Concerted Services, Inc.
Head Start Program

Service Area Plans
Head Start/Early Head Start
2018 - 2019

Policy Council Approved 7/2018
# SECTION A: ADMINISTRATION

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Revised 6/22/18
INTRODUCTION

This Concerted Services, Inc. Head Start Program Procedures Manual reflects the work of and suggestions from staff of the CSI Head Start program. It is designed to serve as a guide to the day-to-day operation of the Head Start, Early Head Start and Pre-K programs, fulfilling all requirements and assuring appropriate documentation and internal communication.

Position titles may change or be interchangeable. Example: Social Services Workers staff is now Family Advocate staff.

The original procedures manual was published in July 1998 and approved by the Executive Director, Policy Council and Executive Board.

Periodically the procedures are updated when new program mandates are received, additional clarification is needed and/or when more effective methods are realized.

This is a working document. The Policy Council reviews and approves updates in June or July of each year and more frequently when needed.

The Procedure Manual is not all inclusive. Please reference other resources to help make decisions. Some of these resources should include: CSI Personnel Policies and Procedures; Fiscal Management Procedures Manual; Policy Council By-Laws; Parent Handbook; DECAL Child Care Center Rules and Regulations; Quality Rating System, Head Start Performance Standards, Pre-K, and others.

We reserve the right to amend or change any part of this document and these procedures at any time and without prior notice. We welcome any suggestions for the improvement of any process described herein, or for the improvement of this manual.
CONCERTED SERVICES, INC.
HEAD START PROGRAM

MISSION STATEMENT

Concerted Services, Inc. mission is to transform families and communities by providing opportunities and services that promote economic and social independence.

VISION

Concerted Services, Inc. is a premier Community Action Agency committed to investing in lives and transforming communities, one person at a time.

THE HEAD START GOAL STATEMENT

Concerted Services, Inc. Head Start/Early Head Start Program will provide quality teaching and learning environments to meet the developmental needs of all children to ensure future educational success. To accomplish this goal, all Head Start Learning Centers will meet or exceed the requirements of the Federal Head Start Program Standards and maintain Quality Rating Standards.

The School Readiness mission of Concerted Services, Inc. Head Start/Early Head Start is to partner with families and communities to work together to plan, coordinate, and improve services for all children. Head Start/Early Head Start provides all eligible children opportunities to participate in early childhood programs that enable them to enter school with the skills, behaviors, and family support necessary for them to progress and succeed. CSI also enhances the social and cognitive development of children through the provision of educational, health, nutritional, social, and other services.

AGENCY VALUES

- Integrity – We do the right thing;
- Neighborly – We make our communities better;
- Service – We are people driven;
- Passion – We are committed to our purpose;
- Innovative – We welcome change;
- Respect – We treat others as we wish to be treated;
- Excellence – We deliver meaningful results; and
- Diversity – We embrace the unique contributions of all.

CSI: “Investing in lives, transforming communities”
Short Term Goals:

- Continue with Quality Rated;
- Continue to increase family and male engagement;
- Continue to improve tracking of child outcomes;
- Continue to update and replace as funds allow;
- Continue practice based coaching process to improve teacher-child interactions, child outcomes, and CLASS scores;
- Continue work to develop a wellness policy;
- Implement attendance training at Center Open House to improve child attendance;
- Implement fidelity of curriculum;
- Implement CLASS for Early Head Start;
- Improve center security.

Long Term Goals:

- Continue to increase partnerships and collaborations within each community served;
- Increase number of EHS slots to meet demands;
- Continue to improve and expand facilities;
- Explore additional service opportunities and;
- Update and replace technology as funds allow;
- Continue to hire the most qualified staff and enhance professional development opportunities.

Reviewed and approved by Policy Council on ________________

Reviewed and approved by Governing Board on ________________.
Concerted Services, Inc.
Head Start Program

ORGANIZATIONAL DESIGN

The Head Start Program has a unique organizational design consistent of the three programs – Head Start, Early Head Start, and Pre-K. The Head Start and Early Head Start programs consist of those specialty units of Program Design and Management; Family/Community Partnership; and Early Childhood Health and Development and Health Services. Each unit has a team of specialists that represent assigned areas.

The Program Design and Management Unit is supported by the Head Start Program Director, Fiscal Specialist, Training Coordinator, and Transportation/Facilities Specialist. The Family/Community Partnership Unit is supported by the Parent/Community Engagement Coordinator, Health/Nutrition Specialist, and Family Services Specialist. The Child Development and Health Services Unit is supported by the Fiscal Specialist, Family Services Specialist, Health/Nutrition Specialist, and the Education/Disabilities/Mental Health Specialist. The Pre-K component is blended with Head Start and serviced by the same staff. The entire program/department is supported by the Agency and their organizational structure.
CSI HEAD START PROGRAM

Subject: Use of CSI Head Start Program Procedures Manual
Program: Head Start Program   Section: Administration

REGULATION REFERENCE
45 CFR 1302.12 (1)

POLICY:

The CSI Head Start Program Procedures Manual (hereafter referred to as “Procedures Manual”) provides work plans and detailed information on policies and procedures for day-to-day functioning of the Head Start Program.

All areas of the Head Start, Early Head Start, and Pre-K services are integrated and most procedures for day-to-day operations are identical for all programs. However, some procedures may apply only to the Head Start, Early Head Start, or Pre-K programs. Also, routing for signatures on forms may vary (i.e., many forms require the signature of the Center Coordinator/Lead Teacher while other forms require the signature of the Specialist.) In order to clarify the specific procedures, we have prepared separate procedures areas for each program or service area.

Employees of CSI Head Start Program will follow the policies and procedures presented in this manual along with those presented in the CSI Personnel Policies and Procedures Manual, Fiscal Manual, Head Start Performance Standards, DECAL Child Care Rules and Regulations, and others. Failure to adhere to these guidelines may result in disciplinary action.

PROCEDURE:

1. The Head Start Program includes twelve areas, each supervised by a specialist/coordinator or Program Director. The areas are Education, Health, Disabilities/Mental Health, Nutrition, Parent Engagement, Family Services, Administration, Transportation/Facilities, Literacy, Transition, Systems, and Fiscal. The Organization Design consists of Family/Community Partnership, Child and Health Services, and Program Design and Management. The Family/Community Partnership unit is supported by the Parent, Family, Community Engagement Specialist, Health/Nutrition Specialist, and Family Services Specialist. The Child and Health Services unit is supported by the Education/Transition Specialist, Family Services Specialist, Health/Nutrition Specialist, Mental Health/Disabilities Specialist and the Fiscal Specialist. The Program Design and Management Support unit is supported by the Training Specialist, Facilities/Safety/Transportation Specialist, and Fiscal Specialist.

2. The Procedures Manual is divided into sections according to specialty areas. All areas are integrated throughout the program, and most procedures involve staff from more than one specialty area. To facilitate use, information on specific procedures is located in the specialty section most closely related to that procedure.
3. The policies and procedures included in this manual meet the following established criteria:
   45-CFR 1304 Head Start Performance Standards with revisions;
   Performance Review Instrument for Systems Management (PRISM);
   ITERS or ECERS;
   DECAL Rules for Child Care Learning Centers Licensing.

4. All policies and procedures must be thoroughly reviewed and approved by the Head Start Policy
   Council members and the CSI Executive Board of Directors on an annual basis. Annual revisions will
   be scheduled for June of each year. All “safety critical” revisions will be updated immediately.
   Component specialists will make revisions as necessary in their component area then submit a
   summary of changes to the Parent and Community Engagement Coordinator to be approved by Policy
   Council. Once all revisions are completed they will be uploaded to the agency website
   (www.concertedservices.org/hs) by the IT Specialist. Program specialists will obtain input from other
   component specialists when changes relate to another component.

Distribution

1. The Procedures Manual will be maintained on the agency website by the IT Specialist and is
   accessible to all staff.
Subject: Use of CSI Head Start Forms  
Program: Head Start Program  
Section: Administration  

REGULATION REFERENCE:  
45 CFR 1304.51 (g)  

POLICY:  
The CSI Head Start Program Procedure Manual contains copies of forms used in the program. Forms used by CSI staff will be clean, clear copies reproduced from the original forms. Instructions for use of specific forms are presented in the procedures.  

All forms are coded by component and date.  

Example: PDM-003 Center Site Visit Report  
PDM = Program Design & Management  

Area Codes:  

The unit codes will appear on page numbers:  

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PROCEDURE:  
Center Coordinators/Lead Teachers will provide teaching staff with electronic and/or paper copies of forms. Copies of forms that are printed on NCR paper will be available to Center Coordinators/Lead Teachers through Central Office.
CSI HEAD START PROGRAM

Subject:   Head Start Program Organizational Web
Program:  Head Start Program                        Section: Administration

REGULATION REFERENCE:
45 CFR 1302.101

POLICY:

All staff of the Head Start Program is under the direction of the Head Start Director.

Supervisory responsibilities are assigned to specific staff, as appropriate, to assure sufficient supervision of all staff.

Changes to Head Start Program supervisory and staff assignments may be made at the discretion of the Head Start Director.

Staff shall receive a letter regarding hours of work and a job description for their job duties and responsibilities. All staff will receive orientation, evaluations and feedback during their probationary period and receive an annual performance evaluation.
This Agency chart defines the reporting relationships within Concerted Services, Inc. The Head Start Policy Council represents an approval/disapproval relationship regarding specific decisions made within the Agency. Decision specifics are described in 45 CFR Part 1301.
POLICY:

Planning for all aspects of the CSI Head Start Program is an on-going and constant process, with informal and formal aspects that include and involve board members, staff, parents and community.

PROCEDURE:

Two-Way Communication:
On a day-to-day basis, a relationship is maintained with all of the above that encourages and accepts suggestions for program and agency improvements at any time. These may come as individual verbal or written suggestions to and through management staff or through group discussions. Examples of internal communication methods include written center site visit reports, specialist meetings, center staff meetings, management staff meetings, center staff newsletter, e-mail, fax, telephone, and written monthly reports. Parents and community members provide input and feedback through center Parent Committee meetings, surveys, assessments, application process, home visits, various committees and policy council meetings/governing board meetings. (See individual procedures for more information) All suggestions are noted by Specialists, Program Director, or Executive Director as appropriate, and implemented as need and funding warrant and permit.

Component Self-Assessment:
On a more formal level, planning for each area is the responsibility of the specialist, in collaboration with her/his staff, other area specialists, and committee. The informal process described above feeds information and ideas to specialists, who also consider results of ongoing monitoring of their areas and of the various self-assessments done during a year. These self-assessments may include program evaluation questionnaires completed by staff and parents.

Advisory Committees:
As appropriate, advisory committees function to review and provide recommendations to program and specialty areas.
1. Health Services Advisory Committee: Local health professionals in the areas of communicable disease, nutrition, psychology, speech and hearing, vision, dental, and pediatrics, and parent/community representatives are invited to serve on the Health Services Advisory Committee. The Committee advises and assists in planning efficient and comprehensive health, nutrition, mental health, and disabilities services for children, parents, and staff. The Committee reviews, comments, and approves the total health plan, including health, mental health, disabilities, and nutrition. The committee meets a minimum of three times during the program year and members are available for additional consultation as needed. Essential Head Start staff may also participate.

2. Career Development Committee: Members will consist of management staff and meet as needed.

Community Assessment:
An in-depth community assessment (CA) within the CSI service area is conducted every five years, and is updated annually in conjunction with the agency’s community assessment. Information gathered is used in decision making and program planning and influences annual revisions to the service plan; recruitment and selection plans; selection of expansion site locations; selection of program options; and other decisions which impact the overall Head Start program (see "Community Assessment" procedures).

Work Groups:
As appropriate, the Head Start Program Director may assign a work group to serve as an ad hoc committee to implement a new program, resolve an issue, or to develop a plan of action to implement a new mandate. The director will assign personnel to serve on this group and will designate a lead point of contact.

Post Planning:
Results of work-group deliberations, component self-assessment, advisory committee recommendations, and other relevant information are presented during the CSI Head Start Post Planning at the end of the school year. During this time, management staff has the opportunity for intense review and open communication regarding all aspects of the program services.
Service Plan Development:
As the program year ends, specialists receive instructions to prepare an overall assessment of their content area, taking all of the above into consideration, and to develop plans for the next program year including any changes that need to be made in funding for their area. Specialists should refer to the Performance Standards and previous program service plans for their area and budgets to make any needed changes. Work plans and budgets are submitted to the regional office.

Development of Refunding Application:
The Head Start Program Director leads the formulation of area program year reviews, plans for the next year, and develops a preliminary narrative and budget for presentation and involvement with policy council and governing board. The updated service plan is also included in the Agency's annual refunding application.

Review and Approval of Program Plan:
All documents are shared with staff prior to review by appropriate committees. All plans are discussed with the Policy Council members during preliminary stages, and are submitted to the Policy Council for final review and approval prior to submission to the Head Start Region IV Office. The Governing Board has input into, reviews and approves all budget and program plans prior to final approval and submission.
CSI HEAD START PROGRAM

Subject: Early Head Start Staff Qualifications
Program: Early Head Start Program
Section: Administration

REGULATION REFERENCE:
§1302.91

POLICY:

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

PROCEDURE:

1. The Training Specialist will review the employee’s transcripts, diplomas, certificates and other documentation to ensure the staff education mandates are met for their position. An Education Status Form (A-42) shall be completed on each new hire. Information from the Education Status Form will be shared with the Head Start Director, Assistant Head Start Director and Human Resource Director to ensure that the staff member rate of pay is correct and to assist with career development planning, PIR data, and for input into the ChildPlus NET data files.

If the CDA Credential Expires:

1. The employee is responsible for ensuring that their CDA credential does not expire. The employee should order their renewal package in a timely manner. The employee is also responsible for ensuring that they have the necessary C.E.U.s (Continuing Education Units) or necessary documented training needed for renewal.

2. Training Specialist will provide employee with a copy of their training record for inclusion in their renewal packet.

2. A copy of the CDA renewal certificate is sent to the Training Specialist.

3. The Training Specialist will notify the Head Start Director if an employee’s CDA expires for appropriate action, including administrative action.

Revised 6/19/18
CSI HEAD START PROGRAM

Subject: Program Calendar
Program: Head Start Program
Section: Administration

REGULATION REFERENCE:
CFP 1302.20

POLICY:

Head Start Program staff will be provided a calendar of program activities at the start of each program year. This calendar will facilitate scheduling, planning, and advance preparation for program events. All program-wide and center events must be approved by the Head Start Director or designee for scheduling before final arrangements are made.

PROCEDURE:

1. The Head Start Program calendar will be updated each year during post planning.

2. The first edition will be distributed to the specialists by June or July.

3. All Central Office staff, Center Coordinators/Lead Teachers, Coaches, and Family Advocates will receive a program calendar during professional development pre-service training. Updates will be distributed monthly via e-mail to the management team.

4. Program activities such as regular administrative meetings, staff professional development training, screenings, and special events, will be scheduled only after review of currently scheduled activities to ensure that there are no conflicts.

5. Changes and/or additions, such as special professional development training sessions or meetings, must have approval of the Head Start Director prior to scheduling.

6. Specialists and Center Coordinators/Lead Teachers will ensure that updates are distributed to staff under their supervision.

Revised 6/19/17

Administration
A-9
REGULATION REFERENCE:
45 CFR 1302

POLICY:
Monthly reports are a critical part of the internal communication process. These reports serve as a means of internal monitoring, facilitate communication among and between management staff and the Director, and form the basis for the end-of-year planning and refunding application. All supervisory personnel will submit monthly reports to their immediate supervisor who will forward to the Director.

PROCEDURE:
1. The specialists will submit monthly reports to the Director and PFCE Specialist.

2. Center Coordinators/Lead Teachers will submit their reports to the Assistant Head Start Director and Head Start Director for review and comment. The Assistant Head Start Director will review and distribute reports as appropriate and will maintain a file of the reports.

