

Tri-County Community Council, Inc.
Head Start

Section: Management Systems and Procedures P.S. 1304.51(c), 1304.51(e)

Subject: Accident/Sudden or Severe Illness of Children or Staff

Policy:

In the event of an accident/sudden or severe illness of children or staff, use the following steps to help ensure the safety of all Head Start children and staff.

Procedure:

1. The person in charge will clear the area of children.
2. If the situation is life threatening:
 - (a) Instruct a staff member to call 911.
 - (b) Provide name, address, telephone number, nature of incident, and age of victim.
 - (c) Administer first aid until medical help arrives.
3. After medical help has arrived, the person in charge will contact the parents of the child (if unable to reach the emergency contact) or if the emergency is a staff member, contact the telephone number as listed in the personnel office. The contact will be provided with a description of the accident and where the accident victim has been taken.
4. The Head Start Director will be notified immediately. If the Director is not available, then the Director's Assistant will be notified.
5. Non-life threatening situation (but requiring immediate action):
 - (a) Call parents or emergency contact
 - (b) Notify Head Start Director or Director's Assistant.
 - (c) The Center Coordinator will complete incident report and forward copy to Head Start Director.
6. The Center coordinator will complete the incident/accident report with the assistance of all staff members who were present at the time of the incident/accident.

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Subject: Activity Delivery and Service Tracking

POLICY:

The Tri-County Head Start Program staff will keep an ongoing record to track communication with the family and the delivery of services to the family.

PROCEDURE:

1. Staff will document all communications with parents on the Activity Service Delivery and Tracking form in the Family File.
2. Staff will document, date, time, and the party that was spoken to on the family's behalf (i.e., doctor, dentist, parent, or service provider).
3. Activity Service Delivery and Tracking notes will be entered into the program at least monthly.

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Subject: Answering Telephone/Taking Messages

POLICY:

Telephones will be answered in a congenial manner within two (2) rings.

PROCEDURE:

1. Calls will be answered in a pleasant and unhurried fashion.
2. Clear speech should be used so that callers easily understand the conversation.
3. Messages will be taken for the staff members who are unavailable. Message should include:
 - a. Date and time of call
 - b. The name of the person message is intended for.
 - c. Name of caller.
 - d. Phone number and extension if applicable.
 - e. A brief message.
 - f. Your initials.
4. When taking messages and telephone numbers, repeat them back to the caller.
5. The messages will be put in the staff member's mailbox or (in the case of the admin. office) put on clips.
6. Emergencies will be forwarded immediately.

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Subject: Basic Computer Maintenance

POLICY:

It is the responsibility of the employee to perform the basic maintenance on their work computer which includes updating and scanning with specialized programs to protect the internal workings of their computers.

PROCEDURE:

1. The "Self-Monitored Computer Maintenance Form" was established for logging the results of basic maintenance operations for each computer giving the responsibility to the employee for the custodianship of their computer.
2. Employees need to update certain programs for maximum performance of the program which improves / protects their computer on a weekly basis. Employees will be given instructions and training in performing these updates.
3. In addition to the updates, the employee will need to utilize specified programs by scanning their computer to find any problems that may have infected / corrupted their computer and then proceed in removing / repairing them.
4. The following should be performed on a monthly basis:
 - a. Disk Cleanup
 - b. Error Checking
 - c. Defragging
 - d. Check list of Add/Remove Programs
 - e. Clean up the internet browser
 - f. Clean up email
 - g. Check for Microsoft updates
5. Each employee is responsible for the organizing of their documents, removing or archiving documents not in use, and backing up their data information preferably on a storage medium. The computer systems back up will be done by the computer consultant on a yearly basis.
6. The "Self-Monitored Computer Maintenance Form" is to be returned to the Director's Assistant no more than one (1) week after the previous month has ended.

