



# Hidalgo County Head Start Program

## Policy Council Regular Agenda

**DATE:** May 15, 2019

**SUBJECT:** Discussion/Approval of the following 2019-2020 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:** 2019-2020 Program Plans

\*\*\*\*\*

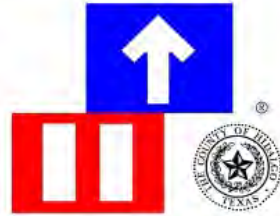
**INITIATED BY:** Department Directors

**REVIEWED BY:** Nora S. Munoz, Assistant Director for Programmatic Services  
Edmundo Garcia, Assistant Director for Operations

**EXECUTIVE DIRECTOR'S APPROVAL:** Jeres Flores

# **CHILD NUTRITION PROGRAM PLAN**

# Hidalgo County Head Start Program



## Child Nutrition Services Program Plan 2019 - 2020

Child Nutrition Services Committee Approval: 04.25.19  
Policy Council Approval: 00.00.19  
Commissioners' Court Approval: 00.00.19

**HIDALGO COUNTY START PROGRAM  
Child Nutrition Program Plan**

**PERFORMANCE STANDARD: §1302.44 Child Nutrition**

**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.

**OBJECTIVE:** To implement a plan that addresses children's cultural and developmental needs, and accommodates feeding requirements of each child with special dietary needs, and children with disabilities.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>Menus developed will reflect:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Food preference surveys will be completed by parents and staff and reviewed by Child Nutrition Department staff.</li> <li>3. A nutrition care plan for children with disabilities will be prepared and will include menu changes, special feeding equipment and food modification.</li> </ol>	<ul style="list-style-type: none"> <li>-Child Nutrition Director</li> <li>-Education Area Directors</li> <li>-Health Services Director</li> <li>-Center Managers</li> <li>-Facilitators</li> <li>-Support Service Assistants</li> <li>-Teachers</li> <li>-Assistant Teachers</li> </ul> <ul style="list-style-type: none"> <li>-All of the Above and</li> <li>-Special Services Director</li> </ul>	<ul style="list-style-type: none"> <li>-Child Nutrition Director</li> <li>-Child Nutrition Coordinators</li> <li>-Center Managers</li> <li>-Facilitators</li> <li>-Support Services Assistants</li> <li>-Teachers</li> </ul> <ul style="list-style-type: none"> <li>-All of the Above and</li> <li>-Special Services Director</li> <li>-Special Services Coordinator</li> <li>-Disability Aides</li> </ul>	<ul style="list-style-type: none"> <li>-On-going monitoring</li> </ul> <ul style="list-style-type: none"> <li>-As needed</li> <li>-Yearly Self Assessment</li> <li>-On-going monitoring</li> </ul>	<ul style="list-style-type: none"> <li>-Menus</li> </ul> <ul style="list-style-type: none"> <li>-Therapeutic Diet Menu</li> </ul>

**HIDALGO COUNTY START PROGRAM  
Child Nutrition Program Plan**

**PERFORMANCE STANDARD: §1302.44 Child Nutrition**

**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.

**OBJECTIVE:** To provide meals to each enrolled child to meet 1/2 to 2/3 of the child's daily nutritional needs.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Staff will prepare and provide breakfast, lunch and PM snack utilizing USDA meal pattern amounts and sizes, thus ensuring the children will receive the recommended 1/2 to 2/3 of their daily nutritional needs.</p> <p>2. Staff will implement the following meal/snack schedule:</p> <p style="margin-left: 40px;">Breakfast     7:45 AM Lunch            11:30 AM PM Snack        2:15 PM</p> <p>Changes/modifications in meal times accommodated for children with disabilities where necessary.</p>	<ul style="list-style-type: none"> <li>-Child Nutrition Director</li> <li>-Child Nutrition Coordinators</li> <li>-Head Cooks</li> <li>-Food Production Staff</li> <li>-Center Mangers</li> <li>-Facilitators</li> <li>-Support Services Assistants</li> <li>-Teachers</li> <li>-Assistant Teachers</li> <li>-Custodians</li> </ul>	<ul style="list-style-type: none"> <li>-Child Nutrition Director</li> <li>-Child Nutrition Coordinators</li> <li>-Head Cooks</li> <li>-Center Managers</li> <li>-Facilitators</li> <li>-Support Services Assistants</li> <li>-Teachers</li> <li>-Assistant Teachers</li> <li>-Custodians</li> </ul>	<p>-August thru May (Daily)</p>	<ul style="list-style-type: none"> <li>-USDA Meal Patterns (3-5 years old)</li> <li>-Menus</li> <li>-TDA Form 1530 (Daily Meal Production Record)</li> </ul>
<p>3. 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.</p>	<p>-All of the above</p>	<p>-All of the above</p>	<p>-August thru May (Daily)</p>	<ul style="list-style-type: none"> <li>-Menus</li> <li>-TDA Form 1530 (Daily Meal Production Record)</li> </ul>

**HIDALGO COUNTY START PROGRAM**  
**Child Nutrition Program Plan**

**PERFORMANCE STANDARD: §1302.44 Child Nutrition**

**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.

**OBJECTIVE:** To serve quantities and kinds of food which must conform to recommend 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.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Staff will ensure that required serving size and quantity of foods be served. Menus will reflect as follows:</p> <p>Breakfast: milk 6 oz., vegetable or fruit ½ c., grains/bread ½ serving.</p> <p>Lunch: milk 6 oz., vegetable or fruit ½ c., grains/bread ½ serving, meat/meat alternate 1 ½ oz.</p> <p>PM Snack: select 2 of 4 components (milk, vegetable or fruit, grains/bread, meat/meat alternate)</p>	<ul style="list-style-type: none"> <li>-Child Nutrition Director</li> <li>-Child Nutrition Coordinators</li> <li>-Head Cooks</li> <li>-Center Managers</li> <li>-Facilitators</li> <li>-Support Services Assistants</li> <li>-Teachers</li> <li>-Assistant Teachers</li> <li>-Custodians</li> </ul>	<ul style="list-style-type: none"> <li>-Child Nutrition Director</li> <li>-Child Nutrition Coordinators</li> <li>-Head Cooks</li> <li>-Center Managers</li> <li>-Facilitators</li> <li>-Support Service Assistants</li> <li>-Teachers</li> <li>-Assistant Teachers</li> <li>-Custodians</li> </ul>	<p>-August thru May (Daily)</p>	<ul style="list-style-type: none"> <li>-USDA Meal Patterns (3-5 years old)</li> <li>-Menus</li> <li>-TDA Form 1530 (Daily Meal Production Record)</li> <li>-TDA Form H1606 (Child Care Center Review)</li> </ul>

**HIDALGO COUNTY START PROGRAM  
Child Nutrition Program Plan**

**PERFORMANCE STANDARD: §1302.44 Child Nutrition**

**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.

**OBJECTIVE:** To serve food that is high in nutrients and low in fat, sugar and salt.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>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.</p>	<p>-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Procurement Director</p>	<p>-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Procurement Director</p>	<p>-August thru May (Daily) -On-going monitoring</p>	<p>-Menus -Food orders -Requisitions -Purchase orders -Invoices -Food labels -TDA Form 1530 (Daily Production Record)</p>

**HIDALGO COUNTY START PROGRAM  
Child Nutrition Program Plan**

**PERFORMANCE STANDARD: §1302.44 Child Nutrition**

**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.

**OBJECTIVE:** 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.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>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.</p>	<ul style="list-style-type: none"> <li>-Child Nutrition Director</li> <li>-Child Nutrition Coordinator</li> <li>-Head Cooks</li> <li>-Center Managers</li> <li>-Facilitator</li> <li>-Support Services Assistants</li> <li>-Teachers</li> <li>-Assistant Teachers</li> </ul>	<ul style="list-style-type: none"> <li>-Child Nutrition Director</li> <li>-Child Nutrition Coordinators</li> <li>-Center Managers</li> <li>-Facilitators</li> <li>-Support Services Assistants</li> <li>-Teachers</li> <li>-Assistant Teachers</li> </ul>	<p>-August thru May (Daily)</p>	<p>-TDA Form H1606 (Child Care Center Review)</p>

**HIDALGO COUNTY START PROGRAM  
Child Nutrition Program Plan**

**PERFORMANCE STANDARD: §1302.44 Child Nutrition**

**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.

**OBJECTIVE:** To make safe drinking water available to children during the program day.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<ol style="list-style-type: none"> <li>1. Staff will dispense safe drinking water to children upon request during the program day.</li> <li>2. Each Classroom will have water readily available in containers/fountains.</li> </ol>	<ul style="list-style-type: none"> <li>-Child Nutrition Director</li> <li>-Child Nutrition Coordinators</li> <li>-Health Director</li> <li>-Health Department Staff</li> <li>-Center Managers</li> <li>-Facilitators</li> <li>-Support Services Assistants</li> <li>-Teachers</li> <li>-Assistant Teachers</li> <li>-Custodians</li> <li>-Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>-Child Nutrition Director</li> <li>-Child Nutrition Coordinators</li> <li>-Health Director</li> <li>-Health Department Staff</li> <li>-Center Managers</li> <li>-Facilitators</li> <li>-Support Services Assistants</li> <li>-Teachers</li> <li>-Assistant Teachers</li> <li>-Custodians</li> <li>-Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>-On-going monitoring</li> </ul>	<ul style="list-style-type: none"> <li>-TDA Form H1606 (Child Care Center Review Notes)</li> </ul>

**HIDALGO COUNTY START PROGRAM  
Child Nutrition Program Plan**

**PERFORMANCE STANDARD: §1302.44 Child Nutrition**

**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.

**OBJECTIVE:** To 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.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>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.</p>	<ul style="list-style-type: none"> <li>-Executive Program Director</li> <li>-Assistant Program Director</li> <li>-Child Nutrition Director</li> <li>-Finance Director</li> <li>-Assistant Bookkeeper</li> <li>-Procurement Director</li> </ul>	<ul style="list-style-type: none"> <li>-Child Nutrition Director</li> <li>-Finance Director</li> <li>-Procurement Director</li> </ul>	<ul style="list-style-type: none"> <li>-Monthly</li> <li>-October thru September fiscal year</li> <li>-On-going monitoring</li> </ul>	<ul style="list-style-type: none"> <li>-Requisitions</li> <li>-Purchase Orders</li> <li>-Budget</li> <li>-TDA Form 4502 (Claim For Reimbursement Worksheet)</li> </ul>

**HIDALGO COUNTY START PROGRAM  
Child Nutrition Program Plan**

**PERFORMANCE STANDARD:** §1302.31 Teaching and the Learning Environment

**GOAL:** The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will implement snack and meal time in ways that support development and learning.

