

# **Emergency Plan**

## **Chautauqua Early Education Center (CEEC)**

***908-B Hwy 90 West  
DeFuniak Springs  
Florida 32433***

***Telephone: 850-892-6144***

Date of Plan: January 4, 2010

**Chautauqua Early  
Education Center  
(CEEC)**

**908-B Hwy 90 West  
DeFuniak Springs  
Florida 32433**

**Northwest Florida State  
College is a Designated  
Shelter**

## Emergency Preparedness Plan

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Child Care Facility or Home

Date of Plan: January 4, 2010

Name of facility: Chautauqua Early Education Center (CEEC)

Address: 908-B Hwy 90 West

City/State/Zip: DeFuniak Springs Florida 32433

Telephone number: 850-892-6144

Number of children in care: 32

Child care is provided during these hours: 6:30am – 5:30pm

Child care is provided on these days: Monday – Friday

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### Possible Emergencies

This child care facility or home may be subject to natural disaster and emergencies listed below. Plans are included to respond to these types of situation.

1. Hurricanes
2. Bomb threats
3. Gas leaks
4. Building fire
5. Hostage Situation
6. Tornado

**Emergency Preparedness Plan**

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**Emergency Telephone List**

Caregiver

Ruth Kelley – 850-892-6044

Emergency Management Agency (EMA)

Substitute Caregiver

Nearest Hospital: 850-951-4500

Tiresa Huckaba 850-834-3231

Police Dept: 911

Fire Dept: 911

Ambulance: 911

Poison Control: 1-800-222-1222

UTILITIES

Evacuation Site

Electric Company: Gulf Power

Northwest Florida State College

Water Company: City of DeFuniak Springs

908 Hwy 90 West

Gas Company: City of DeFuniak Springs

DeFuniak Springs Florida 32433

Telephone Services: Embarq

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Transportation

If it becomes necessary to relocate the children to a safer location, the following transportation will be used.

Number of children to be moved: 32 (We will walk to different building on campus)

Transportation #1

Owner: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Type of vehicle: \_\_\_\_\_

Drivers: \_\_\_\_\_

# of passengers including Driver: \_\_\_\_\_

Normal location of vehicle: \_\_\_\_\_

Way to contact owner: \_\_\_\_\_

## Emergency Preparedness Plan

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### Emergency Telephone List

Caregiver

Ruth Kelley – 850-892-6044

Emergency Management Agency (EMA)

Substitute Caregiver

Nearest Hospital: 850-951-4500

Tiresa Huckaba 850-834-3231

Police Dept: 911

Fire Dept: 911

Ambulance: 911

Poison Control: 1-800-222-1222

#### UTILITIES

#### Alternate Evacuation Site

Electric Company: Gulf Power

Tri-County Community Council Transportation\_\_ Water Company: City of DeFuniak Springs

1586 Hwy. 331 South

Gas Company: City of DeFuniak Springs

DeFuniak Springs Florida 32435

Telephone Services: Embarq

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#### Transportation

If it becomes necessary to relocate the children to a safer location, the following transportation will be used.

Number of children to be moved: 32

\*\*\* If for any reason Northwest Florida State College is completely evacuated due to an emergency Chautauqua Early Education Center (CEEC) will then be evacuated to Tri-County Community Council Transportation located at 1586 Hwy 331 South, DeFuniak Springs, Florida 32435.

**Alternate Evacuation Site:** Tri-County Community Council Transportation located at 1586 Hwy 331 South, DeFuniak Springs, Florida 32435

#### Transportation #1

Owner: Tri-County Community Council Transportation

Point of Contact: Chautauqua Early Education Center

Type of vehicle: Bus           

Drivers; Tri-County Community Council

# of passengers including Driver: 30

Normal location of vehicle: Tri-County Community Council Transportation at 1586 Hwy 331 South, DeFuniak Springs, Florida

Way to contact owner: 850-548-9900

## Emergency Preparedness Plan

Chautauqua Early Education Center (CEEC)

January 4, 2010

Dear Parents,

We want to assure you of our concerns for the safety and welfare of the children in our Head Start facility. In light of recent world and local events, we have developed an emergency plan that will be implemented in case of an emergency. Plans for emergency care are reviewed annually. The type of emergency will dictate the special care to be provided.

- Shelter at the facility – This plan would be implemented in the event of an emergency, unsafe outside conditions or threats. The children will be cared for indoors at the Head Start facility and all the doors locked to restrict entry. Parents will be notified, if they need to pick up their child (ren).
- Evacuation to another site - In the event that it is not safe for children to remain in the Head Start facility an alternate site for care has been arranged. Depending on the distance from the Head Start facility, the children will either walk or be transported to the alternate site.
- Method of contact parents - In case of emergency parents will be notified. If we need to evacuate to another site, a note will be placed on the door informing you where to pick up your child (ren).
- Emergency over/reuniting with children – Parents will be called and reunited with their children as soon as possible after the emergency.
- Northwest Florida State College is a **Designated Shelter**.
- If for any reason Northwest Florida State College is completely evacuated due to an emergency Chautauqua Early Education Center (CEEC) will then be evacuated to Tri-County Community Council Transportation located at 1586 Hwy 331 South, DeFuniak Springs, Florida 32435.

