head Start Director	Monthly	Minutes Financial Policies Reports
1304.50(h)	Establish, jointly with Policy Council, written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group	Review/revise with Policy Council input the impasse procedure. Present to Policy Council and Governing Board for amendment and approval.	Executive Director Deputy Director/Head Start Director	September	Agenda Sign-in sheets Minutes Impasse Procedure Minutes
1304.51(a)(1)(i)	Assess community strengths, needs and resources through completion of the Community Assessment	Input from parents, staff and community citizens by way of surveys, studies. Data gathered from census, DHS, public school, and other agencies.	Deputy Director/Head Start Director	March-May	Surveys Data Compiled info into completed Community Assessment
1304.51(a)(1)(ii)	Formulate both multi-year (long-range) program goals and short-term program and financial objectives that address the findings of the Community Assessment, are consistent with the philosophy of Head Start and reflect the findings of the program's annual self-assessment	Develop with input of Policy Council, governing board, and parents, goals and objectives for one year financial funding which are consistent with philosophy of Head Start. Develop long term goals with input from Mgrs., Policy Council, and governing board.	Deputy Director/Head Start Director Content Area Mgrs. Deputy Director/Head Start Director	September January	Agendas Sign-in Sheets Minutes Program Goals Strategic Plan
1304.51(a)(1)(iii)	Develop written plans for implementing services in each of the program areas	Use input and suggestions from parents, staff, Policy Council, self assessment, community assessment, and ongoing monitoring.	Deputy Director/Head Start Director Content Area Mgrs.	April-July	Agendas Sign-in Sheets Minutes Completed content area plans
1304.51(a)(2)	Review all written plans for implementing services and the progress in meeting them annually and present them to the Policy Council annually to be reviewed and approved; revise and update plans as needed	Review and revise written plans annually with Staff, Policy Council and Mgrs. input. Seek Policy Council approval.	Deputy Director/Head Start Director Content Area Mgrs.	April-July	Agendas Sign-in Sheets Minutes Plans Policy Council Minutes
1304.51(b)	Establish and implement systems to ensure that timely and accurate information is provided to parents, policy groups, staff and the general community	See written Communication Plan.	Deputy Director/Head Start Director	August	Copies of reports, newsletters, correspondence, press releases, etc.

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1304.51(c)(2)	Communication with parents must be carried out in parents primary or preferred language or through interpreter, as feasible	Provide interpreter for non-English proficient parents. Provide bilingual staff when possible. Translate written communication into primary language of parents as needed.	Deputy Director/Head Start Director Teachers	Ongoing	Written Communication Personnel Records
1304.51(d)	Ensure that the following information is provided regularly to the governing body and to members of policy groups:	Provide orientation booklet for new board and Policy Council members. Report to governing board on all Head Start activities, HHS correspondence, and financial standing.	Executive Director Deputy Director/Head Start Director Family Service Mgr.	Ongoing	Orientation Booklet Agendas Minutes
1304.51(d)(1)	Procedures and timetable for program planning	Review/revise Planning Procedures with Policy Council input. Seek approval of Policy Council and Board. Develop planning calendar.	Deputy Director/Head Start Director Content Area Mgrs.	June - August	Agendas Minutes Planning Procedures Planning Calendar
1304.51(d)(2)	Policies, guidelines, and other communications from HHS	Distribute information concerning policies, guidelines, and other communications as received to Policy Council, Board, and staff as appropriate.	Deputy Director/Head Start Director	Ongoing	Board, Policy Council Packets Minutes
1304.51(d)(3)	Program and financial reports	Distribute program operations and financial reports prepared by accountants to Policy Council and governing body monthly.	Deputy Director/Head Start Director	Monthly	Agendas Minutes Reports
1304.51(d)(4)	Programs plans, policies, procedures and Head Start grant applications	Provide training on program plans and grant application to Board and Policy Council members at regularly scheduled meetings and provide opportunity for discussion.	Executive Director Deputy Director/Head Start Director Content Area Mgrs.	Ongoing	Agendas Minutes
1304.51(e)	Have mechanisms for regular communication among all program staff to facilitate quality outcomes for children and families.	Have bi-weekly management staff meetings. Monthly staff meetings, center director/teacher meetings at least every other month, newsletters, sharing time at in-service trainings, email, website, newsletters	Deputy Director/Head Start Director Content Area Mgrs.	Bi-weekly Monthly Every other month	Agendas Minutes Newsletters Letters Copies of email.