**OBJECTIVE:** To organize and structure learning opportunities for children during meal service and distribution.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<ol style="list-style-type: none"> <li>1. Teachers will sit with children during family style meal service</li> <li>2. Conversations will be related to meal provided.</li> <li>3. Provide forum for children to talk to each other.</li> <li>4. Allow children sufficient time to consume meal</li> <li>5. Arrange and facilitate socialization of children during meal time</li> <li>6. Extend learning unit activities during meal times.</li> </ol>	<ul style="list-style-type: none"> <li>-Child Nutrition Director</li> <li>-Child Nutrition Coordinators</li> <li>-Head Cooks</li> <li>-Education Area Directors</li> <li>-Health Services Director</li> <li>-Special Services Director</li> <li>-Center Managers</li> <li>-Facilitators</li> <li>-Support Services Assistant</li> <li>-Teachers</li> <li>-Assistant Teachers</li> <li>-Custodians</li> </ul>	<ul style="list-style-type: none"> <li>-Child Nutrition Director</li> <li>-Child Nutrition Coordinators</li> <li>-Center Managers</li> <li>-Facilitators</li> <li>-Support Services Assistant</li> <li>-Teachers</li> <li>-Assistant Teachers</li> <li>-Disability Aides</li> <li>-Custodians</li> </ul>	<ul style="list-style-type: none"> <li>-August thru May (Daily)</li> <li>-Annual Self-Assessment</li> <li>-On-going monitoring</li> </ul>	<ul style="list-style-type: none"> <li>- Cycle Menu</li> <li>-TDA Form 1606 (Child Care Center Review)</li> <li>-Therapeutic Diet Menus as applicable</li> </ul>

**HIDALGO COUNTY START PROGRAM  
Child Nutrition Program Plan**

**PERFORMANCE STANDARD:** §1304.2 Monitoring

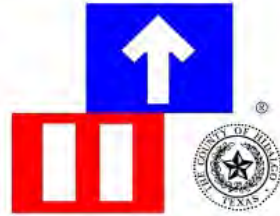
**GOAL:** The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will identify areas of noncompliance/deficiencies

**OBJECTIVE:** To monitor all nutrition outcomes to ensure compliance with all Performance Standards

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Nutrition staff will monitor all nutrition related activities using the following tools a. TDA Form H1606 b. Daily Meal count Attendance Record-Alternate form 1535 c. Special Diet Log d. Classroom Meal Observation e. Children's Records Monitoring Tool (Child Nutrition Services) f. Daily Kitchen Self-Inspection Checklist g. Center Monitoring Worksheet h. Child Nutrition Monitoring Notes	-Child Nutrition Director -Child Nutrition Coordinator -Center Managers -Facilitators -Support Services Assistant -Teachers -Assistant Teachers -Custodians	-Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Services Assistant -Teachers -Assistant Teachers -Custodians	-August thru May (Daily) -Annual Self-Assessment -On-going monitoring	- Cycle Menu -TDA Form 1606 (Child Care Center Review) -Therapeutic Diet Menus as applicable

# **EDUCATION SERVICES PROGRAM PLAN**

# Hidalgo County Head Start Program



## Education Services Program Plan 2019 - 2020

Education Services Committee Approval: 04.25.19  
Policy Council Approval: 00.00.19  
Commissioners' Court Approval: 00.00.19



Hidalgo County Head Start Program  
Education Department Program Plan  
2019-2020

**Subpart C – Education and Child Development Program Services**

**1302.30 Purpose**

All programs must provide high-quality early education and child development services, including for children with disabilities that promote children's cognitive, social, and emotional growth for later success in school. A center-based or family child care program must embed responsive and effective teacher-child interactions. A home-based program must promote secure parent-child relationships and help parents provide high-quality early learning experiences.

All programs must implement a research-based curriculum, and screening and assessment procedures that support individualization and growth in the areas of development described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five (HSELOF) and support family engagement in children's learning and development. A program must deliver developmentally, culturally, and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functioning, approaches to learning, science, physical skills, and creative arts. To deliver such high-quality early education and child development services, a center-based or family child care program must implement, at a minimum, the elements contained in:

- 1302.31 Teaching and the Learning Environment
- 1302.32 Curricula
- 1302.33 Child Screenings and Assessment
- 1302.34 Parent and Family Engagement in Education and Child Development Services
- 1302.92 Training and Professional Development
- 1304.11 Classroom Assessment Scoring System (CLASS)



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**1302.31 Teaching and the Learning Environment**

**Performance Standard:** 1302.31 (a)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

**Objective:** (a) To provide children with developmentally appropriate educational activities that addresses each child’s own individual needs, including children with disabilities.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom teacher receives training and guidance on the proper implementation of the curriculum and makes modifications as necessary in order to ensure that activities are developmentally appropriate to help all children to achieve success.</p>	<ul style="list-style-type: none"> <li>-Administrator for Education</li> <li>-Education Area Director</li> </ul>	<ul style="list-style-type: none"> <li>-Center Manager</li> <li>-Administrator for Education</li> <li>-Education Area Director</li> </ul>	<p>On-Going</p>	<ul style="list-style-type: none"> <li>-Training Agendas</li> <li>-Training Sign-in Rosters</li> <li>-Training and Technical Assistance ( T/TA) Form</li> <li>-Monitoring Weekly</li> <li>-Lesson Plans</li> </ul>

**Performance Standard:** 1302.31 (b) (1) (i)



**Hidalgo County Head Start Program**  
**Education Department Program Plan**  
**2019-2020**

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

**Objective:** (b)(1)(i) 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
<p>The classroom teacher builds a trusting relationship with each child by:</p> <ul style="list-style-type: none"> <li>• Warm greetings</li> <li>• Using the child's name at all times</li> <li>• Communicating with the children in their primary language</li> <li>• Providing an environment that is safe and nurturing</li> <li>• Creating positive adult/child interaction</li> <li>• Promoting critical thinking and problem solving</li> <li>• Developing social emotional, behavior and language development</li> </ul>	<p>-Teacher -Assistant Teacher</p>	<p>-Center Manager -Education Area Director -Education Coordinator</p>	<p>On-Going</p>	<p>-Center/Classroom Observation Form</p>

Performance Standard: 1302.31 (b) (1) (i)



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

**Objective:** (b)(1)(i) 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
<p>The classroom teacher encourages self-control by setting clear, consistent limits, and establishing realistic expectations by:</p> <ul style="list-style-type: none"> <li>• Involving children in establishing classroom rules</li> <li>• Providing positive guidance and reinforcement</li> <li>• Establishing high expectations</li> <li>• Giving positive praise and encouragement</li> <li>• Implementing the Positive Behavior Support (PBS) Strategies</li> <li>• Engaging in positive interactions between Teacher and children in the Classroom Assessment Scoring System (CLASS) domain of classroom organization</li> </ul>	<p>-Teacher            -Assistant Teacher</p>	<p>-Center Manager            -Education Area Director            -Mental Health Counselor            -Education Coordinator</p>	<p>On-Going</p>	<p>-Center/Classroom Observation Form            -PBS Forms            -CLASS</p>

Performance Standard: 1302.31 (b) (1) (i)



**Hidalgo County Head Start Program**  
**Education Department Program Plan**  
**2019-2020**

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

**Objective:** (b)(1)(i) 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
<p>The classroom teacher encourages children to respect the feelings and rights of others by :</p> <ul style="list-style-type: none"> <li>• Showing respect to each child by listening and responding to individual needs and addressing their peers by name.</li> <li>• Providing the children with the opportunity to come together as a group (circle time, outdoor play) to enhance their social emotional skills.</li> <li>• Being positive role models by using please, thank you and excuse me.</li> <li>• Targeting the domain of Emotional Support in CLASS</li> <li>• Using PBS strategies</li> </ul>	<p>-Teacher -Assistant Teacher</p>	<p>-Center Manager -Education Area Director -Education Coordinator -Mental Health Counselor</p>	<p>On-Going</p>	<p>-Center/Classroom Observation Form  -CLASS</p>

Performance Standard: 1302.31 (b) (1) (i)



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

**Objective:** (b)(1)(i) 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
<p>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:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Supporting Cross-Cultural Responsiveness and Ethnic backgrounds</li> </ul>	<p>-Teacher -Assistant Teacher</p>	<p>-Center Manager -Education Area Director</p>	<p>On-Going</p>	<p>-Center/Classroom Observation Form</p>

Performance Standard: 1302.31 (b) (1) (ii)



**Hidalgo County Head Start Program**  
**Education Department Program Plan**  
**2019-2020**

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

**Objective:** (b)(1)(ii) To provide children with developmental progressions described in the Head Start Early Learning Outcomes Framework: Ages birth to five and the School Readiness Goals, including children with special needs.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom teacher provides a well-balanced program of instruction for all children including children with disabilities by:</p> <ul style="list-style-type: none"> <li>• Planning and implementing appropriate daily activities</li> <li>• Using effective teaching practices addressing all 5 Domain Areas</li> <li>• Using research based resources</li> </ul>	<p>-Teacher -Assistant Teacher</p>	<p>-Center Manager -Education Area Director</p>	<p>On-Going</p>	<p>-Curriculum and Resources  -Alignment Guide  -HSELOF  -Center/Classroom Observation Form  - Weekly Lesson Plans  -Classroom Visit Log</p>

Performance Standard: 1302.31 (b) (1) (ii)



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

**Objective:** (b)(1)(ii) To provide children with developmental progressions described in the Head Start Early Learning Outcomes Framework: Ages birth to five and the School Readiness Goals, including children with special needs

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>To enhance the quality of the instruction, the Program has provided the following Resources:</p> <ul style="list-style-type: none"> <li>• Frog Street Pre-K Curriculum</li> <li>• Planning Guide</li> <li>• CIRCLE Activity Online Collection Manual</li> <li>• Journeys Early Literacy &amp; Technology Program</li> <li>• HSELOF</li> <li>• Kindness Curriculum</li> <li>• Head Start Picturing America</li> <li>• Kindermusik</li> <li>• Heggerty Phonemics Awareness Curriculum</li> </ul> <p>School Readiness Goals are established based on most recent available data to meet the needs of the program and aligned with the HSELOF.</p>	<p>-Teacher -Assistant Teacher</p>	<p>-Center Manager -Education Area Director</p>	<p>On-Going</p>	<p>-Curriculum and Resources -Alignment Guide -HSELOF -Early Language Literacy Checklist</p>



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Performance Standard:** 1302.31 (b) (1) (iii)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

