

**Northwest Arkansas Head Start Human Services, Inc.
Sub Part D - Head Start Program Performance Standards
2011-2012 Program Design and Management**

Governing Board Approval Date: 3/15/2011

Policy Council Approval Date: 2/21/2011

Acronyms:

LPD-Local Program Director	HV-Home Visitor	FSW-Family Service Worker
FCS-Family Community Specialist	LPT-Local Program Teacher	AOHC-Arkansas Occupational Health Clinic
ECP-LEA-Early Childhood Program/Local Education Agency (COOP)	CDS-W-Child Development Specialist-Wellness	APD-ES-Agency Program Director-Education Specialist
ED-Executive Director	LPC-Local Program Cook	OGC-Ozark Guidance Center
FO-Fiscal Officer	HRA-Human Resources Associate	PDS-HR-Program Design Specialist-Human Resources
SSA-Senior Systems Administrator	OA-Operations Assistant	OS-Operations Support
TA-Teacher Aide	AT-Assistant Teacher	AA-Accounting Associate
PC-Policy Council	BOD-Board of Directors (Governing Board)	MHP-Mental Health Professional

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Related Procedures:

Parent Committee Procedures	Community Complaint Procedures	Child Abuse and Neglect Plan/Procedures
Policy Council By-Laws	Internal Dispute Procedures	Substitute Procedures
Board of Directors By-Laws	Community Assessment/Update Procedures	Organizational Chart
Child and Family Transition Procedures	Agency Planning Procedures	Agency Calendar Procedures
Agency Planning Procedures	Communication Procedures	Self-Assessment Procedures
Governing Board & Policy Council Meeting Packet Procedures	Record-keeping and Recording Procedures	HR Document Revision Procedures
Audit Procedures	On-Going Monitoring Procedures	Parent Handbook
Agency Parent Reimbursement Procedures	Accounting and Financial Manual	ADA Monitor Procedure
OSHA Monitor Procedure	Work Order Procedure	Monthly Safety Paperwork Procedure
Medication Procedures	Agency Personnel Policy Manual	Request for Training/Follow-up Procedures
Workshop/Pre-service Procedures	Playground Supervisory Procedures	ED Hiring and Termination Procedures
Performance Evaluation Procedures	Service Plan Review Procedures	Compliance Procedures
Knowledge Management Strategy	Material Review Procedure	Agency Risk Management Plan
Recruitment and Selection/ New Employee Processing/ Staff Termination Procedures		Governance Timelines for Board of Directors and Policy Council

Title 45--Public Welfare Chapter Xiii--Office of Human Development Services, Department of Health and Human Services
Part 1304_Program Performance Standards for the Operation of Head Start Programs by Grantee and Delegate Agencies
Subpart A_General

Sec. 1304.1 Purpose and scope.

This part describes regulations implementing sections 641A, 644(a) and (c), and 645A(h) of the Head Start Act, as amended (42 U.S.C. 9801 et seq.). Section 641A, paragraph (a)(3)(C) directs the Secretary of Health and Human Services to review and revise, as necessary, the Head Start Program Performance Standards in effect under prior law. This paragraph further provides that any revisions should not result in an elimination or reduction of requirements regarding the scope or types of Head Start services to a level below that of the requirements in effect on November 2, 1978. Section 641A(a) directs the Secretary to issue regulations establishing performance standards and minimum requirements with respect to health, education, parent involvement, nutrition, social, transition, and other Head Start services as well as administrative and financial management, facilities, and other appropriate program areas. Sections 644(a) and (c) require the issuance of regulations setting standards for the organization, management, and administration of Head Start programs. Section 645A(h) requires that the Secretary develop and publish performance standards for the newly authorized program for low-income pregnant women and families with infants and toddlers, entitled "Early Head Start." The following regulations respond to these provisions in the Head Start Act, as amended, for new or revised Head Start Program Performance Standards. These new regulations define standards and minimum requirements for the entire range of Early Head Start and Head Start services, including those specified in the authorizing legislation. They are applicable to both Head Start and Early Head Start programs, with the exceptions noted, and are to be used in conjunction with the regulations at 45 CFR parts 1301, 1302, 1303, 1305, 1306, and 1308.

1304.2 Effective date.

Early Head Start and Head Start grantee and delegate agencies must comply with these requirements on January 1, 1998. Nothing in this part prohibits grantee or delegate agencies from voluntarily complying with these regulations prior to the effective date.

1304.3 Definitions.

(a) As used in this part:

(1) Assessment means the ongoing procedures used by appropriate qualified personnel throughout the period of a child's eligibility to identify:

(i) The child's unique strengths and needs and the services appropriate to meet those needs; and

(ii) The resources, priorities, and concerns of the family and the supports and services necessary to enhance the family's capacity to meet the developmental needs of their child.

(2) Children with disabilities means, for children ages 3 to 5, those with mental retardation, hearing impairments including deafness, speech or language impairments, visual impairments including blindness, serious emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments, specific learning disabilities, deaf-blindness, or multiple disabilities, and who, by reason thereof, need special education and related services. The term "children with disabilities" for children aged 3 to 5, inclusive, may, at a State's discretion, include children experiencing developmental delays, as defined by the State and as measured by appropriate diagnostic instruments and

procedures, in one or more of the following areas: Physical development, cognitive development, communication development, social or emotional development, or adaptive development; and who, by reason thereof, need special education and related services. Infants and toddlers with disabilities are those from birth to three years, as identified under the Part H Program (Individuals with Disabilities Education Act) in their State.

(3) Collaboration and collaborative relationships:

- (i) With other agencies, means planning and working with them in order to improve, share and augment services, staff, information and funds; and
- (ii) With parents, means working in partnership with them.

(4) Contagious means capable of being transmitted from one person to another.

(5) Curriculum means a written plan that includes:

- (i) The goals for children's development and learning;
- (ii) The experiences through which they will achieve these goals;
- (iii) What staff and parents do to help children achieve these goals; and
- (iv) The materials needed to support the implementation of the curriculum. The curriculum is consistent with the Head Start Program Performance Standards and is based on sound child development principles about how children grow and learn.

(6) Deficiency means:

- (i) An area or areas of performance in which an Early Head Start or Head Start grantee agency is not in compliance with State or Federal requirements, including but not limited to, the Head Start Act or one or more of the regulations under parts 1301, 1304, 1305, 1306 or 1308 of this title and which involves:
 - (A) A threat to the health, safety, or civil rights of children or staff;
 - (B) A denial to parents of the exercise of their full roles and responsibilities related to program governance;
 - (C) A failure to perform substantially the requirements related to Early Childhood Development and Health Services, Family and Community Partnerships, or Program Design and Management; or
 - (D) The misuse of Head Start grant funds.
- (ii) The loss of legal status or financial viability, as defined in part 1302 of this title, loss of permits, debarment from receiving Federal grants or contracts or the improper use of Federal funds; or
- (iii) Any other violation of Federal or State requirements including, but not limited to, the Head Start Act or one or more of the regulations under parts 1301, 1304, 1305, 1306 or 1308 of this title, and which the grantee has shown an unwillingness or inability to correct within the period specified by the responsible HHS official, of which the responsible HHS official has given the grantee written notice of pursuant to section 1304.61.

(7) Developmentally appropriate means any behavior or experience that is appropriate for the age span of the children and is implemented with attention to the different needs, interests, and developmental levels and cultural backgrounds of individual children.

(8) Early Head Start program means a program that provides low-income pregnant women and families with children from birth to age 3 with family-centered services that facilitate child development, support parental roles, and promote self-sufficiency.

(9) Family means for the purposes of the regulations in this part all persons:

- (i) Living in the same household who are:
 - (A) Supported by the income of the parent(s) or guardian(s) of the child enrolling or participating in the program; or
 - (B) Related to the child by blood, marriage, or adoption; or
- (ii) Related to the child enrolling or participating in the program as parents or siblings, by blood, marriage, or adoption.

(10) Guardian means a person legally responsible for a child.

(11) Health means medical, dental, and mental well-being.

(12) Home visitor means the staff member in the home-based program option assigned to work with parents to provide comprehensive services to children and their families through home visits and group socialization activities.

(13) Individualized Family Service Plan (IFSP) means a written plan for providing early intervention services to a child eligible under Part H of the Individuals with Disabilities Education Act (IDEA). (See 34 CFR 303.340-303.346 for regulations concerning IFSPs.)

(14) Minimum requirements means that each Early Head Start and Head Start grantee must demonstrate a level of compliance with Federal and State requirements such that no deficiency, as defined in this part, exists in its program.

(15) Policy group means the formal group of parents and community representative required to be established by the agency to assist in decisions about the planning and operation of the program.

(16) Program attendance means the actual presence and participation in the program of a child enrolled in an Early Head Start or Head Start program.

(17) Referral means directing an Early Head Start or Head Start child or family member(s) to an appropriate source or resource for help, treatment or information.

(18) Staff means paid adults who have responsibilities related to children and their families who are enrolled in Early Head Start or Head Start programs.

(19) Teacher means an adult who has direct responsibility for the care and development of children from birth to 5 years of age in a center-based setting.

(20) Volunteer means an unpaid person who is trained to assist in implementing ongoing program activities on a regular basis under the supervision of a staff person in areas such as health, education, transportation, nutrition, and management.

(b) In addition to the definitions in this section, the definitions as set forth in 45 CFR 1301.2, 1302.2, 1303.2, 1305.2, 1306.3, and 1308.3 also apply, as used in this part.

PERFORMANCE STANDARDS	ACTION TO BE TAKEN	WHO IS RESPONSIBLE	TIMELINE	DOCUMENTATION FOR OUTCOME
1304.50 Program Governance				
1304.50(a) Policy Council, Policy Committee, and Parent Committee structure.				
1304.50(a)(1) Grantee agencies must 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, as required;				
1304.50(a)(1)(i) Policy Council. This council must be established at the grantee level.				
1. Ensure the election of Policy Council Representative(s) from each program according to Policy Council By-Laws.	LPD	Sep	Parent Meeting Minutes File (HSA-25) Officer List (HS4-14)	
1304.50(a)(1)(ii) Policy Committee. This Committee must be established at the delegate agency level when the program is administered in whole or in part by such agencies (see CFR 45 1301.2 for a definition of a delegate agency).				
N/A				
1304.50(a)(1)(iii) Parent Committee. For center-based programs, this Committee must be established at the center level. For other program options, an equivalent Committee must be established at the local program level. When programs operate more than one option from the same site, the Parent Committee membership is combined unless parents choose to have a separate Committee for each option.				
1. Establish a Parent Committee in each local program.	LPD	Sep	Parent Meeting Minutes File (HSA-25)	
2. Provide an option to the Home Based and Huntsville center based to be separate or combined.	LPD	Sep	Parent Meeting Minutes File (HSA-25)	
3. Review Parent Committee Organizational chart.	PC	Jun - July	Parent Committee Org. Chart (HS4-13) Policy Council Meeting File	
4. Review Parent Committee Officer Duties.	LP Parent Committee	Mar - Apr	Officer Duties (HS4-13) Parent Meeting Agenda	
5. Submit revision suggestions to Family Community Specialist.	LPD	May	Officer Duties (HS4-13)	
6. Update Officer Duties and submit to Policy Council for review.	FCS	June - July	Officer Duties (HS4-13) Policy Council Meeting File	
1304.50(a)(2) Parent Committees must be comprised exclusively of the parents of children currently enrolled at the center level for center-based programs or at the equivalent level for other program options (see 45 CFR 1306.3(h) for a definition of a Head Start Parent). Head Start parent means a Head Start child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree.				
1. Ensure that Parent Committee is comprised of parents of children currently enrolled in the program.	LPD	Aug - July	Child Tracking Software	
1304.50(a)(3) All Policy Councils, Policy Committees, and Parent Committees must be established as early in the program year as possible. Grantee Policy Councils and delegate Policy Committees may not be dissolved until successor Councils or Committees are elected and seated.				
1. Schedule first Parent Committee meeting for the program year.	LPD	Sep	Parent Meeting Minutes File (HSA-25)	
2. Discuss policy groups and Parent Committees responsibilities during registration, orientation, and first Parent Committee meeting.	LPD/ FSW/ HV	Ongoing	Parent Orientation (HSA-28) Parent Meeting Minutes (HSA-25)	
3. Provide information about the role and importance of the policy groups and Parent Committees following the Parent Committee Procedures.	LPD/ FCS	Ongoing	Parent Orientation (HSA-28) Parent Meeting Minutes (HSA-25) Parent Bulletin Board Parent Involvement Monthly Report (HS4-8) Parent Handbook (HS4-31)	
4. Provide opportunities for outgoing members of policy groups to play an active role in recruiting, orienting, and training new members.	LPD/ FCS	Ongoing	PC Meeting Minutes File Parent Meeting Minutes File (HSA-25)	

5. Ensure that the Policy Council from the previous year is not dissolved until successor Council has been seated.	ED	June - Oct	PC Meeting Minutes File
1304.50(a)(4) When a grantee or delegate 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) The governing body (the group with legal and fiscal responsibility for administering the Early Head Start or Head Start program) and the Policy Council or Policy Committee must not have identical memberships and functions.			
1. Ensure that the Policy Council and the Board do not have identical memberships and functions as indicated in 1304.5 Appendix A.	ED	Ongoing	PC Meeting Minutes File BOD Meeting Minutes File
2. Elect one Policy Council Member to serve on the Governing Board.	PC	Oct and As Needed	PC Meeting Minutes File
3. Elect one Governing Board Member to serve on the Policy Council.	BOD	Oct and As Needed	BOD Meeting Minutes File
1304.50(b) Policy group composition and formation.			
1304.50(b)(1) Each grantee or delegate agency governing body operating an Early Head Start or Head Start program must (except where such authority is ceded to the Policy Council or Policy Committee) propose, within the framework of these regulations, the total size of their respective policy groups (based on the number of centers, classrooms or other program option units, and the number of children served by their Early Head Start or Head Start program), the procedures for the election of parent members, and the procedure for the selection of community Representatives. These proposals must be approved by the Policy Council or Policy Committee.			
1. Ensure the Policy Council membership meets regulations regarding group composition and formation of Policy Council.	BOD	Ongoing	Policy Council By-Laws
1304.50(b)(2) Policy Councils and Policy Committees must be comprised of two types of Representatives; parents of currently enrolled children and community Representatives. At least 51 percent of the members of these policy groups must be the parents of currently enrolled children (see 45 CFR 1306.3(h) for a definition of a Head Start parent).			
1. Ensure the Policy Council parent representatives are elected by each local parent committee according to Policy Council By-Laws following the Parent Committee Procedures.	LPD	Sep	Parent Meeting Minutes File (HSA-25) Officer List (HS4-14)
2. Submit recommendations for Community Representatives to Executive Director.	Staff / Community/ Parents	Sep and As Needed	Nomination Letter
3. Submit nominations to Policy Council for approval/disapproval.	ED	Oct and As Needed	PC Meeting Minutes File
4. Ensure that the Policy Council is made up of at least 51% of parents of currently enrolled children.	ED	Ongoing	Child Tracking Software Attendance Record PC Meeting Minutes File
1304.50(b)(3) Community Representatives must be drawn from the local community; public or private community, civic, and professional organizations; and others who are familiar with resources and services for low-income children and families, including for example, the parents of formerly enrolled children.			
1. Submit recommendations for Community Representatives to Executive Director.	Staff/ Community/ Parents	Sep and As Needed	Nomination Letter
2. Review nominations for representatives from the local community; public or private community, civic, and professional organizations; and others who are familiar with resources and services for low-income children and families, including for example, the parents of formerly enrolled children.	ED	As Needed	Nomination File
3. Submit nominations to Policy Council for approval/disapproval.	ED	Oct and As Needed	PC Meeting Minutes File

