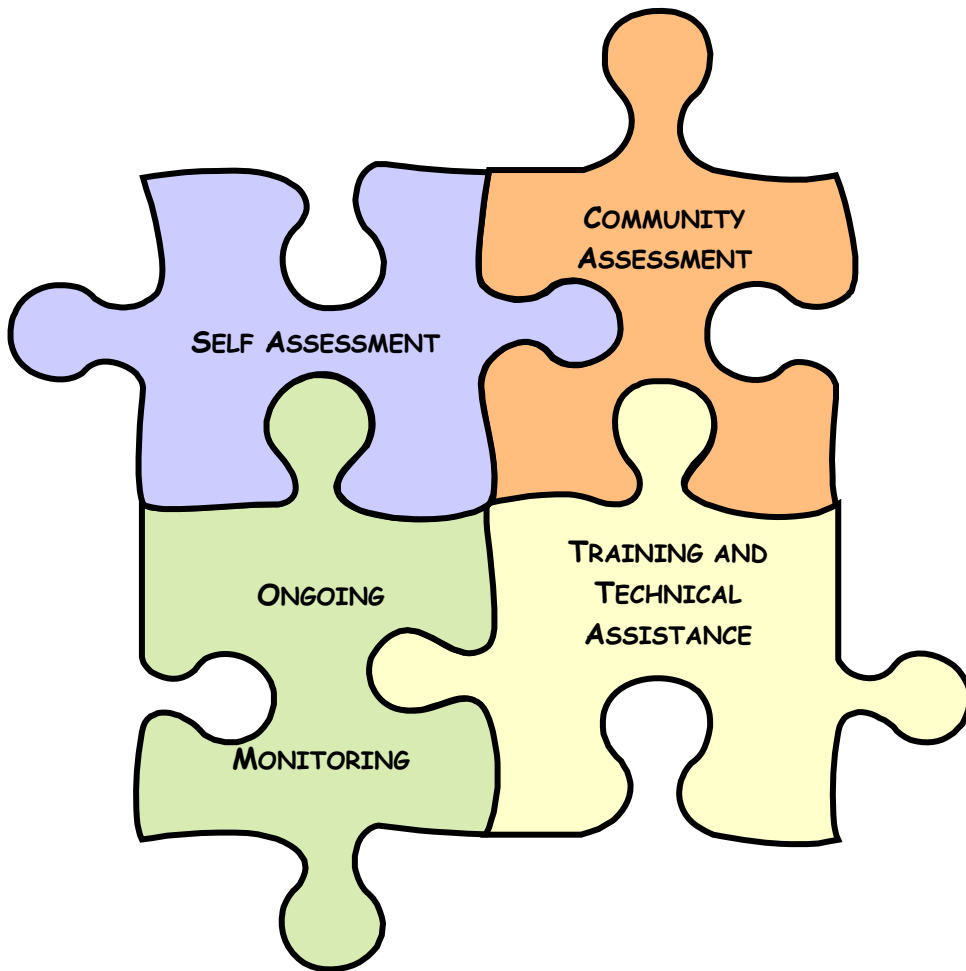




MIAMI DADE COUNTY COMMUNITY ACTION AGENCY HEAD START/EARLY HEAD START

INTEGRATED WORK PLAN



Policy Council Approval: April 24, 2008

CAA Board Approval: April 14, 2008

TABLE OF CONTENTS

	<u>PAGE</u>
OVERVIEW	3
POLICY	3
MISSION	3
MANAGEMENT PHILOSOPHY	3
PROGRAM GOALS	3
MAJOR PROGRAM AREAS AND OBJECTIVES	4
RECRUITMENT	5
ELIGIBILITY/SELECTION/ENROLLMENT	7
ATTENDANCE	9
THE LEARNING ENVIRONMENT	10
ORIENTING FAMILIES	12
SERVICES TO CHILDREN	14
SERVICES TO FAMILIES	18
CONNECTING WITH THE COMMUNITY	21
MANAGEMENT SYSTEMS	22
HUMAN RESOURCES	25
PROGRAM GOVERNANCE	28

OVERVIEW:

The Annual Work Plan is a framework for forward movement toward informing the mission and meeting the requirements of the Head Start Performance Standards. It directs the work of Head Start staff as yearly goals are formed for their work, budgets are designed to support the plan, and benchmarks provide the ability to monitor progress and assess accountability of those in charge of implementation.

This integrated work plan complies with Head Start Performance Standards, responds to recommendations as a result of the self assessments for 2007 and 2008, and has been approved by the Head Start Policy Council and CAA Board of Directors.

It contains the performance standards and corresponding activities, the responsibility for oversight, implementation and/or monitoring, the evidence of compliance and time lines. The activities are divided into major functional areas:

- Recruitment
- Eligibility/Selection/Enrollment
- Attendance
- The Learning Environment
- Orienting Families
- Services to Children
- Services to Families
- Connecting with the Community
- Management Systems
- Human Resources
- Program Governance

The Head Start/Early Head Start Director has general oversight responsibility for implementation of the plan. The Head Start Management Team has “area specific” oversight responsibility and general monitoring responsibility for implementation of the plan.

POLICY:

The Head Start program develops, maintains, and updates written implementation plans for each of the program areas that include strategies for meeting the special needs of children and their parents.

MISSION:

To develop the social competency of young children, promote school readiness, and to serve as a catalyst to empower families for growth and change.

MANAGEMENT PHILOSOPHY:

Put children first, strive for excellence, project a professional image and attitude, and treat everyone with respect.

PROGRAM GOALS:¹

The Head Start Program is based on the premise that all children share certain needs and that children of low-income families, in particular, can benefit from a comprehensive developmental program to meet those needs. The Head Start approach makes the following assumptions:

- *A child can benefit from a comprehensive, interdisciplinary program to foster development.*
- *Because the family is the principal influence on the child's development, the child's family, as well as the community, must be involved in the program.*

¹ Source: Head Start Performance Standards

The overall goal of the program is to promote the school readiness of low-income children by enhancing their cognitive, social, and emotional development

1. in a learning environment that supports children's growth in language, literacy, mathematics, science, social and emotional functioning, creative arts, physical skills, and approaches to learning; and
2. through the provision to low-income children and their families of health, educational, nutritional, social, and other services that are determined, based on family needs assessments, to be necessary.

To achieve this goal, Head Start objectives and performance standards provide for:

- Improvement of the child's health and physical abilities, including appropriate steps to correct present physical and mental problems and to enhance every child's access to an adequate diet.
- Improvement of the family's attitude toward future health care and physical abilities.
- Encouragement of self-confidence, spontaneity, curiosity and self-discipline that will assist the development of the child's social and emotional health.
- Enhancement of the child's mental processes and skills, with particular attention to conceptual and communication skills.
- Establishment of patterns and expectations of success for the child that will create a climate of confidence for present and future learning efforts and overall development.
- Enhancement of the ability of the child and family to relate to one another and to others.
- Development of a sense of dignity and self-worth within the child and his family.