When you enrolled your child in our care, you completed a list of emergency contacts and persons who may pick up your child. It's very important to keep that list up-to-date in case of an emergency. Please see me if you want to review and update the emergency contacts that I have for your child (ren).

The purpose for sharing this information with you is not to cause you worry, but to reassure you that we are prepared to handle all types of emergencies in a way that will ensure the safety of your child (ren). In the event of an actual emergency, we will call you as soon as it is safe to do so. At that time you will be informed about the steps to be taken. If you have any questions regarding this information, please contact us at the center.

Sincerely,

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

# **Emergency Plan**

## **Chipley Head Start**

***1264 South Boulevard,  
Chipley, Florida 32428***

***Telephone: 850-638-9800***

Date of Plan: June 30, 2009

# **Chipley Head Start Center**

*Has been relocated to*

**First Baptist Church  
1300 South Blvd  
Chipley Florida 32428**

## Emergency Preparedness Plan

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### Child Care Facility or Home

Name of facility: ChIPLEY Head Start

Date of Plan: June 30, 2009

Address: 1264 South Blvd

City/State/Zip: ChIPLEY Florida 32428

Telephone number: 850-638-9800

Number of children in care: 37

Child care is provided during these hours: 6:30am – 5:30pm

Child care is provided on these days: Monday – Friday

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### Possible Emergencies

This child care facility or home may be subject to natural disaster and emergencies listed below. Plans are included to respond to these types of situation.

1. Bomb threats
2. Gas leaks
3. Building fire
4. Hostage Situation
5. Tornado

## Emergency Preparedness Plan

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**Emergency Telephone List**

Caregiver

Cynthia Brown 850-565-2363Emergency Management Agency (EMA)  
638 6203

Substitute Caregiver

Nearest Hospital: 638-1610Debra McDonald -1850-441-0724 Police Dept: 911Fire Dept: 911Ambulance: 911Poison Control: 1-800-222-1222

## UTILITIES

Evacuation Site

Electric Company: Gulf PowerFirst Baptist ChurchWater Company: 638-62801300 South BlvdGas Company: 638-6280Chipley Florida 32428Telephone Services: Embarq

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**Transportation**

If it becomes necessary to relocate the children to a safer location, the following transportation will be used.

Number of children to be moved: 37 (We will walk to the First Baptist Church)

Transportation #1

Owner \_\_\_\_\_

Type of vehicle \_\_\_\_\_

Driver \_\_\_\_\_

# Of passengers including Driver \_\_\_\_\_

Normal location of vehicle \_\_\_\_\_

Way to contact owner \_\_\_\_\_

Transportation #2

Owner \_\_\_\_\_

Type of vehicle \_\_\_\_\_

Driver \_\_\_\_\_

# of passenger including Driver \_\_\_\_\_

Normal location of vehicle \_\_\_\_\_

Way to contact owner \_\_\_\_\_

Emergency Preparedness Plan

ChIPLEY Head Start

June 30, 2009

Dear Parents,

We want to assure you of our concerns for the safety and welfare of the children in our Head Start facility. In light of recent world and local events, we have developed an emergency plan that will be implemented in the event of an emergency. Plans for emergency care are reviewed annually. The type of emergency will dictate the special care to be provided.

- Shelter at the facility – This plan would be implemented in case of an emergency, unsafe outside conditions or threats. The children will be cared for indoors at the Head Start facility and all the doors locked to restrict entry. Parents will be notified if they need to pick up their child (ren).
- Evacuation to another site - In the event that it is not safe for children to remain in the Head Start facility, an alternate site has been arranged. Depending on the distance from the Head Start facility, the children will either walk or be transported to the alternate site.
- Method of contact parents - In case of emergency parents will be notified. If we need to evacuate to another site, a note will be placed on the door informing you where to pick up your child (ren).
- Emergency over/reuniting with children – Parents will be called and reunited with their children as soon as possible after the emergency.

When you enrolled your child (ren) in our care, you completed a list of emergency contacts and persons who may pick up your child. It's very important to keep the list up-to-date in case of an emergency. Please see me, if you want to review and update the emergency contacts that I have for your child (ren).

The purpose for sharing this information with you is not to cause you worry, but to reassure you that we are prepared to handle all types of emergencies in a way that will ensure the safety of your child (ren). In the event of an actual emergency, we will call you as soon as it is safe to do so. At that time you will be informed about the steps to be taken. If you have any questions regarding this information, please contact us at the center.

