



Carroll County Head Start/Early Head Start Program Operations Policies and Procedures

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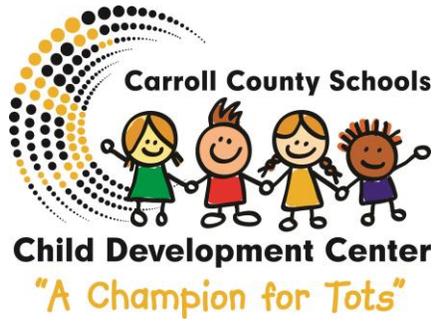
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Management Systems

Policy	Subject	Date
MS-1	Program Planning	12/17
MS-2	Community Assessment	12/17
MS-3	Self-Assessment	12/17
MS-4	Reporting Systems	12/17
MS-5	Communication with GB and PC	12/17
MS-6	Communication with Families	12/17
MS-7	Communication with Staff	12/17
MS-8	Program Monitoring	12/17
MS-9	Impasse Procedures	12/17
MS-10	Inclement Weather	12/17



Policy: MS-1

Subject: Program Planning

Objective: The program develops and implements a systematic, ongoing process of program planning that includes consultation with the program's governing body, policy council, and program staff and with other community organizations that serve Head Start or other low-income families with young children.

Related Regulations: 1302.11, 1302.101, 1302.102

Operational Procedure:

1. The program will conduct a **Community Assessment** within the Carroll County School district once every 5 years with a review in each of the following years to determine any significant change. The collection of data about community strengths, needs and resources will be used to make decisions about the way our program will respond through its program and services.
2. The grantee will perform an **annual program evaluation/self-assessment** process to determine its effectiveness and progress in meeting program goals and objectives and implementing Federal, State and local regulations.
3. The program will use the information gathered to update the **strategic long-term goals** and to establish **school readiness goals** that address the findings of both the Community Assessment and the program's annual self-assessment. The goals will include the provision of education, health, nutrition and family and community engagement program services to further promote school readiness. Community Assessment is used to determine program options and a services plan; school readiness goals are primarily driven by data from educational assessment, family assessment, and other related data.



4. Summarized data of the assessment findings will be given to **Governing Board, Policy Council, and staff**. The information provided will allow the Governing Bodies, parents, staff and community members to have a voice in establishing Head Start's direction and service delivery strategies. The process will also aid in establishing priorities to address long-term (Five Year) goals, school readiness goals and objectives.
5. The Governing Board and the Policy Council will approve the long-term (Five Year) goals and school readiness goals established through the planning and governing bodies.
6. Program Service Plans and an operating budget to implement services are then developed with input from staff, parents, community, and governing bodies.
7. Program Service Plans will be updated annually. Service delivery is monitored monthly and service plans & budget are reviewed annually and revised if needed. This is normally discussed at management meetings to determine the need for improvement and adjustments. Reports are then presented to the Policy Council for input and approval. Program Service Plans are revised and budget modifications are made as required/needed.



Policy: MS-2

Subject: Community Assessment

Objective: The grantee determines community strengths and needs.

Regulated Regulations: 1302.11

Procedure:

1. A Community Assessment is conducted within the service area once every five years. Completion of the assessment will allow the program to collect data about community strengths, needs, and resources, and to use that data to make decisions about the way the agency will respond through its program and services.
2. The Community Assessment will include the collection and analysis of the following information:
 - a. The number of eligible infants, toddlers, preschool age children, and expectant mothers, including their geographic location, race, ethnicity and languages they speak.
 - b. The education, health, nutrition and social service needs of eligible children and their families, including prevalent social or economic factors that impact their well-being.
 - c. Typical work, school and training schedules of parents with eligible children
 - d. Other child development, child care centers, and family child care programs that serve eligible children, including home visiting, Kentucky preschool and the approximate number of eligible children served
 - e. Resources that are available in the community to address the needs of eligible children and their families
 - f. Strengths of the community
 - g. Program Structure



3. The Community Assessment must be annually reviewed and updated to reflect any significant changes including increased availability of Kentucky preschool, rates of family and child homelessness, and significant shifts in community demographics and resources.
4. The Community Assessment along with the Self-Assessment is used to establish long-term strategic goals, school readiness goals and financial objectives.
5. The Policy Council, Governing Board, and staff will be given summarized data to allow the governing bodies, parents and community members a voice in establishing Head Start's direction and delivery of services.



Policy: MS-3

Subject: Self-Assessment

Objective: The program will conduct an annual self-assessment of the effectiveness of progress in meeting program goals and objectives and implementing federal regulations.

Regulated Regulations: 1302.102

Procedure:

The Head Start program evaluation is performed by the following levels:

1. The Head Start Coordinator and area managers monitor the program long-term goals and school readiness goals quarterly and report results to the Governing Body and Policy Council for approval.
2. Staff performance evaluations are conducted prior to the end of the program year on each employee by the Head Start Coordinator. Employee and Supervisor set individual performance goals and determine training needs.
3. January—The self-assessment process is initiated by the Coordinator and teams are identified. Training is provided to self-assessment team members.
4. February- Team leaders conduct group meetings and report results to the program coordinator. In the meetings teams evaluate each area using a variety of instruments and methods to determine areas of strength and areas of deficiencies. Parents are encouraged to complete program evaluation forms for the purpose of planning and quality improvement.
5. March- Results from the self-assessment are compiled, deficiencies corrected or a plan of action written and submitted to Policy Council and Governing Body. Use the self-assessment results, community assessment, school readiness data, financial objectives and TTA plan to develop program objectives and grant for the following year.
6. April- Policy Council and Governing Body approve grant application.



Policy: MS-4

Subject: Reporting Systems

Objective: The program will maintain an effective and efficient reporting system that generates reports for financial status and program operations for all program options.

Regulated Regulations: 1302.24, 1302.102, 1302.101

1. The program will utilize data tracking and financial management software for all program options that allows the program to:
 - a. Generate periodic reports for financial status and program operations in order to control program quality, maintain program accountability, and advise the governing board, policy council and staff of program progress.
 - b. Generate official reports for Federal, State and Local authorities as required by applicable law.
2. The program uses the Child Plus, MUNIS, Infinite Campus and COR for our data tracking system. These systems report frequency, use, and type of data staff receive is determined by need.
 - a. The **ERSEA Manager and Family Service Workers** review and/or generate reports on enrollment, waiting lists, attendance, withdraws/transfers, eligibility, family assessment/partnership, family engagement, health services and treatment status, attendance, and in-kind contribution.
 - b. The **Disabilities/Mental Health Consultant** reviews and or generates reports of: social emotional screenings, reports on child referral/evaluations, eligibility/disability status, special education and related services along with mental health referrals and services.
 - c. The **Education Manager** reviews and or generates reports of: developmental screening and child assessment, child outcomes, educational home visits, parent teacher conferences, teacher accreditation and training.



- d. The **Health and Nutrition Manager** reviews and or generates reports on: health, treatment tracking, and nutritional statuses.
 - e. PFCE Manager reviews report for parent family community engagement assessment status and results, family communication and participation tracking.
3. All information is used to assess needs, program operations, track the provision of services, monitor progress and compliance with Head Start performance standards, federal and state regulations.
 4. The program uses the data to support and increase the integration of services as follows:
 - a. Attendance data is used by ERSEA/Family Service Workers to monitor compliance with the 85% average daily attendance requirement, identify family support needs, and compare with meal counts for meal reimbursements. Home Based Teachers track their attendance through Child Plus and make up or attempt to schedule missed visits.
 - b. Health data is used in all management areas to address individual child and family needs and to monitor compliance with federal, state, and local regulations and licensing requirements.
 - c. Family services and parent involvement data is used in all management areas, in program planning, identifying and obtaining needed services outside the program and in the provision of information and training for parents.
 - d. Developmental, Social Emotional and child assessment data is used by education, disability, mental health, and family services to develop individualized education plans for children and to involve and train parents.
 - e. Volunteer services data is used by the ERSEA, Finance and Family Service Workers to ensure volunteer trainings are met and to determine in-kind for the 25% funding match.
 5. All financial information at the program level is maintained on the MUNIS accounting system. The Federal Financial Report (SF425) is generated



and used to report: expenditures, In-Kind, administrative costs, expenses, and fiscal accountability.



Policy: MS-5

Subject: Communication with Governing Body and Policy Council

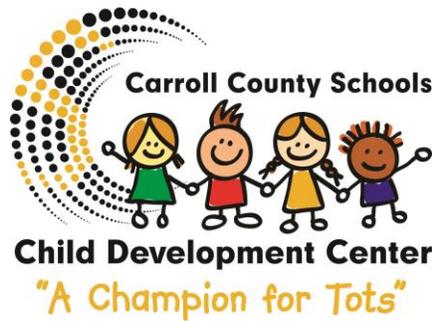
Objective: The program ensures that information is provided regularly to the grantee and the governing body and to members of the policy council.

Regulated Regulations: 1301.2, 1301.3, 1302.102, 1301.5

Operational Procedures:

1. The program ensures information such as procedures and time tables for program planning, policies and procedures, guidelines and other communications such as program and financial reports, program plans, and the Head Start grant is provided on a regular basis to the members of the Governing Board and Policy Council.
 - a. monthly financial statements
 - b. monthly program information summaries;
 - c. monthly program enrollment reports;
 - d. monthly reports of meals and snacks that are provided through programs of the Department of Agriculture;
 - e. the financial audit;
 - f. the annual self-assessment, including any findings relating to such;
 - g. the community assessment and any updates;
 - h. communication and guidance from the OHS; and
 - i. the program information reports (PIR).

2. The program provides appropriate training and technical assistance or orientation to the governing body and policy council, including training on program performance standards and training on eligibility and program policies and procedures.



Policy: MS-6

Subject: Communication with Families

Objective: Effective two-way communication between staff and families/guardians is carried out on a regular basis throughout the program year.

Regulated Regulations: 1302.50

Procedure:

1. Communication between the program and families is a continuous process. Families receive information through participation in center/classroom activities or committees, home visits, letters, email, written notices, inter-agency mail system, social media, telephone, newsletters, conferences and trainings.
 - a. Service area managers, teachers, and Family Service Workers, and Home Based teachers organize initial and any subsequent parent meetings. Meetings are held as needed. Opportunity for family feedback, concern, need of information is provided.
 - b. Letters are mailed to families.
 - c. Families receive information through classroom newsletters, newspaper, and social media.
 - d. Families and staff communicate by phone, email, text and private social media messaging.
 - e. Information is given during home visits, conferences or phone calls.
 - f. Families visit center office for information.
 - g. Home Visits and conferences are held with families on four times a year or as needed.
 - h. Families participate in training and family events.
 - i. Communication with families is carried out in the primary or preferred language or through an interpreter, to the extent feasible.



Policy: MS-7

Subject: Communication with Staff

Objective: Regular communication occurs among all programs staff to facilitate quality outcomes for children and families.

Procedure:

1. Staff meetings are held monthly for instructional staff.
2. Management team meetings are held monthly or more frequently if needed.
3. Email is used to inform staff of program issues, meetings, training events, etc.
4. Program uses Google Classroom Blog to communicate information and resources.
5. Scheduled meetings for staff groups and/or individual staff members as needed.



Policy: MS-8

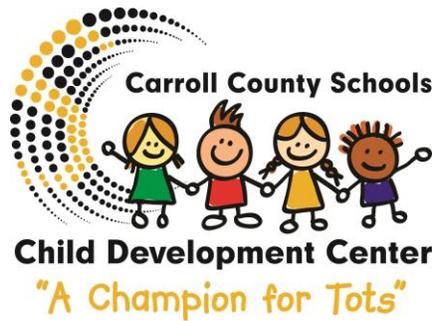
Subject: Program Monitoring

Objective: Program monitoring will be an on-going process that assures program objectives and activities are being completed in a timely manner.

Regulated Regulations: 1302.101, 1302.102

Procedure:

1. An on-going monitoring system will be established that provides immediate feedback to ensure that the program implement federal regulations and that appropriate services are being provided to children and families.
2. Child Plus, Infinite Campus, COR Advantage and MUNIS are online record keeping and reporting systems used for ongoing monitoring and reporting.
3. The monitoring systems will address key areas to determine:
 - a. Long-term goals and school readiness goals and objectives are being met
 - b. Program service plans and policies/procedures are being implemented
 - c. Head Start Program Performance Standards, State Licensed Child Care Regulations, and other regulations are being met
 - d. Budgets and financial objectives are being met
 - e. Staff performance is evaluated
 - f. Training and professional development
 - g. ERSEA requirements are maintained
 - h. Quality and Safety of all center environments are monitored
 - i. In-Kind including family engagement
 - j. PFCE
 - k. Disabilities
 - l. Educational assessment
 - m. Mental Health
 - n. Personnel and Staff Qualifications



- o. Health and Nutrition
- p. Transportation
- 4. The following monitoring procedures will be used:
 - a. Data monitoring- includes reviewing manual and computer data/reports
 - b. Observations- includes management staff utilizing various observation tools to visually observe and monitor program service areas
 - c. Staff and Family Interviews- includes talking with staff and families concerning program operations
- 5. Staff Responsibilities for monitoring are as follows:
 - a. Head Start Director will monitor administrative activities.
 - b. Program Coordinator will monitor program management and operations.
 - c. Service Area Managers will monitor program system and service areas in their respective area of expertise.
 - d. Fiscal staff will monitor fiscal operations including, budgets, audits and non-federal share.
- 6. Monitoring reports will be shared with the Head Start Director and management staff so follow-up action can be completed in a timely manner.
- 7. Information/findings relative to service areas and related staff will be shared during monthly management team meetings.
- 8. When program management staff identifies a deficiency in program operations, the program coordinator will arrange for consultation with service area manager and related staff in the development of a corrective action plan to either resolve the deficiencies immediately or within a 30 day period.
- 9. The program will develop and implement its own "Management System and Procedures" format to guide all monitoring activities for quality,



accountability and effectiveness. The monitoring system and procedures will designate responsibilities, methods to be used, and timelines for all necessary monitoring activities to the appropriate staff according to the job title and field of expertise.

10. The program director, coordinator, and management staff will maintain individual monitoring systems which includes data and reports to verify the monitoring system and procedures are being implemented accurately. The program coordinator will be responsible for checking data and reporting on a regular basis in order to assure the appropriate monitoring is occurring based on the timeline of the monitoring system and procedure protocols.



Policy: MS-9

Subject: Impasse Procedures

Objective: To resolve all disagreements between any parties in the executive leadership of Carroll County Early Head Start/Head Start fairly and expeditiously.

Regulated Regulations: 1301.6

1. In the event an internal dispute exists when two or more groups who share the function of approval or disapproval fail to agree, Parliamentary Procedure will be followed in the decision-making process.
2. Whenever possible, disagreements will be resolved through processes of mediation and conciliation, including discussion, compromise, and consensus seeking among the parties, and, if necessary, professional mediation.
3. The second party to the process has the burden of Notification of Impasse. The Early Head Start/Head Start Director or Superintendent of Schools will notify the first party of the impasse within two days.
4. Failure of mediation, either formal or informal, to produce agreement will result in binding arbitration. The following arbitration procedure will be followed.
5. Arbitration Procedure will be followed.
6. The arbitration shall be conducted by a panel of three arbiters—one to be designated by the Carroll County Early Head Start/Head Start Policy Council, one to be designated by the Carroll County Board of Education, and third, who will be the chairperson of the arbitration panel, to be designated by the other two members. The arbiters shall be persons of good reputation and standing in the community and shall not be associated with the Carroll County Board of Education or the Carroll County Early Head Start/Head Start Policy Council. To the extent possible, persons residing in Carroll County or the surrounding counties will be chosen as arbiters. If the two arbiters first designated are unable to agree upon a third arbiter who will serve within seven days after the designation of the second of them, they will request the local bar association or the American Arbitration Association to name one of its members who would be willing to



serve as chairman. None of the arbiters shall be relatives of any of the parties and they shall serve without compensation.

a. Notice of Arbitration

When the Carroll County Board of Education decides to submit the impasse to arbitration, it shall notify the Carroll County Early Head Start/Head Start Policy Council, in writing, that the impasse is to be resolved by binding arbitration. The notice shall include:

- A statement of the issue on which the Carroll County Board of Education and the Carroll County Early Head Start/Head Start Policy Council are at impasse.
- The name and address of the person the Carroll County Board of Education has designated as a member of the arbitration panel.
- A request that the Policy Council designates a member of the arbitration panel within seven days of the receipt of the Notice and instructs him/her to communicate immediately with the person designated by the agency for the purpose of selecting the third member of the panel.
- The Board of Education shall send a copy of the Notice to the Head Start Region IV office.

b. Failure to Designate Arbiter

Failure by the Policy Council to designate an arbiter within seven days of receipt of the Notice of Arbitration shall be a default, and shall be considered to be approval of the agency's proposed action.

c. Preliminary Matters

The Arbitration Panel shall schedule the arbitration hearing within a reasonable time but not more than 20 days after the designation of the third arbiter. The



hearing shall be held at a place decided upon by the Arbitration Panel but convenient for both parties.

d. Proceedings

The duty of the arbitration panel is to resolve the issues in dispute as expeditiously and fairly as possible at the minimum expenses to the parties involved.

i. The proceedings of the arbitration panel shall consist of:

- Oral presentation of the Carroll County Early Head Start/Head Start Policy Council's position, including minority views if there are any.
- Oral presentation of the Carroll County Board of Education's position.
- Response by both parties to such questions as the panel wishes to ask.
- Informal cross examination of each party by the other, within the limits allowed by the panel.
- Such additional presentation of oral or written materials as the panel deems necessary to fully appraise it of relevant facts for an informed decision. The parties may suggest to the panel additional relevant witnesses or materials that would be helpful to the panel.
- If the panel needs additional materials such as budget statements, Head Start regulations or other materials of that nature, the agency has the duty to provide the panel with such documents.



e. Standards of Conduct

Both parties are obligated to act in good faith before and during the proceedings. Neither party may communicate with the arbiters once the panel has been selected except at formal meetings attended by all parties. Any attempt to intimidate an arbiter shall be reported to the region IV Head Start Office and shall result in a default by judgment against the part guilty of it.

Refusal to comply with directions, continued use of delaying tactics by any person at the hearing, or other obstructive tactics shall constitute grounds for immediate exclusion of such person from the hearing by the chairperson.

f. Compromise

The arbitration procedure does not preclude the Carroll County Board of Education and the Carroll County Early Head Start/Head Start Policy Council from compromising their differences and reaching a settlement, so long as no final decision has been issued by the panel.

g. Representation of the Parties at the Hearing

Both the agency and the Policy group shall designate one and only one of its members to represent them at the proceedings.

h. Post Hearing Procedures and Decisions

The arbitration panel shall issue its decision in writing fifteen (15) days after the panel meeting. Copies shall be sent promptly to the Carroll County Board of Education, Carroll County Early Head Start/Head Start Policy Council, and to the Region IV Office. The final decision shall be binding on both and there shall be no appeal.



Policy: MS-10

Subject: Inclement Weather

Objective: To ensure effective and clear communication to EHS and HS staff and families in regards to the delivery of services during inclement weather.

Operational Procedures:

Head Start and Early Head Start will follow all cancellation and delay procedures as set forth by the Governing Board.

Head Start/Early Head Start employees and all enrolled families will obtain information about center closures due to inclement weather, via local radio and television announcements. One Call Now announcements and Social Media will also be initiated by the Governing Board.

Closure:

If the Carroll County School District is closed the Head Start and Early Head Start centers will be closed and all Home Based services will be cancelled.

Delays:

Procedures for Early Head Start: If the Carroll County School District is operating on a delayed schedule, the Early Head Start will open on the delayed schedule. If there is a one hour delay, Early Head Start will open at 8:30. If there is a two hour delay, Early Head Start will open at 9:30. Home Based services will continue, but may need to be delayed as needed to maintain personal safety.

Procedures for Head Start: If the Carroll County School District is operating on a delayed schedule, the Head Start morning session will be cancelled. The afternoon session will operate as normally scheduled. In the event of early dismissal the afternoon session will be cancelled.

Early Dismissal:

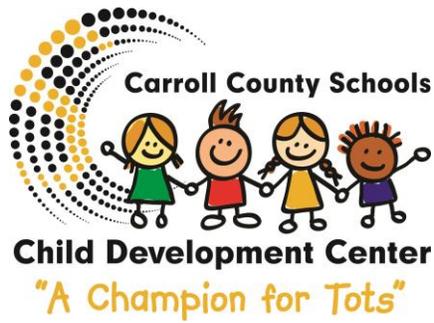


Procedures for Early Start: If the Carroll County School District is operating on an early dismissal schedule, the Early Head Start parents will be notified with a time to pick up their children.

Procedures for Head Start: If the Carroll County School District is operating on an early dismissal schedule, the Head Start students will be dismissed as normal and there will not be a PM session.

Make up Days:

All center based closures and cancellations of Home Based services will be rescheduled into available non-service dates. All make-up dates will be made public in advance.



Education Services

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ES-16	Transitions Entering Program	12/17
ES-17	Transitions Leaving Program	12/17





Policy: ES-1

Performance Objective: To ensure that the Early Head Start/Head Start/Kentucky Preschool staff is trained in the curriculum and that the curriculum is implemented with fidelity throughout the day.

Subject: Implementing the Curriculum

Performance Standard Reference: 1302.32; 1302.35

Operational Procedures:

1. The Head Start Coordinator is responsible for ensuring that staff training and professional development takes place to ensure the curriculum is implemented with fidelity program wide for children from birth to age 5.
2. All instructional staff will receive necessary training for the adopted curriculum with regard to implementation and fidelity within one year of employment.
3. The instructional staff will utilize the age appropriate Frog Street Press as the core curriculum program wide. The instructional staff can also use curricula resources to supplement the Head Start Outcomes.
4. Each teacher develops individualized daily lesson plans based on the curriculum guide book. The plans are developmentally appropriate, align with HSELOF and KY Early Learning Standards, and meet developmental needs in all domains of development. The teacher plans for children's individual levels according to the recommended accommodations suggested in the curriculum guide book.
5. The instructional staff takes anecdotal records throughout the day based on student level of performance. The anecdotal records are recorded in the COR Advantage system and monitored by the education management staff. Individualization is adjusted based on the authentic assessment data.
6. The instructional staff include parents/guardians, as the child's first teacher, in the learning process by utilizing the parent connection component of the curriculum



guide. The weekly family activities correlate to the learning content for the week. The activities are geared to enhance both child and family outcomes.

7. Education management staff will support instructional staff to effectively implement curriculum. Curriculum fidelity will be monitored using the Frog Street fidelity tool, formal and informal observation, and review of the weekly lesson plans. Support, feedback and supervision for continuous improvement will be provided for instructional staff as needed. Professional development opportunities will be offered in areas of need.



Policy: ES-2

Subject: Lesson Plans

Performance Objective: To ensure that the curriculum is being implemented each day.

Performance Standard Reference: 1302.32; 1302.35

Operational Procedures:

1. The instructional staff in both center-based and Home Based program options are responsible for completing lesson plans and teaching strategies that are age and developmentally appropriate for each day and each home visit.
2. Center- Based Lesson plans will be posted in each classroom. Home Based lesson plans will be turned in to the Education Manager along with Socialization plans.
3. Lesson plans shall address all domains of development and are aligned with Head Start Early Learning Framework to ensure that the whole child's development needs are met.
4. The instructional staff takes anecdotal records throughout the day/visit based on student level of performance.
5. Instructional staff include parents/guardians in the teaching process by matching home activities to what is being taught in the classroom weekly. The home activity is strongly encouraged to be completed and returned to school for In-Kind volunteer hours. This allows working parents/guardians to participate as a volunteer while assisting their child in the learning process.
6. Individual objectives are incorporated into lesson plans.
7. Lesson plans are reviewed weekly by the Education Manager for on-going monitoring purposes.



Policy: ES-3

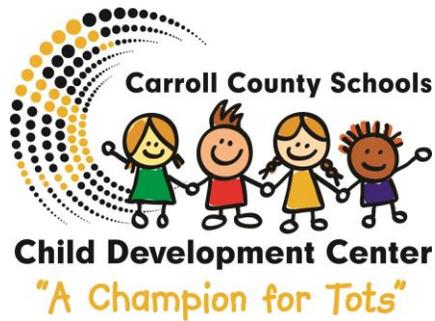
Subject: Developmental Screening and On-Going Assessment

Performance Objective: To assess the child's progress throughout the year.

Performance Standard Reference: 1302.33

Operational Procedures:

1. Teachers and Home Based Teachers will be trained on the continuous assessment system being used for the Head Start and Early Head Start program.
2. All teachers and Home Based Teachers will conduct the developmental screening within 45 days of a child's entry into the classroom or the child's first Home Visit in Home-Based option. Early Head Start and Head Start students will be screened using the Brigance Developmental Screener.
3. All teachers will assess children through daily observations and anecdotal notes.
4. Learning opportunities will be planned to reflect the individual needs of children based on daily/weekly observations and notes.
5. The anecdotal notes will be used to complete the ongoing assessment COR Advantage program. Teachers and Home Based Teachers will report to parents three times a year: October, February and May.
6. Assessment information will be shared with parents/guardians at parent teacher conferences and at the last home visit for center based and home based families.
7. Assessment is monitored by the Education Management staff using the online service.



Policy: ES-4

Subject: Rest Time

Performance Objective: To ensure that children have a rest period during the day in a health, relaxing environment.

Performance Standard Reference: 1302.31

Operational Procedures:

1. Instructional staff is responsible for providing a quiet time for rest period each day for the children.
2. Napping schedules will be determined based on the individual and developmental needs of the children.
3. Infants will be placed on their back when being laid down in the crib with only a tight fitting blanket tucked under the mattress. Nothing else is allowed inside the crib.
3. A mat and blanket will be provided as appropriate for each child-toddler.
4. Instructional staff may engage in quiet, soothing activities to help the children fall asleep as necessary. Staff members must remain awake and must maintain supervision of all children during periods of sleep.
5. During nap time, one teaching staff member may be replaced by one staff member or trained volunteer who does not meet the teaching qualifications required for the age as needed to ensure ratios are met.



Policy: ES-5

Subject: Documentation for parent contacts

Performance Objective: To ensure that parent contacts are documented.

Performance Standard Reference: 1302.34

Operational Procedures:

1. Instructional staff and family service workers are required to document all calls or contacts to parents/guardians requiring any concerns or incidences that occur using ChildPlus.
2. All-important correspondence with parent's is copied and placed in child's file.
3. The Education Management staff is responsible for checking documentation periodically throughout the year.



Policy: ES-6

Subject: Home visits in center based programs

Performance Objective: To ensure that a minimum of two home visits are scheduled throughout the year.

Performance Standard Reference: 1302.34

Operational Procedures:

1. Home visits will be scheduled by the classroom teacher prior to the beginning and end of the school year for each center-based child.
2. Home visits will be conducted in the family homes and documented with appropriate forms. Documentation will be kept in the student files maintained by the teacher and the Family Service Worker.
3. Other home visits may be scheduled throughout the year as necessary.
4. Initial home visits will be used to gain additional information about the child and family and to share information about the Head Start program, such as the curriculum, student assessment, and program policies and procedures.
5. The last conference will be used to discuss child's growth and development. The teacher will discuss any concerns the family may have regarding the next transition for the child and will offer suggestions or assist the family with contacting needed services.
6. All home visits, which are cancelled either by the parent, the home visitor, or due to inclement weather, will be rescheduled. Staff will make every effort possible to make up the visit.
7. Documentation will be maintained of all scheduled and completed visits and the reason for any cancellation or schedule change will be documented by appropriate staff.



Policy: ES-7

Subject: Home Visits in Home Based Program

Performance Objective: To ensure that children and families receive the most appropriate services through the home-based program.

Performance Standard Reference: 1302.35

Operational Procedures:

1. Home Based Instructional staff are responsible for scheduling weekly home visits with their families. These visits must be scheduled at mutually convenient times for the parent and the home based teacher.
2. Home visits should be a minimum of 90 minutes and must be conducted weekly with the parent of the child. If home visits are cancelled either by the parent, the home visitor, or due to inclement weather, they must be rescheduled.
3. A minimum 46 home visits per family must be done each year.
4. Documentation will be maintained of all scheduled and/or cancelled visits.
5. Socialization opportunities must be offered times a year and conducted with both child and parent participation.
6. Socializations will provide age appropriate activities that are intentional and aligned with Head Start Early Learning Framework, School Readiness Goals, Frog Street Home Based curriculum and Partners for a Healthy baby for prenatal women.