1304.50(b)(4) All parent members of Policy Councils or Policy Committees must stand for election or re-election annually. All community Representatives also must be selected annually.			
1. Ensure elections are held each year.	LPD	Sep As Needed	Parent Meeting Minutes File (HSA-25) Officer List (HS4-14)
2. Submit Community Representative nominations to Policy Council for approval/disapproval.	ED	Oct and As Needed	PC Meeting Minutes File
1304.50(b)(5) Policy Councils and Policy Committees must limit the number of one-year terms any individual may serve on either body to a combined total of three terms.			
1. Ensure Policy Council Representative serve no more than three program years total.	ED	Ongoing	Policy Council Roster
2. Ensure Community Representative serve no more than three program years total.	ED	Ongoing	Policy Council Roster
1304.50(b)(6) No grantee or delegate agency staff (or members of their immediate families) may serve on Policy Councils or Policy Committees except parents who occasionally substitute for regular Early Head Start or Head Start staff. In the case of Tribal grantees, this exclusion applies only to Tribal staff who work in areas directly related to or which directly impact upon any Early Head Start or Head Start administrative, fiscal or programmatic issues.			
1. Ensure regular employees and members of their immediate family do not serve on Policy Council.	ED/ PDS-HR	Ongoing	Personnel Files Employee Roster
1304.50(b)(7) Parents of children currently enrolled in all program options must be proportionately represented on established policy groups.			
1. Ensure program options will be proportionately represented as designated in Policy Council By-Laws.	ED	Annually	BOD Meeting Minutes File Policy Council By-Laws
1304.50(c) Policy group responsibilities – general			
1304.50(c)(1) At a minimum policy groups must be charged with the responsibilities described in paragraphs (d), (f), (g), and (h) of this section and represented in appendix A of this section.			
1. Ensure Policy Council Timeline for Review and Shared Decision Making is implemented addressing responsibilities described in 2007 Head Start Act.	ED	Ongoing	PC Meeting Minutes File Shared Decision Making/Governance Timeline Shared Decision Making/Governance Timeline Procedure
1304.50(d) The Policy Council or Policy Committee.			
1304.50(d)(1) Policy Councils and Policy Committees must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures;			
1. Ensure Policy Council Packets Procedures are implemented.	ED	Aug - July	Packets BOD/PC Meeting Packet Procedure
2. Elect one Policy Council Member to serve on the Governing Board.	PC	Oct and As Needed	PC Meeting Minutes File
1304.50(d)(1)(i) All funding applications and amendments to funding applications for Early Head Start and Head Start, including administrative services, prior to the submission of such applications to the grantee (in the case of Policy Committees) or to HHS (in the case of Policy Councils);			
1. Provide training on the grant process including amendments to funding applications and additional grant opportunities.	ED	Ongoing	PC Meeting Minutes File BOD Meeting Minutes File Training Agenda
2. Provide opportunities for Policy Council and Governing Board to review and develop the grant applications.	ED	Ongoing	PC Meeting Minutes File BOD Meeting Minutes File
3. Submit grant applications for approval/ disapproval.	ED	Ongoing	PC Meeting Minutes File BOD Meeting Minutes File
1304.50(d)(1)(ii) Procedures describing how the governing body and the appropriate policy group will implement shared decision-making;			

1. Ensure Governing Board and Policy Council Timelines for Review and Shared Decision Making are implemented.	ED	Ongoing	PC Meeting Minutes File BOD Meeting Minutes File Shared Decision Making/ Governance Timeline
2. Ensure elected board member represents the Governing Board on the Policy Council.	BOD	Ongoing	PC Meeting Minutes File
3. Ensure elected Policy Council member represents the Policy Council on the Governing Board.	PC	Ongoing	BOD Meeting Minutes File
4. Provide meeting minutes in respective meeting packets following the Governing Board and Policy Council Meeting Packet Procedures.	ED	Ongoing	Policy Council Packet Governing Board Packet BOD/ PC Meeting Packet Procedure
1304.50(d)(1)(iii) Procedures for program planning in accordance with this part and the requirements of 45 CFR 1305.3;			
1. Ensure agency Planning Procedures are implemented.	ED	Ongoing	Meeting Minutes File
2. Review information obtained from:			
a. Community Assessment - Needs, Trends and Analysis	Management Team	CA Schedule	Community Assessment Report
b. Self-Assessment and On-going Monitoring - Findings and Analysis	Management Team	Feb - April	Self-Assessment Report
c. Child Development Outcomes Data - Trends and Analysis	Management Team	Ongoing	Child Outcome Data
d. Staff Training Needs	Management Team	May - June	Workshop Evaluations Staff Appraisals T/TA Plan
e. Program Information Report	Management Team	May - June	PIR
f. Federal On-Site Monitoring/Audit Findings	Management Team	May - June	Annual Audit Report Tri-annual Federal Monitor Report
g. National, Regional, State and Local Regulations/Priorities	Management Team	Ongoing	Notifications
3. Develop agency program plans.	ED	Ongoing	Agency Program Plans
4. Submit agency program plans to Policy Council and Governing Board for approval/disapproval.	ED	Ongoing	PC Meeting Minutes File Agency Website
5. Distribute the approved agency program plans to parents, staff and other interested parties.	ED	Ongoing	Communication Documentation Agency Website
1304.50(d)(1)(iv) The program's philosophy and long and short range program goals and objectives (see 45 CFR 1304.51(a) and 45 CFR 1305.3 for additional requirements regarding program planning			
1. Ensure that Policy Council members are aware of established agency time frames and agency Planning Procedures.	ED	Ongoing	PC Meeting Minutes File Agency Planning Procedures
2. Discuss program vision with Policy Council.	ED	Ongoing	PC Meeting Minutes File
3. Establish subcommittees.	PC	Ongoing	PC Meeting Minutes File
4. Obtain recommendations from Parent Committees.	PC	Ongoing	Parent Meeting Minutes File (HSA-25)
5. Review financial statements to determine if adequate resources exist to support goals and objectives.	ED	Ongoing	PC Meeting Minutes File
6. Develop an agency program plan with Governing Board and staff.	ED	June - Sep	PC Meeting Minutes File
7. Submit agency program plan to Policy Council and Governing Board for approval/disapproval.	ED	Nov	PC Meeting Minutes File
8. Distribute the approved agency Program Plan to parents, staff and other interested parties.	ED	Ongoing	Communication Documentation Agency Website
1304.50(d)(1)(v) The selection of delegate agencies and their service areas (this regulation is binding on Policy Councils exclusively) (see 45 CFR 1305.3(a) for additional requirements about delegate agency and service area selection, respectively).			
N/A			

(vi)The composition of the Policy Council or the Policy Committee and the procedures by which policy group members are chosen;			
1. Follow procedures as described in Subpart C.			
1304.50(d)(1)(vii) Criteria for defining recruitment, selection and enrollment priorities, in accordance with the requirements of 45 CFR part 1305;			
1. Review recruitment, selection, enrollment and attendance requirements (45 CFR part 1305) at Policy Council Orientation.	SSA	Oct	Policy Council Training Orientation File
2. Provide Policy Council and Governing Board Criteria for defining recruitment, selection and enrollment priorities for review and discussion.	ED/ SSA	Dec	PC Meeting Minutes File ERSEA Criteria (HSA-40)
3. Submit to Policy Council and Governing Board Criteria for defining recruitment, selection and enrollment priorities for approval/disapproval.	ED/ SSA	Jan	PC Meeting Minutes File ERSEA Criteria (HSA-40) Agency Website
4. Provide Policy Council 1305 ERSEA Plan for review and discussion.	ED/ SSA	Mar	PC Meeting Minutes File
5. Submit to Policy Council 1305 ERSEA Plan for approval/disapproval.	ED/ SSA	Apr	PC Meeting Minutes File
1304.50(d)(1)(viii) The annual self-assessment of the grantee or delegate agency's progress is carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the federal monitoring review (see 45 CFR 1304.51(l)(1) for additional requirements about the annual self-assessment); (At least once each program year, with the consultation and participation of the policy groups and, as appropriate, other community members, grantee and delegate agencies must conduct a self-assessment of their effectiveness and progress in meeting program goals and objectives and in implementing Federal regulations.)			
1. Review and update agency Self-Assessment Procedures.	ED/ SSA	Annually	Updated Self-Assessment Procedures Head Start Personnel Forms
2. Provide revised agency Self-Assessment Procedures to Policy Council and Governing Board for review and discussion.	ED/ SSA	Nov	PC Meeting Minutes File BOD Meeting Minutes File
3. Submit revised agency Self-Assessment Procedures to Policy Council and Governing Board for approval/disapproval.	ED/ SSA	Dec	PC Meeting Minutes File BOD Meeting Minutes File
4. Ensure the Program Self-Assessment Procedures are implemented.	ED	Annually	Self-Assessment Procedures Self-Assessment Documentation File PC Meeting Minutes File BOD Meeting Minutes File
5. Ensure the Audit Procedures are implemented.	ED/ FO/ BOD	Annually	Audit Procedures Audit Report BOD Meeting Minutes File
6. Ensure findings from the federal monitoring review are corrected.	ED	Every three years	Federal Monitoring Report
1304.50(d)(1)(ix) Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, and volunteers;			
1. Review and update agency Personnel Policy Manual.	ED/ PDS-HR	Annually	Updated Personnel Policy Manual Head Start Personnel Forms
2. Provide revised Personnel Policy Manual to Policy Council and Governing Board for review and discussion.	ED/ PDS-HR	June	PC Meeting Minutes File BOD Meeting Minutes File
3. Submit revised Personnel Policy Manual to Policy Council and Governing Board for approval/disapproval.	ED/ PDS-HR	July	PC Meeting Minutes File BOD Meeting Minutes File
1304.50(d)(1)(x) Decisions to hire or terminate the Early Head Start or Head Start director of the grantee or delegate agency; and			
1. Review and update Hiring and Termination Procedures regarding Executive Director.	ED/ PDS-HR	Annually	ED Director Hiring and Termination Procedures
2. Submit Executive Director candidate for hire or termination to Policy Council for approval/ disapproval.	BOD PC Personnel Committee	As Needed	PC Meeting Minutes File PC Approval/Disapproval Form (HSP-1) (HSP-151)

1304.50(d)(1)(xi) Decisions to hire or terminate any person who works primarily for the Early Head start or Head Start program of the grantee or delegate agency.

1. Review and update Hiring and Termination Procedures regarding all staff primarily working for Head Start.	ED/ PDS-HR	Annually	Recruitment and Selection/ New Employee Processing/ Staff Termination Procedures
2. Submit candidates (including any person who works primarily for the Head Start program) for hire or termination to Policy Council for approval/ disapproval.	PDS-HR PC Personnel Committee	As Needed	PC Meeting Minutes File PC Approval/Disapproval Form (HSP-1) (HSP-151)

1304.50(d)(2) In addition, Policy Councils and Policy Committees must perform the following functions directly:

Section 642 (c) Program Governance (2) Policy Council (D) Responsibilities—The Policy Council shall approve and submit to the governing body decisions about each of the following activities---

- (i) Activities to support the active involvement of parents in supporting program operations, including policies to ensure the Head Start agency is responsive to community and parent needs.
- (ii) Program recruitment, selection, and enrollment priorities.
- (iii) Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
- (iv) Budget planning for program expenditures, including policies for reimbursement and participation in Policy Council activities.
- (v) Bylaws for the operation of the Policy Council.
- (vi) Program personnel policies and decisions regarding the employment of program staff, consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.
- (vii) Developing procedures for how members of the Policy Council of the Head Start agency will be elected.
- (viii) Recommendations on the selection of delegate agencies and the service areas for such agencies.

In addition, the Policy Council is responsible for reviewing information provided them regarding:

Sec. 642 Powers and Functions of Head Start Agencies (d) Program Governance Administration---(2) Conduct of Responsibilities—Each Head Start Agency shall ensure the sharing of accurate and regular information for use by the governing body and Policy Council, about program planning, policies, and Head Start agency operations, including—

- (A) monthly financial statements, including credit card expenditures;
- (B) monthly program information summaries;
- (C) program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- (D) monthly reports of meals and snacks provided through program of the Department of Agriculture;
- (E) the financial audit;
- (F) the annual self-assessment, including any findings related to such assessment;
- (G) the communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- (H) communication and guidance from the Secretary; and
- (I) the program information reports.

