

Capital Area **Community Action** Agency

Head Start Policy Council Meeting
2813 South Meridian Street, Tallahassee
Zoom ID # 861.5838.7288 Code 642453
October 15, 2020
6:00 p.m.

1. Call to Order
2. Sign-in/Attendance
3. Establish a Quorum
4. Policy Council New Member Training
 - a. Roberts Rule of Order
5. Officer Elections
6. Consent
 - a. Policy Council Minutes
7. Action
 - a. Financial Report
 - b. Personnel Actions
 - c. By-Laws
8. Director's Report
9. Governance Screeners
10. Center Updates- What's Working and What's Not
11. Office of Head Start Updates
12. Chairperson's Report
13. Other Business
14. Meeting Adjourned

Next Meeting: Scheduled for November 19, 2020



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www.CapitalAreaCommunityAction.org



Capital Area Community Action Agency Head Start

HEAD START PROGRAM GOVERNANCE TRAINING POLICY COUNCIL

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Welcome to the Policy Council



OUR GOAL

To ensure that all three and four year old children that participate in Head Start enter school ready to learn

PROGRAM PHILOSOPHY

All children can succeed if given the proper tools to learn and develop in a healthy way. By providing them with a variety of educational experiences in all domains of learning, we foster cognitive development as well as creativity and self-expression

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Overview

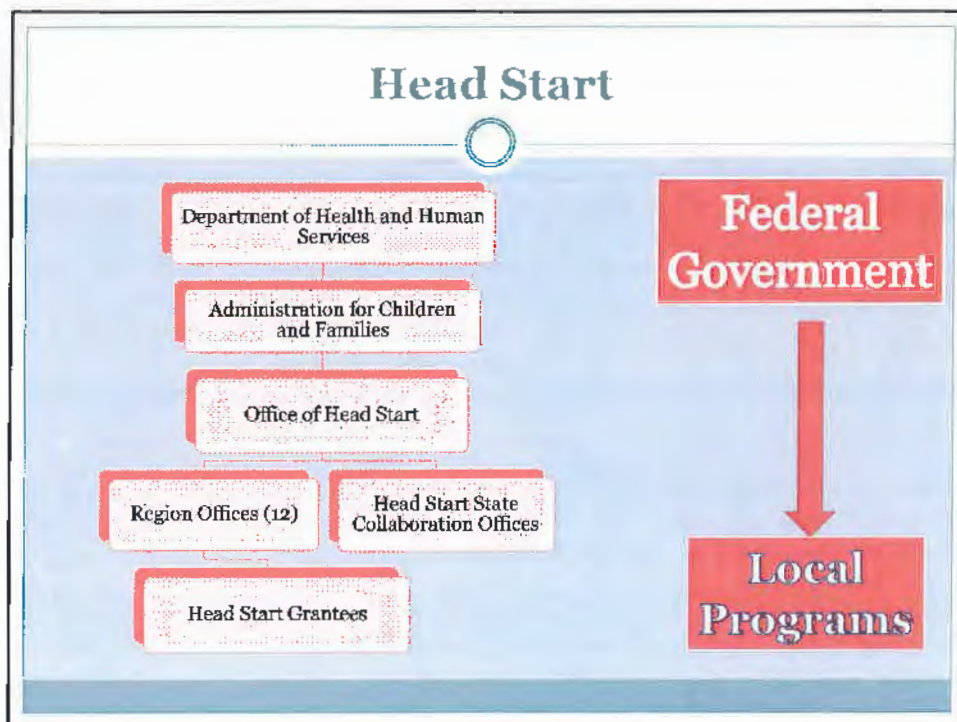




We must open the doors of opportunity. But we must also equip our people to walk through those doors.

President Lyndon B. Johnson

- In January 1964, President Lyndon B. Johnson declared a "War On Poverty"
- Goal was to eradicate the causes of poverty by creating job opportunities, increasing productivity, and enhancing the quality of life
- Led to Economic Opportunity Act of 1964 and included programs such as: Job Corps, Urban/Rural Community Action, VISTA, Project Head Start and many more.



Purpose of Head Start



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
- (1) 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.

Head Start Act (Sec 636)

What We Do



Head Start comprehensive services include:

- Education
- Screenings and follow-up for health, development, and behavior
- Health and safety
- Social and emotional health
- Nutrition
- Family goal-setting
- Social services
- Transition services
- Services for children with disabilities



What We Do



- Comprehensive services are delivered in a learning environment that is individualized to support children's growth in the five essential domains.
- A minimum of 10 percent of a program's total enrollment must be children with disabilities.
- Additionally, Head Start services are designed to be responsive to each child and family's ethnic, cultural, and linguistic heritage.



What We Do



- Head Start services are responsive to each child and family's ethnic, cultural, and linguistic heritage.
- Head Start encourages the role of parents as their child's first and most important teachers.
- Programs build relationships with families that support positive parent-child relationships, family well-being, and connections to peers and community.



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In Order to Continue to Serve

Our agency must...

- Have an **ACTIVE** Policy Council!
- Meet regulations:
 - **FEDERAL PERFORMANCE STANDARDS**
 - State of Florida Child Care licensing regulations
 - HS Policy and Procedures

Continuous improvement of Head Start is crucial to success

Parents are the reason Head Start still exists today!!!

IN-KIND FORMS must be completed by all volunteers!!




We Are a System

A system is...

...a group of interacting, interrelated, or interdependent parts that form a complex and unified whole with a specific purpose

Adapted from Kim, Daniel. *Introduction to Systems Thinking*. Westford, MA: Pegasus Communications, Inc. 1999.



We Are a System

Characteristics of Systems



- Interrelated parts
- Form complex whole
- Specific purpose

Head Start Program Leadership



Inclusive Leadership



The management staff's day-to-day activities and operating reports inform decisions made by the Policy Council and governing body/Tribal Council

The Policy Council plays a crucial advisory role in guiding program direction

The governing body/Tribal Council's legal and fiscal oversight builds on the management staff and Policy Council's unique insight and perspectives

The three entities of Head Start leadership—management staff, Policy Council, and governing body/Tribal Council—work together to support grantees on their five-year journeys, particularly around program planning

Keep In Mind...

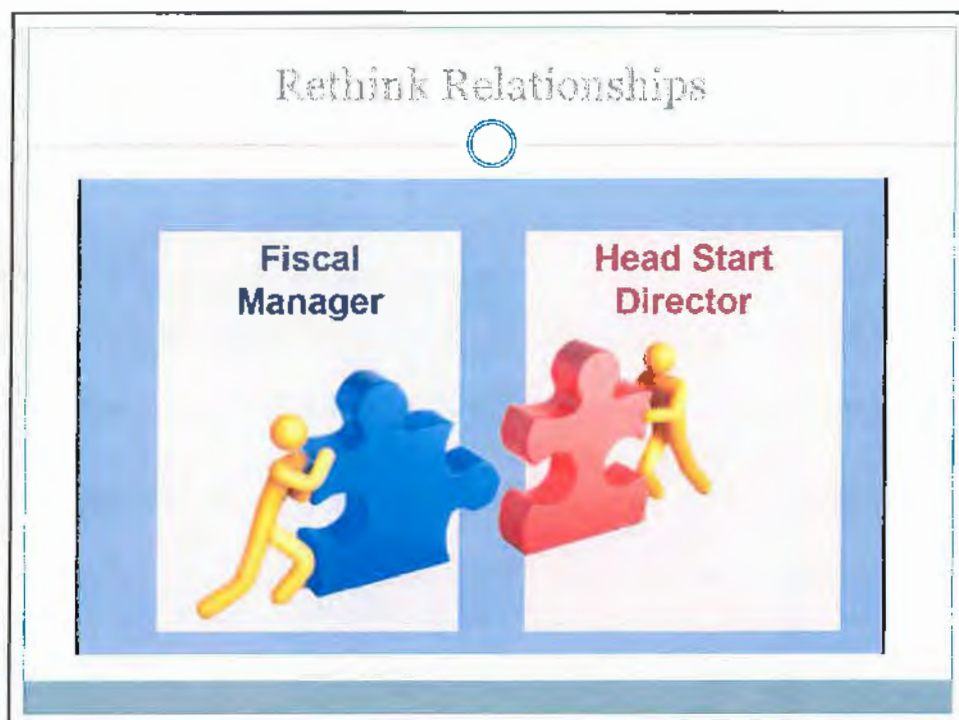


Keep In Mind....



While Head Start program leadership is an inclusive process, **the ultimate responsibility** lies with the governing body/Tribal Council





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Policy Council Eligibility







- **The Policy Council must be comprised of two types of representatives:**
 - parents of currently enrolled children
 - community representatives
- At least **51%** of the members must be **parents/guardians of currently enrolled children**
- All parent members must be elected or re-elected annually
- All community representatives must be selected annually
- Each center elects 1 representative and 1 alternate for every 50 children in the center
- Each representative has 1 vote in Policy Council

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Officers' Roles






CHAIRPERSON

- Presides at all meetings and maintain order
- Helps to set agenda
- Serves on committees and coordinates activities
- Works closely with the Head Start Director
- Acts as the official representative of the Council
- Is knowledgeable of the By-laws, HS policies and requirements and performs other duties as assigned

VICE-CHAIRPERSON


- presides in absence of the Chairperson or whenever the chair is vacated
- performs other duties as needed



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Officers Roles Continued

- The **SECRETARY** shall record the minutes of every Policy Council meeting and maintain copies of important information including: by-laws, standing rules, roster of members, and performs other duties as assigned.





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WHAT CAN BE EXPECTED WHILE SERVING ON POLICY COUNCIL?




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Policy Council




- **SHARE** with the council the parent engagement activities at your child's center
- **APPROVE** or disapprove policies brought to the Policy Council
- **GIVE** input on hiring staff, designing new program options, evaluating the program and so much more
- **TRAVEL** as a representative of HS parents and the agency to trainings or events

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Policy Council




- **Be respected as a HS parent and an important member of a decision making team**
- **Need to attend a mandatory Policy Council training for PC members**
- **Receive travel dollars from your home to meetings and back (\$0.445 per mile)**
- **Free babysitting or receive a \$7.25 reimbursement per hour to help with babysitting costs**
- **Receive a healthy dinner at the monthly meeting (Please cook a healthy dinner since we are meeting via Zoom ☺)**

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The Future

Continuous improvement of Head Start is crucial to success

Parents are the reason HS still exists today!!

Head Start Policy Council Meeting

Minutes

September 17, 2020

6:00 pm

1. Meeting called to order at 6: 17pm
2. Roll call was taken by Nichele Rolle. Representatives present included the following: Lauren Johnson, Katisa Donaldson, Christina Montgomery, Kim Wilson, Yolondra Ervin, Tiffany Similien, Shanedra Cummings, Joseph Blue, Melissa Miller and Deaundra Stean.

Capital Area Community Action Agency staff present included the following people: Tim Center, Nichele Rolle, Venita Treadwell, Kristin Reshard, Darrel James, and Cynthia Valencic.

3. Quorum was established.

4. Consent

- a. Minutes- The minutes were reviewed by all members of Policy Council. Members consent to accept the minutes as written.

5. Action Items

- a. Financial Report- Cynthia Valencic reviewed the financial report and the attached Financial Statement Narrative (see attached). We are operating on a 9 month budget. Revenue and expenditures are at 78% and 76% respectively. Non-federal share match is at 12%. Due to COVID-19 we will be requesting a waiver for non-federal share. We are over benchmark budget in repairs and maintenance. Any items that were coded wrong will be corrected at end of year closeout.

A motion to approve the receipt of the financial report was made by Tiffany Similien and second by Katisa Donaldson. Motion passed, all in favor.

- b. Personnel Actions- No Personnel actions at this time.

6. Director's Report

Tim reviewed the attached report (see attached). Tim discussed COVID-19 updates from centers and discussed protocol that took place where cases were present. Tim discussed CARES Act Program which can be used for childcare of essential employees. The COVID policy is posted on our website. Lauren Johnson asked how is the student- teacher ratio in the centers. Tim explained each classroom still has 2 teachers and less children averaging about 15. Lauren asked

will there be a COVID dashboard to keep parents up to date of cases. Tim, asked the Policy Council would they like to see a dashboard and where should it be placed. The Council members said it is not necessarily needed; as long as the parents of the particular classroom are informed then that is fine. Lauren asked for a grant and Zono update. The manufacture of Zono is having an issue ordering a certain part due to COVID-19 but hopefully they will ship in the next few weeks. Tim stated we are fully funded and received the grant funding from HHS. Tim will provide a document with a full inventory of the grants and the status.

7. Budget Narrative and Program Design- Tim explained the budget narrative and program design to new members

8. Center Updates

Kim Wilson- Everything is going well and she is working from home.

Yolondra Ervin- Everything is going well and her Kindergarten child is adjusting well to digital learning.

Christina- Everything is up to par and social distancing is being practiced at South City. Teachers are doing great.

Shanendra- Things are going well in Franklin besides a little flooding from the storm. She appreciates the Center Director keeping them up to date. Drop off and pick up is going smoothly.

Joseph Blue- Social distancing is going well at Mabry at the drop off procedure is going very well. Children are wearing and keeping their mask on. Joseph was able to schedule a meeting with the teachers and met them under the carport.

Melissa- Drop off is going well. Everything is going well, however she would like a way for parents to see the classroom and work children are doing since parents can't physically go in the building. Ms. Treadwell explained that teachers are in the process of doing virtual meet and greets and virtual tours and she should have 1 within the next 2 weeks.

9. Office of Head Start Updates: Kristin discussed changes to the Head Start Designation Renewal System program. There will no longer be a bottom 10% for CLASS. (Please see Office of Head Start Memo).

10. Chairperson's Report: No chairperson's report at this time.

11. Other Business: Mrs. Treadwell thanked the parents for their patience with the new procedures at the centers. Nichele informed the members that the next meeting will be the training for new members. This will be a joint meeting with the Board of Directors.