Policy: ES-8

Subject: Parent Involvement

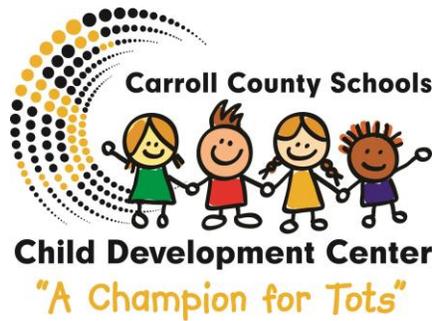
Performance Objective: To ensure that families are involved in their child's education.

Performance Standard Reference: 1302.34

Operational Procedures

1. Parents/guardians are encouraged to participate in the education of their child and program wide curriculum. This is accomplished by:
 - Inviting parents/guardians to participate in parent committee meetings, Policy Council, and the Health Advisory.
 - The program's settings are open to parents during all program hours.
 - Teachers regularly communicate with parents about the child's routines, activities and behavior.
 - Teachers hold parent conferences as needed with a minimum of two per year.
 - Parents have the opportunity to learn about and provide feedback on selected curricula and instructional materials used in the program.
 - Parents and family members have opportunities to volunteer in the class.
 - Teachers inform parents about the purposes of and the results from screenings and assessments.

2. The teachers and family service workers are responsible for implementing the above activities.



Parent involvement

Curriculum

1. Send books home regularly for parent to read to their children
2. Parent surveys: what you want your child to learn?
3. Volunteering in the classroom
4. Training offered on Conscious Discipline
5. Parent committee members receive an overview of the Frog Street Press

Nutrition

1. opportunities to eat with their child anytime
2. trainings offered on nutrition
3. Menus sent home monthly

Health

1. screenings are explained and permission forms signed
2. screening results shared with parents
3. health history questionnaire completed by parent regarding child's health and concerns
4. trainings offered on safety and first aid in the home

Disabilities

1. parents are a member of the ARC committee

Governance

1. policy council orientation given
2. health advisory committee orientation given
3. parent committee orientation given
4. receive explanation of the policy council and its function
5. vote for policy council members
6. Receive copies of the Head Start mission statement and goals and access to policies and procedures including review and approval of revisions.



Policy: ES-9

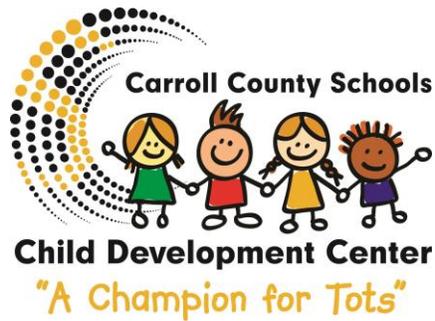
Subject: Positive behavior in the classroom

Performance Objective: Promote mental health and social/emotional well-being

Performance Standard Reference: 1302.33, 1302.45

Operational Procedures:

1. The Brigance Social Emotional screener is completed within 45 days of enrollment to assess mental and social/emotional well-being with parent input. The scores are then given to appropriate staff and maintained in the student files.
2. The Mental Health Consultant enters the screener results into the Brigance online monitoring system.
3. Students are then identified from the Brigance system and a report is created showing children who are in need of mental health interventions.
4. The Mental Health Consultant will share results of children who fall in the category of need with Instructional staff. The MHC will begin weekly interventions for the identified students in a small group setting or in the general classroom.
5. Instructional staff uses the Conscious Discipline component from the Frog Street Press curriculum with fidelity.
6. Monthly meetings will be held with instructional staff on student progress and any changes that may occur based on needs of individual child.



Policy: ES-10

Subject: Integration of health, nutrition, and mental health

Performance Objective: To ensure learning opportunities integrate all aspects of health, nutrition, and mental health.

Performance Standard Reference: 1302.31

Operational Procedures

1. Health, nutrition and mental health will be reflected within the Frog Street Press curriculum for all programs.
2. Conscious Discipline will be incorporated into the instructional day for all students through the Frog Street curriculum.
3. Proper health habits will be modeled and monitored for all children. For example, handwashing and tooth brushing.
4. Staff will promote and model healthy food choices during the snack and meal times and will be used as learning opportunities.
5. Ongoing collaborative relationships and partnerships with community organizations is utilized.
6. Monitoring of health, nutrition and mental health is monitored through curriculum fidelity adherence.

Mental Health assistance will be provided by the mental health consultant and local community providers when necessary.



Policy: ES-11

Subject: Ensuring Cultural Sensitivity

Performance Objective: Providing a learning environment which accepts and supports different cultures, gender, language and family composition.

Performance Standard Reference: 1302.31

Operational Procedures:

1. Staff will provide classroom materials that will reflect different cultures, lifestyles and disabilities.
2. Teaching practices emphasize nurturing and responsive practices, interactions and environments that foster trust and emotional security.
3. Staff will model respect and help children demonstrate appreciation of others.
4. To support dual language learners, all staff must recognize bi-lingualism and bi-literacy as strengths and will implement teaching strategies as noted in the curriculum guidebook and lesson plans.
5. Staff will show genuine respect for each child's family, culture and lifestyle.



Policy: ES-12

Subject: Parent Teacher Conferences

Performance Objective: To communicate formerly with families about the child's progress and development.

Performance Standard Reference: 1302.34

Operational Procedures:

1. Classroom teachers are responsible for scheduling parent teacher conferences at least twice a year at a time that is mutually convenient for staff and parent.
2. The child's family report is reviewed during the conference and the family receives a copy of the child's COR Advantage status regarding school readiness.
3. Conferences are rescheduled as needed to meet the needs/requests of the family.
4. Documentation will be kept in the student files maintained by the teacher and the Family Service Worker.
5. A home visit may be scheduled by the teacher to hold a conference with the parent if necessary.
6. Documentation of the conferences will be turned in to Family Service Worker



Policy: ES-13

Subject: Animals in the classroom

Performance Objective: To protect the safety of both animals and children when present in the classroom.

922 KAR 2:120 KY Child Care Center Health and Safety Standards: Section 13

Operational Procedures

1. The following animals may be allowed as classroom pets: fish, hermit crab, butterflies, caterpillars and non-poisonous amphibians. Reptiles are not allowed as classroom pets, but can visit a classroom with professional handlers as part of a visiting exhibit.
2. Animals will not be permitted in the classroom if a student/staff member has an allergy or a parent has not given permission.
3. Animals will not be allowed in or near areas where food is prepared, stored or consumed.
4. Head Start/EHS staff will ensure that written consent is obtained by each parent prior to having a pet in the classroom. Classroom teachers will inform management of the presence of the animal. The classroom teacher will be responsible for taking care of classroom pets during weekends, breaks and summer vacation.
5. For Children's interaction with animals:
 - a. All contact between animals and children will be supervised by a staff member.
 - b. Staff and children will wash hands prior to handling an animal.
 - c. The teacher) will explain how to interact with each animal prior to introducing it.
 - d. Children may be given the opportunity to touch the animal if they would like, at the teacher discretion.
 - e. Staff and children will wash hands immediately after handling an animal to prevent the spread of germs. If soap and water are not immediately available, antibacterial hand cleanser will be used. At the earliest



opportunity, all staff children and visitors will thoroughly wash hands with soap and running water.

- f. If an animal bites a child, appropriate first aid, emergency response and incident reporting procedures will be followed. The animal will be removed from the classroom and the Nurse will be notified immediately. The Nurse will report to the local health department any animal bites. The Nurse will report to the Division of Child Care. The Nurse will also consult with the local health department or other appropriate agencies for further follow-up as necessary.
6. Ongoing animal care:
- a. Staff will model humane treatment of animals; ensuring animals are well-cared for and have appropriate sized cages.
 - b. All pet cages will be cleaned at least once a week by staff with warm soapy water and rinsed thoroughly. When cleaning an animal's cage, latex gloves will be worn. Disinfectant sprays or chemicals will not be used and the animal will not be returned to the cage until the cage is completely dry.
 - c. All food and water dishes will be washed by hand in a utility sink or bathroom sink – not in food preparation areas.
 - d. Animals will be closely supervised if roaming the classroom freely, and animal litter will be immediately removed from children's areas.
 - e. If a classroom pet dies, the staff may wish to use the moment as a teaching opportunity for children to discuss their feelings about death.



Policy: ES-14

Subject: Mental Health Services for Children and Families

Performance Objective: To support the mental wellness of children and families.

Related Regulations: 1302.45, 1302.46,

Operational Procedure:

1. A Mental Health Consultant will observe students that are considered at risk based on data or concerns from Brigance Social-Emotional screener, teacher and parents.
2. Training on mental health topics will be offered to families and staff throughout the year by the Mental Health Consultant or any trained professional.
3. Mental Health Consultant provides support for child or family expressing a need or a concern. In addition a referral will be made for any child or family seeking additional services.
4. Community mental health resources will be accessed and utilized by providing assistance with a resource guide to all parents and guardians.
5. All Early Head Start and Head Start instructional staff will use Conscious Discipline as the social-emotional support embedded in the Frog Street Press, Inc. curriculum.



Policy: ES-15

Subject: Permission for Counseling Referral

Performance Objective: To receive permission for children to receive counseling services.

Related Regulations: 1302.45, 1302.46, 1302.42

Operational Procedure:

1. The Mental Health Consultant and classroom teacher will collaborate regarding any concerns based on Brigance Social-Emotional screener and classroom observations.
2. The Mental Health Consultant will discuss with the Head Start Coordinator and Education Manager any children that she feels may benefit from counseling beyond the mental health services that are provided within our program.
3. The Mental Health Consultant and Head Start Coordinator will conduct a home visit to discuss additional services for the child and/or family.
4. The family will assess whether they feel their child will benefit from outside counseling services.
5. The signed referral will be sent to the appropriate agency.



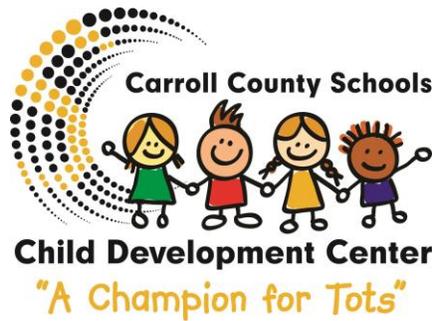
Policy: ES-16

Subject: Transition Services

Performance Objective: CCCDC implements transition methods to support children and families entering EHS and HS/Preschool programs.

Related Regulations: 1302.70, 1302.71

1. Parents/Guardians of children transitioning into EHS/HS from the First Steps Early Intervention Program are offered a transition meeting including First Steps personnel and CCCDC staff 6 months prior to the child's third birthday or as soon as possible after program receives notification. Parents learn more about the program, meet staff, and plan next steps for their child's transition during this meeting.
2. An initial home visit is conducted for all children entering CCCDC at the beginning of the school year. Every effort is made to schedule these home visits prior to the first day of school in order for the parents and child to meet the teacher before school begins, at a time that is convenient for the parent. Home visits will be conducted in the home, except in the event that the parents ask that the visits be conducted elsewhere, or the home may be an unsafe for staff. In this event, the visit can be conducted at the center or another mutually convenient public location, such as the public library. Home visits are an opportunity to initiate the parent-teacher-child relationship, learn individual children's interests and needs, discuss parent's and teacher's expectations, and help prepare the child and parent for school. Staff are also able to offer additional materials and resources to families as necessary.
3. In the Home-Based option, the EHS Nurturer/Family Services Workers visit families weekly for an hour and a half, with caseloads of no more than 12 families. Two socialization opportunities are scheduled each month.
4. Prior to the beginning of the school year, CCCDC holds a Meet and Greet Event and/or Ready Fair/Open House for families and children in order for children and families to have the opportunity to meet program staff, visit the center, and learn more about the program.



Policy: ES-17

Subject: Transition Services

Performance Objective: CCCDC implements transition methods to support children and families leaving EHS and HS/Preschool programs.

Related Regulations: 1302.70, 1302.71, 1302.73

1. Six months prior to a child's third birthday (or when services begin if child's birthday is already within 6 months), EHS Nurturers initiate the transition process with families, explain its purpose, the need for developmentally appropriate preschool placement, and both the program's and parent's roles during transition. Parents are given a letter with a copy of the transition procedure. The nurturer documents parental preferences for placement.
2. In March, EHS parents will receive a transition packet that includes an application to the Head Start Program.
3. In April/May, prior to the start of summer services, EHS nurturers will follow-up on the parent's preference for placement.
4. Enrollment packets for Head Start placement will be collected from families and given to the ERSEA manager. Nurturers will complete a Child Information Form on each child to be given to the receiving program.
5. A Transition Event will be held at CCCDC for EHS children and parents to meet Head Start instructional and other, visit preschool classrooms, and learn about and experience the preschool classroom setting.
6. CCCDC implements a curriculum that fosters school readiness skills throughout children's enrollment in order to support children's ongoing developments and prepare them for their upcoming transitions.
7. In late winter or early spring, Head Start Family Services Workers begin communication with HS families in order for appropriate registration documentation to be transferred to the Primary School.
8. Teaching staff discuss Kindergarten readiness with parents at their second parent-teacher conference and the end of school year home visit.



9. ARC meetings occur for children with IEPs in order to transition the child and family to Kindergarten.
10. A Kindergarten Transition Event is held in order for children and parents to visit the Primary School, meet Primary School Staff, experience a Kindergarten classroom, and have discussions with both the CCCDC and Primary School Staff.
11. Communication between Primary School Staff, CCCDC staff, and parents is ongoing to discuss the individual progress of children during transitions.
12. If a family moves out of the county and withdraws their child from CCCDC, staff make efforts to support the family's and child's transition to other EHS or HS programs. If an EHS or HS program is unavailable in the community the family is moving, efforts will be made to locate an early childhood program that will meet the family's and child's needs. If a family decides to discontinue their child's enrollment in CCCDC and wishes to transfer their child to another early childhood program, staff will offer the family assistance in the transition process.



Disability Services

POLICY NUMBER	SUBJECT	REVISION DATE
DS-1	Recruitment and Enrollment	12/17
DS-2	Screenings	12/17
DS-3	Assessment & Evaluation of Children	12/17
DS-4	Full Participation in the Program	12/17
DS-5	Transitioning	12/17
DS-6	Coordination of Services with Other Agencies	12/17
DS-7	Safety Procedures for Children Needing Assistance	12/17
DS-8	Parent Involvement	12/17
DS-9	Disability Budget	12/17



Policy: DS-1

Subject: Recruitment and enrollment of children with disabilities

Performance Objective: To ensure that all children with disabilities who meet Early Head Start/Head Start/Kentucky Preschool guidelines receive disability services.

Related Regulations: 1302.14, 1302.60

Operational Procedures:

1. The Head Start Coordinator is responsible for recruiting and identifying children with disabilities into the Carroll County Head Start/Early Head Start program.
2. The Carroll County Early Head Start and Head Start/Kentucky Preschool program will identify and enroll all children with a disability, regardless of severity, who meet the eligibility guidelines.
3. Communication with early intervention programs will be maintained throughout the year to ensure referral of eligible Early Head Start children and ensure smooth and timely transitions into the Head Start program.
4. The Head Start program will participate in Child Find each year as a collaboration effort with the Carroll County Board of Education.



Policy: DS-2

Subject: Student Screening

Performance Objective: To complete all screenings within 45 days of a child's enrollment

Related Regulations: 1302.33

Operational Procedures:

1. Instructional Staff are responsible for administering the Brigance screener for developmental issues for Head Start preschool children and Early Head Start children.
2. The screening may take place in the child's home, during the school day, after school or for preschool children on a Friday.
3. Head Start and Early Head Start staff that have been trained in administering the screening tools may assist in giving the screener.
4. Screening results are given to the Head Start Education Manager for scoring. If a child fails the first screening the teacher/ home visitor along with the special education consultant (for preschool aged children) will identify methods to provide RTI (Response to Interventions) for the child in areas of concern. If the child is making progress they will be re-screened and the committee will hold a meeting to determine if the child needs to continue RTI or discontinue. If the child is not making progress and seems to be experiencing delays in development the committee will hold a meeting to decide if new goals are appropriate or if the child should be referred for further evaluation.
5. The Family Service Workers track this information using the Child Plus reporting system.
6. The teachers/home visitors will discuss with the parents/guardians any concerns discovered on the developmental screener.



7. Health Consultant/Case Manager contacts parents/guardians and begins the ARC process for Head Start/Preschool children For Early Head Start children the First Steps Point of Entry staff will contact the parents/guardians to start the IFSP process.



Policy: DS-3

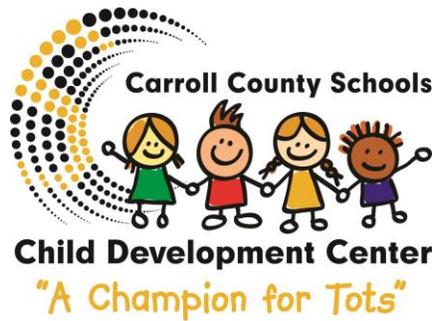
Subject: Assessment and Evaluation of Children

Performance Objective: To ensure that children are assessed and evaluated in a timely manner.

Related Regulations: 1302.33

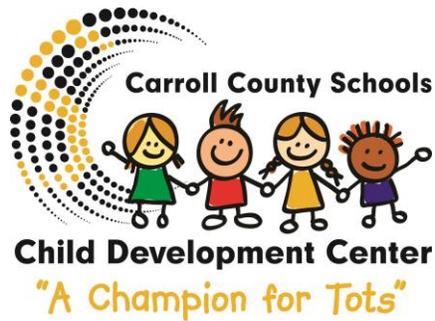
Operational Procedure:

1. The Head Start Health Consultant/ARC Chairperson is responsible for ensuring that the assessment and evaluation of children takes place in a timely manner and those parents/guardians are notified about these results.
2. All children entering the program who do not have a current IFSP/IEP are screened within forty-five days of enrollment. These include vision, hearing and speech, dental and developmental screenings.
3. Instructional staff will do these screenings.
4. The Instructional Staff and Family Service Workers inform parents/guardians of the types and purposes of the screenings. Parents/guardians must give permission for any screening to take place.
5. The Head Start Mental Health Consultant contacts parents/guardians if a developmental delay is noted.
6. The Family Service Workers contact parents/guardians whose children do not pass the dental, vision or hearing/screening.
7. The RTI (Response to intervention) begins as soon as a disability is suspected based on developmental screenings. .
8. Any child over the age of three years old, who has been identified as having a possible disability, is referred to the LEA for further evaluation. Children under the age of three will be referred to First Steps for further evaluation.
9. The evaluation will be made by a multidisciplinary team, including at least one teacher or specialist with knowledge in the area of the suspected disability, the



ARC Chairperson, a Head Start/Early Head Start classroom teacher, and the child's guardian is notified. The guardian must give permission to test and to serve the child with a disability.

10. The ARC process is explained to parents/guardians and their involvement in the process is emphasized.
11. For the preschool Head Start children, the IEP goals will be monitored by special education staff and the classroom teacher when appropriate. For Early Head Start, the First Steps staff will monitor the IFSP and meet with EHS nurturers to discuss goals.
12. Head Start teachers and Special Education staff will share children's progress throughout the year by sending home on going assessments/ progress reports and by talking with parents/guardians during parent teacher conferences, Annual IEP meetings.
13. Vision, hearing and dental concerns are referred to the appropriate professional with parent permission when screening results indicate that further evaluation and or treatments are necessary.



Policy: DS-4

Subject: Full participation of children with disabilities in the Early Head Start/Head Start/Kentucky Preschool program

Objective: To ensure that all children with disabilities are able to fully participate in the Early Head Start/Head Start/Kentucky Preschool program.

Related Regulations: 1302.60

Operational Procedures:

1. To ensure that children with disabilities may participate in a full range of activities, the Head Start Mental Health Consultant and/or Special Education Consultants will collaborate with the LEA and First Steps concerning equipment, materials, services or modifications of existing structures when necessary.
2. Each year agreements between the LEA and First Steps and the Head Start/Early Head Start program will detail what services are provided by each agency.
3. The Head Start Coordinator will provide training for staff as necessary to maximize their capabilities to include children with disabilities.



Policy: DS-5

Subject: Transitioning into and out of the Early Head Start/Head Start/Kentucky Preschool program.

Performance Objective: To ensure that transitions occur smoothly for children.

Related Regulations: 1302.70, 1302.71

Operational Procedures:

1. The Head Start Mental Health Consultant is responsible for ensuring that transitions into and out of the program occurs smoothly.
2. Communication with early intervention programs will be maintained throughout the year, to ensure smooth and timely transitions into the Head Start program.
3. Parents/guardians are encouraged to visit the classroom of their child and meet with classroom staff to discuss any concerns, make suggestions or give instructions prior to and after the enrollment of their child. Parents of the Home Based program are also encouraged to discuss concerns during weekly home visits.
4. Transition meetings for the Head Start children are conducted in the spring with the parents/guardians and the school agency the child will be attending, to ensure that the child's needs will be met in the upcoming school year. Transition meetings for the Early Head Start children will start when the child turns two years and six months.
5. Additional information is provided by the Head Start Health Consultant for parents/guardians based on their concerns or needs.



Disability Services

Policy: DS-6

Subject: Coordination of services with other agencies

Performance Objective: To ensure that all resources are coordinated when establishing services for children with disabilities.

Related Regulations: 1302.61, 1302.62, 1302.63

Operational Procedures:

1. The Head Start Mental Health Consultant is responsible for establishing and maintaining communication with community agencies that assist children with disabilities.
2. On-going communication will be maintained throughout the year with First Steps, the early intervention agency, to ensure transition into the Head Start Program for children who have been already identified as having a disability on the child's third birthday.
3. The Head Start Mental Health Consultant will collaborate regularly with LEA and First Steps staff to ensure that special needs children are able to participate fully in the Head Start and Early Head Start program.
4. Written agreements will be developed and updated with the LEA and First Steps and other agencies as required.



Disability Services

Policy: DS-7

Subject: Safety procedures for children needing assistance during an emergency.

Performance Objective: To ensure that children with special needs are accommodated in an emergency situation.

Related Regulations: 1302.47

Operational Procedures:

1. It is the responsibility of the classroom teacher to ensure that the following procedures are carried out.
2. Fire: Assist any child with a disability to a location previously assigned as a safe area. This person will take medication or any adaptive equipment that is medically necessary for the child. The responsible person will remain with the child until it is safe to return to the classroom or transportation home is secured.
3. Tornado: Classroom personnel will be designated responsible to assist student to previously assigned area. They will lay the child on the floor and cover the child with their body as necessary to ensure all children are safe. They will remain in this position until an all clear is given. This person will take any medication or adaptive equipment, which is medically necessary for the child.
4. Earthquake: Classroom personnel will be designated responsible to put the child under a table and cover the child with their body if necessary. They will remain in this position until an all clear is given. This person will take any medication or adaptive equipment, which is medically necessary for the child.



Disability Services

Policy: DS-8

Subject: Parent Involvement

Performance Objective: To ensure that families are active partners in their child's education.

Related Regulations: 1302.62, 1303.23

Operational Procedures:

1. The Head Start Mental Health Consultant and Family Service Workers along with Special Education staff are responsible for providing names of community agencies, which may be able to provide additional information and resources to parents/guardians of children with disabilities.
2. The Head Start Mental Health Consultant and classroom teacher will encourage parents/guardians to observe and or volunteer in their child's classroom.
3. The special needs teachers are responsible for providing follow-up activities and assistance to reinforce program activities at home when requested.
4. The Head Start Mental Health Consultant, classroom teachers, and home visitors, are responsible for assisting parents/guardians in the transition of children from Early Head Start and Head Start to public school or other school placements.
5. The Head Start Coordinator and Mental Health Consultant is responsible for addressing and responding to parent concerns.



Disability Services

Policy: DS-9

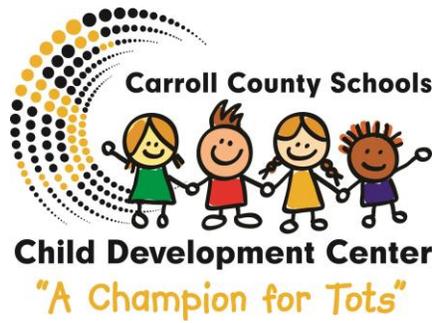
Subject: Disability Budget

Performance Objective: To budget adequately for the number of children with disabilities to be served considering their types and severities.

Related Regulations:

Operational Procedures:

1. The Carroll County Head Start Program will collaborate with the LEA and First Steps to determine the responsibility for purchasing necessary equipment to ensure that all special needs children may participate fully in the preschool and Early Head Start programs.
2. Head Start/Early Head Start will maintain funds to provide for needed equipment or materials when other resources are unavailable.
3. The Carroll County Head Start/Early Head Start Program will refer to the LEA and/or First Steps contract when issues of dispute arise.
4. The Head Start Coordinator assumes responsibility for ensuring that special needs equipment is provided.



POLICY NUMBER	SUBJECT	REVISION DATE
HS-1	Child Health Status	12/17
HS-2	Screenings	12/17
HS-3	Tracking Health Care for Children	12/17
HS-4	Medication Administration	12/17
HS-5	Health Emergency/Short-Term Exclusion/Admittance	2/17
HS-6	Injury Prevention	10/10
HS-7	Dental Emergencies	2/17
HS-8	Sick or Injured Children or Staff	10/10
HS-9	Hygiene, Bloodborne Pathogen for Infection Control/Universal Precautions	10/10
HS-10	Medical Emergencies while on bus	2/2017
HS-11	Medical Emergency Assistance and Crisis Intervention	2/2017



HS-12	Selection of Health Services Advisory Committee	2/2017
HS-13	Naptime	10/2010
HS-14	Lice	09/2016
HS-15	Referral for Counseling	2/2017
HS-16	Mental Health Services to Children and Families	10/2010
HS-17	Oral Health	10/2010
HS-18	Immunizations	01/2017
HS-19	Chronic Health Conditions	03/2018



Policy: HS-1

Subject: Child Health Status

Performance Objectives: To ensure each child has a source of ongoing medical care.

Related Regulations: 1302.42

Operational Procedure:

In order to assess and meet individual needs of students, Family Service Workers will engage and consult with parents/guardians to ensure each child is receiving age appropriate health care.

- During the child's enrollment process the Family Service Worker will interview parents/guardians and review medical documents to determine whether or not each child has a source of continuous, accessible health care.
- If it is determined that a child does not have a continuous source of care, which includes a medical home and health insurance. Staff will work with the parents to develop a plan to assure health care is obtained, starting this process no later than 30 days from enrollment.

One or more of the following documents will be used to assess the child's current health status within 90 days of enrollment:

- Child's most current physical exam/Well Child Exam
- Most current Immunization Certificate
- Most current dental exam

At time of enrollment parents/guardians will be informed of, and agree to comply with the health requirements of the program. Requirements are consistent with the Early Periodic Screening, Diagnosis, and Treatment (EPSDT) schedule, Kentucky Immunization program, the Center for Disease Control, and other recommendations per Health Advisory Committee.

Documentation required within 45 days of enrollment:

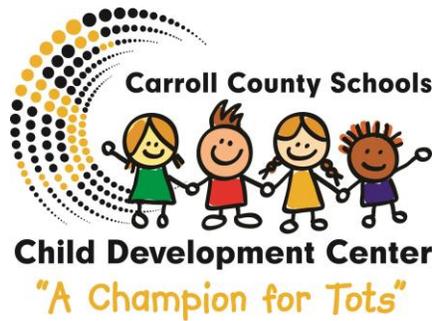
- Vision Screening, unless current Vision exam by licensed provider is obtained.
- Hearing Screening
- Health History



- Nutrition Survey

Documentation required within 90 days of enrollment:

- Well Child Exams for children ages 0-36 months of age
- Yearly physical exams for children 3-5 years of age
- Dental Exam for students over one year of age
- Growth assessment
- Blood Pressure for children 3-5 years of age



Policy: HS-2

Subject: Screenings

Performance Objectives: Screenings will be obtained or completed to ensure continuous care.