Sincerely,

Signature\_\_\_\_\_

Date\_\_\_\_\_

Printed Name\_\_\_\_\_

Title\_\_\_\_\_

# **Emergency Plan**

## **Tri-County Head Start (Walton)**

***268 South Davis Lane  
DeFuniak Springs  
Florida 32435***

***Telephone: 850-892-7635***

Date of Plan: June 30, 2009

**Tri-County Head Start  
(Walton)  
268 South Davis Lane  
DeFuniak Springs  
Florida 32433**

*Has been relocated to*

**Northwest Florida State  
College  
908 Hwy 90 West  
DeFuniak Springs  
Florida 32433**

## Emergency Preparedness Plan

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Child Care Facility or Home

Date of Plan: June 30, 2009

Name of facility: Tri-County Head Start (Walton)

Address: 268 South Davis Lane

City/State/Zip: DeFuniak Springs Florida 32433

Telephone number: 850-892-7635

Number of children in care: 57

Child care is provided during these hours: 6:30am – 5:30pm

Child care is provided on these days: Monday – Friday

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### Possible Emergencies

This child care facility or home may be subject to natural disaster and emergencies listed below. Plans are included to respond to these types of situation.

1. Hurricanes
2. Bomb threats
3. Gas leaks
4. Building fire
5. Hostage Situation
6. Tornado

## Emergency Preparedness Plan

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### Emergency Telephone List

Caregiver

Barbara Lawncinzak – 850-892-4039

Emergency Management Agency (EMA)

Substitute Caregiver

Nearest Hospital: 850-951-4500

Tiresa Huckaba - 850-834-3421

Police Dept: 911

Fire Dept: 911

Ambulance: 911

Poison Control: 1-800-222-1222

#### UTILITIES

Evacuation Site

Electric Company: Gulf Power

Northwest Florida State College

Water Company: City of DeFuniak Springs

908 Hwy 90 West

Gas Company: City of DeFuniak Springs

DeFuniak Springs Florida 32433

Telephone Services: Embarq

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### Transportation

If it becomes necessary to relocate the children to a safer location, the following transportation will be used.

Number of children to be moved: 57

Transportation #1

Owner: Tri-County Community Council Inc. Transportation,

Point of Contact: Inez Cassidy

Type of vehicle: buses (2)

Drivers; Jean Lowe, Inez Cassiday, Helen Jones, David McMillan

# of passengers including Driver: 30

Normal location of vehicle: 1586 US Hwy 331 South DeFuniak Springs, Florida

Way to contact owner: 892-2422

**Emergency Preparedness Plan**

Tri-County Head Start (Walton)

June 30, 2009

Dear Parents,

We want to assure you of our concerns for the safety and welfare of the children in our Head Start facility. In light of recent world and local events, we have developed an emergency plan that will be implemented in case of an emergency. Plans for emergency care are reviewed annually. The type of emergency will dictate the special care to be provided.

- Shelter at the facility – This plan would be implemented in the event of an emergency, unsafe outside conditions or threats. The children will be cared for indoors at the Head Start facility and all the doors locked to restrict entry. Parents will be notified, if they need to pick up their child (ren).
- Evacuation to another site - In the event that it is not safe for children to remain in the Head Start facility an alternate site for care has been arranged. Depending on the distance from the Head Start facility, the children will either walk or be transported to the alternate site.
- Method of contact parents - In case of emergency parents will be notified. If we need to evacuate to another site, a note will be placed on the door informing you where to pick up your child (ren).
- Emergency over/reuniting with children – Parents will be called and reunited with their children as soon as possible after the emergency.
- Northwest Florida State College is a **Designated Shelter**.

When you enrolled your child in our care, you completed a list of emergency contacts and persons who may pick up your child. It's very important to keep that list up-to-date in case of an emergency. Please see me if you want to review and update the emergency contacts that I have for your child (ren).

The purpose for sharing this information with you is not to cause you worry, but to reassure you that we are prepared to handle all types of emergencies in a way that will ensure the safety of your child (ren). In the event of an actual emergency, we will call you as soon as it is safe to do so. At that time you will be informed about the steps to be taken. If you have any questions regarding this information, please contact us at the center.

Sincerely,

Signature\_\_\_\_\_

Date\_\_\_\_\_

Printed Name\_\_\_\_\_

Title\_\_\_\_\_

# **Emergency Plan**

***Name: Tri-County Community  
Council Head Start  
(Westville)***

***Address: 2499 Cypress Street  
Westville Florida 32464***

***Telephone: 850-548-5630***

Date of Plan: June 30, 2009

**Tri-County Community  
Council Head Start  
(Westville)**

*Has been relocated to*

**Hickory Hill Baptist  
Church**

**1656 Hickory Hill Road  
Westville Florida 32464**

## Emergency Preparedness Plan

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### Child Care Facility or Home

Name of facility: Tri-County Head Start      Date of Plan: June 30, 2009

Address: 2499 Cypress Street

City/State/Zip: Westville Florida 32464

Telephone number: 850-548-5630

Number of children in care: 77

Child care is provided during these hours: 6:30am – 5:30pm

Child care is provided on these days: Monday – Friday

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### Possible Emergencies

This child care facility or home may be subject to natural disaster and emergencies listed below. Plans are included to respond to these types of situation.

