

NUECES COUNTY COMMUNITY ACTION AGENCY

1

101 South Padre Island Drive, Corpus Christi, TX 78405-4102 (361) 883-7201 Fax: (361) 883-9173

Linda Carrillo
Chief Executive Officer

DATE: May 14, 2024
TO: All 2023-2024 POLICY COUNCIL MEMBERS
FROM: Ann Johnson, 2023-2024 CHAIRPERSON
SUBJECT: AGENDA, May 14, 2024 REGULAR MEETING

Alissa March

The Nueces County Head Start Policy Council has scheduled its **Regular Meeting via ZOOM at 10:30 a.m., Tuesday, May 14, 2024.** The link to the zoom meeting is below.

Please join the meeting via **Zoom from your smartphone or laptop**; please silence as much background noise as possible (put your phone on mute when you are not speaking). Policy Council members must be visible on camera in order to count toward the quorum and in order to vote. The presenters will need to be visible while presenting information. Please remember to eliminate all background noise, as it will interfere with the call and with the ability for other Policy Council members to hear as the meeting is being conducted.

Topic: Birth to Five Head Start Policy Council Meeting

Time: May 14, 2024 10:30 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/87058893752?pwd=cW1KNi9DcXNNOWVmZXFzUjFkVUVTZz09>

Meeting ID: 870 5889 3752

Passcode: 768777



BIRTH-TO-FIVE HEAD START POLICY COUNCIL
REGULAR MEETING AGENDA
May 14, 2024

- I. **Call to Order-** Meeting Started at: _____

 - A. Roll Call
 - B. Establish Quorum

II. **Moment of Silence, Recitation of NCCAA Mission Statement**
 NCCAA Works with partners to apply comprehensive strategies to eliminate the causes of poverty for people of Nueces County.

III. **Approval of Minutes**
 A. April 16, 2024, Regular Policy Council Meeting.....Pages 5-9

IV. **Calendars**.....Pages 10-11

V. **Action Items:**

A. Treasurer’s ReportRachel Garcia.....Action Item.....Page 12

- 1. Approval of Bank Statement
 - a) Bank Reconciliation, Period Ending March 31, 2023
 - b) Bank Statement, Period Ending March 31, 2023

B. Committee Reports

- 1. Bylaws Committee.....No Meeting/No Action
- 2. Personnel Committee.....Action Item.....Pages 13-14
Approval of Personnel Committee Meeting Minutes for 4/5/2024
- 3. Scholarship Committee.....No Meeting/No Action
- 4. Fundraiser Committee.....No Meeting/No Action
- 5. Budget Committee.....No Meeting/No Action

VI. **Program Governance**

A. Administration

- 1. Budget: Program Expenditures and Credit Card Reports.....Martha Benavides, Chief Financial Officer.....Pages 15-17
.....Action Item
Encumbrance Reports for April 1,2023 through April 30, 2024
Credit Card Reports for Reporting periods ending April 30, 2024
(.pdf file of the credit card reports included in agenda e-mail)

VII. New Business

- 1.) Nueces County Community Action Agency Birth to Five Head Start Program 2024-2025 Ongoing Monitoring Plan and Summary.....Alicia Mancha, Birth to Five Head Start Director.....Pages 18-101
.....Action Item
- 2.) Nueces County Birth To Five Head Start Policy Council By LawsAlicia Mancha, Birth to Five Head Start Director.....Pages 102-110
.....Action Item
- 3.) Nueces County Community Action Agency Birth to Five Head Start Program Parents and Staff Handbook 2024-2025 and summary.....Claudia Escobedo, Family and Community Partnership Coordinator.....Pages 111-215
.....Action Item
- 4.) FY25 CACFP/Nutrition Budget 2024-2025.....Alicia Mancha, Birth to Five Head Start Director.....Pages 216-217
.....Action Item
- 5.) Nueces County Community Action Agency Birth to Five Head Start Program Preventing, Recognizing and Reporting Child Maltreatment Policy and ProceduresEsmeralda Hernandez, Disability and Mental Health Coordinator.....Pages 218-224
.....Action Item
- 6.) NCCAA Birth-To-Five School Corrective Action PlanAlicia Mancha, Birth to Five Head Start Director.....Pages 225-249
.....Action Item
- 7.) NCCAA 405 Termination of Employment Policy changes.....Jennifer Ruiz, Human Resources DirectorPages 250-252
.....Action Item
- 8.) NCCAA 404 Employee Corrective Action Policy changesJennifer Ruiz, Human Resources DirectorPages 253-256
.....Action Item
- 9.) NCCAA 137 Employee ID, Security Cards, and Facility Keys policy changes.....Jennifer Ruiz, Human Resources Director.....Pages 257
.....Action Item

VIII. Informational Items:

1. HR Staffing ReportJennifer Ruiz, HR Director.....Information

	# Employees	New Hires	Terminations	Resignations	Discharges
5/14/24		EHS -	EHS -	EHS -	EHS -
		HS -	HS -	HS -	HS -

2. Board Update.....Information
3. Birth-to-Five Head Start Director’s Report, Program Information Report (PIR), and Licensing Report for April 2024.....Alicia Mancha, Birth to Five Head Start.....pages 258 -259.....Information
4. Office Of Head Start Monitoring Review Report.....Alicia Mancha, Birth to Five Head Start Director.....Page 260
.....Information
5. Office Of Head Start Program Performances Summary Report.....Alicia Mancha, Birth to Five Head Start Director.....Pages 261-264Information

4. Program Plans for Approval: None

Current Approval Dates for Program Plans	Approval Date
Integrated Programs Plans for 2023-2024	April 2024
Training and Technical Assistance (T/TA) Plan for 2024-2025	April 2024

5. Revision and Update to Program Narrative - None

Current Approval Dates for Program Adjustments	
Program	Approval Date
Grievance Policy for Parents and General Public	April 2024
Prioritization and Selection Criteria for 2024-2025	April 2024

IX. Public Comments (PC may refer any issues to committee for further review)

X. Adjournment: _____

The Policy Council may elect to go into closed session at any time for:

- **Consultation between the Policy Council and its attorney**
- **Discussion with respect to real property**
- **Personnel issues**
- **Any matter specifically made confidential by law or regulation**

Birth-to-Five Head Start Policy Council Meeting

April 16, 2024

REGULAR MEETING MINUTES

Policy Council Members via Face to Face and Zoom:

Cierra Felix	Ann Johnson (Chairperson)	Claudia Infante	Chancene Leal (Vice Chair)
Juliana Ramos	Christal Colton		

Staff and Guests Present (Face to Face):

Stephanie Castro	Colette Buff	Heather Zavala	Alicia Mancha
Linda Carrillo	Sandra De Leon	Jessica Casiano	

- I. **Call to Order- Meeting Started at:** 10:42am **Called to order by** Ann Johnson .
 - A. **Roll Call- Heather Zavala**
 - B. **Establish Quorum- Quorum was established.**

- II. **Moment of Silence, The Council recited the NCCAA Mission Statement, "NCCAA works with partners to apply comprehensive strategies to eliminate the causes of poverty for people of Nueces County."**

- III. **Approval of Minutes:** March 19, 2024 Regular Policy Council Meeting Minutes approved. Motioned by **Chancene Leal** . Second motion by **Cierra Felix**.

- IV. **Calendar –** April 1, 2024- Agency Holiday, April 3, 2024 - FALL Family Engagement Mini Conference, April 4, 2024 - Partners In Education (P.I.E) Meeting, April 8-12, 2024 - Week of The Young Child Activities @ all centers, April 9, 2024 - Policy Council, April 10, 2024 - Early Release, April 22-26 2024 - Marcha De Las Escobas/Earth Week, April 25th 2024 - Partners In Education (P.I.E) Meeting/Board Meeting. May 8, 2024- Education Data Outcomes Meeting, May 9, 2024 - Partners in Education (P.I.E) Meeting, May 10, 2024- Kinder Conference, May 14, 2024- Policy Council Meeting, May 15, 2024 - Familias Day Picnic @ centers, Early release for HS/EHS and CDA for staff. May 16, 2024- S.E.A.T Meeting, May 17, 2024- School Readiness and Family Engagement Advisory, May 23, 2024 - Partners in Education (P.I.E) Meeting, May 30, 2024 - Board Meeting, May 31, 2024 Volunteer Recognition Event/Agency Coronation.

- V. **Action Items:**
 - A.
 1. **Treasurer’s Report:** The Treasurer’s report for March 2024 Bank Statements were presented by Heather Zavala whom notified the meeting participants that no bank statement was received for March as of the date the Agenda was created and sent out. Therefore, the bank statement for March will be provided and discussed in the scheduled May meeting. No votes took place for this action item.

B. Committee Reports:

Issued 06/15/2023

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1. **By-laws Committee**: No Meeting; No Action.
2. **Personnel Committee**: Approval of personnel Committee Minutes for March 13, 2024, March 18, 2024 and March 27, 2024 took place. Chancene Leal motioned to accept the Personnel Committee Minutes, Seconded by **Christal Colton**, Motion Carried.
3. **Scholarship Committee**: No Meeting; No Action.
4. **Fundraiser Committee**: No Meeting; No Action
5. **Budget Committee**: No Meeting, No Action.

VI. Program Governance

A. Administration:

1. Program Expenditures and Credit Card Reports for March 1, 2024 to March 31, 2024 were presented by Supervising Accountant, Stephanie Castro. Encumbrance Budget for March 1, 2024 to March 31, 2024 including Travel, Early Head Start budget, Head Start Budget and TTA budget CDA were reviewed. Stephanie Castro asked if anyone had any questions in regards to the Fiscal reported information presented. Questions were spoken on the floor. Christal Colton asked what kind of questions would typically arise from agency bank statements and fiscal reporting. Alicia Mancha responded by stating the agency presents the bank statements to show what spending takes place using agency accounts and if numbers seem high it can be addressed to ensure all spending is understood and explained if questions or concerns arise. No other questions were asked. **Chancene Leal** motioned to accept the Financial reports presented, second by **Christal Colton**.

VII. New Business

- A. Approval of 2023-2024 Self Assessment presented by Linda Carrillo, Chief Executive Officer. Linda Carrillo explained the purpose of the Self Assessment and how it is used for the agency. **Chancene Leal** motioned to approve the Self Assessment. Second motion was made by **Cierra Felix**. Motion carried.
- B. Nueces County Community Action Agency Community Assessment 2024 presented by Chief Executive Officer Linda Carrillo. Linda reported to the representatives that the Community Assessment shows NCCAA what the current needs of the community are to appropriately evaluate the services the agency can offer. Questions were asked on the floor. Ann Johnson asked why transportation for children are not offered for pick up and drop off of children that have working parents. Alicia Mancha answered by stating transportation was once offered but not utilized enough to keep that service as not many families needed transportation. No other questions were asked. **Chancene Leal** motioned to approve the Community Assessment. Second motion was made by **Claudia Infante**.
- C. Nueces County Community Action Agency Birth to Five Head Start Budget Revision narrative was presented by Birth to Five Head Start Director Alicia Mancha. Alicia Mancha informed representatives that she is requesting new vehicles for the IT department as well as a maintenance truck that will be appropriate in size for materials. Comments were made on the floor. Ann Johnson stated the narrative was very descriptive and organized. Chancene Leal agreed and thanked Alicia Mancha for the information on funds and where it is planned to go. No other questions or comments were voiced. **Chancene Leal** motioned to approve the NCCAA B-5 Head Start Budget Revision. Second motion was made by **Ann Johnson**. Motion carried.
- D. Approval of Budget For Amendment presented by Head Start Director Alicia Mancha. Alicia Mancha reviewed how the amendment showed all calculations for the budget as well as grand totals for the vehicles planned to purchase. **Claudia Infante** motioned to approve the Budget for Amendment. Second motion was made by **Christal Colton**. Motion carried.

- E. Approval of NCCAA Birth-To-Five School Readiness Goals for Head Start was presented by Education Specialist Sandra DeLeon. Sandra DeLeon reported that changes were made to reflect Head Start children ages 3-5 and voiced how the School Readiness goals were previously one document combined with EHS and it has recently been revised to reflect only Head Start goals for the upcoming school year. Christal Colton motioned to approve. Second motion was made by Chancene Leal. Motion carried.
- F. Approval of NCCAA Birth-To-Five School Readiness Goals for Early Head Start was presented by Education Specialist Sandra DeLeon. Sandra DeLeon reported that changes were made to reflect Early Head Start children ages 0-3 and the document had some format changes and wording to reflect the appreciate age group of infants and toddlers. **Ann Johnson** motioned to approve. NCCAA Birth-To-Five School Readiness Goals for Early Head Start and Summary of changes. Second motion was made by **Christal Colton**. Motion carried.
- G. Approval of NCCAA ERSEA Enrollment Changes for school year 2024-2025 was presented by ERSEA Specialist Jessica Casiano. Jessica Casiano stated the changes being made are reflecting the enrollment process for accepting applications as well as format changes to make the enrollment process easier. These changes also include tab placement with the child-plus database and procedure updates. Chancene Leal motioned to approve. Second motion was made by Christal Colton. motion carried.
- H. Approval of NCCAA ERSEA Eligibility Changes and Summary for 2024-2025 School year presented by ERSEA Specialist Jessica Casiano. Jessica presented the changes to the Eligibility application process as well as application questions that will be asked to determine eligibility. These forms will also include format changes to reflect the agency header and added information on the applications. **Chancene Leal** motioned to approve the ERSEA Eligibility Changes and Summary for 2024-2025. Second motion was made by **Ann Johnson**. motion carried.
- I. Approval of NCCAA Summary of Changes to NCCAA Recruitment presented by ERSEA Specialist Jessica Casiano. Jessica presented to upcoming changes to the recruitment forms including format changes, added information on the application and corrected typos currently present. **Chancene Leal** motioned to approve the NCCAA Summary of Changes to the NCCAA Recruitment. Second motion was made by **Cierra Felix**. motion carried.
- J. Approval for NCCAA Training and Technical Assistance Plan 2024-2025/revisions summary was presented by TTA Coordinator Heather Zavala. Heather Zavala reviewed the changes to the TTA plan which includes changing pre service trainings for staff to now be summer institutes where staff will be given the opportunity to have smaller yet more thorough trainings to give staff more of an opportunity to ask questions and get the most out of training. Heather Zavala also stated that new staff orientation will include training's on referrals, medication procedures and blood borne pathogens. Lastly, Policy Council representatives were informed that the current Maltreatment procedure form for staff will thoroughly train on signs of child maltreatment, at risk factors a child may be at risk of abuse and community organizations that have training programs available for staff as a resource. **Chancene Leal** motioned to approve the NCCAA Training and Technical Assistance Plan for 2024-2025. Second motion was made by **Cierra Felix**. motion carried.

Approval of NCCAA Birth To Five Head Start Program Standards of Conduct and Discipline and Guidance Policy presented by Head Start Director Alicia Mancha. Alicia Mancha reported that the agency Discipline and Guidance form has been updated to reflect revisions presented by minimum standards including page number revisions and revised dates. Chancene Leal motioned to approve. Second motion was made by Ann Johnson. motion carried.

VIII. Informational Items

Issued 06/15/2023

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1. HR Staffing ReportColette Buff..... HR Generalist.....Information

Date	# Employees	New Hires	Terminations	Resignations	Discharges
4/16/2024	EHS/HS - 237	EHS-5	EHS-3	EHS-3	EHS-0
		HS-3	HS-4	HS-2	HS-2

Meeting required to go into Closed Session.

Ann Johnson motioned to go into closed session at 11:34 a.m., second by Juliana Ramos. Motion carried. Chancene Leal moved to approve staff recommendations/terminations for NCCAA, second by Ann Johnson. Motion carried. The closed session began at 11:34 am. and ended at 11:41 a.m.

Board Update- Presented by Chief Executive Officer Linda Carrillo. Linda Carrillo reported that the board is in the process of planning the 60 year celebration for the agency and things are moving along. Linda Carrillo invited representatives to participate in planning as all help is appreciated and voiced how excited she was for the celebration to honor all the work the agency has done for the community. Ann Johnson voiced how she would love to assist with planning as well as Claudia Infante. Alicia Mancha informed representatives that there is a planning committee that gets together to plan for the event and discussed food options, decorating and inkind opportunities.

2. **Director’s Report-** Directors report was presented by Head Start Director Alicia Mancha. Alicia Mancha reported the NCCAA Birth to Five Head Start program has had full enrollment all year and she is in the process of submitting an application for a budget revision . Alicia Mancha reported that a new inclosure has been installed for Soledad in the play area and the program is currently seeking bids for ramp repairs and window replacements for Spirit of Hope EHS/HS center.
- 3.
4. **Revision and Update to Program Narrative.** none

IX. Public Comments: Questions were asked in regards to safety and volunteering. Chancene Leal stated she notices her center is short on supplies in the classroom and wanted to know who to talk too in regards to donations. Alicia Mancha answered by stating donations are always welcome as long as the toys and materials are in good condition and age appropriate for the children. The discussion then went on about volunteering in the classroom and background checks needing to be done if someone is volunteering in the classroom on a daily basis. Cierra Felix stated she is happy to hear she can volunteer and assist in the classroom as she sees the classrooms have limited help and would like to assist in any way she can. Alicia Mancha explained the need for qualified individuals in the classrooms and stated a CDA is needed and if parents were ever interested in applying to be a classroom staff the agency would assist them with getting their credentials to work in the classroom.

X. Good and Welfare: Heather Zavala thanked all participants for their continued support for Policy Council and for their time and dedication to the program. Linda Carrillo and Alicia Mancha thanked everyone for their participation and showed appreciation for another successful meeting.

XI. Adjournment: Meeting was adjourned at 12:03 pm by Ann Johnson. First motion was made by Claudia Infante to end the meeting. Second motion was made by Christal Colton.

Chairperson Printed Name Chairperson Signature Date
 Issued 06/15/2023

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The Policy Council may elect to go into closed session at any time for:

- Consultation between the Policy Council and its attorney**
- Discussion with respect to real property**
- Personnel issues**
- Any matter specifically made confidential by law or regulation**



Nueces County Community Action Agency
Birth-to-Five Head Start
Policy Council

May 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8 Education Data Outcomes Meeting	9 Partners in Education (P.I.E) Meeting	10 Kinder Conference	11
12	13	14 Policy Council	15 Familias Day Picnic @ Centers Early Release/ CDA class	16 S.E.A.T Meeting	17 School Readiness & Family Engagement Advisory	18
19	20	21	22	23 Partners in Education (P.I.E) Meeting	24	25
26	27	28	29	30 Board Meeting	31 Volunteer Recognition Event/ Agency Coronation	



Nueces County Community Action Agency
Birth-to-Five Head Start
Policy Council

June 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Health Fair on last day of school)						1
2	3	4	5	6 Last Day Of School Health Fair	7 <i>HSAC</i>	8
9	10	11 Policy Council	12	13	14 CDA	15
16	17 CDA	18	19	20 Employee Mental Wellness Event (Tentative)	21 CDA	22
23	24	25	26	27 Board meeting	28 CDA	29



PO Box 81349
Corpus Christi, TX 78468-1349
361-886-4500
800-822-3631

STATEMENT OF ACCOUNT

STATEMENT DATE: 03-31-2024
MEMBER NUMBER: [REDACTED]
PAGE: 1 of 2

RETURN SERVICE REQUESTED

214195-10.27 0.4691-1.4 1..4

NUJECES COUNTY HEAD START POLICY COUNCIL
AMBER N GONZALEZ-MONDRAGON
CYNTHIA A DAVILA
CORPUS CHRISTI ISLAND DR
CORPUS CHRISTI TX 78405
[Barcode]

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STATEMENT SUMMARY

Account Number	[REDACTED]	Type	Business Simple Checking	Balance	\$7,578.03
Share Account Total:	[REDACTED]		Business Share Savings		\$1,306.88
BUSINESS SIMPLE:					\$8,884.91
Starting Balance	\$7,578.03	Deposits	\$0.00	Dividends Paid	\$0.00
		Withdrawals	\$0.00	Service Charges	\$0.00
				Ending Balance	\$7,578.03

Transaction History for [REDACTED]
There is no activity for this account

Summary of Overdraft and Returned Item Fees

Total Overdraft Fees	0.00	Total Year-to-Date	0.00
Total Returned Item Fees	0.00		0.00

BUSINESS SHARE:

Starting Balance	\$1,306.07	Deposits	\$0.00	Dividends Paid	\$0.81	Withdrawals	\$0.00	Service Charges	\$0.00	Ending Balance	\$1,306.88
Dividend Earned 03-01-2024 to 03-31-2024: \$0.28 Average Daily Balance for Statement Period: \$1,306.07 Minimum Balance during Statement Period: \$1,306.07 Annual Percentage Yield Earned (APYE): 0.253% Dividend Paid Year-to-Date: \$0.81											

RECEIVED

APR 12 2024
N.C.C.A.A.

**NUJECES COUNTY COMMUNITY ACTION AGENCY
POLICY COUNCIL BANK RECONCILIATION**

NAME: Policy Council MONTH: March 1, 2024 - March 31, 2024
BANK: Rally Credit Union

CHECK BOOK BALANCE	\$8,884.91	BALANCE PER BANK STMT. Suffix: 0 & 2	\$8,884.10
ADD DEBITS:		ADD DEPOSITS IN TRANSIT:	
Deposit		8/30/2023	
		Deposit to be made	
		Service Fee	\$0.00
TOTAL DEBITS		TOTAL IN TRANSIT	
Interest earned		SUBTOTAL	\$ 8,884.10
TOTAL DEBITS	\$ 8,884.91	LESS OUTSTANDING CKS.	
BANK BALANCE PER BOOKS	\$ 8,884.91	TOTAL CREDITS	56
		BANK BALANCE PER BOOKS	\$ 8,884.10
		Difference	\$ 0.81

Policy Council
PERSONNEL COMMITTEE – 2023-2024
Call & Sign-in Sheet

Date of Meeting:	4/5/2024	Time of Meeting:	2:15 p.m.
Location:	Google Meet	Needed for Quorum:	3 (1 present + 2 telecon)
Called by:	Human Resources	Total Attending:	3

	Will Attend?			Signature
	Yes	No	Other	
Committee Members				
Ann Johnson – PC Chair 713-501-0073 Ajohnson1998717@gmail.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Dallas Bath – Los Pequeños EHS/HS 361-252-1233 Dbath696@yahoo.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Cierra Felix – Northwest Campus 361-402-0311 Felixcierra18@yahoo.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Vanessa Hernandez – Salazar EHS/HS 361-461-2804 Vcastro.vh@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

An alternate may serve on any committee; however, if the center rep and alternate are both present, only the center rep may vote.

Alternates, Visitors and Staff

Representation	Print Name	Signature
Human Resources	Colette Buff	

PERSONNEL COMMITTEE MEETING

DATE: 4/5/2024

NCCAA Main Office, Corpus Christi, Texas

Committee Members Present:	Staff Present:
Dallas Bath	Colette Buff
Ann Johnson	
Cierra Felix	

- The meeting was called to order at 2:16 p.m. by Ann Johnson. The purpose of this meeting was review staff recommendations for terminations and/or new hires for needed staff.
- Motion to go into closed session by Dallas Bath, second by Ann Johnson.
 - Call for Vote. (All in favor, opposed same sign) **Motion Carried** **Motion Failed**
 - Closed session began at 2:17 p.m. Closed session ended at 2:29 p.m.
- Motion to approve staff recommendations for new hires by Dallas Bath, second by Ann Johnson.
 - Call for Vote. (All in favor, opposed same sign) **Motion carried** **Motion Failed**
- Motion to approve staff recommendations for termination by Ann Johnson, second by Dallas Bath.
 - Call for Vote. (All in favor, opposed same sign) **Motion carried** **Motion Failed**

Staff Recommendations:

New Hires: (Attach list from HR)

Name	EHS/HS	PT/FT	Position/Location
Shelby Grimes	EHS	FT	Apprentice CDS @ Cliff Maus
Hallie Barrientos	EHS	PT	Apprentice ITC @ Navigation
Gina Behrens	EHS	PT	Apprentice ITC @ Cliff Maus
Gloria Gonzalez	EHS	FT	Apprentice CDS @ Kids of the Neighborhood
Margaret Barboza	EHS	FT	Apprentice CDS @ Stepping Stones
Hilario Gonzales	HS	FT	Teacher @ Soledad

Transfers/Promotions (Information Only—no vote required)

Name	Transfer/Promotion	From Position/Location	To: Position/Location

Terminations: Emp # Only, No. Names

Employee ID #	Reason for Term	Approved	Not Approved
280668	Violation of absenteeism policy	X	
220277	Violation of absenteeism policy	X	

Other Business?

- Next meeting scheduled: TBD, in 2 weeks (date/time)
- There being no further business, Dallas Bath moved to adjourn, second by Cierra Felix. The meeting was adjourned at 2:34 p.m.

Nueces County Community Action Agency
 Encumbrance Budget - Fiscal Comm Rep 1

22 - 22 Head Start

From 4/1/2024 Through 4/30/2024

Account Code	Account Title	Current Period Actual	YTD Actual	YTD Encum.	YTD Budget	YTD Budget Variance
6A	SALARIES	562,892.28	4,832,927.29	0.00	10,238,000.00	5,405,072.71
6B	FRINGE BENEFITS	131,262.19	1,040,519.77	0.00	2,361,975.00	1,321,455.23
6C	TRAVEL	0.00	35,221.91	0.00	65,369.00	30,147.09
6D	EQUIPMENT	0.00	15,583.62	10,497.00	0.00	(26,080.62)
6E	SUPPLIES	6,388.41	109,354.78	15,507.68	307,818.00	182,955.54
6F	CONTRACTUAL	0.00	86,277.50	34,305.00	64,612.00	(55,970.50)
6H	OTHER COSTS	81,388.91	1,204,775.53	49,618.19	819,865.00	(434,528.72)
6IK	INKIND	0.00	1,401,944.61	0.00	3,507,841.00	2,105,896.39
Total 22 - 22 Head Start		781,931.79	8,726,605.01	109,927.87	17,365,480.00	8,528,947.12

Nueces County Community Action Agency
 Encumbrance Budget - Fiscal Comm Rep 1

28A - 28A EHS TTA

From 4/1/2024 Through 4/30/2024

Account Code	Account Title	Current Period Actual	YTD Actual	YTD Encum.	YTD Budget	YTD Budget Variance
6C	TRAVEL	6,849.07	18,348.10	0.00	0.00	(18,348.10)
6F	CONTRACTUAL	0.00	160.00	0.00	0.00	(160.00)
6H	OTHER COSTS	946.99	16,686.61	1,006.25	119,685.00	101,992.14
	Total 28A - 28A EHS TTA	7,796.06	35,194.71	1,006.25	119,685.00	83,484.04

Nueces County Community Action Agency
 Encumbrance Budget - Fiscal Comm Rep 1

30 - 30 HS TTA CDA

From 4/1/2024 Through 4/30/2024

Account Code	Account Title	Current Period Actual	YTD Actual	YTD Encum.	YTD Budget	YTD Budget Variance
6C	TRAVEL	9,582.41	21,139.31	0.00	0.00	(21,139.31)
6F	CONTRACTUAL	0.00	160.00	0.00	0.00	(160.00)
6H	OTHER COSTS	0.00	15,007.53	618.75	54,041.00	38,414.72
	Total 30 - 30 HS TTA CDA	9,582.41	36,306.84	618.75	54,041.00	17,115.41
Report Total		799,310.26	8,798,106.56	111,552.87	17,539,206.00	8,629,546.57

**Nueces County Community Action Agency
Birth-to-Five Head Start Program
2023-2024-2024-2025 Ongoing Monitoring Plan**

302.100 Purpose.

A program must provide management and a process of ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective, high-quality program services.

1302.101 Management system.

(a) *Implementation.* A program must implement a management system that:

- (1) Ensures a program, fiscal, and human resource management structure that provides effective management and oversight of all program areas and fiduciary responsibilities to enable delivery of high-quality services in all of the program services described in subparts C, D, E, F, G, and H of this part;
- (2) Provides regular and ongoing supervision to support individual staff professional development and continuous program quality improvement;
- (3) Ensures budget and staffing patterns that promote continuity of care for all children enrolled, allow sufficient time for staff to participate in appropriate training and professional development, and allow for provision of the full range of services described in subparts C, D, E, F, G, and H of this part; and,
- (4) Maintains an automated accounting and record keeping system adequate for effective oversight.

(b) *Coordinated approaches.* At the beginning of each program year, and on an ongoing basis throughout the year, a program must design and implement program-wide coordinated approaches that ensure:

- (1) The training and professional development system, as described in §1302.92, effectively supports the delivery and continuous improvement of high-quality services;
- (2) The full and effective participation of children who are dual language learners and their families, by
 - (i) Utilizing information from the program's community assessment about the languages spoken throughout the program service area to anticipate child and family needs;
 - (ii) Identifying community resources and establishing ongoing collaborative relationships and partnerships with community organizations consistent with the requirements in §1302.53(a); and,
 - (iii) Systematically and comprehensively addressing child and family needs by facilitating meaningful access to program services, including, at a minimum, curriculum, instruction, staffing, supervision, and family partnerships with bilingual staff, oral language assistance and interpretation, or translation of essential program materials, as appropriate.
- (3) The full and effective participation of all children with disabilities, including but not limited to children eligible for services under IDEA, by providing services with appropriate facilities, program materials, curriculum, instruction, staffing, supervision, and partnerships, at a minimum, consistent with section 504 of the Rehabilitation Act and the Americans with Disabilities Act; and,

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(4) The management of program data to effectively support the availability, usability, integrity, and security of data. A program must establish procedures on data management, and have them approved by the governing body and policy council, in areas such as quality of data and effective use and sharing of data, while protecting the privacy of child records in accordance with subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws.

1302.102 Achieving program goals.

(a) *Establishing program goals.* A program, in collaboration with the governing body and policy council, must establish goals and measurable objectives that include:

- (1) Strategic long-term goals for ensuring programs are and remain responsive to community needs as identified in their community assessment as described in subpart A of this part;
- (2) Goals for the provision of educational, health, nutritional, and family and community engagement program services as described in the program performance standards to further promote the school readiness of enrolled children;
- (3) School readiness goals that are aligned with the Head Start Early Learning Outcomes Framework: Ages Birth-to-Five, state and tribal early learning standards, as appropriate, and requirements and expectations of schools Head Start children will attend, per the requirements of subpart B of part 1304 of this part; and,
- (4) Effective health and safety practices to ensure children are safe at all times, per the requirements in §§1302.47, 1302.90(b) and (c), 1302.92(c)(1), and 1302.94 and 1303 subpart F, of this chapter.

(b) *Monitoring program performance.*

- (1) *Ongoing compliance oversight and correction.* In order to ensure effective ongoing oversight and correction, a program must establish and implement a system of ongoing oversight that ensures effective implementation of the program performance standards, including ensuring child safety, and other applicable federal regulations as described in this part, and must:
 - (i) Collect and use data to inform this process;
 - (ii) Correct quality and compliance issues immediately, or as quickly as possible;
 - (iii) Work with the governing body and the policy council to address issues during the ongoing oversight and correction process and during federal oversight; and,
 - (iv) Implement procedures that prevent recurrence of previous quality and compliance issues, including previously identified deficiencies, safety incidents, and audit findings.
- (2) *Ongoing assessment of program goals.* A program must effectively oversee progress towards program goals on an ongoing basis and annually must:
 - (i) Conduct a self-assessment that uses program data including aggregated child assessment data, and professional development and parent and family engagement data as appropriate, to evaluate the program's progress towards meeting goals established under paragraph (a) of this section, compliance with program performance standards throughout the program year, and the effectiveness of the professional development and family engagement systems in promoting school readiness;
 - (ii) Communicate and collaborate with the governing body and policy council, program staff, and parents of enrolled children when conducting the annual self-assessment; and,

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(iii) Submit findings of the self-assessment, including information listed in paragraph (b)(2)(i) of this section to the responsible HHS official.

(c) Using data for continuous improvement.

(1) A program must implement a process for using data to identify program strengths and needs, develop and implement plans that address program needs, and continually evaluate compliance with program performance standards and progress towards achieving program goals described in paragraph (a) of this section.

(2) This process must:

(i) Ensure data is aggregated, analyzed and compared in such a way to assist agencies in identifying risks and informing strategies for continuous improvement in all program service areas;

(ii) Ensure child-level assessment data is aggregated and analyzed at least three times a year, including for sub-groups, such as dual language learners and children with disabilities, as appropriate, except in programs operating fewer than 90 days, and used with other program data described in paragraph (c)(2)(iv) of this section to direct continuous improvement related to curriculum choice and implementation, teaching practices, professional development, program design and other program decisions, including changing or targeting scope of services; and,

(iii) For programs operating fewer than 90 days, ensures child assessment data is aggregated and analyzed at least twice during the program operating period, including for subgroups, such as dual language learners and children with disabilities, as appropriate, and used with other program data described in paragraph (c)(2)(iv) of this section to direct continuous improvement related to curriculum choice and implementation, teaching practices, professional development, program design and other program decisions, including changing or targeting scope of services;

(iv) Use information from ongoing monitoring and the annual self-assessment, and program data on teaching practice, staffing and professional development, child-level assessments, family needs assessments, and comprehensive services, to identify program needs, and develop and implement plans for program improvement; and,

(v) Use program improvement plans as needed to either, strengthen or adjust content and strategies for professional development, change program scope and services, refine school readiness and other program goals, and adapt strategies to better address the needs of sub-groups.

(d) Reporting.

(1) A program must submit:

(i) Status reports, determined by ongoing oversight data, to the governing body and policy council, at least semi-annually;

(ii) Reports, as appropriate, to the responsible HHS official immediately or as soon as practicable, related to any significant incidents affecting the health and safety of program participants, circumstances affecting the financial viability of the program, breaches of personally identifiable information, or program involvement in legal proceedings, any matter for which notification or a report to state, tribal, or local authorities is required by applicable law, including at a minimum:

(A) Any reports regarding agency staff or volunteer compliance with federal, state, tribal, or local laws addressing child abuse and neglect or laws governing sex offenders;

(B) Incidents that require classrooms or centers to be closed for any reason;

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(C) Legal proceedings by any party that are directly related to program operations; and,

(D) All conditions required to be reported under §1304.12, including disqualification from the Child and Adult Care Food Program (CACFP) and license revocation.

(2) Annually, a program must publish and disseminate a report that complies with section 644(a)(2) of the Act and includes a summary of a program's most recent community assessment, as described in §1302.11(b), consistent with privacy protections in subpart C of part 1303 of this chapter.

(3) If a program has had a deficiency identified, it must submit, to the responsible HHS official, a quality improvement plan as required in section 641A(c)(2) of the Act

Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.11 (a)(1)	1. The Nueces County Community Action Agency (NCCAA) is the designated grantee that serves Nueces County.	Program participants address	ERSEA Coordinator	Family Advocates, Site Base Manager (SBM), ERSEA Specialist, ERSEA Coordinator	Every completed application	Verification of residence in Nueces County	Program Database	Assisting applicants /participants with finding services in there residential area	Staff trainings, Policy Council and Board Meetings

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1302.11 1302.101, et seq 1302.20 Sec. 641A, et. Seq Sec. 642B	1. NCCAA Birth-to-Five Head Start Program conducts a Comprehensive Community Assessment every three years and updates it annually to identify any socio-economic and demographic changes that may affect prior and/or future planning.	Needs and trends of the community	Planner	Planner, Data Analysis committee	Annual updates, 3 year comprehensive	Data collected is based on Texas DFPS min. standards, OHS performance standards, CSBG organizational standards, TX Admin. Code, ROMA framework.	Quantitative and qualitative data is aggregated and analyzed through Excel spreadsheets, Google Sheets, Program Database, and SHAH software	Observation and reporting through annual updates	Report Update, agency website, Social Media and electronic sharing of data to community partners.
1302.11 (b)(1)-(3) 1302.60 1302.102(a)	2. The Strategic Planning team utilizes the Community Needs Assessment to determine if revision is necessary in the following areas: <ul style="list-style-type: none"> ● Program Philosophy, ● Long & Short-term goals, ● Content Area Services, ● Recruitment Area, ● Locations of Centers 	Focus and alignment of community needs and strategic plan, mission, and the promise of community action	Planner	Program staff, Coordinators and Compliance Officers	6 month updates/3 year comprehensive	Data collected is based on NCCAA CNA, TX DFPS min. standards, OHS performance standards, CSBG organizational standards, TX Admin. Code, ROMA framework, TDHCA Strategic Plan Guide and ECLKC Program Planning Resource	Spreadsheets, check lists, Program Databases, CNA results	Continuous analysis of data to maintain on course with goals and objectives that align with agency mission, capacity and needs of the community.	Annual Report, CAP Plan, Strategic Planning Report, social media/agency website

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1302.11 1302.101, et seq 1302.20 Sec. 641A, et. Seq Sec. 642B	3. NCCAA Birth-to-Five Head Start Program Strategic Planning Team submits their recommendations to the Policy Council and Board of Directors for approval.	Inform Progression of agency-wide and programmatic goals and objectives as they align with the agency mission and the promise of Community Action	Planner	Planner	Monthly as needed	Recommendations based on TX DFPS min. standards, OHS performance standards, organizational standards, TDHCA TX Admin. Code, ROMA system	Meeting minutes Organizational standard reporting	N/A	Board & PC Meeting minutes/ Agency website, CSBG Reports

Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.12 (a)(3)-(2) 1302.60	1. At the time of application, the staff accepting the application will interview the applicant, collect all verification of family status, and create the eligibility determination record for each application. ◆ The only time that a phone interview would be completed is when the application would be submitted by a person other than the parent or primary caregiver or if additional follow-up with the family is needed.	Determining Verifying, and Documenting Eligibility	ERSEA Coordinator, ERSEA Specialist Site Based Management, Family Advocates	ERSEA Coordinator, ERSEA Specialist, Family Advocates	September- August	Eligibility Verification	Program Database	Training ERSEA Specialist and Family Advocates	Upper Management Coordinators New Staff Orientation Family Advocates

Policy and Board Approved April 2023-May 2024

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Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.12 (a)(3)(i-iii)(2) 1302.60	<ul style="list-style-type: none"> A phone interview would be completed only if the parent/caregiver is not available to come in person or is inconvenient for the family. A reason must be documented detailing why the family is unable to come in person. <p>1. Once an application is submitted online, staff will contact the applicant via Email/Text through our database to inform the applicant the application was received and request for the applicant to come in for an in person interview and to collect all verification of family status and create the eligibility record for each application.</p>	Determining, Verifying, and Documenting Eligibility	ERSEA Coordinator, ERSEA Specialist, Site Based Management, Family Advocates	ERSEA Coordinator, ERSEA Specialist, Family Advocates	September-August	Eligibility Verification	Program Database/Email	Training ERSEA Specialist and Family Advocates	Upper Management Coordinators New Staff Orientation Family Advocates

Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.12 (b)(1)(2)(i)-(ii) 1302.60 1302.80-82	<p>1. NCCAA Birth-to-Five Head Start Infant/Toddler Division serves Expectant Women and children 6 weeks to 3 years old.</p> <p>NCCAA Birth-to-Five Head Start Preschool Division serves children who are</p>	Determining, Verifying, and Documenting Eligibility	Birth-to-Five Head Start Director, ERSEA Coordinator,	Birth-to-Five Head Start Director, ERSEA Coordinator,	Birth-to-Five Head Start Director, ERSEA Coordinator,	Determining, Verifying, and Documenting Eligibility	Birth-to-Five Head Start Director, ERSEA Coordinator, ERSEA Specialist	Determining, Verifying, and Documenting Eligibility	Birth-to-Five Head Start Director, ERSEA Coordinator, ERSEA Specialist

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1302.12 (b)(2) (i)-(ii) 1302.60	<p>3 years old and less than 5 years old by September 1st.</p> <p>2. NCCAA Birth-to-Five Head Start Program Preschool Division may fill a Mid-Year vacancy with children who are 3 years old after September 1st but before January 1st. NCCAA allows enrollment with younger 3-year olds provided:</p> <ul style="list-style-type: none"> ● No age and income eligible children are interested in services ● No children with disabilities or transfers are waiting ● No Early Head Start transitioning children are waiting <p>A developmentally appropriate classroom is available.</p>	Determining, Verifying, and Documenting Eligibility	ERSEA Specialist	ERSEA Specialist	Birth-to-Five Head Start Director, ERSEA Coordinator, ERSEA Specialist	Determining, Verifying, and Documenting Eligibility	Birth-to-Five Head Start Director, ERSEA Coordinator, ERSEA Specialist	Determining, Verifying, and Documenting Eligibility	Birth-to-Five Head Start Director, ERSEA Coordinator, ERSEA Specialist

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1302.12 (c)(1) (i)-(iv)(2) 1302.60	<p>1. NCCAA Birth-to-Five Head Start staff verify family income before determining a child's eligibility. NCCAA Birth-to-Five Head Start Program staff signs the Eligibility Statement verifying the family's income.</p> <p>Examples of proof of income may include, but is not limited to the following:</p> <ul style="list-style-type: none"> • Income Tax forms • W-2 forms • 12 consecutive months of pay stubs • Child Support • SSI benefits • TANF benefits • SNAP benefits • Notarized Letters. 	Determining, Verifying, and Documenting Eligibility	Family Advocates Site Based Management, ERSEA Coordinator, ERSEA Specialist	ERSEA Coordinator, ERSEA Specialist, Family Advocates	Ongoing	Eligibility Verification	Program Database	Ongoing Training	Upper Management Coordinator Meetings Family Advocate Meetings New Staff Orientation
1302.12 (d)(1)(i) 1302.60	<p>2. NCCAA Birth-to-Five Head Start will only enroll 35% over income families if we have not met full enrollment and will keep documentation of those families.</p>	Determining, verifying, and documenting Eligibility	ERSEA Coordinator, Site Based Management, ERSEA Specialist	ERSEA Coordinator, ERSEA Specialist, Family Advocates	Ongoing	Application	Tracking – PIR Program Database – Over Income Waitlist Review and Approval Signature from Director	Ongoing Training with ERSEA Specialist Continuous Recruitment	Upper Management Coordinator Meetings Family Advocate Meetings New Staff Orientation

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1302.12 (d)(2)(i)-(vii) 1302.60	3. NCCAA Birth-to-Five Head Start Program seeks to serve the families that have the highest level of need and has a selection criterion based on the Community Needs Assessment and at the time of application the family will submit the appropriate documents to verify their status as categorically eligible or any other criteria.	Determining, Verifying, and documenting Eligibility	Family Advocates, ERSEA Specialist, ERSEA Coordinator	ERSEA Coordinator, ERSEA Specialist, Family Advocates	Ongoing	Eligibility Verification	Family must submit verification of income, Public Assistance TANF, SSI, SNAP, Homeless, and/or Foster Care Information is entered into Program Database	Ongoing Training	Upper Management Coordinator Meetings Family Advocate Meetings New Staff Orientation
1302.12 (j)(1)-(4) 1302.60 1302.61(a)	4. NCCAA Birth-to-Five Head Start staff re-verify income documentation for children in the Infant/Toddler Division transitioning into the Preschool Division to determine eligibility.	Determining, Verifying, and Documenting Eligibility	Family Advocates, ERSEA Specialist, ERSEA Coordinator	ERSEA Coordinator, ERSEA Specialist, Family Advocates, SBM	September-August	Application Eligibility Verification Transition Checklist	Program Database	Ongoing Training	Upper Management Meeting Family Advocate Meetings New Staff Orientation
1302.12 (j)(1)-(4) 1302.60	5. NCCAA Birth-to-Five Head Start Program, Expectant Women and Infant/Toddler Division families remain income eligible while they are enrolled in the program.	Determining, Verifying, and Documenting Eligibility	ERSEA Coordinator Birth-to-Five Head Start Director	ERSEA Coordinator, ERSEA Specialist, Family Advocates, SBM	September-August	Application Eligibility Verification	Program Database	Ongoing Training	Upper Management Coordinator Meetings Family Advocate Meetings New Staff Orientation

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1302.12 (X)(1)-(4) 1302.60 1302.61(a)	6. NCCAA Birth-To-Five Head Start Preschool Division families remain income eligible for 2 consecutive program years.	Determining, Verifying, and Documenting Eligibility	ERSEA Coordinator ERSEA Birth-to-Five Head Start Director	ERSEA Coordinator, ERSEA Specialist, Family Advocates, SBM	September-August	Application Eligibility Verification	Program Database	Ongoing Training	Upper Management Coordinator Meetings Family Advocate Meetings New Staff Orientation
1302.12 (X)(1)-(4) 1302.60 1302.61(a)	7. NCCAA Birth-to-Five Head Start staff re-verify income documentation to determine 3 rd year eligibility beyond for Preschool Division families.	Determining, Verifying, and Documenting Eligibility	ERSEA Coordinator ERSEA Birth-to-Five Head Start Director	ERSEA Coordinator, ERSEA Specialist, Family Advocates, SBM	April - June	Review and Approval Family Income	Review and Approval Form Income updated in Program Database	Ongoing Training with Family Advocates	Upper Management Coordinator Meetings Family Advocate Meetings New Staff Orientation
1302.12 (K)(1)-(3) 1302.60 1302.61(a)	8. NCCAA Birth-to-Five Head Start Program starts the eligibility record at the time that the application is submitted. Copies of all verifying documents will be made and attached to the application. When the interview process has been completed the staff will complete an Eligibility Verification Form. The form will reflect the eligibility status of the family. * NCCAA Birth-to-Five Head Start will not accept incomplete applications. The staff will work with the family to collect verification without creating barriers and hardships to the applying family.	Determining, Verifying, and Documenting Eligibility	Family Advocates, ERSEA Specialist, ERSEA Coordinator	ERSEA Coordinator, ERSEA Specialist, Family Advocates, SBM	Ongoing	Eligibility Verification Application	Program Database Child's Application Packet	Ongoing Training with Family Advocates	Upper Management Coordinator Meetings Family Advocate Meetings New Staff Orientation

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1302.12 (k)(1)-(3) 1302.60 1302.61(a)	9. The child's application will be stored for the appropriate length of time based on the child's services while they are enrolled in the program and the appropriate timeline requirements.	Records	ERSEA Coordinator, Family Advocates, ERSEA Specialist	ERSEA Coordinator, ERSEA Specialist, Family Advocates, SBM	September-August	Applications	Child's Application Packet is in a Locked File Cabinets	Ongoing Training with Family Advocates	Family Advocate Meetings New Staff Orientation
1302.12 (m)(1)(iii)	1. NCCAA Birth-to-Five Head Start Program has clearly defined policies in the Employee Handbook under Work Performance Violations.	Implementation of Policies and Procedures	Director of Birth to Five Head Start,	Human Resource Manager	As Needed to update the policies	Verification of current policies	Annually with training	Staff training on policies, employee growth plans	Staff trainings Policy Council And Board Meetings
1302.12 (m)(1)(iii)	2. NCCAA Birth-to-Five Head Start Program ensures parents or legal guardians are required to initial an Eligibility Verification that certifies all documentation is true and accurate to receive services in the Head Start Program. Falsifying information may result in disqualification from the program.	Fraudulent Acts	ERSEA Coordinator	ERSEA Family Advocates, SBM	Upon application intake, Ongoing	Hard copies of all necessary forms for enrollment	Data Base, Eligibility verification form	Staff training on policies,	Staff trainings Policy Council And Board Meetings
1302.12 (m)(1)(iii)	3. During Parent Orientation NCCAA staff informs parents about repercussions, if false documentation is provided for qualifying purposes.	Fraudulent Acts	FCP Coordinator	FCP Specialist, Family Advocates	Parent Orientation	Power Point, sign in sheets, parent hand book, parent orientation form in the child's record.	Data Base, parent orientation form, child records,	Staff training on policies,	Staff trainings Policy Council And Board Meetings

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1302.12 (m) (i)-(iii)(2-4) 1302.60	4. NCCAA Birth-to-Five Head Start Program staff will receive annual training on ERSEA procedures during Annual Staff Training. NCCAA Birth-to-Five Head Start Program Policy Council will receive training during Policy Council Orientation and as new PC members are voted in.	Training on Eligibility and Recruitment	ERSEA Coordinator, ERSEA Specialist	ERSEA Coordinator	Ongoing	Sign In Sheets Power Point	Agenda and Certificates/Post Test	Ongoing Trainings	Upper Management Coordinator Meetings New Staff Orientation

Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.13 1302.60 1302.61(a)	1. NCCAA Birth-to-Five Head Start Program recruits children and expectant women throughout the year using a variety of methods, which may include social/ media announcements, flyers, word-of-mouth, emails to waitlist applicants, and community events / presentations. Applications are distributed to various community agencies and/or organizations.	Recruitment of Children	ERSEA Coordinator ERSEA Specialist Disability/ Mental Health Coordinator, Family Advocates, Site Based Management	ERSEA Coordinator, ERSEA Specialist, Family Advocates, Disability/ Mental Health Coordinator, Disability/ Mental Health Specialist, Special Needs Assistance	Ongoing	Participating in Recruitment events throughout the community	Recruitment Tracking Form Requesting Recruitment Information Form	Ongoing Training	Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation

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1302.13 1302.60 1302.61(a)	2. NCCAA Birth-to-Five Head Start staff makes every effort to recruit children with qualifying disabilities by collaborating with the Local Education Agencies (LEA) and Early Childhood Intervention (ECI).	Recruitment of Children	ERSEA Coordinator ERSEA Specialist Disability/ Mental Health Coordinator	ERSEA Coordinator, ERSEA Specialist, Family Advocates, Disability/ Mental Health Coordinator, Disability/ Mental Health Specialist, Special Needs Assistance	Ongoing	Participating in Recruitment Events throughout the community; Transition meetings; ARD Applications issued to the families We collect Community Action Corp of South Texas Transition Meeting for Disabilities Services NCCAA Transition Meeting Verification Form Disability Services, Teleconference Transition Meeting Verification Form	Recruitment Tracking Form Requesting Recruitment Information Form Information used for placement of children with disabilities throughout the Birth-Five Head Start Program	Ongoing Training	Attach documentation to child application Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation

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1302.13 1302.14 1302.14(a)(1) 1302.14(b)(1)(2)(c) 1302.60 1302.61(a) CACFP-US DA	3. Any child who is eligible to participate in the Head Start program, "in accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability	Recruitment of Children	Content Area Coordinator All Birth-To-Five Head Start Staff	Content Area Coordinator All Birth-to-Five Head Start Staff	Ongoing	Recruitment information contains the civil rights statement	N/A	Staff training on Civil Rights	Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation

Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.14(a)(1) 1302.60 1302.61(a)	1. NCCAA Birth-to-Five Head Start Staff select children and families based on the Prioritization and Selection Criteria.	Selection Process	ERSEA Coordinator, ERSEA Specialist, Birth-to-Five Head Start Director	ERSEA Coordinator, ERSEA Specialist	Ongoing	Through the Community Needs Assessment	Prioritization and Selection Criteria Committee selected to analyze Community Needs Assessment	Ongoing Training	Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation

**Nueces County Community Action Agency
Birth-to-Five Head Start Program
2023-2024-2024-2025 Ongoing Monitoring Plan**

Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.13 1302.14 (a)(1) 1302.14 (b)(1)(2)(C) 1302.60 1302.61(a)	2. NCCAA Birth-To-Five Head Start program will ensure that 10% of total enrollment opportunities will be children with disabilities including children with severe disabilities that meet the Head Start eligibility guidelines. Efforts will be coordinated with Local Education Agencies (LEA), Early Childhood Intervention (ECI), Child Find and other agencies to locate children most in need and hard to reach.	Selection Process Review and Approval Form	ERSEA Coordinator, Disability/Mental Health Coordinator Staff	ERSEA Coordinator, ERSEA Specialist	Ongoing	Disability Applications Review and Approval Form along with supporting documentation from LEA(Local Education Agency) or ECI (Early Childhood Intervention	Program Database Disability Enrollment Report 3502, Disability Enrollment Roster (Grid) Report 3503 Manual Disability Tracking Form	Enroll 10% of children with disability Continue to attend Transition Meeting with ECI (Early Childhood Intervention) & Child Find, Admission, Review and Dismissal Meetings and recruitment events	Share information through Program Database Disability Enrollment Report 3502, Disability Enrollment Roster (Grid) Report 3503 Manual Disability Tracking Form, staff meetings, policy council and board meeting, advisory and annual report Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation

**Nueces County Community Action Agency
Birth-to-Five Head Start Program
2023-2024-2025 Ongoing Monitoring Plan**

Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.14 (a)(b)(1)(2) 1302.60 1302.61(a) 1302.70 (b)(1)	<p>3. Children who have a diagnosed disability through the L.E.A. may be enrolled in the Preschool Division of the NCCAA Birth-to-Five Head Start Program upon their 3rd birthday, if they are income eligible and a developmentally appropriate class is available.</p> <p>Once NCCAA meets the 10% enrollment for children who have a disability, all the children with or without a disability compete equally for the available enrollment opportunities. The Birth-To-Five Head Start program enrolls children who meet age and income eligibility criteria, and who would benefit from placement in Head Start regardless of disability or non-disability status. Children with disabilities whose families are considered over income must have their enrollment approved by the appropriate Birth-to-Five Head Start Director.</p>	Selection Process	ERSEA Coordinator Disability/ Mental Health Coordinator LEA	ERSEA Coordinator ERSEA Specialist	Ongoing	Disability Applications, Review and Approval Form ; Along with supporting documentation from LEA (Local Education Agency)	Program Database Information used for placement of children with disabilities throughout the Birth-Five Head Start Program	Ongoing Training	Supporting documentation from LEA (Local Education Agency) is uploaded into the Program Database data system -NCCAA Review and Approval Form is attached to child application Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation

**Nueces County Community Action Agency
Birth-to-Five Head Start Program
2023-2024-2024-2025 Ongoing Monitoring Plan**

Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.14 (b)(2) 1302.60 1302.61(a)	4. When an application for a child with a suspected or qualifying disability is received, it is then forwarded to the appropriate Coordinator for verification.	Selection Process Verification of eligibility criteria, current IEP/IFSP documentation, and Review & Approval Form	ERSEA Coordinator, ERSEA Specialist Disability/Mental Health Coordinator	ERSEA Coordinator, ERSEA Specialist, Disability/Mental Health Coordinator	Ongoing	Review and Approval Form Disability/Mental Health Coordinator verifies the supporting documentation from the LEA or ECI	Approval required from Disability/Mental Health Coordinator Make copy of child application with supporting documentation and keep on file	Replace any dropped disability applications with an eligible disability application to maintain 10% of enrollment Continue MOU with ECI (Early Childhood Intervention) /LEA (Local Education Agency) Communication via email, face to face or phone with ECI/LEA so the information can be shared as appropriate	Monthly reports, hardcopy of supporting documentation in the child's record, uploaded into Program Database, PIR, Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation

**Nueces County Community Action Agency
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Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.14 (b)(2)(c) 1302.60	1. NCCAA Birth-to-Five Head Start staff maintains an active waitlist to assure those families most in need of services fill enrollment vacancies.	Selection Process	ERSEA Coordinator ERSEA Specialist Family Advocates, SBM	ERSEA Coordinator	Ongoing	Program Database Waitlist	Program Database Waitlist	Recruit year round in order to maintain an active waitlist	Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation
1302.13 1302.14 (a)(1) 1302.14 (b)(1)(2)(C) 1302.60 1302.53 (a)(1) 1302.61(a)	2. Recruitment strategies include radio and media announcements, attending Recruitment Admission Review and Dismissal (ARD) meetings, Recruitment Rally's, Disability Brochures, and attending community events, social media, etc. Our referral network includes, but is not limited to the following: <ul style="list-style-type: none"> • Early Head Start • LEA • TDPRS • ECI • Hospitals (Children) • WIC • Education Service Center (ESC) 	Selection Process	ERSEA Coordinator Disability/Mental Health Coordinator All Birth-To-Five Head Start Staff	ERSEA Coordinator Disability/Mental Health Coordinator	Ongoing	Applications Program Information Flyers Recruitment Tracking Forms	Program Database Waitlist	Recruit year round in order to maintain an active waitlist	Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation
1302.15 (a) 1302.60 1302.61(a)	3. When a vacancy occurs, every effort is made to fill the space within 30 calendar days utilizing the active wait list.	Enrollment	ERSEA Coordinator, ERSEA Specialist Disability/Mental Health Coordinator	ERSEA Coordinator, ERSEA Specialist, Family Advocates, SBM	Ongoing	Applications Program Database	Program Database Waitlist Individualized Transition Out of Early Head Start Out of Head Start	Enroll within 30 days Ongoing Training with Family Advocates	Coordinator Meetings Family Advocates New Staff Orientation

Policy and Board Approved April 2023-May 2024

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Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.15 (b)(3) 1302.12 (g)(1)-(4) 1302.60 1302.61(a) 1302.71 (a)-(e)	1. NCCAA Birth-to-Five Head Start Program makes every effort to ensure children receive Preschool services until they are eligible for kindergarten.	Enrollment	ERSEA Coordinator Disability/ Mental Health Coordinator	ERSEA Coordinator, ERSEA Specialist, Family Advocates, SBM	Ongoing	Receive 2 years of Head Start Services	Program Database	Income Eligible - Third Year applications will continue to receive Preschool Services until eligible for Kindergarten	Enrollment
1302.15 (c) 1302.60 1302.61(a)	2. No more than three percent of a program's funded enrollment slots will be reserved for homeless children and or foster care. The reserved enrollment slot will be filled within 30 days.	Enrollment	ERSEA Coordinator Disability/ Mental Health Coordinator	ERSEA Coordinator, ERSEA Specialist	Ongoing	Applications	Program Database	Fill the reserved vacant slot within 30 days	Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation
1302.15 (d) 1302.60 1302.61(a)	3. NCCAA Birth-to-Five Head Start Program does not enroll children using private pay.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
1302.15 (f) 1302.50(a)-(b)(4) 1302.60	4. NCCAA Birth-to-Five Head Start Program does not require parent participation in any activity as a condition for enrollment.	Enrollment	ERSEA Coordinator Content Area Coordinators	N/A	Ongoing	N/A	N/A	N/A	N/A

**Nueces County Community Action Agency
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1302.16 (a)(1)-(2) (i-iii) 1302.50 (b)(1) 1302.51 (a)(2) 1302.60 1302.61(a)	1. NCCAA Birth-to-Five Head Start staff documents attendance on the Daily Meal Count & Attendance Record and our Program Database. The reason for the absence is also documented.	Attendance	Site Base Management, Classroom Staff ERSEA Coordinator, ERSEA Specialist	Site Base Management, Classroom Staff, Family Advocates, ERSEA Coordinator	September- August	Sign In/Out Daily Meal Count and Attendance	Program Database	Tardy/Attendance Letters Tardy/Attendance Contract	Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation
1302.16 (a)(1)-(2) (i-iii) 1302.50 (b)(1) 1302.51 (a)(2) 1302.60 1302.61(a)	2. NCCAA Birth-to-Five Head Start staff analyze the causes related to absenteeism and create a Program Improvement Plan to address the issues if the average daily attendance is less than 85%.	Attendance	Site Base Management, Family Advocates ERSEA Coordinator, ERSEA Specialist	Site Base Management, Family Advocates ERSEA Coordinator	September- August	EOM Percentage Attendance Letter	Program Database Case Notes Program Database Reports	Tardy/Attendance Letters Tardy/Attendance Contract Staffing's	Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation

**Nueces County Community Action Agency
Birth-to-Five Head Start Program
2023-2024-2025 Ongoing Monitoring Plan**

Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.16 (a)(1)-(2) (i-iii) 1302.50 (b)(1) 1302.51 (a)(2) 1302.60 1302.61(a)	3. NCCAA Birth-to-Five Head Start staff encourages regular attendance. When a child is absent without contact, the following steps are initiated within one hour of program start time: 1 st and 2 nd day – the Family Advocate/Manager contacts the family; 3 rd day – the Family Advocates/Manager makes a home visit to assess the family's situation and provide any necessary referrals.	Attendance	Site Base Management, Classroom Staff, Family Advocates, ERSEA Coordinator, ERSEA Specialist	Site Base Management, Family Advocates ERSEA Coordinator	September- August	Sign In/Out Daily Meal Count and Attendance	Program Database Case Notes Program Database Reports Door Hanger	Attendance Letter Attendance Contract Staffing's	Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation
1302.16 (a)(1)-(2) (i-iii) 1302.50 (b)(1) 1302.51 (a)(2) 1302.60 1302.61(a)	4. If a child has chronic tardiness the following steps are initiated: 1 st step- A tardy letter will be issued on the 3 rd tardies within a one-month period; 2 nd step- If the tardies have not improved in the consecutive month a staffing is held and the Attendance/ Tardy Contract will be implemented after 2 additional tardies for a total of 5 tardies; If the family breaks the Attendance / Tardy Contract, staff will review and analyze the documents and make a recommendation to the ERSEA Coordinator before further action.	Attendance	Site Base Management, Classroom Staff, Family Advocates ERSEA Coordinator, ERSEA Specialist, Directors	Site Base Management, Family Advocates ERSEA Coordinator	September- August	Sign In/Out Tardy Notice	Program Database Case Notes	Tardy Letter Tardy Contract Staffing's	Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation

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Birth-to-Five Head Start Program
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Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.16 (a)(1)-(2) (i-iii) 1302.50 (b)(1) 1302.51 (a)(2) 1302.60 1302.61(a)	5. NCCAA Birth-to-Five Head Start staff must document all contacts, and efforts made to assist the family in resolving attendance or tardy issues in our Program Database.	Attendance	Site Base Management, Classroom Staff, Family Advocates, ERSEA Coordinator, ERSEA Specialist	Site Base Management, Family Advocates, ERSEA Coordinator	September-August	Tardy Notice Medical Excuses	Program Database Case Notes	Referral/Community Resources Tardy/Attendance Letter Tardy/Attendance Contract Staffing's	Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation
1302.16 (2)(iv)(3)(b) - (c)(2) 1302.50 (b)(1) 1302.51 (a)(2) 1302.60	6. NCCAA Birth-to-Five Head Start staff documents all contacts and efforts made to assist the family in resolving attendance or tardy issues in our Program Database. If a child's monthly attendance is below 85% the following steps will be initiated: 1st Month: An Attendance Letter is given to the family 2nd Month: A staffing is held and the Attendance /Tardy contract will be implemented If the family breaks the Attendance / Tardy Contract, staff will review and analyze the documents and make a recommendation to the ERSEA Coordinator before further action.	Attendance	Site Base Management, Classroom Staff, Family Advocates, ERSEA Coordinator, ERSEA Specialist, Directors	Site Base Management, Family Advocates, ERSEA Coordinator	September-August	Tardy Notice Tardy/Attendance Letter Tardy/Attendance Contract Program Database Case Notes	EOM Program Database Reports Daily Meal Count and Attendance Case Notes	PIP (Program Improvement Plan) Tardy/Attendance Letter Tardy/Attendance Contract Staffing's	Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation

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Birth-to-Five Head Start Program
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Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.17 (a)(1)-(4) (i-iv) 1302.60 1302.61(a)	1. NCCAA Birth-to-Five Head Start Program prohibits or severely limits the use of suspension due to a child's behavior. Such suspensions may only be temporary in nature.	Limited use of suspension	HS Director, Disability/Mental Health Coordinator	Disability/Mental Health Coordinator	As needed	Through Mental Health Services manual tracking system and Mental Health Services Behavior Concern Log, child incident reports, Mental Health Consultant progress reports and Behavior Improvement Plans Mental Health Consultant Head Start Observation Report	DMHS department will analyze incidents in the database; SBM will contact the DMHS Coordinator in reference to the child's behavior. DMHS will track behavior concerns on log, mental health consultant interviews will provide services to the child, parent/guardian and center staff as needed.	Provide training, apply the ABC Behavior Plan, analyze child incidents, mental health consultant interviews will provide services to the child	Child staffing, Administration meeting, Mental Health Services Referral manual report, Administration meeting, trainings
1302.17 (a)(1)-(4) (i-iv) 1302.60 1302.61(a)	2. NCCAA Birth-to-Five Head Start Program uses temporary suspension only as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications.	Limited use of suspension	HS Director, Disability/Mental Health Coordinator	Disability/Mental Health Coordinator	As needed	Through Mental Health Services manual tracking system and Mental Health Services Phone Log, child incident reports, Mental Health Consultant progress reports and Behavior Improvement Plans Mental Health Consultant Head Start Observation Report	DMHS department will analyze incidents in the database, SBM will contact the DMHS Coordinator in reference to the child's behavior. DMHS will track behavior concerns on log, mental health consultant interviews will provide services to child, parent/guardian and center staff as needed.	Provide training, apply the ABC Behavior Plan, analyze child incidents, mental health consultant interviews will provide services to the child	Child staffing, Mental Health Services Referral manual report, Administration meeting, trainings

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Birth-to-Five Head Start Program
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Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.17 (a)(1)-(4) (i-iv) 1302.60 13021.61(a)	3. NCCAA Birth-to-Five Head Start Program determines whether a temporary suspension is necessary, after engaging a mental health consultant, collaborating with the parents, and utilizing appropriate community resources – such as behavior coaches, psychologists, other appropriate specialists, or other resources – as needed, to determine no other reasonable option is appropriate.	Limited used of suspension	HS Director, Disability/Mental Health Coordinator	Disability/Mental Health Coordinator	As needed	Through Mental Health Services manual tracking system and Mental Health Services Behavior Concern Log, child incident reports, Mental Health Consultant progress reports and Behavior Improvement Plans Mental Health Consultant Head Start Observation Report	DMHS department will analyze incidents in the database. SBM will contact the DMHS Coordinator in reference to the child's behavior. DMHS will track behavior concerns on log, mental health consultant interns will provide services to child, parent/guardian and center staff as needed.	Provide training, apply the ABC Behavior Plan, analyze child incidents, mental health consultant interns will provide services to the child	Child staffing, Mental Health Services Referral manual report, Administration meeting, trainings

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Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.17 (a)(1)-(4) (i-iv) 1302.50 (b)(1) 1302.53(a) 1302.60 13021.61(a)	4. If NCCAA Birth-to-Five Head Start Program deems a temporary suspension is necessary, the program will help the child return to full participation in all program activities as quickly as possible while ensuring child safety by: (i) Continuing to engage with the parents and a mental health consultant, and continuing to utilize appropriate community resources; (ii) Developing a written plan to document the action and supports needed; (iii) Providing services that include home visits; (iv) Determining whether a referral to a local agency responsible for implementing IDEA is appropriate	Limited used of suspension	HS Director, Disability/Mental Health Coordinator	Disability/Mental Health Coordinator Child staffing, Administrati on meeting	As needed	Through Mental Health Services manual tracking system and Mental Health Services Behavior Concern Log, child incident reports, Mental Health Consultant progress reports and Behavior Improvement Plans Mental Health Consultant Head Start Observation Report	DMHS department will analyze incidents in the database. SBM will contact the DMHS Coordinator in reference to the child's behavior. DMHS will track behavior concerns on log, mental health consultant intems will provide services to child, parent/guardian and center staff as needed.	Provide training, apply the ABC Behavior Plan, analyze child incidents, mental health consultant intems will provide services to the child	Child staffing, Mental Health Services Referral manual report, Administration meeting, trainings

Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.17(b) (1)-(3) 1302.60 13021.61(a)	1. NCCAA Birth-to-Five Head Start Program does not expel or unenroll a child from Head Start because of a child's behavior.	Prohibition of expulsion	HS Director, Disability/Mental Health Coordinator	Disability/Mental Health Coordinator	As needed	Through Mental Health Services manual tracking system and Mental Health Services Behavior Concern Log, child incident	DMHS department will analyze incidents in the database. SBM will contact the DMHS Coordinator in reference to the child's behavior.	Provide training, apply the ABC Positive Behavior Support Plan , analyze child incidents, provide mental health	Child staffing, Mental Health Services Referral manual report, Administration meeting, trainings

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						reports, Mental Health Consultant progress reports and Behavior Improvement Plans Mental Health Consultant Head Start Observation Report	DMHS will track behavior concerns on log, mental health consultant/ interns will provide services to child, parent/guardian and center staff as needed.	consultant/ interns will provide services to the child. Provide parent/guardian assistance with placement at a childcare facility or program	

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<p>2.</p> <p>1302.17(b) (1)-(3) 1302.50 (b)(1) 1302.53(a) 1302.60 13021.61(a)</p>	<p>NCCAA Birth-to-Five Head Start Program explores all possible steps and documents all steps taken to address such problems, and to facilitate the child's safe participation in the program when a child exhibits persistent and serious challenging behavior. Such steps must include, at a minimum, engaging a mental health consultant, considering the appropriateness of providing services and support under section 504 of the Rehabilitation Act to ensure that the child who satisfies the definition of disability in 29 U.S.C. §705(9)(b) of the Rehabilitation Act is not excluded from the program on the basis of disability, and consulting with the parents and the child's teacher, and:</p> <p>(i) If the child has an individualized family service plan (IFSP) or individualized education program (IEP), the program will consult with the agency responsible for the IFSP or IEP to ensure the child receives the needed support services; or,</p> <p>(ii) If the child does not have an IFSP or IEP, the program will collaborate, with parental consent, with the local agency responsible for implementing IDEA to determine the child's eligibility for services.</p>	<p>Prohibition of expulsion</p>	<p>HS Director, Disability/ Mental Health Coordinator, ERSEA Coordinator</p>	<p>Disability/ Mental Health Coordinator</p>	<p>As needed</p>	<p>Through Mental Health Services manual tracking system and Mental Health Services Behavior Concern Log, child incident reports, Mental Health Consultant progress reports and Behavior Improvement Plans Mental Health Consultant Head Start Observation Report</p>	<p>DMHS department will analyze incidents in database. SBM will contact DMHS Coordinator in reference to child's behavior. DMHS will track behavior concerns on log, mental health consultant/interims will provide services to child, parent/guardian and center staff as needed.</p>	<p>Provide training, apply the ABC Behavior Plan, analyze child incidents, mental health consultant/interims will provide services to the child. Provide parent/guardian assistance with placement at a childcare facility or program</p>	<p>Child staffing, Mental Health Services Referral manual report, Administration meeting, coordinator meeting, trainings</p>

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1302.17(b)(1)-(3) 1302.50(b)(1) 1302.53(a) 1302.60 13021.61(a)	3. If, after the program has explored all possible steps and documented all steps taken as described in paragraph (b)(2) of this section, the program, in consultation with the parents, the child's teacher, the agency responsible for implementing IDEA (if applicable), and the mental health consultant, determines that the child's continued enrollment presents a continued serious safety threat to the child or other enrolled children and determines the program is not the most appropriate placement for the child, the program must work with such entities to directly facilitate the transition of the child to a more appropriate placement.	Prohibition of expulsion	HS Director, Disability/ Mental Health Coordinator, ERSEA Coordinator	Disability/ Mental Health Coordinator	As needed	Through Mental Health Services manual tracking system and Mental Health Services Behavior Concern Log, child incident reports, Mental Health Consultant progress reports and Behavior Improvement Plans Mental Health Consultant Head Start Observation Report	DMHS department will analyze incidents in the database. SBM will contact DMHS Coordinator in reference to child's behavior. DMHS will track behavior concerns on log, mental health consultant/interims will provide services to child, parent/guardian assistance with placement at a childcare facility or program needed.	Provide training, apply the ABC Behavior Plan, analyze child incidents, mental health consultant interims will provide services to the child. Provide parent/guardian assistance with placement at a childcare facility or program	Child staffing, Mental Health Services Referral manual report, Administration meeting, coordinator meeting, trainings

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Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.18 1302.60 1302.61(a)	1. NCCAA Birth-to-Five Head Start Program does not charge a fee for the child/family to participate in the program.	Fees	Director of Birth to Five Head Start Content Area Coordinators	N/A	September-August	N/A	N/A	N/A	N/A
1302.20 (a)(1)(2)	2. NCCAA Birth-to-Five Head Start has completed the Community Needs Assessment and determined that the center-based option is a full day option.	Community Needs Assessment Data, Parent Survey results	Head Start Director, ERSEA Coordinator	Planner	Every three years for comprehensive and annually for update	NCCAA is able to determine the needs of the community and other child development resources in the area.	We look at the number of working parents, available resources to the parents, additional programs that provide services to the population.	N/A	Staff trainings, PC Meetings, and Board Meetings, and Social Media
1302.20 (b) 1302.61(a)	3. NCCAA Birth-to-Five Head Start will deliver a full range of services to all enrolled children.	Component Services, child records, databases, child records,	Content Coordinators	Content Coordinators and Specialists	ongoing	We are able to determine compliance and outcomes	Program Database, records, manual tracking.	PIP, Additional training, professional development	Staff trainings, PC Meetings, and Board Meetings, Child Outcomes Committee, Advisory
1302.20 (d)	4. NCCAA Birth-to-Five Head Start receives funds from the Office of Head Start and will offer 1380 hours for Early Head Start and 1020 hours for Head Start.	The Birth to Five Head Start Calendar	Head Start Director	Admin Secretary	Annually	Calculations of the days of service	N/A	N/A	Staff Meetings PC Meetings Board Meetings

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2023-2024-2024-2025 Ongoing Monitoring Plan**

Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.21(a) 1302.60 1302.61(a)	1. NCCAA Birth-to-Five Head Start will provide comprehensive services according to Performance Standard 1302.20 (b)	Comprehensive Services	All Content Coordinators, (SBM), Family Advocates Teachers Ongoing Monitoring Coordinator	All Content Coordinators, Compliance Officers, (SBM), Family Advocates Teachers Ongoing Monitoring Coordinator, Planner	As needed according to the Monitoring Plan	The agency is able to monitor for compliance, establish action plans, and implement quality improvement	Agency databases, Child records, Manual tracking, Self-Assessment	Train, initiate action plans, and monitor for improvement	Staff training, Policy Councils, Board, Advisory Committee, Collaboration with Community Partners
1302.21(a) (b)(1)(i)(ii) (2)(3)(4); 1302.101(a) (3); §746.1501; 1503; 1505; 1507; 1601; 2401	2. NCCAA Birth-to-Five Head Start stresses the importance of building secure bonds between very young children and their primary caregiver. Continuity of care provides the time and intimacy all children need to learn about them and form meaningful relationships.	Continuity of Care Form, and Center and Classroom Notification form.	(SBM),	C&I, ERSEA, Education Specialist	Ongoing	Agency Database	Staffing Patterns, EHS Classroom Notification Form	Staff Development; Intentional Training, Policy and Procedures	Coordinators meeting, PC Board; School Readiness Advisory

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1302.21 (c) (6) 1302.61(a)	1. NCCAA Birth-to-Five Head Start has added in extra service days to ensure that in the event of closures the agency would still provide the minimum annual hours of planned class operations for all enrolled children.	The Birth to Five Head Start Calendar	Head Start Director	Admin Secretary	Annually	Calculations of the days of service	N/A	Ensure that the agency meets the required hours of service	Staff Meetings PC Meetings Board Meetings
1302.30 1302.16(a) (4) 1302.60 1302.32	2. NCCAA Birth-to-Five Head Start Classroom staff plans for quality teacher/child interactions and child-initiated activities. Activities are implemented in small and/or large group settings, which include fine and gross motor movement to promote physical development for at least 60 minutes per day.	Curricula	Teaching Staff	SBM Curriculum and Instruction Coordinator and GOAGH Coordinator	Monthly	Monthly observation	Child Outcomes Strengths, Needs, Concerns, Patterns	Staff Development; Intentional Training, Policy and Procedures Mentoring Coaching	Coordinators Meeting
1302.31(a) (b)(1)(i-iv) (c)(1-2)(d) (e)(1-4) 1302.92 (a-d) 1302.60 1302.61(a) 1302.47(b) (6)(i) \$746.2205; \$746.2417 \$746.2423; \$746.2607 \$746.2901; \$746.2903\$	3. NCCAA provides a responsive care, effective teaching, and an organized learning environment that aligns with the Head Start Early Learning Outcomes Framework that is inclusive for children with disabilities. The program integrates regular and ongoing supervision, and a system of individualized and ongoing professional development for program staff.	Environmental Checklist, CLASS observations, SBM Lesson Plan Checklist, Lesson Plan Monitoring, GOAGH , DRDP , Counting Children , Perfect Number , Magic Number, Safety Transition Checklists,	C&I/Coach/Di sability Mental Health Coordinators, Education, Disability/ Mental Health Specialist, SBM, Mentors/ Coaches, T&TA Staff	C&I/Coach/Di sability Mental Health Coordinators, Education, Disability/ Mental Health Specialist, SBM, Mentors/ Coaches, Program Staff, T&TA Staff	Ongoing	Healthy and Organized Learning Environment aligned with the HSELOF/ Professional development has been provided	Manual Tracking/Program Databases	Professional Development/Individualized Training	Staff Trainings/Policy Council/Board/Data Outcomes Meeting/School Readiness Advisory

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746.1309 (c)(6)		Practice Base Coaching, T/TA Plan Schedules/ Daily Activity Reports							
1302.32(a)(1)(i-iii)(2)(b) 1302.60; 1302.34 (b)(4); 1302.50 (b)(1);	4. NCCAA Birth-to-Five Head Start Program uses age appropriate Frog Street Curriculums, which reflects a scope and sequence, adapted to thematic units. INFANTS do not follow a scope and sequence. Weekly lesson plans are implemented and include Individualization for all children (including children with special needs).	Lesson Plans	Teaching Staff	(SBM), Education Specialist, DMHS Specialist for (IEP/IFSP)	Weekly	Database Report	Strengths, Needs, Concerns,	Staff Development; Intentional Training, Policy and Procedures	Coordinators meeting, Child Outcomes Committee, PC Board; School Readiness Advisory, Parent Handbook

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1302.33(a)(1) 1302.41(a)(b)(1) 1302.45(a)(3) 1302.50(a)	1. Parental written consent will be obtained before any services are initiated.	Child Record for permission forms	Health Staff, Teaching Staff, (SBM), Family Advocates, Content Area Coordinators and Specialists	Family Advocates,	Ongoing as needed	We are able to verify Parental written consent is on file.	Manual Tracking Children's Record, Program Database	Gain appropriate consents	N/A

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1302.60 1302.61(a)									
1302.33(a) (1) 1302.41(a) (b)(1) 1302.45(a) (3) 1302.60 1302.61(a)	2. All NCCAA Head Start children receive vision, hearing, speech, social-emotional, and developmental screenings within 45 days of the child's entry into the program.	45 Day Screening results	Health Staff, Contents Coordinators, Teaching staff	Health Staff, Teaching Staff, Health Specialist, Education Specialist Tech,	Ongoing as needed	We are able to verify that screening have been completed	Ages and Stages Questionnaire (ASQ 3, and ASQ SE2), Vision and Hearing Screening, Height and Weight Activities and Physical Exam results, manual tracking, Program Database	Ensure screening are completed, staff training, Reinforces Education Deadline Date Calendar, and Education Calendar, Disability, and Mental Health Calendar, rescreen and referrals	Home Visits, Health Advisory, Policy Council, Staff Development, Coordinator's Meetings, Community Services Block Grant (CSBG)
1302.33(a) (1)(2)	3. A program must complete or obtain a current developmental and behavioral screening to identify concerns regarding a child's developmental, behavioral, motor, language, social, cognitive, and emotional skills within 45 calendar days of when the child first attends the program.	Developmental Screenings	Teaching Staff	Education Specialist, Curriculum and Instruction, and	Ongoing	Screening and Program Data Base; Manual Tracking	Screening Results	Complete Screenings and Staff Development	Coordinators meeting, PC Board; School Readiness Advisory , CSBG Report
1302.33(a) (3)	4. If a child's initial screening shows concern the teaching staff will rescreen the child in the same areas giving the child time to show progress.	Rescreens	Teaching Staff	Education Specialist, Curriculum and Instruction,	Ongoing	Screening and Program Data Base; Manual Tracking	Rescreening Results Referral Process	Complete rescreen Staff Development, Referrals	Coordinators meeting, PC Board; School Readiness Advisory

Policy and Board Approved April 2023-May 2024

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1302.33(a) (3)(i) 1302.34(b) (3) 1302.41(a) (b)(1) 1302.45(a)(3) 1302.50(b) (1) 1302.60 1302.61(a)	5. Children will be referred based on screening results, teacher observation, or parent/primary caregiver request.	Referral Process	Teaching staff	Education Specialist, DMHS Coordinator DMHS Specialist	As needed or requested	Mental Health Referral Process	Mental Health Services Referral process, referral completed in the Program Database and hardcopy filed in Mental Health Services files, shared with LEA, ECI, Mental Health Consultant as needed	SBM will conduct initial child staffing with parent/guardian, DMHS Coordinator/ Specialist will conduct second staffing	Child Staffing, Mental Health Services referral completed in the Program Database and hardcopy filed in Mental Health Services files, LEA/ECI, Mental Health Consultant

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1302.33(a)(5) (i) (ii) 1302.33(a)(3) (i) (ii) 1302.50(b)(3) 1302.52(a) 1302.53(a)(1) 1302.60	1. NCCAA Birth-to-Five Head Start Program staff initiate the referral process if a concern is noted regarding a child's mental health. 2. NCCAA conducts standardized and structured assessments which are	Mental Health Services referral Ongoing Assessments, Lesson Plans,	DMHS Coordinator, Teaching Staff (SBM),	DMHS Coordinator and DMHS Specialist	As per referral submission Ongoing	Lesson plan Mental Health Section, ABC Data Log, Supervisor classroom observation forms, DMHS observation, ABC Behavior Plan Verification that the assessments were complete and	Contract Mental Health Consultant to evaluate child as needed Child goals and measurable outcomes,	SBM will conduct initial child staffing with parent/guardian, DMHS Coordinator/ Specialist will conduct second staffing Contract Mental Health Consultant as needed Assessment to be completed, Staff Development;	Referral Packet to Mental Health Consultant, child staffing, ABC Behavior Plan, communication via email, interface, phone calls Coordinators meeting,

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1302.34(b) (2)(3) (5)(6) 1302.50(b) (1)(2) 1302.51(a) (1)-(3) 1302.60 1302.61 (b)(c)(1)	utilized for individualization of all children.	Lesson Plan Checklist, Progress Reports		(SBM), Education Specialist, Disability and Mental Health Specialist, and C&I Coordinator		individualization is on the lesson plan. DRDP progress reports shared with parents	Determine Strengths, needs, and concerns of the children and teaching staff.	Policy and Procedures	Data Outcomes Meeting, PC Board, School Readiness Advisory, CSBG Report, Staff Development Meetings
1302.33(a)(b)(3) 1302.34(b)(3) 1302.41(a)(b)(1) 1302.45(3) 1302.50(b)(1) 1302.60 1302.61(a)	3. The Disability/Mental Health Coordinator refers children to the Local Education Agency (LEA) and to Early Childhood Intervention for formal evaluation.	Disability Services Referral Process,	DMHS Coordinator,	DMHS Coordinator, DMHS Specialist	As per referral submission	Disability Services Referral Process	track disability services referrals	Continue to strengthen collaborations with LEA, attend ECI transitional meetings and ARDs	Referral Packet to LEA/ECI, ARD, ECI transitional parent meetings

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HS Act Section 640(b) 45 CFR § 75.306	1. NCCAA staff meets with parents and staff at Parent Meetings, Cluster Meetings, Coordinators Meetings , and on a regular basis, to: a. Share In-kind Goals Status b. Discuss strategies to meet Center, Classroom, and Component Goals c. Identify barriers d. Plan activities e. Etc.	In-kind Goals	SBM FCP Coordinator Family Advocates	FCP Coordinator FCP Specialist Family Advocates	Ongoing	In-kind sheets are collected in a weekly basis	Volunteer hours are entered and tracked in database system Monthly In-Kind Reports Monthly Manual Tracking Monthly Validation Reports	Staff Development Parent training	Coordinators meeting, PC and Board, School Readiness Advisory, CSBG Monthly Reporting
1302.34(b)(1) 1302.50(b)(4) 1302.51(a)(1)(2)	2. Parent/Primary Caregivers are encouraged to volunteer or visit their child's classroom and participate in classroom activities, share ideas, comments, or concerns about their child with program staff throughout the year.	Family Engagement In Kind	Content Area Coordinators, SBM,	FCP Specialist Family Advocates SBM	Ongoing	In-kind sheets are collected on an ongoing basis	Volunteer hours are entered and tracked in database system Monthly In-Kind Reports Monthly Manual Tracking Monthly Validation Reports	Staff Development	Coordinators meeting, PC and Board, School Readiness Advisory, CSBG Monthly Reporting

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1302.34 (b)(7) 1302.46 (b)(1)(ii) 1302.50(b)(1)(6) 1302.51(a)(1)(2) 1302.60 HS Act Section 640(b) 45 CFR § 75.306	3. Home activities are provided to parents to encourage interaction in the home while working on the child's skills.	Family Engagement In Kind	Content Area Coordinators FCP-Coord/ FCP Specialist	Teaching Staff, Family Advocates, FCP Coordinator and FCP Specialist	Ongoing	In-kind sheets are collected in an ongoing basis	Volunteer hours are entered and tracked in database system Monthly In-Kind Reports Monthly Manual Tracking Monthly Validation Reports	Staff Development; Staff Development;	Coordinators meeting, PC, and Board Meetings

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1302.34(b) (3) 1302.46 (b)(1)(ii) 1302.50(b) (6) 1302.51 (a)(1)-(3) 1302.60 1302.61(a)	1. NCCAA Birth-to-Five Head Start Program Staff and parents review individualized goals for their child including children with disabilities. Parents are also given the opportunity to share ideas, comments, or concerns with program staff.	Home Visits and Parent Conferences, DRDP Progress Report	Teaching Staff, SBM, Curriculum and Instruction Coordinator Education Specialist, Disability and Mental Health Coordinator, Mental Health and Disability Specialist	Teaching staff	Ongoing	Ensure that the DRDP Progress Reports were shared during the Home Visits and Parent Conferences	Assessment database, Program Database, Child Record	Staff Development;	Coordinators meeting, School Readiness Advisory
1302.34(b) (4) 1302.50(b) (1) 1302.53(a) 1302.60	2. NCCAA Birth-to-Five Head Start Program has a School Readiness & Family Engagement Advisory Committee consisting of parents, staff and community partners. Through this Committee, the Program assures shared communication with parents in implementing a researched based curriculum that supports each child's individualization, developmental age, age appropriate learning materials and experiences.	Family Engagement	FCP, Disability/ Mental Health and Curriculum and Instruction Coordinator Education Specialist	Coordinators	Biannually	Agendas, Sign In, and Minutes	Program Database System Manual Tracking Sign in forms	Staff Development	School Readiness & Family Engagement Advisory Meeting Policy Council Staff Development Coordinator's Meetings

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1302.34(b)(4) 1302.50-53 §746.1305	3. Parents are invited to attend meetings/training at their local centers during F.A.C.E., Family Nights, and other community training opportunities. Information regarding parent participation will be made available in the classroom, monthly newsletters, parent meetings, and flyers. Agency Website, Social Media, etc.	Family Engagement Activities	Content Area Coordinators	Family Advocates and Coordinators	Ongoing	In-kid sheets are collected in an ongoing basis	Volunteer hours are entered and tracked in database system Monthly In-Kind Reports Monthly Manual Tracking Monthly Validation Reports	Staff Development Identify resources needed	Staff Development
1302.34(b)(5) 1302.50(a)(b)(1)(2), (4) 1302.60	4. NCCAA Birth-To-Five Head Start Program staff encourages parents to visit and actively participate in their children's education by attending Program activities and/or volunteering in the center/classroom at any time during operational hours.	Family Engagement In Kind	SBM Coordinators	Family Advocates and FCP Coordinator and FCP Specialist	Ongoing	In-kid sheets are collected in an ongoing basis	Volunteer hours are entered and tracked in database system Monthly In-Kind Reports Monthly Manual Tracking Monthly Validation Reports	Staff Development Identify resources needed	Staff Development

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1302.41(a) 1302.46(a) 1302.50(a) 1302.52(c) 1302.53(a) (1) 1302.60	1. Families whose children are not up-to-date on a schedule of well child care will receive reminders, phone calls and referrals from the Birth-to-Five Head Start Program with arrangements to bring the child up-to-date.	Health Records Database Referrals	Health Coordinator FCP Coordinator Content Area Coordinators	Classroom Staff, Family Advocates, SBM Health Staff	On Going	Receive updated documents Current physicals, dental exams, immunizations We are able to verify referrals made	Program Database, and Child Record	Continue to complete and distribute Reminders Staff Development, Community resources outreach	Staff Development IMIL for Families Meeting
1302.41(a) 1302.46(a) 12.50(b)(1) 1302.60	2. NCCAA Birth-to-Five Head Start Program staff involves parents in all health, developmental and behavioral screenings, on-going assessments and health status related to the EPSDT and immunizations schedule as recommended by the CDC and the Texas Minimum State Vaccine Schedule. To ensure appropriate health care services and follow-up are being provided.	Current Health Records Database	Health Coordinator, Content Area Coordinators	Classroom Staff, Family Advocates, Health staff and Health Specialist	On Going	Receive updated documents Current health screenings Increase in the number of current immunizations, physicals, and dentals	Entered in Program Database Child Record	Continue to communicate with parents	End of Month Reports Health Services Advisory Meeting CSBG Report
1302.41(b) (1) 1302.33(a) (1) 1302.34(b) (6) 1302.50(b) (1) 1302.60 1302.61(a)	3. NCCAA Birth-to-Five Head Start Program staff obtains consent for Lead Screening and a Consent for Anemia Screening form from parents before the screening is conducted. Staff provides parents with a 48-hour notice as to when children will be screened at their center.	Authorization for Consent Form, Consent for Lead, and Consent for Anemia Database	Health Coordinator, C&I Coordinator, FCP Coordinator	Family Advocates, Health staff, Classroom Staff	On Going	Children screened only if consent is in child's binder	Program Database	Communicate with families on need to conduct screenings	Parents as applicable

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1302.41(b) (1) 1302.33(a) (1) 1302.50(b) (1) 1302.60 1302.61(a)	4. NCCAA Birth-to-Five Head Start Program staff document in the child's file and in our Program Database when parents refuse to give authorization for health services.	Authorization for Consent Form, Consent for Lead, and Consent for Anemia	Family Advocates, Health Staff	Health Staff, Family Advocates, Site Based Management	On Going	Documentation is in Database We verify consent	Information is in Program Database	Communicate with families on importance of health screenings, and parent provision of screening results from a Pediatrician or WIC Staff Development, Community resources outreach	End of Month Report

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1304.42(a) (1) 1302.46(a) 1302.50(b) (1) 1302.60	1. NCCAA Birth-to-Five Head Start Program staff works with parents to obtain height, weight, bc/hgb results. Parent/primary caregivers are notified of any nutritional risks identified through assessments.	Data Base Report	Nutrition Coordinator, Health Coordinator	Family Advocates CMA's	Ongoing	Obtain from Physical for all children and two Ht/Wt Activities conducted per year (September Activity for all children) (February/March activity for the children with weight concerns)	Data Base Centers and Class Healthy Weight Overweight Obese Underweight Improvement	Staff Training on IMIL Parent Training on IMIL Implementation in classrooms IMIL Providing educational Material to parents	One on one meeting Phone Calls Letters/Educational Material on caloric intake

Policy and Board Approved April 2023-May 2024

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1302.42(b)(4) 1302.44(a)(1)(2)(iv)-(v) 1302.46(a)(b)(1)(ii) 1302.50(b)(1) 1302.60 1302.61(a)	<ol style="list-style-type: none"> Family Advocates gather a dietary history to use as a basis for discussion with the family about their child's nutritional requirements. For infants, current feeding schedules with amounts and types of food are provided by the parent/primary caregivers. 	Diets, Child's Nutritional Needs, Feeding Schedule	Nutrition Coordinator Quality Assurance Monitor	Family Advocates Teachers, SBM,	Ongoing	Able to determine the child's special dietary needs	Child Records, Manual Tracking Program Database	Staff Development e-mails Educational Material on caloric intake for parents	Site-Base-Manager Meetings One on One with parent Meeting E-Mails Monitoring Reports Staffings
1302.47(7)(iv) 1302.47(b)(4)(D) § 746.1309(c)(5)	<ol style="list-style-type: none"> NCCAA Birth-to-Five Head Start Program provides training on recognizing and responding to Asthma and Allergies, as well as the use of a nebulizer. 	Staff trained on recognizing and responding to health issues	Health Coordinator Health Staff Site Based Managers	T/TA Staff	Ongoing	Staff will show evidence of ability to recognize and respond to health issues	Data base reports and staff observation	Appropriate IHCP's	Staffings, Trainings

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1302.42(c) (3)	2. NCCAA Birth-to-Five Head Start staff will utilize a variety of monitoring tools to track health services which include manual tracking and Program Database.	Health Screening status	Health Staff Health Specialist	Health Staff	Ongoing	Screenings current	Program Database	Check manual tracking to Program Database	At Health Staff Meetings
1302.42(c) (3) 1302.43 1302.53(a) (1)	3. NCCAA Birth-to-Five Head Start Program provides fluoride toothpaste to meet the fluoride needs of the children.	Fluoride toothpaste provided	Nutrition Coordinator Health Coordinator	N/A	N/A	N/A	N/A	Program provides ONLY fluoride toothpaste	N/A
1302.42(d) (1) 1302.33(a) 1302.34(b) (2) 1302.50(b) (1) 1302.53(a) 1302.61(a)	4. NCCAA Birth-to-Five Head Start staff refers children with a known or suspected health or developmental concern for additional testing from a licensed or certified professional.	Current with EPSDT schedule and Immunization Schedule, Referrals	Health Staff, Health, and Education Specialist, Content Coordinators	Health Staff, and Specialist, Family Advocates, Disability / Mental Health Department, Content Coordinators	Ongoing	Referral will be completed for the children's concerns	Agency Program Database and Manual Tracking	Reminders to parents Calls to parents efforts made are documented in Case notes Service referrals	IMIL For Families, Staff Meetings CSBG, School Readiness and Family Engagement Advisory

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1302.44(a)(1)(2) (iv)-(v) 1302.42(b)(4) 1302.46(a)(b)(1)(i) 1302.50(b)(1)(2) 1302.60 1302.61(a)	1. Parent/primary caregivers are encouraged to share nutritional and feeding patterns for their child with the staff and consultants throughout the year. Special dietary requirements based on family's cultural or religious reasons are accommodated with appropriate documentation.	IHCs Nutrition Assessment	Nutrition Coordinator Quality Assurance Monitor	Family Advocate	On-Going	Special accommodations are provided and Nutrition Assessment are complete	Individual Infant Feeding, Assessment and Follow-up Individualized Health Care Plan for Special Diets form Program Database, And Manual Tracking	Obtain the information from the parent. Site-Base-Manager and Staff Meeting Staff Development	Coordinator Meetings Site-Base-Manager Meetings One on One with parent Meeting EMails
1302.44(2)(i) 1302.61(a)(1)	2. Breakfast, lunch, and snacks that are nutritionally balanced supply a minimum of 2/3's of the recommended dietary allowance (RDA) for children ages 0-5 based on the Child and Adult Care Food Program meal pattern guidelines.	Menus USDA Requirement	Nutrition Coordinator Quality Assurance Monitor	Quality Assurance Monitor Food Production Supervisor	Daily	Menus are compared to the USDA Meal Patterns	CACFP Monitoring Review (H1606) & On-Going Monitoring of Classroom Evaluation of Family Style/Cafeteria Style Services & Oral Health Care Form	Meal Substitutions Training	Staff Trainings (SBM), Meeting
1302.44(a)(iii) 1302.61(a) CACFP-US DA	3. In the preschool rooms, child-sized and finger foods are served often. When adults serve any food component; the entire portion must be served to the child, according to CACFP requirements. When children serve the food item, they may serve portions according to their individual preference.	Meal Services	Nutrition Coordinator (SBM), Quality Assurance Monitor	Teaching Staff Quality Assurance Monitor	Daily Quarterly	Report 1606	N/A	On site correction Staff Training Training	Staff Meeting Cluster Meetings

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1302.44(2)(iii) 1302.61(a) CACFP-US DA	4. As recommended by USDA American Dietary Guidelines and My Plate, menus are planned that are limited in fat, sugar and salt. Toddler / preschool menus are planned to reduce fat to no more than a weekly average of 30% from total calorie intake. Additionally, snack foods high in refined carbohydrates (sugar / white flour) are limited to no more than three times per week.	Menus	Nutrition Coordinator Quality Assurance Monitor	Food Production Supervisor Food Production Specialist	As Needed	Menu Staff Surveys for Feedback	N/A	Training CACFP Conference	Staff Trainings
1302.44(a) (2)(iv) 1302.44(a) (1)(2) (iv)-(v) 1302.34(b) (2) 1302.42(b) (4) 1302.46 (a)(b)(1)(ii) 1302.50(b) (1) 1302.61(a)	5. For infants, voiding patterns, eating patterns and observations related to developmental changes in feeding and nutrition are documented on the Daily Activity Report and shared with the parent/caregiver daily. Schedules are flexible and babies are fed on demand to ensure their needs are met	Daily Activity Form, Infant Daily Schedules, and Menu	Nutrition, Education, and Health Coordinators	(SBM), Teaching Staff Food Production Supervisor Food Production Specialist	Daily	1530-A Infant Meal Production Record	Manual Tracking	On Site Corrections Annual Trainings One on One Training	Coordinator Meetings Site-Base-Manager Meetings One on One with parent Meeting

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1302.44(a) (2)(v) 1302.31(e) (2) 1302.60 1302.61(a)	<p>6. All children are offered a nutritious breakfast regardless of their arrival time. Children are not rushed during mealtimes.</p> <ul style="list-style-type: none"> ▪ Breakfast for EHS/HS is served from 8:00 am to 9:30 am ▪ Lunch for EHS/HS is served from 1:00 am to 12:30 pm ▪ Snack for EHS/HS is served from 1:45 pm to 2:30 pm ▪ NCCAA Birth-to-Five Staff ensures bottle-fed infants are never laid down to sleep with a bottle. 	Classroom Schedules Classroom Observation	Content Area Coordinators	Teaching Staff (SBM), Quality Assurance Monitor	Daily Ongoing	Observation of the infants lying down	N/A	Training	One on One Training Meetings Monitoring Report
1302.44(a) (vii)	<p>7. NCCAA Birth-to-Five Head Start Program does not operate a home-based option. Therefore, this is not applicable</p> <p>8. Nursery/distilled water is used in preparing formula for infants up to three months; premature age is adjusted. After all infants in the same room turn three months, plain tap water is used.</p> <p>All prepared bottles of breast milk and formula are labeled with the child's first, last name, time, and date the bottle was prepared. Breast milk must be kept refrigerated until serving time. Bottles are prepared at each feeding and discarded one hour after preparation.</p>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
1302.44(a) (ix)	<p>9. NCCAA Birth-to-Five Program provides safe drinking water to children</p>	Meal Services	Nutrition Coordinator	Teaching Staff (SBM),	On Going	Observation of the bottle preparations	N/A	On site corrections Training	One on One Trainings Meetings Monitoring Report

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1302.61(a)	during program day. Water is available with meals and snacks.			Quality Assurance Monitor	Quarterly	Observation H1606 Monitoring Form	N/A		One on One
1302.44(b)	10. NCCAA is a contractor of the USDA's Child and Adult Care Food Program, receiving reimbursement for program children's meals. Birth-to-Five Head Start funds are used to cover those allowable costs not covered by USDA.	CACFP Application H1535 (Point of Service) Meal & Snack Service	Nutrition Coordinator Content Area Coordinators	Teaching Staff (SBM), Quality Assurance Monitor	Ongoing	USDA Database H1535	CACFP Requirements Forms Reimbursement Submission	Trainings CACFP Trainings Conferences One on One	Trainings Meetings e-mails

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1302.45(a) (1) 1302.46(b) (1)(iv) 1302.31(b) (1)(i)-(iv) 1302.50(b) (1) 1302.60 1302.61(a)	1. NCCAA Birth-to-Five Head Start management staff secures services with Mental Health professionals by establishing service contracts to support children, families and staff.	Mental Health Services referral	DMHS Coordinator,	DMHS Coordinator	As per referral submission	Contractor/Mental Health Consultant invoice	Contract Mental Health Consultant to evaluate child	Contract Mental Health Consultant	Referral Packet to Mental Health Consultant, child staffing, communication via email, interface, phone calls, School Advisory & Family Engagement Advisory, parent meetings

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1302.45(a) (1) 1302.31(b) (1)(i)-(iv) 1302.50(b) (2) 1302.60 1302.61(a)	2. NCCAA Birth-to-Five Head Start Program enhances emotional security for each child by providing environments that accept each child as an individual and shows respect and feelings for others.	Fostering connections program wide, Standards of Conduct and Discipline and Guidance Policy Individualization	All Content Area Coordinators Teaching staff Site Base Manger Disability and Mental Health Coordinator	All Content Areas	Ongoing	Sign in/out logs for ECLKC 15 Minute In-service Suites, training agendas, Standards of Conduct and Discipline and Guidance Policy training, Non-Discrimination training	To promote and foster connections program wide.	training opportunities, ECLKC 15 Minute In-Service Suites, plan for training	child staffing, communication via email, daily interface, phone calls;
1302.45(a) (1) 1302.31(b) (1)(i)-(iv) 1302.60 1302.61(a)	3. NCCAA Birth-to-Five Head Start Program implements the use of positive methods of child guidance and Conscious Discipline strategies.	Lesson Plans	Teaching staff, SBM,	SBM and Education Department DMHS Department,	Ongoing, and as needed	Lesson plans, training agendas, and sign in/out logs	Lesson plans reviewed at the center level. Classroom observations conducted by the SBM as needed and the Education and DMHS Department as per request	training opportunities, plan for training,	Child staffing
1302.45(a) (1) 1302.46(b) (1)(iv) 1302.50(b) (1) 1302.53(a) (2)(i) 1302.60 1302.61(a)	5. NCCAA Birth-to-Five Head Start Program provides opportunities for families to identify and discuss issues related to child mental health.	Training Opportunities parent meetings	FSA, SBM, DMHS Coordinator, DMHS Specialist, FCP	Content Coordinators	As training opportunities arise	Social Emotional Awareness Team sign in/out logs	sign in/out logs	Provide training opportunities	child staffing, communication via email, daily interface, phone calls

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1302.45 (a)(2) 1302.60 1302.61(a)	6. Mental Health services will be provided based on individual needs. Individualized services will be scheduled by the frequency agreed to during the staffing process.	Referral Process, Mental Health Consultant	Mental Health Consultant, DMHS Coordinator	DMHS Coordinator, DMHS Specialist	As per agreed	Mental Health Consultant Activity Progress Note Form, MH Consent-RRP, Mental Health Consultant Head Start Observation Report	Teaching staff work collaboratively with Mental Health Services Department and Consultant as per ABC Behavior Plan and BFF-Behavior Improvement Plan) Mental Health Consultant Head Start Observation Report	SBM will keep open communication with MH Consultant and DMHS Coordinator	Lesson plans, child staffing, PIR Report, Program Database
1302.45 (a)(3) 1302.41(b) (1) 1302.50(a) (b)(1) 1302.60	6. NCCAA Birth-to-Five Head Start obtains parental consent for mental health services as needed.	Consent for Mental Health Services	Family Service Advocate, SBM, DMHS Coordinator	DMHS Coordinator, DMHS Specialist	At enrollment or as needed	Mental Health Consent Form	Mental Health Referral process, completed in the Program Database and hardcopy filed in Mental Health Services files	Conduct Child Staffing with parent/guardian	Program Database, Mental Health consultant, LEA
1302.45(b) (5) 1302.45(a) (4) 1302.46(b) (1)(iv) 1302.50(b) (1)-(3) 1302.60 1302.53(a) (2)(i)	7. NCCAA Birth-To-Five Head Start staff collaborates with Mental Health professionals to discuss mental health related issues and services available to the children and families and consultation with staff.	Mental Health Referral Process	DMHS Coordinator, DMHS Specialist	DMHS Coordinator, DMHS Specialist	As warranted for Mental Health Referral Process	Follow the Mental Health Referral Process	Used to individualize on lesson plan, ABC Behavior Plan	Classroom observation	Parent conference, child staffing, teacher conference, ECI or LEA

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1302.45(b) (6) 1302.17	8. The agency has a policy that severely limits and prohibits expulsion.	Enrollment / Attendance of children	Disability and Mental Health Coordinator	Teaching Staff, (SBM), Family Advocates, and Specialists	As needed based on referral	We are able to determine the completion of the referral process and the resources required to meet the individual needs of the child and/or teacher	Program Database and manual tracking	Ongoing training, professional development, parent involvement, utilizing community resources, utilization of consultant	Child staffings, coordinator meetings.