MAJOR PROGRAM AREAS AND OBJECTIVES:²

Early Childhood Development and Health Services

1. To provide high quality, comprehensive services that foster each child's social competence by supporting and nurturing the child's social, emotional, cognitive, and physical development.

Family and Community Partnerships

2. To ensure that each enrolled family is supported in fostering the child's development and in attaining personal family goals.

Program Design and Management

3. To provide the foundation for a delivery system that assures quality services to children and families.
4. To establish effective leadership for strong committed policy council and parent committees that provide program oversight and represent Head Start and Early Head Start parents and the larger community.

Implementation and Enforcement

5. To ensure quality of services to children and families by requiring that areas of noncompliance or deficiencies with the Head Start Program Performance Standards and regulations, and Miami Dade County policies be remedied as quickly as possible by the grantee and delegate agencies.

² Source: Head Start Performance Standards

OBJECTIVE: To provide the foundation for a delivery system that assures quality service to children and families.

I. RECRUITMENT

PERFORMANCE STANDARD	ACTIVITIES	RESPONSIBILITY	EVIDENCE		TIME LINE / FREQUENCY
			DOCUMENT	POLICY / PROCEDURE/ PLAN	
1301.31; 1305.3 <ul style="list-style-type: none"> ▪ Procedures for Recruitment, Selection and Termination 	The program will review recruitment, selection and enrollment priorities in conjunction with information from the Recruitment and Enrollment Plan and data reviewed in the Community Assessment.	<u>Oversight:</u> Service Area Admin. <u>Implementation:</u> ERSEA Coordinator <u>Monitoring:</u> Monitoring Unit	Community Assessment Recruitment and Enrollment Plan Selection Criteria	Recruitment & Enrollment Plan	Oct
1308.5 <ul style="list-style-type: none"> ▪ Recruitment and Enrollment of Children with Disabilities 	The Disabilities Coordinator and ERSEA Coordinator will work with agencies that serve children with special needs to identify and enroll children with disabilities.	<u>Oversight:</u> Service Area Admin. <u>Implementation:</u> ERSEA Coordinator Mental Health/Disability Coordinator <u>Monitoring:</u> Monitoring Unit	HS/EHS Application Referrals from agencies that serve children with disabilities	Recruitment and Enrollment Plan Disability Plan	May - Apr
1304.51 <ul style="list-style-type: none"> ▪ Record Keeping Systems 	The Center Director will audit each child's record to verify the documents used to determine eligibility to participate in the program.	<u>Oversight:</u> Regional Manager <u>Implementation:</u> Center Director <u>Monitoring:</u> Monitoring Unit Early Childhood Admin.	HS/EHS Application ERSEA Audit Form Referral form	Recruitment and Enrollment Plan	May – July

PERFORMANCE STANDARD	ACTIVITIES	RESPONSIBILITY	EVIDENCE		TIME LINE / FREQUENCY
			DOCUMENT	POLICY / PROCEDURE/ PLAN	
1304.51 <ul style="list-style-type: none"> ▪ Record Keeping Systems 	The Social Workers will verify the documents used to determine eligibility for the program.	<u>Oversight:</u> Center Director <u>Implementation:</u> Social Worker <u>Monitoring:</u> Monitoring Unit Regional Manager	HS/EHS Application ERSEA Audit Form Referral form	Recruitment and Enrollment Plan	May – Jul Ongoing
1305.5 <ul style="list-style-type: none"> ▪ Recruitment of Children ▪ Selection Process 	The Social Worker will conduct county-wide recruitment, informing all families with Head Start eligible children of the availability of services. Canvassing will occur at local community sites such as Miami Dade County Public Housing, South Florida Workforce and Department of Children and Families, and other areas. The Social Worker will obtain a higher number of applications during recruitment process than available slots for the next year in order to select those most in need.	<u>Oversight:</u> Center Director <u>Implementation:</u> Social Worker <u>Monitoring:</u> Monitoring Unit ERSEA Coordinator	Recruitment Materials Signed Recruitment Verification Forms HSFIS Reports Waiting List Selection Criteria Signed Recruitment Verification Form	Recruitment and Enrollment Plan	Jan – May

OBJECTIVE: To provide the foundation for a delivery system that assures quality service to children and families.

II. ELIGIBILITY / SELECTION/ ENROLLMENT

PERFORMANCE STANDARD	ACTIVITIES	RESPONSIBILITY	EVIDENCE		TIME LINE / FREQUENCY
			DOCUMENT	POLICY / PROCEDURE/ PLAN	
1305.6 ▪ Selection Process	The Social Worker will select children for enrollment based on point system.	<u>Oversight:</u> Center Director <u>Implementation:</u> Social Worker <u>Monitoring:</u> Monitoring Unit ERSEA Coordinator	Selection Criteria HS/EHS Application HSFIS Report	Recruitment and Enrollment Plan	May – Jun
1305.6 Selection Process for children with disabilities	The Center Director will ensure ten percent of the total enrollment of children w/disabilities.	<u>Oversight:</u> Center Director <u>Implementation:</u> Social Worker <u>Monitoring:</u> Monitoring Unit ERSEA Coordinator Disability Coordinator	Application Selection Criteria Signed Verification Referral form from agencies that serve children with disabilities	Recruitment and Enrollment Plan	May – Jun
1304.20 ▪ Determining Child Health Status	The Social Worker and Community Care Coordinator will determine the child health status and whether the child has medical/dental ongoing provider. Assist parent in accessing ongoing well child care.	<u>Oversight:</u> Center Director <u>Implementation:</u> Social Worker Community Care Coord. <u>Monitoring:</u> Monitoring Unit Health Coordinator	HS/EHS Application Physical and Oral Health Exams Immunizations Form Public Insurance Program Application		May – Nov Within 90 days of child's first day.

PERFORMANCE STANDARD	ACTIVITIES	RESPONSIBILITY	EVIDENCE		TIME LINE / FREQUENCY
			DOCUMENT	POLICY / PROCEDURE / PLAN	
			Medical/Dental Provider Information		
1305.7 ▪ Enrollment and Re-enrollment	The Social Worker will fill vacancies within 30 calendar days. Maintain transfer request and wait lists	<u>Oversight:</u> Center Director <u>Implementation:</u> Social Worker <u>Monitoring:</u> Monitoring Unit Regional Coordinator ERSEA Coordinator	HSFIS Report Transfer Request Form Wait List Internal Referral		Within 30 calendar days of Vacancy

OBJECTIVE: To provide the foundation for a delivery system that assures quality service to children and families.