1304.50(d)(2)(i) Serve as a link to the Parent Committees, grantee and delegate agency governing bodies, public and private organizations, and the communities they serve;

1. Ensure that a representative from the Policy Council sits on the Board of Directors.	ED	Ongoing	Sign In Sheet
2. Present any pertinent information back to the local program Parent Committees.	PC Representative(s)	Ongoing	Parent Meeting Minutes File (HSA-25)
3. Provide Head Start Program Performance Standards, bylaws, notices, and general information to all interested parties.	ED	Ongoing	As Requested Agency Website

1304.50(d)(2)(ii) Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in Early Head Start and Head Start and to encourage their participation in the program;

1. Provide Parent Committees and program staff information about parent's rights, responsibilities and opportunities in Head Start.	FCS	Ongoing	Parent Handbook
2. Encourage parents to take part in the Head Start Program.	PC/ All Staff	Ongoing	Parent Handbook Parent Meeting Minutes File (HSA-25) Family Partnership Agreement/ Progress Notes (HS4-23) Home Visit/ Parent Teacher Conference Form (HS3-21)
3. Ensure Parent Committee Procedures are implemented.	FCS	Ongoing	Parent Meeting Minutes File (HSA-25)
1304.50(d)(2)(iii) Assist Parent committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities;			
1. Encourage parents to discuss parent activities that the program sponsors and assess effectiveness.	PC Representative LPD	Ongoing	Parent Meeting Minutes File (HSA-25)
2. Obtain input from parents how they would like to participate in the program.	PC Representative LPD	Ongoing	Volunteer Inquiry (HS10-9) Parent Questionnaire (HS4-7)
3. Assist in securing funding, personnel, and other resources to support desired activities.	PC Representative LPD/ FO	Ongoing	Parent Meeting Minutes File (HSA-25)
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; and			
1. Work with Parent Committees to encourage parent participation.	PC Representative PC Alternates	Ongoing	Parent Meeting Minutes File (HSA-25) Agency Website
2. Assess the types and quality of volunteer opportunities.			
3. Suggest where to look for community volunteers and resources.			
4. Section on importance of volunteering on the agency website along with the Volunteer Handbook and application.			
1304.50(d)(2)(v) Establish and maintain procedures for working with the grantee or delegate agency to resolve community complaints about the program.			
1. Provide the Policy Council and the Governing Board the agency Community Complaint Procedures for review and discussion.	ED	Feb	PC Meeting Minutes File BOD Meeting Minutes File
2. Submit to the Policy Council and the Governing Board the agency Community Complaint Procedures for approval/disapproval.	ED	Mar	Community Complaint Procedures Agency Website
3. Implement Community Complaint Procedures.	ED/ APD-ES/ FCS	Ongoing	Compliance Procedures
1304.50(e) Parent Committee			
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;			
1. Ensure Parent Committee elects officers following Parent Committee Procedures.	LPD	Sep Parent Meeting	Parent Meeting Minutes File (HSA-25) Parent Committee Procedures
2. Ensure parents are elected to serve on the Education Committee.	LPD	Sep Parent Meeting	Parent Meeting Minutes File (HSA-25)
1304.50(e)(2) Plan, conduct, and participate in informal as well as formal programs and activities for parents and staff; and			
1. Ensure that the Parent Committee participates in the planning of programs and activities for parents and staff.	LPD	Ongoing	Parent Meeting Minutes File (HSA-25)
2. Foster discussion by the Parent Committee what parents would like to do and what they would like to learn.	LPD	Ongoing	Parent Meeting Minutes File (HSA-25) Parent Training Survey (HS4-15)
1304.50(e)(3) Within the guidelines established by the governing body, Policy Council, or Policy committee, participate in the recruitment and screening of Early Head Start and Head start employees.			
1. Assist with how and where to recruit potential employees.	Parent Committee	Ongoing	Parent Meeting Minutes File (HSA-25) Parent Bulletin Board

1304.50(f) Policy Council, Policy Committee, and Parent Committee reimbursement.			
(1) Grantee agencies must enable low-income members to participate fully in their group responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the members			
1. Provide the Policy Council the agency Reimbursement Procedure for review and discussion.	ED	Jan	PC Meeting Minutes File Reimbursement Procedure
2. Submit to Policy Council the agency Reimbursement Procedure for approval/disapproval.	ED	Feb	PC Meeting Minutes File Reimbursement Procedure Agency Website
3. Ensure the Reimbursement Procedure is implemented.	ED/ LPD/ FO	Monthly	Sign In Sheets Vendor Files
1304.50(g) Governing body responsibilities.			
1304.50(g)(1) Grantee agencies must 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.			
1. Review and update as appropriate the Governing Board timeline for review period and shared decision making (Governing Board Responsibilities).	ED	Aug	Shared Decision Making/Governance Timeline
2. Provide to Board of Directors the Governing Board Timeline for Review Period and Shared Decision Making (Governing Board Responsibilities) for review and discussion.	ED	Sep	BOD Meeting Minutes File
3. Submit the Governing Board Timeline for Review Period and Shared Decision Making (Governing Board Responsibilities) for approval/disapproval.	ED	Oct	BOD Meeting Minutes File
1304.50(g)(2) Grantee agencies must ensure that appropriate internal controls are established and implemented to safeguard Federal funds in accordance with 45 CFR 1301.13.			
1. Review and update as appropriate the agency Accounting and Financial Manual.	ED with input from FO and Auditor	July	Accounting and Financial Manual
2. Provide the Policy Council and the Governing Board the agency Accounting and Financial Manual for review and discussion.	ED	Aug	PC Meeting Minutes File BOD Meeting Minutes File Agency Website
3. Submit the agency Accounting and Financial Manual for approval/disapproval.	ED	Sep	PC Meeting Minutes File BOD Meeting Minutes File
1304.50(h) Internal dispute resolution.			
1304.50(h)(1) Each grantee agency and Policy Council or Policy Committee jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.			
1. Review and update as appropriate the agency Internal Dispute Resolution.	ED	Feb	Internal Dispute Procedure/Mediation Policy (HSA-18)
2. Provide the Policy Council and the Governing Board the agency Internal Dispute Resolution Procedure for review and discussion.	ED	Mar	PC Meeting Minutes File BOD Meeting Minutes File Agency Website
3. Submit to the Policy Council and the Governing Board the agency Internal Dispute Resolution Procedure for approval/disapproval.	ED	Apr	PC Meeting Minutes File BOD Meeting Minutes File

Section 642 (c) Program Governance (1) Governing Body (E) Responsibilities—The governing body shall--

- (i) have legal and fiscal responsibility for administering and overseeing programs under this subchapter, including the safeguarding of Federal funds;
 - (ii) adopt practices that assure active, independent, and informed governance of the Head Start agency, including practices consistent with subsection (d)(1), and fully participate in the development, planning, and evaluation of the Head Start programs involved;
 - (iii) be responsible for ensuring compliance with Federal laws (including regulations) and applicable State, tribal, and local laws (including regulations); and
 - (iv) be responsible for other activities, including—
 - (I) selecting delegate agencies and the service areas for such areas;
 - (II) establishing procedures and criteria for recruitment, selection, and enrollment of children;
 - (III) reviewing all applications for funding and amendments to applications for funding for programs under this subchapter;
 - (IV) establishing procedures and guidelines for accessing and collecting information described in subsection (d)(2);
- (d) Program Governance Administration--(2) Conduct of Responsibilities—Each Head Start Agency shall ensure the sharing of accurate and regular information for use by the governing body and Policy Council, about program planning, policies, and Head Start agency operations, including—
- (A) *monthly financial statements, including credit card expenditures;*
 - (B) *monthly program information summaries*
 - (C) *program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;*
 - (D) *monthly reports of meals and snacks provided through program of the Department of Agriculture;*
 - (E) *the financial audit;*
 - (F) *the annual self-assessment, including any findings related to such assessment;*
 - (G) *the communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;*
 - (H) *communication and guidance from the Secretary; and*
 - (I) *the program information reports.*
- (V) reviewing and approving all major policies of the agency, including—
- (aa) the annual self-assessment and financial audit;
 - (bb) such agency's progress in carrying out the programmatic and fiscal provisions in such agency's grant application, including implementation of corrective actions, and
 - (cc) personnel policies of such agencies regarding the hiring, evaluation, termination, and compensation of agency employees;
- (VI) developing procedures for how members of the Policy Council are selected, consistent with paragraph (2)(B):
- (2) *Policy Council--(B) Composition and Selection--*
- (i) *The Policy Council shall be elected by the parents of children who are currently enrolled in the Head Start program of the Head Start agency.*
 - (ii) *The Policy Council shall be composed of--*
- (I) parents of children who are currently enrolled in the Head Start program of the Head Start agency (including any delegate agency), who shall constitute a majority of the members of the Policy Council; and
 - (II) members at large of the community served by the Head Start agency (including any delegate agency), who may include parents of children who were formerly enrolled in the Head Start program of the agency.
- (VII) approving financial management, accounting, and reporting policies, and compliance with laws and regulations related to financial statements, including the---
- (aa) approval of all major financial expenditures of the agency;
 - (bb) annual approval of the operating budget of the agency;
 - (cc) selection (except when a financial auditor is assigned by the State under State law or is assigned under local law) of independent financial auditors who shall report all critical accounting policies and practices to the governing body, and
 - (dd) monitoring of the agency's actions to correct any audit findings and of other action necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices;
- (VIII) reviewing results from monitoring conducted under section 641A(c), including appropriate follow-up activities;
- (IX) approving personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency;
- (X) establishing, adopting, and periodically updating written standards of conduct that establish standards and formal procedures for disclosing, addressing, and resolving--
- (aa) any conflict of interest, and any appearance of a conflict of interest, by members of the governing body, officers and employees of the Head Start agency, and consultants and agents who provide services or furnish goods to the Head Start agency; and
 - (bb) complaints, including investigations, when appropriate; and
- (XI) to the extent practicable and appropriate, at the discretion of the governing body, establishing advisory committees to oversee key responsibilities related to program governance and improvement of the Head Start program involved.

1304.51 Management systems and procedures.			
1304.51(a) Program planning.			
1304.51(a)(1) Grantee agencies must develop and implement a systematic, ongoing process of program planning that includes consultation with the program's governing body, policy groups, and program staff, and with other community organizations that serve Early Head Start and Head Start or other low-income families with young children. Program planning must include:			
1304.51(a)(1)(i) An assessment of community strengths, needs and resources through completion of the community Assessment, in accordance with the requirements of 45 CFR 1305.3;			
1. Review and update as appropriate the agency Community Assessment/ Update Procedures.	ED/ FCS	April - May	Community Assessment/ Update Procedures
2. Provide the Policy Council and the Governing Board the agency Community Assessment/Update Procedures for review and discussion.	ED/ FCS	April	PC Meeting Minutes File BOD Meeting Minutes File
3. Submit to the Policy Council and the Governing Board the agency Community Assessment/Update Procedures for approval/disapproval.	ED/ FCS	May	PC Meeting Minutes File BOD Meeting Minutes File Agency Website
4. Ensure the agency Community Assessment/Update Procedures are implemented.	ED/ FCS	April - Jan	Community Assessment/ Update Procedures
5. Review and update as appropriate the agency Community Assessment/ Update Analysis.	ED/ FCS	July - Jan	Community Assessment Analysis
6. Provide the Policy Council and the Governing Board the agency Community Assessment Analysis for review and discussion.	ED/ FCS	Dec	PC Meeting Minutes File BOD Meeting Minutes File
7. Submit to the Policy Council and the Governing Board the agency Community Assessment Analysis for approval/disapproval.	ED/ FCS	Jan	PC Meeting Minutes File BOD Meeting Minutes File Agency Website
1304.51(a)(1)(ii) The formulation of 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 Early Head Start and Head Start, and reflect the findings of the program's annual self-assessment; and			
1. Ensure the agency Planning Procedures are implemented.	ED	Annually	Agency Planning Procedures Meeting Minutes Summary Report Self-Assessment Report Goals and Objectives Manymoon Project Tracking System
2. Provide the Policy Council and the Governing Board the agency philosophy and goals/objectives for review and discussion.	ED	Oct	PC Meeting Minutes File BOD Meeting Minutes File
3. Submit to the Policy Council and the Governing Board the agency philosophy goals/objectives for approval/disapproval.	ED	Nov	PC Meeting Minutes File BOD Meeting Minutes File Agency Website
1304.51(a)(1)(iii) The development of written plan(s) for implementing services in each of the program areas covered by this part (e.g., Early Childhood Development and Health Services, Family and Community Partnerships, and Program Design and Management); See the requirements of 45 CFR parts 1305, 1306, and 1308.			
1. Review and revise written program plans and agency forms outlining the implementation for services addressing:	Management Team		Service Plans and Procedures Material Review Procedure
a. Subpart B-Early Childhood and Development Services		Mar - April	
b. Subpart C-Family and Community Partnerships		Feb - Mar	
c. Subpart D-Program Design and Management		Dec - Jan	
d. 1310 Transportation Plan		Nov - Dec	

e. 1308 Disability Plan		April - May	
f. 1305 Eligibility, Recruitment, Selection, Enrollment, and Attendance in Head Start		Jan - Feb	
1304.51(a)(2) All written plans for implementing services, and the progress in meeting them. Must be reviewed by the grantee or delegate agency staff and reviewed and approved by the Policy Council or Policy Committee at least annually, and must be revised and updated as needed.			
1. Review written program plans following timeline above.	Management Team	Jan - June	Service Plans and Procedures
2. Provide written program plans to the Policy Council and Governing Board for review:	ED		PC Meeting Minutes File BOD Meeting Minutes File Agency Website
a. Subpart B-Early Childhood and Development Services		May	
b. Subpart C-Family and Community Partnerships		Apr	
c. Subpart D-Program Design and Management		Feb	
d. 1310 Transportation Plan		Jan	
e. 1308 Disability Plan		June	
f. 1305 Eligibility, Recruitment, Selection, Enrollment, and Attendance in Head Start		Mar	
3. Submit written program plans to the Policy Council and Governing Board for approval/disapproval:	ED		PC Meeting Minutes File BOD Meeting Minutes File
a. Subpart B-Early Childhood and Development Services		June - July	
b. Subpart C-Family and Community Partnerships		May - June	
c. Subpart D-Program Design and Management		Mar - Apr	
d. 1310 Transportation Plan		Feb - Mar	
e. 1308 Disability Plan		July - Aug	
f. 1305 Eligibility, Recruitment, Selection, Enrollment, and Attendance in Head Start		April - May	
4. Provide all staff approved written program plans during pre-service.	ED	Aug	Center Notebooks Agency Website
5. Ensure agency Calendar Procedures are implemented.	ED	Ongoing	Agency Calendar Procedures
1304.51(b) Communications – general			
1304.51(b)(1) Grantee agencies must establish and implement systems to ensure that timely and accurate information is provided to parents, policy groups, staff, and the general community.			
1. Review and update as appropriate agency Communication Procedures with input from all agency staff, BOD and PC.	ED	Dec - Jan	Communication Procedures
2. Ensure the agency Communication Procedures are implemented.	ED	Daily	Communication Procedures
3. Publish an Annual Report that discloses the following information from the most recently concluded fiscal year, except that reporting such information shall not reveal personally identifiable information about an individual child or parent:	ED/ FCS	Once each Fiscal Year	Annual Report Agency Website
a. The total amount of public and private funds received and the amount from each source.			
b. An explanation of budgetary expenditures and proposed budget for the fiscal year.			
c. The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served.			
d. The results of the most recently review by the Secretary and the financial audit.			

