



Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: May 20, 2015

SUBJECT: Discussion/Approval of the following 2015-2016 Hidalgo County Head Start Program Plans:

- a. Child Nutrition Services
- b. Education Services
- c. Family Services
- d. Health Services
- e. Human Resources
- f. Mental Health Services
- g. Special Services
- h. Transition Services
- i. Transportation Services

RATIONALE/NEED: The Program Plans must be approved annually to comply with the Federal Performance Standards.

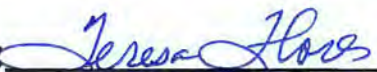
RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: 2015-2016 Program Plans

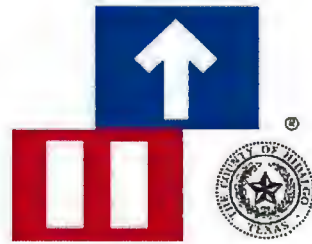
INITIATED BY: Department Directors

REVIEWED BY: Nora S. Munoz, Assistant Program Director
Edmundo Garcia, Assistant Program Director

EXECUTIVE DIRECTOR'S APPROVAL: 

CHILD NUTRITION

Hidalgo County Head Start Program



Child Nutrition Program Plan 2015 - 2016

Committee Approval: 04.29.15

Policy Council Approval:

Commissioners' Court Approval:



**Hidalgo County Head Start Program
Child Nutrition Department Program Plan
2015-2016**

Performance Standard: 1304.23 (a)

Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will work with the children's family to identify possible nutritional needs through discussions during enrollment and home visits.

Objective: To discuss with the child's parent/guardian any concerns related to possible nutritional needs during enrollment, periodic home visits, and or when any concerns arise.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The staff will interview parent/guardian upon enrollment of children and document any pertinent information relating to possible nutritional needs of the child.	-Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers	-Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers -Child Nutrition Director -Child Nutrition Coordinators -Executive Team Member assigned to monitor center -Yearly Self-Assessment -On-going monitoring	-At time of enrollment -As needed -Yearly Self-Assessment -On-going monitoring	-Child's Folder -Child Nutrition Assessment -Inter-Agency Referral Form as applicable



Hidalgo County Head Start Program
Child Nutrition Department Program Plan
2015-2016

Performance Standard: 1304.23 (a) (1)

Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will work together with families to identify any relevant nutrition-related assessment data (height, weight, hemoglobin/hematocrit) obtained under 45 CFR 1304.20 (a).

Objective: To work together with parent/guardian on any health assessment information such as height, weight, hemoglobin/hematocrit that requires a referral.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will refer any child with health/nutrition related abnormality to a Dietitian or any other agency as deemed necessary (for example: overweight, acanthosis nigricans, or low Hgb/HCT).	-Child Nutrition Director -Child Nutrition Coordinators -Education Area Directors -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers	-Child Nutrition Director -Child Nutrition Coordinators -Health Services Director -Nurses - Education Area Directors -Center Managers -Facilitators -Support Service Assistants -Executive Team Member assigned to monitor the center	-At time of enrollment -At time of initial screening -Yearly Self-Assessment -On-going monitoring	-Referral -Screenings and other exams -Follow Up documentation
2. Staff will also discuss with parent/guardian the results and reason for a referral. Consent shall be obtained from a parent/guardian.	-All of the Above	-All of the Above	-All of the Above	-All of the Above



Hidalgo County Head Start Program
Child Nutrition Department Program Plan
2015-2016

Performance Standard: 1304.23 (a) (1) (Cont'd)

Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will work together with families to identify any relevant nutrition-related assessment data (height, weight, hemoglobin/hematocrit) obtained under 45 CFR 1304.20 (a).

Objective: To collaborate together with parent/guardian on any health assessment information such as height, weight, hemoglobin/hematocrit that requires a referral.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
3. Parent/guardian will be encouraged to take free nutrition classes offered by The Expanded Nutrition Program throughout the school year. It is important for the parents to understand the importance of a well-balanced meal.	-All of the Above	-All of the Above	-All of the Above	-Partnership Agreement
4. Parent/guardian will be encouraged to participate in the Supplemental Nutrition Program for Women, Infant and Children (WIC) as needed.	-All of the Above	-All of the Above	-All of the Above	-Acknowledgement Form -Partnership Agreement



Hidalgo County Head Start Program
Child Nutrition Department Program Plan
2015-2016

Performance Standard: 1304.23 (a) (2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will obtain pertinent information, through discussion, concerning family eating patterns relating to cultural preferences, special dietary requirements for each child with nutrition-related health problems and each child with disabilities (see 45 CFR 1308.20).

Objective: To interview each parent/guardian at the time of enrollment to determine areas of concern.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will meet the total nutritional need(s) of each child utilizing the child nutrition assessment form as a source of data gathering.	-Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers	-Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers	-At time of enrollment -At time of initial screening -Yearly Self-Assessment -On-going monitoring	-Child's Folder -Child Nutrition Assessment Form -Inter-Agency Referral Form as applicable -Follow-up documentation
2. Bring parent/guardian and staff to a level of understanding and involvement in the area of nutrition to enable them to meet their appropriate responsibilities through counseling and training. Including data on special dietary requirements concerning child's nutrition-related health problems, including children with disabilities.	-All of the Above and -Child Nutrition Director -Special Services Director -Health Services Director	-All of the Above and -Special Services Director -Special Services Coordinator -Disability Aides -Health Services Director -Nurses	-All of the Above	-All of the Above



Hidalgo County Head Start Program
Child Nutrition Department Program Plan
2015-2016

Performance Standard: 1304.23 (a) (3)

Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START currently does not serve infants or toddlers

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Currently Hidalgo County Head Start does not serve infants or toddlers.				



Hidalgo County Head Start Program
Child Nutrition Department Program Plan
2015-2016

Performance Standard: 1304.23 (a) (4)

Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will inform parent/guardian about major community nutritional issues, as identified through the Community Assessment or by the Health Services Advisory Committee or local Health Department.

Objective: To provide the parent/guardian the programs, Agriculture Extension Service, Expanded Nutrition Program, and local Health Department data to address major community nutritional issues.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. A newsletter along with literature and brochures will be disseminated to parent/guardians.	-Child Nutrition Director -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers	-Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers	-Quarterly	-Resource Files
2. Interaction with local nutrition programs such as WIC, Expanded Nutrition Program, Agriculture Extension Service and local Health Department will aid in accessing data. Problems will then be identified and community interaction and support will be fostered to engage the community's involvement in efforts to change factors related to the identified problems.	- All of the above	-All of the above	-On-going monitoring	-Yearly Calendar (Parent Fair, Fatherhood Conference)



Hidalgo County Head Start Program
Child Nutrition Department Program Plan
2015-2016

Performance Standard: 1304.23 (b) (1)

Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will design and implement a nutrition program that meets the nutritional needs and feeding requirements of each child, including those with special dietary needs and children with disabilities. The program will also serve a variety of foods, which consider cultural and ethnic preferences and which will broaden the child's food experience.

Objective: To reflect culture and ethnic preferences taking into consideration special dietary needs of children.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Menus developed will reflect:				
1. Culture and ethnic preferences, which will broaden the child's nutritional experience. Menus shall include foods that are familiar to children and also introduce new foods on on-going bases.	-Child Nutrition Director -Education Area Directors -Health Services Director -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers	-Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Services Assistants -Teachers	-On-going monitoring	-Menus
2. A nutrition care plan for children with disabilities shall include menu changes, special feeding equipment and food modification.	-All of the Above and -Special Services Director	-All of the Above and -Special Services Director -Special Services Coordinator -Disability Aides	-As needed -Yearly Self - Assessment -On-going monitoring	-Therapeutic Diet Menus



**Hidalgo County Head Start Program
Child Nutrition Department Program Plan
2015-2016**

Performance Standard: 1304.23 (b) (1) (i)

Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will utilize funds from USDA food and consumer services child nutrition program as the primary source of payment for meal services. Head Start and Early Head Start funds may be used to cover those allowable costs not covered by the USDA.

Objective: To develop a system that establishes USDA funds are used primarily for meal service.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The Finance Department Assistant Bookkeeper will produce a monthly-computerized listing of all TDA expenditures reflecting vendors and dollar amounts to the Child Nutrition Director for verification.	-Executive Program Director -Assistant Program Director -Child Nutrition Director -Finance Director -Assistant Bookkeeper -Procurement Director	-Child Nutrition Director -Finance Director -Procurement Director	-Monthly -October thru September fiscal year -On-going monitoring	-Requisitions -Purchase Orders -Budget -TDA Form 4502 (Claim For Reimbursement Worksheet)



Hidalgo County Head Start Program
Child Nutrition Department Program Plan
2015-2016

Performance Standard: 1304.23 (b) (1) (ii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will provide meals to each enrolled child to meet 1/2 to 2/3 of the child's daily nutritional needs.

Objective: To provide foods which will assist in meeting the child's daily nutritional needs.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will prepare and provide breakfast, lunch and PM snack utilizing USDA meal pattern amounts and sizes, thus make certain that the children will receive the recommended 1/2 to 2/3 of their daily nutritional needs.	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Food Production Staff -Center Mangers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers -Custodians	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers -Custodians	-August thru May (Daily)	-USDA Meal Patterns (3-5 years old) -Menus -TDA Form 1530 (Daily Meal Production Record)
2. Menus will reflect one vitamin C source daily and one vitamin A source three times per week along with the Texas Department of Agriculture recommended modifications (August 14, 2009) initiative "Promoting Healthy Eating and Physical Activity for a Healthier Lifestyle". Parent/guardian will be encouraged to follow the child's daily nutritional needs during off school days.	-All of the above	-All of the above	-August thru May (Daily)	-Menus -TDA Form 1530 (Daily Meal Production Record)



Hidalgo County Head Start Program
Child Nutrition Department Program Plan
2015-2016

Performance Standard: 1304.23 (b) (1) (iii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will serve a nourishing breakfast to all children who have not received breakfast at arrival time at the center.

Objective: Will provide a nourishing breakfast to all children at schedule time, whether the child has received breakfast or not.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will serve a complete and nourishing breakfast every day. In addition, center will stock a few grain/bread items, juice and milk to provide to all late comers breakfast as well.	-Child Nutrition Director -Child Nutrition Coordinator -Head Cooks -Center Managers -Facilitator -Support Services Assistants -Teachers -Assistant Teachers	-Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers	-August thru May (Daily)	-TDA Form H1606 (Monitor Review)



**Hidalgo County Head Start Program
Child Nutrition Department Program Plan
2015-2016**

Performance Standard: 1304.23 (b) (1) (iv)

Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START currently does not serve infants or toddlers.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Currently Hidalgo County Head Start does not serve infants or toddlers.				



Hidalgo County Head Start Program
Child Nutrition Department Program Plan
2015-2016

Performance Standard: 1304.23 (b) (1) (v)

Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will serve quantities and kinds of food which must conform to recommended serving sizes and minimum standards for meal patterns recommended in the USDA meal pattern or nutrient standard menu planning requirements outlined in 7 CFR parts 210, 220, and 226.

Objective: To provide nutritionally balanced meals and snacks that conform to the Head Start guidance meal pattern and requirements as set forth by USDA Child Care Food Program.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will check that serving size and quantity of foods be served. Menus will reflect as follows: Breakfast: milk 6 oz., vegetable or fruit ½ c., grains/bread ½ serving. Lunch: milk 6 oz., vegetable or fruit ½ c., grains/bread ½ serving, meat/meat alternate 1 ½ oz. PM Snack: select 2 of 4 components (milk, vegetable or fruit, grains/bread, meat/meat alternate)	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers -Custodians	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers -Custodians	-August thru May (Daily)	-USDA Meal Patterns (3-5 years old) -Menus -TDA Form 1530 (Daily Meal Production Record) -TDA Form H1606 (Monitor Review)



**Hidalgo County Head Start Program
Child Nutrition Department Program Plan
2015-2016**

Performance Standard: 1304.23 (b) (1) (vi)

Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START must serve foods high in nutrients and low in fat, sugar and salt.

Objective: To provide meals with adequate carbohydrate, protein, fat, sugar and sodium content as recommended.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Meat: Lean (90/10 ground beef, 90/10 top boneless sirloin, boneless / skinless chicken breast). Milk: Unflavored, fluid, 1% fat. Vegetable: Frozen or fresh (no canned vegetables). Fruit: Canned fruit is packed in its natural juice or is fresh. Grains/Bread: Must be whole grain.	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Procurement Director	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Procurement Director	-August thru May (Daily) -On-going monitoring	-Menus -Food orders -Requisitions -Purchase orders -Invoices -Food labels -TDA Form 1530 (Daily Production Record)



Hidalgo County Head Start Program
Child Nutrition Department Program Plan
2015-2016

Performance Standard: 1304.23 (b) (1) (vii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will schedule meals and snacks appropriately and adjusted, where necessary, to ensure individual needs are met.

Objective: To post the meal schedule on each menu to reflect meal times. Adjustments will be noted on all respective menus where necessary.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will implement the following meal/snack schedule: Breakfast 7:45 AM Lunch 11:30 AM PM Snack 2:15 PM Changes/modifications in meal times accommodated for children with disabilities where necessary.	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Center Managers -Facilitators -Support Services Assistant -Teachers -Assistant Teachers -Custodians	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers -Custodians	-August thru May (Daily) -On-going monitoring	-TDA Form H1606 (Monitor Review) -Menus -Teachers Observation Notes



Hidalgo County Head Start Program
Child Nutrition Department Program Plan
2015-2016

Performance Standard: 1304.23 (b) (2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START is not currently operating a Home-Based Program.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Currently Hidalgo County Head Start does not operate a Home-Based Program.				



Hidalgo County Head Start Program
Child Nutrition Department Program Plan
2015-2016

Performance Standard: 1304.23 (b) (3)

Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START must promote effective dental hygiene among children in conjunction with meals.

Objective: To structure every child in receiving effective dental hygiene in conjunction with meals.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will supervise children brushing their teeth as follows: AM – the children brush their teeth after breakfast with water only PM – the children brush their teeth with fluoride tooth-paste	-Health Services Director -Education Area Directors -Child Nutrition Director -Center Managers -Facilitators -Support Service Assistant -Teachers -Assistant Teachers	-Health Services Director -Nurses -Child Nutrition Director -Child Nutrition Coordinator -Education Area Directors -Teachers -Assistant Teachers -Center Managers -Facilitators -Support Service Assistant	-August thru May (Daily) -Yearly Self-Assessment -On-going monitoring	-Daily Schedule -Health Services Procedure (Daily Health Check)
2. The dental curriculum will also reinforce the importance of brushing their teeth after meals.	-All of the Above	-All of the Above	-All of the Above	-All of the Above
3. Parents and staff are educated about proper ways to prevent baby-bottle tooth decay and other early childhood cavities.	-All of the Above	-All of the Above	-All of the Above	-All of the Above



**Hidalgo County Head Start Program
Child Nutrition Department Program Plan
2015-2016**

Performance Standard: 1304.23 (b) (4)

Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START must involve parent/guardian and appropriate community agencies in planning, implementing and evaluating the agencies' nutritional services.

Objective: To integrate the parent/guardian and community agencies in evaluating the program's nutritional services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Child Nutrition Department will implement an advisory committee comprised of members representing the Expanded Nutrition Program, WIC Program, University of Texas Pan American Dietetics Professor / Coordinator and Parent/Guardian to evaluate and ensure quality service delivery. 2. Meetings will be held during the school year to present and discuss the on-going service of the nutrition services.	-Child Nutrition Director -Child Nutrition Coordinator -Health Services Director	-Child Nutrition Director -Child Nutrition Coordinator -Health Services Director	-August thru May (Daily) -On-going monitoring	-Meal Comment Form -Approved Program Plan -TDA Handbook



Hidalgo County Head Start Program
Child Nutrition Department Program Plan
2015-2016

Performance Standard: 1304.23 (c) (1) (2) (3) (4) (5) (6) (7)

Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will contribute to the development and socialization of enrolled children by providing that: a variety of food is served which broadens each child's food experiences; food is not used as punishment or reward and that each child is encouraged but not forced, to eat or taste his or her food; sufficient time is allowed for each child to eat; children and assigned classroom staff, including volunteers, eat together family style and share the same menu to the extent possible; medically-based diets or other dietary requirements are accommodated; and as developmentally appropriate, opportunity is provided for the involvement of children in food-related activities.

Objective: To bestow a meal service that supports the development and socialization of children and introduces children to a variety of food that broadens their food experience considering their culture and ethnic preferences.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will introduce children to a variety of foods to broaden their food experience considering their cultural and ethnic preferences. Food is not used as a punishment or reward, and each child is encouraged but not forced to eat or taste his or her food. Sufficient time is allowed for each child to eat, including those with disabilities. All children and assigned classroom staff including volunteers eat together family style and share the same menu to the extent possible. Children with medically-based diets or other dietary requirements are accommodated. Medical prescriptions are referred to Child Nutrition Department for the development of a therapeutic diet, modification of menu items and nutrition education to family as needed.	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Education Area Directors -Health Services Director -Special Services Director -Center Managers -Facilitators -Support Services Assistant -Teachers 18 -Assistant Teachers	-Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Services Assistant -Custodians -Teachers -Assistant Teachers -Disability Aides	-August thru May (Daily) -Annual Self-Assessment -On-going monitoring	- Cycle Menu -TDA Form 1606 (Monitor Review) -Therapeutic Diet Menus as applicable



Hidalgo County Head Start Program
Child Nutrition Department Program Plan
2015-2016

Performance Standard: 1304.23 (c) (1) (2) (3) (4) (5) (6) (7) (cont'd)

- Goal:** The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will contribute to the development and socialization of enrolled children by providing that: a variety of food is served which broadens each child's food experiences; food is not used as punishment or reward and that each child is encouraged but not forced, to eat or taste his or her food; sufficient time is allowed for each child to eat; children and assigned classroom staff, including volunteers, eat together family style and share the same menu to the extent possible; medically-based diets or other dietary requirements are accommodated; as developmentally appropriate, opportunity is provided for the involvement of children in food-related activities.
- Objective:** To supply a meal service that supports the development and socialization of children and introduces children to a variety of food that broadens their food experience considering their culture and ethnic preferences.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
2. Classroom staff will implement Nutrition Education including, Smart Snack, ChooseMyPlate.gov (Food Groups) and others. Staff will encourage children to participate in nutrition activities implementing fruits and vegetables and will be explained the importance of proper nutrition. Parents will be provided the opportunity to participate with the children during these activities. Lessons will be incorporated into the education calendar.	-Child Nutrition Director -Child Nutrition Coordinators -Education Area Directors -Center Managers -Facilitators -Teachers -Assistant Teachers	-Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Services Assistant -Teachers -Assistant Teachers	-August thru May (Daily) -On-going monitoring	-Education Calendar -Nutrition Lessons Plans -Menus
3. Currently Hidalgo County Head Start does not serve infants or toddlers.				



**Hidalgo County Head Start Program
Child Nutrition Department Program Plan
2015-2016**

Performance Standard: 1304.23 (d)

Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will include family assistance with nutrition. Parent education activities must include opportunities to assist individual families with food preparation and nutritional skills.

Objective: To yield opportunities to parent/guardian to participate in a basic nutrition course.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will develop and implement an inter-agency collaboration agreement with the Expanded Nutrition Program to enroll parent/guardian in their basic food preparation course. This course will also offer consumer education. Parent/guardian successfully completing the course will be awarded certificate of accomplishment. The Expanded Nutrition Program also includes courses on money management, self-esteem, parenting, feeding children, storing of foods properly, food safety and label reading.	-Child Nutrition Director -Child Nutrition Coordinators -Family Services Director -Education Directors -Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers	-Child Nutrition Director -Child Nutrition Coordinators -Family Services Director -Education Area Directors -Center Managers -Facilitators -Support Services Assistants	-August thru May (Daily) -On-going monitoring	-Community Partnership Agreement
	20			



Hidalgo County Head Start Program
Child Nutrition Department Program Plan
2015-2016

Performance Standard: 1304.23 (e) (1)

Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START must post evidence of compliance with all applicable Federal, State and Tribal and local food safety and sanitation laws, including those related to storage, preparation and service of food and the health of food handlers. In addition, agencies must contract only with food service vendors that are licensed in accordance with State, Tribal or local laws.

Objective: To comply with all local, State and Federal regulations for food services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Child Nutrition department and any other staff with some type of involvement with meal service will receive pre-service and on-going training relating to food service and sanitation. The program will carry out inspections by sending local and State sanitation departments to conducted and post inspections for review of findings.	-Child Nutrition Director -Child Nutrition Coordinators -Child Nutrition employees -Education Area Directors -Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers -Custodians -Volunteers	-Child Nutrition Director -Child Nutrition Coordinators -Education Area Directors -Center Managers -Facilitators -Support Services Assistants	-August thru May (Daily) -Yearly Self-Assessment -On-going monitoring	-Food Program Required Trainings -Training Agendas
2. The program will provide inspections by local and state sanitation departments that will be conducted and posted for review.	-All of the Above	-All of the Above	-All of the Above	-Health Inspection Documents -Food and Refrigeration Temperature Logs



Hidalgo County Head Start Program
Child Nutrition Department Program Plan
2015-2016

Performance Standard: 1304.23 (e) (1) (Cont'd)

Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START must post evidence of compliance with all applicable Federal, State and Tribal and local food safety and sanitation laws, including those related to storage, preparation and service of food and the health of food handlers. In addition, agencies must contract only with food service vendors that are licensed in accordance with State, Tribal or local laws.

Objective: To comply with all local, State and Federal regulations for food services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
3. Child Nutrition department staff and parent/guardian/volunteers directly involved in the preparation of food will possess a health card and food handler's certificate as applicable.	-Child Nutrition Director -Child Nutrition Coordinators -Child Nutrition employees -Education Area Directors -Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers -Custodians -Volunteers	-Child Nutrition Director -Child Nutrition Coordinators -Education Area Directors -Center Managers -Facilitators -Support Services Assistants	-August thru May (Daily) -On-going monitoring	-Training Agendas -Certified Food Handler's Certificate -State, County or Local City Certificate



Hidalgo County Head Start Program
Child Nutrition Department Program Plan
2015-2016

Performance Standard: 1304.23 (e) (2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START currently does not serve infants or toddlers.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Currently Hidalgo County Head Start Program does not serve infants or toddlers.				



Hidalgo County Head Start Program
Child Nutrition Department Program Plan
2015-2016

Performance Standard: C.F. Regulation: 1304.51 (i) (2) Ongoing Monitoring

Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will ensure effective implementation of Federal regulations.

Objective: To institute and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Child Nutrition.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff and Parent Child Nutrition Interview – All children nutritional needs will be addressed through a staff and parent interview which will address the basic data collection of nutritional parameters. This interview is conducted prior to each child's first day of Head Start.	-Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers	-Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers -Executive Team Member assigned to monitor center -Yearly Self-Assessment -On-going monitoring	-At time of enrollment -As needed -Yearly Self-Assessment -On-going monitoring	-Child's Folder -Child Nutrition Assessment Form -Inter-Agency Referral Form as applicable -Follow-up documentation
2. Referral Tracking Log – A referral tracking log will be maintained in the Mental Health Department. The tracking will be updated as the referrals are received.	-Mental Health Secretary -Child Nutrition Coordinators	-Child Nutrition Director	-On-going	-Master Tracking Log



Hidalgo County Head Start Program
Child Nutrition Department Program Plan
2015-2016

Performance Standard: C.F. Regulation: 1304.51 (i) (2) (Cont'd)

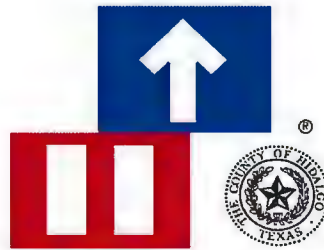
Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will ensure effective implementation of Federal regulations.

Objective: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Child Nutrition.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
3. Staffing Meetings – Staffing meetings will be held for children with significant disabilities. All areas of need will be discussed (i.e. – special diets, special equipment / materials, medical plan of action, etc.) so that the best possible services may be provided to the child upon enrollment.	-Special Services Director -Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers -Parent	-Special Services Director -Child Nutrition Director -Child Nutrition Coordinators	-Prior to first day of enrollment -As needed -Yearly Self-Assessment -On-going monitoring	-Staffing Notice -Staffing Notes
4. Monitor Review Visits – Unannounced monitor review visits will be conducted by Child Nutrition Coordinators as required by Texas Department of Agriculture. This is a comprehensive required monitoring conducted to all Head Start centers three times a fiscal year.	-Child Nutrition Director -Child Nutrition Coordinators	-Child Nutrition Director -Child Nutrition Coordinator -Executive Team Member assigned to facility	-August thru May -On-going	-TDA Form H1606 (Monitor Review)

EDUCATION

Hidalgo County Head Start Program



Education Department Program Plan 2015-2016

Committee Approval:
Policy Council Approval:
Commissioners' Court Approval:

04.29.15



Hidalgo County Head Start Program
Education Department Program Plan
2015-2016

Performance Standard: 1304.20 (b)(3)

Goal: The HIDALGO COUNTY HEAD START PROGRAM utilizes multiple sources of information on all aspects of each child's development and behaviors, including input from family members, teachers, and other relevant staff.

Objective: To use all available resources and methods to ensure that quality services are provided to each child.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher, with cooperation from the parents/guardians and other professional consultants as necessary, develops and updates individual plans for each child in the program using information gathered from the following sources: • Parent Interviews • Assessments / Screening data • Teacher observations • Teacher progress notes	- Teachers - Parents - Educational Consultants (if applicable)	- Center Manager - Education Area Directors - Compliance/ Monitoring Director	- Within 45 days of enrollment - As needed Throughout PY (2015-2016)	- Child's Individual Plan Form -Progress Notes Form -Observation Notes -Child's Individual Results of Assessment/ Screenings



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.20 (b)(3) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM utilizes multiple sources of information on all aspects of each child's development and behaviors including input from family members, teachers, and other relevant staff.

Objective: To use all available resources and methods to ensure that quality services are provided to each child.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher utilizes the ten (10) C.L.A.S.S. (Classroom Assessment Scoring System) dimensions to support and maximize students learning in the domains outlined in the Head Start Child Development and Early Learning Framework: • Training on the ten(10) dimensions of C.L.A.S.S. and the Head Start Child Development and Early Learning Framework will be provided to all classroom staff and Center Managers; • A practice and feedback staff development model will be used to ensure teachers/assistants mastery of each dimension and The Head Start Child Development and Early Learning Framework; • C.L.A.S.S. dimensions will be included in the teacher/assistant appraisal instruments.	- Education Directors	- Center Manager - Education Area Directors	-Pre-Services Training Aug. '15 -In-Services Training for PY 2015-2016 -On-Site Training as needed -New Employee Orientation	-Staff Training Logs -Staff Training Sign-In Roster -Training Agendas



Hidalgo County Head Start Program
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Performance Standard: 1304.20(f)(1)

Goal: The HIDALGO COUNTY HEAD START PROGRAM uses information from the developmental, sensory and behavioral screening, the on-going observations, medical/dental evaluations, treatments and insight from the parents to determine how the program can best respond to the child's individual needs.

Objective: To provide opportunity for staff and parents to discuss and develop individual plans in order to ensure that each child is provided with all necessary services to respond to their individual characteristics, strengths and needs.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher assesses the developmental level of each child upon their entry into the program using the following instruments: • Learning Accomplishment Profile Diagnostic (LAP-D) • Language Survey • Devereux Early Childhood Assessment Program (DECA) • Speech Screener • Pre-K CIRCLE Assessment (If Applicable)	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors -Special Services Director -Mental Health Director	-At time of enrollment within 45 days for Pre -As needed thereafter for MID & Post (2015-2016)	-LAP-D Assessment Protocol -Language Survey Form -DECA Instrument -Speech Screener Instrument
The classroom teacher discusses the results of all the screenings and assessments after each administration with the parents / guardians in their dominant language. Together they develop an Individual Plan for their child.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Within 45 days enrollment and as needed (2015-2016)	-LAP-D Individual Child Results -Parent/Teacher Conference -CIP Form



Hidalgo County Head Start Program
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Performance Standard: 1304.21(a)(1)(i)(ii)(iii)(iv)(v)

Goal: The HIDALGO COUNTY HEAD START PROGRAM ensures that all children gain social competence, skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life.

Objective: (i) To provide children with developmentally appropriate educational resources that address each child as an individual with different rates of development, interests, temperaments, languages, cultural backgrounds, and learning styles.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teachers are selected and screened to ensure that they are highly qualified, sensitive, and caring about cultural differences and have knowledge in the area of child growth and development.	-Civil Service Personnel -Head Start Policy Council	-Head Start Program Director -Head Start Personnel Department	-On going as positions are needed (2015-2016)	-Job application -Résumé -Personnel files -Transcript/ Interview
The classroom teacher completes a language survey for each child entering the program which helps them to identify the dominant language of the child and his / her family. The Child will participate in a Dual Language Program (English/Spanish). The primary language of instruction and assessing for the child will be determined with the Language Survey. Language development will be in both languages, following the Dual Language-Gomez/Gomez 50/50 model.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Within three weeks of enrollment (2015-2016)	-Language Survey



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21(a)(1)(i)(ii)(iii)(iv)(v) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM ensures that all children gain social competence, skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life.

Objective: (i) To provide children with developmentally appropriate educational resources that address each child as an individual with different rates of development, interests, temperaments, languages, cultural backgrounds, and learning styles.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher receives training and guidance on the proper usage and Implementation of the Spanish and English language to ensure that the needs and development of each child and family are met.	-Education Director -Specialized Education Consultants	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Training agendas -Training Sign-In Rosters -On Site T/TA Forms



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21(a)(1)(i)(ii)(iii)(iv)(v) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM ensures that all children gain social competence, skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life.

Objective: (i) To provide children with developmentally appropriate educational resources that address each child as an individual with different rates of development, interests, temperaments, languages, cultural backgrounds, and learning styles.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher presents all activities and introduces concepts to the children in their primary language. Resources used are: • The Head Start Child Development and Early Learning Framework • C.I.R.C.L.E. (Center for Improving the Readiness of Children for Learning & Education) • Journeys Early Literacy & Technology Program • Planning Guide • Mental Health/Kindness Curriculum • Head Start Picturing America • Additional State Curriculums (If Applicable) • Play Start • Building Bridges • Frog Street Curriculum	-Teachers -Assistant Teachers	-Center Manager -Education Area Directors	-Daily August thru May (2015-2016)	-Weekly Lesson Plan -Classroom Monitoring Checklist



Hidalgo County Head Start Program
Education Department Program Plan
2015-2016

Performance Standard: 1304.21 (a)(1)(i)(ii)(iii)(iv)(v)

Goal: The HIDALGO COUNTY HEAD START PROGRAM ensures that all children gain social competence, skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life.

Objective: (i) To provide children with developmentally appropriate educational resources that address each child as an individual with different rates of development, interests, temperaments, languages, cultural backgrounds, and learning styles.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher prepares lesson plans to reflect activities that are developmentally appropriate and helps children learn to make choices in a given situation.	-Teachers -Assistant Teachers	-Center Manager -Education Area Directors	-Weekly August thru May (2015-2016)	Weekly Lesson Plans -Classroom Monitoring Checklist
The classroom teacher guides the children to become independent, promotes autonomy and encourages their social emotional development. Using the Head Start Child Development & Early Learning Framework as a guide, he/she plans activities such as; pouring, dressing themselves, brushing teeth, cleaning up after activities, etc. to help the children develop self-help skills.	-Teachers -Assistant teachers	-Center Manager -Education Area Directors	-Daily August thru May (2015-2016)	-Weekly Lesson Plan -Classroom Monitoring Checklist



Hidalgo County Head Start Program
Education Department Program Plan
2015-2016

Performance Standard: 1304.21 (a)(1)(i)(ii)(iii)(iv)(v) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM ensures that all children gain social competence, skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life.

Objective: (i) To provide children with developmentally appropriate educational resources that address each child as an individual with different rates of development, interests, temperaments, languages, cultural backgrounds, and learning styles.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher encourages and recognizes children's accomplishments by providing them with consistent and genuine positive praise and reinforcement.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors -Compliance/ Monitoring Director	-Daily August thru May (2015-2016)	-Classroom Monitoring Checklist
The classroom teacher makes modifications as necessary in order to ensure that all the activities are developmentally appropriate and help all the children to achieve success.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily as needed August thru May (2015- 2016)	-Classroom Monitoring Checklist



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (a)(1)(i)(ii)(iii)(iv)(v)

Goal: The HIDALGO COUNTY HEAD START PROGRAM ensures that all children gain social competence, skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life.

Objective: (ii) To include in the daily activities of all children, including children with disabilities and plan according to their individual needs and strengths.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher groups the children based on data gathered according to specific needs and levels of development and provides activities to help them grow and respond to their individual needs and strengths through LAP-D, etc.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-LAP-D Assessment- Weekly Lesson Plans
The classroom teacher provides the children with individualized assistance during small group activity and throughout the day as needed to meet their specific needs.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-IEPs -LAP-D Individual Results -Weekly Lesson Plans



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (a)(1)(i)(ii)(iii)(iv)(v) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM ensures that all children gain social competence, skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life.

Objective: (ii) To include in the daily activities of all children, including children with disabilities and plan according to their individual needs and strengths.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher receives training on how to integrate special activities in their daily lesson plan to help address the needs of the children with disabilities. NOTE: Training focuses on the needs of the children who are visually or physically challenged, behavior management, and or any other condition identified by the CIP/IEP.	Directors from: -Staff Development -Special Services -Education	-Center Managers -Education Area Directors	-Pre-Services Training Aug. 2015 -In-Services Training for PY 2015-2016 -On-Site Training as needed	-Staff Training Logs -Staff Training Sign-In Roster -Training Agendas



Hidalgo County Head Start Program
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Performance Standard: 1304.21 (a)(1)(i)(ii)(iii)(iv)(v)

Goal: The HIDALGO COUNTY HEAD START PROGRAM ensures that all children gain social competence, skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life.

Objective: (iii) To provide an environment for all children where they feel accepted and which supports and respects diversity, gender, culture, language, ethnicity, and family composition.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher interviews parents to enhance his/her knowledge throughout the year to understand the cultural background of the children and families in the program. NOTE: Through interviews with the parents and the use of the "Suggestion Box" at the centers, parents are encouraged to share ideas, books, music, and foods relevant to their cultural background.	-Staff Development Director -Education Area Directors -Education Consultants	-Center Managers -Education Area Directors	-Pre Services Training Aug '15 -In-Services Training -On going as needed	-Training Logs -Training Sign In Roster -Training Agendas
The classroom teacher models courtesy and respect to all the children and responds to their individual needs for belonging in a group, and for developing a positive self-concept. NOTE: The teacher does this through the C.L.A.S.S. domain on emotional support.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Classroom Monitoring Checklist -C.L.A.S.S. Observation Form



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (a)(1)(i)(ii)(iii)(iv)(v) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM ensures that all children gain social competence, skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life.

Objective: (iii) To provide an environment for all children where they feel accepted and which supports and respects diversity, gender, culture, language, ethnicity, and family composition.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher provides the children with opportunities throughout the day to come together as a group (circle time, group play interactive, etc.) to nurture their social and emotional skills.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily As needed August thru May (2015-2016)	-Classroom Monitoring Checklist -Weekly Lesson Plans
The program selects and employs classroom teachers who meet Head Start qualifications & education and are sensitive and caring about cultural differences, and have knowledge in the area of Early Childhood Education.	-County Personnel Department -Personnel Staff -H.S. Policy Council	-H. S. Program Director -Personnel Staff -Education Area Directors	-On going as positions are needed	-Job Application -Resumes -Personnel Files -Job Descriptions



**Hidalgo County Head Start Program
Education Department Program Plan
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Performance Standard: 1304.21 (a)(1)(i)(ii)(iii)(iv)(v) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM ensures that all children gain social competence, skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life.

Objective: (iii) To provide an environment for all children where they feel accepted and which supports and respects diversity, gender, culture, language, ethnicity, and family composition.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The program selects and hires classroom teachers who understand and speak the dominant language of the families and the children.	-Civil Services Department -Personnel Staff -H.S. Policy Council	-H.S. Program Director -Personnel Staff -Education Area Directors	-On going as positions are needed (2015- 2016)	-Job Application -Resumes -Personnel Flies
The classroom teacher provides lessons that include activities with materials, and story books that reflect equal opportunities for both boy and girl participants, and which are culturally sensitive.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Weekly Lesson Plans
NOTE: The activities are taken from the following: • Frog Street Curriculum • Planning Guide • C.I.R.C.L.E.				



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (a)(1)(i)(ii)(iii)(iv)(v)

Goal: The HIDALGO COUNTY HEAD START PROGRAM ensures that all children gain social competence, skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life.

Objective: (iv) To provide, on a daily basis, a balanced program of child initiated and adult guided activities, including individual and group activities.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher plans and implements daily activities using developmentally appropriate activities from researched resources to provide a well-balanced program of instruction on a daily basis	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Classroom Monitoring Checklist -Weekly Lesson Plans
The Weekly Lesson Plans reflect the following types of activities/opportunities: • Small group • Large group • Individualization • Child Initiated • Adult Initiated	-Teachers -Assistant Teachers	-Center Manager -Education Area Directors	-Daily August thru May (2015-2016)	-Daily Schedule -Weekly Lesson Plans



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (a)(1)(i)(ii)(iii)(iv)(v) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM ensures that all children gain social competence, skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life.

Objective: (iv) To provide, on a daily basis, a balanced program of child initiated and adult guided activities, including individual and group activities.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The daily schedule is flexible and allows for spontaneous learning, child initiated and teacher directed activities.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Daily Schedule -Classroom Monitoring Checklist
To enhance the quality of the instruction, the Program has provided the following Resources: • Frog Street Curriculum • Planning Guide • C.I.R.C.L.E. Manual • Journeys Early Literacy & Technology Program • The Head Start Child Development and Early Learning Framework • Mental Health/Kindness Curriculum • Head Start Picturing America	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-C.I.R.C.L.E. Manual



**Hidalgo County Head Start Program
Education Department Program Plan
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Performance Standard: 1304.21 (a)(1)(i)(ii)(iii)(iv)(v)

Goal: The HIDALGO COUNTY HEAD START PROGRAM ensures that all children gain social competence, skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life.

Objective: (v) To provide children with opportunities to independently use toilet facilities and to support/encourage children who need help with additional training in this area.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Upon entry to the center the classroom teacher introduces the children to the center environment including the location of the bathroom facilities.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Upon enrollment of the children -Daily thereafter August thru May (2015-2016)	-N/A
The classroom teacher provides the children with a set schedule for bathroom routine during the first days of class and on a regular basis thereafter.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Classroom Daily Schedule



Hidalgo County Head Start Program
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Performance Standard: 1304.21 (a)(1)(i)(ii)(iii)(iv)(v) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM ensures that all children gain social competence, skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life.

Objective: (v) To provide children with opportunities to independently use toilet facilities and to support/encourage children who need help with additional training in this area.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher reminds and encourages the children throughout the day to use toilet facilities when necessary.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May(2015-2016)	-Classroom Daily Schedule
The classroom teacher talks with the parents about their child's toileting experiences at home and encourages them to dress the child in clothing that the child can easily manage.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Upon enrollment of the children -Daily August thru May (2015- 2016)	-Classroom Daily Schedule



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (a)(2)(i)(ii)(iii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM involves the parents in all aspects of their child's growth and development.

Objective: (i) To invite all parents to become involved in the development of the Program's Curriculum and Approach to Child Development and Education.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Parents are engaged in curriculum planning for the Program and in developing activities for the classrooms that reflect the ethnic background of the children and families in the Program such as: • Special celebrations (Fall, Winter or Spring) • Preparing ethnic foods (Nutrition Contest) • Sharing music, stories, traditions, etc. • Art projects • Volunteering in the classroom and field trips	- Center Managers -Teachers -Assistant Teachers	-Center Managers -Education Directors	-August thru May (2015-2016)	-Advisory Committee Minutes -Agendas And Sign In Roster -Volunteer Sign In Roster -Weekly Lesson Plans



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (a)(2)(i)(ii)(iii) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM involves the parents in all aspects of their child's growth and development.

Objective: (i) To invite all parents to become involved in the development of the Program's Curriculum and Approach to Child Development and Education.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The parents are invited to become engaged in updating the Education Program Plan by including them as part of the Advisory Committee.	-Education Area Directors -Center Managers	-Program Director -Assistant Program Director	-April (2015) and throughout the year as needed (2015-2016)	-Advisory Committee Minutes -Advisory Committee Sign-In-Roster
The parents are encouraged to share their ideas, books, music, and foods that are relevant to their culture through interviews, the "Suggestion Box" at the center, during their participation in lesson planning, home visits, annual nutrition contest and during the scheduled Parents/Teacher Conferences.	-Center Managers -Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-August thru May (2015-2016)	-Home Visit record -Parent / Teacher Conference Notes -Suggestion Box



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (a)(2)(i)(ii)(iii) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM involves the parents in all aspects of their child's growth and development.

Objective: (i) To invite all parents to become involved in the development of the Program's Curriculum and Approach to Child Development and Education.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher prepares Take-Home activities for each child based on their individual needs. The activities are sent home to engage the parents to spend time with their child and help them to understand their child's academic development and needs. These activities are an extension of the activities being implemented in the classroom's interdisciplinary unit of study and/or individualize activities based on assessments/observations.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-August thru May (2015-2016)	-Parent/Child Take Home Activity Roster



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (a) (2)(i)(ii)(iii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM involves the parents in all aspects of their child's growth and development.

Objective: (ii) To provide parents opportunities to increase their skills in observing children and to share information with staff that help in planning the learning experience for children.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Training is provided to parents through workshops, seminars, conferences, and through the use of community resources such as: WIC Program (Women, Infants and Children) help them to better understand child growth and development.	Directors from -Family Services -Health Services -Disability Services -Mental Health Services -Education Services	-Center Managers -Education Area Directors	-August thru May as needed (2015-2016)	-Parent Training Sign-In Rosters -Parent Training Agendas
Coordinated trainings with parents and teachers are provided to help the parents understand and recognize developmental milestones of their children.	Directors from: -Family Services -Health Services -Disability Services -Mental Health Services -Education Services	-Center Managers -Education Area Directors	-August thru May as needed (2015-2016)	-Parent Training Sign-In Rosters -Parent Training Agendas



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (a) (2)(i)(ii)(iii) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM involves the parents in all aspects of their child's growth and development.

Objective: (ii) To provide parents opportunities to increase their skills in observing children and to share information with staff that help in planning learning experience for children.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher and the parents communicate regularly to discuss routines, children's behavior and developmental progress.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	- August thru May as needed (2015-2016)	-Home Visits -Parent/Teacher Conference Notes



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (a) (2)(i)(ii)(iii) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM involves the parents in all aspects of their child's growth and development.

Objective: (ii) To provide parents opportunities to increase their skills in observing children and to share information with staff that help in planning learning experience for children.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom staff encourages parents to become engaged by: • Observing children at home to help them understand their child's developmental needs • Collaborating (parent/teacher) and providing input to plan for the child's individual needs • Using the LAP-D Parent Reports to provide learning experiences in the classroom and at home • Volunteering in classrooms other than their children's classroom • Substituting at their centers	-Teachers -Assistant Teachers	-Center Managers -Education Area Director	-August thru May (2015-2016)	-Home Visits Forms -Conference Notes -Weekly Lesson Plans -Volunteer Folders



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (a) (2)(i)(ii)(iii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM involves the parents in all aspects of their child's growth and development.

Objective: (iii) To encourage parents to participate in staff parent conferences and home visits to discuss their child's development and education.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher conducts parent / teacher conferences three times a year and as needed to: • Inform parents of their child's progress and discuss results of any screening and assessment • Engage them in the development of their child's individual plan	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-August thru May as needed (2015-2016)	-Parent Conference Form -Progress Report form -Weekly Lesson Plans
The classroom teacher conducts two (2) home visits to each child's home during the program year. These are done at the beginning and at the end of the year. Additional home visits are done as needed throughout the program year.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Within 90 days and as needed	-Home Visit Form



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (a) (2)(i)(ii)(iii) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM involves the parents in all aspects of their child's growth and development.

Objective: (iii) To encourage parents to participate in staff parent conferences and home visits to discuss their child's development and education.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The parents are provided with training in child rearing practices and parenting skills through the use of programs such as "Exploring Parenting" and other community resources which are available to the program.	-Family Services Director -Support Services Staff	-Family Services Director -Center Manager	-August thru May (2015-2016)	-Exploring Parenting Program



Hidalgo County Head Start Program
Education Department Program Plan
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Performance Standard: 1304.21 (a) (3)(i) (A)(B)(C)(D)(E) (ii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM provides for and support the social and emotional development of each child enrolled in the program.

Objective: (i) (A)(B)(C) To encourage development of trust, independence, and self-control that enhances each child's individual strengths.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher builds a trusting relationship with each child by: • Warm greetings • Using the child's name at all times • Communicating with the children in their primary language • Providing an environment that is safe and nurturing • Creating positive adult/child interaction	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Center Monitoring Form
The classroom teacher fosters independence by increasing children's understanding of themselves as individuals in relation to others and by allowing them to do for themselves as much as they can to enhance their self-help skills by: • Practicing family style serving where local health departments allow it • Using the "Helping Hands" and similar management charts in the classroom	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Center Monitoring Form



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (a) (3)(i) (A)(B)(C)(D)(E) (ii) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM provides for and support the social and emotional development of each child enrolled in the program.