III. ATTENDANCE

PERFORMANCE STANDARD	ACTIVITIES	RESPONSIBILITY	EVIDENCE		TIME LINE / FREQUENCY
			DOCUMENT	POLICY / PROCEDURE/ PLAN	
1305.8 ▪ Attendance	<p>The Center Director will review attendance weekly. For those centers where the monthly average attendance falls below 85%, the Center Director will analyze the pattern and reasons for absences, and absenteeism and complete a corrective action plan to mitigate the situation.</p> <p>Home visits and conferences will be conducted by the social worker for children with four or more consecutive absences, and note the follow-up in the family folder.</p> <p>The Social Worker will replace children with chronic absenteeism once it has been determined that the child is unable to return to the program.</p>	<p><u>Oversight:</u> Center Director</p> <p><u>Implementation:</u> Social Worker</p> <p><u>Monitoring:</u> Monitoring Unit ERSEA Coordinator</p>	<p>HSFIS Report/ASDT Notes</p> <p>Corrective Action Plan</p> <p>Classroom Sign in/out Sheets</p> <p>Referral Form</p> <p>Certified Letter</p> <p>Wait List</p> <p>Inquiry List</p> <p>Transfer Request Form</p>	<p>Recruitment and Enrollment Plan</p>	<p>Weekly Beginning Aug</p> <p>As needed</p> <p>As needed</p>

OBJECTIVE: To provide high quality, comprehensive services that foster each child's social competence by supporting and nurturing the child's social, emotional, cognitive, and physical development

IV. THE LEARNING ENVIRONMENT

PERFORMANCE STANDARD	ACTIVITIES	RESPONSIBILITY	EVIDENCE		TIME LINE / FREQUENCY
			DOCUMENT	POLICY / PROCEDURE/ PLAN	
1304.21 & 1304.23 ▪ Environment to support Education and Early Childhood Development	<p>The teaching staff will set up the environments, using appropriate space, with defined areas to be a safe in/outdoor nurturing and educationally rich experience that promotes success by all children and is accessible for disabled children.</p> <p>The teaching staff will design environments in an educationally and age appropriate, culturally supportive, accessible, inviting, and attractive way.</p>	<p><u>Oversight</u> Education Services Manager</p> <p><u>Implementation</u> Teaching Staff</p> <p><u>Monitoring</u> Monitoring Unit Curriculum Specialists</p>	<p>Classroom Feedback Report</p> <p>Health and Safety Checklist</p> <p>Nutrition Education Calendar</p>	<p>Education Services Plan (High/Scope Preschool Curriculum & The Creative Curriculum for Infants, Toddlers, and Twos)</p> <p>Nutrition Policy & Procedures</p>	<p>First day of program year</p> <p>Ongoing</p>
1304.22 ▪ First Aid Kits	<p>The teaching staff will assure that first aid kit is kept on hand, stocked and available.</p>	<p><u>Oversight</u> Health Coordinator</p> <p><u>Implementation</u> Teaching Staff</p> <p><u>Monitoring</u> Monitoring Unit Community Care Coord. Center Director</p>	<p>First Aid Kit Checklist</p>	<p>Health and Safety Plan</p>	<p>Monthly beginning in Aug</p>
1304.53 ▪ Physical environments and Facilities	<p>The Center Directors will assure that the physical environments provide appropriate space, meet safety requirements, and are adequately maintained.</p>	<p><u>Oversight</u> Facilities & Technology Manager</p> <p><u>Implementation</u> Center Director</p> <p><u>Monitoring</u> Monitoring Unit</p>	<p>Facilities Checklist</p> <p>Health & Safety</p>	<p>Staff Handbook</p> <p>DCF Licensing regulations</p>	<p>Aug</p> <p>Ongoing</p>

PERFORMANCE STANDARD	ACTIVITIES	RESPONSIBILITY	EVIDENCE		TIME LINE / FREQUENCY
			DOCUMENT	POLICY / PROCEDURE/ PLAN	
1304.53 & 1304.23 ▪ Facilities, Materials Equipment	<p>The Center Directors will assure environments are developmentally appropriate and are safe, clean, attractive and spacious.</p> <p>The Center Directors will assure that proper storage and handling of breast milk and formula is available.</p> <p>The Center Directors will assure that food permits, licenses, and inspection reports are posted.</p>	<p><u>Oversight</u> Early Childhood Admin. Facility & Technology Manger</p> <p><u>Implementation</u> Custodian & Teacher</p> <p><u>Monitoring</u> Monitoring Unit Center Director Curriculum Specialist</p>	Classroom Inventory List Health & Safety Check list Playground Check List Monitoring Form	Education Services Plan Nutrition Policy and Procedures	Inventory completed three times per year: HS - Sep, Jan, May EHS - Sep, Jan, and Jul GSA - Monthly supply orders Educ. - Yearly order
1308.4 ▪ Disability Services	<p>The Center Directors will assure environments include appropriate special furniture, special lighting, equipment / materials as needed, and are accessible for disabled children.</p> <p>The Mental Health/Disabilities Coordinator will arrange to purchase or lease equipment to meet the needs of disabled children.</p>	<p><u>Oversight</u> Disabilities/Mental Health Coordinator</p> <p><u>Implementation</u> Center Director Curriculum Specialist Social Worker</p> <p><u>Monitoring</u> Monitoring Unit Early Childhood Admin. Service Area Admin</p>	Referral Form	Disabilities Plan	Aug As needed

OBJECTIVE: To ensure that each enrolled family is supported in fostering the child’s development and in attaining personal family goals.

V. ORIENTING FAMILIES

PERFORMANCE STANDARD	ACTIVITIES	RESPONSIBILITY	EVIDENCE		TIME LINE / FREQUENCY
			DOCUMENT	POLICY / PROCEDURE/ PLAN	
1304.21; 1308.21 <ul style="list-style-type: none"> ▪ Increase Child Observation Skills for Parents ▪ Opportunities for Parents to Observe Group and Individual Activities 	The teaching staff will provide parents opportunity to increase child observation skills and share information to individualize their child's education.	<u>Oversight</u> Education Services Mgr. <u>Implementation</u> Teaching staff <u>Monitoring</u> Center Director Monitoring Unit Curriculum Specialist	Infant Daily Notes Toddler Daily Notes Galileo Individual Development Profile Parent Handbook Parent Meeting Minutes	Family and Community Partnership Plan Education Plan	Aug - May
1304.40 <ul style="list-style-type: none"> ▪ Parent Involvement in Child Development, Health, Nutrition, and Mental Health Education 	The center director will give parents an opportunity to increase knowledge and skills and to be involved in their child's education, including health care, disabilities, mental health, nutrition and curriculum.	<u>Oversight</u> Regional Mgr. Center Director <u>Implementation</u> Social Worker Curriculum Spec. Content Area Coord. <u>Monitoring</u> Monitoring Unit Early Childhood Admin. Service Area Admin.	Parent Orientation Parent Comm. Minutes Education Training Agenda HSFIS Volunteer In-kind Report Parent Satisfaction Survey Meeting, Training & Activities Themes Calendar	Family and Community Partnership Plan Lesson Plan/ Experience Plan	Based on Parent/Center Annual Meeting, Training and Activities Calendar

