

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

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

**Subject:** Management Team Meeting

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**POLICY:**

Management Team meetings will be held on a regular basis. Considering input from all managers.

**PROCEDURE:**

1. Management Team will meet at least once a month.
2. The Agenda is set by the Head Start/Early Head Start Director with input from the program coordinators and center coordinators.
3. The center coordinators will relay pertinent information back to the centers.
4. The Director's Assistant will take notes at Management meetings and distribute copies to each Management Team member.
5. Confidentiality statement will be strictly adhered to when discussing any personnel related and program issues.

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

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

**Subject:** Memos

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**POLICY:**

To ensure that current information is distributed in a timely basis, memos may be written and distributed to staff.

**PROCEDURE:**

1. Memos will include date, name of person sending memo, and name of person/persons to receive memo.
2. Memos may be placed in staff mail boxes, faxed, emailed, or mailed.

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

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

**Subject:** Monthly Newsletter

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**POLICY:**

Program Coordinators will submit newsletter articles in a timely manner when the article of the month is in their area of expertise.

**PROCEDURE:**

1. All articles will be submitted by 25<sup>th</sup> of the month.
2. Newsletters will be published and distributed to parents during months of August/September through May.
3. Center Coordinators will submit information pertaining to their respective centers to staff member designated to publish the communication by the 25<sup>th</sup> of every month.
4. All information provided for the newsletter will be presented in a professional manner that reflects the standards of the Head Start/Early Head Start program.

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

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

**Subject:** Observation Record

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**POLICY:**

Head Start/Early Head Start staff will keep observation records on every child.

**PROCEDURE:**

1. The teaching staff will write at least two (2) observation records on each child per month.
2. An observation should be written when something meaningful is taking place and not always when there is bad behavior. There are times that a record of behavior may need to be tracked.
3. Observation records will be used in the gathering information process. Observation records can be very helpful in obtaining a picture of a child.
4. File all observation records in the child's education file in the section that is listed as observation records. Some observation records may be good portfolio entries, if that is the case then make a copy and file in the child's portfolio also.

Tri-County Community Council  
Head Start

**Section: Management Systems and Procedures 1304.51 (i)(2)**

**Subject: Ongoing Monitoring**

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**POLICY:**

To ensure that Tri-County Community Council, Inc. Head Start Program is in compliance with the Performance Standards and State Licensing requirements.

**PROCEDURE:**

1. A monitoring schedule will be implemented listing area to be monitored, who's responsible, when to monitor, and what the results are used for.
2. The Monitoring Form will be used to monitor all areas. The Follow-up Monitoring Form will be used for any follow-up.
3. The monitoring form is to be filled out completely with all signatures.
4. Monitoring reports are due to the director within **five** days of the monitoring date with any tracking form that might have been used.
5. A copy of the monitoring report will be given to the center coordinator and program coordinator (of the area monitored). It is the responsibility of the coordinator to share the information with their staff.
6. If there are no issues/concerns in the area being monitored then the form will be filed. If there are issues/concerns a follow-up date of ten days will be set. Health and safety issues will be resolved immediately.
7. All issues/concerns are to be addressed and corrected within the ten days. If the issue/concern is not addressed when the follow-up visit takes place then a meeting with the director will be set.
8. The director will meet with the parties involved to investigate the reason the issue was not resolved and a decision will be made if there needs to be disciplinary action.

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

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

**Subject:** Personal Actions on Company Time

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**POLICY:**

This policy and procedure has been adapted from a memorandum that was written by Joel Paul, Jr., Executive Director of Tri-County Community Council, Inc. on October 13, 2010. Quote: “It has come to our attention some employees are accessing social networking sites such as Facebook, MySpace, Twitter, etc. on agency time.

**PROCEDURE:**

1. AGENCY **prohibits** the personal use of “social networking” such as YouTube, Facebook, MySpace, Twitter, etc., **on company time.**
2. Personal TEXTING shall be **limited.** Ongoing Texting shall be done on lunch time and breaks.
3. **This includes using your own personal property if you are on company time.**
4. Supervisors shall monitor such actions. Anyone posting to social networking sites on company time will receive disciplinary action.”