Objective: (i) (A)(B)(C) To encourage development of trust, independence, and self-control that enhances each child's individual strengths.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher encourages self-control by setting clear, consistent limits, and establishing realistic expectations by: • Involving children in establishing classroom rules • Providing positive guidance and reinforcement • Expecting from children only that which they are capable of doing • Giving positive praise and encouragement • Implementing the P.B.S. (Positive Behavior Support) Strategies • Engaging in positive interactions between teachers and children in the domain of classroom organization	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Center Monitoring Form -P.B.S. forms -C.L.A.S.S. Observation Tool



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21(a) (3)(i) (A)(B)(C)(D)(E)(ii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM provides for and support the social and emotional development of each child enrolled in the program.

Objective: (ii)(D)(E) To encourage development of respect for other's feelings and rights that enhances each child's individual strengths.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher encourages children to respect the feelings and rights of others by: • Showing respect to each child by listening and responding to individual needs, and addressing each child by name • Providing the children with the opportunity to come together as a group (circle time, outdoor play) to enhance their social emotional skills • Being positive role models by using please, thank you and excuse me • Targeting the domain of Emotional Support in C.L.A.S.S. • PBS Strategies	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Center Monitoring Tool -Classroom Observation Tool -Abbreviated Form -C.L.A.S.S. Observation Tool



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21(a) (3)(i) (A)(B)(C)(D)(E)(ii) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM provides for and support the social and emotional development of each child enrolled in the program.

Objective: (i)(D)(E) To encourage development of respect for other's feelings and rights that enhances each child's individual strengths.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher supports and respects home language, culture and family composition of each child in ways that support the child's mental health and well-being by: • Presenting activities and concepts to children in their primary language • Ensuring that all materials and activities in the classroom reflect acceptance and support of the different composition and ethnic background of the families enrolled in the program • Supporting Cross-Cultural Responsiveness and Ethnic backgrounds	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Center Monitoring Form



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (a) (3)(i)(A)(B)(C)(D)(E)(ii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM provides for and support the social and emotional development of each child enrolled in the program.

Objective: (ii) To provide children with routines and transitional activities that occur on a timely, predictable and unrushed manner and that are developmentally appropriate.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher follows a daily schedule and provides consistent routines to ensure that the children know at all times what is happening in the classroom. A daily schedule with pictures is posted at children's eye level in each classroom.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Daily Schedule
The classroom teacher continuously implements transitional songs to help children recognize signs of preparing for or completing an activity or task. NOTE: This pertains to the C.L.A.S.S. domain of Classroom Organization.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015- 2016)	-Daily Schedule -Weekly Lesson Plans -CL.A.S.S. Observation Tool



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (a) (4)(i)(ii)(iii)(iv)

Goal: The HIDALGO COUNTY HEAD START PROGRAM provides for the development of each child's cognitive and language skills.

Objective: (i) To support each child in their learning by using various strategies including experimentation, inquiry, observation, play and exploration.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher sets up learning centers such as ABC, Writing, Math/Science, Pretend and Learn, Library and Listening, etc., offers materials, provides time for children to participate in, and plans activities which are developmentally appropriate for children in the group to encourage: • Open ended questioning • Experimentation and exploration • Self/directed play and observation • Frequent conversations • Repetition and Extension activities • Social Development • Language Development Note: This pertains to the C.L.A.S.S. Domains The classroom teacher plans and carries out field trips which are relevant to the curriculum units and which encourage exploration and questioning.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Center Monitoring Form -Weekly Lesson Plans



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (a) (4)(i)(ii)(iii)(iv)

Goal: The HIDALGO COUNTY HEAD START PROGRAM provides for the development of each child's cognitive and language skills.

Objective: (ii) To provide children with opportunities for creative self-expression through activities such as art, music, movement and dialogue.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher divides the classroom into learning centers, provides materials that are readily available, and plans activities which are appropriate for the children's age and stage of development. The recommended Learning Centers are: • Math/Science • Pretend and Learn • Construction • ABC Center • Writer's Center • Computer Center • Creativity Station • Library and Listening • Music Note: Depending on the classroom space, the number of learning centers will vary and will be rotated on a systematic schedule.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Weekly Lesson Plans -Daily Schedule -Center Monitoring Form



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (a) (4)(i)(ii)(iii)(iv) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM provides for the development of each child's cognitive and language skills.

Objective: (ii) To provide children with opportunities for creative self-expression through activities such as art, music, movement and dialogue.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The teacher uses different types of music, art media at learning centers, and other props to encourage the children to express their emotions, feelings, and creativity.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Weekly Lesson Plans -Daily Schedule -Center Monitoring Form
The classroom teacher provides the children many opportunities to interact with each other and with other adults in the classroom through games, circle time, meals and outdoor play. Note: This pertains to the C.L.A.S.S. Domains	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily -August thru May (2015-2016)	-Weekly Lesson Plans -Daily Schedule -C.L.A.S.S. Observation Tool



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (a) (4)(i)(ii)(iii)(iv)

Goal: The HIDALGO COUNTY HEAD START PROGRAM provides for the development of each child's cognitive and language skills.

Objective: (iii) To promote interaction and language use among children and between children and adults.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher interacts with children in the learning centers, small/large group activities, during meals, and outdoor play to encourage social interaction and conversation among peers and other adults.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Classroom Monitoring Form
The classroom teacher provides games, songs, stories, finger plays, letter wall activities, etc., with new and theme related words to help children increase their vocabulary development.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Weekly Lesson Plans -Classroom Monitoring Form



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (a) (4)(i)(ii)(iii)(iv) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM provides for the development of each child's cognitive and language skills.

Objective: (iii) To promote interaction and language use among children and between children and adults.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher takes into account the dominant language of the children in her/his group when presenting activities and having conversations with them.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Weekly Lesson Plans -Classroom Monitoring Form
The classroom teacher ensures that he/she and other adults in the classroom are implementing the indicators of language modeling such as: frequent conversation, language advance, open-ended questions, repetition and extension and self and parallel talk. Note: This pertains to the C.L.A.S.S. Domains	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Classroom Monitoring Form -C.L.A.S.S. Observation Form



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (a) (4)(i)(ii)(iii)(iv)

Goal: The HIDALGO COUNTY HEAD START PROGRAM provides for the development of each child's cognitive and language skills.

Objective: (iv) To provide support for emergent literacy and numeracy development through materials and activities according to the developmental level of each child.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher encourages children to acquire letter and number recognition through the use of learning centers, alphabet / letter wall, small & large group activities, labeling of children's cubbies and personal belongings.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Weekly Lesson Plans -Center Monitoring Form
The classroom teacher provides a print rich environment by labeling furniture and items in the classroom; such as doors, shelves, chairs, in both English and Spanish (door-puerta, chair-silla).	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Center Monitoring Form



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: (1304.21 (a) (4)(i)(ii)(iii)(iv) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM provides for the development of each child's cognitive and language skills.

Objective: (iv) To provide support for emergent literacy and numeracy development through materials and activities according to the developmental level of each child.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teachers use the language experience approach to provide materials and opportunities for children to write and see their spoken words (chart tablets, writer's corner, labeling of children's work/creations, daily news and journals).	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Center Monitoring Form
The classroom teacher shares with the parents methods they can use around the home environment to encourage literacy and numeracy development through letters, phone calls, parent trainings, parent/child take home activities, and at monthly parent meetings. Note: This pertains to the C.L.A.S.S. Domains	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Parent/ Child Take Home Activities Form -C.L.A.S.S. Observation Form



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (a) (5)(i) (ii)(iii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM ensures that each child's physical development is promoted.

Objective: (i) To provide time, indoor and outdoor space, equipment, materials, and adult guidance for active play and movement to support the development of each child's gross motor skills.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The daily schedule includes time for guided, independent, indoor, and outdoor activities for the development of gross motor skills. It is recommended to include outdoor play both in the morning and in the afternoon time. Some of the equipment used includes: climbing apparatuses, tricycles, swings, balance beams, musical instruments, etc.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Weekly Lesson Plans -Center Monitoring Form -Daily Schedule
The classroom teacher is actively involved with the children during games and motor development activities to ensure for safe and active learning.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Center Monitoring Form



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (a) (5)(i) (ii)(iii) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM ensures that each child's physical development is promoted.

Objective: (i) To provide time, indoor and outdoor space, equipment, materials, and adult guidance for active play and movement to support the development of each child's gross motor skills.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
All the materials and equipment for both indoor and outdoor are carefully selected to ensure that the children's individual needs are met.	-Center Manager -Program Director -Assistant Program Director	-Center Managers -Education Area Directors -Assigned Administrator	-August thru May (2015-2016) as needed	-Training/ Technical Assistance and Support Check List



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (a) (5)(i)(ii)(iii) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM ensures that each child's physical development is promoted.

Objective: (i) To provide time, indoor, and outdoor space, equipment, materials, and adult guidance for active play and movement to support the development of each child's gross motor skills.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher arranges physical space both indoors and outdoors to allow the children to have room for activities such as: roll over, crawl, sit, walk, and exploration of new skills.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Center Monitoring Form



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (a) (5)(i)(ii)(iii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM ensures that each child's physical development is promoted.

Objective: (ii) To provide time, space, equipment, materials, and adult guidance for the development of fine motor skills according to each child's development level.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher plans and provides developmentally appropriate activities for the children to encourage the use of their fine motor skills and eye/ hand coordination.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Weekly Lesson Plans
The classroom teacher uses materials such as: lacing beads, lacing cards, puzzles, clay, scissors, dexterity boards, paper tearing, etc. with the children to develop and strengthen their fine motor skills.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Weekly Lesson Plans
Note: This pertains to the C.L.A.S.S. domain of Classroom Organization.				



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (a) (5)(i)(ii)(iii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM ensures that each child's physical development is promoted.

Objective: (iii) To provide an appropriate environment and adult guidance for the participation of children with special needs.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher provides developmentally appropriate activities for children with special needs to encourage small muscle and eye-hand coordination using the Individual Education Plan (IEP).	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors -Disability Services Director	-Daily August thru May (2015-2016)	-Weekly Lesson Plans
The classroom teacher uses materials such as, lacing beads, lacing cards, puzzles, clay, scissors, dexterity boards, paper tearing, etc., with the special needs children to encourage fine motor development following recommendations from the IEP.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors -Disability Services Director	-Daily August thru May (2015-2016)	-Weekly Lesson Plans



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: (1304.21 (a) (5)(i)(ii)(iii) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM ensures that each child's physical development is promoted.

Objective: (iii) To provide an appropriate environment and adult guidance for the participation of children with special needs.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher plans activities and uses strategies to include all the children in social activities, encouraging them to participate in all or most activities as specified in IEP.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors -Disability Services Director	-Daily -August thru May (2015- 2016)	-Weekly Lesson Plans



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (b)(1) (i)(ii)(iii), 1304.21 (b) (1)(i)(ii)(iii), 1304.21 (b) (1)(i)(ii)(iii), 1304.21 (b) (2) (i)(ii), 1304.21 (b)(2)(i)(ii), 1304.21 (b)(3)(i)(ii), 1304.21 (b) (3)(i)(ii)

Goal:

Objective:

Section 1304.21 (b) applies to the Infants & Toddlers Program.

AT THE PRESENT TIME THE HIDALGO COUNTY HEAD START PROGRAM DOES NOT OPERATE AN EARLY HEAD START PROGRAM.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (c) (1) (i)(ii)(iii)(iv)(v)(vi)(vii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with the parent/guardian develops and implements a comprehensive curriculum.

Objective: (i) To support each child's individual patterns of development and learning.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom staff engages the parents in discussing information gathered from observations, physicals, screenings, assessments, etc. to plan for individual needs of their child.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Upon Enrollment (within 45 or 90 days) 2015-2016	-Physical Exams -Classroom Observation Notes Assessment Instrument (LAP-D, DECA)
The classroom staff observes the children during classroom activities and records progress and or changes. The data gathered is shared with parents during parent conferences, home visits, etc.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Progress Notes



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (c) (1) (i)(ii)(iii)(iv)(v)(vi)(vii) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with the parent/guardian develops and implements a comprehensive curriculum.

Objective: (i) To support each child's individual patterns of development and learning.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The children are grouped according to their developmental levels in specific areas and are provided with activities to help them meet their educational needs. Parents are engaged in home activities that assist in the development of their children.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Weekly Lesson Plans -L.A.P.D. Reports L.A.P.D. Assessment Instrument



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (c) (1)(i)(ii)(iii)(iv)(v)(vi)(vii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with the parent/guardian develops and implements a comprehensive curriculum.

Objective: (ii) To provide for the development of cognitive skills of children by encouraging each child to organize their experiences, to understand concepts and to develop age appropriate skills in literacy, numeracy, reasoning, problem solving and decision making to form a foundation for school readiness.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher provides activities using games, beads, sorting materials, puzzles, etc., to increase the children's cognitive and communication skills.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Weekly Lesson Plans -C.L.A.S.S. Observation Tool
The classroom teacher provides mentoring activities and creative materials which promote and support children's individual needs and interests.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Weekly Lesson Plans -C.L.A.S.S. Observation Tool



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (c) (1)(i)(ii)(iii)(iv)(v)(vi)(vii) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with the parent/guardian develops and implements a comprehensive curriculum.

Objective: (ii) To provide for the development of cognitive skills of children by encouraging each child to organize their experiences, to understand concepts and to develop age appropriate skills in literacy, numeracy, reasoning, problem solving and decision making to form a foundation for school readiness.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher uses developmentally appropriate strategies to encourage the children to learn concepts and skills in critical areas such as: science, social studies, language, literacy, numeracy, art, music/movement etc.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Weekly Lesson Plan -C.L.A.S.S. Observation Tool
The classroom teachers are provided guidance and training on effective questioning strategies to help children develop their thinking skills.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Pre Services 2015 -In Services PY 2015-2016	-Training Agendas -Training Sign In Roster -C.L.A.S.S. Observation Tool
Note: This pertains to the C.L.A.S.S. domain of Classroom Organization and Instructional Support.				



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21(c) (1)(i)(ii)(iii)(iv)(v)(vi)(vii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with the parent/guardian develops and implements a comprehensive curriculum.

Objective: (iii) To integrate all educational aspects of the health, nutrition, and mental health into the program activities.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher engages the parents in preparing the children for physical exams and all health related services using the following: • Home activities • Books about Health Professions like doctors, nurses, dentist, etc.; and • Materials in the dramatic area (nurses and doctors uniforms, lights, stethoscopes, etc).	-Teachers -Assistant Teachers	-Health Director -Center Managers -Education Area Directors	-August upon Enrollment (2015-2016)	-Weekly Lesson Plans (Special Events Section)



Hidalgo County Head Start Program
Education Department Program Plan
2015-2016

Performance Standard: 1304.21(c) (1)(i)(ii)(iii)(iv)(v)(vi)(vii) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with the parent/guardian develops and implements a comprehensive curriculum.

Objective: (iii) To integrate all educational aspects of the health, nutrition, and mental health into the program activities.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher implements weekly nutritional activities using the Head Start curricula. Once a month hands on nutrition activities are provided by our nutrition department.	-Teachers -Assistant Teachers	-Nutrition Director -Center Managers -Education Area Directors -Nutrition Director	-Weekly August thru May (2015-2016)	-Weekly Lesson Plans -Curriculum Calendar -Nutrition Curriculum
The classroom teacher uses the "Kindness Curriculum" to introduce children to loving values and promote positive character development.	-Teachers -Assistant Teachers	-Mental Health Coordinator -Center Managers -Education Area Directors	-Weekly August thru May (2015-2016)	-Weekly Lesson Plans -Curriculum Calendar -Kindness Curriculum



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (c) (1)(i)(ii)(iii)(iv)(v)(vi)(vii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with the parent/guardian develops and implements a comprehensive curriculum.

Objective: (iv) To ensure that the classroom environment helps children develop emotional security and confidence in social relationships.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher provides a positive environment that engages children in opportunities to help them develop social skills.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Center Monitoring Form -C.L.A.S.S. Observation Form
The classroom teacher encourages a positive climate through developing friendships, respect and moral values. Polite language such as: thank you, excuse me, you're welcome, etc. encourages a positive climate. Note: This pertains to the C.L.A.S.S. domain of Emotional Support.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Center Monitoring Form -C.L.A.S.S. Observation Form



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (c) (1)(i)(ii)(iii)(iv)(v)(vi)(vii) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with the parent/guardian develops and implements a comprehensive curriculum.

Objective: (iv) To ensure that the classroom environment helps children develop emotional security and confidence in social relationships.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher sets up learning centers such as: pretend & learn, music, computer station, and etc. to support the children's interactive play with enough materials to facilitate problem solving skills. Note: This pertains to the C.L.A.S.S. domain of Classroom Organization.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-August thru May (2015-2016)	-Center Monitoring Form -C.L.A.S.S. Observation Form



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (c) (1)(i)(ii)(iii)(iv)(v)(vi)(vii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with the parent/guardian develops and implements a comprehensive curriculum.

Objective: (v) To enhance children's awareness of themselves as individuals and as a member of the group.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher conducts daily activities which are developmentally appropriate and helps the children develop their ability to make positive choices.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Daily Schedule -Weekly Lesson Plans -C.L.A.S.S. Observation Form
The classroom teacher provides the children with opportunities to play and interact together during games and group activities to help them feel comfortable in the classroom environment and learn respect for adults and each other.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Daily Schedule -Weekly Lesson Plans -Center Monitoring Form



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (c) (1)(i)(ii)(iii)(iv)(v)(vi)(vii) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with the parent/guardian develops and implements a comprehensive curriculum.

Objective: (v) To enhance children's awareness of themselves as individuals and as a member of the group.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher provides the children hands-on opportunities and activities where they can experience success and develop a sense of self-worth.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Center Monitoring Form -C.L.A.S.S. Observation Form
The classroom teacher provides individual space for each child, labeled with their name, for their personal belongings.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Center Monitoring Form -C.L.A.S.S. Observation Form
Note: This pertains to the C.L.A.S.S. domain of Emotional Support.				



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (c) (1)(i)(ii)(iii)(iv)(v)(iv)(vii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with the parent/guardian develops and implements a comprehensive curriculum.

Objective: (vi) To provide opportunities for each child to succeed and to develop feelings of competence, self-esteem and positive attitudes toward learning.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher provides the children with a safe and healthy risk-free learning environment where the children are comfortable and happy.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Center Monitoring Form -C.L.A.S.S. Observation Form
The classroom teacher provides the children with consistent and positive praise to foster their self-esteem. Note: This pertains to the C.L.A.S.S. domain of Emotional Support.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Center Monitoring Form -C.L.A.S.S. Observation Form



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (c) (1)(i)(ii)(iii)(iv)(v)(iv)(vii) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with the parent/guardian develops and implements a comprehensive curriculum.

Objective: (vi) To provide opportunities for each child to succeed and to develop feelings of competence, self-esteem and positive attitudes toward learning.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher adjusts the curriculum in order to offer developmentally appropriate activities to help all the children achieve success. Note: This pertains to the C.L.A.S.S. domain of Classroom Organization.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Weekly Lesson Plans -Child's Individual Plan -C.L.A.S.S. Observation Form
Parents are provided the opportunities to attend parent sessions which address strategies to help their children develop competence, self-esteem and a positive learning attitude.	-Facilitators -Center Managers	-Family Services Director -Education Area Directors	-Monthly 2015-2016 and as needed	-Exploring Parenting Program -Center Committee Agendas -C.L.A.S.S. Observation Form



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (c) (1)(i)(ii)(iii)(iv)(v)(vi)(vii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with the parent/guardian develops and implements a comprehensive curriculum.

Objective: (vii) To provide individual and small group experiences both for indoor and outdoor.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher arranges the learning environment into identifiable centers such as: library center, computer center, construction center, and pretend and learn center to give the children the opportunity to work in small group and independently.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Daily Schedule -Weekly Lesson Plans -C.L.A.S.S. Observation Form
The classroom teacher allows for time in his/her daily schedule for small, large and independent groups, which give opportunity for the children to share ideas, materials and to help each other.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Daily Schedule -Weekly Lesson Plans -C.L.A.S.S. Observation Form



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (c) (1)(i)(ii)(iii)(iv)(v)(vi)(vii) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with the parent/guardian develops and implements a comprehensive curriculum.

Objective: (vii) To provide individual and small group experiences both for indoor and outdoor.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher plans and carries out activities during outdoor play p.m. using playground equipment for the children to use independently or as a group. Note: This pertains to the C.L.A.S.S. domain of Classroom Organization.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2015-2016)	-Daily Schedule -Weekly Lesson Plans



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.21 (c) (2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM utilizes a variety of strategies to promote and support children's learning and developmental progress.

Objective: To provide children with activities and experiences to enhance their growth and development.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher uses a variety of screening/assessment instruments, progress notes, observation notes, and individual plans to support the children's learning and developmental progress (LAP-D Assessments: Pre, Mid, Post; DECA, and on-going observations).	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Within 45 Days of Enrollment -On going as needed (2015-2016)	-LAP-D Assessment/ Tool Reports -Child's Individual Plan -Classroom Observation Notes -Progress Notes -Progress Reports -Student Portfolios



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.40 (e) (5)

Goal: The HIDALGO COUNTY HEADSTART PROGRAM will enable parents to become involved in the program's approach to child development and education.

Objective: To provide parents and staff with opportunities to communicate and monitor the child's progress and activities.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
REFER TO FAMILY AND COMMUNITY PARTNERSHIP PROGRAM PLANS	-Teachers -Center Managers -Education Area Directors	-Center Manager -Education Area Directors	-August thru May -as needed thereafter	-Home Visit Report -Parent Teacher Conference/CIP Form



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1310.21 (a)

Goal: The HIDALGO COUNTY HEAD START PROGRAM ensures that all parents and the children are trained in pedestrian safety within 30 days of enrollment.

Objective: To provide training opportunities to parents and children in the program which emphasize the importance of learning pedestrian safety.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher provides the parents, including parents of children with special needs, with comprehensive information and training on pedestrian safety in the orientation meetings during the months of August and September. Activities are provided throughout the year as needed for field trips or follow ups.	-Transportation Personnel Assisted by -Education Area Directors -Teachers -Assistant Teachers	-Transportation Director -Education Area Directors	-30 days of Enrollment 2015-2016 -(as needed thereafter)	-Transportation Acknowledgment Form -Sign-In Roster -Training Agendas
The classroom teacher provides activities for the children, including children with special needs, to help them learn pedestrian safety. This is completed within 30 days of enrollment.	-Teachers -Assistant Teachers	-Center Managers -Transportation Director -Education Area Directors	-30 days of enrollment 2015-2016 (as needed thereafter)	-Weekly Lesson Plan -Transportation/ Pedestrian Acknowledgment Form



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1340.21 (b)

Goal: The HIDALGO COUNTY HEAD START PROGRAM ensures that all the children (including special needs children) have opportunities to learn procedures, gain skills and confidence in riding the bus safely.

Objective: To provide all children, including children with opportunities to learn bus safety procedures.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher provides all the children, including children with special needs, with activities to learn bus safety procedures.	-Teachers -Assistant Teachers	-Center Managers -Transportation Director -Education Area Director	-30 days of enrollment 2015-2016 -as needed thereafter	-Transportation Pedestrian Acknowledgment Form
The classroom teacher and bus driver provide the following training to all the children, including children with special needs: • Safe riding practices • Procedures for safely boarding the bus • Procedures for safely crossing the street to and from bus stop • Recognize danger zones around the bus • Procedures for emergency evacuation of the bus	-Teachers -Assistant Teachers -Bus Driver	-Center Managers -Transportation Director -Education Area Directors	-30 days of enrollment 2015-2016 -as needed thereafter	-Transportation Pedestrian Acknowledgment Form



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1310.21 (c)

Goal: The HIDALGO COUNTY HEAD START PROGRAM provides training for all the parents (including parents of children with special needs) on bus safety.

Objective: To ensure that all parents (including parents of children with special needs) know and understand procedures for bus safety.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
All the parents, including parents of children with special needs, are provided with information on the importance of escorting their child to and from the bus stop. This information is shared with the parents during the parent orientation in the beginning of the school year. Children are introduced to the transportation and pedestrian safety booklet within the first two weeks of school.	-Teachers -Center Managers	-Center Managers -Education Area Directors	-30 days of Enrollment 2015-2016 (as needed thereafter)	-Transportation Pedestrian Acknowledgment Form
The classroom teacher encourages all the parents to reinforce the safety practices in both Head Start Centers and at their home.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-On-going throughout PY 2015-2016	--Transportation Pedestrian Acknowledgment Form



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1310.21 (d) (e)

Goal: The HIDALGO COUNTY HEAD START PROGRAM provides the children with opportunities to participate in emergency evacuation drills.

Objective: The children are involved in developmentally appropriate activities to help them learn and participate in emergency evacuation drills.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher engages children, including children with special needs, in emergency evacuation drills throughout the program year.	-Center Managers -Teachers -Assistant Teachers	-Administrative Staff -Education Area Directors -Compliance Monitoring Director	-Every 3 months (severe weather) -Fire Drills Monthly (2015-2016)	-Fire Safety Form
The classroom teacher includes activities in their weekly plans to reinforce safety procedures to all the children, including children with special needs.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Weekly (2015-2016)	-Weekly Lesson Plans



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.51 (i) (2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM establishes and implements procedures for on-going monitoring of education and early childhood development services to ensure effective implementation of Federal Regulations.

Objective: To ensure the Educational aspects of the Program are effectively implemented following Federal Regulations.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Education Department staff will participate in the Program's annual self-assessment.	-Education Staff	-Executive Program Director -Assistant Program Directors -Policy Council	-PY 2015-2016 (as scheduled In the Program's Calendar)	-Protocol For the 2015-2016 Federal Review
The classroom teacher uses the following procedures to ensure the ongoing monitoring of the Education and Early Childhood Development Services: • Language Survey – This survey is completed to ensure that each child's primary language is correctly identified. The language survey is done at the time of enrollment through the parent's interview and the second part is completed through classroom observations • Learning Accomplishment Profile-Diagnostic (LAP-D) - This assessment is used to assess the strengths and needs of each child in eight critical areas of child development three times a year	-Education Staff	-Program Director -Assistant Program Director -Education Staff	-On-Going PY (2015- 2016)	-Language Survey Form -LAP-D Individual Reports -Parent/ Teacher Conference Forms -Progress Notes



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.51 (i) (2) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM establishes and implements procedures for on-going monitoring of education and early childhood development services to ensure effective implementation of Federal Regulations.

Objective: To ensure the Educational aspects of the Program are effectively implemented following Federal Regulations.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
• Parent/Teacher Conferences/Child Individual Plan – After the LAP-D Assessment is completed, and results generated, a conference is held with the parents / guardians. The teacher discusses outcomes to develop an individual plan to assist the needs of the children • Progress Notes – Progress Notes based on the assessments, screenings and observations are documented for each child every two weeks • Home Visits – The home visits are conducted by the teacher twice a year or as needed • Lesson Plans – Weekly Lesson Plans are prepared by the classroom teacher to ensure a daily schedule is followed and Child Individual Plans are considered in the delivery of services to the children.				-Home Visit Form -Observation/ Feedback Forms -C.L.A.S.S. Observation Form



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1304.51 (i)(2) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM establishes and implements procedures for on-going monitoring of education and early childhood development services to ensure effective implementation of Federal Regulations.

Objective: To ensure the Educational aspects of the Program are effectively implemented following Federal Regulations.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Education Department staff uses the following procedures to ensure the ongoing monitoring of the Education and Early Childhood Development Services: • Observation/Feedback Forms – The classroom is observed by the education staff to ensure there are effective interactions between teacher and children • Program Compliance Monitoring Instrument – An in-depth monitoring of every classroom and center environment is done to ensure all State and Federal Mandates are in compliance. • On-site Training and Technical Assistance/Support check list-form is utilized for use at the center where added resources are provided to ensure compliance in every area. On-site Training and Technical Assistance/staff monthly meeting –is to provide current information as needed to the center staff and when providing on-site training.	-Administrative Team -Education Area Director -Center Managers	-Program Director -Assistant Program Director	-On-Going FY (2015-2016)	-Compliance Monitoring Form -Lesson Plans -On-Site Training and Technical Assistance/ Bi-Weekly Form -On-site – & TA Support Check List -On-site T&TA Staff Monthly Meeting



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1307.3 (b)(1) (i-iii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM engages in a process to align its school readiness goals with the Head Start Child Development and Early Learning Framework, State Early Learning Guidelines, and the requirements and expectations of the schools the children will attend as they apply to children participating in the Early Head Start or Head Start program and with consultation with the parents of the children participating in the program.

Objective: To align the required documents as specified by Office of Head Start and communicate the purpose and rationale to the staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Center staff receives an up-dated alignment document consisting of: - Texas Pre-K Guidelines and Head Start Child Development & Early Learning Framework Alignment - Head Start Child Development & Early Learning Framework and Learning Accomplishment Profile Diagnostic (LAP-D) School Readiness Goals are established based on most recent available data to meet the needs of the program.	-Education Staff -Center Managers -Center Classroom Staff	-Program Director -Assistant Program Director -Education Staff	-On-Going FY (2015-2016)	-Readiness Goals -LAP-D -Progress Notes -Progress Report -CLASS Observations



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1307.3 (b)(2)(i-ii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM will monitor children's progress through different sources to meet School Readiness goals, and communicate progress.

Objective: To analyze and aggregate data to continuously ensure children's progress in the areas designated by the Frameworks and inform parents and community of progress.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The program monitors that aggregation and analysis of LAP-D data occurs by implementing the following strategies: 3 times a year the children enrolled are assessed with the LAP-D instrument (a valid and reliable assessment instrument). - Dual language learners (DLLs) status and progress in acquiring the knowledge and skills described in the Head Start Child Development and Early Learning Framework and toward learning English is also assessed within the LAP-D instrument (English Language Development). - Reports within the LAP-D system are reviewed and support to centers, teachers and children are designed to ensure children's developmental progress.	-Education Staff -Center Managers -Center Classroom staff	-Program Director -Assistant Program Director -Administrative Team -Education Staff -Center Managers -Classroom Staff -Education Coordinator	-On-Going FY (2015- 2016)	LAP-D Reports Progress Notes Progress Report Lesson Plans



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1307.3 (b)(2)(i-ii) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM will monitor children's progress through different sources to meet School Readiness goals, and communicate progress.

Objective: To analyze and aggregate data to continuously ensure children's progress in the areas designated by the Frameworks and inform parents and community of progress.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The School Readiness Data is used: - In combination with input from parents and families, parent conferences are held after each administration or as needed to determine each child's status and progress in the five essential domains; - With parent input, a CIP is developed to individualize experiences, instructional strategies, and services to best support each child. - To determine progress towards meeting program goals a combination with other applicable program data such as speech screeners, disability information, DECA, etc. are gathered to make informed decisions	-Education Staff -Center Managers -Center Classroom Staff	-Program Director -Assistant Program Director -Administrative Team -Education Staff -Center Managers -Classroom Staff -Education Coordinator	-On-Going FY (2015-2016)	Analysis of LAP-D Scores



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1307.3 (b)(2)(i-ii) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM will monitor children's progress through different sources to meet School Readiness goals, and communicate progress.

Objective: To analyze and aggregate data to continuously ensure children's progress in the areas designated by the Frameworks and inform parents and community of progress.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
- To assess the fidelity of implementation of the curriculum, lessons plans are reviewed and classroom observations using the C.L.A.S.S. tool are conducted by instructional leaders. - Analysis of school readiness outcomes data is continuously revisited to assess the effectiveness of curriculum, instruction, professional development, and program design or other program decisions - To inform parents and the community of the program's progress in achieving school readiness goals conferences with parents are scheduled, parents receive a progress report, Policy Council receives a report, etc. after each testing administration.	-Education Staff -Center Managers -Center Classroom Staff	-Program Director -Assistant Program Director -Administrative Team -Education Staff -Center Managers -Classroom Staff -Education Coordinator	-On-Going FY (2015-2016)	Analysis of LAP-D Scores



Hidalgo County Head Start Program
Education Department Program Plan
2015-2016

Performance Standard: 1307.3 (c)(1)(i)(ii)(iii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM engages in ensuring that an average score across all classrooms do not fall below the minimum thresholds on any of the CLASS domains.

Objective: To communicate to all parties involved in the C.L.A.S.S. observation tool and classroom strategies to ensure that the program does not fall below the established standards.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Training for center managers, classroom staff and directors is scheduled so that staff has full understanding of the Domains, Dimensions, Indicators and Behavior Markers of the C.L.A.S.S. instrument Training on strategies to support each area is scheduled as needed Staff is informed of the Office of Head Start minimum expectation as follow: - Emotional Support™ Score of 4.98 - Classroom Organization™ Score of 4.54 - Instructional Support™ Score of 2	-Education Staff -Center Managers -Center Classroom Staff	-Program Director -Assistant Program Director	-On-Going FY (2015-2016)	-LAP-D Reports -Progress Notes -Progress Report -Lesson Plans -CLASS Observation Feedbacks



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

Performance Standard: 1307.3 (c)(1)(i)(ii)(iii) (continued)

Goal: The HIDALGO COUNTY HEAD START PROGRAM engages in ensuring that an average score across all classrooms do not fall below the minimum thresholds on any of the CLASS domains.

Objective: To communicate to all parties involved in the C.L.A.S.S. observation tool and classroom strategies to ensure that the program does not fall below the established standards.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms																				
OHS CLASS Descriptive Statistics, 2014 National Grantee-Level Scores by Domain <table> <tr> <th>Domain</th><th>Mean</th><th>Standard Deviation</th><th>Minimum</th><th>Maximum</th></tr> <tr> <td>Emotional Support</td><td>6.10</td><td>0.30</td><td>4.98</td><td>7.00</td></tr> <tr> <td>Classroom Organization</td><td>5.83</td><td>0.38</td><td>4.54</td><td>6.79</td></tr> <tr> <td>Instructional Support</td><td>2.90</td><td>0.58</td><td>1.00</td><td>5.19</td></tr> </table> Exceptional Quality: Standard of Excellence Score is 6 in all Domains. To reach Standards of Excellence the Hidalgo County Head Start will implement a Practice Based Coaching approach (PBC).	Domain	Mean	Standard Deviation	Minimum	Maximum	Emotional Support	6.10	0.30	4.98	7.00	Classroom Organization	5.83	0.38	4.54	6.79	Instructional Support	2.90	0.58	1.00	5.19	-Education Staff -Lead Teacher Coach	-Education Staff		
Domain	Mean	Standard Deviation	Minimum	Maximum																				
Emotional Support	6.10	0.30	4.98	7.00																				
Classroom Organization	5.83	0.38	4.54	6.79																				
Instructional Support	2.90	0.58	1.00	5.19																				



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

THE HEAD START CHILD DEVELOPMENT AND LEARNING FRAMEWORK

The original Child Outcomes Framework was introduced to Head Start in 1998 through the Head Start Act and was published in 2000. This document was revised in December 2010 to become the Head Start Child Development and Learning Framework. The domains are to serve as building blocks and are linked to our curriculum and on-going assessment. The Child Outcomes contain 11 domains, 37 domain elements, and over 100 examples. The data gathered must be obtained through multiple sources, to include on-going assessment, teacher's observations, parental input, and home visits/center conferences. Program's on-going assessments must include data in the eleven domains and must be gathered and analyzed three times a year. The analysis report must be included in the program's annual self-assessment. The Hidalgo County Head Start Program is implementing the Child Outcomes requirements as follows:

The Hidalgo County Head Start Program uses the Learning Accomplishment Profile Diagnostic (LAP-D) instrument within 45 days of the child's first day of attendance. These results are reviewed by the Assistant Program Director, the Education Area Directors, the Center Managers, the Support Services Facilitators and the Classroom Teachers. Referrals are generated as needed.

The Child's Individualized Plan (CIP) is developed in collaboration with the parents to establish individual goals and objectives for each child. A time-frame is also established to monitor goal/objective achievement. Bi-weekly progress notes are written by the teaching staff to document progress on the established goals & objectives.

A Six Weeks Progress Report is completed by the classroom teacher and explained to the parents. This report details the progress the children are making in all areas of development. Parent/Child Take Home Activities are also implemented to extend the learning process to the home and develop good study habits.

The classroom teacher conducts assessments directly on to the Redeleader.com website for every child three times a year. A report is generated and analyzed. This report summarizes an individual child's scores; classroom /center LAP-D assessment results, and compares them to classroom/center/program's averages in the context of the Head Start Child Development and Learning Framework. LAP-D items related to specific Domains, Domain Elements and Examples are summarized. The program assessment report is presented to the Policy Council and Governing Board. The report includes patterns of development, areas of high/low achievement, and training needs.

The program assessment report and analysis is included in our program self-assessment. A Program Improvement Plan is written and strategies are listed to improve results. A copy of the report becomes an official part of the self-assessment findings.



**Hidalgo County Head Start Program
Education Department Program Plan
2015-2016**

The Hidalgo County Head Start Program provides training for teachers/assistant teachers as needed such as: C.D.A. training, New Employee Orientation, etc. The Education Procedures Manual training is conducted annually or as needed.

The Head Start Child Development and Learning Framework is reviewed and discussed. Hands-on activities are provided to ensure that staff understand and are able to implement all requirements. Pre-Service training is provided in July/August of each year. The Education Department staff and qualified presenters present topics to support The Head Start Child Development and Learning Framework, as well as areas identified by the assessment report. Individual small group training is provided as needed to enhance and improve teachers' understanding, knowledge and /or skills.

The Hidalgo County Head Start Program prides itself in providing the best curriculum & resources for classrooms, which includes:

- Lesson plans
- Materials which support the Head Start Child Development and Early Learning Framework
- Resource books to assist teachers with planning
- Appropriate buildings, furniture and classroom supplies
- On-going assessment which is aligned with all curriculum goals
- Qualified staff
- Parent involvement

The Hidalgo County Head Start Program will define specific responsibilities based on our local planning efforts. This effort in assessing and using Early Learning Framework data means:

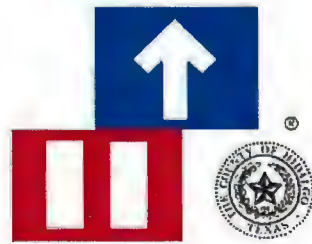
- Continuing to collect information on children's individual characteristics, progress, and accomplishments
- Continuing to use on-going assessment information to improve curriculum implementation and individualize learning experiences
- Continuing to communicate with the families
- Continuing to contribute to improving program quality and effectiveness

MISSION STATEMENT

"To Break the Cycle of Poverty and Illiteracy"

FAMILY SERVICES

Hidalgo County Head Start Program



Family Services Program Plan 2015 - 2016

Committee Approval: 04.29.15

Policy Council Approval:

Commissioners' Court Approval:



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.40 (a) (1) Family Goal Setting

Goal: To establish mutual trust with families and to identify family goals, strengths, and necessary services and other supports.

Objective: To assist parents to interact with staff and develop one-on-one relationships.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The program will establish positive relationships with families. Privacy issues and confidentiality policies are maintained. All staff is required to sign the confidentiality policy as acknowledgment of understanding and adherence.	All Head Start Staff	Personnel Officer Area Directors Family Services Director	Upon Entering Employment Status Ongoing	Confidentiality Policy Personnel File
Staff will allow the necessary time to establish a partnership with families, taking into account individual, cultural, ethnic and family values. All staff will respect the sensitivity to parents' rights to share information.	Teachers Center Managers Support Services Facilitators and Support Services Assistants	Area Directors Family Services Director Executive Team	Daily	Pre-Service Training Staff Development Workshops



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.40 (a) (1) Family Goal Setting

Goal: To establish mutual trust with families and to identify family goals, strengths, and necessary services and other supports.

Objective: To assist parents to interact with staff and develop one-on-one relationships.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Early and frequent interaction activities will take place in order to provide families with a comfortable environment for building trust. Activities include.... Enrollment & Health Fairs Volunteer Observer Opportunities Orientation Training Open House Home Visits Volunteer Training Parent Committee Meetings Parent-Staff Conferences Scheduled Parent Workshops Parent Fair Parent Leadership Training	Teachers Center Managers Support Services Facilitators, and Support Services Assistant	Area Directors Family Services Director Executive Team	Daily Ongoing	HCHS Program Calendar



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.40 (a) (2) (3) Family Goal Setting

Goal: To establish mutual trust with families and to identify family goals, strengths, and necessary services and other supports.

Objective: To develop and implement an individualized Family Partnership Agreement with all Head Start families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The Family Partnership Agreement process will be initiated as early as possible after enrollment, taking into account the family's readiness and willingness to participate in the process.	Center Managers, Support Services Facilitators, and Support Services Assistants	Area Directors Family Services Director Family Services Coordinators	Within 90 Days After Enrollment Follow-up Ongoing	Family Needs & Strengths Assessment Family Partnership Agreement
2. The Family Partnership Agreement will offer parents opportunities to develop family goals and outline responsibilities, timetables and strategies for the progress and achievement of these goals.	Center Managers, Support Services Facilitators, and Support Services Assistants	Area Directors Family Services Director Family Services Coordinators	Within 90 Days After Enrollment Follow-up Ongoing	Family Partnership Agreement
3. During the implementation of the Family Partnership Agreement, families will be asked if any preexisting family plans have been developed between other programs. If such a plan exists, a request for the release of information form will be initiated, in order to avoid duplication and to coordinate, to the extent possible, with families and other agencies.	Center Managers, Support Services Facilitators, and Support Services Assistants	Area Directors Family Services Director Family Services Coordinators	Within 90 Days After Enrollment Follow-up Ongoing	Family Needs & Strengths Assessment Family Partnership Agreement



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.40 (a) (4) (5) Family Goal Setting

Goal: To establish mutual trust with families and to identify family goals, strengths, and necessary services and other supports.

Objective: To develop and implement an individualized Family Partnership Agreement with all Head Start families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
4. A variety of opportunities for interaction with parents will be provided throughout the year, such as... Family Partnership Agreement Meetings Parent Committee Meetings Parent Workshops Volunteer Training Socialization Programs Parent Conference Exploring Parenting - Parent Curriculum Training Parent Fair	Center Managers Support Services Facilitators and Support Services Assistants	Area Directors Family Services Director	August thru May	Family Partnership Agreement Family Services Procedures Manual HCHS Program Calendar
5. The Family Partnership Agreement and other meetings with families will take place in the language of their choice. Special emphasis will be placed on respecting each family's diversity, and cultural and ethnic background.	Teachers Center Managers Support Services Facilitators and Support Services Assistants	Area Directors Family Services Director Executive Team	August thru May Daily	Family Partnership Agreement Parent Conferences Parent Committee Meetings Parent Workshops



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.40 (b) (1) (i, ii, iii) Accessing Community Services and Resources

Goal: To be responsive and understanding to families' needs and assist them in developing their own goals.

Objective: To integrate collaboratively with all Head Start parents and other agencies to identify and access services and resources through direct services or referrals.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(i) Emergency and/or crisis assistance will be made accessible & available to all families in need through referrals or other resources and services. HCSHP Community Resource Directory	Teachers Center Managers Support Services Facilitators and Support Services Assistants	Family Services Staff Family Services Director and Coordinators	Ongoing August thru May	Referral Form Follow-up Form Community Resource Directory
(ii) Parents are given opportunities to participate and/or given information on programs in the areas of substance abuse, child abuse and neglect, and domestic violence. - Parent Workshops - Parent Committee Meetings - Counseling Referrals - Parent Support Groups - Mental Health Collaboration - Parent Fair/Conference	Support Services Facilitators and Support Services Assistants Mental Health Director	Area Directors Family Services Director Mental Health Services Director	Ongoing August thru May	HCHS Program Calendar Referral Form



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.40 (b) (1) (i, ii, iii) Accessing Community Services and Resources

Goal: To be responsive and understanding to families' needs and assist them in developing their own goals.

Objective: To integrate collaboratively with all Head Start parents and other agencies to identify and access services and resources through direct services or referrals.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(iii) The Hidalgo County Head Start Program maintains partnership agreements with agencies that offer classes in the areas of ESL, ABE, GED, and Job Readiness and refers parents to the appropriate agency. The Program has established a Partnership Agreement with Texas Workforce Solutions to collaborate for additional services to parents.	Teachers Center Managers Support Services Facilitators and Support Services Assistants	Transition/Community Partnerships Director Area Directors Family Services Director	Ongoing August thru May	Referral Form Texas Workforce Solutions Partnership Agreement



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.40 (b) (2) Accessing Community Services and Resources

Goal: To be responsive and understanding to families' needs and assist them in developing their own goals.

Objective: To follow-up with each family to record that the services received through the referrals met the family's expectations in regards to manner, quality and convenience.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Follow-up contact is made to each family after the initial Family Partnership Agreement (FPA) visit is made.	Center Managers	Area Directors	Ongoing	FPA Tracking Report
Appropriate follow-up will be conducted to all referrals initiated during the FPA to insure proper case management.	Support Services Facilitators and Support Services Assistants	Family Services Director Family Services Coordinators	August thru May	Referral Forms Follow-up Referral Forms
Appropriate follow-up will be conducted to all emergency and crisis assistance referrals in order to insure prompt delivery and quality of services.	Center Managers Support Services Facilitators and Support Services Assistants	Area Directors Family Services Director Family Services Coordinators	Ongoing August thru May	Referral Forms Follow-up Referral Forms



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.40 (c) (1) (i) (ii) (iii) (2) (3) Services to Pregnant Women Who Are Enrolled in Programs Serving Pregnant Women, Infants & Toddlers

Goal: To enable pregnant women to receive health, nutrition and mental health intervention.

