

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section:** Management Systems and Procedures P.S. 1304.51

**Subject:** Financial Reports

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**POLICY:**

Report procedures will be followed as per Tri-County Community Council, Inc.'s Financial Policies and Procedures (Modification Adopted May 12, 2011). An effective record-keeping system will be maintained to provide accurate and timely information for use by program planners or decision makers. The Finance Officer and Executive Secretary will maintain a current listing of reports, contact persons, and due dates to ensure quality assurance is maintained on an ongoing basis.

**PROCEDURE:**

1. Financial reports by cost category will be submitted monthly to the Executive Director, Assistant Executive Director, Executive Secretary, and Head Start/Early Head Start Director for review.
2. The bookkeeper and/or Finance Officer shall prepare financial reports for the funding sources as required. Bookkeeping staff will complete any reports due before leave is taken.
3. The Finance Officer will review all reports for funding sources and submit reports for final review to the Executive Secretary.
4. The Executive Director or designee will sign all reports submitted to the funding source. It will be the responsibility of the Finance Officer to ensure that all reports are submitted on a timely basis.
5. A copy of each monthly program financial report will be made for the bookkeeping file, Executive Secretary, and Head Start/Early Head Start Director.

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section: Management Systems and Procedures P.S. 1304.51(c), 1304.51(e), 1304.22(a) (1)**

**Subject: Fire Plan**

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**Policy:**

In the event of a fire at a Head Start/ Early Head Start center, use the following steps to help ensure the safety of all Head Start/ Early Head Start children and staff.

**Procedure:**

1. Manually pull the nearest fire alarm box. Fire alarm boxes should be located at all exterior exit doors. Setting off the alarm will notify building occupants to evacuate quickly and safely.
2. Call **911**. Give the **911** operator the following information: location of center, location of fire, name of person making the call, and what is burning (if known).
3. Teachers will take roll books with them to account for all children.
4. After reporting the fire:
  - (a) Check with the staff to assure all children and staff are out.
  - (b) Keep individuals from re-entering the building until the fire department arrives.
  - (c) Stay with the children and staff until the all clear is issued by the fire department.

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section:** Management Systems and Procedures P.S. 1304.51

**Subject:** Fiscal Management

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**POLICY:**

It is the policy of Tri-County Community Council, Inc. Head Start/Early Head Start that fundraising is prohibited for the Head Start/Early Head Start program itself. However, as Tri-County Community Council, Inc. employees will participate in fundraising activities in accordance with the policies and procedures governing fundraising for Tri-County.

Tri-County Community Council

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Section: Record-keeping and Reporting PS 1304.51(g)

Subject: Galileo for Classroom

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Policy: Caregivers/home visitors/teachers are responsible for updating the designated domain of Galileo G3 for each child on a weekly basis. Teaching staff are also responsible for printing the Individual Knowledge Area Proficiency Profile for each child and the Class Observation Record for each domain in Galileo G3 at the designated time. The Individual Knowledge Area Proficiency Profile progress report will be shared with parents during home visits and parent conferences. The Class Observation Record will be utilized in planning for individualization and child outcomes.

Procedure:

1. Caregivers/Home visitors/Teachers will update the designated domains of Galileo G3 for each child on a weekly basis.
2. Caregivers/Home visitor/Teachers will print an Individual Knowledge Area Proficiency Profile report for every child and share the results with the parents during home visits and parent conferences.
3. Caregivers/Home visitor/Teachers will print the Class Observation Record at a designated time for each domain in Galileo G3 and utilized the report in planning or individualization and child outcome.
4. Staff will use the schedule below to print the Class Observation Record.

<b>Class Observation Record Printing Dates 2011 – 2012</b>
September 12-16, 2011
November 7-12, 2011
February 13-17, 2012
May 7-11, 2012

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section:** Management Systems and Procedures P.S. 1304.51

**Subject:** Grant Application/Budget

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**POLICY:**

Grant application/budget procedures will be followed as per Tri-County Community Council, Inc.'s Financial Policies and Procedures. Head Start/Early Head Start staff and Policy Council members will be actively involved in application and budget planning.