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Subject: Bomb Threat Evacuation Plan

Policy:

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

Procedure:

1. The Head Start Center Coordinator will brief each staff member in the operation of this plan. In case of a bomb threat, the Head Start Center Coordinator will oversee the implementation of this plan.
2. Each employee will be thoroughly familiar with the contents of this plan and their responsibility.
3. Any bomb threat should be treated as real until proven otherwise.
4. Rooms will be immediately evacuated by assigned staff. All bathrooms and unoccupied rooms will be checked to ensure no one is left behind. Classroom rosters will be with the teachers to account for all children.
5. Upon exiting the building, do not turn off computers or lights do not use a cell phone. Teachers will escort children outside in an orderly fashion to their designated area.
6. Teachers will check the attendance roster to ensure all children are accounted for.
7. Once outside the building, the Center Coordinator (or person in charge) will call **911** and give the following information:
 - (a) The exact time the call was received
 - (b) The caller's exact words
 - (c) A description of the caller's voice
 - (d) (If known) the location of the bomb, the exact time of the explosion, what the bomb looks like, and the callers name and location
8. Remain outside of the building until authorities say it is safe to reenter.

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Section: Management Systems and Procedures P.S. 1304.51

Subject: Budget Planning Process

POLICY:

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

PROCEDURE:

1. During March of each year:
 - A. A self-assessment will be performed which will indicate needs of facilities, equipment, staffing patterns, training, supplies and special activities
 - B. Discussion with parent committees will reveal parent needs/desires
 - C. Initial budget line items will be established
 - D. Planning tools will be distributed to staff

2. During May-June of each year:
 - A. End-of-the-year training will occur
 - B. Center and office staff will discuss needs/desires
 - C. Staff will discuss services and possible flaws in service due to funding issues
 - D. Master lists of needs/desires and special services for children will be compiled and discussed
 - E. Entire staff will be involved in budget planning regarding classroom supplies, field trips, parents services, maintenance, health services, disability services, transitions, training, local travel, and parent activity fund.
 - F. All input from parents and staff will be discussed with the Policy Council.
 - G. The budget will be formulated with further input from administrative staff.

3. During August of each year:
 - A. The budget will be submitted to the Policy Council for final approval.
 - B. The grant, with the proposed budget, will be received by TCCC Board of Directors and approved.
 - C. The budget, with the entire package, is mailed to Region IV by the 25th of August each year.

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Section: Management Systems and Procedures P.S. 1304.51

Subject: Bulletin Boards

POLICY:

All bulletin boards will be changed periodically, kept neat, and should be attractive.

PROCEDURE:

1. The center coordinator will be responsible for assigning someone to update the bulletin boards with the pertinent information.
2. After the licensing inspections are done, the center coordinators will replace the last inspections with the new ones.
3. The center coordinator will keep a file of past inspection forms.

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Section: Management Systems and Procedures P.S. 1304.51

Subject: Bus Monitors

POLICY:

To ensure safety on bus.

PROCEDURE:

1. An adult escort will meet at a specific time and place to ride the vehicle.
2. The bus will begin its pick up at 7:00 a.m.
3. Each escort will be provided a book that contains a typed list with each child's name in the order of the pick up for each child.
4. The bus escort book will also have a bus pick up drop off list and an "Authorization for Consent to Medical Treatment of a Minor Child" form for each child and the list will be in the correct order of pick up for each child.
5. The bus escort book will be updated as new information is received by the center coordinator and all escorts.
6. Each escort will keep the book updated that they have at the time of the change, which will be only for that particular route.
7. The center coordinator will update the information in his/her book which includes information of all routes.
8. Each parent or whoever will receive a pleasant greeting from the escort.
9. At each pick up, the escort will assist each child in getting on and off the bus safely.
10. At each pick up on the bus the driver will open the door. The escort will go to the door making sure that each child gets on or off the bus safely.
11. The parent or whoever will be encouraged to help see that their child gets on and off the vehicle safely.
12. The escort will sit in the middle of the bus.
13. The escort will use a seat belt when available.
14. All children will remain in their seats at all times using inside voices.