3. Family Advocate staff will submit their monthly reports to the Family Services Specialist.
CSI HEAD START PROGRAM

Subject: Staff Meetings
Program: Head Start Program
Section: Administration

REGULATION REFERENCE
CFR 1302

POLICY:
Staff will meet regularly for purposes of planning, program quality assurance, and information sharing. Sign in sheets and agendas will be kept on all meetings.

PROCEDURE:

Management Post Planning:

1. A meeting will be held at or near the conclusion of each year to provide an opportunity for all management staff to discuss the previous program year, and to plan activities for the upcoming program year. The Post Planning meeting will encourage open communication between and among staff, and team building. Participants may include the Head Start Program Director, Specialists, Center Coordinators/Lead Teachers, Coaches, and others identified by the Head Start Director. During Post Planning, staff will have the opportunity to meet in work groups, as well as in the entire group.

   Examples of items that will be addressed include the recommendations from the work-groups, Program Calendar, Procedures Manual, Self-Assessment, Quality Rated and significant events and activities scheduled for the upcoming year.

Management Staff Meetings:

1. The Head Start Program Director, Specialists, Coaches, and Center Coordinators/Lead Teachers will meet regularly to share information and/or concerns about each area and overall program activities, plan for upcoming events and activities, discuss program-wide quality assurance issues, and facilitate integration between components throughout the program.

2. The Specialists will meet as needed to plan and to discuss management issues.

3. Specialists will meet as needed with staff under their supervision.
**Center Staff Meetings:**

1. Center Coordinators/Lead Teachers will meet regularly with the teaching staff, Family Advocate workers, and other appropriate staff. Meetings will be scheduled at least monthly and will take place when children are not present.

2. These meetings will provide opportunity to encourage open communication and share with staff information presented at the management meetings. It also provides a forum for staff to share accomplishments, information, and/or concerns, and to provide input on decisions that affect the services. Assigned staff will share information/professional development training at monthly center meetings.

3. Center Coordinators/Lead Teachers or designee will maintain the “Meeting Attendance Log” (A-16a) for each meeting, and will develop an agenda of the proceedings. These documents are forwarded to their supervisor and kept on file at the administrative offices. As appropriate or needed, center coordinators/lead teachers will share information from these meetings with other management staff.

**Work-Group Meetings**

1. The work-group leader will be responsible for sharing information and recommendations from work-groups with other management staff.
CSI HEAD START PROGRAM

Subject: Agreements and Contracts
Program: Head Start Program
Section: Administration

REGULATION REFERENCE:
45 CFR 1304

POLICY:

Written contracts, agreements, or indebtedness of any kind will be approved by the Head Start Program Director and when necessary signed by the Executive Director before services or activities take place.

PROCEDURE:

1. Specialists and Center Coordinators/Lead Teachers will maintain community partners and seek out and cultivate new partners.

2. Central Office staff will make two original written plans of agreements reached.

3. Appropriate signatures will be obtained on these written agreements.

4. The Head Start Program Director will approve all agreements.

5. The Executive Director will sign contracts for ongoing indebtedness. The Head Start Director or designee will process the paperwork to ensure that an original goes to the partner, keep an original on file and forward a copy to appropriate Specialist and/or Center Coordinator/Lead Teacher as necessary.

6. A copy of all partnership/collaboration agreements will be kept on file by the Training Specialist for inclusion into the community assessment.
CSI HEAD START PROGRAM

Subject: Meeting Attendance Log
Program: Head Start Program
Section: Administration

REGULATION REFERENCE:
45 CFR 1302.92

POLICY:
An attendance log will be maintained for all meetings.

PROCEDURE:
1. An attendance log will be maintained for all program meetings, such as management staff meetings, center staff meetings, family advocate workers meetings, work group meetings, and parent meetings.
2. The individual scheduling the meeting will prepare a "Meeting Attendance Log" form, A-14a, and will have form available at time of meeting.
3. The person chairing the meeting will ask all individuals to sign in at the time of arrival.
4. The meeting facilitator will collect the "Meeting Attendance Log", attach all documents such as agenda, handouts, and/or minutes and file or submit the materials to the specialist of the related area. The specialist will maintain a file of completed forms.
# Meeting Attendance Log

Meeting Description: ___________________________________________________________

Date: ________________  Time: ______________  Location: ___________________________

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<th>ITEMS TO BE DISCUSSED</th>
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Follow Up Items/Other: ___________________________________________________________

Revised 7/7/2015
CSI HEAD START PROGRAM

Subject: Center Site Visit Report
Program: Head Start Program
Section: Administration

REGULATION REFERENCE:
45 CFR 1302.102

POLICY:

All Specialists will make regular site visits to monitor the functioning of the program relative to their content area, to provide technical assistance and support, and to meet other program needs. It is recommended that each specialist visit every center at least once every other month. Reports of all center visits will be submitted to the Director and other appropriate management/supervisory staff as part of the internal communication process and the continuous monitoring process for the program.

PROCEDURE:

1. Staff will document all site visits on the "Center/Site Visit Report" form, PDM-003 (see next page). The purpose of this form is to facilitate regular and accurate communication regarding quality indicators, as well as identified concerns, with the appropriate supervisory staff.

2. Copies of this documentation will be submitted to the Director, Center Coordinator/Lead Teacher, and other appropriate staff.

3. If the person making the report expects follow-up action, they should check "yes" and state any specifics. If immediate follow-up is required, this should be stated. Otherwise, the Center Coordinators/Lead Teachers will take appropriate follow-up actions within designated time and submit documentation of such to the Head Start Director.

4. If monitoring is done on a specific monitoring form (i.e., nutrition monitoring, licensing, check lists, etc.) that form can be used with the Center Visit Report or by itself. A report of each visit should be completed within five (5) working days after the visit is completed.
CSI HEAD START PROGRAM

CENTER SITE VISIT REPORT

Name: _______________________________  Title: _______________________________

Center visited: ______________________ Date of visit: ________________________

Purpose of visit: ___________________

Please note any observations that should be shared with Center Coordinators/Lead Teachers (for communication back to center staff), specialists, or administrative staff. Please also note things that are going well.

Arrival Time: ________________________ Departure Time: ________________________

Staff demonstrates appropriate safety practices:  ____ Yes  ____ No (If no, explain)

Follow-up expected?  ____ Yes  ____ No  Timeline:  ____ 30 days  ____ date ________

All follow-up action should be documented on back of page and returned copy to distribution individuals.

Comments: ______________________________________________________________________
________________________________________________________________________________

DISTRIBUTION:  [ ] Head Start Director
[ ] Parent, Family, Community Engagement Specialist
[ ] Center Coordinator/Lead Teacher
[ ] Specialist(s)
[ ] Other

POLICY:

CSI will provide a tobacco-free environment for staff, children, and participants. This includes both smoking and use of smokeless tobacco (i.e., snuff, chewing tobacco). This policy applies to both employees and participants of CSI.

CSI will serve as an example to other child care and community agencies. CSI staff and volunteers will serve as role models by not using tobacco in the presence of children, parents, and participants.

DEFINITION

1. There will be no tobacco use in any CSI Head Start Program facility.

2. There will be no tobacco use in CSI vehicles.
   a. There will be no tobacco use in an Agency vehicle at any time.
   b. There will be no tobacco use in personal vehicles when transporting persons on CSI authorized business.

3. There will be no tobacco use by staff or volunteers when children are present. This includes both indoor and outdoor activities.
   a. Walks, and other off-site activities will be “tobacco-free” to the fullest extent possible. There will be no tobacco use by staff or volunteers during off-site activities. Because of the need to maintain an appropriate staff/child ratio during field trips, staff or volunteers will not leave the children for the purpose of a smoke break.
   b. CSI staff, parents, and participants will not use tobacco during on-site conferences. Parents are notified (Parent Handbook) that they should refrain from use of tobacco during home visits.
PROCEDURE:

1. Staff will be informed of this policy through signs posted in Agency facilities, the Procedures Manual, and orientation and professional development training provided by their supervisors.

2. Volunteers, parents and participants will be informed through the following methods:
   
a. The policy will be stated in the parent handbook and volunteer handbook.

b. Signs will be posted in agency facilities.
CSI HEAD START PROGRAM

Subject:    Dress Code/Appearance
Program:   Head Start Program
Section:   Administration

POLICY:

Professional and appropriate dress is required during work hours. Staff who work with children should always dress comfortably to allow the freedom of movement necessary for active involvement with children. Staff with other assignments are to dress appropriate for their job responsibilities. (Refer to Dress Code Chart A-18a)

Personal Hygiene:

Staff will keep their hair and bodies clean, wear neatly pressed clothing, and dress in an appropriate and professional manner.

Uniform:

1. Staff should refer to the Dress Code Chart to determine appropriate dress.

2. Nutrition Staff are required to wear hair nets.
# CSI Head Start Center

## Dress Code Chart

<table>
<thead>
<tr>
<th>Can I wear?</th>
<th>Normal Day with children</th>
<th>Home Visits</th>
<th>Teacher Work Days</th>
<th>In-Service Days</th>
<th>Pre-Service Days</th>
<th>Every Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeans or jean capris (knee length)</td>
<td>No, with the exception of Fridays</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>CSI or Head Start T-Shirts</td>
<td>No, with the exception of Fridays</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Scrubs</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Capris (knee length)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Dress pants</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Leggings/tight pants</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Blouse/Polo Shirt/Sweaters</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Dress/skirt (Knee length) *unless religious</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Sleeveless shirt/dress</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<td>Open Toed Shoes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<td>Sandals/Flip Flops</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Boots</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>Heels</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
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<td>Flat shoes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Necklace</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Wedding Band</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Stud Earrings</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Hoop Earrings</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
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<td>No</td>
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<td>Bracelets</td>
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<td>No</td>
<td>Yes</td>
<td>Yes</td>
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<td>No</td>
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</table>

*T-shirts must be Head Start or CSI*

*Jeans should not have holes or tears*

*If you have any doubt, ask your supervisor before wearing. Violation of this policy will result in disciplinary action.*

*Program Director may approve an alternate dress code for special events as deemed necessary.*

Administration A-18a
CSI HEAD START PROGRAM

Subject: Identification Badges
Program: Head Start Program
Section: Administration

REGULATION REFERENCE:
45 (CRF) 1302.47

POLICY:
All Head Start center staff will wear an identification badge each work day.

PROCEDURE:
1. CSI will provide identification badges to all Head Start Program staff.
2. All center staff will wear their identification badges each work day.
3. Central Office staff (specialists) will wear their identification badges when visiting centers.
4. Supervisors should contact the Training Specialist for replacement identification badges.
Attendance and Punctuality Policy

Punctuality and regular attendance are essential to the successful operation of the Company’s business. If an employee is unable to report to work (or to report to work on time) for any reason, that employee must notify his/her supervisor. If the employee is unable to reach his or her supervisor, a call should be made to the Human Resources Office before the employee’s start time. If an employee desires to leave work during the workday, that employee must obtain the approval of his/her supervisor prior to leaving. Excessive absenteeism or tardiness will subject an employee to disciplinary action, up to and including termination.

Purpose

The purpose of this policy is to establish a uniform procedure for the review and control of employee absenteeism. Regular attendance and punctuality is a necessary requirement of employment. Poor attendance compromises the effectiveness of work teams, reduces employee morale, interferes with the productivity of the business, and decreases the level of service provided to our clients. This is a no fault policy regardless of the reason for the absence/occurrence; however preapproved leave with 3 days’ notice will not be subjected to the attendance policy and no points will be assessed.

Scope

This policy applies to all employees at Concerted Services, Inc.

The Point System

A point system will be used to provide fair and consistent enforcement of the attendance policy and to monitor attendance. This is a no fault attendance policy regardless of the reason for the occurrence. However, if an employee has attendance occurrences and works 90 days consecutively without any tardies, leave early or absences, an occurrence/point will be removed from the employees’ attendance record.

If an employee reaches 10 points at any given time, he or she may be terminated.

The following definitions apply to the point system:

- **Absence** - An employee is not present for an assigned, scheduled work day or an employee is not present for one or more consecutive work day. An absence can be one (1) day or several consecutive days for the same illness.
- **Late/Tardy** - Failure to report to work at the start of a scheduled work day. Employees will be granted a two (2) minute grace period. For example; if your scheduled work hours are from 8:00 am-4:30 pm and you arrive at 8:02 am, you will not be considered tardy.

- **Leave Early** - Leaving work within five minutes before the scheduled end of work day. If the employee leaves more than three (3) hours, it is treated as an absence.

- **No Show/No Call** - Failure to call the supervisor/HR office before the start of an employee's work day/shift to report an absence. Two days no call/no show within any time period will be considered as job abandonment and therefore termination.

Points will be assessed for the following reasons and in the following amounts:

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<tr>
<th>Occurrence</th>
<th>Acronym</th>
<th>Points</th>
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<tbody>
<tr>
<td>Calling in to work one hour prior to scheduled start time=absence</td>
<td>ABS</td>
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<td>Tardy to work more than <strong>two minutes</strong> after scheduled start time</td>
<td>T</td>
<td>½</td>
</tr>
<tr>
<td>Leaving from work more than five minutes before scheduled end time</td>
<td>LE</td>
<td>½</td>
</tr>
<tr>
<td>Calling in less than an hour prior to scheduled start time=late call</td>
<td>LC</td>
<td>3</td>
</tr>
<tr>
<td>Not calling in=No Call No Show</td>
<td>NCNS</td>
<td>5</td>
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</table>

During an employee's first ninety (90) days of employment, attendance will be monitored very closely. **If an employee with less than 90 days of service has excessive absenteeism, (3 or more points) his or her employment may be terminated.**

Points accumulated in the amounts listed below will result in the following disciplinary action:

<table>
<thead>
<tr>
<th>Point Total</th>
<th>Action</th>
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<tbody>
<tr>
<td>3</td>
<td>Verbal Warning</td>
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<td>5</td>
<td>Written Warning</td>
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<tr>
<td>8</td>
<td>3 Days Unpaid Suspension</td>
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<td>10</td>
<td>Termination</td>
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</tbody>
</table>
CSI HEAD START PROGRAM

Subject: Staff/Visitor Sign In/Out Upon Arrival at Centers
Program: Head Start Program
Section: Administration

REGULATION REFERENCE:
45 CFR 1302.47

POLICY:
All staff will sign in upon arrival and sign out when leaving centers and public schools.

PROCEDURE:


2. Public school staff, providers and other visitors will sign in and out at centers according to agency procedures.

3. Staff visiting Head Start Program classrooms in public school settings will use the school visitor sign-in procedure. Staff and visitors visiting all other facilities will use the Head Start Program Visitor Sign in Sheet.

4. All staff are required to sign in and out on their electronic time sheets on a daily basis. Time sheets should reflect actual time of arrival and departure. Time should be checked by Center Coordinators/Lead Teachers to ensure accuracy before approval. (Refer to “Payroll” in this section.)

5. Travel will be kept on the activity log sheet and kept at the center by the Center Coordinators/Lead Teachers. Center staff should inform the Center Coordinator/Lead Teacher when leaving their assigned work station or leaving the facility.

6. Central office staff are required to use the In/Out Dot Board when entering and exiting the Central Office facility. Staff members are responsible for moving their own dot. Central office staff must inform their supervisor when leaving the facility.
CSI HEAD START PROGRAM

Subject: Visitor Sign In and Sign Out
Program: Head Start Program
Section: Administration

REGULATION REFERENCE:
45 CFR 1302.47

POLICY:

NOTE: Parents and volunteers in the classroom and/or center will sign The “Visitor Sign-in Sheet” upon entry into the center and the “Volunteer Sign-In” form (PDM 002) upon entry into the classroom.