12. The meeting was adjourned at 7:18 p.m.

General Ledger Code Descriptions – October 2020

GL Code	GL Description	Items that may be Included in the GL Revenues
4000	Government Contracts – FEDERAL - Direct	Head Start Draws
4005	Government Contracts – FEDERAL - Indirect	CSBG, LIHEAP, WAP
4010	Government Contracts - STATE	CCFP, VPK
4020	Government Contracts - LOCAL	CHSP, Project Share, Project Quincy
4100	Grants - Other Not-for-Profits	United Way Big Bend, United Way Neighboring Counties
4120	Grants – All Other Sources	TAP, Duke Energy Neighbor Fund
4200	Contributions	Donations
4210	Contributions – Restricted	Contributions restricted for a designated purpose
4300	Special Events	Donations for Special Events, i.e. Golden Apple Gala
4320	Commissions-Vending/Photo	HDST photo commissions, iced tea sales commissions
4995	Other Revenue	Revenue that does not fit into above categories
Expenditures		
6010	Salaries & Wages	All staff salaries and hourly wages
6110	Fringe	28.98% of salaries/wages - pays for FICA, SUTA, health ins., life ins., 401 k
6180	Staff Screenings	Background checks, fingerprinting and DMV reports required for employment
6210	Indirect Costs	Indirect cost rate applied to salaries and fringe – used to pay administrative staff, contracts and other expenses
6310	Travel - In Area	Reimbursements to employees for driving relating to their jobs (such as visiting a center) / gas for Agency vehicles or their own car.
6315	Travel - Out of Area	Reimbursement to employees for travel for out of town trainings/meetings
6410	Office Supplies	Typical office supplies (pens, paper, tape, folders, clips, business cards and small furniture items.)
6415	Program Supplies	Tissues / cleaning supplies / materials for programs (workbooks)
6420	Classroom Supplies	Supplies to be used in head start classrooms / curriculum materials
6430	Kitchen Supplies	Paper plates, napkins, etc. / kitchen cleaning supplies (sponges, paper towels, etc.)
6440	Medical/Dental Supplies	Toothbrushes / first aid kits / scales
6510	Copies/Printing/Copier Maintenance/Toner/Paper	Copier costs / toner / printing paper / repairs / overage charges
6600	Postage and Delivery Expense	Postage added to mailing machine, stamps, Fed Ex charges
6710	Contractual Services/Professional	Audit services / eldercare / legal / fiscal services / temp employment / training instructors
6715	Contractual Services/Health & Disabilities	Speech services, therapeutic mental health services, dietician services, child nutrition, fitness services for HDST children
6810	Rent/Space Cost	Main Office / HDST centers (except Royal) / FSS field offices

General Ledger Code Descriptions – October 2020

6820	Utilities	Utilities to CACAA rented and owned facilities
6830	General Liability and Property Insurance	D&O / property insurance / vehicle insurance for CACAA owned vehicles / special risk assessment
6840	Communications	Phone service / internet / communication upgrades (wiring)
6850	Repairs and Maintenance-Building - Recurring	Janitorial services; dumpster rental; lawn care; security; unexpected repairs (door lock)
6855	Repairs and Maintenance – Building – Non-recurring	Installation services such as new roof, new HVAC, new fence, remodeling of buildings.
6910	Equipment Maintenance	IT services (software upgrades, anti-virus installation)
6920	Vehicle Expense	HDST - gas & repairs; vehicle maintenance (oil changes), repairs & parts
6930	Equipment Lease	Copier lease; water cooler lease; postage machine lease
6940	Technology	Software subscriptions; website redesign
7010	Fees, Licenses, and Permits	NAEYC accreditation; DCF licensing; notary fees; credit card annual fees
7020	Dues/Subscriptions	Organization dues; newspaper subscriptions
7100	Volunteer	Volunteer appreciation/recognition (plaque)
7110	Special Events	Expenses related to special events, i.e. Golden Apple Gala
7210	Client Assistance	Client assistance - CSBG / LIHEAP / WAP (such as utility, rent payments/deposits/Stipends/FSS client services)
7310	Equipment (\$5,000 or more)	Depreciable equipment (weatherization equipment, server)
7320	Expendable Equipment	Computers; refrigerators, freezers, stoves; playground equipment
7410	Registration Fees	Registration fees for training
7420	Training/Meetings/Workshops	Per diem/meal allowance for out of town trainings/meetings; in town training/meeting expenses (food, space rental); Parent activities & training such as male engagement activities (bowling)
7430	Staff Development	Head Start Training, tuition & books for employee classes; expenses not captured in 7420
7440	Advisory/Board Member Expenses	Policy council/Board meeting travel reimbursements (mileage, bus fare); Board training expenses; meeting food, space costs
7450	Advertising	Building signage; employment postings; radio/media spots
7460	Parent Activities	Activities that benefit all HDST parents.
7510	Raw Food Cost	Food purchased to feed HDST children
7630	Bank Service Charges	Bank analysis fees; late/interest charges; finance costs

Codes that are grayed out should only be used by Fiscal and/or HR.

**Head Start Financial Statement Narrative
For the Eleven Months Ending August 31, 2020
Capital Area Community Action Agency**

As of August 31, 2020, we have completed eleven months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be near 92%. At month end, the Year to Date Actual Revenue and Expenses are 84% and 85% respectively with a deficit of \$27,970.

Year to Date Non-Federal Share (NFS) Match reported totals \$47459, which is 23% of the \$206,847 total match required for the 3 month grant period ending September 30, 2020. A waiver for the shortfall is expected due to adverse effects from the pandemic.

Expenditure Variances and Explanations

The Head Start Statement of Revenue and Expenditures tracks year-to-date progress by budget line item. Actual revenues and expenditures are compared to the original budget for each budget line item by amount and percentage. Some budget line items may be below or above the expected percentage at any given point in the year. This can be caused by something as innocuous as the revenue or expense occurring unevenly at different points of time during the year, such as a one-time insurance payment. In other words, one ninth of every budget item is not necessarily paid each month. Therefore, when there is a significant variance, explanations are provided. It is important to note that, while a specific line item may be over budget, the overall Agency budget should not be over budget. Adjustments are often made at the end of a grant or fiscal year to ensure that all budgets are balanced.

Contractual Services/Health-Disabilities – is over the budget and depending on the services required at the beginning of the school year, it may go over budget.

Repairs & Building Maintenance – Recurring – is over budget and is forecast to be over budget by \$14,000 at the current average spending of \$9200 per month.

Equipment Lease - copy overages of nearly \$3000 have been charged here instead of to Copies/Printing/Copier Maintenance/Paper/Toner which is well under budget. Fiscal will work with Head Start to make corrections on the AFPs and move with a journal entry.

Technology – is over budget because Staff was able to purchase new technology due to fund availability at the end of the 9 month grant period.

Dues and Subscriptions-, is over budget due to a prior year adjustment that was moved from 9/19 to 10/19 and the NHA dues.

Expendable Equipment- is over the budget due to kitchen equipment purchases made due to fund availability at the end of the 9 month grant period.

Training /Staff Development – is over budget but combined with Training and Technical Assistance, it is right on target.

Capital Area Community Action Agency
Head Start Programs Statement of Revenue and Expenditures
For the Eleven Months Ended 8/31/2020

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	3,578,628	3,086,674	(491,954)	86%
Government Contracts - STATE	4010	572,159	404,954	(167,205)	71%
Government Contracts - LOCAL	4020	53,500	45,302	(8,198)	85%
Grants - Other Not-for-Profits	4100	<u>4,560</u>	<u>14,560</u>	<u>10,000</u>	319%
Total Revenue		<u>4,208,847</u>	<u>3,551,490</u>	<u>(657,357)</u>	84%
Expenditures					
Salaries & Wages	6010	1,985,337	1,708,467	276,870	86%
Fringe	6110	574,652	497,875	76,777	87%
Staff Screenings	6180	3,400	606	2,794	18%
Indirect Costs	6210	465,509	402,402	63,107	86%
Travel - In Area	6310	4,000	1,404	2,596	35%
Office Supplies	6410	8,439	5,058	3,381	60%
Program Supplies	6415	29,985	19,444	10,541	65%
Classroom Supplies	6420	55,500	42,832	12,668	77%
Kitchen Supplies	6430	34,189	15,021	19,168	44%
Medical/Dental Supplies	6440	1,575	757	818	48%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	15,000	7,832	7,168	52%
Postage and Delivery Expense	6600	1,200	749	451	62%
Contractual Services/Professional	6710	34,000	13,294	20,706	39%
Contractual Services - Health/Disabilities	6715	141,334	134,400	6,934	95%
Rent/Space Cost	6810	211,862	179,918	31,944	85%
Utilities	6820	83,552	78,483	5,069	94%
General Liability and Property Insurance	6830	28,000	21,133	6,867	75%
Communications	6840	52,000	45,872	6,128	88%
Repairs & Bldg Maintenance- Recurring	6850	94,000	101,092	(7,092)	108%
Repairs & Bldg Maintenance - Nonrecurring	6855	34,205	29,861	4,344	87%
Equipment Maintenance	6910	19,000	16,651	2,349	88%
Vehicle Expense	6920	28,000	23,665	4,335	85%
Equipment Lease	6930	8,600	8,032	568	93%
Technology	6940	21,240	39,516	(18,276)	186%
Fees, Licenses, and Permits	7010	1,500	864	636	58%
Dues/Subscriptions	7020	2,500	2,982	(482)	119%
Special Events	7110	2,000	0	2,000	0%
Client Assistance	7210	2,400	95	2,305	4%
Expendable Equipment	7320	3,000	7,945	(4,945)	265%
Meetings/Workshops/Training	7420	3,160	1,998	1,162	63%
Training/Staff Development	7430	31,376	35,597	(4,221)	113%
Training and Technical Assistance	7435	9,622	0	9,622	0%
Advisory/Board Member Expenses	7440	1,500	577	923	38%
Advertising	7450	4,500	2,810	1,690	62%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	<u>211,510</u>	<u>132,225</u>	<u>79,285</u>	63%
Total Expenditures		<u>4,208,847</u>	<u>3,579,461</u>	<u>629,387</u>	85%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(27,970)</u>	<u>(27,970)</u>	

Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Two Months Ending 8/31/2020

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	<u>827,387</u>	<u>335,433</u>	<u>(491,954)</u>	41%
Total Revenue		<u>827,387</u>	<u>335,433</u>	<u>(491,954)</u>	41%
Expenditures					
Salaries & Wages	6010	410,662	155,196	255,466	38%
Fringe	6110	119,010	44,976	74,034	38%
Staff Screenings	6180	2,237	313	1,924	14%
Indirect Costs	6210	96,188	36,351	59,837	38%
Travel - In Area	6310	875	316	559	36%
Office Supplies	6410	2,735	1,925	810	70%
Program Supplies	6415	8,746	3,621	5,125	41%
Classroom Supplies	6420	17,125	2,215	14,910	13%
Medical/Dental Supplies	6440	815	33	782	4%
Copies/Printing/Copier	6510	1,800	2,279	(479)	127%
Postage and Delivery Expense	6600	300	388	(88)	129%
Contractual Services/Professional	6710	4,000	1,232	2,768	31%
Contractual Services - Health/Disabilities	6715	10,059	1,432	8,627	14%
Rent/Space Cost	6810	40,862	27,473	13,389	67%
Utilities	6820	23,888	15,047	8,841	63%
General Liability and Property Insurance	6830	-	1,521	(1,521)	
Communications	6840	13,000	8,130	4,870	63%
Repairs & Bldg Maintenance- Recurring	6850	25,750	19,230	6,520	75%
Repairs & Bldg Maintenance - Nonrecurring	6855	10,750	1,713	9,037	16%
Equipment Maintenance	6910	4,750	2,919	1,831	61%
Vehicle Expense	6920	7,000	3,156	3,844	45%
Equipment Lease	6930	2,150	958	1,192	45%
Technology	6940	7,560	750	6,810	10%
Fees, Licenses, and Permits	7010	375	133	242	35%
Dues/Subscriptions	7020	625	195	430	31%
Special Events	7110	500	-	500	0%
Expendable Equipment	7320	750	-	750	0%
Meetings/Workshops/Training	7420	100	250	(150)	250%
Training/Staff Development	7430	-	4,082	(4,082)	
Training and Technical Assistance	7435	9,622	-	9,622	0%
Advisory/Board Member Expenses	7440	375	-	375	0%
Advertising	7450	1,875	180	1,696	10%
Parent Activities	7460	300	-	300	0%
Raw Food Cost	7510	<u>2,603</u>	<u>644</u>	<u>1,959</u>	25%
Total Expenditures		<u>827,387</u>	<u>336,656</u>	<u>490,731</u>	
Excess Revenue over (under) Expenditures		-	<u>(1,223)</u>	<u>(1,223)</u>	

Capital Area Community Action Agency, Inc.
Head Start NFS Match Requirements
For the Month Ending August 31, 2020

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		6,846			
Grants - Other Not for Profits		-			
In-Kind Revenue		40,613			
VPK/SR		-			
	206,847	47,459	23%	159,388	77%

Capital Area Community Action Agency
Vendor Activity
From 8/1/2020 Through 8/31/2020