PERFORMANCE STANDARD	ACTIVITIES	RESPONSIBILITY	EVIDENCE		TIME LINE / FREQUENCY
			DOCUMENT	POLICY / PROCEDURE/ PLAN	
1304.40 ▪ Parent Involvement in Conferences and Home Visits	The teaching staff and social workers will encourage parents to participate in conferences and home visits; explain benefits of home visits. This includes IEP/IFSP meetings.	<u>Oversight</u> Education Manager FCP Coordinator <u>Implementation</u> Teaching staff Social Workers <u>Monitoring</u> Curriculum Specialists Center Directors Monitoring Unit	Home Visit Report Parent Teacher Conference Form IEP/ IFSP Form Flyers/Notices Family Partnership Agreement	Home Visit Procedures	3 Home Visits Per year Parent Teacher Conference as needed with at least 2 conducted per year
1304.51 (c)(1-2) ▪ Communications	The Center Director will ensure there is a regular, comprehensive two-way communication system between staff and parents.	<u>Oversight</u> Early Childhood Admin. <u>Implementation</u> Center Director <u>Monitoring</u> Monitoring Unit	Infant Daily Notes Toddler Daily Notes Home visit/Parent Conferences Parent Meeting minutes		Aug - Jul

OBJECTIVE: To provide high quality, comprehensive services that foster each child's social competence by supporting and nurturing the child's social, emotional, cognitive, and physical development.

VI. SERVICES TO CHILDREN

PERFORMANCE STANDARD	ACTIVITIES	RESPONSIBILITY	EVIDENCE		TIME LINE / FREQUENCY
			DOCUMENT	POLICY / PROCEDURE/ PLAN	
1304.21 <ul style="list-style-type: none"> Child Development and Education Approach 	The teaching staff will use a variety of strategies to promote and support child learning and development: social, emotional, language, physical (fine/gross/motor), emerging literacy/numeracy skills, exploration of the environment, sensory, motor, self, autonomy, expression, social relationships, self-esteem, and positive attitudes towards learning.	<u>Oversight</u> Education Services Mgr. <u>Implementation</u> Teaching Staff <u>Monitoring</u> Monitoring Unit Curriculum Specialists Center Director	Lesson Plans/Experience Plans Classroom Feedback Forms	Education Services Plan Nutrition Education Calendar	Aug - May Classroom Monitoring completed monthly January
1304.21 <ul style="list-style-type: none"> Child Development and Education Approach Parent Involvement in Child Development and education 	The teaching staff will provide developmentally and linguistically appropriate, inclusive, curriculums that integrate all aspects of Head Start & Early Head Start with parent input.	<u>Oversight</u> Ed. Services Mgr. <u>Implementation</u> Teaching Staff <u>Monitoring</u> Curriculum Spec. Center Director	Lesson Plan/Experience Plan Lesson Plan Checklist Environment Rating Scales (ECERS and ITERS)	Education Services Plan Child Outcomes Plan	Daily Lesson Plan Checklist bi-monthly Monitoring completed Sept/Oct. & March/April
1304.20; 1308.4; 1308.6 <ul style="list-style-type: none"> Screening for Developmental, Sensory, and Behavior Concerns 	The teaching staff will screen children in development, hearing, vision, height/weight, motor, language, social, cognitive, perceptual, and emotional skills and behavior concerns.	<u>Oversight:</u> Health Coord. Mental Health/ Disability Coord. <u>Implementation:</u> Teaching Staff <u>Monitoring:</u> Monitoring Unit Center Director Curriculum Specialist	ACUSCREEN Speech Screen Physical Exam DECA DENVER 2 for Early Head Start	Screening Assessment and Follow-up Procedures	Within 45 days of child's first day.

PERFORMANCE STANDARD	ACTIVITIES	RESPONSIBILITY	EVIDENCE		TIME LINE / FREQUENCY
			DOCUMENT	POLICY / PROCEDURE/ PLAN	
1304.20; 1308.14; 1308.4; 1308.6 <ul style="list-style-type: none"> ▪ Observations and Ongoing Assessment ▪ Evaluation 	<p>The social worker will use information from screenings, assessments, observations, parent input, and medical/ dental evaluations to identify children in need of further evaluation.</p> <p>The social worker will refer children to service provider for further evaluation.</p>	<p><u>Oversight</u> Mental Health/ Disability Coord.</p> <p><u>Implementation</u> Social Worker</p> <p><u>Monitoring</u> Center Director Monitoring Unit</p>	Referral Form	Screening Assessment and Follow-up Procedures	Within two weeks of screening completion or as needed.
1304.20; 1308.14; 1308.4; 1308.6 <ul style="list-style-type: none"> ▪ Child Health and Development Services - Individualization of the Program ▪ Referrals to local early intervention agency designated by the State Part C Local Education Agency (LEA) Referrals ▪ Referral to Other Agencies 	<p>The teaching staff and social workers will use information from assessments, observations, parent input and medical/ dental evaluations to identify children in need of further evaluation or diagnosis evaluation. Refer children to appropriate service provider for further evaluation.</p> <p>If the LEA does not evaluate the child, the program will arrange or provide for an evaluation, using its own resources.</p>	<p><u>Oversight</u> Health Coord. Mental Health/ Disability Coord.</p> <p><u>Implementation</u> Teaching Staff Social Workers</p> <p><u>Monitoring</u> Monitoring Unit Community Care Coord.</p>	Referral Form	Screening Assessment and Follow-up Procedures	Within two weeks of screening completion or as needed.
1304.23 <ul style="list-style-type: none"> ▪ Nutrition Assessment 	<p>The Nutrition Coordinator will assure that nutritional needs are identified for all enrolled children. Assessments will be completed by nutrition staff and with the assistance of nutrition interns.</p> <p>The Nutrition Coordinator will assure that special dietary requirements are met for each child with nutrition-related health problem, religion or personal reasons.</p>	<p><u>Oversight</u> Service Area Admin.</p> <p><u>Implementation</u> Nutrition Coord.</p> <p><u>Monitoring</u> Monitoring Unit Early Childhood Admin.</p>	Completed Assessments	Nutrition Services Plan	Oct-Dec Ongoing