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1302.46 (b)(1)(iii) 1302.60 1302.81(a)	1. NCCAA Birth-to-Five Head Start Program provides training/ information for pregnant women and families on the following: <ul style="list-style-type: none"> • Prenatal education on fetal development; • Risks from smoking and alcohol; • Labor & delivery; • Postpartum recovery (including maternal depression) • Breastfeeding benefits 	Services for Expectant Women	FCP Coordinator	Expectant Women Program Staff	Ongoing	EWP Records	Program Database Reports	Staff Development, Community resources outreach	Staff Development, Coordinator's Meetings

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1302.47(a)	<p>1. NCCAA Birth-to-Five Head Start has a system for health and safety practices to ensure child safety. The agency has procedure manuals and the staff are trained regularly to ensure compliance. Program staff use a checklist to ensure compliance. Safety protocols are in place regarding pesticide services, electrical equipment and outlets, windows and glass, and lighting. NCCAA Birth-to-Five Head Start facilities are designed to provide a safe, clean environment, free of all toxins.</p> <p>2. First-aid kits are located in each classroom but out of the reach of children. Staff will bring a fanny pack on all field trips; during outdoor play, first-aid fanny packs are taken outside. They are kept in an accessible area for staff, but out of the reach of children. A monthly First Aid / Fanny Pack Monitoring form is completed to ensure compliance. The First Aid Kits and Fanny Packs are restocked based on supplies requested.</p>	<p>Training agendas, sign ins, manuals, checklist</p>	<p>Maintenance Supervisor, L-C Facilities Coordinator, Content Coordinators</p>	<p>Program staff based on written policies and procedures</p>	<p>Ongoing</p>	<p>Implementation and compliance with policies and procedures</p>	<p>Manual tracking Program Database</p>	<p>Staff development, work orders are submitted as needed, program improvement plans are initiated if necessary</p>	<p>Site Base Manager meetings, Coordinator meetings, Staff trainings, Communication with Admin, Policy Council, Board</p>
1302.47(b)(1)(vi)	<p>3. All fire extinguishers within the Head Start facilities are 5 lb. units rated for A.B.C. fires. The number of extinguishers installed according to licensing and easily accessible to the staff.</p>	<p>Fire extinguishers are inspected for the number of extinguishers</p>	<p>Maintenance Supervisor & SBM</p>	<p>Maintenance Supervisor</p>	<p>Annually</p>	<p>Fire inspectors documentation, Maintenance Supervisor & SBM/Facilities</p>	<p>Manual Tracking</p>	<p>Extinguishers are requested as needed</p>	<p>Communication between Maintenance Supervisor & SBM</p>

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1302.47(b)(1)(vi)	4. NCCAA Birth-to-Five Head Start facilities are equipped with the proper smoke detectors hard wired to the fire alarm system with backup batteries and mounted in accordance with the manufacturer instructions. Carbon Monoxide Detectors are also installed per licensing requirements. The smoke alarms and carbon monoxide detectors are inspected monthly. All emergency exits and evacuation routes are clearly marked.	installed in the building Carbon Monoxide & Smoke detectors.	Maintenance Supervisor & SBM	SBM	Annually	Documentation of inspection report	Manual Tracking	Notify Maintenance Supervisor & SBM/Facilities Coordinator	Communication through emails.
1302.47(b)(2)(i)	5. NCCAA Birth-to-Five Head Start facilities have child-size toilets and sinks available. All toileting and sinks are clean, appropriate and in good working order.	Health & Safety Checklist	Classroom staff & SBM	SBM, Education, SBM, Maintenance Coordinators, and Associate Director	Weekly/ Monthly	Through Documents	Program Database report	SBM will monitor the facility that it is sanitized.	Results are shared in staff's cluster meetings
1302.47(b)(2)(i)-(v)	6. Equipment is installed in strict accordance with the manufacturer instructions over shock-absorbing materials, such as wood/ rubber mulch, gravel, or rubber surfaces. The equipment is securely anchored to the ground. All playground equipment is properly spaced and surfaced for fall zones when installed.	Safety requirements on Playground equipment	SBM & Maintenance Supervisor SBM/Facilities Coordinator	SBM	Weekly	Through Documents	Program Database report	SBM will monitor the facility that it is sanitized.	Results are shared in staff's cluster meetings

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1302.47(b) (4)(I)(c) 1302.61(a)	1. NCCAA Birth-to-Five Head Start Classroom staff is trained in the proper administration of medications, and all information on the medications and its administration is documented and entered into the database and, emergency medications are kept in an unlocked box; out of reach of children. Medication is prescribed by a health care professional, and the medication must always be available. Any changes in behavior, refusals to take medicine, and reactions to medication will be documented on the Authorization for Medication Administration and reported to the child's parent/primary caregiver, Health Staff, and Site Based Management. Parents are encouraged to speak to their physician.	Ensure Program trains classroom staff on medication administration per Standards	Health Coordinator SBM Family Advocate Classroom Staff Health Staff	TTA SBM	On going	Absence of Medication Errors / Incident Reports	Program Database	Additional training	Center Meetings Safety Meetings Coordinators Meetings
1302.47(b) (4) § 746.1115	2. NCCAA Birth-to-Five Head Start Program provides training on CPR and First-Aid for staff.	Ensure Program provides CPR-First-Aid training	Health Coordinator Health Staff SBM Coordinator SBM Classroom Staff	TTA	Ongoing	Compliance to Standard Staff trained as required	Program Database	Additional training	Center Meetings Safety Meetings Coordinators Meetings

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1302.47 (b)(4)(i)(B) 746.1309	3. NCCAA Birth-to-Five Head Start Program provides training on Shaken Baby Syndrome (SBS)/Abusive Head Trauma, Sudden Infant Death Syndrome (SIDS)/Safe Sleep Practices, and Early Childhood Brain Development (ECBD).	Ensure Program provides required training per Standards Shaken Baby Syndrome/ Abusive Head Trauma, Sudden Infant Death Syndrome/ Safe Sleep Practices and Early Brain Development	Health Coordinator SBMs	TTA	On going	We are able to verify that all staff have received the appropriate training.	Program Database	Additional training	Center Meetings Safety Meetings Coordinators Meetings

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1302.47(b) (7) (vi) 1302.42.(b) (4) 1302.44(a) (2)(i) 1302.46(b) (1)(ii) 1302.60 1302.61(a)	4. Accommodations are made for children with disabilities and/or food allergies through adaptive equipment, modified foods and food substitutions utilizing IFSP, IEP, and IHCP instructions. Accommodating special diets or dietary requirements ensures that a child's health will not be jeopardized and that individual needs are met regardless of religious reasons, food allergies, or any IHCP's for dietary needs. In the event of an emergency all staff are to follow policy and procedures for emergencies due to food and allergic reactions	IHCPs for Nutrition Allergy and Anaphylaxis	Nutrition Coordinator Quality Assurance Monitor Family Advocates Site Base Managers Classroom staff	Family Advocates Quality Assurance Monitor	Ongoing	Documents in place	Program Database and Manual tracking	Training on forms	Training Phone calls Emails
1302.47(b) (4) (G)	5. NCCAA Birth-to-Five Head Start staff schedules bi-annual safety inspections for each of the sites with the following: <ul style="list-style-type: none"> • Fire Department; • Health Department; • Fire extinguisher company; • Plumbing company (Gas Inspections); and • Alarm System company 	Monitoring inspection reports	SBM, & Maintenance Supervisor	Maintenance Supervisor	Annually	Inspections are submitted to Maintenance Supervisor	Program Database report	Maintenance Supervisor makes corrections to meet compliance	SBM/Facilities Coordinator shares results in the coordinator meetings
1302.47(b) (4) (G)	6. NCCAA Birth-to-Five Head Start staff conducts a Bi-Annual Non-Structural Safety Checklist to ensure the safety and well-being of the children and staff at each of the sites.	Bi-Annual Non-Structural Safety Checklist	Facilities and Site Base Management Coordinator & SBM	SBM Planning and Development Manager Compliance Officer	Twice a Year	Documents are collected	Program Database report	SBM will place a work order to Maintenance Supervisor	SBM/Facilities Coordinator shares results in the coordinator meetings

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1302.47(b) (4)(i) (G) 1302.47(b) (4)(i) (J)	7. NCCAA Birth-to-Five Head Start Staff post Policies and Plan of Actions for emergencies that are required and practiced regularly.	Emergency Preparedness plan of action	SBM	SBM/ Maintenance Supervisor Planning and Development Manager Compliance Officer	Annually	SBM/Maintenance Supervisor	Program Database report	SBM will make corrections	Coordinators meeting
1302.47(b) (4)(H) 1302.61(a)	8. NCCAA Birth-to-Five Head Start program keeps all chemicals and hazardous materials (including cleaning materials) in a locked cabinet, inaccessible to children. All medications are kept locked and separate from chemicals.	Safety checklist	SBM & Maintenance Supervisor	SBM Planning and Development Manager Compliance Officer	Weekly	SBM collects documentation	Program Database report	SBM will make corrections immediately	All is shared at coordinator meetings & SBM meetings

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1302.47(b) (4)(i)(K) 1302.47(b) (5)(i)	<p>9. NCCAA Birth-to-Five Head Start Program provides training on: Operational Procedures, Prevention-Recognition, and Reporting Child Maltreatment Preventing, Recognizing and Reporting Child Maltreatment Policy and Procedures</p> <p>A) Factors indicating a child is at risk of abuse or neglect, B) Warning signs indication, a child may be a victim of abuse or neglect C) Procedures for reporting child abuse or neglect and D) Community organizations that have training programs available to employees, children, and parents</p> <ul style="list-style-type: none"> Reporting child health and safety incidents; to whom programs send reports, reporting timeframe, consequence for failure to report incidents and types of reportable incidents 	<p>Discipline & Guidance Policy Standards of Conduct and Discipline and Guidance Policy Training, On-going based on New Staff Orientation & Annual training, NCCAA Child Maltreatment Policy and Procedures Preventing, Recognizing and Reporting Child Maltreatment Policy and Procedures</p>	<p>DMHS Coordinator, DMHS Specialist, SBM</p>	T/TA	<p>Upon hire of new staff and annual training</p>	<p>Training agenda, sign in/out log, NSO log, Staff Development and Training Log, T/TA Plan</p>	<p>Information is verified through Program Database and sign in sheets are kept on file by the Training and Technical Specialist</p>	<p>Staff who have not received the training will either attend the New Staff Orientation or a training will be scheduled</p>	<p>Program Database, trainings, meetings, staff compliance binder</p>
1302.47(b) (5) (iii) 746.1203 746.1205	<p>10. Adequate supervision is constantly provided and safety transition checklists are implemented daily.</p>	<p>Safety Transition Checklist</p>	<p>Teaching staff, SBM, Curriculum and Instructions Coordinator</p>	<p>SBM/ Curriculum and Instruction Coordinator</p>	<p>Daily/ Weekly/ Monthly</p>	<p>Teaching Staff will complete Safety Transition Checklist at the point of service.</p>	<p>Manual Forms</p>	<p>SBM/ Curriculum and Instruction Coordinator will monitor transition checklist is completed</p>	<p>SBM's cluster meetings</p>

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1302.47(b) (6)(i)	11. Standards of Operating Procedures, food service sanitation policies and procedures based on Hazard Analysis and Critical Control Point guidelines (HACCP), are in place that comply with all local, state and federal sanitation laws for food service operations, as well as the Child and Adult Care Food Program regulations, Texas Department of Family Protective Services and Head Start Standards in the area of food safety and sanitation.	Licensing Regulations and Reports and Postings Health Department Reports Staff Folders	Content Area Coordinators	Site Base Managers Food Production Supervisor Food Production Specialists Quality Assurance Monitor	Ongoing	Monitoring Reports	We are able to verify compliance through reports of Governing Programs	On Site Correction Program Improvement Plan Staff Training	Staff Meetings Staff Trainings Policy Council and Board Meetings
1302.47(b) (6)(i)	12. Sanitation and cleaning schedules are maintained to ensure cleanliness and maintenance of food preparation areas, equipment, storage areas, and delivery areas.	H11606 Health and Safety Checklist Kitchen Monitoring	Nutrition Coordinator Food Production Supervisor	Site Base Managers Food Production Supervisor Food Production Specialists Quality Assurance Monitor	Daily Ongoing	Schedules	We are able to verify compliance	On Site Correction Program Improvement Plan Staff Training	Staff Meetings Staff Trainings Policy Council and Board Meetings
1302.47(b) (6)(i)	13. The Hazard Analysis & Critical Control Points (HACCP) – Based Standard of Operation Procedures (SOP's) Food Safety Checklist is used for on-going monitoring and evaluation of the kitchen facilities and is kept on file at Kids of the Neighborhood Central Kitchen and is completed once a month.	Kitchen facility	Nutrition Coordinator Food Production Supervisor Food	Food Production Supervisor Food Production Specialist	Monthly	Follow the HACCP Checklist	Manual Tracking	Additional training Onsite corrections	Nutrition Department Meetings

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1302.47(b)(6)(ii)	14. All Nutrition Services staff and Site Base Managers are required to attend the Food Manager's Certification Class paid for through Head Start funds or if available through a free course.	Compliance with Food Manager's Certification	Production Specialist Nutrition Coordinator	TTA HR employee folder	Ongoing	Staff compliance Food Managers' Certificates are on file and posted	Program Database	Additional training Schedule staff for certification	Nutrition Department Meetings
1302.47(b)(6)(ii)	15. Health Permits, issued by the City / County Health District, are displayed in all centers and at both central kitchen facilities.	Compliance to Health Permits	Maintenance Supervisor	N/A	N/A	N/A	N/A	N/A	N/A
1302.47(b)(6)(ii)	16. The City/ County Health District Environmental Health Department conducts food service establishment inspections at the central kitchen facilities and classrooms to ensure compliance with local, state and federal sanitation laws and to provide on-going monitoring and evaluation of Child Nutrition Services. If six months lapse between inspections at the Central Kitchen facilities, the Food Production Specialist will call and request a visit and the call will be documented on the prior Food Establishment Inspection Report.	Compliance to Health Permits	Maintenance Supervisor	N/A	N/A	N/A	N/A	N/A	N/A
1302.47(b)(7)(iv) 1302.47(b)(4)(C) 1302.61(a)	17. Medication for children, staff and volunteers will be kept at the recommended temperature as instructed on the label, in a locked box, and inaccessible to children. Emergency medications are stored in an UNLOCK box and inaccessible to children. Medications will not be administered beyond the date of expiration on the	Ensure Program administers medications per Standards	Health Coordinator SBM Coordinator Classroom Staff	Classroom Staff SBM	On going	Number of Medication Errors	Program Database	Refresher Course on Medication Administration and on the Health Policy and Procedures Manual	Center Meetings Safety Meetings Coordinators Meetings

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1302.47(b)(7)(vi) 1302.42(b)(4) 1302.44(a)(2)(i) 1302.46(b)(1)(ii) 1302.60 1302.61(a)	<p>container or beyond the expiration of the instructions provided by the physician or other person legally permitted to prescribe medication.</p> <p>18. Accommodations are made for children with disabilities and/or food allergies through adaptive equipment, modified foods and food substitutions utilizing IFSP, IEP, and IHCP instructions. Accommodating special diets or dietary requirements ensures that a child's health will not be jeopardized and that individual needs are met regardless of religious reasons, food allergies, or any IHCP's for dietary needs.</p>	IHCPs for Nutrition Allergy and Anaphylaxis	Nutrition Coordinator Quality Assurance Monitor Family Advocates Site Base Managers Classroom staff	Family Advocates Quality Assurance Monitor	Ongoing	Documents in place	Program Database and Manual tracking	Training on forms	Training Phone calls Emails

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1302.50 (a) 1302.60 1302.61(a)	1. NCCAA Birth-To-Five Head Start Program conducts Parent Orientation before each child's date of entry. Parents are informed about the benefits of Family Engagement and all the opportunities available for them to actively participate in the Program. NCCAA Operation Policies for Parents and Staff Handbook, can be found at: www.nccaax.org. A copy is available to each parent upon request.	Parent Orientation attendance	FCP Coordinator ERSEA Coordinator	Family Advocates, Site Base Manager	Ongoing	Parent Orientation Sign ins. Parent / Primary Caregiver Orientation Form allows verification of parent attendance	Child's Record Program Database	Staff Development	N/A
1302.50 (b)(2) 1302.34 (b)(1)(5) 1302.60	2. NCCAA Birth To Five Head Start Program staff develop relationships with parents to encourage trust and respectful, ongoing two-way communication to create welcoming program environments for the families we serve.	Communication with parents	FCP Coordinator ERSEA Coordinator	Family Advocates	Ongoing	Case Notes allows verification of ongoing communication with parents attendance	Program Database Reports	Staff Development, Community resources outreach	Staff Development, Coordinator's Meetings
1302.50(b)(3) 1302.52 (a)(b) 1302.60	3. NCCAA Birth-To-Five Head Start Staff collaborate with families in a family partnership process. The process encourages parents to establish trust and build-up rapport with staff. This process initiates as early in the program year as possible, and continues for as long as the family participates in the program, based on parent interest and need. The process includes: a. A Family Partnership Agreement b. Family Strength and Needs Assessment c. Family Advocate Home Visit	Family Partnership Process	FCP Coordinator FCP Specialist	Family Advocates	Ongoing	Family Partnership Agreement, Family Strength and Needs Assessment, Goal Setting Meeting, Home Visit, Referrals and Follow Ups are documented in	Program Database Report Child's Record	Staff Development, Community resources outreach	School Readiness & Family Engagement Advisory Meeting, Policy Council, Staff Development, Coordinator's Meetings CSBG Report

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1302.52 (a)(b) 1302.50 (b)(3) 1302.60	d. Goal Setting Meeting e. Referral and Follow Up Process	Family Strengths & Needs Assessment	FCP Coordinator FCP Specialist	Family Advocates	On going	an ongoing basis Family Partnership Agreement, Family Strength and Needs Assessment, Goal Setting Meeting, Home Visit, Referrals and Follow Ups are documented in an ongoing basis	Program Database Reports	Staff Development, Community resources outreach	School Readiness & Family Engagement Advisory Meeting, Coordinator's Meetings
1302.50 (b)(4) 1302.34 (b)(1)(5) 1302.60 1302.90(a)(b) (1)-(6) 1302.92 (a) 1302.94 (a)(b)	5. NCCAA Birth-To-Five Head Start staff offers parents the opportunity to attend and/or volunteer at events such Parent Conferences, Policy Council activities, Strategic Planning, Advisories, etc. Families are welcomed in the classroom during operating hours and have opportunities to volunteer, visit, and observe their child(ren).	Family Engagement in the program	Content Area Coordinators	FCP Specialist Family Advocates	Ongoing	In-kind sheets and sig us are collected in an ongoing basis	Volunteer hours are entered and tracked in database system Monthly In-Kind Reports Monthly Manual Tracking Monthly Validation Reports	Staff Development, Community resources outreach	Staff Development School Readiness & Family Engagement Advisory Meeting

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1302.51 (a)(1) 1302.34(b)(1)-(7) 1302.60 1301.3 1301.4	6. Parents are involved in the planning of program and/or classroom activities by serving on various Committees, Advisory and Policy Council Meetings. In addition, parents are able to participate in the review and approval of all Program Plans for the Birth-To-Five Head Start Program.	Family Engagement in the program	Birth-to-Five Head Start Director Content Area Coordinators	FCP Specialist Family Advocates	Ongoing	In-kind sheets are collected in an ongoing basis	Volunteer hours are entered and tracked in database system Monthly In-Kind Reports Monthly Manual Tracking Monthly Validation Reports	Staff Development, Community resources outreach	Staff Development School Readiness & Family Engagement Advisory Meeting
1302.51 (b) 1302.60	7. NCCAA Birth-To-Five Head Start Program offers opportunities for parents to participate in a research-based parenting curriculum that builds on parents' knowledge and offers parents the opportunity to practice parenting skills to promote children's learning and development.	Parenting classes	FCP Coordinator, FCP Specialist	Family Advocates	Ongoing	In-kind sheets and sign ins are collected	Volunteer hours are entered and tracked in database system	Staff Development, Community resources outreach	Staff Development School Readiness & Family Engagement Advisory Meeting
1302.52 (a)-(e) 1302.34 (b)(3)(7) 1302.60	8. NCCAA Birth-To-Five Head Start Family Services staff conducts a minimum of one Family Advocate Home Visit per year. It is the opportunity for staff to build rapport with families, identify needs, assist families to establish a family goal, provide them with resources and referrals, discuss the importance of attendance, etc. Home visits are completed at a mutually convenient time for parents/primary caregiver and staff, and every effort is made to complete the home visit(s) together if a family is shared between more than one staff member.	Family Advocate Home Visit	FCP Coordinator FCP Specialist	Family Advocates	Ongoing	Family Advocate Home Visit, Goal Setting, Referrals and Follow Ups are documented in an ongoing basis	Program Database Reports Child's Record	Staff Development, Community resources outreach	School Readiness & Family Engagement Advisory Meeting, Policy Council, Coordinator's Meetings CSBG Report
1302.52 (a)-(c)	9. NCCAA Birth-To-Five Head Start Family Services staff conducts a minimum of one Goal Setting Meeting per year to establish a	Goal Setting	FCP Coordinator	Family Advocates	Ongoing	Goal Setting Meeting, Referrals and	Program Database Reports Child's Record	Staff Development, Community	School Readiness & Family Engagement

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1302.34 (b)(3)(7) 1302.60	family goal, and provide resources and referrals. Every effort is made to complete the meeting(s) together if a family is shared between more than one staff member.		FCP Specialist			Follow Ups are documented in an ongoing basis		resources outreach	Advisory Meeting, Policy Council, Coordinator's Meetings CSBG Report

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1302.53 (a)(1) 1302.50 (a) 1302.60	1. NCCAA Birth-To-Five Head Start staff develops and maintains Memorandum of Understanding (MOU) with community partners and health care providers to provide a variety of services to NCCAA Birth-To-Five Head Start families.	Memorandum of Understanding (MOU)	Birth-to-Five Head Start Director	Content Area Coordinators	Ongoing	We are able to verify Community Partnerships	Manual Tracking	Community resources outreach	School Readiness & Family Engagement Advisory Meeting, Policy Council, Coordinator's Meetings
1302.53 (a)(2)(viii)	2. NCCAA Birth-to-Five Head Start Program maintains a MOU with the Texas Department of Family & Protective Services.	Memorandum of Understanding (MOU)	Birth-to-Five Head Start Director	Content Area Coordinators	Ongoing	We are able to verify Community Partnerships	Manual Tracking	Community resources outreach	School Readiness & Family Engagement Advisory Meeting,

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1302.53(a) (2) (iv) 1302.34(b) (5) 1302.50(b) (1) 1302.51 (a) (1)-(3) 1302.60 1302.61(a)	3. NCCAA Birth-to-Five Head Start Program develops and maintains MOUs with Corpus Christi Libraries and community colleges to assist parents in accessing literacy programs, G.E.D. services, ESL (English as a Second Language), reading tips and career counseling, etc.	Memorandum of Understanding (MOU)	Birth-to-Five Head Start Director	Content Area Coordinators	Ongoing	We are able to verify Community Partnerships	Manual Tracking	Community resources outreach	Policy Council, Coordinator's Meetings
1302.53 (a)(2)(i)-(viii) 1302.52(b) 1302.60	4. NCCAA Birth-To-Five Head Start staff develops and maintains Memorandum of Understanding (MOU) with community partners that provide professional services, education and support for families encountering a crisis. Emergency assistance include services such as; but not limited to the following: food, housing, clothing, counseling programs, and support groups that provide information on substance abuse, child abuse and neglect, and domestic violence, transportation, etc.	Memorandum of Understanding (MOU)	Birth-to-Five Head Start Director	Content Area Coordinators	Ongoing	We are able to verify Community Partnerships	Manual Tracking	Community resources outreach	School Readiness & Family Engagement Advisory Meeting, Policy Council, Coordinator's Meetings

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1302.71(c) 1302.60 1302.61(c) (2)(ii) 1302.63(c) (1)(2) 1302.63(d) 1302.50 (b)(1)(3)	1. Disability Services in collaboration with the Local Education Agencies (LEA), parent/primary caregiver, and when possible staff attend annual Admission, Review, and Dismissal (ARD) meetings to transition children with disabilities from Head Start to the child's home school.	ARD packet	DMHS Coordinator, DMHS Specialist	DMHS Coordinator or DMHS Specialist	Ongoing	Updated IEPs and ARD meeting minutes on file and current	Assist families with transitional services information during ARD	Continue to strengthen collaborations with LEA and continue to communication with parents/guardians	School Readiness and Family Engagement Advisory, ARD meetings, parent meetings, communication via email, interface, phone calls
1302.70(b) (2)(c) 1302.71 (a)(b)(1)(2) (1)-(iv) 1302.60 1302.61(c) (2)(i) (ii) 1302.62(a) (b) 1302.50 (b)(1)	2. NCCAA Birth-To-Five Head Start staff conducts transition meetings to help parents advocate for and promote successful transitions, from EHS to HS and from HS to Kindergarten. During the Transition meetings, the topics of discussion are: <ul style="list-style-type: none"> becoming their child's advocate the family's progress the child's progress and development, health status transition process for children with disabilities continued involvement of parents in their child's education 	Family Engagement in Transitions	FCP Coordinator, FCP Specialist	Family Advocates	Ongoing	In-kid sheets and sign ins are collected Transition Plans and Transition Meeting Letters are documented in Database	Volunteer hours are entered and tracked in database system Monthly In-Kind Reports Monthly Manual Tracking Monthly Validation Reports	Staff Development Identify resources needed	School Readiness & Family Engagement Advisory Meeting Policy Council Staff Development Coordinator's Meetings
1302.62(b) (4) 1302.34(b) (6)	3. Parent/Primary Caregiver is provided the child's progress of Individualized Education Program (IEP)/Individualized Family Service Plan (IFSP) through progress reports during Fall, Winter and Spring.	Individualization and progress	Teaching staff	Teaching Staff, Education Specialist, DMHS Specialist	Fall, Winter and Spring	Progress Reports Procedures	Individualized planning and progress tracking	Progress Reports Procedures	Shared with parent/primary caregiver during Fall, Winter and Spring, outcome meetings

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1302.50(b)(1)(3) 1302.53(a)(1) (2) (viii) 1302.60									
1302.63(d) 1302.31(b)(1)(i) 1302.61(a) 1302.50(b)(1)(3)	4. The IEP and IFSP are uploaded into the Program Database.	IEP/IFSP	DMHS Department	DMHS Department	Ongoing	Updated IEPs and IFSPs are uploaded into the Program Database, and filed in the department office.	Program database	Request updated IEP or IFSP from the LEA or ECI	Program Database and communication with program staff.
1302.70(a) 1302.60 1302.61(c)(2)(i) 1302.62(a)(b) 1302.63(a) 1302.50(b)(1)	5. NCCAA Birth-To-Five Head Start staff conducts transition meetings with EHS families, at least six months prior to child's 3 rd birthday. Transition to Kindergarten meetings are conducted starting in April. The topics of discussion are: the transition process, family's progress, child's progress, development, health status, children with disabilities and parent's roles and responsibilities.	Transition Plans Transition Checklists Family Engagement in Transitions	FCP Coordinator/ Specialist	Family Advocates	Ongoing	In-kid sheets and sign ins are collected Transition Plans and Transition Meeting Letters are documented in Database	Volunteer hours are entered and tracked in database system Monthly In-Kind Reports Monthly Manual Tracking Monthly Validation Reports	Staff Development Identify resources needed	School Readiness & Family Engagement Advisory Meeting Coordinator's Meetings
1302.70(a)(b) 1302.60	6. Times designated for children to transition from Early Head Start to Head Start are based on the child's birthday and are as follows:	Transitions	ERSEA Coordinator ERSEA Specialist	Family Advocates	Ongoing	Eligibility Verification Application Supporting Documents	Eligibility Verification Program Database	Family Advocate Training	Coordinators Meeting Family Advocate Training NSO

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1302.61 (c)(2)(i) 1302.62 (a)(b) 1302.63 (a)	<ul style="list-style-type: none"> Children whose birthdays fall between September – December will transition after winter break. Children whose birthdays fall between January – Spring break will transition after Spring break Children whose birthdays fall after Spring break – August will transition at the end of the year. Age and income eligible children may transition three times during the year into the Preschool Program upon their third birthday if an enrollment slot is available 								
1302.70 (b)(2) 1302.60 1302.61 (c)(2)(i) 1302.62 (a)(b) 1302.63 (a)	<p>7. Additional enrollment time can be granted for an EHS child if an enrollment slot is not available in the Preschool Program or for extenuating circumstances.</p>	EHS Transitions	ERSEA Coordinator ERSEA Specialist Director	Family Advocates	Ongoing	Parent Work Schedules/School Schedules	Manual Tracking	Receiving approval from Director	Coordinators Meeting Family Advocate Meeting
1302.70 (b)(1)(2)(c)-(e) 1302.60 1302.61 (c)(2)(i) 1302.62 (a)(b) 1302.63 (a)	<p>8. If a family is considered over-income for the Preschool Division or the child has a qualifying disability, the ERSEA Coordinator will forward the documentation for approval immediately after receiving the Transition packet.</p>	EHS Transitions	ERSEA Coordinator ERSEA Specialist Disability/Mental Health Coordinator Disability/Mental	Family Advocates	Ongoing (6 months prior to the child's 3 rd birthday Transition)	Parents Income ARD/IEP	Parents Income Program Database Review & Approval Form	Review & Approval signed by Director for Over Income Review & Approval signed by Disability/Mental Health Coordinator for disability	Family Advocate Training

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1302.70 (b)(2)(c) 1302.60 1302.61 (c)(2)(i) 1302.62 (a)(b) 1302.63 (a)	9. A child whose family is considered over-income may remain in the Infant/Toddler Division until the next transition period	EHS Transition	Health Specialist Director ERSEA Coordinator ERSEA Specialist Disability/Mental Health Coordinator Disability/Mental Health Specialist Director	Family Advocates ERSEA Specialist ERSEA Coordinator or	Ongoing (6 months prior to the child's 3 rd birthday Transition	Eligibility Verification Application Supporting Documents	Over Income Eligibility Duration Parent Notification Form Waitlist	Re-enrollment: If child is over income at the time of transition a new application of income eligible status and higher need will be selected from the waitlist	Coordinators Meeting Family Advocate Training
1302.70 (b)(2) 1302.60 1302.61 (c)(2)(i) 1302.62 (a)(b) 1302.63 (a)	10. Additional enrollment time can be granted for an EHS child if an enrollment slot is not available in the Preschool Program or for extenuating circumstances.	EHS Transitions	ERSEA Coordinator ERSEA Specialist Director	Family Advocates	Ongoing (6 months prior to the child's 3 rd birthday)	Parent Work Schedules/School Schedules	Manual Tracking	Receiving approval from Director	Coordinators Meeting Family Advocate Meeting

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1302.70 (b)(1)(2)(c)-(e) 1302.60 1302.61 (c)(2)(i) 1302.62 (a)(b) 1302.63 (a)	11. If a family is considered over-income for the Preschool Division or the child has a qualifying disability, the ERSEA Coordinator will forward the documentation for approval immediately after receiving the Transition packet.	EHS Transitions	ERSEA Coordinator ERSEA Specialist Disability/Mental Health Coordinator Disability/Mental Health Specialist Director	Family Advocates	Ongoing (6 months prior to the child's 3 rd birthday Transition)	Parents Income ARD/IEP	Parents Income ARD/IEP Program Database Review & Approval Form	Review & Approval signed by Director for Over Income Review & Approval signed by Disability/Mental Health Coordinator for disability	Family Advocate Training
1302.70(b) (2)(c) 1302.60 1302.61(c) (2)(f) (4) 1302.62(e) (b) 1302.60 (b)(4)	12. NCGAA Birth-to-Five-Head-Start Program provides training on how to prepare parents to become their child's advocate through transition periods. During Transition meetings, the topics of discussion are family's progress, child's progress, development, health status, children with disabilities and parent's roles and responsibilities.	Transition Meetings Transition Plans	FCP Coordinator/ Specialist	Family Advocates	Ongoing	In-kind sheets and sign-ins are collected	Volunteer hours are entered and tracked in database system Monthly In-Kind Reports Monthly Manual Tracking Monthly Validation Reports	Staff Development Identify resources needed	School-Readiness & Family Engagement Advisory-Meeting Policy-Council Staff Development Coordinator's Meetings

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1302.70(a) (c) 1302.61(2) (i)(ii) 1302.70(b) (1)(2) 1302.50 (b)(1)(3)	13. Prior to their third birthday, children with disabilities receiving services from the Early Childhood Intervention (ECI) program are scheduled to have a Transition Conference and an assessment by the school district. The Disability/Mental Health Coordinator or Disability/Mental Health Specialist attends the conferences on a weekly basis or as needed in collaboration with Early Childhood Intervention (ECI) and the Local Education Agencies (LEA). If a family has completed the application process and their child has a qualifying disability, they may transition into the Birth-to-Five Head Start Preschool Division after his/her third birthday if there is an "open slot" available.	EHS Transition Meetings	Parent/ Primary Caregiver, ECI, LEA	Family Advocates	Ongoing 6 months prior to the child's 3 rd birthday	We are able to identify Family Engagement in Transitions	Program Database Child's Record Sign's	Manual Tracking Site Visits	Staff Development Identify resources needed
1302.71 (a)(b)(1)(2) (1)(iv) 1302.60 1302.61 (e)(2)(ii) 1302.62 (a)(b) 1302.63-(b) 1302.50 (b)(1)	14. NCCAA Birth-to-Five Head Start staff conducts transition meetings to help parents advocate for and promote successful transitions to kindergarten. The topics of discussion are child's progress, development, health status, parent's roles and responsibilities, etc.	Transition Meetings	FCP Coordinator/ Specialist	Family Advocates	Ongoing	In-kind sheets and sign-ins are collected	Volunteer hours are entered and tracked in database system Monthly In-Kind Reports Monthly Manual Tracking Monthly Verification Reports	Staff Development Identify resources needed	School Readiness & Family Engagement Advisory Meeting Coordinator's Meetings

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1302.80 (a) 1302.60 1302.52 (b)	1. Each expectant woman will complete a Risk Assessment at enrollment to assist in determining the needs of the family.	Health Services for Expectant Women	FCP Coordinator	EWP Staff FCP Specialist	Ongoing	Risk Assessment	Program Database EWP Record	Staff Development Identify resources needed	School Readiness & Family Engagement Advisory Meeting Staff Development
1302.80 (a) 1302.60 1302.52 (b)	2. Each expectant woman will complete a Nutrition Screening at enrollment to identify potential needs for nutrition counseling or food assistance.	Health Services for Expectant Women	FCP Coordinator	EWP Staff FCP Specialist	Ongoing	Nutrition Assessment	Program Database EWP Record	Staff Development Identify resources needed	School Readiness & Family Engagement Advisory Meeting Staff Development
1302.80 (b) 1302.60 1302.53(a) (1)(2)	3. NCCAA Birth-To-Five Head Start staff assists expectant women in accessing comprehensive prenatal and postpartum care, immediately after enrollment.	Services for Expectant Women	FCP Coordinator	EWP Staff FCP Specialist	Ongoing	Referrals are documented to verify expectant mothers have access to prenatal and postnatal care	Program Database EWP Record	Staff Development Identify resources needed	School Readiness & Family Engagement Advisory Meeting Staff Development CSBG Report
1302.80 (c) 1302.52 (a)(c)(1)(4) 1302.53(a) (2) (i)-(viii) 1302.60	4. NCCAA Birth-To-Five Head Start staff initiates the referral process for the appropriate content area based on parent and/or staff concerns.	Services for Expectant Women	FCP Coordinator	EWP Staff FCP Specialist	Ongoing	Referrals are documented to verify expectant mothers have access to prenatal and postnatal care	Program Database EWP Record	Staff Development Identify resources needed	School Readiness & Family Engagement Advisory Meeting Staff Development CSBG Report

**Nueces County Community Action Agency
Birth-to-Five Head Start Program
2023-2024-2024-2025 Ongoing Monitoring Plan**

Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.80 (d) 1302.52 (a)(b) 1302.60	5. For women enrolled in the Expectant Women's Program, NCCAA Birth-To-Five Head Start staff conducts a Home Visit within 2 weeks of the baby's birth to offer support and identify family needs.	Services for Expectant Women	FCP Coordinator	EWP Staff FCP Specialist	Ongoing	EWP Home Visits verify expectant mothers have support and to identify family needs	Program Database EWP Record	Staff Development Identify resources needed	School Readiness & Family Engagement Advisory Meeting Staff Development CSBG Report
1302.81 (a) 1302.52 (a)(c)(1)(4) 1302.53(a) (2)(i)-(viii) 1302.60	6. NCCAA Birth-To-Five Head Start Curriculum for EWP addresses prenatal and postpartum information, education on fetal development, the importance of nutrition, the risks of alcohol, drugs, and smoking, labor and delivery, postpartum recovery, parental depression, infant care and safe sleep practices, and the benefits of breastfeeding.	Services for Expectant Women	FCP Coordinator	EWP Staff FCP Specialist	Ongoing	EWP Home Visits verify expectant mothers have support and to identify family needs	Program Database EWP Record	Staff Development Identify resources needed	School Readiness & Family Engagement Advisory Meeting Staff Development CSBG Report
1302.81 (a)(b) 1302.52 (a)(c)(1)(4) 1302.53(a) (2)(i)-(viii) 1302.60	7. NCCAA Birth-To-Five Head Start Curriculum for EWP addresses that include, but are not limited to: <ul style="list-style-type: none"> • Maternal depression, • Father Engagement • Sudden Infant Death Syndrome (SIDS) • Shaken Baby Syndrome (SBS) • Parenting skills • Nutrition • Safety in the home • Breastfeeding • Prenatal and postnatal health 	Services for Expectant Women	FCP Coordinator	EWP Staff FCP Specialist	Ongoing	EWP Home Visits verify expectant mothers have support and to identify family needs	Program Database EWP Record	Staff Development Identify resources needed	School Readiness & Family Engagement Advisory Meeting CSBG Report Staff Development

**Nueces County Community Action Agency
Birth-to-Five Head Start Program
2023-2024-2025 Ongoing Monitoring Plan**

Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OCM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.82 (a) 1302.52 (a)(c)(1)(4) 1302.53(a) (2)(i)-(viii) 1302.60 1302.81 (a)(b)	8. NCCAA Birth-To-Five Head Start Staff collaborate with families in a family partnership process. The process identifies needs, interests, strengths, goals, and services and resources that the expectant women may need, including, but not limited to: <ul style="list-style-type: none"> • prenatal/postpartum care • nutrition services • medical • oral health • substance abuse prevention and treatment • mental health interventions • transportation • housing, etc. 	Family Services for Expectant Women	FCP Coordinator	EWP Staff FCP Specialist	Ongoing	Family Partnership Agreement, Family Strength and Needs Assessment, Goal Setting Meeting, Referrals and Follow Ups are documented and monitored	Program Database EWP Record	Staff Development Identify resources needed	School Readiness & Family Engagement Advisory Meeting Staff Development CSBG Report
1302.82 (b) 1302.60 1302.61 (c)(2)(ii) 1302.62 (a)(b) 1302.63 (a) 1302.71 (c)(1) 1302.50 (b)(1)	9. NCCAA Birth-To-Five Head Start staff conducts a transition meeting with the enrolled pregnant women and other relevant family members, including fathers. The topic of discussion will be the family's progress, program options, plans for the infant's transition to program enrollment, children with disabilities and parent's roles and responsibilities, and any support the family might need during the transition process.	Transition Services for Expectant Women	EWP Staff FCP Specialist	FCP Coord.	Ongoing	Transition Plans are filled out	Program Database EWP Record	Staff Development Identify resources needed	School Readiness & Family Engagement Advisory Meeting Policy Council Staff Development

**Nueces County Community Action Agency
Birth-to-Five Head Start Program
2023-2024-2024-2025 Ongoing Monitoring Plan**

Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.90 (b) (1-4)	1. Prior to employment, NCCAA will conduct an interview, verify references, and complete all background checks	Program Database Report 1125	Human Resource Clerk	Human Resource Clerk	As needed with new applicants	The report reflects date completed and date due	By center By staff	Ensure that reports are run frequently enough to ensure compliance	Staff phone calls and emails
1302.90 (b) (5)	2. NCCAA will complete the background checks every five years.	Program Database Report 1125	Human Resource Clerk	Human Resource Clerk	As needed to ensure compliance	The report reflects date completed and date due	By center By staff	Ensure that reports are run frequently enough to ensure compliances	Staff phone calls and emails
1302.31(c) (2) 1302.90(c) (1) (ii)-(v)	1. NCCAA Birth-to-Five Head Start Program ensures all staff, consultants, contractors, and volunteers abide by the Agency's Standards of Conduct and Discipline and Guidance Policy	Discipline and Guidance Policy and standards of conduct; Standards of Conduct and Discipline and Guidance Policy, Preventing, Recognizing, and Reporting Child Maltreatment	All agency staff	TTA, Disability and Mental Health Coordinators, Human Resources	New staff orientation, annual, ongoing, as needed	Staff sign in sheets to ensure staff received training,	Employee records, Program Database, training certificate and agendas, sign in sheets,	Professional development and safety training.	Policy Council and Board

Policy and Board Approved April-2023-May 2024

**Nueces County Community Action Agency
Birth-to-Five Head Start Program
2023-2024-2024-2025 Ongoing Monitoring Plan**

Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.90(c)(1)(iv)	2. NCCAA Birth-to-Five Head Start staff ensures confidentiality regarding any information parents/primary caregivers choose to share, as defined in NCCAA's Personnel Policies, Personally Identifiable Information (PII) policies, Confidentiality & Advocacy Statement, and NCCAA Birth-to-Five Head Start Parent Handbook.	Policy and Procedures Children's records, Program Database, sign in sheets, safety procedures on environments	All agency staff	All agency staff	New staff orientation, Ongoing	Staff sign in sheets to ensure staff received training.	Employee records, Program Database, training certificate and agendas, sign in sheets,	Professional development and safety training,	Policy Council and Board

Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.90(c)(1) 1302.50(b)(5) 1302.60 1302.61(a)	1. When the majority of children speak the same language, at least one staff member will speak the child's language.	Dual Language	SBM's Family Advocates	SBM's Family Advocates	At enrollment ongoing yearly	Enrollment Questions in Database	Child Outcomes Data; Strengths, Needs, Concerns, Staffing Patterns	Staff Development; Intentional Training, Policy and Procedures	Coordinators meeting, Child Outcomes Committee, PC Board; School Readiness Advisory

**Nueces County Community Action Agency
Birth-to-Five Head Start Program
2023-2024-2025 Ongoing Monitoring Plan**

Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.91(e)(3) Head Start Act 648A(a)(2)(B)(ii)	1. NCCAA Birth-to-Five Head Start staff meet the required credentials or will be enrolled in the CDA Class offered by the program.	Official transcripts, agency Program Database	T/TA Staff	Human Resources and T/TA Staff, Site Base Managers, Content Coordinators	Upon hire	We are able to verify the required credentials	N/A Pre-Screening Tool, Verification of Teacher Qualification, Commitment Letter, Professional Development Plan, EHS Teacher Qualifications, Notifications Letter	Prior to scheduling the interview, the interviewer is responsible for collecting transcripts/credentials, completing the pre-screening tool and EHS Teacher Qualifications. Interviewer will then submit documents to TTA to ensure individuals are hireable. Those that need their CDA will complete a professional development plan upon hire and will be enrolled in the first available CDA class.	Interview Committee, Personnel Committee Policy Council Board
1302.925(c)(1)	2. NCCAA Birth-to-Five Head Start Program provides training on Practice Based Coaching, which is a professional development strategy that uses a cyclical process that supports teacher's use of effective teaching practices that lead to positive outcomes for children.	Quality child teacher interactions that boost children's learning	Practice-Base Coaches and Coordinator Education Coaches/ Mentors/	Practice-Base Coaches and Coordinator Education Coaches/ Mentors/	Ongoing, as needed	Improvement noted on child outcomes data through screenings and assessments,	Program Database, teaching needs assessment form,	Revisiting the practice base coaching implementation plan and policy and procedures	Staff development, child outcomes committee, coordinator meeting, policy council and board

Policy and Board Approved April 2023-May 2024

**Nueces County Community Action Agency
Birth-to-Five Head Start Program
2023-2024-2024-2025 Ongoing Monitoring Plan**

Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
			Curriculum and Instruction Coordinator	Curriculum and Instruction Coordinator					

**Nueces County Community Action Agency
Birth-to-Five Head Start Program
2023-2024-2024-2025 Ongoing Monitoring Plan**

Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OCM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.94 (a) 1302.50 (b)(4) 1302.34 (b)(1)(5) 1302.60 1302.90 (a)(b)(1)-(6) 1302.92 (a)	<p>1. For the safety of the children, NCCAA Birth-To-Head Start requires frequent and regular volunteers, who help at the Center for more than two times in a 30-day period who visit the operation three or more times in a 30-day period, with each visit being a period of time of less than 24 hours, and with multiple or periodic visits to an operation within the same day counting as one visit; and ARE NOT COUNTED in the staff/child ratio; to obtain and review the following:</p> <ul style="list-style-type: none"> ● Clear background check ● TB screening ● Affidavit ● Overview of Minimum Standards ● NCCAA's Operational Policies ● Preventing, Recognizing, and Reporting Child Maltreatment, ● Reporting child health and safety incidents; to whom programs send reports, reporting timeframe, consequence for failure to report incidents and types of reportable incidents ● Sudden Infant Death Syndrome (SIDS), Shaken Baby Syndrome (SBS) and Early Brain Development (EBD) ● The procedures to follow in handling emergencies ● The use and location of fire extinguishers and first aid equipment 	<p>Ensure that volunteers are counted on staff/child ratio must have been screened and comply with state laws.</p>	<p>SBM FCP Coordinator Content Area Coordinators</p>	<p>SBM FCP Coordinator</p>	<p>When volunteers request to assist in the classroom they are trained to work with young children</p>	<p>Obtain Volunteer's Training documentation to be placed on file.</p>	<p>Volunteer's personal compliance record must be current and comply</p>	<p>Ensure compliance record is current with all documents required</p>	<p>SBM & FCP Coordinator will share information on parent volunteers.</p>

**Nueces County Community Action Agency
Birth-to-Five Head Start Program
2023-2024-2025 Ongoing Monitoring Plan**

Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.94 (a) 1302.50 (b)(4) 1302.34 (b)(1)(5) 1302.60 1302.90 (a)(b)(1)-(6) 1302.92 (a)	<p>2. For the safety of the children, NCCAA Birth-To-Head Start requires frequent and regular volunteers, who help at the Center for more than two-times-in-a-30-day-period who visit the operation three or more times in a 30-day period, with each visit being a period of time of less than 24 hours, and with multiple or periodic visits to an operation within the same day counting as one visit; and ARE COUNTEd in the staff/child ratio, to meet, obtain and review the following:</p> <ul style="list-style-type: none"> ● TB screening ● Affidavit ● Food Handler's training ● Overview of Minimum Standards ● NCCAA's Operational Policies ● Preventing, Recognizing, and Reporting Child Maltreatment, ● Reporting child health and safety incidents; to whom programs send reports, reporting timeframe, consequence for failure to report incidents and types of reportable incidents ● Sudden Infant Death Syndrome (SIDS), Shaken Baby Syndrome (SBS) and Early Brain Development (EBD) ● The procedures to follow in handling emergencies; ● The use and location of fire extinguishers and first aid equipment ● High School Diploma ● 8 hours of pre-service ● 18 years old or older ● Volunteer Training will be provided during New Staff Orientation or as needed. 	<p>Ensure that volunteers counted on staff/child ratio must have been screened and comply with state laws</p>	<p>SBM FCP Coordinator Content Area Coordinators</p>	<p>SBM FCP Coordinator</p>	<p>When volunteers request to assist in the classroom they are trained to work with young children.</p>	<p>SBM will collect volunteers' documentation of training to be able to volunteer in the classroom.</p>	<p>Program Database report</p>	<p>To update volunteer's personal compliance record and keep in compliance</p>	<p>SBM & FCP Coordinator will share information on parent volunteers.</p>

**Nueces County Community Action Agency
Birth-to-Five Head Start Program
2023-2024-2025 Ongoing Monitoring Plan**

Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OCM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.101(b) (2)(ii) 1302.53 (a) 1302.60 1302.94 (a)(b)	3. NCCAA Birth-To-Five Head Start staff collaborates with community partners to increase participation of volunteers for staff and parent training and development.	Memorandums of understanding,	All agency staff	Ongoing Monitoring Coordinator	Annually, ongoing	Able to verify current MOU	Manual tracking	Communication on need to update	Policy Council and Board, and community services block grant report
1302.94 (b) 1302.50 (b)(4) 1302.34 (b)(1)(5) 1302.60 1302.90 (a)(b)(1)-(6) 1302.92 (a)	4. NCCAA Birth-To-Head Start staff ensures children are never left alone with volunteers.	Monitor classroom staff on safety supervision of children and requirements for volunteering in classrooms.	Classroom staff & SBM	SBM & FCP coordinator	Monthly	Monitor volunteer's training compliance record.	Program Database report.	Additional training is provided for classroom staff & SBM.	Coordinators Meeting SBM/Facilities Coordinator Meeting with SBM cluster

**Nueces County Community Action Agency
Birth-to-Five Head Start Program
2023-2024-2025 Ongoing Monitoring Plan**

Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.102(a)	1. The goals are reviewed and updated annually to assure that the needs are addressed and involved in the integration of services with help from all of the NCCAA Coordinators, staff, community partners, and parents/primary caregivers.	Goals/objectives	Planner, content area coordinators	Planner, content area coordinators	Ongoing	The agency is able to track progress made, make course corrections as needed and plan for the future; Data collected is based on Texas TX DFPS min. standards, OHS performance standards, CSBG organizational standards, TX Admin. Code, ROMA	Agency Program Databases	Creating action plans for training and implementation	Staff training, Advisory Meetings, Board PC Meetings, Board Meetings, Community Partners meeting

Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.102 (b-d)	1. NCCAA Birth-to-Five Head Start Program has a separate Ongoing Monitoring Plan to ensure that data is monitored and reported to ensure improvement.	Services provided by the program	Content Area Coordinators	Coordinator, Compliance Officers, SBM	Ongoing	The agency is able to verify compliance with standards, make course corrections as needed and plan for the future	Agency Program Databases	Creating action plans for training and implementation	Staff training, Advisory Meetings, Board PC Meetings, Board Meetings, Community Partners meeting

SUMMARY OF CHANGES TO THE NCCAA BIRTH-TO-FIVE HEAD START ONGOING MONITORING PLAN FOR PROGRAM YEAR 2024-2025.

All changes throughout the document can be identified through highlighting and strikethrough. Pages references are set to document page numbers and not agenda page numbers.

Updates made

- Update of program year and document revision date
- Update or additions to Regulatory References 1302.12 Subsection,, 1302.30,1302.70, 1302.60, 1302.50
- Addition of agency staff
- Update to form titles
- Addition of action steps
- Removal of action steps as they are consolidated
- Edits to clarify action steps

Update of the following columns

- Action steps column,
- necessary data colum,
- data aggregated and analysis column,
- responsible party making course correction column
- what is monitored column
- who collects/enters data column.

Nueces County Birth-to-Five Head Start Policy Council



BY-LAWS

ARTICLE I NAME OF ORGANIZATION

The name of this organization is the Nueces County Birth-to-Five Head Start Policy Council.

ARTICLE II PURPOSE OF THE ORGANIZATION

The purpose of this organization is to effect policy (in accordance with Head Start Program Performance Standards and Other Regulations) pertaining to the aims and objectives of the Nueces County Community Action Agency's Birth-to-Five Head Start Program.

ARTICLE III THE FUNCTIONS OF THIS ORGANIZATION

- A. To assist in the development of and to give approval to the Birth-to-Five Head Start Program application by making observations and recommendations for changes in the daily operation of the program, if needed.
- B. To assist in determining delegate agencies and areas in the community in which the Birth-to-Five Head Start Programs will operate.
- C. To establish a method of hearing and resolving community complaints about the Birth-to-Five Head Start Programs.
- D. To assist in the development of the Agency Personnel Policies (including establishing hiring and firing criteria for Head Start and Early Head Start staff, career development plans, and employee grievance procedures).
- E. To assist in establishing criteria for hiring of Head Start and Early Head Start staff at Grantee agency level.
- F. To conduct self-assessment of the entire Head Start and Early Head Start Programs through utilization of parents, volunteers, and others in the evaluation process.
- G. To initiate suggestions and ideas for program improvement and to receive a report on an action taken by the administering agency with regard to its recommendations.
- H. To assist in the recruitment of volunteer services of the parents, community residents and community organizations, and in the mobilization of community resources to meet identified needs.
- I. To serve as a link between public and private organizations, the Delegate Agency Policy Committees, the Neighborhood Councils, Grantee Board of Directors, and the community it serves.
- J. To insure that each child in the Birth-to-Five Head Start Programs receives the most effective method of delivery of such services.
- K. To raise funds, to include but not limited to, for parent education and training, scholarships, and classroom equipment.

- L. To help interpret and carry out Head Start Performance Standards and other ACF-HHS regulations with the assistance of the Head Start and Early Head Start Director and his/her staff.

ARTICLE IV COMPOSITION, MEMBERSHIP, RIGHTS, TERMINATION AND ALTERNATES OF POLICY COUNCIL

Section 1 Composition of Policy Council

- A. Parent Representatives – Each Birth-to-Five Head Start site will elect one (1) parent and one (1) alternate who represent their center and program and will maintain constant communication (Head Start or Early Head Start). All parent representatives and alternates will be elected during the regular monthly meeting conducted in September. A parent is defined as the natural parent or legal guardian/primary caregiver or foster parent of the child. These parents will be seated in the September monthly meeting with all voting rights and privileges.