1. Hurricanes
2. Bomb threats
3. Gas leaks
4. Building fire
5. Hostage Situation
6. Tornado

## Emergency Preparedness Plan

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### Emergency Telephone List

Caregiver

Kathy Shull - 850-956-4105

Emergency Management Agency (EMA)  
\_\_\_\_\_

Substitute Caregiver

Nearest Hospital: 547-1120

Sharon Smith - 850-956-4270

Police Dept: 911

Fire Dept: 911

Ambulance: 911

Poison Control: 1-800-222-1222

#### UTILITIES

Evacuation Site

Electric Company: West Florida

Hickory Hill Baptist Church

Water Company: City of Westville

1656 Hickory Hill Road

Gas Company: Tri-County Gas

Westville, Florida 32428

Telephone Services: Embarq

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### Transportation

If it becomes necessary to relocate the children to a safer location, the following transportation will be used.

Number of children to be moved: 77

Transportation #1

Owner TriCounty Head Start

Type of vehicle Bus

Driver Kathee Vaugh

# Of passengers including Driver 30

Normal location of vehicle on site

Way to contact owner 548-9900

Transportation #2

Owner TriCounty Head Start

Type of vehicle Van

Driver Sharon Smith

# of passenger including Driver 6

Normal location of vehicle on site

Way to contact owner 548-9900

Emergency Preparedness Plan

Tri-County Head Start (Westville)

June 30, 2009

Dear Parents,

We want to assure you of our concerns for the safety and welfare of the children in our Head Start facility. In light of recent world and local events, we have developed an emergency plan that will be implemented in the event of an emergency. Plans for emergency care are reviewed annually. The type of emergency will dictate the special care to be provided.

- Shelter at the facility – This plan would be implemented in case of an emergency, unsafe outside conditions or threats. The children will be cared for indoors at the Head Start facility and all the doors locked to restrict entry. Parents will be notified if they need to pick up their child (ren).
- Evacuation to another site - In the event that it is not safe for children to remain in the Head Start facility, an alternate site has been arranged. Depending on the distance from the Head Start facility, the children will either walk or be transported to the alternate site.
- Method of contact parents - In case of emergency parents will be notified. If we need to evacuate to another site, a note will be placed on the door informing you where to pick up your child (ren).
- Emergency over/reuniting with children – Parents will be called and reunited with their children as soon as possible after the emergency.

When you enrolled your child (ren) in our care, you completed a list of emergency contacts and persons who may pick up your child. It's very important to keep the list up-to-date in case of an emergency. Please see me, if you want to review and update the emergency contacts that I have for your child (ren).

The purpose for sharing this information with you is not to cause you worry, but to reassure you that we are prepared to handle all types of emergencies in a way that will ensure the safety of your child (ren). In the event of an actual emergency, we will call you as soon as it is safe to do so. At that time you will be informed about the steps to be taken. If you have any questions regarding this information, please contact us at the center.

Sincerely,

Signature\_\_\_\_\_

Date\_\_\_\_\_

Printed Name\_\_\_\_\_

Title\_\_\_\_\_

**On-going Monitoring Plan  
1304.51 (i)(2)**

<b>Early Childhood Development and Health Services</b>			
<b>Health Services</b>			
<b>Area Monitored</b>	<b>Responsibility</b>	<b>When</b>	<b>Results used for</b>
Physicals	Health Services Coordinator/Nutrition Coordinator	Within 30 days of enrollment & ongoing	To ensure that we are following our state license requirement
Shot Records	Health Services Coordinator/Nutrition Coordinator	First day child attends program	To ensure that we are following our state license requirement
Medical Home	Health Services Coordinator	October	To ensure that we are in compliance with Performance Standards
Dental Screening	Health Services Coordinator	Mid-October , ongoing	To ensure that we are in compliance with Performance Standards
First Aid Kits	Health Services Coordinator	August & January	To ensure that we are following our state license requirements
Health Records	Health Services Coordinator/Nutrition Coordinator	September, January	To ensure that we are in compliance with Performance Standards and state license requirements on all required health information and that any identified needs are being addressed
Daily Health Checks	Health Services Coordinator	October, January, May	To ensure that all children are being observed on arrival and concerns are forwarded to the proper staff
Emergency Preparedness Plan	Health Services Coordinator	February	To ensure that center staff and children know what to do and where to go in case of an emergency.
Toothbrush Charts	Health Services Coordinator	October, January, May	To ensure that all children are brushing their teeth daily.
<b>Early Childhood Development Services</b>			
Dial-3 Screening	Education Team/Health Services Coordinator	Mid-September & ongoing	To ensure that we are in compliance with Performance Standards
Portfolios	Education Team	November, February, May	Best Practice
Home Visits	Education Team	November, April	To ensure that we are in compliance with Performance Standards and establish a relationship/partnership with the parent/guardian concerning the child's educational goals/needs.