PERFORMANCE STANDARD	ACTIVITIES	RESPONSIBILITY	EVIDENCE		TIME LINE / FREQUENCY
			DOCUMENT	POLICY / PROCEDURE/ PLAN	
1304.23 ▪ Menu Planning	<p>The Nutrition Coordinator will plan cycle menus taking into consideration ethnicity, culture, variety and USDA requirements.</p> <p>The Nutrition Services Staff will analyze cycle menus to assure two-thirds of the child's nutritional needs are met.</p> <p>The Nutrition Coordinator will revise menus to address special dietary needs.</p>	<p><u>Oversight</u> Nutrition Services Coord.</p> <p><u>Implementation</u> Nutrition Services Staff</p> <p><u>Monitoring</u> Service Area Administrator Monitoring Unit</p>	Cycle Menus		September
1304.24 ▪ Mental Health Services	<p>The Mental Health/Disabilities Coordinator will secure and schedule regular mental health on site services for identified children.</p> <p>The Mental Health Consultant will develop a responsive action plan with parents input.</p>	<p><u>Oversight</u> Mental Health/ Disability Coord.</p> <p><u>Implementation</u> Mental Health Consultant</p> <p><u>Monitoring</u> Monitoring Unit</p>	<p>Contract with Miami Dade Department of Human Resources</p> <p>Intervention Services Plan for Mental Health</p>	Mental Health Services Plan	Within 30 days of receipt of observation report from Mental Health consultant.
1308.6 ▪ Assessment of Children	<p>Administer approved comprehensive evaluation assessments by trained professional in child's primary language and free of bias.</p> <p>For children referred for possible disability, the Disability Staff will arrange for appropriate evaluation with the contract provider, in the event MDCPS/FDLRS does not provide for the evaluation.</p>	<p><u>Oversight</u> Mental Health/ Disability Coord. Nutrition Services Coord.</p> <p><u>Implementation</u> Disability Spec. Contract Provider Nutrition Services Staff</p> <p><u>Monitoring</u> Service Area Admin, Monitoring Unit</p>	<p>Professional Evaluation Reports</p> <p>MDCPS/ FDLRS Cooperative Agreement</p> <p>Contract with MDDHS</p> <p>Referral to Contract Provider Professional Evaluations</p>	<p>Disabilities Services Plan</p> <p>Nutrition Services Plan</p> <p>Nutrition Assessment and Follow-up Procedures</p>	Aug - Oct

PERFORMANCE STANDARD	ACTIVITIES	RESPONSIBILITY	EVIDENCE		TIME LINE / FREQUENCY
			DOCUMENT	POLICY / PROCEDURE/ PLAN	
	<p>The Nutrition Coordinator will assure that nutritional needs are identified for all enrolled children. Assessments will be completed by nutrition staff and with the assistance of nutrition interns.</p> <p>The Nutrition Coordinator will assure that special dietary requirements are met for each child with nutrition-related health problem, religion or personal reasons.</p>		<p>Progress notes in children's records</p> <p>Nutrition Services follow-up log</p>		
<p>1308.6(e5); 1308.19(a)</p> <ul style="list-style-type: none"> Eligibility for Services 	<p>The Disabilities Specialist will use results of evaluations to determine eligibility for disability services.</p>	<p><u>Oversight</u> Mental Health/ Disability Coord.</p> <p><u>Implementation</u> Disabilities Spec</p> <p><u>Monitoring</u> Monitoring Unit</p>	<p>Eligibility Determination Forms</p> <p>Professional Evaluations</p>		Aug - May
<p>1308.19</p> <ul style="list-style-type: none"> Individualized Education Plan 	<p>The Mental Health/Disability staff will ensure a written plan (IEP/IFSP) is in place when child is determined eligible. Services will begin immediately or within two weeks of a completed IEP/IFSP.</p>	<p><u>Oversight</u> Mental Health/ Disability Coord.</p> <p><u>Implementation</u> Disability Staff</p> <p><u>Monitoring</u> Monitoring Unit Center Director</p>	<p>IEP-IFSP/ CDP</p>	<p>IEP-IFSP Development Plan</p>	Aug - May

OBJECTIVE: To ensure that each enrolled family is supported in fostering the child’s development and in attaining personal family goals.

VII. SERVICES TO FAMILIES

PERFORMANCE STANDARD	ACTIVITIES	RESPONSIBILITY	EVIDENCE		TIME LINE / FREQUENCY
			DOCUMENT	POLICY / PROCEDURE/ PLAN	
1304.40 <ul style="list-style-type: none"> ▪ Prenatal Education and Fetal Development to enrolled pregnant women. ▪ Comprehensive Information about Community Resources to enrolled pregnant women. 	The Social Worker who serves EHS will provide resource information enrolled pregnant women prenatal information, including risks, labor/delivery and post-partum recovery and the benefits of breastfeeding, early intervention services.	<u>Oversight</u> Center Director Infant/Toddler Coord. Health Services Coord. <u>Implementation</u> Social Worker <u>Monitoring</u> Monitoring Unit Service Areas Coord.	Activity Service Delivery Tracking Form (ASDT) Nutrition Education Calendar	Great Expectations Pregnancy Program Procedures Partners for a Healthy Baby Curriculum	Aug Ongoing January
1304.40 <ul style="list-style-type: none"> ▪ Follow-up with Families To enrolled pregnant women 	The Social Worker who serves EHS will follow up with each family to assure that services match the family’s needs and expectations.	<u>Oversight</u> Center Director <u>Implementation</u> Social Worker <u>Monitoring</u> Monitoring Unit Service Area Coord.	Activity Service Delivery Tracking Form (ASDT)	Great Expectations Pregnancy Program Procedures Partners for a Healthy Baby Curriculum	Aug Ongoing
1304.40 <ul style="list-style-type: none"> ▪ Services to Pregnant Women To enrolled pregnant women 	The Social Worker who serves EHS will assist enrolled pregnant women in accessing ongoing comprehensive prenatal and postpartum care including nutritional assessments, dental examinations and mental health interventions	<u>Oversight</u> Infant/Toddler Coord. Health Coord. Nutrition Coord. <u>Implementation</u> Social Worker <u>Monitoring</u> Center Director Monitoring Unit Service Area Coord.	Activity Service Delivery Tracking Form (ASDT)	Great Expectations Pregnancy Program Procedures	Aug Ongoing
1304.40 <ul style="list-style-type: none"> ▪ Services to Pregnant Women 	The Social Worker who serves EHS will ensure services are provided to pregnant women and other family members with prenatal	<u>Oversight</u> Infant/Toddler Coord FCP Coord	Activity Service Delivery Tracking Form (ASDT)	Great Expectations Pregnancy Program	Aug Ongoing