1304.51(f)	N/A				
1304.51(g)	Establish and maintain efficient and effective record-keeping systems to provide accurate and timely information regarding children, families, and staff and ensure appropriate confidentiality of this information	See Record Keeping/On-going Monitoring Policy and Procedures. See Confidentiality Procedures.	Teachers Deputy Director/Head Start Director Content Area Mgrs.	Ongoing	Records and reports Locked file cabinets Confidentiality Statement
1304.51(h)	Establish and maintain efficient reporting systems that:				
1304.51(h)(1)	Generate periodic reports of financial status and program operations in order to control program quality, maintain program accountability, and advise governing bodies, policy groups and staff on program progress.	Financial reports are completed each month by accountants and distributed to staff, Policy Council, and Board. Enrollment, Attendance, Content Area Reports	Deputy Director/Head Start Director	Monthly	Agenda Minutes Reports
1304.51(h)(2)	Generate official reports for Federal, State and local authorities, as required by applicable law	Required reports are completed by appropriate staff and presented to Deputy Director/Head Start Director and Executive Director for review prior to submission.	Executive Director Deputy Director/Head Start Director Content Area Mgrs.	On-going	Reports

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1304.51(l)(2)	Establish and implement procedures for the ongoing monitoring of Head Start operations to ensure that these operations effectively implement Federal regulations.	See Record-keeping and On-going Monitoring policy.	Deputy Director/Head Start Director Content Area Mgrs.	Ongoing	Travel records Reports Check lists Self Assessment Program Improvement Plan
1304.51(l)(3)	N/A				
1304.52	Human Resource Management				
1304.52(a)(1)	Establish and maintain an organizational structure that supports the accomplishment of program objectives, addresses the major functions and responsibilities assigned to each staff position and provides evidence of adequate mechanisms for staff supervision and support	Complete staffing plan and review annually. Provide written job descriptions of each staff position and update as needed.	Deputy Director/Head Start Director Human Resource Mgr. Deputy Director/Head Start Director Human Resources Mgr.	July August (as needed)	Organizational Chart Job descriptions
1304.52(a)(2)	Ensure that the following program management functions are formally assigned to and adopted by staff within the program:				
1304.52(a)(2)(i)	Program Management (Head Start Director)	Hire and provide training for Head Start Director.	Executive Director	As needed	Personnel records
1304.52(a)(2)(ii)	Management of early childhood development and health services, including child development and education; child medical, dental, and mental health; child nutrition; and services for children with disabilities	Hire/retain Education Mgr. Hire/retain Health/Nutrition Mgr. Hire/retain Disability/Mental Health/Nutrition Mgr. Provide training for content area Mgrs.	Deputy Director/Head Start Director Human Resources Mgr.	As needed	Personnel records
1304.52(a)(2)(iii)	Management of family and community partnerships, including parent activities	Hire/retain Family Service Mgr. Provide necessary training.	Deputy Director/Head Start Director Human Resources Mgr.	As needed As needed	Personnel records
1304.52(b)(1)	Ensure that the staff and consultants have the knowledge, skills, and experience they need to perform their assigned functions responsibly	Secure resumes and/or references for all staff and consultants. Provide ongoing training.	Deputy Director/Head Start Director Human Resources Mgr. Education Mgr.	Prior to hire Ongoing	Personnel files Agendas Sign-in sheets
1304.52(b)(2)	Ensure that only candidates with the qualifications specified are hired	Review resumes/applications Check references. Hire/retain staff who meet or exceed Head Start staff requirements.	Deputy Director/Head Start Director Human Resources Mgr.	As needed	Personnel files
1304.52(b)(3)	Give preference to current and former Head Start parents for employment vacancies for which they are qualified	Advertise vacancies in centers and place ads for all Head Start staff vacancies in centers and distribute at parent meetings. Give preference to parents and former parents of Head Start children in any vacancy for which they qualify by giving extra points during interview.	Deputy Director/Head Start Director Human Resources Mgr. Center Directors	As needed	Ads Personnel files
1304.52(b)(4)	Ensure that the staff and program consultants are familiar with the ethnic background and heritage of families in the program and are able to serve and effectively communicate, to the extent feasible, with children and families with no or limited English proficiency	Local consultants will be hired, as feasible. Provide training to staff in anti-bias strategies Hire parents if qualified.	Deputy Director/Head Start Director Education Mgr.	August August	Personnel Records Agendas Sign-in sheets Personnel Records
1304.52(c)	Hire a Head Start Director who has demonstrated skill and abilities relevant to human services program management	Provide job description to include job qualifications. Secure resume' and references for Head Start Director position applicants.	Executive Director Human Resources Mgr.	As needed As needed	Job description Personnel files