<b>Area Monitored</b>	<b>Responsibility</b>	<b>When</b>	<b>Results used for</b>
Parent/Teacher Conference	Education Team	January, End of May	To ensure that we are in compliance with Performance Standards and establish a relationship/partnership with the parent/guardian concerning the child's educational goals/needs.
Galileo Input	Education Team	Monthly	To ensure that we are in compliance with Performance Standards and track the progress of the children
Education/Disabilities Files	Education Team	November, February, April	To ensure that required forms are filled out completely and signed properly; all required documents are in the files.
Lesson Plans/HSCIP	Education Team	Monthly	To ensure that we are in compliance with Performance Standards and provide the individualization for each child.
Fire/Tornado Drills	Education Team/Health Services Coordinator	September, November, February, May	To ensure that we are following our state license requirements and it is a best practice.
IEPs	Education Team	November, February, May	To ensure that IEPs are being implemented.
Life Management & COPE visits	Education Team	Monthly	To ensure that our contracted services are provided and results will be shared with teaching staff that offers feedback of ways to change/improve.
<b>Family and Community Partnership</b>			
Family Files	Family Service Coordinator	October, February	To ensure that required forms are filled out completely and signed properly; all required documents are in the files.
Parent Committee Notebooks	Family Service Coordinator	November, March	To ensure that the parent committees are active and an agenda, minutes, and sign-in sheets are in the notebook
Parent Training Schedule	Family Service Coordinator	September, November, January, March, May	To ensure that parents are receiving the trainings that are required and they are interested in according to the interest survey.

<b>Area Monitored</b>	<b>Responsibility</b>	<b>When</b>	<b>Results used for</b>
Merlin Family Information Input	Family Service Coordinator	October, January, April	To ensure all the information on the families is inputted into Merlin
Family Partnership Agreements	Family Service Coordinator	November, January, March, May	To ensure that an ongoing relationship with the families has been established.
Referrals	Family Service Coordinator	December, May	To track that services have been or are in the process of being reviewed and/or met for the families.
<b>Program Design and Management</b>			
Self-Assessment - Program Improvement Plan (PIP)	Director	June & ongoing	To track the improvements that need to be made according to PIP
T&TA Plan	Director	October & February	To track training of the staff.
State Required Classes	Director	Ongoing	To ensure that we are following our state license requirements.
Orientation on new employees and Volunteers	Director	Ongoing	To ensure that all new employees and volunteers are receiving an orientation into Head Start.
Staff Files	Education Specialist	August/September	To ensure that all required documentation is in the staff files.
Child Plus Staff Input	Director's Assistant	October & ongoing	To ensure that information on staff is imputed and current in Merlin
Contracts – Implementation	Director	On monthly HS Director's Report	To ensure contracted services are provided according to contract.
TCCC Drivers Files	Center Coordinator	July/August	To ensure that proper documentation is in the drivers files that is required by our state license
All area Plans	Director & Program Coordinators	August	To ensure that we are in compliance with the Performance Standards and all plans are updated and/or revised.
Forms	Director & Program Coordinators	August	To ensure that all forms are updated and/or revised.
Policies & Procedures	Director & Program Coordinators	August	To ensure that we are in compliance with the Performance Standards and all plans are updated and/or revised.
USDA Records	Director	November, April	To ensure that we are following the guidelines for USDA
In-kind	Director	On monthly HS Director's Report	To track the amount of in-kind we have each month and know how much more is needed.

<b>Area Monitored</b>	<b>Responsibility</b>	<b>When</b>	<b>Results used for</b>
Professional Development Plans	Education Coordinator	October, February, April	To track that all staff have a current professional development plan.
Facilities Inspections	Nutrition Coordinator	November, February	To ensure that any needed repairs are noted and then repair is made in a timely manner.
Daily Playground Checklist	Education Team	October, February, May	To ensure that the playground is checked everyday and clean of any potential dangers.
Safety & Health Inspection	Nutrition Coordinator	November, February, May	To ensure the center is a safe and healthy environment for the children, their families, and staff.
Computer Maintenance	Director's Assistant	Monthly	To ensure that all computers are receiving updates, scans, and maintenance (disk check, defrag, etc.)
Policy Council/Board of Directors minutes are posted at the centers	Director	October, April	To ensure that the minutes from the Policy Council/Board of Directors meetings are posted at each center and available to staff and parents.
Status Report/Budget	Director & Director's Assistant	The status report is received monthly and viewed by the director & director's assistant.	To track expenditures and remaining amounts and program planning.
% of Disabilities w/type	Director	On monthly HS Director's Report	To ensure that we are in compliance with Performance Standards.
Petty Cash	Director	November, April	To ensure that purchases are following the financial rules and the budgeted line items.
USDA (Meal) Reviews	Director	November, April	To ensure that meal reviews are complete in accordance to USDA requirements.
Milk Reviews	Nutrition Coordinator	Monthly	To ensure that the proper amount of milk is being purchased and served.
<b>Eligibility, Recruitment, Selection, Enrollment, and Attendance</b>			
Enrollment	Family Service Coordinator	Monthly	To ensure that we are maintaining our funded enrollment
ERSEA Process	Director	July/August	To ensure that the neediest children are accepted into our program.

<b>Area Monitored</b>	<b>Responsibility</b>	<b>When</b>	<b>Results used for</b>
Waiting List	Family Service Coordinator	Monthly	To ensure that we can fill any vacancy as it occurs to maintain our funded enrollment.
Attendance (ADA)	Director	On monthly HS Director's Report	To ensure that we are in compliance with the Performance Standards and to maintain at least 85% ADA. Also to track why children are absent and provide services if needed.
Eligibility	Director	September	To ensure all documents are in place and filled out completely with signatures.
<b>Transportation</b>			
Bus Evacuation	Health Services Coordinator	November, May	To ensure that we are compliance with the Performance Standards and those children can evacuate the bus safely if needed.
Bus Safety Training - Parent, child, & staff	Education Coordinator	September & ongoing	To ensure that we are in compliance with the Performance Standards and that all understand that it is safety first of the children.
Bus Driver Evaluation	TCCC Administration & Director	September/October	To ensure that the bus drivers are being evaluated annually on their road performance.