PERFORMANCE STANDARD	ACTIVITIES	RESPONSIBILITY	EVIDENCE		TIME LINE / FREQUENCY
			DOCUMENT	POLICY / PROCEDURE/ PLAN	
	<p>education on fetal development including risks from smoking and alcohol, labor and delivery, and post partum recovery including maternal depression.</p> <p>Referrals will be made to Healthy Start Coalition.</p> <p>The Social Worker and Community Care Coordinator will conduct a home visit to ensure the well-being of the mother and newborn within two weeks of birth.</p>	<p><u>Implementation</u> Social Worker Community Care Coord.</p> <p><u>Monitoring</u> Center Director Monitoring Unit</p>	<p>Parent Comm. Meeting Minutes</p> <p>Community Resource Library</p> <p>Newsletters, Flyers, and Notices</p> <p>External Referrals</p> <p>Parent Consent Form</p>	<p>Procedures</p> <p>Partners for a Healthy Baby</p>	<p>Two weeks follow-up to referrals</p> <p>Home visit within 2 weeks of delivery</p>
<p>1304.40</p> <ul style="list-style-type: none"> Benefits of Breast Feeding 	<p>The Social Worker who services EHS will provide information on the benefits of breast feeding to all enrolled pregnant and nursing mothers.</p> <p>The Center Director will designate a quiet, comfortable, and private place where mothers may nurse their infants.</p>	<p><u>Oversight</u> Infant/Toddler Coord.</p> <p><u>Implementation</u> Social Worker Center Director</p> <p><u>Monitoring</u> Regional Mgr.</p>	<p>Activity Service Delivery Tracking Form (ASDT)</p>	<p>Great Expectations Pregnancy Program Procedures</p>	<p>Monthly</p> <p>Within 2 weeks of delivery</p> <p>As needed.</p>
<p>1304.21; 1304.40; 1306.32; 1306.33</p> <ul style="list-style-type: none"> Parent Involvement in Home Visits 	<p>The teaching staff will schedule 3 home visits that are mutually agreed to, unless parent requests alternative, and will use home visits as an extension of education, training and parent involvement. One home visit will be conducted in conjunction with FCP staff. The Center Director will inform the Social Worker of the teachers Home visit schedule.</p>	<p><u>Oversight</u> Center Director</p> <p><u>Implementation</u> Teaching Staff Social Worker</p> <p><u>Monitoring</u> Regional Mgr. Monitoring Unit</p>	<p>Home Visit Report</p> <p>HSFIS ASDT Case Notes</p>	<p>Home Visit Procedure</p>	<p>3 times per program year throughout the year</p>
<p>1304.20; 1304.40; 1308.2</p> <ul style="list-style-type: none"> Family Partnership Agreement 	<p>The Social Worker will establish a family partnership agreement with</p>	<p><u>Oversight</u> Center Director</p>	<p>Family Folders</p>	<p>Family and Community</p>	<p>Establish process</p>

PERFORMANCE STANDARD	ACTIVITIES	RESPONSIBILITY	EVIDENCE		TIME LINE / FREQUENCY
			DOCUMENT	POLICY / PROCEDURE/ PLAN	
	<p>parents and avoid duplication of services on a pre-existing plan. Focus on strengths, realistic family goals, timetables, necessary services/strategies and other supports. Follow up and update family partnerships and provide additional referrals/resources as needed.</p> <p>Complete strength, needs, and interest assessment with new and returning families before family partnership agreement process.</p>	<p><u>Implementation</u> Social Worker</p> <p><u>Monitoring</u> Regional Mgr. FCP Spec. Monitoring Unit</p>	HSFIS ASDT Case Notes Internal/ External Referrals	Partnership Plan	<p>within in 45 days of enrollment.</p> <p>Monthly Follow-up</p>
1304.40 Parent Involvement in Community Advocacy	<p>The Social Worker will inform parents of opportunities to participate in community planning, advocacy and special interest groups.</p> <p>The Social Worker will provide community resource information to parents.</p>	<p><u>Oversight</u> Center Director Regional Man.</p> <p><u>Implementation</u> Social Worker</p> <p><u>Monitoring</u> Monitoring Unit FCP Coord</p>	<p>Activity Service Delivery Tracking Form (ASDT)</p> <p>Parent Comm. Meeting Min.</p> <p>Community Res. Library</p> <p>Newsletters, Flyers, & Notices</p>	Family and Community Partnership Plan	Sep - Aug
1304.40 ▪ Parent Involvement in Transition Activities	Assist parents in becoming an advocate as their child transition in/out of the program and into a new environment. Providing ongoing training to prepare parents to exercise their rights and responsibilities.	<p><u>Oversight</u> Education Manager FCP Content Area Coord.</p> <p><u>Implementation</u> Center Director Social Worker Curriculum Specialist</p> <p><u>Monitoring</u> Monitoring Unit Regional Managers</p>	<p>Activity Service Delivery Tracking Form (ASDT)</p> <p>Parent Comm. Meeting Min. HS/EHS Parent Transition Tips</p>	Transition Plan	Sep - Aug

OBJECTIVE: To ensure that each enrolled family is supported in fostering the child’s development and in attaining personal family goals.

VIII. CONNECTING WITH THE COMMUNITY

PERFORMANCE STANDARD	ACTIVITIES	RESPONSIBILITY	EVIDENCE		TIME LINE / FREQUENCY
			DOCUMENT	POLICY / PROCEDURE/ PLAN	
1304.41; 1304.23; 1304.50; 1308.4 <ul style="list-style-type: none"> ▪ Partnerships ▪ Community Representatives ▪ Formal Agreements 	The Service Area Coordinators will develop formal and informal community partnerships, including current/past parents in all aspects of Head Start: health, mental health, nutrition, education, literacy, childcare, special needs, child protective services, school districts, etc.	<u>Oversight</u> Service Area Admin. Early Childhood Admin. <u>Implementation</u> Service Area Coord. Center Directors <u>Monitoring</u> Monitoring Unit	Community Partnership Agreements Cooperative Agreement with MDPS, MDPSC-FDLRS) Miami Dade and Early Steps	Service Area Plans	Aug Review and/or Revise Annually Aug-Oct
1304.41 <ul style="list-style-type: none"> ▪ Advisory Committees 	The Content Area Coordinators will maintain health services and education advisory committees, including content area professionals, parent s and community representatives.	<u>Oversight</u> Service Area Admin. <u>Implementation</u> Content Area Coord. <u>Monitoring</u> Head Start Dir.	Advisory Committee By-Laws Advisory Committee Minutes		HSAC - Jan, May EAC - Tri-Annual Meetings
1304.41 <ul style="list-style-type: none"> ▪ Transition Services 	The FCP Coordinator will establish and maintain procedures which support successful in and out, and ongoing transitions of children and families enrolled in the program The Center Director will provide training, outreach, and coordination with schools and other childcare settings, and provide ongoing communication to ensure continuity between programs.	<u>Oversight</u> Early Childhood Admin. Service Area Admin. <u>Implementation</u> FCP Coord. Center Director <u>Monitoring</u> Head Start Director	Transition Visits and Meetings Transition Staffing	Transition Plan	Aug-May

OBJECTIVE: To provide the foundation for a delivery system that assures quality services to children and families.

OBJECTIVE: To ensure quality of services to children and families by requiring that areas of noncompliance or deficiencies with the Head Start Program Performance Standards and regulations, and Miami Dade County policies be remedied as quickly as possible by the grantee and delegate agencies.