e. The percentage of enrolled children that received medical and dental exams.			
f. Information about parent involvement activities.			
g. The agency's efforts to prepare children for kindergarten.			
h. Any other information required by the Secretary.			
1304.51(c) Communication with families.			
1304.51(c)(1) Grantee agencies must ensure that effective two-way comprehensive communications between staff and parents are carried out on a regular basis throughout the program year.			
1. Review and update as appropriate agency Communication Procedures with input from all agency staff, BOD and PC.	ED	Dec - Jan	Communication Procedure
2. Ensure the agency Communication Procedures are implemented.	ED	Daily	Communication Procedures
1304.51(c)(2) Communication with parents must be carried out in parents' primary or preferred language or through an interpreter, to the extent feasible.			
1. Obtain an interpreter when bi-lingual staff is not available on-site.	LPD/ FSW/ FCS	As Needed	In-Kind Sheets (HSF-5)
1304.51(d) Communication with governing bodies and policy groups.			
Grantee agencies must ensure that the following information is provided regularly to their grantee governing bodies and to members of their policy groups;			
1304.51(d)(1) Procedures and timetables for program planning;			
1. Review and update as appropriate the governing board timeline for review period and shared decision making (Governing Board Responsibilities).	ED	Aug	Shared Decision Making/Governance Timeline
2. Provide to Board of Directors the governing board timeline for review period and shared decision making (Governing Board Responsibilities) for review and discussion.	ED	Sep	BOD Meeting Minutes File
3. Submit the Governing Board Timeline for Review Period and Shared Decision Making (Governing Board Responsibilities) for approval/disapproval.	ED	October	BOD Meeting Minutes File
4. Ensure the agency Calendar Procedure is implemented.	ED	Ongoing	Calendar Procedure
5. Ensure the agency Planning Procedures are implemented.	ED	Ongoing	Planning Procedures
1304.51(d)(2) Policies, guidelines, and other communications from HHS;			
1. Review communications from HHS (and get clarification, if needed) and post appropriately on the agency website for review.	ED	Ongoing	HHS Communication File Agency Website
2. Review Governing Board Operational Notebook with new board members.	ED	As Needed	Board Member Training File
3. Arrange and facilitate annual Governing Board training.	ED	Sep	Board Member Training File
4. Review Policy Council Notebook with new Policy Council members.	ED/ LPD	As Needed	PC Job Description (HS4-18)
5. Arrange and facilitate annual Policy Council training.	ED	Oct and As Needed	Policy Council Member Training File
6. Review and provide pertinent information to Governing Board and Policy Council using the following: Board and Policy Council meetings, fax, telephone, home visits, memos, Weekly Communiqué, meetings, email, agency website, agency newsletter, etc.	ED/ PDS-HR/ Management Team	Ongoing	PC Meeting Minutes File BOD Meeting Minutes File Agency Website
1304.51(d)(3) Program and financial reports; and			
1. Prepare and provide first draft monthly financials along with a written analysis to the management team for review and discussion.	FO	Monthly	Financial Meeting Minutes File Email Records
2. Revise if needed the first draft monthly financials along with a written analysis.	FO	Monthly	Monthly Financial Report
3. Post Financial Report for Policy Council on the agency website for review.	ED/ FO	Monthly	PC Meeting Minutes File Agency Website

4. E-Mail or mail Financial Report with meeting packets to Governing Board and post on the agency website for review.	ED/ FO	Monthly	BOD Meeting Minutes File Agency Website
5. Review with Policy Council and Governing Board Finance/Audit Committees monthly financial reports and all financial reports as requested.	FO	Monthly and As Requested	PC Meeting Minutes File BOD Meeting Minutes File
6. Review with Policy Council and Governing Board monthly financial reports and all financial reports as requested at their meetings.	FO	Monthly	PC Meeting Minutes File BOD Meeting Minutes File
7. Submit to Policy Council and Governing Board for review, discussion and approval/disapproval.	ED/ FO	Monthly	PC Meeting Minutes File BOD Meeting Minutes File
1304.51(d)(4) Program plans, policies, procedures, and Early Head Start and Head Start grant applications.			
1. Provide to Governing Board and Policy Council either by mail or on the agency website:	ED	Annually or As Needed	PC Meeting Minutes File BOD Meeting Minutes File
a. Service Plans			
b. Appropriate Policies			
c. Appropriate Procedures			
d. Grant Application requests			
e. Monthly financial statements, including credit card expenditures.			
f. Monthly program information summaries (Central Office Reports)			
g. Program enrollment reports			
h. Monthly reports of meals and snacks provided through programs of the Department of Agriculture			
i. The annual financial audit			
j. The annual Self-Assessment Report including related findings			
k. The annual Community Assessment/Update including any updates			
l. Communication and guidance from the Secretary			
m. The annual Program Information (PIR) Report			
1304.51(e) Communication among staff.			
1304.51(e)(1) Grantee and delegate agencies must have mechanisms for regular communication among all program staff to facilitate quality outcomes for children and families.			
1. Review and update as appropriate agency Communication Procedures.	ED with input from all Staff	Dec - Jan	Communication Procedures
2. Ensure the agency Communication Procedures are implemented.	ED	Daily	Communication Procedures
3. Provide and maintain electronic suggestion box on the agency website Interoffice>Communication>Suggestions.	All Staff	Ongoing	Suggestions Agency Website
1304.51(f) Communication with delegate agencies.			
1304.51(f)(1) Grantees must have a procedure for ensuring that delegate agency governing bodies, Policy Committees, and all staff receives all regulations, policies, and other pertinent communications in a timely manner.			
N/A			
1304.51(g) Record-keeping systems.			
1304.51(g)(1) Grantee and delegate agencies must establish and maintain efficient and effective record-keeping systems to provide accurate and timely information regarding children, families, and staff and must ensure appropriate confidentiality of this information.			
1. Review and update as appropriate agency Record-keeping and Reporting Procedures.	ED with input from all Staff	Dec - Jan	Record-keeping and Reporting Procedures
2. Ensure the agency Record-keeping and Reporting Procedures are implemented.	ED	Daily	Record-keeping and Reporting Procedures

a. Confidentiality Policy Regarding Records: Ensure staff sign and abide the agency Confidentiality Procedures.	ED/ PDS-HR	Annually	Signed form (HSP-162)
b. Use of Standard Forms: Implement the Form Production Procedures	Management Team	Ongoing	Form Production Procedures Forms Listings
c. Record Retention:	All Staff	Ongoing	Record-keeping and Reporting Procedures
d. Form Revision: Implement the Form Production Procedures	Management Team	Ongoing	Form Production Procedures Forms Listings
e. Transfer of Child's Records to Next Placement: Refer to the Child and Family Transition Procedures	LPD	Ongoing	Child and Family Transition Procedures Release of Information Form (HSA-7)
f. Form Use and Storage at the Local Program:	Local Program Staff	Ongoing	Record-keeping and Reporting Procedures
• Maintain child and family files at the Local Program.			
• Maintain classroom files at the Local Program.			
• Maintain Home Base files at the Local Program.			
• Maintain Local Program administrative files at the Local Program.			
• Maintain kitchen/nutrition files at the Local Program.			
g. Form Use and Storage at the Central Office:	Management Team	Ongoing	Record-keeping and Reporting Procedures
• Maintain Specialist's files in Central Office.			
• Maintain Finance Office files in Finance/Central Office.			
• Maintain Administrative files in Central Office.			
h. Enter child and family information into the Child Tracking Software.	LPD/ FSW/ HV Management Team	Ongoing	Child Tracking Software Reports
1304.51(h) Reporting systems.			
Grantee and delegate agencies must establish and maintain efficient and effective 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 of program progress; and			
1. Ensure required and requested reports are generated and submitted for example:	All Staff	As Required/ Requested	Record-keeping and Reporting Procedures
a. Generate reports to the Governing Board and Policy Council, as required.	Management Team	Monthly	Record-keeping and Reporting Procedures Communication Procedures Policy Council Packet Governing Board Packet BOD/PC Meeting Packet Procedure Agency Website
b. Generate OHS Enrollment Reports as required.	SSA	Oct/ Jan/ March/ As Required	OHS Website Confirmation
c. Generate CCFP/USDA Reports	FO	Monthly	CCFP Reports
d. Generate reports for the auditor as requested	FO	As Needed	Audit Preparation File
e. Generate Program Information Reports	SSA	Aug	PIR Reports
f. Generate Child Outcome Data	APD-ES	As Scheduled	Child Outcome Data Child Outcome Procedures
g. Generate State Licensing Requirements	APD-ES	As Needed	State Licensing Regulations
1304.51(h)(2) Generate official reports for Federal, State, and local authorities, as required by applicable law.			
1. Ensure required reports are generated and submitted for example:	All Staff	Ongoing	Record-keeping and Reporting Procedures
a. Program Information Report (PIR)	SSA	Aug	PIR Reports

b. Wage Comparative Studies	ED/ PDS-HR	As Needed	Wage Comp Study
c. Agency T/TA Plan	ED/	Aug	T/TA Plan
d. SF-269 and SF-272	FO	Ongoing	Reports
e. Federal and State Unemployment Taxes	FO	Ongoing	Reports
f. CCFP Reimbursement Reports/ Applications	FO	Ongoing	CCFP Files
g. Government Returns as outlined in the Accounting and Financial Manual	FO	Ongoing	Reports
h. ERSEA Data to OHS	ED	As Requested	Email Records
i. Grant Application Clearinghouse	FO	With Grant Applications	Grant Application Files
2. Ensure completion of annual fiscal year audit.	BOD/ ED/ FO	Annually	FY Audit Report
a. Audit related forms: Form 990, Form 990-T	BOD/ ED/ FO	Annually	As Scheduled
3. Schedule and provide a periodic paperwork day for field staff to complete their required paperwork and report accordingly following the Paperwork Day Procedures.	ED	Agency Calendar	Record-keeping and Reporting Procedures Paperwork Day Procedures
1304.51(i) Program self-assessment and monitoring.			
1304.51(i)(1) At least once each program year, with the consultation and participation of the policy groups and, as appropriate, other community members, grantee and delegate agencies must conduct a self-assessment of their effectiveness and progress in meeting program goals and objectives and in implementing Federal regulations.			
1. Review and update as appropriate agency Self-Assessment Procedures.	ED with input from all Staff	Sep - Oct	Self-Assessment Procedures
2. Provide the Policy Council and the Governing Board the agency Self-Assessment Procedures for review and discussion.	ED	Dec	PC Meeting Minutes File BOD Meeting Minutes File Agency Website
3. Submit to the Policy Council and the Governing Board the agency Self-Assessment Procedures for approval/disapproval.	ED	Jan - Feb	PC Meeting Minutes File BOD Meeting Minutes File
4. Ensure the agency the Self-Assessment Procedures are implemented.	ED	Dec - Sep	Self-Assessment Procedures
1304.51(i)(2) Grantees must establish and implement procedures for the ongoing monitoring of their own Early Head Start and Head Start operations, as well as those of each of their delegate agencies, to ensure that these operations effectively implement Federal regulations.			
1. Ensure the effectiveness of management systems.	ED/ Management Team	Ongoing	Management Team Monitor Files All Related Procedures
a. Program Governance	ED/ BOD/ PC		
b. Planning	ED/ Management Team		
c. Communication	ED/ Management Team		
d. Record-Keeping & Reporting	ED/ Management Team		
e. Ongoing Monitoring	ED/ Management Team		
f. Self-Assessment	ED/ SSA		
g. Human Resources	ED/ PDS-HR/HRA		
h. Fiscal Management	ED/ FO/ BOD		
2. Ensure the effectiveness of the implementation of services to children, their families and staff.	All Staff	Ongoing	All Related Procedures Child Tracking Software Reports LAP-D Reports
a. Prevention & Early Intervention	CDS-W		

b. Individualization	APD-ES		Outcomes Data Family Partnership Agreement/ Progress Notes (HS4-23) Management Team Monitor Files Record-keeping and Reporting Procedures ERSEA Data Licensing Inspection Health Inspection Fire Inspection MOU Index and Files
c. Disability Services	FCS		
d. Curriculum & Assessment	APD-ES		
e. Family Partnership Building	FCS		
f. Parent Involvement	FCS		
g. Community Partnerships	FCS		
h. Eligibility, Recruitment, Selection, Enrollment, and Attendance	SSA		
i. Facilities, Materials, Equipment, & Transportation	PDS-HR/ HRA/ FCS/ APD-ES		
1304.51(i)(3) Grantees must inform delegate agency governing bodies of any deficiencies in delegate agency operations identified in the monitoring review and must help them develop plans, including timetables, for addressing identified problems.			
N/A			
1304.52 Human resources management.			
1304.52(a) Organizational structure.			
1304.52(a)(1) Grantee and Delegate agencies must establish and maintain an organizational structure that supports the accomplishment of program objectives. This structure must address the major functions and responsibilities assigned to each staff position and must provide evidence of adequate mechanisms for staff supervision and support.			
1. Develop and update agency Organizational Chart.	ED/ PDS-HR	Jan As Needed	Organizational Chart (HSA-35A & HSA-35B)
2. Provide the Policy Council and the Governing Board the updated agency Organizational Chart for review and discussion.	PDS-HR	Jan As Needed	PC Meeting Minutes File BOD Meeting Minutes File
3. Submit to the Policy Council and the Governing Board the agency Organizational Chart for approval/disapproval.	PDS-HR	Jan As Needed	PC Meeting Minutes File BOD Meeting Minutes File
4. Ensure agency job descriptions reflect duties as assigned by the agency Organizational Chart.	PDS-HR	Annually	Job Description File Personnel Files
5. Revise agency job descriptions as needed following the HR Document Revision Procedures.	PDS-HR	April As Needed	Job Description File HR Document Revision Procedures
6. Provide the Policy Council and the Governing Board the agency job descriptions for review and discussion.	PDS-HR	May As Needed	PC Meeting Minutes File BOD Meeting Minutes File Agency Website
7. Submit to the Policy Council and the Governing Board the agency job descriptions for approval/disapproval.	PDS-HR	May As Needed	PC Meeting Minutes File BOD Meeting Minutes File
1304.52(a)(2) At a minimum, grantee agencies must 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 (the Early Head Start or Head Start director);			
1. Ensure that a qualified individual is designated as Head Start Director (Executive Director).	BOD	As Needed	Application (HSP-37) Resume Job Description (HSP-60)
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; and			
1. Ensure that qualified individuals are designated as: Child Development Specialist-Wellness, Agency Program Director-Education Specialist, and Family Community Specialist.			Application (HSP-37) Resume Interview Questions
a. Child Development Specialist - Wellness manages Health, Nutrition, Child Abuse.	ED/ PDS-HR	As Needed	Job Description (HSP-64)