B. Alternates

- C. Community Representatives and Board Representative – There will be seven (7) Community Representatives and one (1) Board Representative on the Policy Council to be selected as follows:
 - 1. Board Representative – The NCCAA Board of Directors will be asked to designate a board member to serve on the Policy Council. This representative to the board cannot be the Policy Council representative to the board. This representative will serve a one-year term and may be reappointed but may not serve more than five (5) years.
 - 2. Former Parent Representatives – The outgoing Policy Council will select four (4) former parents to serve on the Council. A former parent is defined as a parent whose child has exited the program and is no longer enrolled, or has a sibling in the program. These representatives will serve a one-year term. They may be re-elected, but may not serve more than five (5) years. Former parents will be elected during New Business at the August monthly meeting prior to the new fiscal year in September.
 - 3. Community Representatives – A Community Representative is defined as a representative of major agencies (public and private) and major community, civic, or professional organizations which have a concern for children of low income families and can contribute to the program. The Agency identifies participating organizations from those eligible and showing interest in Birth-to-Five Head Start Programs. These organizations and agencies are then voted on by the Policy Council. Three (3) representatives will be chosen to serve a one-year term. Community representatives, upon the request of the Council, can be re-elected yearly, but may not serve more than a total of five (5) years. When a vacancy occurs, it must be filled within thirty (30) days. Community Representatives will be presented and voted on in the August monthly meeting prior to the new fiscal year in September.

Section 2 Membership of Policy Council

- A. Current membership of the existing Policy Council will cease to exist at the September monthly meeting, when the transitioning new members are seated. All new Parent Policy Council members are elected parents from their respective centers, elections are held in August and September during Parent Center committee meetings.
 - 1. In the event a center cannot secure a Policy Council parent representative by the next two (2) regular Policy Council meetings, a current member from the Policy Council may be assigned to cover that Center until a representative is elected.
- B. The Birth-to-Five Head Start Policy Council will adhere to the NCCAA Personnel Policies Nepotism Policy as governed by the funding sources.
- C. All Policy Council Members must sign the Birth-to-Five Head Start Policy Council Agreement (see Attachment A).
- D. All members will participate in at least one subcommittee.

Section 3 Voting Rights

- A. All members will have the right to vote in all matters of the program that may require such action. The Council chairperson is allowed to make and break a “tie.”

- B. When someone's rights are taken away (ex. Call for a Vote), there must be a two-thirds vote to pass or fail a motion.

Section 4 Termination of Memberships

- A. Members are subject to termination upon the decision of the Council if such members fail to comply with program and/or the Council's prescribed policy and instructions, such as disruptions, self-serving, not putting the program first (ref. Article VII, Section 3).
 - 1. Any member who misses three (3) consecutive meetings or any four (4) meetings in a year will automatically lose his/her seat on the Council. If the center is represented by an elected alternate, the member's absence will not be included in the four absences allowed. Warning or Termination letters will be sent to members with copies forwarded to Head Start Director and Family Advocate and Site Base Manager of that site. Members who have received a warning letter are not eligible for travel. In the case of a community partner, a notice will be forwarded to the sponsoring agency.
 - 2. A member is allowed one (1) excused absence for the year. The Excused Absence will not count as an absence if the center is represented by an elected alternate.
- B. Members will exercise optional rights to request voluntary termination by submitting their resignation within reasonable advance notice.
- C. -In the case when a center or campus dissolves, the representative ceases to be a member of the Policy Council.
- D. Failure to participate in at least one (1) subcommittee will result in one (1) warning letter then a termination.

Section 5 Alternate

- A. The parents of the Birth-to-Five Head Start Program participants, including delegate agencies, should elect an alternate to take the place of the duly elected member representative upon his absence or resignation.
- B. Alternates are to be officially recognized by the Council at the time of their appointment or election so that they may take their place on the Council when necessary.
- C. An alternate must be a current parent of the center to which his/her child is attending.
- D. Upon the absence or vacancy of the center representative, the alternate representative will automatically be seated as the center representative position with all rights and privileges.
- E. All Alternates must attend Policy Council Orientation and will be provided a copy of the meeting notice for each Policy Council meeting. Policy Council Representatives are responsible for communicating with their alternate and providing the full agenda package if unable to attend the regular monthly Policy Council Meeting.

Section 6 Vacancies

- A. Parent Committees will make every attempt to fill vacancies at every monthly meeting.
 - 1. In the case Policy Council monthly meeting attendance falls below 85% of membership, a Recruiting Committee subcommittee will be formed (ref. Article VII. Section 2.C.)
- B. Vacancies occurring within the last quarter of the program year will not be filled.

ARTICLE V ELECTION AND DUTIES OF OFFICERS

Section 1 Officers

- A. Election of Officers will be held in ~~October~~. **September**
- B. Officers of the Council will be a chairperson, vice-chairperson, secretary/treasurer, and a parliamentarian.

- C. In the event that the Policy Council Chairperson wishes to be considered for an office position and is eligible for another year of service, he will appoint an individual to oversee the election.

Section 2 The officers will be elected by the council using democratic procedures.

Section 3 Chairperson's Duties:

- A. The chairperson shall conduct the meeting and be responsible for informing the members as to all meetings to be held.
- B. Draft an agenda for each meeting with the help of his officers.

Section 4 Vice-Chairperson's Duties:

- A. The vice-chairperson will assist the chairperson with all of the Council's functions and activities.
- B. The vice-chairperson will assume the duties of the chairperson's office upon his/her absence.
- C. Any other duties as assigned by the chairperson.

Section 5 Secretary/Treasurer Duties:

- A. The secretary/treasurer will present the minutes of all meetings and seek the Council's approval at the succeeding regular meeting.
- B. The secretary/treasurer will be the custodian and will present any activity for approval to the Birth-to-Five Head Start Policy Council.
- C. The secretary/treasurer will review all transactions involving the Birth-to-Five Head Start Policy Council funds.

Section 6 Parliamentarian shall maintain order in accordance with Robert's "Rules of Order."

ARTICLE VI POLICY COUNCIL REPRESENTATIVE TO THE NCCAA BOARD OF DIRECTORS

Section 1 Representative to the Board will be elected by the Policy Council in the month of September.

Section 2 Duties:

- A. The Policy Council Representative will be responsible for informing the Nueces County Community Action Agency Board of Directors of all Policy Council activities.
- B. Responds to requested information and inquiries concerning the Policy Council business and procedures.

ARTICLE VII COMMITTEES

Section 1 Standing Committees:

All Standing Committees will be appointed by the Chairperson and appointment will be ratified by the Policy Council at the next regularly scheduled meeting. The chairperson of every Standing Committee shall consist of Birth-to-Five Head Start and Early Head Start parent or Former Parent not serving as an officer of the Policy Council. All Policy Council members may attend any committee meeting; however, only designated committee members shall have voting privileges. If a Policy Council member and alternate choose to serve on the same committee, only one member will have voting privileges.

A. Executive Committee Duties:

1. To carry out business in the absence of a quorum at the Policy Council Meeting, or emergency actions needing Council's approval.
2. All Executive Committee action shall be ratified by the Council at the next regular monthly meeting.

3. Composition shall consist of all officers, the chairpersons of all standing committees, the Policy Council Representative to the Board of Directors of Nueces County Community Action Agency, and the Nueces County Community Action Agency Representative to the Policy Council.
4. Any four (4) members of the Executive Committee will constitute a quorum. Any three (3) members must be present ~~and one (1) member may vote by conference call.~~ in person or may participate virtually/hybrid to vote.

B. By-Laws Committee and Duties:

1. Composition shall consist of not less than five (5) members.
2. To revise, develop and recommend for adoption all appropriate policies, rules, and activities of the Policy Council.
3. To monitor and insure compliance of By-laws, Articles of Incorporation, and all applicable policies adopted by the Policy Council.
4. Any three (3) members of the By-laws Committee will constitute a quorum. Any two (2) members must be present ~~and one (1) member may vote by conference call.~~ be present in person or may participate virtually/hybrid to vote.
5. Review attendance and recommend Notice of Warning and Termination.
6. Review and recommend revision of the By-laws as needed.

C. Personnel Committee and Duties:

1. Composition shall consist of not less than five (5) members.
2. Review and approve grievance procedures as defined in Nueces County Community Action Agency Personnel Policies.
3. To review final applicants and make final recommendation to Policy Council.
4. Any three (3) members of the Personnel Committee shall constitute a quorum. Any one (1) member must be present ~~and two (2) members may vote by conference call.~~ in person or may participate virtually/hybrid to vote.
5. Every effort will be made to invite the representative and alternate to meeting where personnel action will affect their campus.

D. Budget Committee Duties:

1. Membership shall consist of not less than five (5) members.
2. To review program budget amendments, supplemental grants, refunding application and Policy Council Budget.
3. To sponsor budget hearings.
4. Any three (3) members of the Budget Committee will constitute a quorum. ~~Any two (2) members must be present and one (1) member may vote by conference call.~~ Members can be present in person or may participate virtually/hybrid to vote.

Section 2 Special Committees will be appointed as needed by the chairperson and shall consist of not less than five (5) members. This committee(s) will be dissolved upon completion of task(s).

A. Fund Raising Committee and Duties: (Ad-Hoc)

1. Membership shall consist of not less than five (5) members.
2. To plan and coordinate fund raising activities that will be used exclusively for Birth-to-Five Head Start Program functions.

3. Any three (3) members of the Fund Raising Committee will constitute a quorum. ~~Any two (2) members must be present and one (1) member may vote by conference call.~~ Members can be present in person or may participate virtually/hybrid to vote.
4. The committee will present proposed fund-raising activities to the Policy Council for approval.

B. Scholarship Committee and Duties: (Ad-Hoc)

1. Membership shall consist of not less than five (5) members.
2. Plan and determine the number of scholarships to be awarded.
3. Review and revise the application process.
4. Develop the process for assessing and evaluating application(s) once collected.
5. Recommend award recipients to Policy Council.
5. Any three (3) members of the Scholarship Committee will constitute a quorum. Any two (2) members must be present and one (1) member may vote by conference call.

ARTICLE VIII MEETING OF THE POLICY COUNCIL

Section 1 Quorum:

For the Policy Council meeting, one (1) officer and four (4) Policy Council members present will form a quorum. An alternate may be counted if the regular representative is absent. Attendance to meet quorum can consist of in person or virtually/ hybrid.

Section 2 Regular Meeting/Attendance/Notices

The Nueces County Community Action Agency Birth-to-Five Head Start Policy Council will hold its regular meeting every second (2nd) Tuesday of the month unless otherwise discussed at the previous meeting.

Policy Council Agendas will be mailed five (5) days prior to meeting. All elected Policy Council Representatives are required to attend monthly meetings; when the representative cannot attend, it is the Representative’s responsibility to notify their elected Alternate.

Section 3 Special Meetings

Special Called meetings of the full Policy Council may be called by any three (3) members with 72 hours notice via mail correspondence or by telephone.

- A. Special meeting of the Policy Council Executive Committee requires 72 hours notice via mail correspondence or by telephone.
- B. Special meeting of the Policy Council Standing Committees will require 72 hours notice via mail correspondence or by telephone.

ARTICLE IX SELECTION OF POLICY COUNCIL ATTENDEES TO HEAD START CONFERENCES

Section 1 Selection of Conference attendees will take place during the Policy Council meeting as part of the published agenda.

Section 2 Only PC representatives present can be considered for trips to conferences.

Section 3 Any members who have unexcused absences will not be eligible to attend Head Start Conferences.

Section 4 Names will be placed on the list in the order drawn, including alternates. Individuals who have attended a conference within the last year will be placed on the alternate list in the order drawn.

- Section 5 The number of delegates will be determined by the travel budget and be announced by the Head Start Director and Early Head Start Director or his/her designee prior to drawing the names.
- Section 6 Travel expenses are paid by the agency according to travel policies.
- Section 7 Delegates to Head Start Conferences are expected to fully participate in the conference and to share information with the Policy Council upon their return.
- Section 8 Failure to travel on any trip at any time will forfeit the right for any future State and National trips.
- Section 9 Members will be divided into four (4) categories. Those categories will consist of:
- A. Officers (Chairperson, Vice-Chairperson, Secretary/Treasurer, Parliamentarian, Board Representative, Representative to the Board, By-Laws Chairperson, Personnel Chairperson, Budget Chairperson). The Policy Council Chairperson will be allotted the first slot.
 - B. Members (Natural parents or legal guardians of the child who represents their center and who do not hold a PC officers position).
 - C. Community (Representatives of a major agency (public and private), major community, civic or professional organization and who do not hold a PC officers position).
 - D. Former (Former parents whose child has exited the program and is no longer enrolled or has a sibling in the program and who do not hold a PC officers position)

Based on the availability of funds, staff will recommend a certain number of slots for each category to create an equal opportunity for Council members to attend State and National conferences. If the slots allotted in each category are not filled, then those unfilled slots will be allotted to the Members category. To allow all members the opportunity to travel, staff encourages that PC Members travel to only one National Conference for each program year unless allotted slots are not filled.

ARTICLE X AMENDMENTS

- A. Amendments to the By-Laws will require two-thirds (2/3) of the votes of the members present of the Policy Council.
 - 1. When someone's rights are taken away (i.e., "Call for a Vote") a two-thirds vote will be required to pass or fail a motion.
- B. Proposed Amendments must be submitted in writing to all members fifteen (15) days in advance before action (voting) is to take place.
- C. The Amendment will be effective upon the Birth-to-Five Policy Council's approval.

ARTICLE XI POLICY COUNCIL, POLICY COMMITTEE AND PARENT COMMITTEE REIMBURSEMENT

- Section 1 Travel Expenses:
- A. Travel expenses to include transportation by air or land, lodging and meal per diem are provided prior to travel.
 - B. An After-Travel Report will include a summary of activities and receipts are required to satisfy outstanding debt.
 - C. Any request for reimbursement will require Policy Council approval and must be accompanied by receipts related to the travel.

ARTICLE XII PARLIAMENTARY AUTHORITY

Robert’s “Rules of Order” shall govern in all cases not conflicting with the By-Laws of the Nueces County Birth-to-Five Head Start Policy Council or State and Federal Laws.

DATE: Approved by Policy Council October 17, 2017.

NCCAA BIRTH-TO-FIVE HEAD START POLICY COUNCIL:

CHAIRPERSON		PARLIAMENTARIAN
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**NUECES COUNTY COMMUNITY ACTION AGENCY
BIRTH-TO-FIVE HEAD START POLICY COUNCIL AGREEMENT**

AS A MEMBER OF THE NUECES COUNTY COMMUNITY AGENCY'S BIRTH-TO-FIVE HEAD START POLICY COUNCIL (PC), I UNDERSTAND THAT MY DUTIES AND REPONSIBILITIES INCLUDE THE FOLLOWING:

1. As a PC Member I may be legally responsible, along with other Nueces County Community Action Agency PC Members for this organization. I am responsible to know and approve or disapprove all policies and programs.
2. It is my duty and responsibility to review the budget, and to take an active part in planning budgets and future expenditures that the program may incur.
3. I am morally responsible for the health and well being of this organization. As a member of the PC, I will carry out the mission of the Birth-to-Five Head Start Programs. I understand and agree to this mission statement.
4. I will be actively engaged in fund-raising for this organization in whatever ways are best suited for me. These may include individual solicitation, doing special events, writing mail appeals and the like. There is no set amount that I must raise because I am making in good faith an agreement to do my best.
5. I will attend Birth-to-Five Head Start Policy Council special events and will be available for phone consultation. I understand that commitment to this PC will involve a good deal of time and may require at least four (4) hours per month. I will visit the program or my child's classroom regularly and make every effort to attend the monthly center meetings and share the information. I will keep the Head Start Central office informed of how I can be reached.
6. I understand that I may not be eligible to serve as a PC member if I have had criminal and/or drug conviction (crime against others). I give the Nueces County Community Action Agency permission to conduct a criminal background check on me if the PC deems it necessary and prudent.
7. **I understand I will be appointed and expected to serve as a member of at least one (1) PC Sub-committee.**
8. As a PC member, I will follow appropriate business practices while conducting meetings and follow the PC By-Laws and "Robert's Rules of Order."
9. All information shall be regarded as confidential and available only to authorized users. I will not discuss any information about personnel, contractors, or parent(s)/child(ren) that is disclosed during closed session.
10. I understand that no quotas have been set, that no rigid standards of measurement and achievement have been formed. Every PC member must have confidence in every other PC member. We are trusting each other to carry out the above agreements to the best of our ability, each in our own way, with the support of all. I know that if I fail to act in the best interest of the Council or Agency, I must resign or the PC may ask me to resign.

IN TURN, THE NCCAA AND BIRTH-TO-FIVE HEAD START POLICY COUNCIL IS RESPONSIBLE TO ME IN A NUMBER OF WAYS:

1. I will be provided, without request, meeting announcements, monthly financial reports, and minutes of activities.
2. I can call on the paid administrator (staff) to discuss program and policy goals and objectives.
3. PC members and staff will respond in a straightforward and thorough fashion to any questions, concerns or suggestions I have which I feel are necessary to carry out my fiscal, legal, and moral responsibilities to this organization.

PC Member	Print	Date			PC Chairperson	Date
-----------	-------	------	--	---	----------------	------

PC Member Signature Date

Please sign and return this copy of the Birth-to-Five Head Start Policy Council Agreement

NUECES COUNTY COMMUNITY ACTION AGENCY

**Birth-to-Five
Head Start Program
Parents and Staff
Handbook**

~~2023-2024~~ **2024-2025**



NCCAA MISSION STATEMENT

NCCAA works with partners to apply comprehensive strategies to eliminate the causes of poverty for the people of Nueces County.

The Promise

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

The Pledge

We promise to provide you with

Courtesy,

Dignity,

Respect, and

Confidentiality in the delivery of service.

BIRTH-TO-FIVE HEAD START VISION STATEMENT

NCCAA Birth-to-Five Head Start Program will unite, empower, educate and involve the community to establish a foundation of school readiness and parent engagement that creates successes in life and well-rounded citizens.

BIRTH-TO-FIVE HEAD START PHILOSOPHY STATEMENT

Our Values

Nueces County Community Action Agency Birth-to-Five Head Start Program is a comprehensive program based on providing quality services for children and families in our community. Our key values are:

Integrity & Respect

The program, with integrity and respect, supports and assists all those who affect a child's development.

Diversity

The program creates a multicultural environment, which respects diversity and encourages dignity for all.

Teamwork

The program collaborates with staff, families and community partners to provide quality of services.

NUECES COUNTY
COMMUNITY ACTION AGENCY

101 South Padre Island Drive, Corpus Christi, TX 78405-4102 361-883-7201 Fax: 361-883-9173

Linda Carrillo
Chief Executive Officer

Dear Parents and Caregivers:

Thank you for choosing the Nueces County Community Action Agency Birth-to-Five Head Start program to provide quality childhood education and development services for you and your family.

For many years, the dedicated staff has worked successfully with thousands of children and families with many different backgrounds and a wide range of needs. NCCAA's Birth-to-Five Head Start program continues to provide comprehensive and effective educational activities and services to prepare young children to begin their journey to life-long learning successfully.

This handbook has been developed to provide all families enrolled in Head Start and Early Head Start with detailed information about the programs. I encourage you to carefully read this handbook, participate as much as possible in the many activities available throughout the year, and take advantage of our services.

Your involvement is significant to every child's success in the Head Start and Early Head Start programs.

The valuable opportunities they provide will help you and your family learn, achieve, and thrive.

Alicia Mancha

Alicia Mancha

*Director
Birth-to-Five Head Start*

IMPORTANT PHONE NUMBERS

DIRECTOR

Head Start Director	361-654-7927
Head Start Associate Director	361-654-7958

CONTENT AREA COORDINATORS

Curriculum & Instruction Coordinator	361-654-7931 361-251-0796
Disability /Mental Health Coordinator	361-654-7914
ERSEA Coordinator	361-880-4141
Family & Community Partnership/Transition Coordinator	361-429-6712
Health Coordinator	361-654-7949
Nutrition Coordinator	361-654-4918
Site Base Manager Quality Support Coach	361- 885-1380
Training & Technical Assistance Coordinator	(361)429-5871 361-654-7915

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HOURS, DAYS, AND MONTHS OF OPERATION

HOURS OF OPERATION	7:30 a.m. - 2:45 p.m. The hours of service will be changing ❖ <i>Salazar EHS/HS Center, at Robstown ISD, will follow NCCAA schedule</i>
DAYS OF OPERATION	Monday thru Friday
MONTHS OF OPERATION	EHS & HS August 3rd, 2023 thru June 6th, 2024

SCHEDULED HOLIDAYS

September Labor Day	October Indigenous Day	November Veteran's Day Thanksgiving Week
December Children's Winter Break	January New Year's Day Martin Luther King Day	February President's Day
March Spring Break	March or April Good Friday Easter Monday	May Memorial Day
June - Juneteenth		July Independence Day
❖ We will hold In-service training days and Teachers Work Days throughout the year; the centers will be closed on those days. ❖ We will also have Early Dismissal Days. On those days, children will be dismissed at noon. <p style="text-align: center;">All those dates will be scheduled in the NCCAA Official Calendar. <i>The calendar can be found at https://www.nccaatx.org/btfive.html</i></p> <p style="text-align: center;">*** Salazar EHS/HS Center, at Robstown ISD, will follow NCCAA schedule ***</p>		

CHILD CARE LICENSING AND FAMILY PROTECTIVE SERVICES INFORMATION

Communication with Child Care Licensing

Nueces County Community Action Agency Birth-to-Five Head Start centers are regulated and licensed by the Texas Department of Family and Protective Services (TDFPS). Parents are welcomed and encouraged to contact TDFPS anytime that they have questions or concerns regarding child care licensing or regarding compliance. The agency's website is <http://dfps.state.tx.us>. The number to the central office in Austin is 512-438-4800. The local office is located at 5155 Flynn Parkway, Suite 623, Corpus Christi, TX. 78411. They can be reached by phone at 361- 878-3451.

TDFPS Child Care licensing maintains a website that has information regarding reports, inspections, and corrective actions taken by childcare licensing and the centers that they inspect. They also have information about choosing a childcare center, as well as the Child Care Licensing Minimum Standards that childcare centers must follow posted on the website. They have information about current initiatives the state is taking regarding children's health and safety.

Note:

- All parents receive Parent Orientation, which includes Minimum Standards and Head Start Operational Policies.
- A copy of the Child Care Licensing Minimum Standards is available at every Birth-to-Five Head Start center.

***** Our most recent Licensing Inspection
is posted at each center and available for
review *****

BIRTH-TO-FIVE HEAD START SERVICES

CENTER BASED POLICIES

Firearms and Other Type of Weapons Policy

OHS PS 1302.47 (b)(1)(vii)

§746.3707

To ensure the Safety of our children, NCCAA Birth to Five Head Start Program has a **GUNS/WEAPONS ZERO TOLERANCE Policy** at all its facilities and any premises where the Agency conducts an event. All facilities must be free from firearms or other weapons. Firearms, any type of knives, brass knuckles, and any other weapons are prohibited on the premises.

ONLY Small Clear / See-through Backpack Policy

§746.3701

Supervision alone cannot prevent all accidents and injuries. The environment must be free of health and safety hazards to reduce risks to children. Therefore, to prevent children from the possible exposure to additional items that could be brought into the facilities unnoticed, NCCAA Birth to Five Head Start Program has an **ONLY Small Clear/See-through Backpack Policy**. **Backpacks that do not meet this criteria WILL NOT BE ALLOWED in the classrooms.**

Sexual Harassment Policy

Definition: an unwelcome sexual advance, request for sexual favors and other verbal or physical conduct of a sexual nature if:

- ❖ Submission to the conduct is an explicit or implicit term or condition of employment, volunteering or enrollment
- ❖ Submission to or rejection of this conduct is a basis for an offer of opportunities to an employee, parent or Volunteer

Regular and repeated conduct around the Head Start Site which “unreasonably interferes” with an employee’s work performance or creates an “intimidating, hostile, or offensive” environment.

NCCAA shall not tolerate sexual harassment. Any person who feels being harassed should report the incident to their Site Base Manager or the Birth to Five Head Start Director.

Violence Policy

Violence against Birth-to-Five Head Start Program personnel or any other person on Birth-to-Five Head Start premises is strictly prohibited. All employees, parents, volunteers, and other visitors to the Head Start premises are expected to conduct themselves in a courteous manner at all times.

- ❖ Any person (employees, parents, volunteers, and other visitors) who exhibits violent behavior, verbally or physically, or who threatens the well-being of any other person, or any person accused of such acts will be immediately suspended until a thorough investigation is completed. Upon completion of the investigation, the offender may be subject to actions up to and including permanent exclusion from all Birth-to-Five Head Start premises (parents, volunteers, and other visitors) and/or up to and including termination (staff).
- ❖ Law enforcement (police) will be called if; at any time, the staff perceives a violent event is occurring.

- ❖ Any person who is deemed to have assaulted any other person on Birth-to-Five Head Start premises will be prosecuted to the fullest extent of the law.
- ❖ In the event law enforcement officials are called to Birth-to-Five Head Start premises due to a violent occurrence, parents will be notified via Parent Advisory notice.

Gang Free Zone Policy

Definition: A gang-free zone is the area around all of the Birth-to-Five Head Start child care centers, where illegal gang related activity is against the law.

- ❖ The gang-free zone is within 1000 feet of all Birth-to-Five Head Start child care centers.
- ❖ The purpose of gang-free zones is to discourage criminal activity in areas where children gather by enforcing tougher penalties.

Breastfeeding Policy (EHS)

Human milk is the best source of milk for infants. Additionally, breastfeeding supports optimal health and development.

NCCAA Birth to Five Head Start supports this practice. Therefore, mothers, who are nursing, will have a place to sit and breastfeed their children. Some things center staff may do/offer to provide additional support include, but are not limited to:

- ❖ An adult-size chair in the classroom or in another area of the Center
- ❖ A pillow to support her infant on her lap
- ❖ A step stool to prop her feet and prevent back strain
- ❖ Water or other liquid to help her stay hydrated.

Photos/Pictures/Videos Policy

Due to confidentiality and protection of our children's safety, we ask parents not to take photos or videos of children, other than their own, during any center or agency event. Agency staff are allowed to use **ONLY** an agency- issued camera/device to take pictures or videos of the children whose parents have signed a consent form, **and ONLY for the purpose of agency use**. All staff are held to a higher standard and sign a confidentiality statement every year.

Water Play Policy

Water play activities will only consist of the use of sprinklers away from hard, slippery surfaces. Equipment will be stored away from children when not in use. For the safety of the children and staff, additional volunteers are encouraged to assist during water play activities. Children must wear appropriate clothing and shoes at all times when engaging in water play activities and children will be supervised at all times.

Parents are responsible for:

- ❖ **Applying sunscreen to their own child at home** or at center during drop off time. If applying the sunscreen at the Center/classroom, **parents MUST take the sunscreen home with them.**
- ❖ Ensuring that their child has an extra set of clothes to change on the days children are engaged in water play activities.

Outdoor Activity Policy

Children are spending increasingly less time playing outdoors. Encouraging children to get outside, get moving, and connect with the natural world are all ways to reverse childhood obesity rates. However, the benefits do not stop there, research has shown that children who play outdoors regularly are happier, healthier, and stronger! The following is a list of resources that can give you ideas to encourage your child.

- ❖ [Outdoor Play Benefits \(hhs.gov\)](https://www.hhs.gov/ohrt/physical-activity/outdoor-play-benefits)
- ❖ [Benefits of Outdoor Play and Exploration | ECLKC \(hhs.gov\)](https://www.hhs.gov/ohrt/physical-activity/outdoor-play-benefits)
- ❖ https://d3knp61p33sjvn.cloudfront.net/media-resources/ECELC/C4/LS1/Project%20Coordinators_Trainers/NutritionandMovementActivityBook.pdf
- ❖ <https://choosykids.com/pages/dit-printables>
- ❖ <https://www.cdc.gov/physicalactivity/basics/children/index.htm>

Child Care Licensing requires, for children 18 months to five years old to have two daily scheduled outdoor play times. Infants younger than 18 months are only required to have a daily opportunity for outdoor play. Weather permitting.

- ❖ During inclement weather (Rainy Days, Mosquitos, Heat Index, cutting of grass) children will participate in Rainy Day activities indoors; these activities will be gross motor activities and will be for the same amount of time as their outdoor activities.
- ❖ Children have a total of 60 minutes of structured and 60 minutes of unstructured physical activity throughout the day.
- ❖ **Parents are responsible for applying insect repellent/sunscreen to their own child at home or at center during drop off time. If applying the insect repellent/sunscreen at the Center/classroom, and to prevent children from accessing it accidentally, parents MUST take the insect repellent/sunscreen home with them.**
- ❖ When children play outdoors between 11:00 a.m. and 3:00 p.m., they are encouraged to play in shaded/covered areas.
- ❖ Teaching staff must carry emergency medications, First Aid Kit/Fanny pack, **classroom cell phone, and Classroom Binder which contains the Safety Transition Checklist, Counting Children, Perfect Number, and Emergency Contact List.** ~~Safety Transition Checklist and Emergency Contact List.~~

***** TEACHING STAFF SUPERVISES CHILDREN AT ALL TIMES *****

Transportation Policy

NCCAA Birth-to-Five Head Start is unable to provide transportation for enrolled children; therefore, families are responsible for transportation to the childcare center.

Animal Policy

Fish are the **only animals** that may live at the Birth to Five Head Start Centers.

Dress Code

To allow our children to participate freely and safely in all activities, the following Dress Code Policy is enforced:

- ❖ Appropriate clothing must be worn in accordance with outdoor weather. Parents are asked to bring a change of clothes for their child that is appropriate for the weather.
- ❖ For the safety of your children, and due to the evidence of the importance of appropriate footwear for school activities, NCCAA will not allow the following shoes to be worn at school: ~~For example, athletic shoes are appropriate for outdoor play. Closed toed sandals with back straps are recommended. Flip-flops, slippers, sandals, Crocs™ and/or croc style.~~

While sources indicate that type of shoes, especially Crocs™, are great for the beach, the water, and summer time, they also indicate that tennis shoes are a better and safer choice for school because of safety concerns.

- <https://www.webmd.com/parenting/features/kids-and-crocs-shoes-trendy-or-risky>
- <https://www.anklefootmd.com/kids-crocs-keeping-childs-feet-safe/>
- <https://www.youtube.com/watch?v=6TZVkJjr9p8>

- ❖ Girls should wear shorts under a dress. If a need for clothes is identified, Family Advocate will provide parents with resources
- ❖ For Staff Dress Code Policy, refer to NCCAA Employee Handbook.

FAMILY ENGAGEMENT AND SCHOOL READINESS CENTER VISIT POLICY

Open Door Policy

Head Start encourages parents and families to become involved in their children's education, both in and out of the classroom. All NCCAA Birth-to-Five Head Start centers/classrooms have an Open-Door Policy. This means parents are welcome to drop by and spend time with their child at any time.

This is an opportunity for parents to learn how to create a learning environment at home in an effort to support classroom learning.

When you come to visit the center, be sure to wash your hands as you enter the building.



NOTE:

Even though NCCAA Birth to Five Head Start Program has an Open-Door Policy; compliance to our Violence Policy must be observed at all times.

1302 PROGRAM OPERATIONS

Subpart C-Education and Child Development Program Services

1302.31 Teaching and the learning environment

(a) Teaching and the learning environment. A center-based and family child care program must ensure teachers and other relevant staff provide responsive care, effective teaching, and an organized learning environment that promotes healthy development and children's skill growth aligned with the Head Start Early Learning Outcomes Framework: Ages Birth to Five, including for children with disabilities. A program must also support implementation of such an environment with integration of regular and ongoing supervision and a system of individualized and ongoing professional development, as appropriate.

(2) For dual language learners, a program must recognize bilingualism and illiteracy as strengths and implement research-based teaching practices that support their development. These practices must:

(i) For an infant or toddler dual language learner, include teaching practices that focus on the development of the home language, when there is a teacher with appropriate language competency, and experiences that expose the child to English;

(ii) For a preschool age dual language learner, include teaching practices that focus on both English language acquisition and the continued development of the home language; or,

(iii) If staff do not speak the home language of all children in the learning environment, include steps to support the development of the home language for dual language learners such as having culturally and linguistically appropriate materials available and other evidence-based strategies. Programs must work to identify volunteers who speak children's home language/s who could be trained to work in the classroom to support children's continued development of the home language.

❖ **Classroom Schedules** ensure teachers implement well-organized learning environments that provide adequate opportunities for choice, play, exploration, and experimentation among a variety of learning, sensory, and motor experiences. Following a daily schedule establishes routine, structure, and security for children.

❖ **Quiet Time/Activities** Supervised rest time must be provided for children in care for five or more consecutive hours. Rest Time must not exceed three hours. A program must provide alternative quiet learning activities for children who are awake after resting for fifteen minutes to participate in an alternative, quiet activity until rest time is over for all children.

❖ **Lesson Plans** must be submitted to Site Base Manager in a timely manner for review and approval.

- Lesson plans provide a framework for efficient teaching.
- Lesson plans help teachers be more confident in delivering a lesson
- Lesson plans allow teachers to individualize for all children in a small group.

❖ **Home Language Questionnaire** NCCAA supports the native language and culture of every child and family. Head Start actively promotes English Language Acquisition for those children whose English is not their first language, or a child who has grown up hearing equal amounts of two or more languages every day since birth. Whenever possible, children will be placed in a classroom where at least one teacher speaks the child's native language.

1302.32 Curricula

(a) Curricula

(1) Center-based and family child care programs must implement developmentally appropriate research based early childhood curricula, including additional curricular enhancements, as appropriate that:

(i) Are based on scientifically valid research and have standardized training procedures and curriculum materials to support implementation;

(ii) Are aligned with the *Head Start Early Learning Outcomes Framework: Ages Birth to Five* and, as appropriate, state early learning and development standards; and are sufficiently content-rich to promote measurable progress toward development and learning outlined in the Framework; and,

(iii) Have an organized developmental scope and sequence that include plans and materials for learning experiences based on developmental progressions and how children learn.

❖ **Head Start Early Learning Outcomes Framework: Ages Birth to Five:** Five essential domains are broad areas of early learning and development from birth to 5 years that are essential for school and long-term success

❖ **Scope and Sequence** purpose is to ensure planning individual opportunities, and to assist staff to determine each child’s progress

	CENTRAL DOMAINS				
	APPROACHES TO LEARNING	SOCIAL AND EMOTIONAL DEVELOPMENT	LANGUAGE AND LITERACY	COGNITION	PERCEPTUAL, MOTOR, AND PHYSICAL DEVELOPMENT
▲ INFANT/TODDLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Cognition	Perceptual, Motor, and Physical Development
● PRESCHOOLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Mathematics Development	Perceptual, Motor, and Physical Development
			Literacy	Scientific Reasoning	

1302.33 Child screenings and assessments

(a) Screening.

(1) In collaboration with each child's parent and with parental consent, a program must complete or obtain a current developmental screening to identify concerns regarding a child's developmental, behavioral, motor, language, social, cognitive, and emotional skills within 45 calendar days of when the child first attends the program.

(b) Assessment for individualization.

(1) A program must conduct standardized and structured assessments, which may be observation-based or direct, for each child that provide ongoing information to evaluate the child's developmental level and progress in outcomes aligned to the goals described in the *Head Start Early Learning Child Outcomes Framework: Ages Birth to Five*. Such assessments must result in usable information for teachers, home visitors, and parents and be conducted with sufficient frequency to allow for individualization within the program year.

❖ **Developmental and Behavioral Screenings (ASQ-3 and ASQSE-2)-** Identify children who may be at risk for a developmental delay (determine if further evaluation is needed)

❖ **DRDP (Desired Results Developmental Profile)-**The Birth to Five Head Start Program assessment is a strength based assessment, allowing children to demonstrate their knowledge and skills in their natural settings. The DRDP is valid, reliable, and Head Start Early Learning Outcomes Framework aligned.

1302.34 Parent and Family engagement

(a) Purpose. Center-based and family childcare programs must structure education and child development services to recognize parents' roles as children's lifelong educators, and to encourage parents to engage in their child's education.

(2) Teachers regularly communicate with parents to ensure they are well informed about their child's routines, activities, and behavior;

(3) Teachers hold parent conferences, as needed, but no less than two times per program year, to enhance the knowledge and understanding of both staff and parents of the child's education and developmental progress and activities in the program;

(4) Parents have the opportunity to learn about and to provide feedback on selected curricula and instructional materials used in the program;

(5) Teachers inform parents, about the purposes of and the results from screenings and assessments and discuss their child's progress;

(6) Teachers, except those described in paragraph (b)(8) of this section, conduct at least two home visits per program year for each family, including one before the program year begins, if feasible, to engage the parents in the child's learning and development. Except that such visits may take place at a program site or another safe location that affords privacy at the parent's request, or if a visit to the home presents significant safety hazards for staff.

❖ **Parent/Teacher Sign-up-** Home Visits and Parent Conferences must be scheduled at times that are mutually convenient for parents, primary caregivers and staff.

❖ **Home Visits-** As per Performance Standards there must be two Home Visits completed per school year for each child.

- ❖ **Parent Conferences-** As per Performance Standards there must be two Parent Conferences completed per school year for each child.
- ❖ **Daily Activity Reports (for Infants)** are used to effectively communicate with parents on a daily basis, create healthy relationships with parents and enhance the protection and well-being of infants.
- ❖ **Home Connections Calendars** are designed to foster parent-child interaction and development. Monthly homework calendars have been developed to help parents reinforce concepts and skills being taught in the classroom.
- ❖ **Lending Libraries** are available in all birth to Five Head Start facilities to help parents encourage reading at home.



1302.47 Safety Practices

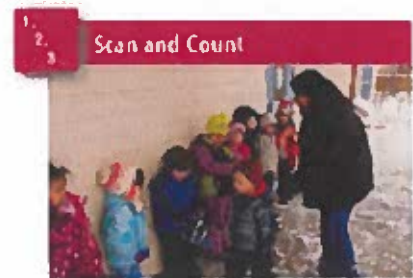
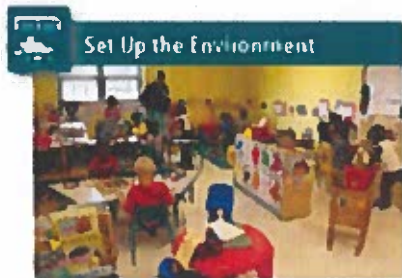
(a) A program must establish, train staff on, implement, and enforce a system of health and safety practices that ensure children are kept safe at all times. Head Start Child Supervision Requirements “No child shall be left alone or unsupervised while under their care”

- ❖ **Active Supervision** is the most effective strategy for creating a safe environment and preventing injuries in young children. In our Active Supervision plan we use the Perfect Number, Counting Children, Stop and Count Sign, Playground Tips
- ❖ **Classroom Binder** is used to keep uniformity within the Head Start Program. All-important daily paperwork is kept in this binder. Each Site Base Manager must develop a system in which each classroom will submit reports on a daily/weekly or monthly basis.
- ❖ **Magic Number-** Safety Procedures are practiced regularly to maintain supervision of all children while keeping a tally of children in the classroom at different times of the day. This is another opportunity to confirm the count without disrupting instruction. Magic Number Form is placed on the exit door above/beside the Active Supervision Poster.
- ❖ **Prohibited use of electronics-** Ensures Staff and Consultants (Counted in Child/Staff Ratio and directly supervising children) to follow appropriate practices to keep children safe at all times.

- ❖ **Release of children** NCCAA staff is authorized to release children **ONLY** to the custodial parent or those individuals listed on the Emergency Contact Form. If the staff is unfamiliar with the individual attempting to pick up a child, they will ask that person for identification.
- ❖ **Intoxicated/Impaired Person Child Pick up Form**-Parents will sign a form about policy and procedures of any adult that ~~comes to the~~ comes the center to pick a child that may appear intoxicated or chemically impaired.

Active Supervision

SIX STRATEGIES TO KEEP CHILDREN SAFE



Everyone has a responsibility to keep children safe!



National Center on
Health, Behavioral Health, and Safety

Scan here to learn more
about Active Supervision



This content was developed by the National Center on Child Abuse and Neglect, a part of the U.S. Department of Health and Human Services. It is intended to provide information and resources to help you better understand and prevent child abuse and neglect. It is not intended to be used as a substitute for professional advice or services. For more information, visit www.nccaa.org.

STANDARDS OF CONDUCT AND DISCIPLINE AND GUIDANCE

Why does Head Start have a Standards of Conduct and Discipline and Guidance Policy?

The Nueces County Community Action Agency (NCCAA) Birth-to-Five Head Start Program believes that children should be encouraged to develop to their fullest potential. In the NCCAA Birth-to-Five Head Start Program, children are offered the opportunity to develop socially, emotionally, physically, and intellectually. An important aspect of Head Start's effectiveness is parental engagement in planning and administering the program.

An important part of growth is the development of a strong self-esteem. Birth-to-Five Head Start staff strive to help children feel good about themselves and, subsequently, demonstrate positive social and personal skills. In order to assist parents and staff in guiding the children, a Standards of Conduct and Discipline and Guidance Policy was developed. The Standards of Conduct and Discipline and Guidance Policy complies with the guidelines set forth by the Head Start Performance Standards and State Licensing Minimum Standards.



**Nueces County Community Action Agency Birth-to-Five Head Start Program
Standards of Conduct and Discipline and Guidance Policy**

Performance Standard: 1302.90(e)(1)(i-v)(2), §1302.102(d)(1)(ii)

Minimum Standards: §746.2803, §746.2805, §746.501(a)(7)

Purpose: To ensure that Nueces County Community Action Agency Birth to Five Head Start Program (NCGAA) staff, consultants, contractors, and volunteers abide by established positive strategies to support children's well-being and prevent and address challenging behavior, do not maltreat or endanger the health and safety of children and ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers under their care.

Policy:

NCGAA staff, consultants, contractors, and volunteers will adhere to established procedures. During New Staff Orientation and annually thereafter the NCGAA staff, consultants, contractors, and volunteers will be trained, understand, sign and receive a copy of this Standards of Conduct and Discipline And Guidance Policy. Parents will review, sign and receive a copy of this policy upon enrolling their child.

Procedures:

1. NCGAA staff, consultants, contractors, and volunteers must not:
 - a. Use inappropriate discipline, which is any type of conduct used to instill fear or humiliate rather than to educate a child, such as poking or pinching a child; making fun of or laughing about a child
 - b. Use any type of corporal punishment meaning any of the following actions inflicted directly on the body including but not limited to: hitting, shaking, slapping, twisting, biting, grabbing, shoving, swatting/spanking, dragging/pulling a child
 - c. Use isolation to discipline a child
 - d. Bind or tie a child to restrict movement or tape a child's mouth
 - e. Use or withhold food as a punishment or reward
 - f. Use toilet learning/training methods that punish, demean, or humiliate a child
 - g. Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child; threatening to discipline or threatening to call parents to report child's behavior
 - h. Physically or sexually abuse a child
 - i. Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family
 - j. Use physical activity or outdoor time as a punishment or reward; demand excessive physical exercise
 - k. Allow or encourage discipline (e.g., hit, bite, kick) of a child by another child
 - l. Send child to the Site Base Manager or Family Advocate office or to another classroom as a form of discipline
 - m. Use brief supervised separation or time out from the group or have the child stand still for any period of time
2. NCGAA staff, consultants, contractors, and volunteers must supervise children at all times. Never leave a child alone or unsupervised anywhere on or outside the grounds of a Head Start facility (e.g., in a classroom, bathroom, on the playground or parking lot). Never release a child to an unauthorized person or person whose identity has not been verified by photo identification.
3. NCGAA staff, consultants, contractors, and volunteers must respect and promote the unique identity of each child and family by creating a welcoming and supportive environment. Refrain from stereotyping any child or family on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition.

4. At the time of enrollment, the Family Advocate will review the Standards of Conduct and Discipline and Guidance Policy with the parent. The signed form will be filed under the enrollment tab of the child record. A copy will be issued accordingly. A copy of this policy is also provided in the Birth-to-Five Head Start Program Parent and Staff Handbook

5. NCGAA staff, consultants, contractors, and volunteers will be trained, understand and sign the Standards of Conduct and Discipline and Guidance Policy during New Staff Orientation and annually thereafter. For NCGAA staff: the signed policy will be filed in the staff compliance binder. For consultants and contractors: the signed policy will be filed with the contract. For volunteers the signed policy will be filed in the volunteer compliance binder.

6. NCGAA staff, consultants, contractors, and volunteers are required to comply with the NCGAA Confidentiality Policy concerning personally identifiable information about children, families, and other staff members in accordance with subpart G of part 1303 and applicable federal, state, local, and tribal laws.

Refer to the Child Maltreatment Reporting Policy and Procedures for reporting of any violation of the Standards of Conduct and Discipline Guidance Policy. As per, policy 402, 403 and 404 found in the NCGAA Employee Handbook penalties for violation of the Standards of Conduct and Discipline Guidance Policy are noted.

Per Minimum Standards Rule §746.2803 Subpart L, Discipline and Guidance: "What methods of discipline and guidance may a caregiver use?"

Discipline must be:

- 1) Individualized and consistent for each child;
- 2) Appropriate to the child's level of understanding;
- 3) Directed toward teaching the child acceptable behavior and self-control;
- 4) A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction:
 - A) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - B) Reminding a child of behavior expectations daily by using clear, positive statements;
 - C) Redirecting behavior using positive statements;" (THHS, Minimum Standards for Child Care Centers, March 2023, p.158)

Per Minimum Standards RULES §746.2805 (1-10) Subpart L, Discipline and Guidance: "What types of discipline and guidance or punishment are prohibited?"

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- 1) Corporal punishment or threats of corporal punishment;
- 2) Punishment associated with food, naps, or toilet training;
- 3) Grabbing or pulling a child;
- 4) Putting anything in or on a child's mouth;
- 5) Humiliating, ridiculing, rejecting, or yelling at a child;
- 6) Subjecting a child to harsh, abusive, or profane language;
- 7) Placing a child in a locked or dark room, bathroom, or closet;
- 8) Placing a child in a restrictive device for time-out
- 9) Withholding active play or keeping a child inside as a consequence for behavior;
- 10) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age." (THHS, Minimum Standards for Child Care Centers, March 2023, p.159)

Per Minimum Standard §746.2805 "Technical Assistance

- ← Child development research supports that physical punishment such as pinching, shaking, or hitting children teaches them that hitting or hurting others is an acceptable way to control unwanted behavior or get what they want.
- ← Children will also mimic adults who demonstrate loud or violent behavior.
- ← Rapping, thumping, popping, yanking, and flicking a child are all examples of corporal punishment.
- ← Regarding paragraph (9), you must never withhold active play from a child who misbehaves (i.e., keeping a child indoors with another caregiver while the rest of the children go outside or making a child sit out of active play in the afternoon for a behavior that occurred in the morning)." (THHS, Minimum Standards for Child Care Centers, March 2023, p.160)

My signature verifies I have read and received a copy of this Standards of Conduct and Discipline and Guidance Policy. I understand, as per, policy 402, 403, and 404 found in the NGGAA Employee Handbook all staff, consultants and volunteers must abide by workplace standards and any violation of this policy may result in disciplinary action up to and including termination.

Signature: _____
 Date: _____

Please check one: Parent/Guardian ___ Employee ___ Other ___

Resource List

1302.00 personnel policies. ECLKC. (2010, March 21). Retrieved April 18, 2023, from <https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii/1302-00-personnel-policies>

Form 1099, operational discipline and guidance policy – texas. (n.d.). Retrieved April 19, 2023, from <https://www.hhs.texas.gov/sites/default/files/documents/laws-regulations/forms/1099/1099.pdf>

Minimum Standards for Child Care Centers. Chapter 746: Subchapter L: Discipline and Guidance(2023, April,4). Retrieved April 18, 2023, from https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-service/ecl/min_standards/chapter-746-centers.pdf

Reporting child health and safety incidents. ECLKC. (2022, September 28). Retrieved April 18, 2023, from <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-07>

Texas administrative code. (n.d.). Retrieved April 18, 2023, from [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=746&sch=L&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=746&sch=L&rl=Y)

Texas administrative code. (n.d.). Retrieved April 18, 2023, from [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=747&sch=L&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=747&sch=L&rl=Y)

Texas administrative code. (n.d.). Retrieved April 18, 2023, from [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=744&sch=G&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=744&sch=G&rl=Y)

**Nueces County Community Action Agency Birth to Five Head Start Program
Standards of Conduct and Discipline and Guidance Policy**

Performance Standards	1302.90(c)(1)(i-v)(2), §1302.102(d)(1)(ii)	
Minimum Standards	§746.2803, §746.2805, §746.501(a)(7)	
Purpose	To ensure that Nueces County Community Action Agency Birth to Five Head Start Program (NCCAA) staff, consultants, contractors, and volunteers abide by established positive strategies to support children's well-being and prevent and address challenging behavior, do not maltreat or endanger the health and safety of children and ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers under their care.	
Communication	Further clarification/ communication can be directed to the Disability/Mental Health Coordinator/Specialist. Staff can locate forms in the <i>DMHS Manual</i> and Google shared drives in digital format.	
Training	NCCAA staff, consultants, contractors, and volunteers are trained on this policy during New Staff Orientation and annually thereafter.	
Monitoring of Procedures	This policy is monitored to ensure NCCAA staff, consultants, contractors, and volunteers adhere to established procedures during on-site visits conducted by the Site Base Managers, Education Coaches/Mentors, Content Supervisor/Specialists and Administration. It is also monitored through surveillance video review by the Site Base Managers, specific Content Supervisors/Specialist, HR Department and Administration. The Site Base Managers, Content Supervisors, T/TA Coordinator/Specialist and Compliance Officers monitor the Staff Compliance Binder for completion and documentation of the Standards of Conduct and Discipline and Guidance Policy form and training agenda.	
Revision/Form Dates	March 2024	Policy & Board Approved: April 2024

Procedures:

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2. NCCAA staff, consultants, contractors, and volunteers must not:
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 - i. Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family
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 - l. Send child to the Site Base Manager or Family Advocate office or to another classroom as a form of discipline

- m. Use brief supervised separation or time out from the group or have the child stand still for any period of time
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Discipline must be:

- 1) Individualized and consistent for each child;
 - 2) Appropriate to the child's level of understanding;
 - 3) Directed toward teaching the child acceptable behavior and self-control;
 - 4) A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction.
- A) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 B) Reminding a child of behavior expectations daily by using clear, positive statements;
 C) Redirecting behavior using positive statements;” (THHS, Minimum Standards for Child Care Centers, Revised January 2024, p.159)

Per Minimum Standards RULES §746.2805 (1-10) Subpart L, Discipline and Guidance: “What types of discipline and guidance or punishment are prohibited? There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

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- 2) Punishment associated with food, naps, or toilet training;
- 3) Grabbing or pulling a child;
- 4) Putting anything in or on a child's mouth;
- 5) Humiliating, ridiculing, rejecting, or yelling at a child;
- 6) Subjecting a child to harsh, abusive, or profane language;
- 7) Placing a child in a locked or dark room, bathroom, or closet;
- 8) Placing a child in a restrictive device for time out
- 9) Withholding active play or keeping a child inside as a consequence for behavior,
- 10) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.” (THHS, Minimum Standards for Child Care Centers, Revised January 2024 p. 160)

Per Minimum Standard §746.2805 “Technical Assistance

- Child development research supports that physical punishment such as pinching, shaking, or hitting children teaches them that hitting or hurting others is an acceptable way to control unwanted behavior or get what they want.
- Children will also mimic adults who demonstrate loud or violent behavior.
- Rapping, thumping, popping, yanking, and flicking a child are all examples of corporal punishment.
- Regarding paragraph (9), you must never withhold active play from a child who misbehaves (i.e., keeping a child indoors with another caregiver while the rest of the children go outside or making a child sit out of active play in the afternoon for a behavior that occurred in the morning).” (THHS, Minimum Standards for Child Care Centers, Revised January 2024, p.160 - 161)

My signature verifies I have read and received a copy of this Standards of Conduct and Discipline and Guidance Policy. I understand, as per, policy 402, 403, and 404 found in the NCCAA Employee Handbook all staff, consultants and volunteers must abide by workplace standards and any violation of this policy may result in disciplinary action up to and including termination.

Signature: _____ Date: _____

Please check one: Parent/Guardian Employee Other

Resource List

1302.90 personnel policies. ECLKC. (2019, March 21). Retrieved April 18, 2023, from

<https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii/1302-90-personnel-policies>

Form 1099, operational discipline and guidance policy - texas. (n.d.). Retrieved March 19, 2024, from

<https://www.hhs.texas.gov/sites/default/files/documents/laws-regulations/forms/1099/1099.pdf>

Minimum Standards for Child-Care Centers. Chapter 746: Subchapter L: Discipline and Guidance (2024, January). Retrieved March 19, 2024 from

<https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf>

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<https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-07>

Texas administrative code. (n.d.). Retrieved April 18, 2023, from

[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=746&sch=L&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=746&sch=L&rl=Y)

Texas administrative code. (n.d.). Retrieved April 18, 2023, from

[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=744&sch=G&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=744&sch=G&rl=Y)

I. Parent(s)/Primary Caregiver(s)' Roles and Responsibilities

Parents/primary caregivers are their child's first teacher and role model. A child's feelings of self-love, self-respect, and self-esteem are greatly impacted by their parent/primary caregiver's beliefs and actions.