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

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

**Subject:** Petty Cash

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**POLICY:**

It is the policy of Tri-County Community Council, Inc. Head Start/Early Head Start that petty cash procedures will be followed as outlined in the Tri-County Community Council, Inc.'s Financial Policies and Procedures.

**PROCEDURE:**

1. The petty cash fund shall be maintained with the total allocated fund amount balanced at all times either in cash or a combination of cash and voucher receipts. Each person responsible for petty cash will total his or her petty cash account at least weekly to ensure it is balanced at all times.
2. These funds are subject to audit at any time by the Head Start/Early Head Start Director and/or the bookkeeping department. Personal loans shall not be made from the petty cash fund.
3. The following petty cash funds are authorized to Head Start/Early Head Start by the Agency:

a. Head Start/Early Head Start Administration	\$50.00
b. Westville Head Start/Early Head Start	\$65.00
c. Walton Head Start/Early Head Start	\$65.00
d. Chipley Head Start/Early Head Start	\$40.00
f. Chautauqua Early Ed. Center	\$40.00
g. Early Head Start	\$40.00
4. Allowable expenses totaling \$10.00 or less will be paid from petty cash as necessary.
5. Reimbursement of petty cash will be made only upon the presentation of an itemized voucher approved by the 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

**Subject:** Petty Cash Reimbursement

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**POLICY:**

It is the policy of Tri-County Community Council, Inc. Head Start/Early Head Start to apply for petty cash reimbursement as set forth in the Tri-County Community Council, Inc.'s Financial Policies and Procedures.

**PROCEDURE:**

1. Reimbursements will be made only upon the presentation of an itemized voucher approved by the Head Start/Early Head Start Director.
2. Disbursements from the allocated petty cash fund may be made for allowable supplies and miscellaneous totaling \$10.00 or less.
3. The purchaser must sign a receipt for all purchases and items paid from petty cash on the receipt must be clearly identified. Taxes paid will not be included as a reimbursable amount. Receipts smaller than standard paper will be attached to standard paper to promote efficient handling, and items purchased will be categorized individually, or as a whole, as serving a specific purpose to the program.
4. Items purchased from petty cash will be documented on a petty cash voucher form. The date of the purchase, the item purchased, and the amount of the purchase will be included on the voucher form for each individual receipt. Receipts will be attached to the back of the voucher form. The petty cash voucher form will be signed by the staff member designated to handle petty cash and forwarded to the Administrative Assistant or designee for processing. If all of the items are for the same purpose it can be noted on the form as one item. Example: Wal-Mart – Classroom supplies – amount of purchase. Whiteout will not be used on petty cash vouchers.
5. The Administrative Assistant or designee will code the petty cash voucher form by verifying the categorization of use of purchased item.
6. The Administrative Assistant or designee will submit petty cash vouchers to the Head Start/Early Head Start Director or designee for approval.
7. The Head Start/Early Head Start Director or designee will approve reimbursement of petty cash voucher amounts when items purchased have been properly obtained and are permissible expenses to the program.
8. The Head Start/Early Head Start Director or designee will return the petty cash voucher to the Administrative Assistant or designee for submission to bookkeeping.

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

**Subject:      Petty Cash Reimbursement (Continued)**

9. The Administrative Assistant or designee will make copies of approved petty cash voucher forms and submit originals to bookkeeping for payment.
  
10. Reimbursement of petty cash will be made by check on a biweekly basis.

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

**Section: Record-keeping and Reporting** P.S. 1304.51(g)

**Subject: Portfolios**

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**POLICY:**

Head Start/Early Head Start teaching staff will maintain a portfolio collection of work samples as an element of ongoing assessment. The portfolio items will provide useful and accurate information about each child's growth and development. Children develop at different rates and the portfolio entries will capture the individual growth of each child. A portfolio of work will be maintained throughout the year on each child.