**Objective:** (b)(1)(iii) To analyze and aggregate data to continuously ensure children’s progress through different sources to meet School Readiness Goals and areas designated by the Head Start Early Learning Outcomes Framework: Ages birth to five.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The program analyzes and aggregates data through:</p> <ul style="list-style-type: none"> <li>• Informal Assessments</li> <li>• Formal Assessments</li> <li>• Creating a Child Individual Plan (CIP)</li> </ul>	<p>-Education Area Director            -Center Manager            -Teacher</p>	<p>-Program Director            -Assistant Program Director            -Administrator for Education            -Administrative Team</p>	<p>On-Going</p>	<p>-Children’s Learning Institute (CLI) Engage            -CIRLCE Progress Monitoring            -Devereux Early Childhood Assessment (DECA)</p>
<p>With parent input, a CIP is developed to individualize experiences, instructional strategies, and services to meet the needs of each child.</p>	<p>-Classroom Staff</p>	<p>-Program Director            -Assistant Program Director            -Administrative Team            -Education Staff            -Center Manager</p>	<p>On-Going</p>	<p>-CIP</p>



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Performance Standard:** 1302.31 (b) (1) (iv)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

**Objective:** (b)(1)(iv) To provide for the development of cognitive skills of children by encouraging each child to organize their experiences to understand concepts and to develop 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
<p>The classroom teacher uses:</p> <ul style="list-style-type: none"> <li>• Developmentally appropriate strategies</li> <li>• Effective teaching practices</li> </ul> <p>The children will learn concepts and skills in the areas of:</p> <ul style="list-style-type: none"> <li>• Cognition – (science, social studies)</li> <li>• Language and Literacy</li> <li>• Math</li> <li>• Creative Arts</li> </ul>	<p>-Teacher            -Assistant Teacher</p>	<p>-Center Manager            -Education Area Director            -Education Coordinator</p>	<p>On-Going</p>	<p>-Weekly Lesson Plan            -CLASS            -Circle Progress Monitoring            -Curriculum and Resources            -Engaging Interactions and Environments            National Center for Quality Teaching and Learning (NCQTL)</p>



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Performance Standard:** 1302.31 (b) (2) (ii)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

**Objective:** (b)(2)(ii) To implement a program that recognizes bilingualism and biliteracy as strengths and implement research-based teaching practices that support their development.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom teacher support and respects home language, culture and family composition of each child in ways that support the child’s mental health and well- being by:</p> <ul style="list-style-type: none"> <li>• Presenting activities and concepts to children in their primary language</li> <li>• Ensuring that all materials and activities in the classroom reflect acceptance and support of the different composition and ethnic background of the families</li> <li>• Supporting Cross-Cultural Responsiveness and Ethnic backgrounds</li> </ul>	<p>-Teacher            -Assistant Teacher</p>	<p>-Mental Health Counselor            -Education Area Director            -Center Manager</p>	<p>On-Going</p>	<p>-Center/Classroom Observation Form             -Home Language Survey             -Weekly Lesson Plan</p>



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Performance Standard:** 1302.31 (b) (2) (ii)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

**Objective:** (b)(2)(ii) To implement a program that recognizes bilingualism and biliteracy as strengths and implement research-based teaching practices that support their development.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>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).</p>	<p>-Teacher -Assistant Teacher</p>	<p>-Education Area Director -Center Manager</p>	<p>On-Going</p>	<p>-Early Language and Literacy Checklist  -Center/Classroom Observation Form</p>
<p>The classroom teacher uses the language experience approach to provide opportunities for children to write and see their spoken words (chart tablets, writing center, labeling of children’s work/creations, daily news and journals).</p>	<p>-Teacher -Assistant Teacher</p>	<p>-Education Area Director -Center Manager</p>	<p>On-Going</p>	<p>-Weekly Lesson Plan  -CIRCLE Classroom Environment Checklist</p>



**Hidalgo County Head Start Program**  
**Education Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.31 (b) (2) (iii)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

**Objective:** (b)(2)(iii) To provide bilingual services for all classrooms.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Staff is selected and screened to ensure they are highly qualified, nurturing, and sensitive to cultural differences.</p>	<ul style="list-style-type: none"> <li>-Human Resources Staff</li> <li>-Head Start Policy Council</li> <li>-Education Department</li> </ul>	<ul style="list-style-type: none"> <li>-Program Director</li> <li>-Administrator for Human Resources</li> </ul>	<p>On-Going (as positions are needed)</p>	<ul style="list-style-type: none"> <li>-Job Application</li> <li>-Resume</li> <li>-Human Resources Files</li> </ul>



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Performance Standard:** 1302.31 (c)(2)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

**Objective:** (c)(2) To ensure Teacher implement well-organized learning environments with developmentally appropriate schedules, lesson plans, indoor and outdoor learning experiences that provide adequate opportunities for choice, play, exploration and experimentation.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The Weekly Lesson Plan reflects the following types of activities/opportunities:</p> <ul style="list-style-type: none"> <li>• Small group</li> <li>• Large group</li> <li>• Individualization</li> <li>• Child Initiated</li> <li>• Adult Initiated</li> <li>• Cognitive transitions</li> </ul> <p>The daily schedule is flexible and allows for spontaneous learning, child initiated and teacher directed activities; which also includes activities for Dual Language Learners (DLL) and children with disabilities.</p>	<p>-Teacher            -Assistant Teacher</p>	<p>-Center Manager            -Education Area Director</p>	<p>On-Going</p>	<p>-Daily Schedule            -Center/Classroom Observation Form            -Early Language and Literacy Checklist            -Classroom Visit Log            -Staff Development            -Lesson Planning            -Daily Schedules</p>



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Performance Standard:** 1302.31 (d)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

**Objective:** (d) To provide age appropriate equipment, materials, supplies and physical space for indoor and outdoor learning environment, including functional space and accessible to children with special needs.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The teacher arranges learning centers, offers materials, provides time for children to participate in, and plans activities which are developmentally appropriate for children in the group to encourage:</p> <ul style="list-style-type: none"> <li>• Open ended questioning</li> <li>• Experimentation and exploration</li> <li>• Self/directed play and observation</li> <li>• Frequent conversations</li> <li>• Repetition and extension activities</li> <li>• Social Development</li> <li>• Language Development</li> </ul> <p>Note: These activities/interactions are outlined in CLASS Domains/Dimensions</p>	<p>-Teacher -Assistant Teacher</p>	<p>-Education Area Director -Center Manager</p>	<p>On-Going</p>	<p>-Center/Classroom Observation Form  -Weekly Lesson Plans  -CLASS</p>
<p>The classroom teacher plans and carries out field trips which are relevant to the curriculum units and which encourage exploration and questioning.</p>	<p>-Teacher -Assistant Teacher</p>	<p>-Education Area Director -Center Manager</p>	<p>Fall and Spring</p>	<p>-Field Trip Request Form  -Permission Slip</p>



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Performance Standard:** 1302.31 (d)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

**Objective:** (d) To provide age appropriate equipment, materials, supplies and physical space for indoor and outdoor learning environment, including functional space and accessible to children with special needs.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The recommended Learning Centers are:</p> <ul style="list-style-type: none"> <li>• Math/Science</li> <li>• Pretend and Learn</li> <li>• Construction</li> <li>• Writing Center</li> <li>• Computer Center</li> <li>• Creative Arts</li> <li>• Library</li> <li>• Music Center</li> <li>• ABC</li> </ul> <p>Note: Depending on the classroom space, the number of learning centers will vary and will be rotated on a systematic schedule and must be print rich.</p>	<p>-Teacher -Assistant Teacher</p>	<p>-Center Manager -Education Area Director -Education Coordinator</p>	<p>On-Going</p>	<p>-Weekly Lesson Plan -Daily Schedule -Center/Classroom Observation Form -Early Language and Literacy Checklist</p>

**Performance Standard:** 1302.31 (d)



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

**Objective:** (d) To provide age appropriate equipment, materials, supplies and physical space for indoor and outdoor learning environment, including functional space and accessible to children with special needs.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom teacher plans and provides developmentally appropriate activities for the children:</p> <ul style="list-style-type: none"> <li>• Encourages the use of fine motor/gross skills</li> <li>• Eye/hand coordination activities</li> <li>• Tactile/kinesthetic active participation</li> <li>• Allowing adaptations as needed (children with special needs)</li> </ul> <p>Note: These activities/interactions are outlined in CLASS Domains/Dimensions</p>	<p>-Teacher -Assistant Teacher</p>	<p>-Center Manager -Education Area Director</p>	<p>On-Going</p>	<p>-Weekly Lesson Plan  -CLASS</p>

Performance Standard: 1302.31 (e)(1)



**Hidalgo County Head Start Program**  
**Education Department Program Plan**  
**2019-2020**

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework, (HSELOF), including children with disabilities.

**Objective:** (e)(1) To implement age appropriate approach to accommodate children’s need to nap or rest.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The program provides a nap or rest period with an alternative quiet learning activity.	-Classroom Staff	-Center Manager	On-Going	-Weekly Lesson Plan



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Performance Standard:** 1302.31 (e)(2)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

**Objective:** (e)(2) To implement snack and meal times in ways that support development and learning.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Snack and meal time are structured and used as learning opportunities that support teaching staff-child interactions.</p> <p>Practicing family style serving where local health departments allow it.</p> <p>Using the “Helper’s Chart” to assign duties for children to participate during meal times.</p> <p>Provide sufficient time for children to eat.</p> <p>Do not use food as a reward or punishment and not force children to finish their food.</p>	<p>-Classroom staff</p>	<p>-Center Manager -Education Area Director</p>	<p>On-Going</p>	<p>-Weekly Menu  -Weekly Lesson Plan  -Discipline and Guidance Policy</p>



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Performance Standard:** 1302.31 (e)(3)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

**Objective:** (e)(3) To provide routines and transitional activities that strengthen development learning, and skill growth.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom teacher follows a daily schedule and provides consistent routines in the classroom. A daily schedule with pictures is posted at children’s eye level in each classroom.</p> <p>The classroom teacher assures hand washing and diapering procedures are implemented appropriately according to health standards.</p>	<p>-Teacher -Assistant Teacher</p>	<p>-Center Manager -Education Area Director</p>	<p>On-Going</p>	<p>-Daily Schedule</p>
<p>The classroom teacher continuously implements cognitive transitional activities based on theme of study to help children recognize signs of preparing for or completing a task.</p> <p>Note: These activities/interactions are outlined in CLASS Domains/Dimensions</p>	<p>-Teacher -Assistant Teacher</p>	<p>-Center Manager -Education Area Director</p>	<p>On-Going</p>	<p>-Daily Schedule -Weekly Lesson Plan -CLASS</p>



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Performance Standard:** 1302.31 (e)(4)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

**Objective:** (e)(4) 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
<p>The daily schedule includes:</p> <ul style="list-style-type: none"> <li>• Guided and independent indoor and outdoor activities with teacher guidance and supervision</li> <li>• Outdoor play is scheduled 1 time in the morning and 1 time in the afternoon</li> <li>• Planning includes the use of age appropriate activities, materials and equipment</li> </ul>	<p>-Teacher -Assistant Teacher</p>	<p>-Center Manager -Education Area Director</p>	<p>On-Going</p>	<p>-Weekly Lesson Plan  -Center/Classroom Observation Form  -Daily Schedule</p>
<p>The classroom teacher is actively involved with the children during games and motor development activities to ensure safe and active learning.</p>	<p>-Teacher -Assistant Teacher</p>	<p>-Center Manager -Education Area Director</p>	<p>On-Going</p>	<p>-Classroom Visit Log</p>



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

1302.32 Curricula

Performance Standard: 1302.32 (a)(1)(i)

Goal: The HIDALGO COUNTY HEAD START PROGRAM implements a developmentally appropriate researched-based early childhood curricula, including additional curricular enhancement as appropriate.