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1304.52(d)	Hire staff or consultants who meet the qualifications listed below to provide content area expertise and oversight on an ongoing or regularly scheduled basis	Provide job description including qualifications for content area staff. Provide minimum qualifications for consultants or staff.	Deputy Director/Head Start Director Human Resources Mgr. Deputy Director/Head Start Director	Ongoing, as needed	Job description Personnel files
1304.52(d)(1)	Support education and child development services by hiring/retaining staff or consultants with training and experience in areas that include the theories and principles of child growth and development, early childhood education and family support; staff or consultants must meet the qualifications for classroom teachers	Assure that qualifications are met through reference checks and other written documentation. Agreement with consultants or hire staff who meet qualifications as outlined.	Deputy Director/Head Start Director Human Resources Mgr. Deputy Director/Head Start Director	As needed	Personnel files
1304.52(d)(2)	Support health services by hiring/ retaining staff or consultants with training and experience in public health, nursing, health education, maternal and child health, or health administration	Secure services of health professionals in accordance with Head Start performance standards. Collaborative agreements. Contract with licensed physician.	Deputy Director/Head Start Director Health/Nutrition Mgr.	As needed	Contract
1304.52(d)(3)	Support nutrition services by hiring staff or consultants who are registered dietitians or nutritionists	Secure services of nutritionist/dietician.	Deputy Director/Head Start Director Health/Nutrition Mgr.	As needed	Contract
1304.52(d)(4)	Support mental health services by hiring staff or consultants who are licensed or certified mental health professionals with experience and expertise in serving young children and their families Mental Health Services must be supported by staff or consultants who are licensed or certified Mental Health professionals with experience or expertise in serving young children and families	Secure services of certified mental health professional. Mental Health Professionals used by the agency will have: knowledge of treatment alternatives in the areas of child behavior management, family crisis intervention. The ability to work with families in a supportive manner throughout the referral process. The ability to broker the service or provide counseling or treatment for children and families with diagnosed problem	Deputy Director/Head Start Director Disabilities/Mental Health Mgr.	July Ongoing	Contract Contracts Agreements Mental Health Consultant Credentials
1304.52(d)(5)	Support family and community partnership services by hiring staff or consultants with training and experience in the field(s) related to social, human or family services	Establish or review partnerships with DHS and Youth Service organizations to provide staff training and consultation if needed. Provide related training to Family Advocates and Family Service Mgr. when available.	Deputy Director/Head Start Director Human Resources Mgr. Family Services Mgr. Family Services Mgr. Disabilities/Mental Health Mgr.	As needed	Personnel records Documentation file of required qualifications Child's IEP
1304.52(d)(6)	Support parent involvement services by hiring staff or consultants with training, experience and skills in assisting the parents of young children in advocating and decision making for their families	Establish or renew partnership agreements with OSU's Extension Educators in Family and Consumer Sciences. Provide related training to Center Directors and Family Services Mgr. when available.	Deputy Director/Head Start Director Human Resources Mgr. Family Services Mgr.	As needed	Personnel records
1304.52(d)(7)	Support disability services by hiring staff or consultants with training and experience in securing and individualizing needed services for children with disabilities.	To hire or contract a licensed or certified consultant who meets all the 45 CFR Part 1308 Requirements who is available on call.	Deputy Director/Head Start Director Disabilities/Mental Health Mgr.	As needed	Contract
1304.52(d)(8)	Secure the regularly scheduled and ongoing services of a qualified fiscal officer.	Contract with a Certified Public Accountant with experience in non-profit accounting. Provide program related training.	Executive Director	Ongoing	Personnel Records Fiscal records Audit
1304.52(g)(1)	Meet requirements regarding classroom staffing Must meet the requirement of 45 CFR 1306.2D regarding classroom staff	Teacher and Teacher Assistant will be assigned to each classroom according to child adult ratio. Substitutes and volunteers are placed at each center to insure adequate adult supervision.	Deputy Director/Head Start Director Human Resource Mgr. Deputy Director/Head Start Director Center Director	Beginning of each school year (as needed) Beginning of each school year	Personnel records Personnel records Volunteer logs

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1304.52(g)(2)	Ensure that when a majority of children speak the same language, at least one classroom staff member or home visitor interacting regularly with the children speaks their language.	One of more classroom staff will speak the language of the majority of children in each class. Provide bilingual consultants or volunteers when necessary.	Deputy Director/Head Start Director Human Resources Mgr.	As needed.	Personnel records