**PROCEDURE:**

1. Initial grant application and budget planning will be discussed among Head Start/Early Head Start staff. Discussion of all aspects of the application and budget will be based on information from previous years and improvements to be made. The information discussed will be reflected in a proposed grant application that will contain the intended budget information.
2. A proposed grant application will be prepared by the Head Start/Early Head Start Director and shared with the Chief Finance Officer.
3. The proposed grant application will be submitted to the Policy Council for approval or amendments.
4. The proposed grant application will be submitted to the Board of Directors for final approval. Approval of the grant application will be reflected in the Board of Directors' minutes. The Executive Director must approve changes or amendments to the budget.
5. The Chief Finance Officer will carefully review the grant to ensure that all financial provisions are in compliance.
6. The Head Start/Early Head Start Director will review the grant to ensure that all programmatic provisions are in compliance.
7. A Chart of Accounts will be prepared by the bookkeeping department with copies submitted to the Executive Director, and Head Start/Early Head Start Director.
8. The original grant will be maintained by the Executive Secretary.
9. Copies of all reports (program, financial, monitoring) will be maintained by the Executive Secretary and Head Start/Early Head Start Director.

**Tri-County Community Council, Inc.**  
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**Section:** Management Systems and Procedures P.S. 1304.51

**Subject:** Greeting Families and Guests

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**POLICY:**

Visitors are to be greeted warmly made to feel welcome at all centers.

**PROCEDURE:**

1. When a visitor comes to a center, staff should acknowledge immediately and make the visitor feel welcome.
2. The visitor should continue to feel welcome throughout his/her stay at the center.
3. The visitor should always be encouraged to return as often as possible.

**Tri-County Community Council, Inc.**  
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**Section:** Management Systems and Procedures P.S. 1304.51

**Subject:** Head Start Grant Application

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**POLICY:**

The annual grant application will be written, submitted for approval to the Policy Council and the Board of Director and copied in advance of the August 31 deadline.

**PROCEDURE:**

1. Budget planning/preparation will begin in April/May.
2. The T/TA Plan and narrative will be written in July with input from the program and center coordinators.
3. The grant narrative will be written by the Head Start/Early Head Start Director.
4. Budgetary items will be completed by the TCCC administration. Staff with assistance from the Head Start/Early Head Start Director.
5. The grant application will be approved by Policy Council at their August meeting and then given to the Board of Directors for their approval.
6. The grant will be submitted through Head Start Enterprise System (HSES). The 424 and assurance will be mailed to the Regional Office.
7. The grant applications that are required to be mailed will be FedEx no later than August 30<sup>th</sup>.

**Tri-County Community Council, Inc.**  
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**Section:** Management Systems and Procedures P.S. 1304.51(g)

**Subject:** Health Records

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**POLICY:**

Health records for all Head Start/ Early Head Start children will be kept in locked files at the centers.

**PROCEDURE:**

1. Each child must have a folder with copies of all information needed.
2. The folder must be kept in order.
3. The previous year's health information is kept behind the present health information with the front side facing for easy access.
4. All children and family records must be kept in a locked cabinet.
5. All records pertaining to child abuse or neglect must be kept confidential and in a locked cabinet.

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**Section: Management Systems and Procedures** P.S. 1304.51(c), 1304.51(e), 1304.22(a) (1)

**Subject: Hurricane Evacuation**

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**Policy:**

To outline the necessary procedures for a hurricane evacuation of the Head Start/Early Head Start centers, and/or Home based family's residences.

**Procedure:**

1. The Head Start/Early Head Start Director will brief each staff member in the operation of this plan. In case of a hurricane, the Head Start/Early Head Start center coordinators will oversee the implementation of this plan. Each employee, home visitor, and home based family will be familiar with the content of this plan and their responsibility.
2. The Head Start/Early Head Start Director will keep posted via weather reports, news media, and the Emergency Operations Center when a tropical storm has reached hurricane strength and is headed in the direction of the Panhandle. Tri-County administrative personnel will notify the Director of imminent closures.
3. The Director will contact the Center Coordinators and Home visitors, which in most cases will follow the public closure once notified of an approaching hurricane.
4. The Director will inform the Center Coordinators to begin contacting parents for immediate pick up of their children. The Home visitor will contact the home based families of visits being cancelled and to make them aware of hurricane approaching.
5. The teachers will keep children engaged in normal activities to minimize any change in the schedule.
6. The Center Coordinator of each site will conduct an inspection of the premises to ensure all precautions have taken place to secure the facilities and to secure any loose objects outside that may be blown around by high winds. Boarding up of windows and placing plastic over electrical equipment should be done, if possible. The Director's Assistant will have back ups made for all computers and every precaution has been taken to ensure minimal damage to the computer equipment.
7. In the event a child is not picked up by the parent, a staff member will remain with the child while he/she is transported to a designated safe location.
8. The Center Coordinators will be the last to exit the building after all procedures are followed and the building is secure.