Revised 07/09 kg

## **Planning Plan 2009-2010**

A planning committee will be established every year. The planning committee will be comprised of a Policy Council member, a staff member from each center that represents the different jobs in Head Start, a parent from each center, a Board member, management staff, and the Director. The members will report all discussions to their county parts and will bring to the planning committee all issues/concerns/ideas. The planning committee will review and set short and long-term goals for the program. The planning committee will also view the budget and set fiscal goals. The month of September the selection of new members will take place.

### **September Each Year**

- The planning committee will be selected
- Meeting dates and times will be set for all meetings
- Review the strategic plan and goals that have been set previously
- Begin the planning process for the annual self-assessment
- Assign the Community Assessment or updates on gathering information
- Discuss any issues, concerns, or ideas

### **March Each Year**

- Community Assessment or Updates
- Prepare and revise Strategic Plan to go to Policy Council and Board of Directors for approval
- Budget Planning
- Look at where we are and where are we going
- Review year and accomplishments
- Discuss any issues, concerns, or ideas

# **Program Design and Management**

## **Program Governance**

**1304.50**

### **Performance Objective:**

To ensure that a formal structure of shared governance is established through the Board of Director, the Policy Council, and center parent committees.

### **Expected Outcomes:**

The Policy Council members will work together with the staff and Board of Directors in shared decision making.

### **Approach:**

1. At the first parent committee meeting each center will elect a Policy Council member/s. The number to be elected will be according to the Policy Council by-laws.
2. New members will be seated by the current members.
3. Program Governance training will be provided for all Policy Council members and The Board of Directors annually in September/October.
4. There will be monthly Policy Council meetings.
5. Policy Council members will receive information on items for discussion and approval/disapprovals.
6. The Policy Council will be represented at the Board of Directors to submit information from the meetings and approval/disapprovals.

### **Evidence of Compliance:**

Policy Council agendas, sign-in sheets, parent committee minutes, Policy Council minutes, Policy Council by-laws.

### **Staff Responsible:**

Director, Director Assistant, and Center Coordinator

**Expected Outcomes:**

The parent committee will be involved in planning and carrying out activities at the center.

**Approach:**

1. The first parent committee meeting will be set by staff as soon as possible once school begins. The committee will be made up of only currently enrolled children.

2. At the first parent committee meeting parents will elect a president, vice-president, and a secretary. A Policy Council member will be elected to represent the center. Also a time and date for each meeting will be discussed.

3. The parent committee meeting reminders will go out a week prior to the meeting with date and time.

4. An agenda will be set for each meeting. Minutes will be taken by the secretary.

5. There will be training provided at some of the meetings according to the Parent Training Plan.

6. The Policy Council representative will provide feedback to the parent committee from the Policy Council meeting and take any information/approvals to the Policy Council from the parent committee.

**Evidence of Compliance:**

Policy Council agendas, sign-in sheets, parent committee minutes, Policy Council minutes, Policy Council by-laws, parent committee notebook, parent committee agendas

**Staff Responsible:**

Director, Director Assistant, Center Coordinator, Family Service Worker, and Family Service Coordinator

**Expected Outcomes:**

The Board of Directors and Policy Council members have by-laws that describe their functions.

**Approach:**

1. Annually parent committees will elect their Policy Council representative from currently enrolled children parents.
2. Tri-County Community Council will follow the by-laws for the Board of Directors for their membership.
3. Policy Council by-laws will be reviewed annually.
4. A Board of Director member is appointed to serve as the Policy Council liaison. The liaison will submit approval items to the Board of Directors from the Policy Council.
5. The functions of each group will be detailed in the by-laws.

**Evidence of Compliance:**

Policy Council and Board of Directors agendas, sign-in sheets, and minutes.

**Staff Responsible:**

Director, Director Assistant, and Human Resource Director

## Management Systems and Procedures 1304.51

**Performance Objective:**

To establish dynamic and cohesive management systems that support continuous improvement and foster commitment to provide the highest level of services to children and families in accordance with legislative regulations and policies. Ensure program plans are established that adequately reflect the needs and concerns of enrolled children and their families.

**Approach:**

1. Set clear goals and define organized approach to program services driven by the specific priorities of the community.
2. Ensure that Policy Council group members are involved in reviewing program plans to insure that they adequately reflect the needs and concerns of enrolled children and their families.
3. Written plans are developed for the following areas: Education, Health, Nutrition, Family & Community Partnerships, and Program Design & Management.
4. Written plans will be reviewed and updated annually.
5. Written plans will be approved by Policy Council and Board of Directors annually.