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Subject: Bus Monitors (continued)

15. The escort will only release children to authorized persons who are listed on the pick up drop off list in the escort book.
16. The escort will ensure that there is no talking at Rail Road Crossings.
17. The capacity for the bus is 30 children, 1 escort, and 1 driver.
18. The escort will assist each child in getting off the bus upon arrival at the center.
19. After all children are unloaded, the escort will return back to the vehicle checking all seats and the floor under the seats, to verify that no child remains on the vehicle.
20. No child will be put off the vehicle and left without supervision.
21. Escort must see the responsible person when leaving a child at a residence.
22. If the responsible person is not home to receive the child, the escort will take the child to (TCCC) Head Start office or to the center and call the parent or other person on the list.
23. The escort remains with the child until a responsible person comes to receive the child. (There may be times when another staff person at the office can hold the child there and the escort may leave at that time.)
24. The children will board the vehicle and be ready to leave the center by 2:00 p.m.
25. Each teacher/staff will walk their individual class out to the vehicle for departure, making sure that each child gets on the correct vehicle.
26. The escort will check their list making sure that all children are accounted for.
27. Staff will assist in loading all children safely.
28. Persons who receive a child must be at least 16 years of age and on the authorized pick-up list.
29. All parents need to sign a “Memorandum of Agreement for Transportation”.

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Section: Management Systems and Procedures P.S. 1304.51

Subject: Bus Route Times

POLICY:

To ensure children do not spend an excessive amount of time riding the bus.

PROCEDURE:

1. When the Center Coordinator develops the bus route at the beginning of the school year, he/she will drive the proposed route to verify that transit times for children going to and from Head Start Centers do not exceed one hour each way unless there is no shorter route available.
2. At no time will the need to keep the transit time reasonable be used as an excuse to rush children as they enter the bus, are strapped into the restraint system, or exit the bus.
3. Before proposing any changes to the bus route, the Center Coordinator will evaluate the effect on transit times.
4. When the Center Coordinator monitors the Bus Escort's daily paperwork, the times of departure and arrival will also be monitored to ensure compliance, and to alert the Center Coordinator of possible concerns in this area.

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

Subject: Buying and Submitting Bills

POLICY:

It is the policy of Tri-County Community Council, Inc. Head Start to purchase items in accordance with the purchasing procedures set forth in the Tri-County Community Council, Inc. Financial Policies and Procedures.

PROCEDURE:

1. Materials, equipment, or services may only be purchases with proper authorization in an effort to safeguard against fraud, waste, and abuse of public monies.
2. The Head Start Director or designee will authorize staff to make purchases in accordance with good purchasing procedures. A purchase order will be issued for items or services totaling \$250.00 or more. Proper approval of purchase orders must be obtained before expenses are incurred.
3. Orders will be placed and purchases made. A purchase order number or a copy of purchase order must be furnished to the vendor at the time of order when a purchase order is required. The receiving employee must sign all receipts or invoices at the time of receipt. Packing slips should be verified on receipt and attached to the corresponding invoices or otherwise forwarded to the designated staff for processing. Purchases or services totaling less than \$10.00 will be paid at time of receipt from petty cash. Authorized employees will place purchases or services totaling \$10.00 or more on charge accounts. Order requiring payment in advance of receipt must have adequate supporting documents for the order to be placed by mail.
4. Invoices smaller than standard paper will be attached to standard paper to promote efficient handling. Items on an invoice will be categorized, individually or as a whole, as serving specific purposes to the program. Notation will be made on the invoice, or on the paper on which it is attached, regarding the categorization. All invoices will be forwarded to the designated for further processing.
5. Information on invoices will be verified. All invoices must contain the vendor name and address as well as receiving employee's signatures. Any missing information will be verified and entered on invoices by staff processing invoices. Total invoice amount approved for payment must be verified on a calculation tape and attached to the invoice; any differences in the approved amount and the total invoice amount must be clearly explained on the invoice.

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Subject: Buying and Submitting Bills (Continued)

6. Invoices will be stamped with an agency stamp containing date, amount, and approval lines. The date the invoice was submitted to the Head Start Director will be entered into the data line. The amount approved for payment will be entered into the amount line. The Head Start Director will give approval for payment of invoices properly documented.
7. Copies will be made of all invoices approved for payment and the originals forwarded to the bookkeeping department for processing. Invoices will be submitted to the bookkeeping department on a regular basis. Final submission of invoices is Monday, 4:30 p.m., biweekly, for invoice payment during the given period.
8. Checks will be issued on a biweekly basis to all vendors. Exceptions will be made only on an emergency basis and must be approved by the Executive Director.
9. Any unauthorized purchase will be the sole responsibility of the person placing the order.

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Section: Management Systems and Procedures P.S. 1304.51

Subject: Calculating In-Kind

POLICY:

It is the policy of Tri-County Community Council, Inc. that in-kind will be calculated accurately to ensure that adequate amounts of in-kind are raised annually.