IX. MANAGEMENT SYSTEMS

PERFORMANCE STANDARD	ACTIVITIES	RESPONSIBILITY	EVIDENCE		TIME LINE / FREQUENCY
			DOCUMENT	POLICY / PROCEDURE / PLAN	
1304.51 <ul style="list-style-type: none"> ▪ Program Planning ▪ Community Assessment ▪ Strategic Business Plan ▪ Annual Work Plan ▪ Budget 	The program will implement a systematic, ongoing process of program planning that includes an assessment of community strengths, the formulation of long-range and short-term program and financial goals, and an annual written plan for implementation.	<u>Oversight</u> Head Start Dir. <u>Implementation:</u> Head Start Management Team <u>Monitoring:</u> CAA Deputy Dir.	Grant Application and Budget Work Plan Community Assessment Strategic Business Plan	Planning Policy	Dec – Mar Ongoing
1304.51 <ul style="list-style-type: none"> ▪ Grant Submission 	The program will submit an application to the DHHS to receive continued funding for Head Start services.	<u>Oversight</u> Head Start Dir. <u>Implementation:</u> Head Start Management Team Service Areas Coord. <u>Monitoring:</u> CAA Deputy Dir.	Grant Application Grant Timeline		May
1304.51 <ul style="list-style-type: none"> ▪ Approval by Policy Council 	The Head Start Director will obtain Policy Council approval of the grant submission, which includes the community assessment, work plan and annual budget.	<u>Oversight and Implementation:</u> Head Start Dir. <u>Monitoring</u> CAA Deputy Dir.	Policy Council Meeting Minutes		Apr

PERFORMANCE STANDARD	ACTIVITIES	RESPONSIBILITY	EVIDENCE		TIME LINE / FREQUENCY
			DOCUMENT	POLICY / PROCEDURE / PLAN	
1304.51 ▪ Record Keeping Systems	The Facilities and Technology Manager will maintain efficient and effective recordkeeping systems to provide accurate and timely information regarding children, families, and staff and ensure confidentiality of this information.	<u>Oversight</u> Head Start Dir. <u>Implementation:</u> Facilities & Technology Mgr. <u>Monitoring</u> Management Team	Database: Children's Records	Records Management Policy	Aug Ongoing
1304.51 ▪ Reporting Systems	Official reports for Federal, State, and local authorities will be generated, as required by law and departmental policies and procedures.	<u>Oversight</u> Head Start Dir. <u>Implementation</u> Licensing Spec. HSFIS Spec. <u>Monitoring</u> Management Team	End of Month Report PIR Form 269 Financial Audit	Records Management Policy	Quarterly Annually
1304.51 ▪ Program Self Assessment	The program will conduct a self-assessment of the effectiveness and progress in meeting program goals and objectives and in implementing Federal regulations.	<u>Oversight</u> Head Start Dir. <u>Implementation</u> Self Assessment Team <u>Monitoring</u> CAA Deputy Dir.	Program Self Assessment	Planning Policy and Procedures	Annually, Nov - Feb
1304.51 ▪ Approval by Policy Council	The Head Start Director will obtain Policy Council approval of the program self assessment.	<u>Oversight and Implementation:</u> Head Start Dir. <u>Monitoring</u> CAA Deputy Dir.	Policy Council Minutes		Mar

PERFORMANCE STANDARD	ACTIVITIES	RESPONSIBILITY	EVIDENCE		TIME LINE / FREQUENCY
			DOCUMENT	POLICY / PROCEDURE / PLAN	
1304.51 <ul style="list-style-type: none"> ▪ Ongoing Monitoring ▪ Training and Technical Assistance 	<p>The program will implement procedures for the ongoing monitoring of grantee and delegate operations to ensure compliance with performance standards, policies and state regulations.</p> <p>The program will implement procedures for training and technical assistance based on monitoring finds.</p>	<p><u>Oversight</u> : Head Start Dir.</p> <p><u>Implementation</u>: Monitoring Coordinator Content Area Coordinators</p> <p><u>Monitoring</u>: Management Team</p>	<p>Monitoring Reports</p> <p>Corrective Action Plans</p>	<p>Monitoring, Technical Assistance & Training Plan</p>	Aug
1304.51 <ul style="list-style-type: none"> ▪ Deficiencies and Corrective Action Plans 	<p>The Head Start Director will inform the grantee and delegate agencies governing bodies of any deficiencies in operations identified during monitoring review. The program will develop plans, including timetables, for addressing identified problems.</p>	<p><u>Oversight</u> : CAA Deputy Dir.</p> <p><u>Implementation</u>: Head Start Dir</p> <p><u>Monitoring</u>: Monitoring Coord.</p>	<p>Monitoring Reports</p> <p>Corrective Action Plans</p>	<p>Monitoring, Technical Assistance & Training Plan</p>	Sept - May
45 CFR 92.20(B)(7); 45 CFR Parts 225A (C)(3)(a) <ul style="list-style-type: none"> ▪ Cash Management ▪ Cost Allocation 	<p>The Fiscal Coordinator will update the Cash Management Procedures; develop Cost Allocation Plan using time of services provided as the methodology for the cost.</p>	<p><u>Oversight</u> : Head Start Dir.</p> <p><u>Implementation</u>: Fiscal Coord.</p> <p><u>Monitoring</u>: Management Team</p>		<p>Cash Management Procedures</p> <p>Cost Allocation Plan</p>	Aug
1304.23 <ul style="list-style-type: none"> ▪ Meal Service - Child Care Food Program 	<p>The Food Services Staff will review and maintain Child Care Food Program Records to assure program compliance.</p> <p>The Food Services Staff will make site visits to assure program compliance</p>	<p><u>Oversight</u> : Regional Managers</p> <p><u>Implementation</u>: Food Services Staff</p> <p><u>Monitoring</u>: Nutrition Services Coord. Management Team</p>	<p>Head Start Enrollment, Attendance, and CCFP Enrollment Rosters</p> <p>Monthly Meal Count Worksheets</p> <p>CCFP Site Visit Reports</p>		

OBJECTIVE: TO PROVIDE THE FOUNDATION FOR A DELIVERY SYSTEM THAT ASSURES QUALITY SERVICES TO CHILDREN AND FAMILIES.

X. HUMAN RESOURCES

PERFORMANCE STANDARD	ACTIVITIES	RESPONSIBILITY	EVIDENCE		TIME LINE / FREQUENCY
			DOCUMENT	POLICY / PROCEDURE / PLAN	
1304.52 ▪ Classroom Staffing	The Assistant to Head Start Director will implement an aggressive plan to ensure that the program recruit and select qualified classroom staff who possess the appropriate early childhood knowledge, skills, and experience needed to provide high quality services to children.	<u>Oversight:</u> Head Start Dir. <u>Implementation:</u> Asst. to Head Start Dir. Sr. Human Resources Mgr. <u>Monitoring:</u> CAA Deputy Dir.	Job Advertisement Job Description	Teacher Recruitment Plan	Aug Ongoing
1304.52 ▪ Infant and Toddler Staff Qualifications	All Early Head Start Caregivers will obtain and maintain a national CDA Credential in Infant Toddler Center Based Care within one year of hire.	<u>Oversight:</u> Asst. to Head Start Dir. <u>Implementation:</u> Caregivers <u>Monitoring:</u> Early Childhood Admin. Sr. Human Resources Mgr. Center Director Infant Toddler Coord.	CDA Credentials in Staff Files CDA Tracking Database	CDA Policy	Aug Ongoing
1304.52 ▪ Staff Performance Appraisals	The program will develop performance measures for staff to ensure effective service delivery and compliance with program objectives. The Personnel Division will be involved in this process to ensure compliance with county policy and procedures.	<u>Oversight:</u> Head Start Dir. <u>Implementation:</u> Management Staff Center Director Service Areas Coord. <u>Monitoring:</u> Sr. Human Resources Mgr.	Performance Measures		Aug Ongoing