Objective: To link pregnant women to comprehensive prenatal and postpartum care.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Hidalgo County Head Start Program does NOT operate an Early Head Start Program.	N/A	N/A	N/A	N/A



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.40 (d) (1), (2), (3) Parent Involvement - General

Goal: To enable parents to become involved in the planning and implementation of the program.

Objective: To assist parents with opportunities and information on programs that they have an opportunity to develop and to become volunteers and/or employees.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Advisory Committees are established and maintained to assist in the development and review of all programs to be implemented in the program. The membership in these committees includes Head Start parents, community representatives with expertise in specific content areas and Head Start staff. The committees are: • Health Services Advisory Committee (Health, Special Services, Nutrition, and Mental Health) • Family Services and Community Partnership/Transition Advisory Committee • Education Services Advisory Committee	Department Directors	Health Services Director Family Services Director Head Start Director	Ongoing	Program Plans Departmental Procedures Manuals Advisory Committee Minutes Reports



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.40 (d) (1), (2), (3) Parent Involvement - General

Goal: To enable parents to become involved in the planning and implementation of the program.

Objective: To assist parents with opportunities and information on programs that they have an opportunity to develop and to become volunteers and/or employees.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
2. Parents are encouraged to participate in the program as volunteers and/or observers. They are encouraged, in particular to observe the children in the classroom setting. Parent participation in the program is NOT a requirement of enrollment. During the enrollment process, parents are advised and provided a written statement attesting to that fact. A volunteer training conference takes place at the beginning of the program year.	All Center Staff All Administrative Staff	Family Services Director Head Start Director	Ongoing	Child's Folder Form - Parental Agreement for Enrollment Statement Volunteer Training Conference Program
3. Parents are provided an opportunity to participate in the program as volunteers and/or employees. • Job Placement Notices are posted at all Head Start Centers • The interview and selection rating system specifically provides additional points for prospective applicants if they are Head Start parents.	Center Managers, Support Services Facilitators, and Support Services Assistants	Personnel Officer Head Start Director	Ongoing	Interview Rating Form



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.40 (e) (1) (2) (3) Parent Involvement in Child Development and Education

Goal: To enable parents to become involved in the program's approach to child development and education.

Objective: To provide parents with opportunities in the development of the program's curriculum and overall understanding of child development and education.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Parents will be selected to be members of the education advisory committee and participants of the curriculum development committees that are established.	Education Services Staff	Education Services Area Directors	Ongoing	Education Program Plans Education Procedures Manual
2. Currently the program is not implementing a home-based option program.	N/A	N/A	N/A	N/A
3. Parents are provided with training and opportunities to enhance and enrich their parenting skills, child development and overall knowledge. Parents also are encouraged and provided with opportunities to share concerns regarding their children with staff. This is done on a daily basis and other opportunities such as... • Parent workshops • Conference sessions with teachers • Home Visits • Parent Committee Meetings • Parent Fair/Conference	Teachers Center Managers, Support Services Facilitators, and Support Services Assistants	Area Directors Family Services Director Family Services Coordinators	Ongoing	HCHS Program Calendar Parent Committee Meeting/Workshop Schedule Home Visit Reports



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.40 (e) (1) (2) (3) Parent Involvement in Child Development and Education

Goal: To enable parents to become involved in the program's approach to child development and education.

Objective: To assist parents with opportunities in the development of the program's curriculum and overall understanding of child development and education.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
4. (i) Parents are provided with Parent Child Take Home Activities to promote family literacy and interaction between the child and his/her parents. Parents are encouraged to become classroom volunteers in order to allow the parent to participate in the educational activities that take place in the Head Start classroom.	Teachers Center Managers	Area Directors	August thru May	Parent Child Take Home Activities Tracking Log
4. (ii) The Hidalgo County Head Start has partnership agreements with agencies that offer classes in the areas of English as a Second Language ESL, Adult Basic Education ABE, General Education Diploma GED, and Job Readiness. Parents are informed about the different agencies offering these services during the Family Partnership Agreement FPA visit that is provided to all families.	Center Managers, Support Services Facilitators, and Support Services Assistants	Transition - Community Partnership Director Area Directors Family Services Director	August thru May	Family Partnership Agreement Referral Form



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.40 (e) (5) Parent Involvement in Child Development and Education

Goal: To enable parents to become involved in the program's approach to child development and education.

Objective: To assist parents and staff with opportunities to communicate and monitor the child's progress and activities.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Two (2) home visits are conducted to all Head Start families in the fall and spring. The visits are conducted in the family's primary language. The visit allows for interaction between the teacher and the parent. Additional home visits are scheduled if it is deemed necessary or requested.	Teachers Center Managers	Center Managers Area Directors	August thru May	Home Visit Report Home Visit Tracking Log
Parent-Teacher conferences are scheduled and conducted throughout the year. Some of the conferences are specifically designed to discuss the Lap-D Assessment Instrument that is implemented with all the children. The conferences are scheduled to discuss the Six Weeks Progress Report. This report provides parents with knowledge regarding the child's progress in the classroom. Additional conferences are held in the event that the parent or teacher may find it necessary.	Teachers Center Managers	Center Managers Area Directors	August thru May	Lap-D Assessment Report Lap-D Tracking Log Six Weeks Progress Report Six Weeks Progress Report Tracking Log



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.40 (f) (1) Parent Involvement in Health, Nutrition, and Mental Health Education

Goal: To enable parents to play the lead role in maintaining their children's medical, dental, nutritional, and mental health.

Objective: To assist parents with opportunities to establish healthy habits in the home and secure access to services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The program provides parents with opportunities for formal training in the area of health, dental health, nutrition and mental health during the..... • Orientation Training during 1st Parent Committee Meeting • Parent Workshops • Parent Committee Meetings - Training Section of Agenda • Mental Health - Fatherhood Conference • Parent Fair/Conference - A variety of workshops will be offered with topics in these areas • CPR & First Aid Certification & Training is offered to parents • Exploring Parenting - Parent Curriculum Training	Department Directors Center Managers, Support Services Facilitators, and Support Services Assistants	Area Directors Family Services Director Family Services Coordinators	August thru May	HCHS Program Calendar Monthly Parent Workshop Schedule CPR & First Aid Training Schedule
The program provides parents with updated information and training regarding health, dental health, nutrition and mental health through the Health Newsletters, Nutrition Newsletters and the quarterly Program Newsletters. The program provides all families with a Community Resource Directory and training is provided during the Family Partnership Agreement visit.	Department Directors Center Managers, Support Services Facilitators, and Support Services Assistants	Area Directors Family Services Director Health Services Director	August thru May	Program Newsletters HCHS Program Calendar Community Resource Directory Family Partnership Agreement



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.40 (f) (1) Parent Involvement in Health, Nutrition, and Mental Health Education

Goal: To enable parents to play the lead role in maintaining their children's medical, dental, nutritional, and mental health.

Objective: To assist parents with opportunities to establish healthy habits in the home and secure access to services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The program makes use of content experts in areas of health, dental health, nutrition and mental health by establishing partnerships with WIC (Women, Infants, & Children), Hidalgo County Health Department, Texas A & M Expanded Nutrition Program, University of Texas-Pan American Nutrition Department, Health Services Providers, Texas Tropical MHMR, etc. (Family and Community Partnerships Program Plan: Pgs 28, 29)	Department Directors	Community Partnership/ Transition Director Head Start Director	August thru July	Community Partnership Agreements Program Plans
Content area experts and professionals collaborate with the program by becoming active members of the various Advisory Committees that are maintained by the program. • Health Services Advisory Committee • Family Services and Transition/Community Partnership Advisory Committee • Education Advisory Committee	Department Directors	Community Partnership/ Transition Director Head Start Director	August thru July	Community Partnership Agreements Advisory Committee Membership Rosters



**Hidalgo County Head Start Program
Family Services Program Plan
2015-2016**

Performance Standard: 1304.40 (f) (2) (i), (ii) Parent Involvement in Health, Nutrition, and Mental Health Education

Goal: To enable parents to play the lead role in maintaining their children's medical, dental, nutritional and mental health.

Objective: To assist with parents with opportunities to become active partners and empower them in securing services in the overall health care of their families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
2. (i) A family is identified during the enrollment process if they are participating in a system of ongoing health care. A computerized identification and tracking system is utilized by the program. (PROMIS) Upon identification that a child or family is not enrolled in a health care system, a referral is initiated to Texas Dept. of Human Services for Medicaid and/or the Hidalgo County Health Care Corporation, CHIPS, and/or other health care sources. Referrals are initiated during enrollment time and during the FPA Family Partnership Agreement visit.	Center Managers Support Services Facilitators Support Services Assistants	Health Services Director Family Services Director	August thru July	PROMIS Software Program Child's Comprehensive File Health Control Summary



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.40 (f) (2) (i), (ii) Parent Involvement in Health, Nutrition, and Mental Health Education

Goal: To enable parents to play the lead role in maintaining their children's medical, dental, nutritional and mental health.

Objective: To assist parent with opportunities to become active partners and empower them in securing services in the overall health care of their families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
2. (ii) Parents are asked to provide the program with a health history of the child along with the immunization record and any other appropriate medical documents. It is explained to each parent at the time of enrollment that health and dental health services would be provided to children. It is strongly recommended that parents accompany their children to all health and dental screenings and follow-ups. Parents are provided with opportunities to become volunteers or observers in the classroom. Encouragement is given to parents to participate during the health, dental health and nutrition curriculum activities.	Teachers Center Managers Support Services Facilitators Support Services Assistants	Health Director Nutrition Director Area Directors Family Services Director	August thru July	Child's Folder: Health Information Section Weekly Lesson Plans Health, Dental, Mental Health and Nutrition Curriculums



**Hidalgo County Head Start Program
Family Services Program Plan
2015-2016**

Performance Standard: 1304.40 (f) (2) (iii) Parent Involvement in Health, Nutrition and Mental Health Education

Goal: To enable parents to play the lead role in maintaining their children's medical, dental, nutritional, and mental health.

Objective: To assist parents with opportunities to attain knowledge in basic principles of health, safety and environmental care and issues.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Formal training in the areas of health, dental health, CPR & First Aid, health safety practices and environmental issues are provided to parents during the... • Scheduled Parent Workshops • Parent Committee Meetings - Training Section of Agenda • Parent Fair/Conferences • CPR & First Aid Certification and Training	Center Managers Support Services Facilitators	Health Services Director Family Services Director	August thru May	HCHS Program Calendar Sign In Forms CPR & First Aid Training Schedule
Parents are provided with opportunities to communicate and collaborate with agencies and content area experts that deal with health, dental health, safety and environmental services during the annual Parent Fair/Conference and the Health Services Advisory Committee Meetings.	Center Managers Support Services Facilitators	Health Services Director Family Services Director	August thru May	HCHS Program Calendar Health Advisory Committee Meeting Reports
Parents are provided with opportunities to participate in curriculum and weekly lesson plan development, which include health, dental health, safety and environmental lessons and activities.	Teachers Center Managers	Center Managers Area Directors	August thru July	Education & Health Advisory Committee Meeting Reports Curriculums & Weekly Lesson Plans



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.40 (f) (3) (i) Parent Involvement in Health, Nutrition and Mental Health Education

Goal: To enable parents to play the lead role in maintaining their children's medical, dental, nutritional, and mental health.

Objective: To assist parents with opportunities to attain knowledge and understanding in nutrition education.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The program will provide opportunities for training to parents in the areas of proper nutritional habits, budgeting, food preparation and storage, and creative ways to get children to eat nutritional rich foods through the... • Scheduled Parent Workshops • Parent Committee Meetings - Training Section of Agenda • Parent Fair/Conference	Nutrition Services Staff	Nutrition Director	August thru May	HCHS Program Calendar Monthly Parent Workshop Schedule Nutrition Services Procedures Manual
The program maintains a community partnership agreement with the Texas A & M Expanded Nutrition Program. This program collaborates with and provides Head Start parents an opportunity to participate in a course in nutrition & health education. Upon successful completion of the course, participants receive a certificate which provides training experience for job readiness.	Nutrition Director	Nutrition Director	August thru May	Community Partnership Agreement Referral Form



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.40 (f) (3) (ii) Parent Involvement in Health, Nutrition and Mental Health Education

Goal: To enable parents to play the lead role in maintaining their children's medical, dental, nutritional, and mental health.

Objective: To assist parents with opportunities to establish good communication with staff regarding their child's nutritional status.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The program will obtain from parents during enrollment time pertinent information regarding dietary habits of the child and family, eating patterns, personal and cultural likes and dislikes, and special nutritional concerns or requirements. Information and tracking will be maintained through the PROMIS program. Parents are also encouraged to discuss with staff any changes or concerns regarding nutritional habits throughout the program year. Special emphasis is placed on children with special dietary requirements because of health related problems or disabilities.	Teachers Center Managers Support Services Facilitators Support Services Assistants	Nutrition Director Special Services Director	Upon Enrollment and Ongoing	PROMIS Program - Health Section Child's Folder
The program will conduct and/or obtain periodic assessments such as height, weight, hemoglobin and hematocrit to identify any health/nutritional related abnormalities. The program will attain consent from parents prior to assessments and immediately after the assessments take place. The program will communicate and share results with parents.	Center Managers, Support Services Facilitators, and Support Services Assistants	Nutrition Director Health Services Director	August thru May	PROMIS Program - Health Section Physical Exam Report Health Control Summary



Hidalgo County Head Start Program
Family Services Program Plan
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Performance Standard: 1304.40 (f) (3) (ii) Parent Involvement in Health, Nutrition and Mental Health Education

Goal: To enable parents to play the lead role in maintaining their children's medical, dental, nutritional, and mental health.

Objective: To assist parents with opportunities to establish good communication with staff regarding their child's nutritional status.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The program will provide follow-up services for children found to have a health/nutritional related abnormalities. Counseling, training and special diets are provided, along with activities and guidance for home implementation.	Center Managers, Support Services Facilitators, and Support Services Assistants	Nutrition Specialist Health Services Director	August thru May	Referral Form Follow-up Form Screening Reports



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Family Services Program Plan
2015-2016

Performance Standard: 1304.40 (f) (4) (i) Parent Involvement in Health, Nutrition, & Mental Health Education

Goal: To enable parents to play the lead role in maintaining their children's medical, dental, nutritional and mental health.

Objective: To assist parents with opportunities to meet with staff and discuss mental health related issues regarding their child and family in a group session.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
A mental health professional conducts classroom observations and assessments. The mental health professional will conduct training for parents and staff upon completion of the observations. This training will provide both parents and staff information which will help better understand normal development, as well as common behavior problems.	Mental Health Consultant Mental Health Director	Area Directors Mental Health Services Director	August thru May	Mental Health Observation & Training Schedule Training Agendas
Mental health training sessions and workshops are conducted throughout the program year by the mental health consultant. These workshops and group sessions will allow for parents and staff interaction. Topics will include the following: • Understanding Mental Health • Normal vs. Abnormal Behavior • Positive Guidance and Discipline • Child Growth and Development • Classroom Behavior and Management • Positive Behavior Management	Mental Health Consultant Center Managers Support Services Facilitators	Mental Health Services Director	August thru May	Mental Health Training Schedule Training Agendas



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Performance Standard: 1304.40 (f) (4) (i) Parent Involvement in Health, Nutrition, & Mental Health Education

Goal: To enable parents to play the lead role in maintaining their children's medical, dental, nutritional and mental health.

Objective: To assist parents with opportunities to meet with staff and discuss mental health related issues regarding their child and family in a group session.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Opportunities are provided to parents and staff to communicate and collaborate in order to assist them in attaining mental health services during the... • Mental Health Training Sessions • Parent Fair/Conference • Parent Workshops	Mental Health Consultants Mental Health Director	Mental Health Services Director	August thru May	HCHS Program Calendar Parent Workshop Schedule Mental Health Training Schedule



Hidalgo County Head Start Program
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Performance Standard: 1304.40 (f) (4) (ii) (iii) Parent Involvement in Health, Nutrition, and Mental Health Education

Goal: To enable parents to play the lead role in maintaining their children's medical, dental, nutritional and mental health education.

Objective: To assist parents with opportunities to individually meet with staff to discuss issues, and plan and be involved in implementing mental health intervention.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
4. (ii) A mental health screening instrument and other assessments are utilized with children with a suspected behavior problem (Social/Emotional Checklist, Physical Exam, Lap-D). Teachers will conference with parents and discuss outcome. Teachers schedule two (2) home visits with parents in the fall and spring. A variety of topics and information is shared, along with mental health issues. Parents are encouraged to meet with staff as the need arises. Teachers are provided with training during Pre-Service, In-Service and Staff Development regarding mental health issues. Staff is also trained on developing a trusting and respectful relationship with families. Training is provided on understanding their limitations and knowledge in detecting a need for a referral.	Teachers Center Managers Support Services Facilitators and Assistants Mental Health Consultant	Mental Health Services Director Special Services Director Area Directors	August thru May	Social/Emotional Checklist Weekly Lesson Plan Home Visit Report Referrals Staff Development Training Schedule



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Performance Standard: 1304.40 (f) (4) (ii) (iii) Parent Involvement in Health, Nutrition, and Mental Health Education

Goal: To enable parents to play the lead role in maintaining their children's medical, dental, nutritional and mental health education.

Objective: To assist parents with opportunities to individually meet with staff to discuss issues, and plan and be involved in implementing mental health intervention.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
4. (iii) Mental health services are available to children and their families. If it is deemed necessary, a behavior management plan will be developed, and children will be referred for play therapy as needed. Support group information is made available to parents. Staffings will take place to address mental health issues	Teachers Center Managers Support Services Facilitators, and Assistants Mental Health Consultant	Special Services Director Mental Health Services Director	August thru May	Referral Form IEP Individual Education Plan Behavior Management Plan



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Performance Standard: 1304.40 (g) (1) (i) (ii) Parent Involvement in Community Advocacy

Goal: To enable parents to become involved in community advocacy that best responds to their needs and interests.

Objective: To assist parents with opportunities to collaborate and work alongside with community members on activities that enhances resources and services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. (i) Parents are provided with opportunities to meet with agencies and community members to discuss issues regarding social climate, community services, and to influence the character of their community. <u>Networking Meeting</u> - Community agencies, cities, and schools are invited to provide information regarding the referrals systems, collaboration and partnership strategies, tracking systems, and improvement of services are items discussed during this meeting. <u>Parent Fair/Conference</u> - Community agencies, businesses, advocacy groups, school districts, municipalities, ECI, etc., are invited to set up information booths. Parents have an opportunity to meet on an individual basis with agency representatives and receive information and link with those agencies. Special emphasis will be provided to ensure that parents receive information regarding Head Start services for children with special needs.	Department Directors Center Managers, Support Services Facilitators, and Support Services Assistants	Family Services Director Community Partnerships/ Transition Director	October November August thru May	HCHS Program Calendar Family Services Procedures Manual Parent Notices of Activities



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Performance Standard: 1304.40 (g) (1) (i) (ii) Parent Involvement in Community Advocacy

Goal: To enable parents to become involved in community advocacy that best responds to their needs and interests.

Objective: To assist parents with opportunities to collaborate and work alongside with community members on activities that enhances resources and services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. (ii) Parents are provided a Community Resource Directory. Parents are provided with individualized and group training on how to utilize the directory. The Community Resource Directory is in both English and Spanish. Training is provided at the... • Parent Workshops • Family Partnership Agreement Visit	Center Managers, Support Services Facilitators, and Support Services Assistants	Community Partnerships/ Transition Director Family Services Director	September Ongoing	Community Resource Directory Family Services Procedures Manual



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Performance Standard: 1304.40 (g) (2) Parent Involvement in Community Advocacy

Goal: To enable parents to become involved in community advocacy that best responds to parent's needs and interests.

Objective: To assist parents with opportunities to work together with other community members to develop parent initiated activities.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Parents are informed and trained on the roles and functions of the Parent Committees and the Policy Council during the Parent Orientation Training and the Parent Committee Meetings. Parents are provided with a Head Start Parent Handbook that outlines these groups and ways in which parents can participate. Parents are provided additional training on the Policy Council. Parents wanting to participate in that capacity will receive specialized training on program design and governance when undertaking these roles.	Center Managers Support Services Facilitators Family Services Director	Family Services Director Program Director	August September October Ongoing	Head Start Parent Handbook Policy Council By-Laws Parent Committee Meeting Agenda
Parents are provided with opportunities to develop their Head Start Center's Parent Committee goals and objectives during their first meeting. Staff will assist in facilitating and providing guidance by developing strategies to meet those goals. Parents will meet on a monthly basis at their Parent Committee Meetings to discuss their goals, activities and projects for increased participation, etc.	Support Services Facilitators Center Managers	Family Services Director	August thru May	Parent Committee Meeting Reports Family Services Procedures Manual



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Performance Standard: 1304.40 (g) (2) Parent Involvement in Community Advocacy

Goal: To enable parents to become involved in community advocacy that best responds to parent's needs and interests.

Objective: To assist parents with opportunities to work together with other community members to develop parent initiated activities.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Parents are provided with opportunities to participate in the different advisory committees that are set up by the program. Parents, content area experts and community members assist in developing and reviewing program plans and procedures.	Department Directors	Family Services Director	August thru July	Advisory Committee Reports Program Plans



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Family Services Program Plan
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Performance Standard: 1304.40 (h) (1) Parent Involvement in Transition Activities

Goal: To enable parents to develop partnerships with Head Start and other programs in order to obtain a positive transition process to and from Head Start.

Objective: To assist parents with opportunities in becoming their child's advocate in the transition process.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
During the enrollment process and/or soon after, parents are asked to share information regarding child's placement prior to entering Head Start. Parent consents are obtained in order to acquire information, such as assessment and evaluation reports, family plans, ARD reports for children with special needs, and child development and progress reports.	Center Managers, Support Services Facilitators, and Support Services (SS) Assistants	Family Services Director Community Partnerships/ Transition Director Special Services Director	August thru May	Parent Consent for Release of Information Family Services Procedures Manual
Transition presentations are conducted during the Parent Committee Meetings. Public school officials and staff are invited to provide information regarding public school and meet with Head Start parents. Prior to this meeting, parents will be provided training on becoming advocates for their children and families. Parents will be encouraged to ask questions regarding services, curriculum, rights and responsibilities, and parent involvement activities. This practice will provide empowerment to parents. Parents will also have an opportunity to meet with school officials and personnel at the Transition Fair and the Parent Conference.	Center Managers, Support Services Facilitators, and Support Services Assistants	Community Partnerships/ Transition Director Area Directors Family Services Director	February August thru May	Parent Committee Meeting Agendas Family Services Procedures Manual



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Performance Standard: 1304.40 (h) (1) Parent Involvement in Transition Activities

Goal: To enable parents to develop partnerships with Head Start and other programs in order to obtain a positive transition process to and from Head Start.

Objective: To assist parents with opportunities in becoming their child's advocate in the transition process.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Transition meetings will take place for all children with special needs entering public school. Participants of these meetings will be the parent, teacher, professional, and the LEA representative.	Teachers, Center Managers, SS Facilitators, and SS Assistants	Special Services Director Community Partnerships/ Transition Director	April Ongoing	Consent for Release of Information Partnership Agreements – LEA'S



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.40 (h) (2) (3) (i) (ii) Parent Involvement in Transition Activities

Goal: To enable parents to develop partnerships with Head Start and other programs in order to obtain a positive transition process to and from Head Start.

Objective: To assist parents with opportunities to continue involvement in their children's education and empower them to exercise their rights as the primary care-givers.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
2. Teachers will schedule a home visit with parents in the spring and discuss the transition process from Head Start. Teachers will illustrate to parents the Transition Packet which will include parent consents, child and family information, parents' rights and responsibilities and special services information.	Teachers Center Managers	Area Directors, Special Services Director, and Community Partnerships/ Transition Director	April Ongoing	Home Visit Report Transition Packet Child's Folder
3. (i) A field trip is scheduled in the spring to allow for Head Start children to visit their new school setting and meet the teachers and other public school personnel. Parents are invited and strongly encouraged to accompany the child to the field trip. Parents are encouraged to ask questions and gather information about the school.	Teachers Center Managers	Area Directors Community Partnerships/ Transition Director	April May	Field Trip Request & Schedule Report Form Child's Folder
3. (ii) Parents are provided with information and encouraged to participate in the development of their child's education during the... • Parent/Teacher Home Visit-Transition Conference • Parent Workshop - Transition Training • Field Trips to Transitioning School	Teachers Center Managers Support Services Facilitators Support Services Assistants	Area Directors Community Partnerships/ Transition Director Family Services Director	February April Ongoing	Home Visit Report Parent Committee Meeting Agendas Transition Activities Tracking Record Field Trip Schedule



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.40 (h) (4) Parent Involvement in Transition Activities

Goal: To enable parents to develop partnerships with Head Start and other programs in order to obtain a positive transition process to and from Head Start.

Objective: Refer to: CFR 1304.41 (c)

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
4. Review: Transition Program Plan				



Hidalgo County Head Start Program
Family Services Program Plan
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Performance Standard: 1304.40 (i) (1) (2) (3) Parent Involvement in Home Visits

Goal: To enable parents and staff to establish a trusting and respectful relationship in order to broaden the understanding of the child.

Objective: To provide parents and staff opportunities to visit in the child's home where individualized attention is given to families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program does NOT require home visits as a condition for participation and enrollment in Head Start. Parents are informed during enrollment that two (2) home visits would be scheduled and implemented by the teacher upon their approval. The advantages of conducting home visits is communicated to parents, such as developing a relationship with staff, allowing for a communication to develop, initiating discussions regarding individualized progress reports, linking home and program experiences, etc.	Teachers Center Managers Support Services Facilitators and Support Services Assistants.	Area Directors Assistant Director	August thru May	Parent Orientation Parent Handbook Home Visit Reports



Hidalgo County Head Start Program
Family Services Program Plan
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Performance Standard: 1304.40 (i) (1) (2) (3) Parent Involvement in Home Visits

Goal: To enable parents and staff to establish a trusting and respectful relationship in order to broaden the understanding of the child.

Objective: To provide parents and staff opportunities to visit in the child's home where individualized attention is given to families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
2. The teacher conducts two (2) home visits with parents once during the fall and once during the spring. Support services staff may join the teacher or schedule any additional meetings with families. In the event that the family refuses a home visit, parents are encouraged to meet with program staff at the center or at an alternative location. Staff will make every effort to build a positive relationship, which, over time may provide an opportunity to meet with the family in the home.	Teachers	Area Directors	October	Home Visit Reports
	Center Managers	Family Services Director	April	Education Services Procedures Manual
	Support Services Facilitators and Support Services Assistants		Ongoing	Family Services Procedures Manual
3. The teacher will schedule the two (2) home visits at a time when it is mutually convenient. Accommodations are made for working parents.	Teachers	Area Directors	October	Home Visit Reports & Schedules
	Center Managers		April Ongoing	



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.40 (i) (4) (5) (6) Parent Involvement in Home Visits

Goal: To enable parents and staff to establish a trusting and respectful relationship in order to broaden the understanding of the child.

Objective: To provide parents with an opportunity to request that the visit take place outside the home at an alternative place.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
4. The program allows flexibility in conducting visits outside the home and at an alternative place, until family is ready to allow for the visit to take place in the home. Staff may request an alternative site because the home or environment presents significant safety hazard for staff. Authorization would be provided by the education or family services directors.	Teachers Center Managers, Support Services Facilitators, and Support Services Assistants	Area Directors Family Services Director	August thru May	Home Visit Report Education Services Procedures Manual Family Services Procedures Manual
5. The Hidalgo County Head Start Program currently does NOT operate a Home Based Program Option.	N/A	N/A	N/A	N/A
6. The Hidalgo County Head Start Program currently does NOT operate an Early Head Start Program Option.	N/A	N/A	N/A	N/A



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.41 (a) (1) Partnerships

Goal: To enable the program to collaborate with partners in our communities in order to provide the highest level of services to children and families.

Objective: The program will formulate the development of a continuum of family centered services and to advocate for communities that share responsibility for the healthy development of children and families of all cultures.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The program will facilitate community partnerships by developing formal and informal networks with a wide range of community organizations. The program will sponsor a networking meeting to encourage community cooperation and develop linkages. Program staff will also participate in networking meetings hosted by other agencies and organizations.	Department Directors	Community Partnerships/ Transition Director Family Services Director	December	Family Services Procedures Manual Networking Meeting Agenda & Listing
Confidentiality policies are established and maintained to ensure that privileged information is shared in a manner that improves service delivery. Partnership Agreements that required the sharing of child and/or family information will include appropriate confidentiality clauses.	Department Directors	Community Partnerships/ Transition Director Human Resource Director	Ongoing	Community Partnership Agreements Confidentiality Policy
The program will establish local agreements and will supplement them by building upon existing agreements such as the agreement with the Texas Education Agency (TEA) and the Texas Head Start Association (THSA).	Department Directors	Community Partnerships/ Transition Director Head Start Director	Ongoing	Partnership Agreement Between TEA and THSA Local Partnership Agreements



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Family Services Program Plan
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Performance Standard: 1304.41 (a) (2) Partnerships

Goal: To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families.

Objective: The program will establish and maintain collaborative relationships that are responsive to our Head Start families' needs and interests.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The program's community assessment and the findings resulting from discussions with parents and staff have identified the organizations that the program needs to enter into formal and informal partnership agreements.	UT-Pan American (Consultants) Department Directors Center Managers	Assistant Director Head Start Director	May Ongoing	HCHS Program Community Assessment Family Partnership Agreements
A series of meetings will be conducted between parents, staff and potential partners. The purpose of these meetings is to discuss the goals and purpose of the proposed partnership agreements. At these meetings, all participants will have an opportunity to contribute to the discussion. Particular emphasis will be placed on parent experiences and comments.	UT-Pan American University Consultants Center Managers	Family Services Director Assistant Program Director Head Start Executive Director	May Ongoing	Partnership Agreements Listing of Formal & Informal Partnership Agreements Memorandum or Minutes of Meetings



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.41 (a) (2) (i) (ii) Partnerships

Goal: To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families.

Objective: The program will establish and maintain collaborative relationships that are responsive to our Head Start families' needs and interests.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(i) Collaboration and partnership agreements will be established with health care providers. They include.... Physicians Nurse Practitioners Pediatricians Dentists Specialists Hospitals Clinics Pharmacies EPSDT Medicaid American Heart Assoc. CHIPS The agreement established with Texas Health Steps and Medicaid is supplemented by the national interagency agreements with the Head Start Bureau.	Health Services Director	Health Services Director Community Partnerships/ Transition Director	November Ongoing	National Interagency Agreements with the Head Start Bureau & Texas Health Steps and Medicaid Local Partnership Agreements with Health Care Providers and Agencies



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.41 (a) (2) (i) (ii) Partnerships

Goal: To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families.

Objective: The program will establish and maintain collaborative relationships that are responsive to our Head Start families' needs and interests.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(ii) Collaboration and partnership agreements will be established with mental health providers. They include... Psychologists Licensed Professional Counselors Psychiatrists LMSW Licensed Master of Social Workers Hospitals and Clinics Pharmacies MHMR	Mental Health Director	Mental Health Services Director Community Partnerships/ Transition Director	November Ongoing	Local Partnership Agreements with Mental Health Care Providers and Agencies



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Family Services Program Plan
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Performance Standard: 1304.41 (a) (2) (iii) (iv) Partnerships

Goal: To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families

Objective: The program will establish and maintain collaborative relationships that are responsive to our Head Start families' needs and interests.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(iii) Collaboration and partnership agreements will be established with nutritional services providers. They include.... Texas A & M Expanded Nutrition Program Texas Agricultural Extension Service University of Texas-Pan American: Dietetic Department Rio Grande Valley Food Bank WIC - The agreement established with the WIC program is supplemented by the national interagency agreement with the Head Start Bureau and the National Food and Consumer Services Supplemental Nutrition Program for Women, Infants and Children	Nutrition Director	Nutrition Director Community Partnerships/ Transition Director	November	National Interagency Agreement between the Head Start Bureau and WIC Local Partnership Agreements with Nutrition Service Providers and Agencies



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Family Services Program Plan
2015-2016

Performance Standard: 1304.41 (a) (2) (v) (vi) Partnerships

Goal: To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families.

Objective: The program will establish and maintain collaborative relationships that are responsive to our Head Start families' needs and interests.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(v) Collaboration and partnership agreements will be established with family preservation and support services. They include.... Attorney General's Office - Child Support Division Texas Health and Human Services Department- TANF Salvation Army Woman Together/Mujeres Unidas- Battered Women's Shelter & Counseling Center Hidalgo County Community Service Agency Hidalgo County Indigent Services American Red Cross	Family Services Director	Family Services Director Community Partnerships/ Transition Director	November Ongoing	Local Partnership Agreements with Family Preservation and Support Services Providers & Agencies
(vi) Collaboration and partnership agreements will be established with Child Protective Agencies and other agencies that child abuse can be reported under state law. They include... Texas Dept. of Protective & Regulatory Services - CPS Division Hidalgo County Sheriff's Department	Health Services Director Family Services Director	Health Services Director Community Partnerships/ Transition Director	November Ongoing	Local Partnership Agreements with Agencies that Deal with Child Abuse & Neglect



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.41 (a) (2) (vii) (viii) (ix) Partnerships

Goal: To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families.

Objective: The program will establish and maintain collaborative relationships that are responsive to our Head Start families' needs and interests.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(vii) Collaboration and partnership agreements will be established with local elementary schools, cultural institutions, libraries, and other organizations. They include: McAllen International Museum Museum of South Texas History City Libraries Local Elementary Schools	Education Area Directors Center Managers	Education Area Directors Community Partnerships/ Transition Director	December Ongoing	Local Partnership Agreements with Cultural and Educational Institutions
(viii) Collaboration and partnership agreements will be established with child care providers. They include..... CCS - Child Care Systems TMC – Teaching and Mentoring Communities, Inc.	Education Area Directors Center Managers	Education Area Directors Community Partnerships/ Transition Director	November Ongoing	Local Partnership Agreements with Child Care Providers



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Family Services Program Plan
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Performance Standard: 1304.41 (a) (2) (vii) (viii) (ix) Partnerships

Goal: To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families.

Objective: The program will establish and maintain collaborative relationships that are responsive to our Head Start families' needs and interests.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(ix) Collaboration and partnership agreements will be established with other organizations and businesses that provide support and resources to families. They include.... Local Chamber of Commerce Rio Grande Valley Chamber of Commerce Knights of Columbus Lions Club US Border Patrol	Family Services Director Center Managers	Family Services Director Community Partnerships/ Transition Director	December Ongoing	Local Partnership Agreements with Organizations and Businesses Provide Support & Resources to Head Start Children & Families



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Family Services Program Plan
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Performance Standard: 1304.41 (a) (3) Partnerships

Goal: To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families.

Objective: The program will establish and maintain collaborative relationships with organizations to recruit volunteers to participate in the program.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Collaboration and partnership agreements will be established with organizations to promote community members to volunteer in the Head Start program. They include.... Foster Grandparent Program Youth Programs TANF - Welfare to Work Program Winter Texan Groups School Districts	Family Services Director Center Managers	Family Services Director Community Partnerships/ Transition Director	Ongoing	Local Partnership Agreements with Organizations to Promote Volunteers for Head Start



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.41 (a) (4) Partnerships

Goal: To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families.

Objective: The program will establish and maintain collaborative relationships with organizations and agencies that are responsive to Head Start children with disabilities and their families' needs and interests.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Review 1304.41 (a) (2) (iv): Family and Community Partnerships Program Plan - Page FS #29				



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.41 (b) Advisory Committees

Goal: To enable the program to promote linkages that will address issues affecting Head Start children and families.

Objective: To establish and maintain advisory committee that will be involved in the program planning and systems review in order to attain successful program implementation.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program has established and will maintain a Health Services Advisory Committee that has a broad range of professional expertise and help promote linkages to exiting community resources. Its members include Head Start parents, community volunteers, and a variety of health and human service providers. The Health Services Advisory Committee is involved in many different aspects of program design and operations as specified in the Early Childhood Development & Health Services Program Plans. The advisory committees assist in developing and reviewing the program's operating plan.	Department Directors	Health Services Director Community Partnerships/ Transition Director	Bi-Annually	Meeting Agendas Minutes Reports Signature Sheets



Hidalgo County Head Start Program
Family Services Program Plan
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Performance Standard: 1304.41 (b) Advisory Committees

Goal: To enable the program to promote linkages that will address issues affecting Head Start children and families.

Objective: To establish and maintain advisory committee that will be involved in the program planning and systems review in order to attain successful program implementation.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program has established and will maintain Family Services, Transition/Community Partnerships, and Education Advisory Committees that have a broad range of professional expertise and help promote linkages to exiting community resources in specialized areas. Its members include Head Start parents, community volunteers, and a variety of experts in different fields. These Advisory Committees are involved in many different aspects of program design and operations. These advisory committees assist in developing and reviewing the program's operating plan.	Department Directors	Family Services Director Transition - Community Partnerships Director	Bi-Annually	Meeting Agendas Minutes Reports Signature Sheets



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.51 (i) (2) Ongoing Monitoring

Goal: To ensure that the program is effectively implementing Federal regulations.

Objective: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Family and Community Partnerships.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Children's Applications – Applications for enrollment are completed at the center level, and then submitted to the Family Services Department for processing. During processing, the applications are reviewed to ensure that documentation is collected to validate age and income eligibility. The policy council reviews and approves all applications on a monthly basis.	Case Managers Family Services Coordinators	Family Services Director	Ongoing Monthly	Applications for Enrollment Application Summary Report
Children's Attendance – Average daily attendance (ADA) reports are completed on a daily basis. Center staff reports actual number of children enrolled, present, absent and individual remarks. This report allows the Family Services Department to monitor attendance to ensure that the centers are within 85% attendance ratio.	Center Managers MIS Staff	Family Services Director MIS Director	Daily	Daily ADA Reports



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.51 (i) (2) Ongoing Monitoring

Goal: To ensure that the program is effectively implementing Federal regulations.

Objective: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Family and Community Partnerships.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Family Partnership Agreements (FPA) and Referrals – An FPA Tracking Log is completed on a monthly basis by case managers. This ensures that FPA's are completed on a timely basis and tracks the number of referrals generated based on strengths and needs. Crisis Intervention – The FPA Tracking Log also monitors referrals for crisis intervention.	Case Managers Family Services Staff	Family Services Coordinators Family Services Director	Monthly	Family Partnership Agreement Tracking Log
Exploring Parenting – The Exploring Parenting Parent Curriculum takes place at the individual centers. The numbers of parents participating and completing the course are tracked in the Family Services Monthly Activity Report.	Center Managers	Family Services Coordinators Family Services Director	Monthly	Family Services Monthly Activity Reports



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.51 (i) (2) Ongoing Monitoring

Goal: To ensure that the program is effectively implementing Federal regulations.

Objective: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Family and Community Partnerships.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Family Services Activities – The Family Services Department has established and maintains monthly activity reports. This report tracks all areas overseen by the Family Services Department to include ERSEA data, volunteer and parent involvement activities, parent committee meetings information and training and technical assistance information, etc.	Center Managers Family Services Coordinators	Family Services Director	Monthly	Family Services Monthly Activity Report
Child and Family Tracking – The Family Services Department is utilizing the PROMIS software program to maintain a child and family tracking system. The PROMIS program tracks information to compile the Program Information Report (PIR).	Case Managers Family Services Staff	Family Services Director MIS Director	Ongoing	PROMIS Reports



Hidalgo County Head Start Program
Family Services Program Plan
2015-2016

Performance Standard: 1304.51 (i) (2) Ongoing Monitoring

Goal: To ensure that the program is effectively implementing Federal regulations.

Objective: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Family and Community Partnerships.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Community Partnership Agreements – The Family Services Department is utilizing the PROMIS software program to maintain a tracking system for informal and formal community partnership agreements. The PROMIS program tracks information to compile the Program Information Report (PIR).	Department Directors	Community Partnership and Transition Director	Ongoing	PROMIS Reports
Parent Complaints and Concerns – Parent Complaints and Concerns can be filed by any parent. Parents are encouraged to submit their complaints in writing. A Log is maintained to ensure that all parent complaints and concerns are followed up.	Center Managers Department Directors	Family Services Coordinators Family Services Director	Ongoing	Parent Complaints and Concerns Form Parent Complaints and Concerns Tracking Log

The Hidalgo County Head Start Program is committed to providing a system-wide "Parent, Family, and Community Engagement Framework" that is goal-directed, positive, culturally responsive and respectful of relationships with families.

Parent, Family and Community Engagement Framework



Hidalgo County Head Start Program

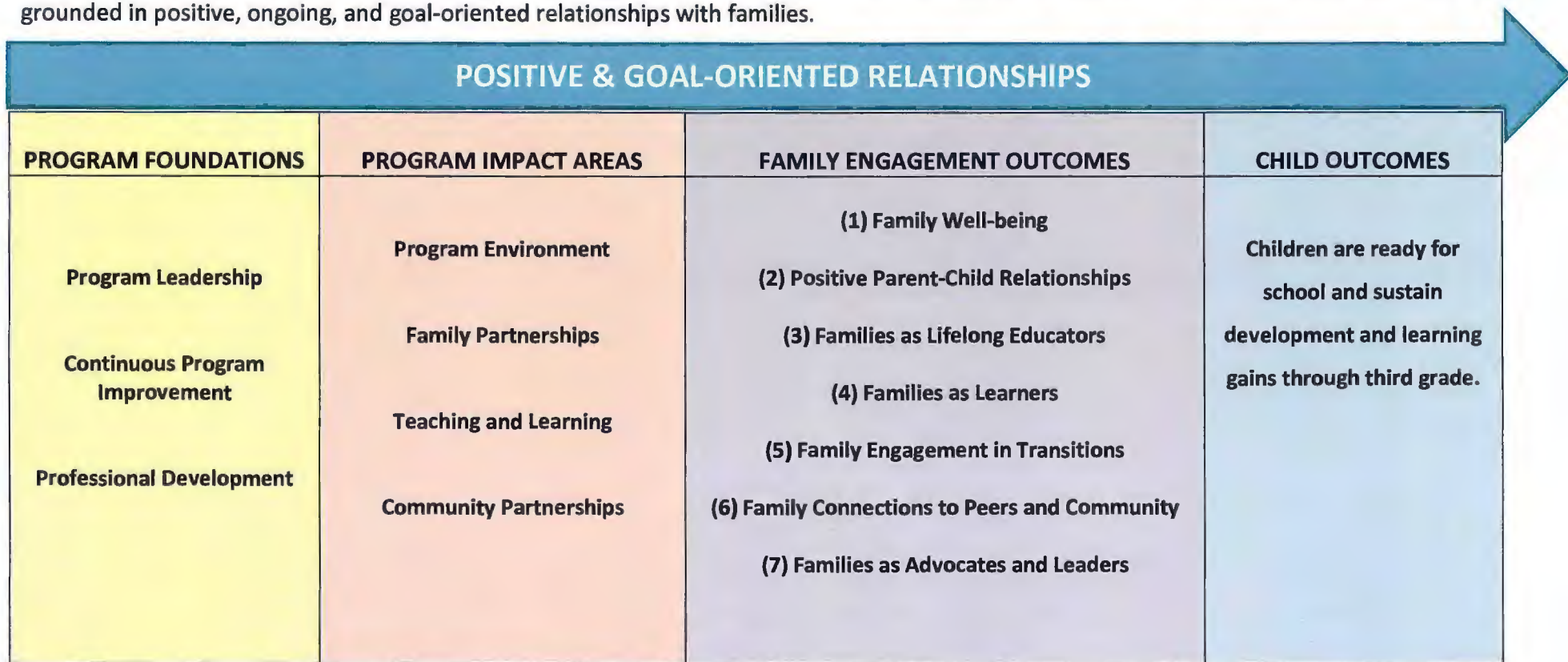
Family Services Advisory Committee Approval: 04.30.2015
Hidalgo County Policy Council Approval: 05.20.2015 (Pending)
Hidalgo County Comm Court Approval: 05.26.2015 (Pending)



INTRODUCTION - PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK

Parent and family engagement in Head Start is about building relationships with families that support family well-being, strong relationships between parents and their children, and ongoing learning and development for both parents and children. The Parent, Family, and Community Engagement (PFCE) Framework is a road map for progress in achieving the kinds of outcomes that lead to positive and enduring change for children and families. The PFCE Framework is a research-based approach to program change that shows how the Hidalgo County Head Start Program can work together as a whole – across systems and service areas – to promote parent and family engagement and children’s learning and development (National Center on Parent, Family, and Community Engagement, 2011).

The Hidalgo County Head Start Program will implement the PFCE Framework by incorporating existing programs, strategies, and activities. When parent and family engagement activities are systemic and integrated across program foundations and program impact areas, family engagement outcomes are achieved, resulting in children who are healthy and ready for school. Parent and family engagement activities are grounded in positive, ongoing, and goal-oriented relationships with families.



**HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2015 – 2016**

Family Engagement Outcome: (1) **FAMILY WELL-BEING:** Parents and families are safe, healthy, and have increased financial security.
Program Foundation: Program Leadership

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Ensure that systems, supports and resources are in place to address professional development, continuous improvement, program environment and partnerships related to family well-being.	Continuous improvement, program environment, and partnerships are integrated all systems, and in the Program plans.	All Executive Team Members	August	Program Plans Procedures Manuals Strategic Plan
Incorporate goals related to family well-being into agency work plans and strategic planning.	All program work plans and strategic plans have the family well-being goals incorporated in the systems.	All Executive Team Members	May	Program Plans Strategic Plan
Ensure staff members have appropriate training and supervision and manageable caseloads.	All support services staff has a manageable caseload with no more than 50 cases per staff. Supervision is provided by the Center Managers; and training is provided primarily by the Family Services Department with supplemental training by all direct service departments.	Center Managers Family Services Other Direct Service Departments	May	Pre-Service Training Calendar T/TA Plan
Develop relationships with community members and community organizations that support families' interest and needs.	1) All Partnership Agreements ensure that inclusion of support of families' interest and needs are listed. 2) The Program develops and maintains relationships with community organizations that support families' interest and needs, through the Health, Education, Family & Community Partnerships, and Transportation Advisory Committees.	Community Partnership – Transition Department Direct Service Department Directors	August	Formal Partnership Agreements Advisory Committee Information: • Agendas • Sign-Ins • Minutes

CONTINUATION of Family Engagement Outcome: (1) FAMILY WELL-BEING:				
Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Promote cross-service area teamwork.	Support services staff is responsible to implement cross-services to families. Direct Service Departments provide continuous support and technical assistance when needed.	1) Support Services Staff 2) Teachers 3) Center Managers 4) Direct Services Departments	Ongoing	FPA Staffing Notes Conference Notes
Contract or hire a mental health consultant with appropriate credentials and experience to be a resource for staff and program needs around family well-being.	The Program currently has six (6) mental health consultants that are a resource for the families' well-being. Appropriate credentials are appropriated prior to hiring consultants.	Health Services Director Procurement Director	August	Mental Health Service Contracts

**HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2015 – 2016**

Family Engagement Outcome: (1) **FAMILY WELL-BEING:** Parents and families are safe, healthy, and have increased financial security.
Program Foundation: Continuous Program Improvement

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Use the community assessment and self-assessment surveys, the family partnership process, team meetings, and other tools to understand community and family needs and interests.	The Program understands the community and families' needs and interests by conducting surveys and integrating the outcomes into the community assessment, the self-assessment process, the FPA process, staffings, etc.	Asst. Program Directors Family Services Director Department Directors	Ongoing	Family Engagement Survey Community Assessment FPA
Review individual and system-wide family successes, helpful referrals and effective staff practices to evaluate family services.	The Program will implement a Family Engagement Survey (FES) to all families; and incorporate the referral process into the FES.	Family Services Department Support Services Staff	Pre: Aug – Sept Mid: Dec – Jan Post: April – May	Family Engagement Survey Referrals & Follow-ups
Collect data for individual families and aggregate it so that programs can review the effectiveness of family services.	The Program will collect the FES forms from families during the pre, mid, and post terms to review and analyze the effectiveness of family services based on family engagement outcomes.	Support Services Staff Family Services	Pre: Aug – Sept Mid: Dec – Jan Post: April – May	Family Engagement Survey FES - Report

**HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2015 – 2016**

Family Engagement Outcome: (1) **FAMILY WELL-BEING:** Parents and families are safe, healthy, and have increased financial security.
Program Foundation: Professional Development

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Develop knowledge of relationship building that is grounded in cross-cultural responsiveness and strengths-based perspectives.	Training will take place for all case managers and teachers regarding cross-cultural responsiveness and strengths-based perspectives during Pre-Service.	Family Services Department	August	Pre-Service Training Agenda
Gain knowledge about mental health, child development and a variety of parenting practices, including unique ways to engage fathers.	Training will take place for all case managers/teachers regarding mental health, child development, parenting, and fatherhood engagement during Pre-Service & Exploring Parenting Classes.	Mental Health Department Education Department Family Services Department	August Ongoing	Pre-Service Training Agenda Exploring Parenting Agenda
Develop knowledge and skill in supporting families around financial literacy and financial stability.	Training will be provided by Community Resource Group for all case managers regarding supporting families about financial literacy & stability.	Family Services Department	August	Community Partnership Agreement with Community Resource Group
Reflect on daily practice and personal experience to increase self-awareness and effective relationship-building with families.	Training will be place for all case managers/teachers regarding self-awareness and effective relationship building with families during Pre-Service Training & Exploring Parenting Classes.	Family Services Department	August	Pre-Service Training Agenda
Develop knowledge of professional ethics around confidentiality, boundaries and self-determination.	Training will take place for all case managers/teachers regarding professional ethics, confidentiality, boundaries, and self-determination during Pre-Service.	Family Services Department	August	Pre-Service Training Agenda
Develop skill in coordination and collaboration with community partners.	Coordination and collaboration is integrated in all community partnership agreements.	Community Partnership & Transition Director	December	Community Partnership Agreements & MOU's

**HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2015 – 2016**

Family Engagement Outcome: (1) **FAMILY WELL-BEING:** Parents and families are safe, healthy, and have increased financial security.
Program Impact Area: Program Environment

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Welcome all families—and all family structures, sizes and arrangements.	All types of families regardless of structure, size, and arrangements are welcomed to all facilities and activities of Head Start	Executive Director Assistant Program Directors All Head Start Staff	Ongoing	All Program Plans Welcome Signs at all Head Start facilities
Initiate relationships with families that are receptive, responsive and respectful.	All Head Start staff is responsible to be receptive, responsive and respectful of all Head Start families from the beginning of the families' association with the program.	All Head Start Staff	Ongoing	All Program Plans HCHSP Parent Handbook
Include family-friendly spaces with pictures and materials that affirm and welcome all families.	All HCHSP facilities have pictures, posters, and materials that encourage and welcome all families.	All Department Directors All Center Managers	Ongoing	Posters
Engage in honest dialogue with families about their expectations and staff/program objectives.	From the application process to transitioning out of the program staff engage in honest dialogue with families about expectations and program objectives.	All Center Level Staff All Administrative Staff	Ongoing	Parent Agreement for Enrollment Parent Conferences Home Visit Reports

**HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2015 – 2016**

Family Engagement Outcome: (1) **FAMILY WELL-BEING:** Parents and families are safe, healthy, and have increased financial security.
Program Impact Area: Family Partnerships

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Use family partnership assessments as a tool for relationship building and as a basis for ongoing individualized family services.	The program develops an FPA with all families enrolled with the program.	Support Services Staff Center Managers	Ongoing	FPA Forms FPA Tracking Report
Help families identify their interests, articulate their strengths and needs and accomplish and/or develop goals.	The FPA is designed to ensure the identification of families' interests, strengths, needs, and goals.	Support Services Staff Center Managers	Ongoing	FPA Forms FPA Tracking Report
Use goal-oriented home visits to establish relationships with families and to identify and support their interests and needs through the family partnership process.	A home visit takes place with all families for the purpose of implementing the FPA.	Support Services Staff Center Managers	Ongoing	FPA Forms FPA Tracking Report
Assist families in using resources and systems of support regularly and continuously over a period of time.	During the FPA process, staff provides families with a HCHSP Community Resource Directory and develops a support system for families.	Support Services Staff Center Managers	Ongoing	FPA Forms FPA Tracking Report Community Resource Directory

**HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2015 – 2016**

Family Engagement Outcome: (1) **FAMILY WELL-BEING:** Parents and families are safe, healthy, and have increased financial security.
Program Impact Area: Teaching and Learning

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Participate in cross-service area teams and program meetings to ensure that information about services related to family and child well-being can inform teaching.	Families meet with staff throughout the year to ensure that they are receiving information regarding all services related to child well-being, particularly during the FPA process and the referral process & follow-up. Case managers are cross-service area team members and staffings with families periodically take place for more intensive cross-service delivery.	Case Managers/ Support Services Staff & Center Managers	Ongoing	FPA Forms FPA Tracking Report Staffing Reports Referrals Referral Follow-ups

**HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
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Family Engagement Outcome: (1) **FAMILY WELL-BEING:** Parents and families are safe, healthy, and have increased financial security.
Program Impact Area: Community Partnerships

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Link families with support systems and resources and conduct purposeful follow up to determine their effectiveness.	During the FPA process, staff provides families with a HCHSP Community Resource Directory and develops a support system for families. Referrals & follow-ups are initiated with families to provide additional more specific support. The program also implements a Parent Fair that provides an avenue to link families with support systems and resources.	Support Services Staff Center Managers Community Partnership & Transition Department Family Services Department	Ongoing	FPA Forms FPA Tracking Report Community Resource Directory Referral Form Referral Follow-up Form Parent Fair Agenda
Participate in community meetings and initiatives that increase program capacity to respond to the needs and interests of families.	All Direct Services Departments such as Education, Health/Mental Health, Nutrition, Special Services, Family Services, and Transition Departments have an Advisory Meeting. These advisory meetings are made up of families and cross-service community partner professionals. The Advisory Meetings review program plans that are responsive of families' needs and interests. Departments also participate in community meetings and activities that promote Head Start families' interests and needs.	All Direct Service Departments	Ongoing	Advisory Committee Agendas & Sign In Rosters Community Partnership Meeting & Activity Agendas

**HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2015 – 2016**

Family Engagement Outcome: (2) **POSITIVE PARENT-CHILD RELATIONSHIPS:** Beginning with transitions to parenthood, parents and families develop warm relationships that nurture their child’s learning and development.

Program Foundation: Program Leadership

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Ensure that systems, supports and resources are in place to address professional development, continuous improvement, program environment and partnerships related to supporting positive parent-child relationships.	Continuous improvement, program environment, and partnerships are integrated all systems and in the program plans as it relates to supporting positive parent-child relationships.	All Executive Team Members	August	Program Plans Procedures Manuals Strategic Plan
Incorporate goals related to positive parent-child relationships into agency work plans and strategic planning.	Positive parent-child relationship goals have been incorporated into the program’s strategic and work plans.	All Executive Team Members	May	Program Plans Procedures Manuals Strategic Plan
Ensure staff members have appropriate training, effective supervision, and manageable caseloads to support families and their relationships with their infants, toddlers and preschool age children.	All staff receives training that is supportive of families and their relationship with their children. All support services staff has a manageable caseload with no more than 50 cases per staff. Supervision is provided by the Center Managers; and training is provided primarily by the Family Services Department with supplemental training by all direct service departments.	Center Managers Family Services Other Direct Service Departments	May	Pre-Service Training Calendar T/TA Plan
Promote cross-service area teamwork.	Support services staff is responsible to implement cross-services to families. Direct Service Departments provide continuous support and technical assistance when needed.	1) Support Services Staff 2) Teachers 3) Center Managers 4) Direct Services Departments	Ongoing	FPA Staffing Notes Conference Notes

**HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2015 – 2016**

Family Engagement Outcome: (2) POSITIVE PARENT-CHILD RELATIONSHIPS: Beginning with transitions to parenthood, parents and families develop warm relationships that nurture their child’s learning and development.

Program Foundation: Continuous Program Improvement

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Use self-assessments, related surveys and ongoing conversations with families to reflect on staff relationships with families and identify areas for improvement.	The program will implement the PFCE Framework Self-Assessment to identify staff relationships with families and identify areas of improvement. The program will implement a program wide self-assessment utilizing the 2015 Monitoring Protocol. Staff will document ongoing dialog with families to reveal staff relationships with families.	Family Services Director Assistant Program Director Executive Team Members Support Services Staff	February Ongoing	PFCE Framework Self-Assessment Instrument Monitoring Protocol Family Contact Notes – Child’s Comprehensive File
Use self-assessments and related surveys to better understand participants’ parenting practices, and use this information to improve parenting education and parenting supports.	The program will implement the PFCE Framework Self-Assessment to better understand parenting practices and improve parent education and supports. The program will implement an evaluation survey from participants who attend the Exploring Parenting Program.	Family Services Director Assistant Program Director Center Managers	February March	PFCE Framework Self-Assessment Instrument Exploring Parenting - Evaluation Survey

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PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2015 – 2016**

Family Engagement Outcome: (2) **POSITIVE PARENT-CHILD RELATIONSHIPS:** Beginning with transitions to parenthood, parents and families develop warm relationships that nurture their child’s learning and development.

Program Foundation: Professional Development

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Gain knowledge about the needs of prenatal and postnatal pregnant women and their families how mental health and wellness affects families.	Training will take place for all support services staff regarding information and understanding about how mental health and wellness affects families.	Health Services Director Mental Health Coordinator	August Ongoing	Pre-Service Training Agenda T/TA Plan
Gain knowledge about the needs of parents who are parenting a child with a disability.	Training will take place for all teaching and support services staff about the needs of parenting a child with a disability.	Special Services Director Special Services Coordinator Family Services Director Family Services Coordinator	August Ongoing	Pre-Service Training Agenda T/TA Plan
Gain knowledge about the unique ways to engage fathers.	Training will take place for all teaching and support services staff about engaging fathers.	Health Services Director Family Services Director	August Ongoing	Pre-Service Training Agenda T/TA Plan
Gain knowledge about the communication styles and relationship building.	Training will take place for all support services staff regarding communication styles and relationship building.	Family Services Director Family Services Coordinators	January	Exploring Parenting – Facilitator Training
Gain knowledge about child development.	Training will take place for all teaching and support services staff regarding child development.	Education Directors	August Ongoing	Pre-Service Training Agenda T/TA Plan
Gain knowledge about the effect of trauma on parent-child relationships.	Training will take place for all support services staff regarding effects of trauma on parent-child relationships.	Family Services Director Family Services Coordinators	November January Ongoing	FPA Training Agenda Exploring Parenting – Facilitator Training
Gain knowledge about a variety of parenting practices.	Training will take place for all support services staff regarding diversity of parenting practices.	Family Services Director Family Services Coordinators	January	Exploring Parenting – Facilitator Training

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Family Engagement Outcome: (2) **POSITIVE PARENT-CHILD RELATIONSHIPS:** Beginning with transitions to parenthood, parents and families develop warm relationships that nurture their child’s learning and development.

Program Impact Area: Program Environment

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Hold the child and family in high regard and partner effectively with different groups of parents.	All children and families are held in high regard and are provided a variety of opportunities to associate with different groups of parents throughout the year.	All Executive Team Members Family Services Director	Ongoing	Parent Meeting Agendas Parent Conferences Advisory Committee Information: • Agendas • Sign-Ins • Minutes
Provide opportunities that support parents’ needs to connect with other parents for reflection, information, ideas and support.	All parents are provided opportunities to participate in the Exploring Parenting Curriculum that will give parents a chance to connect with other parents for information, ideas and support.	Family Services Director Family Services Coordinators Support Services Staff	March	Exploring Parenting - Agendas
Support parent-child relationships in a way that values the culture and language of the family and recognizes how different cultural influences may influence family development.	All parents are respected and supported in all cultural and language influences and how it influences family development and support parent-child relationships. Classroom instruction and particularly child take home activities are reflective of the value of cultural and language diversity.	All Executive Team Members All Teaching Staff All Support Services Staff	Ongoing	Exploring Parenting – Agendas Classroom Lesson Plans Child Take Home Activities

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Family Engagement Outcome: (2) **POSITIVE PARENT-CHILD RELATIONSHIPS:** Beginning with transitions to parenthood, parents and families develop warm relationships that nurture their child’s learning and development.

Program Impact Area: Family Partnerships

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Provide opportunities for parents to learn about expectant parenting and prenatal health, the developing role of young parents (for adolescent parents), and/or about their roles as new mothers and fathers.	N/A – HCHSP does not operate an Early Head Start Program			
Help families identify appropriate practices that complement the stages of their developing child.	All parents are provided opportunities to participate in Exploring Parenting. The Child Development module helps parents understand the appropriate practices regarding the different stages.	Family Services Staff Support Services Staff	March	Exploring Parenting - Agenda
Foster meaningful, reciprocal relationships between mother and child, and father and child in a manner that is both culturally receptive and responsive.	All parents are provided opportunities to participate in Exploring Parenting. The “Getting Involved in Your Child’s World” module helps with relationship development.	Family Services Staff Support Services Staff	September – May	Exploring Parenting Agenda
Support parents and families in ensuring the health and safety of their infants, toddlers and preschoolers.	All parents are supported in ensuring the health and safety of their preschoolers by doing follow-up with parents in the physical, dental, and other health screenings and exams.	Support Services Staff	Ongoing	Health Screening Reports Physical & Dental Exams PROMIS Reports
Support a father’s efforts to connect with and be responsible for his child at all ages and stages of development.	The program implements a yearly Fatherhood Conference that provided training to fathers regarding their role in their child’s development.	Health Services Staff Family Services Director	February	Fatherhood Conference Agenda

CONTINUATION of Family Engagement Outcome: (2) POSITIVE PARENT-CHILD RELATIONSHIPS:				
Support families in seeking support from mental health consultants or other community agencies when there are parent-child relationship challenges that require additional services.	The program provides opportunities to all families seeking support and requires additional services from mental health consultants or other community agencies. This is accomplished through the FPA and referral process. A community resource directory is provided to all parents at the beginning of the year.	Health Services Director Mental Health Coordinator Support Services Staff	Ongoing	Family Partnership Agreement (FPA) Referrals & Follow-ups Community Resource Directory Mental Health Consultants – Providers List
Foster strong co-parenting relationships as appropriate.	The program provides opportunities when appropriate in fostering strong co-parent relationships. Both parents are provided information regarding the child and information about all program events are provided to both parents.	All Executive Team Members Support Services Staff	Ongoing	Child's Comprehensive File FPA

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Family Engagement Outcome: (2) **POSITIVE PARENT-CHILD RELATIONSHIPS:** Beginning with transitions to parenthood, parents and families develop warm relationships that nurture their child’s learning and development.

Program Impact Area: Teaching and Learning

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Engage with parents as equal partners in learning about their child while acknowledging parents’ premier role as their child’s first teacher.	The program acknowledges the parents’ role as the child’s first teacher and encourages parents to engage with the program regarding all aspects of the child’s learning. This is accomplished by continuous interaction with parents regarding the child’s learning, daily contact, and a variety of program activities throughout the year.	All Teaching staff All Support Services Staff	Ongoing	Parent Conference Notes Parent Handbook
Foster meaningful, reciprocal relationships between mother and child, and father and child in a manner that is both culturally receptive and responsive.	The program incorporates programs and activities implements programs such as Exploring Parenting, the Read-Aloud Program, and Child Take Home Activities that foster meaningful shared relationships between the child and each parent that is culturally receptive and responsive. The program provides all information to families in both English and Spanish.	Family Services Director Education Directors Center Managers Support Services Staff Teachers	Ongoing	Exploring Parenting – Agenda Monthly Parent Committee Meetings – Read Aloud Section Parent Handbook
Talk together with families about the child’s signals in ways that help families explore these signals and understand and respond to their child’s behavior.	The program implements the DECA Assessment Instrument with all children within 45 days after enrollment and is shared with families and helps explore and understand and respond to their child’s behavior.	Health Services Director Mental Health Coordinator Center Managers Teachers	45 days after enrollment Ongoing	DECA Instrument Parent Conference Notes

CONTINUATION of Family Engagement Outcome: (2) POSITIVE PARENT-CHILD RELATIONSHIPS:				
Work together with families to help children overcome behavioral challenges.	Positive Behavior Support (PBS) program that helps families understand their child's behavior and helps explore triggers.	Health Services Director Mental Health Coordinator Teachers Support Services Staff	Ongoing	Referral Form PBS – Contact Notes

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Family Engagement Outcome: (2) POSITIVE PARENT-CHILD RELATIONSHIPS: Beginning with transitions to parenthood, parents and families develop warm relationships that nurture their child’s learning and development.

Program Impact Area: Community Partnerships

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Engage community partners to help support the needs and goals of pregnant and expectant families and new parents.	HCHSP Does Not Operate an Early Head Start Program			
Engage community partners to help support the needs of families who are parenting during stressful and challenging times.	Community Partnership Agreements are maintained with Texas A&M AgriLife Program, MHMR Texas Tropical, Hope Family Clinic, Mujeres Unidas/Women Together, Texas Attorney General, Community Service Agency, and Texas Workforce Solutions, WIC that help support the needs of families during stressful and challenging times. All parents receive a Head Start Community Directory that identifies partners that can assist families within the area.	Community Partnership & Transition Director Family Services Director Executive Team Members	Ongoing	Community Partnership Agreements Community Resource Directory

**HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2015 – 2016**

Family Engagement Outcome: (3) **FAMILIES AS LIFELONG EDUCATORS:** Parents and families observe, guide, promote and participate in the everyday learning of their children at home, school, and their communities.

Program Foundation: Program Leadership

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Ensure that systems, supports and resources are in place to address professional development and continuous improvement, program environment and partnerships related to families as lifelong educators.	The program supports professional development with staff, such as pre-service and in-service training, assistance with advance education in a related field that would foster partnerships with families to assist them in being lifelong educators. Parents are provided with ongoing training such as Exploring Parenting, Monthly Parent Training, Parent Conferences, etc. that also fosters development of being lifelong educators.	All Executive Team Members	Ongoing	Program Plans Procedures Manuals Pre-Service Training Agenda In-Service Training Agenda T/TA Plan Exploring Parenting – Agenda Monthly Parent Meeting Agenda – Topic of Month
Incorporate goals related to families as lifelong educators into agency work plans and strategic planning.	All program work plans and strategic plans have incorporated goals related to families as lifelong educators into the systems. All program plans include parent training opportunities.	All Executive Team Members	May	Program Plans Procedures Manuals Strategic Plan
Collaborate with school systems to support and empower families in their continued role as their child's lifelong educators.	Community Partnership Agreements are in place with thirteen (13) LEA's that support families role as their child's lifelong educators by participating in Transition Meetings that share information about the child's progress in Head Start.	Executive Director Assistant Program Directors Community Partnership & Transition Director Family Services Director	Ongoing	Partnership Agreements

CONTINUATION of Family Engagement Outcome: (3) FAMILIES AS LIFELONG EDUCATORS:				
CONTINUED: Collaborate with school systems to support and empower families in their continued role as their child's lifelong educators.	The program has partnered with Edinburg, Mercedes, and McAllen ISD with the Texas Literacy Initiative (TLI) Program that also empowers families in their continued role as their child's lifelong educators.	Executive Director Assistant Program Directors Community Partnership & Transition Director Family Services Director	Ongoing	Partnership Agreements
Promote cross-service area teamwork.	Support services staff is responsible to implement cross-services to families. Direct Service Departments provide continuous support and technical assistance when needed. Staff from the TFI Initiative participates in cross-service area teamwork in promoting families as lifelong learners.	1) Support Services Staff 2) Teachers 3) Center Managers 4) Direct Services Departments 5) TFI Staff	Ongoing	FPA Staffing Notes Conference Notes

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Family Engagement Outcome: (3) **FAMILIES AS LIFELONG EDUCATORS:** Parents and families observe, guide, promote and participate in the everyday learning of their children at home, school, and their communities.

Program Foundation: Continuous Program Improvement

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Use self-assessments, related surveys and staff service integration meetings to better understand the effectiveness of family-staff relationships with respect to teaching and learning.	The program will implement the PFCE Framework Self-Assessment, the Monitoring Protocol, the Family Engagement Survey (FES), the Lap-D, and the CLASS assessment to identify and understand the effectiveness of family-staff relationships with respect to teaching and learning.	Assistant Program Director Family Services Director Support Services Staff	February Pre: Aug – Sept Mid: Dec – Jan Post: April – May	PFCE Framework Self-Assessment Monitoring Protocol FES Lap-D Assessment CLASS Assessment
Use information from the self-assessment and related surveys to improve staff-family relationships and to strengthen family literacy practices.	The program will utilize the information from the PFCE Framework Self-Assessment, the Monitoring Protocol, and the Family Engagement Survey (FES) to identify needed improvements and to strengthen family literacy practices.	Assistant Program Director Education Director Family Services Director	March May	PFCE Framework Self-Assessment: Outcome Report Monitoring Protocol: Outcome Report FES: Outcome Report Lap-D Assessment Report CLASS Assessment Report

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Family Engagement Outcome: (3) FAMILIES AS LIFELONG EDUCATORS: Parents and families observe, guide, promote and participate in the everyday learning of their children at home, school, and their communities.

Program Foundation: Professional Development

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Include teachers/teachers' assistants in parenting education sessions so parents and teachers can share information about child learning and development, and program curriculum.	Teaching staff will participate when possible in the Exploring Parenting program, and will participate in the "Reading Initiative Program" during the Parent Meetings as facilitators so that they can share information about child learning and development and program curriculum.	Education Directors Center Managers Teaching Staff	Monthly February Ongoing	Exploring Parenting Agenda Monthly Parent Committee Meetings – Reading Initiative Program

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Family Engagement Outcome: (3) FAMILIES AS LIFELONG EDUCATORS: Parents and families observe, guide, promote and participate in the everyday learning of their children at home, school, and their communities.

Program Impact Area: Program Environment

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Welcome families to observe and participate in their child's classroom (or home-based) activities.	Parents are encouraged to participate in the program as volunteers and/or observers in order to feel welcomed and build trust. Activities include.... Enrollment & Health Fairs, volunteer & observer opportunities, parent orientation training, Parent Committee Meetings, Open House, Parent - Staff Conferences, and home visits.	Teachers Center Managers Support Services Staff	Daily Ongoing	HCHS Program Calendar
Support and encourage parents to share tips on everyday learning practices with staff and other families.	Parents are encouraged, in particular to share tips on everyday learning practices with staff; such as during enrollment and health fairs, parent orientation training, open house, home visits and parent-teacher conferences.	Teachers Center Managers Support Services Staff	Daily Ongoing	HCHS Program Calendar

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Family Engagement Outcome: (3) **FAMILIES AS LIFELONG EDUCATORS:** Parents and families observe, guide, promote and participate in the everyday learning of their children at home, school, and their communities.

Program Impact Area: Family Partnerships

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Support relationships between parents and their children as part of the foundation for interactions around early learning.	The program has a Reading Initiative Program "Once Upon a Time – Parent Lending Library" Parent/Child Take Home Activities are facilitated by Teachers. Activities are Curriculum Based.	Education Department	Ongoing	Lending Library – Sign In Sheets Parent/Child Take Home Activity Log
Provide opportunities and support parents in working toward their own literacy goals.	The program maintains partnership agreements with agencies that offer classes in the areas of ESL, ABE, GED, and Job Readiness and refers parents to the appropriate agency. The program has established a Partnership Agreement (PA) with Texas Workforce Solutions to collaborate for additional services to parents.	Teachers Center Managers Support Services Staff	Ongoing August thru May	Referral Form PA - South Texas College PA - Mercedes ISD, GED Testing Program PA - Texas Workforce Solutions

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Family Engagement Outcome: (3) **FAMILIES AS LIFELONG EDUCATORS:** Parents and families observe, guide, promote and participate in the everyday learning of their children at home, school, and their communities.

Program Impact Area: Teaching and Learning

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Consistently connect with families to gather child information and parent observations to inform teaching.	The program gathers information about the child from the parent for the purpose of understanding teaching methods during the enrollment process, home visits, parent – teacher conferences, and day-to-day interactions.	Education Directors Center Managers Teachers	Ongoing	Child’s Comprehensive File Home Visit Reports Parent-Teacher Conferences Family Contact Notes
Share information about children’s social, emotional, and cognitive development and the importance of the home language (with families of children who are dual language learners).	The program shares information about the child’s social, emotional, cognitive development and importance of home language during LAP-D assessments, DECA assessments, home-visits, parent-teacher conferences.	Education Directors Center Managers Teachers	Ongoing	LAP-D Assessments DECA Assessments Home Visit Reports Parent-Teacher Conference Notes
Share information about approaches that promote child outcomes outlined in the Head Start Child Development and Early Learning Framework.	Staff shares information with families regarding child outcomes during the LAP-D meetings. The LAP-D Assessment is aligned with the Head Start Child Development and Early Learning Framework.	Education Directors Center Managers Teachers	Ongoing	LAP-D Assessment Reports Parent-Teacher Conference Notes
Engage parents in conversations where child assessment data is shared and parents learn about children’s progress.	Home visits, DECA & LAP-D meetings involve staff engaging parents in dialogue regarding child assessment progress and corresponding data.	Education Directors Center Managers Teachers	Ongoing	LAP-D Assessments DECA Assessments Home Visit Reports Parent-Teacher Conference Notes

CONTINUATION of Family Engagement Outcome: (3) FAMILIES AS LIFELONG EDUCATORS:				
Use a database/management information system that is accessible to families and that assists teachers in sharing child assessment information in an understandable, family-friendly format.	The LAP-D database information system is family friendly and helps teachers share information with families about their child assessment outcomes.	Education Directors MIS Director Center Managers Teachers	Ongoing	LAP-D Assessment Reports

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Family Engagement Outcome: (3) **FAMILIES AS LIFELONG EDUCATORS:** Parents and families observe, guide, promote and participate in the everyday learning of their children at home, school, and their communities.

Program Impact Area: Community Partnerships

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Support family experiences with community resources that support children's learning and development, such as libraries and museums.	In order to support family experiences, collaboration and partnership agreements are established with local elementary schools, cultural institutions, libraries, and other organizations. Field trips are arranged to a variety of places and families are encouraged to participate. They include: McAllen International Museum Museum of South Texas History City Libraries and Local Elementary Libraries.	Education Area Directors Community Partnership & Transition Director Center Managers	Ongoing	Community Partnership Agreements Field Trip Reports
Share information with families about resources and services for children with disabilities.	Information is shared with families about resources for children with disabilities. Partnership agreements are established with providers and agencies that include; LEA's Local Education Agencies, Region I Easter Seals & ECI Program, Physicians & Specialists, Hospitals & Clinics, Therapists, UTPA – OT Dept., MHMR and pharmacies. Referrals are initiated to agencies for families needing assistance for children with disabilities or suspected disabilities.	Special Services Director Special Services Coordinators Family Services Director Family Services Coordinators Support Services Staff	Ongoing	Family Contact Notes Referrals and Follow-up Forms

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Family Engagement Outcome: (4) **FAMILIES AS LEARNERS:** Parents and families advance their own learning interests through education, training and other experiences that support their parenting, careers, and life goals.

Program Foundation: Program Leadership

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Ensure that systems, supports and resources are in place to address professional development, continuous improvement, program environment and partnerships related to families learning goals for themselves and their children.	The program supports professional development with staff, such as pre-service and in-service training, assistance with advance education in a related field that would staff help families learn and develop goals for themselves and their children. Parents are provided with ongoing support for goal development during the FPA process. .	Family Services Director Support Services Staff	Ongoing	FPA FPA Tracking Report Family Contact Notes
Incorporate goals related to family learning into agency work plans and strategic planning.	All program work plans and strategic plans have incorporated goals related to family learning into the systems. All program plans include parent training opportunities.	All Executive Team Members	May	Program Plans Procedures Manuals Strategic Plan
Form agreements with education entities and organizations that support staff and families' education and training goals.	Community Partnership Agreements are in place with education entities that support staff and families' education and training goals such as: South Texas College, Region I Education Service Center, Mercedes ISD GED Testing Center, Texas A&M AgriLife Program, RGV Council and Texas Workforce Solutions. Referrals are referred to agencies for assistances.	Executive Director Assistant Program Directors Community Partnership & Transition Director Support Services Staff	Ongoing	Community Partnership Agreements Referral Forms and Referral Follow-up Forms

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Family Engagement Outcome: (4) **FAMILIES AS LEARNERS:** Parents and families advance their own learning interests through education, training and other experiences that support their parenting, careers, and life goals.

Program Foundation: Continuous Program Improvement

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Use community assessments, self-assessments, family partnership agreements and related surveys on education and training services in the program and community to understand opportunities and challenges.	In order to understand opportunities and challenges the program will implement a Community Assessment UTPA that is used to determine the strengths and needs of our community and to plan and strategize for the coming years. An FPA is implemented with all participants to identify individual families' strengths and needs. The Family Engagement Survey (FES) will provide educational and training services needed by the parents.	Family Services Director Assistant Program Director Support Services Staff	November Ongoing	Head Start Community Assessment FPA – Family Partnership Agreement FPA Tracking Log FES – Family Engagement Survey
Use information from community assessments, self-assessments and related surveys to improve family options for GED, training, certificate, and degree programs.	The information contained in the Community Assessment and the Self-Assessment will provide the program information regarding the need to expand current partnership agreements with agencies that assist families with GED, training, certificate and degree programs.	Community Partnerships & Transition Director	Ongoing	Head Start Community Assessment Community Resource Directory

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Family Engagement Outcome: (4) **FAMILIES AS LEARNERS:** Parents and families advance their own learning interests through education, training and other experiences that support their parenting, careers, and life goals.

Program Foundation: Professional Development

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Create “learning communities” for staff.	The program has partnerships with agencies such as UTPA and STC that generate a learning community for staff. The program has a networking meeting for support services staffs that provides an opportunity for staff to learn about different agencies that will assist them help families connect with agencies.	Community Partnership & Transition Director Support Services Staff	September Ongoing	Networking Meeting Agenda Community Resource Directory
Develop staff skills to support families in meeting their learning goals.	The program provides pre-service and in-service training, along with an FPA training to help staff develop skills that will support families meeting their learning goals.	All Executive Team Members Family Services Director Support Services Staff	August November Ongoing	Pre-Service Training Agenda FPA Training Agenda
Develop knowledge about different kinds of education and training opportunities available to families.	The program provides a variety of training opportunities to families in order to develop education that includes, parent orientation training, volunteer training, parent leadership training, parent fair, fatherhood conference, and the Exploring Parenting program.	Family Services Director Teachers Center Managers Health Services Director	August September November February Ongoing	HCHS Program Calendar Exploring Parenting Agenda
Prepare staff to engage parents in meaningful and creative ways in parent meetings and trainings.	Support services staff and teaching staff are provided training during pre-service on how to engage parents in meetings and trainings that are meaningful.	Family Services Director	August Ongoing	Pre-Service Training Agenda

**HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
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Family Engagement Outcome: (4) **FAMILIES AS LEARNERS:** Parents and families advance their own learning interests through education, training and other experiences that support their parenting, careers, and life goals.

Program Impact Area: Program Environment

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Welcome and support families as learners.	The program provides a variety of opportunities that supports them as learners, i.e.; parent orientation training, volunteer training, parent leadership training, parent fair, fatherhood conference, Exploring Parenting, and the FPA process.	Family Services Director Support Services Staff Center Managers Health Services Director	Ongoing	HCHS Program Calendar Exploring Parenting Agenda Family Partnership Agreement
Make information available that supports parents' personal growth and career development.	Parents are provided support for personal growth & career development during the FPA process. Referrals are initiated that can assist parents.	Support Services Staff Family Services Staff Community Partnerships & Transition Staff	Ongoing	FPA Referral Forms Follow-up Forms
Ensure that parent meetings and trainings are announced routinely, that announcements are inviting, and that language is not a barrier to parent participation.	All parent meetings and trainings are scheduled to meet the needs of families and all meetings are conducted in both English and Spanish. A Parent Handbook is provided to all parents that contains the yearly calendar. Reminders are routinely sent.	Family Services Director Executive Team Members Center Managers	Ongoing	Parent Handbook HCHS Program Calendar
Provide opportunities for families to connect with other families in the program or community that are working to achieve similar learning/educational goals.	Families are provided opportunities to connect with other families with the variety of programs that are conducted for parents throughout the year; and parents are provided with referrals to participate in support groups with others that have similar goals.	Executive Team Members Support Services Staff	Ongoing	Parent Handbook HCHS Program Calendar Referral Forms

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Family Engagement Outcome: (4) **FAMILIES AS LEARNERS:** Parents and families advance their own learning interests through education, training and other experiences that support their parenting, careers, and life goals.

Program Impact Area: Family Partnerships

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Use the family partnership process to assist families with their education and training goals, and provide referrals to educational resources (GED, adult education, ESL, employment opportunities, workplace literacy, parenting skills, job training, job preparation skills, etc.)...	The program maintains partnership agreements with agencies that offer classes in the areas of ESL, ABE, GED, and Job Readiness and refers parents to the appropriate agency. The program has established a Partnership Agreement (PA) with Texas Workforce Solutions to collaborate for additional services to parents.	Community Partnership & Transition Staff Center Managers Support Services Staff	Ongoing August thru May	Referral Form PA - South Texas College PA - Mercedes ISD, GED Testing Program PA - Texas Workforce Solutions
Follow-up on referrals to ensure that families are enrolled and have the necessary supports to complete their education and/or training.	Follow-ups are conducted by support services staff within 2 weeks for all referrals initiated in order to ensure families are receiving necessary supports.	Support Services Staff	Ongoing	Follow-up Form Family Contact Notes
Invite past program parents and community volunteers to share their educational and career experiences with families.	Past program parents and community volunteers are invited to participate in the annual Volunteer Training in order to share their past experiences with current Head Start families.	Family Services Staff	September	Volunteer Training Agenda
Invite families to volunteer or apply for jobs in the program in ways that support their parenting, career or life goals.	Families are encouraged to volunteer and apply for jobs in the program. HS families are provided with added points in the rating system; and the substitute pool is formulated for parents.	Head Start Director Family Services Director Human Resource Director	September Ongoing	Volunteer Training Agenda Volunteer Folder Application for Employment Form

**HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
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Family Engagement Outcome: (4) **FAMILIES AS LEARNERS:** Parents and families advance their own learning interests through education, training and other experiences that support their parenting, careers, and life goals.

Program Impact Area: Teaching and Learning

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Support parents as learners in parenting education programs that help parents learn more about their child's learning, development and behavior.	All parents are provided opportunities to participate in Exploring Parenting. The Child Development module helps parents understand the appropriate practices regarding the different stages.	Family Services Staff Support Services Staff	March	Exploring Parenting - Agenda
Support family literacy activities between parents and children.	Families are encouraged to participate in the Read Initiative Program during the Parent Meetings as facilitators so that they can share information about child learning and development and program curriculum. The Child Take Home Activities provides an opportunity for parents and children share in literacy activities that support reciprocal learning. Families are also encouraged to participate in the educational lesson plan development in the classroom.	Education Directors Center Managers Teaching Staff	Monthly February Ongoing	Exploring Parenting Agenda Monthly Parent Committee Meetings – Read Initiative Program Child Take Home Activities Classroom Lesson Plans
Encourage families to observe and participate in child learning and development during home visits and in classrooms.	Home visits provide an opportunity for families to interact with staff regarding child learning and development and to share observations of classroom experiences.	Education Directors Center Managers Teachers	Fall Spring	Home Visit Reports

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Family Engagement Outcome: (4) **FAMILIES AS LEARNERS:** Parents and families advance their own learning interests through education, training and other experiences that support their parenting, careers, and life goals.

Program Impact Area: Community Partnerships

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Link families to community resources for internships, volunteer activities and other experiences that expand their knowledge and skills and build on their career interests.	A Head Start Parent Fair is held where 60 different agencies are given an opportunity for families to link with community resources that will expand their knowledge and skills and build on their career interests. Referrals are made to agencies for additional help.	Family Services Staff Support Services Staff	November Ongoing	Parent Fair Agenda Referral Form
Form partnerships with educational resources in the community and beyond, including higher education institutions, to support families' learning interests and educational goals.	The program maintains partnership agreements with local higher education institutions such as South Texas College and the University of Texas Pan American; and refers families in order to support families' educational goals. This is done during the development of the FPA.	Family Services Staff Support Services Staff	Ongoing	Referral Form FPA PA - South Texas College PA - UTPA
Form partnerships with adult educators who creatively enhance education and training opportunities for families.	The program maintains partnership agreements with agencies that offer classes in the areas of ESL, ABE, GED, and Job Readiness and refers parents to the appropriate agency. The program has established a Partnership Agreement (PA) with Texas Workforce Solutions to collaborate for additional services to parents.	Community Partnership & Transition Staff Center Managers Support Services Staff	Ongoing August thru May	Referral Form PA - South Texas College PA - Mercedes ISD, GED Testing Program PA - Texas Workforce Solutions

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Family Engagement Outcome: (5) **FAMILY ENGAGEMENT IN TRANSITIONS:** Parents and families support and advocate for their child’s learning and development as they transition to new learning environments, including EHS to HS, EHS/HS to other early learning environments, and HS to kindergarten through elementary school.

Program Foundation: Program Leadership

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Ensure that systems, supports and resources are in place to address professional development, continuous improvement and partnerships related to child and family transitions.	The program has established systems and supports through resources such as with thirteen (13) LEA’s that work with the program. Joint professional development trainings take place in order for continuity of services.	Program Director Community Partnership & Transition Director Education Directors	Ongoing	T/TA Plan
Establish ongoing communications and Memorandums of Understanding between Head Start and the local educational agencies.	Community Partnership Agreements are in place with thirteen (13) LEA’s that support families role as their child’s lifelong educators by participating in Transition Meetings that share information about the child’s progress in Head Start.	Program Director Community Partnership & Transition Director Special Services Director	Ongoing	Community Partnership Agreements

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Family Engagement Outcome: (5) **FAMILY ENGAGEMENT IN TRANSITIONS:** Parents and families support and advocate for their child’s learning and development as they transition to new learning environments, including EHS to HS, EHS/HS to other early learning environments, and HS to kindergarten through elementary school.

Program Foundation: Continuous Program Improvement

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Use the self-assessment process, related surveys and K-12 data sources (where possible) to review transition activities and to better understand opportunities and challenges.	The statistical data from the Self-Assessment, Lap-D, and the Texas Literacy Initiative (TLI) will be reviewed in order to comprehend opportunities and challenges and to look at improvement prospects.	Assistant Program Director Education Directors Community Partnership and Transition Director	March May	Self-Assessment Report Lap-D Assessment Report TLI Data Report
Use information from the self-assessment, related surveys and other data sources to improve transition practices with families and community partners.	The program will utilize the information from the PFCE Framework Self-Assessment, the Monitoring Protocol, and the Family Engagement Survey (FES) to identify needed improvements and to transition practices.	Assistant Program Director Education Director Family Services Director	March May	PFCE Framework Self-Assessment: Outcome Report Monitoring Protocol: Outcome Report FES: Outcome Report Lap-D Assessment Report CLASS Assessment Report

**HIDALGO COUNTY HEAD START PROGRAM
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Family Engagement Outcome: (5) **FAMILY ENGAGEMENT IN TRANSITIONS:** Parents and families support and advocate for their child’s learning and development as they transition to new learning environments, including EHS to HS, EHS/HS to other early learning environments, and HS to kindergarten through elementary school.

Program Foundation: Professional Development

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Conduct joint transition trainings across EHS/HS and local educational agencies.	The program has established systems and supports through resources such as with thirteen (13) LEA’s that work with the program. Joint professional development trainings take place in order for continuity of services with regarding to transition activities.	Program Director Community Partnership & Transition Director Education Directors	Ongoing	T/TA Plan
Gain understanding about the realities public schools face and acknowledge both constraints and opportunities in building local partnerships (differences in policy, regulations, budgets, organizational design, etc.).	The program will participate when possible in Superintendents’ meetings at Region I Education Service Center to gain understand about public school funding, policy, regulation budget and organizational design differences, etc.	Program Director Assistant Directors	Ongoing	Region I Meeting Agendas

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Family Engagement Outcome: (5) **FAMILY ENGAGEMENT IN TRANSITIONS:** Parents and families support and advocate for their child's learning and development as they transition to new learning environments, including EHS to HS, EHS/HS to other early learning environments, and HS to kindergarten through elementary school.

Program Impact Area: Program Environment

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Welcome and engage families as partners in transition planning.	Families are encouraged to participate in the program with transition planning in order to feel welcomed and build trust. Activities include.... Enrollment & Health Fairs, volunteer & observer opportunities, parent orientation training, Parent Committee Meetings, Open House, Parent - Staff Conferences, and home visits. Families are also invited to participate in the Family & Community Partnerships, and Transition Advisory Committee.	Teachers Center Managers Support Services Staff Family Services Director Community Partnership & Transition Director	Daily Ongoing	HCHS Program Calendar Advisory Committee Meeting Agenda
Create a culture of supporting families during transitions as they are the key to creating continuity for children.	LEA's are invited to attend a Parent Committee Meeting to discuss transition. Parents are invited to attend along with their children to field trips to different public schools.	Education Directors Support Services Staff Teachers	April, May	Monthly Parent Committee Meeting Agenda Field Trip Reports
Help families identify and understand quality criteria in early childhood settings as children make transitions from prenatal to postnatal services, new service options, new classrooms, or new home visitors.	ECI's are invited to attend a Parent Committee Meeting to discuss transition into the program. Parents are invited to visit the center prior to their child attending class.	Special Services Director Support Services Staff Family Services Director Family Services Staff Teachers	April, May	Monthly Parent Committee Meeting Agenda Family Contact Notes

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Family Engagement Outcome: (5) **FAMILY ENGAGEMENT IN TRANSITIONS:** Parents and families support and advocate for their child's learning and development as they transition to new learning environments, including EHS to HS, EHS/HS to other early learning environments, and HS to kindergarten through elementary school.