Objective: (a)(1)(i) To provide a scientific valid research-based curricula and have standard training procedures and curriculum materials to support implementation.

Performance Standard: 1302.32 (a)(1)(ii)

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom teacher plans and implements daily activities using developmentally appropriate teaching strategies from research based resources to provide a well-balanced program of instruction</p>	<p>-Teacher -Assistant Teacher</p>	<p>-Center Manager -Education Area Director</p>	<p>On-Going</p>	<p>-Center/Classroom Observation Form  -Weekly Lesson Plan</p>
<p>To enhance the quality of instruction, the Program will provide the following Resources:</p> <ul style="list-style-type: none"> <li>• Frog Street Pre-K Curriculum</li> <li>• Planning Guide</li> <li>• Center for Improving the Readiness of Children for Learning and Education (CIRCLE) Manual</li> <li>• Journeys Early Literacy &amp; Technology Program</li> <li>• HSELOF</li> <li>• Mental Health/Kindness</li> <li>• Head Start Picturing America</li> <li>• Kindermusik</li> <li>• Heggerty Phonemics Awareness Curriculum</li> </ul>	<p>-Teacher -Assistant Teacher</p>	<p>-Center Manager -Education Area Director</p>	<p>On-Going</p>	<p>-Early Language and Literacy Checklist  -Curriculum and Resources  -Classroom Visit Log</p>



**Hidalgo County Head Start Program**  
**Education Department Program Plan**  
**2019-2020**

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM implements a developmentally appropriate researched-based early childhood curricula, including additional curricular enhancement as appropriate.

**Objective:** (a)(1)(ii) To align the School Readiness Goals with the required Head Start Early Learning Outcomes Framework (HSELOF) document 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
<p>Center staff receives training and an up-dated alignment document consisting of:</p> <ul style="list-style-type: none"> <li>• Texas Pre-K Guidelines</li> <li>• HSELOF</li> <li>• Frog Street Pre-K Curriculum</li> <li>• Other Resources</li> </ul> <p>School Readiness Goals are established based on most recent available data to meet the needs of the program.</p>	<p>-Education Area Director -Center Manager -Classroom Staff</p>	<p>-Program Director -Assistant Program Director -Administrator for Education</p>	<p>On-Going</p>	<p>-Curriculum and Resources -Alignment Guide</p>



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Performance Standard:** 1302.32 (a)(1)(iii)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM implements a developmentally appropriate researched-based early childhood curricula, including additional curricular enhancement as appropriate.

**Objective:** (a)(1)(iii) To provide an organized developmental scope and sequence/pacing guide that includes plans and materials for learning experiences based on developmental progressions and how children learn.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The program implements Frog Street Pre-K Curriculum which contains an organized scope and sequence/pacing guide and integrates instruction across developmental domains and early learning disciplines.</p>	<p>-Teacher -Assistant Teacher</p>	<p>-Center Manager -Education Area Director -Administrator for Education</p>	<p>On-Going</p>	<p>-Frog Street Manual and Resources  -Frog Street Scope and Sequence</p>
<p>Teachers are provided with a resource binder that includes lesson plans, activities and materials aligned with the Frog Street Pre-K Curriculum.</p>	<p>-Center Manager</p>	<p>-Center Manager -Education Area Director -Administrator for Education</p>	<p>On-Going</p>	<p>-Curriculum Binder</p>

**Performance Standard:** 1302.32 (a)(2)



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM implements a developmentally appropriate researched-based early childhood curricula, including additional curricular enhancement as appropriate.

**Objective:** (a)(2) To support staff to effectively implement curricula with fidelity and provide support, feedback and supervision for continuous improvement.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Teachers are provided with Professional Staff Development in the following areas:</p> <ul style="list-style-type: none"> <li>• HSELOF</li> <li>• CLASS Observation Tool</li> <li>• CIRCLE Progress Monitoring</li> <li>• Curriculum Resources and Alignment</li> <li>• Frog Street Curriculum</li> <li>• Dual Language Learners</li> <li>• Effective Teaching Practices/Strategies in Early Childhood Classrooms</li> <li>• Special Needs Children</li> <li>• Developmental Lesson Planning</li> </ul> <p>Teachers are monitored on a daily basis to ensure implementation with curriculum fidelity, consistency, frequency and intensity to ensure children's mastery of skills</p>	<p>-Administrator for Education            -Education Area Director</p> <p>-Center Manager</p>	<p>-Administrator for Education            -Staff Development Director            -Education Area Director</p> <p>-Administrator for Education            -Education Area Director</p>	<p>On-Going</p> <p>On-Going</p>	<p>-Training Sign-in Roster</p> <p>-Training Handouts</p> <p>-Certificates</p> <p>-Staff Development Training/Questionnaire</p> <p>-Classroom Visit Log</p> <p>-Center/Classroom Observation Form</p>

Performance Standard: 1302.32 (a)(2)



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM implements a developmentally appropriate researched-based early childhood curricula, including additional curricular enhancement as appropriate.

**Objective:** (a)(2) To support staff to effectively implement curricula with fidelity and provide support, feedback and supervision for continuous improvement.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>New Teacher and experienced Teacher in need of assistance will be provided with training, technical assistance and support to ensure a high quality of instruction. The following training opportunities will be provided:</p> <ul style="list-style-type: none"> <li>• Beginning Teacher Series</li> <li>• Pre-Service Training-New Employees</li> <li>• Annual Training-Current Employees</li> <li>• NCQTL – Engaging Interactions and Environments In-service Suites</li> <li>• Practice Based Coaching (PBC)               <ul style="list-style-type: none"> <li>- Mentoring and Coaching Program</li> </ul> </li> <li>• Curriculum fidelity implementation is monitored by reviewing lesson plans, daily classroom visits and providing feedback as needed.</li> </ul>	<p>-Education Area Director            -Center Manager</p>	<p>-Administrator for Education</p>	<p>On-Going</p>	<p>-Training Sign-in Roster            -Training Handouts            -Certificate            -Staff Development Training/Questionnaire            -Center/Classroom Observation Form            -Classroom Visit Log            -Weekly Lesson Plan</p>

1302.33 Child Screenings and Assessment  
 Performance Standard: 1302.33 (a)(1)



**Hidalgo County Head Start Program**  
**Education Department Program Plan**  
**2019-2020**

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child’s developmental skills within 45 days of enrollment.

**Objective:** (a)(1) 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
<p>The classroom teacher, with cooperation from parents/guardians and other professional consultants as necessary, meets to identify any developmental concerns.</p> <ul style="list-style-type: none"> <li>• Parent Interviews</li> <li>• Assessments / Screening data</li> <li>• Teacher observations</li> <li>• Teacher progress notes</li> </ul>	<p>-Teacher -Parents -Educational Consultant</p>	<p>-Center Manager -Education Area Director -Administrator for Education</p>	<p>Within 45 days of enrollment On-Going</p>	<p>-CIP -Progress Notes -Observations -Assessment Results</p>



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Performance Standard:** 1302.33 (a)(2)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child’s developmental skills within 45 days of enrollment.

**Objective:** (a)(2) To administer a research-based developmental standardized screening to determine how the program can best address each child's individual needs

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom teacher assesses the developmental level of each child upon their entry into the program using the following researched-based instruments:</p> <ul style="list-style-type: none"> <li>• CIRCLE Progress Monitoring</li> <li>• DECA</li> </ul>	<p>-Teacher -Assistant Teacher</p>	<p>-Center Manager -Education Area Director -Mental Health Counselor</p>	<p>At time of enrollment within 45 days for Wave 1 and as needed thereafter for Wave 2 and Wave 3</p>	<p>-CIRCLE Progress Monitoring Assessment  -DECA</p>
<p>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.</p>	<p>-Teacher -Assistant Teacher</p>	<p>-Center Manager -Education Area Director</p>	<p>Three times a year after each assessment Fall–Spring Home Visit</p>	<p>-CIRCLE Progress Monitoring Results  -Parent/Teacher Conference  -Home Visit Form</p>



**Hidalgo County Head Start Program  
Education Department Program Plan  
2019-2020**

**Performance Standard:** 1302.33 (a)(3)(i)(ii)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child’s developmental skills within 45 days of enrollment.

**Objective:** (a)(3)(i)(ii) To utilize information from developmental, sensory and behavioral screening, ongoing observations, medical and dental evaluations, and insight from parents to determine if a child needs further evaluation from local agency responsible for implementing IDEA.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom staff engages parents in discussing information gathered from observations, physicals, screenings, assessments, etc. to plan for individual needs.</p>	<ul style="list-style-type: none"> <li>-Teacher</li> <li>-Assistant Teacher</li> </ul>	<ul style="list-style-type: none"> <li>-Center Manager</li> <li>-Education Area Director</li> <li>-Administrator for Education</li> </ul>	<p>Upon Enrollment (within 45 or 90 days)</p>	<ul style="list-style-type: none"> <li>-Physical Exams</li> <li>-Classroom Observation</li> <li>-CIRCLE Progress Monitoring</li> </ul>
<p>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.</p>	<ul style="list-style-type: none"> <li>-Teacher</li> <li>-Assistant Teacher</li> </ul>	<ul style="list-style-type: none"> <li>-Center Manager</li> <li>-Education Area Director</li> <li>-Administrator for Education</li> </ul>	<p>On-Going</p>	<ul style="list-style-type: none"> <li>-DECA</li> <li>-Progress Notes</li> <li>-Home Visits</li> </ul>
<p>The classroom staff and other relevant staff partner with child’s parents and the Local Education Agency (LEA) to support families through the formal evaluation process.</p>	<ul style="list-style-type: none"> <li>-Teacher</li> <li>-Assistant Teacher</li> <li>-Support Service Assistants</li> <li>-Center Manager</li> </ul>	<ul style="list-style-type: none"> <li>-Education Area Director</li> <li>-Administrator for Education</li> </ul>	<p>On-Going</p>	<ul style="list-style-type: none"> <li>-Parent/Teacher Conference Form</li> <li>-Referral Form</li> </ul>



**Hidalgo County Head Start Program**  
**Education Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.33 (b)(1)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child's developmental skills within 45 days of enrollment.