Head Start Credit Card Charges Aug 2020

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses Transaction Description
HANCOCK CC	1064	6180	252	8/27/2020	1.41 #5810, VENITA TREADWELL, 8/27/2020, BKGRD SCREEN JOHNSON
HANCOCK CC	1064	6180	252	8/27/2020	43.25 #5810, VENITA TREADWELL, 8/27/2020, BKGRD SCREEN JOHNSON
HANCOCK CC	1064	6180	256	8/27/2020	1.41 #5810, VENITA TREADWELL, 8/27/2020, BKGRD SCREEN FLOURNAH
HANCOCK CC	1064	6180	256	8/27/2020	43.25 #5810, VENITA TREADWELL, 8/27/2020, BKGRD SCREEN FLOURNAH
HANCOCK CC	1064	6180	258	8/27/2020	1.41 #5810, VENITA TREADWELL, 8/27/2020, BKGRD SCREEN ANDERSON
HANCOCK CC	1064	6180	258	8/27/2020	43.25 #5810, VENITA TREADWELL, 8/27/2020, BKGRD SCREEN ANDERSON
HANCOCK CC	1064	6410	251	8/27/2020	87.94 #8165, NICHELE RICHARDS ROLLE, 8/27/2020, PROGRAM SUPPLIES
HANCOCK CC	1064	6440	255	8/27/2020	32.62 #4466, DARREL JAMES, 8/27/2020, HEALTH SUPPLIES
HANCOCK CC	1064	6840	255	8/27/2020	16.78 #4466, DARREL JAMES, 8/27/2020, ZOOM PARENTS MEETING
HANCOCK CC	1064	6840	255	8/27/2020	126.90 #4466, DARREL JAMES, 8/27/2020, ZOOM PARENTS ORIENTATION
HANCOCK CC	1064	6850	251	8/27/2020	15.89 WEEK 3, SEPTEMBER 2020, VISAS, BATTERIES FOR FRANKLIN HS
HANCOCK CC	1064	6850	251	8/27/2020	429.48 WEEK 3, SEPTEMBER 2020, VISAS, MULCH & SAND FOR FRANKLIN HS
HANCOCK CC	1064	6920	255	8/27/2020	26.00 #4466, DARREL JAMES, 8/27/2020, GAS WAP VEHICLE
HANCOCK CC	1064	6920	255	8/27/2020	45.00 #4466, DARREL JAMES, 8/27/2020, GAS WAP VEHICLE
HANCOCK CC	1064	6920	255	8/27/2020	46.00 #4466, DARREL JAMES, 8/27/2020, GAS WAP VEHICLE
HANCOCK CC	1064	6920	255	8/27/2020	47.01 #4466, DARREL JAMES, 8/27/2020, GAS WAP VEHICLE
HANCOCK CC	1064	7010	255	8/27/2020	35.00 #8165, NICHELE RICHARDS ROLLE, 8/27/2020, VISA ANNUAL FEE
HANCOCK CC	1064	7420	255	8/27/2020	250.00 #7308, KRISTIN JACKSON RESHARD, 8/27/2020, RECERTIFICATION
HANCOCK CC	1064	7430	252	8/27/2020	799.00 #7308, KRISTIN JACKSON RESHARD, 8/27/2020 - ROBERTS
HANCOCK CC	1064	7430	256	8/27/2020	15.43 #7308, KRISTIN JACKSON RESHARD, 8/27/2020, - DILDY
HANCOCK CC	1064	7430	256	8/27/2020	69.76 #7308, KRISTIN JACKSON RESHARD, 8/27/2020, - DILDY
HANCOCK CC	1064	7430	256	8/27/2020	75.99 #7308, KRISTIN JACKSON RESHARD, 8/27/2020, - KUMBA
HANCOCK CC	1064	7430	256	8/27/2020	121.66 #7308, KRISTIN JACKSON RESHARD, 8/27/2020, - KUMBA
HANCOCK CC	1064	7450	255	8/27/2020	154.50 #4466, DARREL JAMES, 8/27/2020, ADVERTISING RECRUITMENT
HANCOCK CC	1064	7450	255	8/27/2020	25.00 #8165, NICHELE RICHARDS ROLLE, 8/27/2020, RECRUITMENT AD
LOWES	1064	6415	250	8/13/2020	18.98 #82130109084241, MULTIPLE HS CENTERS, 8/13/2020 - 8/20/2020
LOWES	1064	6415	256	8/13/2020	21.82 #82130109084241, MULTIPLE HS CENTERS, 8/13/2020 - 8/20/2020
LOWES	1064	6415	256	8/13/2020	75.92 #82130109084241, MULTIPLE HS CENTERS, 8/13/2020 - 8/20/2020
LOWES	1064	6415	258	8/13/2020	18.98 #82130109084241, MULTIPLE HS CENTERS, 8/13/2020 - 8/20/2020
LOWES	1064	6420	255	8/13/2020	89.85 #82130109084241 MULTIPLE HS CENTERS, 8/13/2020 - 8/20/2020

Total

2,779.49



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
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HANCOCK WHITNEY BANK
PO BOX 61750
NEW ORLEANS LA 70161-1750



1632400-006974-0001-0001-2

DARREL JAMES
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729

***00006579

MEMO STATEMENT

Account Number

Statement Date

08-27-20

STATEMENT MESSAGES

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TRANSACTION DETAIL

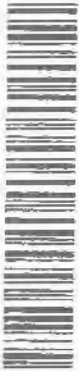
Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-03	07-31	24692160214100380904115	5542	GATE 1194 Q80 TALLAHASSEE FL	M47.01
08-07	08-06	24493980220026946431802	5968	ZOOM.US 888-799-9866 CA	M16.78
08-07	08-05	24692160219100855274536	5542	GATE 1194 Q80 TALLAHASSEE FL	M46.00
08-17	08-14	24692160228100090589689	5542	GATE 1194 Q80 TALLAHASSEE FL	M26.00
08-19	08-18	24493980232026919162406	5968	ZOOM.US 888-799-9866 CA	M126.90
08-24	08-21	24692160235100837301078	5542	GATE 1194 Q80 TALLAHASSEE FL	M45.00
08-24	08-21	24493980234438361678975	8211	VP*JOHN PAUL II CATHOLIC 850-201-5744 FL	M154.50
08-25	08-24	24226380238091000047784	5411	WAL-MART #1077 TALLAHASSEE FL	M32.62

Handwritten signature/initials
9/8/20

STATEMENT DATE 08-27-20	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 494.81
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 494.81
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00

HANCOCK
WHITNEY

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HANCOCK WHITNEY BANK
PO BOX 61750
NEW ORLEANS LA 70161-1750

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FATIMA OLEABHIELE
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729

* 84000527C

MEMO STATEMENT

Account Number

Statement Date

08-27-20

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-03	07-31	24269790214000969214570	5814	JIMMY JOHNS - 170 TALLAHASSEE FL	M102.80 ✓
08-14	08-13	24431060227400188000451	5251	ACE HDWE APALACHICOLA FL	M429.48 ✓
08-17	08-15	74269790228501055287832	5812	CHICKEN SALAD CHICK - TALLAHASSEE FL	M9.00 cr
08-17	08-14	24137460228001412736726	5411	PUBLIX #1051 TALLAHASSEE FL	M22.39 ✓
08-17	08-15	24269790228500642441989	5812	CHICKEN SALAD CHICK - TALLAHASSEE FL	M129.00 ✓
08-26	08-24	24446000238100121803287	5331	DOLLAR-GENERAL #4821 MONTICELLO FL	M15.89 ✓

9/8/20

STATEMENT DATE 08-27-20	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 699.56
		NEW CASH ADVANCES .00
		CREDITS 9.00
		STATEMENT TOTAL 690.56
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



**HANCOCK
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PO BOX 61750
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16322600-007951-0001-0001-7



KRISTIN JACKSON
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729

**N0007961

MEMO STATEMENT

Account Number

Statement Date

08-27-20

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-13	08-12	24492150225852057093447	4815	SMARTHORIZONS 850-475-4041 FL	M799.00
08-21	08-20	24692160233100642626055	5942	AMZN MKTP US*MM9MB9300 AMZN.COM/BILL WA	M69.75
08-21	08-21	24692160234100978524862	5942	AMZN MKTP US*MM5ZH3J10 AMZN.COM/BILL WA	M81.69
08-24	08-21	24692160234100260980680	5942	AMZN MKTP US*MM544JR0 AMZN.COM/BILL WA	M15.43
08-24	08-23	24692160236100552566787	5942	AMZN MKTP US*MM9TN5711 AMZN.COM/BILL WA	M121.66
08-26	08-25	24492150238637964617842	8299	TEACHSTONE TRAINING WWW.TEACHSTON VA	M250.00

Handwritten signature
9/10/20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-20		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND
		OTHER CHARGES 1,337.54
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 1,337.54
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



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16322400-006197-0001 0001-2

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PO BOX 61750
NEW ORLEANS LA 70161-1750

|||||
NICHELE RICHARDS
CAPITAL AREA CAA
308 OFFICE PLZ
TALLAHASSEE FL 32301-2729
***0006197

MEMO STATEMENT

Account Number

Statement Date

08-27-20

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-29	07-29		0000	ANNUAL FEE	M35.00
08-20	08-19	24204290232000398793522	7311	FACEBK KBLBSVWSJ2 650-5434800 CA	M25.00
08-27	08-26	24431060240400187000471	5251	ACE HDWE APALACHICOLA FL	M87.94

bc
9/8/20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-20		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 147.94
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 147.94
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00



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16322400 - 004759 - 0001 - 0001 - 2

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|||||
NINA SINGLETON
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729

***N0004769

MEMO STATEMENT

Account Number

Statement Date

08-27-20

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-31	07-30	24492150213852397930163	8398	PAYPAL *CAREERSOURC 402-935-7733 CA	M50.00
08-03	08-02	24692160215100441458039	5969	INDEED 203-564-2400 CT	M145.00
08-05	08-04	74481310217000001008007	0000	INT'L TRANSACTION FEE	M31.23*
08-05	08-04	74481310217000001008007	5734	1PLACE AUCKLAND	M3,123.00
08-18	08-17	245593002309000018301872	8398	UNITED PARTNERS FOR HUMAN 850-2968330 FL	M325.00
08-19	08-18	24226380232400000864584	5411	WAL-MART #4427 TALLAHASSEE FL	M400.00
08-27	08-27		0000	ANNUAL FEE	M35.00

* Conversion fee for the
1 place purchase

for
9/10/20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-20		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 4,109.23
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 4,109.23
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00



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16322400-004518-0001-0001-7



TIM CENTER
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729

**N0004516

MEMO STATEMENT

Account Number

Statement Date

08-27-20

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-29	07-29		0000	ANNUAL FEE	M35.00
08-11	08-10	24431060223083328683388	5942	AMZN MKTP US*MF1UX1870 AM AMZN.COM/BILL WA	M149.80
08-11	08-10	24692160223100902668429	5942	AMZN MKTP US*MF8X308S2 AMZN.COM/BILL WA	M159.80
08-12	08-11	24692160224100606613522	5942	AMZN MKTP US*MF3RV2DK2 AMZN.COM/BILL WA	M149.80
08-12	08-11	24692160224100821513715	5942	AMZN MKTP US*MF7R21D02 AMZN.COM/BILL WA	M149.80
08-13	08-11	74755420225732257777986	3631	WALDORF 561-4479000 FL	M242.95
08-13	08-12	24122590225027011158172	9399	CITY OF APALACHICOLA APALACHICOLA FL	M206.00
08-13	08-13	24692160226100569819985	5732	APPLE.COM/US 800-876-2775 CA	M2,536.00
08-14	08-13	24492150226852114190811	7399	PAYPAL *JGTCONTRACT 402-935-7733 CA	M320.00
08-17	08-16	24431060229700641619773	5734	ADOBE ACROPRO SUBS 408-535-6000 CA	M14.99
08-17	08-14	24692160227100446461790	4900	SPEEDPAY:DUKE-ENERGY 800-777-9898 NC	M378.50
08-20	08-19	24493980293026928210377	5968	ZOOM.US 888-799-9568 CA	M248.47
08-21	08-20	24892160233100794514572	5968	GAN*1558TALLHDEMCCIRC 888-426-0481 IN	M59.13
08-27	08-26	24692160239200602611259	5732	APPLE.COM/US 800-876-2775 CA	M12,622.40

*By
9/8/20*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-20		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND
		OTHER CHARGES 17,029.69
		NEW CASH ADVANCES .00
		CREDITS 242.95
		STATEMENT TOTAL 16,786.74
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 22,000.00



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HANCOCK WHITNEY BANK
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Account Number

Statement Date

08-27-20



VENITA TREADWELL
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729

***ND0008930

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-28	07-27	24431060210400679000985	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
07-28	07-27	24431060210400679001025	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
07-28	07-27	24431060209400557001835	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M49.25
07-28	07-27	24431060209400557001884	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
08-05	08-04	24431060218400677001854	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
08-05	08-04	24431060217400555003494	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
08-12	08-11	24137460225001256256486	5411	PUBLIX #1051 TALLAHASSEE FL	M60.07

*See
S10116*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-20		NEW PURCHASES AND OTHER CHARGES 194.05
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 194.05
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00



**SAVE 5%* EVERY DAY
60 DAYS**

SEP 09 REC'D

0% INTEREST FOR 60 DAYS**

ON PURCHASES MADE NOW-10.31.20

Minimum monthly payments required. Regular rates apply to any remaining promotional balance after the 60-day promotional period ends.

123 4567 891234 5
PRO BUSINESS
VALUED CUSTOMER
01/95

*/**Subject to credit approval. See store or lowesforpros.com for details. *Exclusions apply.

** Offer is automatic when a qualifying purchase is made on your Lowe's Business Account. Regular account terms apply to non-promo purchases, and after promotion ends, to remaining promotional balances. See your credit card agreement for your applicable terms.

Lowe's® Business Card Account

CAPITAL AREA COMM ACTION
Account Number [REDACTED]

Visit us at www.lowes.com/credit
Customer Service: 1-800-444-1408

Summary of Account Activity

Previous Balance	\$0.00
- Payments	\$0.00
- Other Credits	\$0.00
+ Purchases/Debits	\$778.86
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$778.86
Credit Limit	\$11,000.00
Available Credit	\$10,221.00
Statement Closing Date	09/02/2020
Days in Billing Cycle	31

Payment Information

New Balance	\$778.86
Total Minimum Payment Due	\$33.00
Payment Due Date	09/28/2020

Promotion Expiration Notification

NOTE: YOU HAVE A PROMOTIONAL PURCHASE EXPIRING. SEE PROMOTIONAL PURCHASE SUMMARY FOR DETAILS

Promotional Purchase Summary

The applicable terms of your promotional purchase(s) are below. NO INTEREST promotions are not assessed interest charges during the promotional period. For each promotional purchase, standard account terms will apply to any remaining balance after the Expiration Date. To make more than one payment, you can pay online at the online address stated above or you can mail in your payment to the address on the remit stub. This address is also available from our automated customer service system.

Purchase Date	Purchase Amount	Promotion Type	Accrued INTEREST CHARGES	Billed INTEREST CHARGES	Payoff Amount	Expiration Date
08/13/2020	\$189.48	No Interest With Payment	\$0.00	\$0.00	\$189.48	11/02/2020
08/14/2020	\$260.51	No Interest With Payment	\$0.00	\$0.00	\$260.51	11/02/2020
08/20/2020	\$328.89	No Interest With Payment	\$0.00	\$0.00	\$328.89	11/02/2020

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: EBT642, or call toll-free 1-800-444-1408.

PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE

NOTICE: We may convert your payment into an electronic debit. See reverse for details, Billing Rights Information and other important information.