PROCEDURE:

1. All visitors, including visiting staff, will sign in upon arrival and sign out when leaving centers.

2. All visitors should be issued a visitor’s badge. Staff wearing name badges will not need a visitor pass.

3. A “Visitor Sign-in Sheet”, PDM-004 (see next page), will be maintained at Central Office and all Head Start centers.

4. Sign-in sheets will include date, name, name of individual visiting, reason for visit, and time in/out.

5. The Center Coordinator/Lead Teacher or designee will collect the “Visitor Sign-in Sheets” each month. A file of completed sheets will be maintained at each site throughout the year.
All visitors should sign in upon arrival, and sign out when leaving.

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Name of person you are visiting</th>
<th>Reason for visit</th>
<th>Time In</th>
<th>Time Out</th>
<th>Round Trip Mileage to Center</th>
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REGULATION REFERENCE
45 CFR 1302.93

POLICY:

All CSI Head Start Program employees must present evidence of a complete health assessment and TB skin test within 30 days of their hire date. The complete physical examination must include a TB report.

Initial Physical Examination:

1. The Training Specialist will give the “Staff Health Assessment” form, (PDM-005 A-26), to staff at New Staff Orientation. Staff will sign acknowledgement of the 30-day requirement to have physical completed.

2. Each employee must obtain a complete physical within 30 days of their hire date. Employees should make their own arrangements for physical examinations. The health care provider must complete and sign the “Health Assessment” form and return it to the employee.

3. The employee will submit the completed form along with TB skin test results to the Training Specialist within 30 days of hire. The Training Specialist will track it and forward to Human Resources for employee’s medical file.

4. The Human Resource Department will:
   1. Enter information into the computer.
   2. Place the completed form in the employee’s medical file.

5. Staff not submitting documentation of physical and TB results within 30 days of hire will not be permitted in the center until appropriate documentation is received.

Classroom Volunteers:

All classroom volunteers will also be required to complete a TB Risk Assessment Questionnaire. (see “Volunteer Procedures”, Parent Engagement section).

1. The Human Resources Department will house copies of Volunteer TB screening forms.

Revised 6/19/18
**HEAD START STAFF HEALTH ASSESSMENT**

**********Employer should complete this section**********

Name of person to be examined: ____________________________

Employer for whom examination is being done: **CONCERTED SERVICES, INC. HEAD START**

Employer’s Location: **2100 RIVERSIDE AVE., WAYCROSS, GEORGIA** Phone number: **912-285-6083**

Purpose of examination: ☐ pre-employment (with conditional offer of employment) ☐ annual re-examination

Type of activity on the job: ☐ lifting, bending, squatting, carrying children ☐ close contact with children

[ ] food preparation ☐ Office/Desk work ☐ driver of vehicles ☐ facility maintenance

***********************************************************************************************************

Part I and Part II below must be completed and signed by a licensed physician or PHN

Based on a review of the medical record, health history, and examination, does this person have any of the following conditions or problems that might affect job performance?

Date of exam: _________________

**Part I: Health Problem**

<table>
<thead>
<tr>
<th>Condition</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visual acuity less than 20/40 (combined, obtained with lenses if needed)? (L) 20/ (R) 20/</td>
<td>(Circle)</td>
<td>yes</td>
</tr>
<tr>
<td>Decreased hearing (less than 20 db at 500, 1000, 2000, 4000 hz)?</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Respiratory problems (asthma, emphysema, airway, allergies, current smoker, other)?</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Heart, blood pressure, or other cardiovascular problems? BP __________ P__________</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Gastrointestinal problems (ulcer, colitis, special dietary requirements, obesity, other)?</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Endocrine problems (diabetes, thyroid, other)?</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Emotional disorders or addiction (depression, drug or alcohol dependency, other)?</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Neurological problems (epilepsy, Parkinsonism, other)?</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Musculoskeletal problems (low back pain, neck problems, arthritis, limitations on activity)</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Skin problems (eczema, rashes, conditions incompatible with frequent hand washing, other)?</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Immune system problems (from medication, illness, allergies and sensitive to materials)?</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Need for more frequent health visits or sick days than the average person?</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Other special medical problem or chronic disease that requires work restrictions or accommodation?</td>
<td>yes</td>
<td>no</td>
</tr>
</tbody>
</table>

**Part II: Infectious Disease Status**

Evaluation of tuberculosis status shows a risk for communicable TB? _________________ yes _________________ no

Mantoux test date _______________________ Result ______________________

(Tuberculosis status must be determined by performing the Mantoux test (intradermal, intermediate strength PPD injection with needle and syringe) for persons not previously tested for tuberculosis infection. For individuals over 55 years of age, and anyone with pulmonary systems, the Mantoux test should be performed twice if the first test is negative. The second test should be performed 1-3 weeks after the first test. Anyone with a previously positive Mantoux test who has symptoms suggestive or active TB should have a chest x-ray. All newly positive Mantoux tests should be followed by x-ray evaluation.)

Please attach additional sheets to explain all “yes” answers above.

<table>
<thead>
<tr>
<th>Date</th>
<th>Health Care Provider’s Signature</th>
<th>Printed Last Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Address of Health Care Provider: ____________________________ Telephone: ____________________________

My signature below indicates that I am not suffering from any physical handicap or mental health disorder, which would interfere with my ability to perform adequately my job duties or providing for the care and supervision of the children enrolled in the center in accordance with DHR rule CCLC# 591-1-1; GDCH #209-2-1-.10(A) 1-6.

I have read and attest to the above information. _______________________ Date _______________________ Patient’s Signature ______________________

PDM 005 Administration
Revised 06/25/14 A-26
TUBERCULOSIS RISK ASSESSMENT QUESTIONNAIRE

This questionnaire is used to evaluate the employee/provider/volunteer’s tuberculosis (TB) status.

If all answers are “NO” the tuberculin (PPD) skin test may be deferred, if you have had a previous test.

Any “YES” answers means you may be at risk and should receive a tuberculin skin test. You will be referred to your local health department or your private care provider for this test.

YES NO

____ ____ 1. Have you been exposed to someone with known infectious TB in the past month?

____ ____ 2. Do you have any of these symptoms: persistent, productive cough for 3 or 4 weeks, night sweats, fever, chills, or unintentional weight loss of 10 or 15 pounds in the past 3 months?

____ ____ 3. Do you have HIV infection or are you considered at risk for HIV infection?

____ ____ 4. Were you born in a country other than the United States, or have you lived outside of the United States for more than a month?

____ ____ 5. Are you in contact with an incarcerated (jailed) person or person who was incarcerated (jailed) in the past five (5) years?

____ ____ 6. Do you have a medical condition or treatment of a medical condition which suppresses the immune system?

________________________________________________   _______________________
Employee or Volunteer Signature                        Date

I have reviewed this questionnaire concerning the above employee/volunteer.

________________________________________________   ____________ ____________
Health Care Professional’s Signature             Date

Revised 6/25/14                   Administration
A-27
CSI HEAD START PROGRAM

Subject: Staff Wellness/Health Promotion
Program: Head Start Program
Section: Administration

REGULATION REFERENCE
CFR 1302.93

POLICY:

CSI has a vested interest in the overall health of its employees. Therefore, we have developed a wellness plan that highlights this Agency’s goals and objectives for a more health conscious staff working environment. The Agency makes every effort to maintain an environment that promotes staff health and wellness. Examples of ongoing Agency efforts, as well as recommendations for health enhancement activities, are identified in the specific areas of work environment, physical health, and mental health.

INFORMATION AND RECOMMENDATIONS:

Work Environment:

1. All facilities are designated “tobacco free.”

2. All facilities are to be kept safe for staff, children and families.

3. All facilities must meet the fire safety standards.

Physical Well-being:

Upon employment, staff is required to present evidence of a physical examination and TB testing to document that he/she is physically able to perform his or her job duties.

1. All staff are required to have an initial health assessment and TB test.

2. The Agency provides paid time off for all regular employees.

3. Health news and drug free updates are provided to staff regularly.

4. The employee insurance website information is proved to all staff.

Mental Well-being:

Undue stress is a primary hindrance to maintaining good mental health. While elimination of all stress is impossible, the Agency endeavors to reduce unnecessary work-related stress.
1. The Agency attempts to assure that each employee is properly/trained/equipped and motivated to perform their tasks.

2. The Agency encourages and is supportive of staff in dealing with personal stress.

3. Supervisors may schedule appropriate staff functions with their staff. These functions are one way that the Agency Administration recognizes the importance of and motivates staff.

4. Head Start staff have access to the program’s Counselor for personal or family crisis.

**Recommendations for Mental Well-being:**

1. Supervisors should be aware of and alert to “stress warning signs” in their employees and encourage and support employees in identifying and managing stress. Supervisors should strive to motivate their employees and to provide equipment and support necessary to carry out job responsibilities.

2. Supervisors should be aware of a variety of available resources and refer staff to appropriate resources or to the Human Resources Director who can make such referrals.

3. Supervisors should work with their staff to identity sources of unnecessary stress and to determine ways to prevent/alleviate these work-related problems when possible.

4. Center Coordinators/Lead Teachers should work with staff to identify and implement appropriate on-site stress management activities, if desired by staff.
CSI HEAD START PROGRAM

Subject:   Staff – Employee Injuries
Program:   Head Start Program          Section:   Administration

REGULATION REFERENCE:
45 CFR 1302.93

POLICY:
If an employee is injured during working hours, the “First Report of Injury” form must be completed and forwarded to the Human Resource Department as well as the Supervisor Incident Investigation form.

PROCEDURE:

1. All injuries should be immediately reported to the injured employee’s immediate supervisor, Head Start Director, agency Human Resource Department, and Operations Director. Normally, all employees suffering an on the job injury must be 5 panel drug screened within 24 hours of the injury, unless indicated that they do not have to go as determined by agency Human Resource Department.

2. If there is a serious injury, emergency assistance should be called and/or the employee taken to the nearest clinic or hospital. For non-emergency injuries, the employee must see a physician from the panel of posted Agency’s Worker Compensation physicians.

3. The Center Coordinator/Lead Teacher of the injured person will complete the “First Report of Injury” and “Supervisors Incident Investigation” form, and submit it to the agency Human Resource Department within 24 hours or sooner if possible.

4. All forms will be filed by the agency Human Resource Department.

5. Refusal to take the drug screening could result in termination.

6. Employees that do not complete necessary paper work could be subject to employee action.
CSI HEAD START PROGRAM

Subject: Community Assessment
Program: Head Start Program
Section: Administration

REGULATION REFERENCE:
§1302.11

POLICY:

An in-depth community assessment (CA) within the CSI service area will be conducted every five years. This CA will be updated annually in conjunction with the agency’s community assessment. Information gathered through the CA will be used in decision making and program planning and will influence annual revisions to the service plan; recruitment and selection plans; selection of expansion site locations; selection of program options; and other decisions which impact the overall Head Start program.

PROCEDURES:

1. The in-depth community assessment will include at least the following:

   (i) The number of eligible infants, toddlers, preschool age children, and expectant mothers, including their geographic location, race, ethnicity, and languages they speak, including:

      (A) Children experiencing homelessness in collaboration with, to the extent possible, McKinney-Vento Local Education Agency Liaisons (42 U.S.C. 11432 (6)(A));

      (B) Children in foster care; and

      (C) Children with disabilities, including types of disabilities and relevant services and resources provided to these children by community agencies;

   (ii) The education, health, nutrition and social service needs of eligible children and their families, including prevalent social or economic factors that impact their well-being;

   (iii) Typical work, school, and training schedules of parents with eligible children;

   (iv) Other child development, child care centers, and family child care programs that serve eligible children, including home visiting, publicly funded state and local preschools, and the approximate number of eligible children served;

   (v) Resources that are available in the community to address the needs of eligible children and their families; and,

   (vi) Strengths of the community.
2. An annual CA update will be completed by the assigned specialist. It will reflect any significant changes, including increased availability of publicly-funded pre-kindergarten (including an assessment of how the pre-kindergarten available in the community meets the needs of the parents and children served by the program, and whether it is offered for a full school day), rates of family and child homelessness, and significant shifts in community demographics and resources, as well as any other pertinent data.

3. Data will be analyzed and compiled by assigned specialist. Results will be presented to the Head Start Director. The Head Start Director will assure that results are disseminated to all persons in decision making and program planning positions, such as the Executive Director, Policy Council members, Board members, and management staff.

4. Information gained through the CA and annual update will be used in the following processes, and in other processes as appropriate:
   
   a. Annual refunding application
   
   b. Annual revision of program service plan
   
   c. Recruitment and selection plans, including recruitment site priority and recruitment of children with disabilities
   
   d. Selection of expansion site locations
   
   e. Selection of program options, etc.
CSI HEAD START PROGRAM

Subject: Parent Evaluation of Program
Program: Head Start Program
Section: Administration

REGULATION REFERENCE:
45 CFR 1302.34

POLICY:

Parents will be provided opportunities to evaluate the Head Start Program and to provide recommendations. Results of all evaluation proceedings will be utilized in program planning and decision-making.

PROCEDURES:

1. Parents, members of the Policy Council, and others will have the opportunity to actively participate in the annual Self-Assessment review of the Head Start Program. This will generally take place during the first quarter of the calendar year.

2. Parent representatives have a major role in reviewing program units through the internal Self-Assessment process. Participants in the Self-Assessment thoroughly evaluate all aspects of the program based on the Performance Standards, and make recommendations for strengthening the program.

3. Parents may be given a survey at the end of the program year by program staff. This survey is to allow parents to be honest about the program. Results are tallied and shared with management staff.
REGULATION REFERENCE:
45 CFR 1302.47  
Georgia Code (OCGA 42-1-12, 20-1A-2; 20-1A-10; and 49-5-12, 

POLICY:

The Sheriff’s office in each county shall maintain a list of all sexual offenders and sexually dangerous predators residing in each county. Also the State of Georgia maintains a Sex Offenders Registry that is available online. If you suspect that a person is a sexual predator, the Center Coordinator/Lead Teacher or Family Advocate should research the Registry or contact the local Sheriff’s department to ensure that the person in question is on the list.

PROCEDURE:

The Center Coordinator/Lead Teacher should ensure that child and staff safety are a priority at all times. If a known sexual predator is at the facility and has no business at the center, the Center Coordinator/Lead Teacher will consider the person as criminal trespassing on agency property and must contact the local authority for removal from the property.

If the known sexual predator is a parent or legal guardian of an enrolled child of the program, the Center Coordinator/Lead Teacher can designate a parking space for the sexual predator and can have the student escorted to the vehicle. If the sexual predator has business in the center, the person must be escorted and supervised when on agency property. The sexual predator cannot be unattended at any time while at the center.

The Family Advocate staff will maintain a booklet of sexual predators in a central location at the center for public review. This booklet will be updated every six months (August and February) to ensure that the information is current. Information will be obtained from the Georgia Sex Offender Registry at http://gbi.georgia.gov or from the local Sheriff’s office.
CSI HEAD START PROGRAM

Subject: Required Staff Professional Development Training
Program: Head Start Program
Section: Administration

REGULATION REFERENCE:
45 CFR 1302.92

POLICY:

Staff members working directly with children must receive at least 15 hours of professional development training annually. The Head Start Performance Standards requires at least 15 hours while the DECAL Child Care Licensing only requires 10 hours of DECAL approved and accepted professional development training.

PROCEDURE:

1. The Training Specialist will provide or make arrangements for staff to receive the required professional development training prior to program year, on staff professional development days, conferences, on-site or other training events to ensure that each staff member receives the required training.

2. Prior to assignments, each staff member will be scheduled for New Staff Orientation.

3. Within the first year of employment all center staff member are required to have five (5) hours of Fire Safety Training. Every three (3) years thereafter, three hours of Fire Safety Training renewal training is required. Training is accepted as part of the annual DECAL required professional development training.