Procedure/Activity	Time Frame	Who	Evidence
Written procedures Community assessment (CA) Annual self-assessment Short-term and long range goals from CA and self-assessment and strategic planning. Written service area plans. Parent participation in all activities listed above.	Ongoing	Director Program Coordinators	Agenda, sign-in sheets, minutes
A Head Start report will be submitted monthly to Policy Council and bi-monthly to the Board of Directors	Monthly	Director	Policy Council notebook Board of Directors minutes

**Approach:**

1. Ensure that a communication system is established to allow for the exchange of information to allow individuals to become fully involved in group decisions, thus ensuring program quality.

Procedure/Activity	Time Frame	Who	Evidence
<p>Written policy and procedures.            Monthly Policy Council and staff meetings.            Written reports.            Center newsletters.            Communication technology (mail, fax, telephone, council meetings, parent committee meetings).            Family partnership agreements.            Home visits and Teacher/parent conferences (minimum 2 per year).            Parent and staff participation in IEP meetings.</p>	Ongoing	Director Program Coordinators	<p>Policies &amp; Procedures Notebook            Policy Council Notebook            Parent Notebook            Communication Notebooks            Agenda, sign-in sheets</p> <p>Child=s family file            Child=s education file</p> <p>Child=s disability file</p>
<p>Collaborate with local agencies to provide translators or current/former parents if needed.</p>	As needed	Center Coordinators	
<p>Information provided for new Policy Council and Governing Board members.            Program planning time table given to Policy Council at beginning of program year.            HHS policies, guidelines and other communication shared at monthly Policy Council meeting or mailed to Policy Council members.            Monthly written Director=s and fiscal report submitted to Policy Council.            Annual training on budget development, program planning and grant applications.</p>	Ongoing	<p>Director            Administrative Assistant</p> <p>Director</p> <p>Fiscal Officer</p>	<p>Policy Council notebook</p> <p>Policy Council notebook</p> <p>Policy Council Notebook</p>

<b>Procedure/Activity</b>	<b>Time Frame</b>	<b>Who</b>	<b>Evidence</b>
Regular scheduled staff meetings. Head Start management meeting held monthly or as need. Executive Management meeting held as needed. Connected by technology including: telephone, fax, (all centers have fax machines), e-mail, and webcams. Employee recognition program. Annual staff appreciation and awards. Shared training, (pre-service, in-service, and others). Fax or mail relevant information.	At least monthly  Monthly   Annually Annually Annually As needed	Director  Executive Director  All of Head Start staff  Education Coordinator & Education Specialist	Agenda. Sign-in sheet, minutes    Awards banquet notebook  Policy Council notebook  Training notebook

**Approach:**

1. To establish and maintain effective record keeping and reporting system to provide the information necessary to individualize programs for children and families,
2. To monitor the quality of program services, to assist in program services, to assist in program and management and ensure the delivery of quality services.

<b>Procedure/Activity</b>	<b>Time Frame</b>	<b>Who</b>	<b>Evidence</b>
Children and family files are kept in locked cabinets to limit access. Standard forms for collection of information. Record management system. Use of standard forms. Records transferred with children with parent=s consent. Monthly director=s and fiscal reports to Policy Council.	Daily  Ongoing Ongoing Monthly	Teaching Staff Center Coordinators Family Service Workers  Director Center Coordinator Program Coordinator  Director	Center       Policy Council Notebook

<b>Procedure/Activity</b>	<b>Time Frame</b>	<b>Who</b>	<b>Evidence</b>
Weekly center reports from each center to Head Start administration. PIR SF 269 CCFP Reports	Weekly  Annual Twice a year Monthly	Center Coordinator  Director Fiscal Officer & Director Nutrition Coordinator & Director	Communication and Report Notebooks
Weekly Program Coordinator reports	Weekly	Program Coordinators	

**Approach:**

1. To measure agency=s strengths and weaknesses and allow for continuous improvement.
2. To ensure necessary steps are taken for programs to meet Federal regulations, local goals and objectives and support progress toward program excellence.

<b>Procedure/Activity</b>	<b>Time Frame</b>	<b>Who</b>	<b>Evidence</b>
Annual Self-Assessment training. Identify Self Assessment Team Annual Self Assessment. Continuous Improvement Plan.	Annually	Director Program Coordinators	Self-Assessment forms
Board of Directors meetings Inclusion of staff and parents in special trainings and monitoring activities. Participation with board members, parents, policy council, and staff on self-assessment teams. Report of monitoring distributed to grantee agency and Head Start centers.	Bi-Monthly Ongoing	Executive Secretary Education Coordinator	Board notebook Agenda, sign-in sheets
Corrective action plan requested	Annually  Ongoing	Director	Sign-in sheet

## **Human Resources Management 1304.52**

An Organizational Chart is developed and maintained to ensure program functions and responsibilities are carried out efficiently.

### **Outcome:**

A well trained qualified staff.