**CAPITAL AREA COMMUNITY ACTION AGENCY
BY-LAWS OF THE HEAD START POLICY COUNCIL**

Article I Name

The name of this organization shall be the Capital Area Community Action Agency's Policy Council, whose headquarters are based in Tallahassee, Florida.

Article II Purposes and Functions

Section 1 Purposes

The purpose shall be to implement the Head Start Program Performance Standards 1304.50 (Program Governance) and appendix A, for which this Head Start Policy Council is created. The Policy Council must perform the following functions directly:

- a. Serve as a link to the Parent Committee, the Board of Directors, public and private organizations, and the communities they serve. Provide information, initiate suggestions and reports to and from these groups.
- b. Assist Parent Committees in communication with parents enrolled in all program options to ensure that they understand their rights and responsibilities and the opportunities available in Head Start, and to encourage their participation in the program.
- c. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensure that funds set aside from program budgets are used to support parent activities (Parent Activity Funds).
- d. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- e. Establish and maintain procedures for working with the Board of Directors to resolve community complaints about the program.

Section 2 Functions

The general functions of the Capital Area Community Action Agency's Head Start Policy Council, in accordance with 1304.50, are to work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:

- a. All funding applications and amendments to funding applications for Head Start, including administrative services, prior to the submission of

such applications to DHHS/ACF.

- b. Procedures describing how the governing body and the appropriate policy group will implement shared decision-making.
- c. Procedures for program planning, the program's philosophy, and long-range and short-range goals and objectives of the program.
- d. The composition of the Policy Council and the procedures by which policy group member are chosen.
- e. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR 1305.
- f. Location of centers or classes.
- g. The annual self-assessment of the agency's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.
- h. The annual independent audit.
- i. Program personnel policies and subsequent changes to those policies, including standards of conduct for program staff, consultants, and volunteers.
- j. Recommendations to hire or terminate the Head Start Director and any person who works primarily for the Head Start Program. The Executive Director of the agency shall submit applications to the Policy Council for the Head Start Director's position along with a recommendation. The Executive Director shall make recommendations to the Policy Council to terminate the Head Start Director. The final decision made in both cases will be the result of a joint effort between the council and the Board of Directors.

Article III **Membership**

Section 1 **Composition**

At least 51% of the membership of the Capital Area Community Action Agency's Head Start Policy Council shall be comprised of parents of currently enrolled children.

Section 2 **Categories**

Membership shall be comprised of two types of representatives: parents of children currently enrolled and community representatives.

- a. Each Head Start Parent Committee will elect one parent member per every 50 children to serve on the Council and one alternate per every 50 children, who will act in place of the representative in his or her absence. An alternate is classified as a member and is subject to the same term limitations as the regular member.
- b. There will be one (1) representative from the Board of Directors of the Capital Area Community Action Agency.
- c. Not more than 49% community representatives will be selected from businesses; public or private community, civic, and professional organizations; and others who are familiar with resources and services for low income children and families as well as early education and care. Former Head Start parent may also be community representatives.
- d. The Capital Area Community Action Agency's Board of Directors will propose the procedures for election of parent members and the selection of community representatives. The proposals must be approved by the Policy Council.

Section 3 **Term of Office**

Policy Council members shall serve for a term of one (1) year. No member shall serve on the Policy Council for more than five (5) one-year terms in a lifetime.

Section 4 **Voting Rights**

Each member of the Policy Council shall have one (1) vote. There shall be no proxy voting by, or for, any member.

Section 5 **Termination of Membership**

A member of the Policy Council can be terminated if absent from three (3) consecutive meetings, or a total of four (4) meetings during a year, without having submitted a legitimate excuse to the Chairperson or Head Start staff prior to the meeting. A member of the Policy Council may also be terminated if the member violates the signed Standards of Conduct for program staff, consultant, and volunteers.

Section 6 **Resignation**

A member shall provide a written statement of resignation to the Policy Council Chairperson.

Section 7 Vacancy
All Parent Committees should elect a new parent member to the Policy Council within 30 days whenever there is a vacancy from that center. If the vacancy is created by a community representative, that vacancy will also be filled within 30 days.

Section 8 Nepotism
No agency staff (or members of their immediate families) may serve on the Policy Council except parents who occasionally substitute for regular Head Start staff.

Article IV Selection, Terms and Duties

Section 1 Officers
The Policy Council shall elect a Chairperson, Vice-Chairperson, Secretary, Treasurer (optional). Other officers shall be elected as deemed necessary by the Council.

Section 2 Election and Term of Office
Each officer shall be elected by the full membership of the Policy Council when members are seated for that year, and shall serve a term of one (1) year. The Council will be seated in October of each year.

Section 3 Removal
Any officer or member of the Council who fails to perform the duties as outlined in the By-Laws, can be removed by a two-thirds vote of the membership.

Section 4 Chairperson
The Chairperson shall preside at all meetings and maintain order. Prior to the meeting, the Chairperson will prepare the agenda with the Head Start staff and any other pertinent persons. The Chairperson also serves on committees and coordinates activities as needed; works closely with the Head Start Director as necessary; acts as the official representative of the Council; is knowledgeable of Council By-Laws, Head Start policies and requirements and performs other duties as assigned.

Section 5 Vice-Chairperson
The Vice-Chairperson shall preside in the absence of the Chairperson or whenever the Chairperson temporarily/ permanently vacates the chair. In case of resignation or death of the Chairperson, the Vice-Chair shall assume the office until a permanent chair is elected.

- Section 6 Secretary**
The Secretary shall record the minutes of every Policy Council meetings; keep copies of the By-Laws, standing rules, roster of members, a list of unfinished business and a copy of each agenda; keep a file of all correspondence received; read correspondence as needed; maintain a file of minutes; assist the Chairperson in following the agenda and record and read motions as they are made; read minutes of the last meeting; and perform other duties as assigned.
- Section 7 Treasurer**
The Treasurer shall be responsible for making quarterly reports of the Parent Activity Accounts and shall serve in the absence of the Secretary and shall assist in performing duties whenever necessary.
- Article V Committees**
The Policy Council may appoint committees as are necessary for special projects.
- Article VI**
- Section 1 Regular Meetings**
Regular Meetings of this Policy Council will be held monthly on a date and at a time decided upon by the Council and at a place provided by the program.
- Section 2 Special/Call Meetings**
There will be special meetings of council only when there is a need. All special meetings shall be called by the chairperson at least 48 hours in advance.
- Section 3 Notice of Meetings**
Written notices shall be mailed to each member at least four (4) working days prior to the date of each regular meeting. A copy of the agenda for the meeting will also be enclosed. The agenda may be amended, if necessary, and with approval of the Council at the meeting. Notices of special meetings shall be made by telephone notification and/or overnight mail to each member at least 48 hours prior to the date of the meeting, with an explanation for the meeting.
- Section 4 Quorum**
51% of the filled slots on the Council must be present to constitute a quorum in order to transact business for regular or special meetings. In the event there is no quorum and action is required before the next meeting, the members can vote by email or by telephone. This will be coordinated by the Parent Engagement Coordinator.

Members of the Council who live in the outlying counties may attend meetings via distance technology, except when adverse personnel actions are to be addressed. Any member may attend via conference call, when necessary.

Article VII Amendments

These By-Laws may be amended by sending a copy of the proposed amendment to each Policy Council member at least two (2) weeks before the meeting. All amendments must be approved by a two-thirds vote of the Policy Council.

Chairperson, Board of Director _____ Date _____

Chairperson of Policy Council _____ Date _____

Approved: 11/15/04

Revised 01/16/14

Revised 02/12/15

Revised 08/20/15

Revised 06/29/17

By-Laws

Capital Area **Community Action** Agency

MEMORANDUM

TO: Head Start Policy Council and Board of Directors
FROM: Tim Center, CEO and Head Start Director
RE: Head Start Director's Report
DATE: October 8, 2020

The following memo serves as my update to the Community Action Head Start Policy Council and Board of Directors.

Staffing

All Center staff are working and in their Centers. Extended day serves have begun and are staffed.

Facilities

Health and Safety Screeners have been completed and a corrective action list is being compiled. Work on Franklin will commence before the end of the month.

Curriculum

The iPads are being deployed to the Centers for attendance and management reports to be tracked in real-time. Columbus Day in-service will focus on Creative Curriculum training.

Conscious Discipline Safe Place classroom centers are being implemented.

Enrollment

South City still has capacity. Attendance has not reached 100% at all the Centers. Staff continue to work with families to encourage attendance and educate families about safety steps being implemented.

Federal and State Regulations

Community Action Head Start continues to work with and follow local health and education regulations.



Governance, Leadership, and Oversight Capacity Screener

Introduction

Organizations that accept federal funds to operate Head Start and/or Early Head Start programs must have strong governance systems in place to safeguard federal dollars and provide oversight and direction to the Head Start program.

This screener organizes the Head Start requirements to help organizations identify where they need to make changes and build capacity to fulfill their Head Start governance responsibilities.

Suggestions for Use

1. Print a copy of this screener.
2. Have your organization's governing body or Tribal Council chair, Policy Council chair, executive director, and Head Start program director work together to review the table beginning on page 3 and to identify (with a check mark or "X") the following items:
 - i. Required Head Start governance practices that your organization currently has in place
 - ii. Required Head Start governance practices that your organization will implement within the first three months of funding
 - iii. Required Head Start governance practices that your organization needs help understanding and implementing
3. On the final page of this document list the governance practices and regulations that your organization needs assistance in understanding and implementing.
4. Enter any questions or concerns you have in the comments section on the final page of this document.
5. Share this screener and your findings with your full governing body or Tribal Council, Policy Council, and Head Start program leadership. Assign people to begin implementation of the governance practices you have identified as not currently in place.
6. You can explore the Organizational Leadership page on the Early Childhood Learning and Knowledge Center (ECLKC) to access other resources that can assist you as you move your governance system and practices forward.
7. At your next meeting with Regional Office staff, discuss those governance practices and regulations where your organization may benefit from technical assistance.



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
1. The governing body (or Tribal Council) has the required composition: ¹		Head Start Act Sec. 642(c)(1)(B) (i-iv)	
• At least one member has fiscal/accounting background and expertise	X		
• At least one member has early childhood education and development background and expertise	X		
• At least one member is a licensed attorney	X		
• Members reflect the community served and include parents of children who are currently, or were formerly, enrolled in Head Start programs	X		
2. The Policy Council has the required composition.		Head Start Act Sec. 642(c)(2)(B)(i) Sec. 642(c)(2)(B)(ii)(I-II)	
• A majority are parents of children who are currently enrolled in the Head Start program (including delegate agencies)	X		
• Other members are representatives at-large of the community served by the program or any delegate agency (may include parents of children formerly enrolled)	X		
• Members are elected by parents of children currently enrolled in the program	X		
¹ If the composition of the governing body does not include individuals with the required qualifications, the governing body must use consultants or other individuals with relevant expertise and qualifications to meet the composition requirements [Head Start Act Sec. 642(c)(1)(B)(vi)].			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
3. The Head Start program must ensure that members of the:		Head Start Act Sec.642(c)(1)(C), 642(c)(2)(C), and 642(c)(3)(B) Head Start Program Performance Standards 1301.2(a) and 1301.3(b)(2)	
• Governing body do not have a conflict of interest	X		
• Policy council, and of the policy committee at the delegate level, do not have a conflict of interest	X		
4. Head Start program has established a parent committee comprised exclusively of parents of currently enrolled children as early in the program year as possible.		Head Start Program Performance Standards 1301.4 (a)	
• The committee is established at the center level for center-based program and at the local program level for other program options		X	
5. Governing body may establish advisory committees as it deems necessary for effective governance and improvement of the program.		Head Start Program Performance Standards 1301.2(c)	
• Establish the structure, communication, and oversight in such a way that the governing body continues to maintain its legal and fiscal responsibility	X		
• Notify responsible HHS official of intent to establish an advisory committee	X		



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
6. Members of the governing body (or Tribal Council) receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and are able to provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.		Head Start Act Sec. 642(d)(3)	
<ul style="list-style-type: none">The agency has a system for identifying the T/TA needs of the governing body (or Tribal Council) and using this information to develop a T/TA plan	X		
7. Members of the Policy Council receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and can provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.		Head Start Act Sec. 642(d)(3) Head Start Program Performance Standards 1302.12(m)	
<ul style="list-style-type: none">The agency has a system for identifying the T/TA needs of the Policy Council and using this information to develop a T/TA plan	X		
<ul style="list-style-type: none">T/TA or orientations include training on program performance standards and training indicated in 1302.12(m)	X		



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
8. The governing body (or Tribal Council) exercises the following responsibilities:		Head Start Act Sec. 642(c)(1)(E)(iv)(I-III) Sec. 642(c)(1)(E)(iv)(VI)	
• Establishes procedures and criteria for recruiting, selecting, and enrolling children	X		
• Selects delegate agencies, as appropriate			
• Develops procedures for selecting Policy Council members	X		
• Reviews applications and amendments to applications for funding	X		
9. The governing body (or Tribal Council) exercises responsibility for the following:		Head Start Act Sec. 642(c)(1)(E)(iv)(VII)(aa)-(dd)	
• Approval of all major financial expenditures of the agency	X		
• Annual approval of the operating budget of the agency	X		
• The selection (except when a financial auditor is assigned by the state under state law or is assigned under local law) of independent financial auditors to report all critical accounting policies and practices to the governing body (or Tribal Council)	X		



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none">The financial audit	X		
<ul style="list-style-type: none">Monitoring of the agency's actions to correct any audit findings and other actions necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices	X		
10. The governing body (or Tribal Council) is engaged in reviewing and approving each of the following:		Head Start Act Sec. 642(c)(1)(E)(iv)(V)(aa-cc) Sec. 642(c)(1)(E)(iv)(VIII)-(IX)	
<ul style="list-style-type: none">The annual self-assessment	X		
<ul style="list-style-type: none">The agency's progress in carrying out the programmatic and fiscal provisions in the agency's grant application, including implementation of corrective actions	X		
<ul style="list-style-type: none">Personnel policies of the agency regarding the hiring, evaluation, termination, and compensation of agency employees	X		
<ul style="list-style-type: none">Results from monitoring conducted under section 641A(c), including appropriate follow-up activities	X		