Related Regulations: 1302.33, 1302.42,

Operational Procedure:

Family Service Workers will inform parent/guardian of the following screenings/assessments that are required according to Kentucky EPSDT schedule, OHS performance standards, and Health Advisory Committee recommendations. Screenings will be completed by trained staff of the Child Development Center or obtained from a licensed provider. Signed informed consent will be obtained during enrollment for all screenings conducted at the Child Development Center.

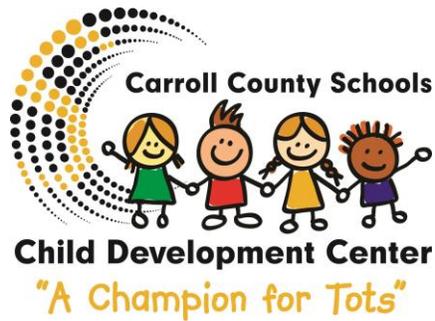
All screenings, referrals and testing will be documented in student's health file. Any abnormal results or concerns will be addressed by the Family Service Worker and/or nurse who will remain in contact with family until resolved. All communication with family and/or providers will be documented in ChildPlus.

Developmental Screenings:

- In collaboration with each child's parent and with parental consent, the Carroll County Child Development Center will complete a current developmental screening (Brigance) to identify concerns regarding a child's developmental, behavioral, motor, language, social, cognitive and emotional skills within 45 calendar days of enrollment.

Lead:

- Students enrolled in the Early Head Start program will receive a screening or blood lead test per provider's discretion from their provider or health department at 12 months and 24 months of age.
- Documentation of screening or blood lead test will be kept in student health file.
- If results of blood test are higher than 5ug/dl, appropriate staff will facilitate follow up assessments, and treatment if needed, are completed in a timely manner.



Hearing Screenings:

First year Head Start will receive an evidence based hearing screening within the first 45 days of child's first day of attendance at the program. Any other hearing screenings will only be conducted if there is concern about child's hearing.

- Head Start:
 - Screening will be conducted by Speech/Language Pathologist and/or Speech/Language Pathologist Assistant whenever possible, other trained staff such as the school nurse will complete screening if SLP is unable to.
 - Children failing to respond to the recommended level (20db) will be considered failed.
 - Results along with frequencies and decibels tested at will be documented and placed in students health file. Any discrepancy in noise levels, congestion, ear blockage or infection will also be documented.

- Early Head Start:
 - Screening will be taken from Well Child Exam if documentation is provided that it was an evidence based screening. If no evidence based screening is obtained within the first 45 days (for home-based, 45 days after first visit) appropriate staff will complete screening using OAE device.
 - Subsequent hearing screenings will be due with every well child exam, these will be documented on exam form by physician and kept in students health file. If no evidence based screening is documented on exam form, appropriate staff will use OAE device to obtain, and will document and keep this information in the student's health file.

Any children who fail the screening, or are considered "untestable" due to student refusal to participate or other factors will be rescreened 2-4 weeks after initial screening date. If student fails second screening a letter will be sent home encouraging parent to seek formal evaluation. All referrals and follow up data (testing, treatment, etc.) will be monitored and documented by the FSW.

Vision Screenings:

First year Head Start students will receive an evidence based vision screening within the first 45 days of child's first day of attendance at the program, if they do not have a current Vision Exam from a licensed provider. Any other vision screenings will only be conducted if there is concern about child's vision.

- Head Start:



- Screening will be conducted by School Nurse whenever possible using SPOT vision screener, other trained staff such as the Family Service Worker will complete screening if nurse is unable to.
- Early Head Start:
 - Screening will be taken from Well Child Exam if documentation is provided that it was an evidence based screening. If no evidence based screening is obtained within the first 45 days (for home-based, 45 days after first visit) appropriate staff will complete screening using SPOT Vision Screener.
 - Subsequent vision screenings will be due with every well child exam, these will be documented on exam form by physician and kept in students health file. If no evidence based screening is documented on exam form, a SPOT vision screener will be conducted.

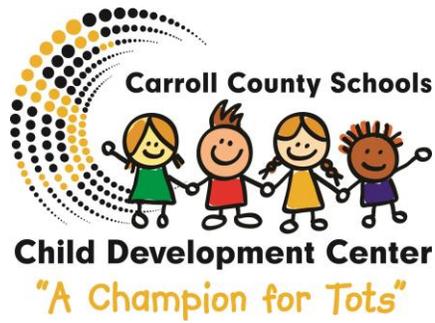
Any children who fail the screening, or are considered "untestable" due to student refusal to participate or other factors will be rescreened 2-4 weeks after initial screening date. If student fails second screening a letter will be sent home encouraging parent to seek formal evaluation.

Growth Assessments:

- Head Start:
 - All Head Start students will receive a Growth Assessment which consists of height and weight three times each school year, the first assessment being no later than 90 days after the child's first day in attendance. Subsequent growth assessments will be conducted in January and May depending on child attendance and school schedule.
- Early Head Start:
 - All Early Head Start student will be required to have a Growth Assessment completed at each Well Child Exam which consists of height, weight, and head circumference (for children \leq 24 months). This will be completed by physician at Well Child Exam.

Staff will use WHO and CDC growth charts to determine if student is above the 95th percentile or below the 5th percentile for their age. If the student is in one of these categories the Family Service Worker will inform the family and work with them to make referrals as needed to ensure health and nutrition needs are met.

Anemia:

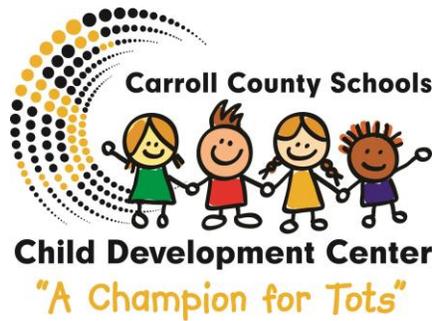


All Early Head Start students will receive a Hemoglobin/Hematocrit screening between 9 and 12 months of age as a part of their Well Child Exam or at the local health department to screen for anemia.

Blood Pressure:

All students will receive a blood pressure at 36 months as part of their physical exam. If blood pressure results are not documented on exam, a blood pressure will be taken by school nurse and documented.

All screenings will be culturally and linguistically appropriate for each child. The health manager will monitor all screenings to ensure that they are completed in a timely manner and to ensure that needs are met.



Policy: HS-3

Subject: Tracking Health Care for Children

Performance Objective: To ensure follow through for all health services provided for each child.

Related Regulations: 1302.42

Operational Procedure:

The Head Start Coordinator and Family Services Workers will ensure that all required health documentation is completed within the required time (see HS-1 policy). Family Service Workers will track child's health status by reviewing student files and using Child Plus reports at least once a month. ChildPlus data and students health files must match.

Appropriate staff will establish ongoing communication with parents/guardians to facilitate the implementation of treatment and follow-up plans and document services provided.

1. Appropriate staff will contact all parents/guardians in a timely manner after parent has been notified of an issue to ensure follow up actions are taken. Communication and assistance will be ongoing until the concern has been addressed by appropriate providers.
2. Parents/guardians will receive assistance from Family Services Workers when needed in order to obtain any prescribed medications, aids, or equipment needed for health and dental conditions.

The Head Start Coordinator and Family Service Workers will utilize phone calls, home visits, letters or other appropriate mechanisms to facilitate treatment from onset to completion, carefully documenting all steps.

The Health Manager will monitor the tracking of these screenings/requirements and will work with the assigned Family Service Worker to ensure that all needs are met.



Policy: HS-4

Subject: Medication Administration

Performance Objective: To ensure medication is dispensed following safe guidelines.

Related Regulations: 1302.47

Operational Procedure:

1. Staff will determine from family/medical provider if medication can be appropriately administered outside of program hours.
2. **Diaper Cream and Sunscreen**, will be administered only with a blanket permission form signed by parent/guardian. Written instructions from parent/guardian must match directions on container. Staff will document when diaper cream/sunscreen is applied on child's daily report and give to parent/guardian. Cream/Sunscreen must be in original container with child's name and stored in a locked area in the classroom.
3. **Over the Counter Medications (OTC)** require written permission from the parent/guardian **and** medical provider. Over the Counter medication administration consent form will be completed by physician and signed by parent/guardian in order for nurse to administer OTC medication. OTC medication will be given in accordance to label directions. OTC medication must be in original container with child's name and stored in a locked area in the nurse's office.
4. **Prescription Medications** require written orders from the medical provider and pharmacy-labeled prescription container must accompany all prescription medications to be administered during program hours. Orders/prescription labels must include:
 - a. Name of Student
 - b. Name of medication
 - c. Dosage
 - d. Time/time frame to be administered
 - e. Route of administration
 - f. Potential side effects that should be noted.
 - g. Date/time frame when medication is to be discontinued.



5. Medication administration will adhere to Kentucky state child care guidelines as well as Kentucky Nurse Practice Act mandates, and follow Performance Standards requirements and other applicable mandates.
6. Program Nurse is to administer medication, with the exception of diaper rash ointments, sunscreen, and rescue medications. In her absence, trained staff such as the Family Service Worker, will administer medication.
7. Medication will be stored in a locked designated area in the nurse's office. Medication that requires refrigeration cannot be kept in classroom refrigerator and will be kept in medication compartment in kitchen refrigerator.
8. Documentation will be kept on the medication log.
9. Any change in behavior, or adverse effects after medication has been administered will be documented and communicated to the parent/guardian and/or, as needed, the medical provider.



Policy: HS-5

Subject: Health Emergency and Short Term Exclusion/Admittance

Performance Objective: To ensure safety of all children.

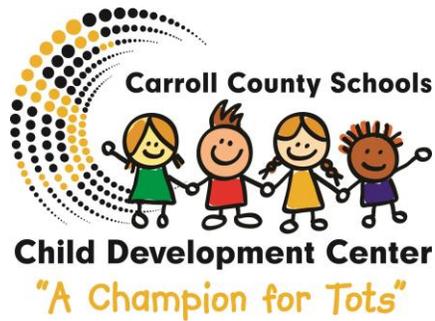
Related Regulations:

OPERATIONAL PROCEDURE:

1. Emergency action plans are posted in classrooms and on school buses to facilitate quick response to medical and dental emergencies.
2. Contact numbers of emergency response systems are prominently posted.
3. Up-to-date family/emergency contact information for each child is readily available.
4. Staff members are to be made aware of the methods of notifying parents/guardians in case of an emergency involving their child.
5. Staff members are trained on recognizing and reporting child abuse and neglect and know the methods of handling such cases.
6. Children will be temporarily excluded from center-based care when they have a short-term injury or acute short-term illness that cannot be safely accommodated.
7. Families will inform staff of any health or safety needs of the child that the program may be required to address, upon enrollment, and kept up-to-date as necessary.

Following KY Childcare recommendations, children with the following defined conditions may be temporarily excluded from Head Start/Early Head Start environments until the condition has been determined safe to be in contact with other children:

- Fever – 100 degrees or higher by axillary (armpit temperature) or 101 degrees oral
 - If the child is behaving normally but has a fever, the child should be monitored, but does not need to be excluded for fever alone.
 - Fever accompanied by other symptoms may require exclusion
- Vomiting – 2 or more times in 24 hour period



- Persistent Stomach pain (more than 2 hours or if associated with other symptoms)
- Mouth sores with drooling
- Rash with fever or behavior change
- Eye drainage with pink/redness to the eye
- Diarrhea – more than one loose stool

School Nurse will be consulted when children are ill/injured and will determine if exclusion is necessary based on American Academy of Pediatric guidelines and assessment.

A child may be determined safe to return to school if:

- Doctor's note denotes child is not contagious and may return to school
- Child has been fever free for 24 hours without fever-reducing medication
- It has been 24 hours since child last vomited
- Child has been on antibiotics for 24 hours, for illnesses requiring antibiotic treatment



Policy: HS-6

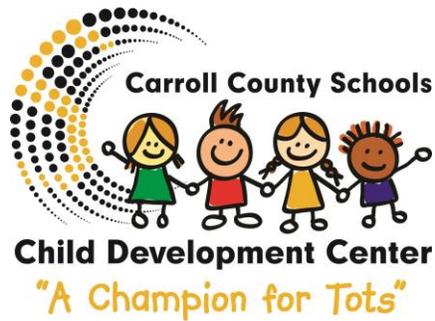
Subject: Injury Prevention

Performance Objective: To prevent injuries to staff, parents/guardians, and children.

Related Regulations:

Operational Procedure:

1. Staff will talk daily with children about safety rules in the classroom and on the playground.
2. Families will be offered training on Safety/First Aid in the home as well as CPR/AED by Health Care Professionals.
3. Staff will complete and maintain certification in CPR/First Aid/AED.
4. Families will be encouraged by staff to work with their children at home on safety rules.
5. Each classroom and each school bus is equipped with a well-supplied First Aid Kit readily available for staff, but out of reach of children.
6. Health and Safety checks will be completed daily by Environments/Transportation manager, teachers on: playgrounds, classrooms, and buses. These checks will be monitored by the appropriate staff.
7. Bus and pedestrian safety education is provided for students and families no later than 30 days from entry.
8. Appropriate staff: child ratios will be maintained and active supervision of children will be followed.



Policy: HS-7

Subject: Dental Emergencies

Performance Objective: To ensure safe practice during classroom dental emergencies.

Related Regulations:

Operational Procedure:

1. If a dental emergency arises, the teacher or other staff member will contact the School Nurse who will contact the family. If the school nurse is unavailable, Family Services Worker, Head Start Coordinator or office manager will contact the family. If the parent is not available the next person listed on the emergency release card will be notified. If no one can be notified from the release card, the program will follow the emergency directions on the back of the release card.
2. In the event that no one from the School Nurse/ Family Service Workers will contact the child's dentist/other dentist for guidance, if immediate dental attention is required, the Family Services Worker and the Head Start Coordinator or other identified staff member will transport the child to the appropriate medical or dental facility, and assist the family in meeting them.
3. If it's not safe for the Head Start Program staff to transport the child, an ambulance will be called.
4. If a child's tooth is accidentally knocked out it will be placed in a container of milk and given to the parent/guardian, or transported to the dentist with the child.



Policy: HS-8

Subject: Sick or Injured Children or Staff

Performance Objective: To ensure safety of children during emergency situations.

Related Regulations:

Operational Procedure:

1. Ill children or staff are asked to remain home.
2. Should a child develop fever or other symptoms of illness, the family will be contacted and Kentucky childcare guidelines will be followed.
3. Staff who become ill during work will be assisted home or to other appropriate care.
4. A child or staff member that requires immediate medical attention will be transported to the nearest medical facility by emergency medical technicians and emergency contacts will be notified. A staff member will remain with the child or staff member until emergency contact arrives.
5. In an emergency situation, the following steps will be taken:
 - a) Observe the situation
 - b) Remain calm
 - c) Seek Assistance
 - d) Perform appropriate first aid
 - e) Contact emergency services as needed



Policy: HS-9

Subject: Hygiene/Bloodborne Pathogen for Infection Control/Universal Precautions

Performance Objective: To ensure health and safety of all personnel, parents/guardians and children.

Related Regulations:

Operational Procedure:

1. General Hygiene:

- A. All employees must follow proper handwashing procedures at all times when washing hands. The specific timeframes in which adults wash their hands are specified times as documented in the Head Start Performance Standards and KY licensing requirements. (See below). Handwashing procedures are to be posted in every classroom.

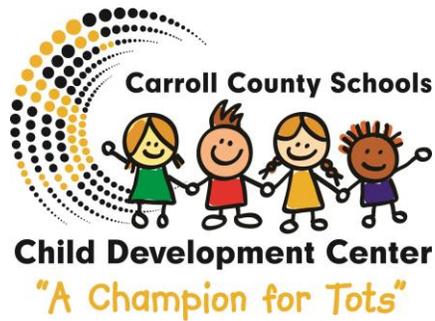
- B. Children will also follow age-appropriate handwashing procedures and do so at the times specified in the Head Start Performance Standards and KY licensing requirements. (See below)

Handwashing

Procedures: Staff, volunteers and children must wash their hands with soap and running water using proper hand-washing procedures. Proper hand-washing procedures include:

1. Wet hands with warm water
2. Use liquid soap and running water.
3. Rub hands vigorously for at least 20 seconds, including back of hands, wrists, between fingers, under and around jewelry, and under fingernails;
4. Rinse well under warm water
5. Dry hands completely with a paper towel (a single-use towel, or a dryer;
6. Turn off the faucet with a paper towel
7. Throw towel in the trash can.

Hand-washing: Staff



Proper procedures for hand washing will be followed for the following specified times and other instances as appropriate:

1. Upon arrival at the center
2. After toileting or assisting a child in toileting
3. Before and after diapering a child
4. After wiping or blowing a child's or own nose
5. After handling animals
6. After caring for a sick child
7. Before and after feeding a child or eating
8. Before dispensing medications
9. If possible, before administering first aid.
10. Whenever hands are contaminated with blood or other bodily fluids
11. Before and after treating or bandaging a wound (nonporous gloves must be worn to avoid contact with blood or blood-containing body fluids)

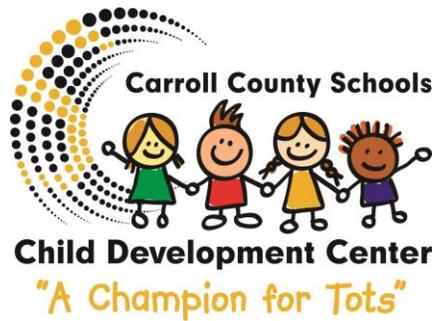
Nonporous or vinyl gloves must be worn by staff when handling the following and as appropriate:

- Diapering
- Blood
- Urine
- Feces
- Saliva
- Nasal discharge
- Eye Discharge
- Vomit

Spills of any of the above mentioned bodily fluids must be cleaned and disinfected immediately. Any tools and equipment used to clean spills of bodily fluids must be cleaned and disinfected immediately. Blood-contaminated materials must be disposed of in a plastic bag with a secure tie and disposed of following OSHA and Carroll County School District guidelines. Site custodian will assist with clean up when possible.

Diapering

Diapering Procedure shall be followed and procedures are to be posted in each diapering station:



Diapering Procedure:

1. Check to see if all supplies are ready
2. Put on gloves
3. Lay child on table (never leave child unattended)
4. Take off soiled diaper and clean child's bottom wiping from front to back
5. Put disposable diaper and any used wipes in lined, covered trash can
6. Remove gloves and dispose in trash can
7. Use a wipe to wipe the adult hands
8. Use a wipe to wipe child's hands
9. Put clean diaper on child and dress child.
10. Wash child's hands (see separate instructions)
11. Return child to supervised play area
12. Clean diaper changing area. Sanitize with bleach water and let air dry 2 minutes.
13. Wash hands using procedures noted previously.

2. SURFACE CLEANING:

Remember, surfaces that are visibly soiled (with food or other debris) must first be washed with soap and water before being cleaned with bleach solution.

1. Daily wiping with a diluted bleach solution is sufficient for table tops and counters. Bleach solutions must be mixed daily. Bleach solution is 16 oz. water to 1 ½ teaspoons bleach.
2. Surfaces that have been soiled with body secretions should be washed immediately with bleach solution and dried with paper towels. Gloves must be worn for this purpose.
3. Surfaces must be washed before and after all meals.
4. Toys that have been mouthed or otherwise soiled should be washed and dried before use by another person. Early Head Start classrooms will have a bucket that any mouthed toys will be placed in for sanitizing later before returning to play area.
5. Toys must be washed once daily with soap and water.
6. Stocks of cleaning materials (such as gloves, proper hand washing liquid, bleach solution, etc) should be available to every employee and regularly maintained. These items will be monitored and stocked by the Environmental Manager and custodial staff.



Policy: HS-10

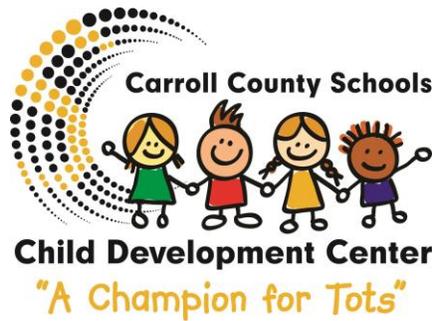
Subject: Medical Emergencies during bus ride

Performance Objective: To provide emergency assistance to Head Start/Preschool children when being transported by Head Start buses.

Related Regulations:

Operational Procedure:

1. In the event of an emergency the bus driver will radio the Head Start Coordinator, Transportation manager, or office manager to contact the parents/guardian or family member and ambulance, if needed. The Head Start Coordinator will also contact the Board of Education's Transportation Director.
2. The Head Start Coordinator and the Transportation Director (or designees) will immediately go to the scene. Trained staff will perform appropriate first aid until emergency workers arrive.
3. The Head Start Coordinator will accompany injured children or adults to the hospital if necessary.
4. If the bus is involved in an accident, all parents/guardians of the children on that bus will be notified by an appropriate staff and will complete necessary paperwork.
5. Each bus is equipped with first aid kits, fire extinguishers. Each driver is trained in CPR/First Aid training along with AED training. All drivers are also trained in emergency medication administration per state regulations.



Policy: HS-11

Subject: Medical Emergency Assistance and Crisis Intervention Plan

Performance Objective: To ensure a plan is in place to effectively manage emergency situations.

Related Regulations:

Operational Procedure:

1. An Emergency/Release Information card on each child is filed in each classroom, the office and on the bus documenting: Student name and the Parents/guardians name, home phone number, family doctor, any allergies, special conditions (if any), Parents/guardians work number, emergency phone number if parent cannot be reached at home or at work.
2. If emergency treatment is necessary and the parent cannot be reached, staff will follow the instructions marked and signed by the parents/guardians at enrollment/recruitment time, on the back of the Emergency/Release card.
3. Staff and parents/guardians are advised at entry if a child is injured or becomes seriously ill at school, the parents/guardians will be contacted immediately, if possible.
4. Staff is given basic first aid training by the Head Start/Early Head Start staff.

If a child is injured or becomes seriously ill while at school the following procedure is utilized:

1. Remain calm.
2. Perform appropriate first aid.
3. Call 911 if concern indicates.
4. Contact parent or guardian, either at home or at work
5. If parent cannot be reached, contact emergency phone number of friend, neighbor, or relative, etc.
6. If parent is contacted, encourage parent to pick the child up at school to take him/her for emergency treatment, if time and condition permits. If parent cannot be reached, and child requires immediate medical attention, a Head Start staff member, preferably the School Nurse will transport the child



- to the local hospital or doctor. If the School Nurse is not available, the Family Services Worker or teacher will transport.
7. Staff will continue to attempt to reach parent until he/she has been contacted, while the staff member responsible for the child remains with the child.
 8. Staff member will document the event in writing.



Policy: HS-12

Subject: Health Advisory Committee

Performance Objective: To encourage active parent/community involvement in program health.

Related Regulations:

Operational Procedure:

1. An interest survey will be given to parents/guardians regarding serving on committees in Head Start/Early Head Start.
2. Interest survey results will be compiled by the Family Partnership Manager to identify parents/guardians who have shown an interest in serving on the Health Advisory Committee.
3. Parents/guardians and community members will be notified by the Health Manager and the Head Start Coordinator of Health Advisory meeting date and time. All parents are highly encouraged to attend the meetings.
4. The Health Manager will conduct orientation at the first meeting and information will be given to the members. (Program Plan, Community Assessment, Health Procedures and any other information needed.)
5. Meetings will be held at least in fall and in spring as well as whenever a health issue arises that impacts community and program health.



Policy: HS-13

Subject: Naptime

Performance Objective: To ensure a safe and healthy rest/nap time for all children.

Related Regulations:

Operational Procedure: Each child will have age appropriate bedding for nap/quiet times. Each child's mat/cot will be cleaned thoroughly at least once a week.

1. Provide individual cribs or cots for each child in the center-based program
2. Inform families of naptime policy
3. Provide cot or crib sheets.
4. Schedule naptime for older children as appropriate.
5. Infants and toddlers will sleep on their individual schedule.
6. Each infant/toddler will be placed on their BACK for sleep.
7. All cribs cots will be spaced 3 feet apart during sleep times
8. Cribs will not have quilts, comforters, crib toys, heavy blankets, etc.
9. Staff:child ratios will be maintained during rest/nap times
10. Each child's bedding will be washed once per week and daily if soiled.



Policy: HS-14

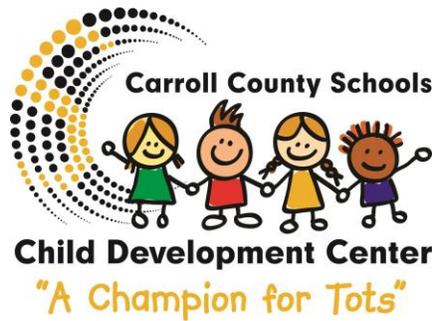
Subject: Conducting Head Checks

Performance Objective: To prevent absenteeism and encourage school readiness.

Related Regulations: 1302.41

Operational Procedure:

1. Head Checks will no longer be completed for the whole class, if a staff member sees live lice on a child, that child will be checked only.
2. If a child is found to have nits or live lice, the child will be taken to the nurse or FSW to have findings confirmed.
3. If findings are confirmed the nurse or FSW will contact the parent by phone or letter. The nurse/FSW will guide the parent with the proper procedures for addressing head lice.
4. The child will be returned to class to finish out the school day.
5. The child will be permitted to come to school the next day and the nurse or FSW will check the child.
6. If the child still has nits the family service worker/nurse will clean the child's hair with a comb.



Policy: HS-15

Subject: Permission for Referral for Counseling

Performance Objective:

Related Regulations:

Operational Procedure:

Carroll County Head Start Staff will refer students for counseling when needed. Listed below are the steps to be followed:

1. The teacher will keep documentation on any problems observed with a child.
2. The teacher will discuss with the Head Start Coordinator and the Family Services Workers any children he/she feels may need counseling.
3. The teacher and Family Services Workers will make a home visit to talk with the parent about his/her concerns.
4. If the parent agrees, they will sign a permission form for counseling.
5. The referral will then be sent to the appropriate agency.



Policy: HS-16

Subject: Mental Health Services for children and families

Performance Objective: To support the mental wellness of children and families.

Related Regulations:

Operational Procedure:

1. A Mental Health Consultant will observe in classrooms as needed throughout the program year.
2. Training on Mental Health issues will be offered to parents/guardians and staff throughout the year by a Mental Health Professional. Referrals will be made for any children with possible Mental Health concerns noted by staff, parents/guardians, or Mental Health Professional.
3. Community mental health resources will be utilized by providing a Resource Booklet to all parents/guardians.
4. All Early Head Start and Head Start environments will utilize an education curriculum to support developing social/emotional health.



Policy: HS-17

Subject: Oral Health

Performance Objective: To promote effective oral health hygiene

Related Regulations: 1302.43

Operational Procedure:

All children will participate in preventive dental care at least once daily.

1. Provide toothbrushes and other age appropriate equipment for tooth brushing for each child.
2. After feeding an infant or young toddler, their gums will be wiped with a gauze pad. Follow appropriate handwashing procedures.
3. Older toddlers and preschool children:
 - Place a small dab of toothpaste on edge of cup, plate, or piece of wax paper
 - Dampen toothbrush and assist child in placing toothpaste on brush
 - Supervise/assist child in brushing teeth
 - Allow child to rinse their mouth with water
 - When finished rinsing child can empty contents (spit) into the sink.
 - Adults and children will follow proper handwashing procedures
4. Store each toothbrush so it cannot touch any other toothbrush and allow it to air dry. Each toothbrush must be labeled with child's name. Do not allow children to share toothbrushes.
5. Never disinfect toothbrushes. If a child uses another toothbrush or if it comes into contact with a dirty surface, throw it away and give the child a new one.
6. Replace the toothbrush every 3 months or as needed if bristles have lost their tone or after a child has been sick (ex. if a child has been diagnosed with strep throat the toothbrush will be replaced after 24 hours of being on an antibiotic).
7. Wash and disinfect toothbrush holder when soiled or at least once per week.