b. Agency Program Director-Education Specialist manages Education and Facilities.	ED/ PDS-HR	As Needed	Job Description (HSP-65)
c. Family Community Specialist manages Disabilities and Mental Health.	ED/ PDS-HR	As Needed	Job Description (HSP-88)
1304.52(a)(2)(iii) Management of family and community partnerships, including parent activities.			
1. Ensure qualified individuals are designated to the positions of Family Community Specialist as referenced in SEC. 642. (b) of the 2007 Head Start Act.	ED/ PDS-HR	As Needed	Application (HSP-37) Resume Interview Questions Job Description (HSP-88)
1304.52(b) Staff qualifications – general			
1304.52(b)(1) Grantee agencies must ensure that staff and consultants have the knowledge, skills, and experience they need to perform their assigned functions responsibly.			
1. Conduct pre-hiring orientation that includes: Head Start overview, agency overview, job description, job qualifications, benefits (salary, insurance, leave, etc.)	PDS-HR	As Needed	Job Description External/Internal Job Posting Benefits (HSP-24) Orientation Check List (HSP-32)
2. Ensure that selected staff applicant has knowledge and skills and experience they need to perform their job task.	PDS-HR/ PC/ Site Supervisor	At Hiring	Application (HSP-37) Resume Interview Questions Orientation Check List (HSP-32) PC Meeting Minutes File Policy Council Approval/ Disapproval Form (HSP-1)
3. Ensure agency staff is provided training opportunities to gain and enhance the knowledge and skills needed to fulfill their assigned job task.	ED/ LPD/ PDS-HR	Ongoing	Completed Training Forms Timesheets Child Tracking Software
4. Ensure consultants have knowledge, skills and experience they need to perform their assigned functions.	Management Team	Ongoing	Request for Proposals Contract File
1304.52(b)(2) In addition, grantee agencies must ensure that only candidates with the qualifications specified in this part and in 45 CFR 1306.21 are hired.			
1. Ensure that staff hired meets job qualifications.	ED/ PDS-HR	As Needed	Personnel Files Application (HSP-37) Interview Questions Job Description
1304.52(b)(3) Current and former Early Head Start and Head Start parents must receive preference for employment vacancies for which they are qualified.			
1. Ensure that past and present Head Start parents have priority for hiring when qualified.	PDS-HR	As Needed	PIR Application (HSP-37) Interview Questions Personnel Files
2. Post job vacancies on parent bulletin board, staff bulletin board, in newspapers and agency website.	PDS-HR/ SSA	As Needed	Notice of External/Internal Job Opening Recruitment and Selection Procedures
1304.52(b)(4) Staff and program consultants must be familiar with the ethnic background and heritage of families in the program and must be able to serve and effectively communicate, to the extent feasible, with children and families with no or limited English proficiency.			
1. Ensure staff are familiar with background and heritage of families served, by:			
a. Recruiting qualified, staff and consultants who are culturally and ethnically diverse.	PDS-HR	Ongoing	Application (HSP-37) Interview Questions

b. Using current and past parents and staff as resources for understanding different cultures.	LPD	Ongoing	Volunteers Parent Meeting Minutes (HSA-25)
c. Utilize available resources.	All Staff	Ongoing	www.nwacommunityresources.org In-Kind Sheets (HSF-4)
d. Staff training and workshops.	Management Team	Monthly Pre-Service	Training Files Child Tracking Software
1304.52(c) Early Head Start or Head Start Director qualifications.			
1304.52(c) The Early Head Start or Head Start director must have demonstrated skill and abilities in a management capacity relevant to human services program management.			
1. Ensure that Head Start Director meets job requirements and possess the needed attributes of:	BOD/ PC/ PDS-HR	As Needed	Application (HSP-37) Resume Reference Check (HSP-11) (HSP-12) Interview Questions (HSP-125) Job Description (HSP-61) (HSP-61A) Supervisor Effectiveness Survey (HSP-113) Staff Performance Evaluation (HSP-100)
a. Leadership ability.			
b. Good interpersonal and communication skills, including the ability to work as part of a team, communicate effectively both orally and in writing, receive and provide feedback, and manage dynamic interchanges in meetings.			
c. The ability to develop and manage a budget.			
d. An understanding of the Head Start philosophy and the ability to implement its principal of shared authority and decision-making.			
1304.52(d) Qualifications of content area experts.			
Grantee and delegate agencies must hire staff or consultants who meet the qualifications listed below to provide content area expertise and oversight on an ongoing or regularly scheduled basis. Agencies must determine the appropriate staffing pattern necessary to provide these functions.			
1. Ensure that staff and consultants are hired who meet job qualifications and the ability to:	ED/ PDS-HR/ PC	Ongoing	Job Description Application (HSP-37) Reference Check (HSP-11) (HSP-12) Evaluations (HSP-100) (HSP-112) Agency Survey (HSP-114) Supervisor Effectiveness Survey (HSP-113) Personnel File Resume Interview Questions Meeting/Training Sign-In Sheets Training Files Training Agendas
a. Plan and administer required program of services for children and families;			
b. Coordinate their program of activities with staff in other content areas and in other community agencies;			
c. Engage in ongoing assessment of the quality of services provided;			
d. Communicate effectively with others, including giving and receiving feedback on the quality of services;			
e. Cooperate successfully as a member of a team.			
f. Provide staff training and development, including on-site consultation, coaching, and mentoring of other staff;			
g. Furnish supervision for ongoing program development; and			
h. Meet any specific content area requirements.			
1304.52(d)(1) Education and child development services must be supported by 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. In addition, staff or consultants must meet the qualifications for classroom teachers, as specified in section 648A of the Head Start Act and any subsequent amendments regarding the qualifications of teachers.			
1. Ensure that Agency Program Director – Education Specialist meets or exceeds the qualifications for classroom teacher and has the following specific abilities:	ED/ PDS-HR/ PC	As Needed	Personnel File Job Description (HSP-65) PC Meeting Minutes File Policy Council Approval/ Disapproval Form (HSP-1) Application (HSP-37) Interview Questions
a. Guide the planning and implementation of a comprehensive child development program that meets the Head Start definition of curriculum in all program options and settings;			
b. Put into practice theories and sound principles of child and adult education;			

c. Embrace the role of the parent as the primary educator of the child and promote and support attachment between parent and child.			Reference Check (HSP-11) (HSP-12) Specialized Training Certifications
CLASSROOM TEACHERS: 1. Ensure classroom teachers meet or exceed the qualifications as specified in section 648A of the Head Start Act.	ED/ PDS-HR/ PC	Hiring Ongoing	Application (HSP-37) Education Documentation Evaluations (HSP-100) (HSP-112)
a. PROFESSIONAL REQUIREMENTS: Each Head Start classroom in a center-based program is assigned one teacher who has demonstrated competency to perform functions that include:	ED/ PDS-HR/ PC	Hiring Ongoing	Education Documentation Evaluations (HSP-100) (HSP-112) Specialized Training Certificates
i. Planning and implementing learning experiences that advance the intellectual and physical development of children, including improving the readiness of children for school by developing their literacy and phonemic, print awareness, their understanding and use of language, their understanding and use of increasingly complex and varied vocabulary, their appreciation of books, their understanding of early math and early science, their problem solving abilities, and their approaches to learning.			
ii. Establishing and maintaining a safe, healthy learning environment;			
iii. Supporting the social and emotional development of children;			
iv. Encouraging the involvement of the families of the children in a Head Start program and supporting the development of relationships between children and their families.			
b. DEGREE REQUIREMENTS: Ensure that not later than September 30, 2013, at least 50 percent of all Head Start teachers have:	ED/ PDS-HR/ PC	Ongoing	Education Documentation Certificates Diplomas Transcripts
i. A baccalaureate or advanced degree in early childhood education; or			
ii. A baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education, with experience in teaching preschool-age children.			
c. ALTERNATIVE CREDENTIALING REQUIREMENTS: Each Head Start classroom that does not have a teacher that meets the requirements of b. is assigned one teacher who has the following during the period specified: Through September 30, 2011--	ED/ PDS-HR/ PC	Ongoing	Education Documentation Certificates Diplomas Transcripts
i. A child development associate (CDA) credential that is appropriate to the age of the children being served in center-based programs;			
ii. A State-awarded certificate for preschool teachers that meets or exceeds the requirements for a child development associate credential;			
iii. An associate degree in early childhood education;			
iv. An associate degree in a related field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children; or			
v. A baccalaureate degree and has been admitted into the Teach For America program, passed a rigorous early childhood content exam, such as the Praxis II, participated in a Teach For America summer training institute that includes teaching preschool children, and is receiving ongoing professional development and support from Teach For America's professional staff.			

d. ALTERNATIVE CREDENTIALING REQUIREMENTS: Each Head Start Classroom that does not have a teacher that meets the requirements of b. is assigned one teacher who has the following during the period specified: As of October 1, 2011--	ED/ PDS-HR/ PC	Ongoing	Education Documentation Certificates Diplomas Transcripts
i. An associate degree in early childhood education;			
ii. An associate degree in a related field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children; or			
iii. A baccalaureate degree and has been admitted into the Teach For America program, passed a rigorous early childhood content exam, such as Praxis II, participated in a Teach For American summer training institute that includes teaching preschool children, and is receiving ongoing professional development and support from Teach For America's professional staff.			
d. MENTOR TEACHERS: An individual responsible for observing and assessing the classroom activities of a Head Start program and providing on-the-job guidance and training to the Head Start program staff and volunteers, in order to improve the qualifications and training of classroom staff, to maintain high quality education services, and to promote career development, in Head Start programs.	ED/ APD-ES	Ongoing	Education Documentation Evaluations (HSP-100) (HSP-112) Specialized Training Certificates
1304.52(d)(2) Health service must be supported by staff or consultants with training and experience in public health, nursing, health education, maternal and child health, of health administration. In addition, when a health procedure must be performed only by a licensed/certified health professional, the agency must assure that the requirement is followed.			
1. Ensure that Child Development Specialist-Wellness meets job requirements and possess other abilities, such as to:	ED/ PDS-HR/ PC	Ongoing	Personnel File Job Description (HSP-64) Request for Proposals Vendor File PC Meeting Minutes File Policy Council Approval/ Disapproval Form (HSP-1) Application (HSP-37) Interview Questions Reference check (HSP-11) (HSP-12) Special Training/ Certifications
a. Link families with an ongoing system of health care, assist parents in the selection of health providers, counsel them about child or family health problems, and promote parent involvement in all aspects of the health program;			
b. Negotiate with the Health Services Advisory Committee and local health care professionals and service providers to ensure that services for families are available and accessible;			
c. Review, evaluate, and interpret health records and other vital health service data;			
d. Promote health and safety practices in the program and coordinate safety and sanitation procedures, first aid, and emergency medical procedures.			
2. Ensure that appropriately qualified content area experts in health services are awarded contract and or agreements:	CDS-W/ PDS-HR/ SSA	Annually	Request for Proposals
a. Doctors			
b. Dentists			
1304.52(d)(3) Nutrition services must be supported by staff or consultants who are registered dietitians or nutritionists.			
1. Ensure that Child Development Specialist-Wellness meets job requirements and the following specific abilities:	ED/ PDS-HR/ PC	Ongoing	Personnel File PC Meeting Minutes File Resume Certifications
a. Experience in menu planning, including the quantity, quality, and variety of food to be purchased;			

b. The abilities to interpret nutrition assessment data, provide nutrition counseling for families, and in other ways promote good nutrition habits among children and families;			
c. Expertise to assist staff in dealing with children with feeding problems or special nutritional needs.			
2. Ensure that nutrition consultant possesses a current registration with the Commission on Dietetic Registration of the American Dietetic.	ED/ PDS-HR/ CDS-W	As Needed	Copy of current registration Request for Proposals
1304.52(d)(4) Mental health services must be supported by staff or consultants who are licensed or certified mental health professionals with experience and expertise in serving young children and their families.			
1. Ensure that Family Community Specialist (Mental Health) meets job requirements and following specific abilities:	ED/ PDS-HR/ PC	Ongoing	Request for Proposals PC Meeting Minutes File
a. Knowledge of treatment strategies in the areas of child behavior management and family crisis intervention,			
b. The ability to work with families in a supportive manner throughout the diagnostic and referral processes,			
c. The ability to work with staff to improve their own health and they, in turn, provide supportive services to families,			
d. The ability to broker the services or to provide counseling and treatment for children and families with diagnosed problems.			
2. Ensure that mental health consultants are licensed or certified mental health professionals with experience and appropriate expertise in serving young children and families.	ED/ SSA/ FCS	Ongoing	Request For Proposal Copy of current license or certification
1304.52(d)(5) Family and community partnership services must be supported by staff or consultants with training and experience in field(s) related to social, human, or family services.			
1. Ensure that Family Community Specialist (Social Services responsibilities) meets job requirements and has specific abilities, such as to:	ED/ PDS-HR/ PC	Ongoing	Personnel File Job Description (HSP-88) PC Meeting Minutes File Policy Council Approval/ Disapproval Form (HSP-1) Application (HSP-37) Interview Questions Reference Check (HSP-11) (HSP-12) Special Training or Certifications www.nwacommunityresources.org Family Partnership Agreement/ Progress Notes (HS4-23)
a. Develop referral systems and procedures and coordinate social service referrals and follow-up;			
b. Provide on-site consultation to family and community partnerships staff;			
c. Oversee transition services;			
d. Conduct advocacy work.			
2. Ensure that Family Service Workers provide quality and effective in home and other services (including needs assessment, development of service plans, family advocacy, and coordination of service delivery) to families of children participating in the Head Start program.	ED/ LPD/ FCS	Ongoing	www.nwacommunityresources.org Family Partnership Agreement/ Progress Notes (HS4-23) Personnel File
1304.52(d)(6) Parent involvement services must be supported by staff or consultants with training, experience, and skills in assisting the parents of young children in advocating and decision-making for their families.			
1. Ensure that Family Community Specialist (Parent Involvement responsibilities) meets job requirements and has specific abilities, such as to:	ED/ PDS-HR/ PC	Ongoing	Personnel File Job Description (HSP-88) PC Meeting Minutes File
a. Oversee the recruitment, training, and scheduling of parent volunteers;			