### **Approach:**

1. Candidates are hired with needed qualifications for assigned position as much as possible (see job descriptions).
2. All new employees receive an orientation.
3. Current and former Head Start parents receive preference for jobs in which they qualify.
4. Job vacancies are posted throughout the agency through inter-job announcements and in the county newspapers.  
Equal opportunity employer is attached to each job announcement.
5. Staff and program consultants are familiar with the community, children, and families we serve.
6. Community and/or current former families are used for bilingual interpretation needs.
7. The following services are staffed with qualified staff and consultants in: education and child development, health services, nutrition services, mental health services, family & community partnership services, parent involvement services, disabilities services, and fiscal.
8. The classroom ratio is maintained at all times; There is a teacher and teacher assistant for every 4 year old classroom of 20 children; There is a teacher and teacher assistant for every 3 year old classroom of 17 children.
9. The teaching staff represents the make-up of the community and children.
10. Children are supervised at all times inside and outside to ensure safety.
11. All employees, Policy Council members, Board of Directors, and consultants sign a Code of Conduct annually.

12. All new employees or employees that change positions are on a 6 month probationary period which includes: 90 day evaluation, 120 day (6 month) evaluation, and then annual evaluations.
13. All new employees must obtain a physical within 10 days of employment and fill out a T.B. questionnaire. Physicals are due every 3 years after the initial one. T.B. screenings questionnaires are completed annually on all staff.
14. Volunteers that volunteer more than 40 hours will sign an Attestation of Good Moral Character form, confidentiality statement, disciplinary form, and attend volunteer training.
15. All employees receive wellness and health information through a monthly Top Health newsletter. There is an Employee Assistance Program for employees in need of mental health services.
16. Training opportunities are available and sometimes mandated for all staff through pre-service, in-service, online, and other agency trainings, and college courses. All center staff must meet Department of Children & Families in-service hour requirement of 10-clock hours annually. All teaching staff will receive at least 15 in-service clock hours of professional development a year.
17. All employees attend annual training on Child Abuse & Neglect.
18. New employees watch a video on Child Abuse & Neglect during their orientation process.
19. Annual Shared Governance Training is provided for Policy Council and Board members.

**Evidence:**

Training records, training agenda, staff files, and volunteer files

**Staff Responsible:**

Education Coordinator, Education Specialist, Center Coordinator, Family Service Worker, Family Service Coordinator, Director, Director's Assistant



TRI-COUNTY COMMUNITY COUNCIL, INC.  
P.O. Box 1210 / 302 N. Oklahoma Street  
Bonifay, FL 32425

# HEAD START



# TECHNOLOGY PLAN

Year 12  
July 2009 – June 2010

**TRI-COUNTY COMMUNITY COUNCIL, INC.**  
**HEAD START**

**TECHNOLOGY PLAN**

**PERFORMANCE OBJECTIVE: 1304.51 Management Systems and Procedures.** The objective of 45 CFR 1304.51 is to establish dynamic and cohesive management systems that support continuous improvement and foster commitment to providing the highest level of services to children and families in accordance with legislation, regulations, and policies.

Management systems and procedures are part of each program's on-going and organized approach to managing Head Start services. They are all connected and inter-related with each impacted by the others and all influencing and influenced by program services. With all of these systems, the emphasis is as much on the process involved in their implementation as it is on the product that may come from implementation.

**EXPECTED OUTCOMES:** Information, involving all aspects of Head Start (management system and services), should be readily accessible by utilizing computers and their programs to their maximum capabilities.

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**APPROACH:** There are several "tools" that are used by Head Start staff to implement and monitor the information that is used within our program. Continual use and training of various programs will increase productivity and proficiency in the staff's performance on their computers.

- 1) ChildPlus ([www.childplus.net](http://www.childplus.net))
  - a. Specialized software program downloaded into diverse staff level entries for information to be transferred to the website with safeguards.
  - b. Tracks and reports the families, staff, and volunteer activities.
  - c. Updates information within the Management Systems and Services.
  
- 2) Galileo ([www.assessmenttechnology.com](http://www.assessmenttechnology.com))
  - a. Program wide accessibility through the internet with website safeguards and diverse staff level entries.
  - b. Tracks and reports ongoing assessment of children's progress.
  - c. Updates information within the Management Systems and Services.
  
- 3) P.I.R. (<https://hses.ohs.acf.hhs.gov>)
  - a. Accessibility through the internet with website safeguards for Director's entries.
  - b. Tracks and reports information within the Management Systems and Services.

- 4) G.A.B.I. (<https://hses.ohs.acf.hhs.gov>)
  - a. Accessibility for the Grant Application Budget Instrument through the internet with website safeguards for Director's entries.
  - b. Updates and reports information within the Management Systems and Services.
- 5) Microsoft Office/Corel Suite installed on staff computers
  - a. Generates reports and information updates within the Management Systems and Services.
- 6) Internet access, email, instant messaging, and web video conferencing
  - a. Communication
  - b. Information
- 7) Symantec, AVG, Avast, Avira, Ad-Aware, Windows Defender, Log Me In
  - a. Software installed to protect computers.
  - b. Software installed to assist staff when having problem with computer.
- 8) Telecommunications will include local service, long distance service, fax lines, and cell phones
  - a. Communication

**Evidence of Compliance:** Signed form of responsible custodianship for each computer within the program, self-monitored individual computer maintenance performed on a set schedule, and training of available programs as needed with agenda, sign in sheet, and handouts.

**Staff Responsibility:** All staff members who have custodianship of a computer and their supervisors in the Head Start program.