

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

**Section:**      **Human Resources Management** P.S. 1304.52

**Subject:**      New Employee Handbook

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**POLICY:**

All new employees will receive a New Employee Handbook.

**PROCEDURE:**

1. New employees will receive an Employee Handbook during their Head Start/Early Head Start orientation.
2. The Employee Handbook will be updated every year during the month of June.
3. If there are any changes during the year before the book is updated, a copy/or discussion will be given/discussed with the new employee.

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

**Section:**      **Human Resources** P.S. 1304.52

**Subject:**      Orientation of New Employees

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**POLICY:**

All new employees will attend an orientation at Tri-County Community Council, Inc. and the Head Start/Early Head Start program.

**PROCEDURE:**

1. The Head Start/Early Head Start Director's Assistant will contact the personnel technician to schedule the TCCC orientation. The Director's Assistant will provide the personnel technician with the name of the person hired, the pay they will receive, and the name of the employee's immediate supervisor.
2. The Head Start/Early Head Start Director's Assistant will make a copy of the completed application along with the reference checks performed prior to the employee's notification of employment and give it to the employee's immediate supervisor.
3. The Director's Assistant will forward the original application to the personnel technician for processing.
4. The Tri-County Community Council, Inc. personnel technician will meet with the new Head Start/Early Head Start employee for orientation. This orientation for Tri-County will be held at the administration office in Bonifay.
5. During this orientation, the employee will watch videos concerning blood borne pathogens, the drug free workplace, and drug rights and responsibilities. The new employee will be given a new employee packet that includes a Tri-County Community Council, Inc. employee handbook.
6. When the orientation session is complete, the employee will be sent for a drug test. Drug screening will be completed at the doctor's office or hospital designated by the personnel technician.
7. After the employee has completed the pre-employment drug test and background test, they will report to the Head Start/Early Head Start Administration office for Head Start/Early Head Start orientation.
8. During the Head Start/Early Head Start orientation, the employee will watch the Child Abuse & Neglect video "Mandated Reporter". The Education Specialist will go over the Head Start/Early Head Start Employee Handbook and give a copy to the new employee. Required forms will be signed at this time. Information concerning the employee will be entered into Child Plus database in the Personnel section.

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9. The employee is required to obtain a physical exam within the first 10 days of employment, and submit it to Tri-County Community Council, Inc.
  
10. Employees are not required to have TB (tuberculosis) tests. However, employees are required to complete a TB questionnaire. If they answer yes to any of the questions, they are strongly advised to obtain a test for tuberculosis.

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

**Section:**      **Human Resources Management** P.S. 1304.52

**Subject:**      Racial/Ethnic Make-up of Classroom Staff

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**POLICY:**

Whenever possible, Tri-County Community Council, Inc. Head Start/Early Head Start will have the teaching staff reflect the cultural diversity of our children and families.

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

**Section:**       **Human Resources Management** P.S. 1304.52

**Subject:**       Required Classes

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**POLICY:**

Every center employee is required to obtain the 40-hour Introductory Child Care Training and the 5-hour Early Literacy classes within the first year and 90 days of employment. The 40-hours is made up of the following training courses:

30-hour	State & Local Rules and Regulations Health, Safety, and Nutrition Identifying and Reporting Child Abuse & Neglect Child Growth & Development Behavior Observation and Screening
10-hour	Preschool Appropriate Practices or Special Needs Appropriate Practices

**PROCEDURE:**

1. The Education Specialist will register the new staff for the above classes. The classes can be taken online or in class. Head Start will pay for the registration of the classes.
2. There is a test that the employee must register to take after completing each of the modules. Also there is a fee to take the test. Once completing the class and passing the test a certificate can be printed from the web site.  
(<http://www.myflorida.com/childcare/training>)
3. Once the employee turns in a certificate and receipt from the test, then the employee will be reimbursed the cost of the test.

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

**Section:**    **Mental Health**    PS 1304.52. (d)(4)

**Subject:**    **Service Provider Credentials**

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**Policy:**

Service provider will present proof of credentials.