**PROCEDURE:**

1. Teaching staff will use a legal size manila pocket folder as a portfolio for each child enrolled. Dividers will be used to separate each month. Portfolios Collection begins in August and should be complete at the end of each month. Below is the guidelines for the portfolio entries:
  - Every portfolio entry must have the child's name and the date.
  - Include a short note about what you observe on the back of sample.
  - Each month has required activities
  - Additional entries may be made in domain areas if the observations show developmental level or growth for a particular child.
  - Place a Portfolio Collection sheet in front of each child's portfolios folder
2. Caregiver/home visitor/teacher will put items in the portfolio each month according to the Portfolio Collection list. An examples of items listed below:
  - Photographs or series of photos that show the child's developmental progress.
  - Children's drawings, painting, and collages, scribbling and writing attempts.
  - Children's science, number operations, cutting samples, and alphabet entries.
  - Recordings of children's stories, questions, and comments.
3. The caregiver/home visitor/teacher will use the portfolio as a useful and accurate source of information about each child's and development over a period of time. Teaching staff will share the portfolio collections with parents during home visits and conferences.
4. Head Start teaching staff will keep the returning children's portfolio. Teachers will continue to add items for the upcoming year into the portfolio. The Early Head Start children portfolio will be given to the center the child planned to attend in fall.
5. Children transition out of Head Start will take their portfolio home at the end of the school year to share with their Kindergarten teacher next year.
6. EHS children's portfolios will be given to the center where the child is enrolled.

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

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

**Subject:** Press Coverage

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**POLICY:**

Special achievements or events should be reported in the local newspapers.

**PROCEDURE:**

1. When a special event is planned, the center coordinator should notify the local newspaper at least a week in advance of the event. A reminder phone call should also be made the day of the event.
2. If newspaper reporters are not available to cover the event, the center coordinators will submit the information to the newspaper office.
3. Articles will be placed on the bulletin board first.
4. The center coordinator should notify the Head Start/Early Head Start Director as soon as a special event is planned and at least a week in advance of the event. The Head Start/Early Head Start Director will notify the Executive Director.

(Ref: Page 28 of Personnel Manual).

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

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

**Subject:** Proofreading

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**POLICY:**

All official documents, flyers, memos, letters, newsletters, and other forms of written communication will not be distributed until they have been proofread by another staff member.

**PROCEDURE:**

1. Any written document for distribution will be proofread by at least one other staff member.
2. The proofreader will check for spelling errors, grammatical errors, typographical errors, and/or errors in information.
3. Official reports must be approved by the Head Start/Early Head Start Director before they become a part of the record, or before they are mailed.
4. Once a document has been proofread, the corrections will be made and a second proofreading will take place. When the written document is free of errors, it may be distributed except as noted in paragraph 5.
5. Head Start/Early Head Start Director is required to review any “policy” document prior to distribution to Policy Council and/or staff members.

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

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

**Subject:** Purchase Orders

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**POLICY:**

Purchase order procedures will be followed as per Tri-County Community Council, Inc.'s Financial Policies and Procedures. Purchase orders must be requested for all items or non-contracted services to be purchased totaling \$1,000.00 or more. Appropriate staff must approve purchase orders before purchases are made.

**PROCEDURE:**

1. The Administrative Assistant or other authorized staff member will request purchase orders from the bookkeeping department. At that time, the bookkeeping department will issue purchase orders in sets of 25. A purchase order log sheet for each set of 25 purchase orders issued will be signed by staff receiving purchase orders, and a copy of the signed log sheet will be obtained for recording purposes.
2. The Administrative Assistant or designee authorized to complete purchase orders will be notified when a purchase is necessary that total \$1,000.00 or more. At that time, the vendor name, the site requesting the purchase order, the date, and the items and costs of items to be purchased will be entered on to a pre-numbered purchase order. When item prices are not available, the Administrative Assistant or designee, together with the staff requesting the purchase order, will determine the maximum costs to be spent on the given purchase. This amount is then placed as an amount not to be exceeded on the purchase order. The purchase order use will then be recorded on the purchase order log sheet by notation of the date the purchase order was written, the vendor name, and the amount of the purchase order.
3. The Administrative Assistant or designee will submit completed purchase order for approval to the Head Start/Early Head Start Director. If the purchase order is \$1,000.00 or more, it will also be submitted to the Executive Director or designee for further approval. Once the purchase order is properly approved, the Administrative Assistant or designee will notify requesting staff of the approval and supply a purchase order number and/or white copy of the purchase order to be used when the purchase is made. The yellow copy of the purchase order will be forwarded to the bookkeeping department and the pink copy retained for reference.
4. Any unapproved purchase order written erroneously will be marked void, and the program will retain the pink copy. All other copies will be forwarded to the bookkeeping department. Approved purchase orders that will not be used will also be voided. The bookkeeping department will be notified of such voidance by photocopy of the voided purchase order or verbally.