**Tri-County Community Council, Inc.**  
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**Section:** Management Systems and Procedures P.S. 1304.51

**Subject:** Incoming mail

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**POLICY:**

Each site is responsible for its own mail.

**PROCEDURE:**

1. Incoming mail is received in the Administrative Office, where it is opened and stamped with the date received.
2. The contents of each envelope are clipped together and forwarded to the appropriate programs.
3. Programs receptacles are located in the Administrative Manager's Office.
4. Authorized personnel may pick up his/her program's mail from the receptacle.
5. The mail will be delivered to the employee assigned to distribute mail within that program.
6. The employee responsible for distribution of mail within the program then separates the mail and forwards it to the appropriate employees.
7. TCCC (grantee) address is used for all official mail.

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**Section:** Management Systems and Procedures P.S. 1304.51

**Subject:** Information that can be given out Over the Phone

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**POLICY:**

Head Start/Early Head Start will maintain confidentiality in all situations.

**PROCEDURE:**

1. All phone requests for information on any Head Start/Early Head Start child must be in writing with parent/guardian signature.
2. Head Start employees may not release information of any sort over the phone about a Head Start/Early Head Start child.
3. No information can be released about current or past employees over the phone.
4. All phone inquires about employment should be referred to the Human Resources Director at the Tri-County office in Bonifay

**Tri-County Community Council, Inc.**  
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**Section:** Management Systems and Procedures P.S. 1304.51

**Subject:** In-House Invoices

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**POLICY:**

It is the policy of Tri-County Community Council, Inc. Head Start/Early Head Start to ensure that in-house invoices will be used to pay for the following expenses incurred by the program:

- Employee reimbursements
- Items billed between Tri-County Community Council, Inc. agency programs, unless an invoice is provided
- FDLE screenings
- CDA Assessment Fees
- NAEYC Annual Reports

**PROCEDURE:**

1. A request for an in-house invoice will be submitted to the Administrative Assistant.
2. The Administrative Assistant will generate the in-house invoice for the amount requested.
3. In-house invoices will be numbered as follows:
  - a. The fiscal year code from Tri-County Community Council, Inc.
  - b. The fiscal year for Head Start/Early Head Start
  - c. Numbered in sequence starting at 001 for each fiscal year  
Example: G4-0304-023
4. The in-house invoice will be approved by the Head Start/Early Head Start Director, and then submitted to Tri-County Community Council, Inc. bookkeeping department for processing.
5. If the amount of the in-house invoice exceeds \$999.99, a purchase order will also be completed and signed by the Head Start/Early Head Start Director and the Executive Director of Tri-County Community Council, Inc.

**Tri-County Community Council, Inc.**  
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**Section:** Management Systems and Procedures P.S. 1304.51

**Subject:** Inventories

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**POLICY:**

Property procedures will be followed as per Tri-County Community Council, Inc.'s Financial Policies and Procedures. Property is defined as equipment, whether purchased, government excess, or donated, with a unit cost of \$1,000.00 or more and a useful life of more than one year. The Financial Officer/Property Officer will maintain an inventory listing of all property.

**PROCEDURE:**

1. Purchase of equipment is made by following buying procedures and with the approval of the Executive Director.
2. The Finance Officer/Property Officer will assign an affix or identification number to newly acquired equipment.
3. The Finance Officer/Property Officer will maintain an inventory of all equipment, indicating condition and location of the equipment. Inventory lists will include cost, funding source, and date of purchase. Lists will agree with the fiscal year-end financial statement.
4. All acquired equipment will be recorded in the General Ledger. An entry will be made whenever a disposal of property is made.
5. The Finance Officer/Property Officer will take a physical inventory of all equipment annually prior to the end of the fiscal year. The Head Start/Early Head Start Director and the Finance Officer/Property Officer will reconcile the physical inventory with the previous year's inventory and explain any discrepancies.
6. The Executive Director and Finance Officer/Property Officer will be notified of all cases of loss, damage, or destruction of equipment.
7. The Head Start/Early Head Start Director will supply information to the Fiscal Officer/Property Officer when equipment is unusable or has been stored in order to have the item deleted from the inventory list.
8. In the event of theft, information will be supplied to the Finance Officer/Property Officer, along with a copy of the police report, for insurance reimbursement and adjustment of the inventory list.
9. The Executive Director will review the inventory and sign documentation.