4. Within the first 12 months of hire, staff should receive the following DECAL approved professional development training:

   - Education Supervisors and Education Staff – ten (10) hours of DECAL approved professional development training in Child Development or Early Childhood Education or job related professional development training.

   - Center Coordinators/Lead Teachers that have a lunchroom on site and Nutrition Staff – four (4) hours of Nutrition Training (nutrition planning, preparation, serving, proper dish washing, and proper food storage.) Training accepted as part of the annual DECAL required professional development training hours.

   - Teaching Staff – four (4) hours of Disease Control Training (cleanliness, basic hygiene, illness detection, illness disposition, and childhood injury control.) Training accepted as part of the annual DECAL required professional development training hours.

   - All staff – two (2) hours of Child Abuse Training (identifying, reporting and meeting the needs of abused, neglected or deprived children.) Training accepted as part of the annual DECAL required professional development training hours.
Lunchroom managers will be required to be ServSafe certified and to renew their certification as required.

All center staff – two (2) hours of **CPR for Infants and Children and Pediatric First Aid**. Training renewed at least every two years.

Other professional development trainings will be scheduled as mandates and regulations dictate to meet the Head Start Performance Standards, DECAL Child Care Licensing, Quality Rated, and quality initiatives.
CSI HEAD START PROGRAM

Subject: Program Monitoring and Quality Assurance
Program: Head Start Program
Section: Administration

REGULATION REFERENCE:
CFR 1302.53

POLICY:

The CSI Head Start program is monitored by management staff throughout the year. In addition, annual program evaluations are conducted to further assure quality programming. Results of all program evaluations are utilized throughout the year for program implementation, planning, and decision making.

PROCEDURE:

1. On-going monitoring throughout the year is conducted through the following processes (see individual procedures for more information):
   a. Center visit reports
   b. Management meetings
   c. Center meetings
   d. Center coordinator and specialist meetings
   e. Monthly reports
   f. Area staff meetings
   g. Coaches reports
   h. Computerized reports (Ex. Follow-up tracking and work order tracking)
   i. ChildPlus.Net reports

2. Additional monitoring occurs on a daily basis through the supervisory/support structure as presented in the organizational chart (see “Organizational Web,” Administration section).

3. Formal program evaluations are conducted annually, as listed below (see individual procedures for information):
   a. Self-Assessment
   b. Post Planning
   c. Parent evaluations
   d. Component monitoring
   e. Building Inspections/Fire Marshall reports
   f. Funding source monitoring
   g. Annual Audit
CSI HEAD START PROGRAM

Subject: Quality Standards  
Program: Head Start Program  
Section: Administration

REGULATION REFERENCE:
CFR 1302.53

POLICY:
The CSI staff and management strive to provide the highest quality program possible. Every effort is made to not only meet and maintain, but to surpass minimal requirements. The program must follow Head Start Performance Standards and Georgia DECAL Child Care Licensing Rules, Quality Rated and Regulations. The program will reference National Association for the Education of Young Children criteria and other quality criteria to ensure the highest quality standards.

PROCEDURES:

1. Specialists will conduct center visits to ensure that quality standards are maintained. Center Coordinators/Lead Teachers will be informed of all center visits findings and a follow up plan developed.

2. Coaches, Specialists and management team members will follow up all findings to ensure that the corrective action is completed in a timely manner.

3. The findings will be tracked to ensure that they are completed and/or resolved.
CSI HEAD START PROGRAM

Subject: Staff Qualifications & Education Documentation
Program: Head Start Program
Section: Administration

REGULATION REFERENCE:
§1302.91

POLICY:
The CSI Head Start Program will make every effort to hire the most qualified, credentialed staff in accordance with the Head Start Act.

PROCEDURES:

DEGREE REQUIREMENTS:

Early Head Start or Head Start Director: The program must ensure an Early Head Start or Head Start director hired after November 7, 2016, has, at a minimum, a baccalaureate degree and experience in supervision of staff, fiscal management, and administration.

Fiscal Officer: The program must assess staffing needs in consideration of the fiscal complexity of the organization and applicable financial management requirements and secure the regularly scheduled or ongoing services of a fiscal officer with sufficient education and experience to meet their needs. A program must ensure a fiscal officer hired after November 7, 2016, is a certified public accountant or has, at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field.

Family Services Specialist, Disabilities Specialist and Health Specialist: The program must ensure staff responsible for management and oversight of family services, health services, and services to children with disabilities hired after November 7, 2016 have, at a minimum, a baccalaureate degree, preferably related to one or more of the disciplines they oversee.

Head Start Teachers: As prescribed in section 648A(a)(3)(B) of the Act, the program must ensure all center-based teachers have at least an associate’s or bachelor's degree in child development or early childhood education, equivalent coursework, or otherwise meet the requirements of section 648A(a)(3)(B) of the Act.

The program shall ensure that no less than fifty percent of all Head Start teachers, nationwide, have a baccalaureate degree in child development, early childhood education, or equivalent coursework. (B)

Education Management: As prescribed in section 648A(a)(2)(B)(i) of the Act, a program must ensure staff and consultants that serve as education managers or coordinators, including those that serve as curriculum specialists, have a baccalaureate or advanced degree in early childhood education or a baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience.
Head Start **Teaching Assistants:** As prescribed in section 648A(a) (2)(B)(ii) of the Act, a program must ensure Head Start assistant teachers, at a minimum, have a CDA credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead to an associate or baccalaureate degree or, are enrolled in a CDA credential program to be completed within 1 ½ years at the time of hire.

Any teacher assistant hired with less than the required credential will be required to sign a Memorandum of Understanding outlining their responsibilities in obtaining the required credential. The Training Specialist will assist the employee with various options/schools where the credential(s) are offered.

**Education Coaches:** The program must ensure coaches providing the services described in 1302.92(c) have a minimum of a baccalaureate degree in early childhood education or a related field by August, 2017.

**Family Services Staff:** The program must ensure staff who work directly with families on the family partnership process hired after November 7, 2016, have within eighteen months of hire to obtain, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field.

Any family services staff that work directly with families hired with less than the required credential will be required to sign a Memorandum of Understanding outlining their responsibilities in obtaining the required credential. The Training Specialist will assist the employee with various options/schools where the credential(s) are offered.

The education qualifications for other Head Start positions shall dependent on job duties. The job description shall outline the local, state or Federal mandates for education requirements.

The Training Specialist will review the employee’s transcripts, diplomas, certificates and other documentation to ensure the staff education mandates are met for their position. An Education Status Form (A-42) shall be completed on each new hire. Information from the Education Status Form will be shared with the Program Specialists, Director and Human Resource Director to ensure that the staff member rate of pay is correct and to assist with career development planning, PIR data, and for input into the ChildPlus NET data files.
I have reviewed the following person's transcripts and/or coursework:

Name: ________________________________
Position: ______________________________
Center: ________________________________

This person has enough credit hours to be considered as having the following:

- High School Diploma
- CDA
- Technical College Certificate
- One year of college
- Diploma
- AA
- Three years of college
- BS in field
- BS out of field
- Other

Other comments:

Documentation supporting this decision is attached.

Signature/Title: Training Specialist
Date

Cc: * Head Start Director
    Personnel File
    Training File
    * Assistant Head Start Director
    * Fiscal Specialist
    * Without documentation
A COMMUNITY ACTION AGENCY
Concerted Services, Inc.'s mission is to transform families and communities by providing opportunities and services that promote economic and social independence.
Child Care Licensing

The Department of Early Care and Learning (DECAL) Child Care Licensing in the state of Georgia is voluntary for all Head Start programs. As Head Start is exempt from state licensing, all centers will maintain an exempt status. The only exception will be for child care centers where we are guest on their campus.

PROCEDURES:

1. The Training Specialist is designated as the DECAL exemption liaison and will work with Center Coordinators/Lead Teachers, as well as other specialists, to assure that all exemption certificates are filed and up-to-date.

2. The education staff and Center Coordinator/Lead Teachers will continually monitor classrooms to assure that all sites continue to meet safety and quality standards.

3. Families will be required to sign an acknowledgement noting centers are exempt prior to their child entering the classroom (A-43).

4. Exemption certificate and letter granting the exemption must be posted at the center.
Concerted Services, Inc.
Head Start/Early Head Start

Notice of Exemption

I, ____________________________ acknowledge that I have been informed that this program is not a licensed child care facility. I also understand this program is not required to be licensed by the Georgia Department of Early Care and Learning and this program is exempt from state licensure requirements.

________________________________________  ______________________________
Parent Signature                          Date

Revised 6/22/18 Administration
A-43
CSI HEAD START PROGRAM

Subject: Internal Communication
Program: Head Start Program
Section: Administration

REGULATION REFERENCE:
45 CFR 1302.90

POLICY:

The Head Start Program maintains an internal communication system to assure that all staff is informed as needed, and to facilitate continuous program monitoring and quality assurance.

PROCEDURES:

The internal communication process consists of the following verbal and written processes. Specific information on individual procedures is presented elsewhere in this manual (see Table of Contents and attached Communications Flow Chart).

1. Internal memorandums;
2. Monthly reports;
3. Center visit reports;
4. Post Planning;
5. Specialists meetings;
6. Center staff meetings;
7. Management staff meetings (Specialists, Family Advocate Monitor, Family Advocates, and Center Coordinators/Lead Teachers)
8. Work-group meetings;
9. E-mails and electronic correspondence
# COMMUNICATION FLOW CHART

## Phone/Faxes

<table>
<thead>
<tr>
<th>Staff Newsletter</th>
<th>Employees</th>
<th>Specialist</th>
<th>Fiscal Specialist</th>
<th>H/S Director</th>
<th>Executive Director</th>
<th>Policy Council</th>
<th>Executive Board</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Submit info</td>
<td>2) Type</td>
<td>3) Approve</td>
<td>4) Distribute</td>
<td>3) Approve</td>
<td>5) Receive info</td>
<td>5) Receive info</td>
<td>5) Partners Receive info</td>
<td></td>
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<tr>
<td>5) Receive info</td>
<td></td>
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## Parent Conference Notices

| Conduct scheduled training | 3) Approve | | | | | | | 1) Parents receive info |

## H/S Grant Proposal

| 1) Input for budget | 2) Develops and Review | 3) Input, Review and Approve | 4) Input, Review, Approve and Sign | 3) Input, Review, and Approve | 3) Input, review & Approve | | | |
| 1) Input from HSAC | 6) Submits | | | | | | | |

## Center Monthly Reports

| 1) Submit info | 2) Receive info | 3) File or action | | | | | | |

## C/O Monthly Reports

| 1) Prepares and Submit | 2) Receive original, review | | | | | 3) Secretary Files |

## Forms

| 1) Create/update | 2) Review, Approve & Distribute | | | | | | | 4) Reviewed/approve d annually |

## Interagency Memo


## Out-Going Correspondence


## Supplemental Grants

| 1) Input or Prepar es | 7) Submit | 2) Review | 3) Review and Approve | 4) Review and Approve | 5) Review & Approve | 6) Review and Approve | | 2) Secretary Receives & Distributes |

## Incoming Mail (From centers)

| 3) Receives & processes | | | | | | | 2) Secretary Receives & Distributes |

## Incoming Correspondence

| 2) Receives | | | | | | | 1) Indirect receives & distributes |

---

Intra agency (Including E-mail) [Generally accepted principle] Revised 6/25/2014 Administration A-45
CSI HEAD START PROGRAM

Subject: Program Self-Assessment
Program: Head Start Program
Section: Administration

REGULATION REFERENCE
CFR 1302.102

POLICY:

CSI staff will coordinate an internal program evaluation and audit each year to assure that all aspects of the program meet and/or exceed federal requirements. Every three years, the program is evaluated by the Office of Head Start Monitoring Team.

PROCEDURES

Annual Internal Self Assessment Evaluation:
All management staff and administrative personnel will be familiar with the program self-assessment.

1. During Post Planning, staff shall schedule the date for the Self Assessment if possible. If there will be a Federal review by the OHS, Self-assessment shall be scheduled prior to the scheduled visit when possible. During a year that a Federal review is planned, staff will be notified of Self Assessment dates based on the OHS visit. The Training Coordinator will include these dates on the Head Start calendar for distribution to all staff when available.

2. The Parent, Family, Community Engagement Specialist will inform Policy Council/Parent Committee members about the program self-assessment evaluation during the annual Policy Council orientation and training session. One month prior to the program self-assessment, the Parent, Family, Community Engagement Specialist will notify Policy Council members.

3. Approximately one month prior to the program self-assessment evaluation, the Training Specialist, along with management team, will select team leaders and/or focus group members.

4. The Training Specialist will send information to centers and contract services informing them of the self-assessment date, instrument and other pertinent information.

5. The Training Specialist will also notify all Center Coordinators/Lead Teachers informing them to expect visitors and to have records available while maintaining confidentiality.

6. The Training Specialist will contact Policy Council members, parents, civic members and staff that are selected to serve on the program self assessment team. This will be a list provided to the Training Specialist or designee by the team leaders.

Revised 6/19/17
Administration
A-46
7. Training will be provided for all self assessment team members. The team leaders will also be available to provide technical assistance to group members.

8. The training and program self-assessment will be completed over a one-two month period with most site visits being conducted during a specific designated period. The Transportation Specialist will assist with coordination of transportation to the review site visits. The team leaders should contact the Training Specialist or Head Start Director if any questions or concerns arise during the review process.

9. After completion of the review, team leaders and group members will meet with the Head Start Program Director and other management staff, and discuss findings. Team leaders will submit a written summary report, completed forms, and recommendations to the Training Specialist within ten days after completion of the self-assessment.

10. The Training Specialist will compile a summary report and submit a copy of findings to the Head Start Program Director.

11. The Head Start Program Director will meet with the Specialists, Center Coordinators/Lead Teachers, and contract services to discuss the program self-assessment summary report with modifications as appropriate.

12. The Management staff will follow-up on the correction plan and will report corrections and follow-up to the Head Start Director within set timelines.

13. The Director will submit final report and action plan to the Executive Director, Policy Council and Board of Directors Program Committee and then the Board of Directors for review and approval. Copies of the summary will be distributed to the Management Team.

**Federal Triennial Evaluation:**

1. Director will inform the management staff, CSI Board members, and Policy Council members of the scheduled Office of Head Start Monitoring Review.

2. The Head Start Program Director will submit documents as requested by the OHS Monitoring Team.
CSI HEAD START PROGRAM

Subject: Data Management  
Program: Head Start Program  
Section: Administration

REGULATION REFERENCE:  
45 CFR 1302.12

POLICY:  
As appropriate, a computerized system will be used to track data. This will be in addition to the hard copy (filing) system.

PROCEDURES:  
1. Computerized data will be maintained and tracked primarily through the ChildPlus.Net system. This system primarily documents quantitative data and information required through the Performance Standards.

2. Specific procedures involving the data tracking system are described in each section of the Procedures Manual.

3. Confidentiality will be maintained at all times with data information.

4. Refer to technology procedures for additional information.
CSI HEAD START PROGRAM

Subject: Program Information Report (PIR)  
Program: Head Start Program  
Section: Administration

REGULATION REFERENCE
45 CFR 1302.102

POLICY:

The Program Information Report (PIR) is completed and submitted electronically to the HSES each year. The date of transmission will be determined by the HSES.

PROCEDURE:

1. Each year, the HSES makes Program Information Report (PIR) report forms for the program. This report includes program information such as demographics of children, screening and health services rendered, services to children with disabilities, personnel information, etc., to document compliance with Federal Performance Standards and Regulations.

2. The Family Services Specialist will divide this report by area and prepare a printout of data and information by specialty area and give each section to the appropriate specialist.

3. Each specialist is responsible for assuring the accuracy of ChildPlus information for their area. After review and correction (if necessary), the specialists will return the report to the designated staff member prior to transmission date. PIR data is reviewed by the Leadership Team prior to submission.