**Objective:** (b)(1) To individualize 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
<p>The classroom teacher groups the children based on data gathered from assessments according to specific needs and levels of development aligned to the goals described in the HSELOF.</p>	<p>-Teacher -Assistant Teacher</p>	<p>-Center Manager -Education Area Director -Administrator for Education</p>	<p>On-Going</p>	<p>-CIRCLE Progress Monitoring Results  -Weekly Lesson Plan  -Individual Educational Plan (IEP)</p>
<p>The teacher provides activities to help children grow and respond to their individual needs and strengths.</p>	<p>-Teacher -Assistant Teacher</p>	<p>-Center Manager -Education Area Director -Administrator for Education</p>	<p>On-Going</p>	<p>-CIP</p>
<p>The classroom teacher provides children with individualized assistance during small group activity and throughout the day as needed to meet their specific needs.</p>	<p>-Teacher -Assistant Teacher</p>	<p>-Center Manager -Education Area Director -Administrator for Education</p>	<p>On-Going</p>	



**Hidalgo County Head Start Program**  
**Education Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.33 (b)(2)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child’s developmental skills within 45 days of enrollment.

**Objective:** (b)(2)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
<p>The children are grouped according to their developmental level and are provided with activities to help them meet their educational needs.</p>	<p>-Teacher -Assistant Teacher</p>	<p>-Center Manager -Education Area Director -Administrator for Education</p>	<p>On-Going</p>	<p>-Weekly Lesson Plan  -CIRCLE Progress Monitoring Reports</p>
<p>Parents are provided and engaged with home activities for their child reinforcing their individual skill development areas.</p>	<p>-Teacher -Assistant Teacher</p>	<p>-Center Manager -Education Area Director -Administrator for Education</p>	<p>On-Going</p>	<p>-Take-home Activities Form  -CIRCLE Progress Monitoring  -Circle Activity Collection</p>



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Performance Standard:** 1302.33 (b)(3)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child’s developmental skills within 45 days of enrollment.

**Objective:** (b)(3)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
<p>With parent input, a CIP is developed to individualize experiences, instructional strategies, and services to meet the needs of each child.</p>	<p>-Teacher -Assistant Teacher</p>	<p>-Center Manager -Education Area Director -Administrator for Education</p>	<p>On-Going</p>	<p>-CIRCLE Progress Monitoring Reports  -DECA  -CIP  -IEP</p>
<p>Data from screenings and assessments are gathered to make informed decisions on children’s progress.</p>	<p>-Teacher -Assistant Teacher</p>	<p>-Center Manager -Education Area Director -Administrator for Education</p>	<p>On-Going</p>	



**Hidalgo County Head Start Program**  
**Education Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.33 (b)(3)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child’s developmental skills within 45 days of enrollment.

**Objective:** (b)(3) 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
<p>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.</p>	<p>-Teacher -Assistant Teacher</p>	<p>-Center Manager -Education Area Director</p>	<p>Within 45/90 Days of Enrollment On-Going</p>	<p>-CIRCLE Progress Monitoring Report  -CIP  -Classroom Observation Notes  -Progress Notes  -Progress Reports</p>
<p>If warranted, a child is referred to local agencies responsible for implementing Individuals with Disabilities Education Act (IDEA) for a formal evaluation.</p>	<p>-Teacher -Assistant Teacher -Center Manager</p>	<p>-Education Area Director -Administrator for Education -Special Services Dept.</p>	<p>On-Going</p>	<p>-DECA  -Inter-Agency Referral Form</p>



**Hidalgo County Head Start Program**  
**Education Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.33 (c)(1)(2)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child’s developmental skills within 45 days of enrollment.

**Objective:** (c)(1)(2) To provide children with developmentally appropriate screenings and assessments that address each child’s individual needs including language and cultural backgrounds.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom teacher is selected and screened to ensure that they are highly qualified, nurturing and sensitive to cultural differences.</p>	<ul style="list-style-type: none"> <li>-Education Dept.</li> <li>-Human Resources Dept.</li> <li>-Head Start Policy Council</li> </ul>	<ul style="list-style-type: none"> <li>-Head Start Program Director</li> <li>-Administrator for Human Resources</li> <li>-Administrator for Education</li> </ul>	<p>On-Going</p>	<ul style="list-style-type: none"> <li>-Job application</li> <li>-Resume</li> <li>-Human Resources files</li> </ul>
<p>The classroom teacher completes a language survey for each child entering the program which determines the primary language of instruction and assessment.</p>	<ul style="list-style-type: none"> <li>-Teacher</li> <li>-Assistant Teacher</li> </ul>	<ul style="list-style-type: none"> <li>-Center Manager</li> <li>-Education Area Director</li> <li>-Administrator for Education</li> </ul>	<p>Within three weeks of enrollment</p>	<ul style="list-style-type: none"> <li>-Language Survey</li> </ul>



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Performance Standard:** 1302.33 (c)(3)(4)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child’s developmental skills within 45 days of enrollment.

**Objective:** (c)(3)(4) 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
<p>Child’s Individual Report will be shared with parents after each assessment in their dominant language.</p>	<p>-Teacher -Assistant Teacher</p>	<p>-Center Manager -Education Area Director -Administrator for Education</p>	<p>On-Going after each assessment</p>	<p>-CIRCLE Progress Monitoring Report  -Parent/Teacher Conference  -Home Visit Form</p>
<p>The program will hire an interpreter to conduct screening and assessments in conjunction with a qualified staff to accurately administer assistance to children whose dominant language is not English and Spanish including sign language.</p>	<p>-Teacher -Assistant Teacher</p>	<p>-Center Manager -Education Area Director -Administrator for Education</p>	<p>On-Going</p>	



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**1302.34 Parent and Family Engagement in Education and Child Development Services**

**Performance Standard:** 1302.34 (a)(b)(1)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must structure education and child development services to encourage parents to engage in their child's education.

**Objective:** (a)(b)(1) To recognize parents as children's lifelong educators and to encourage them to become involved in their child's education and in the program's policies, procedures and educational services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Parents have accessibility to our services and are encouraged to visit our facilities during hours of operation from 7:45 a.m. to 5:15 p.m.</p>	<p>-Teacher            -Assistant Teacher            -Center Manager</p>	<p>-Education Area Director            -Family Services Staff</p>	<p>On-Going</p>	<p>-Sign-in logs</p>
<p>Parent handbook is distributed during Parent's orientation and posted at the Center's Parent's Corner Bulletin area.</p>	<p>-Teacher            -Assistant Teacher</p>	<p>-Center Manager</p>	<p>On-Going</p>	<p>- Parent Handbook            -Parent Handbook Acknowledgment Form            -Sign-In Logs</p>



**Hidalgo County Head Start Program**  
**Education Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.34 (a)(b)(2)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must structure education and child development services to encourage parents to engage in their child's education.

**Objective:** (a)(b)(2) To recognize parents as children's lifelong educators and to encourage them to become involved in their child's education and in the program's policies, procedures and educational services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Parents are provided with a monthly Parent, Family and Community Engagement Framework (PFCEF) calendar of activities to enhance learning experiences at home.</p>	<ul style="list-style-type: none"> <li>-Teacher</li> <li>-Assistant Teacher</li> <li>-Center Manager</li> </ul>	<ul style="list-style-type: none"> <li>-Family Services Staff</li> <li>-Education Area Director</li> <li>-Administrator for Education</li> </ul>	<p>On-Going</p>	<ul style="list-style-type: none"> <li>-PFCEF Calendar of Activities</li> </ul>
<p>The classroom teacher and the parents communicate regularly to discuss routines, children's behavior and developmental progress.</p>	<ul style="list-style-type: none"> <li>-Teacher</li> <li>-Assistant Teacher</li> </ul>	<ul style="list-style-type: none"> <li>-Center Manager</li> <li>-Education Area Director</li> <li>-Administrator for Education</li> </ul>	<p>On-Going</p>	<ul style="list-style-type: none"> <li>-Home Visit Form</li> <li>-Parent/ Teacher Conferences</li> <li>-Progress Notes</li> </ul>



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Performance Standard:** 1302.34 (a)(b)(3)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must structure education and child development services to encourage parents to engage in their child's education.

**Objective:** (a)(b)(3) To recognize parents as children's lifelong educators and to encourage them to become involved in their child's education and in the program's policies, procedures and educational services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom teacher conducts parent / teacher conferences three times a year and as needed to:</p> <ul style="list-style-type: none"> <li>• Inform parents of their child's progress and discuss results of any screening and assessment</li> <li>• Engage them in the development of their Child's CIP</li> </ul>	<ul style="list-style-type: none"> <li>-Teacher</li> <li>-Assistant Teacher</li> <li>-Center Manager</li> </ul>	<ul style="list-style-type: none"> <li>-Education Area Director</li> <li>-Administrator for Education</li> </ul>	<p>On-Going</p>	<ul style="list-style-type: none"> <li>-Parent/Teacher Conference</li> <li>-Progress Report</li> <li>-CIP</li> </ul>



**Hidalgo County Head Start Program**  
**Education Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.34 (a)(b)(4)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must structure education and child development services to encourage parents to engage in their child's education.

**Objective:** (a)(b)(4) To recognize parents as children's lifelong educators and to encourage them to become involved in their child's education and in the program's policies, procedures and educational services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Parents are encouraged to participate in the Education Department Program Planning Process by being part of the Advisory Committee.	-Center Manager -Teacher -Assistant Teacher	-Education Area Director -Administrator for Education	April	-Advisory Committee Minutes
Parents are encouraged to share their ideas, books, music, and foods that are relevant to their culture through interviews by: <ul style="list-style-type: none"> <li>• Parents have opportunities to provide feedback and place in the "Suggestion Box" at the center</li> <li>• Parents participate by reviewing and signing lesson plans</li> <li>• Parents actively participate in the Annual Nutrition Contest</li> </ul>	-Center Manager -Teacher -Assistant Teacher	-Education Director -Administrator for Education	On-Going	-Home Visit Form -Parent /Teacher Conferences -Suggestion Box -Lesson Plan



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Performance Standard:** 1302.34 (a)(b)(5)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must structure education and child development services to encourage parents to engage in their child's education.

**Objective:** (a)(b)(5) To recognize parents as children's lifelong educators and to encourage them to become involved in their child's education and in the program's policies, procedures and educational services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Classroom Teacher encourage parents to participate in classroom activities such as: <ul style="list-style-type: none"> <li>• Special celebrations (Fall, Winter or Spring)</li> <li>• Preparing ethnic foods (Nutrition Contest)</li> <li>• Sharing music, stories, traditions, etc.</li> <li>• Art projects</li> <li>• Volunteering in the classroom and field trips</li> </ul>	-Center Manager -Teacher -Assistant Teacher	-Education Area Director -Center Manager	On-Going	-Volunteer Sign In Logs  -Weekly Lesson Plan



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Performance Standard:** 1302.34 (a)(b)(6)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must structure education and child development services to encourage parents to engage in their child's education.