Program Impact Area: Family Partnerships

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Use the family partnership process to help families develop transition plans for themselves and their children.	An FPA is conducted with all families enrolled. Transition activities are discussed in order to assist with the development of transition goals.	Support Services Staff Community Partnership & Transition Director	August, May Ongoing	FPA Form Family Contact Notes
Provide families with information, training and connections to future early care and educational settings to help facilitate the transition process for parents and children (e.g., information about what families might expect of K-12 instruction and training about how to deal with disagreements between parent and teacher).	All families who are changing into a K-12 instructional setting will be provided with a Transition Packet. Parents will be provided training on the contents of the packet that includes information on how to deal with disagreements between parents and teachers.	Teachers Community Partnership & Transition Director	May Ongoing	Transition Packets Parent Training - Topic of the Month (May – Transition)
Ensure families know about their rights under federal and state laws, such as their rights under the Individuals with Disabilities Education Act (IDEA).	All staff is provided with IDEA training during pre-service. Trainings are provided to families during Parent Committee Meetings.	Special Services Department	August April Ongoing	IDEA Procedural Safeguards that are provided to parents. Parent Committee Training

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Program Impact Area: Teaching and Learning

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Ensure families have ongoing opportunities to discuss their observations and concerns about their child's strengths and challenges prior to transitions from EHS to HS and HS to K-12.	Teachers meet with parents to discuss individual child's strengths and challenges and other data during post conference of Lap-D results.	Teachers Education Department	Pre – Fall Mid – Winter Post – Spring	Parent – Teacher Conference Report
Share information about activities and everyday interactions with children that promote school readiness as outlined by the Head Start Child Development and Early Learning Framework.	Daily contact is made with parents regarding everyday activities and interactions. Lap-D and the Early Learning Framework are aligned to Teachers to facilitate sharing of information regarding the child.	Teachers	Daily Ongoing	6 Week Progress Report
Ensure families have ongoing opportunities to discuss child assessment data so that families are prepared to initiate and/or participate in similar discussions with teachers in K-12.	Parents will be shown how to interpret the data within the Transition Packet regarding relevant information to impact transition.	Teachers Community Partnership & Transition Department	Spring	Transition Packet Progress Report
Provide families with information about child development and the impact of transitions on children across early childhood and school settings.	Parents will be shown how to interpret the data within the Transition Packet regarding relevant information to impact transition.	Teachers Community Partnership & Transition Department	Spring	Transition Packet Progress Report

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Program Impact Area: Community Partnerships

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Coordinate services for children and families leaving Head Start through program-school partnerships.	The program will host Transition Meetings with LEA’s to coordinate transition activities which include the transition packages that contain child’s profile and family engagement data. Field Trips are conducted to transition public schools to facilitation transition.	Center Managers Teachers Community Partnership & Transition Staff	April, May Ongoing	Transition Meeting Agenda, Sign-In Field Trip Reports
Provide advocacy training and opportunities for families to develop and use advocacy skills in the context of their child’s lifelong learning.	The program will provide training to families during the Parent Committee Meetings regarding development of advocacy skills contained in the Early Childhood Framework. Individualized training in this area in conducted during the Parent/Teacher Conferences.	Teachers Education Department	Pre-Fall Mid-Winter Post-Spring	Lap-D Conference Reports Parent/Teacher Conference Reports

**HIDALGO COUNTY HEAD START PROGRAM
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Family Engagement Outcome: (6) **FAMILY CONNECTIONS TO PEERS AND COMMUNITY:** Parents and families form connections with peers and mentors in formal or informal social networks that are supportive and/or educational and that enhance social well-being and community life.

Program Foundation: Program Leadership

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Ensure that systems and staff development facilitate opportunities for parents to develop relationships with their peers through meetings, trainings, support groups, mentoring programs or community referrals.	The program provides parents with opportunities to develop relationships with other HS parents during Parent Committee Meetings, Parent Fair, Parent Trainings, Volunteer Training, Parent Leadership Conference, Exploring Parenting Curriculum program, Fatherhood & Healthy Marriage Conference, etc.	Family Services Director All Support Services Depart. Directors	Ongoing	Agendas Sign-in Rosters Minutes
Incorporate goals related to family connections to peers and community into agency work plans and strategic planning.	The program ensures that parents have active participation in Advisory Meetings that incorporate goals into agency work plans. Parents participate in the development of the Strategic Plan.	Assistant Program Director Family Services Director All Support Services Dept. Directors	April, May Ongoing	Advisory Committee Meeting Agenda, Sign-in, Minutes Policy Council Planning Sub-Committee Agenda, Sign-In, Minutes

**HIDALGO COUNTY HEAD START PROGRAM
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Family Engagement Outcome: (6) **FAMILY CONNECTIONS TO PEERS AND COMMUNITY:** Parents and families form connections with peers and mentors in formal or informal social networks that are supportive and/or educational and that enhance social well-being and community life.

Program Foundation: Continuous Program Improvement

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Use the community assessment, self-assessments, related surveys and ongoing relationships with families to understand the opportunities and challenges related to parent connections, peers, and community.	Parents participate in the implementation of the Community Assessment in collaboration with UTPA and the annual self-assessment. This data along with data from Educational Assessments are reviewed to understand prospects and trials related to parent connections with peers and their community.	Assistant Program Directors Family Services Director Education Directors	Winter Spring	Community Assessment Reports Self-Assessment Reports Lap-D Reports
Use information from community assessment, self-assessments and related surveys to improve practices related to parent connections, peers and community.	Upon reviewing information Community Assessment and the annual self-assessment; the practices related to parent connections, peers and community will be evaluated to improve existing practices.	Assistant Program Directors Family Services Director Education Directors	Winter Spring	Community Assessment Reports Self-Assessment Reports Lap-D Reports

**HIDALGO COUNTY HEAD START PROGRAM
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Family Engagement Outcome: (6) **FAMILY CONNECTIONS TO PEERS AND COMMUNITY:** Parents and families form connections with peers and mentors in formal or informal social networks that are supportive and/or educational and that enhance social well-being and community life.

Program Foundation: Professional Development

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
<i>Conduct staff training on facilitating peer activities that help parents and families:</i> enhance parent-child relationships;	The program implements the Exploring Parenting Program that has a module that enhances parent-child relationships. <i>The staff will receive training that will allow them to become trained facilitators in this curriculum.</i>	Family Services Department Center Managers	August	Exploring Parenting Training : Agenda and Sign-In
strengthen their role as educators;	The program implements the Exploring Parenting Program that has a module that will strengthen parents and families roles as educators.	Family Services Department Center Managers	August	Exploring Parenting Training : Agenda and Sign-In
reflect and set learning goals;	The program implements the Exploring Parenting Program that has a module that reflect and set learning goals.	Family Services Department Center Managers	August	Exploring Parenting Training : Agenda and Sign-In
learn about transitions;	Training will be conducted by Transition staff to Support Services staff during the Networking Meeting regarding Transition protocol and forms.	Community Partnerships & Transition Director	September	Networking Training Agenda
Encourage parent leadership and advocacy.	The program implements a Parent Leadership Conference that teaches parents how to become leaders and advocates for their children and families.	Family Services Staff	September	Parent Leadership Conference Agenda, Sign-In and Parent Handbook

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Family Engagement Outcome: (6) **FAMILY CONNECTIONS TO PEERS AND COMMUNITY:** Parents and families form connections with peers and mentors in formal or informal social networks that are supportive and/or educational and that enhance social well-being and community life.

Program Impact Area: Program Environment

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Create safe and respectful environments where parents can lead and learn from each other and ask for the kinds of information that they find helpful as individuals and members of a group. TxDPR conducts periodic visits to insure that environments are safe and respectful.	All Head Start Centers are safe and maintain respectful environments for all children, parents, families, staff and community members. Information and help is provided to individual parents in both English and Spanish; and information is also provided to parents during parent committee meetings.	Field Operations Dept. All Support Depts. Center Managers	Ongoing	Licensing Inspection Reports.
Provide space and resources, if necessary, for monthly events chaired by parents, for parents.	All Head Start Centers and other Head Start facilities are made available for meeting space for Parent Committees that are chaired by parents for parents.	Center Managers	Ongoing	Parent Committee Meeting Agendas, Notices, Sign-In Reports

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Family Engagement Outcome: (6) **FAMILY CONNECTIONS TO PEERS AND COMMUNITY:** Parents and families form connections with peers and mentors in formal or informal social networks that are supportive and/or educational and that enhance social well-being and community life.

Program Impact Area: Family Partnerships

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Facilitate (or refer parents to) parental support and/or educational groups where they can share their concerns (e.g. children's special needs).	Parents are referred to specialized support groups (e.g. autism, AA, death & grieving, etc.) in order for them to share concerns with peers experiencing similar problems. The program implements the Exploring Parenting Program that allows for parents to share concerns as well.	Family Services Dept. Special Services Dept. Case Managers	Ongoing	Referrals and Follow-ups Exploring Parenting Agendas and Sign-Ins
Talk with parents about the formal and informal social networks (support, amusement, help, education, etc.) they have and explore interests or needs in forming new (or renewed) social connections.	An individualized FPA is implemented with all families. Case Managers provides information and support to families about support, amusement, help and education networks.	Case Managers	Ongoing	Family Partnership Agreement
Individualize opportunities for peer-to-peer connections for different groups of parents (e.g., fathers or grandparents).	An individualized FPA is implemented with all families. Case Managers provide information and encourage parents to participate in peer-to-peer connections.	Case Managers	Ongoing	Family Partnership Agreement
Support parents interests and goals with skill-building volunteer opportunities in the program and community.	An individualized FPA is implemented with all families. Case Managers provides information and support to families about volunteering with HS.	Case Managers	Ongoing	Family Partnership Agreement Volunteer Training Agenda, Sign-In

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Program Impact Area: Teaching and Learning

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Encourage parent-to-parent support when participating in parent meetings about children's learning and development.	All HS Centers facilitate parent meetings and trainings. Parents are trained to illustrate to other HS parents about the "Reading Initiative Program – Once Upon a Time". The program implements the Exploring Parenting Program that has a module on children's learning and development. This program provides an opportunity for parents to share experiences.	Center Managers Family Services Staff	Ongoing	Parent Committee Meetings Agendas, Sign-In

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Program Impact Area: Community Partnerships

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Collaborate with community organizations that share parents' concerns and interests.	The program maintains Partnership Agreements with community organizations that are of parents' concerns and interests. The program hosts a "Parent Fair" that allows for parents to visit with community organizations and agencies regarding their needs.	Family Services Dept. Community Partnership and Transition Dept.	November Ongoing	Community Partnership Agreements Parent Fair Agenda, Sign-In
Link families with meaningful support networks, peer-to-peer groups, and volunteer opportunities in the community.	Case Managers assist families to link with support groups and peer-to-peer groups, and encourages volunteering with other organizations. Case Managers work families on an individualized basis and is able to promote this activity to match families' interest and goals.	Case Managers	Ongoing	FPA Referrals and Follow-ups

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Family Engagement Outcome: (7) **FAMILIES AS ADVOCATES AND LEADERS:** Families participate in leadership development, decision-making, program policy development, or community and state organizing activities to improve children’s development and learning experiences.

Program Foundation: Program Leadership

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Ensure that parents’ opinions are heard and included in the program planning processes (e.g., policy council and parent committees, etc.).	Parents are encouraged to participate and provide input and ideas in the program’s planning process and are members of the Advisory Committees, Parent Committees, and the Policy Council.	Executive Director Family Services Dept. All Support Services Depts.	Ongoing	Advisory Committee Agendas, Sign-Ins Parent Committee Agendas, Sign-Ins Policy Council Meeting Agendas, Sign-Ins
Ensure that systems and supports are in place to address professional development, continuous improvement, program environment and partnerships related to engaging families as advocates and leaders.	Support Services staff are afforded the opportunity to participate in a Family Services Credential Program – Portage Project. This credentialing training program assists staff to engage with families and assist them to become advocates and leaders.	Family Services Director Family Services Coordinator Support Services Staff Center Managers	Ongoing	Family Services Credential Agenda, Sign-Ins, and Credential
Incorporate goals related to family advocacy and leadership into agency work plans and strategic planning.	Parent Policy Council members and Parent members of the Advisory Committee participate in incorporating goals related to family advocacy and leadership in the agency work plans and strategic planning.	Executive Director Assistant Directors Family Services Director	Ongoing	Policy Council Meeting Agendas, and Sign-Ins Advisory Committee Meetings Agendas and Sign-Ins

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Family Engagement Outcome: (7) **FAMILIES AS ADVOCATES AND LEADERS:** Families participate in leadership development, decision-making, program policy development, or community and state organizing activities to improve children’s development and learning experiences.

Program Foundation: Continuous Program Improvement

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Conduct regular assessments on parent leadership and advocacy experiences to understand opportunities and challenges.	Evaluations are conducted at the conclusion of every parent training to include leadership and advocacy. The evaluations allow for candid and honest feedback in order to understand the opportunities and challenges that parents are experiencing.	Family Services Department Center Managers	Ongoing	Parent Evaluation Form
Use related assessment data to improve practices related to parent leadership and advocacy.	The evaluations collected, provides the program with an opportunity to use the data to improve related practices regarding parent leadership, advocacy, and other areas.	Family Services Department Center Managers	Ongoing	Parent Evaluation Form

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Program Foundation: Professional Development

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Provide training on the multicultural principles, leadership development, and advocacy for staff and families.	Parents are provided with training on multicultural principles, leadership development, and advocacy during the Parent Leadership Conference. Staff is provided this training during pre-service and specialized training is provided during the Family Services Credential program.	Family Services Director Family Services Staff	August September Ongoing	Parent Leadership Conference Agenda, Sign-In Family Services Credential Training Agendas, Sign-Ins

**HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2015 – 2016**

Family Engagement Outcome: (7) **FAMILIES AS ADVOCATES AND LEADERS:** Families participate in leadership development, decision-making, program policy development, or community and state organizing activities to improve children’s development and learning experiences.

Program Impact Area: Program Environment

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Create an environment that welcomes and affirms parent leadership and advocacy in the program.	All HS Centers maintain a Parent Committee. Parent Committee members elect officers to chair the meetings and take on leadership and advocacy roles for their center. The program provides formal training on how to take on their leadership roles, advocate for their children, families and other HS children and families. Policy Council members are provided with formal training regarding all aspects of the program and parents’ roles as leaders and advocates.	Family Services Department	September October Ongoing	Parent Handbook Parent Committee Officers Handbook Parent Leadership Conference Agenda Governance Leadership Conference Agenda
Work with parents to arrive at agreed upon understandings of how to partner and how to collaborate with each other within the program.	The program provides formal training to parents on how to collaborate, coordinate and work with other HS parents.	Family Services Department Center Managers	August – May September, October Ongoing	Parent Handbook Parent Leadership Conference Agenda

**HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2015 – 2016**

Family Engagement Outcome: (7) **FAMILIES AS ADVOCATES AND LEADERS:** Families participate in leadership development, decision-making, program policy development, or community and state organizing activities to improve children’s development and learning experiences.

Program Impact Area: Family Partnerships

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Provide opportunities for parents to identify their strengths as leaders/advocates and to use them in the program and community.	The program implements an individualized FPA will all families. This process allows for the identification of strengths as leaders/advocates and it encourages parents to use them the in program and the community. Parents also receive training on leadership and advocacy during the Parent Leadership Conference. During the conference, they are able to also identify their strengths and share them with other parents and community.	Case Managers Family Services Staff	September Ongoing	FPA Form Parent Leadership Conference Agenda
Share information with families about existing parent-to-parent organizations, family peer networks and/or parent-initiated school-community efforts in order to foster continuity in leadership and advocacy roles beyond Head Start.	The program implements an individualized FPA will all families. This process allows for the case manager to share information with families about parent-to-parent organizations, family peer networks and/or parent-initiated school-community efforts in order to foster continuity in leadership and advocacy roles beyond Head Start.	Case Managers Family Services Staff	September Ongoing	FPA Form Parent Leadership Conference Agenda

**HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2015 – 2016**

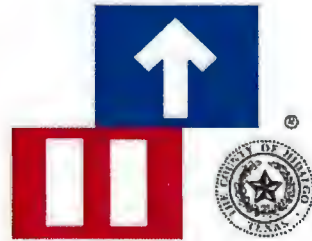
Family Engagement Outcome: (7) **FAMILIES AS ADVOCATES AND LEADERS:** Families participate in leadership development, decision-making, program policy development, or community and state organizing activities to improve children’s development and learning experiences.

Program Impact Area: Community Partnerships

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Provide parent mentoring opportunities that could include staff, alumni parents/families, elders, and professionals in the community to serve as a resource and support for parent leadership development.	Parents participate in Advisory Committees and Policy Council which allows for parents to develop mentors from staff, alumni parents/families, elders, and professionals in the community to serve as a resource and support for parent leadership development.	Executive Director Family Services Director	September Ongoing	Advisory Committee Agendas Policy Council Agendas
Partner with parents to engage advocacy groups that work on issues related to child, family and community needs.	The program implements a Parent Fair which allows for parents to connect with advocacy groups such as Mujeres Unidas/Women Together, Texas A&M Extension Service, VAIL, Etc.	Family Services Department	November Ongoing	Parent Fair Agenda
Form partnerships with parent-to-parent organizations or other K-12 parent groups to facilitate connections for HS/EHS families.	The program implements a transition program with LEA’s that would facilitate the opportunity to form partnerships with parent-to-parent organizations or other K-12 parent groups.	Community Partnership & Transition Department	April Ongoing	Transition Meeting Agendas, Sign-Ins

**HEALTH/
MENTAL HEALTH**

Hidalgo County Head Start Program



Health and Mental Services Program Plan 2015 - 2016

Committee Approval: 04.29.15

Policy Council Approval:

Commissioners' Court Approval:



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.20 (a) (1) (i)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will establish an ongoing health care for each child and will assist the parent/guardian to access a source of ongoing healthcare.

Objective: Manage an ongoing source of continuous and accessible health care for parents and children.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will inform/educate the parent/guardian how to access community resources which provide health care services during monthly meetings, via the newsletter and program activities.	Support Services Facilitators/Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	Within 90 Days of Enrollment	Community Health Directory
2. Staff will inform parent/guardian at monthly meetings about availability of health resources.			Monthly	
3. Staff will initiate the referrals for health services for children/families when needed.			Ongoing	Referrals
4. Staff will empower parent/guardian to follow-up on referrals made for health services.				



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.20 (a) (1) (ii)

- Goal:** **HIDALGO COUNTY HEAD START PROGRAM** will manage along with the assistance of parents that all children enrolled will follow the requirements of child wellness used by the Early and Periodic Screening Diagnosis and treatment (EPSDT) program of the Medicaid Agency in Texas and immunization schedule issued by the Center for Disease Control (CDC) and Prevention and other local requirements to address health problems.
- Objective:** Asses if the child is on a schedule of age appropriate preventive and primary medical, dental, and mental health as provided from the primary health care provider.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. At the time of enrollment, the staff will collaborate with the parent/guardian to secure information from the primary health care provider regarding the health status (immunization record, current treatments, etc.) of the child. 2. Parents will follow the requirements of child wellness used by the Early and periodic Screening Diagnosis and Treatment (EPSDT) program of the Medicaid agency in Texas. 3. Parents will follow the immunizations issued by the Centers for Disease Control and Prevention and the recommendations of the Health Services Advisory Committee (HSAC) or community health providers.	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	Prior to first day of school Annually	Physical Exam Dental Exam Immunization Record Vision/Hearing Screen



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
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Performance Standard: 1304.20 (a) (1) (ii) (A)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will provide comprehensive health services to ensure that all Head Start children are up to date with their age-appropriate schedule of well child care

Objective: Prepare and schedule children for screening, tests and exams to identify and address the individual needs of the child.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The staff will refer the parent/guardian to local clinics and health professionals who provide services at reduced fees or who will accept Medicaid. Screens: Vision/Hearing/Strabismus ** Physical Examination: Head to toe assessment performed by U.S License Professional Vitals: Temp, Pulse, Resp, B/P, Ht. / Wt., BMI (Body Mass Index) Immunizations: Up to Date (*To include Tuberculin Skin Test) Dental Exam: Periodic and comprehensive evaluation every six months. * Includes T.B. Skin Test With Date, Results And Signature. ** Certified Center staff will provide vision/hearing screens as needed	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	Screens within 45 days of enrollment Annual Exam or every twelve months Immunizations prior to first day of school	Screens Physical/Dental Exam Child Health Summary



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.20 (a) (1) (ii) (B)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will provide comprehensive health services to ensure all Head Start children are up to date on their age appropriate schedule of well child care.

Objective: Manage all children continue to follow their appropriate schedule of well child care.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
- Staff will monitor the children's health records on a regular basis to ensure that they are in compliance with their recommended schedule of well child care. If they lack in their schedule, measures will be taken to update them. - Staff will discuss with the parents the importance of prevention and well child care via letters, parent conference, appointments, monthly parent meetings, etc. - Staff will educate the parent/guardian on Medicaid services and how to advocate for the delivery of quality health services by asking the parent to attend health appointments with child and ask questions on services.	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	At enrollment Monthly As needed	Appointment Letters Parent Notices Referrals



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.20 (a) (1) (ii) (C)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will establish procedures to track the provision of health care services.

Objective: Manage all health screens and exams on a timely basis.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. All medical/dental exams/immunizations will be documented and entered into the computerized tracking system aka also known as PROMIS. This information will be accessible to center staff. 2. All referrals and follow-up will be documented on the referral tracking log kept by staff.	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	At enrollment Monthly As needed	PROMIS Child Health Summary



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
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Performance Standard: 1304.20 (a) (1) (iii)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will provide further diagnostic testing, examination, and treatment by a health professional for each child with an observable known or suspected health or developmental problem.

Objective: Prepare a referral as soon as any suspected health concern is noted or found during the physical examination.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. A referral will be made at time of physical by the provider or when an observable known or suspected health or developmental problem occurs. Parent/guardian will be notified immediately of suspected abnormality and consent to refer will be secured.	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	As needed	Referrals Physical Exam Dental Exam
2. Staff will monitor on a regular basis the child's screens, assessment and immunizations by inquiring with the parents.			Monthly	PROMIS Immunization Tracking Record
3. Encourage health providers to explain all procedures to parent/guardian.			At enrollment Ongoing	Referrals Physical Exam Dental Exam



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.20 (a) (1) (iv)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will develop and implement a follow-up plan for any condition identified in 45CFR 1304.20 (a)(i)(ii) and (iii) so that any needed treatment has begun.

Objective: Develop and implement a follow-up plan for any abnormal condition or suspected health problem.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will refer and follow-up on any abnormal conditions or suspected health problems. The referral will be initiated immediately and the follow-up within 30 days of referral date.	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	At enrollment Monthly	Referrals Family Contact Notes PROMIS Tracking System



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
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Performance Standard: 1304.20 (c) (1)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will establish a system of ongoing communication with parent/guardian of the children with identified health needs to facilitate the implementation of the follow-up plan.

Objective: Manage with the assistance of parent/guardian the health status of the children with identified needs.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will follow-up with the parent/guardian and document pertinent information in regards to the child's health status. 2. Staff will discuss with the parent/guardian the child's progress and/or results.	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	Weekly Monthly As needed	Health Progress Notes Parent Notices PROMIS Tracking System



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
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Performance Standard: 1304.20 (c) (2)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will provide assistance to the parent/guardian as needed, by educating them on obtaining any prescribed medications or equipment for medical and dental conditions.

Objective: Introduce to parent/guardian the community health resources available to them for assistance on acquiring medical aids for dental or medical conditions and the proper administration of prescribed medication as needed.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will give the parent/guardian a health community resource book on assistance for medical and dental equipment. 2. Nurse will also educate teachers and the parent/guardian on the proper administration of medication.	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	At enrollment As needed	EPSDT Providers T/TA Sign-In Sheet Medication Administration Policy/ Checklist



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
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Performance Standard: 1304.20 (c) (3) (i)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will educate the parent/guardian and children on the proper measures taken for fluoride treatment and daily oral applications.

Objective: Manage fluoride supplements and treatment as recommended by dental professionals in communities where it has been determined there is a lack of adequate fluoride levels.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Children will brush teeth after breakfast by wetting toothbrush and rinsing with water. After lunch children will brush using fluoride toothpaste. 2. Infants/toddlers will have their gums cleaned according to procedure. 3. The parent/guardian will be provided with information on dental care at monthly meetings. 4. The parent/guardian will sign consent for daily tooth brushing.	Support Services Facilitators/Support Services Assistants Center Managers Teachers Assistant Teachers	Center Managers Department Directors Mental Health Coordinator Nurse	Daily for Oral Hygiene Parent Meetings	Consents Form for use of Toothpaste Daily Health Checks



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
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Performance Standard: 1304.20 (3) (ii)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will follow up on all measures recommended by the dental professional.

Objective: Implement preventive measures and proper dental treatment as recommended by the dental professional.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will ensure all dental follow-ups are done in a timely manner and provide all the necessary paper work to the health department. 2. Staff will assist with providing transportation by utilizing other resources. 3. Staff will inform the parent/guardian on dental follow-ups every six months as indicated by state regulations. This will be done via notices and telephone calls.	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	Monthly As needed	PROMIS Child Health Summary Appointment Letters Dental Follow-up Notices Family Contact Notes Referrals



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
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Performance Standard: 1304.20 (c) (5)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will utilize federal funds when no other source of funding is available.

Objective: Arrange for the use of program funds and provide written documentation that all non-Head Start sources have been exhausted prior to using Head Start funds.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
- Staff will refer non-Medicaid parents/guardians to community health resources for assistance. - Hidalgo County Head Start Program will require a denial letter for assistance from the community resource. For example, a Medicaid letter stating reason for denial of services before agreeing to pay. - The parent/guardian will be instructed if no insurance is available that they must then apply for public assistance prior to Hidalgo County Head Start disbursing payment.	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	As needed At enrollment	Denial Letter Approval for payment Family Contact Notes



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
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Performance Standard: 1304.20 (d)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will ensure that any recurring medical, dental or developmental concerns are addressed in a timely manner.

Objective: Implement ongoing procedures to identify any new or recurring medical, dental or developmental concerns so that they may quickly make appropriate referrals.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will document as needed any concerns regarding medical, dental and developmental areas. The parent/guardian concerns will also be documented. 2. Staff will identify special needs using the parent/guardian concerns, screens, physical/dental exams and professional observations and assessments. 3. Staff will share with the parent/guardian ongoing observations on a daily basis as needed.	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	Daily Weekly As needed	Notice of Illness/Injury LAP-D DECA Speech Screener Physical Exam Dental Exam Referrals 504/Action Plan for Asthma or Seizure



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.20 € (1)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will make all possible efforts to ensure that each child is receiving appropriate health care services and consult with the parent/guardian immediately if a health or developmental problem is suspected or identified.

Objective: Discuss with the parent/guardian immediately when health concerns are suspected or identified.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will inform the parent/guardian of health concerns and/ or referrals made by a Head Start provider during physical and/or dental exam. 2. The parent/guardian will inform the staff of any health concerns expressed during the exam done by their primary physician. 3. Staff will consult with the parent/guardian immediately and permission to refer will be obtained.	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	As needed	Physical/Dental Exam Screen Results Family Contact Notes Action Plan for Asthma or Seizure



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.20 € (2)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will familiarize the parent/guardian with the use of all rational health and developmental procedures administered through the program and obtain advance parent/guardian authorization for such procedures. The results of such procedures will be shared with the parent/guardian.

Objective: Explain to the parent/guardian on the rationale and results of all screens and seek proper authorization prior to such procedures.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
- Staff will obtain consent from the parent/guardian prior to exams and screening procedures. At this time all screens, exams and immunizations needed for their child will be explained to the parent/guardian. - A copy of all results will be given and explained to the parent/guardian. - The referral will be discussed with the parent/guardian and permission to refer will be obtained. - A child health record with the child's results of all screens including the dates will be given to the parent/guardian.	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	Daily Weekly As needed	Consent for Screens Referrals Standard Non-Standard Results Action Plan for Asthma or Seizure



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.20 € (3)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will discuss with the parent/guardian how to familiarize their child in an appropriate developmental way about the health procedures received while enrolled in the program.

Objective: Assist the parent/guardian in informing their child about all procedures administered during their enrollment with the program.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will encourage the parent/guardian to participate in the daily health lessons. 2. Staff will encourage the parent/guardian to accompany their child during the exams and screening procedure. 3. Staff will encourage the parent/guardian to participate in all related health activities. 4. Staff will explain and inform the parent/guardian the purpose of health procedures and exams the child will receive throughout the school year.	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	At enrollment Parent Orientation Daily	Health Lesson Daily Schedule



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
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Performance Standard: 1304.20 € (4)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will assist the parent/guardian in accordance with 45CFR 1304.40 (f) (2) (i) and (ii) to enroll and participate in a system of ongoing family health care and encourage the parent/guardian to be active partners in their child's health care process.

Objective: Manage Head Start families' participation in a system of ongoing family health care and encourage the parent/guardian to be active in their child's health care.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will review health records on a regular basis to ensure medical and dental concerns be completed and address in a timely manner. 2. Staff will encourage the parent/guardian to become active partners thru the following: a. Promote preventive health care via newsletter, conferences and workshops. b. Introduce the parent/guardian to community health resources and assist them in becoming clients. c. Encourage the parent/guardian by empowering them to take their child for medical and dental appointments. d. Encourage and remind the parent/guardian to keep a copy of all health records in a safe place for transitional purposes. e. Encourage the parent/guardian to participate on the Health Services Advisory Committee.	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	Monthly As needed Parent Orientation	Family Contact Notes Referral Follow up Parent Conference



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
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Performance Standard: 1304.20 € (5)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will maintain written documentation in the event that the parent/guardian refuses to give authorization for health services.

Objective: Explain to parent/guardian the importance of health services for their child.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The staff will explain to the parent/guardian the importance of the health services and the consequences of denial. 2. Staff will act as a "liaison" between the parent/guardian and health provider by assisting with communication of health concerns to the provider and Health Services Advisory Committee if needed. 3. Staff will acquire documentation when the parent/guardian refuses authorization for services. 4. Staff will explain the consequences of refusal.	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	As needed	Refusal of Medical Services and Dental Services Family Contact Notes



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
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Performance Standard: 1304.22 (a)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will establish and implement policies and procedures to respond to medical and dental health emergencies with which staff is familiar and trained.

Objective: Demonstrate health measures, emergency measures and safety practices through training provided by the health staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
- Staff will post policies and plans of action for emergencies that require rapid response on part of the staff (e.g., a child choking) or immediate medical and/or dental attention. This information will be posted on the health bulletin boards located in every classroom at all centers. This is to include the parent/guardian's room, literacy room and administration sites. - The Health Advisory Committee will help establish emergency policy and procedures by revising "Health Emergency Bulletin" annually. - Emergency policies and procedures are posted in both Spanish and English.	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	Prior to enrollment Daily	Health Safety Procedures How to handle medical/dental emergency Action Plan for Asthma or Seizure



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.22 (a) (1)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will post policies and plans of action. Emergencies will require rapid response on part of the staff.
(e.g., a child choking).

Objective: Develop for staff policies and plans of action for emergency care.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
- Staff will post policies and plans of action for emergencies that require rapid response on part of the staff (e.g., a child choking) or immediate medical and/or dental attention. This information will be posted on the health bulletin boards located in every classroom at all centers. This is to include the parent/guardian's room, literacy room and administration sites. - The Health Services Advisory Committee will help establish emergency policy and procedures by revising all health emergency procedures annually. - Emergency policies and procedures are posted in both Spanish and English.	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	Prior to enrollment Daily	Health Safety Procedures



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.22 (a) (2)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will post locations and telephone numbers of emergency response systems, update family contact information and authorization for each child must be readily available.

Objective: Establish emergency response systems, emergency telephone numbers and authorization for emergency care for each child.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
- Staff will post all emergency response systems as part of the health bulletin board. - The parent/guardian will sign consents for emergency treatment, dental treatment and transportation. This will be located in each child's folder. - Staff will have emergency contacts for each child, which are to include the parent/guardian's physical address, home and/or work telephone number, physician name and telephone number in every classroom and at all telephone stations. (Emergency Plan II) - All consent forms for emergency treatment will accompany the child to every fieldtrip and/or outdoor activity.	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	As needed At enrollment Ongoing	Emergency Plan II Consent For Emergency Transportation Emergency Contact



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Early Childhood Development and Health Services Program Plan
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Performance Standard: 1304.22 (a) (4)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will notify the parent/guardian in the event of an emergency involving their child.

Objective: Report to parent/guardian all emergencies involving their child.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. In case of an emergency involving a Head Start child, the staff will notify the parent/guardian immediately. If the parent/guardian is unavailable, the staff will notify the emergency contact. A notice of illness or injury will be sent home with the child. Documentation will also be written in the family contact notes and an incident report will be sent to administration.	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	Ongoing As needed	Notice of Injury/Illness Family Contact Notes Accident/Incident Report



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
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Performance Standard: 1304.22 (a) (5)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will establish a method for handling cases of suspected or known child abuse and neglect that are in compliance with applicable federal, state and/or tribal laws.

Objective: Manage all cases of suspected or known child abuse and neglect in compliance with applicable federal, state and/or tribal laws.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will report all suspected causes of abuse and neglect to the appropriate agency immediately. 2. Staff will fill out the suspected abuse and neglect form and write a summary of what occurred. 3. All information will be kept strictly confidential and under lock and key. 4. Staff will receive annual training from local agencies and the health department on reporting suspected abuse and neglect.	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	As needed	Suspected Abuse and Neglect Form



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
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Performance Standard: 1304.22 (b) (1)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will temporarily exclude a child with a short-term injury, an acute and/or short-term contagious illness that cannot be readily accommodated from program participation in the center base activities or group experiences, but only for that generally short-term period when keeping the child in care poses a significant risk to the health and/or safety of the child or anyone in contact with the child.

Objective: Manage the temporary exclusion of a child with a short-term injury, an acute and/or short-term contagious illness.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. When the parent/guardian presents a child at the center with an acute or short-term contagious illness the parent/guardian will be notified that the child cannot stay. The staff will refer to the communicable disease chart and minimum standards for assistance. 2. If the child has a short term injury that prohibits him/her from participating in the center based activities or group experiences the staff will ask the parent/guardian for a doctor's order stating the child may or may not participate. If the child cannot participate, the parent/guardian will be notified that the center cannot accommodate the child while injured. All measures should be taken to accommodate the child at home. 3. Staff will explain to the parent/guardian the significant health and safety risks of the child or anyone in contact with the child if allowed to stay at the center.	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	As needed	Exclusion Guidelines for a Sick Child



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.22 (b) (2)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** must not deny program admission to any child, nor exclude any enrolled child from program participation for a long term period, solely on the basis of his/her health care needs or medication requirements.

Objective: Manage the temporary exclusion of a child with a short-term injury, an acute and/or short-term contagious illness.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
- Staff will request a staffing or ARD with key personnel and the parent/guardian to determine the child's health status. - The staff will make reasonable accommodation for each child's required special needs by providing staff training, monitoring supplies and equipment to perform necessary health procedures. - The parent/guardian and health providers will provide clear and detailed instructions on how best to care for the child. - Protect the privacy of the affected child and family	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	As needed At enrollment Ongoing	Family Contact Notes Notice of Illness/Injury Exclusion Guidelines for Sick Children



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.22 (b) (3)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will request the parent/guardian to inform Head Start of any health or safety needs of the child that the program may be required to address.

Objective: Acquire all pertinent health information from the parent/guardian to address all of the health and safety needs of the child.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. At the time of enrollment the staff will ask for all information regarding the child's health status. If special needs are requested, the staff will ask the parent/guardian for all information in writing. This information will be obtained from a health professional. 2. Staff will ensure that all information obtained is kept confidential accordingly.	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	As needed At enrollment Ongoing	Diagnostic Referral and Reporting Form Parental Agreement for Enrollment Statement Confidentiality Policy Physical Exam



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.22 (c) (1)-(6)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will establish and maintain written procedures regarding the administration, handling and storage of medication for every child.

Objective: Recognize the procedures for storage, handling and administration of all medication.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will administer, handle and store all medication in accordance with the programs policy and procedures.	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	As needed	Consent for Administration of Medication Observation Notes Procedures Manual Technical / Training Form Delegation of Tasks Action Plan for Asthma or Seizure



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.22 (d) (1) & (2)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will ensure staff and volunteers can demonstrate safety practices and foster safety awareness between child and the parent/guardian by incorporating it into child and parent/guardian activities.

Objective: Demonstrate all general knowledge in all safety practices.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff, parent/guardian and volunteers will have ongoing training on safety practice for both home and program settings. This training will be provided by community agencies. 2. Children will be involved in practicing safety practices through daily lessons, classroom activities, field trips and etc.	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	August thru May	Technical Training Sign Newsletter Lesson Plan Emergency Policies Classroom Safety



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.22 (e) (1) & (2)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** staff must wash their hands with soap and running water at the following times: after diapering or toilet use; before food preparation and handling, consumption or any other food related activity; whenever hands are contaminated with blood or bodily fluids and after handling pets or animals.

Objective: Practice safety and good hygiene methods on a daily basis. The parent/guardian and volunteers will practice these methods as well.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff and volunteers will read sign and abide by the Sanitation and Infection Control Policy. This form will be filed in the employee's record or volunteer folder. 2. Staff will ensure that a copy of the Sanitation and Infection Control Policy is posted on the Health Bulletin Board located in every classroom. 3. Staff will have ongoing training on Universal Precautions.	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	August thru May	Sanitation and Control Policy



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.22 (e) (5)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will establish procedures for diapering that adequately protect the health and safety of children served by program staff.

Objective: Staff will supervise proper diapering procedures are implemented.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will do the following when diapering: • Ensure child's safety at all times. • Change diaper on an elevated, non-porous surface used only for changing diapers. • Talk to infant/toddler/child while diapering. • Note anything unusual in the child's diaper. • Change diapers at regular intervals and/or as needed. • Always use Universal Precautions.	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	As needed	Diapering Policy



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.22 (f) (1) (2)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will have readily available, well-supplied first-aid kits appropriate for the ages served and the program size.

Objective: Staff will maintain first-aid kits in every classroom every outing away from the center.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will make sure that a well-stocked first-aid kit is available at all times. 2. Staff will carry a first-aid kit any time the children and staff are away from the center. 3. Staff will stock and monitor the inventory of first-aid supplies on a regular basis.	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	August thru May	First-Aid Monitor Check



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.23 (b) (3)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will promote effective dental hygiene among children in conjunction with meals.

Objective: Staff will supervise every child receive effective dental hygiene in conjunction with meals.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will supervise children brushing their teeth as follows: a. A.M. - the children brush their teeth after snack with water only. b. P.M. - the children brush their teeth with fluoride toothpaste 2. The dental curriculum will also reinforce the importance of brushing their teeth after meals. 3. Parents and staff are educated about proper ways to prevent baby-bottle decay and other early childhood cavities. 4. Infant teeth are cleaned beginning with the eruption of the first tooth accordingly.	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Department Directors Mental Health Coordinator Nurse	August thru May (Daily)	Daily Class Schedule Health Procedure Manual Consent for Fluoride Treatment



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.24 (a) (1)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will ensure that the grantee and delegate agencies coordinate and collaborate with parents (see 45 CFR 1304.40(f) for issues related to parent education.

Objective: Arrange opportunities for parents to discuss any concerns about their child's mental health status.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will obtain information child's mental health thru the status following activities: • enrollment • home visits • parent/staff conference • parent partnership agreements • Parent Interview Assessment for children with challenging behaviors • Parent meetings • Daily informal contact (such as dropping or picking their child up from the center) • Health records • Orientation meeting (Parents Handbook on Mental Health Services for 2012-2013 issued at this meeting)	Center Manager Support Services Staff Mental Health Services Coordinator	Mental Health Services Coordinator Health Services Director Nurse	August thru May	Home visit report Child's health records Family Partnership Agreement Parent Interview Assessment Parents Handbook



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.24 (a) (1) (i)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** together with parent will obtain information, observations, and concerns about their child's mental health.

Objective: Arrange opportunities for parents to discuss any concerns about their child's mental health status.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will obtain information child's mental health status thru the following activities: • enrollment • home visits • parent/staff conference • parent partnership agreements • Parent Interview Assessment for children with challenging behaviors • Parent meetings • Daily informal contact (such as dropping or picking their child up from the center) • Health records • Orientation meeting (Parents Handbook on Mental Health Services for 2012-2013 issued at this meeting)	Center Manager Support Services Staff Mental Health Services Coordinator	Mental Health Services Coordinator Health Services Director Nurse	August thru May	Home visit report Child's health records Family Partnership Agreement Parent Interview Assessment Parents Handbook



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.24(a)(1)(ii)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will share staff observations of their child's behavior and development, including separation and attachment issues with the parent/legal guardian.

Objective: Arrange opportunities for parents to discuss information and concerns about their child's mental health status.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The results of all screens, assessments and other reports are discussed with parents or guardians during home visits. This includes results and all findings. Screenings, assessments and other reports discussed with parents are the following: • Devereux Early Childhood Assessment (DECA) • Learning Assessment Profile Diagnostic (LAP-D) • Speech Screener • Classroom observations by Mental Health Professional • Behavior observations by staff • Behavior plans	Center Manager Support Services Staff Mental Health Services Coordinator	Mental Health Services Coordinator Health Services Director Nurse	August thru May	Classroom Observations by Teachers and Mental Health Professionals Home visit reports Behavior plans Devereux Early Childhood Assessment (DECA) Learning Assessment Profile Diagnostic (LAPD) Speech Screeners



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.24(a)(1)(iii)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will discuss, identify, and communicate with parents appropriate responses to their child's behavior.
Objective: Arrange opportunities to solicit and discuss with parents, information and concerns about their child's mental health status

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Parent orientation meeting held at the start of the school year gives the opportunities for Mental Health Services Parent Handbook to be given out 2015-2016. The handbook explains: • Social and emotional development • Mental health process • Mental health resources 2. Staff model and demonstrate appropriate social skills in the classroom and explain to parents the use of positive methods of child guidance. Positive guidance taught to children through the Kindness curriculum and Positive Behavior Support training. • Respect of others • Sharing • Conflict resolutions • Love • Taking turns • Friendship skills	Support Services Staff Mental Health Services Coordinator	Mental Health Services Coordinator Health Services Director Nurse	August thru May	Mental Health Services Parent Handbook on 2015-2016 HCHSP newsletter Lessons plans Education calendar with activities scheduled for each month Kindness curriculum Pre-Service sign-ins for Positive Behavior Support Parent meetings



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.24(a)(1)(iv)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will work collaboratively with parents and discuss how to strengthen nurturing, supportive environments and relationships in the home and program.

Objective: To improve social and emotional development of each child.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
- Parents are included in the curriculum planning for the Program and in developing activities for the classroom including the social/emotional area of the lesson plans. - Parent/staff conference allows the opportunity to develop Individualized Positive Guidance plan for children with challenging behaviors. Staff encourages parents to use preventative strategies to strengthen relationships in the home and classroom environments. These strategies are written on the Individualized Positive Guidance plan and a copy is given to the parent. - Training is provided to parents through workshops, conferences, parent meetings and through the use of community resources to help them better understand how to strengthen supportive environments and relationships in the home and program.	Mental Health Services Coordinator Health Services Director Nurse	Support Services Staff Education Area Director Family Services Director Health Services Director Special Services Director	August thru May as needed	Weekly lesson plans Health Services Advisory Individualized Positive Guidance Plan Parent Training Agendas Parent Meeting Agendas



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.24(a)(1)(v)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will work in helping parents to better understand mental health issues.

Objective: Arrange opportunities for parents to discuss concerns about their child's mental health status.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
- Parents will provide training in child rearing practices and parenting skills through the use of "Exploring Parenting" curriculum and other community resources such as Mental Health Professionals available to the program. - Mental Health Professionals will offer guidance to parents to help understand mental health issues through trainings and center visits to provide services. - The mental health section of the Hidalgo County Head Start program quarterly newsletter will have articles related to healthy social/emotional development of children. Parents are issued newsletters on a quarterly basis.	Support Services Staff Family Services Director Mental Health Services Coordinator	Mental Health Services Coordinator Health Services Director Nurse	August thru May as needed	Parent sign-ins and agendas Individual mental health progress notes on children receiving services HCHSP newsletter



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.24(a)(1)(vi)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will work in supporting parents' participation in any needed mental health interventions.

Objective: Arrange opportunities for parents to discuss concerns about their child's mental health status.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
- Parents are sent staffing notices to discuss child's behavior in the classroom. A team approach is utilized to develop an individualized positive guidance plan. Parents, staff, and Mental Health Providers work together to develop a behavior plan. - Staff will inform parents about how the program protects the confidentiality of the information they choose to share with the Parent Interview Assessment form. This form is completed prior to the development of the Individualized Positive Guidance Plan. - During staffing held to develop Individualized Positive Guidance plans parents are informed of local mental health providers. If parents need assistance with transportation or ways to pay for mental health services support services staff provide the resources as needed.	Center Manager Education Area Director Mental Health Services Coordinator	Mental Health Services Coordinator Health Services Director Nurse	August thru May	Staffing notice Individualized Positive Guidance Plan Parent Interview Assessment form



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.24(a)(2)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** must secure the services of mental health professionals on a schedule of sufficient frequency to enable the timely and effective identification in family and staff concerns about a child's mental health.

Objective: Arrange opportunities for staff and parents to discuss concerns of a child's mental health status.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Mental Health Professionals will submit schedules of classroom observations in a timely manner. Classroom observations are done twice a year and or as needed.	Mental Health Providers Mental Health Services Coordinator	Mental Health Services Coordinator Health Services Director Nurse	August thru May	Schedules on classroom observations by Mental Health Providers



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.24(a)(3)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** ensures the mental health program services include a regular schedule of on-site mental health consultation involving the mental health professional, program staff, and parents.

Objective: Arrange opportunities for parents to discuss information and concerns about their child's mental health status.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Mental health providers submit schedules to the Program of regular on site visits and consultations available to children, parents and staff. 2. Parents are provided training in childrearing practices and parenting skills through "Exploring Parenting" curriculum.	Mental Health Providers Center Managers Support Services Staff Mental Health Services Coordinator	Mental Health Services Coordinator Health Services Director Nurse	August thru May	Mental Health Provider Schedules Parent agendas and sign-ins for Exploring Parenting



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.24(a)(3)(i)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will design and implement program practices responsive to the identified behavioral and mental health concerns of an individual child or group of children.