8. All children will have a dental exam every 6 months, as recommended by the American Academy of Pediatric Dentistry. Beginning no later than 12 months of age.



Policy: HS-18

Subject: Immunizations

Procedural Objective: To ensure health and well-being of all students.

Related Regulations: 1302.42

Operational Procedure:

All children entering The Carroll County Child Development center are required to meet the minimum standards for immunizations in accordance with Kentucky state EPSDT schedule, or have a medical or religious exemption signed by parent/guardian and child's health provider.

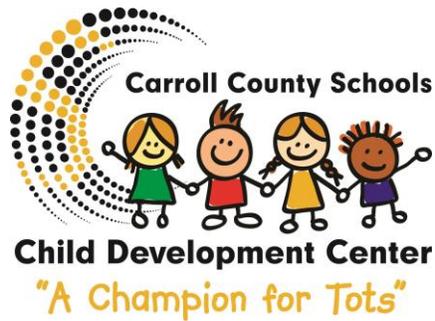
All records will be required to be documented on the Commonwealth of Kentucky Certificate of Immunization Status.

Parents will submit child's current, non-expired immunization certificate upon enrollment.

A child whose certificate has exceeded the date for the certificate to be valid shall be required to visit the child's medical provider or local health department to receive immunizations required by the state of Kentucky EPSDT schedule, or to receive a **Provisional** certificate, until such time as the child can be brought up to date. FSW will work with family to bring child up-to-date according to the Kentucky EPSDT schedule of vaccinations. Every effort will be made by staff, including nurse and FSW, to communicate importance of following the EPSDT schedule of immunizations.

Children who have a **Medical** or **Religious** exempt certificate must provide certificate upon date of enrollment.

All Immunization records will be kept in the student's health file.



Policy: HS-19

Subject: Chronic Health Conditions

Procedural Objective: To establish a plan of care for the chronically ill child

Related Regulations:

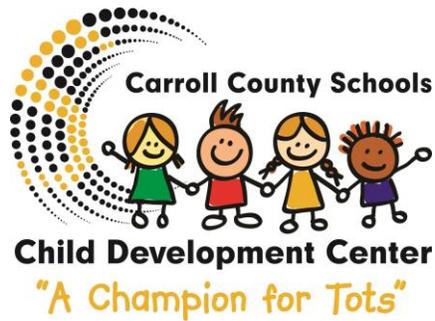
Procedural Objective:

1. Any child determined by a medical provider to have a chronic health condition will have a plan of care on file in the nurse's office which includes diagnosis, any special equipment needed for care or education of the child, or special instructions.
2. Allergies (not including seasonal aka "hay fever") will be managed accordingly, in order to provide the safest care possible:
 - a. Parents will relay any information regarding allergies at enrollment on the health history
 - b. Parents will obtain written documentation of the child's allergy, and any reactions, from the medical provider.
 - c. Parents will be asked to sign a permission slip allowing a picture of the child, and their allergy, to be posted in the classroom.



Nutrition Services

Policy Number	Subject	Revision Date
NS-1	Design and Implementation of Nutrition Program	3/18
NS-2	Identification Of Nutritional Needs	3/18
NS-3	Meal Service	3/18
NS-4	Food Safety and Sanitation	3/18



Nutrition Services

Policy: NS-1

Subject: Design and Implementation the nutrition program

Performance Objective: To provide for the nutritional needs of each child.

OPERATIONAL PROCEDURE:

Operational Procedures:

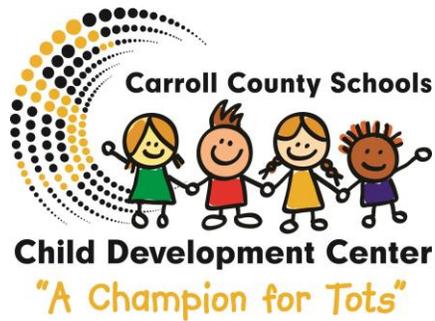
1. The Head Start Coordinator and Program Nurse will collaborate with the LEA food service program to provide breakfast, lunch and snack to Head Start/Early Head Start children.
2. Menus will be developed every month with the LEA food service program, which reflect 1/2 to 2/3 of the daily nutritional needs for children in the full day program. All food served will be appropriate for the ages and stages of the child.
3. Children with special medical or dietary needs or dietary needs based on family preferences that have a signed statement by a medical or other USDA acceptable health professional and/or written family request will be accommodated and a copy of the statements will be kept on file.
4. Serve all children in morning center-based settings who have not received breakfast upon arrival at the program a nourishing breakfast.
5. Safe drinking water will be available to children during the program day.
6. Healthy snacks will be provided to each child during group socializations in the home based option.



7. Foods, which consider cultural and ethnic preferences and broaden the food experiences, will be served.
8. Funds from the USDA Food Service Program will be used as the primary source of payment for meal services.
9. Professionals, such as the occupational therapist, physical therapist, school nurse and nutritionist and registered dietician will be consulted to assist staff and parents/guardians of children with issues associated with chewing, swallowing and feeding.
10. Menus will be sent home to parents/guardians monthly.
11. Parents/guardians will give input into the nutritional program by offering suggestions for snacks and meals.
12. Teachers will incorporate nutrition into the curriculum through field trips, guest speakers allowing the children to participate in the serving of the meals. No food will be brought in by parents for parties or celebrations or for meals. Infants and toddlers will be fed on demand and based on their individual feeding schedules.
13. Infants who are not able to sit alone will be held while being fed.
14. Documentation on feeding and toileting will be maintained and shared with parent/guardians daily.
15. All equipment necessary for meal time will be age-appropriate equipment and child size.
16. Nutrition accommodations will be made for socializations: family's choice of formula, special diets)
17. All food must be properly maintained (cold, hot) until child is ready to eat.



NOTE: Foods will be provided that recognize the chewing abilities of infants/toddlers. Choking foods will not be served. Menus/foods provided by school sites will be evaluated and changed as needed to ensure they meet the HS/EHS requirements as well as USDA.



Nutrition Services

Policy: NS-2

Subject: Identification Of Nutritional Needs

Performance Objective: To determine the nutritional needs of each child.

Operational Procedures:

1. The Head Start Coordinator, Nutrition Manager, and Food Service Manager are responsible for monitoring the nutritional needs of the children.
2. Staff and parents/guardians discuss each child's nutritional needs before entering a classroom or socialization environment. Prior to the first day of receiving services in the center or classroom a health history and nutritional survey will be completed for each child.
 - any cultural, religious, ethical or personal food preferences
 - medically prescribed or other requested diets that should be taken into account when planning menus
 - any nutrition-related health problems, diagnosed by a health professional
 - any adaptations or accommodations needed for children with disabilities
3. The Community Assessment will be reviewed for additional information regarding nutrition related, prevalent health conditions existing in the community.



NUTRITION SERVICES

Policy: NS-3

Subject: Meal Service

Performance Objective: To provide an environmental that encourages conversation and socialization during the meals.

Operational Procedures:

1. The Head Start Coordinator and Nutrition Manager is responsible for monitoring meal service.
2. Infants will be held when fed, and no bottles will be propped or given to babies in bed.
3. Age and developmentally appropriate furniture and meal time equipment, such as tableware, cups, bottles, nipples, will be provided when serving meals.
4. Children's hands will be washed before eating and as needed.
5. Classroom personnel will follow health and safety regulations dictated by the LEA food service program and state of KY, such as wearing plastic gloves when serving food.
6. Children will be encouraged, but not forced to eat or taste food.
7. Foods served must be high in nutrients and low in sugar, salt, fat.
8. Food will not be used as a punishment or reward.



9. Staff members will sit and eat with the children during meals, eating the same menu to the extent possible. Special diets for teaching staff will be accommodated, and follow same documentation requirements as children.
10. Children will have sufficient time to eat. Those who eat faster than others may be transitioned to another activity.



NUTRITION SERVICES

Policy: NS-4

Subject: Food Safety and Sanitation

Performance Objective: To ensure that all food and safety and sanitation regulations are met.

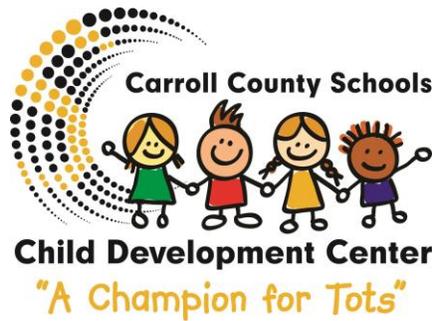
Operational Procedures:

1. Meals served by the LEA food service program will meet all state and local food safety laws, as well as HS/EHS and USDA federal mandates and regulations
2. Training will be provided yearly by the LEA food service program for classroom staff regarding serving and cleaning up food.
3. The LEA food service program will monitor that health and safety regulations are followed in the classrooms.
4. Food prep areas for infants and toddler food preparation will be separate from the toileting/diapering areas.
5. Bottles will be prepared daily at the EHS center according to the each individual child's needs.



Parent, Family, and Community Engagement

Policy	Subject	Date
PFCE-1	Parent Group and Family Engagement Opportunities	12/17
PFCE-2	Family Engagement in Education and Child Development Services	12/17
PFCE-3	Volunteers	12/17
PFCE-4	Child Attendance	12/17
PFCE-5	Child Health Status	12/17
PFCE-6	Family Support Services for Health, Nutrition, and Mental Health	12/17
PFCE-7	Family Partnership/Needs Assessment Services and PFCE Assessment	12/01
PFCE-8	Parent/Community Grievance	12/17
PFCE-9	Relationships with Community Partners	12//17
PFCE-10	Active Role in Community Planning	12//17



Policy: PFCE-1

Subject: Parent Group and Parent Activities to Promote Child Learning and Development

Performance Objective: By using a family focused approach in all systems and services, staff and families will strive to promote growth in families and children. Through the parent group, educational and engagement opportunities, and other program activities, parents and staff will build relationships that support family well-being and promote children's learning and development.

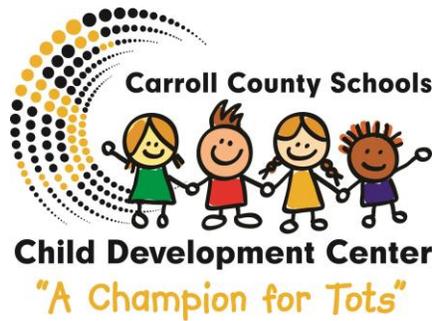
Related Regulations: 1301.4 and 1302.51

Operational Procedures:

1. CCCDC will establish a parent group by September of the current school year.
2. Parents/guardians will first be notified of the parent group, as well as the Health Advisory Committee, School Readiness Team, and the Policy Council, upon enrollment via an informational sign-up form which is included in an enrollment packet provided by family services worker or enrollment manager or other staff.
3. CCCDC will offer regular family engagement events that encourage parent-child relationships and child development including language, dual language, and literacy.
4. Dual language learners and bi-literacy will be supported via bilingual staff, translator(s), and written information being shared in both English and Spanish. If a family is enrolled who speaks a language other than English or Spanish, the program will seek translation services for such.
5. Family Services Workers will discuss engagement and leadership opportunities with parents/guardian at the beginning of the program year or at children's enrollment during events such as meet and greet, center visits, home visits, etc.
6. Parents/guardians are notified of parent group meetings, family engagement events, and other engagement opportunities via: handouts sent home and posted in center and advertising on social media (Facebook).



7. Parents have the opportunity to learn about and give feedback on the program's education curriculum and assessment via parent group, School Readiness Team meetings, and Policy Council meetings.
8. Instructional staff will discuss curriculum and assessment with parents during home visits and parent teacher conferences.
9. Parents will have the opportunity to learn about and participate in a research-based parenting curriculum in the parent group. Frog Street Press and Conscious Discipline are embedded in the education curriculum and will be utilized for parent groups.
10. In addition, the Parent Group will:
 - a. Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families;
 - b. Communicate with the policy council via parent representative and program staff; and
 - c. Participate in the recruitment and screening of Early Head Start and Head Start employees, within the guidelines established by the board and policy council.



Policy: PFCE-2

Subject: Parent/Family Engagement in Education and Child Development Services

Performance Objective: CCCDC values parents/guardians as their children's first, primary and lifelong educators. CCCDC applies family engagement strategies to uphold this philosophy.

Relates to: 1302.34 & 1302.50

Operational Procedures:

1. CCCDC is open to parents/guardians during program hours.
2. Regular communication will occur between instructional staff and families regarding child's routines, activities and behaviors via informal and formal communication including: phone calls, texting, social media communication, written communication, face-to-face contact, home visits, and parent teacher conferences.
3. The Family Partnership/Needs Assessment, which includes a survey to capture family's needs and interests, is completed with families by family services staff.
4. Instructional staff complete a minimum of two home visits per year and two parent-teacher conferences per school year with families.
5. Instructional staff and/or program staff will inform parents about the purposes and results of developmental screenings, assessments, and child progress via home visits, parent teacher conferences, and other formal and informal communications.
6. Volunteer and/or observation opportunities are offered in the classroom daily, at Home Base Socializations twice per month, and at every family engagement event.
7. Parents/guardians have the opportunity to be a substitute for CCCDC, according to policy and procedure.
8. Parents/guardians are encouraged to become a member of the Policy Council, Health Advisory, and School Readiness Team.
9. Parent Group meetings are offered monthly September through April.
10. Family Events are scheduled at regular intervals during the school year.



11. Families are notified of opportunities and events offered by community partners via handouts and/or social media (Facebook) communication.
 12. Regular communication will occur between family services workers and teaching staff via face-to-face contact, email, and phone conversations.
 13. The EHS nurturer in the home-based option will visit with the family once a week for one and a half hours. The visit will include parent/child educational activities, development of the FPA, review of Family needs assessment, and other activities as outlined in the curriculum.
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Policy: PFCE-3

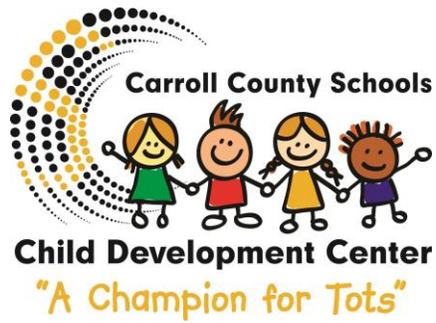
Subject: Volunteers

Performance Objective: To encourage parents/ guardians, family members and community representatives to become involved in their child's education by volunteering in the Head Start program.

Relates to: 1302.34 & 1302.50

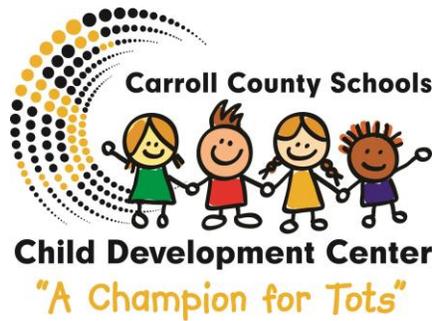
Operational Procedures:

1. Parents/guardians will complete a Volunteer Activity sheet, Parent Interest Survey (within Family Partnership/Needs Assessment), and Committee Involvement Survey at the beginning of their enrollment. These surveys capture interests and lead program staff in designing activities and opportunities.
2. Family Service Workers and Instructional Staff will review surveys to collect data. Instructional staff will use volunteer activity sheets to guide them in leading classroom volunteers' activities. Family Service Workers will collaborate with the PFCE Manager to collect and compile data from the Parent Interest and Committee Involvement surveys. The PFCE Manager will notify the appropriate manager of interested parents/guardians for the Policy Council, Health Advisory, and School Readiness Team. The PFCE Manager will plan parent group meetings and educational opportunities to meet the expressed interests of families.
3. Instructional staff will contact parents/guardians who showed an interest in volunteering.
4. The Program Coordinator and/or Education Manager will collaborate with the High School to recruit student volunteers.



5. In-Kind hours will be collected by Instructional staff and submitted to Office Manager. In-Kind will be tracked using ChildPlus.

6. Volunteers will follow the Carroll County Board of Education's policy and procedure for volunteers' background checks.



Policy: PFCE-4

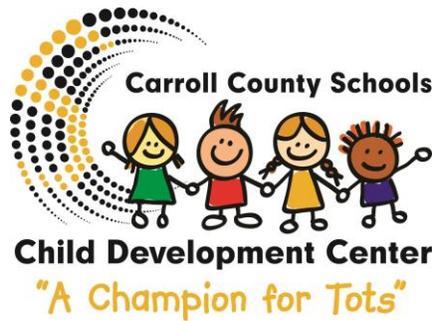
Subject: Child Attendance

Performance Objective: The program will provide student instruction on a regular and consistent basis by closely monitoring attendance. Students who attend school regularly will be better prepared academically and socially for Kindergarten.

Related Regulations: 1302.16

Operational Procedures:

1. Head Start and Early Head Start instructional staff record attendance daily using child health checks tracking form and meal counts. Head Start instructional staff notify family service workers of daily absentees using an absentee form.
2. Early Head Start nurturers, home visitors, and Head Start Family Services Workers track daily attendance for every enrolled child using ChildPlus.
3. Via the Family Handbook and other program-family communication, CCCDC requests that families notify CCCDC staff of their child's absence within at least one hour of the child's program start time. If staff are not notified by parents, staff attempt to contact parent/guardians within one hour of program start time via phone calls, text messages, social media, etc. If children have two consecutive unexplained absences, a home visit is conducted.
4. Program staff use ChildPlus data and reports to identify children who are chronically absent and make efforts to improve child attendance. This tracking efforts begins in October, no later than 60 days after the start of the program year, and is tracked monthly throughout the school year. Data is obtained by the Program Coordinator from ERSEA management staff and family services workers. Using the data, the Program Coordinator makes appropriate follow-ups with families for students identified as chronically absent.
5. All families are notified of the benefits of regular attendance via program communication including the Family Handbook, newsletters, and verbal communication between program staff. Program staff will also use individualized supports to promote regular attendance.
6. If a child stops attending school or a family discontinues participation in EHS Home Base home visits, the child will be withdrawn according to program policies and procedures.



Policy: PFCE-5

Subject: Child Health Status and Care

Performance Objective: Family Service Workers will provide support to parents/guardians to assure that children are healthy and ready to learn.

Related Regulations: 1302.42

Operational Procedures:

1. Staff will notify and explain the services children will receive while enrolled in CCCDC to their parents/guardians and obtain advance permission for screenings and related services. Permission is obtained via a consent form obtained at enrollment. Screenings and services are reviewed at application and in the family handbook. Family Service Workers, the Health Manager, and support staff communicate with parents/guardians regarding children's health status, care, and needs.
2. Within 30 calendar days of children's enrollment, program staff will assure children have a medical and a dental home and health insurance by obtaining and reviewing a Child Health History. If children are in need of healthcare providers or do not have insurance, family service workers will guide parents in how to apply for Medicaid, using the Community Resource Directory to refer parents to medical and dental providers, and assist them in obtaining health care if needed.
3. Staff will provide families support in children being up to date on the Kentucky Early Periodic Screening Diagnostic and Treatment (EPSDT) schedule for well-child and oral health care, (1302.42), including the Kentucky immunization enrollment requirements (1302.15). (Homeless children as defined in 1302.16(c)(1) are exempt from state immunization enrollment requirements.) Family Service Workers work with families to obtain needed documentation for health screenings and exams, assess children's health status, notify parents of child health needs, and guide and assist families in bringing children up-to-date for well child and oral health care.
4. Staff will aid parents in interpreting diagnostic and treatment procedures and ongoing healthcare plans.
5. Staff will use ChildPlus to track health services, referrals, and monitor follow ups.



Policy: PFCE-6

Subject: Family Support Services for Health, Nutrition, and Mental Health

Performance Objective: CCCDC will collaborate with parents to promote children's health and well-being by providing medical, oral and mental health education support services to families.

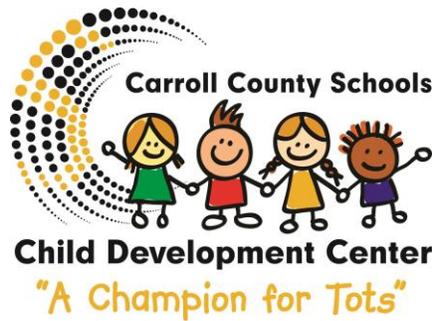
Related Regulations: 1302.46, 1302.81

Operational Procedures:

1. CCCDC will offer parents medical, oral, nutrition and mental health education support services via Parent Group meetings, family events, home based nurturers' home visits, face-to-face communication with program staff via home visits or conferences, and/or referrals to educational opportunities provided by Community Resource Agencies.
2. CCCDC will provide educational opportunities about preventive medical and oral health care, emergency first aid, environmental hazards, and health and safety practices for the home including health and developmental consequences of tobacco products use and exposure to lead, and safe sleep.
3. CCCDC staff will discuss children's nutritional status with parents/families using the nutrition questionnaire.
4. CCCDC will offer parents education on the importance of physical activity, healthy eating, and the negative health consequences of sugar-sweetened beverages, and how to select and prepare nutritious foods that meet the family's nutrition and food budget needs.
5. CCCDC will provide parents the opportunity to learn about healthy pregnancy and postpartum care, as appropriate, including breastfeeding support and treatment options for parental mental health or substance use problems, including perinatal depression.
6. CCCDC will provide parents training on appropriate vehicle and pedestrian safety for keeping children safe.



7. The Mental health consultant will be available to partner with families in a timely, effective manner and help parents understand mental health and access mental health interventions if needed.
8. The Mental health consultant will discuss with staff and identify issues related to child mental health and social and emotional well-being, including observations and any parents' concerns about their child's mental health, typical and atypical behavior and development, and how to appropriately respond to their child and promote their child's social and emotional development.



Policy: PFCE-7

Subject: Family Partnership/Needs Assessment Services and PFCE Assessment

Performance Objective: Family Partnerships/Needs Assessment and PFCE Assessment are tools that family services staff use to work with parents to identify needs and goals, support family well-being and child learning and development, and help parents build self-sufficiency and confidence.

Related Regulations: 1302.52, 1302.82

Operational Procedures:

1. Family service workers will initiate, within 90 days of initial entry family partnership/needs assessment with all willing families to identify needs, determine family goals and strengths, and services and other support systems needed by the families.
2. Family Services Workers will complete the program's Parent Family Community Engagement (PFCE) Assessment three times a program year, beginning, middle and end. Family Services Workers utilize the PFCE Assessment results to gauge and identify family strengths, needs, and progress. The PFCE Manager will analyze PFCE Assessment data and report to the Program Coordinator. This data helps guide program goals, family engagement goals and planning, and school readiness goals for children and families.
3. Throughout the school year, individualized family partnership services are supported by ongoing communication with families, such as home visits, phone calls, and/or conferences. Staff will prioritize according to individual families' needs and goals. Progress towards needs and goals and revisions of such are completed on an ongoing basis, as needed, by individual families.
4. Staff work collaboratively with community partners and service providers to ensure that referrals, services, and follow ups are provided to families and children in a timely and efficient manner.
5. Carroll County Head Start/Early Head Start will make available to all Head Start/Early Head Start families a Community Resource Directory in order for families to be aware of community resource providers. These are given to families at enrollment.
6. Efforts will be made to work with other service providers, such as DCBS and First Steps, to ensure that no duplications or conflicts exist with preexisting family



plans. Head Start/Early Head Start Family Partnership Agreements will be utilized to support the accomplishment of goals in pre-existing plans.



Policy: PFCE-8

Subject: Parent/Community Grievance

Performance Objective: To encourage and provide two-way communication with the parents/guardians and community.

Operational Procedures:

1. The complaint/concern from the parent(s) will be heard by instructional or family services staff. Staff will strive to resolve the concern, and seek support from management, if needed. If satisfaction is not achieved, the complaint will be forwarded to the Program Coordinator.
2. If the parent is not satisfied with the solution to the complaint/concern by the Program Coordinator, the Head Start Director will be informed of the complaint.
3. If the parent is not satisfied with the solution to the complaint by the Head Start Director, the Superintendent will be informed of the complaint.
4. If the parent is not satisfied with the solution to the complaint by the Superintendent, he/she will inform the Policy Council and the Carroll County Board of Education of the parent(s) complaint.
5. All Complaints submitted to the Policy Council and the Carroll County Board of Education will determine a final solution for complaint.



Policy: PFCE-9

Subject: Establishing ongoing collaborative relationships with community partners.

Performance Objective: Collaboration with community partners will support families and children, and promote community growth and continual increased quality of program services.

Related Regulations: 1302.53

Operational Procedures:

1. The Management Team, Family Service Workers and teaching staff will develop relationships and partnerships with community service providers to encourage strong communication, cooperation and the sharing of information among agencies.

2. The program will use data from the community assessment and other pertinent program plans, documents and data to identify services needed by and provided to families. Appropriate documentation will be maintained to reflect the community partnership efforts of the Head Start/Early Head Start program.

3. The PFCE Manager and other management team members will make efforts to form relationships, written partnerships or contracts with the following community agencies: health care providers, including mental health and substance abuse providers, dental care providers, nutrition service providers and prenatal and postnatal care supports; First Steps, the Local Education Agency (LEA), child care providers, Department for Community Based Services, the public library, Kathryn Winn Primary School, Cartmell Elementary School, Jefferson Community and Technical College, the Community Action Agency, the Extension Agency, the Housing Assistance authority, and other agencies that may provide assistance to families and children.



Policy: PFCE-10

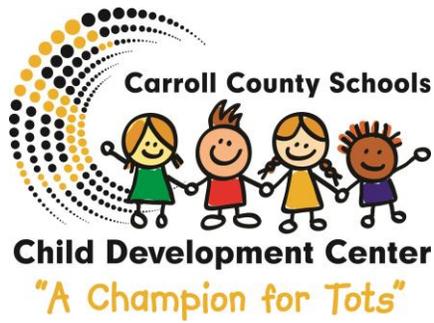
Subject: To ensure an active role in community planning.

Performance Objective: Strong communication, cooperation, and the sharing of information among agencies and community partners will improve the lives of families and children.

Related Regulations: 1302.53

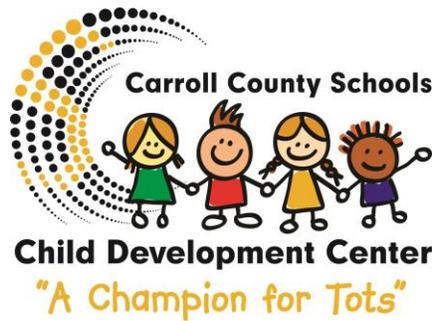
Operational Procedures:

1. Program Management staff participate in the early childhood council at both the county and regional levels to foster quality early childhood services.
2. Program staff participate in training and professional development opportunities at the local, state and regional levels to stay abreast of important information and trends and take a proactive approach in continual improvements.
3. The Head Start and state preschool program are blended and the appropriate memorandum of understanding (MOU) exists with the Carroll County Board of Education.
4. CCCDC participates in state licensed child care and Kentucky's Quality Rating and Improvements System to assure quality services to children and families. The program also uses state data that is relevant to its program and incorporates such in its program plans and other related documents.



Eligibility, Recruitment, Selection, Enrollment and Attendance

Policy	Subject	Revision Date
ERSEA-1	Recruitment	1/18
ERSEA-2	Age and Eligibility Verification	1/18
ERSEA-3	Eligibility Duration	1/18
ERSEA-4	Records	1/18
ERSEA-5	Violation of eligibility determination regulations	1/18
ERSEA-6	Eligibility Training	1/18
ERSEA-7	Selection Criteria	1/18
ERSEA-8	Enrollment and Eligibility	1/18
ERSEA-9	Enrollment	1/18
ERSEA-10	Irregular, Un-excused Attendance, Excused Absence, Dismissals	1/18



Policy: ERSEA-1

Subject: Recruitment

Objective: To reach out to families and children most in need of program services.