1304.52(g)(3)	Maintain class size requirements through the use of substitutes when regular classroom staff are absent.	Hire and train substitutes. Maintain a substitute list.	Deputy Director/Head Start Director Human Resources Mgr.	As needed	Personnel files Sign-in sheets
1304.52(g)(4)	Not Applicable				
1304.52(g)(5)	Supervise the outdoor and indoor play areas in such a way that children's safety can be easily monitored and ensured	Ensure that adult supervision is provided to children at all times at <1:10 ratio.	Center Directors	Ongoing	Staffing plan
1304.52(h)(1)	Ensure that all staff, consultants and volunteers abide by the program's standards of conduct.	Provide written standards of conduct for staff/consultants, volunteers. Provide training for staff. Administer disciplinary actions to staff if violated.	Deputy Director/Head Start Director Human Resource Mgr.	Ongoing	Personnel Policies Contracts Training agendas Sign-in sheets
1304.52(h)(1)(I)	Respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, religion or disability	Provide training in areas of diversity to staff, parents, and other volunteers.	Education Mgr.	August-May (Ongoing)	Sign-in sheets Minutes
1304.52(h)(1)(ii)	Follow program confidentiality policies concerning information about children, families and other staff members	Develop, revise as needed, and implement confidentiality policy. Promote awareness of confidentiality policy through training and conspicuous posting. New staff sign policy.	Deputy Director/Head Start Director	July	Policy Sign-in sheets Minutes
1304.52(h)(1)(iii)	Ensure that no child is left alone or unsupervised while under their care	Provide training for staff/volunteer in roles, responsibilities, and standards of conduct, and child supervision. On-site observation and supervision.	Content Area Mgrs. Center Directors	August On-going	Sign-in sheets Minutes
1304.52(h)(1)(iv)	Use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation, or use employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs	Train on positive guidance techniques. See Behavior Management Plan.	Education Mgr.	August (As needed)	Sign-in sheets Minutes Employment Agreements Personnel Policies
1304.52(h)(2)	Ensure that all employees engaged in the award and administration of contracts or financial awards sign statement that they will not solicit or accept personal gratuities, favors or anything of significant monetary value from contractors or potential contractors	Develop, review, amend personnel policies regarding acceptance of gifts and gratuities. Provide staff training. Staff sign statement when hired.	Deputy Director/Head Start Director Human Resources Mgr.	As needed	Personnel Policies Personnel files Agendas Sign-in sheets
1304.52(h)(3)	Include provisions for appropriate penalties for violating the standards of conduct in personnel policies and procedures.	Develop review, amend, personnel policies to ensure that appropriate penalties are included with input from Policy Council and Governing Board.	Executive Director Deputy Director/Head Start Director	Annually April	Agenda Sign-in Sheets Personnel Policies
1304.52(i)	Perform annual performance reviews of each Head Start staff member and use the results of these reviews to identify staff training and professional development needs, modify staff performance agreements, as necessary, and assist each staff member in improving his or her skills and professional competencies.	Staff performance reviews are completed annually for all staff. Performance reviews will be used to determine training needs of staff.	Deputy Director/Head Start Director Content Area Mgrs. Center Directors Human Resource Mgr.	January-May	Personnel records
1304.52(j)(1)	Assure that each staff member has an initial health examination that includes screening for tuberculosis and a periodic re-examination.	Completion of a screening assessment to determine those who are at high risk. Those determined to be high risk should have documented follow-up with a skin test for tuberculosis (PPD).	Human Resource Mgr.	At time of hire Ongoing	Personnel files

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1304.52(j)(2)	Screen regular volunteers for tuberculosis	State of Oklahoma does not require TB screening for volunteers.			Volunteer Records
1304.52(j)(3)	Make mental health and wellness information available to staff with concerns that may affect their job performance.	Training, mental health consultant, other wellness resources are provided on an ongoing basis. Employee Assistance Program	Disability/Mental Health/Nutrition Mgr. Mental Health Consultant Health/Nutrition Mgr.	August (as needed)	Metal Health Consultant Contract Agendas Sign-in Sheets
1304.52(k)(1)	Provide orientation to all new staff, consultants, and volunteers that includes the goals and underlying philosophy of Head Start and the ways in which they are implemented by the program	Orientation for all new staff, volunteers, and consultants is conducted annually. New staff receives an Orientation Training Manual, and regular new employee's training. Volunteers are trained at parent orientations, through parent handbooks, and volunteer packets.	Content Area Mgrs. Deputy Director/Head Start Director Human Resources Mgr.	August or September Ongoing	Personnel records Agendas Sign-in Sheets Volunteer sign-off sheets