Objective: Arrange opportunities for staff and parents to learn healthy social and emotional development.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
- Pre-service training is provided to staff on how to assess the strengths and needs and plan appropriate activities based on the following assessments/screenings: - The Devereux Early Childhood Assessment (DECA) - Learning Assessment Profile Diagnostic (LAP-D) - Speech screener - All staff is trained in Positive Behavior Support. This training offers staff positive techniques to respond to a child's behavior - Staffing /meetings are held with parents and staff on supporting children who have been identified as needing special help. - Parents attend trainings, meetings, conferences, workshops to learn to help their children practice skills and encourage mentally healthy development.	Mental Health Services Coordinator Disability Services Director Education Area Director Family Services Director Health Services Director	Mental Health Services Coordinator Health Services Director Nurse	August thru May	Pre-Service Training Agendas/Sign-ins Orientation for new staff sign-ins and agendas Staffing notices, IEP Individualized Positive Guidance Plan Mental Health Tracking Records Fatherhood/Healthy Marriages Conference Agenda and sign-ins



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.24(a)(3)(ii)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will promote children's mental wellness by providing group, individual staff and parent education on mental health issues.

Objective: Arrange opportunities for parents and staff to be supportive of children's mental wellness.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Parent group meetings in the month of February focused on mental wellness. Mental health professionals and other community speakers present at these parent meetings. 2. Parents are provided training in childrearing practices and parenting skills through "Exploring Parenting" curriculum 3. The monthly schedule of visits submitted to the Program by the mental health professionals allows opportunities for parents and staff to speak to them.	Center Managers Support Services Staff Mental Health Services Coordinator	Mental Health Services Coordinator Health Services Director Nurse	August thru May	Parent sign-ins and agendas Mental Health provider schedules



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.24(a)(3)(iii)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will assist in providing special help for children with atypical behavior or development

Objective: Arrange opportunities for parents to discuss concerns about their child's mental health status

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Mental health professionals will provide services to children with atypical behavior. This is done during the time Mental Health Providers visit centers and meet with parents of children with atypical or challenging behaviors.	Support Services Staff Mental Health Services Coordinator	Mental Health Services Coordinator Health Services Director Nurse	August thru May	Schedule of visits by Mental Health Professionals Progress reports



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
2015-2016

Performance Standard: 1304.24(a)(3)(iv)

Goal: **HIDALGO COUNTY HEAD START PROGRAM** will utilize other community mental health resources, as needed.

Objective: Arrange opportunities for parents to discuss concerns about their child's mental health status

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Mental health professionals will provide services to children with atypical behavior. This is done during the time Mental Health Providers visit centers and meet with parents of children with atypical or challenging behaviors.	Support Services Staff Mental Health Services Coordinator	Mental Health Services Coordinator Health Services Director Nurse	August thru May	Schedule of visits by Mental Health Professionals Progress reports



Hidalgo County Head Start Program
Early Childhood Development and Health Services Program Plan
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Performance Standard C. F. Regulation: 1304.51 (i) (2) Ongoing Monitoring

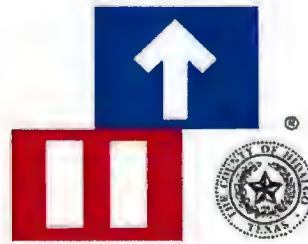
Goal: **HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM** will ensure that the program is effectively implementing Federal regulations.

Objective: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Health.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Child Health Summary The parent/guardian will assist staff by providing up-to-date health information. • Medical home • Health concerns • Exams, screens, immunizations	Support Services Facilitators Support Services Assistants Center Managers	Center Managers Health Services Director Nurse	Prior to first day of school 45/90 days Ongoing	Medical Provider Information Physical/Dental Exam Vision/Hearing Screening Immunization Card PROMIS Tracking System
2. Accident/Incident Report Staff will: • Notify the parent/guardian immediately. • Parent/guardian is unavailable; the staff will notify the emergency contact. • A notice of illness or injury will be sent home with the child. • Documentation • Accident report will be sent to administration				Notice of Injury/Illness Family Contact Notes Accident/Incident Report

HUMAN RESOURCES

Hidalgo County Head Start Program



Human Resources Program Plan 2015 - 2016

Committee Approval: 04.29.15

Policy Council Approval:

Commissioners' Court Approval:



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (a) (1)

Goal: The Hidalgo County Head Start Program will establish and maintain an organizational structure that supports the accomplishment of Program objectives.

Objective: The Program will assess the organizational structure and address the major functions and responsibilities assigned to each staff position to fulfill the Program's mission and goals.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
- An Organizational Chart is developed to depict how the Grantee Board, and the Department of Health and Human Services, and the Hidalgo County Head Start staff are structured within the program. - Development and revisions of the Organizational Chart are conveyed to the Policy Council, Grantee Board (Commissioners Court), and County Judge for their review for, approval and/or disapproval. - The Organizational Chart illustrates staff positions and proper chain of command. - All staff positions have a job description which indicates the level of knowledge, skills, and experience required to perform the job responsibilities.	Executive Director Assistant Program Directors	Executive Director	As deemed necessary	Organizational Chart
	Executive Director	Executive Director	As deemed necessary	Organizational Chart
	Executive Director	Executive Director	As deemed necessary	Organizational Chart
	Executive Director	Administrator for Human Resources	As deemed necessary	Organizational Chart



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (a) (1) (continued)

Goal: The Hidalgo County Head Start Program will establish and maintain an organizational structure that supports the accomplishment of Program objectives.

Objective: The Program will assess the organizational structure and address the major functions and responsibilities assigned to each staff position to fulfill the Program's mission and goals.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will verify that the appropriate number of staff is hired to meet staff/child classroom ratio as required by Federal and State Law.	Administrator for Human Resources Education Area Directors	Administrator for Human Resources Human Resources Director Education Area Directors	As deemed necessary	Job Requisition Form Job Announcement Job Application Credentials Interview Questionnaire Orientation Agenda
The Program will confirm that the Grantee Board (County Commissioners) and the Hidalgo County Judge receive proper training to assist with legal and fiscal matters for the administration of the Hidalgo County Head Start Program.	Executive Director Assistant Program Directors Family Services Director	Executive Director	Annually	Governance Leadership Institute Conference Binder Training Packet



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (a) (1) (continued)

Goal: The Hidalgo County Head Start Program will establish and maintain an organizational structure that supports the accomplishment of Program objectives.

Objective: The Program will assess the organizational structure and address the major functions and responsibilities assigned to each staff position to fulfill the Program's mission and goals.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
- The Program will maintain the lines of communication with Policy Council and key management to be clear and well established in assisting such with their responsibilities in developing, reviewing, and approving or disapproving policies dealing with the following: all funding applications and amendments; shared decision making; selection and enrollment priorities; personnel policies and changes related to; hiring and terminating the Head Start Director and Program staff. This will be accomplished by providing Program trainings and opportunities to attend Local, State, Regional and National Head Start conferences. - The Program will confirm that the Policy Council serves as a link between parent committees and Grantee Board, public/private organizations and committees they serve.	Executive Director	Executive Director	July 2015 to May 2016	Training Agendas Governance Leadership Institute Conference Binder
	Executive Director	Executive Director	July 2015 to May 2016	Policy Council Meeting Minutes



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (a) (2) (i) (ii) (iii)

Goal: The Grantee Board and Policy Council will confirm the Program management functions are formally assigned to and adopted by staff within the Program.

Objective: The Program will designate staff who will manage delivery of services to children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(i) The Grantee Board and Policy Council will select and hire a Head Start Program Director who is sensitive to the community, staff, and families. The Program Director needs to be knowledgeable with Program services, organizational structure, goals and its mission.	Grantee Board (Commissioners Court) Policy Council Civil Service	Policy Council	As deemed necessary	Job Application Credentials Resume Job Announcement Personnel file Criminal Background Check Forms
(ii) Qualified staff will be hired to provide leadership, direction, and management of delivery services to children and families.	Executive Director	Assistant Program Directors	As deemed necessary	Job Applications Job Announcement Resume Credentials Personnel File



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (a) (2) (i) (ii) (iii) (continued)

Goal: The Grantee Board and Policy Council will confirm the Program management functions are formally assigned to and adopted by staff within the Program.

Objective: The Program will designate staff who will manage delivery of services to children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The following positions for the Head Start program will be identified: • Education Area Directors • Health Services Director • Nutrition Services Director • Special Services Director • Family Services Director • Transition, Literacy & Community Partnership Director • Compliance Accountability and Monitoring Director	Executive Director Assistant Program Directors	Assistant Program Directors	As deemed necessary	Organizational Chart



**Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016**

Performance Standard: 1304.52 (a) (2) (i) (ii) (iii) (continued)

Goal: The Grantee Board and Policy Council will confirm the Program management functions are formally assigned to and adopted by staff within the Program.

Objective: The Program will designate staff who will manage delivery of services to children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(iii) Qualified staff will be employed to provide leadership services to families.	Executive Director	Assistant Program Directors	As deemed necessary	Job Application Job Announcement Resume Credentials Personnel File Criminal Background Check Forms



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (a) (2) (i) (ii) (iii) (continued)

Goal: The Grantee Board and Policy Council will confirm the Program management functions are formally assigned to and adopted by staff within the Program.

Objective: The Program will designate staff who will manage delivery of services to children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The Program will monitor that management staff implements the following: • Plan and implement procedures for each area of service • Maintain data on children and families in the Program • Seek community partnerships to provide resources for the children and families. • Maintain strong communication between staff and parents • Have knowledge in personnel administration. • Have leadership skills in team building and staff development training	Executive Director	Assistant Director for Programmatic Services Assistant Director for Operations	As deemed necessary	Job Description Self-Assessment (yearly) Children's Records Staff Development Training Files Monthly Parent Meetings (Agendas) Employee Performance Review Forms PROMIS Reports



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (b) (1) & (2)

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly.

Objective: The Program will streamline the provision of Program quality service, qualified staff will be recruited and hired to interact with children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Qualified staff will be hired accordingly for each position within the Hidalgo County Head Start Program	Executive Director	Assistant Program Directors Administrator for Human Resources	As deemed necessary	Requisitions Job Announcement Interviews Questionnaire Employee Performance Review Forms
Qualified staff must be sensitive to the cultural differences of low income children and families	Department Directors	Assistant Program Directors Administrator for Human Resources Department Directors	Ongoing	R.F.Q. (Request for Qualifications) Criminal Background Check Forms



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (b) (1) & (2) (continued)

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly.

Objective: The Program will streamline the provision of Program quality service, qualified staff will be recruited and hired to interact with children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Hidalgo County Head Start Program recruits highly qualified staff by advertising through the Hidalgo County Website, internal and open job announcements, and recruitment at UTPA, and STC. In addition, the program highly considers Head Start parents who qualify for positions within the Program.	Administrator for Human Resources Staff Development Director	Administrator for Human Resources	Ongoing	Job Announcement (Website, internally)



**Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016**

Performance Standard: 1304.52 (b) (1) & (2) (continued)

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly.

Objective: The Program will streamline the provision of Program quality service, qualified staff will be recruited and hired to interact with children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
A mentoring program will be implemented to assist the parents and staff already in the Head Start Program to advance their skills and knowledge.	Staff Development Director	Staff Development Director Family Services Director	Ongoing Annually	Staff Development Training (informal & formal trainings CDA Project Bachelor & Associate Degree Project Parent Volunteer Program; Parent Fair, Parent Leadership Conference Fatherhood Conference



**Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016**

Performance Standard: 1304.52 (b) (3)

Goal: The Hidalgo County Head Start Program will confirm that all current and former Head Start Parents, if qualified, will receive preference for employment vacancies.

Objective: The Program will confirm that Head Start parents, if qualified, are given employment preference with Head Start with the purpose to fulfill the Program's missions and goals.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will highly consider Head Start parents who are qualified and are seeking employment	Executive Director Administrator for Human Resources	Administrator for Human Resources	As deemed necessary	Job Announcement Job Description Job Application Personnel File Criminal Background Check Form



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (b) (3) (continued)

Goal: The Hidalgo County Head Start Program will confirm that all current and former Head Start Parents, if qualified, will receive preference for employment vacancies.

Objective: The Program will confirm that Head Start parents, if qualified, are given employment preference with Head Start with the purpose to fulfill the Program's missions and goals.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Staff will encourage Head Start parents to participate in Program activities, such as classroom volunteering, parent committees, workshops, and trainings	Family Services Director Center Managers	Center Managers Support Service Staff	Annually Monthly	In-kind Records Exploring Parenting and Financial Literacy Parent take home activities Lesson plans Parent Volunteer Program; Fatherhood Conference; Parent Fair, Parent Leadership Conference Parent Records



**Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016**

Performance Standard: 1304.52 (b) (3) (continued)

Goal: The Hidalgo County Head Start Program will confirm that all current and former Head Start Parents, if qualified, will receive preference for employment vacancies.

Objective: The Program will confirm that Head Start parents, if qualified, are given employment preference with Head Start with the purpose to fulfill the Program's missions and goals.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Parents will be encouraged to participate in Literacy Programs such as English as a Second Language (ESL), General Equivalency Diploma (GED)...through referrals in the Community	Transition, Literacy, and Community Partnership Director Center Managers Teachers	Transition, Literacy, and Community Partnership Director Education Area Directors Center Managers Support Service Staff	Annually Every three months	Education Advisory Committee Family Partnership Agreement (F.P.A. Referrals) Referrals follow up
Job vacancies are posted at each center within the Program, Hidalgo County Human Resources Department postings, and website	Administrator for Human Resources Center Staff Civil Service Human Resources Director	Executive Team	As deemed necessary	Job Announcement (Website & Internal)
Job vacancies include job descriptions, requirements and responsibilities	Administrator for HR Human Resources Director	Administrator for Human Resources	Continuously	Job Description Job Announcement Job Questionnaire



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (b) (4)

Goal: The Hidalgo County Head Start Program will hire Program staff and consultants that are familiar with the ethnic background and heritage of families in the Program and must be able to communicate effectively in the family's primary language.

Objective: The Program will establish an atmosphere of recognition and respect for the beliefs and practices of families and children that the Program serves.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will recruit qualified bilingual staff and consultants who are culturally and ethnically diverse to maintain appropriate representation of the ethnicity and cultures of families served	Executive Director Assistant Program Directors Administrator for Human Resources	Executive Team	As deemed necessary	Job Announcement Job Description Personnel File Request for Qualifications (RFQ's) Job Standard Checklist
The Program will employ staff and recruit parents from the community to use as resources for understanding different cultures	Executive Director Assistant Program Directors Administrator for Human Resources	Administrator for Human Resources	As deemed necessary	Job Announcement Job Description Personnel File Interview Questionnaire
The Program will provide staff development trainings to develop skills in culture differences and conflict resolutions	Education Area Directors Staff Development Director	Education Area Directors	As deemed necessary	Teacher Lesson Plans Training Calendar



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (b) (4) (continued)

Goal: The Hidalgo County Head Start Program will hire Program staff and consultants that are familiar with the ethnic background and heritage of families in the Program and must be able to communicate effectively in the family's primary language.

Objective: The Program will establish an atmosphere of recognition and respect for the beliefs and practices of families and children the Program serves.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will encourage the use of community resources to help staff and parents appreciate and enjoy diverse cultures	Education Area Directors	Education Area Directors	As deemed necessary	Curriculum Program Calendar Teacher Lesson Plans
The Program will conduct staff trainings together with local organizations to get familiarized with cultural diversity	Staff Development Director	Staff Development Director	Pre-Service Training Ongoing training As deemed necessary	Program Training Agendas Training Calendar



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (c)

Goal: The Hidalgo County Head Start Program will hire a Head Start Director who has skills and abilities in a management capacity relevant to Human Service Program Management.

Objective: The Program will entrust leadership, management skills and ability to oversee the operation of a comprehensive quality child and family program.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will hire an appropriately qualified Executive Director with the following attributes: • Leadership skills. • Good interpersonal and communication skills • The ability to develop and manage a budget • Experience in Human Services Program Management • Understands the Head Start philosophy and ability to share authority and decision making	Grantee Board (Commissioners Court) Policy Council	Policy Council	As deemed necessary	Job Announcement Job Description Job Application Credentials Experience Criminal Background Forms



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (d)

Goal: The Hidalgo County Head Start Program will recommend hiring staff and consultants who meet the qualifications to provide content area expertise and oversight on an ongoing scheduled basis. The Program will determine appropriate staffing pattern necessary to provide these functions.

Objective: The Program will implement quality services to be delivered to children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will hire qualified Directors who have the following abilities: • Plan and administer the required Program services for children and families • Coordinate Program activities with staff, other content areas and community agencies • Engage in the on-going assessment of quality services provided • Communicate effectively with others • Cooperate Successfully as a team member • Provides staff training and development, including on-site consultation, coaching, and mentoring to other staff • Ability to supervise Program activities • Meet content requirements	Executive Director Administrator for Human Resources	Administrator for Human Resources	As deemed necessary	Job Announcement Job Description Job Application Credentials Experience Personnel File Criminal Background Forms



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (d) (1)

Goal: The Hidalgo County Head Start Program will recommend that staff or consultants meet the qualifications for classroom teachers with experience in the theories and principles of child growth and development, early childhood education, and family support.

Objective: The Program will implement quality services to be delivered to children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
- The Program will verify that the classroom teachers meet the necessary qualifications such as: ✓ Child Development Associate Credential (C.D.A.) ✓ State award certificate that exceeds the C.D.A. ✓ An Associate, Baccalaureate, or advance degree in Early Childhood Education - The Program will verify that all staff employed in the field of Education plan and implement a comprehensive Child Development Program that meets the Head Start standards.	Executive Director Assistant Program Directors Administrator for Human Resources	Administrator for Human Resources Human Resources Director Education Area Directors	As deemed necessary	Job Announcement Job Description Job Application Credentials/Degrees Personnel File
	Executive Director	Administrator for Human Resources	As deemed necessary	Job Announcement Job Description Job Application Credentials/Degrees Personnel File



**Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016**

Performance Standard: 1304.52 (d) (1) (continued)

Goal: The Hidalgo County Head Start Program will recommend that staff or consultants meet the qualifications for classroom teachers with experience in the theories and principles of child growth and development, early childhood education, and family support.

Objective: The Program will implement quality services to be delivered to children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
• Classroom teachers must possess the abilities to: ✓ Put into practice theories and sound principles of child and adult education ✓ Embrace the role of the parent as the primary educator of the child ✓ Promote support between parent and child	Education Area Directors	Education Area Directors Center Managers	School Program year July 2015 to August 2016	Curriculum Teacher Lesson Plans



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (d) (2)

Goal: The Hidalgo County Head Start Program will confirm that health services are supported by staff and consultants with training and experience in public health, nursing, health education, maternal and child health or health administration.

Objective: The Program will implement quality services to be delivered to children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will hire an appropriate qualified Director in Health Services with the abilities to: • Link families with ongoing systems for health care, assist parents in selection of health provider, counsel them about child or family health problems, and promote parent involvement in all aspects of health programs • Negotiate with Health Service Advisory Committee, local health care professionals and service providers to secure that the services for families are available and accessible • Review, evaluate, and interpret health records. • Promote health and safety practices in the Program • Coordinate safety and sanitation procedures, first aid, and emergency medical procedures	Executive Director Assistant Program Directors Administrator for Human Resources	Administrator for Human Resources	As deem necessary	Job Announcement Job Description Job Application Experience Credentials Personnel File



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (d) (3)

Goal: The Hidalgo County Head Start Program will confirm that nutrition services are supported by staff or consultants who are registered dietitians or nutritionists.

Objective: The Program will maintain quality nutrition services to children and families being served.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will hire highly a qualified Nutrition Director with the following skills: • Experience in menu planning including the quantity, quality, and variety of food to be purchased • Ability to interpret nutrition assessment data, provides nutrition counseling to families, and promotes good nutrition habits among children and families • Have expertise to assist staff in dealing with children with feeding problems or special nutritional needs	Executive Director Assistant Program Directors Administrator for Human Resources	Administrator for Human Resources	As deemed necessary	Job Announcement Job Description Job Application Experience Credentials Personnel File



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (d) (4)

Goal: The Hidalgo County Head Start Program will confirm that mental health services is supported by staff or consultants who are licensed or certified professionals with experience and expertise in serving young children and their families.

Objective: The Program will maintain quality mental health services to children and families being served.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will hire a highly qualified Mental Health Coordinator with the following skills: • Knowledge of treatment strategies in the areas of child behavior management and family crisis intervention • Ability to work with families in a supportive manner throughout the diagnostic and referral processes • Ability to work with staff to improve their own health and they, in turn provide supportive services to families • The ability to provide counseling and treatment for children and families with diagnosed problems	Executive Director Assistant Program Directors Administrator for Human Resources	Administrator for Human Resources Health Services Director	As deemed necessary	Job Announcement Job Description Job Application Experience Credentials Personnel File



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (d) (5) (6)

Goal: The Hidalgo County Head Start Program will promote family and community partnership services and parent involvement supported by qualified staff and consultants who are experienced with social, human or family services.

Objective: The Program will maintain quality social and human services to Program families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will hire a highly qualified Family Services and Transition, Literacy & Community Partnership Director with the following skills: • Have the ability to develop referral systems and procedures, coordinate social service referrals and follow-up. • Provide on-site consultation to family and community partnerships staff. • Conduct advocacy work. • Oversee the recruitment, training and scheduling of parent volunteers. • Work with Policy Committee and serve as a resource for Parent Committee. • Assist parents in developing and scheduling their own social and developmental activities. • Encourage and support parents in addressing community needs. • Assist staff in integrating a plan for parent involvement that addresses all service areas.	Executive Director Assistant Program Directors Administrator for Human Resources	Administrator for Human Resources	As deemed necessary	Job Announcement Job Description Job Application Experience Credentials Personnel File



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (d) (7)

Goal: The Hidalgo County Head Start Program will confirm that disability services are supported by staff or consultants with training and experience in securing services for children with disabilities.

Objective: The Program will maintain quality disability services to children being served.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will hire a highly qualified Special Services Director with the following skills: • Coordinate the process of assessing children including initial screening, ongoing developmental and specialized assessments to determine if a disability exist • Work with an interdisciplinary team of staff and parents to develop and implement an Individualized Educational Plan (IEP), or Individualized Family Service Plan (IFSP) • Consult regularly with parents and staff on the progress of disability services. • Work closely with local school districts for the coordination of services • Advocate in the community for appropriate services for children with disabilities and their families	Executive Director Assistant Program Directors Administrator for Human Resources	Administrator for Human Resources	As deemed necessary	Job Announcement Job Description Job Application Experience Credentials Personnel File



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (d) (8)

Goal: The Hidalgo County Head Start Program will secure on going services of a qualified Chief Financial Officer.

Objective: The Program will maintain on going quality services in the Finance Department.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will hire a qualified Chief Financial Officer with the abilities to: • Develop, monitor, evaluate, and report on the Program's financial controls and procedures • Develop and maintain accurate charts of accounts including the allocation of Program income and outlays and in-kind contribution • Assist in the resolution of audit exceptions and in the implementation of auditors' recommendations; and report all findings to management staff and governing bodies	Executive Director Assistant Program Directors Administrator for Human Resources	Administrator for Human Resources	As deemed necessary	Job Announcement Job Description Job Application Experience Credentials Personnel File



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (g) (1)

Goal: The Hidalgo County Head Start Program will confirm that the appropriate staff/child ratio is maintained at all times of the day.

Objective: The Program will maintain that staff/child ratio will have a more positive outcome for young children and generate more positive social interaction with peers.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will hire the appropriate number of staff required to maintain staff/child classroom ratio by monitoring and replacing staff when vacancies occur through resignations or promotions.	Executive Director Education Area Directors Administrator for Human Resources	Administrator for Human Resources Education Area Directors	As deemed necessary	Job Announcement Job Requisitions
All newly hired staff including District Partnership Teachers (with the exception of Administration staff) will receive an eight (8) hour pre-service training in the theories of early childhood caregiver, prior to reporting to work site. These eight (8) hours Pre-Service training will provide new staff with Program Policies and Procedures related to the responsibilities of a caregiver. Guidance will be provided by Education Area Directors in the implementation of the written material. Certificates of accomplishments will be filed in the employee's Personnel file.	Administrator for Human Resources	Human Resources Director Compliance Director Staff Development Director	School Program Year 2015-2016; thereafter, as deemed necessary Pre-Service Training	Certificate of Completion Copies of Signed Policies (Orientation for new hires) Acknowledgments of Receiving Mandated Policies and Procedures (Pre-Service)



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (g) (2)

Goal: The Hidalgo County Head Start Program will confirm that at least one classroom staff member that interacts regularly with the children must speak their language.

Objective: The Program will provide classroom staff that speaks the child's home language to reassure and support the child's development and sense of identity and respect for values and beliefs of family.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will emphasize the employment of staff from the area the Program serves. Through this process multi-cultural bilingual awareness is instilled.	Executive Director Education Area Directors	Administrator for Human Resources	As deemed necessary	Job Announcement Job Requisitions Job Descriptions



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (g) (3)

Goal: The Hidalgo County Head Start Program will confirm that the appropriate staff/child ratio is maintained when classroom staff is absent through use of substitute staff.

Objective: The Program will confirm that children are always safe by providing Substitutes to maintain staff/child ratio.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will confirm that Substitutes are contracted when Teachers and Assistant Teachers are absent in order to maintain staff/child ratios. The Program implements a Substitute Pool with fifty- four slots. The Substitute Pool is generated from parent volunteers and from the community the Program serves.	Executive Director Administrator for Human Resources	Education Area Directors	As deemed necessary	Job Announcement Personnel File Substitute Plan Substitute Pool



**Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016**

Performance Standard: 1304.52 (g) (5)

Goal: The Hidalgo County Head Start Program will confirm that staff supervises the outdoor and indoor play areas in such a way that children's safety can be easily monitored and secured.

Objective: The Program staff will confirm that all children be supervised at all times to prevent mishaps.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will verify that staff: • Make regular inspections of safety and cleanliness of indoor and outdoor play areas • Monitor outdoor equipment will be monitored on regular basis • Comply with daily schedule for outdoor play, which will ensure proper staff/ratio supervision	Center Managers Teachers	Education Area Directors Center Managers Teachers	August 2015 to May 2016 Daily	Monitoring Checklist Daily Schedule Daily playground inspection



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (h) (1) (i) (ii) (iii) (iv)

Goal: The Hidalgo County Head Start Program will confirm that all staff, consultants, substitutes, volunteers and district partnership teachers abide by the Program's Standards of Conduct.

Objective: (h) (1) The Program will confirm that the Standards of Conduct Policy will support and reinforce appropriate professional behavior.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will verify the Standards of Conduct guidelines are incorporated with Head Start policies and introduced to staff, consultants, substitutes, volunteers and district partnership teachers during orientation and pre-service training.	Executive Area Director Administrator for Human Resources	Administrator for Human Resources	August 2015 to May 2016 Daily	Monitoring Checklist Daily Schedule Daily playground inspection
The Standards of Conduct Policy will address appropriate staff behavior, such as: • Staff will respect the unique identity of each child and family by refraining from stereotyping on basis of gender, race, ethnicity, culture, religion, or disability • Encourage male participation in the classroom and other activities of the Program • Provide opportunities for various intergenerational activities through the participation of community elders, foster grandparents, Winter Texans...etc.	Education Area Directors Center Managers Teachers Facilitators Support Service Assistants	Executive Team	Annually	Monitor Checklist Lesson Plan



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (h) (1) (i) (ii) (iii) (iv)

Goal: The Hidalgo County Head Start Program will confirm that all staff, consultants, substitutes, volunteers and district partnership teachers abide by the Program's Standards of Conduct.

Objective: (i) The Program will ensure that children of all races, religions, cultures and family backgrounds are treated with respect and consideration.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Provide boys and girls with equal opportunities to participate in playing activities that promote independent learning. The educational classrooms will have materials in the learning centers and decorations that reflect the diversity of all children. All educational classrooms will provide an engaging environment that exhibits the diversity of all children.	Education Area Director Center Managers Teachers Assistant Teachers Facilitators	Executive Team Center Managers	Continuously	Monitoring Checklist Lesson Plan Curriculum



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (h) (1) (i) (ii) (iii) (iv)

Goal: The Hidalgo County Head Start Program will confirm that all staff, consultants, volunteers and district partnership teachers abides by the Program's Standards of Conduct.

Objective: (ii) The Program will conform with Federal, State, Tribal and local laws. Staff and consultants will follow the Confidentiality Policy concerning information about children, families and other staff members.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
To conform with Federal, State, Tribal, and local laws, and the Health Insurance Portability Accountability Act (HIPAA), the Confidentiality Policy ensures: - Confidential information will be seen and discussed only with staff members who have the need for information to perform their job (children's records and family records) - Staff personnel records will not be disclosed without a written consent by the staff member submitted to the Administrator for Human Resources (Custodian of Records) - Staff has the right to examine their own personnel files and to respond to the contents of those files.	Health Services Director	Executive Team	As deemed necessary	Policies
	Executive Team	Executive Team Center Managers	School Program Year July 2015 to May 2016 Ongoing	Children Records Family Records
	Administrator for Human Resources	Administrator for Human Resources	As requested	Personnel File
	Administrator for Human Resources	Administrator for Human Resources	As requested	Personnel File



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (h) (1) (i) (ii) (iii) (iv)

Goal: The Hidalgo County Head Start Program will confirm that all staff, consultants, volunteers and district partnership teachers abides by the Program's Standards of Conduct.

Objective: (iii) The Program will comply with child/staff ratio to maintain adult supervision at all times.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
By having appropriate staff members assigned to supervise children the Program will verify that child/staff ratio is maintained at all times and that no child is ever left alone or unattended. • (15 to 1 – 3 years old) • (18 to 1 – 4 years old)	Education Area Directors Center Managers	Center Manager Executive Team Support Service Staff	Ongoing School Program Year July 2015 to May 2016	Substitute Pool Volunteers



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (h) (1) (i) (ii) (iii) (iv)

Goal: The Hidalgo County Head Start Program will confirm that all staff, consultants, volunteers and district partnership teachers abides by the Program's Standards of Conduct.

Objective: (iv) The Program will endorse the use of positive, non-punitive methods of guidance and discipline.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Staff will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse or humiliation. They will not employ methods of discipline that involve isolation, the use of food as punishment or rewards, or denial of basic needs. In accomplishing this standard staff will: • Develop clear, reasonable, and consistent age appropriate rules and expectations for children • Guide children to positive problem solving • Supervise and guide at all times in order to reduce the need to discipline • Respect and acknowledge children's feelings by listening, praising and providing guidance	Teachers Assistant Teachers Disability Aides Substitutes	Center Manager Executive Team	School Program Year July 2015 to May 2016	Daily Schedule Curriculum Progress Notes Classroom rules Discipline and Guidance Policy



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (h) (2) (3)

Goal: The Hidalgo County Head Start Program will confirm that all staff, consultants, substitutes, volunteers and district partnership teachers abide by the Program's Standards of Conduct.

Objective: (2) The Program employees will engage appropriately with contracts and financial awards and will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will monitor that employees, volunteers, and district partnership teachers conduct to the highest standards of conduct when handling any contracts and other financial awards that are defined as "significant monetary value."	Administrator for Human Resources	Administrator for Human Resources	Yearly	Standards of Conduct (Statement of Ethical Conduct and Behavior) Statement of Ethical Conduct and Behavior Ethics Policy



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (h) (2) (3)

Goal: The Hidalgo County Head Start Program will confirm that all staff, consultants, substitutes, volunteers and district partnership teachers abide by the Program's Standards of Conduct.

Objective: (3) The Program will verify that all staff, consultants and volunteers are accountable for meeting the agency's Standards of Conduct.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will verify that Policies and Procedures include provisions for appropriate penalties for violating the Standards of Conduct. Misconduct and/or breach of the Standards of Conduct will be grounds for disciplinary action, which may include dismissal in accordance to the Hidalgo County Civil Service Commission Rules and Policies.	Executive Director	Administrator for Human Resources	Ongoing	Civil Service Personnel Policies and Procedures Personnel File Standards of Conduct Policy Form



**Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016**

Performance Standard: 1304.52 (i)

Goal: The Hidalgo County Head Start Program will administer Performance Evaluations on all staff.

Objective: The Program will identify training and professional development needs.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will verify that all staff members upon employment are evaluated through Performance Evaluation forms to identify staff training and professional development. Staff will be evaluated in the following manner: - New employees will be evaluated once a month during the six (6) month probationary period. All other employees will be evaluated once a year - Employee Performance Evaluations are reviewed once received	Administrator for Human Resources	Administrator for Human Resources	Upon employment, (6months probationary); thereafter, annually (May)	Employee Performance Review Form Personnel File
Training recommendations for professional growth are provided to the Staff Development Director for professional development planning and training.	Administrator for Human Resources	Administrator for Human Resources Human Resources Director	School Program Year 2015-2016; thereafter, as deemed necessary	Employee Performance Review Form
	Education Area Directors	Executive Team	Annually	Training Agendas



**Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016**

Performance Standard: 1304.52 (j) (1)

Goal: The Hidalgo County Head Start Program will confirm that all staff has an initial Health Appraisals that includes screening for tuberculosis and a periodic re-examination.

Objective: The Program will endorse a safe and healthy environment for children and staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The program will comply with providing a vaccine-preventable disease control and prevention policy to each staff member to protect the health and safety of children, employees and to comply with all standards and state laws.	Administrator for Human Resources	Administrator for Human Resources Human Resources Director	Upon Employment Annually	Vaccine Preventable Disease Policy Sanitation and Infection Control Policy



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (j) (1) (continued)

Goal: The Hidalgo County Head Start Program will confirm that all staff has an initial Health Appraisal that includes screening for tuberculosis and a periodic re-examination.

Objective: The Program will endorse a safe and healthy environment for children and staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will certify that each staff member has an initial health examination (that includes screening for tuberculosis) to confirm that they are free of a communicable disease and do not pose a significant risk to the health and safety of others. This will be accomplished as follows: Upon employment, the employee will have thirty (30) working days to have an initial health appraisal by his/her physician; thereafter, screened every three (3) years (includes tuberculosis screening). The Tuberculosis Questionnaire will be mandated annually	Administrator for Human Resources	Administrator for Human Resources	Ongoing	Health Appraisal
	Human Resources Secretaries	Administrator for Human Resources Human Resources Director	Ongoing	Tuberculosis Form



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (j) (1) (continued)

Goal: The Hidalgo County Head Start Program will confirm that all staff has an initial Health Appraisal that includes screening for tuberculosis and a periodic re-examination.

Objective: The Program will endorse a safe and healthy environment for children and staff

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Bus Drivers (CDL): Once hired, the bus driver must submit a Health Appraisal and Medical Examiner Certificate (Required by DOT); thereafter, screened every two (2) years (includes tuberculosis screening). Bus drivers will not drive the bus until the Health Appraisal and Medical Certificate is received at the Human Resources Department	Administrator for Human Resources Field Operation Director	Administrator for Human Resources Human Resources Director Field Operation Director	Ongoing	Medical Examiner Certificate
- Employees will be given a 1st, 2nd and Final Notice to comply with the health examination requirements - Upon the final notice, employees will be given five (5) working days, to comply with the health examination requirements - After five (5) working days employees will be subject to disciplinary action constituting leave without pay until the Health Appraisal as provided in Civil Service Policy Standards of Conduct	Administrator for Human Resources	Administrator for Human Resources Human Resources Director	Ongoing	Confidential Files



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (j) (2)

Goal: The Hidalgo County Head Start Program will confirm that regular volunteers be screened for tuberculosis.

Objective: The Program will endorse a safe healthy environment for children and staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will confirm that all volunteers participating on a daily basis will be screened for tuberculosis in accordance to state, tribal, and local laws. This will be accomplished by: • TB Screening at Parent/Volunteer training; and thereafter, whenever necessary	Family Service Director Center Managers	Center Managers	Ongoing	Volunteer File



**Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016**

Performance Standard: 1304.52 (j) (3)

Goal: The Hidalgo County Head Start Program will confirm that all staff receives mental health and wellness information with concerns that may affect their job performance.

Objective: The Program will verify that the complexity of challenges in caring for children and families will not generate problems of “burnout” to staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will confirm that mental health and wellness information is available to staff with concerns that may affect their job performance. This will be accomplished by: • Providing information on job related stress, mental health and wellness training • Sponsoring mental and physical wellness programs such as exercise groups or staff support groups • Making confidential referrals to community agencies such as mental health centers and/or alcohol and drug counseling centers	Health Services Director	Health Services Director Mental Health Coordinator	Ongoing	Training Agendas Referrals



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (k) (1) - (3)

Goal: The Hidalgo County Head Start Program will confirm that orientation to all new staff, consultants, volunteers and district partnership teachers include the goals and underlying philosophy of Head Start and the manner the Program is implemented.

Objective: (1) The Program will assist staff, volunteers, district partnership teachers and consultants in acquiring or increasing the knowledge and skills required to fulfill their job responsibilities.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will confirm that staff, new employees, volunteers, consultants and district partnership teachers receive orientation at a minimum on the goals and underlying philosophy of Head Start and the manner in which they are implemented by the Program.	Administrator for Human Resources Staff Development Director	Staff Development Director	Ongoing	Orientation Agendas
All volunteers will receive orientation training on the goals and philosophy of Head Start through the Parent Volunteer and Fatherhood Conferences.	Family Service Director Health Services Director	Family Service Director Health Services Director	August 2015 to February 2016	Agendas



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (k) (1) - (3)

Goal: The Hidalgo County Head Start Program will establish and implement a structured approach to staff training and development, with a designed purpose to help build relationships among staff and to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities.

Objective: (2) The Program will maintain a standard of excellence by having well trained and qualified staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will provide staff with trainings in all facets of the Program during Pre-Service and throughout the year. In addition, academic trainings will be available to all interested staff and parent volunteers.	Executive Director Staff Development Director Executive Team	Staff Development Director	Ongoing	Staff Development Files Training Calendars Agendas



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52 (k) (1) - (3)

Goal: The Hidalgo County Head Start Program will implement a training system that will include on-going opportunities for staff to gain knowledge and skills necessary to implement the Head Start Performance Standards.

Objective: (3) The Program will implement a creative process for training staff which will meet the goals of each employee.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will provide a comprehensive form of staff development for staff to acquire knowledge and skills about the Program's Performance Standards, and advancement into their academic education through college course work. This is accomplished by: • Staff orientation designed for the Program's goals, Performance Standards, and Personnel Policies • Pre-Service and ongoing training through the year • Individualized training and technical assistance at work site • Academic college course training • Educational Leave • Increase in Salaries (upon receipt of degree, where applicable)	Staff Development Director	Staff Development Director	Ongoing	Staff Development Files Training Calendars Agendas



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52. (k) (3) (i) & (ii)

Goal: The Hidalgo County Head Start Program will confirm that a method for identifying child abuse and neglect comply with applicable state and local laws is in place.

Objective: (3) (i) The Program will support staff that assist families facing issues concerning identifying and reporting suspected child abuse and neglect.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will provide staff and district partnership teachers with the policies and guidelines on how to identify and report suspected child abuse and neglect. Staff and district partnership teachers will sign on a yearly basis, a statement of acknowledgment on how to identify and report suspected child abuse and neglect. Staff and district partnership teachers are provided annual training on identifying and reporting child abuse and neglect during Pre-Service.	Health Services Director Administrator for Human Resources	Administrator for Human Resources Compliance Monitoring Director	Ongoing	Child Abuse and Neglect Policy Acknowledgment document



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.52. (k) (3) (i) & (ii)

Goal: The Hidalgo County Head Start Program will implement a plan to transition child and family to and from Head Start.

Objective: (3) (ii) The Program will establish a method that supports a successful transition for families and children.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Staff will implement activities on transition from home to Program and from Program to public entities such as school and private day care. Staff will: • Assist families and children with the transition • Assist parents in advocating for their children in the school system and exercising their rights and responsibilities concerning their child's education • Maintain ongoing communication and cooperation with schools and other child care settings • Maintain a written plan on how to transition children with disabilities is in place	Transition, Literacy and Community Partnership Director Center Managers Family Service Director Special Service Director	Transition Literacy and Community Partnership Director	Ongoing May 2016	Schedule Plan Lesson Plan File Transition Information Packets



**Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016**

Performance Standard: 1304.52 (k) (4)

Goal: The Hidalgo County Head Start Program will provide training/orientation to the Head Start Governing Body and Policy Council Board members to carry out their Program governance responsibilities effectively.

Objective: The Program will inform the Governing Body and Policy Council Board members about the Head Start Program and the knowledge and skills needed to carry out their Program governance responsibilities effectively.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will confirm that the Governing Body and the Policy Council Board members are adequately trained with the Program's oversight responsibilities. Trainings will be addressed in the following areas: • The Program's history, mission statement, and organizational structure • The roles and responsibilities of governing, organizing, and operating the Program • The goals, underlying philosophy, and performance standards of Head Start	Executive Director Family Services Director	Executive Director	School Program Year July 2015 to May 2016	Training Calendar Training Agendas Conferences (local, state, regional and national) Governance Leadership Institute Conference Binder



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.51(i) (2)

Goal: The Hidalgo County Head Start Program will establish and implement procedures for the ongoing monitoring of the Head Start operations to verify effective implementation of Federal regulations.

Objective: The Program will demonstrate necessary steps to meet Program's goals and objectives and implement Federal regulations in an effective and timely manner.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Human Resources Department will participate in the Program's annual self-assessment to be used in future planning and goal setting.	Administrator for Human Resources	Administrator for Human Resources Human Resources Director	The beginning of each calendar year.	Self-Assessment Training Agenda Team member summary worksheet
The Human Resources Department will implement methods to accomplish the Program's strength for continuous improvement of the Program's plan and services. Monitoring responsibilities will be as follows: The use of Human Resource Information System (Abra Sage) will provide and utilize a comprehensive, robust and intuitive set of tools to streamline the administrative and human resource management process	Administrator for Human Resources	Administrator for Human Resources Human Resources Director	As deemed necessary	Personnel Reports Vital staff information Licensing tracking Health/TB Appraisals Probationary staff status and evaluations



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.51(i) (2) (continued)

Goal: The Hidalgo County Head Start Program will establish and implement procedures for the ongoing monitoring of the Head Start operations to verify effective implementation of Federal regulations.

Objective: The Program will demonstrate necessary steps to meet Program's goals and objectives and implement Federal regulations in an effective and timely manner.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Create an annual calendar of events for administrative purposes by integrating the use of Microsoft Outlook	Administrator for Human Resources	Administrator for Human Resources Human Resources Director	Annual	2015-2016 Calendar
Implementation of data storage system will be utilized to store and retrieve vital personnel records	Administrator for Human Resources	Administrator for Human Resources Human Resources Director	As deemed necessary	Head Start Program Policies
Hold regular departmental meetings to support program goals and services	Administrator for Human Resources	Administrator for Human Resources Human Resources Director	As deemed necessary	On-Site Staff Meeting Form
Provide training and technical assistance	Administrator for Human Resources	Staff Development Director Human Services Director	Pre-Service Training Ongoing training As deemed necessary	Orientation packets Certificates Training logs



Hidalgo County Head Start Program
Human Resources Program Plan
2015-2016

Performance Standard: 1304.51(i) (2) (continued)

Goal: The Hidalgo County Head Start Program will establish and implement procedures for the ongoing monitoring of the Head Start operations to verify effective implementation of Federal regulations.

Objective: The Program will demonstrate necessary steps to meet Program's goals and objectives and implement Federal regulations in an effective and timely manner.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Conduct annual department audits for inter office reliability and to comply with ongoing monitoring	Executive Director Administrator for Human Resources	Administrator for Human Resources Human Resources Director Compliance Accountability and Monitoring Director	Annual	Monitoring Employee Checklist

SPECIAL SERVICES

Hidalgo County Head Start Program



Special Services Program Plan

2015 - 2016

Committee Approval: 04.29.15

Policy Council Approval:

Commissioners' Court Approval:

NARRATIVE

Hidalgo County Head Start/Early Head Start Program believes that the early years of life are critical for learning and growth. It is during this time that children's cognitive, language, social and emotional development can be most influenced. If special needs are recognized and met during these years, children with disabilities will have an opportunity to reach their full potential and become independent adults.

Hidalgo County Head Start/Early Head Start Program believes that children with disabilities benefit from inclusion in a regular preschool setting. The benefits of inclusion are enhanced by teachers who are able to adapt their teaching techniques and activities. In an inclusive preschool program, children with disabilities will truly have a "Head Start" in achieving their fullest potential.

The Americans with Disabilities Act (ADA) and the Individuals with Disabilities Education Act (IDEA) support the right of young children with disabilities to participate in natural environments such as Hidalgo County Head Start/ Early Head Start Program that serve young children without disabilities.

Young children with disabilities require a variety of services to ensure that their developmental needs are appropriately addressed. Hidalgo County Head Start/Early Head start Program believes that appropriate intervention includes addressing the needs of the entire family and that parents need to be actively involved with every phase of their child's program. In order to provide these comprehensive services, integration and collaboration between content areas within the agency and among other community resource agencies are essential.