**Tri-County Community Council, Inc.**  
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**Section:** Management Systems and Procedures P.S. 1304.51

**Subject:** Invoices

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**POLICY:**

It is the policy of Tri-County Community Council, Inc. Head Start/Early Head Start to ensure that all invoices are processed accurately and in a timely manner as outlined in the Tri-County Community Council, Inc.'s Fiscal Policies and Procedures Manual.

**PROCEDURE:**

1. An invoice must accompany all purchases made from an outside vendor.
2. All invoices will contain:
  - a. Current address of vendor
  - b. Date of purchase
  - c. Description of items purchased
  - d. Signature of employee who received the items
  - e. All necessary documentation about the purchase – Example: Prescription hand soap for a child at Chautauqua Early Education Center, then the printout from the Pharmacy should accompany the invoice
  - f. Explanation of any differences between the invoice amount and payment amount.
  - g. Copy of the purchase order for items over \$999.99
  - h. Approval stamp with correct program coding and initials of Head Start/Early Head Start Director
  - i. Adding machine tape attached with clear tape that agrees with the amount of the invoice
  - j. If the total amount for payment is different than the adding machine tape, then it should reflect only the amount to be paid by bookkeeping
3. All invoices will be submitted to the Administrative Assistant as soon as possible.
4. Invoices will be submitted to Tri-County Community Council, Inc. bookkeeping department by the Head Start/Early Head Start administrative staff as soon as possible after processing is complete.
5. Tri-County Community Council, Inc. bookkeeping staff will pay invoices every two weeks. Invoices must be submitted by Monday, 11:00 a.m., to the Head Start/Early Head Start Administrative Assistant to ensure that the bookkeeping department will receive the invoices in time for processing.

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section:** Management Systems and Procedures P.S. 1304.51

**Subject:** Licensing Reports

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**POLICY:**

All licensing reports will be turned into the Head Start/Early Head Start Director.

**PROCEDURE:**

1. When Department of Children and Families, fire inspections, environmental, and/or the Health Department monitor the center and leave a report, it must be sent to the Head Start/Early Head Start Director.
2. The center coordinator is responsible for getting any concerns/or write ups fixed.
3. The center coordinator must stay on top of licensing requirements and monitor to make sure everything is in place and in good working order. This is to eliminate any findings when monitored for licensing.

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section:** Management Systems and Procedures P.S. 1304.51

**Subject:** Local Travel Reimbursement

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**POLICY:**

Local travel will be followed as per Tri-County Community Council, Inc.'s Personnel Policies and Procedures. Local travel for the purpose of carrying out assigned work-related duties will be authorized by the Head Start/Early Head Start Director. Reimbursement will be at the current state mileage rate in effect at the time the travel is performed when personal vehicles are used to conduct regular, assigned work duties. Mileage will begin after the employee arrives at the office or regular place of work and ends in the same location. Staff will be reimbursed for any excess mileage traveled on the way to work or on the way home after work, if conducting regular, assigned work duties. There will be no reimbursement for travel to and from work.

**PROCEDURE:**

1. Employees using personal vehicles must furnish verification of appropriate vehicle insurance coverage before using vehicle for regular assigned work duties.
2. Documentation of mileage is to begin on the 1<sup>st</sup> of each month and end on the last day of month. Employees will keep an odometer reading at the beginning and ending of each day or trip and give sufficient explanation as to the nature of the travel incurred while on assigned work duties.
3. Employees are to submit travel vouchers to their immediate supervisor as soon as all documentation is completed for the given month.
4. Each employee's immediate supervisor will review the travel voucher and forward to appropriate staff for further processing.
5. Travel vouchers are then submitted to the Administrative Assistant who reviews them for accuracy and processes them for submission to bookkeeping. Any travel amounts that are not documented correctly will be deducted prior to submission to bookkeeping; the Administrative Assistant will notify employees of any changes. In the event that the total due to any individual employee is less than \$10, the travel voucher will be returned to the appropriate site for payment from petty cash. The Head Start/Early Head Start Director approves travel vouchers.
6. Travel expenses of \$10 and above are reimbursed by check issued by the bookkeeping department. Checks are distributed to designated personnel at each site who then distribute individual checks to employees. Contact with the bookkeeping department regarding reimbursements of any kind is only permitted by designated personnel, in accordance with Tri-County's Financial Policies and Procedures. Any individual questions that must be addressed must follow the chain of command procedures.