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

**Subject: Purchase Orders (Continue)**

5. A copy of the completed purchase order log sheet for each set of purchase orders will be kept with the Administrative Assistant and the original will be forwarded to the bookkeeping department when all purchase orders in that set have been used. Additional blank purchase orders in sets of 25 will be issued by the bookkeeping department as needed upon request.
6. The bookkeeping department will verify status of purchase orders periodically.

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

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

**Subject:** Radios in Offices

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**POLICY:**

It is the policy of Tri-County Community, Inc. Head Start/Early Head Start that the work environment will be free of excessive noise and distractions.

**PROCEDURE:**

1. Staff will make every effort to decrease noise and distraction to other employees in the work place.
2. Voices will be kept at a level not to disturb other staff.
3. Volume on radios in the offices must be kept at a level that cannot be heard in the hallway with office doors open.
4. Radios will be turned off if complaints are received about excessive noise from the radios.
5. The Head Start/Early Head Start Director will determine if the radio is distracting other staff.

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

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

**Subject:** Scheduling Fillmore Conference Room

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**POLICY:**

Any person requiring the use of our Fillmore Conference Room must schedule the date and time with the Administrative Assistant.

**PROCEDURE:**

1. The Administrative Assistant must be notified when the Fillmore Conference Room is needed.
2. The person requesting the use of the Fillmore Conference Room will supply the Administrative Assistant with the date, time, and the layout of the room (round table, classroom style, etc.).
3. If special equipment is needed, such as easel and markers, laptop and projector with screen, or television hook-up, that must be mentioned as well at the time of scheduling.
4. If there are to be any snacks or meals for the meeting, procuring them and setting them out will be the responsibility of the person conducting the meeting, or her assistants.
5. When there is a conflict in dates, the matter will be decided by the 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: Security Awareness**

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**Policy:**

When a suspected intruder enters a Head Start /Early Head Start center, the following procedure for monitoring and protocol must be observed.

**Procedure:**

**Monitor the access to your facility:**

1. Monitor the building entrance.
2. Make it mandatory that all parents sign-in when visiting the center.
3. Make sure that adults who pick up children from the Head Star/Early Head Start center are authorized to do so. Check the identification of those authorized to pick up a child.
4. Be aware of adults near the Head Start/Early Head Start center, take notice of unusual visits or phone call, and be alert and aware of your surroundings.
5. Report anything out of the ordinary to the police.

**Protocol for aggressive intruder:**

1. In the event, an aggressive or hostile intruder enters the Head Start/Early Head Start center the staff member nearest the phone should call **911**.
2. Signal other staff members by announcing a coded word that has been established by the individual centers.
3. The teachers will move the children into a designated area, lock the door, and use the attendance roster to account for all children present.
4. Once the situation is under control, reassure the children and resume normal activities.

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

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

**Subject:** Self-Assessment

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**POLICY:**

The Head Start/Early Head Start Program will conduct a Self-Assessment and include a parent survey as part of the assessment. Policy makers, parents, and community partners will help with the Self-Assessment.