4. The Family Services Specialist will balance and transmit the completed PIR to HSES as determined.
CSI HEAD START PROGRAM

Subject: School Closings
Program: Head Start Program
Section: Administration

REGULATION REFERENCE:
45 CFR 1302.47

POLICY:

Center Coordinators/Lead Teachers have authorization to close center sites due to inclement weather conditions.

PROCEDURES:

1. The Center Coordinators/Lead Teachers should follow the local school district's plan for inclement weather unless otherwise instructed by the Assistant Head Start Director or Director. If the school district is closed for students only, the staff will report to the center to work - this applies to all Head Start Program staff assigned to that center.

   When a staff person is assigned to multiple work sites and only one of the sites is closed due to school closings, she/he should report to the open site if it does not pose a safety threat.

2. The Center Coordinators/Lead Teachers should contact the Assistant Head Start Director at central office at the beginning of the workday to inform them of the center closing or earlier is possible. The person contacted will post this information on the central bulletin board to allow specialists to make adjustments in the program calendar, children's service days, travel, etc.

3. The Center Coordinators/Lead Teachers should contact the local media outlets and inform the public of the closing of the program.

4. If the staff is not required to report to the center, the Center Coordinators/Lead Teachers should coordinate efforts to contact them.

5. Inclement weather days are recorded on timecards as an inclement weather day.
CSI HEAD START PROGRAM

Subject: Public Relations
Program: Head Start Program
Section: Administration

REGULATION REFERENCE
45 CFR 1302.100

POLICY:

All public relations regarding the Agency and/or Head Start Program will be reviewed and approved by the Executive Director or designee. The Head Start Program Director and Training Specialist have been designated as designee for the Head Start program. All news releases, articles, newsletters, brochures, and other public relations materials will be reviewed and approved prior to publication.

PROCEDURES

1. All media inquiries of a general nature should be referred to the Executive Director or designee.

2. All press releases, publication, speeches, or other official declaration must be approved in advance by the Executive Director or designee.

3. Every employee who expresses an opinion in a public forum should clearly state whether the opinion is a personal one or one representing the Agency or program. Any public communication which might be considered as presenting the Agency’s position must be approved in advance by the Executive Director or designee. Employees should not discuss internal confidential affairs in any public forum.

4. The Site Supervisor shall designate a person or persons from the center to be responsible for sending in information to the Training Specialist on special events, programs, and other activities taking place at their center.

5. The Agency’s legal representative is designated as the authorized individual to communicate with the media, print, and visual in the event of an emergency or legal matter of importance relating to the Agency. Refer to Personnel Policies and Procedures.

6. All staff are required to abide by the agency’s Social Media Policy.
CSI HEAD START PROGRAM

Subject: Cellular Telephones
Program: Head Start Program
Section: Administration

REGULATION REFERENCE:
CFR 1302.90

POLICY:

Cellular Telephones: Personal cellular telephone equipment or pagers are not permitted in the workplace, trainings or at the centers unless approved by the Director. All calls made by classroom personnel should be placed from the Center Coordinators/Lead Teachers office/room. Center staff members are instructed to give family members the center phone numbers in case of emergencies. Calls received for personnel should be for emergencies only. The Center Coordinator/Lead Teacher will ensure that the staff member receives the message immediately.

Only authorized staff members may bring cellular telephones to trainings, centers and meetings. Cell phones should not disrupt meetings and trainings. If an authorized staff receives or has to make a call, it should be done away from gatherings and not interfere with the session.

A cell phone can be placed in agency vans if requested for safety purposes. All telephone calls should be business related. Designated staff has been assigned agency cell phones for the benefit of the program. Any personal calls must be paid for according to agency guideline.

Staff may only use hands-free devices while driving on agency business.

PROCEDURE:

A staff member unauthorized to bring a personal cell phone into the center, classroom, meeting, or training will receive a written correspondence for the first incident of the policy. Any further incidents will be referred to the Head Start Program Director who will review the incident with the Human Resource Director.
CSI HEAD START PROGRAM

Subject: Code of Conduct
Program: Head Start Program
Section: Administration

REGULATION REFERENCE:
§1302.90

POLICY:

Staff, consultants, and volunteers must abide in ethical behavior based on core values for early childhood education.

PROCEDURE:

1. Staff, consultants, and volunteers will respect and promote the dignity, worth, and uniqueness of each individual (child, family member, and colleague) and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, disability, or sexual orientation.
2. Staff, consultants, and volunteers will follow confidentiality policies concerning information about children, families, and other staff members.
3. Staff, consultants, and volunteers will use positive methods of child guidance and will not engage in corporal punishment, emotional, physical, or verbal abuse, or humiliation. Also, they will not employ methods of discipline that involves isolation, the use of food as a punishment or reward, or the denial of basic needs.
4. Staff, consultants, and volunteers will not solicit or accept personal gratuities, favors, or anything of significant monetary value (over $25.00) from parents, consultants, contractors or potential contractors.
5. Staff, consultants, and volunteers will never harm children, including binding or tying a child to restrict movement or to taping a child’s mouth.
6. No child will be left alone or unsupervised.
7. Staff, consultants, and volunteers are mandated reporters for child abuse and neglect and are expected to follow the program’s established reporting procedures.
8. Staff will continue to learn, grow, and contribute as a professional. They will be open to new ideas and be willing to learn from the suggestions of others.
9. Staff, consultants, and volunteers will serve as advocates for the program, children and families in the community and society.
10. Staff, consultants, and volunteers will provide an environment that is supportive of each child’s social and emotional development.
11. Staff, consultants, and volunteers will take pride in the cleanliness and maintenance of materials, equipment, vehicles and facilities provided for use.
12. Staff, consultants and volunteers will not falsify documents.
13. Staff will not use physical activity or outdoor time as a punishment or reward.
14. Staff will not use toilet learning/training methods that punish, demean or humiliate a child.
15. Violations of the Code of Conduct may result in discipline measures up to and including termination. Please refer to the Personnel Policies and Procedures Manual for additional information.

I acknowledge receipt and understanding of the CSI Head Start Code of Conduct as of this date.

___________________________________              _________________________________
Staff/Consultant/Volunteer Signature   Printed Name of Individual

____________________________________ __________________________ _______

Revised: 6/22/18Administration
<table>
<thead>
<tr>
<th>Date</th>
<th>Work/Volunteer Location</th>
</tr>
</thead>
</table>

Revised: 6/22/18

Administration
CSI HEAD START PROGRAM

Subject: New Staff Orientation
Program: Head Start Program
Section: Administration

REGULATION REFERENCE:
§1302.92

POLICY:

New employees will be provided with the information necessary to assume the duties and responsibilities of their assigned positions. It is essential that each staff member understands and has the ability to implement agency and program policies, procedures, rules and regulations. Clear communication of goals and objectives, line of supervision, and employee rights should be shared with the new employee to make smooth transition into the workplace.

PROCEDURE:

All new staff will receive agency and program orientation prior to work assignment. Orientation will include review of agency Personnel Policies and Procedures and Program performance standards requirements.

Agency orientation will include:

- Employment package (workman's compensation, COBRA, employment at will)
- Job description (duties and responsibilities) FT/PT
- Drug Free Workplace Policy
- Conflicts of Interest Policy
- Family Medical Leave (FMLA) and HIPPA
- Insurance/Retirement
- Personnel Policies and Procedures
- Social Media Policy
- Other items as required by state and federal regulations

After the agency PP&P review, the program designee will conduct training for new staff. The items reviewed will include the following:

- Program philosophy and overview
- Agency mission and goals
- Declaration Form
- Corporal Punishment and Isolation as Disciplinary Measures
- Head Start Health Assessment Form and TB Requirements
- CACFP/Civil Rights Training
- Code of Conduct
New Staff Orientation
Page two

- Family Engagement
- Releasing of children to authorized individuals
- Emergency weather plans
- Reporting requirements for:
  * suspected child abuse, neglect or deprivation
  * missing and unsupervised child
  * communicable diseases
  * serious injuries
- Review of State's Health and safety requirements regarding:
  * 591-1-1.21;.07;.17 (operations, health, safety activities)
  * 591-1-1.12;.25 (physical environment and equipment)
  * 591-1-1.14 (emergency situations)
  * 591-1-1.15 (food service and nutrition)
- Childhood injury control
- Child transitions
- Medication administration
- Annual performance evaluation criteria
- Other items as required by state and federal regulations.

A Documentation of Orientation form (#PDM-007) must be completed on all new staff. A copy must be submitted to the Training Specialist and a copy must remain on file at the center. The Training Specialist will post professional development training in the computer and give original to Personnel for inclusion in their personnel folder.

Within three months of hire all staff with regular child contact will have training in all state, local, tribal, federal and program-developed health, safety and child care requirements to ensure the safety of children in their care. This training will include a six-hour health and safety orientation training as required by state requirements. This training will include:

- The prevention and control of infectious diseases;
- Prevention of sudden infant death syndrome and use of safe sleeping practices;
- Administration of medication, storage, record keeping and parental consent;
- Prevention and response to emergencies due to food and allergic reactions;
- Fire safety;
- Contagious diseases;
- Child specific health care needs and food allergies.

Within three months of hire all family advocate staff will have training on the “Final Rule” and eligibility.

The new FT/PT employee will receive additional professional development training from the immediate supervisor or designee within five (5) working days. Supervisors or designee will work with new employees to ensure that they understand the material, answer questions, and to assist with the completion of necessary paperwork if needed. Supervisors or designee will also review other material relevant to each position.
New Staff Orientation
Page three

New classroom staff will be introduced to the children by the co-teacher, Center Coordinator/Lead Teacher or other designated individual. Centers will assist new classroom staff with transition into the classroom environment to ensure that new staff (including floaters and subs) are familiar with classroom/and center routines. If new staff need additional training a coach or other designee will be assigned to them as needed.

New Center Coordinators/Lead Teachers will be scheduled for and receive one-on-one component orientation. The Training Specialist will schedule new lead staff blocks of times with the Specialists to review various job duties and responsibilities.

Each Specialist will review topic areas identified and sign off on professional development training. The professional development training record will be returned to the Training Specialist to ensure proper processing.
### CSI HEAD START PROGRAM

#### Documentation of Orientation

**Employee's Name:** ______________________

**Center:** ______________________

**Title:** ______________________

**Date of Employment:** ______________________

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>HUMAN RESOURCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>(S) Supervisor’s initials (E) Employee’s initials</td>
<td>(S) Supervisor’s initials (E) Employee’s initials</td>
</tr>
<tr>
<td>Facilities' Policies and Procedures</td>
<td>Job Description</td>
</tr>
<tr>
<td>Mission, Goals, and Philosophy of Head Start</td>
<td>PP&amp;P / EE Self Serve Acknowledgement</td>
</tr>
<tr>
<td>Emergency Weather Plans</td>
<td>Master Information</td>
</tr>
<tr>
<td>Code of Conduct</td>
<td>Voluntary Self-Identification of Disability</td>
</tr>
<tr>
<td>Employee's Assigned Duties and Responsibilities</td>
<td>Attendance Policy Acknowledgement</td>
</tr>
<tr>
<td>Child Discipline Procedures</td>
<td>Confidentiality Agreement</td>
</tr>
<tr>
<td>Suspected Child Abuse, Neglect or Deprivation</td>
<td>Drug Free Workplace Policy Acknowledgment</td>
</tr>
<tr>
<td>Unsupervised or Missing Child</td>
<td>Conflict of Interest Policy</td>
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<tr>
<td>Communicable Diseases</td>
<td>Workers Comp Letter of Understanding</td>
</tr>
<tr>
<td>Serious Injuries</td>
<td>Employment - At-Will Acknowledgment</td>
</tr>
<tr>
<td>Review of DECAL care, health and safety of children</td>
<td>Receipt of Cobra Information</td>
</tr>
<tr>
<td>TB Screening and Physical Exam Acknowledgement</td>
<td>Social Media Policy</td>
</tr>
<tr>
<td>Emergency Evacuation Acknowledgment</td>
<td>Privacy Practices Regarding HIPPA</td>
</tr>
<tr>
<td>Declaration Form</td>
<td>Medical Questionnaire Form</td>
</tr>
</tbody>
</table>

* DECAL - Licensing Book (At Center & Web Site)

1. 591-1-1.21; 07; 17 (Operations, health, safety activities)
2. 591-1-1.12; 25 (physical environment and equipment)
3. 591-1-1.14 (Emergency situations)
4. 591-1-1.15 (Food service and nutrition)
5. 591-1-1.33 (Administration of medication)
6. 591-1-1.30 Safe Sleep
7. 591-1-1.33 SIDS
8. 591-1-1.33 Hand washing
9. 591-1-1-33 Fire/Water Safety
10. 591-1-1-33 Prevention of HIV/AIDS and blood borne pathogens

---

**Signature of Employee Receiving Orientation** ______________________  **Date** ______________________

**Signature of Person Providing Orientation** ______________________  **Date** ______________________

---

This form must be completed on all new staff by the supervisor or designee prior to assignment of task or to the classroom. The form must be submitted to the Training/Literacy Coordinator for processing and distribution within 5-working day from hire.
CSI Head Start Program
New Staff Orientation Checklist

Employee’s Name: _________________________ Site: _________________________

Date of Employment: ________________ Date form completed: ________________

Review with New Staff by the end of the Second Day and email to the Training Specialist. A copy should be kept in the staff’s training file at the center.

<table>
<thead>
<tr>
<th>Items Reviewed</th>
<th>Supervisor’s Initials</th>
<th>Employee’s Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Supervision &amp; Safety (Zero Tolerance Policy)-Show stop signs &amp; discuss policy</td>
<td></td>
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<tr>
<td>Child to Staff Ratio (Never leave classroom unattended or out of ratio)</td>
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<tr>
<td>Playground Active Supervision</td>
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<tr>
<td>Tour of Building &amp; Playground</td>
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<tr>
<td>Introduction to Center Staff</td>
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<tr>
<td>Key Distribution &amp; Policy on not taking keys home</td>
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<tr>
<td>Center Staff Mail Location</td>
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<td>Staff Entrance</td>
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<tr>
<td>Staff Parking</td>
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<tr>
<td>Center Phone number/CC &amp; 2nd in Charge #’s &amp; Cell Phone policy</td>
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<tr>
<td>Personal Bags/Purses/Medication policy</td>
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<tr>
<td>Get new staff phone # &amp; emergency contact sheet</td>
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<tr>
<td>Employee ID &amp; Email Address</td>
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<tr>
<td>Copier/Fax/Laminator Location and use instructions</td>
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<tr>
<td>Timesheets &amp; Location to enter time</td>
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<tr>
<td>Requesting Leave</td>
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<tr>
<td>Informing CC/LT when leaving site</td>
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<tr>
<td>Staff meals &amp; eating with children policy</td>
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<tr>
<td>Location where staff can keep afternoon snack (not to be stored in the classroom)</td>
<td></td>
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<tr>
<td>Introduce key staff in reporting Child Abuse and Neglect (FA, CC/LT, 2nd in Charge)</td>
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<td></td>
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<tr>
<td>Child Abuse Policy Location and Flow Chart</td>
<td></td>
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<tr>
<td>Emergency Procedures &amp; Evacuation Route (Lock Down, Fire Drill, Tornado)</td>
<td></td>
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<tr>
<td>Location of SDS Book</td>
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<tr>
<td>Location of Utilities Cut off</td>
<td></td>
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<tr>
<td>Hazardous Materials and Location where the items should be stored</td>
<td></td>
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</tbody>
</table>
CSI HEAD START PROGRAM

Subject: Staff Professional Development Training
Program: Head Start Program
Section: Administration

REGULATION REFERENCE:
CFR 1302.92

POLICY:

CSI will provide professional development training or access to professional development training to assure that all staff is capable of performing job responsibilities and meet or exceed the qualifications for their job. Various professional development training opportunities will be provided throughout the year, and staff will be required to participate as appropriate.