Related Regulations: 1302.11, 1302.13, 1302.60

Operational Procedures:

1. CCCDC serves children and families who live within the Carroll County school district.
2. The program will utilize the Community Assessment to determine the number of potentially age and income eligible children, expectant mothers, homeless children, children in foster care, and children with disabilities. CCCDC will use recruitment efforts that reach out to children and families who are most in need.
3. Recruitment methods include:
 - a. Obtain public assistance recipients list from the Cabinet of Health and Family Services in spring.
 - b. Ongoing Outreach efforts to community agencies (e.g. Carroll County Board of Education Special Needs Director, First Steps, Carroll County Health Department, Family Ties Resource Center/Youth Services Center, Migrant Program/Agency, Community Based Services) by the Head Start Coordinator and Family Service Workers
 - c. Ongoing Child Find efforts by CCCDC staff to ensure recruitment includes children with disabilities.
 - d. Staff review family information in ChildPlus and/or current students' records for potentially eligible siblings in early spring.
 - e. Outreach to current and former families to request referrals of other families
 - f. Pre-registration activities and event(s)
 - g. Distribution of flyers, pamphlets, etc. in community.
 - h. Advertisement using local newspaper and radio.
4. CCCDC make efforts to obtain a number of applications during the recruitment process that occurs prior to the beginning of the enrollment year that is greater than the enrollment opportunities that are anticipated to be available over the



course of the next enrollment year in order to select those with the greatest need for services according to federal poverty guidelines and program selection criteria.



Policy: ERSEA-2

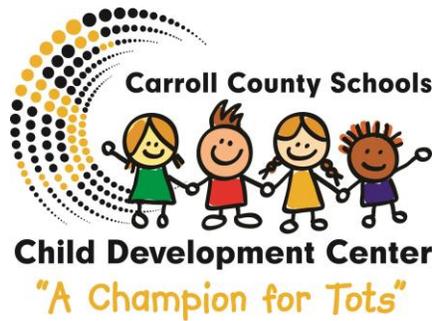
Subject: Age and Eligibility Verification

Objective: CCCDC staff will accurately perform age and income eligibility verification.

Related Regulations: 1302.12

Operational Procedure:

1. Age eligibility requirements:
 - a. For Early Head Start, except when the child is transitioning to Head Start, a child must be an infant or a toddler younger than three years old. A pregnant woman may be any age.
 - b. For Head Start, a child must: be at least three years old; or, turn three years old by the Kentucky state public school cutoff date; and, not be older than compulsory school age.
2. Verifying age:
 - a. Staff will verify a child's age using certified birth certificate. In the event the family does not have a certified birth certificate, staff will review other documentation which may include: hospital birth certificate, court documentation, medical records documentation, etc. If providing documents to confirm a child's age creates a barrier for the family to enroll a child, CCCDC will not deny enrollment.
3. Eligibility requirements:
 - a. A pregnant woman or a child is eligible if:
 - i. the family's income is equal to or below the poverty line; or,
 - ii. the family is eligible for or, in the absence of child care, would be potentially eligible for public assistance, including TANF child-only payment;



- iii. or the child is homeless, as defined in Head Start Performance Standard 1305; or,
- iv. the child is in foster care.

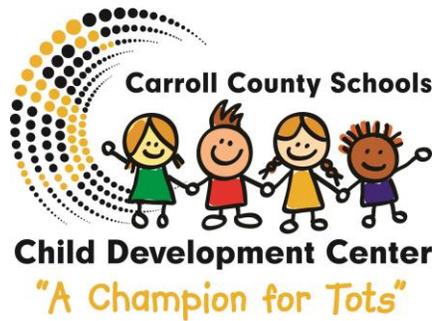
4. Eligibility Verification:

- a. Staff verifying income must be trained on income eligibility and verification. Staff must use tax forms, pay stubs, or other proof of income to determine the family income for the relevant time period. Family income is verified by two staff members and documented by his/his signature on the enrollment application. The Fiscal Officer's or another designated staff member's signature is required.
 - i. If a family is unable to provide a tax form, pay stub or other proof of income for the relevant time period, written statements from employers, including self-employed individuals, for the relevant time period will be accepted as verification.
 - ii. If the family reports no income for the relevant time period, CCCDC may accept the family's signed declaration to that effect if staff describes efforts made to verify the family's income, and explains how the family's total income was calculated. If a family gives consent to contact third parties, staff will adhere to safety and privacy policies and procedures and ensure the eligibility determination record describe efforts made to verify eligibility.
 - iii. If the family can demonstrate a significant change in income for the relevant time period, CCCDC may consider current income circumstances.
- 5. To verify whether a family is eligible for, or in the absence of child care, would be potentially eligible for public assistance, CCCDC must have documentation from either state or local public assistance agency that verifies the family either received public assistance or is potentially eligible to receive public assistance.
- 6. To verify whether a family is homeless, CCCDC may accept a written statement from a homeless services provider, school personnel, or other service agency



attesting that the child is homeless or any other documentation that indicates homelessness, including documentation from a public or private agency, a declaration, information gathered on enrollment or application forms, or notes from an interview with staff to establish the child is homeless; or any other document that establishes homelessness.

- a. If a family can provide one of the documents, program staff must describe efforts made to verify the accuracy of the information provided and state whether the family is eligible because they are homeless.
 - b. If a family cannot provide one of the documents to prove the child is homeless, a program may accept the family's signed declaration to that effect, if, in a written statement, program staff describe the child's living situation that meets the definition of homeless in Head Start Performance Standard 1305.
 - c. CCCDC may seek information from third parties who have firsthand knowledge about a family's living situation, if the family gives written consent. If the family gives consent to contact third parties, program staff must adhere to program privacy policies and procedures and ensure the eligibility determination record includes: the family's written consent to contact each third party; the third parties' names, titles, and affiliations, and, information from third parties regarding the family's eligibility.
7. To verify whether a child in foster care, CCCDC will accept either a court order or other legal or government-issued document, a written statement from a government child welfare official demonstrating the child is in foster care, or proof of a foster care payment.
 8. CCCDC may enroll an additional 35 percent of participants who are not income eligible, homeless, foster children, or receive public assistance, whose income is from 101-130 percent of the poverty line; CCCDC will ensure that eligible pregnant women and children are served first.
 9. CCCDC may enroll a pregnant woman or a child who would benefit from services whose income exceeds the poverty line. These participants can make up no more than 10 percent of CCCDC's funded enrollment.



Policy: ERSEA-3

Subject: Eligibility Duration

Objective: To assure children receive the maximum length of enrollment

Related Regulations: 1302.12

Operational Procedures:

1. If a child is determined eligible and is enrolled, the child will remain eligible through the end of the succeeding program year.
2. CCCDC may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start, such as when there is a change in the child's family income and there is a child with a greater need for Head Start services.
3. Children who are enrolled remain eligible while they participate in the program.
4. If a child moves from EHS to HS, program staff must verify the family's eligibility again.
5. If parents wish to enroll their child who has been enrolled in Early Head Start, CCCDC must ensure, whenever possible, the child receives Head Start services until enrolled in school, if the child meets eligibility guidelines.



Policy: ERSEA-4

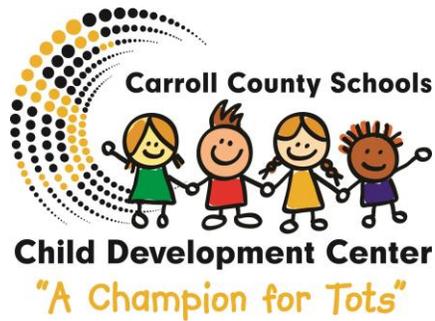
Subject: Records

Objective: CCCDC staff will collect and maintain accurate eligibility determination records.

Related Regulations: 1302.12

Operational Procedures:

1. CCCDC will keep eligibility determination records for each participant and ongoing records of the eligibility training for staff. CCCDC may keep these records electronically.
2. Each eligibility determination record must include:
 - a. Copies of any documents or statements, including declarations, that are deemed necessary to verify eligibility
 - b. A statement that program staff has made reasonable efforts to verify information by:
 - i. Conducting either an in-person, or a telephone interview with the family and,
 - ii. Describing efforts made to verify eligibility, and collecting documents required for third party verification that includes the family's written consent to contact each third party, the third parties' names, titles, and affiliations, and information from third parties regarding the family's eligibility.
 - c. A statement that identifies whether:
 - i. The family's income meets or is below income guidelines for its size, and lists the family's size;



- ii. The family is eligible for or, in the absence of child care, potentially eligible for public assistance;
- iii. The child is a homeless child or
- iv. The child is in foster care; or
- v. The family's income was within the 101-130% poverty line; or,
- vi. The family's income was over the 0-100% and 101-130% guideline and was enrolled as part of the program's 10% over income option.

(3) CCCDC must keep eligibility determination records for those currently enrolled, as long as they are enrolled, and, for one year after they have either stopped receiving services; or are no longer enrolled.



Policy: ERSEA-5

Subject: Violation of eligibility determination regulations

Objective: Safeguard federal funds and maintain eligibility determination records with accuracy and fidelity.

Related Regulations: 1302.12

CCCDC staff who intentionally violate federal and program eligibility determination regulations and who enroll pregnant women and children that are not eligible to receive program services will be treated the same as those who are suspected of theft according to the Carroll County Board of Educations' policies and procedures.



Policy: ERSEA-6

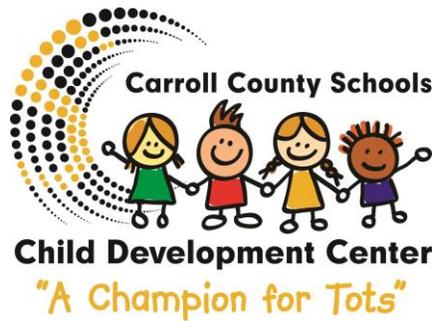
Subject: Eligibility Training

Objective: CCCDC will train the Board, policy council, management, and staff who determine eligibility within set timelines.

Related Regulations: 1302.12

Operational Procedures:

1. CCCDC will train the Board, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures. Training will:
 - a. Include methods on how to collect complete and accurate eligibility information from families and third party sources;
 - b. Incorporate strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy; and,
 - c. Explain program policies and procedures that describe actions taken against staff, families, or participants who attempt to provide or intentionally provide false information.
2. CCCDC will train management and staff members who make eligibility determinations within 90 days of hire.
3. CCCDC will train board and policy council members within 180 days of the beginning of the term of a new board or policy council.
4. CCCDC will develop policies on how often training will be provided after the initial training.



Policy: ERSEA-7

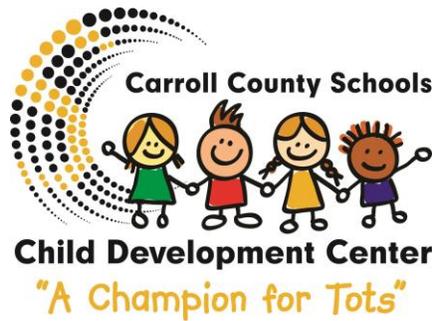
Subject: Selection Criteria

Objective: Establishment of selection criteria that assures program will serve children who are at greatest need

Related Regulations: 1302.14

Operational Procedures:

1. Selection criteria will consider community needs as identified in community needs assessment, family income, homelessness, foster children, age eligibility, eligibility for special education services and/or early intervention services, and other family or child risk factors.
2. The program will not deny enrollment based on disability, chronic health condition or special need.
3. At least 10% of funded enrollment will be filled with children who qualify for IDEA, unless CCCDC applies for a waiver with HHS and is granted such. If enrollment does not consist of at least 10% of children with disabilities, children eligible will be prioritized for available enrollment slots according to CCCDC's selection criteria.
4. A program waiting list will be developed and maintained based on the selection criteria.
5. Program Staff will review existing selection criteria, using the Community Assessment, Self-Assessment, or other applicable data sources. Revisions to the Selection Criteria will be approved by the Policy Council and Governing Board by February.
6. Program staff will implement selection criteria when processing enrollment applications.



Eligibility, Recruitment, Selection, Enrollment and Attendance

Policy: ERSEA-8

Subject: Enrollment and Eligibility

Performance Objective: Establishment of enrollment of age eligible children in Head Start/Early Head Start.

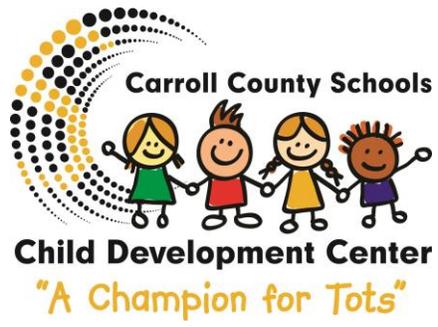
Related Regulations: 1302.14, 1302.15

Operational Procedures:

Definition: Accepted – means a child or pregnant woman has met the eligibility criteria and has completed the application and eligibility process, but has not yet enrolled.

Enrolled – means a child has been accepted and attended at least one class for center-based or one home visit for one-based

1. The number of available enrollment slots not anticipated to be filled with returning students will be determined in February of each year.
2. ERSEA Managers, Fiscal Manager and/or the Head Start Coordinator will review applications for age and income eligibility. Applicants will be prioritized using the selection criteria to determine children/families most in need.
3. Any applicant not accepted for enrollment will be placed on a waiting list. A current enrollment list and waiting list is maintained by the Office Manager.
4. The ERSEA Manager(s) will notify families of acceptance/waiting list status via letter.
5. The Head Start Coordinator and ERSEA Managers will assign children to classrooms beginning in July. Classroom selections are assigned on as needed throughout the school year.
6. If an enrollment vacancy occurs, ERSEA Managers and Head Start Coordinator will review the waiting list. The ERSEA Managers will contact the highest ranked families on waiting list to notify them of potential enrollment.
7. Children placed on the waiting list that were not selected for entry during the current program year and/or children who were withdrawn during the current program year must re-apply for the current and subsequent program year(s), including verifying income.
8. The ERSEA Managers, and/or Head Start Coordinator will review new applications on a monthly or as needed basis.



9. Monthly enrollment status will be reported to Policy Council and Board.



Policy: ERSEA-9

Subject: Enrollment

Objective: Maintaining funded enrollment

Related Regulations: 1302.15

Operational Procedures:

1. CCCDC will maintain its funded enrollment and fill any enrollment vacancy within 30 days or as soon as possible.
2. CCCDC accepts enrollment applications throughout the school year.
3. CCCDC will make efforts to maintain enrollment of eligible children for the following year.
4. CCCDC may maintain a child's enrollment in Early Head Start and/or Head Start for a third year, according to Performance Standards and CCCDC's policies and procedures, provided that family income is re-verified.
5. CCCDC will make efforts to maintain the enrollment of homeless children or children in foster care, regardless of whether the family or child moves out of the county, or transition the child to a program outside of the county, according to the family's needs.
6. If CCCDC determines from its community assessment that there are families experiencing homelessness or children in foster care that could benefit from enrollment, CCCDC may reserve one or more enrollment slots for expectant mothers and children experiencing homelessness and children in foster care, when a vacancy occurs.
 - a. No more than three percent of CCCDC's funded enrollment slots will be reserved.
 - b. If a reserved enrollment slot is not filled within 30 days, the slot will become vacant and filled.
7. Children who are funded with other sources will not be considered part of CCCDC's Early Head Start/Head Start eligible funded enrollment.
8. CCCDC will comply with Kentucky's state immunization and attendance requirements, with the exception of homeless children as defined in HS Performance Standard 1302.16(c)(1).
9. Parent participation in any CCCDC activity is voluntary, including consent for data sharing, and will not be required as a condition of the enrollment of a child.



Policy: ERSEA-10

Subject: Irregular, Un-excused Attendance, Excused Absence, Dismissals

Objective: To ensure every child is benefiting from the Head Start/Early Head Start Program.

Related Regulations: 1302.16

also see Policy PFCE-4 re: attendance

Operational Procedure:

1. If a child stops attending school or a family discontinues participation in EHS Home Base home visits, the family service worker will notify the Head Start Coordinator.
2. The Head Start Coordinator will review child's attendance records and family service worker's documented contacts with family regarding attendance. If deemed necessary, the Head Start Coordinator will contact the parent/guardian to follow up regarding the child's attendance.
3. The Head Start Coordinator will determine any dismissal of a child from CCCDC if absenteeism is chronic and family contacts are unsuccessful in reaching a family and/or improving the child's attendance.
4. A letter will be sent to a child's parent/guardian when a child is dismissed by the Head Start Coordinator.
5. If the monthly average daily attendance rate falls below 85 percent, causes of absenteeism will be analyzed to identify any systematic contributing factors (e.g. flu season, widespread virus, etc).
6. Attendance data will be used to make necessary changes in a timely manner as part of ongoing oversight and correction and inform continuous improvement efforts.
7. A child who is deemed eligible due to homelessness may attend for up to 90 days, without immunizations and other records, to give the family reasonable time to present these documents. CCCDC will work with families to get children immunized as soon as possible in order to comply with state licensing requirements.
8. If a child experiencing homelessness is unable to attend classes regularly because the family does not have transportation to and from the program

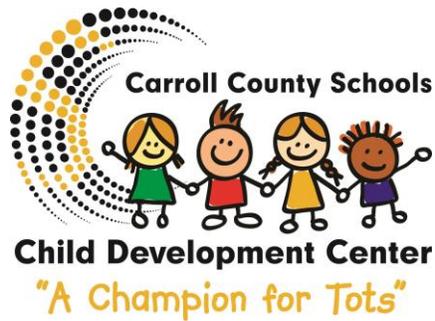


facility, the program must utilize community resources, where possible, to provide transportation for the child.



Fiscal Management

Policy	Subject	Revision Date
FM-1	Bidding and Procurement	2/18
FM-2	Grants and Budgeting	2/18
FM-3	In-Kind Contributions	2/18
FM-4	Bonding and Insurance	2/18
FM-5	Audits	2/18
FM-6	Cash Disbursement, Petty Cash, and Travel	2/18
FM-7	Inventory/Fixed Assets/Losses	2/18
FM-8	Financial Reports	2/18
FM-9	Contract Services/Consultants	2/18
FM-10	Payroll	2/18



Policy: FM-1

Subject: Bidding and Procurement

Performance Objective: Procurement of goods, equipment, services, and real property is done in accordance with applicable requirements and these procedures

Related Regulations: 1305.55 75.326 - 75.332

Operational Procedure:

Bidding and Procurement

Procurement of goods and services for Head Start/EHS is done in accordance with the Bidding & Procurement policies of the Board of Education pursuant to several statutes and regulations. These can be found in detail in the Carroll County Schools Financial Manual.

All contracts shall contain the provisions of Appendix II to Part 75, as applicable relating to simplified acquisition threshold, termination for cause and convenience Equal Employment Opportunity, the Davis-Bacon Act, the Contract Work Hours and Safety Standards Act, Rights to Inventions, Clear Air Act, Byrd Anti-Lobbying Amendments, and Debarment and Suspension."

All contractors must sign a Code of Ethics when serving the Carroll County Head Start/EHS program.

Goods and services may be procured through a purchase order or by standard invoice.



FISCAL MANAGEMENT

Policy: FM-2

Subject: Grants and Budgeting

Performance Objective: Procedures for budgeting are in place

Related Regulations: 1303.4 1302.102 45 CFR 75.415 75.206

Operational Procedure:

Development and Approval of Head Start/EHS Budgeting

The funding period for Carroll County Early Head Start and Head Start is from August 1 – July 31. The application to continue funding for the Head Start/EHS program should be submitted no later than 90 days prior to the end of the funding period. A complete grant application is submitted electronically using the Head Start Enterprise System. The completed grant application package must include the following items:

1. Standard Form 424
2. Program Schedule
3. Other Funding
4. Documents which include:
5. Application and Budget Justification Narrative
8. Training/Technical Assistance Plan
10. Governing Board and Policy Council Decisions
11. Cost Allocation Plan
12. Selection Criteria
13. Annual Report to the Public
14. Program-Goals optional

The budget process is the responsibility of the Director. Upon completion of the Community and Self-Assessment, the Director will work with the Policy Council, the Head Start Coordinator, and the fiscal officer on formulation of the budget.

Since the Carroll County Head Start is a blended program with Kentucky preschool, a cost allocation plan describes how shared costs, including shared staff, are allocated



based on a proportional benefit as required in 45 CFR 75.415. The plan is determined based on the percentage of children in the program that are Head Start students and those that are Kentucky Preschool children.



Policy: FM-3

Subject: In-Kind Contributions

Performance Objective: The program has fiscal procedures in place to ensure that the federal match is met.

Related Regulations: Head Start Act 640 b 5/ 1303.4

Operational Procedure:

In Kind Contributions

The Carroll County Head Start/ Early Head Start program must match the amount of federal funding received with a contribution of 20% from other sources. In-kind may consist of:

1. Charges incurred and paid by the Carroll County Board of Education for Head Start and Early Head Start.

It is the responsibility of the fiscal officer to track these costs and maintain the records that verify their validity. The actual dollar amount of these costs is not reflected in MUNIS accounting system and must be tracked in a spreadsheet. When semi-annual reports are submitted these costs are added to the MUNIS reports and consolidated for the purpose of semi-annual and year-end reporting. Any in-kind costs that are administrative are added to the total and fall under the 15% limitation.

All contributions shall be accepted as part of the cost sharing and matching when such contributions meet all of the following criteria:

1. Are verifiable by the Program's record.
2. Are necessary and reasonable for proper and efficient accomplishment of the program objectives and outcomes.
3. Are types of charges that would be allowable under 45 Part 75.420 – 475.
4. Are not paid by the Federal Government under another assistance agreement
5. Are provided for in the approved budget.
6. Are not provided by the Program's employees.



The Carroll County Head Start/EHS program receives the majority of its matching from Kentucky Preschool and Volunteer hours. The Central office in the way of salaries paid by the district for services that benefit the program such as Human Resources and Payroll. In order to make a determination of the value of these services, the fiscal officer in conjunction with the auditor has devised a process of determining how much of the employee's time can be allocated to Head Start issues and needs. In many cases, it is done on a percentage basis such as number of employees compared to number of Head Start/EHS employees. The information is kept in a separate spreadsheet for each program and filled with the in-kind source documents.

Federal Match is provided to the Governing Board and the Policy Council monthly.



Policy: FM-4

Subject: Bonding and Insurance

Performance Objective: Fiscal procedures are in place for insurance coverage

Related Regulations: OMB Circular A-122-B 22a/ 1301.11a and 1301.32c

1303.52 75.334 75.317

Operational Procedure:

Bonding and Insurance

The Carroll County Board of Education will maintain adequate insurance to attempt to protect itself and the Carroll County Head Start/EHS against possible claims or damages resulting from fire and theft, property damage, or personal injury, and liability.

Insurance policies are maintained at the Carroll County Board of Education. Annually the Superintendent and the Director will review the adequacy of coverage before renewal.

The following types of insurance are maintained by the Carroll County Board of Education:

1. Fire and Theft – The Board of Education will provide fire and theft coverage for all property and equipment at all locations.
2. General Liability – The Board of Education will provide commercial general liability insurance and excess liability coverage to protect against personal injury and property damage. The insurance will provide for reasonable amounts of coverage for Head Start students resulting from accidents on Board of Education property or transportation to and from their homes.
3. Errors and Omissions – The Board of Education will provide errors and omissions insurance to provide for all losses due to a wrongful act.
4. Automobile Liability – The Board of Education will provide insurance protection for all owned automobiles to include the following coverage:
 - a. Comprehensive
 - b. Collision
 - c. Liability
 - d. Medical and Bodily injury
 - e. Uninsured motorist



5. Fidelity Bond – The Board of Education will maintain a fidelity bond to protect against employee dishonesty.
6. Workmen's Compensation – Workmen's compensation will be provided to all employees in the amount of statutory limits.
7. Student Accident Blanket Policy



Policy: FM-5

Subject: Audits

Performance Objective: Procedures are in place for audits

Related Regulations: 45 CFR part 75.500

Operational Procedure:

Audit

An audit is performed annually by an independent auditor and submitted to Health & Human Services within 4 months of the end of the prior budget period per ~~1301.12~~. The audit checks for accuracy, compliance, and controls.

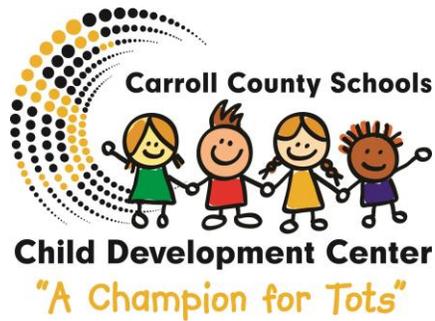
The audit is done in accordance with 45 CFR Part 75.500. The audit will be for fiscal year ending July 31.

A contract between the Carroll County Board of Education and the auditor shall be prepared which contains an understanding of the work that needs to be performed to satisfy 45 CFR Part 75.500

The fiscal officer is responsible for providing records and financial information, coordination with the program Director and other Head Start/EHS personnel for any needed information, and answering all questions related to the financial audit.

The Director in coordination with the Fiscal Officer is responsible for providing information and answering questions in connection with the audit that are related to compliance with laws and regulations as it relates to the program.

The Executive Director and the Chief Financial Officer in coordination with the Director and Fiscal Officer are responsible for the resolution of any audit findings or questioned costs. These findings will be resolved within 30 days after the receipt of the audit report.



Policy: FM-6

Subject: Cash Disbursement, Petty Cash, ~~Purchase vs. Lease~~ and Travel

Performance Objective: Procedures are in place for cash disbursements in a timely manner

Related Regulations: 45 CFR 75.474 75.305

Operational Procedure:

Cash Disbursements

All cash disbursements, including payroll are made by check. It is the responsibility of the Fiscal Officer to enter all invoices into MUNIS after they have been properly approved for payment by the required signatures and source documents.

Checks are printed once a month, but additional checks can be issued in order to address timing issues and avoid finance charges or late fees. The Fiscal Officer sets up a warrant (batch) of payables and enters them into MUNIS no later than the Monday before the governing board meets. After entry of all invoices, a report is printed to verify the accuracy of the information and then the batch is posted. The batch is then submitted electronically to the Accounts Payable Clerk through MUNIS. The warrants are then submitted to the Governing Board for approval prior to the checks being released the day after the monthly board meeting.

It is the responsibility of the Accounts Payable Clerk to actually print the checks for Head Start/EHS. They are pre-numbered and the check stock is kept secured. A signature card is used to sign the checks and that is kept physically secured with restricted access.

The Fiscal Officer provides the Director with the source documents for the checks and stamps each invoice with the check date and check number.

The Fiscal Officer maintains an alphabetically arranged file of payments each month with all the supporting documents attached.



Petty Case

Carroll County Head Start/EHS does not maintain any petty cash.

Travel Reimbursement

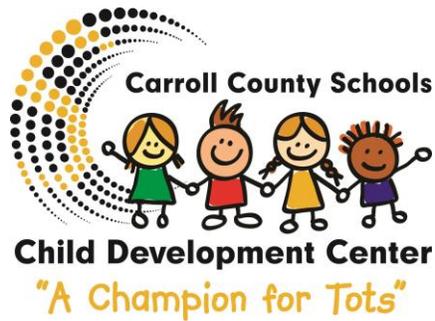
All travel must have prior approval by the Director or Coordinator of the program. Training and conferences must benefit the program according to the program goals established. Carroll County Head Start/EHS must comply with the Board of Education travel policy, which is summarized below:

1. Staff may claim mileage for home visits or work related mileage from work site or home, if the mileage is less. The mileage rate adjusts quarterly. Carpooling and use of the Head Start/EHS vehicles is required for travel, whenever possible.
2. Airline travel is paid by the program through use of a credit card and must be pre-approved. Coach class only and efforts are made to obtain the lowest fares available.
3. Lodging is also paid by the program through use of a credit card and must be pre-approved.
4. You are only reimbursed for meals *only if* you attend an overnight conference and it cannot exceed \$40 per day. Tips and tax may be reimbursed. No alcoholic beverages will be reimbursed.

A travel expense voucher must be completed with all receipts attached and the proper signatures.

Parent/Volunteer Travel

Under Head Start/EHS regulations and conditions parent involvement is a critical component of the program. The Coordinator(s) and Director will approve any parent/volunteer travel and travel reimbursement will be the same as that for employees. In circumstances, where a parent or volunteer is unable to fund the cost of meals while traveling for Head Start/EHS, an advance may be made for meals up to the \$40 per day limit. A travel expense voucher will be completed upon return with the proper signatures and forwarded to the Fiscal Officer for payment.