**Objective:** (a)(b)(6) To recognize parents as children's lifelong educators and to encourage them to become involved in their child's education and in the program's policies, procedures and educational services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Teacher inform parents about the purpose and results from screenings and assessments.</p> <p>The child's progress is discussed after each assessment three times a year.</p>	<ul style="list-style-type: none"> <li>-Center Manager</li> <li>-Teacher</li> <li>-Assistant Teacher</li> </ul>	<ul style="list-style-type: none"> <li>-Education Area Director</li> <li>-Administrator for Education</li> </ul>	<p>On-Going</p>	<ul style="list-style-type: none"> <li>-Parent/Teacher Conference</li> <li>-CIRCLE Progress Monitoring Report</li> </ul>



**Hidalgo County Head Start Program**  
**Education Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.34 (a)(b)(7)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must structure education and child development services to encourage parents to engage in their child's education.

**Objective:** (a)(b)(7) To recognize parents as children's lifelong educators and to encourage them to become involved in their child's education and in the program's policies, procedures and educational services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom teacher conducts two home visits during the Fall and Spring semester. Additional home visits are done as needed throughout the program year.</p>	<ul style="list-style-type: none"> <li>-Teacher</li> <li>-Assistant Teacher</li> <li>-Center Manager</li> </ul>	<ul style="list-style-type: none"> <li>-Education Area Director</li> <li>-Administrator for Education</li> </ul>	<p>On-Going</p>	<p>-Home Visit Form</p>
<p>If feasible, first home visits are done before the beginning of the school year.</p>	<ul style="list-style-type: none"> <li>-Teacher</li> <li>-Assistant Teacher</li> <li>-Center Manager</li> </ul>	<ul style="list-style-type: none"> <li>-Education Area Director</li> <li>-Administrator for Education</li> </ul>	<p>On-Going</p>	<p>-Home Visit Form</p>



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**1302.92 Training and Professional Development**

**Performance Standard:** 1302.92 (c)(1)(2)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must implement a researched based, coordinated coaching strategy for classroom staff.

**Objective:** (c)(1)(2) To provide an intensive mentoring/coaching program to assist Teacher in enhancing their skills in effective teaching practices.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Assess all classroom staff to identify strengths and areas of needed support.</p> <p>Provide opportunities for intensive mentoring/coaching to staff who have been identified as needing additional support in the following areas as outlined in the HSELOF and the School Readiness Goals:</p> <ul style="list-style-type: none"> <li>• Approaches to Learning</li> <li>• Social and Emotional Development</li> <li>• Language and Literacy</li> <li>• Cognition</li> <li>• Perceptual, Motor and Physical Development</li> </ul>	<p>-Center Manager -Education Area Director</p> <p>-Center Manager -Education Area Director</p>	<p>-Administrator for Education</p> <p>-Administrator for Education</p>	<p>On-Going</p> <p>On-Going</p>	<p>-Professional Development Plan/Update Needs Assessment</p> <p>-CIRCLE Progress Monitoring</p> <p>-CLASS</p> <p>-T/TA Form</p>



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Performance Standard:** 1302.92 (c)(3)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must implement a researched based, coordinated coaching strategy for classroom staff.

**Objective:** (c)(3) To provide opportunities for all staff to receive training to further enhance their skills in effective teaching practices.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The program will provide opportunities for all staff to receive training through research based professional development aligned with program goals.</p>	<p>-Center Manager -Education Area Director</p>	<p>-Administrator for Education</p>	<p>On-Going</p>	<p>-T/TA Form</p>



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Performance Standard:** 1302.92 (c)(4)(5)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must implement a researched based, coordinated coaching strategy for classroom staff.

**Objective:** (c)(4)(5) To provide an intensive mentoring/coaching program to assist Teacher in enhancing their skills in effective teaching practices

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Intensive coaching opportunities are provided for identified staff aligned with the program school readiness goals, curricula and professional development.</p> <ul style="list-style-type: none"> <li>Practice-Based Coaching (PBC) model will be utilized</li> <li>PBC is a cyclical process for supporting teacher's use of effective teaching practices that lead to positive outcomes for children</li> </ul>	<p>-Education Area Director            -Education Coordinator</p>	<p>-Administrator for Education</p>	<p>On-Going</p>	<p>-T/TA Form</p>



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Performance Standard:** 1302.92 (c)(4)(5)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM must implement a researched based, coordinated coaching strategy for classroom staff.

**Objective:** (c)(4)(5) To provide an intensive mentoring/coaching program to assist Teacher in enhancing their skills in effective teaching practices.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The program implements two types of coaching formats:</p> <ul style="list-style-type: none"> <li>• Expert Coaches - Provide intensive coaching to Teacher identified as Priority 1 and Priority 2</li> <li>• Peer Coaches – assist Teacher needing additional support identified as Priority 3</li> </ul> <p>- <i>Priority Teacher will be identified based on Student Assessment Outcomes and CLASS data.</i></p> <p>Provide on-going monitoring and communication between Coach, Center Manager, Area Director and any other relevant staff</p> <p>Ensure coach model process and assessment results are not used solely to determine punitive actions for staff identified as needing support</p>	<p>-Peer Coaches            -Center Manager            -Education Area Director            -Education Coordinator</p> <p>-Center Manager            -Education Area Director            -Education Coordinator</p> <p>-Education Area Director</p>	<p>-Administrator for Education</p> <p>-Administrator for Education</p> <p>-Administrator for Education</p>	<p>On-Going</p> <p>On-Going</p> <p>On-Going</p>	<p>-CIRCLE Progress Monitoring Report</p> <p>-CLASS</p> <p>-PBC Model</p> <p>-Plan of Action</p> <p>-T/TA Form</p> <p>-Annual Performance Evaluation</p>



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**1304.11 Classroom Assessment Scoring System (CLASS)**

**Performance Standard:** 1304.11 (c)(1)

**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:** (c)(1) To communicate to all parties involved in the CLASS observation tool and classroom strategies ensuring that the program does not fall below the minimum threshold on any of the three CLASS domains.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Training for center Manager, classroom staff and Director is scheduled so that staff has full understanding of the Domains, Dimensions, Indicators and Behavior Markers of the CLASS instrument</p> <p>Training on Domains and teaching strategies to support each area is scheduled as needed.</p> <p>Staff is informed of the Office of Head Start minimum threshold scores and strives to maintain or exceed the scores.</p> <ul style="list-style-type: none"> <li>• Emotional Support™ Score of <b>4.00</b></li> <li>• Classroom Organization™ Score of <b>3.00</b></li> <li>• Instructional Support™ Score of <b>2.00</b></li> </ul>	<p>-Education Area Director          -Center Manager          -Classroom Staff</p>	<p>-Program Director          -Assistant Program Director          -Administrator for Education</p>	<p>On-Going</p>	<p>-CLASS          -T/TA Form          -NCQTL Engaging Interactions and Environments</p>



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Performance Standard:** 1304.11 (c)(2)

**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:** (c)(2) To communicate to all parties involved in the CLASS observation tool and classroom strategies ensuring that the program meets the Minimum Standards.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms																				
<p>The program will assure that it does not fall within the lowest 10 % score across all CLASS Domains.</p> <p><i>(unless)</i> The average of all Domains is equal to or above the Standards of Excellence Score of 6</p> <p style="text-align: center;">OHS CLASS Descriptive Statistics, 2017 National Grantee-Level Scores by Domain</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Domain</th> <th style="text-align: center;">Mean</th> <th style="text-align: center;">Standard Deviation</th> <th style="text-align: center;">Minimum</th> <th style="text-align: center;">Maximum</th> </tr> </thead> <tbody> <tr style="background-color: #a0c0ff;"> <td style="text-align: left;">Emotional Support</td> <td style="text-align: center;">6.07</td> <td style="text-align: center;">0.30</td> <td style="text-align: center;">5.08</td> <td style="text-align: center;">6.89</td> </tr> <tr style="background-color: #c0e0a0;"> <td style="text-align: left;">Classroom Organization</td> <td style="text-align: center;">5.83</td> <td style="text-align: center;">0.40</td> <td style="text-align: center;">4.17</td> <td style="text-align: center;">6.73</td> </tr> <tr style="background-color: #e0a0a0;"> <td style="text-align: left;">Instructional Support</td> <td style="text-align: center;">3.00</td> <td style="text-align: center;">0.53</td> <td style="text-align: center;">1.93</td> <td style="text-align: center;">4.96</td> </tr> </tbody> </table>	Domain	Mean	Standard Deviation	Minimum	Maximum	Emotional Support	6.07	0.30	5.08	6.89	Classroom Organization	5.83	0.40	4.17	6.73	Instructional Support	3.00	0.53	1.93	4.96	<p>-Education Staff</p>	<p>-Program Director            -Assistant Program Director            -Administrator for Education</p>	<p>On-Going</p>	<p>-OHS National Report</p>
Domain	Mean	Standard Deviation	Minimum	Maximum																				
Emotional Support	6.07	0.30	5.08	6.89																				
Classroom Organization	5.83	0.40	4.17	6.73																				
Instructional Support	3.00	0.53	1.93	4.96																				



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Performance Standard:** 1304.11 (c)(2)

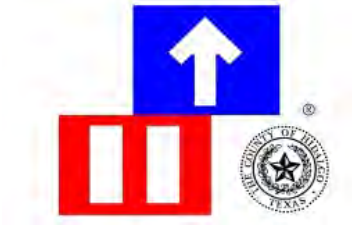
**Goal:** The HIDALGO COUNTY HEAD START PROGRAM engages in ensuring that an average score across all classrooms do not fall below the minimum thresholds on any of the CLASS domains.