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
11. The program staff ensures the parent committee assumes responsibility for the following:		Head Start Program Performance Standards 1301.4 (b)	
• Work with program staff to determine the best methods to engage families using strategies that are most effective in their community	X		
• Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families	X		
• Have a process for communication with the Policy Council and policy committee	X		
• Participate in the recruitment and screening of Early Head Start and Head Start employees		X	
12. The Head Start program works with the governing body (or Tribal Council) and Policy Council to make available to the public a report published at least once each year that discloses the following information from the most recently concluded fiscal year:		Head Start Act Sec. 644 (a)(2)(A-H)	
• The total amount of public and private funds received and the amount from each source			
• An explanation of budgetary expenditures and proposed budget for the fiscal year			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
• The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served	X		
• The results of the most recent review by the Secretary and the financial audit	X		
• The percentage of enrolled children that received medical and dental exams	X		
• Information about family engagement activities	X		
• The agency's efforts to prepare children for kindergarten	X		
• A summary of a program's most recent community assessment 1302.102(d)(2)	X		
• Any other information required by the Secretary	X		
13. The following reports are received by the governing body and the Policy Council and members find them useful:		Head Start Act Sec. 642(d)(2)(A-I) Head Start Program Performance Standards 1302.102	
Annual reports:			
• The financial audit	X		
• The self-assessment, including any findings related to such assessment	X		



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none">• Program Information Reports (PIRs)	X		
Monthly reports:			
<ul style="list-style-type: none">• Financial statements, including credit card expenditures (if the program uses credit cards)	X		
<ul style="list-style-type: none">• Program information summaries	X		
<ul style="list-style-type: none">• Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency	X		
<ul style="list-style-type: none">• Reports of meals and snacks provided through programs of the U.S. Department of Agriculture (USDA)	X		
Additional reports:			
<ul style="list-style-type: none">• Community assessment, completed every five years with annual updates	X		



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none">Long-term goals for ensuring programs are and remain responsive to community needs, goals for the provision of educational, health, nutritional, and family and community engagement, program services to promote the school readiness of enrolled children, school readiness goals, and short-term measurable programmatic and financial objectives	X		
<ul style="list-style-type: none">Applicable and current updates from the Secretary (e.g., Program Instructions, Information Memorandums, etc.)	X		
<ul style="list-style-type: none">Ongoing monitoring data, data on school readiness goals and other information described in 1302.102	X		
14. Head Start agency's governing body and Policy Council have jointly established written procedures for resolving internal disputes between the governing board and Policy Council in a timely manner that includes impasse procedure. These procedures must:			
<ul style="list-style-type: none">Demonstrate that the governing body considers proposed decisions from the Policy Council and that the Policy Council considers proposed decisions from the governing body	X		



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> If there is a disagreement, require the governing body and the Policy Council to notify the other in writing why it does not accept a decision 	X		
<ul style="list-style-type: none"> Describe a decision-making process and a timeline to resolve disputes and reach decisions that are not arbitrary, capricious, or illegal 	X		
<ul style="list-style-type: none"> Governing body and Policy Council must select a mutually agreeable third-party mediator (as outlined in impasse procedures) 	X		
<ul style="list-style-type: none"> Governing body and Policy Council are prepared to participate in a formal process of mediation that leads to a resolution of the dispute (as outlined in Impasse procedures) 	X		
15. If no resolution is reached with a mediator (NOTE: American Indian and Alaska Native Programs skip and move to next section)		Head Start Program Performance Standards 1301.6 (c)	
<ul style="list-style-type: none"> Governing body and Policy Council must select a mutually agreeable arbitrator whose decision is final 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
16. The Policy Council approve and submit to the governing body decisions about each of the following activities of program operations:		Head Start Act Sec. 642(c)(2)(D)(i-viii) Sec. 642(c)(2)(A) Head Start Program Performance Standards 1302.101(b)(4)	
• Activities to support the active engagement of families in the program	X		
• Program recruitment, selection, and enrollment priorities	X		
• Applications for funding and amendments to applications for funding	X		
• Budget planning for program expenditures, including policies for reimbursement related to participation in Policy Council activities	X		
• Bylaws for the operation of the Policy Council	X		
• Program personnel policies and decisions regarding the employment of program staff, consistent with 642(c)(1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff		X	



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
17. A program must submit reports, as appropriate, to the HHS official immediately or as soon as practicable:		Head Start Program Performance Standards 1302.102 (d) and 1304.12	
• Any significant incidents affecting the health and safety of program participants	X		
• Circumstances affecting the financial viability of the program	X		
• Breaches of personally identifiable information	X		
• Program involvement in legal proceedings	X		
• Any matter for which notification or a report to state, tribal or local authorities is required by law:			
• Reports addressing child abuse and neglect or laws governing sex offenders	X		
• Incidents that require classrooms or centers to be closed for any reason			
• Legal proceedings directly related to program operations			
• All conditions required to be reported under 1304.12 including child and Adult Care Food Program (CACFP)			



Head Start Governance, Leadership, and Oversight Capacity Screener

Comments section:

Our organization needs assistance in understanding and implementing the following governance regulations:

Additional comments, questions, or concerns:

- By-LAWS WILL BE REVIEWED/REVISED DURING OCTOBER POLICY COUNCIL MEETING.
- PARENT COMMITTEE MEMBER WILL BE INVOLVED IN SCREENING OF CENTER STAFF WHEN AVAILABLE.
- WITHIN FIRST THREE MONTHS OF FUNDING POLICY COUNCIL MEMBERS WILL BE NOTIFIED IF POLICIES (LISTED ON #16) CHANGE.





OFFICE OF HEAD START

An Office of the Administration for Children & Families

FRANKLIN COUNTY
DIR: BATSON-BYRD

Health and Safety Screener: Policies and Procedures for Head Start Programs

Introduction

Organizations that serve young children have an obligation to ensure that children in their care are in healthy and safe environments, and that policies and procedures that protect children are in place.

This screener will help organizations to identify where they need to make changes and build capacity in order to ensure children are healthy and safe while in their care. It contains best practices as well as requirements found in the Head Start Program Performance Standards.*

Suggestions for Use

1. Complete a health and safety screening for each site where children receive services.
2. Mark each item in the screening form "yes" or "no." Provide descriptions for items marked "no."
3. Determine issues, priorities, and staff responsible for actions and improvements within each site and across the program.
4. Follow up to assure improvements are made in a timely fashion.

** This screener does not include all applicable Head Start Program Performance Standards, nor does it cover every possible health and safety concern or replace each grantee's responsibility to ensure ongoing compliance with local, state, and federal health and safety requirements. Requirements related to healthy and safe environments can be found throughout the Head Start Program Performance Standards. Programs should also consult Caring for Our Children Basics, for additional information to develop and implement adequate safety policies and practices.*

**OFFICE OF HEAD START**

An Office of the Administration for Children & Families

Date: _____

Completed by: _____

Health/Safety Factors	Yes	No	Description of Conditions
Facilities			
All areas are safe, clean, and free from pests.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Exits are clearly marked, and emergency evacuation routes and other safety procedures are posted in the classroom and in appropriate locations throughout the site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Lighting is sufficient and adequate for all classroom activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Emergency lighting is available in case of a power failure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers are available, accessible, tested, and serviced regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Smoke, carbon monoxide, and as necessary, radon detectors are installed, properly located, and tested regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Current child care, health, fire, and other applicable licenses and inspection certificates are present on site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All indoor and outdoor spaces meet minimum square footage requirements per local, state, tribal, and Head Start regulations, whichever is more stringent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All playground areas are visible to supervising adults.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Necessary accommodations and modifications are made to ensure the safety, comfort, and full participation of all children including those with disabilities.	<input type="checkbox"/>	<input type="checkbox"/>	
Children are protected from potential hazards including choking, strangulation, electrical and drowning hazards, contagious diseases, and those presented by windows and glass doors, including falls and breakage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Health/Safety Factors	Yes	No	Description of Conditions
Toilets and hand washing facilities are clean, in good repair, and easily accessible for children's use. Supplies including toilet paper, hand soap, and towels are available and accessible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Toileting and diapering areas are separated from areas used for food preparation, service and eating, and equipped with sanitizing supplies for exclusive use in the area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Garbage is stored in a safe and sanitary manner to prevent contamination.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Children and staff are protected from potential injuries from heating and cooling systems, including burns from hot water (water should not exceed 120 degrees).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Indoor and outdoor environments are free of mold and pollutants, including smoke, lead, pesticides, and herbicides, as well as soil and water pollutants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Child-accessible electrical outlets have covers, are tamper-resistant, or have safety plugs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sleeping arrangements for infants follow safe practices as recommended by the American Academy of Pediatrics (AAP) and are free of soft bedding materials (e.g., soft mattress, crib bumpers, pillows, stuffed animals, fluffy blankets, and comforters). No drop-side cribs are in use.	<input type="checkbox"/>	<input type="checkbox"/>	
Age-appropriate rest and nap opportunities are available for preschool age children if the program operates six hours or longer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Children are protected from any hazards posed by classroom or family child care pets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Clean, sanitary drinking water should be readily accessible in indoor and outdoor areas throughout the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Health/Safety Factors	Yes	No	Description of Conditions
Equipment and Materials			
Equipment, toys, materials, supplies, and furniture are safe, age, and developmentally appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Medication is properly stored and labeled and is not accessible to children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cleaning supplies and other potentially dangerous materials and toxins are not accessible to children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All indoor and outdoor equipment, materials and furnishings meet standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM).	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency supplies, including parent and emergency contact information, first aid kits, and fire safety supplies are readily accessible to staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
No firearms or other weapons are accessible to children.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Policies and Procedures			
A sign-in/sign-out system is used to track those who enter and exit the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Policies and procedures ensure children are released only to authorized adults.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Procedures are in place to ensure children are safe when they are unexpectedly absent and the parent has not contacted the program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Agency policies and procedures protect children with allergies from known allergens.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Agency has all-hazards emergency management/disaster preparedness and response plans for events including natural and man-made disasters and emergencies, and violence in or near programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Agency maintains current parent or guardian and emergency contact list. Staff carry list on field trips and during evacuations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



Health/Safety Factors	Yes	No	Description of Conditions
Infectious disease policies and procedures are in place and include contacting parents and communicating with the local health department as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff are trained and implement policies that ensure children are released only to a parent, legal guardian, or other formally designated individual.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Policies for health emergencies that require rapid response or immediate medical attention are shared with parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff notify parents when children are sick or injured.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Premises are kept free of undesirable and hazardous materials and conditions. Indoor and outdoor premises are inspected prior to each use by children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A routine schedule of cleaning, sanitizing, and disinfecting is followed. Infant toys are cleaned and sanitized by staff as needed between each use by individual children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Procedures are in place to protect the confidentiality of any personally identifiable information in child records, including references to (a) disclosure with parental consent, (b) disclosure without parental consent but with parental notice and opportunity to refuse, and (C) disclosure without parental consent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Active Supervision			
Children, including sleeping children, are supervised by staff at all times and never left alone with volunteers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Children in outdoor areas do not have access to unsafe or unsupervised areas (e.g. body of water, roads or parking lots, or other hazards).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Health/Safety Factors	Yes	No	Description of Conditions
Constant and active supervision is maintained when any child is in or around water.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Redundant procedures are in place to ensure that no child is left alone, i.e. a second staff person is designated to check classroom, outdoor play areas, sleeping areas, and vehicles during transitions and prior to departure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Required staff to child ratios are maintained at all times per local, state, and Head Start regulations, whichever is more stringent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Required group sizes are maintained at all times per local, state, and Head Start regulations, whichever is more stringent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Human Resources			
All staff abide by the program's standards of conduct which must support children's well-being, prevent and address challenging behaviors, and prevent maltreatment of children or endangerment to children's health or safety.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All staff have background checks, sex offender registry checks, criminal history checks including fingerprint checks, and initial health exams.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Complete background checks are conducted for all staff at least once every five years unless there is a more stringent system to ensure child safety; health exams must be periodically completed as recommended and required by state, tribal, or local requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All regular volunteers have been screened for appropriate communicable diseases as required by law, or in absence of a related law, as recommended by the Health Services Advisory Committee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All staff are trained in mandated reporter responsibilities, including recognizing suspected child abuse and neglect and following mandated reporting requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



Health/Safety Factors	Yes	No	Description of Conditions
Direct service staff are trained in first aid, CPR, prevention and control of infection diseases, use of safe sleeping practices, preventing and identifying Shaken Baby Syndrome, abusive head trauma, sun safety and medication administration (including the special needs of children with health issues), and to respond to specific medical emergencies, including asthma and allergies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All staff are trained in and implement hygiene practices related to toileting, hand washing, diapering, safe food preparation, and exposure to blood and body fluids.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Transportation (if applicable)			
Program vehicles are properly equipped (e.g. two-way communication system, labeled and charged fire extinguisher, labeled first aid kit, seat belt cutter, reverse beeper, adaptations for children with disabilities as needed).	<input type="checkbox"/>	<input type="checkbox"/>	
Program carries out systematic preventive maintenance and each driver implements daily pre-trip vehicle inspections to ensure that vehicles used to transport children are in safe operating condition.	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicles used for child transportation are inspected annually by an inspection program licensed or operated by the state.	<input type="checkbox"/>	<input type="checkbox"/>	
All auxiliary seating is built into the vehicle by the manufacturer, maintained, and included in the annual inspection.	<input type="checkbox"/>	<input type="checkbox"/>	
Children are seated using age, height and weight appropriate child passenger safety systems.	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle aisles and exits remain unobstructed at all times, and items in the passenger compartment are properly stored and secured.	<input type="checkbox"/>	<input type="checkbox"/>	



Health/Safety Factors	Yes	No	Description of Conditions
Drivers receive training prior to transporting any enrolled child, and refresher training each year. Topics include first aid, emergency response, operation of any special equipment, routine maintenance and vehicle safety checks, and recordkeeping.	<input type="checkbox"/>	<input type="checkbox"/>	
Bus monitors participate in annual training including child boarding and exiting procedures, use of child passenger safety systems, emergency response, evacuation procedures, pre- and post-trip vehicle checks, and child pick-up and release procedures.	<input type="checkbox"/>	<input type="checkbox"/>	
Trip routing minimizes the time a child is in transit, prevents vehicles from exceeding maximum passenger capacity, and assures child safety during pick-up and drop-off.	<input type="checkbox"/>	<input type="checkbox"/>	
Bus monitors and drivers have current information about individuals authorized to pick up the children.	<input type="checkbox"/>	<input type="checkbox"/>	
Bus monitors and drivers complete pre- and post-trip vehicle checks, including second or third complete interior inspections to ensure no child is ever left on a vehicle.	<input type="checkbox"/>	<input type="checkbox"/>	
Children receiving transportation services are taught safety procedures and participate in an initial emergency evacuation drill and at least two additional evacuation drills during the program year.	<input type="checkbox"/>	<input type="checkbox"/>	





OFFICE OF HEAD START

An Office of the Administration for Children & Families

JEFFERSON COUNTY
DIR: THOMPSON

Health and Safety Screener: Policies and Procedures for Head Start Programs

Introduction

Organizations that serve young children have an obligation to ensure that children in their care are in healthy and safe environments, and that policies and procedures that protect children are in place.