1304.52(k)(2)	Establish and implement a structured approach to staff training and development, attaching academic credit whenever possible	Conduct staff needs assessment. Develop with assistance from State T/TA specialist a staff training plan with input from Policy Council. Provide opportunity for CDA training program and college credit for all eligible Head Start staff See Training and Career Development Plan.	Education Mgr. Deputy Director/Head Start Director	Annually Ongoing	Assessments and results. Agenda Sign-in sheets Minutes Training Plan Personnel records
1304.52(k)(3)	Ensure that staff training and development system includes ongoing opportunities for staff to acquire the knowledge and skills necessary to implement the content of the Head Start Program Performance Standards; must also include:	Provide regular in-service training. Mentor teacher assist where needed. Provide access to other training concerning Performance Standards to staff and volunteers. Mentor coaches will be assigned to new staff.	Deputy Director/Head Start Director Education Mgr. Mentor Teacher	Staff Orientation in August Monthly In-service Ongoing	Agendas Sign-in Sheets
1304.52(k)(3)(i)	Methods for identifying and reporting child abuse and neglect that comply with applicable State and local laws, using, so far as possible, a helpful rather than a punitive attitude toward abusing or neglecting parents or other caretakers	Provide training for staff in all applicable child abuse and neglect regulations. See Child Abuse and Neglect Policy.	Family Service Mgr.	August (Ongoing)	Agendas Sign-in Sheets Child abuse procedure
1304.52(k)(3)(ii)	Methods for planning for successful child and family transitions to and from the Head Start program	Provide resources and training to staff in order to facilitate positive transitions for Head Start families. Open House at beginning of year. One-page flyer to be included in acceptance letter. See also Family & Community Partnerships.	Family Service Mgr. Family Service Mgr.	August (Ongoing)	Family and Community Partnerships Plan Agendas Sign-in sheets
1304.52(k)(4)	Provide training or orientation to Head Start governing body and Policy Council members to enable them to carry out their program governance responsibilities effectively	Provide orientation manual for new governing board and policy council members. Conduct and/or provide training to Policy Council on their roles and responsibilities in a joint training of PC and Board. Provide ongoing training at meetings.	Executive Director Deputy Director/Head Start Director Family Service Mgr	October-November or as needed. October Monthly	Invitations to Training Agendas Sign-in sheets Minutes
1304.53	Facilities, Material, and Equipment			August-May	Classroom environment
1304.53(a)(1)	Provide a physical environment and facilities conducive to learning and reflective of the different stages of development of each child	Plan and implement identifiable learning centers and materials for different activities. Provide low, open shelves to allow children to choose their own materials. Maintain variety of equipment for reaching, climbing, and balancing. Take steps to make facilities welcome, inviting, accessible, comfortable and safe for all children including those with disabilities. Establish developmentally appropriate indoor, outdoor environment that is safe, clean, attractive and spacious.	Education Mgr. Mentor Teacher Center Director Teachers	Ongoing	Classroom environment Licensing manual Indoor and outdoor environment Classrooms Outdoor space Class materials Outside equipment Outdoor surfaces

Performance Standards	Objectives	Strategies	Person(s) Responsible	Time Frame	Documentation
1304.53(a)(2)	Provide appropriate space for the conduct of all program activities for specific access requirement for children with disabilities.	Provide proper area for activities, which match the developmental levels of three and four year old children including those with disabilities. Provide mat for each child and keep at least eighteen inches apart when being used. Build ramp, railing and appropriate door opening to accommodate disabled children in wheelchair. Classes, educational equipment will be modified based upon available funding, to enable participation by students with disabilities 1(a) Head Start Classroom which has a physically disabled child enrolled will be equipped with the following: chairs, other furniture pieces the correct size and type for individual needs as they grow 2(a) Technology service may include: Communication boards for non-verbal children, computers operated by voice or switch input for the visually impaired. It will be essential to include these items on the I.E.P. so items may then be purchased. Seek other community resource as an option.	Education Mgr. Deputy Director/Head Start Director Disabilities/Mental Health Mgr. Teaching staff Disabilities/Mental Health Mgr. Content Area Mgrs. Disabilities/Mental Health Mgr. Teaching staff ERSEA/Technology Coordinator	Ongoing Timely manner as need is expressed As needed	Indoor and outdoor environment Classroom environment Licensing manual Disabilities Budget Funds, utilize all community sources to secure all needed disability equipment recommended on the I.E.P. Speech Language Pathologist Therapists Consultant