**PROCEDURE:**

1. The Self-Assessment will be done in February/March of each program year.
2. Planning for the Self-Assessment will take place in February.
3. Members who will be requested to serve on the Self-Assessment team will consist of Board members, Policy Council members, Center Coordinators, and Tri-County Community Council staff, and other staff.
4. A training of the Self-Assessment tool will be provided and assignments will be made of the sub-parts in February/March.
5. The team members will have one month to complete their assessments. Then the Self-Assessment team will work on any documentation that might be needed. All the information will be compiled and list the strengths and weaknesses to be corrected.
6. The person designated by the Head Start/Early Head Start Director will type the findings and time lines for any corrections that need to be made and will include a Program Improvement Plan
7. The staff member designated in the plan will work on the correcting deficiencies.
8. The results of the Self-Assessment will be reported to the Management Team, Policy Council, and Board of Directors.
9. Follow-up on the Program Improvement Plan will be conducted in May/June.

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: Severe Weather Safety Drill Procedures**

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**Policy:**

In the event of **severe weather conditions**, use the following steps to help ensure the safety of all Head Start/Early Head Start children and staff.

**Procedure:**

**1. Severe thunderstorm:**

- (a) Make sure all children are inside. Call roll to account for all children.
- (b) Keep everyone away from all windows

**2. Tornado:**

- (a) Take all children to a centralized room with **no** windows, or get all children under the tables. The teacher should have a roll book in order to account for all of the children.
- (b) Everyone should bend down low and cover their heads with their arms.

**3. Hurricane:**

In the event of a hurricane, all Head Start/Early Head Start centers will be closed before the hurricane reaches the area; and the centers will remain closed until all of the danger has passed. Parents will be notified when classes will resume.

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

**Section: Record-keeping and Reporting P.S. 1304.51 (g)**

**Subject: Signing Children In and Out**

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**POLICY:**

Head Start /Early Head Start are required by the State of Florida child care standards to document when each child enters and departs a Head Start /Early Head Start facility. Such records shall be maintained for a minimum of (1) year.

**PROCEDURE:**

1. Parent/guardians will sign children in each day when they arrive at the Head Start /Early Head Start Program.
2. Parent/guardians will sign children out when picking child up from a Head Start /Early Head Start Program.
3. Bus Escorts will document arrival time of each child arriving and departing Head Start/ Early Head Start via bus or other Head Start /Early Head Start provided transportation.
4. Head Start /Early Head Start teaching staff will sign children into classroom upon arrival in classroom off the bus and departure from the classroom to the bus.
5. Sign in/out sheets will be filed in the Center Coordinators office by the teaching staff at the end of each month and kept for one school year.

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

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

**Subject:** Telephone Tree

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**POLICY:**

The Head Start/Early Head Start program will implement a telephone tree to notify staff of closures.

**PROCEDURE:**

1. A telephone tree will be developed by the Head Start/Early Head Start Director and maintained by the Director's Assistant.
2. The Director will call each of the Program Coordinators and the Director's Assistant.
3. Each Program Coordinator will be in charge of calling one of the Center Coordinators.
4. The Program Coordinator then will call a Center Coordinator, who will then call the first person on the telephone tree and then that person will then call the next one on the list and so on.
5. The last person on the telephone tree will call the Head Start/Early Head Start Director. This will ensure that everyone on the list has been called.
6. The telephone tree will be updated at least quarterly by the Director's Assistant.

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

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

**Subject:** Updating Files

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**POLICY:**

To keep files current and up-to-date

**PROCEDURE:**

1. Files will be updated as situations change by Center Coordinator, Teacher, or appropriate staff members.
2. Teachers will keep files current.
3. Files will be updated and be followed-up on a regular basis. The monitoring list will reflect what will be filed and when files are monitored.
4. Files will be monitored according to the ongoing monitoring plan.

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

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

**Subject:** Weekly Reports to Director

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**POLICY:**

Head Start/Early Head Start managers will communicate their triumphs and concerns with the director on a regular basis.

**PROCEDURE:**

1. At the end of the week, the center coordinators and program coordinators will complete a weekly report.
2. This report will be turned in no later than the following Monday of each week.
3. In case of the extended absence of the center coordinator, the next person in charge will be responsible for filling out and turning in the report.