This screener will help organizations to identify where they need to make changes and build capacity in order to ensure children are healthy and safe while in their care. It contains best practices as well as requirements found in the Head Start Program Performance Standards.*

Suggestions for Use

1. Complete a health and safety screening for each site where children receive services.
2. Mark each item in the screening form "yes" or "no." Provide descriptions for items marked "no."
3. Determine issues, priorities, and staff responsible for actions and improvements within each site and across the program.
4. Follow up to assure improvements are made in a timely fashion.

** This screener does not include all applicable Head Start Program Performance Standards, nor does it cover every possible health and safety concern or replace each grantee's responsibility to ensure ongoing compliance with local, state, and federal health and safety requirements. Requirements related to healthy and safe environments can be found throughout the Head Start Program Performance Standards. Programs should also consult Caring for Our Children Basics, for additional information to develop and implement adequate safety policies and practices.*

Date: 09/30/2020

Completed by: Althea Thompson

Health/Safety Factors	Yes	No	Description of Conditions
Facilities			
All areas are safe, clean, and free from pests.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Exits are clearly marked, and emergency evacuation routes and other safety procedures are posted in the classroom and in appropriate locations throughout the site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Lighting is sufficient and adequate for all classroom activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Emergency lighting is available in case of a power failure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers are available, accessible, tested, and serviced regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Smoke, carbon monoxide, and as necessary, radon detectors are installed, properly located, and tested regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Current child care, health, fire, and other applicable licenses and inspection certificates are present on site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All indoor and outdoor spaces meet minimum square footage requirements per local, state, tribal, and Head Start regulations, whichever is more stringent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All playground areas are visible to supervising adults.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Necessary accommodations and modifications are made to ensure the safety, comfort, and full participation of all children including those with disabilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Children are protected from potential hazards including choking, strangulation, electrical and drowning hazards, contagious diseases, and those presented by windows and glass doors, including falls and breakage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



Health/Safety Factors	Yes	No	Description of Conditions
Toilets and hand washing facilities are clean, in good repair, and easily accessible for children's use. Supplies including toilet paper, hand soap, and towels are available and accessible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Toileting and diapering areas are separated from areas used for food preparation, service and eating, and equipped with sanitizing supplies for exclusive use in the area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Garbage is stored in a safe and sanitary manner to prevent contamination.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Children and staff are protected from potential injuries from heating and cooling systems, including burns from hot water (water should not exceed 120 degrees).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Indoor and outdoor environments are free of mold and pollutants, including smoke, lead, pesticides, and herbicides, as well as soil and water pollutants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Child-accessible electrical outlets have covers, are tamper-resistant, or have safety plugs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sleeping arrangements for infants follow safe practices as recommended by the American Academy of Pediatrics (AAP) and are free of soft bedding materials (e.g., soft mattress, crib bumpers, pillows, stuffed animals, fluffy blankets, and comforters). No drop-side cribs are in use.	<input type="checkbox"/>	<input type="checkbox"/>	
Age-appropriate rest and nap opportunities are available for preschool age children if the program operates six hours or longer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Children are protected from any hazards posed by classroom or family child care pets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Clean, sanitary drinking water should be readily accessible in indoor and outdoor areas throughout the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



Health/Safety Factors	Yes	No	Description of Conditions
Equipment and Materials			
Equipment, toys, materials, supplies, and furniture are safe, age, and developmentally appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Medication is properly stored and labeled and is not accessible to children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cleaning supplies and other potentially dangerous materials and toxins are not accessible to children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All indoor and outdoor equipment, materials and furnishings meet standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Emergency supplies, including parent and emergency contact information, first aid kits, and fire safety supplies are readily accessible to staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
No firearms or other weapons are accessible to children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Policies and Procedures			
A sign-in/sign-out system is used to track those who enter and exit the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Policies and procedures ensure children are released only to authorized adults.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Procedures are in place to ensure children are safe when they are unexpectedly absent and the parent has not contacted the program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Agency policies and procedures protect children with allergies from known allergens.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Agency has all-hazards emergency management/disaster preparedness and response plans for events including natural and man-made disasters and emergencies, and violence in or near programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Agency maintains current parent or guardian and emergency contact list. Staff carry list on field trips and during evacuations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Health/Safety Factors	Yes	No	Description of Conditions
Infectious disease policies and procedures are in place and include contacting parents and communicating with the local health department as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff are trained and implement policies that ensure children are released only to a parent, legal guardian, or other formally designated individual.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Policies for health emergencies that require rapid response or immediate medical attention are shared with parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff notify parents when children are sick or injured.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Premises are kept free of undesirable and hazardous materials and conditions. Indoor and outdoor premises are inspected prior to each use by children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A routine schedule of cleaning, sanitizing, and disinfecting is followed. Infant toys are cleaned and sanitized by staff as needed between each use by individual children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Procedures are in place to protect the confidentiality of any personally identifiable information in child records, including references to (a) disclosure with parental consent, (b) disclosure without parental consent but with parental notice and opportunity to refuse, and (C) disclosure without parental consent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Active Supervision			
Children, including sleeping children, are supervised by staff at all times and never left alone with volunteers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Children in outdoor areas do not have access to unsafe or unsupervised areas (e.g. body of water, roads or parking lots, or other hazards).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Health/Safety Factors	Yes	No	Description of Conditions
Constant and active supervision is maintained when any child is in or around water.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Redundant procedures are in place to ensure that no child is left alone, i.e. a second staff person is designated to check classroom, outdoor play areas, sleeping areas, and vehicles during transitions and prior to departure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Required staff to child ratios are maintained at all times per local, state, and Head Start regulations, whichever is more stringent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Required group sizes are maintained at all times per local, state, and Head Start regulations, whichever is more stringent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Human Resources			
All staff abide by the program's standards of conduct which must support children's well-being, prevent and address challenging behaviors, and prevent maltreatment of children or endangerment to children's health or safety.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All staff have background checks, sex offender registry checks, criminal history checks including fingerprint checks, and initial health exams.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Complete background checks are conducted for all staff at least once every five years unless there is a more stringent system to ensure child safety; health exams must be periodically completed as recommended and required by state, tribal, or local requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All regular volunteers have been screened for appropriate communicable diseases as required by law, or in absence of a related law, as recommended by the Health Services Advisory Committee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All staff are trained in mandated reporter responsibilities, including recognizing suspected child abuse and neglect and following mandated reporting requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



Health/Safety Factors	Yes	No	Description of Conditions
Direct service staff are trained in first aid, CPR, prevention and control of infection diseases, use of safe sleeping practices, preventing and identifying Shaken Baby Syndrome, abusive head trauma, sun safety and medication administration (including the special needs of children with health issues), and to respond to specific medical emergencies, including asthma and allergies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All staff are trained in and implement hygiene practices related to toileting, hand washing, diapering, safe food preparation, and exposure to blood and body fluids.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Transportation (if applicable)			
Program vehicles are properly equipped (e.g. two-way communication system, labeled and charged fire extinguisher, labeled first aid kit, seat belt cutter, reverse beeper, adaptations for children with disabilities as needed).	<input type="checkbox"/>	<input type="checkbox"/>	
Program carries out systematic preventive maintenance and each driver implements daily pre-trip vehicle inspections to ensure that vehicles used to transport children are in safe operating condition.	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicles used for child transportation are inspected annually by an inspection program licensed or operated by the state.	<input type="checkbox"/>	<input type="checkbox"/>	
All auxiliary seating is built into the vehicle by the manufacturer, maintained, and included in the annual inspection.	<input type="checkbox"/>	<input type="checkbox"/>	
Children are seated using age, height and weight appropriate child passenger safety systems.	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle aisles and exits remain unobstructed at all times, and items in the passenger compartment are properly stored and secured.	<input type="checkbox"/>	<input type="checkbox"/>	



Health/Safety Factors	Yes	No	Description of Conditions
Drivers receive training prior to transporting any enrolled child, and refresher training each year. Topics include first aid, emergency response, operation of any special equipment, routine maintenance and vehicle safety checks, and recordkeeping.	<input type="checkbox"/>	<input type="checkbox"/>	
Bus monitors participate in annual training including child boarding and exiting procedures, use of child passenger safety systems, emergency response, evacuation procedures, pre- and post-trip vehicle checks, and child pick-up and release procedures.	<input type="checkbox"/>	<input type="checkbox"/>	
Trip routing minimizes the time a child is in transit, prevents vehicles from exceeding maximum passenger capacity, and assures child safety during pick-up and drop-off.	<input type="checkbox"/>	<input type="checkbox"/>	
Bus monitors and drivers have current information about individuals authorized to pick up the children.	<input type="checkbox"/>	<input type="checkbox"/>	
Bus monitors and drivers complete pre- and post-trip vehicle checks, including second or third complete interior inspections to ensure no child is ever left on a vehicle.	<input type="checkbox"/>	<input type="checkbox"/>	
Children receiving transportation services are taught safety procedures and participate in an initial emergency evacuation drill and at least two additional evacuation drills during the program year.	<input type="checkbox"/>	<input type="checkbox"/>	





OFFICE OF HEAD START

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LOUISE B. ROYAL
DIR: DRU

Health and Safety Screener: Policies and Procedures for Head Start Programs

Introduction

Organizations that serve young children have an obligation to ensure that children in their care are in healthy and safe environments, and that policies and procedures that protect children are in place.

This screener will help organizations to identify where they need to make changes and build capacity in order to ensure children are healthy and safe while in their care. It contains best practices as well as requirements found in the Head Start Program Performance Standards.*

Suggestions for Use

1. Complete a health and safety screening for each site where children receive services.
2. Mark each item in the screening form "yes" or "no." Provide descriptions for items marked "no."
3. Determine issues, priorities, and staff responsible for actions and improvements within each site and across the program.
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Date: 9/30/2020
Completed by: Drucilla Porter

Health/Safety Factors	Yes	No	Description of Conditions
Facilities			
All areas are safe, clean, and free from pests.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Exits are clearly marked, and emergency evacuation routes and other safety procedures are posted in the classroom and in appropriate locations throughout the site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Lighting is sufficient and adequate for all classroom activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Emergency lighting is available in case of a power failure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers are available, accessible, tested, and serviced regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Smoke, carbon monoxide, and as necessary, radon detectors are installed, properly located, and tested regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Current child care, health, fire, and other applicable licenses and inspection certificates are present on site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All indoor and outdoor spaces meet minimum square footage requirements per local, state, tribal, and Head Start regulations, whichever is more stringent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All playground areas are visible to supervising adults.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Necessary accommodations and modifications are made to ensure the safety, comfort, and full participation of all children including those with disabilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Children are protected from potential hazards including choking, strangulation, electrical and drowning hazards, contagious diseases, and those presented by windows and glass doors, including falls and breakage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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Health/Safety Factors	Yes	No	Description of Conditions
Toilets and hand washing facilities are clean, in good repair, and easily accessible for children's use. Supplies including toilet paper, hand soap, and towels are available and accessible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Toileting and diapering areas are separated from areas used for food preparation, service and eating, and equipped with sanitizing supplies for exclusive use in the area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Garbage is stored in a safe and sanitary manner to prevent contamination.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Children and staff are protected from potential injuries from heating and cooling systems, including burns from hot water (water should not exceed 120 degrees).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Indoor and outdoor environments are free of mold and pollutants, including smoke, lead, pesticides, and herbicides, as well as soil and water pollutants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Child-accessible electrical outlets have covers, are tamper-resistant, or have safety plugs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sleeping arrangements for infants follow safe practices as recommended by the American Academy of Pediatrics (AAP) and are free of soft bedding materials (e.g., soft mattress, crib bumpers, pillows, stuffed animals, fluffy blankets, and comforters). No drop-side cribs are in use.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	we do not have infants.
Age-appropriate rest and nap opportunities are available for preschool age children if the program operates six hours or longer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Children are protected from any hazards posed by classroom or family child care pets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Clean, sanitary drinking water should be readily accessible in indoor and outdoor areas throughout the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	we could use a water station on our playground. we do have coolers as an option.