1304.53(a)(3)	Ensure that center space is organized into functional areas that can be recognized by the children and that allow for individual activities and social interactions	Provide child-size tables, chairs, and shelving, which are appropriate for Head Start child. Prepare learning centers, which separates quiet areas from noisy areas. Ensure that equipment is correctly installed for children to minimize the possibility of injury.	Education Mgr. Teaching teams Center Directors Facility Maintenance Supervisor	Ongoing	Classroom environment Classroom environment Licensing reports Classroom checklists
1304.53(a)(4)	Not Applicable				
1304.53(a)(5)	Ensure that centers have at least 35 square feet of usable indoor space per child available for the care and use of child and at least 75 square feet of usable outdoor play space per child.	Assure that classroom allows at least 35 square feet per child. Assure that outdoor play area allows at least 75 square feet per child at any one outdoor period. Keep rooms and playground uncluttered and remove all old furniture, equipment and materials.	Deputy Director/Head Start Director Education Mgr. Facility Maintenance Supervisor Center Director	Ongoing	Licensing Reports Content Area Mgrs. Reports Facility Maintenance Supervisor Reports Safe Environments Checklist
1304.53(a)(6)	Ensure that facilities meet the licensing requirements	Ensure that the Head Start program complies with licensing manual. Annual DHS Inspection.	Deputy Director/Head Start Director Health/Nutrition Mgr. Facility Maintenance Supervisor	Ongoing	Licensing Manual Handouts Licensing reports Health Services reports Facility Maintenance Supervisor Reports
1304.53(a)(7)	Provide for the maintenance, repair, safety and security of all Head Start facilities, materials, and equipment.	Keep toys and equipment in good condition and repair, remove or replace broken equipment and furniture. Inventory all materials and equipment and account for anything missing and/or damaged. Implement procedures for daily cleaning. Ensure outdoor play areas are free of debris. Daily playground checklists	Teaching Team Facility Maintenance Supervisor Teaching Team Center Director	Ongoing May April	Inventory Records End of Year Records Facility Maintenance Supervisor Reports Playground Inspection Checklist
1304.53(a)(8)	Provide an environment free of toxins, such as cigarette smoke, lead, pesticides, herbicides and other air pollutants as well as soil and water contaminants	Establish and enforce written policies that prohibit smoking on agency premises. Post no-smoking signs. Provide a licensed exterminator, as needed. Provide parents with information about the danger of pesticides and other toxic substance. Provide information to parents about Environmental Tobacco Smoke.	Deputy Director/Head Start Director Center Director Health/Nutrition Mgr. Teaching Teams	Ongoing Ongoing Ongoing	No smoking Signs posted Personnel Policies and Procedures Pest Control Invoices Parent Handouts

Performance Standards	Objectives	Strategies	Person(s) Responsible	Time Frame	Documentation
1304.53(a)(9)	Arrange outdoor play areas to prevent any child from leaving the premises and getting into unsafe and unsupervised areas	Provide fencing for outdoor play area. Ensure that outdoor play area has adequate adult supervision at all times.	Facilities Maintenance Supervisor Deputy Director/Head Start Director Teaching Teams Center Director	Ongoing	Site Visit Reports Licensing Reports Facility Maint. Reports
1304.53(a)(10)	Conduct a safety inspection at least annually, to ensure that each facility's space, light, ventilation, heat and other physical arrangements are consistent with the health, safety and developmental needs of children; ensure that:	Ensure all heating, cooling, and electrical systems are checked by appropriate professional. Inspect all rooms for safe, effective lighting, annually. Lock and store medication, cleaning supplies, pesticides, and other chemical materials when not in use. Center Director and parent conduct Safe Environments Checklist in August, November, February, and May and submit to the office. DHS licensing inspection.	Facilities Maintenance Supervisor Center Director Teaching Teams Teaching Teams Custodian Center Director	Ongoing Ongoing Ongoing Monthly	Fire Safety Inspection Report Licensing Reports Facility Maint. Reports Site Visit Reports Safe Environments Checklist
1304.53(a)(10)(i)	There is safe and effective heating and cooling system that is insulated to protect children and staff from potential burns	Ensure cooling and heating units are vented properly and properly installed and serviced annually. Provide air conditioning and heating systems.	Facility Maintenance Supervisor	Ongoing	Fire Safety Inspection Report Invoices
1304.53(a)(10)(ii)	No highly flammable furnishings, decorations, or materials that emit highly toxic fumes when burned are used.	Implement licensing regulations and guidelines for flammable materials, furnishings, and equipment. Ensure Head Start complies with the local licensing regulations and guidelines.	Deputy Director/Head Start Director Center Director Facility Maintenance Supervisor	Ongoing	Licensing Reports Facility Checklists