At Hidalgo County Head Start/Early Head Start Program, the overall purpose of the special services effort is to ensure that children with suspected or diagnosed disabilities receive comprehensive services and are included in the full range of activities within the child development program. This effort will continue, though there have been some changes in the identification process of children with disabilities:

The Head Start Act of 2007 changed the identification process which Head Start programs must follow for identifying and serving children with disabilities. Beginning fiscal year 2009 “not less than 10 Percent of the total number of children actually enrolled by each Head Start agency will be children with disabilities who are determined to be eligible for special education and related services, or Early Intervention Services (ECI) by the state or a local agency providing services under section 619 or Part C of the Individuals with Disabilities Education Act (IDEA).” “The change simply states that now children receiving special services from the private rehabilitation providers will no longer be counted towards our 10%. The only children that will be counted towards the 10% are those children that are referred to the Special Education Department of the local school district (IDEA eligible) and are evaluated and qualified for services. The school district will provide the services to these children through their Individual Education Plan (IEP) with parental consent. The Hidalgo County Head Start Program will continue to assist the parents in arranging to secure services from private providers for our children in need of such services whether we can count them towards our 10% or not. The staff will attempt to secure evaluation reports for record keeping . The school districts continue to implement Recognition & Response (R&R) Response to Intervention (RTI). RTI is a system of intervention that allows children opportunity for intervention prior to being referred to special education for evaluation. Therefore, in striving to meet the overall purpose of the Hidalgo County Head Start/Early Head Start Program Special Services effort we are committed to the following major goals:

- Recruiting and enrolling a minimum of 10% (IDEA eligible) of the total funded enrollment slots which are for children with disabilities with particular emphasis on providing enrollment opportunities to children with more significant disabilities.
- Providing support to assist parents in the acceptance of, and learning about, their child’s special needs.
- Establishing a collaborative effort between Hidalgo County Head Start/Early Head Start Program and other agencies and organizations serving children with disabilities to identify and to facilitate a continuity of services necessary to meet the child’s developmental needs.
- Promoting content area coordination to ensure the delivery of comprehensive program services for every Hidalgo County Head Start/Early Head Start Program child with a disability and their families.
- Enhancing Hidalgo County Head Start/Early Head Start Program staff’s understanding of disabilities related issues through a proactive staff development program.

Hidalgo County Head Start/Early Head Start Program is located in a primarily rural community with a significant Hispanic, Spanish speaking population. Hidalgo County Head Start is funded to serve 3690 children ages 3-5 in the 2015-2016 program year; a minimum of 10% of the total funded enrollment slots are for children with disabilities (IDEA eligible). A Special Services Director and three (3) staff are designated to implement the Special Services Plan. Nineteen Disability Classroom Assistants (DCS's) at the center level are assigned to children with significant disabilities to provide extra instruction in small and large group activities. The Health Advisory Committee, which includes parents from all content service areas of the program, as well as community representatives, will review the Special Services Plan for their approval. Ultimately, Policy Council will approve the Special Services Plan.

In an attempt to provide services collaboratively, Hidalgo County Head Start/Early Head Start Program has signed agreements with Local Education Agencies (LEA's), Early Childhood Intervention Program's (ECI's), Child Find and Community Resources Agencies.

Hidalgo County Head Start Program also has a Memorandum of Understanding (MOU) with a Local Education Agency (LEA). This MOU allows for early childhood students with disabilities recommended by LEA for the Preschool Program for Children with Disabilities (PPCD) opportunity to dual enroll in a total inclusive Head Start educational setting. These students may participate considering they meet the eligibility criteria for Head Start. Through this MOU, the LEA will provide special education support of one special education teacher and two para professionals to provide students supplemental services as specified by The Admission, Review and Dismissal Committee (ARD). It also provides support in the classroom to ensure compliance of The Individual Educational Plan (IEP) for each student. Hidalgo County Head Start Program and LEA continue to work collaboratively through this MOU to ensure that early childhood students with significant disabilities participate in an inclusive educational environment. In an inclusive preschool program, children with disabilities will truly have a "Head Start" in achieving their fullest potential.

HIDALGO COUNTY HEAD START PROGRAM

Special Services

ACRONYMS

IEP-	Individual Education Plan (for children age 3 and over)	TEA-	Texas Education Agency
IFSP-	Individual Family Service Plan (for ages 0-3)	PSA-	Public Service Announcement
IDEA-	Individuals with Disabilities Education Act	ESC-	Education Service Center
ADA-	Americans with Disabilities Act	LAP-D-	Learning Accomplishment Profile Diagnostic
LEA-	Local Education Agency (school districts)	DECA-	Deveraux Early Childhood Assessment
ECI-	Early Childhood Intervention (Serve Children 0-3)	HIPAA-	Health Insurance Portability Accountability Act
T/TA-	Training and Technical Assistance	FIE-	Full Individual Evaluation
FPA-	Family Partnership Agreement	PPCD-	Pre-School Program for Children with Disabilities
ARD-	Admission, Review and Dismissal	EPSDT-	Early Periodic Screening Development Test
SSI-	Supplemental Security Income	RTI-	Response To Intervention
PT-	Physical Therapist	R&R-	Recognition and Response
HS-	Head Start	DCA-	Disability Classroom Assistant
OT-	Occupational Therapist	MH-	Mental Health
SLP-	Speech Language Pathologist	POC-	Plan of care (Former Head Start IEP's)
HR-	Human Resources		



Hidalgo County Head Start Program
Special Services Program Plan
2015-2016

Performance Standard: 45 CFR Part 1308.4, 1308.4(a) (b)

Goal: The Hidalgo County Head Start /Early Head Start Program will develop a Special Services Plan providing strategies for meeting the special needs of children with disabilities and their families.

Objective: To integrate all content areas of Head Start appropriately to get involved in the integration of children with disabilities and their families and resources

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Head Start /Early Head Start Program will arrange that a minimum of 10% of the total funded enrollment slots be for children who are evaluated and diagnosed with disabilities as per IDEA and who meet the Head Start eligibility criteria. The Head Start Program will coordinate and collaborate with LEAs for evaluation and diagnosis and to provide services to children in the least restrictive environment in accordance with the Individual Education Plan (IEP) or Individual Family Services Plan (IFSP). (con't on pg. 2)	Special Services Director Center Manager Teacher Support Services Staff Assistant Directors	Executive Director Early Head Start Director Special Services Director Family Services Director	Ongoing	-Child Application -Enrollment Roster -IEP's on file -ECI transition meetings - referrals -Community Assessment -PIR



Hidalgo County Head Start Program
Special Services Program Plan
2015-2016

Performance standard: 45 CFR Part 1308.4, 1308.4(a) (b)

Goal: The Hidalgo County Head Start /Early Head Start Program will develop a Special Services Plan providing strategies for meeting the special needs of children with disabilities and their families.

Objectives: To integrate all content areas of Head Start appropriately to get involved in the integration of children with disabilities and their families and that resources are used efficiently.

Task to be accomplished	Person responsible	Person responsible for monitoring	Projected date of completion	Documents or forms
The Head Start Act of 2007, states children receiving medical services from private rehabilitation providers will no longer be counted towards the 10%. Services will continue with the private providers, outside Head Start hours, but only children evaluated and diagnosed by LEA will be counted towards the 10%. The plan is updated annually and presented to Policy Council for approval. The Health Advisory Committee provides input, allowing for parent and family engagement, and Head Start Content area integration.	Special Services Director Health Advisory Committee	Executive Director Early Head Start Director Special Services Director Policy Council	May 2015	-Plan accessible to staff/parents -Copy at Head Start Centers



Hidalgo County Head Start Program
Special Services Program Plan
2015-2016

Performance standard: 45 CFR Part 1308.4(c) (d), Related Standards 1304.51(a), 1304.41(a) (2) (iv) (viii), 1304.51(g)

Goal: The Hidalgo County Head Start/Early Head Start Program will include children with disabilities, their families in the full range of services provided to all Head Start/Early Head Start children and ensure that all services on the IEP /IFSP are provided.

Objectives: Assist with departmental area coordination in the provision of services to children with disabilities and their families link them with community resources available to provide special education and related services. Include needed adaptations for small/large group activities.

task to be accomplished	person responsible	person responsible for monitoring	projected date of completion	documents or forms
Maintain open communication with all content areas regarding services being provided or required for children with disabilities and their families. A link and referral system is maintained in order to assist families in receiving services. Needs will also be identified through use of Family Partnership Agreement (F.P.A.)	Special Services Director Support Services Staff Center Manager	Monitoring Director Special Services Director Family Services Director Support Services Staff Center Manager	Ongoing	-FPA on file -Child's disability reflected on FPA
A community resource directory is provided to families in order to maintain maximum use of the local resources. LEA Special Education Department will be included.	Special Services Director Family Services Director Support Services Staff Center Manager	Special Services Director Family Services Director Support Services Staff Center Manager Monitoring Director	Ongoing	-Resource Directory on file
A Social Services Network Meeting will be hosted by Head Start where local agencies will present an overview of their services.	Transition/Community Partnership Director	Transition/Community Partnership Director	Ongoing	-Sign in agenda of network meeting -Agreements on file



Hidalgo County Head Start Program
Special Services Program Plan
2015-2016

Performance standard: CFR Part 1308.4(e) (f), Related Standards 1304.51(a), 1304.41(a) (2) (iv) (viii), 1304.51(g)

Goal: The Hidalgo County Head Start/Early Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start/Early Head Start children and ensure that all services on the IEP /IFSP are provided.

Objectives: To assist with departmental area coordination in the provision of services to children with disabilities, their families and link them with community resources available to provide special education and related services. Include needed adaptations for small/large group activities

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Accommodations for children with disabilities will include assigning volunteers, and/or disability classroom assistant (DCA) to provide extra instruction in small and large group activities; provide adequate special utensils, materials, equipment, facility accessibility, and anything else required by the child as per IEP. Provide Assistive Technology as required by the child's IEP. Assure facility accessibility for any individual with a disability.	Teacher Special Services Director Support Services Staff Center Manager Field Operation Director	Monitoring Director Special Services Director Family Services Director Support Services Staff Center Manager	Ongoing	-All forms and progress reports on file. -Ongoing monitoring -Requisitions and PO's on special material purchases/ ADA accommodations - DCA/Teacher observation notes -Training agendas - Handouts
Schedule trainings for DCA's in conjunction with Region I and LEA's on specific disabilities such as Autism Spectrum Disorder, etc. as deemed necessary.	Special Services Director/staff Training Specialist Center Managers	Center Manger monitoring Director Special Services Director and staff	Ongoing	



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Special Services Program Plan
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Performance Standard: 45 CFR Part 1308.4(g), Related Standards 1304.40(h) (1-4)

Goal: The Hidalgo County Head Start/Early Head Start Program will establish the smooth joint transition training and planning of children with disabilities into Head Start and from Head Start to the next placement.

Objective In collaboration with Early Childhood Intervention (ECI) and LEA's, transition 3 year old Head Start eligible children with disabilities into. Head Start. also transition children exiting Head Start into the public school. System provide parents and staff with information and training on transition.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Maintain coordination and collaboration with all ECI agencies and LEA's through use of faxes, e-mail, telephone, mailings, ARD meeting to ensure a smooth joint transition training and planning on children with possible disabilities to enroll in Head Start.	Transition Specialist (ECI) Special Services Director Transition Director	Monitoring Director Special Services Director Support Services Staff Center Manager	Ongoing	-ECI documentation on file -Ongoing Monitoring -Application
Maintain documentation on ECI transition meetings attended by Transition Director/ Support Services Staff.	Special Services Director Transition Director Support Service Staff/ Center Manager	Special Services Director Support Services Staff Center Manager	Ongoing	-ECI Notice of Transition Meeting -Transition paperwork -Ongoing monitoring
Maintain coordination and collaboration with LEA'S regarding 3 & 4 year old Head Start eligible children with disabilities who may benefit from dual enrollment placement. Secure documentation on any type of communication.	Special Services Director Support Services Staff Center Manager	Special Services Director Center Manager Monitoring Director	Ongoing	-ARD minutes on file -Community Assessment -MOU



Hidalgo County Head Start Program
Special Services Program Plan
2015-2016

Performance Standard: 45 CFR Part 1308.4(g), Related Standards 1304.40(h)(1-4)

Goal: The Hidalgo County Head Start/Early Head Start Program will establish the smooth joint transition training and planning of children with disabilities into Head Start and from Head Start to the next placement

Objective: In collaboration with Early Childhood Intervention (ECI) and LEA's, transition 3 year old Head Start eligible children with disabilities into Head Start. Also transition children exiting Head Start into the public school. System parents and staff with information and training on transition issues and process.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Provide all LEA Special Education Departments with a list of children with disabilities exiting Head Start and transitioning to public school.	Special Services Director Support Services Staff Center Manager	Special Services Director Transition Director Monitoring Director	May 2015	Transition List to Sp. Ed. Dept.
Schedule training workshops or meetings in conjunction with LEA's, Region One ESC and ECI agencies to provide parents and Head Start Staff with information on joint transition training planning and what procedures to follow.	Transition Director Special Services Director/Coordinator Support Services Staff Center Manager	Special Services Director Transition Director Monitoring Director	Ongoing	-Transition meeting agenda and sign-in on file. -Child Find advisory agenda
Provide transition letter to parents with information on Special Education contacts to ensure a smooth transition for their children with special needs.	Transition Director Support Services Staff Center Manager	Special Services Director Transition Director Monitoring Director	May 2015	-Parent transition letter on file.
Attend Parent Committee Meetings and educate parents on transition/IDEA/LEA referrals/504 for children with disabilities transitioning to LEA.	Transition Director Special Services Director Support Services Staff	Special Services Director Transition Director Center Manager Monitoring Director	Sept-May 2015	-Agenda - Meeting sign-ins -Notice of meeting



Hidalgo County Head Start Program
Special Services Program Plan
2015-2016

Performance Standard: 45 CFR Part 1308.4(h) (1-7)

Goal: The Hidalgo County Head Start/Early Head Start Program includes children with disabilities and their families in the full range of services provided to all children enrolled in Head Start/Early Head Start and ensure that all services on the IEP/IFSP are provided.

Objective: Arrange for, provide, or procure services which may include, but are not limited to special education and related services (audiology, physical and occupational therapy, speech therapy, psychological services, transportation and assistive technology).

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
In conjunction with Family Services and other content areas, a Link and Refer Families system will be utilized in order for needed services, to include special education and related services are addressed and delivered in a timely manner. Referrals to LEA will be initiated accordingly allowing R & R/ RTI. A copy of the Hidalgo County Head Start Program R&R /RTI will be maintained in children's file. Speech/OT and Pt therapy provided at center by LEA.	Special Services Director Mental Health Director Family Services Director Support Services Staff Center Manager SLP/OT/PT	Monitoring Director Family Services Director Support Services Staff Center Manager Special Services Director Health/Mental Health Director Special Services Staff	Ongoing	-R&R/RTI Form -Referral log -Follow-up -Progress reports - Self- Assessment -Ongoing monitoring
In conjunction with HS Education content area, secure lists and PROMIS data entry from center managers on any children who failed the speech screening instrument for follow-up purposes in an attempt to avoid missing any child in need of further evaluation.	Support Service Staff Center Manager Education Area Director	Monitoring Director Support Services Staff Center Manager Special Services Director Education Area Director	Ongoing	-Speech Screener -Child Assessment Screening Record -Ongoing Monitoring -PROMIS



Hidalgo County Head Start Program
Special Services Program Plan
2015-2016

Performance Standard: 45 CFR Part 1308.4(i) (j) (1-5) (i) (ii) (iii)

Goal: The Hidalgo County Head Start/Early Head Start Program includes children with disabilities and their families in the full range of services provided to all Head Start/Early Head Start children so that all services on the IEP/IFSP are provided.

Objective: Arrange for options with LEA to meet the needs of each child to include joint placement, shared services, or shared personnel and strategies to check that special needs are met.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Dual enroll children with LEA or service provider as needed. Share disability classroom assistant with LEA if needed/or as per IEP.	Special Services Director Support Services Staff Center Manager Teacher/LEA	Monitoring Director Special Services Director Education Area Director Special Services Staff	Ongoing	-Progress report -ARD minutes -On-going Monitoring - DCA Notes
Through and existing MOU with LEA children with significant disabilities from the PPCD Unit of LEA are allowed opportunity to dual enroll with HS and participate in an inclusive educational setting. The MOU allows for a Special Ed Teacher and 2 para professionals to come into the HS classroom and implement the IEP.	LEA Sp. Ed. Director LEA Sp. Ed. Teacher LEA Para Professionals HS Teacher/ Assistant Center Manager Sp. Services Director/ Staff	Special Services Director/Staff Center Manager Education Area Director Monitoring Director	Ongoing	-MOU - Teacher Notes -Monthly follow-up
Strategies to be used to so that special needs are met include using substitutes, volunteers, and disability classroom assistants who provide extra instruction and assistance for children with disabilities. Also utilize special equipment /materials/transportation/ sign language interpreters etc.	Special Services Director Education Area Director Teacher Support Services Staff Center Manager	Special Services Director Education Area Director Special Services Staff Monitoring Director	Ongoing	-Monthly follow-up/ notes -Progress notes -Ongoing monitoring



Hidalgo County Head Start Program
Special Services Program Plan
2015-2016

Performance Standard: 45 CFR Part 1308.4(k), Related Standards 1304.52(d) (7)

Goal: The Hidalgo County Head Start/Early Head Start Program includes children with disabilities and their families in the full range of services provide to

Objective: The Head Start Program Plan will arrange for special education and related services be provided by or under the supervision of personnel meeting state qualifications.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
All LEA' Special Education Staff are certified through theTexas Education Agency (TEA) or meet state licensure qualifications. LEA's require copies of such documents on file for each staff.	Special Services Director LEA Special Education Director Human Resources Director	Special Services Director Monitoring Director Education Director Human Resources Director	Ongoing	-Certification/ licensure on file with LEA -LEA Interagency Agreements -HR. file on LEA staff



Hidalgo County Head Start Program
Special Services Program Plan
2015-2016

Performance Standard: 45 CFR Part 1308.4(l), (1-7)

Goal: The Hidalgo County Head Start/Early Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start/Early Head Start children and establish that all services on the IEP/IFSP are provided.

Objective: Inter-agency agreements are developed to assess, Child Find, joint staff and parent education training, link and refer to Special Ed., IEP meetings, placement, joint transition training and planning, resource sharing, December 1 child count, and any other jointly agreed upon items.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Inter-agency agreements will be secured with LEA and other agencies to provide services for children with disabilities and families.	Special Services Director Transition/Community Partnership Director	Special Services Director Transition/Community Partnership Director Monitoring Director	May-August 2015	-Agreements on file -PIR
Attend Child Find meetings, workshops, fairs for recruitment purposes. Special Services Director and Disability Coordinator participate on Child Find Advisory Committee with Region One ESC.	Special Services Director Disability Coordinator Transition Director	Special Services Director Special Services Staff Monitoring Director	-As scheduled by LEA's and -Region One ESC -Easter Seals	-Agendas -Information on file -Parent sign-in
Coordinate and collaborate in resource sharing and joint training with LEA.	Support Services Staff Center Manager Special Services Director Special Services Staff	Monitoring Director Special Services Director Special Services Staff Education Director	Ongoing	- Referral training sign-in
Inter-Agency Agreements will identify all of the above mentioned objectives.	Special Services Director Transition Director	Special Services Director Transition Director	May-August 2015	-Referral training -Interagency Agreements -On going Monitoring



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Performance Standard: 45 CFR Part 1308.4 (m) (n)

Goal: The Hidalgo County Head Start/Early Head Start Program develops a Special Services Plan providing strategies for meeting the special needs of children with disabilities and their families.

Objective: To arrange that all content areas of Head Start are carrying out Parent and Family Engagement in the integration of children with disabilities; to request for adequate resources; maintain level of fiscal support to implement the plan/serve a minimum of 10% children with disabilities by LEA.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Special Services budget will be prepared and reviewed by the Head Start Executive Director, Finance Director and the Special Services Director. An appropriate allotment of funds will be assigned to allow services to children with disabilities. Non-Head Start funding such as Medicaid, health insurance, in-kind etc. will be used to the maximum feasible coverage before Head Start funds are utilized. The Community Assessment is considered when preparing the budget.	Special Services Director Assistant Program Director Finance Director Disability Coordinator	Special Services Director Finance Director Executive Director Monitoring Director	Beginning to end of fiscal year	-Budget copy -Monthly budget reports -PIR -Community Assessment



Hidalgo County Head Start Program
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Performance Standard: 45 CFR Part 1308.4 (o) (1-7)

Goal: The Hidalgo County Head Start/Early Head Start Program develops a Special Services Plan providing strategies for meeting the special needs of children with disabilities and their families.

Objective: To arrange all content areas of Head Start are carrying out Parent and Family Engagement in the integration of children with disabilities; allowable Expenditures: salaries, evaluations, therapies, transportation, special equipment/materials, T/TA, facility accessibility.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Allowable budget expenses include salaries for special services staff, children's evaluations and treatment, if needed, special equipment/materials, eating utensil, Dr. reports, manipulatives, walkers, special scissors and T/TA for substitutes, travel, per diem, conference registration, consultants etc., and facility accessibility, (ramps, etc.).	Special Services Director Assistant Program Director Finance Director	Special Services Director Assistant Program Director Executive Director Monitoring Director	Ongoing	-Monthly budget reports -On-going monitoring on budget expenditures
Transportation to and from home and for therapy treatments. Access transportation from other agencies if possible. Therapy at the centers will be provided at LEA's Convenience.	Special Services Director Transportation Coordinator	Monitoring Director Special Services Director Center Manager Special Services Staff	Ongoing	-Request for Transportation -Parent Consent -Bus Route schedules



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Performance Standard: 45 CFR Part 1308.5, (a) (b) Related Standards 1305.5 (c), 1304.41 (a) (1)

Goal: The Hidalgo County Head Start/Early Head Start Program will establish and maintain an outreach and recruitment process to actively locate and recruit children with disabilities/significant disabilities.

Objective: To acquire a minimum of 10% of the total funded enrollment opportunities for children with disabilities; provide training for staff regarding disability regulations 45CFR part 84, nondiscrimination on the basis of a disability/ADA; coordinate/collaborate recruitment efforts with LEA, ECI's, Child Find.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Contact Early Childhood Intervention (ECI) agencies, Child Find, WIC, local health clinics, private rehabilitations, LEA's and any other community organizations that may have contact with families that have 0-5 year old children with disabilities and provide them with information on Head Start/Early Head Start Program. Mail outreach letters to such agencies.	Family Services Director Special Services Director Center Manager Teacher Support Services Staff	Monitoring Director Special Services Director/staff Family Services Director Center Manager Education Director Disability Coordinator	Ongoing	-Flyers -Advertisement Poster -Community Assessment -Outreach Letters -Head Start child find Brochure
Develop and distribute Public Service Announcements (PSA's) for TV, radio, and newspaper, post flyers, and issue brochures on Head Start inviting families of children 0-5 with disabilities as well as those with significant disabilities to apply.	Family Services Director Special Services Director Center Manager Support Services Staff Teacher	Monitoring Director Family Services Director Special Services Director Disability Coordinator	Ongoing	-Head Start -Child Find Brochures - Recruitment documentation -Brochures -PSA'S -Head Start Newsletter



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Performance Standard: 45 CFR Part 1308.5, (a) (b) Related Standards 1305.5 (c), 1304.41 (a) (1)

Goal: The Hidalgo County Head Start/Early Head Start Program will establish and maintain an outreach and recruitment process to actively locate and recruit children with disabilities/significant disabilities.

Objective: To acquire a minimum of 10% of the total funded enrollment opportunities for children with disabilities; provide training for staff regarding disability regulations 45CFR part 84, nondiscrimination on the basis of a disability/ADA; coordinate/collaborate recruitment efforts with LEA, ECI's, Child Find.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Participate in community Child Find efforts with LEA's, ECI's and Region One ESC for recruitment purposes. Contact Child Find Specialist and ECI Specialist as a recruitment effort.	Special Services Director Transition Director Support Services Staff Center Manager Family Services Director	Monitoring Director Special Services Director/Staff Transition Director Education Director Center Manager	Ongoing	-Community Assessment - Child Find meeting agendas -LEA Child Find, flyers/ Clinics -Community Assessment -Head Start
Distribute Head Start Child Find brochures solely for the purpose of recruiting children with disabilities.	Special Services Director Special Services Staff Center Manager Support Services Staff All Head Start field Staff	Special Services Director Special Services Staff Education Director Center Manager Monitoring Director	Ongoing	Child Find brochures -HS disability banner/ Newsletter



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Performance Standard: 45 CFR Part 1308.5, (a) (b) Related Standards 1305.5 (c), 1304.41 (a) (1)

Goal: The Hidalgo County Head Start/Early Head Start Program will establish and maintain an outreach and recruitment process to actively locate and recruit children with disabilities/significant disabilities.

Objective: To acquire a minimum of 10% of the total funded enrollment opportunities for children with disabilities; provide training for staff regarding disability regulations 45CFR part 84, nondiscrimination on the basis of a disability/ADA; coordinate/collaborate recruitment efforts with LEA, ECI's, Child Find.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Provide training on the Americans with Disability Act (ADA), Section 504/ Non-discrimination policy, and Disability Laws (IDEA), 45 CFR 1308) to parents, Staff, particularly those directly involved in recruitment. Provide training for bus drivers and those working with children with special needs. Training done as In-kind by a Specialist.	Special Services Director Staff Development Director ADA/IDEA specialist Family Services Director	Special Services Director/staff Staff Development Director Family Services Director Monitoring Director	Ongoing	-Pre Service Training agenda's -Sign-in's -Ongoing monitoring -Recruitment training agenda
Provide ADA/IDEA/information to program Policy Council/and train parent Committee members.				
Provide enrollment opportunity to any family requesting enrollment of a child with a disability regardless of severity.	Special Services Director Support Services Staff Center Manager	Special Services Director Monitoring Director Center managers	As needed	-Training agenda's -ADA/IDEA brochures -



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Performance Standard: 45 CFR Part 1308.5, (a) (b) Related Standards 1305.5 (c), 1304.41 (a) (1)

Goal: The Hidalgo County Head Start/Early Head Start Program will establish and maintain an outreach and recruitment process to actively locate and recruit children with disabilities/significant disabilities.

Objective: To acquire a minimum of 10% of the total funded enrollment opportunities for children with disabilities; provide training for staff regarding disability regulations 45CFR part 84, nondiscrimination on the basis of a disability/ADA; coordinate/collaborate recruitment efforts with LEA, ECI's, Child Find.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Provide specially equipped buses with lifts to transport children with physical disabilities for compliance with ADA.	Support Services Staff Center Manager Special Services Director Transportation Coordinator	Monitoring Director Special Services Director Transportation Coordinator Education Director	Ongoing	-Transportation Plan -Ongoing monitoring -Transportation schedules



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Performance Standard: 45 CFR Part 1308.5, (c) (1-4) Related Standards 1305.5 (c), 1304.41 (a) (1)

Goal: The Hidalgo County Head Start/Early Head Start Program will establish and maintain an outreach and recruitment process to actively locate and recruit children with disabilities/significant disabilities.

Objective: Will employ non-discrimination of children with disabilities if parents wish to enroll; meet age and income requirements; Head Start is appropriate placement. After 10% is met, children will compete equally.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
All age appropriate children with disabilities, to include those previously identified, (regardless of disability) will be granted equal opportunity in applying for enrollment, if Head Start is the appropriate placement. Children will be placed on a waiting list after 10% is met unless slots are still available; all will compete equally; all must be age and income eligible. Exception: ECI children identified by LEA with a diagnosis will be enrolled upon turning 3 years old, if there is slot available.	Family Services Director Special Services Director Support Services Staff Center Manager	Special Services Director/Staff Family Services Director Education Director Monitoring Director	Ongoing	-Enrollment application -Waiting list -Community Assessment -PIR -ECI documentation
Immunization records are part of the application process and will be requested of parents. Those children in need of immunizations will have to meet such requirements before enrollment and follow the same polices.	Health Services Director Special Services Director Support Services Staff Center Manager Parent / Teacher	Health Services Director Special Services Director/Staff Family Services Director Education Director Monitoring Director	Ongoing	-Copy of immunization on file -Community Assessment -Ongoing monitoring



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Performance Standard: 45 CFR Part 1308.5(d) (1-5), Related Standards 1304.50 (d) (1) (viii), 1304.53 (a) (10) (xviii), 1304.52(b) (1) (iii), 1304.53 (a) (2) (ii)

Goal: The Hidalgo County Head Start Program/Early Head Start Program will enroll a minimum of 369, (10%) of the total funded enrollment, children with disabilities or significant disabilities. Only LEA diagnosed children will be counted towards 10%.

Objective: Will employ non-discrimination of children with disabilities. Will observe that no child is denied enrollment due to prior diagnosis significance or type of disability, staff attitudes, facility inaccessibility, unfamiliar disabling conditions, nor need for personalized special equipment.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Staff will be trained to be able to feel competent in working comfortably with children of different disabilities to ensure that staff attitudes and unfamiliarity with a particular disability are addressed. ADA training is accomplished at pre service annually and as needed.	Special Services Director ADA specialist. Disability Coordinator Staff Development Director	Monitoring Director Special Services Director/Staff Staff Development Director	Ongoing	-Ongoing Monitoring Pre-service training agenda -Sign-ins
When there is a need for personalized services such as diapering, the program will provide those items for staff to assist the children with disabilities at no cost to the family.	Finance Director Special Services Director Special Services staff Center Manager/staff	Special Services Director Special Services staff Monitoring Director	Ongoing	-Requisitions/PO's for diapering supplies -Request for equipment/materials.



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Performance Standard: 45 CFR Part 1308.5(e) (1-3), Related Standards 1304.50 (d) (1) (viii), 1304.53 (a) (10) (xviii), 1304.52(b) (1) (iii), 1304.53 (a) (2) (ii)

Goal: The Hidalgo County Head Start Program/Early Head Start Program will enroll a minimum of 369, (10%) of the total funded enrollment, children with disabilities or significant disabilities. Only LEA diagnosed children will be counted towards 10%.

Objective: Will employ non-discrimination of children with disabilities. Apply the same policies used for other children; consider resources and services from other agencies; observe state laws regarding immunizations.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
All age appropriate children with disabilities, to include those previously identified, (regardless of disability) will be granted equal opportunity in applying for enrollment, if Head Start is the appropriate placement. Children will be placed on a waiting list after 10% is met unless slots are still available; all will compete equally; all must be age and income eligible. Exception: ECI children identified by LEA with a diagnosis will be enrolled upon turning 3 years old, if there is slot available.	Family Services Director Special Services Director Support Services Staff Center Manager	Special Services Director/Staff Family Services Director Education Director Monitoring Director	Ongoing	-Enrollment application -Waiting list -Community Assessment -PIR -ECI documentation
Immunization records are part of the application process and will be requested of parents. Those children in need of immunizations will have to meet such requirements before enrollment and follow the same polices.	Health Services Director Special Services Director Support Services Staff Center Manager Parent / Teacher	Health Services Director Special Services Director/Staff Family Services Director Education Director Monitoring Director	Ongoing	-Copy of immunization on file -Community Assessment -Ongoing monitoring



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Performance Standard: 45 CFR Part 1308.6, (a) (1-3) Related Standards-1304.20(b) (1), 1304.20(a) (1) (ii)

Goal: The Hidalgo County Head Start /Early Head Start Program will identify children in need of further evaluation within forty-five (45)/90 calendar days of enrollment after the screening/assessment process.

Objective: Provide developmental screenings to all Head Start and Early Head Start children within forty-five (45)/90 calendar days of enrollment: provide ongoing assessment/rescreening children who require further specialized assessment to determine a disability will proceed with the evaluation process.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Receptive & Expressive Language sections of the LAP-D will be used in identifying children with suspected language problems in conjunction with Speech Screening tools which also screens articulation, fluency and voice for possible referral to LEA.	Finance Director Special Service Director Special Services Staff Center Manager/staff	Special Services Director Special Services Staff Monitoring Director	Ongoing	-Requisitions/ PO's for diapering supplies -Request for equipment/ materials.



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Performance Standard: 45 CFR Part 1308.6, (b) (1-3) Related Standards-1304.20(b) (1), 1304.20(a) (1) (ii)

Goal: The Hidalgo County Head Start /Early Head Start Program will identify children in need of further evaluation within forty-five (45)/90 calendar days of enrollment after the screening/assessment process.

Objective: Provide developmental screenings to all Head Start and Early Head Start children within forty-five (45)/90 calendar days of enrollment in: visual/motor, language and cognition, gross motor/ body awareness including speech, hearing and vision. Maintain a record keeping system for screening process and identification of children who do not pass the screening. (PROMIS)

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Medical examinations and follow ups will be performed. Height and weight will be obtained twice a year and blood pressure one time a year. Visual acuity will be tested for each eye using the Visual chart. Physical are required annually. The LAP-D and DECA will be administrated to all children.	Health Director Special Services Director Center Manager Education Area Director Support Service Staff	Monitoring Director Health Services Director Medical Providers Parents Special Services Director/staff Education Area Director	-Within (45/90) days of enrollment or prior to enrollment	-On-going monitoring -Speech Screener -Health Record -Physical -Lap-D -PROMIS
A training is provided to all teaching staff by a certified/licensed Speech/Language Pathologist to screen children for speech/language delays. Training is provided as In-Kind.	Special Services Director Speech Language Pathologist/Provider Center Manager/Teacher	Monitoring Director Special Services Director/staff Education Director	-Pre-Service - As Needed	-Pre Service training agendas -New staff orientation trainings/Sign In -Pre Service manual



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Performance Standard: 45 CFR Part 1308.6(c) (d), Related Standards 1304.20(b), 1304.40(e) (3)

Goal: The Hidalgo County Head Start/Early Head Start Program will document progress and plan program activities that are developmentally appropriate and individualized for children with disabilities.

Objective: Collect ongoing information on child's functioning in gross and fine motor skills, perceptual discrimination, cognition, attention skills, self-help, social, receptive and expressive language. Notify parents of assessments results and provide parents with information on developmental milestones and the 11 Domains of Learning.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Each child will be administered a standardized health and developmental assessment screening. Also the DECA, Speech Screening tool, as well as the LAP-D, in addition to any required screening instruments for children 0-5. LEA will administer screenings as needed upon referral.	Teacher Support Services Staff Center Manager LEA Special Education Special Services Director	Special Services Director/Staff Health Services Director Education Area Director Mental Health Director Monitoring Director	-Forty-five (45) days after enrollment -LEA Ongoing	-Copy of assessment screenings -Ongoing Monitoring -LEA documentation
Parents will be provided with informational brochures on disability and developmental milestones, IEP progress reports which are connected to the 11 Domains of Learning and with six weeks progress report	Special Services Director/Staff Support Services Staff Center Manager Teacher	Special Services Director/Staff Education Area Director Center Manager Monitoring Director	Ongoing	- Disability brochures -IEP progress reports -Six weeks progress reports -IDEA/ADA brochures



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Performance Standard: 45 CFR Part 1308.6(c) (d), Related Standards 1304.20(b), 1304.40(e) (3)

Goal: The Hidalgo County Head Start/Early Head Start Program will document progress and plan program activities that are developmentally appropriate and individualized for children with disabilities.

Objective: Collect ongoing information on child's functioning in gross and fine motor skills, perceptual discrimination, cognition, attention skills, self-help, social, receptive and expressive language. Notify parents of assessments results and provide parents with information on developmental milestones and the 11 Domains of Learning.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Notify Parents of progress through IEP Progress Reports and ARD meetings. Provide parents with support group information. Parents will also be provided with information on any other community organization sponsoring disability conferences, workshops, trainings to allow for parent connections with their children and community.	Special Services Director/Staff Support Services Staff Center Manager Teachers	Monitoring Director Special Services Director/Staff Education Area Director	Ongoing	- Support group list -Community participation information -Parent to Parent newsletter information -Community Assessment - IEP Progress Report



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Performance Standard: 45 CFR Part 1308.6(e), (1-3) Related Standard 1304.20(a) (I) (iii), 1304.20(e) (5)
(2)(i)(ii) (iii)(IV)(V)(VI)(VII)(viii)

Goal: The Hidalgo County Head Start /Early Head Start Program will establish a diagnostic process so children with disabilities receive appropriate services through referral to LEA.

Objective: Refer to the LEA/ECI for evaluation after a failed screening or as soon as the need is evident. When LEA does not provide an evaluation, Head Start will arrange for an evaluation utilizing a multi-disciplinary team approach through other resources and more than one test will be utilized.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Children who require further specialized assessment to determine whether they have a disability will be referred to LEA for appropriate evaluation/assessment which will assess all areas related to the suspected disability. These cases will count towards 10%, if qualified. Staff will secure RTI. Parental Consent will be arranged.	Special Services Director Support Services Staff Center Manager Parent LEA	LEA Special Services Director/Staff Education Director Monitoring Director	Ongoing	Head Start referral -LEA referral -Ongoing monitoring -R&R/RTI -Parental consents - Agency to Agency Referral
If LEA does not provide the evaluation, the parents will be assisted in arranging services through other resources outside Head Start hours. Follow up will take place. The identified case will be monitored but will not count towards 10%.	Special Services Director Support Services Staff Center Manager	Special Services Director/Staff Center Manager Monitoring Director	Ongoing	-Monthly follow up - Rehab evaluation report



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Performance Standard: 45 CFR Part 1308.6(e), (1-3) Related Standard 1304.20(a) (I) (iii), 1304.20(e) (5)

Goal: The Hidalgo County Head Start /Early Head Start Program will establish a diagnostic process so children with disabilities receive appropriate services through referral to LEA.

Objective: Refer to the LEA/ECI for evaluation after a failed screening or as soon as the need is evident. recognize cultural/ linguistic differences; necessary accommodations (sensory, manual, communication skills); evaluations conducted by licensed/certified personnel; Parental consent will be secured prior evaluation; validated test tools are utilized.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Support Services Staff will arrange that children are allowed the appropriate R&R/RTI timelines to rule out cultural linguistic differences, socio-economic factors, necessary sensory accommodation, inappropriate educational environment to determine whether the referral to LEA is warranted. LEA will consider above mentioned factors when evaluating child. Licensed SLP's and validated Test Tools will be utilized.	Special Services Director Support Services Staff Center Manager Teacher/Parent LEA	Monitoring Director Special Services Director/ Staff Education Director LEA /Center Manager	Ongoing	-Teacher notes -Monthly follow-up notes -Self-Assessment -R&R/RTI -LEA Referrals -Parent consent for evaluation -LEA progress Reports
The LEA will continue to be actively involved in training HS Support Service staff/ Center Manager on the referral process, R&R/RTI and cultural linguistic differences.	Special Services Director Support Service Staff Center Manager LEA	Monitoring Director Special Services Director/Staff Support Service Staff LEA/Center Manager Education Director	Ongoing	-LEA R&R/ RTI referral training -Training agenda -Training sign in -Training hand outs



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Performance Standard: 45 CFR Part 1308.6(e), (4) Related Standard 1304.52(h) (1) (ii), 1304.52(d) (7)

Goal: The Hidalgo County Head Start/Early Head Start Program will establish a diagnostic process so children with disabilities receive appropriate services, through referrals to LEA.

Objective: Maintain confidentiality in accordance with Program and State requirements. Evaluations will be administered by trained, state certified licensed personnel.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Confidentiality must be maintained and this is accomplished through training and professional speaking presentations at in-services, workshops, conferences, parent conferences, etc. Make use of Human Resources confidentiality forms and obtain staff signatures.	Special Services Director Support Services Staff Center Manager Teacher Human Resources Director	Monitoring Director Special Services Director/Staff Staff Development Director Education Director Center Manager	Ongoing	-Sign in's -agendas -HR confidentiality signed forms on file -Training sign ins -Self-Assessment
Reports requiring signature of certified/ licensed Special Services provider will be obtained. Evaluations will be administered only by qualified specialists and parents will be notified of results	Special Services Director Center Manager Support Service Staff LEA specialist	Monitoring Director Special Services Director/Staff Education Director Center Manager	Ongoing	-Partnership Agreements -SLP evaluation Reports (LEA)



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Performance Standard: 45 CFR Part 1308.6(e), (5) Related Standard 1304.52(h) (1) (ii), 1304.52(d) (7)

Goal: The Hidalgo County Head Start/Early Head Start Program will establish a diagnostic process so children with disabilities receive appropriate services through referral to LEA.

Objective: Will determine eligibility for disability services using a multidisciplinary team approach by LEA. These eligible cases will be counted towards 10%.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
A multi-disciplinary team approach will be utilized for children evaluated by LEA to determine eligibility for disability services upon completion of the evaluation. If eligible, services will be provided by a certified licensed specialist.	Special Services Director Support Services Staff Center Manager Teacher LEA Specialist	Monitoring Director Special Services Director/Staff Center Manager Education Director	Ongoing	-Referral/RTI -ARD minutes -PIR -Head Start Treatment Consent Form -Parent Transportation Consent Form



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Performance Standard: 45 CFR Part 1308.7 (a)-9(3)

Goal: The Hidalgo County Head Start/Early Head Start Program will identify through a systematic process and meet the eligibility criteria for all identified disabilities so services are adequately and professionally provided to children with special needs.

Objective: Arrange that eligibility criteria is met when classifying children with an identified disability, per Performance Standards. The eligibility Criteria: Health impairment, Emotional/behavioral disorders, Speech/language impairment.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Develop Plan of Care to monitor medical health condition/development (504 plan).	Support Services Staff Center Manager/Teacher Mental Health/Health Director	Monitoring Director Health Services Director Special Services Director/Staff Education Director	-As needed	-Staffing notice -Staffing notes -Community Assessment -Plan of care (504)
Review classroom observation reports and all screening tools for follow-up on possible suspected disabilities. Meet with parent for possible further evaluations (speech, hearing, vision, other impairments etc.).	Support Services Staff Center Manager/Teacher Special Services Director Mental Health/Health Director	Mental Health/Health Director Education Area Director Special Services Director/Staff Monitoring Director	-Within 45 days of enrollment -Ongoing	-Information on file -Ongoing monitoring
Follow-up on child's challenging behavior by utilizing the Mental Health Process/Positive Behavior Support (PBS) which includes the development of Behavioral Plans.	Support Services Staff Center Manager Mental Health/Health Director/Coordinator Mental Health Consultant	Mental Health Director/Coordinator Center Manager	As needed	-PBS /Mental Health Process -Ongoing monitoring -Cameras



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Performance Standard: 45 CFR Part 1308.10-17(e)

Goal: The Hidalgo County Head Start/Early Head Start Program will identify through a systematic process and meet the eligibility criteria for all identified disabilities so services are adequately and professionally provided to children with special needs.

Objective: Arrange that eligibility criteria is met when classifying children with an identified disability, per performance standards. The eligibility criteria: Mental Retardation, Hearing impairment including deafness, Orthopedic impairments, Visual impairment including blindness, Learning disabilities, Autism, Traumatic Brain Injury, Other impairment.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Attend staffings on children whose needs may be unique/specific (Autism, Syndromes, intellectual disabilities etc).	Special Services Director	Education Director	-As deemed necessary	-Evaluation report
Refer child to LEA for a Full Individual Evaluation (FIE) for possible identification and dual enrollment with LEA via Pre-School Programs for Children with Disabilities, (PPCD) if possible.	Support Services Staff Center Manager	Special Services Director/Staff		-ARD/IEP Minutes
Follow-up on physicals for possible suspected audiological/orthopedic/vision impairments. Observe the child in the educational setting while performing fine/gross motor skill activities.	LEA	Monitor Director		-LEA MOU
	Support Services Staff Center Manager	Monitor Director	-Within 90 days and ongoing	-Progress notes
	Teacher	Health/Mental Health Director		-Ongoing monitoring
	Special Services Director	Special Services Director/Staff		-Cameras
	Health/Mental Health Director	Education Director		-Physicals
Provide staff with T/TA and literature on orientation and mobility for the visually impaired/blind.	Support Services Staff Center Manager	Support Services Staff Center Manager/Teacher		
	Special Services Director	Monitor Director	-As deemed necessary	-Training agenda
		Special Services Director/Staff		-Literature on Visual Impairment
		Education Director		
		Center Manager		



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Performance Standard: 45 CFR Part 1308.18 (a) (b)

Goal: The Hidalgo County Head Start/Early Head Start Program will have procedures established that allow for the full and efficient implementation of the disability content area according to the Performance Standards.

Objective: Arrange for the Disabilities, Health/Mental Health Director to work closely together in the assessment process and follow up so the special needs of children with health, mental health and disability needs are met.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
A referral and follow-up system in conjunction with mental health/ health services will be utilized to ensure that children with mental health and health impairments receive ongoing medical treatment. Staffings to include the health/ mental health and disability services content areas will be scheduled to communicate and collaborate regarding any children with medical health impairments and /or children with possible signs of depression, withdrawal, anxiety or abuse. Develop a plan of care for any child with a medical condition (504).	Health/Mental Health Director/Coordinator Center Manager Support Service Staff Mental Health Consultant Teachers	Health/Mental Health Director/Coordinator Special Services Director Education Director Monitoring Director	Ongoing	-PBS/Mental Health Process -Referral and follow-up -Ongoing monitoring -Self-Assessment -Mental Health Classroom Observation
	Center Managers Support Service Staff Teachers Health/Mental Health Director/Coordinator Mental Health Consultant	Health/Mental Health Director Special Services Director Education Director Monitoring Director	Ongoing	-Staffing sign-in and notes -Notice of Staffing Mental Health Consultant notes -Plan of care (504)
	Health Services Director Center Manager	Health/Mental Health Director Education Director Center Manager Special Services Director Monitoring Director	Ongoing	



Hidalgo County Head Start Program
Special Services Program Plan
2015-2016

Performance Standard: 45 CFR Part 1308.18 (c) (d)

Goal: The Hidalgo County Head Start/Early Head Start Program will have procedures established that allow for the full and efficient implementation of the disability content area according to the Performance Standards.