**Objective:** (c)(2) To communicate to all parties involved in the CLASS observation tool and classroom strategies ensuring that the program does not fall below the Standards of Excellence.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>To reach Standards of Excellence, the Hidalgo County Head Start Program will:</p> <ul style="list-style-type: none"> <li>• Continues to monitor using aggregated data assuring success in all systems and programs being implemented.</li> <li>• Staff Development planning will be utilized based on analysis results. Teacher trainings will be focused and intentional.</li> </ul>	<p>-Education Staff</p>	<p>-Administrator for Education            -Area Director</p>	<p>On-going</p>	<p>-T/TA Form</p>

# **FAMILY SERVICES PROGRAM PLAN**

# Hidalgo County Head Start Program



## Family Services Program Plan 2019 - 2020

Family Services Committee Approval:	04.25.19
Policy Council Approval:	00.00.19
Commissioners' Court Approval:	00.00.19



**HIDALGO COUNTY HEAD START PROGRAM  
 FAMILY SERVICES DEPARTMENT PROGRAM PLAN  
 Subpart E- Family and Community Engagement Program Services  
 2019 – 2020**

**Performance Standard: 1302.50 (b) (1) Family Engagement Approach**

**Goal:** To recognize parents as their children’s primary teachers and nurturers

**Objective:** To implement intentional strategies to engage parents in their children’s learning and development.

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
<p>The Program will provide parents with ongoing training such as Abriendo Puertas/Opening Doors Parent Curriculum, monthly parent meetings, parent conferences, etc. that also foster the development of being life-long educators.</p> <p>The Program will incorporate goals related to families as life-long educators into agency work plans and strategic planning.</p> <p>The Program will collaborate with school systems to support and empower families in their continued role as their child’s life-long educators.</p> <p>Include teacher/teacher’s assistants in parenting education sessions so parents and teachers can share information about child learning and development, and program curriculum to include Readiness Goals take home activities.</p>	<p>Teachers</p> <p>Center Managers</p> <p>Support Services Staff</p> <p>Support Services Staff</p> <p>Teachers</p>	<p>Education Area Directors</p> <p>Family Services Director</p> <p>Executive Team</p> <p>Family Services Director</p>	<p>Daily</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Abriendo Puertas/Opening Doors Agenda</p> <p>Monthly Parent Committee Meetings/Reading Initiative Program</p> <p>Family Partnership Agreements</p> <p>PFCE Framework</p> <p>Take Home Activities</p>



**HIDALGO COUNTY HEAD START PROGRAM  
 FAMILY SERVICES DEPARTMENT PROGRAM PLAN  
 Subpart E- Family and Community Engagement Program Services  
 2019 – 2020**

**Performance Standard: 1302.50 (b) (3) Family Engagement Approach**

**Goal: To collaborate with families using the family partnership process**

**Objective: To identify and assess family needs, interests, strengths, goals, services and resources that support family well-being.**

<b>Task To Be Accomplished</b>	<b>Person Responsible</b>	<b>Person Responsible To Monitor</b>	<b>Projected Date of Completion</b>	<b>Documents or Forms</b>
<p>The Program will implement the Family Partnership Process, using the Family Engagement outcomes, to identify individual family strengths and challenges.</p> <p>The Program will conduct periodic follow-ups on the goals and objectives of the Family Partnership Agreement to assist families in meeting their goals.</p>	Support Services Staff	<p>Family Services Director</p> <p>Family Services Coordinators</p>	Ongoing	<p>PFCE Framework</p> <p>Family Partnership Agreement</p> <p>Referrals</p>

**HIDALGO COUNTY HEAD START PROGRAM  
 FAMILY SERVICES DEPARTMENT PROGRAM PLAN  
 Subpart E- Family and Community Engagement Program Services  
 2019 – 2020**

**Performance Standard: 1302.50 (b) (4) Family Engagement Approach**

**Goal:** To enable parents the opportunities to participate in the program as employees or volunteers

**Objective:** To engage parents in volunteer activities, training opportunities, leadership roles etc, and facilitate employment process.

Task To Be Accomplished	Person Responsible	Person Responsible To Monitor	Projected Date of Completion	Documents or Forms
<p>The Program will assist parents to volunteer in Advisory Committees for all program departments comprised of parents and community members to assist in the development and review of the program.</p> <p>Parents will be provided access to job placement notices posted at all Head Start Centers. The interview and selection rating system specifically will provide additional points for prospective applicants if they are Head Start parents.</p> <p>Parents will be trained as volunteers during the Volunteer Training.</p> <p>Parents will be recruited to volunteer at the center, in different areas including the classroom, the office or as center committee officers and/or Policy Council Parent members.</p>	<p>Executive Director</p> <p>Department Directors</p> <p>Center Managers</p> <p>Support Services Staff</p> <p>Family Services Department</p>	<p>Department Directors</p> <p>Family Services Department</p> <p>Human Resources</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Program Plans</p> <p>Department Procedures Manual</p> <p>Advisory Committee Minute Report</p> <p>Interview Rating Form</p> <p>Volunteer Training Conference Program</p>

**HIDALGO COUNTY HEAD START PROGRAM  
 FAMILY SERVICES DEPARTMENT PROGRAM PLAN  
 Subpart E- Family and Community Engagement Program Services  
 2019 – 2020**

**Performance Standard: 1302.50 (b) (5) Family Engagement Approach**

**Goal:** To provide family engagement services which address language and security needs

**Objective:** To develop process to address individual family challenges.

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
<p>The program will utilize the family’s primary language and culture diversity to share information in a safe environment.</p> <p>All information will be distributed to parents is in the family’s preferred language.</p> <p>Monthly parent meetings, home visits, workshops, and trainings will be conducted in family’s preferred language, to include a sign-language interpreter if needed.</p>	<p>Center Managers</p> <p>Teachers</p> <p>Support Services Staff</p>	<p>Department Directors</p> <p>Family Services Staff</p>	<p>Ongoing</p>	<p>Parent Meeting Information</p> <p>Family Partnership Agreement</p> <p>Workshop/Training Sign-In</p> <p>PFCE Framework</p>

**HIDALGO COUNTY HEAD START PROGRAM  
 FAMILY SERVICES DEPARTMENT PROGRAM PLAN  
 Subpart E- Family and Community Engagement Program Services  
 2019 – 2020**

**Performance Standard: 1302.50 (b) (6)**

**Goal: To implement procedures for teachers, home visitors, and family support staff to share information using a coordinated approach**

**Objective: To share information and plan engagement strategies collaboratively for parents.**

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
<p>The Program staff will conduct staffings, parent/teacher conferences, home visits, and other parent interviews throughout the year to share information.</p> <p>The Program will share information with parents during home visits and when reviewing assessments, and Deca Surveys as well as health and nutrition information.</p>	<p>Support Services Staff</p> <p>Teachers</p> <p>Center Managers</p> <p>Department Directors</p>	<p>Department Directors</p> <p>Family Services Coordinators</p> <p>Mental Health Counselor</p>	<p>August thru June</p>	<p>Staffing Documentation</p> <p>Parent/Teacher Conference Info</p> <p>PFCE Framework and Outcomes</p>

**HIDALGO COUNTY HEAD START PROGRAM  
 FAMILY SERVICES DEPARTMENT PROGRAM PLAN  
 Subpart E- Family and Community Engagement Program Services  
 2019 – 2020**

**Performance Standard: 1302.51 (a) Parent Activities to Promote Child Learning and Development**

**Goal:** To share responsibility with parents for their children’s early learning and development goals and implement family engagement strategies to foster parental confidence and skills.

**Objective:** To develop activities to support child/parent relationship, attendance and bilingualism.

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
<p>The program will offer opportunities for parents to engage in their child’s daily learning, acknowledging parents as lifelong educators. To include:            Nutrition Contest            Read Aloud Literacy Program            School Readiness Goals-Take Home Activites            Graduation Ceremonies            Volunteering at Centers</p> <p>The program will develop strategies and activities in the classrooms for consistent attendance by providing incentives. A Child’s Individual Attendance Plan will be utilized as needed. Parents will participate as advocates and leaders for their children’s attendance.</p> <p>The program will provide training and resources for parents about the benefits of bilingualism and biliteracy. Such as:            Training Parents to Read            Language of the Day            Lending Library            Abriendo Puertas/Opening Doors, Parent Curriculum</p>	<p>Teachers  Assistant Teachers       Support Services Staff</p>	<p>Center Managers  Support Services Staff  Department Directors  Family Services Coordinators</p>	<p>Ongoing          As Needed Ongoing</p>	<p>PFCE Framework Daily Attendance Reports  Take-home Activities  Family Services Readiness Goals Activities  Child’s Individual Attendance Plan    AbriendoPuertas/ Opening Doors Curriculum</p>

**HIDALGO COUNTY HEAD START PROGRAM  
 FAMILY SERVICES DEPARTMENT PROGRAM PLAN  
 Subpart E-Family and Community Engagement Program Services  
 2019 – 2020**

**Performance Standard: 1302.52 (a) Family Partnership Services**

**Goal:** To implement a family partnership process for parent engagement

**Objective:** To provide activities which support family well-being, child learning and development, services for children with disabilities.

Tasks To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
<p>The Program will implement a family partnership process as early in the program year as possible and continue for as long as the family participates in the program, based on parent interest and need, using the Family Engagement Outcomes.</p> <p>The Program will link families with support systems and resources and conduct intentional follow-up to determine their effectiveness.</p> <p>The Program will utilize curriculums to support child learning and development. Teacher/Parent interviews will be held to address children’s individual needs. Such as:</p> <p>DECA            CLI            Frog Street            Kinder Music            Kindness Curriculum            Positive Behavior Support            Special Services Nine Weeks Progress Reports            School Readiness Goals- Take home activities</p>	<p>Support Services Staff</p> <p>Teachers</p> <p>Center Managers</p> <p>Support Services Staff</p>	<p>Center Managers</p> <p>Family Services Department</p> <p>Department Directors</p> <p>Family Services Coordinators</p>	<p>August thru June</p>	<p>Family Partnership Agreement</p> <p>PFCE Framework Abriendo Puertas/Opening Doors Curriculum</p> <p>Referral form and Referral form Follow-ups</p> <p>Community Resource Directory</p> <p>Parent Fair Agenda</p> <p>Special Services Progress Reports</p> <p>Conference Notes</p>

**HIDALGO COUNTY HEAD START PROGRAM  
 FAMILY SERVICES DEPARTMENT PROGRAM PLAN  
 Subpart E-Family and Community Engagement Program Services  
 2019 – 2020**

**Performance Standard: 1302.52 (b) Identification of Family Strengths and Challenges**

**Goal: To identify family strengths and challenges**

**Objective: To implement a process to assess strengths and challenges that include: family well-being, positive parent-child relationships, families as lifelong educators, families as learners, family engagement in transitions, family connections to peers and community and families as advocates and leaders.**

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
<p>The Program will implement the Family Partnership Agreement that offers parents opportunities to develop family goals and outline responsibilities, timetables and intentional strategies for the progress and achievement of these goals.</p> <p>The program will utilize a parenting program curriculum to support parenting strategies to address family challenges.</p> <p>The program will conduct periodic follow-up to verify timely and effectiveness of services.</p> <p>The program will provide training for parents as advocates and leaders for their centers.</p> <ul style="list-style-type: none"> <li>• Volunteer Training</li> <li>• Leadership Conference</li> <li>• Governance Institute</li> <li>• Advisory Committees</li> <li>• Presenters at Parent Meetings(Specific Topics)</li> </ul>	<p>Center Managers</p> <p>Support Services Staff</p> <p>Center Managers</p>	<p>Executive Program Director</p> <p>Asst. Program Directors</p> <p>Department Directors</p> <p>Family Services Coordinators</p> <p>Family Services Department</p>	<p>Ongoing</p>	<p>Family Partnership Agreement</p> <p>AbriendoPuertas/ Opening Doors Curriculum</p> <p>Referral forms and Follow-up forms</p> <p>HCHS Program Calendar</p>

**HIDALGO COUNTY HEAD START PROGRAM  
 FAMILY SERVICES DEPARTMENT PROGRAM PLAN  
 Subpart E-Family and Community Engagement Program Services  
 2019 – 2020**

**Performance Standard: 1302.52 (c) Individualized Family Partnership Services**

**Goal:** To individualize family partnership services

**Objective:** To address family interests and challenges, achieve family engagement outcomes and jointly develop process to share and review individual goals.