PERFORMANCE STANDARD	ACTIVITIES	RESPONSIBILITY	EVIDENCE		TIME LINE / FREQUENCY
			DOCUMENT	POLICY / PROCEDURE / PLAN	
1304.52 <ul style="list-style-type: none"> ▪ Staff Orientation ▪ Training and Development ▪ Succession Planning 	<p>Supervisors will provide orientation to all new staff to include program philosophy, goals, policies and procedures implemented by the program.</p> <p>Supervisors will provide In-service training to all staff.</p> <p>The Center Director will refer new and existing social workers and community family service workers for peer mentoring to help them navigate through required Family and Community Partnerships procedures.</p>	<p><u>Oversight</u> Head Start Director</p> <p><u>Implementation</u> All Supervisors</p> <p><u>Monitoring</u> Monitoring Unit Human Resources Coord.</p>	<p>Annual Training Calendar</p> <p>Mentoring Recommendation Development Plan</p> <p>Mentoring Activity Form</p> <p>Trainings, Agendas, DCF In-Service Training Records</p>	<p>Personnel Policies and Procedures</p> <p>Training Needs Assessment</p> <p>FCP Peer Mentoring Procedures</p>	<p>Within 30 Days of Employment</p> <p>Pre-Service Aug.</p> <p>In-service Sep – Aug</p>
	<p>The program will provide opportunities for computer training for staff.</p>	<p><u>Oversight</u> Facilities & Technology Mgr.</p> <p><u>Implementation</u> Training Coord.</p> <p><u>Monitoring</u> Management Team</p>	<p>Agendas, Sign-In Sheets</p> <p>Request for Training Form</p>	<p>Personnel Policies and Procedures</p>	<p>Sep – Aug</p>
	<p>The Head Start Director will Implement a process of determining future work requirements for key Head Start positions and develop a succession plan to replace key positions that ensures the organization continues to meet legal obligations.</p>	<p><u>Oversight</u> Executive Dir.</p> <p><u>Implementation</u> Head Start Dir.</p> <p><u>Monitoring</u> Dept. Human Resources</p>			<p>Jan</p>

PERFORMANCE STANDARD	ACTIVITIES	RESPONSIBILITY	EVIDENCE		TIME LINE / FREQUENCY
			DOCUMENT	POLICY / PROCEDURE / PLAN	
	The Head Start Director will implement a plan for leadership development with a focus on organizational culture, talent and transition management, and aggressive recruitment.	<u>Oversight</u> Executive Dir. <u>Implementation</u> Head Start Director <u>Monitoring</u> Dept. Human Resources			Jan

OBJECTIVE: To establish effective leadership for strong committed policy council and parent committees that provide program oversight and represent Head Start and Early Head Start parents and the larger community.

XI. PROGRAM GOVERNANCE

PERFORMANCE STANDARD	ACTIVITIES	RESPONSIBILITY	EVIDENCE		TIME LINE
			DOCUMENT	POLICY / PROCEDURE/ PLAN	
1304.50 ▪ Program Governance	<p>Establish formation and group composition for Policy Council and Governing Board early in program year.</p> <p>Maintain a formal structure of shared governance, decision making and planning. Define roles/ responsibilities.</p>	<p><u>Oversight:</u> CAA Deputy Dir.</p> <p><u>Implementation:</u> Head Start Dir. FCP/Program Governance Coord</p> <p><u>Monitoring:</u> BCC/CAA Board of Directors</p>	<p>Policy Council Meeting Minutes</p> <p>Policy Council Composition & Recommendation Roster of Participants</p> <p>Governance Training</p> <p>Policy Council Election</p>	<p>Policy Council By-Laws</p>	<p>Review and Update Council Composition Sep</p> <p>Policy Council Approval In Nov</p>
1304.50 ▪ Policy Council, Policy Committees, and Parent Committees	<p>Ensure each governing body does not have identical membership of function, nor will staff's immediate family members or staff be a member of the Policy Council. Explain election and terms an individual may serve.</p>	<p><u>Oversight:</u> CAA Deputy Dir.</p> <p><u>Implementation:</u> Head Start Dir. FCP/Program Governance Coord</p> <p><u>Monitoring:</u> Board of County Commissioner/CAA Board of Directors</p>	<p>Policy Council Meeting Minutes/ Election Process</p> <p>Policy Council Composition</p> <p>Policy Council Roster of Membership</p>	<p>Policy Council By-Laws</p>	<p>Parent Committee Election in Sep</p> <p>Policy Council Election in October</p> <p>Program Governance Training in Nov</p>

PERFORMANCE STANDARD	ACTIVITIES	RESPONSIBILITY	EVIDENCE		TIME LINE
			DOCUMENT	POLICY / PROCEDURE/ PLAN	
1304.50 <ul style="list-style-type: none"> Policy Group Composition 	The Head Start Director will ensure at least 51% of Policy Council will be parents with children currently enrolled and reflective of program model. Community representatives should be professionals and familiar with resources and services for low-income families or former parents.	<u>Oversight:</u> Executive Director <u>Implementation:</u> Head Start Director FCP Coord <u>Monitoring:</u> Board of County Commissioners/CAA Board of Directors	Policy Council Meeting Minutes Policy Council Election Roster of Participants	By-Laws	Community Representatives Election in Nov Fill vacancies as needed
1304.50 <ul style="list-style-type: none"> Policy Council Link to Parent Committees Policy Council Link to Board Policy Council Link to Communities 	The Head Start Director will oversee a process that ensures the Policy Council serves as a link to parents at center level, the Board, and the communities served.	<u>Oversight:</u> Executive Director <u>Implementation:</u> Head Start Director FCP Coord. <u>Monitoring:</u> Board of County Commissioners/CAA Board of Directors	Policy Council Meeting Minutes CAA Board Meeting Minutes, Policy Council CAA Board Report	Internal Dispute Resolution Parent And Community Complaint Procedures	Oct – Sep
1304.50 <ul style="list-style-type: none"> Policy Council Reimbursement 	The Head Start Directors will ensure there is reimbursement to enable low-income members to participate in their group responsibilities.	<u>Oversight:</u> Executive Director <u>Implementation:</u> Head Start Director FCP Coord. <u>Monitoring:</u> Board of County Commissioners/CAA Board of Directors	Policy Council Meeting Allowance	By-Laws	Aug – Jul