b. Work with the Policy Council and serve as a resource for the Parent Committee.			Policy Council Approval/ Disapproval Form (HSP-1)
c. Assist parents in developing and scheduling their own social and developmental activities and encourage and support parents in addressing community needs;			Application (HSP-37)
d. Keep the agency staff apprised of parent issues, and assist staff in designing and implementing a comprehensive, well-integrated plan for parent involvement that crosses all service areas.			Interview Questions
			Reference Check (HSP-11) (HSP-12)
			Special Training or Certifications
			www.nwacommunityresources.org
			Family Partnership Agreement/ Progress Notes (HS4-23)
			Volunteer Training
			Parent Meeting Minutes File (HS4-24)
			Management Team Meeting Minutes File
1304.52(d)(7) Disabilities services must be supported by staff or consultants with training and experience in securing and individualizing needed services for children with disabilities.			
1. Ensure the Family Community Specialist (Disability services responsibilities) meet job requirement and with specific abilities, such as to:	ED/ PDS-HR/ PC	Ongoing	Job Description (HSP-88)
a. Coordinate the process of assessing children, including initial screenings, ongoing developmental, and specialized assessment, to determine if a disability exists;			Personnel File
b. Work with an interdisciplinary team of professional staff and parents to develop and implement a Individualized Education Program for each child with disabilities;			PC Meeting Minutes File
c. Consult regularly with parents and staff on the progress of disabilities services and of the children with disabilities who are enrolled;			IEP Intake Visit
d. Work closely with local school districts to ensure the coordination of services;			PC/ BOD Reports
e. Advocate in the community for appropriate services for children with disabilities and their families.			Grants
1304.52(d)(8) Grantee agencies must secure the regularly scheduled or ongoing services of a qualified fiscal officer.			
1. Ensure that Fiscal Officer meets job requirements with specific abilities to, such as to:	ED/ PDS-HR/ PC	Ongoing	Personnel File
a. Develop, monitor, evaluate, and report on financial control programs and procedures, including compensation and benefits, to policy groups and staff;			Job Description (HSP-66)
b. Develop and maintain accurate charts of accounts, including the allocation of program income and outlays and in-kind contributions;			Application (HSP-37)
c. Initiate and direct, in coordination with other staff, cost studies and comparative analyses of alternative operating strategies;			Requests for Proposals
d. Assist in the resolution of audit exceptions and the implementation of auditors' recommendations and report all findings to management staff and governing bodies.			PC Meeting Minutes File
			BOD Meeting Minutes File
			Audit Report
1304.52(e) Home visitor qualifications.			
Home visitors must have knowledge and experience in child development and early childhood education; the principles of child health, safety, and nutrition; adult learning principles; and family dynamics. They must be skilled in communicating with and motivating people. In addition, they must have knowledge of community resources and the skills to link families with appropriate agencies and services.			
1. Ensure that Home Visitors meet job requirements and have specific abilities, such as to;	ED/ PDS-HR/ PC/ LPD	Ongoing	Personnel File
			Job Description (HSP-77)

a. Plan and develop with the parents an individualized program for the family, including establishing a caring professional relationship and a climate of mutual trust and respect for the parents;			Application (HSP-37) PC Meeting Minutes File Family Partnership Agreement/ Progress Notes (HS4-23) Parent Meeting Minutes (HSA-25) Socialization Days (HS7-9) (HS7-10) HV Report/Plan Procedures (HS7-16) HV Tracking System (HS7-14) HV Recording Log (HS7-15) www.nwacommunityresources.org Resource Directory
b. Work with parents to strengthen the family's knowledge of child development, including assisting parents to understand how children grow and learn, and planning and conducting child education activities with the parents which meet the child's intellectual, physical, emotional, and social needs;			
c. Assist parents in strengthening the families' knowledge of health and nutrition, including integrating health and nutrition education into the program, coordinating with other staff and parents regarding health screenings for family members, and providing information and referrals, if necessary; and			
d. Assist parents to strengthen their knowledge of community resources and support parents in problem solving.			
1304.52(f) Infant and toddler staff qualifications.			
(1)Early Head Start and Head Start staff working as teachers with infants and toddlers must obtain a Child Development Associate (CDA) credential for Infant and Toddler Caregivers or an equivalent credential that addresses comparable competencies within one year of the effective date of the final rule or, thereafter, within one year of hire as a teacher of infants and toddlers. In addition, infants and toddler teachers must have the training and experience necessary to develop consistent, stable, and supportive relationships with very young children. The training must develop knowledge of infant and toddler development, safety issues in infant and toddler care (e.g., reducing the risk of sudden Infant Death Syndrome), and methods for communicating effectively with infants and toddlers, their parents, and other staff members.			
N/A			
1304.52(g) Classroom staffing and home visitors.			
1304.52(g)(1) Grantee agencies must meet the requirements of 45 CFR 1306.20 regarding classroom staffing.			
1. Ensure that in center based program two staff members are employed in each classroom.	ED/ PDS-HR	Ongoing	Staff Roster
1304.52(g)(2) When a majority of children speak the same language, at least one classroom staff member or home visitor interacting regularly with the children must speak their language.			
1. Ensure that whenever possible classroom staff speaks the language spoken by the majority of the children served.	ED/ PDS-HR	Ongoing	Child Tracking Software Reports PIR
2. Ensure that when less than a majority of the children speak a language other than the language spoken by the majority of the children the agency will:			
a. Provide or arrange for staff training to develop needed language skills as a step toward becoming bilingual;	LPD/ ED	As Needed	Transcripts Certificates
b. Use parent or community volunteers to facilitate communication;	LPD	As Needed	Volunteer Records
c. Aggressively recruit staff who are bilingual; and	PDS-HR	As Needed	External Job Postings Newspaper Ads
d. Contact community organizations that represent the culture and language of the families served.	LPD/ FCS	As Needed	Community Contact Documentation
1304.52(g)(3) For center-based programs, the class size requirements specified in 45 CFR 1606.32 must be maintained through the provision of substitutes when regular classroom staff are absent.			
1. Ensure that child-staff ratios are maintained by;	ED/ LPD/ Management Team	As Needed	Classroom Monitors
a. Recruitment of volunteers	LPD	As Needed	In-Kind Sheets (HSF-4)

b. Recruitment of substitutes	LPD	As Needed	Timesheets Sub Rosters Sub Packets Substitute Procedures
1304.52(g)(4) Grantee agencies must ensure that each teacher working exclusively with infants and toddlers has responsibility for no more than four infants and toddlers and that no more the eight infants and toddlers are placed in any one group. However, if state, Tribal or local regulation specify staff/child ratios and group sizes more stringent than this requirement, the State, Tribal or local regulations must apply.			
N/A			
1304.52(g)(5) Staff must supervise the outdoor and indoor play areas in such a way that children's safety can be easily monitored and ensured.			
1. Ensure that children are supervised to monitor the safety of children at all times.	LPD	At All Times	Observation/ On-Going Monitoring Procedures
a. Indoors - children will never be left unattended	LPT/ LPD/ TA	At All Times	Observation/ On-Going Monitoring Procedures
b. Outdoors - staff will follow Playground Supervisory Procedures	LPT/ LPD/ TA	At All Times	Playground Supervisory Procedures (HSS-43)
2. Implement Ongoing Monitoring System (Internal).	ED Management Team	Annually Ongoing	Management Team Monitor Files Indoor/Outdoor Safety Checklist (HSS-43)
3. Review external monitors and implement plan of actions and/or work orders as needed.	All Staff	Monthly	OSHA Monitor (HSS-3) Licensing Reports
1304.52(h) Standards of conduct.			
1304.52(h)(1) Grantee agencies must ensure that all staff, consultants, and volunteers abide by the program's standards of conduct. These standards must specify that:			
1. Ensure that all staff review and sign agency Standards of Conduct.	ED/ PDS-HR/ LPD	When Hired Pre-service	Signed Form(s) (HSA-55) Signed Acknowledgement Personnel Policy #625
1304.52(h)(1)(i) They will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability;			
1. Ensure that children of all races, religions, family backgrounds, and cultures are treated with respect and consideration, staff will;	All Staff	At All Times	Observation/ On-Going Monitoring Procedures
a. Encourage adult male involvement in the classroom and other parts of the program;	LP Staff / FSW/ FCS	Ongoing	In-Kind Sheets (HSF-4) Parent Meeting Minutes File (HSA-25)
b. Provide opportunities for intergenerational activities through use of grandparents and community elders as volunteers;	LP Staff / FSW/ FCS	Ongoing	In-Kind Sheets (HSF-4) Parent Meeting Minutes File (HSA-25)
c. Provide both boys and girls with equal opportunities to participate in all activities; and	LP Staff / LPD/ APD-ES	Ongoing	Daily Schedule Lesson Plan Guide (HS3-10)
d. Provide book, toys, music, activities, and decorations that reflect the diversity of all children.	LP Staff / LPD/ APD-ES	Ongoing	ECERS Monitoring Results General Health Monitor (HS6-6)
2. Implement Ongoing Monitoring System (Internal).	Management Team	Annually Ongoing	MH Provider Observation CCFP Monitoring Review Form (HS9-9)
3. Review external monitors and implement plan of actions and/or work orders as needed.	All Staff	Monthly	Management Team Monitor Files Indoor/Outdoor Safety Checklist (HSS-43) OSHA Monitor (HSS-3) Licensing Reports
1304.52(h)(1)(ii) They will follow program confidentiality policies concerning information about children, families, and other staff members;			
1. Ensure that all staff will conform to Federal, State and local laws regarding confidentiality policies.	ED/ PDS-HR/ LPD	At All Times	Signed Policy (HSP-162) Staff Notebook Check in/out

a. Confidential information will be seen by and discussed only with staff members who can demonstrate a need for the information in order to perform their jobs;	LPT/ FSW/ LPD	At All Times	www.nwacommunityresources.org Family Partnership Agreement/ Progress Notes (HS4-23)
b. Staff personnel records will not be disclosed without the written consent of the staff member;	PDS-HR	At All Times	Written response to see file
c. Staff has the right to examine their own personnel files and to respond to the contents of those files.	PDS-HR	After Written Request	Written response to see files
2. Implement Ongoing Monitoring System (Internal).	Management Team	Annually Ongoing	Management Team Monitor Files
1304.52(h)(1)(iii) No child will be left alone or unsupervised while under their care; and			
1. Ensure that children are under adult supervision at all times.	All Staff	At All Times	Child/staff Ratio Worksheet Observation/ On-Going Monitoring Procedures Management Team Monitor Files Indoor/Outdoor Safety Checklist (HSS-43) Licensing Reports Accreditation Files
2. Ensure that state licensing child-staff ratios are maintained.	All Staff	At All Times	
3. Ensure that no child is ever left alone or unattended.	All Staff	At All Times	
4. Implement Ongoing Monitoring System (Internal).	Management Team	Annually Ongoing	
5. Review external monitors and implement plan of actions and/or work orders as needed.	All Staff	Monthly	
1304.52(h)(1)(iv) They will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, they will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.			
1. Ensure the use of positive, non-punitive methods of guidance and discipline by;	All Staff	At All Times	Center Monitors Observation/ On-Going Monitoring Procedures Signed Guidance and Discipline Policy (HSA-31) Classroom Rules ECERS Monitoring Results MH Monitor (HS8-9) MH Provider Observation CCFP Monitoring Review Form (HS9-9) Management Team Monitor Files Indoor/Outdoor Safety Checklist (HSS-43) Licensing Reports Accreditation Files
a. Developing clear, reasonable, consistent and age-appropriate rules and expectations for children and, to the extent possible, engage children themselves in the rule-setting process;	LPT/ LPD/ TA/LP Staff/ All Staff/ Classroom Staff	At All Times	
b. Working with children to help them solve problems, instead of imposing solutions;	Classroom Staff	At All Times	
c. Reducing the potential need for discipline by anticipating and eliminating sources of trouble whenever possible; and	Classroom Staff	At All Times	
d. Respect and acknowledge children's feelings.	Classroom Staff	At All Times	
2. Implement Ongoing Monitoring System (Internal).	Management Team	Annually Ongoing	
3. Review external monitors and implement plan of actions and/or work orders as needed.	All Staff	Monthly	
1304.52(h)(2) Grantee agencies must ensure that all employees engaged in the award and administration of contracts or other financial awards sign statements that they will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.			
1. Ensure that all staff review and sign Employee Code of Conduct.	PDS-HR	When Hired Pre-service	Signed Acknowledgement Personnel Policy #625
2. Provide training to all staff on Employee Code of Conduct.	PDS-HR	When Hired Pre-service	Training Record Signed Acknowledgement
1304.52(h)(3) Personnel policies and procedures must include provision for appropriate penalties for violating the standards of conduct.			
1. Ensure that Employee Code of Conduct and consequences of breaching code is included in Personnel Policy Manual.	ED/ PDS-HR	When Hired	Personnel Policy #625

2. Provide all employees NWAHSHS, Inc. access to a Personnel Policy Manual.	PDS-HR	When Hired Pre-service	Employee materials check out form (HSP-34) Agency Website Signed Acknowledgement
1304.52(i) Staff performance appraisals			
1304.52(i)(1) Grantee agencies must, at a minimum, perform annual performance reviews of each Early Head Start and 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.			
1. Ensure that all staff receive performance reviews by emailing notification to employees supervisor.	PDS-HR	As Needed	Personnel Audit Performance Evaluation Procedures
a. 2 weeks (new employee/position changes)	Supervisor/ PDS-HR	As Scheduled	Personnel File Performance Evaluation Procedures
b. 520 working hours (new employees/position changes)	Supervisor/ PDS-HR	As Scheduled	Personnel File Performance Evaluation Procedures
c. Annually (all staff)	Supervisor/ PDS-HR	April	Evaluation Form (HSP-100) (HSP-112)
2. Ensure Request for Training and Follow-up Procedures are followed regarding Staff Appraisals.	Supervisor/ PDS-HR	As Needed	Request for Training and Follow-up Procedures Evaluation Form (HSP-100) (HSP-112) Performance Evaluation Procedures
1304.52(j) Staff and volunteer health.			
1304.52(j)(1) Grantee agencies must assure that each staff member has an initial health examination (that includes screening for tuberculosis) and a periodic re-examination (as recommended by their health care provider or as mandated by State, Tribal, or local laws) so as to assure that they do not, because of communicable diseases, pose a significant risk to the health or safety of others in the Early Head Start or Head Start program that cannot be eliminated or reduced by reasonable accommodation. This requirement must be implemented consistent with the requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.			
1. Ensure that all staff receives an initial health examination.	PDS-HR	Upon hiring/ and when advised by (AOHC)	Health Exam from (AOHC)
2. Maintain records of initial health exams and follow-ups.	PDS-HR	Ongoing	Medical Files
3. Ensure that all Local Program Staff have a current Health Card (including TB test or chest x-ray) or sign TB Risk Assessment Form.	PDS-HR	Ongoing	TB Card
4. Provide all staff the opportunity to receive Hepatitis vaccine during new staff orientation.	PDS-HR	Ongoing	Medical File Declination Form (HSS-41) Employee Medical File Spreadsheet
1304.52(j)(2) Regular volunteers must be screened for tuberculosis in accordance with State, Tribal or local laws. In the absence of State, Tribal or local law, the Health services Advisory Committee must be consulted regarding the need for such screening (see 45 CFR 1304.3(20) for definition of volunteer).			
1. Ensure that all regular volunteers have a current health card.	LPD	Ongoing	Observe Volunteer Health Card Volunteer Orientation
1304.52(j)(3) Grantee agencies must make mental health and wellness information available to staff with concerns that may affect their job performance.			
1. Ensure that mental health information is provided to staff.	FCS	Ongoing	Memos
2. Ensure that wellness information is provided to staff.	FCS	Ongoing	Agency Website Agency Newsletter Workshop Agenda Staff Meeting Minutes Weekly Communiqué