Objective: Plan that all medications are properly administered; obtain the doctor's instructions; and that parental consents are secured; that all medications dispensed are properly recorded and reviewed with parents; record any changes in child's behavior and share with staff, parents and physician; store, label and lock all medications. This process will allow for parent and family engagement.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Staff will educate teachers and parent/guardian on the proper administration of medication, thus, allowing for dialogue with families.	Support Service Staff Center Manager/Teacher Health/ Mental Health Director	Monitoring Director Health/Mental Health Director Special Services Director Center Manager/Teacher Education Director	Ongoing	-Training agendas -Medication logs
Staff will administer, handle and store under lock and key all medication in accordance with program policy and procedures which includes doctors instructions, properly labeled medication by pharmacist, parent consent to administer medication, record keeping to include changes in child's behavior, etc. (refer to policy and procedure on medication administration in the Health procedures Manual). Parent and family engagement practices will occur.	Support Service Staff Health/Mental Health Director Center Manager/Teacher	Health/Mental Health Director Special Services Director Monitoring Director Education Director Center Manager/Teacher	Ongoing	Support Service -Assistant - Documentation notes -Medications -Policy/forms/ logs -Parent Consent



Hidalgo County Head Start Program
Special Services Program Plan
2015-2016

Performance Standard: 45 CFR Part 1308.19(a)-(c),

Goal: The Hidalgo County Head Start/Early Head Start Program through LEA's, will develop IEP's that meet the needs of children with disabilities and enables them to be included fully in classroom. Head Start developed IEP's/ Plan of Care (POC) by private rehab providers are no longer counted towards 10 %.

Objective: Participate/provide input into the LEA IEP. When Head Start provides for the evaluation, the multidisciplinary team makes the determination whether the child meets the Head Start eligibility criteria. IEP's/ (POC) will be developed for such cases considering child's unique needs strengths, and child's abilities. When LEA develops the IEP a Head Start representative will attempt to attend IEP meeting.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The multi-disciplinary team will provide input into developing an appropriate IEP to meet the special needs of children. The team will include a Head Start representative/teachers. The LEA agreement will note that LEA will Notify Head Start of any scheduled IEP/ARD meetings for their participation.	Special Services Director Support Services Staff Center Manager Teacher/Parent LEA Special Services Director LEA Center Manager Teacher Transition Director	Monitoring Director Special Services Director/Staff Education Area Director Center Manager Monitoring Director Special Services Director Education Area Director LEA	Within thirty 45 school days of consent for evaluation. May-Aug 2015	-ARD -IEP - PIR -LEA Agreement -PIR



Hidalgo County Head Start Program
Special Services Program Plan
2015-2016

Performance Standard: 45 CFR Part 1308.19(d)-(i),

Goal: The Hidalgo County Head Start/Early Head Start Program through LEA's, will develop IEP's that meet the needs of children with disabilities and enables them to be included fully in classroom. Head Start developed IEP's/ Plan of Care (POC) by private rehab providers are no longer counted towards 10 %.

Objective: Participate/provide input into the LEA IEP; considering child's unique needs strengths, and child's abilities. Include teacher, parents, administrators or others; implement IEP soon after meeting.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Child's unique needs, strengths and developmental potential will be documented through use of different sources-IEP progress reports, six weeks progress report, monthly follow-up, etc.	Special Services Director Support Services Staff Center Manager Teacher/LEA	Special Services Director/Staff Monitoring Director Center Manager Education Director	-ASAP after enrollment -Ongoing	-IEP -Ongoing monitoring
Involve the different content areas when monitoring the child's IEP if needed to ensure that every area of need is satisfied, (nutrition, mental health etc.) Children with disabilities will be included in the full range of activities within the child development program.	Special Services Director Support Services Staff Center Manager Teacher/LEA Content Area Director	Monitoring Director Special Services Director/Staff Education Director Center Manager	Ongoing	-Reflect IEP objectives in weekly lesson plan -Cameras



Hidalgo County Head Start Program
Special Services Program Plan
2015-2016

Performance Standard: 45 CFR Part 1308.19(j)-(k),

Goal: The Hidalgo County Head Start/Early Head Start Program through LEA's, will develop IEP's that meet the needs of children with disabilities and enables them to be included fully in classroom. Head Start developed IEP's/ Plan of Care (POC) by private rehab providers are no longer counted towards 10 %.

Objective: Participate/provide input into the LEA IEP; interpreter for parents; IEP's in parents dominant language; encourage IEP attendance; have meeting without parents if necessary; implement IEP soon after meeting;

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Ensure attendance of required Head Start Teacher, staff, parents and other required team members of scheduled IEP meeting upon completion of assessment to discuss LEA eligibility results. IEP meeting may be held without the parent, provided parent consented to it and every effort was made to include parent; document efforts.	Special Services Director Support Services Staff Center Manager Teacher/Parent LEA	Special Services Director Support Services Staff Center Manager Teacher/Parent LEA	Within thirty 45 school days of consent for evaluation.	-ARD -IEP - PIR
Interpreters at ARD/IEP meeting will be provided for Non-English speaking parents. Sign language interpreters will also be provided if needed. IEP will be in parent dominant language.	Special Services Director Support Services Staff Center Manager Teacher			



Hidalgo County Head Start Program
Special Services Program Plan
2015-2016

Performance Standard: 45 CFR Part 1308.19(j)-(k),

Goal: The Hidalgo County Head Start/Early Head Start Program through LEA's, will develop IEP's that meet the needs of children with disabilities and enables them to be included fully in classroom. Head Start developed IEP's/ Plan of Care (POC) by private rehab providers are no longer counted towards 10 %.

Objective: Participate/provide input into the LEA IEP; if a child enters Head Start with IEP/ (POC) completed two (2) months prior to entry, implement such IEP/ (POC) within 2 weeks of enrollment; monitor implementation of IEP's. Encourage more interaction between classroom teachers and service providers and Head Start Content Area Directors.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
A child enrolled in Head Start whose IEP/ POC dated 2 months prior to enrollment is still eligible for services. However, existing IEP/ POC has to be implemented within 2 weeks of enrollment.	Special Services Director Support Service Staff Teachers Center Manager	Monitor Director Special Services Director Education Area Director Center Manager	Ongoing	-Classroom observation notes
Encourage more interaction between teachers and service providers through IEP meetings, face-to-face contact, periodic telephone calls, classroom material sharing, child/parent home activities etc. Schedule visits and observe child during implementation of IEP in therapy session; LEA's and other special services providers usually accommodate such request.	Special Services Director Support Services Staff Center Manger/Teacher	Monitoring Director Support Services Staff Center Manager/Teacher Education Director	Ongoing	-Monthly follow-up -Teacher Notes -Take home activities -Cameras -Teacher/ Parent Conference -IEP meeting



Hidalgo County Head Start Program
Special Services Program Plan
2015-2016

Performance Standard: 45 CFR Part 1308.19(j)-(k),

Goal: The Hidalgo County Head Start/Early Head Start Program through LEA's, will develop IEP's that meet the needs of children with disabilities and enables them to be included fully in classroom. Head Start developed IEP's/ Plan of Care (POC) by private rehab providers are no longer counted towards 10 %.

Objective: Participate/provide input into the LEA IEP; if a child enters Head Start with IEP/ (POC) completed two (2) months prior to entry, implement such IEP/ (POC) within 2 weeks of enrollment; monitor implementation of IEP's. Encourage more interaction between classroom teachers and service providers and Head Start Content Area Directors.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
A child enrolled in Head Start whose IEP/ POC dated 2 months prior to enrollment is still eligible for services. However, existing IEP/ POC has to be implemented within 2 weeks of enrollment.	Special Services Director Support Services Staff Center Manager Teacher/LEA	Special Services Director/Staff Monitoring Director Support Services Staff Education Director Center Manager	Ongoing	IEP -Progress reports -Monthly follow-up -Teacher Notes
If child is dually enrolled with LEA in the PPCD unit, visit such unit.	Special Services Director/Staff Support Services Staff Center Manager/Teacher	Monitoring Director Special Services Director Center Manager Education Director	Ongoing	-Sign-in's -Visitation log



Hidalgo County Head Start Program
Special Services Program Plan
2015-2016

Performance Standard: 45 CFR Part 1308.19(j)-(k),

Goal: The Hidalgo County Head Start/Early Head Start Program through LEA's, will develop IEP's that meet the needs of children with disabilities and enables them to be included fully in classroom. Head Start developed IEP's/ Plan of Care (POC) by private rehab providers are no longer counted towards 10 %.

Objective: Participate/provide input into the LEA IEP; interpreter for parents; IEP's in parents dominant language; encourage IEP attendance; have meeting without parents if necessary; implement IEP soon after meeting;

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Involve the different content areas when monitoring the child's IEP if needed to ensure that every area of need is satisfied, (nutrition, mental health etc.) Children with disabilities will be included in the full range of activities within the child development program.	Special Services Director Support Services Staff Center Manager Teacher/LEA Content Area Director	Monitoring Director Special Services Director/Staff Education Director Center Manager	Ongoing	-Reflect IEP objectives in weekly lesson plan -Cameras
Establish a process for tracking child's IEP progress such as requesting therapy progress notes from LEA. Teachers will document child's progress on the IEP Progress Report which is connected to the 11 domains of learning. LEA provides progress reports every 6 weeks to families of children who receive special services	Special Services Director Support Services Staff Center Manager/Teacher LEA Disability Classroom Assistant	Monitoring Director Special Services Director/Staff Support Services Staff Center Manager Education Director	Ongoing	Teacher IEP progress report -Teacher Notes



Hidalgo County Head Start Program
Special Services Program Plan
2015-2016

Performance Standard: 45 CFR Part 1308.20 (a) (b)

Goal: The Hidalgo County Head Start/Early Head Start Program will establish a process so that staff and the Content Area Directors work together to observe that provisions for the nutrition needs of children are met.

Objective: Consult with physical, occupational, and speech therapists and dieticians on ways to assist the staff and parents on problems of chewing, swallowing and feeding for children with significant disabilities.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Schedule training/workshops by the appropriate professionals such as SLP, OT, PT on specific nutrition needs, for children with disabilities for parents/staff to ensure that proper procedures are learned and followed when caring for children with special nutritional needs.	Special Services Director Health/Mental Health Director Nutrition Director Teacher/Center Manager	Health/Mental Health Director Special Services Director Nutrition Director Monitoring Director Education Director	Ongoing	-Training agendas -Sign-in's -Pre-service training topics -Nutrition training agendas
Encourage children with special needs to participate in meal/snack time interactions and weekly nutritional activities.	Support Service Staff Center Managers Special Services Director Teachers Nutrition Director	Nutrition Director Health/Mental Health Director Special Services Director/Staff Education Director	Ongoing	-Classroom observation notes Teach weekly plan reflects nutritional activities -Cameras -Special diet menus -Dr. Rx



Hidalgo County Head Start Program
Special Services Program Plan
2015-2016

Performance Standard: 45 CFR Part 1308.20 (c) (d)

Goal: The Hidalgo County Head Start/Early Head Start Program will establish a process so that staff and the Content Area Directors work together to observe that provisions for the nutrition needs of children are met.

Objective: To include activities to assist children with disabilities; participate in meals with classmates; discuss prevention with a nutrition basis.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Provide special diets for children with chewing, swallowing and feeding problems. Verify Dr. orders.	Special Services Director Nutrition Director Center Manager	Health/Mental Health Director Special Services Director Nutrition Director Monitoring Director Education Director	Ongoing	-Nutrition activities -Cameras -Special Diet Menus -Dr. Rx
Hold staffings to ensure that children with special nutrition needs are identified for appropriate delivery of services and as a means of prevention.	Support Service Staff Center Managers Special Services Director Teachers Nutrition Director	Nutrition Director Health/Mental Health Director Special Services Director/Staff Education Director	Ongoing	-Notice of staffing -Staffing notes



Hidalgo County Head Start Program
Special Services Program Plan
2015-2016

Performance Standard: 45 CFR Part 1308.21 (a) (1-3)

Goal: The Hidalgo County Head Start/Early Head Start Program will allow for parent and family engagement throughout the disability effort and meet the family's needs when relating to joint transition training and planning.

Objective: Assist in the transition of children entering Head Start and from Head Start to public school; Provide information to parents on fostering the development of their child with disabilities, to include siblings. Provide opportunities to observe large and small group individual activities to include activities as per IEP.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Head Start staff will participate in joint transition training and planning with ECI at least 90 days prior to the child's 3rd birthday to provide the parent education/information on Head Start Services for recruitment.	Support Services Staff Center Manager Transition Director ECI Representative	Special Services Director Transition Director Center Manager Monitoring Director Education Director	Ongoing	Child's ECI records -ECI meeting Notes -LEA Referral and follow up
Provide parent with educational brochures on disabilities, federal and state laws and community resource directory, thus, them to foster the development of children with disabilities.	Support Services Staff Center Manger Special Services Director	Special Services Director/Staff Transition Director Monitoring Director	Ongoing	-Resource Directory -Disability brochures -Flyers -IDEA/ADA



Hidalgo County Head Start Program
Special Services Program Plan
2015-2016

Performance Standard: 45 CFR Part 1308.21 (a) (4-7)

Goal: The Hidalgo County Head Start/Early Head Start Program will allow for parent and family engagement throughout the disability effort and meet the family's needs when relating to joint transition training and planning.

Objective: Assist in the transition of children entering Head Start and from Head Start to public school; inform parents of their rights under IDEA; inform parents of available resources (i.e. SSI, EPSDT); provide parents with support group information. Provide follow-up assistance and activities to reinforce program activities at home.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Encourage parent and family engagement by providing opportunity to observe large, small and individual group activities to include activities per IEP; when evaluating the program by participating in the yearly Self-Assessment; to observe child's screening and assessments; to attend child's ARD meetings; to volunteer in the classroom and attend therapy sessions with their children when possible. This will assist the development of families as leaders.	Support Services Staff Center Manager Special Services Director Teacher	Special Services Director Center Manager Support Services Staff Monitoring Director Education Director	Ongoing	-Self- Assessment -Volunteer file -Cameras -IEP -screening /assessment
Encourage parent and family engagement participation for training, workshops, conferences on IDEA/Section 504, ADA to promote families as advocates and leader. Develop honest dialogue with families regarding ARD meeting to promote participation.	Family Services Director Support Service Staff Center Manager Special Services Director Teachers	Special Services Director/Staff Education Area Director Monitoring Director Family Services Director Center Manager	Ongoing	-Training agendas/sign in -ARD -Parent Committee trainings on IDEA



Hidalgo County Head Start Program
Special Services Program Plan
2015-2016

Performance Standard: 45 CFR Part 1308.21 (a) (8-10)

Goal: The Hidalgo County Head Start/Early Head Start Program will allow for parent and family engagement throughout the disability effort and meet the family's needs when relating to joint transition training and planning.

Objective: Assist in the transition of children entering Head Start and from Head Start to public school; to be able to identify children's needs; attempt to prevent disabilities among younger siblings; build parent confidence, skill and knowledge to advocate for children's special needs.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
A resource directory and Parent Handbook is provided at the 1st parent orientation meeting for information on parent education programs. Parents and staff will be provided opportunity to learn about first aid, principals of preventive health, safety measures and any information on disabilities that may assist parents with their family's disability needs, thus promoting family well-being.	Support Services Staff Center Manager Teacher Transition Director Family Services Director Health Director	Family Services Director Special Services Director Monitoring Director Center Manager	Ongoing	-Training agendas/sign- in - Flyers -Brochures -ARD -Parent Committee trainings on IDEA/ADA/LEA Referrals/transition
A Family Partnership Agreement (FPA) will be utilized to assist families in identifying basic life support needs to include siblings needs related to disabilities. HS will link and refer families to community agencies in order to assist them in receiving services.	Support Services Staff Center Manager Teacher Family Services Director	Monitoring Director Family Services Director Special Services Director/Staff Education Director Center Manager	-Ongoing	-FPA/Follow – up's -PIR -Referral -Resource Directory



Hidalgo County Head Start Program
Special Services Program Plan
2015-2016

Performance Standard: 45 CFR Part 1304.51 (i) (2) Ongoing Monitoring

Goal: To ensure that the program is effectively implementing Federal Regulations.

Objective: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Special Services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Administration of Speech Screener – All children will be administered a Speech Screening Tool which will address the areas of articulation, voice and fluency. This tool is administered either in English or Spanish as deemed necessary. This data is entered into PROMIS for record keeping.	Teacher Assistant Teacher	Center Manager Support Services Staff Monitoring Director Content Area Directors	-Within 45 days of Enrollment -Ongoing	-Compliance Monitoring Instrument -Speech Screener -Center Observation form -PROMIS



Hidalgo County Head Start Program
Special Services Program Plan
2015-2016

Performance Standard: 45 CFR 1304.51 (i) (2) Ongoing Monitoring

Goal: To ensure that the program is effectively implementing Federal Regulations

Objective: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Special Services.

Development of Individual Education Plans (IEP's) – The multidisciplinary team will develop an LEA IEP for children who were evaluated and qualified for a specific disability. IEP objectives will be reflected in the weekly lesson plan for reinforcement purposes by the teaching staff.	Teacher Assistant Teacher Disability Classroom Assistant LEA	Center Manager Support Service Staff Monitoring Director Content Area Directors	Initial-45 school days as of parent consent for evaluation and 30 school days as of evaluation	-Compliance Monitoring Instrument - ARD minutes -Notice of ARD meeting -Weekly lesson plan -Center observation form
Referral Tracking Log – A referral tracking log will be maintained in the Special Services Department. The log will be updated as the referrals are received in the department.	Special Services Clerk Special Services Coordinator	Special Services Director Health/Mental Health Director /Secretary	Annual ARD Yearly Ongoing	-Compliance Monitoring Instrument -Referral Tracking Log



Hidalgo County Head Start Program
Special Services Program Plan
2015-2016

Performance Standard: 45 CFR Part 1304.51 (i) (2) Ongoing Monitoring

Goal: To ensure that the program is effectively implementing Federal Regulations.

Objective: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Special Services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
IEP Progress Report –IEP Progress Reports will be prepared by the teachers and sent out to parents every nine (9) weeks. The IEP progress report is connected to the 11 Domains of Learning/Child Outcomes and will reflect the child's progress on the IEP objectives. LEA progress reports will be secured by the center managers.	Teacher Center managers support services staff	Center Manager Support Services Staff Monitoring Director Content Area Directors	Every nine (9) weeks LEA every six weeks Monthly	-Compliance Monitoring Instrument -IEP Progress Report/LEA Report -Center observation form
Therapy Classroom Sign Out/In log for tracking services – The teachers will maintain the Therapy Sign out/in log in their classrooms individually for every child receiving LEA services. The service provider will sign the child out and in when returning to the classroom after the service. The teacher will submit the log to the Special Services Department at the end of the month.	Teacher Assistant Teacher	Center Manager Support Services Staff Monitoring Director Content Area Directors	Monthly	-Therapy Sign Out/In Log -Center observation form -Compliance Monitoring Instrument



Hidalgo County Head Start Program
Special Services Program Plan
2015-2016

Performance Standard: 45 CFR Part 1304.51 (i) (2) Ongoing Monitoring

Goal: To ensure that the program is effectively implementing Federal Regulations.

Objective: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Special Services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Monthly Follow-Up Notes – The case worker (Center Manager or Support Services Staff) will submit monthly follow-up notes reflecting the child's progress/case notes to the Special Services Department on a monthly basis.	Center Manager Support Services Staff	Monitoring Director Center Manager Support Service Staff Content Area Directors	Monthly	-Monthly Follow-Up Notes -Center observation form -Compliance Monitoring Instrument
Case Staffings – Case staffings will be held for children with a disability or suspected disability. All areas of need will be discussed (i.e.-special diets, special equipment/materials, medical plan of action etc.) so that the best possible services may be provided to the child upon enrollment.	Teacher Parent Support Services Staff Center Manager Special Services Director Content Area Directors (as needed)	Content Area Directors Monitoring Director Center Manager Support Service Staff	May 2015 Ongoing	-Staffing Notice -Staffing Notes -Center observation Form -Compliance Monitoring Instrument



Hidalgo County Head Start Program
Special Services Program Plan
2015-2016

Performance Standard: 45 CFR Part 1304.51 (i) (2) Ongoing Monitoring

Goal: To ensure that the program is effectively implementing Federal Regulations.

Objective: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Special Services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Self -Assessment- All Head Start centers will be reviewed for compliance purposes in the area of disabilities. The Special Services Director and assigned team will review all records of children with disabilities and collect required data to address program strengths and weaknesses. Possible solutions to be implemented by the Special Services Department to ensure a successful and compliant Self -Assessment in the area of disabilities include, but are not limited to the following:	Special Service Director/staff Parents (if possible)	Monitoring Director Center Manager Support Service Staff Education Director Special Services Director and Staff	January 2016	Center File Monitoring Tool -ADA Checklist -Summary of Results



Hidalgo County Head Start Program
Special Services Program Plan
2015-2016

Performance Standard: 45 CFR Part 1304.51 (i) (2) Ongoing Monitoring

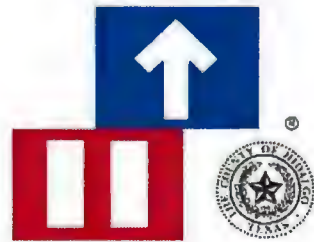
Goal: To ensure that the program is effectively implementing Federal Regulations.

Objective: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Special Services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
*The center manager will submit to the Special Services Department required data as it is completed. All due before Self- Assessment. *The Special Services staff will encourage parents to participate in the Self-Assessment. *Special Services staff will Provide T/TA to recently hired staff prior to Self-Assessment *Special Services staff will continue to train staff as needed/upon request. *Refer to prior T/TA Support Checklists done at centers for prior needs.	Special Service Director/staff	Monitoring Director Center Manager Support Service Staff Education Director Special Services Director and Staff	January 2016	Center File Monitoring Tool -ADA Checklist -Summary of Results
	Parents (if possible)		Oct-Dec, 2015	
	Special Services Director/staff	Special Services Director and staff Center Manager Support Service Staff Monitoring Director Education Director	Oct-Dec, 2015	Center File Monitoring Tool

TRANSITION

Hidalgo County Head Start Program



Transition Services Program Plan 2015 - 2016

Committee Approval: 04.29.15

Policy Council Approval:

Commissioners' Court Approval:



Hidalgo County Head Start Program
Transition Services Program Plan
2015 - 2016

Performance Standard C. F. Regulation: 1304. 41 (c) (1) (i) (iii), and 1304.41 (c) (3) Transition Services

Goal: To communicate and coordinate with the local education agencies through networking meetings to plan for transition services.

Objective: To maintain and establish procedures that will facilitate the transition process for children enrolled in the Head Start program.

Task To Be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The parents will be notified of necessary records and information that are required for enrollment for their designated local education agency. Staff will prepare a packet to be transferred to the next educational setting.	Center Managers	Transition Director	On-Going	Confidentiality Statement – Child Record
2. The Program will maintain on-going coordination and collaboration between the Head Start staff and their counterparts in the schools and community programs.	Center Managers	Transition Director	On-Going	Networking Meeting Record
3. Administrative Staff will meet with the center managers and support services facilitators to facilitate preparing and involving children and parents in joint transition training and planning activities.	Transition Director Area Directors	Transition Director	On-Going As Scheduled in May	Field Trip Request Form
4. The Program will encourage community participation through community wide events to allow parents, staff, community organizations, and children to meet, visit the program, and ask questions.	Transition Director Family Services Director	Transition Director	On-Going	Network Meeting Parent Fair Monthly Parent Meetings



Hidalgo County Head Start Program
Transition Services Program Plan
2015 - 2016

Performance Standard C. F. Regulation: 1304. 41 (c) (2) 1304.20 (f) (2) (iii) Transition Services

Goal: To encourage and involve parents in the transition of their child into Head Start.

Objective: To involve the parents in the transition of their children into the Head Start Program; and to plan the transition of children with disabilities into the Head Start Program.

Task To Be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The Program will coordinate and collaborate with ECI Early Childhood Intervention agencies on children who are being referred to the Head Start Program.	Center Managers Support Services Facilitators Support Services Assistants	Transition Director	On-Going	Referral Data Confidentiality Statement
2. The Program will conduct "face to face" transition meetings with the parents, ECI agency, and the local education agency.	Center Managers Support Services Facilitators Support Services Assistants	Transition Director	On-Going	Referral Data
3. The Program will ensure that appropriate placement of children enrolled with developmental programs, are provided with the steps necessary to participate and enroll in the Head Start Program.	Transition Director Special Services Director	Transition Director Special Services Director	On-Going	Confidentiality Statement



Hidalgo County Head Start Program
Transition Services Program Plan
2015 - 2016

Performance Standard C. F. Regulation: 1304. 41 (c) (2) 1304.20 (f) (2) (iii) Transition Services

Goal: To ensure that the Transition Services are successfully implemented.

Objective: To ensure that the performance standards on Transition Services are met.

Task To Be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The Program will ensure implementation and compliance of the Head Start Performance Standards in the areas of Joint Transition Training and Planning.	Transition Director	Transition Director	On-Going	Referral Data Form Information Packet
2. The Program will provide joint in-service opportunities and cross-program visitations for staff and parents to increase the understanding of early childhood development and assist in placing practices which assures developmental continuity across the different programs.	Transition Director Staff Development Department Directors	Transition Director	On-Going	
3. The Program will prepare and submit a monthly report on all Joint Transition Training and Planning activities.	Transition Director	Transition Director	On-Going	On File



Hidalgo County Head Start Program
Transition Services Program Plan
2015 - 2016

Performance Standard C. F. Regulation: 1304. 41 (c) (1) (i) (iii), and 1304.41 (c) (3) Transition Services/On-going Monitoring

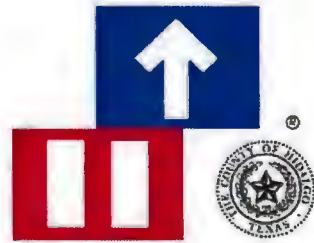
Goal: To ensure that the program is effectively implementing Federal regulations.

Objective: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Transition.

Task To Be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Joint Transition Training and Planning Packets-Parents are notified of necessary records and information that is required for enrollment to their designated school district. The Program will prepare a packet to be given to the respective local education agency at the end of school year.	Center Managers	Transition Director	On-Going	Confidentiality Statement – Child Record
2. Joint Transition Training and Planning Networking Meeting- The department will have ongoing coordination and collaboration with the Head Start staff and the local education agencies and community partners.	Center Managers	Transition Director	On-Going	Networking Meeting Record
3. Administrative staff will meet with the center managers and support services facilitators to prepare and involve children and parents with transition to the public school.	Transition Director Area Directors	Transition Director	On-Going As Scheduled in May	Field Trip Request Form
4. ECI Early Childhood Intervention Agencies- The department will arrange for meetings to be held between the referring agency and the Head Start staff.	Transition Director Family Services Director	Transition Director	On-Going	Referral Forms Tracking Logs
5. Face to Face Meetings-The department conducts meetings with the parent, ECI agency and with local community partners.	Transition Director	Transition Director	On-Going	Referral Forms Tracking Logs
6. Community/LEA Meeting for Joint Transition Training and Planning Packages – The department will meet with the Local Education agencies (school districts) to hand deliver Head Start children's transition packages.	Transition Director	Transition Director	On-Going	Agendas Sign-In Forms

TRANSPORTATION

Hidalgo County Head Start Program



Transportation Department Program Plan 2015 - 2016

Committee Approval: 04.29.15

Policy Council Approval:

Commissioners' Court Approval:



**HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2015 – 2016**

PERFORMANCE STANDARD: 1310.1

GOAL: The Hidalgo County Head Start Program in coordination and collaboration with parents/guardians will establish a plan to transport children in a safe manner.

OBJECTIVE: To implement an on-going education and certification program to include pedestrian safety and cost control for all drivers and parents.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Parents of qualifying children are provided with a set of bus safety rules and an acknowledgement form to sign.	Field Operations Director	Field Operations Director	Parent Orientation	Agendas Sign-In Forms
2. Bus safety is also presented to all children at the beginning and throughout the school year in the curriculum's daily lesson plan.	Field Operations Director	Field Operations Director	Parent Orientation	Agendas Sign-In Forms
3. The transportation plan shall be developed with staff, parents and community members.	Transportation Coordinator	Transportation Coordinator	May of Current School Year (to be implemented the following year)	Agendas, Certificates of Completion
4. Drivers will receive required training and certifications to implement the safety of children.	Transportation Coordinator	Transportation Coordinator	May of Current School Year (to be implemented the following year)	Agendas, Certificates of Completion
5. Vehicles will be inspected daily as part of a preventive maintenance and cost control program.	Bus Driver	Transportation Coordinator	August thru May	Vehicle Inspection Report



**HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
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PERFORMANCE STANDARD: 1310.2 (a) (b) (c)

GOAL: The Hidalgo County Head Start Program will provide the necessary number of vehicles to transport qualifying program participants.

OBJECTIVE: To facilitate transportation to all qualifying enrolled children in or lease vehicles with proper arrangements.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents
1. The program will acquire sufficient number of vehicles to transport qualifying children, budget permitting.	Field Operations Director Transportation Coordinator	Field Operations Director Transportation Coordinator	On-going	Transportation Request Form Vehicle Inventory
2. Private services will be offered when the program is not able to accommodate transportation.	Field Operations Director Transportation Coordinator	Field Operations Director Transportation Coordinator	On-going	Transportation Request Form Lease Contracts



**HIDALGO COUNTY HEAD START PROGRAM
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PERFORMANCE STANDARD: 1310.10 (a) (b) (c) (d) (1) (2) (3) (4) (e) (f) (g)

GOAL: Hidalgo County Head Start Program will provide transportation services to families who do not have access to transportation.

OBJECTIVE: To assist families not transported by the program by guiding them to other means of transportation so that children will attend the program.
Children released to authorized persons and rosters kept up to date by appropriate personnel.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Document or Forms
1. To provide transportation to a portion of the enrolled children with a total of thirty (30) regular routes.	Field Operations Director Transportation Coordinator	Field Operations Director Transportation Coordinator	August thru May	Application Priority Ranking Criteria
2. Provide transportation for children, on a weekly basis, to their respective school districts for therapy services.	Field Operations Director Transportation Coordinator Bus Drivers	Field Operations Director Transportation Coordinator	August thru May	Transportation Application
3. Families whose children are not being transported and request assistance will be provided with guidance for other alternatives.	Field Operations Director Transportation Coordinator	Field Operations Director Transportation Coordinator	Parent Orientation	Agendas Sign-in Forms
4. All vehicles used for transportation will be equipped with all safety requirements to include, but not limited to, fire extinguisher with sign, reflective triangles, spare fuses, first aid kit with sign, seat belt cutter, and bio-hazard kit.	Field Operations Director Transportation Coordinator	Field Operations Director Transportation Coordinator Risk Management	Pre-Service On-Going Training	Agendas Sign-In Forms
5. All accidents will be reported observing state requirements.	Field Operations Director Transportation Coordinator Bus Driver	Field Operations Director Transportation Coordinator Risk Management	August thru May	Transportation Notice Letter
6. Children will only be released to authorized persons and rosters kept up to date by appropriate personnel.	Bus Aide	Bus Driver	August thru May	Parent Sign In/Out Roster



**HIDALGO COUNTY HEAD START PROGRAM
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PERFORMANCE STANDARD: 1310.11

GOAL: The Hidalgo County Head Start Program will require that all transportation vehicles are equipped with appropriate and approved child safety restraint systems.

OBJECTIVE: To inspect each designated transportation vehicle for safety restraint systems as required by federal guidelines.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Equip all transportation units with an approved child restraint system in proportion to height and weight.	Field Operations Director Transportation Coordinator Bus Drivers	Assigned Bus Driver	On-Going	Inspection Log



**HIDALGO COUNTY HEAD START PROGRAM
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PERFORMANCE STANDARD: 1310.12 (a) (b) (1) (2) (c) (b)

GOAL: The Hidalgo County Head Start Program will use grant funds to purchase school buses or alternate allowable vehicles.

OBJECTIVE: To require all vehicles used for transporting children be equipped with child restraint systems and reverse beepers in order to meet all federal, state and local requirements.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents
1. Purchase sufficient school buses or allowable alternate vehicles with reverse beepers and child restraint system.	Field Operations Director Transportation Coordinator	Field Operations Director Transportation Coordinator Risk Management	Grant Award Guidelines	Specification Sheet
2. Use specifications for new vehicles from an approved source, such as the State's General Service Agency.	Procurement Director	Field Operations Director Transportation Coordinator Risk Management	Grant award Guidelines	Specification Sheet



**HIDALGO COUNTY HEAD START PROGRAM
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PERFORMANCE STANDARD: 1310.13 (a) (b) (c)

GOAL: The Hidalgo County Head Start Program will maintain all vehicles in safe operating condition.

OBJECTIVE: To assure the safety of the children when transported.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents
1. Implement procedures for the safe operation of all transportation units.	Field Operations Director Transportation Coordinator Bus Drivers	Field Operations Director Transportation Coordinator Risk Management	On-Going	Preventive Maintenance Log/Pre-Post Trip Inspection Report
2. Conduct yearly inspections by state motor vehicle inspection stations. Conduct preventive maintenance and daily pre and post trip inspection by the driver.	Field Operations Director Transportation Coordinator Risk Management	Field Operations Director Transportation Coordinator Risk Management	On-Going	



**HIDALGO COUNTY HEAD START PROGRAM
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PERFORMANCE STANDARD: 1310.14

GOAL: The Hidalgo County Head Start Program will specify correct specifications of new vehicles to include its intended use.

OBJECTIVE: To implement a thorough specification check list and applicable certification upon receipt of new vehicles.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Monitor that all bid announcements comply with state and federal regulations including its intended use.	Field Operations Director Transportation Coordinator Procurement Director	Field Operations Director Transportation Coordinator Procurement Director	Proposal Request Date and Receipt of Vehicles	Proposal Outline and Specification Check List
2. Examine vehicles upon receipt for compliance of all bid specifications and certification with Federal Motor Vehicle Safety Standards	Field Operations Director Transportation Coordinator Procurement Director	Field Operations Director Transportation Coordinator Procurement Director	Proposal Request Date and Receipt of Vehicles	



**HIDALGO COUNTY HEAD START PROGRAM
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PERFORMANCE STANDARD: 1310.15 (a) (b) (c) (d)

GOAL: Hidalgo County Head Start Program will ensure that appropriate height and weight safety restraint systems be utilized for children weighing 50 pounds or less while vehicle is in motion; aisles and emergency exits be kept clear and loose articles be properly restrained.

OBJECTIVE: To transport children safely to and from the center, program related activities and service providers.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. To equip all vehicles used for transportation with an approved restraint system before January 2004. Baggage and loose articles will be properly secured including maintaining clear aisles and emergency exits unobstructed at all times.	Field Operations Director Transportation Coordinator Bus Driver	Transportation Coordinator Bus Driver Bus Aide	On-Going	Monitoring Instrument
2. Each bus will have a qualified bus aide to assist and supervise children. When the assigned bus aide is absent, a substitute is utilized.	Field Operations Director Transportation Coordinator Bus Driver	Transportation Coordinator	On-Going	Monitoring Instrument



**HIDALGO COUNTY HEAD START PROGRAM
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PERFORMANCE STANDARD: 1310.16 (a) (1) (2) (b) (1) (2) (3) (c)

GOAL: The Hidalgo County Head Start Program will ensure that all assigned drivers be fully qualified and possessing current required certification, including physical and mental ability.

OBJECTIVE: To program will implement a comprehensive application and screening process on all persons seeking employment as drivers.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will require all assigned drivers be current on all the required drug testing, certifications and be tested randomly for drugs, also mental and physical ability, or with reasonable accommodations be able to perform duties determined by a medical examination. Medical examination shall be completed prior to commencing driving duties.	Field Operations Director Transportation Coordinator Human Resources Risk Management	Field Operations Director Transportation Coordinator	On-Going	Driver License Required Training and Certifications
2. The Hidalgo County Head Start Program will develop a questionnaire relevant to driving and work experience to be implemented during the interview process, including previous employment verification, criminal background check and driving traffic violations.	Field Operations Director Transportation Coordinator Human Resources Risk Management	Field Operations Director Transportation Coordinator	On-Going	Questionnaire Form



**HIDALGO COUNTY HEAD START PROGRAM
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PERFORMANCE STANDARD: 1310.17 (a) (b) (1) (2) (3) (4) (5) (6) (7) (c) (d) (e) (f) (1) (2)

GOAL: The Hidalgo County Head Start Program will ensure that all designated drivers receive the required training within the allowed time frame.

OBJECTIVE: To provide safe transportation to program participants.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will provide the required training to all drivers upon hiring and during pre-service, on-going and as needed. Topics include classroom, behind-the-wheel to safely and efficiently operate the vehicle; running fixed routes; loading/unloading children; stopping at railroad crossing and other maneuvers; evacuation procedures and the operation of special equipment (lifts assistive devices). Bus monitors are also trained in their area of responsibility. Each driver will be evaluated yearly which will include road performance.	Field Operations Director, Transportation Coordinator	Transportation Coordinator	July thru May	Program Calendar
2. Hands on training at Region One Education Center.	Transportation Coordinator	Field Operations Director	July thru May	Agendas Sign In Sheets
3. The program will provide training to bus monitors before being assigned on the following topics: child boarding/exiting procedures, the use of child safety restraint systems, required paperwork, emergency evacuation procedures, use of special equipment, child pickup and release procedures, and pre and post trip vehicle checks.	Field Operations Director Transportation Coordinator	Field Operations Director Transportation Coordinator	July thru May	Agendas Sign In Sheets
4. Fixed routes are implemented with no backing or "U" turns only for safety reasons. When roadway crossing is required, children are escorted by monitor or adult person.	Bus Driver Bus Aide	Transportation Coordinator	July thru May	Agendas Sign-In Rosters



**HIDALGO COUNTY HEAD START PROGRAM
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PERFORMANCE STANDARD: 1310.20 (a) (b) (1) (2) (3) (4) (5) (6) (7)

GOAL: The Hidalgo County Head Start Program will ensure that training be provided to parents at the beginning of the school year.

OBJECTIVE: To make parents aware and responsible on the transportation regulations

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program's primary concern is the safety of the children. Parents are provided training within the first thirty days of the child's enrollment. The program will evaluate each route to not exceed one-hour ride only if there is no shorter route or poses a safety concern.	Field Operations Director Transportation Coordinator Center Manager	Field Operations Director Transportation Coordinator	September	Training Agendas Sign-In Rosters



**HIDALGO COUNTY HEAD START PROGRAM
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PERFORMANCE STANDARD: 1310.21 (a) (b) (1) (2) (3) (4) (5) (c) (1) (2) (e)

GOAL: The Hidalgo County Head Start Program in collaboration with the parents and children will conduct training regarding pedestrian safety; safe riding practices; safe loading and unloading procedures; roadway crossing to and from the vehicle at stops; danger zones around the bus and emergency evacuation procedures. The program will also conduct three evacuation drills during the school year including activities reminding children of the training.

OBJECTIVE: The program will implement a transportation safety program for children and parents to help prevent harm or injury.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program provides bus safety training in areas such as pedestrian safety for children and parents. The training takes place within the first thirty days of the program year.	Field Operations Director Transportation Coordinator	Field Operations Director, Transportation Coordinator	August thru May	Agendas Hand-outs
2. The children are taught safe riding practices, boarding and unloading procedures, roadway crossings, the danger zones, and emergency evacuation procedures as part of the daily lessons. The program ensures that the Bus Aide escort children when crossing the street.	Field Operations Director Transportation Coordinator Center Manager	Field Operations Director Transportation Coordinator	Three Times During the Program Year	Evacuation Record



**HIDALGO COUNTY HEAD START PROGRAM
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PERFORMANCE STANDARD: 1310.22 (a) (b) (c) (1) (2) (3) (4) (5)

GOAL: The Hidalgo County Head Start Program will make available appropriate number of buses or allowable alternate vehicles for transporting children with disabilities. Children's Individual Education Plan (IEP) or Individual Family Service Plan (IFSP) shall specify special transportation requirements such as seating, equipment and any special assistance that may be required.

OBJECTIVE: To implement appropriate and safe transporting of children with disabilities to include, whenever possible, the inclusion of children with disabilities by transporting them in the vehicles as are non-disabled peers.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program provides transportation to children with disabilities in appropriately equipped buses to their respective school district for services. The program also mainstreams children with disabilities by transporting them on the regular bus routes. Individual Education Plan (IEP) reflects child's need for transportation and is accommodated with special adaptive equipment, if needed, including bus driver and monitor training.	Field Operations Director Transportation Coordinator Center Manager	Field Operations Director Transportation Coordinator	August thru May	Memorandum Budget Workshop
2. Children with disabilities needing therapy are transported to their respective school district to receive speech therapy.	Center Manager	Special Services Director	August thru May	Child's File Progress Notes



**HIDALGO COUNTY HEAD START PROGRAM
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PERFORMANCE STANDARD: 1310.23 (a) (b) (1) (2) (3)

GOAL: The Hidalgo County Head Start Program will make a coordinated effort to explore the possibility of implementing private or other human services agencies to improve the cost of transportation services.

OBJECTIVE: To plan and administer a cost effective transportation service to qualifying children.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program currently does not have the need to contract private or public transportation services. The program has a collaborative agreement with Teaching and Mentoring Communities Head Start to facilitate transportation should our program not have adequate number of buses for program sponsored events. The program has also developed a "cost per child" report to determine the feasibility of transportation by geographical areas. The program has also contacted the Lower Rio Grande Valley Development Council, but currently the program does not have the need for alternate transportation.	Field Operations Director Transportation Coordinator	Field Operations Director Transportation Coordinator	On-Going	Cost Per Child Monthly Report



**HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2015 - 2016**

PERFORMANCE STANDARD: 1304.51 (i) (2)

GOAL: The Hidalgo County Head Start Program establishes and implements procedures for on-going monitoring of transportation services to ensure effective implementation of Federal Regulations.

OBJECTIVE: To ensure the transportation services aspect of the program to effectively implement following Federal Regulations.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The Transportation Services Department Staff will participate in the programs annual self-assessment.	Administrative Team Consultants Center Staff Parents	Executive Director Assistant Directors Policy Council Members	As Schedule in Program Calendar	Protocol for the 2015-2016 Federal Review
2. The Center Manager and Transportation Coordinator use the following procedure to ensure the on-going monitoring of the program's transportation services.	Center Manager Transportation Coordinator	Field Operations Director	Daily (Workdays)	Monitoring Form
3. Pre/Post Trip Inspection Report-the Pre-Trip Inspection is conducted in the mornings before the bus begins the route to ensure the bus is safe and road worthy. In the event the driver identifies any mechanical malfunction, he reports it to the Fields Operation Director or Transportation Coordinator and does not operate the bus until the malfunction is corrected. This will ensure the safety of the children and the bus staff as well. The Post-Trip Inspection is conducted at the end of the workday to ensure the bus is still in safe operating condition.	Bus Driver	Field Operations Director Transportation Coordinator	Daily (Workdays)	Pre/Post Inspection Report



**HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2015 - 2016**

PERFORMANCE STANDARD: 1304.51 (i) (2) - Continued

GOAL: The Hidalgo County Head Start Program establishes and implements procedures for on-going monitoring of transportation services to ensure effective implementation of Federal Regulations.

OBJECTIVE: To manage the transportation services aspect of the program to effectively implement Federal Regulations.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
4. Bus Route Monitoring Report-The Center Manager and Transportation Coordinator will ride each bus, unannounced, a minimum of three times per school year to ensure all Federal Regulations are being met. A checklist will ensure all required documentation is approved for all children being transported; all required safety equipment, such as, a Certified Fire Extinguisher with identifiable sign and mounted on bracket, well supplied First Aid Kit, Emergency blanket, bio-hazard material kit, seat belt cutter mounted away from children's reach.	Center Manager Transportation Coordinator Field Operations Director	Center Manager Transportation Coordinator Field Operations Director	PY 2015-2016	Bus Route Monitoring Report
5. This monitoring instrument will also ensure the observation of children being assisted when boarding and exiting the bus and the implementation of the approved Child's Safety Restraint System. Part of the bus monitoring will also enable the monitor to observe the bus driver conduct a thorough check for any children or personal belonging left behind.	Center Manager Transportation Coordinator Field Operations Director	Center Manager Transportation Coordinator Field Operations Director	PY 2015-2016	Bus Route Monitoring Report



**HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
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PERFORMANCE STANDARD: 1304.51 (i) (2) - Continued

GOAL: The Hidalgo County Head Start Program establishes and implements procedures for on-going monitoring of transportation services to ensure effective implementation of Federal Regulations.

OBJECTIVE: To manage the transportation services aspect of the program to effectively implement Federal Regulations.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
6. Behind the Wheel Driver Education - The Field Operations Director and/or Transportation Coordinator conducts the evaluation during the bus driver's interview to determine if the applicant is physically able to drive a bus and also observe if the driver is observing all Local, State and Federal Traffic Laws, including Railroad Crossing and avoiding wide right turns. The driver's respective Center Manager will conduct the same evaluation at the time of driver's annual performance evaluation.	Field Operations Director Transportation Coordinator Center Manager	Field Operations Director Transportation Coordinator Center Manager	Pre-Employment Annual Evaluation	Behind the Wheel Driver Evaluation