The NCCAA Birth-to-Five Head Start Program is committed to helping families develop and strengthen their role as effective parents/primary caregivers. Head Start provides opportunities for training in education, health, nutrition, disabilities, mental health, transition, and family services to all Birth-to-Five Head Start families. The following guidelines are designed to help families in their role as parent/primary caregiver, not only in the Birth-to-Five Head Start Program but also at home.

A. Parent(s)/Primary Caregiver(s)' General Responsibilities

1. Set positive examples for your child
2. Speak to your child in a respectful manner and tell your child what you expect
3. Establish a daily routine for your child by setting a time for going to bed, waking up, eating, and bathing
4. Encourage developmentally appropriate activities (contact your child's teacher for ideas)
5. Provide a loving and nurturing home environment
6. Accept your child as an individual, without making comparisons to others
7. Meet your child's basic needs—food, shelter, clothing, exercise, and health care
8. Teach your child manners and respect for all by being a role model (Please, Thank You)
9. Apply consistent and positive discipline guidance strategies immediately following inappropriate behaviors that teach children self-control and positive self-worth.
10. Use disciplinary techniques that teach children to have self-control and positive self-worth.
11. Avoid spanking, hitting, or screaming at children, which may lead to negative feelings.
12. Teach your child, using biological terms (i.e., penis, vagina), about his/her body and respect for the human body

B. Parent(s)/Primary Caregiver(s)' Responsibilities at the Head Start Center

1. Make sure your child attends Head Start every day (unless ill).
2. Bring and pick up your child on time.
3. Make sure your child comes wearing clean clothes and combed hair. A change of clothes should be provided for each child.
4. Participate regularly by volunteering in the Head Start Program, attending parent meetings and training sessions.
5. Follow classroom rules and demonstrate respect to other adults and children when participating in Head Start activities.
6. Talk to your child each day about classroom experiences.
7. Dress appropriately when participating in Head Start activities.
8. Provide an update of responsible emergency contacts in case you cannot be reached (i.e., phone numbers, addresses).
9. ***Do not send money, toys, or expensive jewelry with your child. The Head Start Program will not be responsible for loss or damage to any of these items.***

II. Teaching Staff's Role and Responsibilities

In the NCCAA Birth-to-Five Head Start Program, the Teaching staff and classroom volunteers enhance children's growth and development by establishing a nurturing and stimulating learning environment. The teaching staff guide children's behavior and promote positive self-esteem for all children. The teaching staff attends regular training opportunities throughout the year to reinforce their positive guidance and classroom management techniques. The following guidelines apply to all Birth-to-Five Head Start personnel and volunteers when they are responsible for the supervision of Birth-to-Five Head Start children:

A. Teaching Staff Guidelines

1. Demonstrate a cheerful and positive attitude with children
2. Act as a positive role model for children
3. Communicate with children in a respectful manner (Excuse Me, Pardon me)
4. Establish a nurturing and trusting relationship with each child and their family
5. Provide a safe environment, free of harm and danger to children
6. Maintain an environment that fosters children's creative self-expression
7. Adhere to NCCAA Birth-to-Five Head Start Program's Standard of Conduct and Discipline and Guidance Policy

B. Positive Guidance Techniques

Teaching staff must be prepared to guide children through the day's activities. This can be accomplished by preparing the classroom environment, using effective classroom management and utilizing a variety of resources. The Teaching staff's goal for each day is for each child to be successful.

C. Classroom Environment

The classroom staff engages in positive redirection and praise children throughout the day.

The environment is child friendly to encourage children to explore and manipulate materials in his/her environment with limited adult assistance. A few examples are as follows:

- ❖ All classrooms are organized with material and equipment to promote independence and self-sufficiency.
- ❖ Lesson plans and classroom schedules are followed daily, but flexible to meet children's needs.
- ❖ Activities are developmentally age appropriate for optimal learning and development.
- ❖ Room Labeling—cubbies and personal items will be labeled with the child's name.
 - Learning centers and other items in the room will be labeled with words and pictures using dual language so that children can easily locate and return items to the appropriate locations.

Nueces County Community Action Agency Established School Readiness Goals



Children will manage feelings, emotions, actions, and behaviors with increasing independence with support of familiar adults.



Children will develop, engage in, and maintain consistent, positive interactions with adults and other children.



Children will use language in conversations with others as developmentally appropriate.



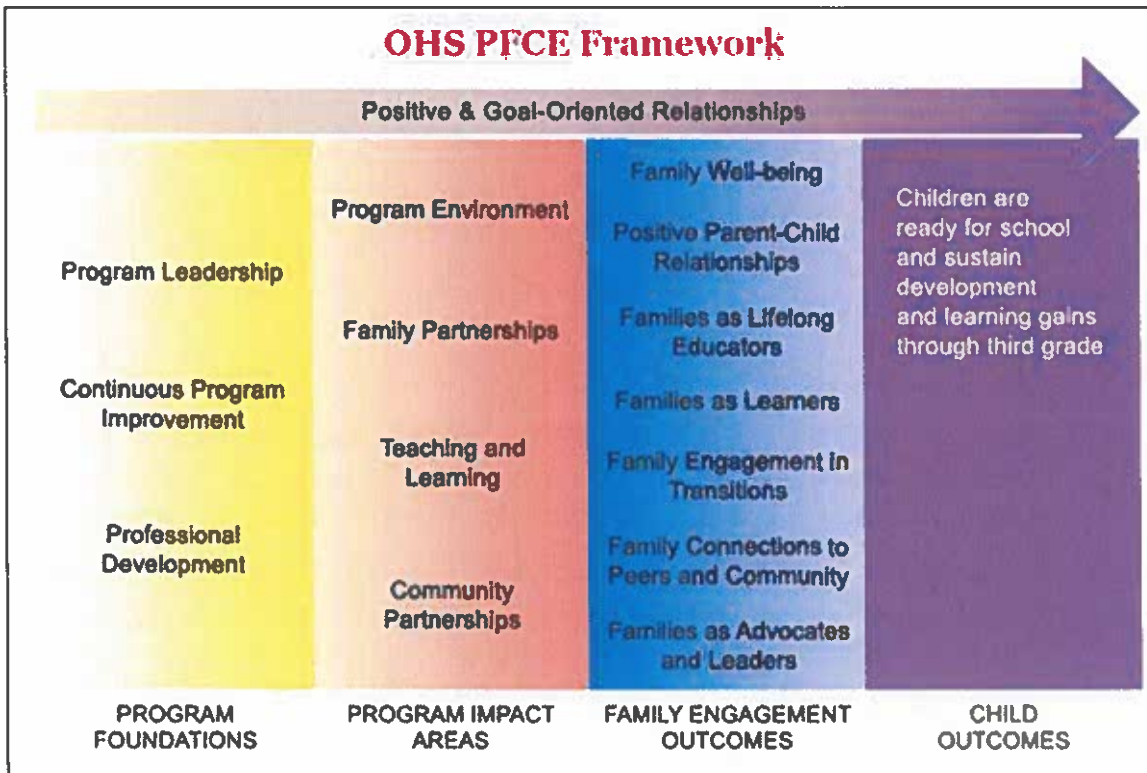
Children will inquire through observation and investigation of their natural world.

SCHOOL READINESS is the process of early learning and development, from infancy to school age, when children gain the skills and attitudes they need to succeed in school.
School readiness is a shared responsibility among schools, programs, and families.



Children will engage in physical activities and practice healthy nutrition choices throughout the day.





1302.50-53 FAMILY & COMMUNITY PARTNERSHIPS

Parent and family engagement in Head Start/Early Head Start (HS/EHS) is about building relationships with families that support family well-being, strong relationships between parents and their children, and ongoing learning and development for both parents and children.

Strong partnerships with families are essential to children's school readiness and healthy development. The Family Advocates are here to work with parents and act as a support system for the entire family. By working with their Family Advocate, parents will have the opportunity to participate in a Family Partnership Process that includes, but it is not limited to:

- ❖ Family Partnership Agreement
- ❖ Identification of family strengths and needs
- ❖ Individualized family partnership services to set goals that address both the family and the child's strengths and needs.
- ❖ Family Advocate Home Visit
- ❖ Goal Setting Meeting (s)
- ❖ Support on any existing plans and community resources.
- ❖ Follow-up progress of goals and referrals
- ❖ Ongoing communication to ensure family well-being

Family Advocates will aid with referrals on resources in the community regarding:

- Crisis assistance (food, clothing, shelter, etc.)

- Health and Nutrition
- Parenting Skills
- Domestic Violence
- GED Classes, Higher Education, ESL
- Employment
- Etc.

They will also refer families and staff to our Community Services Division.

COMMUNITY SERVICES



Helping People. Changing Lives.

NCCAA works with partners to apply comprehensive strategies to eliminate the causes of poverty for people of Nueces County

Community Services Program

Community Services is a division of Nueces County Community Action Agency (NCCAA) which provides a variety of programs intended to empower people and build thriving communities by providing services that directly impact households transitioning out of poverty.

Services we provide:

- Case Management
- Tuition Assistance
- Affordable Housing
- Utility Assistance
- Weatherization
- Heating and Cooling
- Home Preservation
- Information and Referral
- Public Notary

You can pick up an application at the following locations:

Community Action Service Center
1006 22nd. St
Corpus Christi, TX. 78405
361-882-4193

Rural Service Center (Robstown)
801 E. Main St.
Robstown, TX. 78380
361-387-1527

FAMILY ENGAGEMENT OPPORTUNITIES

<p>Family And Community Engagement (F.A.C.E.) Meetings</p>	<p><i>Let's F.A.C.E the future of our children together!</i> Monthly center parent meetings. Parents/ Primary Caregivers learn about a wide variety of topics, including, but not limited to:</p> <ul style="list-style-type: none"> ❖ Healthy Cooking ❖ Healthy Habits/Exercise ❖ Parent-Child Activities ❖ Behavior Issues ❖ Child & Family Well Being ❖ Community Resources ❖ Literacy ❖ Emergencies/Hazards ❖ Adult Education/Job Training ❖ School Readiness ❖ Financial Literacy
<p>Fathers Actively Involved Through Head Start (F.A.I.T.H.) Activities</p>	<p>The goal of our male involvement activities is to provide a supportive, educational and father friendly environment to all father figures involved in the lives of our children.</p>
<p>Wellness/IMIL (I'm Moving, I'm Learning) for Families Meetings</p>	<p>Wellness/IMIL Meetings provide families with activities and information on the importance of physical activity, preventive care, mental care and healthy lifestyle.</p>
<p>Family Engagement Mini-Conferences</p>	<p>Quarterly Conferences focused on providing parents with resourceful information and education on topics such as: parenting skills, self-care, stress management, School Readiness, school transitions, etc.</p>
<p>Policy Council</p>	<p>Elected Policy Council members represent their center at monthly Policy Council meetings and participate in making decisions for the program.</p>
<p>Home Connections Calendars</p>	<p>Calendars with activities for parents to work with their child at home. Reading is so important!</p>
<p>School Readiness & Family Engagement Advisory</p>	<p>The SR&FE Advisory meets twice a year to recommend strategies to improve children's school readiness skills and strengthen partnerships with families, community and staff.</p>
<p>Health Services Advisory Committee</p>	<p>The HSAC meets Quarterly to recommend strategies to support Health, Safety, Nutrition and Mental Health initiatives in the program and community.</p>

<p>Grandparents and Other Relatives Raising Children Conference</p>	<p>Yearly conference focused on providing resourceful information on several issues such as: legal, medical, educational, etc. for grandparents and other relatives raising children.</p>
<p>Engagement opportunities in the classroom or Center:</p>	<p>Parents have a variety of opportunities to participate in the Program and engage in their children's education. They are welcome to: assist staff with the activities in the classroom or in the playground, help teachers prepare materials for activities/classroom at the center or from home, share their craft skills with other parents or children in the classroom, assist in event planning committees, attend agency/center/classroom events, etc.</p>
<p>P.I.E. (Partners In Education) Empowerment Groups</p>	<p>Our P.I.E. meetings offer parents the opportunity to connect with other parents and the community, and provide supportive and resourceful information on childhood development, parenting skills, and self-care skills.</p>
<p>STEP (Systematic Teaching for Effective Parenting) Meetings</p>	<p>A research-based curriculum, the STEP Program focuses on improving parent/child communication and helping children learn from the consequences of their own choices. The program helps parents to understand young children's behaviors and provide them with strategies to handle challenging behaviors.</p>
<p>Ready4K Parenting Curriculum</p>	<p>Ready 4K is a free text message service that helps busy parents and caregivers. Each week, Ready4K texts three tips, facts, and messages that help build language and literacy skills.</p>

**1303.4 NON-FEDERAL MATCH
IN- KIND
45 CFR 92.3**

What is in-kind?

In-kind means any charitable giving in which, instead of giving money to buy needed goods and services, the goods and services themselves are given to by volunteering time and/or providing approved needed items.

Why do we need it?

In order to continue receiving Federal Funding, each Head Start Program **MUST** receive donations from the community (**NON-FEDERAL MATCH**). The donations must equal, at least, 25% of the total dollar amount that comes from the Federal Government.

What Happens If Our Program does not meet the 25% Requirement?

If we do not meet the 25% In-Kind requirement, we have two choices:

- Pay the government back 25% dollar amount the program received, or
- Close Our Program Down

IMPORTANT NOTE: In-kind forms are *legal documents* utilized to record our federal non-share goals *and it is a federal offense to knowingly submit falsified documents for the purpose meeting in-kind requirements.*

- By volunteering their time, parents, family members and community partners help the program meet the non-federal share requirement.
- NCCAA staff meets with parents and staff at Parent Meetings, Cluster Meetings, Coordinators Meetings, and on a regular basis, to:
 - Share In-kind Goals Status
 - Discuss strategies to meet Center, Classroom, and Component Goals
 - Identify barriers
 - Plan activities
 - Etc.

<ul style="list-style-type: none"> ❖ Helping at Center/Classroom ❖ Attending Center Committee Meetings ❖ Attend Center events ❖ Representing Center at the Policy Council meetings ❖ Attending Agency events with the children ❖ Planning or helping with activities for the Center/classroom, ❖ etc. <p>** Refer to the Family Engagement Opportunities section on the previous page for more information.</p>	<ul style="list-style-type: none"> ❖ Nutritional store-bought food/snacks for center events ❖ Children’s books and magazines ❖ School, art supplies or materials for thematic units/support curriculum ❖ Equipment bought by the Parent Committee with funds from a fundraiser ❖ Soliciting donations from the Community, ❖ etc.
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1302.34 (b) (4) VOLUNTEERS

Regular and Frequent Volunteers

Regularly or frequently present at an operation--The definition means:

(A) A person is regularly or frequently present at an operation if the person:

(i) Is present at an operation on a scheduled basis;

(ii) Visits the operation three or more times in a 30-day period, with each visit being a period of time of less than 24 hours, and with multiple or periodic visits to an operation within the same day counting as one visit;

(C) **For a child day-care operation, parents are not regularly or frequently present at an operation solely because they are visiting their child, which may include dropping off or picking up their child, eating lunch with their child, visiting or observing their child, or consoling their child. However, a parent may be regularly or frequently present at an operation if he or she volunteers at an operation or is otherwise present at an operation for a reason other than visiting his or her child.**

CENTER/ CLASSROOM REQUIREMENTS

1) For the safety of the children, NCCAA Birth-To-Head Start requires frequent and regular volunteers, who **ARE COUNTED** in the staff/child ratio, to meet, obtain and review the following:

- ❖ Clear background check
- ❖ Fingerprinting
- ❖ TB screening
- ❖ Affidavit
- ❖ Food Handler's training
- ❖ Overview of Minimum Standards
- ❖ NCCAA's Operational Policies
- ❖ NCCAA Birth to Five Head Start Program Child Maltreatment Reporting Policy and
- ❖ Procedures and Reporting Procedures for Suspected Child Maltreatment Involving NCCAA Employees, Sudden Infant Death Syndrome (SIDS), Shaken Baby Syndrome (SBS) and Early Brain Development (EBD)
- ❖ The procedures to follow in handling emergencies;
- ❖ The use and location of fire extinguishers and first aid equipment
- ❖ High School Diploma
- ❖ Civil Rights training

❖ English:

<https://theicn.docebosaas.com/learn/course/external/view/elearning/122/civil-rights-in-child-nutrition-programs>

❖ Spanish:

<https://theicn.docebosaas.com/learn/course/external/view/elearning/199/derechos-civiles-en-los-programas-de-nutricion-infantil>

❖ 8 hours of pre-service

❖ 18 years old or older

****** Volunteer Training will be provided during
New Staff Orientation or as needed.***

2) NCCAA Birth-To-Head Start requires frequent and regular volunteers, who are **NOT COUNTED** in the staff/child ratio; to obtain and review the following:

- ❖ Clear background check
- ❖ TB screening
- ❖ Affidavit
- ❖ Overview of Minimum Standards
- ❖ NCCAA's Operational Policies
- ❖ NCCAA Birth to Five Head Start Program Child Maltreatment Reporting Policy and Procedures and Reporting Procedures for Suspected Child Maltreatment Involving NCCAA Employees, Sudden Infant Death Syndrome (SIDS), Shaken Baby Syndrome (SBS) and Early Brain Development (EBD)
- ❖ The procedures to follow in handling emergencies
- ❖ The use and location of fire extinguishers and first aid equipment
- ❖ Civil Rights training
- ❖ English:
<https://theicn.docebosaas.com/learn/course/external/view/elearning/122/civil-rights-in-child-nutrition-programs>
- ❖ Spanish:
<https://theicn.docebosaas.com/learn/course/external/view/elearning/199/derechos-civiles-en-los-programas-de-nutricion-infantil>
- ❖ 18 years or older

***** *Volunteer Training will be provided by Site Based Managers as needed.***

WE RECOGNIZE OUR VOLUNTEERS

*Parents who contribute 50 or more hours of
“Volunteer in Classroom” qualify to attend the
Volunteer Recognition Event
at the end of the school year.*

At this event, we present awards to
the EHS Volunteer of the Year and
the HS Volunteer of the Year.

IN-KIND CORONATION

In addition, we have our In-kind Coronation
where the boy and girl with the highest family
participation in each division (EHS and HS) will
be crowned In-kind
King and Queen of the Program.

SOLICITATION OF DONATIONS

- Parents and/or staff are welcome to solicit donations on behalf of NCCAA Birth-to-Five Head Start Program.
- When soliciting donations, the Solicitation of Donation Letter/ In-kind Contribution Statement **MUST** be used. The letter can be requested to the Site Based Manager or Family Advocate.

NOTE: Absolutely no cash donations accepted!

NULCES COUNTY COMMUNITY ACTION AGENCY
Birth-to-Five Head Start Program
 101 South Park Island Drive, Corpus Christi, Texas 78406
 Solicitation of Donations, In-kind Contribution Statement

Name of Donor(s): _____
Address: _____
 (Include home or business address, include zip code)
Donated to (NCCAA, Birth to Five Head Start Program): _____

Goods:

Description of Donations	# of Items	Individual Value	Total Value of Donations

Services/Space Donation
 Description of Service or Space Donation: _____
 Individual Value: _____
 Total Value of Donations: _____

Monetary:

Description of Donations (ABSOLUTELY NO CASH)	# of Items (if not cash)	Individual Value	Total Value of Donations

Nulces County Community Action Agency (NCCAA) is a 501(c)(3) nonprofit organization. For more information, please call 361-835-1111. NCCAA is an equal opportunity organization. We are proud to be a part of the Nulces County Community Action Agency.

NOTE TO DONORS: Please fill out the form and deposit your payment into the account listed below. For additional information or questions call 361-835-1111 or 361-835-1112.

Thank you for making a difference!

Authorized Donor's Name and Signature: _____ Date of Donation: _____
 Title of Donor: _____
 Name of Site and Signature: _____ Date Filled in by Staff: _____
 (Print Name) _____
 Title: _____
 Site: _____
 NCCAA Birth-to-Five Head Start Program

1302.70-72 TRANSITION SERVICES

Transition practices refer to the events, activities, and processes associated with key changes between environments during the early childhood years. Parent participation in transition activities prior to the new school year or educational setting is strongly associated with children's self-confidence, liking of school, and overall happiness in kindergarten (Hubbell, Plantz, Condelli, & Barrett, 1987).

Parent Orientation and other opportunities are available for parents and children to ensure a smooth transition into the Program. A tour to a Birth-to-Five Head Start Center and *Meet the Center Staff* are just some examples of transition activities.

NCCAA Birth-To-Five Head Start staff conducts transition meetings to help parents advocate for and promote successful transitions to the next educational setting. The topics of discussion are child's and family's progress, development, health status, parent's roles and responsibilities, etc.

NCCAA Birth to Five Head Start Program Transitions

- ❖ From home/childcare to Early Head Start or Head Start
- ❖ From Expectant Women's Program to Early Head Start
- ❖ From Early Head Start to Head Start
 - NCCAA Birth-To-Five Head Start staff conducts transition meetings with families, at least six months prior to the child's 3rd. birthday.
 - Times designated for children to transition from Early Head Start to Head Start are based on the child's birthday and are as follows:
 - Children whose birthdays fall between September – December will transition after winter break.
 - Children whose birthdays fall between January – Spring break will transition after Spring break
 - Children whose birthdays fall after Spring break – August will transition at the end of the year.
 - Age and income eligible children may transition three times during the year into the Preschool Program upon their third birthday if an enrollment slot is available
- ❖ From Head Start to Kindergarten
 - NCCAA Birth-To-Five Head Start staff conducts Transition Meetings starting in April.
 - A Kindergarten Conference is conducted in May
 - Staff encourages parents to visit a local elementary school with their children. This is an opportunity for parents to advocate for their child's next setting by asking questions regarding curriculum, discipline, dress code, how a parent can become active as a volunteer in the school/classroom, or any available opportunities for parent involvement.
 - Starting in April thru the remainder of the school year, NCCAA Staff practices Cafeteria Style Service to help children familiarize with the transition to kindergarten and foster confidence about such transition.

PROCEDURES FOR RELEASE OF CHILDREN

Performance Standards: 1302.47 5(v)

Minimum Standards: §746.4103, §746.4101

- ❖ Children must be signed in and out upon arrival and departure on the IPAD using the ChildPlus Attendance App. Parent/ Primary Caregiver must ensure that all emergency contacts (phone numbers) including himself/herself are up to date (in case of an emergency).
- ❖ The center staff ensures that children are released only to you or an adult designated by you.
 - An adult is a person 18 years old or older
- ❖ Anytime an unfamiliar adult picks up a child, the Center staff will ask for a Driver's License or Department of Public Safety (DPS) Identification Card and make certain the name indicated is on the Emergency Contact List for the release of the child.
- ❖ No child will be released to anyone whose name does not appear on the Emergency Contacts, unless the Parent/Primary Caregiver calls to authorize the release to that person.
- ❖ Staff will take a picture of the Driver's License or Department of Public Safety (DPS) Identification Card number using the agency IPAD. The DL/ID pictures will be deleted at the end of the school year.
- ❖ If an emergency arises, the Parent/ Primary Caregiver can call to authorize the release of a child to an unauthorized adult (must provide valid Identification when picking up the child). The center staff must verify the caller is actually the Parent/ Primary Caregiver. Verification of caller will be made by asking for any of the following items:
 - (1) Parent/ Primary Caregiver's address
 - (2) Parent/ Primary Caregiver's Birthday,
 - (3) Child's Identifying Marks,
 - (4) Child's Birth date
- ❖ If a child is not picked up 30 minutes after their scheduled pick up time and all Emergency Contacts have been attempted then the proper authorities will be contacted (*i.e. Police, Department of Family & Child Protective Services*).

IMPORTANT NOTICE

Nueces County Community Action Agency Birth-to-Five Head Start ensures your child's safety by implementing the following procedures.

If an emergency contact arrives and appears intoxicated/chemically impaired, the following steps will be taken.

1. The manager/lead teacher will inform the "pick-up person" that he/she feels it is unsafe for the child to ride with him/her, and the local police will be notified.
2. The parent/other persons on the emergency contact list will be called to pick up the adult and child.

The Texas Child Care Licensing states (746.4101) that we may not legally prevent the child from being picked up by a parent or person designated by the parent.

The agency staff will take the following action if the adult leaves with the child.

1. The parent/pick-up person and their license plate number will be reported to the police.

2. The center will contact the Department of Children and Family Services.
3. A meeting will be held with the family within 24 hours.

Revised 07/2022

PEDESTRIAN SAFETY

Birth-to-Five Head Start Staff provides pedestrian and car safety training to children in the classroom, as part of the Lesson Plan, and for parents at F.A.C.E. Parent Meetings. The issues covered include (but are not limited to):

- ❖ Street Crossing Safety Rules
- ❖ Safety Walking Rules
- ❖ Bike Safety Rules
- ❖ Car Ride Safety
- ❖ Summer Car Safety (Heat prevention)
- ❖ Etc.

“Walk This Way”

<https://www.youtube.com/watch?v=-t2oX6zOEyU>

“Educación Vial”

<https://www.youtube.com/watch?v=uLy8Opx5SOU>

**** Parents are encouraged to review these rules with their child regularly****

EMERGENCY PROTOCOL

- ❖ The Site Base Manager or designee will always contact the Program Director after immediate emergency condition is met (example: calling 911 for appropriate situations)
- ❖ Every center has its own Hurricane Preparedness Plan. Severe weather drills are conducted every three months
- ❖ All NCCAA Birth to Five Head Start Centers have annual fire inspections and monthly fire drills.
- ❖ All employees receive fire extinguisher training annually.

FIRE, EXPLOSION, TOXIC FUMES, CHEMICAL SPILLS/RELEASE OR BOMB THREAT

Evacuate and Relocate
<p>1) Children and others will be evacuated and relocated to a designated area. (Refer to the Relocation and Evacuation Plans and Maps for each individual Center in the Handbook's Appendix)</p> <p>2) Teacher will:</p> <ul style="list-style-type: none"> ❖ Call 911 for emergency personnel (police, fire or rescue team) from a phone outside the centers. ❖ Be prepared to provide the following: <ul style="list-style-type: none"> ❖ Name and address of facility ❖ Name and address of relocation site ❖ Call back phone number ❖ Number of person(s) missing, if any <p>3) Site Base Manager or designee notifies Program Director or CEO</p> <p>4) Assistant Teacher will:</p> <ul style="list-style-type: none"> ❖ Take attendance and report using the red/green card system ❖ Reassure children and supervise them at all times <p>Authorities will determine when building is safe to re-enter</p>
Shelter in Place

- 1) Children and others present should move/remain indoors
- 2) Children and others present should stay in a room with the fewest windows and doors
- 3) All doors and windows must remain shut
- 4) All cooling and heating systems must be turned off
- 5) All windows and doors must be taped and sealed, if possible
- 6) Wet, clean towels must be placed under door to absorb toxic fumes
- 7) Parents are encouraged to keep the children at the center to avoid exposing them
- 8) Authorities will determine when it is safe to exit the building

IMPORTANT NOTICE: In case of Center Lockdown due to Chemical or Biohazard Alert, doors **will not be opened** until an All-Clear has been issued by proper authorities.

**** Centers can also be on Lockdown in the event of violence or criminal activity near the facilities****

High Winds or Tornado Warning/Threat

- 1) Children/Staff present will remain indoors
- 2) Children/Staff present will move to rooms with the most central structure in the building to support falling debris or cave-ins
- 3) Rooms with wide roof expansions and external walls will be shelter-of last resort.
- 4) Children and others present will take the duck and cover position and remain in place until the danger of flying objects has passed
- 5) Dial 911 if necessary; then contact the Program Director or the CEO

High Water or Flood

Staff will:

- 1) Remain calm and reassure children
 - 2) Check for signs of rising water during heavy downpours
 - 3) Prepare to evacuate at the first sign of rising water
 - 4) Arrange for high vehicles to evacuate children
- * 6-8 inches of water can cause a stream and possible flash flood**

HEALTH AND SAFETY ILLNESS AND EXCLUSION CRITERIA

Daily Child Health Check

- ❖ The Birth-to-Five Head Start classroom staff conducts a Daily Health Check every morning.
- ❖ Whoever brings the child to school should wait until the health check is completed before leaving.
- ❖ Staff will be checking for cuts, bumps, bruises, scars, stitches, casts, sores, head lice, drainage from eyes, ears, nose, cough, wheezing, fever, rash, cleanliness or limping, and temperature elevation.
- ❖ Children may not be able to attend class when they are ill.
- ❖ ~~Children will not be able to attend/remain in school if they have diarrhea or vomiting as indicated below:~~

§746.3601. We must not allow an ill child to attend the child-care center if one or more of the following exists:

- Diarrhea [Uncontrolled diarrhea: stool is not contained in the diaper and/or exceeds two or more stools above the normal for that child; and a toilet-trained child's diarrhea is causing soiled pants and clothing.] (THHS, Minimum Standards for Child Care Centers, March 2023, ~~p. 196~~ 197). Technical Assistance. Revised 1/2024.
- Vomiting [Two or more vomiting episodes in 24 hours (THHS, Minimum Standards for Child Care Centers, March 2023, p. 195).

§746.3606. When may a child who was ill return to my child-care center?

- ❖ *Subchapter R, Health Practices Division 3, Illness and Injury April 2017*
- ❖ A child who was ill may return to your child-care center when:
 - 1) The child is free of symptoms of illness for 24 hours [Medium]; or
 - 2) You have obtained a health care professional's statement that the child no longer has an excludable disease or condition. [Medium] (THHS, Minimum Standards for Child Care Centers, March 2023, ~~p. 197~~ p. 196). Revised 1/2024.
- ❖ Temperature as noted below:
 - According to the Texas Health and Human Services (THHS), the types of illness that would prohibit a child from attending the child-care center ~~includes:~~ **if one or more of the following exists:**
 1. "The illness prevents the child from participating comfortably in child-care center activities including outdoor play [Medium];
 2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care [Medium-High];
 3. The child has one of the following (unless a medical evaluation by a health-care professional indicates that you can include in the child-care centers' activities);
 - (A) An oral temperature above 101 degrees that is accompanied by behavior changes or other signs or symptoms of illness [Medium];

- (B) A tympanic (ear) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness. Tympanic thermometers are not recommended for children under six months old [Medium];
 - (C) An axillary (armpit) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness [Medium];
 - (D) An infrared temporal (forehead) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness [Medium];
 - (E) Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill [Medium]; or
 (4) A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious. [Medium].” (THHS, Minimum Standards for Child Care Centers, March 2023, p. 195). p. 196). Revised: 1/2024
- ❖ A child who appears ill will not be admitted to the center unless approved by a Site Base Manager or Health staff.
 - ❖ If a child becomes ill during school hours, parent(s) will be contacted and expected to pick up the child within 30 minutes unless other arrangements have been made.

Head Lice

- ❖ In accordance with our Health and Safety Policy & Procedures Manual, the Short Term Exclusion and Admittance Policy states, “Children will be excluded if ... The child has head lice and/or nits. Children may be readmitted after all lice and nits have been removed. The Birth-to-Five Head Start Program will provide medicated shampoo for families and as needed for other children in their family.” Teacher/CDS or Health staff will assist if families need the treatment shampoo.
- ❖ The NCCAA Birth-to-Five Head Start Program requires that the hair be free of nits/bugs to prevent the spread of head lice to the entire class.
- ❖ Teachers/CDS will check the children’s hair to determine the presence of head lice. If head lice are present, the child will be sent home immediately with a note asking parent/primary caregiver to clean the child’s head before he/she returns to school. The eggs must be removed with a fine tooth comb or handpicked. The eggs hatch in two (2) weeks; therefore, a repeated treatment may be necessary.
- ❖ Head Start children enrolled in public schools will follow the collaborative partner guidelines.

Return to School Policy

- ❖ Parents/Primary Caregivers must notify staff (i.e., Teacher, Family Advocate, and/or Site-Base Manager) when a child is ready to return to school.
- ❖ Staff may require additional information before allowing the child to return to the classroom.
- ❖ When a child has been out because of a communicable illness or an injury, staff may require the parent/primary caregiver to bring a doctor's release.
- ❖ For children who have been absent due to illness for 3 or more consecutive days, documentation from a health-care professional stating that the child may return to class is required.

PROCEDURES FOR HANDLING MEDICAL EMERGENCIES

- ❖ Parents/Primary Caregivers will be notified immediately following an accident or incident involving their child. If Parent/Primary Caregiver cannot be reached staff will contact the individuals on the Emergency Contact.
- ❖ If the child needs additional medical care, parents/primary Caregiver will be required to pick up the child.
- ❖ If the child has suffered a severe injury or illness, the staff will call 911

PROCEDURES FOR PARENTAL NOTIFICATIONS

Parent Advisory

- ❖ A Parent Advisory will be issued within 24 hours of an outbreak of a communicable disease or of a serious incident that could be unsafe to the children.
- ❖ The form provides information about the type of disease or incident, the time and date it was noted and any special instructions. Parents/Primary Caregivers may receive applicable informational handouts.

Incident/Illness Report

- ❖ After a child has been involved in an incident/or illness, the parent/primary caregiver will review and sign the Incident/Illness Report.

PROCEDURES FOR DISPENSING MEDICATIONS, OR A STATEMENT THAT MEDICATION WAS NOT GIVEN

Medication Administration Policy

Medication will be administered to children following Head Start Procedures approved by the Health Services Advisory Committee.

- ❖ NCCAA will only administer medication that must be given during programs hours of operation. For example, if a medication is to be given 3 times a day, NCCAA will only administer medications one per day.
- ❖ The first and last dose of medication should be given at home as prescribed.
- ❖ Parents/Primary Caregivers should also give the first dose of any newly prescribed medication at home to monitor the child for reactions to medication. Parent/Primary Caregivers have the choice to give medication to their child during the class day. They should communicate with the child's teacher about possible side effects that may occur.
- ❖ There are times when medication may need to be given more frequently or for chronic conditions such as asthma. All medications/treatments will require an **Individualized Health Care Plan or an Asthma Action Plan/Seizure Action Plan** from the child's doctor.
- ❖ Classroom staff will administer medication only after Parent/Primary Caregivers have signed and completely filled out the Authorization for Medication Administration Form.
- ❖ Medication must be in the original container that is labeled by a pharmacist/physician. Labels should include the child's name, the name of the medication, dosage, and route of administration. Date of prescription, name of the prescribing physician, expiration date as well as the instructions for the frequency, usage, and duration of administration must be included on the prescription label. If the label has been tampered with, altered or cannot be read, medication may not be administered. IHCP and the medication bottle label must match.
- ❖ A physician may prescribe medication for a recurring problem or chronic condition. The instructions should include conditions for usage (i.e. wheezing, rash appears).
- ❖ The Birth-To-Five Head Start Program does not allow for any medication that has been issued to

any of our Head Start Centers/Classrooms to be returned to parent/primary caregiver in order for the medication to be administered away from the Center/Classroom. Parent/Primary Caregiver must ensure that they receive doctor's orders to get duplicate medications from the pharmacy if the medication needs to be administered both at school and at home. Medications will be returned only to the parent/primary caregiver if the medication has expired, or the doctor's orders have expired, or if the Center/Classroom receives a doctor's order to discontinue the administration of medication.

❖ Medication will not be used beyond the date of expiration on the container or past the instructions provided by the physician on the medication label. Each dose of medication administered to the child will be documented in ink and signed (full name) by the staff member administering the medication and by the witness to medication administration. Any changes in behavior or refusals will be documented and reported to the Parent/Primary Caregiver and the Site-Based Manager.

❖ If a medication error leads to a serious reaction, 911 may be contacted to activate the Emergency Medical System (EMS). Any medication errors (wrong dosage, wrong time, wrong child, wrong medication, and/or wrong route) will be immediately reported to the Health Staff, Site-Base Manager and Parent/Primary Caregiver. The Site-Base Manager will notify the Parent/Primary Caregiver of the incident. An incident report is completed and Child Care Licensing is notified of medication error.

HYGIENE AND HAND WASHING

1. Scrub hands with liquid soap and warm running water for 20 seconds
2. Rinse hands well with running water
3. Dry hands with paper towels
4. Use a paper towel to turn off the faucet.
5. Dispose of used paper towels in designated waste basket

WHY DO WE HAVE TO CONTINUALLY BRING IN THE UPDATED MEDICAL INFORMATION?

The medical documentation that the Health Component requests from our families is to ensure that the agency is in compliance with OHS Performance Standards.

Performance Standard 1302.42 (b)(1)(i) states:

“Obtain determinations from health care and oral health care professionals as to whether or not the child is up-to-date on a schedule of age appropriate preventive and primary medical and oral health care, based on: the well-child visits and dental periodicity schedules as prescribed by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program of the Medicaid agency of the state in which they operate, immunization recommendations issued by the Centers for Disease Control and Prevention, and any additional recommendations from the local Health Services Advisory Committee that are based on prevalent community health problems;”

The Standards further state:

- (ii) Assist parents with making arrangements to bring the child up-to-date as quickly as possible; and, if necessary, directly facilitate provision of health services to bring the child up-to-date with parent consent as described in §1302.41(b)(1).
- (c) Ongoing care. (1) A program must help parents continue to follow recommended schedules of well-child and oral health care.
- (d) (2) A program must develop a system to track referrals and services provided and monitor the implementation of a follow-up plan to meet any treatment needs associated with a health, oral health, social and emotional, or developmental problem.

MEDICAL REQUIREMENT PRACTICES

~~Minimum Standards Requirements~~

~~§746.3611.~~

~~To ensure the safety of staff and the children that they are in contact with, all staff upon hire must have a current Tuberculosis (TB) test or X-ray.~~

~~NCCAA may require current employees to undergo an additional TB testing or x-ray when: information from the employee, employee's supervisor, employee health professional or other sources or mandates indicate that the employee has an impairment that interferes with his or her ability to perform essential job functions or poses a direct threat to the health and safety of the employee, children, volunteers, and others. A communicable disease may constitute a direct threat to health and safety.~~

§746.1105(2)

Each child-care center employee must:

- (2) Have a current record of a tuberculosis examination, showing the employees free of contagious TB, if required by the Texas Department of State Health Services or local health authority [Low]; (THHS, Minimum Standards for Child Care Centers, March 2023, p. 195) p. 72). Revised: 1/2024


Immunization Policy

Our program requires all children to be up-to-date with immunizations at enrollment and throughout the year. <https://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf>

Your child needs vaccines as they grow!

2024 Recommended immunizations for Birth Through 6 Years Old

Want to learn more?
Scan this QR code to find out which vaccines your child might need. Or visit www.cdc.gov/vaccines/parents/ver-sch-0-6yrs.html




VACCINE OR PREVENTIVE ANTIBODY	BIRTH	1 MONTHS	2 MONTHS	4 MONTHS	6 MONTHS	7 MONTHS	8 MONTHS	12 MONTHS	15 MONTHS	18 MONTHS	19 MONTHS	20-23 MONTHS	2-3 YEARS	4-6 YEARS
RSV antibody	Depends on mother's RSV vaccine status					Depends on child's health status								
Hepatitis B	• Dose 1	• Dose 2			• Dose 3									
Rotavirus		• Dose 1	• Dose 2	• Dose 3										
DTaP		• Dose 1	• Dose 2	• Dose 3					• Dose 4					• Dose 5
Hib		• Dose 1	• Dose 2	• Dose 3				• Dose 4						
Pneumococcal		• Dose 1	• Dose 2	• Dose 3				• Dose 4						
Polio		• Dose 1	• Dose 2	• Dose 3									• Dose 4	
COVID-19	At least 1 dose (if updated (2023, 2024 Formula) COVID-19 vaccine)													
Influenza/Flu	Every year. Two doses for some children													
MMR									• Dose 1					• Dose 2
Chickapen									• Dose 1					• Dose 2
Hepatitis A									• 2 doses separated by 6 months					

KEY

- ALL children should be immunized at this age
- SOME children should get the dose of vaccine or preventive antibody at this age


Take to your child's health care provider for more guidance if:

1. Your child has any medical condition that puts them at higher risk for infection
2. Your child is traveling outside the United States
3. Your child needs a vaccine recommended for their age



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

FOR MORE INFORMATION
Call toll-free 1-800-CDC-INFO (1-800-232-4636)
Or visit www.cdc.gov/vaccines/parents



American Academy of Pediatrics
1910 N. 17th St., Suite 1000, Philadelphia, PA 19104

NCCAA requires that all immunizations due between four and six years of age must be administered at age four. This is a recommendation supported by the Health Services Advisory Committee.

What diseases do these vaccines protect against?

BIRTH-5 YEARS OLD

VACCINE - PREVENTABLE DISEASE	DISEASE COMPLICATIONS
RSV (Respiratory syncytial virus) Contagious viral infection of the nose, throat, and sometimes lungs; spread through air and direct contact	Infection of the lungs (pneumonia) and small airways of the lungs, especially dangerous for infants and young children
Hepatitis B Contagious viral infection of the liver; spread through contact with infected body fluids such as blood or semen	Chronic liver infection, liver failure, liver cancer, death
Rotavirus Contagious viral infection of the gut; spread through the mouth from hands and food contaminated with stool	Severe diarrhea, dehydration, death
Diphtheria* Contagious bacterial infection of the nose, throat, and sometimes lungs; spread through air and direct contact	Swelling of the heart muscle, heart failure, coma, paralysis, death
Pertussis (Whooping Cough)* Contagious bacterial infection of the lungs and airway; spread through air and direct contact	Infection of the lungs (pneumonia), death, especially dangerous for babies
Tetanus (Lockjaw)* Bacterial infection of brain and nerves caused by spores found in soil and dust everywhere; spores enter the body through wounds or broken skin	Seizures, broken bones, difficulty breathing, death
Hib (Haemophilus influenzae type b) Contagious bacterial infection of the lungs, brain and spinal cord; or bloodstream; spread through air and direct contact	Depends on the part of the body infected, but can include brain damage, hearing loss, loss of arm or leg, death
Pneumococcal Bacterial infection of ears, sinuses, lungs or bloodstream; spread through direct contact with respiratory droplets like saliva or mucus	Depends on the part of the body infected, but can include infection of the lungs (pneumonia), blood poisoning, infection in the lining of the brain and spinal cord, death
Polio Contagious viral infection of nerves and brain; spread through the mouth from stool on contaminated hands, food or liquid, and by air and direct contact	Paralysis, death
COVID-19 Contagious viral infection of the nose, throat, or lungs; may feel like a cold or flu. Spread through air and direct contact	Infection of the lungs (pneumonia), blood clots, liver, heart or kidney damage, long COVID, death
Influenza (Flu) Contagious viral infection of the nose, throat, and sometimes lungs; spread through air and direct contact	Infection of the lungs (pneumonia), sinus and ear infections, worsening of underlying heart or lung conditions, death
Measles (Rubella)* Contagious viral infection that causes high fever, cough, red eyes, runny nose, and rash; spread through air and direct contact	Brain swelling, infection of the lungs (pneumonia), death
Mumps* Contagious viral infection that causes fever, sore throat, swollen glands, and tender swollen jaw; spread through air and direct contact	Brain swelling, parotid and swollen testicles or ovaries, deafness, death
Rubella (German Measles)* Contagious viral infection that causes low-grade fever, sore throat, and rash; spread through air and direct contact	Very dangerous if pregnant people can cause miscarriage or stillbirth, premature delivery, severe birth defects
Chickenpox (Varicella) Contagious viral infection that causes fever, headache, and an itchy, blistering rash; spread through air and direct contact	Infected sores, brain swelling, infection of the lungs (pneumonia), death
Hepatitis A Contagious viral infection of the liver; spread by contaminated food or drink or close contact with an infected person	Liver failure, death

***DTaP** protects against tetanus, diphtheria, and pertussis.

***MMR2** protects against measles, mumps, and rubella.

last updated January 2024

[HTTPS://WWW.CDC.GOV/VACCINES/PARENTS/DOWNLOADS/PARENT-VER-SCH-0-6YRS.PDF](https://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf)

TEXAS IMMUNIZATION SCHEDULE

2024 - 2025 Texas Minimum State Vaccine Requirements for Childcare and Pre-k Facilities

This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, §597.61-97.72. This chart is not intended as a substitute for consulting the TAC, which has other provisions and details. The Department of State Health Services (DSHS) is granted authority to set immunization requirements for childcare facilities by the Human Resources Code, Chapter 42.

A child shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a childcare facility in Texas.

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	Diphtheria / Tetanus / Pertussis (DTaP)	Polio	Hepatitis B (HepB) ¹	Haemophilus influenzae type b (Hib) ²	Pneumococcal conjugate vaccine (PCV) ³	Measles, Mumps and Rubella (MMR) ^{4,5}	Varicella ^{4,5}	Hepatitis A (HepA) ^{4,5}
Zero through two months								
By three months	One dose	One dose	One dose	One dose	One dose			
By five months	Two doses	Two doses	Two doses	Two doses	Two doses			
By seven months	Three doses	Two doses	Two doses	Two doses	Three doses			
By 16 months	Three doses	Two doses	Two doses	Three doses	Four doses	One dose	One dose	
By 19 months	Four doses	Three doses	Three doses	Three doses	Four doses	One dose	One dose	
By 25 months	Four doses	Three doses	Three doses	Three doses	Four doses	One dose	One dose	One dose
By 43 months	Four doses	Three doses	Three doses	Three doses	Four doses	One dose	One dose	Two doses

¹ Serologic evidence of infection or serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine.

² A complete Hib series is two doses plus a booster dose on or after 12 months of age (three doses total). If a child receives the first dose of Hib vaccine at 12 - 14 months of age, only one additional dose is required (two doses total). Any child who has received a single dose of Hib vaccine on or after 15 - 59 months of age is in compliance with these specified vaccine requirements. Children 60 months of age and older are not required to receive Hib vaccine.

³ If the PCV series is started when a child is seven months of age or older or the child is delinquent in the series, then all four doses may not be required. Please reference the information below to assist with compliance.

- For children seven through 11 months of age, two doses are required.
- For children 12 - 23 months of age: if three doses have been received prior to 12 months of age, then an additional dose is required (total of four doses) on or after 12 months of age. If one or two doses were received prior to 12 months of age, then a total of three doses are required with at least one dose on or after 12 months of age. If zero doses have been received, then two doses are required with both doses on or after 12 months of age.
- Children 24 months through 59 months meet the requirement if they have at least three doses with one dose on or after 12 months of age, or two doses with both doses on or after 12 months of age, or one dose on or after 24 months of age. Otherwise, an additional dose is required. Children 60 months of age and older are not required to receive PCV vaccine.

⁴ For MMR, Varicella, and Hepatitis A vaccines, the first dose must be given on or after the first birthday. Vaccine doses administered within four days before the first birthday will satisfy this requirement.

⁵ Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of child) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." The written statement will be acceptable in place of any, and all varicella vaccine doses required.

INFORMATION ON EXCLUSIONS FROM IMMUNIZATION REQUIREMENTS, PROVISIONAL ENROLLMENT, AND ACCEPTABLE DOCUMENTATION OF IMMUNIZATIONS MAY BE FOUND IN §97.62, §97.66, AND §97.68 OF THE TEXAS ADMINISTRATIVE CODE, RESPECTIVELY AND ONLINE AT [HTTPS://WWW.DSHS.TEXAS.GOV/IMMUNIZATIONS/SCHOOL](https://www.dshs.texas.gov/immunizations/school).

EXEMPTIONS

TEXAS LAW ALLOWS (A) PHYSICIANS TO WRITE MEDICAL EXEMPTION STATEMENTS WHICH CLEARLY STATE A MEDICAL REASON EXISTS THAT THE PERSON CANNOT RECEIVE SPECIFIC VACCINES, AND (B) PARENTS/GUARDIANS TO CHOOSE AN EXEMPTION FROM IMMUNIZATION REQUIREMENTS FOR REASONS OF CONSCIENCE, INCLUDING A RELIGIOUS BELIEF. THE LAW DOES NOT ALLOW PARENTS/GUARDIANS TO ELECT AN EXEMPTION SIMPLY BECAUSE OF INCONVENIENCE (FOR EXAMPLE, A RECORD IS LOST OR INCOMPLETE AND IT IS TOO MUCH TROUBLE TO GO TO A PHYSICIAN OR CLINIC TO CORRECT THE PROBLEM). SCHOOLS SHOULD MAINTAIN AN UP-TO-DATE LIST OF STUDENTS WITH EXEMPTIONS, SO THEY MAY BE EXCLUDED IN TIMES OF EMERGENCY OR EPIDEMIC DECLARED BY THE COMMISSIONER OF PUBLIC HEALTH. INSTRUCTIONS FOR REQUESTING THE OFFICIAL EXEMPTION AFFIDAVIT THAT MUST BE SIGNED BY PARENTS/GUARDIANS CHOOSING THE EXEMPTION FOR REASONS OF CONSCIENCE, INCLUDING A RELIGIOUS BELIEF, CAN BE FOUND AT [WWW.DSHS.TEXAS.GOV/IMMUNIZATIONS/SCHOOL/EXEMPTIONS](http://www.dshs.texas.gov/immunizations/school/exemptions). THE ORIGINAL EXEMPTION AFFIDAVIT MUST BE COMPLETED AND SUBMITTED TO THE SCHOOL. FOR CHILDREN CLAIMING MEDICAL EXEMPTIONS, A WRITTEN STATEMENT BY THE PHYSICIAN MUST BE SUBMITTED TO THE SCHOOL. UNLESS IT IS WRITTEN IN THE STATEMENT THAT A LIFELONG CONDITION EXISTS, THE EXEMPTION STATEMENT IS VALID FOR ONLY ONE YEAR FROM THE DATE SIGNED BY THE PHYSICIAN.

DOCUMENTATION

SINCE MANY TYPES OF PERSONAL IMMUNIZATION RECORDS ARE IN USE, ANY DOCUMENT WILL BE ACCEPTABLE PROVIDED A PHYSICIAN OR PUBLIC HEALTH PERSONNEL HAS VALIDATED IT. VALIDATION INCLUDES A SIGNATURE, INITIALS, OR STAMP. AN IMMUNIZATION RECORD GENERATED FROM AN ELECTRONIC HEALTH RECORD MUST INCLUDE CLINIC CONTACT INFORMATION AND THE PROVIDER'S SIGNATURE/STAMP, ALONG WITH THE VACCINE NAME AND VACCINATION DATE (MONTH, DAY, AND YEAR). AN OFFICIAL RECORD GENERATED FROM A HEALTH AUTHORITY IS ACCEPTABLE. AN OFFICIAL RECORD RECEIVED FROM SCHOOL OFFICIALS, INCLUDING A RECORD FROM ANOTHER STATE IS ACCEPTABLE.

[HTTPS://WWW.DSHS.TEXAS.GOV/SITES/DEFAULT/FILES/LIDS-IMMUNIZATIONS/PDF/PDF_STOCK/6-15.PDF](https://www.dshs.texas.gov/sites/default/files/LIDS-IMMUNIZATIONS/PDF/PDF_STOCK/6-15.pdf)

SCREENING REQUIREMENTS

Screenings and Assessments

Screenings are part of a physical exam/well child care and should be performed by the child's doctor. If a child's doctor is unable to complete the screenings, Head Start Health staff will perform the screenings or provide referrals to outside services. Health Staff, Disability Services, and the Teacher/CDS ensure that all the screenings listed below have been completed before a child's 45th and/or the 90th day of entry into the program.