1304.52(k) Training and development.			
1304.52(k)(1) Grantee agencies must provide an orientation to all new staff, consultants, and volunteers that includes, at a minimum, the goals and underlying philosophy of Early Head Start and/or Head Start and the ways in which they are implemented by the program.			
1. Ensure that an orientation is provided to staff.	ED	As Needed	Orientation Agenda (HSP-32) New Employee Processing Procedures
a. Pre-hiring: that includes an overview of Head Start, the agency, program benefits and reviewing the appropriate job description.	PDS-HR	Orientation	Orientation Agenda (HSP-32) Signed Job Description New Employee Processing Procedures Full Time Benefit Package (HSP-24)
b. Post-hiring: that includes mission of agency, introduction to Performance Standards, program policies.	Supervisor	As Needed Pre-Service	New staff training form Signed Forms Personnel Policy Manual Agency Binder
2. Ensure that an orientation is provided to volunteers.	FCS/ LPD	As Needed	Volunteer Orientation
3. Ensure that an orientation is provided to consultants.	Management Team	As Needed	Consultant Orientation
1304.52(k)(2) Grantee agencies must establish and implement a structured approach to staff training and development, attaching academic credit whenever possible. This system should be designed to help build relationships among staff and to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities, in accordance with the requirements of 45 CFR 1306.23.			
1. Establish a training record on all staff.	Child Development Team/ SSA/ APD-ES/ PDS-HR	Ongoing	Staff Training Data Base – Child Tracking Software
2. Assign field staff an experienced staff member (mentor when needed) for training.	PDS-HR	As needed	New Staff Orientation (HSP-32) New Staff Training Form
3. Assess own training needs.	All Staff	Annually	Evaluations (HSP-100) (HSP-112)
4. Review and input guidance into staff training needs:	Management Team	Workshop After Probation/ Annually As Needed	Staff Training Needs Workshop Evaluations (HS1-5) Staff Evaluation (HSP-100) (HSP-112) Management Team Meeting Minutes File Evaluation Appraisal
a. Agency Self-Assessment Results			
b. Workshop Evaluations			
c. Staff Performance Appraisal Reviews			
5. Ensure the agency T/TA Plan is implemented.	ED	Ongoing	T/TA Plan Training Records
6. Ensure agency Request for Training and Follow-up Procedures are implemented.	ED	Ongoing	Training Request Procedures Training Records
7. Ensure agency Workshop/Pre-service Procedures are implemented.	ED	Ongoing	Workshop Procedures Training Records
8. Implement the agency's Knowledge Management Strategy.	Management Team	Annually Ongoing	Knowledge Management Strategy
1304.52(k)(3) At a minimum, this system must include ongoing opportunities for staff to acquire the knowledge and skills necessary to implement the content of the Head Start Program Performance Standards. This program must also include:			
1. Schedule Arkansas Child Care Orientation Training for appropriate staff.	APD-ES	As Needed	Training Records Agendas Sign-In Sheets
2. Ensure ongoing opportunities are provided to staff to acquire the knowledge and skills necessary to implement the Head Start Performance Standards.	ED/ APD-ES/ PDS-HR		T/TA Plan Training Records
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 and other caretakers; and			

1. Ensure that all staff implement the agency Child Abuse and Neglect Plan/Procedures.	ED/ CDS-W	At All Times	Child Abuse and Neglect Plan/Procedures
a. Know they are mandated for reporting suspected child abuse and neglect.	LPD/ CDS-W	At All Times	Meeting Agenda Parent Handbook Personnel Policy Manual
b. Receive training on agency Child Abuse and Neglect Plan/Procedures.	LPD/ CDS-W	As Needed Pre-service	New Staff Training Form (HSP-9) Pre-service Agenda Staff Meeting Minutes Files Agency Website
1304.52(k)(3)(ii) Methods for planning for successful child and family transitions to and from the Early Head Start or Head Start program.			
1. Ensure the Child and Family Transition Procedures are implemented.	ED/ FCS/ LPD	Ongoing	Child and Family Transition Procedures
1304.52(k)(4) Grantee agencies must provide training or orientation to Early Head Start and Head Start governing body members. Agencies must also provide orientation and ongoing training to Early Head Start and Head Start Policy Council and Policy Committee members to enable them to carry out their program governance responsibilities effectively.			
1. Ensure the Governing Board and Policy Council Training Procedures are implemented.	ED	Ongoing	BOD/ PC Training Procedures Shared Decision Making/Governance Timeline PC Meeting Minutes File BOD Meeting Minutes File
1304.53 Facilities, materials, and equipment.			
1304.53(a) Head Start physical environment and facilities.			
1304.53(a)(1) Grantee agencies must provide a physical environment and facilities conducive to learning and reflective of the different stages of development of each child.			
1. Provide and utilize developmentally appropriate classroom and playground set-up as stated in Sub-Part-B Service Plans.	LP Staff/ HV/ APD-ES	Ongoing	ECERS Monitor Center License
2. Maintain local program inventory, identify equipment, toys, materials, and furniture in need of replacement and submit to.	LPD/ LP Staff	Ongoing	Inventory File Purchase Order (HSF-3)
3. Complete Basic List of Equipment, Materials and Supplies and develop center wish list and submit to Agency Program Director-Education Specialist.	LPD/ LP Staff	Oct - Nov	Basic List of Equipment, Materials & Supplies (HS3-44) Wish List File
a. Staff related order and submit proposed order of replacement materials to Executive Director.	APD-ES	Nov - Dec	
4. Complete Art Supply Inventory and submit to Agency Program Director-Education Specialist.	LPD	April - May	Art Supply Inventory (HS3-4)
a. Staff agency art order and submit proposed order of replacement materials to Executive Director.	APD-ES	June - July	Purchase Orders (HSF-3)
5. Implement Ongoing Monitoring System (Internal).	Management Team	Annually Ongoing	ADA Checklist (HS5-15) Management Team Monitor Files
6. Review external monitors and implement plan of actions and/or work orders as needed.	All Staff	Monthly	Indoor/Outdoor Safety Checklist (HSS-43) OSHA Monitor (HSS-3) Licensing Reports Accreditation Files
1304.53(a)(2) Grantee agencies must provide appropriate space for the conduct of all program activities (see 45 CFR 1308.4 for specific access requirements of children with disabilities).			
1. Maintain state licensing regulations.	LPD/ APD-ES/ PDS-HR	Ongoing	Child Care Center License
2. Implement Ongoing Monitoring System (Internal).	Management Team	Annually	ADA Checklist (HS5-15)

a. Develop plan of action when ADA checklist reveals non-compliance.	PDS-HR/ FCS	As Needed	Plan of Action
3. Review external monitors and implement plan of actions and/or work orders as needed.	All Staff	Monthly	Management Team Monitor Files OSHA Monitor (HSS-3) Indoor/Outdoor Safety Checklist (HSS-43) OSHA Monitor (HSS-3) Licensing Reports Accreditation Files
1304.53(a)(3) The center space provided by grantee agencies must be organized into functional areas that can be recognized by the children and that allow for individual activities and social interactions.			
1. Ensure facilities rented, purchased or built will adequately meet licensing regulations regarding space.	PDS-HR/ APD-ES/ LPD	Ongoing	Licensing Reports Management Team Monitor Files
2. Implement Ongoing Monitoring System (Internal).	Management Team	Annually Ongoing	OSHA Monitor (HSS-3) Indoor/Outdoor Safety Checklist (HSS-43)
3. Review external monitors and implement plan of actions and/or work orders as needed.	All Staff	Monthly	Management Team Monitor Files Child Care Center License
4. Arrange classroom into functional areas.	Education Staff/ LPD/ APD-ES	Ongoing	Professional Playground Evaluations Accreditation Files
a. Separate noisy/quiet areas from inactive/active			
b. Place activity areas near necessary resources			
c. Design safe traffic patterns			
5. Ensure playground layout supports developmental progress and prevents injuries.	LPD/ PDS-HR/ APD-ES	Ongoing	
a. Ensure layout avoids crowding in any one area			
b. Provide space for each type of activity including individual and social interactions			
1304.53(a)(4) The indoor and outdoor space in Early Head Start or Head Start centers in use by mobile infants and toddlers must be separated from general walkways and from areas in use by preschoolers.			
N/A			
1304.53(a)(5) Centers must have at least 35 square feet of usable indoor space per child available for the care and use of children (i.e., exclusive of bathrooms, halls, kitchen, staff rooms ,and storage places) and at least 75 square feet of usable outdoor play space per child.			
1. Maintain state licensing regulations.	LPD/ APD-ES/ PDS-HR	At All Times	Child Care Center License Licensing Inspections Management Team Monitor Files
1304.53(a)(6) Facilities owned or operated by Early Head Start and Head Start grantee must meet the licensing requirements of 45 CFR 1306.30.			
1. Maintain state licensing regulations.	LPD	At All Times	Child Care Center License Licensing Inspections Management Team Monitor Files
1304.53(a)(7) Grantee agencies must provide for the maintenance, repair, safety, and security of all Early Head Start and Head Start facilities, materials and equipment.			
1. Ensure materials and equipment purchased are safe and appropriate.	All Staff	Ongoing	Management Team Monitor Files
a. Implement Ongoing Monitoring System (Internal).	All Staff	Ongoing	OSHA Monitor (HSS-3)
b. Review external monitors and implement plans of action and/or work orders as needed.	All Staff	Ongoing	Indoor Outdoor Checklist Plan of Action
2. Ensure facilities are maintained and in good repair.	All Staff	Ongoing	Work Order (HSA-11)
a. Implement Ongoing Monitoring System (Internal).	ED/ PDS-HR/ APD-ES	As needed	Emergency Preparedness Plan Indoor/Outdoor Safety Checklist (HSS-43)

b. Review external monitors and implement plans of action and/or work orders as needed.	All Staff	Monthly	
3. Ensure a safe and secure facility.	All Staff	Ongoing	
a. Implement Ongoing Monitoring System (Internal).	ED/ PDS-HR/ APD-ES	Annually	
b. Review external monitors and implement plans of action and/or work orders as needed.	All Staff	Monthly	
1304.53(a)(8) Grantee agencies must provide a center-based environment free of toxins, such as cigarette smoke, lead, pesticides, herbicides, and other air pollutants as well as soil and water contaminants. Agencies must ensure that no child is present during the spraying of pesticides or herbicides. Children must not return to the affected area until it is safe to do so.			
1. Ensure that Centers are free of toxins.	All Staff	Ongoing	Management Team Monitor Files OSHA Monitor (HSS-3) Indoor/Outdoor Safety Checklist (HSS-43) Plan of Action Work Order (HSA-11)
a. Implement Ongoing Monitoring System (Internal).	ED/ PDS-HR/ APD-ES	Annually	
b. Review external monitors and implement plans of action and/or work orders as needed.	All Staff	Monthly	
2. Post no smoking signs.	LPD/ PDS-HR	At All Times	Observation/ On-Going Monitoring Procedures Posted Signs Management Team Monitor Files
3. Ensure fire inspection has been completed.	LPD/ APD-ES/ PDS-HR	Annually	Fire Inspection
4. Ensure that health inspection has been completed.	LPD/ APD-ES/ PDS-HR	Annually	Health Inspection
5. Ensure licensing inspection has been completed.	LPD/ APD-ES/ PDS-HR	Annually	Licensing Inspection
6. Ensure all staff review and sign a Smoke-Free Environment Policy.	PDS-HR	At Employment and Pre-service	Personnel File Personnel Policy #730 Signed Acknowledgement
7. Follow contract agreement for pest control services and ensure that no child is present during the spraying and does not return to the affected area until it is safe to do so.	LPD	Ongoing	Contract Agreement File
1304.53(a)(9) Outdoor play areas at center-based programs must be arranged so as to prevent any child from leaving the premises and getting into unsafe and unsupervised areas. Enroute to play areas, children must not be exposed to vehicular traffic without supervision.			
1. Gates on playground fences must be unlocked when children are present and replaced with a slip-lock.	All Staff	Ongoing	Observation/ On-Going Monitoring Procedures Management Team Monitor Files OSHA Monitor (HSS-3) Indoor/Outdoor Safety Checklist (HSS-43) Plan of Action Work Order (HSA-11)
a. Implement Ongoing Monitoring System (Internal).	All Staff	Annually	
b. Review external monitors and implement plans of action and/or work orders as needed.	All Staff	Monthly	
2. Follow posted Playground Supervisory Procedures.	All Staff	At All Times	Playground Supervisory Procedures (HSS-43)
1304.53(a)(10) Grantee agencies must 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. At a minimum, agencies must ensure that:			
1. Following Licensing Schedule of inspections to include:	LPD/ PDS-HR/ APD-	Upon	Fire Inspection

a. Fire Inspection by Fire Inspector	ES	License Renewal	Health Inspection Licensing Inspection Monitor Plan of Action Boiler Inspection Vendor File
b. Health Inspection by County Sanitarian			
c. Licensing Inspection by Child Care Licensing Inspector			
d. Licensing required boiler inspections			
2. Implement Ongoing Monitoring System (Internal).	ED/ PDS-HR/ APD-ES	Annually	OSHA Monitor (HSS-3)
1304.53(a)(10)(i) In climates where such systems are necessary, there is a safe and effective heating and cooling system that is insulated to protect children and staff from potential burns.			
1. Ensure that Heating and cooling units have adequate barriers.	All Staff	Ongoing	Management Team Monitor Files OSHA Monitor (HSS-3) Indoor/Outdoor Safety Checklist (HSS-43) Plan of Action Work Order (HSA-11)
a. Implement Ongoing Monitoring System (Internal).	ED/ PDS-HR/ APD-ES	Annually	
b. Review external monitors and implement plans of action and/or work orders as needed.	All Staff	Monthly	
1304.53(a)(10)(ii) No highly flammable furnishings, decorations, or materials that emit highly toxic fumes when burned are used;			
1. Ensure that materials are not highly flammable or toxic and only purchase from reputable sources.	All Staff	Ongoing	MSDS Sheets Approved Chemical List Purchase Order (HSF-3) OSHA Monitor (HSS-3) Indoor/Outdoor Safety Checklist (HSS-43) Plan of Action Work Order (HSA-11) Management Team Monitor Files
a. Implement Ongoing Monitoring System (Internal).	All Staff	Ongoing	
b. Review external monitors and implement plans of action and/or work orders as needed.	All Staff	Monthly	
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, including those required for staff and volunteers, are labeled, stored under lock and key, refrigerated if necessary, and kept out of the reach of children;			
1. Ensure that all potentially dangerous chemicals are maintained in a locked cabinet.	All Staff	Ongoing	Monitor Results OSHA Monitor (HSS-3) Indoor/Outdoor Safety Checklist (HSS-43) Plan of Action Work Order (HSA-11)
a. Implement Ongoing Monitoring System (Internal).	ED/ PDS-HR/ APD-ES	Ongoing	
b. Review external monitors and implement plans of action and/or work orders as needed.	All Staff	Monthly	
2. Follow medication procedures.	All Staff	Ongoing	Medication Procedures (HS6-8)
1304.53(a)(10)(iv) Rooms are well lit and provide emergency lighting in the case of power failure;			
1. Ensure a working flashlight for each center classroom and socialization room and auxiliary lighting where possible.	All Staff	Ongoing	Management Team Monitor Files OSHA Monitor (HSS-3) Indoor/Outdoor Safety Checklist (HSS-43) Plan of Action Work Order (HSA-11)
a. Implement Ongoing Monitoring System (Internal).	ED/ PDS-HR/ APD-ES	Ongoing	
b. Review external monitors and implement plans of action and/or work orders as needed.	All Staff	Monthly	
1304.53(a)(10)(v) Approved, working fire extinguishers are readily available;			
1. Provide all staff with fire extinguisher training.	LPD/ PDS-HR	Annually	Training Sheet Fire Inspection Agency Website Training
2. Obtain updated, yearly fire extinguisher inspections.	LPD/ PDS-HR	Annually	OSHA Monitor (HSS-3) OSHA Monitor Procedure Fire Inspection