Health/Safety Factors	Yes	No	Description of Conditions
Equipment and Materials			
Equipment, toys, materials, supplies, and furniture are safe, age, and developmentally appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Medication is properly stored and labeled and is not accessible to children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cleaning supplies and other potentially dangerous materials and toxins are not accessible to children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All indoor and outdoor equipment, materials and furnishings meet standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Emergency supplies, including parent and emergency contact information, first aid kits, and fire safety supplies are readily accessible to staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
No firearms or other weapons are accessible to children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Policies and Procedures			
A sign-in/sign-out system is used to track those who enter and exit the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Policies and procedures ensure children are released only to authorized adults.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Procedures are in place to ensure children are safe when they are unexpectedly absent and the parent has not contacted the program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Agency policies and procedures protect children with allergies from known allergens.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Agency has all-hazards emergency management/disaster preparedness and response plans for events including natural and man-made disasters and emergencies, and violence in or near programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Agency maintains current parent or guardian and emergency contact list. Staff carry list on field trips and during evacuations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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Health/Safety Factors	Yes	No	Description of Conditions
Infectious disease policies and procedures are in place and include contacting parents and communicating with the local health department as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff are trained and implement policies that ensure children are released only to a parent, legal guardian, or other formally designated individual.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Policies for health emergencies that require rapid response or immediate medical attention are shared with parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff notify parents when children are sick or injured.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Premises are kept free of undesirable and hazardous materials and conditions. Indoor and outdoor premises are inspected prior to each use by children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A routine schedule of cleaning, sanitizing, and disinfecting is followed. Infant toys are cleaned and sanitized by staff as needed between each use by individual children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Procedures are in place to protect the confidentiality of any personally identifiable information in child records, including references to (a) disclosure with parental consent, (b) disclosure without parental consent but with parental notice and opportunity to refuse, and (C) disclosure without parental consent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Active Supervision			
Children, including sleeping children, are supervised by staff at all times and never left alone with volunteers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Children in outdoor areas do not have access to unsafe or unsupervised areas (e.g. body of water, roads or parking lots, or other hazards).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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Health/Safety Factors	Yes	No	Description of Conditions
Constant and active supervision is maintained when any child is in or around water.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Redundant procedures are in place to ensure that no child is left alone, i.e. a second staff person is designated to check classroom, outdoor play areas, sleeping areas, and vehicles during transitions and prior to departure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Required staff to child ratios are maintained at all times per local, state, and Head Start regulations, whichever is more stringent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Required group sizes are maintained at all times per local, state, and Head Start regulations, whichever is more stringent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Human Resources			
All staff abide by the program's standards of conduct which must support children's well-being, prevent and address challenging behaviors, and prevent maltreatment of children or endangerment to children's health or safety.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All staff have background checks, sex offender registry checks, criminal history checks including fingerprint checks, and initial health exams.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Complete background checks are conducted for all staff at least once every five years unless there is a more stringent system to ensure child safety; health exams must be periodically completed as recommended and required by state, tribal, or local requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All regular volunteers have been screened for appropriate communicable diseases as required by law, or in absence of a related law, as recommended by the Health Services Advisory Committee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All staff are trained in mandated reporter responsibilities, including recognizing suspected child abuse and neglect and following mandated reporting requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



OFFICE OF HEAD START

An Office of the Administration for Children & Families

MABRY
Dir: RYLES

Health and Safety Screener: Policies and Procedures for Head Start Programs

Introduction

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OFFICE OF HEAD START

Date: 9-29-2020
Completed by: Shanteshia Ryles

Health/Safety Factors	Yes	No	Description of Condition
Facilities			
All areas are safe, clean, and free from pests.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Exits are clearly marked, and emergency evacuation routes and other safety procedures are posted in the classroom and in appropriate locations throughout the site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Lighting is sufficient and adequate for all classroom activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Emergency lighting is available in case of a power failure.	<input type="checkbox"/>	<input type="checkbox"/>	Emergency lighting @ exit signs only
Fire extinguishers are available, accessible, tested, and serviced regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Smoke, carbon monoxide, and as necessary, radon detectors are installed, properly located, and tested regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Current child care, health, fire, and other applicable licenses and inspection certificates are present on site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All indoor and outdoor spaces meet minimum square footage requirements per local, state, tribal, and Head Start regulations, whichever is more stringent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All playground areas are visible to supervising adults.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Necessary accommodations and modifications are made to ensure the safety, comfort, and full participation of all children including those with disabilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Children are protected from potential hazards including choking, strangulation, electrical and drowning hazards, contagious diseases, and those presented by windows and glass doors, including falls and breakage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



Health/Safety Factors	Yes	No	Description of Conditions
Toilets and hand washing facilities are clean, in good repair, and easily accessible for children's use. Supplies including toilet paper, hand soap, and towels are available and accessible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Toileting and diapering areas are separated from areas used for food preparation, service and eating, and equipped with sanitizing supplies for exclusive use in the area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Garbage is stored in a safe and sanitary manner to prevent contamination.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Children and staff are protected from potential injuries from heating and cooling systems, including burns from hot water (water should not exceed 120 degrees).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Indoor and outdoor environments are free of mold and pollutants, including smoke, lead, pesticides, and herbicides, as well as soil and water pollutants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Child-accessible electrical outlets have covers, are tamper-resistant, or have safety plugs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sleeping arrangements for infants follow safe practices as recommended by the American Academy of Pediatrics (AAP) and are free of soft bedding materials (e.g., soft mattress, crib bumpers, pillows, stuffed animals, fluffy blankets, and comforters). No drop-side cribs are in use.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	we do not provide Infant care
Age-appropriate rest and nap opportunities are available for preschool age children if the program operates six hours or longer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Children are protected from any hazards posed by classroom or family child care pets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Clean, sanitary drinking water should be readily accessible in indoor and outdoor areas throughout the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



Health/Safety Factors	Yes	No	Description of Conditions
Equipment and Materials			
Equipment, toys, materials, supplies, and furniture are safe, age, and developmentally appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Medication is properly stored and labeled and is not accessible to children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cleaning supplies and other potentially dangerous materials and toxins are not accessible to children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All indoor and outdoor equipment, materials and furnishings meet standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Emergency supplies, including parent and emergency contact information, first aid kits, and fire safety supplies are readily accessible to staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
No firearms or other weapons are accessible to children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Policies and Procedures			
A sign-in/sign-out system is used to track those who enter and exit the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Policies and procedures ensure children are released only to authorized adults.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Procedures are in place to ensure children are safe when they are unexpectedly absent and the parent has not contacted the program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Agency policies and procedures protect children with allergies from known allergens.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Agency has all-hazards emergency management/disaster preparedness and response plans for events including natural and man-made disasters and emergencies, and violence in or near programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Agency maintains current parent or guardian and emergency contact list. Staff carry list on field trips and during evacuations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**OFFICE OF HEAD START**

Division of Early Childhood Development

Health/Safety Factors	Yes	No	Description of Conditions
Infectious disease policies and procedures are in place and include contacting parents and communicating with the local health department as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff are trained and implement policies that ensure children are released only to a parent, legal guardian, or other formally designated individual.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Policies for health emergencies that require rapid response or immediate medical attention are shared with parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff notify parents when children are sick or injured.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Premises are kept free of undesirable and hazardous materials and conditions. Indoor and outdoor premises are inspected prior to each use by children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A routine schedule of cleaning, sanitizing, and disinfecting is followed. Infant toys are cleaned and sanitized by staff as needed between each use by individual children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Procedures are in place to protect the confidentiality of any personally identifiable information in child records, including references to (a) disclosure with parental consent, (b) disclosure without parental consent but with parental notice and opportunity to refuse, and (C) disclosure without parental consent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Active Supervision

Children, including sleeping children, are supervised by staff at all times and never left alone with volunteers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Children in outdoor areas do not have access to unsafe or unsupervised areas (e.g. body of water, roads or parking lots, or other hazards).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Health/Safety Factors	Yes	No	Description of Conditions
Constant and active supervision is maintained when any child is in or around water.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Redundant procedures are in place to ensure that no child is left alone, i.e. a second staff person is designated to check classroom, outdoor play areas, sleeping areas, and vehicles during transitions and prior to departure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Required staff to child ratios are maintained at all times per local, state, and Head Start regulations, whichever is more stringent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Required group sizes are maintained at all times per local, state, and Head Start regulations, whichever is more stringent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Human Resources

All staff abide by the program's standards of conduct which must support children's well-being, prevent and address challenging behaviors, and prevent maltreatment of children or endangerment to children's health or safety.

☒ ☐

All staff have background checks, sex offender registry checks, criminal history checks including fingerprint checks, and initial health exams.

☒ ☐

Complete background checks are conducted for all staff at least once every five years unless there is a more stringent system to ensure child safety; health exams must be periodically completed as recommended and required by state, tribal, or local requirements.

☒ ☐

All regular volunteers have been screened for appropriate communicable diseases as required by law, or in absence of a related law, as recommended by the Health Services Advisory Committee.

☐ ☒

NO Volunteers @ same
 due to covid-19
 restrictions

All staff are trained in mandated reporter responsibilities, including recognizing suspected child abuse and neglect and following mandated reporting requirements.

☒ ☐

**OFFICE OF HEAD START**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Health/Safety Factors	Yes	No	Description of Conditions
Direct service staff are trained in first aid, CPR, prevention and control of infection diseases, use of safe sleeping practices, preventing and identifying Shaken Baby Syndrome, abusive head trauma, sun safety and medication administration (including the special needs of children with health issues), and to respond to specific medical emergencies, including asthma and allergies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All staff are trained in and implement hygiene practices related to toileting, hand washing, diapering, safe food preparation, and exposure to blood and body fluids.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Transportation (if applicable)			Transportation not provided @ moment
Program vehicles are properly equipped (e.g. two-way communication system, labeled and charged fire extinguisher, labeled first aid kit, seat belt cutter, reverse beeper, adaptations for children with disabilities as needed).	<input type="checkbox"/>	<input type="checkbox"/>	
Program carries out systematic preventive maintenance and each driver implements daily pre-trip vehicle inspections to ensure that vehicles used to transport children are in safe operating condition.	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicles used for child transportation are inspected annually by an inspection program licensed or operated by the state.	<input type="checkbox"/>	<input type="checkbox"/>	
All auxiliary seating is built into the vehicle by the manufacturer, maintained, and included in the annual inspection.	<input type="checkbox"/>	<input type="checkbox"/>	
Children are seated using age, height and weight appropriate child passenger safety systems.	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle aisles and exits remain unobstructed at all times, and items in the passenger compartment are properly stored and secured.	<input type="checkbox"/>	<input type="checkbox"/>	

Health/Safety Factors	Yes	No	Description of Conditions
Drivers receive training prior to transporting any enrolled child, and refresher training each year. Topics include first aid, emergency response, operation of any special equipment, routine maintenance and vehicle safety checks, and recordkeeping.	<input type="checkbox"/>	<input type="checkbox"/>	
Bus monitors participate in annual training including child boarding and exiting procedures, use of child passenger safety systems, emergency response, evacuation procedures, pre- and post-trip vehicle checks, and child pick-up and release procedures.	<input type="checkbox"/>	<input type="checkbox"/>	
Trip routing minimizes the time a child is in transit, prevents vehicles from exceeding maximum passenger capacity, and assures child safety during pick-up and drop-off.	<input type="checkbox"/>	<input type="checkbox"/>	
Bus monitors and drivers have current information about individuals authorized to pick up the children.	<input type="checkbox"/>	<input type="checkbox"/>	
Bus monitors and drivers complete pre- and post-trip vehicle checks, including second or third complete interior inspections to ensure no child is ever left on a vehicle.	<input type="checkbox"/>	<input type="checkbox"/>	
Children receiving transportation services are taught safety procedures and participate in an initial emergency evacuation drill and at least two additional evacuation drills during the program year.	<input type="checkbox"/>	<input type="checkbox"/>	



ADMINISTRATION FOR
CHILDREN & FAMILIES



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DIR:

South City
KUMBA
JONES

Health and Safety Screener:

Policies and Procedures for Head Start Programs

Introduction

Organizations that serve young children have an obligation to ensure that children in their care are in healthy and safe environments, and that policies and procedures that protect children are in place.

This screener will help organizations to identify where they need to make changes and build capacity in order to ensure children are healthy and safe while in their care. It contains best practices as well as requirements found in the Head Start Program Performance Standards.*

Suggestions for Use

1. Complete a health and safety screening for each site where children receive services.
2. Mark each item in the screening form "yes" or "no." Provide descriptions for items marked "no."
3. Determine issues, priorities, and staff responsible for actions and improvements within each site and across the program.
4. Follow up to assure improvements are made in a timely fashion.

** This screener does not include all applicable Head Start Program Performance Standards, nor does it cover every possible health and safety concern or replace each grantee's responsibility to ensure ongoing compliance with local, state, and federal health and safety requirements. Requirements related to healthy and safe environments can be found throughout the Head Start Program Performance Standards. Programs should also consult Caring for Our Children Basics, for additional information to develop and implement adequate safety policies and practices.*

Date: 9-29-2020
Completed by: Carol Jones/Kumba

Health/Safety Factors	Yes	No	Description of Conditions
Facilities			
All areas are safe, clean, and free from pests.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Exits are clearly marked, and emergency evacuation routes and other safety procedures are posted in the classroom and in appropriate locations throughout the site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Lighting is sufficient and adequate for all classroom activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Emergency lighting is available in case of a power failure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers are available, accessible, tested, and serviced regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Smoke, carbon monoxide, and as necessary, radon detectors are installed, properly located, and tested regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Current child care, health, fire, and other applicable licenses and inspection certificates are present on site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All indoor and outdoor spaces meet minimum square footage requirements per local, state, tribal, and Head Start regulations, whichever is more stringent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All playground areas are visible to supervising adults.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Necessary accommodations and modifications are made to ensure the safety, comfort, and full participation of all children including those with disabilities.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No Handicapped side walk on the playground
Children are protected from potential hazards including choking, strangulation, electrical and drowning hazards, contagious diseases, and those presented by windows and glass doors, including falls and breakage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Health/Safety Factors	Yes	No	Description of Conditions
Toilets and hand washing facilities are clean, in good repair, and easily accessible for children's use. Supplies including toilet paper, hand soap, and towels are available and accessible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Toileting and diapering areas are separated from areas used for food preparation, service and eating, and equipped with sanitizing supplies for exclusive use in the area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Garbage is stored in a safe and sanitary manner to prevent contamination.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Children and staff are protected from potential injuries from heating and cooling systems, including burns from hot water (water should not exceed 120 degrees).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Indoor and outdoor environments are free of mold and pollutants, including smoke, lead, pesticides, and herbicides, as well as soil and water pollutants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Child-accessible electrical outlets have covers, are tamper-resistant, or have safety plugs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sleeping arrangements for infants follow safe practices as recommended by the American Academy of Pediatrics (AAP) and are free of soft bedding materials (e.g., soft mattress, crib bumpers, pillows, stuffed animals, fluffy blankets, and comforters). No drop-side cribs are in use.	<input type="checkbox"/>	<input type="checkbox"/>	
Age-appropriate rest and nap opportunities are available for preschool age children if the program operates six hours or longer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Children are protected from any hazards posed by classroom or family child care pets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Clean, sanitary drinking water should be readily accessible in indoor and outdoor areas throughout the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Health/Safety Factors	Yes	No	Description of Conditions
Equipment and Materials			
Equipment, toys, materials, supplies, and furniture are safe, age, and developmentally appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Medication is properly stored and labeled and is not accessible to children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cleaning supplies and other potentially dangerous materials and toxins are not accessible to children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All indoor and outdoor equipment, materials and furnishings meet standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Some outdoor equipment has chip paint
Emergency supplies, including parent and emergency contact information, first aid kits, and fire safety supplies are readily accessible to staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
No firearms or other weapons are accessible to children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Policies and Procedures			
A sign-in/sign-out system is used to track those who enter and exit the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Policies and procedures ensure children are released only to authorized adults.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Procedures are in place to ensure children are safe when they are unexpectedly absent and the parent has not contacted the program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Agency policies and procedures protect children with allergies from known allergens.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Agency has all-hazards emergency management/disaster preparedness and response plans for events including natural and man-made disasters and emergencies, and violence in or near programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Have to have a plan in place to where to go in case of fire other than away from building
Agency maintains current parent or guardian and emergency contact list. Staff carry list on field trips and during evacuations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Health/Safety Factors	Yes	No	Description of Conditions
Infectious disease policies and procedures are in place and include contacting parents and communicating with the local health department as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff are trained and implement policies that ensure children are released only to a parent, legal guardian, or other formally designated individual.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Emergency contact forms are used for Pick ups
Policies for health emergencies that require rapid response or immediate medical attention are shared with parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff notify parents when children are sick or injured.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	accident report forms are filled out and parents are contacted.
Premises are kept free of undesirable and hazardous materials and conditions. Indoor and outdoor premises are inspected prior to each use by children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A routine schedule of cleaning, sanitizing, and disinfecting is followed. Infant toys are cleaned and sanitized by staff as needed between each use by individual children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Procedures are in place to protect the confidentiality of any personally identifiable information in child records, including references to (a) disclosure with parental consent, (b) disclosure without parental consent but with parental notice and opportunity to refuse, and (C) disclosure without parental consent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Active Supervision