1304.53(a)(10)(iii)	Flammable and other dangerous materials and potential poisons are stored in locked cabinets or storage facilities separate from stored medications and food and are accessible only to authorized persons; all medications are labeled, stored under lock and key, refrigerated, if necessary, and kept out of reach of children.	Provide procedure for storage of medication, cleaning materials, and other poisons. Provide information to families on how to store and secure cleaning supplies and other toxic material and medication away from children. On-going monitoring.	Health/Nutrition Mgr. Center Director Facility Maintenance Supervisor	Ongoing	Licensing reports Health & Safety Checklist Parent Meeting Minutes Handouts
1304.53(a)(10)(iv)	Rooms well lit and provide emergency lighting in the case of power failure	Test emergency lighting regularly. Place emergency lighting, battery powered flashlight in the center. On-going monitoring.	Facility Maintenance Supervisor Center Staff Education Mgr. Health/Nutrition Mgr.	Year round	Mgrs. reports Facility Checklist
1304.53(a)(10)(v)	Approved, working fire extinguishers are readily available	Place fire extinguisher in areas as designated by the fire marshal. Have fire extinguisher serviced on an annual basis.	Facility Maintenance Supervisor Center Directors	Year round	Current Tagged Fire Extinguisher Fire Inspection Report Safe Environments Checklist
1304.53(a)(10)(vi)	An Appropriate number of smoke detectors are installed and tested regularly	Complete Safe Environments Checklist during months requested. Test fire alarm system annually (by Professionals) at center.	Facilities Maintenance Supervisor Center Director	Year round With system, check smoke detectors at all other centers monthly	License Fire Drill Record at Center Safe Environments Checklist
1304.53(a)(10)(vii)	Exits are clearly visible and evacuation routes are clearly marked and posted so that the path to safety outside is unmistakable.	Conduct monthly fire and evacuation drills. Post evacuation route in each classroom. Safe Environments Checklist. Signs above exits. Facilities maintenance checklist.	Center Director Facilities Maintenance Supervisor	Year round	Fire Drill Record Inspection annual
1304.53(a)(10)(viii)	Indoor and out door premises are cleaned daily and kept free of undesirable and hazardous materials and conditions.	Follow procedures for daily indoor and outdoor safety inspections. Vacuum, sweep, and mop classroom floors with sanitizing solution daily when needed. Clean and sanitize bathrooms daily. Clean table tops as needed with sanitizing solution. Complete Playground Inspection Checklist.	Center Directors Custodians Custodian Center Directors Teachers	Year round Year round	Facility Maintenance Checklist Playground Inspection Checklist.

Performance Standards	Objectives	Strategies	Person(s) Responsible	Time Frame	Documentation
1304.53(a)(10)(ix)	Paint coating on both interior and exterior premises used for care of children do not contain hazardous quantities of lead	Facilities Maintenance Supervisor to inspect painted surfaces and make determination on lead qualities. Provide parents with information about the danger of lead poisoning.	Facility Maintenance Supervisor Health/Nutrition Mgr.	August-May August-May	Facility Maint. Supervisor Checklist Parent Training Minutes
1304.53(a)(10)(x)	The selection, layout and maintenance of playground equipment and surfaces minimize the possibility of injury to children	Provide developmentally appropriate equipment. Inspect playgrounds and equipment for proper installation and maintenance. Ensure all playground equipment is securely fastened to ground. Provide surfaces surrounding the playground equipment according to licensing regulations.	Education Mgr. Facility Maintenance Supervisor	Ongoing Ongoing	Licensing Checklist Playground Checklist Facility Checklist
1304.53(a)(10)(xi)	Electrical outlets accessible to children prevent shock through the use of child-resistant covers, the installation of child-protection outlets or the use of safety plugs	Ensure all electrical equipment and appliances are properly grounded and electrical cords are in good condition and placed out of reach of children. Ensure that all electrical outlets are covered with child-resistant safety covers. Provide parent with information about safety guidelines for electrical equipment, cords, and outlets in their homes.	Facility Maintenance Supervisor Teaching Staff Health/Nutrition Mgr.	August-May September-May	Education Checklist Safe Environments Checklist Facility Checklist Parent Training Minutes
1304.53(a)(10)(xii)	Windows and glass doors are constructed, adapted or adjusted to prevent injury to children	Inspect windows and glass doors for prevention of injury. Encourage families to place stickers on glass doors in the home, and to insure door and childproof safety devices.	Facility Maintenance Supervisor Teaching Team Health/Nutrition Mgr.	August-May September-May	Facilities Maint. Checklist Handouts
1304.53(a)(10)(xiii)	Only sources of water approved by the local or State health authority are used	Have the local health and sanitation inspector analyze the water supply.	Facility Maintenance Supervisor	August-May	State Health Department
1304.53(a)(10)(xiv)	Toilets and hand washing facilities are adequate, clean, in good repair and easily reached by children	Install toilets and lavatories sufficient in number and appropriate in height and furnish step stools when needed. Supervise children to and from the toilet area. Ensure every toilet room door can be easily opened by children.	Facilities Maintenance Supervisor Teaching Teams Center Directors	September-May	Health inspection licensing Visits/reports
