

Tri-County Community Council, Inc.
Head Start

Section: Management Systems and Procedures P.S. 1304.51

Subject: Radios in Offices

POLICY:

It is the policy of Tri-County Community, Inc. 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 Director will determine if the radio is distracting other staff.

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Subject: Scheduling Fillmore Conference Room

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 director.

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

Subject: Security Awareness

Policy:

When a suspected intruder enters a Head Start facility, 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 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 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 center the staff member nearest the phone should call **911**.
2. Signal other staff members by announcing a coded word.
3. The teachers will move the children into a designated area 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.

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Subject: Self-Assessment

POLICY:

The 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 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 three days to complete their assessments. Then the Self-Assessment team will work on any documentation that might be needed. The third day will be to compile all the information and go over the strengths and weaknesses to be corrected.
6. The person designated by the 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 report to the Management Team and the Policy Council.
9. Follow-up on the Program Improvement Plan will be conducted in May/June.

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Subject: Severe Weather Safety Drill Procedures

Policy:

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

Procedure:

1. Severe thunderstorm:

- (a) Make sure all children are inside. Call roll if necessary 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 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.

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Section: Record-keeping and Reporting P.S. 1304.51

Subject: Signing Children In and Out

POLICY:

Head Start is required by the State of Florida child care standards to document when each child enters and departs a 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 Program.
2. Parent/guardians will sign children out when picking child up from a Head Start Program.
3. Bus Escorts will document arrival time of each child arriving and departing Head Start via bus or other Head Start provided transportation.
4. 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 at the end of each month and kept for one school year.

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Subject: Telephone Tree

POLICY:

The 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 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 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.

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Subject: Updating Files

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.

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Subject: Weekly Reports to Director

POLICY:

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 absence of the center coordinator, the next person in charge will be responsible for filling out and turning in the report.