- ❖ **TB questionnaire** is required to be completed for all children at enrollment in accordance to the EPSDT schedule
 - Follow up testing may be required for TB screening
- ❖ **Lead Risk Questionnaire** is required to be completed for all children at enrollment and it is used to identify children who may need to be tested for lead exposure
- ❖ **Vision Screening** - Screen for possible vision concerns
- ❖ **Hearing Screening** - Screen for possible hearing concerns
- ❖ **Speech Screening** - Screen to determine any speech/language concerns

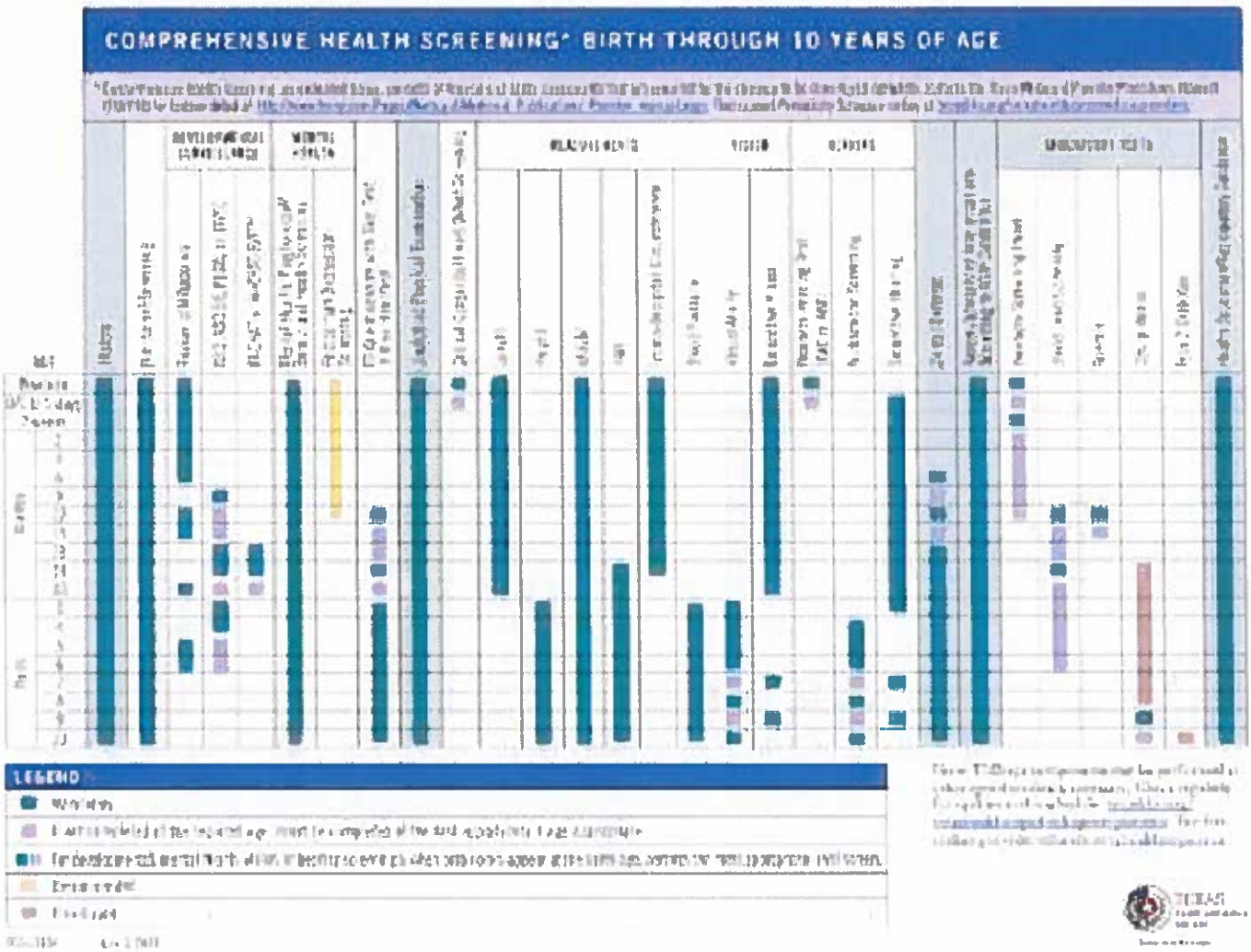


- ❖ **Anemia Screening**- Screen to determine the level of healthy red blood cells
- ❖ **Lead Screening**- Screen to determine the level of lead in the blood

NOTE: All health screenings, daily health checks, recording/completing health forms and all action, interventions, documentation, etc., will be conducted and

completed according to the established Birth-to-Five Head Start Procedures.

Texas Health Steps Medical Checkup Periodicity Schedule for Infants, Children, and Adolescents



<https://www.txhealthsteps.com/static/courses/PS-CS-22/sections/section-1-1.html>

NOTICE: Effective the school year 2022-2023, a current physical/well-child check will be required at ENROLLMENT. A child will not be able to start school until a current physical/well-child check is provided. A current dental exam will also be requested at the time of enrollment. If a child's physical exam/well-child check expires after the start of school, the parent will have 5 days to submit a current physical exam. The child will not be allowed to return to the classroom until the Center receives a current physical.

§746.611. (b).

You must have a health statement on file at the center, within one week after the date of admission, for each child who does not attend pre-kindergarten or school away from the child-care center.

Technical Assistance: Health status information is critical to ensuring that the individual needs of children are met, while protecting the health and safety of all children in care. (THHS, Minimum Standards for Child Care Centers, March 2023, p. 195) p. 42). Revised: 1/2024

A current dental exam will also be requested at the time of enrollment. If a child's physical exam/well-child check expires after the start of school, the parent will have 5 days to submit a current physical exam. The child will not be allowed to return to the classroom until the Center receives a current physical.

1302.42(b)(1)(i).

(1) Within 90 calendar days after the child first attends the program... (i) Obtain determinations from health care and oral health care professionals as to whether or not the child is up-to-date on a schedule... based on: the well-child visits and dental periodicity schedules...

COMMUNITY RESOURCE LIST

The NCCAA Health Department has compiled a list of local/community resources to assist parents with their health care needs. The list includes names and locations of area Medical Care Clinics, Pediatric Offices, Family Practice Offices, Dental Care Offices, Medical and Dental Insurance Offices, Mental Health Providers, COVID-19 Testing sites, how to obtain free COVID-19 testing kits, and many more resources.

The Community Resources List can be found on the Parent Bulletin Board at Centers and online at <https://www.nccaatx.org/news.html>

(RESOURCE LINKS FOR FAMILIES)

**** Parent may request a copy from the Family Advocate****

COVID-19 PROTOCOL

~~Our Birth-to-Five Program will continue to operate under the same COVID-19 Protocol as the previous school year. The Agency will follow COVID-19 Guidelines as directed by the Office of Head Start.~~

The Birth-to-Five Program will continue to follow the COVID-19 Guidelines as directed by the Office of Head Start.


INFANT SLEEP EXCEPTION

§746.2426

Subchapter H, Basic Care Requirements for Infants April 2017

NCCAA Birth to Five Head Start Program does not allow infants to sleep in a restrictive device. If an infant falls asleep in a restrictive device, the infant must be removed from the device and placed in a crib as soon as possible. Infants may sleep in a restrictive device if parents have a completed **Sleep Exception Form** that includes a signed statement from a health-care professional stating that the child sleeping in a restrictive device is medically necessary.

Form 3019
April 2018 E



Infant Sleep Exception/Health Care Professional Recommendation

When a health care professional determines that it is medically necessary for an infant to sleep in an alternative position (other than sleeping on the infant's back), sleep in a restrictive device (such as a bouncer seat or swing), or needs to be swaddled to sleep, use this form to ensure that a licensed child care center, licensed child care home, or registered child care home that cares for the infant meets the minimum standards required by Texas Human Resources Code §42.042(e)(8)(A) and (B). The standards for these operations require the operation to:

- follow the directions of an infant's health care professional to provide specialized medical assistance to the infant (746.3815 and 747.3815) and
- maintain, while active, this form and any other directions from the health care professional that the parent provides to the operation [See §746.603(a)(10) or §747.603(a)(6)]. Keep the exception form in the infant's classroom, so that a caregiver may refer to the health care professional's instructions.

Directions: This exception will not be effective until all sections and signatures are complete. Once completed, the exception is acceptable for use by the child care operation.

Infant's Information

Infant's Name	Date of Birth	Infant's Age	Parent/Guardian's Name
Address			
Home Phone	Work Phone	Fax	Email

The infant's health care professional must complete the following section.

Health Care Professional Information

Name of Infant's Health Care Professional	Name of Facility
Address	
Work Phone	Home Phone
Email	

The Texas child care minimum standards (§§746.2426, 746.2427 and 746.2428 for child care centers or §§747.2326, 747.2327 and 747.2328 for licensed or registered child care homes) require child care operators to place all infants on their backs to sleep in a crib and to ensure that infants do not sleep in restrictive devices and are not laid down to sleep swaddled. But, based on the advice of the infant's health care professional, when medically necessary, the center may be authorized to use an alternative sleep position, restrictive device, or swaddle for the infant due to medical reasons.

The above named infant has the following medical condition that necessitates an alternative sleep position, allow for sleep in a restrictive device, or requires swaddling for sleeping:

Health Care Professional Information

Please describe the appropriate sleep position, restrictive device, swaddling technique to be used for the above named infant and indicate the effective dates for the exception:

Effective Dates of Exception	From	To

Health Care Professional's Signature

Date

Form 3019
Page 2 of 4 2018 E

Waiver of Liability

- I affirm and acknowledge that the below named child care operation has provided me with the operation's safe sleep policy.
- I further authorize the child care operation and its caregivers to place my infant in an alternative sleep position, restrictive device, or swaddling at the recommendation of my infant's health care professional, as described above.
- I, as the parent or guardian of the above mentioned infant, release and hold harmless the below named child care operation, its officers, directors, caregivers, and employees from any and all liability whatsoever associated with harm to my infant due to Sudden Infant Death Syndrome (SIDS).

Parent or Guardian's Signature

Date Signed

An authorized official with the child care operation must complete the following section.

Child Care Operation Information and Signature

Name of Child Care Operation	Operation Number

Operation Representative's Signature

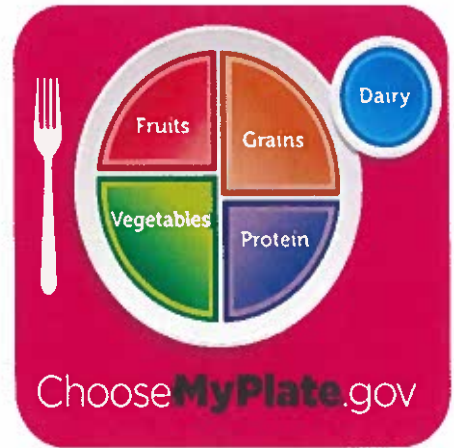
Date Signed

Privacy Statement

HHSC values your privacy. For more information, read our privacy policy online at: <https://hhs.texas.gov/policies/practices/policies/privacy>

MEALS AND FOOD SERVICE PRACTICES

- ❖ We are regulated by the Child and Adult Care Food Program (CACFP) to serve only nutritious foods
- ❖ Our program offers hot, nutritious meals to our children
- ❖ We are a strong supporter of healthy eating habits
- ❖ Infants receive formula and baby food according to the CACFP meal patterns
- ❖ Infants are fed upon demand, and toddlers/preschool children receive breakfast, lunch and snacks
- ❖ Toddlers are not served foods that are considered a choking hazard
- ❖ Effective as of 10/01/2017, menus comply with new meal patterns as required by USDA
- ❖ Menus provide 2/3's of your child's daily recommended allowance
- ❖ Children are offered whole grain-rich products served once/twice daily
- ❖ Children are offered a Vitamin C source daily and a Vitamin A source three times a week
- ❖ Head Start also offers a variety of foods, including cultural and ethnic menus
- ❖ Foods served to our children provide high nutritional value
- ❖ The Meal requirements are food-based and specify kinds and amounts of food for the five food components required for lunch. Meal Patterns meet the requirements for both daily and weekly servings for the different ages.
 - The meal pattern is food-based and consists of five components:
 - Fruit
 - Vegetables (with **Five vegetables** subgroups)
 - Grains
 - Meat/Meat alternates
 - Milk



What if a child has a food allergy or needs special foods because of medical reasons?

Head Start provides food substitutions if a child has a food allergy or for medical reasons at no cost to Parents/Primary Caregivers. We do require an **Allergy and Anaphylaxis Emergency Plan** before substitutions can be sent. Nutrition Services has 24 hours to make accommodations for a child's dietary need. If a child outgrows an allergy, an **Individualized Health Care Plan for Special Dietary Needs** is needed to discontinue the food substitutions. The Individualized Health Care Plan for Dietary Needs must be updated each program year. If the child can not have a food due to religious reasons, a note from Parent/Primary Caregiver is required with signature.

"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339, or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

This institution is an equal opportunity provider.

WIC: The Special Supplemental Nutrition Program for Women, Infants, and Children

1. What is WIC?

WIC provides nutritious foods, nutrition education (including breastfeeding promotion and support), and referrals to health and other social services to participants at no charge. WIC serves low-income pregnant, postpartum and breastfeeding women, and infants and children up to age 5 who are at nutrition risk.

The Texas Department of State Health Services (DSHS) administers this Federal program in Texas, to pay for WIC foods, nutrition education, breastfeeding promotion and support, and administrative costs.

2. Who is eligible?

Pregnant women, women who are breastfeeding a baby under 1 year of age, women who have had a baby in the past six months, and parents, step-parents, guardians, and foster parents of infants and children under the age 5 can apply for their children. To be eligible on the basis of income, applicants' income must fall at or below 185% of the U.S. Poverty Income Guidelines (see below).

A person who participates or has family members who participate in certain other benefit programs, such as the Supplemental Nutrition Assistance Program, Medicaid, or Temporary Assistance for Needy Families, automatically meets the income eligibility requirement.

WIC INCOME GUIDELINES

Join Texas WIC

We're here for you

"Thanks to WIC, I now have the tools I need to make sure my family stays on the path to a healthy lifestyle!"
— Susan WIC Client

As a WIC Client, you'll get:

- Delicious food
- One-on-one counseling with our staff
- Free vitamins
- Breastfeeding classes
- Health and immunization screenings
- Counseling for mental health
- Personalized support
- Children's activities

Who is eligible?
Pregnant women, infants, and children age 5 who benefit from WIC. WIC benefits are for pregnant women, new parents, infants, and children under the age 5 who are Medicaid (MCHS) or SNAP recipients.

Texas WIC Income Guidelines

Number of people in the home*	Monthly Income	Annual Income
1	\$1,085	\$13,020
2	\$1,475	\$17,700
3	\$1,870	\$22,440
4	\$2,270	\$27,240
5	\$2,675	\$32,100

* If a separate household is dependent on the household, include the 1st step child, 2nd step child, and 3rd step child in the household.

Start now. Call 1-800-942-3678 or visit TexasWIC.org

Ven a WIC de Texas

Estamos aquí para servirte

"Gracias a WIC, ahora tengo las herramientas que necesito para asegurarme de que mi familia siga el camino hacia un estilo de vida saludable."
— Susan, Cliente de WIC

Como cliente de WIC, recibirás:

- Alimentos deliciosos
- Asesoría uno a uno y actividades educativas y educativas
- Clases de lactancia
- Clases de preparación para la maternidad
- Apoyo para la lactancia
- Exámenes de salud y de inmunización
- Derivación a otros programas de apoyo
- Apoyo para la salud mental
- Actividades para los niños

¿Cual es elegible?
Mujeres embarazadas, bebés y niños que se benefician de WIC. El programa WIC es para mujeres embarazadas, nuevas madres y niños menores de 5 años que son beneficiarios de Medicaid (MCHS) o SNAP.

Guías de ingresos de WIC de Texas

Número de personas en el hogar*	Ingreso mensual	Ingreso anual
1	\$1,085	\$13,020
2	\$1,475	\$17,700
3	\$1,870	\$22,440
4	\$2,270	\$27,240
5	\$2,675	\$32,100

* Si un hogar dependiente depende del hogar, incluya al primer hijo, al segundo hijo y al tercer hijo en el hogar.

Empieza hoy mismo. Llámame al 1-800-942-3678 o visita TexasWIC.org

3. What is "nutrition risk?"

Two major types of nutrition risk are recognized for WIC eligibility:

- ❖ Medically-based risks such as a history of poor pregnancy outcome, underweight status, or iron-deficiency anemia, and

- ❖ Diet based risks, such as poor eating habits that can lead to poor nutritional and health status.

Nutrition risk is determined through an initial health and diet screening at the WIC clinic.

4. What are the Health Benefits of WIC?

Studies show that WIC plays an important role in improving birth outcomes and containing health-care costs. WIC has a positive impact on children's diets. WIC improves infant-feeding practices by actively promoting breastfeeding as the best method of feeding infants. WIC clients have improved rates of childhood immunizations and a regular source of health care.

- ✓ Improved infant-feeding practices
- ✓ Premature births reduced
- ✓ Fetal death rate reduced
- ✓ Low birth weight reduced
- ✓ Long-term medical expenses reduced
- ✓ Improved dietary intake
- ✓ Improved cognitive development
- ✓ Fewer premature births

5. How do I contact WIC?

Call 1-800-942-3678 or visit <https://texaswic.org/>



This child care receives Federal child nutrition assistance to serve healthy meals to your children. Good nutrition today means a stronger tomorrow!

Meals served here must meet nutrition requirements established by USDA's (Child and Adult Care Food Program).

Questions? Concerns?

Call USDA
1-800-413-0213

Phone for Questions or Reports
1-800-785-7044
Ext. 5432

Your child care at:

Center Name:

Address:

Phone Number:

City/State/Zip:



Este estado recibe ayuda federal en efectivo para servir comidas nutritivas a sus hijos. Una buena nutrición hoy es la clave de una mañana más fuerte.

Las comidas servidas aquí cumplen con los requisitos de nutrición establecidos por el Programa de Alimentación para el Cuidado de Niños y Adultos (Child and Adult Care Food Program) de USDA.

¿Preguntas? ¿Preocupaciones?

¿Preguntas o Reportes de Problemas al
1-800-413-0213

¿Preguntas o Reportes al
1-800-785-7044
Ext. 5432

Centro de cuidado de niños de su hijo es:

Nombre del Centro:

Dirección:

Número de Teléfono:

Ciudad/Estado/Zip:



**** Posted in all Facilities****

BIRTHDAYS AND HOLIDAY CELEBRATIONS IN THE CLASSROOMS

Performance Standard: 1302.44 (a)(1)(2)(iii)(iv)- Child Nutrition- Nutritional Services

Reference: CACFP-

Purpose:

The Birth-to-Five Head Start Program promotes child wellness by providing nutrition services that supplement and complement those of the home and the community. Preventive dental services and treatment are designed to ensure that a child's teeth and gums are healthy and that dental health problems do not affect a child's overall health. It allows the primary caregivers to celebrate the child's birthday to promote mental health and their individual self-esteem.

Procedure:

Infants

1. For infants turning one-year old, primary care givers may bring store bought plain small cookies to celebrate the infant's birthday. There must be enough cookies provided to all infant's age 8 months and older. Infants under the age of 8 months may not have cookies; however, they may participate in the celebration.

Toddlers/Preschoolers:

1. This may consist of 100 % juice, fruit muffin, and animal cookies. A Fresh fruit cup will be allowed to include any of the following: apples, bananas, melon, watermelon, and pineapple. If there is a child in the classroom with a food allergy to an ingredient in the muffin (dairy, egg, wheat, soy, peanut oil, etc.), then a substitution must be provided. Nutrition Services can provide food substitutions when given a one-week notice.

2. All foods must be approved by the Food Production Specialist, and/or Nutrition Coordinator. Goody bags may include but are not limited to fresh fruit, individually wrapped crackers & cheese, animal crackers, and party favors (age appropriate) upon approval from the Nutrition Department.

3. Goody bags are only allowed for Valentine's, Halloween, Christmas Day, Easter and the END of the Year Celebration.

4. NO CANDY IS ALLOWED, however, toys and individually packaged allowable snack foods may be used. Be careful of choking hazards.

2. Pizza or chicken nuggets (not both) will be allowed for Christmas, Easter and end of the year celebration after snack.

3. Only during end of the year celebration is Cake allowed

Infants/Toddlers/Preschooler:

The birthday celebrations will be on the last Thursday of every month for all children celebrating that given month. Requests must be submitted 2 weeks before the event.

All approved celebrations will be served after snack and will be served the last twenty (20) minutes of class time.

MENTAL HEALTH

Mental Health is a state of well-being. The objective of the Birth-to-Five Head Start Mental Health services is to focus on building healthy relationships among children, families, and staff. The areas of mental wellness consist of social-emotional, intellectual, and physical well-being. Social-emotional wellness is the ability to make friends, to cooperate with others, and acceptance of feelings and self-image. Intellectual wellness is having the ability to gather knowledge through stimulating learning experiences. Physical wellness refers to the health of your body which is achieved through exercise and proper nutrition.

✓ Initial Mental Health Screening – Staff and parents conduct an initial mental health screening on all children utilizing the ASQ-SE2 Tool. The results of the screening will determine the child's social emotional needs and will be shared with the parents.

✓ On-Going Developmental Assessment – Staff will conduct on-going mental health assessments on all children to further determine each child's social emotional progress and ensure individualization.

When a child's behavior is of concern in the classroom or at home, a child staffing may be called to meet with the parents/guardians and staff to discuss such concerns.

The following steps will be applied to foster the child's social emotional skills.

1. Teaching staff documents and implements Conscious Discipline strategies and/or mental health strategies issued by Disability/Mental Health Services or the Education Department on the lesson plan for at least 4 weeks. Teaching staff will document the child's behavior and strategies implemented and results of the strategies into the agency database.
2. Teaching staff initiates the Disability/Mental Health Services ABC Data Log for at least 2 weeks.
3. SBM conducts a classroom observation, evaluates the classroom set up, and makes changes accordingly. **The observation is on the teaching staff, not the child(ren) who are being referred.*
4. SBM, Family Service Advocate and Teaching Staff conduct a child staffing with the parent/guardian to discuss child concerns. Child Staffing form must be completed in ChildPlus. At this child staffing, recommendation for a mental health referral can be discussed with the parent/guardian.
5. Submit a referral for Mental Health Services. SBM will submit the completed ABC Data Log(s) along with the observation forms to the DMHS Department after referral has been submitted.
6. The Mental Health Services Department conducts a child observation. The DMHS Coordinator and/or DMHS Specialist will indicate the recommendation(s) accordingly, such as implementation of the ABC Behavior Support Plan or changed classroom assignment if possible.
7. A Child Staffing is conducted with content coordinators, parent/guardian and mental health consultant. The FCP Coordinator will provide information on parenting curriculum offered by the agency and other parenting resources in the community. Parents will be encouraged to participate in the parenting classes/empowerment groups offered by the agency and the community.
8. Submit a child referral to Disability Services, if necessary or requested by parent/guardian.
9. The Site Base Manager must obtain authorization from the Disability/Mental Health Coordinator or Head Start Director prior to contacting the parent/primary caregiver at home or work to pick up the child, if the incident is severe enough to place the safety and welfare of the child and/or others at risk.
10. After all efforts have been exhausted, the Center Variance Policy will be initiated for 30 business days. The child will be escorted by the parent/primary caregiver daily in order for the child to attend school during the Center Variance Plan hours. Parent/guardian or designated adult must not use electronic devices, such as cellphones, earbuds, tablets, video games or use FaceTime, Snapchat or social media while participating in the classroom. Center Variance Plan is contingent upon clearance of the background check of the parent/primary caregiver or designated adult.
11. The parent/primary caregiver will be encouraged to participate in the parenting classes/empowerment groups offered by the agency and the community.

12. If the child's behavior improves, his/her progress will be reviewed and changes will be made accordingly. If the behavior continues, the modified schedule will be extended and gradually increased accordingly.

13. The Center Variance Plan will be monitored by a child staffing committee and re-evaluated. If the child's behavior continues to be a concern, further action will be considered.

Center Variance Policy

The Center Variance Policy is a modified schedule developed by a child staffing committee to continue to provide Head Start services, to minimize scheduled time in the classroom, and to provide an individualized plan of action. In unusual circumstances, when, despite the provision of a well-managed classroom, supplemented by well-implemented behavioral and mental health interventions, a child's behavior presents a significant threat to his/her safety or the safety of others, the program may have to consider alternative means of serving the child and family. The purpose of Center Variance is to ensure the parent/primary caregiver is continuously engaged and works together with the Nueces County Community Action Agency Birth to Five Head Start Program staff. The FCP Coordinator will provide information on parenting curriculum offered by the agency and other parenting resources in the community. Parents will be encouraged to participate in the parenting classes/empowerment groups offered by the agency and the community. The child staffing committee and parent/primary caregiver will work together to create a Center Variance Plan. Center variance will be monitored by the child staffing committee and re-evaluated as needed. Center Variance is approved only by the HS Director and Disability/Mental Health Coordinator.

In exceptional cases, when a child exhibits persistent and seriously challenging behaviors, in consultation with the parents, the child's teacher and a mental health consultant, transitioning to a more intensive program than Head Start may be necessary. The program will work closely with the family to support this transition.

NOTE: All action, interventions, documentation will be completed according to the established Birth-to-Five Head Start Procedures.

Suspension and Expulsion Policy

Performance Standards: 1302.17 (a&b)

Limitations on suspension

Policy: Nueces County Community Action Agency Birth to Five Head Start Program must prohibit or severely limit the use of suspension due to a child's behavior. Such suspensions may only be temporary in nature. A temporary suspension must be used only as a last resort in extraordinary circumstances where there is a serious threat that cannot be reduced or eliminated by the provision of reasonable modifications.

Procedure:

- (1) Before NCCAA determines whether a temporary suspension is necessary, NCCAA will engage with a mental health consultant, collaborate with the parents, and utilize appropriate community resources
- (2) If a temporary suspension is deemed necessary, NCCAA must help the child return to full participation in all program activities as quickly as possible while ensuring child safety by:
 - 1) Continuing to engage with the parents and mental health consultant, and continue to utilize appropriate community resources;
 - 2) Developing a written plan to document the action and supports
 - 3) Providing services that include home visits
 - 4) Determining whether a referral to LEA is appropriate
 - 5) The Site Based Manager must obtain authorization from the Disability/Mental Health Coordinator or Head Start Director prior to contacting the parent/primary caregiver at home or work to pick the child, if the incident is severe enough to place the safety and welfare of the child and/or others at risk.

Prohibition on Expulsion

Policy: Nueces County Community Action Agency Birth to Five Head Start Program cannot expel or unenroll a child from Head Start because of a child's behavior.

Procedure: If, after Nueces County Community Action Agency Birth to Five Head Start Program has explored all possible steps and documented all steps taken and in consultation with the parents, mental health consultant and committee determines that the child's continued enrollment presents a continued serious safety threat to the child or other enrolled children and determines the program is not the most appropriate placement for the child Nueces County Community Action Agency Birth to Five Head Start Program will facilitate the transition of the child to a more appropriate placement and supports under Section 504 of the Rehabilitation Act to ensure that the child who satisfies the definition of disability in 29 U.S.C. 705(9)(B) of the Rehabilitation Act is not excluded from the program on the basis of disability.

**Nueces County Community Action Agency Birth-to-Five Head Start
Child Maltreatment Reporting Policy and Procedures**

Performance Standard: 1302.92(b)(2), 1303.20, 1302.90(c)(1)(i-v), 1302.90(c)(2), 1302.47(a)(b)(4)(F)(K)(5)(7)(v), 1302.102(d)(1)(ii)

Minimum Standards: 746.1311(c)(1-4), 746.1309 (c)(1-4), 746.501 (a)(7)(23)(26)(A-E), 746.1303 (3)(A-D)

Purpose: To establish a method of reporting suspected or known child maltreatment in compliance with applicable Federal, State—Texas Family Code Section 261.101, or Tribal laws.

Policy: Any individual having cause to believe that a child's physical, mental health or welfare has been or may be adversely affected by abuse or neglect by any person is obligated to report it no later than the 48th hour the person suspects the child has been or may be abused or neglected, in accordance with Section 261.101 of the Texas Family Code. All Head Start and Early Head Start staff are mandated reporters and are legally obligated to report any suspected or known child required by law to the Texas Department of Family and Protective Services. By law, professionals may not delegate the duty to report to another person or entity or rely on another person or entity to make the report. You are protected by law from liability when you make a report or provide information in good faith during a CPS investigation. (Texas Family Code, Section 261.106). However, you are not protected from civil or criminal liability if you report your own abuse or neglect of a child or intentionally file a false report against someone else. (Texas Family Code, Section 261.106). Failure to report suspected child maltreatment (abuse and neglect) is a criminal offense (Texas Family Code, Section 261.109). Punishable by either a fine or imprisonment or both. Nueces County Community Action Agency Birth-to-Five Head Start (NCCAA) Head Start Director will immediately notify the assigned Office of Head Start program specialist or regional program manager when a staff, consultant or volunteer causes an incident or suspected incident of child abuse and neglect, an incident that affects the health and safety of children or violates the Standards of Conduct and Discipline and Guidance Policy.

During New Staff Orientation and annually thereafter, Early Head Start and Head Start staff, volunteers and consultants will receive one-hour training focusing on prevention, recognition, and reporting of child maltreatment. The Early Head Start and Head Start staff, volunteers and consultants will be fully trained, understand and receive a copy of the Child Maltreatment Reporting Policy and Procedures including factors indicating a child is at risk of abuse or neglect; warning signs indicating a child may be a victim of abuse or neglect; procedures for reporting child abuse or neglect; and community organizations that have training programs available to staff, children and parents.

Procedures

1. During the health check and throughout events of the day, if you observe any indicators of abuse or neglect, you are required to document such observations on the Daily Health Check.
2. If the child makes an outcry of child maltreatment or if the child has visible bruises or physical trauma to his/her body do not show others. Having the child repeat or displaying the bruises/physical trauma can further stress and humiliate the child. Be mindful and sensitive to the child's wellbeing. NCCAA staff must adhere to protecting the privacy of the child.
3. Call the Texas Abuse Hotline at 1-800-252-5400 for situations including but not limited to:
 - Serious injuries
 - Any injury to a child 5 years or younger
 - Immediate need for medical treatment (including suicidal thoughts)
 - Sexual abuse where the abuser has or will have access to the victim within the next 24 hours
 - Children age five and under are alone or are likely to be left alone within the next 24 hours
 - Anytime you believe your situation requires action in less than 24 hours

Call 911 or the local law enforcement agency if you have an emergency or life-threatening situation that must be dealt with immediately. You may remain anonymous or identify yourself when reporting a suspected case of child maltreatment.

Report Abuse By Phone: 1-800-252-5400

Online: Texas Abuse Hotline www.txabusehotline.org

Call our Abuse Hotline toll-free 24 hours a day, 7 days a week, nationwide, or report with our secure website and get a response within 24 hours:

We cannot accept email reports of suspected abuse or neglect.

https://www.dfps.texas.gov/Contact_Us/report_abuse.asp

4. Do not try to conduct an investigation, do not take photos or video of the child and do not confront the suspected abuser.
5. The following information should be provided to the DFPS (Department of Family and Protective Services) Intake Specialist: child's name, date of birth, name of center, date and time when suspected abuse or neglect was observed, name of parent/guardian, parent/guardian date of birth, family address, family phone number, names of siblings, your name /title and description of specific details of the incident or observation of suspected abuse or neglect and include any information of the alleged perpetrator(s).
6. In the event, a CPS worker visits your center, please verify the worker's identity with the CPS name badge, have the CPS caseworker sign in and out on the Visitors Sign in Log and make yourself available to answer any questions. Make a copy of the CPS name badge if possible and notify your immediate supervisor that a CPS caseworker is on the premises.
7. Information must remain confidential however you may choose to discuss your report with your immediate supervisor. If a person retaliates due to a reported suspected child abuse case inform your immediate supervisor immediately.
8. NCCAA Birth-to-Five Head Start will offer support and mental health services to EHS and HS families where child maltreatment is or may be a concern. NCCAA staff will submit a mental health referral through ChildPlus. The Disability/Mental Health Services Coordinator will schedule a child staffing meeting with the parent. Content Coordinators, Site Base Manager, Family Advocate, Mental Health Consultant and the child's teacher will be in attendance. During the child staffing the FCP Coordinator will provide information on parenting curriculum offered by the agency, other parenting resources in the community and the Disability/Mental Health Services Coordinator will provide information on prevention of child abuse and neglect. The Mental Health Consultant will provide services with parental consent. NCCAA staff can request mental health services for themselves by contacting the Disability/Mental Health Services Coordinator via email or phone call.

Reporting Procedures for Suspected Child Maltreatment Involving NCCAA Staff, Consultants and Volunteers:

Maltreatment is considered to be corporal punishment, emotional or physical abuse or humiliation of children at any time. Violation of this Child Maltreatment policy will result in disciplinary action up to termination and possible legal ramifications. Staff who have knowledge of abuse and fail to follow reporting procedures, will also be considered liable.

1. Staff, consultants or volunteers suspecting a staff member, consultant or volunteer of child maltreatment of a child in his/her care must report it immediately to the Texas Abuse Hotline at 1-800-252-5400.

2. Staff, consultants or volunteers are required to notify the center supervisor of the allegation. The center supervisor will immediately notify the HS Director and the Director of HR of the allegation.

3. The Head Start Director will immediately notify the assigned Office of Head Start program specialist or regional program manager when a staff, consultant or volunteer causes an incident or suspected incident of child abuse and neglect, an incident that affects the health and safety of children or violates the Standards of Conduct and Discipline and Guidance Policy. OHS (Office of Head Start) interprets "immediately or as soon as practicable" to mean without delay, but no later than seven calendar days following an incident. NCCAA should not wait for adjudication through local or state officials. Incidents must be reported to OHS (Office of Head Start) staff within seven days of the incident, regardless of investigations by relevant local, state, tribal, or federal law enforcement.

4. As per, policy 402 and 403 found in the NCCAA Employee Handbook all staff, consultants and volunteers must abide by workplace standards, therefore precautions will be taken to ensure that children are safe, which may include removing the alleged perpetrator from his/her designated position pending the investigation by Child Care Licensing. Suspension pending investigation, as per policy 404 found in the NCCAA Employee Handbook, if an investigation by the Texas Department of Protective and Regulatory Services or any other State Agency or any State or Federal licensing Agency, the employee may be suspended with or without pay pending the final report of the investigating authority. Page 134 Non-exempt and Exempt employees may be suspended pending investigation with or without pay depending on severity and situation. Depending on the findings of the investigation, further disciplinary action up to and including termination may result. Disciplinary action up to termination will be taken against an employee if he/she intentionally files a false report against another employee, consultant or volunteer.

*****If OHS (Office of Head Start) discovers NCCAA failed to report a significant incident within seven calendar days from the time of the incident, the program will receive a monitoring finding, which may include a deficiency determination.***

**Nueces County Community Action Agency Birth to Five Head Start Program
Preventing, Recognizing and Reporting Child Maltreatment Policy and Procedures**

Performance Standards	1302.92(b)(2), 1303.20, 1302.90(c)(1)(i-v), 1302.90(c)(2), 1302.47(a)(b)(4)(F)(K)(5)(7)(v), 1302.102(d)(1)(ii)	
Minimum Standards	746.1311(c)(1-4), 746.1309 (c)(1-4), 746.501 (a)(7)(23)(26)(A-E), 746.1303 (3)(A-D)	
Purpose	To establish a method of preventing, recognizing and reporting suspected or known child maltreatment in compliance with applicable Federal, State –Texas Family Code Section 261.101, or Tribal laws.	
Communication	The NCCAA Birth -to- Five Head Start staff, volunteers and consultants will be fully trained, understand and receive a copy of the Preventing, Recognizing and Reporting Child Maltreatment Policy and Procedures including factors indicating a child is at risk of abuse or neglect; warning signs indicating a child may be a victim of abuse or neglect; procedures for reporting child abuse or neglect; and community organizations that have training programs available to staff, children and parents. Further clarification/ communication can be directed to the Disability/Mental Health Coordinator/Specialist. Staff can locate form in the DMHS Manual and Google shared drives in digital format. This policy is also in the Parent Handbook.	
Training	During New Staff Orientation and annually thereafter, staff, volunteers and consultants will receive one hour training focusing on prevention, recognition, and reporting of child maltreatment.	
Monitoring of Procedures	This policy is monitored to ensure NCCAA staff, consultants, contractors, and volunteers adhere to established procedures during on-site visits conducted by the Site Base Managers, Education Coaches/Mentors, Content Supervisor/Specialists and Administration. It is also monitored through surveillance video review by the Site Base Managers, specific Content Supervisors/Specialist, HR Department and Administration. The Site Base Managers, Content Supervisors, T/TA Coordinator/Specialist and Compliance Officers monitor the Staff Compliance Binder for completion and documentation of the Standards of Conduct and Discipline and Guidance Policy form and training agenda.	
Revision/Form Dates	May 2024	Policy & Board Approved: May 2024

Policy: Any individual having cause to believe that a child’s physical, mental health or welfare has been or may be adversely affected by abuse or neglect by any person is obligated to report it no later than the 48th hour the person suspects the child has been or may be abused or neglected, in accordance with Section 261.101 of the Texas Family Code. All **NCCAA Birth-to-Five Head Start** staff are mandated reporters and are legally obligated to report any suspected or known child abuse/neglect as required by law to the Texas Department of Family and

Protective Services. By law, professionals may not delegate the duty to report to another person or entity or rely on another person or entity to make the report. You are protected by law from liability when you make a report or provide information in good faith during a CPS investigation. (Texas Family Code, Section 261.106). However, you are not protected from civil or criminal liability if you report your own abuse or neglect of a child or intentionally file a false report against someone else.

(Texas Family Code, Section 261.106). Failure to report suspected child maltreatment (abuse and neglect) is a criminal offense (Texas Family Code, Section 261.109). Punishable by either a fine or imprisonment or both.

NCCAA Birth-to-Five Head Start Head Start Director will immediately notify the assigned Office of Head Start program specialist or regional program manager when a staff, consultant or volunteer causes an incident or suspected incident of child abuse and neglect, an incident that affects the health and safety of children or violates the Standards of Conduct and Discipline and Guidance Policy.

Procedures:

1. During the health check and throughout events of the day, if you observe any indicators of abuse or neglect, you are required to document such observations on the Daily Health Check.
2. If the **child states or shows signs of maltreatment** or if the child has visible bruises or physical trauma to his/her body do not show others. Having the child repeat or displaying the bruises/physical trauma can further stress and humiliate the child. Be mindful and sensitive to the child's wellbeing. NCCAA staff must adhere to protecting the privacy of the child.
3. Call the Texas Abuse Hotline at 1-800-252-5400 for situations including but not limited to:
 - Serious injuries
 - Any injury to a child 5 years or younger
 - Immediate need for medical treatment (including suicidal thoughts)
 - Sexual abuse where the abuser has or will have access to the victim within the next 24 hours
 - Children age five and under are alone or are likely to be left alone within the next 24 hours
 - Anytime you believe your situation requires action in less than 24 hours

Report Abuse By Phone: 1-800-252-5400

Online: Texas Abuse Hotline www.txabusehotline.org

Call our Abuse Hotline toll-free 24 hours a day, 7 days a week, nationwide, or report with our secure website and get a response within 24 hours.

We cannot accept email reports of suspected abuse or neglect.

https://www.dfps.texas.gov/Contact_Us/report_abuse.asp

Call 911 or the local law enforcement agency

if you have an emergency or life-threatening situation that must be dealt with immediately.

Anonymous Reports of Child Abuse and Neglect

“Effective September 1, 2023, DFPS cannot accept anonymous reports of abuse and neglect involving children and their families. Professional and non-professional reporters must provide a personal first and last name and home or business phone number to meet new reporting requirements. The law requires

both a full name and phone number for the report to be accepted by DFPS. Reporting requirements are not met by providing a business, agency, or organizational name. Anonymous reports of child abuse and neglect may be made to local and state law enforcement agencies. Reporters' names are confidential by law.” Texas Department of Family and Protective Services (DFPS). www.dfps.texas.gov/Contact_Us/report_abuse.asp.

4. Do not try to conduct an investigation, do not take photos or video of the child and do not confront the suspected abuser.
5. The following information should be provided to the DFPS (Department of Family and Protective Services) Intake Specialist: child's name, date of birth, name of center, date and time when suspected abuse or neglect was observed, name of parent/guardian, parent/guardian date of birth, family address, family phone number, names of siblings, your name /title and description of specific details of the incident or observation of suspected abuse or neglect and include any information of the alleged perpetrator(s).
6. In the event, a CPS worker visits your center, please verify the worker's identity with the CPS name badge, have the CPS caseworker sign in and out on the Visitors Sign in Log and make yourself available to answer any questions.

Make a copy of the CPS name badge if possible and notify your immediate supervisor that a CPS caseworker is on the premises.

7. If a person retaliates due to a reported suspected child abuse case inform your immediate supervisor immediately.
8. NCCAA Birth-to-Five Head Start will offer support and mental health services to EHS and HS families where child maltreatment is or may be a concern. NCCAA staff will submit a mental health referral through ChildPlus. The Disability/Mental Health Services Coordinator will schedule a child staffing meeting with the parent. Content Coordinators, Site Base Manager, Family Advocate, Mental Health Consultant and the child's teacher will be in attendance. During the child staffing the FCP Coordinator will provide information on parenting curriculum offered by the agency, other parenting resources in the community. The Disability/Mental Health Services Coordinator will provide information on prevention of child abuse and neglect. The Mental Health Consultant will provide services with parental consent. NCCAA staff can request mental health services for themselves by contacting the Disability/Mental Health Services Coordinator via email or phone call.

Reporting Procedures for Suspected Child Maltreatment Involving NCCAA Staff, Consultants and Volunteers:

Maltreatment is considered to be corporal punishment, emotional or physical abuse or humiliation of children at any time. Violation of this Child Maltreatment policy will result in disciplinary action up to termination and possible legal ramifications. Staff who have knowledge of abuse and fail to follow reporting procedures, will also be considered liable.

1. Staff, consultants or volunteers suspecting a staff member, consultant or volunteer of child maltreatment of a child in his/her care must report it immediately to the Texas Abuse Hotline at 1-800-252-5400.
2. Staff, consultants or volunteers are required to notify the center supervisor of the allegation. The center supervisor will immediately notify the HS Director and the Director of HR of the allegation.
3. The Head Start Director will immediately notify the assigned Office of Head Start program specialist or regional program manager when a staff, consultant or volunteer causes an incident or suspected incident of child abuse and neglect, an incident that affects the health and safety of children or violates the Standards of Conduct and Discipline and Guidance Policy. OHS (Office of Head Start) interprets "immediately or as soon as practicable" to mean without delay, but no later than seven calendar days following an incident. NCCAA should not wait for adjudication through local or state officials. Incidents must be reported to OHS (Office of Head Start) staff within seven days of the incident, regardless of investigations by relevant local, state, tribal, or federal law enforcement.
4. As per, policy 402 and 403 found in the NCCAA Employee Handbook all staff, consultants and volunteers must abide by workplace standards, therefore precautions will be taken to ensure that children are safe, which may include removing the alleged perpetrator from his/her designated position pending the investigation by Child Care Licensing. Suspension pending investigation, as per policy 404 found in the NCCAA Employee Handbook, if an investigation by the Texas Department of Protective and Regulatory Services or any other State Agency or any State or Federal licensing Agency, the employee may be suspended with or without pay pending the final report of the investigating authority. Page 134 Non-exempt and Exempt employees may be suspended pending investigation with or without pay depending on severity and situation. Depending on the findings of the investigation, further disciplinary action up to and including termination may result. Disciplinary action up to termination will be taken against an employee if he/she intentionally files a false report against another employee, consultant or volunteer.

*****If OHS (Office of Head Start) discovers NCCAA failed to report a significant incident within seven calendar days from the time of the incident, the program will receive a monitoring finding, which may include a deficiency determination.***

Minimum Standard §746.1309(c)(1)(2) requires training to include factors indicating a child is at risk for abuse or neglect; warning signs indicating a child may be a victim of abuse or neglect. The following charts lists factors a child is at risk for abuse or neglect and warning signs a child may be a victim of abuse or neglect. *Please note that the physical indicators, child's behavior signs may or may not indicate abuse or neglect. Call the Texas Abuse

Hotline 1-800-252-5400 for guidance.

Physical abuse is a physical injury resulting in substantial harm to the child. Genuine threat of substantial harm from physical injury to the child.

Physical Abuse		
Physical Indicators	Child's Behavior	Caregiver Characteristics
Bruises, cuts, black eyes	Lack of reaction to pain	Makes excuses for inconsistent attendance
Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite, cigarette burns on any part of the body	Aggressive, disruptive, and destructive behavior.	Inflicting injuries with objects (belt, chancla, wooden spoon) Poor parenting skills, domestic abuse Abuses alcohol or drugs
Injuries that appear after a child has not been seen for several days	Passive, withdrawn, and emotionless behavior	Parental attitudes/beliefs in necessity for harsh physical discipline
Unreasonable clothing that may hide injuries to arms or legs	Fear of going home or seeing parents	Severe emotional pressure or mental illness Unreasonable expectations for the child(ren)

Neglect is failure to provide for a child's basic needs necessary to sustain the life or health of the child, such as, food, clothing, shelter, protection from harm, hygiene, and medical care, excludes financial inability unless services offered and aid refused.

Neglect		
Physical Indicators	Child's Behavior	Caregiver Characteristics
Lack of personal cleanliness such as lice, scabies, severe diaper rash, bedsores, body odor	Constant hunger, stealing or begging for food	Makes excuses for inconsistent attendance or tardiness to school.
Torn or dirty clothing or inappropriate clothing for climate	Passive, withdrawn, and emotionless behavior	Abandonment and refusal to accept parental responsibility Abuses alcohol or drugs
Obvious malnourishment	Lack of personal cleanliness	Lack of appropriate supervision
Child unattended for long periods of time	Fearful, rocking or regressive behavior	Inattentive physical problems or medical needs of the child
Need for eyeglasses, dental care, or other medical attention	Frequent sleepiness Speech or language delays	Unreasonable expectations for the child(ren), poor parenting skills

Sexual abuse is any inappropriate sexual exposure or touch by an adult to a child or an older child to a younger child. Sexual abuse includes: sexual indecency, sexual assault, or aggravated sexual assault. Failing to make a reasonable effort to prevent sexual conduct to a child. Using the child for the creation of obscene or pornographic material.

Sexual Abuse		
Physical Indicators	Child's Behavior	Caregiver Characteristics
Physical signs of sexually transmitted diseases	Extreme fear of being alone with adults of a certain sex/gender	Possessive or jealous of victim
Evidence of injury to the genital area	Passive, withdrawn, and emotionless behavior, abrupt change in behavior or play	Inappropriate interactions with child
Pregnancy in a young girl	Knowledge of sexual relations beyond what is expected for a child's age	Severe emotional pressure or mental illness
Difficulty in sitting or walking	Aggressive or disruptive behavior	Abuses alcohol or drugs

Emotional abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development, or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment for a child.

Emotional Abuse

Physical Indicators	Child's Behavior	Caregiver Characteristics
Lagging in physical, emotional, and intellectual development	Over compliance or low self-esteem Difficulty making friends or doing things with other children	Unreasonable expectations for the child(ren) Abuses alcohol or drugs
Flat or bald spots on head (infants)	Anxiety, depression or aggression	Scapegoating or verbal abuse by caregivers
Failure to thrive	Talks about self in a negative way	Severe emotional pressure or mental illness
Significant changes to weight, such as substantial weight gain or weight loss. Nervous disorders (rash, hives, facial tics)	Regressive behavior such as bed wetting or soiling; changes in behavior such as withdrawal or angry	Caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems.

Nueces County Community Organizations that provide training programs to staff, children and parents.

As per DFPS, "Prevention and Early Intervention (PEI) Programs contracts with community-based programs and agencies to provide a variety of services that help prevent abuse, neglect, delinquency, and truancy of Texas children. Services are free of charge and participation is voluntary. PEI does not provide housing, transportation, or any services outside of the scope contracted by local providers. The following chart of PEI Program contracts are available in Nueces County.

County	DFPS Program	Service Provider	Phone	Services Offered
Nueces	Statewide Youth Services Network	Big Brothers, Big Sisters Lone Star	(888)887-2447	Through the Statewide Youth Services Network, BBBS provides one on one Community-Based, School/site based, and E-mentoring youth mentor services using the Big Brother Big sister Evidence-Based One-to-one Mentoring Program Model.
Nueces	Service Members, Veterans, and Families	Council on Alcohol and Drug Abuse - Coastal Bend website	(361) 854-9199 (361) 854-9199 (361) 854-9199	Through the Texas Service Members, Veterans, and Families program, The Council provides parenting support, parenting support groups, youth activities, case management, and emergency economic assistance exclusively to service members, veterans, and their families. Services are offered in person or virtually with evening and weekend appointments available. The program utilizes Systematic Training for Effective Parenting (STEP) and Family Support and Surveys (FSS), which includes youth activities, basic needs support, case management, and family group activities.
Nueces	Healthy Outcomes Through Prevention And Early Support	Education Service Center Region 2	(361) 561-8400	Through the HOPES program, ESC2 provides in-home parenting education and support using the Home Instruction for Parents of Preschool Youngsters model, case management, family activities, and Parent Cafés.
Nueces	Family and Youth Success	Circles of Care	(361) 852-3812	Through the FAYS program, Circles of Care provides individual, family sessions, and Youth Skills using Strengthening Families and individual and family counseling using Cognitive Therapy, FamilyTalk, and Motivational Interviewing. Circle of Care also provides parenting skills using the Triple P and Strengthening Families curriculums. In addition, Circle of Care provides parenting and youth skills using Strengthening Families and triple. Circle of Care also provides emergency respite parenting skills and FAYS express emergency respite. In addition, Circle of Care also provides basic needs and service

Nueces	Community Youth Development	City of Corpus	(361) 826-7529 (361)826-7273	coordination. Through the CYD program, City of Corpus Christi offers Community Youth Development programs for youth ages 6-17 years old. These programs include Mentoring, Youth Leadership Development, Youth Advisory Committee, Post High-School Readiness, Academic Support, Sports and Movement classes, Arts and Culture, and Family Engagement events/activities. The City of Corpus also provides individual and group youth case management and service coordination services.
Nueces	Statewide Youth Services Network	Texas Alliance of Boys & Girls Clubs	(512) 301-7771	Through the Statewide Youth Services Network, TXABGC offers Post-High School Readiness, Youth Skills Training, and Academic Support services to youth ages 10-17 utilizing Boys & Girls Clubs of America's Project Learn, SMART Leaders, and SMART Moves curriculums
Nueces	Texas Home Visiting	United Way of the Coastal Bend, Inc.	(361) 882-2529	Through the Texas Home Visiting program, UWCB provides in-home parenting education using the Home Instruction for Parents of Preschool Youngsters, Nurse-Family Partnership, and Parents as Teachers models. UWCB also provides parenting support through family activities, Parent Cafés, parent-to-parent meetings, and service coordination. (DFPS, n.d.)

Reference List:

- Centers for Disease Control and Prevention. (2022, April 6). *Risk and protective factors|child abuse and neglect|violence prevention|injury Center|CDC*. Centers for Disease Control and Prevention. Retrieved April 13, 2023, from <https://www.cdc.gov/violenceprevention/childabuseandneglect/riskprotectivefactors.html>
- Texas Department of Family and Protective Services (DFPS). DFPS. (n.d.). Retrieved April 13, 2023, from [DFPS - Recognize the Signs of Child Abuse](#)
- Texas Department of Family and Protective Services (DFPS). DFPS. (n.d.). Retrieved May 1, 2024, from https://www.dfps.texas.gov/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/countyprog.asp?findcounty=Nueces
- Reporting child health and safety incidents. ECLKC. (2022, September 28). Retrieved April 13, 2023, from <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-07>
- Welcome Texas Abuse Hotline. (n.d.). Retrieved April 13, 2023, from <https://www.txabusehotline.org/Login/Default.aspx>
- Report Abuse, Neglect, or Exploitation Texas Department of Family and Protective Services (DFPS). (n.d.). Retrieved May 1, 2024, from www.dfps.texas.gov/Contact_Us/report_abuse.asp

Family Support

Staff are available to support you and your family. If you are in need of guidance and support the Disability/Mental Health Coordinator will provide referrals to families requesting information on prevention of child abuse and neglect and/or counseling services. All personal information is kept strictly confidential and will not be shared inappropriately.

If you are working with Child Protective Services (CPS) and you want to share your family plan with someone at your center, we can help you reach any goals you have set for your family.

Prevention

Prevention involves education and raising public awareness of child abuse and neglect.

The Prevention and Early Intervention (PEI) division of the TDFPS has several local agencies under contract that offer services to parents and children to strengthen families and prevent child abuse and neglect.

Helpful tips to prevent child maltreatment

- Never discipline your child when your anger is out of control.
- Never leave your child unattended, especially in the car.
- When your child tells you he or she doesn't want to be with someone, this could be a red flag.
- Listen to them and believe what they say.
- Be aware of changes in your child's behavior or attitude
- Raise public awareness of child abuse and neglect
- Connect families with community-based resources
- Child abuse is everyone's business. If you see something, say something.

Recognition of Child Maltreatment

What is Child Abuse?

To help prevent child abuse, you need to understand what it is. It's any mistreatment of a child that results in harm or injury. There are four basic types of child abuse, though children often experience more than one kind of abuse.

Physical abuse

Physical abuse is physical injury resulting in substantial harm to the child. Genuine threat of substantial harm from physical injury to a child.

Emotional abuse

Emotional abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development, or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment for a child.

Sexual abuse

Sexual abuse is any inappropriate sexual exposure or touch by an adult to a child or an older child to a

younger child. Sexual abuse includes: sexual indecency, sexual assault, or aggravated sexual assault. Failing to make a reasonable effort to prevent sexual conduct to a child. Using the child for the creation of obscene or pornographic material.