**Procedure:**

1. Service providers will provide proof of credentials at each Head Start Center where they will be serving children.
2. Credentials should include: Photo, Business Name, Address, and Phone number.
3. Credentials should be kept on file at the Head Start center with a copy sent to the Mental Health Coordinator.
4. All credentials must be of person representing the service provider. If substitution is made for the regular visitor to the center, the same credentials stated above must be submitted before person has access to the children.
5. A person will be refused access to the children if credentials are not provided.
6. If service provider is denied access to the children due to lack of credentials, the name of the person, a description of the person and name and contact number of service agency should be obtained. The Mental Health Coordinator must be notified immediately of any denied access.

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

**Section:       Human Resources Management P.S. 1304.52**

**Subject:       Staff Attendance**

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**POLICY:**

Since attendance is key to the success of the Head Start/Early Head Start program it is important that staff members have good attendance.

**PROCEDURE:**

1. Staff who will be absent will notify their immediate supervisor as soon as possible but not less than within one hour of scheduled work time.
2. If staff member is absent more than three consecutive days, a doctor's excuse is required.
3. If a staff member is absent more then three days in a month without just cause, a corrective action will be written.
4. Leave without pay will only be granted by their immediate supervisor under the following guide lines.
  1. Illness
  2. Death in immediate Family
  3. Family emergency – legitimacy to be determined by the site manager.

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

**Section: Human Resources Management P.S. 1304.52**

**Subject: Staff Evaluation**

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**POLICY:**

All employees will be evaluated annually with the exception of new employees who will be evaluated 90 days and six months as a part of their probationary period.

**PROCEDURE:**

1. Supervisors will complete the Tri-County Employee Performance Evaluation form on their employees annually in July/August.
2. The supervisor must discuss the evaluation score with the employee in privacy and obtain the employees signature. The employee's signature does not acknowledge agreement with the score, just that the evaluation has been discussed with them.
3. Once the evaluation has been completed and all signatures are in place the evaluation will go to the director who will view and forward to the human resources supervisor.

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

**Section:**      **Human Resources Management** P.S. 1304.52

**Subject:**      **Staff Personal Belongings**

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**POLICY:**

Each center employee will keep purses and other personal items in a locked area.

**PROCEDURE:**

1. Personal belongings will be kept in a locked space.
2. Medicine in purses is a concern. The purses need to be locked up and far away from the children.
3. Personal belongings are the responsibility of the owner. Head Start is not responsible for personal belongings.

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

**Section:**       **Human Resources Management** P.S. 1304.52

**Subject:**       Supervision of Staff

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**POLICY:**

All staff members will be supervised on an on-going basis and evaluated on job performance.

**PROCEDURE:**

1. Supervisors will be responsible for making sure staff members are doing their jobs to the best of their abilities.
2. Supervisor will observe performance, make suggestions for improvement, compliment when good work is observed, and coordinate efforts, gain input, and build a team approach.
3. The Head Start/Early Head Start Director supervises all the program coordinators, the center coordinators, data entry/floater and her assistant.
4. The center coordinators supervise the teachers, cooks, family service workers and the center assistants.
5. The Family Service Coordinator supervises the family service workers.
6. The Education Coordinator supervises the Education Specialist and Male Involvement/Disability Specialist.
7. The teachers supervise the teachers' assistants.
8. The Director's Assistant supervises the Administrative Assistant.
9. Staff members need to keep their supervisors informed of any potential problems, and should address any complaints to them. When assistance is needed, they direct their requests to their immediate supervisor. They should also report special achievements and progress.

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

**Section:**       **Human Resources Management P.S. 1304.52 (Head Start Act Sec. 648A.)**

**Subject:**       **Taking Classes**

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**POLICY:**

Head Start will pay for one class and book per semester for any staff member interested in pursuing a field-related degree (if funding is available). If funding is limited Head Start will pay only for staff that is required/mandated to obtain their degree.

**PROCEDURE:**

1. Staff members interested in taking classes must work with the Education Specialist to register for classes.
2. Classes taken must be related to the degree that is being pursued.
3. Classes must be taken in the evening, distant learning, or online.
4. If there are special circumstances related to classes needed such as time or certain time of the year the class is being offered then Head Start/Early Head Start will view these circumstances on an individual basis.

Tri-County Community Council, Inc.  
Head Start

**Section:** Human Resources P.S. 1304.52 (Head Start Act Section 648A (2))

**Subject:** Teacher Degree Requirements

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**POLICY:**

Teachers will work toward meeting and achieving the new degree requirement that has been established in the Head Start Act (amended December 12, 2007) Section 648A (2).