GENERAL INFORMATION:

1. Professional Development training events are provided for all staff members.
2. All staff members will participate in professional development pre-service training prior to the beginning of each program year. Professional development training will include a general session for all staff to meet as a group for information sharing, recognition of achievements, and presentations. The remaining day(s) will include professional development training required for component area and specialized staff professional development training for teaching staff, family service staff, administrative staff, maintenance staff, and food service staff (see "Pre-service," Administration section).
3. All staff members will participate in regular professional development training during the program year as deemed necessary by members of the management team and approved by the Head Start Program Director.
4. Staff will complete an evaluation form for training received. Evaluations are submitted to the Trainer or Training Specialist. Instructors of professional development training events will receive a summary of the evaluation forms upon request.
5. All professional development training provided by the agency should meet established competencies and be DECAL approved whenever possible.
6. Professional development training received by outside sources should award training credits, i.e., college, vocational, professional, and/or continuing education (CEUs) and meet established criteria. Staff are required to turn in any certificates to the Training Specialist.
7. Participants are required to attend at least 80-90% of the program to receive DECAL credit and credit for professional development training. Attendance after the designated time will result in removal of credit for that session and staff may be required to make up the training.
8. A variety of methods will be used to determine the staff and organizational professional development training needs: These include:
   a. Staff recommendations for future professional development training sessions (Professional Development Training Evaluation Form)
   b. Changes in the program (e.g., expansion, new regulations);
   c. Review of monitoring reports and monitoring team's recommendations for professional development training;
d. Review of parent assessments;
e. Review of self-assessment instruments;
f. Needs identified by staff/supervisors through performance evaluations, competencies, etc.
g. Site visit reports, staff meetings, management meetings, etc.
h. Individual Professional Development Plan.

9. A variety of methods will be used to determine learning outcomes of training. These include:
a. Professional Development Training evaluations;
b. Review of monitoring reports and monitoring team's recommendations for training;
c. Review of site visit reports, staff meetings, management meeting, etc.
d. Interviews with staff;
e. Review of program self-assessment instruments;
f. Pre and post tests;
g. Skills test/observations; and
h. Project assignments.

If participants fail to satisfactorily complete the professional development training requirements for awarding approval credits they will be notified either in person or in writing.

10. Learning Environment – Professional Development training will be held in facilities that are in compliance with the Americans with Disabilities Act (ADA) and will make special accommodations to assist participants identified with special needs enrolled in professional development training activities.

11. Educational services and technical support will be provided to instructors and learners if requested and/or needed. The Training Specialist or a member of the management team will monitor the professional development training event to ensure professional development training competencies and contractual agreements are met.

12. Contractual professional development training instructors must disclose proprietary interest in any product, instrument, device, service, or material discussed in the activity and the source of any compensation related to the presentation.

13. Staff attending professional development training must follow guidelines established to award credit. Most professional development trainings will not allow participants to arrive 10 minutes late for professional development training nor leave 10 minutes early. Staff who fail to follow established attendance will not receive certificate for successful attendance.

14. Professional development training programs developed by CSI employees are the property of the agency and cannot be marketed for individual profit and be competitive with the agency. Refer to the Personnel Policies and Procedures manual on Conflict of Interest policies.
PROFESSIONAL DEVELOPMENT TRAINING EVALUATION FORM

Professional Development Training Event: _______________________________________________________

Date: ___________________________________________________________________________________

Presenter: ______________________________________________________________________________

Please circle response using the following scale: 5 - Strongly Agree
4 - Agree
3 - Undecided
2 - Disagree
1 - Strongly Disagree

Overall, the professional development training met the goals & objectives/learning outcomes as outlined. 5 4 3 2 1

The instructor/facilitator made good use of time. 5 4 3 2 1

Participation in the workshop was worthwhile to me. 5 4 3 2 1

I can use this information in performing my job. 5 4 3 2 1

I feel I need more professional development training in this area/topic. 5 4 3 2 1

Facilities and equipment (video, flip charts, audio equipment, etc.) was adequate for this professional development training. 5 4 3 2 1

How will you utilize information in your job?
________________________________________________________________________________________

________________________________________________________________________________________

What was the MOST satisfactory part of the professional development training?
________________________________________________________________________________________

________________________________________________________________________________________

What was the LEAST satisfactory part of the professional development training?
________________________________________________________________________________________

________________________________________________________________________________________

Suggestions and/or comments for improving this professional development training:
________________________________________________________________________________________

________________________________________________________________________________________

Recommendations for future topics for professional development training sessions:
________________________________________________________________________________________

________________________________________________________________________________________
CSI HEAD START PROGRAM

Subject:   Professional Development Training Records
Program:  Head Start Program
Section:  Administration

REGULATION REFERENCE
CFR 1302.91

POLICY:
An attendance log will be maintained for all professional development training sessions.

PROCEDURES

1. The individual organizing the professional development training session will obtain a “Professional Development Training Attendance Log” form and complete the top portion of the form.

2. Each participant is required to sign in to the training activity on the Professional Development Training Attendance form.

3. The person organizing the professional development training session will attach documents such as The agenda, handouts, and completed evaluations to the “Professional Development Training Attendance Log” and submit them to the Training Specialist within five days of the professional development training.

4. The Training Specialist will ensure that professional development training data is entered into each member’s computer file within 45 days of the professional development training event.

5. The Training Specialist will maintain a file of all professional development training.

6. The Training Specialist will ensure that ChildPlus report “Individual Training Record” will be printed and distributed quarterly. A ChildPlus report that is a computer-generated registry of training records that include individual’s name, professional development training date, topic, level, hours, credit hours, and credit type. A copy will be distributed to each participant receiving professional development training.

7. Professional development training records are considered confidential and are reviewed only by authorized persons. A confidentiality from shall be signed by any audit team member prior to review of the professional development training records. Professional development training records are maintained in a locked office and/or file cabinet and used by authorized personnel.

8. Persons requesting additional copies of professional development training records from previous program years must request them in writing and will be charged a $15.00 administration fee. Professional development training files are current and up to date within 45 days of training event.
Concerted Services, Inc.
Head Start Program

TRAINING ATTENDANCE LOG

DATE: ______ / ______ / ______ PROGRAM: HS LOCATION: ________________________________

TOPIC / DECAL CODE:

<table>
<thead>
<tr>
<th>HOURS:</th>
<th>CREDIT HOURS:</th>
<th>COST: $</th>
<th>TRAINER:</th>
</tr>
</thead>
</table>

LEVEL: C-CLUSTER F-FORMAL I-INTERAGENCY L-LOCAL N-NATIONAL R-REGIONAL S-STATE
CREDIT: YES OR NO / CREDIT TYPE: CO-COLLEGE CE-CONTINUING EDUCATION PR-PROFESSIONAL VO-VOCATIONAL
TRAINING AREA: AD-ADMINISTRATION ED-EDUCATION MD-MEDICAL NU-NUTRITION TR-TRANSPORTATION
DN-DENTAL HC-HANDICAP MH-MENTAL HEALTH SS-SOCIAL SERVICES PI-PARENT INVOLVEMENT

Name (Please Print) | DIRTR | LT/CC | TEACHER | TA | FA | PARENT | OTHER | NON
--- | --- | --- | --- | --- | --- | --- | --- | ---
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20. | | | | | | | | 
TOTALS | | | | | | | |

ATTACH COPIES OF AGENDA, HANDOUTS, AND EVALUATIONS (IF APPLICABLE).

________________________________________
TRAINER SIGNATURE

PDM-011
Revised 10/18/16
CSI HEAD START PROGRAM

Subject: Professional Development (Pre-service) Training
Program: Head Start Program
Section: Administration

REGULATION REFERENCE:
CFR 1301.5

POLICY:
All Head Start staff will participate in an intense professional development training program prior to the opening of each program year.

PROCEDURE:
1. Selection of professional development training topics for pre-service will be based on requirements (Performance Standards, quality rating standards, etc.), needs identified during the previous program year, child outcomes, career development surveys with input from staff requests, and changes for the upcoming year. These topics will be submitted to the Director for approval.

2. The pre-service schedule (dates/times) for each session will be established by the Director or designee.

3. Management staff will be responsible for consultants, agendas, handouts, and other preparations for their topics.

4. The professional development training will include a general session for all staff to meet as a group for information sharing, recognition of achievements, and a presentation in early childhood education, staff development, motivation enhancement, or other pertinent fields.

5. The remaining day(s), if required, will include professional development training required for each area, area staff meetings, and specialized staff professional development training for teaching staff, family advocate staff, administrative staff, maintenance staff, and food service staff.
CSI HEAD START PROGRAM

Subject: Child Development Associate (CDA) Training and Credential
Program: Head Start Program
Section: Administration

REGULATION REFERENCE:
CFR 1301.91

POLICY:

Early Head Start classroom teachers must have a minimum of an age appropriate Child Development Associate (CDA) credential with an infant and toddler specialty at time of hire. If a teacher has an AA or BS degree in other than early childhood education, child development, or a related field and does not have at least six (6) classes as it relates to early childhood education, they may be required to obtain additional course hours if their job performance reflects practical knowledge and skills in working with young children. The CDA may be required of other education staff, as identified by management staff. All staff that has the CDA credential is required to keep it current. All teacher assistants should have a minimum of a CDA/TCC at time of hire or must be in a training program to receive a CDA/TCC within 18 months of hire.

PROCEDURE:

1. CSI Head Start assists staff in obtaining information on approved routes for earning credentials.

2. Staff must contact the CDA Council to obtain the CDA application packet at www.cdacouncil.org or toll free at 1-800-424-4310. However, it is the responsibility of the CDA candidate to complete all necessary course work and documentation as required for the credential, including all required fees.

3. Upon completion of the required course work and documentation, the CDA candidate will apply for the CDA credential and must meet all CDA requirements.

4. CDA candidates will have a verification visit.

5. Upon review by The Council for Early Childhood Professional Recognition, a Child Development Associate Credential will be either awarded or denied.

6. If any credential, (CDA, Child Development Diploma, A.A., B.S., or Masters in Early Childhood), is awarded, the employee will inform their supervisor and submit a copy of the documentation to the Training Specialist which includes a certified copy of transcript.
If the CDA Credential is Denied:

1. The employee is responsible for obtaining the credential and covering any applicable fees in order to maintain employment.

If the CDA Credential Expires:

1. The employee is responsible for ensuring that their CDA credential does not expire. The employee should order their renewal package in a timely manner. The employee is also responsible for ensuring that they have the necessary documented training needed for renewal.

2. Copies of the CDA renewal certificate need to be sent to the Training Specialist.

3. The employee is responsible for maintaining a CDA, if required by the position, in order to maintain employment.
CSI HEAD START PROGRAM

Subject: Education Release Time
Program: Head Start Program
Section: Administration

REGULATION REFERENCE
1302.91

POLICY:

It is the goal of the program to meet and exceed the Head Start Performance Standard regarding staff education.

PROCEDURE:

Please refer to the agency Personnel Policies and Procedures for information and procedure pertaining to the Education Release Time.

Each request received will be evaluated on an individual basis. Please note that every effort will be made to work with you regarding educational release time. However, the program must maintain child:staff ratio at all times.
CSI HEAD START PROGRAM

Subject: First Aid and CPR Certification  
Program: Head Start Program  
Section: Administration

REGULATION REFERENCE:
§1302.47; 1302.92

POLICY:

Staff members working directly with children must be certified in first aid and infant/child CPR within three months of hire. All staff members working directly with children are required to maintain first aid and CPR credentials.

PROCEDURE:

1. Concerted Services, Inc. will provide or make arrangements for staff to receive training. Center Coordinators/Lead Teachers will be provided a listing of CPR/First Aid training by the Training Specialist. Supervisors will verify training needs of their staff.

2. During the year, when new staff is added or an employee's status change requires first aid and CPR training, the Center Coordinator/Lead Teachers will contact the Training Specialist for information concerning training availability.

3. Staff receiving certification will provide a copy of the training certificates to the Training Specialist and display a copy in the classroom. The individual training report will reflect training events.

4. Whenever possible CSI trained instructors will provide the training and will be conducted as part of new staff orientation.

5. Important - staff who are required to have certification and who do not participate in Concerted Services, Inc. sponsored training, will be expected to acquire certification/recertification through other sources and to submit appropriate documentation by the required date. The employee will be responsible for payment of training.

6. Employees not meeting CPR/First Aid training requirements will be referred to the Head Start Director for corrective action when deemed necessary.

Revised 6/22/18  
Administration  
A-77
CSI HEAD START PROGRAM

Subject: Professional Development Plan
Program: Head Start Program
Section: Administration

REGULATION REFERENCE:
CFR 1302.91

POLICY:

All CSI Classroom teachers must meet or exceed the qualifications outlined in Section 648A of the Head Start Act which includes:

For Early Head Start
- A current Child Development Associate (CDA) credential that is appropriate to the EHS program option, or
- A state-awarded certificate for EHS teachers that meets or exceeds the requirements for a CDA credential, or

For Head Start
- An Associate, Baccalaureate, or advanced degree in Early Childhood Education, or
- A degree in a field related to Early Childhood Education, with experience in teaching preschool children and a state awarded certificate to teach in a preschool program.

PROCEDURE:

1. Upon hire the Training Specialist will review the employee’s certificates, diplomas, transcripts, and work experience to ensure that they meet the educational requirements of the position.

2. The Training Specialist will work with the employee to develop a career development plan. This plan will be reviewed annually for progress and a copy will be given to the Specialist and Supervisor for input into the annual evaluation.

3. Staff members should submit any grades, certificates, and diploma to the Training Specialist to track progress within ten working days of receipt. The Training Specialist will process the information and forward a copy to the Human Resources Department, Assistant Head Start Director, and Director.

4. Staff may receive pay increases based on the following levels:
   - Associate’s Degree
   - Bachelor’s Degree
   - Master’s Degree
   - Doctoral Degree
Concerted Services Head Start
Professional Development Plan
2018-2019

Name_________________________________ Date___________________________________
Position_________________________________ Center_________________________________
Are you currently attending college?  [    ] yes            [    ]  no     If yes, what college are you attending? ___________________________
What degree/certificate are you studying for?_______________________________________________
Do you need any information on colleges/programs of study?_______________________________

Please note that if you are attending school you are required to submit to the Training Specialist an updated transcript/grades within thirty (30) days of final grades being posted for each semester or class.

Resource/Training Needs:
_____ I have the necessary resources to satisfactorily perform my job duties.
_____ I need the following resources/information in order to satisfactorily perform my job duties. (List specific resources/information needed):

_____ I have the necessary training to satisfactorily perform my job duties.
_____ I need the following training in order to satisfactorily perform my job duties. (List specific training/skills needed):

Please select two goals that you would like to accomplish for the upcoming program year (some examples are listed but the sky is the limit. (Examples: improve CLASS scores, improve attendance points, complete college work, improve completed dental and/or health exam percentages for the children, maintain or improve center’s quality rating score, increase cooking activities and/or add or increase the use of a garden at your center, improve quality of anecdotes.)

____________________________________________________________________________________
_________________________________________________________________________________
  
  
Signature Date

Site Supervisor Date

Revised 6/22/18 Administration
A-79a
**STOP**: The box below will be completed when a follow-up interview is conducted by central office staff.