Neglect

Neglect is failure to provide for a child’s basic needs necessary to sustain the life or health of the child, such as, food, clothing, shelter, protection from harm, hygiene, and medical care, excludes financial inability unless services offered and aid refused.

Know the signs of abuse

Children who are abused may show physical and behavioral signs, or they may show sudden changes in their behavior or school performance. These signs don’t prove that children are being abused, but they could be a signal that the children or their families need help.

When children talk about being abused, take them seriously. Take steps to get help!

General Signs of Abuse	Signs of Physical abuse	Signs of Sexual abuse
<p>Abused children may seem:</p> <ul style="list-style-type: none"> • Nervous around adults or afraid of certain adults • Reluctant to go home (coming to school early or staying late, for example) • Very passive and withdrawn or aggressive and disruptive • Tired a lot, or they may complain of nightmares or not sleeping well • Fearful and anxious 	<ul style="list-style-type: none"> • Unexplained burns, bruises, black eyes or other injuries • Apparent fear of a parent or caretaker • Faded bruises or healing injuries after missing school 	<ul style="list-style-type: none"> • Difficulty walking or sitting, or other indications of injury in the genital area • Sexual knowledge or behavior beyond what is normal for the child's age • Running away from home
<p>How Do You Report? If you suspect a child is being harmed, contact by phone 1-800-252-5400 or online at www.txabuseshotline.org</p> <p>Call 911 or your local law enforcement agency if you have an emergency or life-threatening situation that must be dealt with immediately.</p>	<p>Signs of Emotional abuse</p> <ul style="list-style-type: none"> • Acting overly mature or immature for the child's age • Extreme changes in behavior • Delays in physical or emotional development • Attempted suicide • Lack of emotional attachment to the parent 	<p>Signs of Neglect</p> <ul style="list-style-type: none"> • Missing school a lot • Begging for or stealing money or food • Lacking needed medical or dental care • Being frequently dirty • Using alcohol or other drugs • Saying there is no one at home to take care of him or her
	<p>Taken from https://www.dfps.texas.gov/Child_Protection/Child_Safety/recognize_abuse.asp</p>	

April is National Child Abuse Prevention Month

Our agency will be joining forces and promoting the well-being of all children by wearing a Superhero shirt every Friday in the month of April. At the end of the month each center will have a Superhero Parade to show off their child created superhero gear and spread child abuse awareness to all.



DISABILITY SERVICES

What is the goal of Disability Services?

The basic goal of Disability Services is to provide a full range of services and activities to all Head Start children with disabilities. Any modifications, if necessary, will be made to meet the individual needs of children with disabilities in the Least Restrictive Environment (LRE).

What are the criteria to enroll a child with a disability?

For a child to qualify as having a disability in the Birth to Five Head Start Program, the child **must** be evaluated and qualified through one of the following:

- ✓ Early Childhood Intervention (ECI), if the child is in Early Head Start or
- ✓ Local Education Agency (ISD's), if the child is in Head Start.

What is IDEA (Individuals with Disabilities Education Act)?

Individuals with Disabilities Education Act (2004) clearly define and protect the rights of parents of children with disabilities to participate in the decisions made about their children's education. These rights include informed consent, which means that parents must clearly understand and agree to the evaluation of their children and program decisions made for them.

Special Education IDEA Parent Rights:

- ✓ Prior notice of meetings and proposed decisions
- ✓ Reviewing student records
- ✓ The functions of the Individualized Education Program (IEP) team
- ✓ Assessment and Independent evaluations
- ✓ Parent participation in Admission, Review and Dismissal (ARD) meetings and parent consent
- ✓ Filing formal complaint, mediations, due process hearings, and appeals
- ✓ Interim alternative educational settings

- ✓ Discipline
- ✓ Parent placement of their children in private schools
- ✓ Civil court actions
- ✓ Development of Individualized Education Programs (IEP's)
- ✓ Placement decisions and least restrictive environment (LRE)
- ✓ Specially designed instructions and related services

Individualization for children with disabilities will be planned and implemented on lesson plans according to their Individualized Family Service Plan (IFSP) or Individual Education Plan (IEP). Goals and activities will be documented in the Specialized Individualization (agency database). This form will be printed and attached to the lesson plan in 4-week intervals.

Progress will be shared with parents/guardians ~~Teaching Strategies Gold~~ via **Desired Results Developmental Profile (DRDP)** during the First Parent Conference, Second Parent Conference, and Second Home Visit (Fall, Winter, Spring) via email or a hard copy at parent's request.

Lesson Plans:

EHS

❖ Teaching staff will document one goal outcome and one activity as per the IFSP. Specialized Individualization will be printed and attached to the lesson plan.

HS

❖ Teaching staff will document one goal and one activity per service area on the Specialized Individualization (agency database) as per the IEP. Specialized Individualization will be printed and attached to the lesson plan.

NOTE: All action, interventions, documentation will be completed according to the established Birth-to-Five Head Start Procedures.

ENROLLMENT PRACTICES AND PARENTS NOTIFICATIONS ABOUT POLICY CHANGES

Eligibility	<ol style="list-style-type: none"> 1. Age <ol style="list-style-type: none"> a. To be eligible for Early Head Start services, a child must be at least 6 weeks old but younger than 3 years of age or a pregnant woman. b. To be eligible for Head Start services, a child must be at least 3 years old by September 1st, the date used to determine eligibility for public school in Nueces County. c. Preschool division may fill a Mid-Year vacancy with children who are three after September 1st but before January 1st d. Exceptions: Children of migrant families, children with qualifying disabilities, and children enrolled in Early Head Start will be age eligible on the child's 3rd birthday. 2. Income <ol style="list-style-type: none"> a. At least 90% of the children who are enrolled in Head Start must meet the Federal Poverty Income Guidelines, which are revised annually by the federal government. Children from families that are receiving TANF, SNAP, SSI, and are homeless or in foster care are eligible even if the family income exceeds Federal Poverty Income Guidelines. b. Families who are over-income may still apply, but must meet the Selection & Prioritization Criteria established for selecting children that will benefit the most from Head Start services. The following policies apply to serving over-income families: <ul style="list-style-type: none"> .Must not exceed 10% of total enrollment. .Early Head Start/Head Start Director's review applications for approval. <p style="text-align: center;"><i>All applications are placed on the Birth-to-Five Head Start Active Waitlist and processed for Eligibility Criteria</i></p>
Recruitment	<ol style="list-style-type: none"> 1. News releases, social media, advertising, flyers, annual recruitment rally, referrals from community resources, community events and word-of-mouth referrals to inform families of the availability of services and encourage them to apply for admission to the program. 2. Looks for applications from as many eligible families within the recruitment area to select those with the greatest need for services. 3. All NCCAA Center Locations will have a recruitment target goal based upon the data.
Selection	<ol style="list-style-type: none"> 1. Children are selected by the Selection & Prioritization Criteria that involves the following: <ol style="list-style-type: none"> a. Income of eligible families, Foster Care, and Homelessness b. Age of the child c. 10% of total enrollment is available to children with qualifying disabilities. d. Other factors based on the Community Needs Assessment

<p>Enrollment</p>	<ol style="list-style-type: none"> 1. When a child has been enrolled, they remain eligible that year and the following enrollment year. After two enrollment years in the Preschool Division, the child's family income must be verified again. 2. Early Head Start children remain eligible until they reach their 3rd birthday. 3. When a child transitions from the Early Head Start to the Head Start, the family must apply and re-qualify for services. 4. Head Start Program may choose not to re-enroll a child when there has been a change in the child's family income and there is a child with a greater need for Head Start services. 5. If a child drops during a school year and wants to return the following school year then the family must reapply and meet eligibility requirements.
<p>Attendance</p>	<ol style="list-style-type: none"> 1. Every child is strongly encouraged to maintain a 95% 85% monthly average daily attendance, which is no more than three (3) absences per month. Children enrolled in collaborative classrooms are expected to follow the attendance standards at that location 2. If a child is unexpectedly absent and a parent has not contacted the program within one (1) hour of program start time, the program must attempt to contact the parent to ensure the child's well-being. 3. Appropriate family support procedures are started for all children with three or more consecutive unexcused absences (i.e., telephone contact, home visit, emergency contact, text, email etc.). 4. Staff will emphasize regular attendance but remain sensitive to any special family circumstances that may be affecting attendance patterns. 5. In circumstances where chronic absenteeism persists, the child may be dropped from the program after 5 unexcused days (exceptions must be approved on a case by case basis).
<p>Policy Changes</p>	<ol style="list-style-type: none"> 1. When Policy Changes are made, the following will occur: <ol style="list-style-type: none"> a. You will be issued an immediate update version of the Policy Change(s). b. You will also sign & date the bottom of the Policy Change and return it to the Family Advocate who will place it in your child's record.

**PII PARENT POLICY
NOTIFICATION AND CONSENT**

Performance Standard ~~1303.20~~ 1303.22

This notice describes how Personally Identifiable Information about your child may be used and disclosed, and how you can access this information.

By law, Nueces County Community Action Agency (NCCAA) must protect the privacy of your child's/parent's Personally Identifiable Information. Information that could be used to identify your child (known as "Personally Identifiable Information" or "PII") includes your child's name, name of a child's family member, street address of the child, social security number, or other information that is linked or linkable to the child. NCCAA retains PII because your child receives Head Start/Early Head Start services, and it is a part of each child's record. We take our obligation to protect the privacy of your child's PII data very seriously. This notice explains your rights and our legal duties and privacy practices.

Annually, we are required to provide a copy of *PII Parent Policy Notification and Consent*, including definitions (which cover descriptions of the types of PII that may be disclosed), to whom we can disclose, and list when we do not need to receive your consent to disclose PII from your child's record.

NCCAA will abide by the terms of this notice. Should our data and child record practices change, NCCAA reserves the right to change the terms of this notice. Any new provisions added will affect all PII maintained from the time the new provisions go into effect, as well as any PII that we may receive in the future. If we revise our practices substantially, we will provide a revised notice mailed to the current address that you have supplied.

The NCCAA PII policies are aligned with the Family Educational Rights and Privacy Act (FERPA). Head Start Campuses that are in collaboration with any school district is subject to FERPA. If a child record is subject to the Individuals with Disabilities Education Improvement Act of 2004 (IDEA) NCCAA follows the requirements for that child record and not those of NCCAA.

Performance Standard ~~1305~~ 1305.2

Definitions

Child Records means: Records that: (1) are directly related to the child; (2) are maintained by the program, or by a party acting for the program; and (3) Include information recorded in anyway, such as print, electronic, or digital means, including media, video, image, or audio format.

Confidential means: To be kept private with certain Specific protections.

Consent means: Written approval or authorization that is Signed and dated. It may include a record and signature in electronic form that: (1) identifies and authenticates a particular person as The Source of the electronic consent; and, (2) indicates the same person's approval of the information. Consent can be revoked going forward.

Disclosure means: To permit access to or the release, transfer, or other communication of Personally Identifiable Information contained in child records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

Party means: An entity or individual.

Parent means: A head start child's mother or father, other family member who is a primary caregiver, foster parent or authorized caregiver, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree.

**PII PARENT POLICY
NOTIFICATION AND CONSENT**

Performance Standard ~~1303.20~~ 1303.22

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Confidential means: To be kept private with certain Specific protections.

Consent means: Written approval or authorization that is Signed and dated. It may include a record and signature in electronic form that: (1) identifies and authenticates a particular person as The Source of the electronic consent; and, (2) indicates the same person's approval of the information. Consent can be revoked going forward.

Disclosure means: To permit access to or the release, transfer, or other communication of Personally Identifiable Information contained in child records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

Party means: An entity or individual.

Parent means: A head start child's mother or father, other family member who is a primary caregiver, foster parent or authorized caregiver, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree.

Personally identifiable information (PII) means any information that could identify a specific Individual, including but not limited to a child's name, name of a child's family member, street address of the child, social security number, or other information that is linked or linkable to the child.

Performance Standard 1303.22

Required uses and disclosures of PII

We must use and disclose information contained in child records considered to be PII in a number of ways to carry out our responsibilities. The following list describes the types of uses and disclosures of PII that federal law requires NCCAA to make and allows us to do so without your consent:

- **Within this organization for Head Start purposes;**
- **To other organizations for Head Start purposes (including but not limited to contractors or delegates/sub-recipients that help us provide services to your child);**
- **In connection with an audit or evaluation of education or child development programs or for enforcement or compliance with federal legal requirements (such as to the U.S. Department of Health and Human Services that funds our work);**
- **For studies to improve child or family outcomes or quality of services;**
- **During disasters or health/safety emergencies to appropriate parties (including but Not limited to local health departments, police, fire, ems, etc.);**
- **Pursuant to court orders or subpoenas (so long as we try to notify you in advance unless(1) a court has ordered that neither the subpoena, its contents, nor the information provided in response be disclosed; (2) the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General or his/her delegate concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b(g)(5)(b) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331; (3) a parent is a party to a court proceeding directly involving child abuse and neglect or dependency matters, and the order is issued in the context of that proceeding; or (4) if there is legal action between NCCAA and a parent);**
- **For Child and Adult Care Food Program (CACFP) monitoring if the results will be reported in an aggregate form that does not identify any individual;**
- **To foster care caseworkers who have the right to access a case plan for a child who is in foster care placement; and,**
- **To appropriate parties in cases of suspected or known child maltreatment (such as Child Protective Services).**

Other permitted uses and disclosures

NCCAA will not use or disclose your PII without your written consent, except as described above. You may give us written consent to use or disclose your PII to anyone for any purpose that you choose. You may revoke your authorized consent so long as you do so in writing; however, NCCAA will not be able to retract any PII we have already used or shared based on your prior permission. Written consent from the parent/primary caregiver will be provided to NCCAA by completion of the agency form, *Release and Exchange of Information*. This form can be completed with any agency staff.

Performance Standard 1303.23

Parental rights

You have the right to:

- Ask to inspect your child's record on-site containing PII that NCCAA maintains. NCCAA will create an opportunity for you to inspect your child's record on-site within 5 business days. You do not have the right to remove the original record from on-site nor to take any parts of the original record with you.
- Ask for a copy of child records disclosed to third parties with parental consent, free of charge.
- Ask NCCAA to amend your child's record if you believe that it is inaccurate, misleading, or violates your child's privacy. You must ask for this by notifying in writing, along with a reason for your request. NCCAA will review your request and decide on it within 10 business days. If NCCAA denies your request to amend your PII, we will issue you a written statement explaining why and explain your right to a hearing.
- Ask for a hearing if your request to amend the child record is denied. If the issue is not decided in your favor at the hearing, you have the right to place a statement in the child record that either comments on the contested information or that states why the parent disagrees with the program's decision, or both.
- Ask to inspect written agreements involving disclosure of PII. If a parent requests, you can come on-site and review a redacted written agreement with a third party that involves disclosure of their child's PII. This right does not allow you to take any photos of it or make, nor have copies made of the agreement.

Performance Standard 1303.24

Maintaining Records

Location of PII: NCCAA maintains PII from child records in the following places: Secured online databases (Child Plus, Desired Results Developmental Profile (DRDP) ~~Teaching Strategies Gold~~, and Ages and Stages ASQ online), and in locked filing cabinets at each center.

Need to Know Basis: All disclosures of PII from child records are on a need to know basis or otherwise "deemed necessary" for the purpose of disclosure. We do not disclose PII without there being a specific reason as it relates to provision of child/family services.

Record Retention: NCCAA Birth to Five Head Start retains records for three years after the last year of services provided.

In the case of the following the record will be maintained until the child's age of 21:

- child has received specialized services (disability and/or mental health)
- child had experienced an injury requiring medical attention.

**Verification of Receipt
PII Parent Policy Notification and Consent**

Performance Standard: 1303.22

Date: _____

I have received and understand the Nueces County Community Action Agency Birth-to-Five Head Start Personally Identifiable Information Policy:

I understand that any Personally Identifiable Information that I provide will be protected and shared based on the agency policies:

~~Parent / Primary Caregiver Signature~~

Family Advocate Signature

PII Parent Receipt Print [Save](#) Cancel Add

Nueces County Community Action Agency
Birth-to-Five Head Start
[PII Parent Receipt](#)

Performance Standard: 1303.22

Date: Child's Name:

I have received and understand the Nueces County Community Action Agency Birth-to-Five Head Start Personally Identifiable Information Policy.
I understand that any Personally Identifiable Information that I provide will be protected and shared based on the agency policies.

Parent/Primary Caregiver Name	Parent/Primary Caregiver Signature	
<input type="text"/>	<input type="text" value="No signature on file"/>	Capture Signature Clear

Family Advocate Name	Family Advocate Signature	Form Date 20/21
<input type="text"/>	<input type="text" value="No signature on file"/>	Capture Signature Clear

SAFE SLEEP

At time of enrollment, parents are informed of NCCAA Safe Sleep Policy and have the opportunity to revise and sign the Safe Sleep Policy Form.

Safe Sleep Policy

All staff, substitute staff, and volunteers at will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- ❖ Always put infants to sleep on their backs unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [§746.2427 and §747.2327].
- ❖ Place infants on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full-size cribs and for non-full-size cribs [§746.2409 and §747.2309].
- ❖ For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector.
- ❖ Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415(b) and §747.2315(b)]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].
- ❖ Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415(b) and §747.2315(b)].
- ❖ Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- ❖ If an infant needs extra warmth, use sleep clothing, as an alternative to blankets [§746.2415(b) and §747.2315(b)], that MUST be specified on the form.
- ❖ Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- ❖ Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal [§746.2415(b) and §747.2315(b)] or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2401(6) and §747.2315(b)].
- ❖ If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health-care professional [§746.2426 and §747.2326].
- ❖ Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
- ❖ Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
- ❖ If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].

- ❖ Awake infants will have supervised “tummy time” several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
- ❖ Do not swaddle an infant for sleep or rest unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant’s health care professional [§746.2428 and §747.2328].

Operational Policy on Infant Safe Sleep

This form provides the required information per minimum standards §746.501(9) and §747.501(6) for the safe sleep policy.

Directions: Parents will review this policy upon enrolling their infant at [redacted] and a copy of the policy is provided in the parent handbook. Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death (SIDS/SUIDS) at http://www.healthychildren.org/English/ages_stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx

Safe Sleep Policy

All staff, substitute staff, and volunteers at [redacted] will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS).

- Always put infants to sleep on their backs unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [§746.2427 and §747.2327].
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full-size cribs and for non full size cribs [§746.2409 and §747.2309].
- For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415(b) and §747.2315(b)]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415(b) and §747.2315(b)].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- If an infant needs extra warmth, use sleep clothing [redacted] (insert type of sleep clothing that will be used such as sleepers or footed pajamas) as an alternative to blankets [§746.2415(b) and §747.2315(b)].
- Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal [§746.2415(b) and §747.2315(b)] or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2401(6) and §747.2315(b)].
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [§746.2426 and §747.2326].
- Our child care program is smoke free. Smoking is not allowed in Texas child care operations. (This includes all cigarettes and any type of vaporizers) [§746.3703(d) and §747.3583(d)].
- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
- Do not swaddle an infant for sleep or rest unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [§746.2428 and §747.2328].

Privacy Statement

HHSC values your privacy. For more information, read our privacy policy online at <https://hhs.texas.gov/policies-practices-privacy/security>

Signatures

This policy is effective on [redacted] Child's name: [redacted]

[redacted] Signature — Director/Owner	[redacted] Date Signed
[redacted] Signature — Staff member	[redacted] Date Signed
[redacted] Signature — Parent	[redacted] Date Signed

ATTENDANCE PRACTICES

Attendance & Tardy Policy

The Birth-to-Five Head Start Program adheres to the following Attendance and Tardiness Policy:

1. Children must be dropped off and picked up based on the hours of service the family is approved for.
2. You must notify your child's teacher if your child will be absent.
3. You must notify your child's teacher if your child will arrive after 8:30 in the morning or after their pick up time in the afternoon.
4. Any child being dropped off after **8:30 a.m** is considered tardy and you will be given a Tardiness Notice.
 - a. **There is a 15-minute grace period for those families that are working and for those families that have a situation that happens periodically. The 15-minute grace period is not to be used every day unless there is an arrangement between the Site Base Manager and Family.**
 - ~~b. There will be a 15-minute grace period for each of the assigned child pick up times. However, this is on a case by case need. This is not a daily grace period. If the grace period is abused or an attempt is made to use on a daily basis, then a staffing will be held to resolve the barriers to picking up at your assigned time.~~
5. If you are unable to meet your hours of services, please plan to meet with the Family Advocate at your center to discuss your situation.
 - a. When three (3) tardy notices within a one-month period occur, a ~~Tardiness~~ **Tardy** Letter will be given to you.
 - b. When five (5) ~~Tardiness~~ **Tardy** Notices have been issued within a two (2) month period, a staffing will be scheduled with you, the Site Base Manager, and Family Advocate to determine if an Attendance/Tardy Contract needs to be put into place.
 - c. The Attendance/Tardy Contract will be valid for 60 days.
6. If you are unable to bring your child to school, please plan to meet with your Family Advocate at your center to discuss your situation. **(This is to include planned vacation and unexpected health emergencies, etc).**
 - a. When attendance drops below 85% within a one (1) month period, an Attendance Letter will be given to you.
 - b. When attendance drops below 85% for more than one month, a staffing will be scheduled with you, the Site Base Manager, and Family Advocate to determine if an Attendance/Tardy Contract needs to be put into place.
 - c. The Attendance/Tardy Contract will be valid for 60 days.
7. The program reserves the right to terminate services for excessive tardiness and/or absenteeism if it continues within the 60-day period.

If you choose not to meet with center staff concerning any issues (example: attendance, tardiness, medication issues, etc.) the program reserves the right to not accept your child into the classroom until a meeting is held.

~~PROCEDURE FOR ATTENDANCE PROCESS 1302.16~~

Attendance Policy

- ~~1. Staff will document attendance on the Daily Meal Count & Attendance Record and in Database (See ChildPlus Procedures)~~
- ~~2. Staff must document in the database communication log all absences and tardiness and every effort they made to contact the family.~~
- ~~3. NCCAA Birth to Five Head Start will encourage regular attendance. When a child is absent without contact, the following steps are initiated within **1 hour** of the start of services:~~
 - ~~a. 1st & 2nd day – the classroom staff will notify the Family Advocate/Site Base Manager to contact the family~~
 - ~~a. 3rd day – the Family Advocate/Site Base Manager **MUST** make a home visit to assess the family's situation and provide any necessary referrals (leave door hanger if family is not home):~~
 - ~~b. 5th day – Child is in jeopardy of losing services; however, the program must make appropriate efforts to re-engage the family to resume attendance before dropping~~
- ~~4. If chronic tardiness the following steps are initiated:~~
 - ~~a. 1st step – Tardy letter will be issued on the 3rd tardy within one month~~
 - ~~a. 2nd step – If the tardies have not improved in the consecutive month a staffing is held and the Attendance/Tardy Contract will be implemented after 2 additional tardies for a total of 5 tardies~~
- ~~5. If child's attendance fall below 85% the following steps are initiated:~~
 - ~~a. Attendance Letter is given~~
 - ~~a. Second Month of low attendance – Attendance/Tardy Contract given~~
- ~~6. If a family breaks the Attendance/Tardy Contract, staff will review and analyze the documents and make a recommendation to the ERSEA Coordinator/FCP Coordinator before further action is taken.~~
- ~~7. If a child is out 3 days or more "under doctor's care" then the child must be accompanied with a doctor's excuse upon return; however, if a child did not go to the doctor they are to return without an excuse.~~

For special circumstances such as extended vacation days or family emergencies that may lead to a prolonged absence will require approval from the Head Start Director in writing. Please provide any type of documentation that may be available due to the circumstance if applicable. The Head Start Director has the authority to deny any requests based upon attendance history.

~~–Procedures:~~

1. Staff will document attendance on the Daily Meal Count & Attendance Record and in Database (See ChildPlus Procedures)
2. All NCCAA Staff must document in the database attendance journal all absences and tardiness and every effort they made to contact the family. (Staff responsible for communication with family must document case note in the Child Plus database.)
3. NCCAA Birth to Five Head Start Program will encourage regular attendance. When a child is absent without contact, the following steps are initiated within **1 hour** of the start of services:
 - a. 1st & 2nd day – the classroom staff will notify the Family Advocate/Site Base Manager to contact the family only if no contact has been made by the teaching staff.
 - b. 3rd day – the Family Advocate/Site Base Manager **MUST** make a home visit to assess the family's situation and provide any necessary referrals (leave door hanger if family is not home).
 - c. 5th day – Child is in jeopardy of losing services; however, the program must make appropriate efforts to re-engage the family to resume attendance before dropping
4. If chronic tardiness the following steps are initiated:

- a. 1st step – Tardy letter will be issued on the 3rd tardy within one month
- b. 2nd step – If the tardies have not improved in the consecutive month a staffing is held and the Attendance/Tardy Contract will be implemented after 2 additional tardies for a total of 5 tardies
5. If child’s attendance fall below 85% the following steps are initiated:
 - a. Attendance Letter is given
 - b. Second Month of low attendance – Attendance/Tardy Contract given
6. If a family breaks the Attendance/Tardy Contract, staff will review and analyze the documents and make a recommendation to the ERSEA Coordinator/FCP Coordinator before further action is taken.
7. If a child is out 3 days or more “**under doctor’s care**” then the child must be accompanied with a doctor’s excuse upon return; however, if a child did not go to the doctor they are to return without an excuse.
8. If a child is required to obtain an “**IHCP**” while enrolled in the program, which will affect their attendance. The family will have 5 days to gather the documentation needed in order to return. The family will be required to sign an Information Request form that they have been notified of the 5 day requirement. This will be completed with the assigned FamilyAdvocate or Site Base Manager. If further assistance is needed regarding the IHCP please contact the Department.

For special circumstances such as extended vacation days or family emergencies that may lead to a prolonged absence will require approval from the Head Start Director in writing. Please provide any type of documentation that may be available due to the circumstance if applicable. The Head Start Director has the authority to deny any requests based upon attendance history.

BUILD THE HABIT OF GOOD ATTENDANCE NOW!

DID YOU KNOW???

Over 8 million U.S. students miss nearly a month of school each year.

Children living in poverty are two to three times more likely to be chronically absent—and face the most harm because their community lacks the resources to make up for the lost learning in school.

Absenteeism in the first month of school can predict poor attendance throughout the school year.

Poor attendance can influence whether children read proficiently by the end of third grade or be held back. Missing 10 percent of the school, or about 18 days in most school districts, negatively affects a student's academic performance.

["https://www.attendanceworks.org/chronic-absence/the-problem/10-facts-about-school-attendance/"](https://www.attendanceworks.org/chronic-absence/the-problem/10-facts-about-school-attendance/)

ATTEND TODAY, ACHIEVE TOMORROW

GOOD SCHOOL ATTENDANCE MEANS...



PRESCHOOLERS
build skills and develop
good habits for showing
up on time



**ELEMENTARY
STUDENTS**
read well by the
end of third grade



HIGH SCHOOLERS
stay on track for
graduation



**COLLEGE
STUDENTS**
earn their degrees



WORKERS
succeed in
their jobs

Too many absences—excused or unexcused—can keep students from succeeding in school and in life. How many are too many? 10% of the school year—that's 18 missed days or 2 days a month—can knock students off track.



FIRST DAY OF SCHOOL

§746.2901

NCCAA Birth to Five Head Start Program provides supervised sleep or rest period after the noon meal for all children 18 months of age or older who are in care five or more consecutive hours, or according to the child's individual physical needs.

✓ *Toddlers and HS children* are suggested to bring a small blanket or beach towel for nap/rest time.

✓ *Pillows are not allowed* due to Health and Safety regulations.

§746.2409, §746.2415, §746.2423

Each infant must have a supervised nap period that allows the infant to maintain his or her own pattern of sleeping and waking periods. To ensure infants safety:

✓ *Absolutely no blankets and/or pillows for infants sleeping in cribs.*

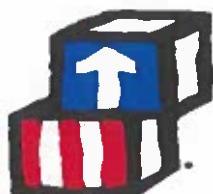
Other things to remember

✓ NCCAA Birth to Five **does not require** parents to bring school supplies.

✓ Parents are recommended to provide a change of clothes labeled with the child's name in a plastic zipper seal bag.

The Birth-To-Five Head Start Program ensures that no child is denied placement based on a disability or its severity

❖ *All applications are placed on the Birth-to-Five Head Start Active Waitlist and processed for Eligibility Criteria*



PROTOCOL FOR QUESTIONS AND CONCERNS

Questions or Concerns

Any questions or concerns about a child's classroom or center should be directed to the Site-Base Manager of that center. The Grievance Policy below should be followed when there is a concern in the center/ classroom:

Grievance Policy for Parents, Staff and General Public

1. Birth-To-Five Head Start Program does not discriminate against individuals because of race, color, national origin, sex, age, disability, religion, and/or political belief.
2. As parents, staff and members of the community, you have the right to know about the Birth-To-Five Head Start Program policies and procedures. **Only** parents/primary caregivers may request information on their child. Written parent permission is required prior to releasing information to a third party.
3. Parents, staff and members of the community have the right to appeal any decision made by the Birth-To-Five Head Start staff.
4. You are encouraged to observe the following NCCAA Birth-To-Five Head Start procedures.
Appeals will not go to the Policy Council until it has been established that it cannot be resolved by the NCCAA Birth-To-Five Head Start staff.
 - a) Concerns will first be discussed with the staff in question.
 - b) If an agreement is not reached, concerns are directed to that staff's immediate supervisor.
 - c) If a solution has not been reached, the concern should be brought before the appropriate Content Area Coordinator (C&I, Education Coach, Health, Mental Health and Disabilities, Family Services, Nutrition, Site Based Management and Facilities, On-going Monitoring, T/TA).
 - d) If the concern is not resolved, it is brought before the Birth-to-Five Head Start Director and finally to the NCCAA Chief Executive Officer (CEO).
 - e) If the concern is not resolved by Program staff, it will be referred to the Policy Council for review.
 - f) When you appeal a concern to the Policy Council, you must provide written notice to the Birth-To-Five Head Start Program Director, with a courtesy copy to the NCCAA CEO ten (10) working days before the next scheduled Policy Council meeting to allow placement on the meeting's Agenda.
 - g) You will be notified when your appeal is placed on the Policy Council's agenda.
 - h) If you are not satisfied with the Policy Council's decision, you may write an appeal to the NCCAA Board of Directors. The NCCAA Board's decision will be final.
1. Parents, staff or community members who do not follow these Grievance Policies will be referred back to the appropriate level, which may further delay the appeal process.
2. It is in violation of the NCCAA policies for any parent, staff, Policy Council member or Board of Director to interfere with, threaten, coerce, retaliate or otherwise discriminate against anyone because they filed a complaint, gave testimony or appeared before the Policy Council or committee(s) in connection with a grievance or appeal. Appropriate disciplinary action will be taken against such individuals.

“In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

APPENDIX

<https://www.nccaatx.org/btfive.html>

Nueces County Community Action Agency
2024-2025 Parent & Staff Handbook
SUMMARY OF CHANGES

DISABILITY/MH

Standards of Conduct and Discipline and Guidance Policy: The changes made on this form were as follows: format and font size, revision date and pages of Minimum Standards

Resource website link no longer valid.

Preventing, Recognizing and Reporting Child Maltreatment Policy and Procedure has a new title, format, a few word changes, the PEI Program list was updated due to changes on the state services offered list, and resource section website updated due to invalid link or retrieval date.

Progress will be shared with parents/guardians via Desired Results Developmental Profile (DRDP)

Teaching staff will document one outcome instead of one goal.

Teaching staff will document one goal and one activity per service area

EDUCATION

For outdoor play we updated what needs to be with staff when leaving the classroom. Teaching staff must carry emergency medications, First Aid Kit/Fanny pack, classroom cell phone, and Classroom Binder which contains the Safety Transition Checklist, Counting Children, Perfect Number, and Emergency Contact List.

ERSEA

1. Changed Performance Standards numbers in the PII Parent Policy Notification and Consent.
2. Updated PII form previously paper form and screenshot from database form added
3. 15 minute grace period reworded to meet the needs of the families
4. Updated Attendance Policy to current policy
5. Updated the Recruitment sections and added: All NCCAA Center Locations will have a recruitment target goal based upon the data.

FCP

- Updated date on footer
- Added comment to reinforce Backpack Policy: *“Backpacks that do not meet this criteria WILL NOT BE ALLOWED in the classrooms”*
- Added comment to reinforced Photo Consent Policy: *“and ONLY for the purpose of agency use”*
- Added comment to reinforced Sunscreen/Insect Repellent Policy: *“and to prevent children from accessing it accidentally”*

- Footwear Policy for children was revised to ensure the safety of children. The following statement was added:
"For the safety of the children, and due to the evidence of the importance of using appropriate footwear for school activities in order to prevent injuries, NCCAA will not allow the following shoes to be worn at school: flip-flops, slippers, sandals, Crocs™ and/or croc style shoes.
While sources indicate that type of shoes, especially Crocs™, are great for the beach, the water, and summer time, they also indicate that tennis shoes are a better and safer choice for school because of safety concerns." Links to sources were added.
- Added Family Advocate Home Visit to the Family Partnership Process
- The Following statement was added in regards to In-kind:
"NCCAA staff meets with parents and staff at Parent Meetings, Cluster Meetings, Coordinators Meetings, and on a regular basis, to:
 - *Share In-kind Goals Status*
 - *Discuss strategies to meet Center, Classroom, and Component Goals*
 - *Identify barriers*
 - *Plan activities*
 - *Etc."*

HEALTH

1. Parents can submit EITHER an Asthma IHCP or an Asthma Action Plan. Page 42
2. Statement rewarding regarding employee's TB examination results. Page 44
3. 2024 CDC Immunization Schedule and the Texas 2024-2025 Immunization Schedule. Immunization Exemptions (A) Medical for up to one year (B) Conscience for up to two years. Pages 45-48.
4. Dental examinations due by the 90th day of enrollment
5. COVID-19 Protocol: Updated statement, "The Birth-to-Five Program will continue to follow the COVID-19 Guidelines as directed by the Office of Head Start." Page 53.

NUTRITION

1. And Justice for All Poster changed some wording (USDA) civil rights regulations and policies
2. Added (including gender identity and sexual orientation)
3. The WIC Poster will be updated around June or July 2024 for new program year

T/TA

Phone updated

Approved May 2024

Salaries

3100 Salaries and Wages(7 employees)		282,474.40
Total Salaries		282,474.40

Fringe Benefits

3500 Payroll Taxes-FICA	7.65%	21,609.29
3501 Unemployment Taxes	0.11%	310.72
3600 Health Insurance	15.00%	42,371.16
3601 Retirement- @ 5% of Total Salaries	5.00%	14,123.72
3602 Workers Compensation	1.55%	4,378.35
3603 Life Insurance	0.09%	254.23
Total Fringe Benefits		83,047.47

Supplies

7100 Office Supplies		2,000.00
7200 Program Supplies		4,000.00
Total Supplies		6,000.00

Other

Rent		
6100 Rental of Space		0.00
Utilities/Telephone		
6300 Utilities-Electricity		15,000.00
6301 Utilities-Gas and Water		5,000.00
9600 Telephone		8,600.00
Building & Child Liability Insurance		
9100 Insurance and Bonding/Theft Bond		16.00
9100 Insurance and Bonding / Windstorm & Hail		8,200.00
9100 Insurance and Bonding / General Liability		155.00
Building Maintenance/Repair & Other Occupancy		
6401 Fumigation		1,000.00
9300 Maintenance and Repair		10,000.00
6800 Licensing Fees / Permits		100.00
6403 Refuse Pick-up		4,000.00
6900 Security Services and Other		1,000.00
Local Travel		
9100 Insurance and Bonding / Vehicle Insurance		1,700.00
5300 Gasoline (vehicles)		10,000.00
6800 Licensing Fees / Permits		900.00
6800 Vehicle State Inspections		87.00
Nutrition Services		
7400 Beneficiary Supplies - Food Purchases		338,747.00
7401 Beneficiary Supplies - Non-Food Purchases		56,650.00
Accounting & Legal Services		
4300 Professional Services		1,600.00
Subscriptions & Publications		
9201 Subscriptions (internet services)		500.00
Printing & Advertising		
9200 Printing		1,000.00
9202 Advertising		1,000.00
Other		
9700 Postage and Freight (supplies)		100.00

7100 Office Expense (copier supplies)	1,000.00
9400 Registration Fees (training)	500.00
9100 Insurance and Bonding / Professional Liability	18.00
9100 Insurance and Bonding / Equipment Protection Insurance	28.00
9101 Employee Certification	1,000.00
8300 Rental (copier leasing)	1,500.00
Total Other Costs	\$469,401.00
Total HS Nutrition Budget	\$840,922.87

**Nueces County Community Action Agency Birth to Five Head Start Program
Preventing, Recognizing and Reporting Child Maltreatment Policy and Procedures**

Performance Standards	1302.92(b)(2), 1303.20, 1302.90(c)(1)(i-v), 1302.90(c)(2), 1302.47(a)(b)(4)(F)(K)(5)(7)(v), 1302.102(d)(1)(ii)	
Minimum Standards	746.1311(c)(1-4), 746.1309 (c)(1-4), 746.501 (a)(7)(23)(26)(A-E), 746.1303 (3)(A-D)	
Purpose	To establish a method of preventing, recognizing and reporting suspected or known child maltreatment in compliance with applicable Federal, State –Texas Family Code Section 261.101, or Tribal laws.	
Communication	The NCCAA Birth -to- Five Head Start staff, volunteers and consultants will be fully trained, understand and receive a copy of the Preventing, Recognizing and Reporting Child Maltreatment Policy and Procedures including factors indicating a child is at risk of abuse or neglect; warning signs indicating a child may be a victim of abuse or neglect; procedures for reporting child abuse or neglect; and community organizations that have training programs available to staff, children and parents. Further clarification/ communication can be directed to the Disability/Mental Health Coordinator/Specialist. Staff can locate form in the DMHS Manual and Google shared drives in digital format. This policy is also in the Parent Handbook.	
Training	During New Staff Orientation and annually thereafter, staff, volunteers and consultants will receive one hour training focusing on prevention, recognition, and reporting of child maltreatment.	
Monitoring of Procedures	This policy is monitored to ensure NCCAA staff, consultants, contractors, and volunteers adhere to established procedures during on-site visits conducted by the Site Base Managers, Education Coaches/Mentors, Content Supervisor/Specialists and Administration. It is also monitored through surveillance video review by the Site Base Managers, specific Content Supervisors/Specialist, HR Department and Administration. The Site Base Managers, Content Supervisors, T/TA Coordinator/Specialist and Compliance Officers monitor the Staff Compliance Binder for completion and documentation of the Standards of Conduct and Discipline and Guidance Policy form and training agenda.	
Revision/Form Dates	May 2024	Policy & Board Approved: Pending

Policy: Any individual having cause to believe that a child's physical, mental health or welfare has been or may be adversely affected by abuse or neglect by any person is obligated to report it no later than the 48th hour the person suspects the child has been or may be abused or neglected, in accordance with Section 261.101 of the Texas Family Code. All **NCCAA Birth-to-Five Head Start** staff are mandated reporters and are legally obligated to report any suspected or known child abuse/neglect as required by law to the Texas Department of Family and

Protective Services. By law, professionals may not delegate the duty to report to another person or entity or rely on another person or entity to make the report. You are protected by law from liability when you make a report or provide information in good faith during a CPS investigation. (Texas Family Code, Section 261.106). However, you are not protected from civil or criminal liability if you report your own abuse or neglect of a child or intentionally file a false report against someone else. (Texas Family Code, Section 261.106). Failure to report suspected child maltreatment (abuse

Nueces County Community Action Agency Birth to Five Head Start Program
Preventing, Recognizing and Reporting Child Maltreatment Policy and Procedures

and neglect) is a criminal offense (Texas Family Code, Section 261.109). Punishable by either a fine or imprisonment or both.

NCCAA Birth-to-Five Head Start Head Start Director will immediately notify the assigned Office of Head Start program specialist or regional program manager when a staff, consultant or volunteer causes an incident or suspected incident of child abuse and neglect, an incident that affects the health and safety of children or violates the Standards of Conduct and Discipline and Guidance Policy.

Procedures:

1. During the health check and throughout events of the day, if you observe any indicators of abuse or neglect, you are required to document such observations on the Daily Health Check.
2. If the **child states or shows signs of maltreatment** or if the child has visible bruises or physical trauma to his/her body do not show others. Having the child repeat or displaying the bruises/physical trauma can further stress and humiliate the child. Be mindful and sensitive to the child's wellbeing. NCCAA staff must adhere to protecting the privacy of the child.
3. Call the Texas Abuse Hotline at 1-800-252-5400 for situations including but not limited to:
 - Serious injuries
 - Any injury to a child 5 years or younger
 - Immediate need for medical treatment (including suicidal thoughts)
 - Sexual abuse where the abuser has or will have access to the victim within the next 24 hours
 - Children age five and under are alone or are likely to be left alone within the next 24 hours
 - Anytime you believe your situation requires action in less than 24 hours

Report Abuse By Phone: 1-800-252-5400

Online: Texas Abuse Hotline www.txabusehotline.org

Call our Abuse Hotline toll-free 24 hours a day, 7 days a week, nationwide, or report with our secure website and get a response within 24 hours.

We cannot accept email reports of suspected abuse or neglect.

https://www.dfps.texas.gov/Contact_Us/report_abuse.asp

Call 911 or the local law enforcement agency

if you have an emergency or life-threatening situation that must be dealt with immediately.

Anonymous Reports of Child Abuse and Neglect

“Effective September 1, 2023, DFPS cannot accept anonymous reports of abuse and neglect involving children and their families. Professional and non-professional reporters must provide a personal first and last name and home or business phone number to meet new reporting requirements. The law requires

both a full name and phone number for the report to be accepted by DFPS. Reporting requirements are not met by providing a business, agency, or organizational name. Anonymous reports of child abuse and neglect may be made to local and state law enforcement agencies. Reporters' names are confidential by law.” Texas Department of Family and Protective Services (DFPS). www.dfps.texas.gov/Contact_Us/report_abuse.asp.

4. Do not try to conduct an investigation, do not take photos or video of the child and do not confront the suspected abuser.

Nueces County Community Action Agency Birth to Five Head Start Program
Preventing, Recognizing and Reporting Child Maltreatment Policy and Procedures

5. The following information should be provided to the DFPS (Department of Family and Protective Services) Intake Specialist: child's name, date of birth, name of center, date and time when suspected abuse or neglect was observed, name of parent/guardian, parent/guardian date of birth, family address, family phone number, names of siblings, your name /title and description of specific details of the incident or observation of suspected abuse or neglect and include any information of the alleged perpetrator(s).
6. In the event, a CPS worker visits your center, please verify the worker's identity with the CPS name badge, have the CPS caseworker sign in and out on the Visitors Sign in Log and make yourself available to answer any questions. Make a copy of the CPS name badge if possible and notify your immediate supervisor that a CPS caseworker is on the premises.
7. If a person retaliates due to a reported suspected child abuse case inform your immediate supervisor immediately.
8. NCCAA Birth-to-Five Head Start will offer support and mental health services to EHS and HS families where child maltreatment is or may be a concern. NCCAA staff will submit a mental health referral through ChildPlus. The Disability/Mental Health Services Coordinator will schedule a child staffing meeting with the parent. Content Coordinators, Site Base Manager, Family Advocate, Mental Health Consultant and the child's teacher will be in attendance. During the child staffing the FCP Coordinator will provide information on parenting curriculum offered by the agency, other parenting resources in the community. The Disability/Mental Health Services Coordinator will provide information on prevention of child abuse and neglect. The Mental Health Consultant will provide services with parental consent. NCCAA staff can request mental health services for themselves by contacting the Disability/Mental Health Services Coordinator via email or phone call.

Reporting Procedures for Suspected Child Maltreatment Involving NCCAA Staff, Consultants and Volunteers:

Maltreatment is considered to be corporal punishment, emotional or physical abuse or humiliation of children at any time. Violation of this Child Maltreatment policy will result in disciplinary action up to termination and possible legal ramifications. Staff who have knowledge of abuse and fail to follow reporting procedures, will also be considered liable.

1. Staff, consultants or volunteers suspecting a staff member, consultant or volunteer of child maltreatment of a child in his/her care must report it immediately to the Texas Abuse Hotline at 1-800-252-5400.
2. Staff, consultants or volunteers are required to notify the center supervisor of the allegation. The center supervisor will immediately notify the HS Director and the Director of HR of the allegation.
3. The Head Start Director will immediately notify the assigned Office of Head Start program specialist or regional program manager when a staff, consultant or volunteer causes an incident or suspected incident of child abuse and neglect, an incident that affects the health and safety of children or violates the Standards of Conduct and Discipline and Guidance Policy. OHS (Office of Head Start) interprets "immediately or as soon as practicable" to mean without delay, but no later than seven calendar days following an incident. NCCAA should not wait for adjudication through local or state officials. Incidents must be reported to OHS (Office of Head Start) staff within seven days of the incident, regardless of investigations by relevant local, state, tribal, or federal law enforcement.
4. As per, policy 402 and 403 found in the NCCAA Employee Handbook all staff, consultants and volunteers must abide by workplace standards, therefore precautions will be taken to ensure that children are safe, which may include removing the alleged perpetrator from his/her designated position pending the investigation by Child Care Licensing. Suspension pending investigation, as per policy 404 found in the NCCAA Employee Handbook, if an investigation by the Texas Department of Protective and Regulatory Services or any other State Agency or any State or Federal licensing Agency, the employee may be suspended with or without pay pending the final report of the investigating authority. Page 134 Non-exempt and Exempt employees may be suspended pending investigation with or without pay depending on severity and situation. Depending on the findings of the investigation, further disciplinary

Nueces County Community Action Agency Birth to Five Head Start Program
Preventing, Recognizing and Reporting Child Maltreatment Policy and Procedures

action up to and including termination may result. Disciplinary action up to termination will be taken against an employee if he/she intentionally files a false report against another employee, consultant or volunteer.

*****If OHS (Office of Head Start) discovers NCCAA failed to report a significant incident within seven calendar days from the time of the incident, the program will receive a monitoring finding, which may include a deficiency determination.***

Minimum Standard §746.1309(c)(1)(2) requires training to include factors indicating a child is at risk for abuse or neglect; warning signs indicating a child may be a victim of abuse or neglect. The following charts lists factors a child is at risk for abuse or neglect and warning signs a child may be a victim of abuse or neglect. *Please note that the physical indicators, child's behavior signs may or may not indicate abuse or neglect. Call the Texas Abuse Hotline 1-800-252-5400 for guidance.

Physical abuse is a physical injury resulting in substantial harm to the child. Genuine threat of substantial harm from physical injury to the child.

Physical Abuse		
Physical Indicators	Child's Behavior	Caregiver Characteristics
Bruises, cuts, black eyes	Lack of reaction to pain	Makes excuses for inconsistent attendance
Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite, cigarette burns on any part of the body	Aggressive, disruptive, and destructive behavior.	Inflicting injuries with objects (belt, chancla, wooden spoon) Poor parenting skills, domestic abuse Abuses alcohol or drugs
Injuries that appear after a child has not been seen for several days	Passive, withdrawn, and emotionless behavior	Parental attitudes/beliefs in necessity for harsh physical discipline
Unreasonable clothing that may hide injuries to arms or legs	Fear of going home or seeing parents	Severe emotional pressure or mental illness Unreasonable expectations for the child(ren)

Neglect is failure to provide for a child's basic needs necessary to sustain the life or health of the child, such as, food, clothing, shelter, protection from harm, hygiene, and medical care, excludes financial inability unless services offered and aid refused.

Neglect		
Physical Indicators	Child's Behavior	Caregiver Characteristics
Lack of personal cleanliness such as lice, scabies, severe diaper rash, bedsores, body odor	Constant hunger, stealing or begging for food	Makes excuses for inconsistent attendance or tardiness to school.
Torn or dirty clothing or inappropriate clothing for climate	Passive, withdrawn, and emotionless behavior	Abandonment and refusal to accept parental responsibility Abuses alcohol or drugs
Obvious malnourishment	Lack of personal cleanliness	Lack of appropriate supervision
Child unattended for long periods of time	Fearful, rocking or regressive behavior	Inattentive physical problems or medical needs of the child
Need for eyeglasses, dental care, or other medical attention	Frequent sleepiness Speech or language delays	Unreasonable expectations for the child(ren), poor parenting skills

**Nueces County Community Action Agency Birth to Five Head Start Program
Preventing, Recognizing and Reporting Child Maltreatment Policy and Procedures**

Sexual abuse is any inappropriate sexual exposure or touch by an adult to a child or an older child to a younger child. Sexual abuse includes: sexual indecency, sexual assault, or aggravated sexual assault. Failing to make a reasonable effort to prevent sexual conduct to a child. Using the child for the creation of obscene or pornographic material.

Sexual Abuse		
Physical Indicators	Child's Behavior	Caregiver Characteristics
Physical signs of sexually transmitted diseases	Extreme fear of being alone with adults of a certain sex/gender	Possessive or jealous of victim
Evidence of injury to the genital area	Passive, withdrawn, and emotionless behavior, abrupt change in behavior or play	Inappropriate interactions with child
Pregnancy in a young girl	Knowledge of sexual relations beyond what is expected for a child's age	Severe emotional pressure or mental illness
Difficulty in sitting or walking	Aggressive or disruptive behavior	Abuses alcohol or drugs

Emotional abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development, or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment for a child.

Emotional Abuse		
Physical Indicators	Child's Behavior	Caregiver Characteristics
Lagging in physical, emotional, and intellectual development	Over compliance or low self-esteem Difficulty making friends or doing things with other children	Unreasonable expectations for the child(ren) Abuses alcohol or drugs
Flat or bald spots on head (infants)	Anxiety, depression or aggression	Scapegoating or verbal abuse by caregivers
Failure to thrive	Talks about self in a negative way	Severe emotional pressure or mental illness
Significant changes to weight, such as substantial weight gain or weight loss. Nervous disorders (rash, hives, facial tics)	Regressive behavior such as bed wetting or soiling; changes in behavior such as withdrawal or angry	Caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems.

Nueces County Community Organizations that provide training programs to staff, children and parents. As per DFPS, "Prevention and Early Intervention (PEI) Programs contracts with community-based programs and agencies to provide a variety of services that help prevent abuse, neglect, delinquency, and truancy of Texas children. Services are free of charge and participation is voluntary. PEI does not provide housing, transportation, or any services outside of the scope contracted by local providers. The following chart of PEI Program contracts are available in Nueces County.

County	DFPS Program	Service Provider	Phone	Services Offered
Nueces	Statewide Youth Services Network	Big Brothers, Big Sisters Lone Star	(888)887-2447	Through the Statewide Youth Services Network, BBBS provides one on one Community-Based, School/site based, and E-mentoring youth mentor services using the Big Brother Big sister Evidence-Based One-to-one Mentoring Program Model.
Nueces	Service Members, Veterans, and Families	Council on Alcohol and Drug Abuse - Coastal Bend	(361) 854-9199 (361) 854-9199 (361) 854-9199	Through the Texas Service Members, Veterans, and Families program, The Council provides parenting support, parenting support groups, youth activities,

**Nueces County Community Action Agency Birth to Five Head Start Program
Preventing, Recognizing and Reporting Child Maltreatment Policy and Procedures**

		website		case management, and emergency economic assistance exclusively to service members, veterans, and their families. Services are offered in person or virtually with evening and weekend appointments available. The program utilizes Systematic Training for Effective Parenting (STEP) and Family Support and Surveys (FSS), which includes youth activities, basic needs support, case management, and family group activities.
Nueces	Healthy Outcomes Through Prevention And Early Support	Education Service Center Region 2	(361) 561-8400	Through the HOPES program, ESC2 provides in-home parenting education and support using the Home Instruction for Parents of Preschool Youngsters model, case management, family activities, and Parent Cafés.
Nueces	Family and Youth Success	Circles of Care	(361) 852-3812	Through the FAYS program, Circles of Care provides individual, family sessions, and Youth Skills using Strengthening Families and individual and family counseling using Cognitive Therapy, FamilyTalk, and Motivational Interviewing. Circle of Care also provides parenting skills using the Triple P and Strengthening Families curriculums. In addition, Circle of Care also provides emergency respite parenting skills and FAYS express emergency respite. In addition, Circle of Care also provides basic needs and service coordination.
Nueces	Community Youth Development	City of Corpus	(361) 826-7529 (361) 826-7273	Through the CYD program, City of Corpus Christi offers Community Youth Development programs for youth ages 6-17 years old. These programs include Mentoring, Youth Leadership Development, Youth Advisory Committee, Post High-School Readiness, Academic Support, Sports and Movement classes, Arts and Culture, and Family Engagement events/activities. The City of Corpus also provides individual and group youth case management and service coordination services.
Nueces	Statewide Youth Services Network	Texas Alliance of Boys & Girls Clubs	(512) 301-7771	Through the Statewide Youth Services Network, TXABGC offers Post-High School Readiness, Youth Skills Training, and Academic Support services to youth ages 10-17 utilizing Boys & Girls Clubs of America's Project Learn, SMART Leaders, and SMART Moves curriculums
Nueces	Texas Home Visiting	United Way of the Coastal Bend, Inc.	(361) 882-2529	Through the Texas Home Visiting program, UWCB provides in-home parenting education using the Home Instruction for Parents of Preschool Youngsters, Nurse-Family Partnership, and Parents as Teachers models. UWCB also provides parenting support through family activities, Parent Cafés, parent-to-parent meetings, and service coordination. (DFPS, n.d.)