1304.53(a)(10)(vi) An appropriate number of smoke detectors are installed and tested regularly;			
1. Follow recommendation of Fire Inspector.	LPD	Annually	Fire Inspection Monitor Results
a. Implement Ongoing Monitoring System (Internal).	ED/ PDS-HR/ APD-ED	Ongoing	OSHA Monitor (HSS-3) Indoor/Outdoor Safety Checklist (HSS-43)
b. Review external monitors and implement plans of action and/or work orders as needed.	All Staff	Monthly	Plan of Action Work Order (HSA-11)
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 (see 45 CFR 1304.22 for additional emergency procedures);			
1. Ensure that exits are visible and marked, and that evacuation routes are clearly posted.	LPD	Ongoing	Management Team Monitor Files OSHA Monitor (HSS-3)
a. Implement Ongoing Monitoring System (Internal).	All Staff	Ongoing	Indoor/Outdoor Safety Checklist (HSS-43)
b. Review external monitors and implement plans of action and/or work orders as needed.	All Staff	Monthly	Plan of Action Work Order (HSA-11)
1304.53(a)(10)(viii) Indoor and outdoor premises are cleaned daily and kept free of undesirable and hazardous materials and conditions;			
1. Ensure a clean and hazard-free environment.	All Staff	Ongoing	Management Team Monitor Files OSHA Monitor (HSS-3)
a. Implement Ongoing Monitoring System (Internal).	All Staff	Ongoing	Indoor/Outdoor Safety Checklist (HSS-43)
b. Review external monitors and implement plans of action and/or work orders as needed.	All Staff	Ongoing	Plan of Action Work Order (HSA-11) Daily Sanitation Checklist (HS9-15)
2. Post daily and weekly cleaning schedules.	LPD	Ongoing	Indoor/Outdoor Cleaning Schedule
1304.53(a)(10)(ix) Paint coating on both interior and exterior premises used for the care of children do not contain hazardous quantities of lead;			
1. Follow Program Safety Book guidelines.	All Staff	At All Times	Personnel Policy Manual - Safety
1304.53(a)(10)(x) The selection, layout, and maintenance of playground equipment and surfaces minimize the possibility of injury to children;			
1. Follow state center licensing requirements.	All Staff	At All Times	Licensing Regulations
2. Maintain required depth of impact material under equipment.	LPD/ PDS-HR	Ongoing	Observation/ On-Going Monitoring Procedures Licensing Inspection
3. Rake impact material on a weekly basis.	LP Staff	Weekly	Indoor Outdoor Cleaning Schedule
4. Ensure the safety of playground for children.	All Staff	Ongoing	Management Team Monitor Files
a. Implement Ongoing Monitoring System (Internal).	All Staff	Ongoing	OSHA Monitor (HSS-3)
b. Review external monitors and implement plans of action and/or work orders as needed.	All Staff	Monthly	Indoor/Outdoor Safety Checklist (HSS-43) Plan of Action Work Order (HSA-11) Licensing Inspection Accreditation Files
1304.53(a)(10)(xi) Electrical outlets accessible to children prevent shock through the use of child-resistant covers, the installation of child-protective outlets, or the use of safety plugs;			
1. Ensure that the necessary steps have been taken to reduce the risk of electrical shock to children.	All Staff	Ongoing	Management Team Monitor Files
a. Implement Ongoing Monitoring System (Internal).	All Staff	Ongoing	OSHA Monitor (HSS-3)
b. Review external monitors and implement plans of action and/or work orders as needed.	All Staff	Monthly	Indoor/Outdoor Safety Checklist (HSS-43) Plan of Action Work Order (HSA-11)
1304.53(a)(10)(xii) Windows and glass doors are constructed, adapted, or adjusted to prevent injury to children;			

1. Ensure safety of windows and glass doors.	All Staff	Ongoing	Management Team Monitoring Files
a. Implement Ongoing Monitoring System (Internal).	All Staff	Ongoing	OSHA Monitor (HSS-3)
b. Review external monitors and implement plans of action and/or work orders as needed.	All Staff	Monthly	Indoor/Outdoor Safety Checklist (HSS-43) Plan of Action Work Order (HSA-11)
2. Follow licensing requirements.	All Staff	At All Times	Licensing Inspections
1304.53(a)(10)(xiii) Only sources of water approved by the local or State health authority are used;			
1. Obtain letter from local water authority to ensure water source is approved.	LPD	Annually	Letter
2. Submit letter to Central Office.	LPD	Ongoing	Letter
3. Maintain Central Office file.	PDS-HR	Ongoing	Central Office File
1304.53(a)(10)(xiv) Toilets and hand washing facilities are adequate, clean, in good repair, and easily reached by children. Toileting and diapering areas must be separated from areas used for cooking, eating, or children's activities.			
1. Ensure adequate, clean and accessible toilet and hand washing facilities for the children.	All Staff	At All Times	Monitor Results Licensing Requirements and Reports Hand Washing Procedures Indoor/Outdoor Cleaning Schedule
2. Post hand washing procedures by all hand-washing sinks.	LP Teaching Staff Management Team	Ongoing	Hand Washing Procedures Management Team Monitor Files
a. Implement Ongoing Monitoring System (Internal).	All Staff	Ongoing	OSHA Monitor (HSS-3)
b. Review external monitors and implement plans of action and/or work orders as needed.	All Staff	Monthly	Indoor/Outdoor Safety Checklist (HSS-43) Plan of Action Work Order (HSA-11)
1304.53(a)(10)(xv) Toilet training equipment is provided for children being toilet trained;			
N/A			
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 and sanitary manner; and			
1. Maintain Health Department Certification.	LPD	Annually	Department of Health Certificate Health Inspections
2. Ensure garbage and trash are stored in a safe and sanitary manner.	All Staff	At All Times	Daily Sanitation Checklist (HS9-15)
1304.53(a)(10)(xvii) Adequate provisions are made for children with disabilities to ensure their safety, comfort, and participation.			
1. Ensure facilities are accessible to persons with disabilities.	FCS/ PDS-HR	Ongoing	ADA Checklist (HS5-15)
2. Accommodate for special diets or feeding needs.	CDS-W	As Needed	Special Dietary Prescription Form (HS6-12) Child's IEP
3. Ensure assistive devices are made available for a child to move, communicate, improve functioning or address objectives that are listed in the child's IEP.	ECP-LEA Agency	As Needed	Child's IEP
1304.53(b) Head Start equipment, toys, materials, and furniture			
1304.53(b)(1) Grantee agencies must 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 owned or operated by the grantee agency must be:			
1. Provide and utilize developmentally appropriate classroom and playground set-up as stated in Sub-Part B Service Plans.	LP Staff/ HV/ APD-ES	Ongoing	ECERS Monitor Center License
2. Maintain local program inventory, identify equipment, toys, materials, and furniture in need of replacement and submit to	LPD/ LP Staff	Ongoing	Inventory File Purchase Order (HSF-3)
3. Complete Basic List of Equipment, Materials and Supplies and develop center wish list and submit a Purchase Order.	LPD/ LP Staff	Oct - Nov	Basic List of Equipment, Materials & Supplies (HS3-44)

a. Staff agency art order and submit proposed order of replacement materials to APD-ES.	LPD	Nov - Dec	Wish List File
4. Complete Art Supply Inventory and submit to ED.	APD-ES	April - May	Art Supply Inventory (HS3-4)
5. Ensure that the ADA Monitor Procedure is implemented.	PDS-HR/ FCS	Annually	ADA Checklist (HS5-15)
6. Implement Ongoing Monitoring System (Internal).	All Staff	Ongoing	Management Team Monitor Files
7. Review external monitors and implement plans of action and/or work orders as needed.	All Staff	Monthly	Indoor/Outdoor Safety Checklist (HSS-43) Plan of Action Work Order (HSA-11)
1304.53(b)(1)(i) Supportive of the specific educational objectives of the local program;			
1. Review and provide opportunities to develop agency curriculum plan for approval/disapproval.	PC	Nov - Dec	Agency Curriculum Plan PC Meeting Minutes File
2. Review local education lesson plans and activities.	Local Parent/ Education Committee	Monthly	Parent Meeting Minutes (HSA-25)
3. Ensure environments and materials are responsive to the children's interests and needs.	All Staff	Ongoing	ECERS Monitor MH Monitor (HS8-9) MH Provider Observation CCFP Monitoring Review Form (HS9-9)
1304.53(b)(1)(ii) Supportive of the cultural and ethnic backgrounds of the children;			
1. Provide/maintain environments and materials demonstrating acceptance/support as stated in Sub-Part B Service Plan of each child's:	All Staff	Ongoing	ECERS Monitor MH Monitor (HS8-9) MH Provider Observation CCFP Monitoring Review Form (HS9-9) Lesson Plan Guide (HS3-10)
a. gender			
b. family			
c. race			
d. language			
e. culture			
2. Implement Ongoing Monitoring System (Internal).	All Staff	Ongoing	Management Team Monitor Files
3. Review external monitors and implement plans of action and/or work orders as needed.	All Staff	Monthly	Plan of Action Work Order (HSA-11) Agency Website
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;			
1. Ensure equipment, toys, materials, and furniture are age-appropriate, safe, and supportive of the abilities and developmental level of each child served, with adaptations, if necessary, for children with disabilities as stated in Sub-Part B Service Plan.	All Staff	Ongoing	Management Team Monitor Files Self-Assessment File Licensing Requirements
2. Implement Ongoing Monitoring System (Internal).	All Staff	Ongoing	Management Team Monitor Files
3. Review external monitors and implement plans of action and/or work orders as needed.	All Staff	Monthly	Indoor/Outdoor Safety Checklist (HSS-43) Plan of Action Work Order (HSA-11)
1304.53(b)(1)(iv) Accessible, attractive, and inviting to children;			
1. Ensure equipment, toys, materials, and furniture are accessible, attractive, and inviting to children as stated in Sub-Part B Service Plan.	All Staff	Ongoing	Management Team Monitor Files Self-Assessment File
2. Implement Ongoing Monitoring System (Internal).	All Staff	Ongoing	Management Team Monitor Files
3. Review external monitors and implement plans of action and/or work orders as needed.	All Staff	Monthly	Indoor/Outdoor Safety Checklist (HSS-43) Plan of Action Work Order (HSA-11)

1304.53(b)(1)(v) Designed to provide a variety of learning experiences and to encourage each child to experiment and explore;			
1. Ensure equipment, toys, materials, and furniture are designed to provide a variety of learning experiences and to encourage each child to experiment and explore as stated in Sub-Part B Service Plan.	All Staff	Ongoing	Lesson Plan Guide (HS3-10) Daily Schedule Management Team Monitor Files Self-Assessment File
2. Implement Ongoing Monitoring System (Internal).	All Staff	Ongoing	Management Team Monitor Files
3. Review external monitors and implement plans of action and/or work orders as needed.	All Staff	Monthly	Indoor/Outdoor Safety Checklist (HSS-43) Plan of Action Work Order (HSA-11)
1304.53(b)(1)(vi) Safe, durable, and kept in good condition; and			
1. Ensure materials and equipment purchased are safe and appropriate, and that facility is safe and secure.	All Staff	Ongoing	MSDS Sheets Management Team Monitor Files Emergency Preparedness Plan
2. Implement Ongoing Monitoring System (Internal).	All Staff	Ongoing	Management Team Monitor Files
3. Review external monitors and implement plans of action and/or work orders as needed.	All Staff	Monthly	OSHA Monitor (HSS-3) Indoor/Outdoor Safety Checklist (HSS-43) Plan of Action Work Order (HSA-11)
1304.53(b)(1)(vii) Stored in a safe and orderly fashion when not in use.			
1. Ensure equipment, materials and supplies are stored in a safe orderly fashion, in labeled boxes if possible.	LPD	Ongoing	Management Team Monitor Files Cleaning Schedule
2. Ensure classroom equipment, materials and supplies are kept orderly.	Classroom Staff	Ongoing	Management Team Monitor Files
3. Guide children in replacing equipment and materials they used throughout the day.	Classroom Staff	At All Times	Lesson Plan Guide (HS3-10) Daily Schedule Classroom Rules
4. Implement Ongoing Monitoring System (Internal).	All Staff	Ongoing	Management Team Monitor Files
5. Review external monitors and implement Plans of Action and/or work orders as needed.	All Staff	Monthly	Indoor/Outdoor Safety Checklist (HSS-43) Plan of Action Work Order (HSA-11)
1304.53(b)(2) Infant and toddler toys must be made of non-toxic materials and must be sanitized regularly.			
N/A			
1304.53(b)(3) To reduce the risk of Sudden Infant Death Syndrome (SIDS), all sleeping arrangements for infants must use firm mattresses and avoid soft bedding materials such as comforters, pillows, fluffy blankets or stuffed toys.			
N/A			