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</tbody>
</table>

Signature of Staff Member/Date  
Signature of Management Staff/Date
Concerted Services Head Start
Professional Development
Goal Assessment

Name_________________________________ Date___________________________________

Position_______________________________ Center_________________________________

**Goal #1** (Please list): ____________________________________________________________________
_____________________________________________________________________________________
___________________________________________________________________________________

Did you achieve this goal? _____ Yes _____ No

Explain. ______________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
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_____________________________________________________________________________________
(Attach documentation)

******************

**Goal #2** (Please list): ____________________________________________________________

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Did you achieve this goal? _____ Yes _____ No

Explain. ___________________________________________________________________________
_____________________________________________________________________________________
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_____________________________________________________________________________________
_____________________________________________________________________________________
(Attach documentation)

Signature_________________________________ Date__________________________

Revised 7-7-16 Administration A-80c
CSI HEAD START PROGRAM

Subject:   Staff Information Form
Program:   Head Start Program
Section:   Administration

REGULATION REFERENCE:
CFR 1302

POLICY:

Staff information will be updated annually and recorded in the ChildPlus.Net data base for inclusion in the Head Start Program Information Report.

PROCEDURE:

1. The “Employee Information” form, PDM-013 (see following page) will be part of the initial employment orientation. All employees will complete this form during entry orientation.

2. The Training Specialist will house this information and enter into ChildPlus.

3. The Human Resource Director will ensure that documentation of degrees and/or credentials are on file.

4. The information will be updated annually by the employee during pre-service training.

   *NOTE: Changes in staff information noted at any other time during the year will follow the steps listed in # 6 below.

5. Changes in information, such as address or credential status, will be submitted to the Human Resource Director using an “Employee Change of Status” form.
   a. The employee will inform their supervisor and complete necessary paperwork;
   b. The employee will complete the “Employee Change of Status” and turn in to Human Resources;
   c. Human Resources will update the necessary information.
   d. Human Resources will forward to the Fiscal and Training Specialists to update ChildPlus.
CONCERTED SERVICES, INC.
HEAD START PROGRAM

EMPLOYEE INFORMATION (PIR)

PLEASE PRINT

Name: ____________________________ Date of Birth: ________________________

Center: ___________________________ Title: ______________________________

Living Address:
(address) (city) (state) (zip)

Mailing Address:
(address) (city) (state) (zip)

Home Phone Number: ( ) - ______  Cell Phone Number: ( ) - ______
Cell Phone Carrier: _______________________

We will be happy to email newsletters to you and other items of interest – such as emergency school closings, etc. If you would like this service please list your personal email (PLEASE PRINT) address below:

Personal E-mail address: __________________________________________________

FIRST EMERGENCY CONTACT:

Name: ________________________________

Home Address:
(address) (city) (state) (zip)

Home Phone Number: ( ) - ______  Cell Phone Number: ( ) - ______

Relationship to Employee: ________________________________________________

SECOND EMERGENCY CONTACT:

Name: ________________________________

Home Address:
(address) (city) (state) (zip)

Home Phone Number: ( ) - ______  Cell Phone Number: ( ) - ______

Relationship to Employee: ________________________________________________

----- CONTINUED ON BACK SIDE -------
The following information is requested for the PIR (Performance Information Report) that we are required to complete for the Federal government. This information will only be used for that purpose.

Ethnicity: ____ Hispanic or Latino Origin or ____ Non-Hispanic/Non-Latino Origin

Race:

___ American Indian or Alaska Native (a person having origins in any of the original peoples of North and South America or Central America, and who maintains tribal affiliation or community attachment);

___ Asian (a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent);

___ Black or African American (a person having origins in any of the Black racial groups of Africa);

___ Native Hawaiian or other Pacific Islander (A person having origins in any of the original people so Hawaii, Guam, Samoa, or other Pacific Islands.);

___ White (A person having origins in any of the original peoples of Europe, The Middle East, or North Africa);

___ Biracial/Multi-racial (A personal reporting 2 or more races;

___ Other (A person reporting an ethnicity/race other than those listed) please specify ___________________; and

___ Unspecified (a person whose ethnicity is unknown or who has declined to identify their ethnicity).

Date of Hire: _____________________________

Former Head Start Student  Yes: __________  No:  _____________

Former Head Start Parent: Yes: __________  No:  _____________

Years experience in Early Childhood Education ______________ including Head Start and other organizations.
Employee Status Change

Employee Name: __________________________ ID# __________ Effective Date: ______________

Action/Reason

☐ Transfer ☐ Pay Rate Change ☐ Leave of Absence
☐ Termination/Resignation ☐ Data Change ☐ Return from Leave of Absence

Retro Amt: $0.00

<table>
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<th>Old Information</th>
<th>Field to be Changed</th>
<th>New Information</th>
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<tbody>
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<td>Act       Pro</td>
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<td>Salary / Rate Change$</td>
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<td>$0.00       $0.00  $0.00  0     $0.00</td>
<td>Cell #</td>
<td>Cell #</td>
</tr>
</tbody>
</table>

Termination / Resignation Information

(For HR Use Only)

Advance Notice Given: ☐ Yes ☐ No
Re-Hire Status: ☐ Yes ☐ No
PTO Payout Complete: ☐ Yes ☐ No
Final Timesheet Complete: ☐ Yes ☐ No
PP Ending Date __________________________ Date of Hire __________________________
Element Code __________________________
Current PTO Bal: 0 X 0% = 0

Originator __________________________ Date: __________________________
Program Director __________________________ Date: __________________________
HR Director __________________________ Date: __________________________
Executive Director __________________________ Date: __________________________
Fiscal Director __________________________ Date: __________________________

Revised 12/18/2015
CSI HEAD START PROGRAM

REGULATION REFERENCE:
45 CFR 1304.52 (h)

POLICY:
Agreements for professional, consultant, technical or contractual services must be formalized by written contract.

PROCEDURE:
1. Specialists that initiate into discussions for professional, consultant, technical or contractual services must formalize this process by completing an agreement (Form PDM-015).
2. All agreements must be approved by the Head Start Program Director.
3. Specialists must oversee agreements to ensure that the contractor satisfactorily performs the outlined services.
4. After the contractor submits the necessary paperwork for invoicing contractual services, the specialist must submit the necessary paperwork to the Fiscal Specialist for processing.
5. Contracts must follow the Fiscal Manual Procedures for purchase orders for over $1,000 or bid process if necessary.
CSI HEAD START AGREEMENT FOR PROFESSIONAL
CONSULTANT, TECHNICAL OR CONTRACTUAL SERVICES

THIS AGREEMENT, entered into as of this date __________________ by and between
Concerted Services, Inc. Head Start, 2100 Riverside Avenue, P.O. Box 1965, Waycross, GA
31502-1965, hereinafter referred to as the “Agency” and

Name: ____________________________________
Agency: ____________________________________
Address: ____________________________________
City/State/Zip: ____________________________________
Telephone: ____________________________________
Social Security: (required for payment) ____________________

hereinafter referred to as the "Contractor".

WITNESSETH THAT, the Agency and the Contractor do mutually agree as follows:

1. The Contractor shall, in a satisfactory, proper and professional manner as designated by
   the Agency, perform the following:

2. The contractor shall demonstrate high standards of professional conduct and will not
discriminate against learners on the basis of gender, age, socioeconomic or ethnic
background, sexual orientation or disability.

3. The Agency shall pay the Contractor at a rate of $____________ for performing the
above services.

4. The Agency shall agree to pay the following expenses and cost under this:
   ____________________________________________.

5. DECAL approved learning activities will be competency based and measurable. Learning
   instruction shall be appropriate to adult learners and use a variety of teaching methods.

6. The Contractor shall be responsible for any/all audio visual equipment and copies of
   hand-outs unless requested of the Agency and agreed to by the Agency in writing. Please
   inform Training Coordinator of any audio visual equipment needed by
   ____________________________________________.

7. Contractual training instructors shall prior to training event disclose proprietary interest in
   any product, instrument, device, service, or material discussed in the learning activity and
   the source of any compensation related to the presentation.

8. The Agency shall be responsible for providing the Contractor the number of participants
   and for identifying the audience.

Administration A-84a
9. The Agency shall provide feedback from training event to contractor upon request as well as a copy of the sign-in sheet.

10. Contractor shall complete necessary paperwork to ensure DECAL (Department of Early Care and Learning) approved. Paperwork will include, but not limited to: description of workshop, resume/vitae, copy of agenda and all handouts. Contractor will provide DECAL training certificates and documentation that workshop is DECAL approved if applicable.

NOTE: Payment of expenses shall be reimbursed within 30 days of receipt of services unless other arrangements are made. If transportation expenses are reimbursed, the Contractor must submit odometer readings and will be reimbursed at the Agency rate of $.51 mile. If hotel, food, or other expenses are submitted for reimbursement, the Contractor must submit copies of all receipts.

IN WITNESS WHEREOF, the Agency and the Contractor have accepted, agreed, and executed this Agreement as of the date mentioned above.

CONTRACTOR

______________________________  _____________________________
Signature/Title                  Signature/Title

Witnessed by: _______________________________
CSI HEAD START PROGRAM

Subject: Meals
Program: Head Start Program
Section: Administration

REGULATION REFERENCE
45 CFR 1302.44

POLICY:

All toddlers and preschool children and assigned classroom staff, including volunteers, eat together family style, and share the same menu to the extent possible. Refer to Nutrition procedures for additional information E-52.

PROCEDURE:

Classroom and education support staff will eat breakfast and lunch with the children and eat meals served to children. Refer to Nutrition procedures for staff with special diets.

All other staff will be designated a lunch period by their supervisor. Non classroom education staff will take their lunch hour away from their work station. Central office staff should eat meals with children whenever possible to observe nutrition services.

Outside food is not allowed in the classrooms or offices at the centers without specific permission from the Head Start Program Director.
POLICY:

Pay periods for Concerted Services, Inc. run bi-weekly. Actual pay day will be the Wednesday following the end of the payroll period.

If the electronic time sheets are needed before the deadline dates the Fiscal Specialist will notify the Center Coordinators/Lead Teachers and Head Start Central Office staff of this in advance. Failure to turn in accurate time sheets in a timely manner could result in staff not getting paid until the next payroll runs.

Concerted Services Inc., uses the ADI Time electronic timesheet system. Employees log on to this web based system and enter their beginning and ending work time each day, as well as leave time.

PROCEDURES:

Center Coordinators/Lead Teachers and Head Start Central Office staff must turn in completed payroll to the Fiscal Specialist on the day after the pay period ends by 8:15 a.m.

If an employee has taken PTO (Paid Time Off), Sick Leave, Bereavement Leave, Family Medical Leave, or needs to be reimbursed for travel or other expenses all forms and documentation must be submitted. Employees who do not submit the required documentation will not get paid for those expenses until the correct information is provided. These forms will be submitted electronically through our email system. Originals of these forms are sent to the Fiscal Specialist for file storage with end of month reports.

Payroll Procedures

Employees are instructed how to use the electronic timesheet system during orientation.
CSI HEAD START PROGRAM

Subject: Award of Cost of Living Allowance and Merit Raises
Salary Increase

Program: Head Start Program

Section: Administration

REGULATION REFERENCE:
CFR 1303

POLICY:

The Head Start/Early Head Start COLA salary increase, if approved by OHS, will be awarded as dictated in the award letter. Staff must be actively working during that pay period to receive the salary increase. There will be no exceptions with regard to this policy. Any individuals who so choose to vacate their position or are terminated from employment prior to this date will not be entitled to the increase.

Employees who have been employed less than one year and have completed their probationary period are eligible to receive this increase. The increase will be retroactive to the completion date of the probationary period.

The percentage amount of the Cost of Living Allowance salary increase is determined by the OHS. Any other merit salary increases will be determined by the Head Start Director.
CSI HEAD START PROGRAM

Subject: Computer Work Order Requests
Program: Head Start Program
Section: Administration

REGULATION REFERENCE:
45 CFR 1302.101

POLICY:
Staff will complete a computer work order request when computer repairs problems occur.

PROCEDURES:

1. Computer issues should first be reported to the site’s Technology Liaison for troubleshooting.

2. If the issue cannot be resolved, a work order should be completed for submission to the IT Technician.
CSI HEAD START PROGRAM

Subject: Human Resource Management
Program: Head Start Program
Section: Administration

REGULATION REFERENCE:
1302.90

POLICY:

The CSI Head Start Program works with the Human Resource Director to ensure that all vacancies are filled with qualified staff. Procedures for hiring, evaluation, termination, reduction in force, and discipline of staff are outlined in the agency’s Personnel Policies and Procedures Manual.

All Head Start Program new hires must submit to a criminal records check and comprehensive background check and fingerprint as required by State and Federal regulations, as well as conduct a child abuse and sex offender registry check. No person having an unsatisfactory criminal records check determination may be a director or employee of Head Start. All CSI employees are also required to obtain a drug screen prior to employment.

All staff are required to have a new fingerprint check, as well as updated child abuse and sex offender registry checks, every five years. Human Resources will track staff’s fingerprint expiration date to ensure checks are done in a timely manner.

Applicant’s employment history must cover a ten year period with all gaps in dates explained.

Each staff member will receive a New Staff Orientation and have a job description which outlines the duties and responsibilities of the position. Staff members will receive annual performance evaluations during the month of their anniversary date of employment (after they have completed their probationary period.) Staff members may receive periodic (monthly) evaluations during their three month probationary period.

Any staff member not meeting satisfactory work performance will have a corrective plan of action completed.

Current and former Head Start parents shall receive preference for employment vacancies for which they are qualified.

Vacancies in centers serving Hispanic children will give preference to bilingual applicants for which they are qualified.

All official employment records and information will be housed in the Human Resource Department.

PROCEDURES:

Refer to the agency Personnel Policies and Procedures for additional information.
CSI HEAD START PROGRAM

Subject: Purchases
Program: Head Start Program
Section: Administration

REGULATION REFERENCE:
CFR 1303

POLICY:
Fiscal Management Manual

PROCEDURE:

1. All purchases must be approved by the director prior to purchase. All purchases over $2,499 must be approved by the Executive Director.

2. Safety critical items under $25.00 can be purchased at the center level with a purchase order number for the purchase.

3. All purchases over $5,000.00 must follow the bid procedure outlined in the agency Fiscal Management Manual and use the agency purchase order process.

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<tr>
<th>Amount of Purchase</th>
<th>Required Approvals</th>
<th>Required Solicitation</th>
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<td>$2,500 - $4,999</td>
<td>Program Director Fiscal Director Executive Director</td>
<td>2 quotes</td>
</tr>
<tr>
<td>$5,000 - $24,999</td>
<td>Program Director Fiscal Director Executive Director</td>
<td>$5,000 = $9,999 – 3 written quotes $10,000 - $24,999 – Sealed Bids</td>
</tr>
<tr>
<td>$25,000 &amp; up ≤ $100,000</td>
<td>Program Director Fiscal Director Executive Director Policy Council Board of Directors</td>
<td>Sealed Bids</td>
</tr>
</tbody>
</table>

4. Purchases must be submitted to the Fiscal Specialist on the agency requisition or purchase order form in a timely manner.

5. Employees do not have permission to make personal purchases in the agency’s name. The agency is not responsible for any personal purchases.
CSI HEAD START PROGRAM

Subject: Returning Forms and Paperwork                                     Section: Administration
Program: Head Start Program                                               

REGULATION REFERENCE
Performance Standard 45 CRF 1302.590

POLICY:
All Head Start Program staff must return all requested information such as DRUG Free Workplace Forms, Retirement Forms, Beneficiary Forms, etc. (which require signatures) back to their Department Head (Head Start Program Director or Parent/Community Engagement Coordinator) in a timely manner.

If an employee fails to turn in his or her information to their supervisor or center, the employee will be referred to the Head Start Program Director who will review the situation with the Human Resource Director.

PROCEDURES:

1. When any form (such as Retirement Forms, Beneficiary Forms, etc.) are to be completed and returned, the Center Coordinators/Lead Teachers and will collect their employees’ information and return this information with a Payroll Distribution Coversheet to the Head Start Director or their designee by the specified deadline.

2. Upon receiving the information, the designee will track the information to determine which employees have not turned in their paperwork.

3. The designee will contact the Center Coordinators/Lead Teachers if some of their staff has not turned in their information.

