

WASHITA VALLEY COMMUNITY ACTION COUNCIL HEAD START PROGRAM RECORDKEEPING AND ON-GOING MONITORING

Policy

Washita Valley Community Action Council Head Start will monitor tasks and responsibilities to ensure that they are completed within timelines and in compliance with the Head Start Performance Standards, agency policy, and DHS Licensing. Monitoring systems include:

- Collecting and recording information about children and families in the program.
- Periodic reporting of this information to:
 - The Deputy Director/Head Start Director
 - Policy Council
 - Governing Board Members
- Annual self assessment of the program.
- Reviewing information for planning and future decisions.

There is reporting and ongoing monitoring in:

- Program Design and Management
- Education and Early Childhood Development
- Health Services (including Child Health and Safety)
- Disabilities/Mental Health
- Family and Community Partnerships
- Facilities, equipment, materials, and transportation
- Fiscal Management
- ERSEA

Results of the reports and ongoing monitoring will be used by the Head Start Director and managers to determine compliance with the Head Start Performance Standards and other regulations and policies, to provide program information in specific areas, and to assist with short and long term goals.

Procedure

- Head Start Director and Content Area Managers will visit each Head Start classroom at least 3 times per year for on-site observation and supervision of staff and for ongoing monitoring of classroom environment, children's folders, facilities and paperwork.
- The Head Start Director, Content Area Managers, and Facility Maintenance /Transportation Supervisor will use checklists to review

classroom environment, children's folders, family advocate notebooks, and safety in accordance with Head Start Performance Standards, agency policy and procedures, and for completeness.

- Center Directors of multiple classrooms will use checklists to review four children's folders in each classroom within 30 days of the first day of attendance and quarterly thereafter, for compliance with performance standards, agency policy and procedures and for completeness.
- Content Area Managers and Early Head Start Program Manager will provide a monthly report summarizing center visits, training and compliance of classrooms to the Head Start Director.
- The Early Head Start Mentor Teacher and Health/Nutrition Assistantt will provide a monthly report to the Early Head Start Program Manager.
- The Early Head Start Program Manager will provide reports to content area managers.
- Facilities will be reviewed quarterly by the Facility/Transportation Supervisor for compliance and safety with a checklist developed by the Facility/Transportation Supervisor.
- Facilities will be inspected at least one time annually by the Department of Human Services Licensing Unit, and as required by the Fire Marshall and the Health Department.
- A parent assisted by center staff will complete the Safe Environment Checklist August, November, February, and May at each center and submit report to the Health/Nutrition Manager.
- The ADA checklist will be completed annually by the Facility/Transportation Supervisor and submitted to the Deputy Director/Head Start Director and the Disabilities/Mental Health Manager.
- Playgrounds will be monitored daily with a checklist by classroom staff or by maintenance staff for safety.
- Information about children and families will be entered and monitored using ChildPlus.
- Health records and Health Outcomes will be tracked and monitored using ChildPlus website. A report will be submitted to the Head Start Director monthly, or as data is updated from the child's folders.

- Child Outcomes will be monitored by the Creative Curriculum cc.net three times per year and reports will be submitted to the Head Start Director, Content Area Managers, classroom staff, Policy Council, and Governing Board.
- Enrollment and attendance reports will be submitted to the office by FAX or by ChildPlus web site from Center Directors on Friday of every week children are in attendance. Attendance records will be entered into ChildPlus by the ERSEA/Technology Coordinator, and reports will be generated to track attendance and enrollment. Reports will be submitted to the Head Start Director weekly for review and ongoing monitoring as well as monthly reports to the Policy Council and Governing Board.
- Enrollment is reported to the office of Head Start monthly.
- Busses and vans will be checked daily by the drivers using inspection checklists to ensure safety of the children who are transported. Busses and vans will be serviced on a regular basis by a licensed mechanic. Busses and vans will be thoroughly inspected by a licensed mechanic during the summer. Inspection checklists will be submitted to the Transit Route Supervisor or Facilities/Transportation Manager monthly for review and ongoing monitoring.
- The Transportation Checklist will be completed within the first 30 days of attendance and again in January of the program year by the Facility/Transportation Supervisor.
- The following fiscal reports will be completed by the contracted accountants.
 - Federal SF 425 report submitted quarterly.
 - Federal SF 269 report submitted three times per year – September, March, and May.
 - ARRA reports SF 269- January, July, and December.
 - ARRA quarterly reports to HHS within 10 days of the end of each quarter.
 - 941 Payroll Tax Deposit report submitted quarterly.
 - Oklahoma Tax Commission Report submitted monthly.
 - Oklahoma Employment Security Report submitted quarterly.
 - Worker's Compensation Report submitted monthly.
 - Financial reports will be submitted monthly by the Fiscal Officer for review and ongoing monitoring to the Executive Director, Head Start Director, Early Head Start Program Manager, Management staff, Policy Council, and Governing Board.
- USDA reports will be submitted to the state for reimbursement monthly by the Health/Nutrition Manager using child attendance records and meal count sheets from the classrooms.

- Agency financial systems will be audited each October.
- Volunteer sheets will be completed in the classrooms and submitted to the Head Start office by the fifth working day of the following month. Volunteer sheets will be reviewed by the Receptionist, and a composite will be compiled for review by the Head Start Director.
- Property will be inventoried and inspected annually by the Procurement Clerk/Administrative Assistant and reviewed by the auditor.
- Head Start Director will provide a monthly report of program activities to the Policy Council and Governing Board and center staff.
- Early Head Start Program Manager will provide monthly report to the Policy Council and center staff.
- Head Start Family Advocates will submit a monthly report to the Family Services Manager. The Family Services Manager will provide a Family Services composite Report to the Head Start Director.
- Early Head Start Family Advocates will submit a monthly report to the Early Head Start Program Manager.
- Early Head Start Home Visitor will submit a monthly report to the Early Head Start Program Manager.
- Staff records will be maintained in ChildPlus by the Human Resource Manager, who will produce reports for staff requirements and education.
- Staffs leave and attendance will be recorded monthly and will be monitored by the Head Start and Early Head Start Financial Assistants.
- Each year the Head Start program staff with assistance from the Policy Council members, parents, and Governing Board members will conduct a self assessment where each content area is reviewed to determine compliance with federal regulations.
- The Program Information Report will be compiled by the Content Area Managers, the ERSEA/Technology Coordinator, and the Head Start Director and submitted each August. A copy will be given to the Executive Director, Head Start Director, and approved by the Policy Council and Governing Board Members.
- A year end report will be completed by each Content Area Manager and Early Head Start Program Manager for review by the Deputy

Director/Head Start Director and to assist in developing annual grant applications.

- Classroom records will be reviewed mid-year and again at year end to assist the Deputy Director/Head Start Director and Content Area Managers with staff performance evaluations, to determine areas of staff training and program improvement.
- Once every three years the Federal Government will conduct an in-depth Federal review of the program.
- Each year before the Federal review a state team will provide technical assistance to the staff, parents, and Policy Council and Governing Board members.

The results of all reporting and ongoing monitoring will be used to:

- Improve program operations
- Plan
- Develop training opportunities
- Decision making