**PROCEDURE:**

1. Every teacher will meet with the Education Coordinator and/or Head Start Director to discuss their intentions on working toward the needed degree, where they are in the degree process, and what is needed for them to achieve the goal of obtaining their baccalaureate degree.
2. Once the initial meeting has taken place that established the needs a second meeting will be scheduled. The second meeting will establish a plan and timeline that works best for the individual teachers on working on the goal.
3. The Education Coordinator will write up the plan including a timeline in partnership with the teacher and review it with them individually. Once everyone is in agreement, the plan will be signed by the teacher and Education Coordinator.
4. The plan will be reviewed at the end of the school year for accomplishments and/or struggles.
5. Head Start will pay for at least one college course and book per semester after the teacher applies for Pell grant and is denied. Head Start will discuss the need of paying for more than one college course if needed for the teacher to achieve the needed classes.
6. Head Start will support and work with teachers according to their need.
7. Teachers that refuse to work toward obtaining a baccalaureate will risk the chance of being demoted if a position is available or losing their job. Decisions will be made to determine if a teacher will return as a teacher August 2012 in the spring of 2012.

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

**Section: Human Resources Management P.S. 1304.52**

**Subject: Teacher Qualifications**

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**POLICY:**

Every teacher must have a 4-year degree to teach in the Head Start classroom.

**PROCEDURE:**

1. No one new will be hired without a 4-year degree in the position of teacher as of August 2010.
2. No one new will begin working without a copy of their 4-year degree being on file as of October 2011.
3. If a person is hired and the degree is out of field then an additional six classes in early education must be taken. The six classes must be credited classes.
4. The classes must begin following the satisfactory completion of 6 month probation period or the next semester if in the middle of semester. (Ex: 6 month probation period ends in March then class must start in summer semester.)
5. The classes must be credited. The employee will have two years to complete classes. Please see chart below for example.

Class #	Class Begin	Class End
Class1	May 2006	July 2006
Class 2	August 2006	December 2006
Class 3	January 2007	April 2007
Class 4	May 2007	July 2007
Class 5	August 2007	December 2007
Class 6	January 2008	April 2008

6. Head Start will pay for at least one class per semester.

**Tri-County Community Council, Inc.  
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**Section; Human Resources**

**Subject: Teaching Staff Assignment**

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**POLICY:**

All teaching staff will be assigned to work with a group of children or classroom. Head Start classroom will have a teacher and teacher assistant. Early Head Start classroom will have two caregivers. Each caregiver will be assigned four children for primary care.

**PROCEDURE:**

1. Teaching staff will be primarily responsible for providing an ongoing personal contact, important learning activities, direct supervision, ongoing assessments and immediate care as needed to protect children's well being.
2. Teaching staff will maintain the developmentally appropriate staff- child ratios within the group size to facilitate adult/child interaction and activity among children.
3. Teaching staff will maintain staff/child ratio at all times during hours of operation including indoors, outdoors, and an extra person is needed on fieldtrips.

**Teacher-Child Ratios within Group Size**

Age Group	Group Size									
	8	10	12	14	16	18	20	22	24	
<b>Infants</b>										
Birth to 15 months	1:4									
<b>Toddlers/Two 12-36 months</b>										
12-28 months	1:4									
21-36 months	1:4									
<b>Preschool</b>										
2.5-years olds to 3-years (30-48)					1:8					
4-years							1:10			
5-years							1:10			
<b>Kindergarten</b>							1:10			

**Tri-County Community Council, Inc.**  
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**Section:**      **Human Resources Management P.S. 1304.52**

**Subject:**      **Time Sheets**

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**POLICY:**

All Head Start/Early Head Start staff members are paid bi-weekly after recording time worked on their personal activity reports (PAR).

**PROCEDURE:**

1. Time worked shall be recorded daily on the official PAR by the employee and approved by the supervisor at the end of the pay period. Employees are paid bi-weekly (every two weeks).
2. The immediate supervisor will approve the staff member's PAR and forward it to the Head Start/Early Head Start Director.
3. The Head Start/Early Head Start Director will send the time sheets to bookkeeping for processing after reviewing and signing.
4. There will be no overtime recorded on the time sheet unless the Head Start/Early Head Start Director has given prior approval. This does not apply to exempt employees.