4. The designee will give the paperwork, forms, etc. that has been collected from the Center Coordinators/Lead Teachers and give them to the appropriate department.

5. Employees who repeatedly do not turn in their required paperwork will be referred to the Head Start Program Director who will review the incident with the Human Resources Director.
POLICY

Concerted Services Inc. Head Start Program provides the use of electronic information systems, email and network services for the purpose of furthering our company’s mission and facilitating the exchange of information. Acceptable use shall be consistent with the purposes and objectives of the Head Start Program. The electronic information system, email, network services (including internet access, social networking and texting) and computers shall be collectively referred to as the “Network System.”

PROCEDURES

Network System Use

1. All use of the Network System must be in support of all Head Start rules and regulations and consistent with the mission of our company. Personal use of the Network System is prohibited.

2. The Head Start Program Director reserves the right to prioritize use and access to the Network System.

3. All use of the Network System must be in conformity to all Head Start policies, state and federal law and the federal Children’s Internet Protection Act (CIAP).

4. Use of the Network System for commercial solicitation is prohibited.

5. No use of the Network System shall serve to disrupt the operation of the system by others. Network System components, including hardware and software, shall not be destroyed, maliciously modified or abused in any way and will not be tolerated.

6. Users are responsible for the appropriateness of the material they transmit over the Network System. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

7. Use of the Network System to access, store, or distribute obscene or pornographic material is prohibited.

Network System Security

1. Network system logins or accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not change passwords assigned by the agency for any electronic account. Users may not share their account passwords with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
2. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users; misrepresent other users on the system; or attempt to gain unauthorized access to any entity on the Network System.

3. Communications may not be encrypted so as to avoid security review.

4. While email communication is personalized and relatively confidential, there is no guarantee of absolute privacy in a network system. Network System users shall be aware that the Georgia Open Records Act applies to records stored in computers as well as on paper. Recent rulings indicate that the public has a right to read that email. Federal and state law may require the company to examine email under some circumstances including provision of messages to outside agencies. However, employees are prohibited from accessing information for which they have no job-related “need to know.” Network users are expected to maintain the strictest confidentiality regarding any information obtained during the course of fulfilling their job functions.

**Texting or Text Messages:**

1. Texting or instant messages will be permitted for staff to contact and communicate with other staff members and/or clients. Texting will be routed through the agency computer e-mail outlook provider or approved cell phones and be limited to program related communications.

**Skype:**

1. Skype software will be installed on all central office, family advocate staff, lead teachers, center coordinators, and quality assurance monitors computers and laptops to allow communications and training. Skype on agency computers are not for personal use.

**Copyright**

1. The unauthorized installation, use, storage, or distribution of copyrighted software or materials on company computers is prohibited. All users of the Network System shall comply with current copyright laws.

**General Use**

1. Diligent effort must be made to conserve Network System resources. For example, users should frequently delete email and unused files.

2. From time to time, the IT Specialist will make a determination on whether specific users of the Network System are consistent with the regulations stated above. For security and administrative purposes, the district reserves the right for authorized personnel to review Network System use and monitor Network System content. The Head Start Director reserves the right to authorize the IT Specialist to remove an individual’s network access privileges to prevent further unauthorized activity.

3. Violation of any of the conditions of use may be cause for disciplinary action.
CSI HEAD START PROGRAM

Subject: Memorandum Communication
Program: Head Start Program
Section: Administration

REGULATION REFERENCE:
45 CRF 1302.101

POLICY:
CSI Head Start Program will communicate program updates, directives, meeting schedules, activities, training assignments, new policies, and other pertinent information by written or electronic communication utilizing memorandums.

PROCEDURES:

1. Supervisors, Specialists and the Program Directors should ensure that pertinent information relating to agency and program activities are communicated to staff.

2. Copies of correspondence should be forwarded to area specialists, supervisors, and/or other persons as necessary.

3. Information of confidential nature should be controlled to ensure confidentiality. Only relevant staff should have access to the confidential information.
CSI HEAD START PROGRAM

Subject:  Personal Business during Work Hours
Program:  Head Start Program
Section:  Administration

REGULATION REFERENCE:
45-CFR 1302.90

POLICY:
The CSI Head Start Program strives to provide a professional environment for enrollees, families and staff members. All personal business and contacts during work hours are to be limited.

PROCEDURE:
1. Employee’s family members (i.e. children, spouse, etc.) or friends’ visits at the worksite must be limited and follow necessary site sign-in and sign-out procedures. All prolonged visits over 5-10 minutes must be approved by the immediate supervisor.

2. Employee’s family members or friends will not be allowed to stay at the worksite for a prolonged period of time during regular business hours unless involved in approved volunteer activities or job shadowing.

3. When personal visitors are at the worksite, the visits should not interfere with the performance of employee’s job duties and responsibilities. If the visit interferes with the staff job duties and assignments, they will be required to take PTO. Classroom staff must ensure that proper child:staff ratios are maintained at all times.

4. Employees should make necessary arrangements for their children’s school pick up and drop off so the worksite is not used for a personal before and after school facility.

5. Staff members are discouraged from conducting personal business and personal telephone calls while at work. All personal business and telephone calls should be limited to emergencies only.

6. Staff members may be subject to disciplinary action for noncompliance of this procedure. Center Coordinators/Lead Teachers and supervisors will ensure that staff members adhere to this procedure.
REGULATION REFERENCE:
45-CFR 1302.92

POLICY:
Staff professional development training and development is a continuous, creative process, individualized to meet the goals of each employee while responsive to the overall program. The CSI Head Start Program is partnering with the Georgia Professional Development System for Early Childhood Educators (GaPDS) to document staff education level, work experience and professional development training in the early childhood education field. This partnership will help CSI develop strategies to support the implementation of the program’s Professional Development Training and technical assistance plan that will range from individualized coaching to formal college course work.

PROCEDURE:

Georgia Professional Development System for Early Childhood Educators Application:
All CSI education and family advocate Head Start staff will assist the Training Specialist in completing a GaPDS application. The application is required prior to the submission of incentives and scholarships applications that may be available to eligible staff at licensed centers. Information on the GaPDS will be given to new staff by the Training Specialist at orientation. The necessary backup of professional development training records and transcripts must be submitted as directed by the Training Specialist. The employee is ultimately responsible for the application process and submission of necessary backup paperwork to the GaPDS; however, the Training Specialist will provide needed assistance in creating a GaPDS account.

A professional designation will be awarded to individuals who submit an application and successfully demonstrate their knowledge and competency in providing technical assistance in the field of early childhood care and education.

The individual employee will receive an email noting their career level and other information. A copy of that information must be sent to the Training Specialist.

GaPDS Training Reports:
Staff members must print their Professional Registry training report when requested for inclusion of the professional development training notebook. Individual information is password protected at the Registry.
CSI HEAD START PROGRAM

Subject: Scholarships and Incentives
Program: Head Start Program
Section: Administration

REGULATION REFERENCE:
CFR 1302.91

POLICY:

Eligible teaching staff members working in exempt and/or DECAL Licensed Child Care Centers have the opportunity to apply for Scholarships and Incentives funds. The Incentives program supplements salaries of early care and education professionals meeting certain educational and other requirements. The Scholarships program provides financial assistance to early care and education professionals who are enrolled in an eligible institution in an approved program of study and other requirements.

PROCEDURES:

To request an application for Incentives or Scholarships, call 1-800-227-3410 (toll free) or 770-642-6722 or download an application at www.decalscholars.com. All applications must be sent to the CSI Training Specialist for signature and submission by designated time lines established.

Incentives:

Teaching staff members working in exempt and/or licensed centers must meet the eligible requirements to receive the benefits. Refer to the application for eligibility requirements.

After the initial application process, the individual will be sent a renewal application. Please forward the completed renewal form to the CSI Training Specialist for signature and submission to DECAL Scholars.

Scholarships:

Teaching staff members working in exempt and/or licensed centers must meet the established requirements to be eligible for scholarships:

** Eligible institutions are HOPE-eligible, SACS-accredited institutions or any of Georgia’s technical colleges. Approved programs of study include: technical college certificate and diploma programs, and two and four-year degree programs in early childhood education, child development or child care administration.

All Scholarships applicants must apply for traditional financial aid that is HOPE and PELL funds. Eligible applicants may receive Scholarship funds for each term they are enrolled according to established scholarship guidelines.

Staff must apply for the scholarship program during each semester enrolled. Staff applying for DECAL incentives and scholarships must be in the Georgia Professional Development System.
REGULATION REFERENCE:
CFR-1302.90

POLICY:
Certain positions have been designated as requiring transportation on the job on a daily bases. These include Center Coordinators, Lead Teachers, Coaching, and Family Advocate staff. Other designated staff will be required to have a car on the job on certain days, such as for home visits or training.

PROCEDURES:
Designated program staff must have transportation available on a daily basis.

On the rare occasion that an employee’s car is in the shop for maintenance or the car has broken down or been in a wreck and the employee is without alternate transportation, employees must inform their immediate supervisor. The supervisor will report this information to the Specialist.

Staff members not required to have daily transportation may participate in a carpool or rideshare program.
CSI HEAD START PROGRAM

Subject: Program Governance
Program: Head Start Program

REGULATION REFERENCE:
CFR 1301

POLICY:
The CSI Head Start Program works with the agency’s Governing Board, Policy Council, and Parent Committees to ensure that they are a well-functioning governing body that share responsibility for overseeing the delivery of high quality services to children and families in accordance with Head Start legislation, regulations, and policies.

PROCEDURES:
Refer to the Governing Board By-laws, Policy Council By-laws and Parent Handbook which outlines duties, responsibilities, and legal and fiscal responsibilities for administering the Head Start/Early Head Start program.

The Policy Council and Governing Board members will receive monthly, quarterly and annual reports to allow them to plan and implement shared decision-making for the program. Reports shall include: monthly financial statements, including credit card expenditures; monthly program information summaries; program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency; reports of meals and snacks provided through programs of the Department of Agriculture; the financial audit; the annual self-assessment, including any findings related to such assessment; the community wide strategic planning and needs assessment of the Head Start agency, including any applicable updates; communication and guidance from the Office of Head Start and other funding sources; administrative costs, director’s report, personnel report for hiring and terminations, program information reports, and others.

Governing Board, Policy Council, and Parent Committee members will be invited to serve on the self-assessment team, ERSEA committee, Health Services Advisory Committee, and component committees to have a working knowledge of the program.

Please refer to 1304.50 Appendix A for the Governance and Management Responsibilities chart for clarification.
CSI HEAD START PROGRAM

Subject: Request for Professional Development Training

Program: Head Start Program

Section: Administration

REGULATIONS:
45-CFR 1302.92

POLICY:

Any supervisor or individual who feels that they or any member of their staff needs additional training will need to fill out the “Request for Professional Development Training” form. Monitors or Specialists who identify an individual as needing additional training will need to fill out the “Request for Training” form. Teaching staff must refer to the Education Section B-262 for training request form.

PROCEDURES:

1. The person requesting the training will need to fill out the “Request for Professional Development Training” form.

2. If the person filling out the form is not the supervisor, he/she will need to turn the form in to their supervisor for review.

3. The “Request for Professional Development Training” PDM 030 form should be completed and forwarded to the Training Specialist within two (2) working days of the need being identified or the need for training being requested.

4. The Training Specialist will review the form and discuss it with the supervisor to determine the amount and type of training needed.

5. The Training Specialist will ensure that training is scheduled, attended and documented in ChildPlus data reports.

Revised 6/22/18

Administration
A-103
Concerted Services, Inc.

Request for Professional Development Training Form

**Center:** ________________________________________________________________

**Date of Request:** _______________________________________________________

**Individual(s) Needing/Requesting Professional Development Training:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
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</tbody>
</table>

**Specific Needs:**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**Name/Title of Individual Completing Form** ________________________________ **Date**

**Supervisor Comments:**
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**Supervisor’s Signature/Date:** __________________________________________

**Training Specialist’s Comments:**
________________________________________________________________________
________________________________________________________________________

**Professional Development Training:**

**Title:** __________________

**Date Scheduled:** _______________________________________________________

**Training Specialist’s Signature/Date:** ____________________________________
CSI HEAD START PROGRAM

Subject: Confidentiality
Program: CSI Head Start
Section: Administration

POLICY:

The Concerted Services, Inc. Head Start Program will follow procedural safeguards to protect the confidentiality of all records and information about its participants and employees. It is vitally important that information about our business, our employees, or participants not be released to people outside CSI without written consent. The only exception to this policy will be to follow legal or regulatory guidelines. All memoranda, all verbal communications, notes, reports, or other documents will remain part of the Agency’s confidential records.

Employees, substitutes, volunteers, reviewers, or representatives that have access to confidential information about our employees or participants, (such as: addresses, phone numbers, social security numbers, any employee action, or salaries) are bound by the program’s policies and procedures in this matter. **All information about children and families is confidential!**

Any staff person discussing confidential information with anyone other than on a “need to know” basis may face disciplinary action.

PROCEDURE:

1. All Staff will sign a “Confidentiality Agreement” PDM-031. This form is included in the employment personnel package.
2. All volunteers and agency representatives will sign a “Confidentiality Agreement” prior to beginning any services for the program. Volunteers sign the Head Start Program Volunteer Form, FCP-103, which contains a “Confidentiality Agreement” section.
3. Training will be provided on confidentiality to all staff, volunteers, and representatives.
4. Confidential files, printouts, memoranda, etc. should never be left unattended on a desk or elsewhere. This information should be kept in a locked cabinet when not in use.
5. Staff **must not** discuss confidential information in the presence of volunteers, parents, other staff that are not involved, or children.
6. Requests received from other agencies for information on current or past enrollees will require a “Release of Information” form containing the parent’s signed permission in accordance with Head Start Federal guidelines.
7. At **no time** will a volunteer be allowed access to the classroom files or the official file of children other than his/her own. In situations where a volunteer is assigned to work with a specific child, the classroom staff will review the child’s file to determine what specific objectives the volunteer is to work on with the child. The classroom staff can then give this information to the volunteer as to what task should be worked on and how to do it.

Revised 7/7/15                             Administration
A-105
CONCERTED SERVICES, INC.
HEAD START PROGRAM

CONFIDENTIALITY AGREEMENT

As an employee, reviewer, or representative of Concerted Services, Inc. you may be exposed to or have access to confidential information about participants and employees, of the Agency. It is vitally important that information about our business, our employees, or participants not be released to people or agencies outside CSI without our written consent. The only exception to this policy will be to follow legal or regulatory guidelines. All memoranda, all verbal communications, notes, reports, or other documents will remain part of the Agency’s confidential records.

Personal or identifying information about our employees or participants, such as names, addresses, phone numbers, social security numbers, any employee action, or salaries, will not be released to people not authorized by the nature of their duties to receive such information without the consent of management or the employee or participant.

If you improperly or inappropriately disclose confidential information you may be subject to disciplinary action.

I have read the above message and accept the responsibility placed in me by CSI. I agree to abide by this confidentiality agreement.

Signature: ________________________________ Date: ____________
Witness signature: __________________________ Date: ____________
CONCERTED SERVICES, INC. HEAD START

EMPLOYEE ACKNOWLEDGMENT

It is the policy of Concerted Services, Inc. Head Start that all employees acknowledgment reading and receiving training in the Suspected Child Abuse/Neglect, Corporal Punishment and Child Discipline Policies.

I, _________________________________________, have read a copy of the Concerted Services, Inc. Head Start’s Suspected Child Abuse/Neglect (45 CFR Part 1301.31), Corporal Punishment (45 CRF 1304.52 (h)(1)(iv) and Child Discipline Policy (DECAL Licensing 591-1-1.-11) and acknowledge receiving training and I understand these policies.

The above mentioned policies are attached for reference and reporting purposes.

__________________________________________     Date: _________________________
Employee Signature

Revised July 2015

Administration
A-106