FISCAL MANAGEMENT

Policy: FM-7

Subject: Inventory/Fixed Assets/Losses

Performance Objective: Fiscal procedures are in place for fixed asset purchases

Related Regulations: 45 CFR 75.317 – 75.323 1302.9 1303.72

Operational Procedure:

Equipment/Property/Inventory Control

The Fiscal Officer maintains the Head Start/EHS inventory. A complete physical inventory is taken annually.

Each classroom maintains a non-consumable supply inventory which is verified at the beginning and end of each school year. Items are checked for damage and excessive wear and tear and the list is given to the Fiscal Officer for replacement items when funds are available.

All inventory items over \$5000 are treated as equipment and are maintained on a fixed asset log as per board policy. The log includes the description of the equipment, serial number, model number or brand name, source, award number, title vesting, acquisition date, federal percentage, location and condition, unit acquisition cost, and ultimate disposition data. The items are marked with a tag including a serial number marked "Property of Carroll County Head Start".

A Tangible Personal Property Report SF-428 and SF-428B, and if needed, SF-428S, are submitted not later than 90 days after the close of the project period. Grantees are to scan and upload completed copies of the SF-428 reports to the specified folders in the Grant Notes section of GrantSolutions.



Disposal of Equipment and Property

Items of equipment with a current per-unit fair market value of less than \$5000 may be retained, sold, or otherwise disposed of with no further obligation to the awarding agency.

If property or equipment is disposed of with a fair market value greater than \$5000 disposition instructions are requested from the HHS awarding agency. If the HHS awarding agency fails to provide instructions within 120 days the item or equipment may be retained or sold.

Use of Head Start/EHS Vehicles

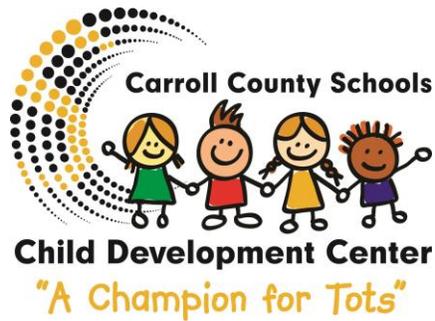
Head Start/Early Head Start vehicles are to be used for official agency business only. The Director or Head Start Coordinator must approve all requests for the use of the vehicles. Priority is given to the staff traveling (1) the longest distance, and (2) staff traveling together (2 or more staff or parents). Smoking *is prohibited* in the vehicles.

Maintenance Procedures when using vehicle:

1. All passengers must wear safety restraints.
2. Clean vehicle after every trip and remove personal items.
3. Check fuel level and replenish fuel at the Carroll County Bus Garage when level falls before half a tank.
4. Oil and other fluid levels should be checked by Carroll County Bus Garage staff.
5. Record fuel and preventive maintenance costs at the Carroll County Bus Garage
6. Report need for any major repair or maintenance to the Fiscal Officer or Office Manager.
7. Any accidents or damage to the vehicle must be reported to the Director or Coordinator within 24 hours of occurrence and/or discovery.
8. Copy of title and insurance card is kept in the glove compartment at all times.

Loss, Damage or Theft

Any, loss, damage or theft of non-expendable personal property will be investigated and fully documented by the Director.



FISCAL MANAGEMENT

Policy: FM-8

Subject: Financial Reports

Performance Objective: Fiscal Procedures are in place for reports.

Related Regulations: 75.341 75.342 75.305 75.400

Operational Procedure:

Financial Reporting and Monitoring

The Head Start/EHS accounting records are currently maintained in a software program called MUNIS, which specifically serves school districts. The system provides up to date real time financial information.

Financial reports are prepared by cost categories and distributed to the Director and the Coordinator as a management aid in the administration of the program to assure that expenses are kept within the budget.

The fiscal officer regularly reviews actual expenditures compared to those budgeted. A copy of the budget with period and year to date expenditures for each month is presented to Policy Council for approval at the regular meeting and a board report is given to the governing board on a monthly basis as well.

Interaction between the Director, the Coordinator and the Fiscal Officer occurs on a regular basis regarding expenditures and needs of the program to meet program goals. The financial information is also discussed at monthly management team meetings.

Costs charged to a grant must be allowable, allocable and reasonable under 45 CFR 75.400. The basic guidelines are as follows:

1. Reasonable, necessary and allocable
2. Conforms to any limitations
3. Are treated consistently
4. Are not included as a cost or match in any other federally funded program
5. Are in accordance with generally accepted accounting principles



6. Are net of any credits
7. Are properly documented

Reporting to Funding Sources

The Fiscal Officer is responsible for preparing all financial reports required by funding sources. These reports will be submitted timely according to deadlines imposed by the funding source. The reports will be signed by the Board Chairperson.

Financial Status Report SF-425

This report is prepared on a semi-annual basis by the fiscal officer to report the status of funds. This report reconciles to the Head Start/EHS financial reports contained in the MUNIS accounting system. Administrative costs are tracked on a monthly basis and monitored to prevent exceeding 15% of the total grant. Nonfederal share is tracked and reported as well. The final report is due 90 days after the end of the funding period. The report is signed by the Board Chairperson and forwarded to the Regional Office. The report is also submitted on-line.

FFR Cash Transaction Report 272

This report is prepared on a quarterly basis by the fiscal officer to monitor cash payments to cash outlays from the federal agency to the grantee. This report must tie back to the most recent-cash requests from the Payment Management System and to the expenditures in MUNIS.

Cash Draw Downs

Cash is drawn down from the Payment Management System Website on a monthly basis by the Fiscal Officer and deposited into the Board of Education checking account electronically. The Fiscal Officer sends a copy of the expected reimbursement to the Central Office Account Payables clerk and maintains a copy for Head Start. The draw down takes place after the disbursements have been paid out by the governing board.



Policy: FM-9

Subject: Contract Services/Consultants

Performance Objective: Fiscal procedures are in place for contract services/hiring of consultants

Related Regulations: 45 CFR PART 75.327 APPENDIX ii TO PART 75 04.32AP.1

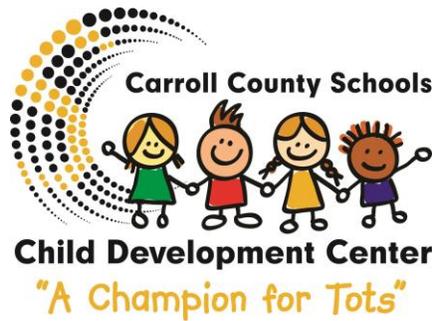
Operational Procedure:

Consultant and Contract Service

Carroll County Head Start/Early Head Start shall use formal contracts for projects involving professional or technical services according to the procurement policies of the Carroll County Board of Education. The Director will approve all professional and technical service contracts that meet budget requirements. Before the service can be provided the Policy council and Governing Body must approve.

Consultant services will be paid as the work is performed through the use of a standard invoice or sometimes a purchase order. Invoices must reflect the work performed and the rate of pay.

As required by law, any person or entity who is a consultant receives a Form 1099 by January 31 of the following year, indicating the amount paid to them by the program in the prior year. No Form 1099 is required if the entity was paid less than \$600 in the year, was a corporation, or was paid only for the purchase of goods.



Policy: FM-10

Subject: Payroll

Performance Objective: Procedures are in place for payroll

Related Regulations: 45CFR PART 75.430

Operational Procedure:
Payroll

Time Sheets

Each classified employee is required to sign an attendance log each day. They are required to log their time in, their lunch break, and their time out for the day. At the end of the two-week pay period, they fill out a time-sheet showing their time worked. The Office Manager reconciles the time sheets to the attendance sign in sheets and also tracks absences in AESOP a software program for absence management. The employee and their direct supervisor sign time sheets. The Office Manager then makes a copy of them and sends them to the central office for the Payroll Clerk to process.

Direct Deposit and Check Stub Distribution

All employees must use direct deposit into their local bank in lieu of a paper check. Pay stubs are issued every two weeks on Friday via e-mail to all employees with the exception of those positions that do not have regular or easy access to a computer. Carroll County Head Start/EHS employees are paid on a bi-weekly basis. If payday occurs on a holiday the payroll stubs will be sent out in advance. The Office Manager picks up any check stubs on the morning of payday from the Board Office to distribute to any Head Start/Early Head Start employee who does not receive his/her paystub by e-mail.



Personnel and Human Resources

Policy #	Subject	Revision
PH-1	Equal Employment Opportunity	3/2018
PH-2	Staff Recruitment/Selection/Physical Examination/Salary/Benefits	3/2018
PH-3	Staff Positions	3/2018
PH-4	Termination of Employment	3/2018
PH-5	Harassment / Discrimination	3/2018
PH-6	Staff Performance Appraisals	3/2018
PH-7	Grievances / Employee-Management Relations	3/2018
PH-8	Child Abuse Reporting	3/2018
PH-9	Dress Code	3/2018
PH-10	Tuition Assistance	3/2018
PH-11	Standards of Conduct	3/2018
PH-12	Drug-Free Workplace	3/2018
PH-13	Electronic Material Code of Ethics	3/2018
PH-14	Staff Qualifications	3/2018
PH-15	Confidentiality with Parents/Guardians/Families	3/2018
PH-16	Background Checks	3/2018



Policy: PH-1

Subject: Equal Employment Opportunity

Objective: To ensure that all Head Start and Early Head Start employees adhere to a policy of equal employment opportunity in all personnel matters.

Operational Procedures:

1. No person shall be subjected to discrimination in regard to employment, retention, promotion, transfer or dismissal because of race, color, religion, sex, national origin, political affiliation, marital status, or Age.
2. No employee shall be appointed or promoted to, or demoted or dismissed from, any position or in any way favored or discriminated against with respect to employment because of his/her political or religious opinions or affiliations, marital status, ethnic origin, sex, race, color age or handicapping condition.

Equal Employment Opportunity

NONDISCRIMINATION

The Superintendent shall adhere to a policy of equal employment opportunity in all personnel matters. No person shall be subjected to discrimination in regard to employment, retention, promotion, demotion, transfer or dismissal because of race, color, religion, sex, genetic information, national or ethnic origin, political affiliation, age, or disabling condition.¹

INDIVIDUALS WITH DISABILITIES

No qualified person with a disability, as defined by law, shall, on the basis of the disability, be subject to discrimination in employment.²

District employment practices shall be in accordance with the Board-approved procedures addressing requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.



No human immunodeficiency virus (HIV) related test shall be required as a condition of hiring, promotion, or continued employment, unless the absence of HIV infection is a bona fide occupation qualification for the job in question as defined in [KRS 207.135](#).

REASONABLE ACCOMMODATION

Employees who have a long-term or permanent disability may request the District supervisor to provide reasonable accommodations necessary for them to perform the essential duties of the position. If assistive technology is deemed necessary for an employee, every effort will be made to obtain that technology in a timely fashion. Medical information obtained as part of an employee request shall be confidential.³

Reasonable accommodation shall be provided as required by law.

ADVISING EMPLOYEES

The Superintendent shall inform all school employees of the provisions of this policy.¹

REFERENCES:

¹[KRS 161.164](#)

²29 U.S.C.A. 794

³29 U.S.C. section 1630.14

[KRS 207.135](#)

34 C.F.R. 104.3 - 104.14

42 U.S.C. 200e, Civil Rights Act of 1964, Title VII, KRS Chapter 344

Americans with Disabilities Act

Kentucky Education Technology System (KETS)

Section 504 of the Rehabilitation Act of 1973

Title IX of the Education Amendments of 1972

Genetic Information Nondiscrimination Act of 2008

RELATED POLICIES: 03.233, 05.11

ADOPTED/AMENDED: 7/25/2013 ORDER #:60782



Policy: PH-2

Subject: Staff Recruitment/Selection/Physical Examination/Salary/Benefits

Objective: To ensure job vacancies are advertised and all prospective employees are qualified to perform said job.

Operational Procedures:

Staff Recruitment:

- a) All job vacancies will be advertised with accordance of the Carroll County Board of Education policies.
- b) Printed job descriptions will be made available to all applicants.
- c) Criteria for selection and qualification requirements shall be based upon applicant's ability to demonstrate his/her ability to adequately perform the job.
- d) After July 31, 1990, no person shall be hired unless he/she holds at least a high school equivalency or unless he/she shows progress, as defined by Administrative Regulations of the States Board for Adult, Vocational Education and Vocation Rehabilitation, toward obtaining a certificate of high school equivalency.
- e) Positions where state/federal law requires a specific licensed person to perform specific duties, provisions of the law shall be followed.
- f) Prospective employees shall complete an application form stating information necessary for determining proper qualifications for performing the stated required duties. All statements made on this form shall be subject to investigation including a police check, conviction information from the Justice Cabinet, salary check and references from former employees.
- g) All vacancies shall be filled only with persons who can adequately demonstrate their ability and qualifications for performing the job and meeting the needs of the program.
- h) A hiring committee will be responsible for interviewing and selecting the successful candidate for each position.
- i) The applicant chosen to fill the position by the hiring committee will be approved by the Policy Council and Board of Education.
- j) Applicants interviewed and not chosen will be notified via phone or letter.



Selection:

- a) The Executive Director shall not employ a relative of a member of the Board unless the relative was initially employed by the district prior to the tenure of the Board member and the member was seated on the Board prior to July 13, 1990.
- b) The Executive Director shall not employ a member of the Head Start/EHS Policy council.
- c) The new employee shall be on probation for one year, and may be dismissed without hearings during the first sixty days of employment.

Physical Examination:

- a) As a condition of employment, all classified employees shall pass a medical examination as indicated in 704 KAE 4.020. A Tuberculin skin test is given during the initial physical exam and all employees will follow Kentucky Childcare Licensure requirements for TB skin screeners.

Salaries and Benefits:

- a) The Board of Education shall annually establish schedules for salaries and benefits for all employees. Salary increments will be regulated by the Board of Education, Health and Human Services and the Policy Council.
- b) Early Head Start and Head Start personnel shall be employed and paid on an hourly basis. The length of work day shall be established for each position by the Board of Education and Policy Council. There will be no overtime pay or compensation time.
- c) All employees shall be responsible for providing the Executive Director with all required certificates, health examinations and verifications of experience prior to receipt of pay.
- d) Check stubs shall be issued according to a schedule approved annually by the Board of Education.

Salary Deduction:

- a) Mandatory payroll deductions made by the Board of Education include: State and federal income taxes; occupational tax, if applicable; Social Security, when applicable; County Employees' Retirement System of the State of Kentucky,



when applicable; Medicare (FICA), when applicable; any deductions required as a result of judicial process, e.g. salary attachments, etc...

- b) Pursuant to the provisions of KRS 161.158, the following optional payroll deductions are authorized by the Board of Education for those employees who choose to participate in the health/life insurances program options, Board approved credit union program and membership dues for job-related organizations when thirty percent or more eligible members request the deductions.
- c) No other payroll deductions shall be made unless so authorized by the Board of Education. No optional payroll deductions shall be made for any insurance programs enrolling less than twenty-five eligible District employees.

PERSONNEL 03.21

- CLASSIFIED PERSONNEL -

Hiring

SUPERINTENDENT'S RESPONSIBILITIES

All appointments, promotions, and transfers of classified personnel for positions authorized by the Board shall be made by the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes.

When a vacancy occurs, it shall be posted for ten (10) days before the position is to be filled.

When a vacancy needs to be filled in less than ten (10) days to prevent disruption of necessary services of the school District, the Superintendent may waive the ten (10) day posting requirement.

EFFECTIVE DATE

Personnel actions shall not be effective until the employee receives written notice of such action from the Superintendent.

QUALIFICATIONS

The Superintendent shall employ only individuals who possess qualifications established by law, regulation, and Board policy except in the case where no individual applies who meets established qualifications.

EDUCATIONAL REQUIREMENTS

No person shall be initially hired unless s/he holds at least a high school diploma or high school certificate of completion or High School Equivalency Diploma or unless s/he shows progress, as defined by Administrative Regulations of the State Board for Adult, and



Technical Education, toward obtaining a High School Equivalency Diploma. Employees shall hold the qualifications for the position as established by the Commissioner of Education.³

Existing and new paraprofessionals who provide instructional service or support in programs supported by Title I funds shall satisfy educational requirements specified by federal law.⁴

CRIMINAL BACKGROUND CHECK AND TESTING

Applicants and employees shall undergo records checks and testing as required by applicable statutes and regulations.^{1 & 2}

Each application or renewal form provided applicants for a classified position shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A STATE CRIMINAL HISTORY BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT. UNDER CERTAIN CIRCUMSTANCES, A NATIONAL CRIMINAL HISTORY BACKGROUND CHECK MAY BE REQUIRED AS A CONDITION OF EMPLOYMENT".¹

Beginning July 1, 2018, individual applicants shall provide a letter from the Cabinet for Health and Family Services stating that there are no findings of substantiated child abuse or neglect on record. In addition, each application or renewal form provided to applicants for a classified position shall conspicuously state the following:



PERSONNEL

03.21
(Continued)

Hiring

CRIMINAL BACKGROUND CHECK AND TESTING (CONTINUED)

"FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND HAVE A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE EMPLOYEE IS CLEAR TO HIRE BASED ON NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES AS A CONDITION OF EMPLOYMENT."

Criminal records checks on persons employed in Head Start programs shall be conducted in conformity with 45 C.F.R. § 1302.90.

As permitted by [KRS 160.380](#), employment shall be contingent on receipt of records documenting that the individual does not have a conviction for a felony sex crime or as a violent offender as defined in [KRS 17.165](#) or other conviction determined by the Superintendent to bear a reasonable relationship to the ability of the individual to perform the job. Probationary employment shall terminate on receipt of a criminal history background check documenting a conviction for a felony sex crime or as a violent offender.

Additionally, beginning July 1, 2018, employment shall also be contingent on receipt of a letter from the Cabinet provided by the individual documenting that the individual does not have a substantiated finding of child abuse or neglect in records maintained by the Cabinet.

JOB REGISTER

The Superintendent or the Superintendent's designee shall maintain in the Central Office a job register listing all current job openings in the District. The register shall describe the duties and qualifications for each opening, and District employment policies shall be attached to the register. The job register shall be open to public inspection during Central Office business hours.

VACANCIES POSTED

Under procedures developed by the Superintendent, a listing of all District job openings shall be posted in the Central Office and in each school building on a timely basis and shall refer interested persons to the Central Office job register for additional information. Postings of vacancies may be made with other agencies, as appropriate.

REVIEW OF APPLICATIONS



Under procedures developed by the Superintendent, each application shall be reviewed and each applicant so notified.

Applications for candidates not employed shall be retained for three (3) years.

RELATIONSHIPS

The Superintendent shall not employ a relative of a member of the Board unless the relative was initially employed by the District prior to the tenure of the Board member and the member was seated on the Board prior to July 13, 1990.



PERSONNEL

03.21
(Continued)

Hiring

RELATIONSHIPS (CONTINUED)

A relative may be employed as a substitute for a certified or classified employee if the relative is not:

1. A regular full-time or part-time employee of the District;
2. Accruing continuing contract status or any other right to continuous employment;
3. Receiving fringe benefits other than those provided other substitutes; or
4. Receiving preference in employment or assignment over other substitutes.¹

A relative of the Superintendent shall not be employed except as provided by [KRS 160.380](#).¹

CONTRACT

All regular full-time and part-time classified personnel shall enter into annual written contracts with the District.

EMERGENCY HIRING

During emergency situations, job openings may be filled without listing in the job register or posting in District buildings.

JOB DESCRIPTION

All employees shall receive a copy of their job description and responsibilities.

INTENT

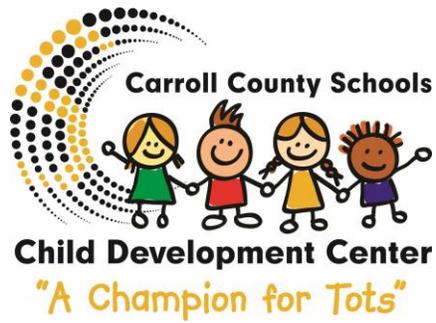
Each employee shall complete a prepared letter of intent signifying his/her desire to be reemployed. This letter of intent shall be filed in the Board office by March 1.

REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT

Each year, all full-time and part-time classified employees, including substitutes, shall be notified in writing by the last day of school if they have reasonable assurance of continued employment for the following school year.

Classified employees assigned extra duties such as coaching shall be notified in writing by the last day of that assigned duty if they have reasonable assurance of continued employment in that or a similar capacity for the following school year.

EMPLOYEES SEEKING A JOB CHANGE



Other than the routine transmission of administrative and personnel files, District employees are prohibited from assisting a school employee, contractor, or agent in obtaining a new job if the individual knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law and such school employee, contractor, or agent does not meet the exceptions outlined in 20 U.S.C. 7926.



PERSONNEL

**03.21
(Continued)**

Hiring

REFERENCES:

¹[KRS 160.380](#)

²[702 KAR 005:080](#)

³[KRS 161.011](#)

⁴P.L. 114-95, (Every Student Succeeds Act of 2015)

42 U.S. C. 648(g)

20 U.S.C. 7926; 42 U.S.C. § 9843a(g)

34 C.F.R. 200.58-200.59; 45 C.F.R. § 1302.90

[KRS 17.160](#); [KRS 17.165](#); [KRS 156.070](#)

[KRS 160.345](#); [KRS 160.390](#); [KRS 335B.020](#); [KRS 405.435](#)

[OAG 91-10](#); [OAG 91-149](#); [OAG 91-206](#)

[OAG 92-1](#); [OAG 92-59](#); [OAG 92-78](#); [OAG 92-131](#); [OAG 97-6](#)

Kentucky Local District Classification Plan

[013 KAR 003:030](#); [702 KAR 003:320](#)

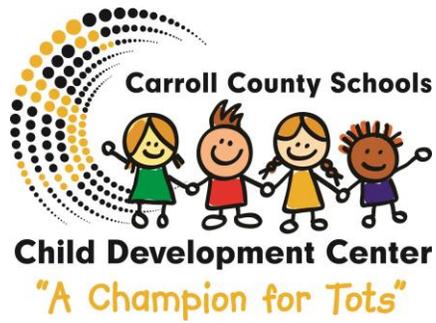
Records Retention Schedule, Public School District

RELATED POLICIES:

01.11; 02.4244; 03.232; 03.27; 03.5; 06.221

Adopted/Amended: 8/24/2017

Order #: 61461



Policy: PH-3

Subject: Staff Positions

Objective: To ensure the program maintains updated job descriptions updated job descriptions of each staff position, addressing as appropriate, roles and responsibilities, relevant qualifications, salary ranges and employee benefits.

*SEE ATTACHMENT A – Carroll County Board of Education Job Descriptions for Head Start and Early Head Start



Policy: PH-4

Subject: Termination of employment and contract

Objective: To ensure proper termination of employment and contract.

Operational Procedures:

Termination of Employee:

- a) Head Start or Early Head Start employees may be terminated or suspended only by the Executive Director who, at the first meeting following the action, shall notify the Board of same. Such notification shall be recorded in the Board minutes.
- b) The Policy Council shall approve any termination or suspension decisions.
- c) Head Start or Early Head Start employees seeking to terminate existing employment shall provide a written notice two weeks prior to termination date.
- d) No personnel actions shall be effective prior to receipt of written notice of the action by the affected employee from the Executive Director.
- e) Head Start or Early Head Start employees may be terminated at any time for the following reasons: insubordination; dishonesty; display of immoral character; physical or mental inability to perform the assigned duties; inefficiency; incompetence; neglect of duty; or commission of a criminal act.

Termination of Contract:

Certified Personnel – Termination/Nonrenewable/ Separation by Employee:

SEE ATTACHMENT B

PERSONNEL 03.17

- CERTIFIED PERSONNEL -

Termination/Nonrenewal/Separation by Employee



Termination and nonrenewal of contracts shall be the responsibility of the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

CODE OF ETHICS

Employees who violate provisions of the Professional Code of Ethics for Kentucky School Certified Personnel may be subject to disciplinary action, up to and including termination.

TERMINATION

No contract shall be terminated except upon notification of the Board by the Superintendent. Prior to notification of the Board, the Superintendent shall furnish the teacher with a written statement specifying in detail the charge against the teacher.¹

Termination of contracts of certified personnel shall be made in compliance with the requirements of [KRS 161.790](#).

ALTERNATIVES TO TERMINATION

As an alternative to termination, the Superintendent, upon notifying the Board and providing written notification to the teacher, may impose sanctions in accordance with [KRS 161.790](#).

NONRENEWAL

The Principal/immediate supervisor shall provide the Superintendent with notice of recommended nonrenewals by March 15. Nonrenewal of limited contracts of certified personnel shall be made no later than May 15 in compliance with the requirements of [KRS 161.750](#).

SEPARATION BY EMPLOYEE

Certified employees seeking to resign or terminate contracts in force shall do so in compliance with [KRS 161.780](#).

REPORTING

The Superintendent shall comply with the reporting requirements of [KRS 161.120](#).

REFERENCES:

¹[KRS 161.790](#)
[KRS 161.120](#); [KRS 161.750](#); [KRS 161.780](#)
[016 KAR 001:020](#) (Code of Ethics)
Consolidated Omnibus Budget Reconciliation Act
[701 KAR 005:090](#)
[OAG 83-362](#); [OAG 92-135](#)

RELATED POLICY:



03.172 Adopted/Amended: 7/21/2011 Order #: 20433



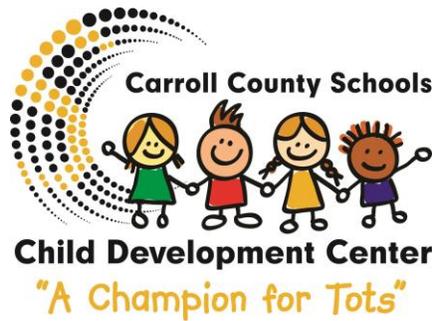
Policy: PH-5

Subject: Harassment/Discrimination

Objective: To ensure proper guidelines are in place for employees who believe they have been a victim of harassment/discrimination.

Operational Procedure:

- a) Harassment/Discrimination is defined as intimidation of or actual physical violence, the creation, by whatever means, of a climate of hostility, intimidation, or personal discomfort, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.
- b) Harassment/discrimination due to an individuals' color, race, national origin, age, religion, marital status, political beliefs, sex or handicap is prohibited.
- c) Employees who engage in harassment/discrimination of another employee or a student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex or handicap shall be subject to disciplinary action.
- d) The Executive Director shall develop procedures providing for prompt investigation of allegations of harassment/discrimination and the expeditious correction of the conditions causing such harassment/discrimination.
- e) If a supervisory staff member is an alleged party in the harassment/discrimination complaint, procedure shall also provide for addressing the complaint to a higher level of authority.
- f) Failure by a teacher, immediate supervisor, Director or Executive Director to initiate an investigation of alleged harassment/discrimination, to follow approved procedures, or to take corrective action shall be cause for disciplinary action.
- g) No one shall retaliate against an employee because she/he files a written grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because she/he has opposed language or conduct that violates this policy.
- h) Conduct and/or actions prohibited under this policy includes, but are not limited to: 1) Unwanted touching, sexual name calling, sexual jokes and spreading sexual rumors; 2) Members of one gender being subjected to sexual remarks of the other gender in the context of the workplace; 3) Impeding the work of an employee by questioning the ability to do the required work based on the word of the employees; 4) Limited access to tools based on the employee's gender.



- i) The Head Start/Early Head Start Coordinator will review procedure with new employees and all staff will be up-dated on this procedure yearly, by the Early Head Start/Head Start Director or the Head Start/Early Head Start Coordinator. A signature sheet (copy) stating the employee receive up-dated training on this procedure will be placed in the Early Head Start/Head Start employee's on site personnel file.

PERSONNEL 03.262

- CLASSIFIED PERSONNEL -

Harassment/Discrimination

DEFINITION

Harassment/Discrimination of employees is unlawful behavior based on the race, color, national origin, age, religion, sex, genetic information or disability of an employee involving intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred or prejudice.

PROHIBITION

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

DISCIPLINARY ACTION

Employees who engage in harassment/discrimination of another employee or a student on the basis of any of the areas mentioned above shall be subject to disciplinary action including but not limited to termination of employment.

GUIDELINES

Employees who believe they or any other employee, student, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. If an employee is not assigned to a particular school, a report of harassment/discrimination may be made to the employee's immediate supervisor or to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall



lead to a documented investigation and a written report. Without a report being made to the Principal, Superintendent or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/discrimination.