Children, including sleeping children, are supervised by staff at all times and never left alone with volunteers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Children in outdoor areas do not have access to unsafe or unsupervised areas (e.g. body of water, roads or parking lots, or other hazards).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Health/Safety Factors	Yes	No	Description of Conditions
Constant and active supervision is maintained when any child is in or around water.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Redundant procedures are in place to ensure that no child is left alone, i.e. a second staff person is designated to check classroom, outdoor play areas, sleeping areas, and vehicles during transitions and prior to departure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Required staff to child ratios are maintained at all times per local, state, and Head Start regulations, whichever is more stringent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Required group sizes are maintained at all times per local, state, and Head Start regulations, whichever is more stringent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Human Resources

All staff abide by the program's standards of conduct which must support children's well-being, prevent and address challenging behaviors, and prevent maltreatment of children or endangerment to children's health or safety.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All staff have background checks, sex offender registry checks, criminal history checks including fingerprint checks, and initial health exams.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Complete background checks are conducted for all staff at least once every five years unless there is a more stringent system to ensure child safety; health exams must be periodically completed as recommended and required by state, tribal, or local requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All regular volunteers have been screened for appropriate communicable diseases as required by law, or in absence of a related law, as recommended by the Health Services Advisory Committee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All staff are trained in mandated reporter responsibilities, including recognizing suspected child abuse and neglect and following mandated reporting requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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Health/Safety Factors	Yes	No	Description of Conditions
Direct service staff are trained in first aid, CPR, prevention and control of infection diseases, use of safe sleeping practices, preventing and identifying Shaken Baby Syndrome, abusive head trauma, sun safety and medication administration (including the special needs of children with health issues), and to respond to specific medical emergencies, including asthma and allergies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All staff are trained in and implement hygiene practices related to toileting, hand washing, diapering, safe food preparation, and exposure to blood and body fluids.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Transportation (if applicable)			
Program vehicles are properly equipped (e.g. two-way communication system, labeled and charged fire extinguisher, labeled first aid kit, seat belt cutter, reverse beeper, adaptations for children with disabilities as needed).	<input type="checkbox"/>	<input type="checkbox"/>	
Program carries out systematic preventive maintenance and each driver implements daily pre-trip vehicle inspections to ensure that vehicles used to transport children are in safe operating condition.	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicles used for child transportation are inspected annually by an inspection program licensed or operated by the state.	<input type="checkbox"/>	<input type="checkbox"/>	Not in use this year 2020
All auxiliary seating is built into the vehicle by the manufacturer, maintained, and included in the annual inspection.	<input type="checkbox"/>	<input type="checkbox"/>	
Children are seated using age, height and weight appropriate child passenger safety systems.	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle aisles and exits remain unobstructed at all times, and items in the passenger compartment are properly stored and secured.	<input type="checkbox"/>	<input type="checkbox"/>	

Health/Safety Factors	Yes	No	Description of Conditions
Drivers receive training prior to transporting any enrolled child, and refresher training each year. Topics include first aid, emergency response, operation of any special equipment, routine maintenance and vehicle safety checks, and recordkeeping.	<input type="checkbox"/>	<input type="checkbox"/>	
Bus monitors participate in annual training including child boarding and exiting procedures, use of child passenger safety systems, emergency response, evacuation procedures, pre- and post-trip vehicle checks, and child pick-up and release procedures.	<input type="checkbox"/>	<input type="checkbox"/>	
Trip routing minimizes the time a child is in transit, prevents vehicles from exceeding maximum passenger capacity, and assures child safety during pick-up and drop-off.	<input type="checkbox"/>	<input type="checkbox"/>	
Bus monitors and drivers have current information about individuals authorized to pick up the children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bus monitors and drivers complete pre- and post-trip vehicle checks, including second or third complete interior inspections to ensure no child is ever left on a vehicle.	<input type="checkbox"/>	<input type="checkbox"/>	
Children receiving transportation services are taught safety procedures and participate in an initial emergency evacuation drill and at least two additional evacuation drills during the program year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



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Quality Counts

September 2020



Vital

(Pulled October 7, 2020 beginning @ 1015 hours for September 1-30, 2020)

Note: Students reported in Franklin and Jefferson Counties August 26, 2020 and August 29, 2020 in Leon County

Enrollment

Enrolled Slots

204

Reserved Slots

0

Vacant(<30 days)

1

Monthly Total

205

Compliance

NO

Cumulative Enrollment

205

Note: Funded enrollment goal is traditionally 378. Due to the COVID 19 pandemic in an effort to increase physical distance we have reduced our enrollment to 278. (Reports 2001 & 2005)

Disability Services

Compliance

YES

See Notes

Students with IEPs

3

In Child Plus

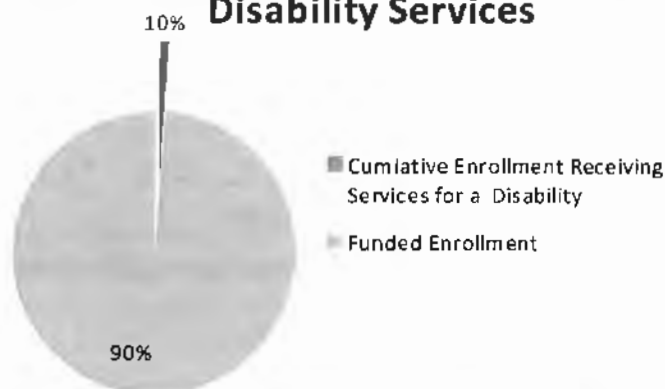
Students with Concerns

8

(Report 3540)

Regulations: 1302.14(b)
(1) & 640(d)(1)

Disability Services



NOTES:

- Per the 2016 Head Start ERSEA review protocol, programs are expected to reach the 10 percent requirement at any point during the program year. For reviews occurring between October and December, the program must have reached 10 percent at some time during the previous program year. For reviews occurring between January and September, the program must have reached 10 percent at some time during the current program year.
- Due to the COVID-19 pandemic the 10% is based on actual enrollment not funded enrollment. <http://tiny.cc/OHSCAMP2> start at 47 minutes 0 seconds

September 2020

Attendance

Compliance

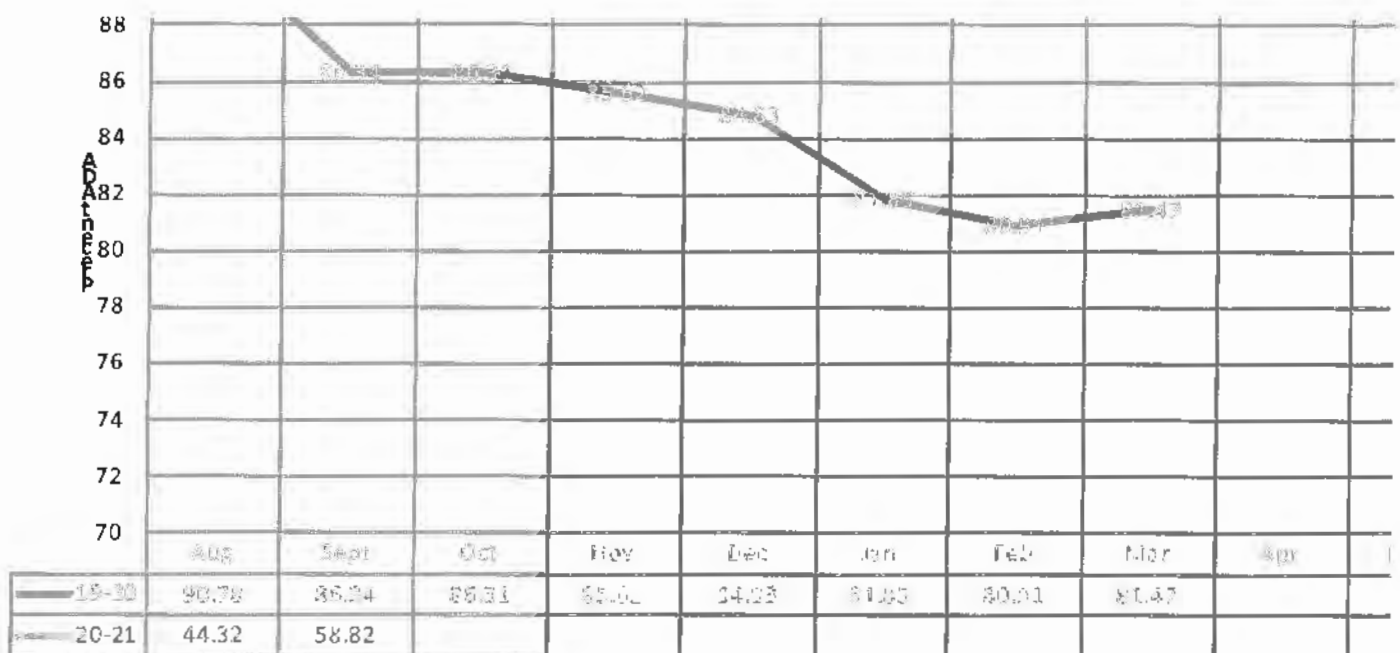
NO

Funded Attendance

58.82

Actual Attendance

83.48



NOTES:

- According to OHS CAMP Session 2 Q&A, attendance is defined as each day a child receives services. Examples of eligible services for virtual are home visits and educational sessions. <http://tiny.cc/OHSCAMP2> start at 48 minutes 27 seconds
- Due to the COVID 19 pandemic in an effort to increase physical distance we have reduced our enrollment to 278.
- Per OHS Camp Session 1, Programs will not be penalized for low attendance or variation during the 2020-2021 program year. However, it is critically important that programs track and analyze the cause of absences for all children regardless of what type of services they are receiving. <http://tiny.cc/OHSCAMP1> start at 18 minutes 30 seconds
- Due to local COVID transmission rates, the uncertainty of public education, and safety concerns parents are hesitant to send their young children to Head Start or any child care provider, according to local trends.

(Pulled October 7, 2020 beginning @ 1102 hours for September 1-30, 2020)



2019-2020 Goal Progress

Long Term Goals	Objectives	Outcomes
Become the provider of choice for families experiencing homelessness with children 3-4 years old.	Develop a written plan to support children in families experiencing homelessness.	
	Develop or enhance partnerships with various agencies that will be needed to serve children in families experiencing homelessness.	
	Target outreach efforts directed at families experiencing homelessness to facilitate families' participation in Head Start.	
	Increase the number of children in families experiencing homelessness served.	
Make Head Start facilities the model for best practice early childhood safety.	Develop a plan to regularly update indoor and outdoor materials and equipment to comply with best practices.	
	Ensure staff receive timely training on environmental health and safety practices.	Extended duration of pre-service to allow all staff to be trained on COVID-19 procedures during pre-service.
	Relocate, remodel, or repair facilities, materials, and equipment when needed to model best practices in environmental health and safety.	Supply pencil boxes were assigned to students. Supplies prepared and provided for families during quarantine.
Encourage and support staff in continually expanding their knowledge and skills to implement the best practices.	Support a teaching staff with credentials in accordance with the revised Head Start Act Requirements. This includes 50% of Teachers with a bachelor degree and 50% of Teacher Assistants with associate degree.	The program is currently supporting 8 teachers with improving their education. (1=MS/4=BS/2=AS/1=CDA)
	Support staff training outside of the agency to enhance employee skills and professional networks.	
	Identify and train staff of special topics that are local, regional, and national issues.	
Provide families with the skills needed to transition out of poverty.	Increase parental awareness of program offered educational experience designed to increase their self sufficiency.	
	Increase the number of parents whom participate in agency offered educational experiences.	
Broaden the impact and reach of services provided.	Increase the number of Head Start eligible children we can serve.	
	Provide services to ALICE (Asset Limited, Income Constrained, Employed) families and their children who qualify for subsidized care.	
	Establish and consistently offer a set number of full working day slots.	
Promote healthy families.	Provide structured activities to promote physical and mental well being.	

Depart of Children & Families Violations

Inspections This Month

2

Violations This Month

0

Cumulative 20-21 Violations

0

(DCF Inspection Reports)

- Franklin County Head Start –09/26/2020– Onsite renewal inspection.
- Jefferson County Head Start– No Inspection
- Louise B. Royal Head Start– No Inspection
- South City Head Start– 09/15/2020 -This routine inspection was conducted telephonically due to the public health emergency and is documentation of a status check of the program as it remains operational at this time.
- Mabry Street Family Enrichment Center –No Inspection– Provisional License Effective 09/01/2020

DCF is currently conducting limited in person inspections except for renewal applications and complaints. All centers that were not monitored will be monitored in-person when school opens.