1304.53(a)(10)(xv)	Toilet training equipment is provided for all children being toilet trained	If additional equipment is needed for children being toilet trained, it will be provided.	Procurement/Adm. Asst.	Ongoing	Procurement Documents
1304.53(a)(10)(xvi)	All sewage and liquid waste is disposed of through a locally approved sewer system, and garbage and trash are stored in a safe sanitary manner	Have health and sanitation inspector approve waste disposal system. Store garbage and trash in safe, closed container away from children's activity area and away from the food preparation sites.	Facilities Maint. Supervisor Center Director Custodian	Annual Ongoing	Health Inspection Report Facilities Maint. Checklist Mgrs. checklist Safe Environment Checklist
1304.53(a)(10)(xvii)	Adequate provisions are made for children with disabilities to ensure their safety, comfort and participation	Build ramp, railing, and appropriate door openings to accommodate children with disabilities when funds are available. Provide staff training on accommodating children with disabilities. Accommodate children who have special diet or feeding need. Implement emergency evacuation procedure for children with disabilities as needed. Provide appropriate space for children who may require individual therapy or activities as needed.	Disabilities/Mental Health Mgr. Facilities Management Supervisor Disabilities/Mental Health Mgr. Health/Nutrition Mgr. Education Mgr. Center Director	September-May	Facilities Maint. Checklist Agendas Sign-in sheets Health/Nutrition records Evacuation Procedure Licensing reports
1304.53(b)(1)	Provide and arrange sufficient equipment, toys, materials and furniture to meet the needs and facilitate the participation of children and adults. Equipment, toys, materials and furniture must be:	Purchase or create educational materials in the classroom, which are multi-purposed, safe, durable, developmentally appropriate and enticing to children. Assist families in recognizing materials in the home that are safe, durable, and promote children learning and exploration.	Education Mgr. Teaching Teams	As needed	Classroom environment Handouts Parent training records

Performance Standards	Objectives	Strategies	Person(s) Responsible	Time Frame	Documentation
1304.53(b)(1)(i)	Supportive of the specific educational objectives of the program.	Ensure a variety of age appropriate equipment, toys, materials, furniture is available. Select books, games and other materials, which match the developmental level of three and four year old children. Provide a variety of climbing and other equipment that is safe for exploration.	Education Mgr.	Ongoing	Mgr.'s Checklists
1304.53(b)(1)(ii)	Supportive of the cultural and ethnic backgrounds of the children	Select books, games, toys, records, and other materials, which reflect the cultural and ethnic background of children. Provide a variety of materials that the children see and use in their home and community.	Education Mgr.	Ongoing Year round	Mgr.'s checklists
1304.53(b)(1)(iii)	Age-appropriate, safe, and supportive of the abilities and developmental level of each child served, with adaptations, if necessary, for children with disabilities	Provide pictures, posters, signs and other wall hangings at eye level for children. Provide an environment inclusive of children with special needs. Provide table, chairs, and shelving which is child height and appropriate for Head Start children.	Teaching Teams Disabilities/Mental Health Mgr. Education Mgr.	Year round	Mgr.'s checklists
1304.53(b)(1)(iv)	Accessible, attractive, and inviting to children	Arrange and label materials so that they are easily accessible to children and located near the area where they will be used. Provide equipment and materials designed to give children choices. Maintain classroom materials keeping in good condition.	Education Mgr. Teaching Teams	Year round	Mgr.'s checklists
1304.53(b)(1)(v)	Designed to provide a variety of learning experiences and to encourage each child to experiment and explore	Plan innovative use of materials by children and encourage experimentation and exploration.	Teaching Teams	September-May	Mgr.'s checklist
1304.53(b)(1)(vi)	Safe, durable and kept in good condition Inspect each piece of playground equipment for weak welding, root eaten pipes, and repair or dispose of any piece felt to be unsafe.	Check each piece of classroom furniture and equipment for apparent danger to children and dispose of or repair any which are determined to be unsafe. Utilize facility checklist.	Facility Maintenance Supervisor Center Director Custodians	August-May	Mgr.'s Checklist
1304.53(b)(1)(vii)	Stored in a safe and orderly fashion when not in use	Provide shelving and containers for properly storing supplies and materials. Instruct children to care properly for stored materials and equipment when using it. Store equipment in enclosed storage spaces to keep the outdoor area free of clutter.	Teaching Teams Teaching Teams	Ongoing Ongoing	Classroom environment Classroom Environment
1304.53(b)(2)	Ensure that infant and toddler toys are made of non-toxic materials and are sanitized regularly Clean toys immediately after placed in children's mouth or other contact with bodily fluids.	N/A			
1304.53(b)(3)	Not Applicable				