PROCEDURE:

1. The procurement of in-kind is the responsibility of all employees of the Head Start program.
2. In-kind will be collected by all staff and turned into their supervisor weekly. The in-kind will then be calculated by the Center Coordinator.
 - A. When calculating in-kind, the calculator will be set on the 5/4 setting. This will ensure everyone is using the same figures.
 - B. When calculating time for mileage, the following table will be used:

1-10 miles / 15 minutes =	0.25 hours
11-25 miles / 30 minutes =	0.50 hours
26-39 miles / 45 minutes =	0.75 hours
40-55 miles / 1 hour =	1.00 hour
56 and over miles =	Time according to miles
3. The Center Coordinator will verify and total the in-kind and forward it to the Program Coordinator in charge.
4. The Program Coordinator will verify the in-kind and forward it to the Administrative Assistant who will verify it and forward it to the Director's Assistant.
5. The Receptionist will enter the in-kind into the Merlin program and before forwarding it to the Director's Assistant.
6. The Director's Assistant will then place it in bundles and take it to the Tri-County bookkeeping department, where it will be entered and included in the budget.

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Section: Management Systems and Procedures P.S. 1304.51

Subject: Calling in Sick

POLICY:

Staff members will notify their supervisors of their illness and impending absence in time to acquire substitutes.

PROCEDURE:

1. When a staff member is ill, he/she should notify his/her supervisor as soon as possible. This is either during the evening before or early in the morning of the day of absence.
2. The staff member should also relate to the supervisor whether it will be a one day absence or longer.
3. Anyone absent more than three consecutive days will need to have a doctor's excuse to attach to their time sheet.

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

Subject: **Center Staff Meetings**

POLICY:

The Centers will conduct monthly meetings.

PROCEDURE:

1. A monthly meeting will be held at each center, with a set agenda.
2. The Center Coordinator will include any information with center staff from the monthly management team meeting.
3. The Center Coordinator will assign one member to take minutes.
4. The minutes and agenda will be kept in a notebook or file at the centers. The Center Coordinator will also make a copy and forward information to the Director.

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Section: Management Systems and Procedures P.S. 1304.51

Subject: Child's Education File

POLICY:

Every enrolled child will have an education file maintained in the classroom.

PROCEDURE:

1. The teacher will maintain an education file for every child in his/her classroom. There will be a "Contents of Education File" form in the front of each file. The form has listed every item that should be in the file. The items will be checked off when put in the file.
2. The contents are to be filed in the order they are listed on the "Contents of Education File" form. The most recent forms should always be filed on top.
3. The education files will be monitored twice a year once in December and then again in April.
4. The education files should remain locked-up in a file cabinet at all times.
5. The teaching staff should use the child's education file to help in writing the lesson plans to include the individualization of every child.

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

Subject: **Child Outcome Report to Policy Council and Board**

POLICY:

Reports addressing child outcomes will be presented to the Policy Council and The Board at least twice a year.

PROCEDURE:

1. The Education Coordinator will present a Child Outcomes Report to the Policy Council and Board of Directors twice a year. A mid-year report and a final report.
2. The mid-year report will be presented in January.
3. The final report will be presented in August.
4. The report will include all eight domains of learning. The report will list the center results individually. Conclusions will be drawn and any concerns addressed.

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

Subject: **Child Plus Input**

POLICY:

Center staff will input information into Child Plus on a timely basis. Program Coordinators will provide back-up documentation of services.

PROCEDURE:

1. All family information should be entered upon child's acceptance into the program. Basic information, on enrollees, is then completed by the time the program year begins.
2. The Center Coordinator and Family Service Worker will do the initial input.
3. When the school year begins, center staff will enter all pertinent information concerning families on a regular basis.
4. Information entered will be monitored on a regular basis beginning in October.

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Section: Management Systems and Procedures P.S. 1304.51

Subject: Closing Schools/Bad Weather

POLICY:

Head Start centers will be closed during inclement weather which prohibits safe travel.

PROCEDURE:

1. The TCCC Executive Director determines whether or not to close the centers.
2. The Executive Director calls the Head Start Director...
3. The Head Start Director initiates the telephone tree to inform all staff.