In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.¹

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) working days of receipt of the original complaint, regardless of the manner in which the complaint is communicated to a District administrator. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency;

The Superintendent/designee may take interim measures to protect complainants during the investigation.



PERSONNEL 03.262

(Continued)

Harassment/Discrimination

GUIDELINES (CONTINUED)

2. A process to identify and implement, within five (5) working days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all staff, which may include, but not be limited to the following:
 - written notice provided in publications such as handbooks, staff memoranda, and/or pamphlets;
 - postings in the same location as are documents that must be posted according to state/federal law; and/or
 - such other measures as determined by the Superintendent/designee.

Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy.

4. Annual training explaining prohibited behaviors and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

PROHIBITED CONDUCT

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing an employee to believe that he or she must submit to unwelcome sexual conduct in order to maintain employment or that a personnel decision will be based on whether or not the employee submits to unwelcome sexual conduct;



5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve individuals with disabilities in antisocial, dangerous or criminal activity where they, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.



PERSONNEL 03.262

(Continued)

Harassment/Discrimination

CONFIDENTIALITY

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of all parties involved.

APPEAL

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal in writing any part of the findings and corrective actions to the Superintendent.

If a supervisory staff member is an alleged party in the harassment/discrimination complaint, provision shall be made for addressing the complaint to a higher level of authority.

Failure by employees to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, or to take corrective action shall be cause for disciplinary action.

RETALIATION PROHIBITED

No one shall retaliate against an employee or student because s/he submits a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 03.212, 03.2325 and/or 09.422.

REFERENCES:

¹[KRS 158.156](#)

42 USC 2000e, Civil Rights Act of 1964, Title VII, KRS Chapter 344

29 C.F.R. 1604.11, Equal Employment Opportunity Commission (EEOC) Regulations Implementing Title VII

20 U.S.C. 1681, Education Amendments of 1972, Title IX

34 C.F.R. 106.1-106.71, U. S. Department of Education Office for Civil Rights Regulations Implementing Title IX

Genetic Information Nondiscrimination Act of 2008



Age Discrimination Act, 42 U.S.C. 6101-6107; 34 C.F.R. 110.25

RELATED POLICIES:

03.212, 03.2325, 03.26, 09.2211, 09.422, 09.42811

Adopted/Amended: 7/26/2012

Order #: 6053



Policy: PH-6

Subject: Staff Performance Appraisals

Objective: To ensure proper guidelines are in place for performance reviews of staff.

Operational Procedures:

Staff performance reviews are used to identify staff training and development needs, to modify staff performance agreements as necessary and to assist each staff member in improving his/her skills and professional competencies.

- a) A formal, written review of employees is completed in April annually for all staff, both certified and classified by the Head Start/Early Head Start Coordinator.
- b) Classroom teachers are observed formally and informally on an on-going basis. Observations are done a minimum of twice yearly for certified teachers and once for classified teachers.
- c) Formal observations are reviewed with the teachers, while informal observations do not require a post observation meeting with the teachers unless deemed necessary.
- d) The Head Start/Early Head Start Coordinator rate individual employees on the basis of work performance, efficiency, dependability and adaptability. The Head Start/Early Head Start Coordinator must discuss the performance evaluation with each employee individually. The employee must sign the performance evaluation form.
- e) If an employee receives an "unsatisfactory" rating and believes the rating is unjust, the employee may review and discuss the rating with the Early Head Start/ Head Start Director before signing. After the discussion with the Early Head Start/Head Start Director, the employee must sign the performance evaluation form. If employee is still dissatisfied with the decision of the Early Head Start/Head Start Director, the employee may appeal in writing within ten days to the Head Start/Early Head Start Director for an impartial review of the



performance evaluation.

- f) Employees shall receive a copy of the performance evaluation form, a copy is made for the on-site personnel file and the original form goes to the Board Office.

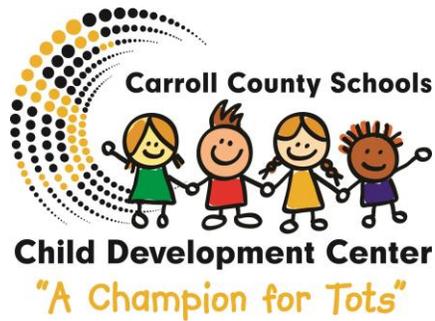
PERSONNEL 03.28

- CLASSIFIED PERSONNEL -

Evaluation

Each classified employee shall be evaluated at least once each year. This evaluation shall be performed by the Principal or the immediate supervisor and shall be based upon a formal procedure approved by the Superintendent for that specific position or class of positions. The administrator performing the evaluation shall share and discuss the evaluation report with the employee. The employee shall have the right to comment in writing on the evaluation report. The employee's written comments shall be attached to the evaluation report, and the report shall be filed with the Superintendent.

Adopted/Amended: 6/2/1992
Order #: 7116



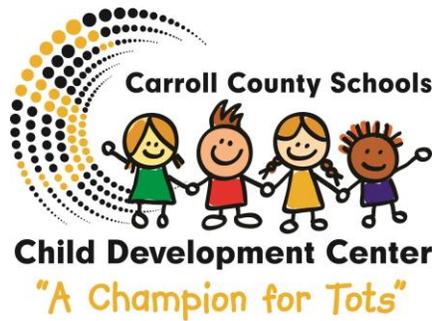
Policy: PH-7

Subject: Grievances/Employee-Management Relations

Performance Objective: To ensure proper guidelines are in place for employees who believe they have grievance may be resolved in a timely, fair and orderly manner.

Operational Procedures:

- a) Grievances are individual in nature and must be brought by the individual grievant.
- b) Grievance procedures shall include, but not limited to, the opportunity for grievances to be addressed and resolved at each level of the chain of command from the point of origin, time limitations for the filing and the appeal of a grievance and a process for the orderly review and appeal of each individual.
- c) Employees shall discuss their problems openly with the immediate supervisor most closely related to the issue in order that the problems may be resolved at the most appropriate level.
- d) If an employee feels that there is unfairness in the application of Board policies, administrative regulation, or school rules and regulations and the parties through direct discussion cannot resolve the issue, the employee may file a grievance with the next immediate supervisor within five (5) work days following the verbal or written decision by the immediate supervisor.
- e) The next immediate supervisor will attempt to resolve the matter informally and file a written decision with (5) work days after the discussion with the grievant.
- f) If the grievance is not settled, the grievant may file a written appeal to the Executive Director within five (5) work days. The Executive Director will attempt within a reasonable period to resolve the issue.
- g) When a written decision is rendered by the Executive Director and the issue is not resolved, the employee may appeal, the Board within five (5) work days after receiving the Executive Director's written decision. The appeal is to be filed with the Board secretary.
- h) After receiving the appeal, the Board, through its secretary, will notify the employee in writing if the case is to be heard. If the Board's decision is to grant the appeal and hear the case, its secretary will notify the employee of the date, time, and location for the hearing. The decision of the Board shall be final, the Board will hear employee grievance only after the unsuccessful resolution by the employee's supervisor. The Board will not, however, hear any grievance concerning personnel actions, unless the issue of the grievance concerns



constitutional, statutory, regulatory, or policy application or demotion under KRS161.765. Other personnel grievances will be appealed only to the level of Executive Director who shall make the final decision.

- i) The Head Start/Early Head Start Coordinator will review procedure with new employees and all staff will be up-dated on this procedure yearly, by the Head Start/Early Head Start Director or the Head Start/ Early Head Start Coordinator.

PERSONNEL 03.16

- CERTIFIED PERSONNEL -

Grievances

PROCEDURES

Grievances are individual in nature and must be brought by the individual grievant.

The Superintendent shall develop grievance procedures which shall include, but not be limited to, the opportunity for grievances to be addressed and resolved at each level of the chain of command from the point of origin, time limitations for the filing and the appeal of a grievance, and a process for the orderly review and appeal of each individual grievance.

The decision of the Board shall be final.

The Board will hear grievances only after unsuccessful resolution by the employee's supervisors and shall take action only on those grievances that fall within the authority of the Board.

PERSONNEL ISSUES

The Board will not hear any grievance concerning personnel actions taken by the Superintendent/designee, unless the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions.

Before accepting a grievance appeal, the Board shall seek the advice of the Board Attorney as to whether the appeal falls within the requirements of this policy. Any personnel grievance not falling within those requirements shall be appealed only to the level of the Superintendent.

The Board shall not hear grievances concerning simple disagreement or dissatisfaction with a personnel action.

EXCEPTION

Harassment/Discrimination allegations shall be governed by policy 03.162.

REFERENCE:



[OAG 78-204](#)

RELATED POLICY:

03.162

Adopted/Amended: 4/22/2010

Order #: 20267



Policy: PH-8

Subject: Child Abuse Reporting

Performance Objective: To ensure proper guidelines are in place for reporting suspected child abuse.

Operational Procedures:

- a) The Head Start/Early Head Start Coordinator will provide staff training on reporting child abuse and neglect through Safe Schools online training.
- b) Any Head Start or Early Head Start staff member suspecting abuse will inform the Head Start Coordinator and/or Head Start Director.
- c) Any Head Start or Early Head Start staff member suspecting abuse will make report to the Cabinet for Health and Family Services, Department for Community Based Services, Protection and Permanency in accordance with KRS 620.030(2).
- d) If a child reports abuse to a staff member, the same procedure is followed.
- e) The Head Start/Early Head Start Coordinator or Head Start/Early Head Start Director will follow up with staff member to see if report was made.
- f) The family will be informed if necessary.

Child Abuse and Neglect Reporting Procedures

Carroll County Head Start/Early Head Start staff shall report suspected child abuse or neglect in accordance with KRS 620.030(2) which states specifically that "any teacher or school personnel...who knows or has reasonable cause to believe that a child is dependent, neglected or abused or who has attended such child as a part of his professional duties...shall report or cause a report to be made..." KRS 620.050(6) provides immunity from civil or criminal liability when reporting. It also extends this immunity to any judicial proceeding resulting from a report of suspected child abuse or neglect.

The Head Start/Early Head Start staff member who has reason to suspect abuse or neglect shall inform the Family Service Worker(s), the Head Start/Early Head Start Coordinator and the Head Start/Early Head Start Director. A report will be made with the Cabinet for Health and Family Services. If a child reports information to a staff



member about abuse or neglect, the same procedure shall be followed. A follow-up phone call by the Family Service Worker(s) or the employee who made the report will be made to check on the report.

The following information shall be given by the Head Start/Early Head Start staff member in making the report as states in KRS 620.030(2):

1. The name and address of the child and parents or other person exercising custodial control or supervision;
2. The child's age;
3. The nature and extent of the child's alleged dependency, neglect, or abuse (including previous charges of dependency, neglect, or abuse) to this child or his siblings;
4. The name and address of the person allegedly responsible for the abuse of neglect;
5. Any other information that the person making the report believes may be helpful such as the name of the person making the report.

The Cabinet for Health and Family Services shall have the responsibility of follow-up with the staff member to ensure that the suspected incident was reported. The Head Start/Early Head Start Coordinator will also inform the family if the situation warrants this action. The Family Service Worker(s) will develop and maintain a positive cooperative relationship with the agencies providing child protective services in the community.

Confidentiality

Information obtained during the course of an investigation is confidential with a few exceptions which are specified in KRS 620.050(4). Educated personnel who have a "legitimate interest in the case" may be considered an exception. As a professional involved with children, it is reasonable that educators may be involved in the planning and treatment services to children in need.

Carroll County Head Start/Early Head Start staff shall maintain a policy of strict confidentiality with respect to all children and families. Access to information will be available only in accordance with a "need to know" policy. Unless otherwise



required by Federal and/or state statute or regulations, no information will be released without written authorization from the reference staff member or parent.



Policy: PH-9

Subject: Dress Code

Performance Objective: To ensure all staff members present a professional appearance to the clients we serve and to also accommodate the need to be developmentally appropriate in our interactions with children.

Operational Procedures:

1. Skirts or dresses:
 - Must be of appropriate length (e.g., shorter lengths should be no more than 3 inches above the knee).
2. Shorts:
 - Should not be tight fitting and should be of appropriate length- at least mid-thigh
3. Shirts:
 - Should not be transparent
 - Must have decent coverage of body parts
 - Must cover mid drift
 - Must go beyond top of pants
 - Tops cannot be strapless and/ or have spaghetti straps without a cover up shirt/ cover ups must not be sheer)
 - The language on shirts must represent early childhood, academics, holidays, or athletic teams during special game times.
4. Pants:
 - Dress or casual slacks are preferred
 - Pants should not be sheer or be of a tightness that shows underclothing
 - Must cover undergarments. Care must be taken to ensure under clothing does not show above pants.
 - If jeans are worn they should be in good shape (e.g., torn or worn out jeans should not be worn during days that children are present or on family visit days).
 - Sweat suits, if worn; should not be tight fitting and in good shape.
 - If leggings are worn a shirt must cover bottom and hips.



5. Jewelry:

- Body piercing jewelry other than ear rings, cannot be worn in Early Head Start/Head Start by staff members.
- Large hoops or dangling earrings should be of an appropriate length to ensure safety. Really large hoops or dangling ear rings should not be worn.

6. Shoes:

- Flip flops are permitted only on Fridays at the Head Start program when children are not present. Flip Flops are not permitted at the Early Head Start center.
- Heels should be of an appropriate height to ensure safety while working with young children. (e.g., not over 2 inches/ spikes should not be worn)

7. Tattoos:

- Should have effort made to cover at all times.

Overall dress should be neat, comfortable, and professional for an early childhood environment. For staff working with children, clothing should allow the teacher to crawl on the floor, paint, and be able to get messy with young children. For staff working with parents clothing should be a model that projects a professional attitude about early learning and our commitment to maintaining a professional environment.



Policy: PH-10

Subject: Tuition Assistance

Performance Objective: To ensure educational assistance to staff in order to improve their commitment to their jobs and to prepare them for positions in which they will be able to make greater contributions to the achievement of agency goals.

Operational Procedures:

1. The program Head Start/Early Head Start Director and Head Start/Early Head Start Coordinator are responsible for approving requests for tuition and books.
2. Approval is based on the following criteria:
 - Eligibility Requirements:
 - a) To be eligible you must be an employee of the Carroll County Head Start/Early Head Start program.
 - b) Courses must be in the field directly related to the employee's current job responsibilities and lead to the completion of a Child Development Associate (CDA,) or Associate Degree in IEC. Undergraduate course work will be paid for if funds are available.
 - c) All course work and study time must be completed on the employee's own time. No employee may use regular working hours for taking classes or completing class unless sponsored or authorized by the Head Start/Early Head Start Coordinator.
 - Acceptable Education Institutions:
 - a) Tuition assistance will be provided only for classes taken at a local community college, (Jefferson Community and Technical College,) or programs designed for Child Development Associate (CDA) classes in accordance with The Council for Professional Recognition. Employees may take courses at private or out of state universities, but the maximum educational assistance provided for these institutions will be the maximum rate at a Kentucky college or university.
 - Approved Expenses:
 - a) Books, tuition and mileage are acceptable expenses for employees taking classes associated with obtaining a CDA. Mileage will be reimbursed at the present Carroll County Board of Education rate, and only reimbursed when a Head Start/Early Head Start vehicle is unavailable. Mileage reimbursement and vehicle use will only be provided to employees in process of obtaining a CDA. Reimbursement to employees for course work applicable to an



Associate's Degree in IEC include tuition, cost of books needed for course work, student insurance/school fees. The Head Start/Early Head Start Coordinator approval is necessary for courses taken on an audit basis or courses that are not directly a part of a required degree program. -

- b) Books will only be purchased if a copy is not available through the Head Start office for that particular course.
- Application Procedure:
 - a) Each eligible employee requesting tuition assistance and/or reimbursement must complete the required Carroll County Head Start/Early Head Start assistance form. All employees must adhere to the registration process of the college, universities, or program that is providing the service.
- Payment of tuition:
 - a) Tuition assistance applies only to current programs and is not retroactive to any classes or hours taken prior to May 1, 2017. All tuition funds are subject to OHS disbursement guidelines and may be available for a limited time only. Carroll County Head Start/Early Head Start will adhere to these guidelines.
 - b) Direct Payment – All payments for tuition assistance will be paid directly to the college, university, or program provider. Upon approval of the tuition assistance request, a letter of authorization will be sent to the college, university or program provider. Each approved institution will direct bill Carroll County Head Start/Early Head Start.
 - c) Reimbursement of Tuition – To be eligible for reimbursement of classes, the employee must provide a receipt for tuition, books, student insurance, school fees, and class grade or transcript as proof of completing course.
- Course Requirements:
 - a) The employee must complete the course and have a grade of "C" or higher for direct or reimbursement of payment. Head Start/Early Head Start Coordinator's approval is required to drop a course (for direct or reimbursement of payment.) Future courses will not be approved for payment (direct or reimbursement) until the individual obtains a "C" or higher in the class.
- Verification of Course Completion:
 - a) After completing a course for which the agency has provided tuition assistance, the employee must provide within a month an official copy of their grade or transcript from the college or university.



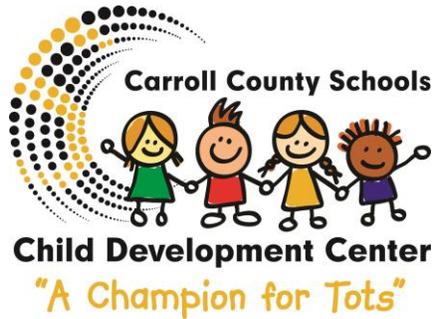
Employees who choose a program provider will turn in a certificate of completion every 3 months until class is completed. Transcripts and certificates will be kept in employee's personnel file.

- b) Reimbursement of course work, books, student insurance and school fees, will be rewarded after employee submits a standard invoice with receipts and grade or transcript of course work completion.
- Books Purchased by the Head Start/Early Head Start program:
 - a) All books purchased (direct payment or reimbursement) by the Head Start/Early Head Start program are to be given to the Head Start Office Manager when handing in grades. Failure to do so may jeopardize future requests for tuition assistance.
- Maintenance of Records and Contracts:
 - a) All records and contracts for tuition assistance and or reimbursement will be maintained on file in the employee's personnel files on site.

** Forms used for this procedure:

"Application for Reimbursement or Direct Payment of College Course Work"

SEE ATTACHMENT C



Carroll County Head Start/ Early Head Start

Application for Reimbursement or Direct Payment of College Course Work for Child Development Associate (CDA)

I, _____, wish to apply to the Carroll County Head Start/Early Head Start program for payment of college course work through Jefferson Community and Technical College and/or payment to the 4C for Children Program of Northern Kentucky to obtain a Child Development Associate. (CDA.) This course work is directly relevant and a requirement of my position of: _____. I will be taking these courses from:

_____.

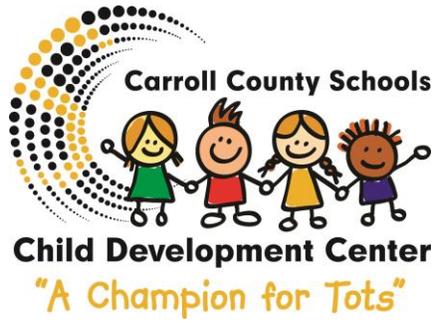
(Name of institution and address and Student ID #)

The courses I am required to take from college are: IEC 101, IEC 102 and any other IEC 100 level course. I understand I must apply to the college for these classes and must adhere to any of the college's stipulations regarding registration, policies and procedures, and course work.

The 4C's for Children Program requires a student to attend an information night, and Orientation meeting before classes start. Classes are one evening a week, for 3 hours, usually 6:00 pm to 9:00 pm. This is a 9 month process.

I understand to be eligible for direct payment or reimbursement of courses and books, that the following requirements must be met:

- I am a full time Carroll County Early Head Start employee and understand obtaining a CDA is a mandatory requirement for my position.
- I will complete the course. *
- I will receive a grade of "C" or higher in the course.



- I will present a copy of my official semester grade within one month of completing the college course.
- I will present a copy of my certificate of completion (total of 3) within two weeks of completing each component in the 4 C's program.
- Cost for the course may not exceed the maximum rate of a Kentucky accredited state college or university.
- I understand that some tuition funds may be available for a limited time and may not cover the entire timeframe necessary for me to complete my degree.

*Severe illness or major tragedy will be taken into consideration,
and approval will be determined by the Head Start Director.

_____ Failure to complete course could result in termination of job.

I have read the above contract and understand its content. I agree to meet the stated requirements.

Signature of Staff

Date

I (am,) (am not) recommending that the above employee be approved for payment of college course work through Jefferson Community and Technical College and/or coursework provided by the 4 C's for Children Northern Kentucky CDA program. If not approved, written justification will be attached.

Supervisor Signature

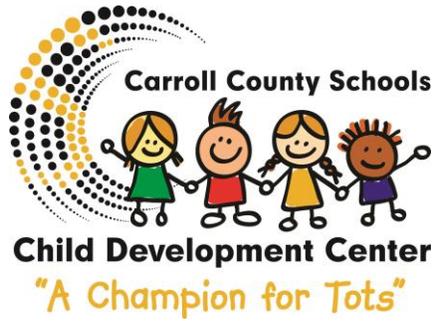
Date



I (tentatively approve,) (do not approve) the payment of the tuition and books for the above named courses if evidence of a grade of "C" or better is submitted for college course work and/or a certificate of completion is submitted at the end of the semester or each component. If not approved, a written justification will be attached.

Signature of Head Start Director

Date



Carroll County Head Start/Early Head Start

Application for Reimbursement or Direct Payment of College Course Work

I, _____, wish to apply to the Carroll County Head Start/Early Head Start program for payment of college course work for Associate Degree in Early Childhood Education (IEC.) I have taken or will be taking these courses from

_____.

Name of institution and address and Student ID

The course I am seeking payment/reimbursement for are the following:

Course Name	Class #	Time of class	Days of Week	Semester & Year
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Course Name	Class #	Time of class	Days of Week	Semester & Year
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I understand to be eligible for direct payment or reimbursement of courses and books, that the following requirements must be met:

- I am a full time Carroll County Head Start employee.
- I will complete the course. *
- I will receive a grade of "C" or higher in the course.
- I will present a copy of my official semester grade within one month of completing the course.



- For reimbursement, receipt of tuition, books, student insurance and school fees must be submitted with a standard invoice.
- Cost for the course may not exceed the maximum rate of a Kentucky accredited state college or university.
- I understand that some tuition funds may be available for a limited time and may not cover the entire timeframe necessary for me to complete my degree.

*Severe illness or major tragedy will be taken into consideration,
and approval will be determined by the Head Start Director.

_____ Failure to complete course could result in termination of job.

I have read the above contract and understand its content. I agree to meet the stated requirements.

Signature of Staff

Date

I (am,) (am not) recommending that the above employee be approved for payment of college coursework. If not approved, written justification will be attached.

Supervisor Signature

Date



I (tentatively approve,) (do not approve) the payment of the tuition and books for the above named courses if evidence of a grade of "C" or better is submitted at the end of the semester. If not approved, a written justification will be attached.

Signature of Head Start Director

Date



Policy: PH-11

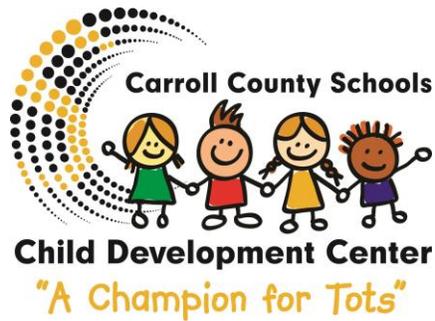
Subject: Standards of Conduct

Performance Objective: To ensure all staff, consultants and volunteers abide by the Carroll County Board of Education's standards of conduct.

Operational Procedures:

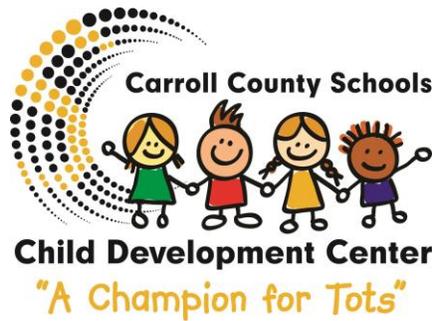
The standards of Conduct include, but are not limited to, the following:

- a) **Non-Bias Workplace** - Children and families are respected and will not be referred to any form of stereotyping on the basis of gender, race, ethnicity, culture, religion or disability.
- b) **Confidentiality** - Confidentiality is strictly enforced. The Head Start/Early Head Start Coordinator is responsible for training staff in confidentiality. All staff receives confidentiality training when employed and once a year thereafter. A signature sheet (copy) will be placed in the employee's personnel on site file to provide proof of confidentiality training. All student records are maintained in a locked file cabinet with record access posted on the file cabinet. Student records are also maintained on a secure computer system.
- c) **Supervision of Children** - Children are supervised by an adult at all times ensuring ratios are met. No child is to be left unsupervised.
- d) **The staff MUST NOT:** corporal punishment; use isolation to discipline a child; bind or tie a child to restrict movement or tape a child's mouth; use or withhold food as a punishment or reward; use toilet learning/training methods that punish, demean, or humiliate a child; use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child; physically abusing a child; use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or the child's family; use physical activity or outdoor time as a punishment or reward
- e) **Gifts** – Any gift presented to a Head Start/Early Head Start employee for the use of the Head Start program must have prior approval of the Executive Director or the Executive Director's



designee. Any gift so approved and accepted on behalf of the school becomes the property of the Board. No employee shall accept, for personal use, gifts from current or potential supply vendors. Solicitation of pupils or use of extracurricular funds to purchase gifts for school personnel shall not be permitted. Any employee who fails to follow this policy shall receive appropriate disciplinary action as deemed necessary by the Head Start Director and/or Executive Director.

- f) **Supervision and Cooperation of Head Start/Early Head Start Employees** - Supervision shall be provided for all Head Start/Early Head Start Employees. Each employee shall be informed as to whom their immediate supervisor is. Each employee shall be provided a job description which shall describe the general duties and responsibilities of the position. Job descriptions shall not be considered all-inclusive descriptions of the job, but shall indicate the general parameters of the duties and responsibilities of the position. The immediate supervisor may, as needed, assign other reasonable duties to the employee. Cooperation of the Head Start/Early Head Start employee includes being punctual in reporting for duty at the time and place designated. Employees should never be discourteous or argumentative with program participants and, if conflicts develop the immediate supervisor should be notified.
- g) **Leaves and Absences**— All leaves and absences (except for illness and emergency) must be approved in advance by the Head Start/Early Head Start Coordinator. Extended leave without pay may be granted by the Executive Director. Requests shall be made in writing and shall be submitted to the Board of Education and Policy Council for approval. In case of absences, employees shall notify the District wide AESOP system 1 hour before their work time begins. If this is not possible, the employee should contact the Board Office or the Head Start Coordinator.
- h) **Personal Leave, Emergency Leave, Maternity Leave, Extended Disability Leave, Jury Duty Leave** – The Carroll County Head Start/Early Head Start program follows the Carroll County District policies and procedure for the above. Please see the Carroll County Policy Manual in the Head Start office for specifics for Personal Leave, Emergency Leave, Maternity Leave, Extended Disability Leave and Jury Duty Leave.



- i) **Sick Leave** – The Carroll County Head Start/Early Head Start Program follows the Carroll County District policies and procedures for sick leave. In addition to this policy and procedure, the Carroll County Early Head Start/Head Start Program will request a written doctor's excuse for employees who miss 3 or more consecutive days due to their illness or immediate family member's illness. If the employee knows that he/she will be absent for 3 or more days, the employee is expected to keep the Head Start/Early Head Start Coordinator up-dated of the situation.
- j) **New Staff Orientation** – The Head Start/Early Head Start Coordinator will go over Staff Orientation with all new employees. This includes but is not limited to: Grantee's Mission statement; Head Start/Early Head Start's Mission Statement and Goals; Administrative Organization Chart; Expectations; Employee Evaluation; Emergency Health & Safety Procedures; Procedures for Reporting Child Abuse; Supervision Requirements; General Information. The Employee will sign off on sheet stating they have received orientation in the above areas. This sheet will be kept in the employee's on site personnel file.