Nueces County Community Action Agency Birth to Five Head Start Program
Preventing, Recognizing and Reporting Child Maltreatment Policy and Procedures

Reference List:

Centers for Disease Control and Prevention. (2022, April 6). *Risk and protective factors|child abuse and neglect|violence prevention|injury Center|CDC*. Centers for Disease Control and Prevention. Retrieved April 13, 2023, from <https://www.cdc.gov/violenceprevention/childabuseandneglect/riskprotectivefactors.html>

Texas Department of Family and Protective Services (DFPS). DFPS. (n.d.). Retrieved April 13, 2023, from [DFPS - Recognize the Signs of Child Abuse](#)

Texas Department of Family and Protective Services (DFPS). DFPS. (n.d.). Retrieved May 1, 2024, from [https://www.dfps.texas.gov/Prevention and Early Intervention/Programs Available In Your County/countyprog.asp?findcounty=Nueces](https://www.dfps.texas.gov/Prevention%20and%20Early%20Intervention/Programs%20Available%20In%20Your%20County/countyprog.asp?findcounty=Nueces)

Reporting child health and safety incidents. ECLKC. (2022, September 28). Retrieved April 13, 2023, from <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-07>

Welcome Texas Abuse Hotline. (n.d.). Retrieved April 13, 2023, from <https://www.txabusehotline.org/Login/Default.aspx>

Report Abuse, Neglect, or Exploitation Texas Department of Family and Protective Services (DFPS). (n.d.). Retrieved May 1, 2024, from [www.dfps.texas.gov/Contact Us/report_abuse.asp](http://www.dfps.texas.gov/Contact_Us/report_abuse.asp).

SOLEIDAD
CODES

NEEDS NEW INFORMATION/DOCUMENTS INSERTED

NEW INFORMATION



Birth-to-Five Head Start

Quality Improvement Plan

Program: Nueces County Community Action Agency
 Birth-to-Five Head Start
 Grant No. 06CH010656

Goal: Nueces County Community Action Agency Birth-to-Five Head Start will develop and execute a Quality Improvement Plan to ensure that staff do not leave children unsupervised.

Quality Improvement Plan

ORGANIZATIONAL APPROACH: Revision/update Policies/procedures and other related guidance (after updated and approved, distribute/train the staff and other stakeholders as appropriate on the updated documents/guidance)							
Citation Identified Concerns	Action Step	Responsible Person (execution)	Target Date	Evidence/Documentation	Task oversight (whom)	Completion Date	Comments
1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.	Staff Communication Notification of Incident of 02/06/2024	NCCAA Birth-to-Five Head Start Director, Associate	02/07/2024	Zoom Link	NCCAA Birth-to-Five Head Start Director, Associate	02/07/2024	
1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.	The Standards of Conduct Form has been reviewed and presented to the Policy Council and Board for approval. The revisions require staff, volunteers, and consultants to abide by the standards. All staff, volunteers, and Consultants are trained on the form before entering the classroom. The current staff will receive form revision training on April 30, 2024	Disability/Mental Health Coordinator,	RAN Review March 5, 2024	Revised and approved form for 2024	NCCAA Birth-to-Five Head Start Director, Associate Director,	Final Board approved April 2024	
1302.90(c)(1)(v)	All staff virtual communication to notify staff of	NCCAA Birth-to-Five Head	April 19, 2024	Excel Poll Results	NCCAA Birth-to-	April 19, 2024	

Quality Improvement Plan

Program: Nueces County Community Action Agency
 Birth-to-Five Head Start
 Grant No. 06CH010656

Goal: Nueces County Community Action Agency Birth-to-Five Head Start will develop and execute a Quality Improvement Plan to ensure that staff do not leave children unsupervised.

<p>Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>the deficiency letter and to poll about the following: 1. Barriers to creating routines 2. Barriers to physically touching and counting the children 3. Staff perspective to the solution to ensure no child is left unsupervised</p>	<p>Start Director, Associate Director,</p>	<p>April 23, 2024</p>	<p>Email Team Link Staff Notes</p>	<p>Five Head Start Director, Associate Director,</p>	<p>04-23-2024</p>
<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>The Director and Associate Director met virtually with the Regional Specialist to brainstorm and complete a root cause analysis.</p>	<p>NCCAA Birth-to-Five Head Start Director, Associate Director,</p>	<p>April 24, 24</p>	<p>Sign In Agenda of Topics</p>	<p>Associate Director</p>	<p>04-24-24</p>
<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>The leadership and coordinators met to discuss data from the staff polls and plan to support the staff through increased recruitment of staff 1. Substitute Pool 2. Temporary Agencies 3. Local Alternative High School 4. Recently hired HR staff with recruitment certification</p>	<p>Human Resources</p>	<p>Ongoing</p>	<p>Emails</p>	<p>NCCAA Birth-to-Five Head Start Director,</p>	<p>Ongoing</p>

Quality Improvement Plan
Program: Nueces County Community Action Agency
Birth-to-Five Head Start
Grant No. 06CH010656

Goal: Nueces County Community Action Agency Birth-to-Five Head Start will develop and execute a Quality Improvement Plan to ensure that staff do not leave children unsupervised.

consultants, contractors, or volunteers while under their care.	Radio Announcements for staff recruiting.	NCCAA Birth-to-Five Head Start Director, Associate Director.	April 2024	Signed Contracts	NCCAA Birth-to-Five Head Start Director, Associate Director.	April 2024 and ongoing
1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.	Weekly Job fairs Posted throughout the community Social Media Have been issued through two of the local school districts to every child	NCCAA Birth-to-Five Head Start Director, Associate Director.	March 2024	Social Media Posts Recruitment Flyers	NCCAA Birth-to-Five Head Start Director, Associate Director, SBM Coordinator	March and ongoing
1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.	Revised interview question to align with the expectation on the Standards of Conduct	SBM Coordinator	March 2024	Revised questions	NCCAA Birth-to-Five Head Start Director, Associate Director, SBM Coordinator	March 2024
1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.	Agency Anniversary Recruitment Event	NCCAA Birth-	May 17,	Event Flyers	NCCAA	May 17 2024

Quality Improvement Plan
Program: Nueces County Community Action Agency
Birth-to-Five Head Start
Grant No. 06CH010656

Goal: Nueces County Community Action Agency Birth-to-Five Head Start will develop and execute a Quality Improvement Plan to ensure that staff do not leave children unsupervised.

<p>Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>The event has been announced through social media, community flyers, parents, policy council, board, and community partners. The event will be held locally at a community college and open to the public. The Head Start Program will have a staff recruitment table</p>	<p>to-Five Head Start Director, Associate Director,</p>	<p>2024</p>	<p>Meeting notes and sign-ins</p>	<p>Birth-to-Five Head Start Director, Associate Director, Human Resources Chief Executive officer</p>	
<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>The leadership and coordinators met with T&TA Education Specialists for guidance on the correction and assistance with determining the incident's root cause. During the meeting, we discussed additional training for the staff on Developing Belonging. A training date was set.</p>	<p>NCCAA Birth-to-Five Head Start Director, Associate Director, and Curriculum and Instruction Coordinator</p>	<p>First meeting was on April 05, 2024</p>	<p>Meeting notes and sign-ins</p>	<p>Ongoing through June 30, 2024</p>	
<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure</p>	<p>The Policy Council and Board received a monthly status report about the RAN Review. During the May meetings, they approved the Quality Improvement Plan and received a detailed overview of the action steps.</p>	<p>NCCAA Birth-to-Five Head Start Director,</p>	<p>March 2024 through May 2024</p>	<p>Directors Report from Governing Body Meeting Minutes including the final approval</p>	<p>Ongoing through June 2024</p>	

Quality Improvement Plan
 Program: Nueces County Community Action Agency
 Birth-to-Five Head Start
 Grant No. 06CH010656

Goal: Nueces County Community Action Agency Birth-to-Five Head Start will develop and execute a Quality Improvement Plan to ensure that staff do not leave children unsupervised.

<p>no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>Revised and obtained approval from the Policy Council and Governing Body of Programs, Policies, and other official documents.</p> <p>Handbook for Parents and Staff 2024-2025</p> <p>Annual handbook of program policies and procedures for every parent and staff. The document is available as a hard copy or on the agency website. All staff, parents, and volunteers receive training on recognizing, preventing, and reporting child maltreatment.</p> <p>Agency policies and procedures on:</p> <ul style="list-style-type: none"> > Child Maltreatment and Reporting > Discipline and Guidance 	<p>All Component Coordinators</p>	<p>May 2024</p>	<p>2024-2025 Handbook for Parents and Staff</p> <p>Child Maltreatment and Reporting</p> <p>Discipline and Guidance</p> <p>Agency policies/procedures on:</p> <p>Agency Standard of Conduct</p> <p>Staff Notification of Deficiency</p> <p>Grievance Policy</p>	<p>NCCAA Birth-to-Five Head Start Director, Associate Director,</p>	<p>May 2024</p>
<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct</p> <p>A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care. not maltreat or endanger the health or safety of the children.</p>	<p>Component Manuals</p> <p>The education component has a content manual that contains policies and procedures for Active Supervision. The manual is available to all Birth-to-Five Head Start staff on Google Drive. Staff receive annual training on the content</p>	<p>Education Coordinator, Specialists, Coaches, and Mentors</p>	<p>May 2024</p>	<p>Sample of the education manual</p>	<p>NCCAA Birth-to-Five Head Start Director, Associate Director,</p>	<p>May 2024</p>

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consultants, contractors, or volunteers while under their care.	manuals and may review the manuals as necessary to refresh the information.						
1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.	Classroom Schedule The classroom schedule was revised to be more streamlined and eliminate extra transitions.	Education Coordinator	April 24, 2024	Revised Schedule	NCCAA Birth-to-Five Head Start Director, Associate Director,	April 24, 2024	
1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.	Staff future training survey The staff was completed to determine if the provided training was meeting their needs The staff stated that they would like to have smaller group trainings. The information was used to determine the Summer Institutes for June - July	NCCAA Birth-to-Five Head Start Director, Associate Director,	March 2024	Excel Results of the survey	NCCAA Birth-to-Five Head Start Director, Associate Director,	March 14, 2024	
1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.	Planning meeting to restructure the New Staff Orientation. To strengthen the capacity of the classroom staff, the New Staff Orientation has been restructured, and more hands-on training, observation, and follow-up time has been added. Scheduled follow-up will be provided at 30, 60, and 90 days. Staff will be	NCCAA Birth-to-Five Head Start Director, Associate Director,	April 24, 2024 April 29, 2024	Meeting sign in, minutes Planned timeline for implementation	NCCAA Birth-to-Five Head Start Director, Associate Director,	May 20th, 2024	

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<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>Revised Magic Number Policy and Procedure An addition was made to include policies for when the children leave the classroom permanently for the day and when children leave the room to go to the restroom, therapy, or to see the nurse.</p>	<p>Curriculum and Instruction Coordinator</p>	<p>April 2024</p>	<p>Revised policies and procedures</p>	<p>NCCAA Birth-to-Five Head Start Director, Associate Director,</p>	<p>April 2024</p>
<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>Tips for Keeping Children Safe on the Playground Poster The poster will be posted at all exits doors as a reminder to ensure Active Supervision is implemented on the playground.</p>	<p>Curriculum and Instruction Coordinator</p>	<p>April 2024</p>	<p>Revised policies and procedures</p>	<p>NCCAA Birth-to-Five Head Start Director, Associate Director,</p>	<p>April 2024</p>

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<p>no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>Stop and Count Sign Policy and Procedure The poster will be posted at all exits doors as a reminder to ensure the staff have completed a double check and count for all children</p>	<p>Curriculum and Instruction Coordinator</p>	<p>April 2024</p>	<p>Revised policies and procedures</p>	<p>NCCAA Birth-to-Five Head Start Director, Associate Director,</p>	<p>April 2024</p>	
<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>Walking Rings HS/EHS The Birth-to-Five Head Start has implemented a policy that the walking rings will be implemented anytime there is a whole group transition that moves the children to and from the classroom.</p>	<p>Curriculum and Instruction Coordinator</p>	<p>April 2024</p>	<p>Revised policies and procedures</p>	<p>NCCAA Birth-to-Five Head Start Director, Associate Director,</p>	<p>April 2024</p>	
<p>Standard</p>	<p>COMMUNITY PARTNERSHIPS APPROACH (supporting services quality/improvements) Action Step</p>	<p>Responsible Person (execution)</p>	<p>Target Date</p>	<p>Evidence/Documentation</p>	<p>Task oversight (whom)</p>	<p>Completion Date</p>	<p>Comments</p>
<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the</p>	<p>MOU Tracking The agency has formal contracts and established working relationships to support the gaps in services and required training for our children, families, and staff of NCCAA.</p>	<p>All Content Area Coordinators</p>	<p>Current 2024</p>	<p>MOU Tracking Form</p>	<p>NCCAA Birth-to-Five Head Start Director, Associate Director,</p>	<p>Contracts are current and ongoing verified by the MOU Tracking form. Each contract</p>	

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<p>program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>The program has identified community partners who can work with Head Start and contribute services and training to the program. These partnerships can also be reciprocal in that Head Start can also provide a service or benefit to these partners.</p>			<p>has a different implementation date.</p>	
<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>MOU with Work source Solutions Establish a cooperative and mutually beneficial working relationship between the parties in which NCCAA and WFSCB will collaborate to deliver services.</p>	<p>Ongoing</p>	<p>Current MOU</p>	<p>Ongoing</p>	<p>CEO, NCCAA Birth-to-Five Head Start Director, Associate Director,</p>
<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>MOU with Local Education Agencies The LEA will provide service to children three-five years of age with known or suspected disabilities. Services will also help to avoid duplication of efforts and placement of children. Both agencies will refer children to each other, and the LEA must provide all evaluations. Through mutual consent, the most appropriate placement of children will</p>	<p>Ongoing</p>	<p>Current MOU for 2024</p>	<p>Ongoing</p>	<p>NCCAA Birth-to-Five Head Start Director, Associate Director, and Mental Health/Disability Coordinator Curriculum & Instruction</p>

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be determined		Coordinator	Completion Date	Comments
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1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.	MOU with Child Protective Services <small>To establish a working and cooperative relationship between these community partners, in order to provide a positive learning environment for 0-5 children who are in DFPS managing conservatorship.</small>	NCCAA Birth-to-Five Head Start Director, Associate Director,	Ongoing	Current MOU for 2024
STAFF SUPPORT APPROACH (Training/Professional Development, Staff wellness etc.)				
	Action Step	Responsible Person (execution)	Target Date	Evidence/Documentation
1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the	All staff receive 40 hours of new staff orientation prior to entering the classroom. In addition to Human Resources, Facility Safety, and T/TA all Birth-to-Five Head Start topics are covered. New Staff Orientation is completed with 4 hours of classroom observation. During	All Head Start Coordinators and or Specialist	Every NSO	Sign ins Training Agendas
				Task oversight (whom)
				Completion Date
				Comments
				T/TA Human Resources
				Within one week of hire

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<p>program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>observation, a checklist is completed to demonstrate an understanding of the topics reviewed.</p>	<p>All Head Start Coordinators and or Specialist</p>	<p>Every NSO</p>	<p>Sign ins Training Agendas</p>	<p>T/TA Human Resources</p>	<p>Within one week of hire</p>
<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>Apprenticeship CDA Program All staff create a Professional Development Plan during New Staff Orientation if they do not have the appropriate credential and are enrolled in the CDA training</p>	<p>NCCAA Birth-to-Five Head Start Director, Associate Director, T&Ta Coordinator</p>	<p>May 2024</p>	<p>Flyer, Registration documentation</p>	<p>NCCAA Birth-to-Five Head Start Director, Associate Director, SBM Coordinator and SBM Quality Improvement Coach</p>	<p>June 2024</p>
<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>Certified Playground Safety Inspector Training The Early Childhood Outdoor Play Inspector certification enables one to inspect outdoor play areas in early childhood settings for children ages 6 months to 5 years.</p>	<p>Content Area Coordinators</p>	<p>02/09/2024 04/04/2024 03/11/2024 03-12-2024</p>	<p>Training Agenda/ Training Agenda</p>	<p>NCCAA Birth-to-Five Head Start Director, Associate Director, NCCAA</p>	<p>02/09/2024 04/04/2024 03/11/2024 03/12/2024</p>
<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff</p>	<p>Active Supervision Comprehensive overview of Active Supervision Building Belonging with the 5Rs Spring Break Training: It is all fun and games in Education! IMIL Get Up, Get Healthy , Get Mentally Well</p>	<p>Content Area Coordinators/ Early Childhood</p>	<p>03-12-2024</p>	<p>Training Agenda</p>	<p>NCCAA</p>	<p>03/12/2024</p>

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<p>Site Level Training: ECLKC 15-Minute Suite Following Children's Lead and Combat Stress ECLKC 15-Minute Suites Redirecting Behavior A Strategy A Day Will Keep Doctor Away Safety Transition Checklist</p>	<p>SBM SBM SBM</p>	<p>03/20/2024 04/10/204 04/10/204</p>	<p>Training Agenda Sign-In Sheets Training Agenda Sign-In Sheets</p>	<p>03/20/2024 04/10/2024 04/10/204</p>	<p>Content Area Coordinators Content Area Coordinators</p>

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	<p>Summer Institute Training-Nutrition</p> <p>Summer Institute Training- Education Safety Training</p> <p>Summer Institute Training- ERSEA</p> <p>Summer Institute Training- Family and Community Partnership</p> <p>Specialized Training:</p> <p>Frog Street</p> <p>CLASS</p> <p>Active Supervision</p>		<p>06/2024</p> <p>06/2024</p> <p>07/2024</p> <p>07/2024</p> <p>July 13-15</p>			
<p>1302.90(c)(1)(v)</p> <p>Personnel policies</p> <p>Standards of Conduct</p> <p>A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>Curriculum & Instruction Coordinator</p>		<p>Signed Contracts</p>	<p>NCCAA Birth-40-Five Head Start Director, Associate Director,</p>	<p>July 13-15</p>	
<p>1302.90(c)(1)(v)</p> <p>Personnel policies</p> <p>Standards of Conduct</p> <p>A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>National Head Start Association Annual Conference</p> <p>Multiple staff attended the NHSA in Portland Oregon. The staff that attended signed a contract to train others in the information they received.</p>	<p>T/TA Coordinator</p>	<p>April 15-18</p>	<p>Registration and contracts to share the training</p>	<p>NCCAA Birth-40-Five Head Start Director, Associate Director,</p>	<p>April 15-18</p>
<p>1302.90(c)(1)(v)</p> <p>Personnel policies</p> <p>Standards of Conduct</p> <p>A program must ensure all staff, consultants, contractors, and volunteers abide by the</p>	<p>Region 2 Education Service Center</p> <p>Early Childhood Symposium</p> <p>Breakout Sessions in the specialty of ECE. The education team attended the training.</p>	<p>T/TA Coordinator</p>	<p>February 15, 2024</p>	<p>Registration Flyer</p>	<p>NCCAA Birth-40-Five Head Start Director, Associate Director,</p>	<p>February 15, 2024</p>

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<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>Region 2 Education Service Center Parent and Family Conference The conference covered multiple topics including the importance in establishing relationships and working with the parents for the support of the children. Six staff attended this training.</p>	<p>T/TA Coordinator</p>	<p>August 2 2024</p>	<p>Registration Flyer</p>	<p>NCCAA Birth-to-Five Head Start Director, Associate Director,</p>	<p>August 2024</p>	
<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>FSU Center for Prevention and Early Intervention Policy Training This training will be virtual and attended by 18 staff. The topic of training will be Health and Safety of children</p>	<p>T/TA Coordinator</p>	<p>April 2024</p>	<p>Registration Invoice</p>	<p>NCCAA Birth-to-Five Head Start Director, Associate Director,</p>	<p>April 2024</p>	

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<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>The staff stress survey demonstrated the desire to have center group relationship building opportunities. The Site Base Managers have received pizza coupons and will allow time for pizza and relationship building the music and staff desired activities.</p>	<p>Birth-to-Five Head Start Director and Associate Director</p>	<p>May 2024</p>	<p>Purchase orders for supplies</p>	<p>NCCAA Birth-to-Five Head Start Director, Associate Director, May 2024</p>	
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<p>1302.90(c)(1)(v)</p>		<p>Chief Executive</p>	<p>March 2024</p>	<p>Notification from the CEO</p>	<p>Chief Executive</p>	<p>March 14 and 15 2024</p>

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Goal: Nueces County Community Action Agency Birth-to-Five Head Start will develop and execute a Quality Improvement Plan to ensure that staff do not leave children unsupervised.

	Paid Time Off for Spring Break	Officer			Officer	
<p>Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>Mental Health Consultant MH Contract certificate of insurance listing NCCAA as an additional insured. The Mental Health Contractor will be Kathryn Soward, Ph.D. Licensed Clinical Psychologist The Living Wellness Center 8102 Holly Road Corpus Christi, Texas 78412 Phone: 361-814-1900 Staff Safe Place Each center has a safe place set up by the staff and Site Base Manager. In March, the staff received heated message chair pads, scented lotion, adult coloring books, and fidget toys for every safe place.</p>	<p>MH and Disability Coordinator and Specialist</p>	<p>March 2023</p>	<p>Contract and Current Invoice Reflecting</p>	<p>NCCAA Birth-to-Five Head Start Director, Associate Director,</p>	<p>Ongoing</p>
<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>Site Base Manager training The training is on communication and providing feedback. The original training was offered at the</p>	<p>Site Base Manager</p>	<p>Upon Onboarding</p>	<p>Verification of order</p>	<p>Site Base Manager Disability and Mental Health Coordinator</p>	<p>Ongoing</p>
<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct</p>		<p>NCCAA Birth-to-Five Head Start Director, Associate Director,</p>	<p>May 14, 2024</p>	<p>Agenda Sign in</p>	<p>NCCAA Birth-to-Five Head Start Director,</p>	<p>May 14, 2024</p>

Quality Improvement Plan

Program: Nueces County Community Action Agency
 Birth-to-Five Head Start
 Grant No. 06CH010656

Goal: Nueces County Community Action Agency Birth-to-Five Head Start will develop and execute a Quality Improvement Plan to ensure that staff do not leave children unsupervised.

<p>A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>NHSA Convention in Portland. The managers participated in activities to stress the importance of two way communication, sensitivity and respect with their staff</p>					
<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>Staff Survey Head Start Staff Stress The survey was created to determine the level of staff stress, what the stressors are, and the staff perspective of mental wellness and staff appreciation events.</p>	<p>NCCAA Birth-to-Five Head Start Director, Associate Director,</p>	<p>April 25, 2024</p>	<p>Excel Report of the results</p>	<p>NCCAA Birth-to-Five Head Start Director, Associate Director,</p>	<p>The survey remained open for responses through April 29</p>
<p>ONGOING MONITORING APPROACH (supervision, assessing compliance, policy/procedures, practices, etc.)</p>						
	<p>Action Step</p>	<p>Responsible Person (execution)</p>	<p>Target Date</p>	<p>Evidence/ Documentation</p>	<p>Task owners (ight whom)</p>	<p>Completion Date</p>
<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>Staff Training: NSO Summer Institute Training Cluster Specialized Training CDA Classes Staff Development All staff training is monitored through the Agency Database. When training is completed, a sample of the training agenda and sign-in is provided to the T/TA Specialist. During training,</p>	<p>T/TA Coordinator and Specialist</p>	<p>June 2024</p>	<p>ChildPlus Training Reports</p>	<p>NCCAA Birth-to-Five Head Start Director, Associate Director,</p>	<p>June 2024 and ongoing</p>

Quality Improvement Plan
Program: Nueces County Community Action Agency
Birth-to-Five Head Start
Grant No. 06CH010656

Goal: Nueces County Community Action Agency Birth-to-Five Head Start will develop and execute a Quality Improvement Plan to ensure that staff do not leave children unsupervised.

<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>the staff receive an agenda and sign in to verify attendance. Once completed at the time of training attendance the sign-ins are submitted to the T/TA Coordinator and Specialist to enter into a ChildPlus. Memorandum of Understanding (MOU) The memorandums of understanding are tracked by the Associate Director and the Content Area Coordinator. A tracking document has been created on the shared drive, and the documents are filed in a binder in the Associate Director's Office. The contracts are monitored monthly and updated by the content area coordination before expiration. The MOU and Community Partners tracking is also shared and reported to the Community Services Director for CSBG reporting.</p>	<p>Content Area Coordinator</p>	<p>September 01-2024</p>	<p>MOU Tracking form and signed contracts</p>	<p>NCCAA Birth-to-Five Head Start Director, Associate Director,</p>	<p>September 2024 and ongoing</p>
<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>Professional Development and Staff Individual Goals Staff initiate a Professional Development Plan as early as New Staff Orientation. The plan is created early to ensure that the staff meets the minimum requirements to be successful in the classroom. If new employees do not meet the requirements, they are enrolled into the agency's CDA program and obtain the appropriate CDA within one year. The agency also offers tuition incentives for any staff that enrolls in college-level classes in the</p>	<p>T/TA Department Education Coaches Site Base Managers</p>	<p>August 2023 and ongoing throughout the year</p>	<p>Child Plus Professional Development Plan</p>	<p>NCCAA Birth-to-Five Head Start Director, Associate Director,</p>	<p>August 2023 and ongoing throughout the year</p>

Quality Improvement Plan
Program: Nueces County Community Action Agency
Birth-to-Five Head Start
Grant No. 06CH010656

Goal: Nueces County Community Action Agency Birth-to-Five Head Start will develop and execute a Quality Improvement Plan to ensure that staff do not leave children unsupervised.

	field of education.								
1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.	Classroom Observation Checklist Completed during New Staff Orientation The checklist allows new staff to go out to classrooms and document if current employees are following policy and procedures according to the checklist	Curriculum & Instruction Coordinator	Upon Onboarding	Completed Classroom Observation Checklist	Curriculum & Instruction Coordinator Coaches	Last day of New Staff Orientation according to New Staff Orientation Schedule			
1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.	Manager and Coordinator Observation Checklist Site Base Manager The Site Base Managers will use the Observation Checklist daily to monitor one class via video to ensure that the teachers are implementing appropriate classroom management and policies and procedures.	Site Base Manager	Ongoing	Completed Classroom Checklist	NCCAA Birth-to-Five Head Start Director, Associate Director,	Ongoing			
1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.	Health and Safety Monitoring Safety Transition Checklist The coordinator emails the selected Site Base Manager (SBM). The SBM has 10 minutes to gather, scan, and email to the documents to the coordinator. The coordinator reviews the document for accuracy.	Curriculum & Instruction Coordinator	April 01. 2023	Safety Forms Weekly Monitoring Form Excel Tracking Spread Sheet April 2023 And Ongoing	NCCAA Birth-to-Five Head Start Director, Associate Director,	Ongoing throughout the school year			

Quality Improvement Plan

Program: Nueces County Community Action Agency
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<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>The coordinator provides feedback to the SBM</p> <p>Standard of Conduct Monitoring Policy and Procedures The monitoring team will complete a minimum of one daily random classroom/hallway/outside/play areas monitoring through video either live or playback. If there are any concerns the team will communicate with the Site Base Manager to use the opportunity as a teachable moment with the classroom staff</p> <p>Incident Reports Child Plus Module and Report</p>	<p>Coordinators and Directors</p>	<p>April 2024</p>	<p>Child Plus Monitoring Report</p>	<p>NCCAA Birth-to-Five Head Start Director, Associate Director,</p>	<p>April 2024 and ongoing</p>	
<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>Incident Reports Child Plus Module and Report</p>	<p>Coordinators and Directors</p>	<p>April 2024</p>	<p>Child Plus Monitoring Report</p>	<p>NCCAA Birth-to-Five Head Start Director, Associate Director,</p>	<p>April 2024 and ongoing</p>	
<p>FACTOR 6- FISCAL APPROACH (QIP fiscal implications)</p>							
<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the</p>	<p>Action Step Professional Development and Staff Training 1. NCCAA B-5 invests in Professional Development, including coordinator specialized training and guest speakers and staff attending out-of-town training. 2. When staff travel the agency pays for</p>	<p>Responsible Person (execution) T/TA Coordinator and Specialists</p>	<p>Target Date 09-01-20234 and ongoing</p>	<p>Evidence/Documentation Training Registrations Documentation of Expenses for Staff Training</p>	<p>Task oversight (whom) NCCAA Birth-to-Five Head Start Director, Associate Director,</p>	<p>Completion Date Ongoing throughout the year and ending August 2024</p>	<p>Comments</p>

Quality Improvement Plan
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Goal: Nueces County Community Action Agency Birth-to-Five Head Start will develop and execute a Quality Improvement Plan to ensure that staff do not leave children unsupervised.

<p>program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>registration, hotel accommodations, and per diem. Monies are used from T/TA, ARP, and Regular budgets. 3. The agency also has assistance for the staff that is required to attend CDA and or college classes</p>	<p>NCCAA Birth-to-Five Head Associate Director,</p>	<p>10-01-2023</p>	<p>Activity sign ins</p>	<p>NCCAA Birth-to-Five Head Start Director, Associate Director,</p>	<p>Ongoing through the end of the year</p>
<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>Mental Health Activities and Materials The agency has spent funds on mental health activities and special trainers Center monthly mental health activities Staff luncheon during Spring Break Training and other activities such as special snacks, supplies</p>	<p>NCCAA Birth-to-Five Head Associate Director,</p>	<p>09-01-2022 and ongoing</p>	<p>Lakeshore CLASS Reports</p>	<p>NCCAA Birth-to-Five Head Start Director, Associate Director,</p>	<p>Fall Observations were completed in October and the Spring Observations will be completed throughout May and June.</p>
<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>CLASS Observation Contractor The agency contracts with Lakeshore Learning to complete the CLASS observations. Using a contractor ensures that the observations are unbiased and have integrity. An observation is completed in the fall and the spring. The results are shared with the agency stakeholders</p>	<p>Human Resources</p>	<p>12-20-2022</p>	<p>Agency Employee Handbook Policy</p>	<p>NCCAA Birth-to-Five Head Start Director, Associate Director,</p>	<p>December 2023 March 2024</p>
<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure</p>	<p>Staff Paid time off The agency has approved paid leave of about seven-ten days during winter holidays. The time off allows staff an opportunity to focus on themselves and allows them time to regroup mentally for the second half of the school year. The staff received two additional days off with pay.</p>					

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<p>no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>The staff have participated in location special activities/contests and received paid time off as a reward</p>	<p>T/TA Coordinator</p>	<p>February 2024 and Ongoing</p>	<p>Purchase Requisitions and Contracts</p>	<p>NCCAA Birth-to-Five Head Start Director, Associate Director,</p>	<p>February 2024 and Ongoing</p>	<p>Contracts and other verification are included in other sections</p>
<p>1302.90(c)(1)(v) Personnel policies Standards of Conduct A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: Ensure no child is left alone or unsupervised by staff consultants, contractors, or volunteers while under their care.</p>	<p>Specialized Training Frog Street Active Supervision CLASS NHSA Erica Vela Three trainings with ED Social Service Center Certified Playground Inspector Calm App for Staff Mental Wellness Child Plus Specialized Training Monitoring CLASS Observation and Data Reports NHSA Academy for Director Certification Region Six New Director Mentoring HG Jones Community Needs Assessment (staffing data) Training Space Fees Program Expenses Play Area upgrades Classroom Supplies Staff Mental Health Supplies Staff Mental Health Incentives Staff Longevity Incentive Recruitment Expenses Onboarding Expenses Kathryn Soward MH Contractor</p>	<p>T/TA Coordinator</p>	<p>February 2024 and Ongoing</p>	<p>Purchase Requisitions and Contracts</p>	<p>NCCAA Birth-to-Five Head Start Director, Associate Director,</p>	<p>February 2024 and Ongoing</p>	<p>Contracts and other verification are included in other sections</p>
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****Note: Add factor(s) as needed.**

405 Termination of Employment

Termination of employment with the Agency will fall within one of the following categories with indicated policies applicable to each: Voluntary Resignation, Abandonment, Unsatisfactory Performance, Misconduct, or Reduction-in-Force. Just as employees have the right to terminate their employment "At Will," the Agency reserves the right to sever the relationship "At Will."

All terminations are approved by the employee's Supervisor, Director, and Chief Executive Officer. ~~If a termination request is for an employee who is funded and employed under the Birth to Five Head Start Program, the request will be forwarded to the Birth to Five Head Start Program Policy Council for approval or disapproval.~~

Voluntary Resignation

Employees who freely and voluntarily resign are expected to give at least a two-week notice. Failure to comply may affect future consideration of re-employment with the Agency.

Termination by Employer

The termination and discharge procedures set forth in this section are only guidelines. The Agency reserves the right to implement its policies and procedures as it sees fit and to terminate employment of any employee for any reason. The grounds for termination specified are not all-inclusive and should not be construed to be the only basis for termination by the Agency. ~~All employees who are funded and employed under the Birth to Five Head Start Program will not be involuntarily terminated without the Birth to Five Head Start Program Policy Council's approval.~~

Abandonment

An employee who is absent for more than three consecutive workdays without approval and notification to the Agency is considered to have abandoned his/her employment. This applies to an employee during the normal course of employment, as well as the scheduled return from Annual, Sick, or other types of Leaves of Absence. On the fourth consecutive day of absence from scheduled work, the Agency will notify the employee by certified mail that employment has been terminated as of the first day of the unauthorized absence.

Employees who are absent without approval, but who make reasonable attempts to notify the Agency of their interest in retaining employment will not be terminated under the employment abandonment provisions. Rather, if the additional time off is not approved, the employee's absences will be considered as unexcused absences, leave without pay, and may be the basis for disciplinary action, up to and including termination.

Once an employee gives their notice of Intent to Terminate, the employment termination

notice will not be retracted unless approved by the Chief Executive Officer.

Unsatisfactory Performance

Unsatisfactory Performance, such as failure of an employee to meet performance standards, complete tasks in a timely manner, or maintain an adequate attendance record, can result in termination. An employee terminated for Unsatisfactory Performance will be paid earned wages and will not be paid for earned unused accrued Annual Leave.

Misconduct

Misconduct is defined as mismanagement of a position of employment by action or inaction, neglect that jeopardizes the life or property of another, intentional wrongdoing or malfeasance, intentional violation of a law, or violation of a policy or rule adopted to ensure the orderly work and the safety of employees, but does not include an act in response to an unconscionable act of an employer or superior.

Misconduct involving misbehavior, refusal to work a reasonably expected amount, wrongful use or taking of Agency property, failure to pass an Agency requested drug test, or conviction of a felony, to name a few, are examples of grounds for termination. **An employee terminated for misconduct will be paid earned wages and will not be paid for unused accrued Annual Leave.**

Reduction-in-Force

Reduction-in-Force resulting from funding cuts, financial considerations and/or reorganization will be paid wages and unused accrued Annual Leave up to a maximum of 144 hours. If the need to lay-off or reduce the staff is caused by an emergency or by factors that could not be reasonably anticipated and planned for, the Agency will not be bound to give notice or provide additional pay in lieu of notice.

A retiring employee will be paid wages and unused accrued Annual Leave up to a maximum of 144 hours. The Agency will assist, as needed, with the employee's 403b Retirement Plan process.

Death

In the event of an employee's death, NCCAA will pay to the estate of the deceased, wages and unused accrued Annual Leave up to a maximum of 144 hours. The Agency will assist the family of the deceased, executor, or designated beneficiary to expedite the processing of Agency-provided Life Insurance Benefits and/or 403b Retirement Plan process, if any.

Exit Interviews

Whenever possible, an Exit Interview will be completed by Human Resources to determine

termination date, review of benefits, if any, the return of keys, ID Badge, Security Badge if applicable, Employee Handbook, and other Agency property and to verify address and final administration and transmittal arrangements of the employee's final paycheck.

Employees who are voluntarily resigning should schedule an appointment with Human Resources for an Exit Interview as early as possible.

Employees who are terminated involuntarily by the Agency will have an Exit Interview with Human Resources.

Terminated Employees (Voluntary and Involuntary)

Payment of Wages

All voluntary terminated employees will receive their final wages through direct deposit on the next regularly scheduled payday.

All involuntary terminated employees are entitled to receive their final wages within six (6) calendar days after the date of termination. Employees will receive their final wages through direct deposit.

Balance of Annual and Sick Leave Hours

When an employee leaves NCCAA, all accrued annual leave is paid, up to 144 hours or eighteen (18) days of pay provided the employee has given a two (2) week notice and works the 2 weeks they have given in their notice; an exit conference has been conducted; all items (keys, badges, etc.) have been returned; and the employee has not been terminated involuntarily.

Once resignation notice is given, the employee will not be allowed to use Annual Leave and/or Sick Leave, but will be allowed time off (Leave Without Pay).

Remaining accrued unused Sick Leave hours will not be paid out to any employee and are forfeited.

*Mitigating circumstances will be taken into consideration on a case- by-case basis.

404 Employee Corrective Action

NCCAA reserves the right to terminate an employee at any time for any lawful reason with or without prior disciplinary guidance or notice. Nothing in this Employee Handbook or any other NCCAA document is intended to:

- modify this “At-Will” employment,
- promise progressive discipline or disciplinary guidance
- promise of notice in circumstances where NCCAA considers immediate termination or discipline to be appropriate.

Progressive discipline is for improvement of an employee’s performance and not to be punitive in nature. Disciplinary actions may entail verbal or written guidance, ~~Introductory,~~ suspension, ~~pre-termination suspension,~~ or termination. All of these actions may not be followed in some instances or in the same order. NCCAA reserves the right to exercise discretion in discipline. Prior warning is not a requirement for termination. All disciplinary actions will be placed in the employee's personnel file.

NCCAA reserves the right to take any disciplinary action it considers appropriate, including termination, at any time.

Progressive Disciplinary Action

1. Verbal Guidance and Coaching

~~Employee's~~ A documented verbal guidance may be issued to an employee as a result of a violation of an Agency policy, rule or regulation or failure to meet behavior or performance standards. ~~may result in documented verbal guidance being issued.~~

2. Written Guidance and Coaching

Employee’s A Written guidance may be issued to an employee as a result of a violation of an Agency policy, rule or regulation or failure to meet behavior or performance standards and depending on severity, number of occurrences will result in, A written guidance may include up to termination.

3. Suspension

Employees who are suspended will be on a Regular Suspension, suspension pending an investigation ~~or a Pre-termination Suspension~~ depending on the situation.

Regular Suspension will be known as only Suspension

- Suspension is violating consequence for anyone who violates Agency

operational or personnel policies but does not necessitate termination.

- Non-exempt and Exempt employees may be suspended with or without pay depending on severity and situation.
- All suspensions are approved by the employee's Supervisor and or Director, and, if applicable, Chief Executive Officer.

The ~~Employee Corrective Action Plan~~ *Employee Action Notification Form* is the form used to record suspensions. The original notice is placed in the employee's personnel file, kept in Human Resources, and a copy is given to the employee.

An employee's suspension period will not exceed fifteen (15) workdays per each occurrence.

Suspension Evaluation

At the end of the suspension period, the employee's Supervisor will inform the employee, in writing, of:

- Expected performance that needs immediate improvement and that the employee will be monitored; and
- If the expected performance does not improve, consequences may include further disciplinary action up to and including termination.

Suspension Pending Investigation

If an investigation by the Texas Department of Protective and Regulatory Services or any other State Agency or any State or Federal licensing Agency, the employee may be suspended with or without pay pending the final report of the investigating authority.

Non-exempt and Exempt employees may be suspended pending investigation with or without pay depending on severity and situation.

Employees are not allowed to contact any NCCAA employee, Board Member, and Birth-to-Five Head Start Policy Council Member during their suspension. In addition, computer access will be suspended, the employee will turn in agency keys (if applicable) and badge until the investigation has been completed. Failure to comply will result in disciplinary action, up to and including termination.

All suspensions pending investigation are approved by the employee's Supervisor, Director, Human Resources and Chief Executive Officer.

- The ~~Employee Corrective Action Plan~~ *Employee Action Notification Form* is the form used to record suspension pending investigation. The original notice is placed in the employees file kept in Human Resources and a copy is given to the employee.

- Depending on the findings of the investigation, further disciplinary action up to and including termination may result.

Employees suspended without pay and cleared of all allegations will be reinstated to his or her former position or a comparable position with full benefits, including, but not limited to back pay less any amount received, by the employee, from unemployment insurance.

Pre Termination Suspension

~~All requests to terminate an employee are approved by the employee's Supervisor, Director, Human Resources, and Chief Executive Officer.~~

~~Upon having approvals, the employee will be placed on suspension with or without pay, depending on the situation. Birth to Five Head Start Program requires approval or disapproval for termination from the Birth to Five Head Start Program Policy Council.~~

An employee's suspension period will not exceed fifteen (15) work days.

Upon approval of an employee's termination, the employee will be notified in accordance with the Agency's termination policy.

Growth Plan

May be used as a result of poor work performance. The Growth Plan will help to identify and clarify the action needed to improve the employee's performance.

- Employees placed on ~~Introductory Periods~~ a Growth Plan shall be for a period of, no less than, thirty (30) calendar days or up to forty-five (45) calendar days or more depending on the situation.
- All employees placed on ~~Introductory Periods~~ a Growth Plan are still eligible for all Agency benefits in accordance with the Personnel Policies.
- During this disciplinary action period, all employees are given every opportunity, including training, guidance and supervision, to correct his/her performance deficiency.

All ~~Introductory Periods~~ Growth Plans are approved by the employee's Supervisor, and/or Director, and, if applicable, Chief Executive Officer.

The ~~Employee Corrective Action Plan Form~~ Employee Action Notification Form is used to record ~~Introductory Periods~~ Growth Plans. The original notice is placed in the employee's file kept in Human Resources and a copy is given to the employee.

The ~~Employee Corrective Action Plan Form~~ Growth Plan form shall identify the specific conduct or performance that led to the improvement plan ~~Introductory period~~. The Supervisor

will also inform the employee of consequences that may result if the performance does not improve.

At the end of the assigned Growth Plan Introductory period, the employee's Supervisor will inform the employee, in writing that he or she has done one of the following:

- Has completed the Growth Plan Introductory Period satisfactorily/unsatisfactorily,
- Is being given a reassignment of duties; or
- Is being recommended for termination, or
- Will continue to be monitored regarding the expected performance standards.

Introductory Growth Plans may be appealed in accordance with the Problem Resolution procedures described in this Employee Handbook.

137 Employee ID, Security Cards, and Facility Keys

Employer ID/Security Card

All Agency employees are responsible for the upkeep of all issued employees' IDs, security cards and keys. All employees must wear their Employee ID, ***AT ALL TIMES***, while working.

Employees who lose or abuse their employee ID card must pay a \$5.00 replacement card fee.

The Security card replacement fee is \$10.00 each.

Employees who change job titles or whose card(s) are worn out by normal wear and tear may obtain a replacement card at no charge provided they turn in their old card or obtain Human Resources verification of a change in job title.

Replacement employees ID cards or security cards can be ordered through Human Resources.

Facility Keys

Facility Keys may be issued to employees and must be signed out by their supervisor.

Lost or stolen keys must be reported immediately to the facility supervisor or Human Resources. Replacement of lost key(s) must be requested in writing and require a \$10.00 fee for each key.

All employees shall exercise diligence in the care and safekeeping of their assigned Employee ID, Security card, and/or facility keys to prevent loss or theft. Failure to promptly report lost cards or keys or neglect their handling of such, may result in additional disciplinary actions.

Birth to Five Head Start Director's Report Program Information Report (PIR) and On-Going Monitoring

A. Enrollment and Program Information as of April 30, 2024

Enrollment	Current
(Funded 563) HS PA22	402
(Funded 352) EHS PA28	651
(Funded 10) Pregnant Women	24
Wait List For 2023-2024	
*HS	162
On-line incomplete applications	
*EHS	63
On-line incomplete applications	
Children with Disabilities	
returning children HS requires 30	27
returning children EHS requires 42	48
Total Enrolled 10%	11.00%
Homeless Children & Families	
HS	7
EHS	18
Number of Operational Days	
April HS	21
April EHS	21
Volunteers	
April HS	
April EHS	
Overincome (PIRs)	
(w/qualifying disability) HS	7
(w/qualifying disability) EHS	8

Number of Children with Health Insurance		
Medicaid/CHIP		
HS		333
EHS		550
Private Insurance		
HS		5
EHS		12
Military Coverage		
HS		0
EHS		0
No Insurance		
HS		65
EHS		91
Health Screening (Physical & Dentals)		
Medical	HS	326
(PIR C-5)	EHS	539
Dental (PIR C-17)	HS	327
	EHS	513
Lead Screening		
For the month	HS	5
For the month	EHS	29
Immunization up to date (PIR C-11)		
Cumulative for Year	HS	345
	EHS	586
Opted Out (PIR C-13)	HS/EHS	2/5
ADA (Average Daily Attendance)		
	HS	87.37%
	EHS	86.42%

Children Total Meals

	April			Total	
(2023-24 reimbursement rate \$2.28) Breakfast	7885	@	2.28	\$17,977.80	Projected unaudited total
(2023-24 reimbursement rate \$4.25) Lunch	8068	@	4.25	\$34,289.00	
(2023-24 reimbursement rate \$1.17) Snack	6908	@	1.17	\$8,082.36	
				\$60,349.16	
			CIL	2,380.06	
				\$62,729.22	

YTD Actual CACFP Revenue Received for contract year, October - September

\$428,696.92

*All applicants on Wait List have been offered enrollment at sites with openings, but have refused due to available locations.

PROGRAM ACTIVITIES

Operations:

Financial:

The Budget Revision Request was submitted to OHS on May 1, 2024.

Maintenance:

Scheduled repairs for the doors at CDN and La Armada

Maintenance and the Associate Director are scheduling repairs to the centers to begin in the summer

A on-line inventory has been created on Google Drive to allow for real time tracking

Issues and Planning:

The B-5 Program has completed the draft for the Corrective Action Plan for the child incident of unsupervision for multiple minutes

There will be a interview with Director, Human Resources Director, SBM, PC, and Board on May 23.

Another incident of unsupervision has occurred and been reported to OHS

Every Content Coordinator and Specialist has been assigne to be at the centers and monitoring

STAFFING

Pre-School Division

Teachers:	
Total Positions	20
Vacancies	7
MS	0
BA	8
AA	3
CDA	1
No CDA	1

Asst. Teachers:

Total Positions	20
Vacancies	6
BA/ECE	0
AA/ECE	1
CDA	8
No CDA	5

Infant Toddler Division

Child Dev. Specialists	
Total Positions	106
Vacancies	31
PHD	0
Masters	1
BA	3
BA Other	3
AA	13
AA Other	1
CDA	30
No CDA	24

IT Caregivers

Total Positions	31
Vacancies	7
BA/ECE	1
BA Other	1
AA/ECE	2
AA Other	2
CDA	9
Need CDA	9

In-kind Goal for EHS 2023/2024	Month	Monthly	Column1
\$2,806,749.00	September	\$69,766.71	
	October	\$126,479.55	
	November	\$115,238.37	
	December	\$80,871.11	
	January	\$279,246.65	
	February	\$167,377.71	
	March	\$109,528.10	
	April	\$180,577.53	
	May		
	June		
	July		
	August		
	September		
	YTD	\$1,129,085.7	\$1,677,663.27

In-kind Goal for HS 2023/2024	Month	Monthly	Column1
\$701,092.00	September	\$32,516.78	
	October	\$26,409.88	
	November	\$67,467.73	
	December	\$52,094.92	
	January	\$83,485.02	
	February	\$147,452.51	
	March	\$44,009.57	
	April	128,844.33	
	May		
	June		
	July		
	August		
	September		
	YTD	\$582,280.74	\$118,811.26



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

April 18, 2024

Nueces County Community Action Agency

Re: Grant No. 06CH010656

Dear Grant Recipient:

The Administration for Children and Families (ACF), Office of Head Start (OHS) recently conducted a monitoring review of your program. The attached report contains information about your agency's performance and compliance with the requirements of the Head Start Program Performance Standards, Public Law 110-134, Improving Head Start for School Readiness Act of 2007, and other applicable regulations.

Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

If the report has findings the corrective action period will begin 72 hours from the time this email was sent.

Sincerely,

OHS Monitoring Team

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ADMINISTRATION FOR CHILDREN & FAMILIES

Office of Head Start | 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 | eclkc.ohs.acf.hhs.gov

Program Performance Summary Report

To: Authorizing Official/Board Chairperson

Mr. Vic Medina

Nueces County Community Action Agency

101 South Padre Island Drive

Corpus Christi, TX 78405 - 4102

From: Responsible HHS Official

Date: 04/17/2024

Mr. Khari M. Garvin

Director, Office of Head Start

On March 5, 2024, the Administration for Children and Families (ACF) conducted a monitoring review of Nueces County Community Action Agency. We wish to thank the governing body, policy council, staff, and parents of your program for their cooperation and assistance during the review. This monitoring report has been issued to Mr. Vic Medina, as legal notice to your agency of the results of the program review.

Based on the information gathered during our review, a determination has been made that Nueces County Community Action Agency is a recipient with at least one area of deficiency in its Head Start program.

If you anticipate that you will not be able to correct all deficiencies within the correction time specified in this report, you must submit a letter to your ACF Regional Office requesting an extension, with an explanation as to why an extension is necessary. The letter requesting an extension must be submitted prior to the expiration of the original corrective action time period. In order to allow for sufficient time to consider extension requests, we ask that you submit your request within 10 days following receipt of this report. Extension requests shall not be considered approved unless you receive such approval in writing before the deadline for correction.

The report provides you with detailed information in each area where program performance did not meet applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. Please contact your ACF Regional Office with any questions or concerns you may have about this report.

DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following:

Mr. Kenneth Gilbert, Regional Program Manager

Ms. Linda Carrillo, Chief Executive Officer/Executive Director

Ms. Alicia Mancha, Head Start Director

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Grant(s) included as part of this review

Grant Recipient Name	Grant Number(s)
Nueces County Community Action Agency	06CH010656

Glossary of Terms

Term	Definition
Area of Concern (AOC)	An area in which the agency needs to improve performance. These issues should be discussed with the grant recipient's Regional Office for possible technical assistance.
Area of Noncompliance (ANC)	An area in which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more areas of performance. This status requires a written timeline for correction and possible technical assistance or guidance from the grant recipient's program specialist. If not corrected within the specified timeline, this status becomes a deficiency.
Deficiency	<p>As defined in the Head Start Act, the term "deficiency" means:</p> <p>(A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves:</p> <ul style="list-style-type: none"> (i) a threat to the health, safety, or civil rights of children or staff; (ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations; (iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management; (iv) the misuse of funds received under this subchapter; (v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or (vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified; <p>(B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or</p> <p>(C) an unresolved area of noncompliance.</p>

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Performance Summary

This section contains an overview of compliance information identified in each Performance Area for all Content Areas. Detailed information can be found in the Review Details section.

Failure to correct a deficiency within the approved timeline may result in termination of the grant.

Compliance Information

Content Area	Performance Area	Grant Number(s)	Compliance Level	Applicable Standards	Timeframe for Correction
Significant Health and Safety Incidents	Safety Practices	06CH010656	Deficiency	1302.90(c)(1)(v)	30 days

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Review Details

This section of the report provides details on findings in applicable Content Areas reviewed during this monitoring event.

Significant Health and Safety Incidents

Performance Area: Safety Practices

Deficiency - 1302.90(c)(1)(v)

Summary

Grant Number(s) Cited: 06CH010656

Timeframe for Correction: 30 days

Performance Standard Details

Regulation Text: 1302.90 Personnel policies. (c) Standards of conduct. (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: (v) Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.

Finding Details

- Multiple incidents of inadequate supervision have occurred in the last 12 months.
- The grant recipient did not ensure no child was left alone or unsupervised while under the care of its staff.

Additional details from this review event:

- The grant recipient had an incident of a child being left unsupervised on the playground for 23 minutes.
- The grant recipient reviewed video footage and found that on February 6, 2024, the staff members did not use appropriate transition strategies to ensure all children were present before returning to the classroom, resulting in 1 child being left unsupervised on the playground for 23 minutes.
- During an interview, the grant recipient stated it had an established monitoring policy prior to the incident that included managers conducting monthly observations. The grant recipient confirmed that it did not follow the monitoring policy consistently and that the classroom where the incident occurred had not been monitored for 4 months prior to the incident to ensure appropriate child safety practices were being implemented.
- This is the grant recipient's second child supervision incident within the previous 12 months.

----- End of Report -----

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