Policy: PH-12

Subject: Drug Free Workplace

Performance Objective: To ensure all staff is aware that the Carroll County Board of Education complies with the Drug-Free Workplace Act of 1988.

Operational Procedures:

The Carroll County Board of Education shall comply with the Drug-Free Workplace Act of 1988 and will provide a drug-free workplace by:

- a) Annually notifying its employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions will be taken against employees for violation.
- b) Establishing a drug-free awareness program to inform its employees of dangers and services available.
- c) Providing a written copy of item (a and b) above to each employee with explanation and maintaining signatures of staff members to verify receipt of such information. A signature sheet (copy) is placed in the Head Start personnel file.
- d) The Head Start/Early Head Start Director or designee initiates disciplinary action by investigating the infraction and conferring with the Executive Director or his/her designee.
- e) The Head Start/Early Head Start Director, Executive Director or designee will meet with the employee about the employee's misconduct and resulting disciplinary action.
- f) The Executive Director, Head Start/Early Head Start Director or designee may make a formal reprimand of the employee or may suspend the employee or terminate their employment.
- g) The Executive Director, Head Start/Early Head Start Director or designee will keep accurate records of the offense(s), procedural hearings and disciplinary actions.
- h) The Head Start/Early Head Start Coordinator reviews the Drug-Free Workplace with new employees. All staff is up-dated yearly by the Head Start/Early Head Start Director or the Head Start/Early Head Start Coordinator.



PERSONNEL 03.23251

- CLASSIFIED PERSONNEL -

Drug-Free/Alcohol-Free Schools

DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES

District employees shall not manufacture, distribute, dispense, be under the influence of, purchase, possess, use or attempt to purchase or obtain, sell or transfer any of the following in the workplace or in the performance of duties:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

In addition, employees shall not possess prescription drugs for the purpose of sale or distribution.

DEFINITIONS

Controlled substance shall mean any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by the Kentucky Cabinet for Health and Human Services under regulations pursuant to [KRS 218A.020](#).

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in [KRS 217.900](#) or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

AUTHORIZED DRUGS



Employees who personally use or who are designated to administer to a student a drug authorized by and administered in accordance with a prescription from a health professional shall not be considered in violation of this policy.

WORKPLACE DEFINED

Workplace shall mean the site for the performance of work done for the District including any place where work on a District program, project or activity is performed, including, but not limited to, a school building or other school premises and any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities. "Workplace" shall also include school-sponsored or school-approved activities, events or functions which are held off school property and in which students are under District jurisdiction including, but not limited to, field trips and athletic events.

PERSONNEL 03.23251 (Continued)

Drug-Free/Alcohol-Free Schools

SUSPENSION/TERMINATION/NON-RENEWAL

Any employee who violates the terms of this policy may be suspended, non-renewed or terminated. In addition, violations may result in notification of appropriate legal officials.

ALTERNATIVE

As an alternative, the Superintendent may choose that an employee who violates the terms of the District's drug-free/alcohol-free workplace policies shall satisfactorily participate in a Board-approved drug/alcohol abuse assistance or rehabilitation program. If the employee fails to satisfactorily participate in such a program, the employee may be suspended, non-renewed or terminated.

REPORTING

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.

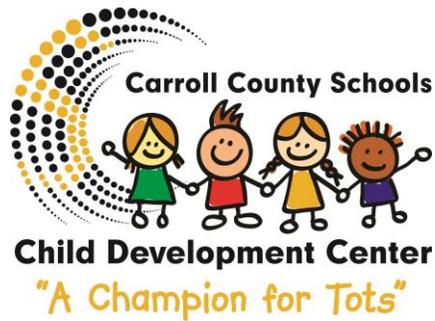
NOTIFICATION BY EMPLOYEE

Any employee convicted of a workplace violation of criminal drug statutes shall, within five (5) working days, provide notification of the conviction to the Superintendent.

PREVENTION PROGRAM

The Superintendent shall establish a comprehensive and on-going drug-free/alcohol-free prevention program for all employees which shall include notice of the following:

1. The dangers of drug/alcohol/substance abuse in the schools;



2. The District's policies and related procedures on drug-free/alcohol-free schools;
3. The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs and other controlled and prohibited substances;
4. Information about available drug/alcohol counseling programs and available rehabilitation/employee assistance programs; and
5. Penalties that may be imposed upon employees for violations of this policy.

REFERENCES:

[KRS 160.290](#); [KRS 217.900](#); [KRS 218A.1430](#); [KRS 218A.1447](#)
34 C.F.R. Part 85

RELATED POLICIES:

03.2325; 08.1345; 09.2241 Adopted/Amended: 7/26/2012 Order #: 60653



Policy: PH-13

Subject: Electronic Materials Codes of Ethics

Performance Objective: To ensure all staff complies with the electronic materials licensing agreement.

Operational Procedures:

- a) All electronic materials purchased by our organization in accordance with our license agreements will be properly purchased through appropriate procedures.
- b) The school district will question any electronic material supplied other than through our own purchasing process, to ensure that the supplier is authorizing to provide us with such electronic materials. Ignorance of the law does not justify our acceptance of electronic materials from unauthorized sources.
- c) Legitimate electronic materials will be provided to administrators, teachers and classified staff as appropriate. No employees of the organization will make any unauthorized copies of any electronic materials under any circumstances.
- d) The use of unauthorized copies of electronic materials will not be tolerated. Any person illegally reproducing any electronic materials can be subject to civil and criminal penalties including fines and imprisonment.
- e) No staff member shall duplicate electronic materials for their own personal use. No employee of the Carroll County Schools shall give electronic material to any non-employees, including colleagues, parents or others, unless such permission to explicitly including in the specific license agreement for that item of electronic material.
- f) All staff members must use ethical and practical implications of all electronic materials.
- g) The Head Start/Early Head Start Coordinator reviews the electronic materials code of ethics with new staff members. All staff is up-dated yearly by the Head Start/Early Head Start Director or Head Start/Early Head Start Coordinator.



Policy: PH-14

Subject: Staff Qualifications

Performance Objective: To ensure each child receives a quality education that is embedded with best practices and current educational strategies.

Related Regulations: 1302.91

Operational procedure:

1. Teachers

a. Early Head Start center-based and home-based teacher qualification requirements: As prescribed in [section 645A\(h\)](#) of the Act, a program must ensure center-based and home-based teachers that provide direct services to infants and toddlers in Early Head Start centers have a minimum of a Child Development Associate (CDA) credential or comparable credential, and have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler development

b. Head Start center-based teacher qualification requirements:

[Section 648A\(a\)\(3\)\(B\)](#) of the Act, a program must ensure all center-based teachers have at least an associate's or bachelor's degree in child development or early childhood education, equivalent coursework, or otherwise meet the requirements of [Section 648A\(a\)\(3\)\(B\)](#) of the Act.

2. Head Start Assistant Teachers

a. Head Start assistant teachers must have a CDA credential or state awarded certificate that meets or exceeds the requirements of a CDA credential, are enrolled in a program that will lead to an associate or baccalaureate degree or are in enrolled in a CDA credential program to be completed within two years of the time of hire.

3. Family Service Workers

a. The program will ensure all family service workers hired after November 7th, 2016, have within 18 months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field.



4. Education Manager

a. The program will ensure that the education manager have a baccalaureate or advanced degree in early childhood education or a baccalaureate or advanced degree in and equivalent coursework in early childhood education with early education teaching experience.

5. Mental Health/Disabilities Manager

a. The program will ensure staff responsible for management and oversight of mental health and disability hired after November 7, 2016 will have a minimum, a baccalaureate degree and ensure all mental health consultants are licensed or certified mental health professionals.

6. Health Professionals

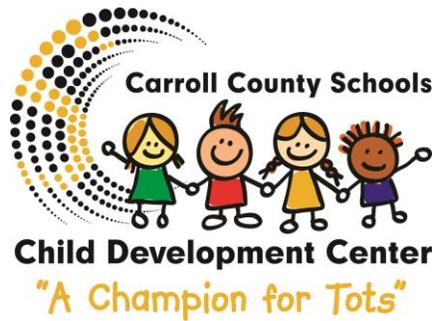
a. A program must ensure health procedures are performed only by a licensed or certified health professional.

7. Director

a. Director hired after November 7, 2016, at a minimum must have a baccalaureate degree and experience in supervision of staff, fiscal management and administration.

8. Fiscal Officer

a. Fiscal Officer hired after November 7, 2016, is a certified public accountant or has, at a minimum, a baccalaureate degree in accounting, business, fiscal management or a related field.



Policy: PH-15

Subject: Confidentiality policy for working with parents/guardians

Performance Objective: To ensure all individuals and families have the right to privacy and confidentiality.

Operational Procedures:

1. The Family Service workers, EHS Nurturers and any staff member working directly with families will obtain written permission to provide information to others and know the legal guidelines and procedures for sharing information based on situations of abuse, neglect or in life threatening situations.
2. The Family Service workers, EHS Nurturers and any staff member working directly with families will protect the right to privacy and confidentiality by safeguarding confidentiality in working with families and treating all information with care.
3. The Family Service worker, EHS Nurturers and any staff member working directly with families will maintain confidentiality regarding information shared in meetings that deal with an individual(s) problematic work situation and personal information.
4. The Family Service workers, EHS Nurturers and any staff member working directly with families will develop and establish relationships based on mutual trust and respect that strictly avoid potential exploitation of others or using relationships for private advantage or personal gain.
5. All staff members will respect the family's rights to have access to their child's records and receive assistance in interpreting them if necessary.



Policy: PH-16

Subject: Background Checks

Performance Objective: To ensure all employees have required background checks and procedures for selection of staff.

Related Regulations: 1302.90

1. The program will ensure that before a person is hired directly or through contract, including transportation staff and contractors, an interview is conducted, references are verified, a sex offender registry check is conducted and one of the following is obtained:

- a. State criminal history records, including fingerprint checks; or
- b. Federal Bureau of Investigation criminal history records, including fingerprint checks.

2. The program will ensure that the background check process is completed no more than 90 days after an employee is hired by obtaining:

- a. Whichever check is listed in Section A above was not obtained prior to date of hire; and
- b. Child abuse and neglect state registry check, if available.

3. The program will ensure that the information found in each employment application and complete background check is reviewed to assess the relevancy of any issue uncovered by the complete background check including any arrest, pending criminal charge, or conviction and that Child Care and Development Fund (CCDF) disqualification factors described in the 42 U.S.C. 9858f (c)(1)(D) and 42 U.S.C. 9858f (h)(1) are used to determine whether the prospective employee can be hired or the current must be terminated.



4. The program must ensure a newly hired employee, consultant or contractor does not have unsupervised access to children until the complete background check process described in Sections 1 through 3 above is complete.

5. The program will ensure that the complete background check for each employee, consultant or contractor is conducted at least once, every five years which must include each of the four checks listed in Section 1 and 2 above, unless the program can demonstrate to the responsible HHS official that it has a more stringent system in place that will ensure child safety.

Reference:

A. Child Care and Development Fund (CCDF) disqualification factors described in:

1. Title 42 United States Cod (U.S.C.) 9858f (c) (1)(D)

Has been convicted of a felony consisting of:

Murder, child abuse or neglect, a crime against children (including child pornography), spousal abuse, a crime involving rape or sexual assault, kidnapping, arson, physical assault or battery, and/or drug related offense committed during the preceding 5 years.



Safety and Environments

POLICY NUMBER	SUBJECT	REVISION DATE
SE-1	Emergency Safety Preparedness	2/18
SE-2	Safety Training Staff	2/18
SE-3	Classroom Safety	2/18
SE-4	First Aid Kits	2/18
SE-5	Playground/Gross Motor/STEM Garden Safety	2/18



Policy: SE 1

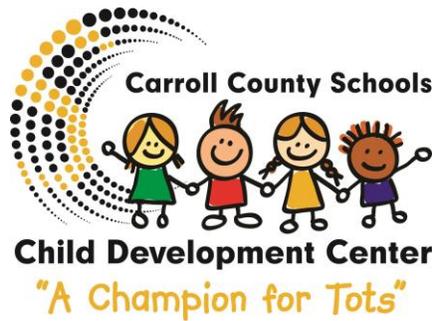
Subject: Emergency Safety Preparedness

Performance Objective: To ensure that all staff and children will follow proper practices to ensure child's safety.

Related Regulations: 1302.47

Operational Procedures:

5. Evacuation routes will be posted in each classroom near the clearly marked exits.
6. Teachers will increase children's awareness of emergency procedures.
7. Fire drills will be conducted 1 time per month and 2 fire drills will be conducted within the first two weeks of the program year.
8. Earthquake drills will be conducted 3 times during the program year.
9. Tornado drills will be conducted 3 times during the program year.
10. Shelter in place drills will be conducted 2 times during the program year.
11. Lock down drill will be conducted 2 times during the program year.
12. All drills will be documented and attendance reports will be attached to the documentation.
13. During any evacuation of the building or drill, teachers will secure emergency release cards, attendance record and a first aid kit.
14. The program will routinely monitor the drill plans and procedures for effectiveness.



15. Staff will receive annual training/information on emergency/disaster management.

Policy: SE-2

Subject: Safety Trainings for Staff/ Personnel Policies

Performance Objective: To ensure that all staff are trained to maintain the safety of all children.

Related Regulations: 1302.47, 1302.90

Operational Procedures:

1. New employees who have regular child contact will complete the following trainings within 3 months of hire:
 - Initial orientation;
 - The prevention and control of infectious diseases (*renewed annually*)
 - Prevention of Sudden Infant Death Syndrome and safe sleeping practices (*renewed annually*)
 - Prevention and response to emergencies due to food and allergic reactions (*renewed annually*)
 - Building and physical premises safety, including identification of and protection from hazards, bodies of water and vehicular traffic (*renewed annually*)
 - Prevention of shaken baby syndrome, abusive head trauma and child maltreatment (*renewed every 5 years*)
 - Emergency preparedness and response planning for emergencies (*renewed annually*)
 - Handling and storage of hazardous material and the appropriate disposal of biocontaminants (*renewed annually*)
 - Appropriate precautions in transporting children, if applicable (*renewed annually*)
 - First aid and cardiopulmonary resuscitation (*renewed every 2 years*)
 - Recognition and reporting of child abuse (*renewed annually*)
 - Early Care Orientation Online (in accordance with state licensing requirements)



- The administration of medication, consistent with parental consent (see medication administration policy in health services) *(renewed annually)*
2. New employees will be fingerprinted and a background check will be completed. All staff will be finger printed every five (5) years with a complete background check. In accordance to 1302.90 and in accordance with the state licensure requirements and with school district policy.



Policy: SE-3

Subject: Safe Environments

Performance Objective: Staff will maintain a safe environment for all families, children and staff.

Related Regulations: 1302.47

Operational Procedure:

1. A First Aid kit will be clearly marked and readily accessible to staff and out of reach of children.
2. Emergency telephone numbers will be posted at or near the telephone.
3. All electrical outlets are child proof.
4. Items of potential danger to children (toxic materials, flammable liquids, etc.) must be kept in the original container, be stored in an area not used by children, be stored separately from food and food service equipment.
5. An emergency light source will be available at all times.
6. Classroom staff will conduct a daily classroom safety checklist.
7. Areas and equipment that staff feel are unsafe must be immediately reported to Head Start Coordinator or Environments Manager.
8. Environments Manager will conduct a monthly safety checklist for each classroom to ensure that classroom is safe. Corrective action will be taken for any deficiency.
9. Environments Manager will enter maintenance requests into the school district web portal that is directly linked to the maintenance supervisor.



Policy: SE-4

Subject: First Aid Kits

Objective: To equip each classroom with emergency first aid kits that are readily accessible and stocked with required items.

Related Regulations: 1302.47

Operational Procedures:

1. First Aid Kits will be maintained in each classroom where they are easily accessible and identifiable for adults and out of students reach.
2. Each kit will include the following; (in accordance with Kentucky state childcare licensure requirements)
 - Liquid soap
 - Adhesive bandages
 - Sterile gauze
 - Medical tape
 - Scissors
 - A thermometer
 - Flashlight
 - Cold pack
 - First aid book
 - Disposable gloves
 - A cardiopulmonary resuscitation mouthpiece protector
3. Each month the first aid kits will be inventoried and restocked.
4. An inventory checklist will be kept with each first aid kit so that the Environments Manager can initial and date when supplies are checked and replaced.



Policy: SE-5

Subject: Playground/Gross Motor Area/STEM Garden Safety

Performance Objective: To ensure all staff will follow appropriate practices to keep children safe.

Related Regulations:1302.47

Operational Procedures:

1. Environments Manager/designated staff will thoroughly inspect the playground/gross motor area and STEM garden area. Inspection will include a search for any hazards in the areas. The check will be recorded on a form
 - Sharp objects(glass, broken toys)
 - Inadequate ground cover underneath play structures and swings
 - No rust, cracks, sharp points or sharp corners on any equipment
 - All equipment is securely anchored
 - No missing or damaged protective caps or plugs on equipment or fence
 - No tripping hazards
 - Child locks are on all outside fence gates
 - Trash/garbage, pest, foliage(natural debris)/bees/wasp nest

2. Staff will establish zones to maintain active supervision and engage in positive behavior strategies to teach safe and appropriate outside play.



Transportation

Policy	Subject	Revision Date
TS-1	Head Start Transportation	1/18
TS-2	Transportation Personnel Requirements	1/18
TS-3	No Child Left Behind	1/18
TS-4	Allowable Transportation	1/18
TS-5	Trip Routing and Safety	1/18
TS-6	Children with Disabilities	1/18



Policy: TS-1

Subject: School Buses for Head Start Transportation

Performance Objective: To ensure school buses are equipped with safety systems and comply with transportation regulations.

Related Regulations: 1303.70, 1303.71

1. All Head Start Buses are required to have:
 - a. A Communication System
 - b. Fire extinguisher
 - c. First aid kit & Body Fluid Kit
 - d. Posted Emergency Exits
 - e. Mounted Cameras to record inside and outside of vehicle
 - f. Crossing Gate
 - g. Hand Rail
 - h. Decibel back-up alarm system
 - i. 5 point-hitch harness (built-in seat models)
 - j. Posted Seat Belt Cutters
 - k. No Child Left Alarm System
2. Buses are parked at Bus Garage when school is not in session.
3. Bus maintenance will be conducted by qualified mechanics at the District Garage.
4. An annual thorough inspection of each vehicle is conducted through a licensed inspection program or operated by the state.
5. New school buses are examined at delivery by transportation mechanic(s) to assure buses are equipped accurately and the manufacturer's certification of compliance is included with the vehicle.
6. Drivers are to conduct a pre-trip inspection before first route starts. A weekly pre-trip form will be filled out and turned in at end of each week to Transportation Director. If there is a need for maintenance it will be turned into the head mechanic the time of finding.
7. Drivers are to conduct a post-trip at end of day when buses are parked to ensure no new damages or problems are to be reported.
8. Drivers are required to keep buses cleaned and fueled.



9. Bus Drivers will avoid making "u" turns and 3 point turns, except when necessary and only in safe conditions or because of road barriers.
10. Buses must not be loaded beyond the maximum passenger capacity at any time.
11. Alternative routes must be accessible in case of hazardous conditions that affect the safety of the students.
12. In the event of an accident involving a school bus, state and local requirements are adhered to.



Policy: TS-2

Subject: Transportation Personnel Requirements

Performance Objective: To ensure that safe transportation requirements are met for personnel transporting students to and from designated locations.

Related Regulations: 1302.72

1. Each Head Start Bus will consist of one certified driver and one qualified monitor.
2. All District and Head Start Drivers abide and follow the Kentucky Laws and Regulations Governing School Bus Drivers.
3. All Head Start Drivers are required to:
 - a. Participate in behind the wheel and classroom training with a certified Driver Trainer before transporting children.
 - b. Must have a Commercial Class B Driver's License.
 - c. Have a clean background check.
 - d. Have knowledge of Safe Driving Practices, First Aid/CPR certified.
 - e. At application and hire, the potential driver disclose all moving traffic violations.
 - f. The Board of Education/Transportation Department will conduct an MVR (driving record) on newly hired bus drivers.
 - g. The Board of Education/Transportation Department will assure the drivers qualify under Kentucky driver training requirements.
 - h. Operate school bus in a safe and efficient manner over designated routes, including loading and unloading students, stopping at railroad crossings, and performing other specialized driving maneuvers; maintain and update routes as needed; maintain vehicle in a clean and safe operating condition; recognize equipment malfunctions and take appropriate action; utilize two-way communication system; maintain maintenance logs; maintain daily loading/unloading sheets; assist in loading and unloading handicapped students as necessary; the use of special equipment – such as 5 point-hitch restraint system, fire extinguisher, handicap lift.
 - i. Attend an annual 8 hour update before transporting students and complete a yearly physical.
 - j. Attend Required Professional Trainings provided to Bus Drivers.
 - k. Perform emergency bus evacuation drills.



- l. Perform and maintain Pre- and Post-trip inspections on vehicles.
 - m. Follow the Local, State and Federal policies, procedures guidelines.
 - n. Maintain Emergency Release information on each student, to ensure authorized persons to receive students at designated stops.
 - o. Perform a thorough check at end of each route to ensure that no student is left behind.
4. All Head Start Bus Monitors are required to:
 - a. Assist the driver with emergency situations and other duties.
 - b. Use Emergency Release information on each student, to ensure authorized persons to receive students at designated stops.
 - c. Perform a thorough check at end of each route to ensure that no student is left behind.
5. Bus monitors participate in a 6 hour bus monitor training before work begins. The training consists of:
 - a. child boarding and exiting procedures
 - b. how to use child restraints (5 point-hitch system)
 - c. completing all required paperwork
 - d. how to respond to emergency and evacuation procedures
 - e. how to use special equipment (fire extinguisher/handicap lift/two way communication system)
 - f. child pick up and release procedures
 - g. how to conduct pre and post trip bus checks
 - h. First Aid/CPR certified
6. All Drivers/Monitors will be formally evaluated on board by the Transportation Director or an Authorized Driver Trainer employed by the District at designated time in the school year.



Policy: TS-3

Subject: No Child Left Behind

Performance Objective: To ensure the safe transportation and delivery of our students to authorized individuals and the parent's role in transportation.

Related Regulations: 1303.72

1. Parents/Guardians are required to fill out an Emergency Release. Only the authorized names on the card are allowed to receive a student at a bus stop. No one under 16 should be on the Release form.
2. If changes are needed to be made to an Emergency Release Card the parent/guardian must come into the Center and make the revisions.
3. Parents/Guardians are responsible to keep all contact addresses and phone numbers up to date.
4. Procedures for the bus:

Loading for School

- a. The office manager/transportation manager is to copy Release Cards and distribute to each bus driver at the beginning of the school year. The driver/monitor will keep a copy of all students while on route.
- b. If changes are made to an existing card, or a new student begins during the year, a copy is made and given to all drivers.
- c. A Numeric list is made of all students in order to maintain confidentiality and is given to drivers/monitors/office personnel on an as needed basis.
- d. A route/seating chart is given to each individual driver of his/her route and the monitor will fill out and time stamp each student as they enter the bus. The monitor places the student in an assigned seat that is equipped with a 5 point harness.
- e. When the bus is at the school unloading, the seating chart is given to a door monitor; the students will exit the bus, being counted as they enter the school. The bus monitor will check as she/he exits the bus for any students still on the bus.
- f. The driver will park the bus at a designated area. The buses are equipped with a "no child left behind alarm", so when a driver turns the bus off, they will



disarm the alarm in the rear of the bus, giving the driver an opportunity to check for students and other items left on bus.

Loading for Dismissal and Delivery

- a. Bus changes are made by parents at the front office, and a bus note is given to teachers.
- b. Teachers have a bus list from the transportation manager showing what bus each student is assigned. Students that are picked up at the school are escorted to the office by staff, after the bus students are dismissed.
- c. Designated staff is to line up students according to bus lists and parent notes. Students are walked to their bus; the driver/monitor has a seating chart that has each student listed. The students' name is highlighted if they are on the bus to go home. A designated staff person does a head count to confirm number of students on each bus. A copy of the list is given to the office manager.
- d. The office personnel will confirm the all clear for buses to leave the school.
- e. The driver will radio the office if unsure of a person at the bus stop, the office personnel will confirm or deny the release to this person, by talking to the parent/guardian. If they are denied the child is brought back to school and the parent/guardian must come pick them up there.
- f. At the stop, the monitor will undo the harness of the child; assist child down bus steps, walk the child across the road if necessary while bus driver monitors the traffic, confirming when it is safe to cross. The monitor will time stamp the student's delivery.
- g. The monitor will let the driver know when the bus is empty; the driver will radio into the office letting them document the time.
- h. The monitor is taken to designated area. The bus is parked and the driver will disarm the "no child left behind alarm" in the rear of the bus. Checking again for students and other items left on bus.

Parents Role in Transportation

- A parent/guardian is required to fill out an Emergency Release Form before students begin school. No one under 16 is permitted to be on the Emergency Release form. If a change needs to be made to Emergency Release Form the parent/guardian needs to come to the Center.



- Parents are responsible for any changes made to addresses and phone numbers. This affects bus routes and if no one is at the bus stop, parents need to be reached by phone. If someone is not able to be reached while the bus is at the designated stop, students will be returned to the Center at the end of the bus route. Parents will be responsible for picking child up at the Center. The buses are on restricted time and cannot make return trips to pick up or drop off students.
- Parents/guardians need a permanent/regular pick up and drop off location. Bus changes must be in person, by fax, or email. headstartpickup@carroll.kyschools.us
- Parent/guardians or authorized person (16 or older) is responsible for being at the designated location 5-10 minutes prior to bus arrival. Keep children 10 feet off roadway until the driver/monitor has reached the student to walk them to bus. If a parent chooses to walk their child across the roadway to the bus, please remain off the road until the driver signals to cross safely.



Policy: TS-4

Subject: Allowable Transportation

Performance Objective: Head Start Vehicles

Related Regulations: 1303.70

1. Carroll County Child Development Center serves children 3-4 years of age. The District allows the transportation of this age with the modifications to the buses, equipping them with a 5 point harness system built into each seat. Only two students are assigned to a single seat. Shoulder belts are also installed for adults.
2. Persons not affiliated with the program are not allowed to be transported on the buses.
3. The Early Head Start Program students are not transported.
4. For parents that need transportation for activities provided by Head Start or medical appointments; alternate transportation can be suggested by FSW/Head Start staff, such as a family member, local cab services and/or medicab services.
5. The Head Start cars/van are to be used by authorized personnel only. Vehicles are signed out in the office with the transportation manager. A form is filled out daily on usage. Vehicles are maintained and serviced by the District Garage.
6. Advertisement of this programs transportation service will be done annually during recruitment efforts through the use of local media.



Policy: TS-5

Subject: Trip Routing and Safety

Performance Objective: A program must consider safety of children and adults in buses and or vehicles.

Related Regulations: 1303.73, 1303.74

1. Children in transit to and from the program will not exceed one hour on the bus unless there is no shorter route available or the alternative shorter route is unsafe.
2. Buses and vehicles are not loaded beyond maximum passenger capacity at any time.
3. Drivers will not back up or make U-Turns unless there is a safety concern or a physical barrier.
4. Stops are located to minimize traffic disruptions and to ensure drivers have a good view off the front and the back of the bus or vehicle.
5. Stops are also located to eliminate the need for children to cross the street or highway when boarding or leaving the bus.
6. The bus monitor or another adult (parent/guardian) must escort children across the street to board or leave the bus.
7. Bus drivers will use alternative routes in case of hazardous conditions that could affect passengers who are being transported.
8. Children who ride the bus are taught safe riding practices including procedures for boarding and leaving the bus and for crossing the street to and from stops.
9. Children participate in four bus evacuation drills annually.



Policy: TS-6

Subject: Children with Disabilities

Performance Objective: Transportation for children with disabilities is available.

Related Regulations: 1303.75

1. The program will ensure that children with disabilities will have transportation designed to meet their needs.
2. Children with disabilities will be transported in the same buses used to transport other children who are enrolled whenever possible.
3. Special transportation requirements will be documented in child's IEP such as special pick up or drop off requirements, seating requirements, equipment needs, any special assistance that is required or necessary training for the bus drivers and monitors.