<b>Task To Be Accomplished</b>	<b>Person Responsible</b>	<b>Responsible To Monitor</b>	<b>Projected Date of Completion</b>	<b>Documents or Forms</b>
<p>The Program’s 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.</p> <p>The Program’s Family Partnership Agreement will offer parents opportunities to develop family goals and outline responsibilities, time tables, and strategies for the progress and achievement of these goals using the PFCE Framework.</p> <p>Emergency and/or crisis assistance will be made accessible &amp; available to all families in need through referrals or other resources and services.</p>	<p>Center Managers Support Services Staff</p> <p>Teachers</p>	<p>Department Directors</p> <p>Executive Team</p> <p>Family Services Coordinators</p>	<p>Upon entering enrollment status</p> <p>Ongoing</p>	<p>Confidentiality Policy</p> <p>Personnel File</p> <p>Annual Training</p> <p>Staff Development Workshops</p> <p>Program Calendar</p> <p>PFCE Framework</p>

**HIDALGO COUNTY HEAD START PROGRAM  
 FAMILY SERVICES DEPARTMENT PROGRAM PLAN  
 Subpart E-Family and Community Engagement Program Services  
 2019 – 2020**

**Performance Standard: 1302.52 (d) Existing Plans and Community Resources**

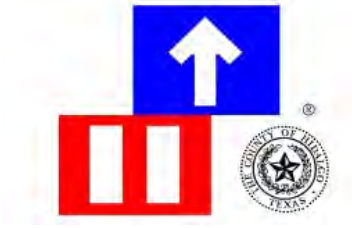
**Goal:** To address any existing plans and available community resources to meet family needs.

**Objective:** To establish and implement a process to review existing plans and identify other community resources to avoid duplication of services.

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
<p>The Program will implement the Family Partnership Process and address any pre-existing family plans that 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.</p> <p>Program staff will conduct an in-person interview and review information provided during the Family Partnership Process. If a family has an existing plan in place, program staff will collaborate and support family’s needs and goals.</p>	<p>Support Services Staff</p> <p>Center Managers</p>	<p>Department Directors</p> <p>Family Services Coordinators</p>	<p>Within 90 days of enrollment</p> <p>Follow-up Ongoing</p>	<p>PFCE Framework</p> <p>Family Partnership Agreement</p> <p>FPA Follow-up</p> <p>Referral Information</p>

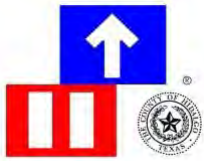
# **HEALTH SERVICES PROGRAM PLAN**

# Hidalgo County Head Start Program



## Health Services Program Plan 2019 - 2020

Health Services Committee Approval:	04.25.19
Policy Council Approval:	00.00.19
Commissioners' Court Approval:	00.00.19



Hidalgo County Head Start Program  
Health Services Program Plan  
2019-2020

**Performance Standard:** 1302.40 (a) Purpose.

**Goal:** To provide high-quality health, oral health, mental health, and nutrition services that are developmentally, culturally and linguistically appropriate.

**Objective:** To support each child's growth and school readiness.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>1. The program will refer the parent/guardian to local clinics and health professionals who provide services at reduced fees or who will accept Medicaid to provide comprehensive health services that include the following:</p> <p><u>Screens:</u> Vision/Hearing/Strabismus **</p> <p><u>Physical Examination:</u> Head to toe assessment performed by U.S. Licensed Professional</p> <p><u>Vitals:</u> Temperature, pulse, respirations, blood pressure, height, weight, BMI (body mass index)</p> <p><u>Immunizations:</u> Up to Date (*To include Tuberculin Skin Test)</p> <p><u>Dental Exam:</u> Periodic and comprehensive evaluation every six months.</p> <p>2. Health Services Advisory Committee (HSAC) along with staff will inform all health providers including managed care organizations about full scope of services provided to Head Start children.</p> <p>* Includes T.B. Skin Test With Date, Results And Signature.</p> <p>** Certified Center staff will provide vision/hearing screens as needed</p>	<p>Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers</p> <p>Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers</p>	<p>Center Managers Executive Team Nurse Health Services Director</p> <p>Center Managers Executive Team Nurse Health Services Director</p>	<p>As needed Screens within 45 days of enrollment Annual Exam or every twelve months Immunizations prior to first day of school</p> <p>Annual</p>	<p>Physical Exam Screens Child Health Summary Child Immunization Record</p> <p>Provider Contracts</p>



**Hidalgo County Head Start Program  
Health Services Program Plan  
2019-2020**

**Performance Standard:** 1302.40 (b) Purpose.

**Goal:** To establish and maintain a Health Services Advisory Committee.

**Objective:** To include Head Start parents, professionals, and other volunteers from the community into decision-making process.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Health Services Staff will maintain a relationship with members of the Health Services Advisory Committee.	Health Services Director Health Services Staff Health Services Advisory Committee Members	Health Services Staff Health Services Director	Ongoing	Health Services Procedures Manual
2. Health Services Staff will collaborate with Health Services Advisory Committee as needed.	Health Services Director Health Services Staff Health Services Advisory Committee Members	Health Services Staff Health Services Director	As needed Ongoing	Health Services Procedures Manual
3. Health Services Staff will communicate any changes to the Health Services Advisory Committee.	Health Services Director Health Services Staff Health Services Advisory Committee Members	Health Services Staff Health Services Director	As needed Ongoing	Health Services Procedures Manual
4. Health Services Staff will work together by supporting each other's goals.	Health Services Director Health Services Staff Health Services Advisory Committee Members	Health Services Staff Health Services Director	As needed Ongoing	Health Services Procedures Manual
5. Health Services Advisory Committee will meet at a minimum, once a year.	Health Services Director Health Services Staff Health Services Advisory Committee Members	Health Services Staff Health Services Director	As needed Ongoing Yearly	Health Services Procedures Manual Head Start Performance Standards



**Hidalgo County Head Start Program  
Health Services Program Plan  
2019-2020**

**Performance Standard:** 1302.41 (a) Collaboration and communication with parents.

**Goal:** To collaborate with parents as partners in all actions for the health and well-being of their children.

**Objective:** To collaborate with parents in linguistically appropriate manner and communicate with parents about their child's health needs and development concerns in a timely and effective manner.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will encourage the parent/guardian to participate in the daily health lessons.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	At enrollment Parent Orientation Daily	Health Lesson Daily Schedule
2. The program will encourage the parent/guardian to accompany their child during the exams and screening procedure.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	At enrollment Parent Orientation Daily	Health Lesson Daily Schedule
3. The program will encourage the parent/guardian to participate in all related health activities.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	At enrollment Parent Orientation Daily	Health Lesson Daily Schedule
4. The program will explain and inform the parent/guardian the purpose of health procedures and exams the child will receive throughout the school year.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	At enrollment Parent Orientation Daily	Health Lesson Daily Schedule



**Hidalgo County Head Start Program  
Health Services Program Plan  
2019-2020**

**Performance Standard:** 1302.41 (b) (1) Collaboration and communication with parents.

**Goal:** To obtain advance authorization from the parent or legal guardian for all health and developmental procedures administered through the program.

**Objective:** To encourage parent or legal guardian to allow the program to provide health services for their child.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program 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.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	At enrollment As needed	Consent for Screens Referrals Standard Non-Standard Results Action Plan for Asthma or Seizure
2. A copy of all results will be given and explained to the parent/guardian.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	At enrollment As needed	Consent for Screens Referrals Standard Non-Standard Results Action Plan for Asthma or Seizure
3. The program will acquire documentation when the parent/guardian refuses authorization for services.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	At enrollment As needed	Refusal of Medical Services and Dental Services Family Contact Notes
4. The program will explain to the parent/guardian the importance of the health services and the consequences of refusal.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	At enrollment As needed	Refusal of Medical Services and Dental Services Family Contact Notes



**Hidalgo County Head Start Program  
Health Services Program Plan  
2019-2020**

**Performance Standard:** 1302.41 (b) (2) Collaboration and communication with parents.

**Goal:** To share with parents the policies for health emergencies.

**Objective:** To notify 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
<p>1. In case of an emergency involving a Head Start child, the program 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.</p> <ul style="list-style-type: none"> <li>• Medical Emergency Procedures will be followed and reviewed/updated by the Health Advisory Committee on a yearly basis.</li> <li>• Staff trained in First Aid/CPR will administer First Aid/CPR as necessary.</li> <li>• Staff will seek medical assistance from 911 and preferred physician listen on child's emergency form.</li> <li>• Staff will notify Health Services Director within 24 hours of an emergency.</li> <li>• Health Services Director and nurses will be called for guidance as necessary.</li> </ul>	<p>Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers</p>	<p>Center Managers Executive Team Nurse Health Services Director</p>	<p>Ongoing As needed</p>	<p>Notice of Injury/ Illness Family Contact Notes Accident/Incident Report</p>



**Hidalgo County Head Start Program  
Health Services Program Plan  
2019-2020**

**Performance Standard:** 1302.42 (a) Child health status and care.

**Goal:** To consult with parents and determine whether each child has continuous and accessible health care within 30 days after the child first attends.

**Objective:** To determine a child's source of healthcare.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will ask parent/legal guardian which medical insurance child has. If child has no insurance the program will assist families in accessing a source of care and health insurance.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	Within 30 Days of Enrollment & Ongoing	Medical Insurance Form Community Health Directory
2. The program will inform parent/guardian at monthly meetings about availability of health resources.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	Monthly	Community Health Directory
3. The program will initiate the referrals for health services for children/families when needed.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	Ongoing, as Needed	Referrals
4. The program will empower parent/guardian to follow-up on referrals made for health services.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	Ongoing, as Needed	Referrals



**Hidalgo County Head Start Program  
Health Services Program Plan  
2019-2020**

**Performance Standard:** 1302.42 (b) (1) Child health status and care.

**Goal:** To ensure up-to-date health status.

**Objective:** To obtain determinations from health care and oral health care professionals as to whether or not the child is up-to-date on a schedule of age appropriate preventive and primary medical and oral health care.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program 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. <ul style="list-style-type: none"> <li>• Collaboration with parents will be done by meetings, telephone conferences, home visits and health notices as needed.</li> </ul>	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Manager	Center Managers Executive Team Nurse Health Services Director	Prior to first day of school Annually	Physical Exam Dental Exam Immunization Record Vision/Hearing Screen Imm-trac Registry
2. The program will assist parents to follow the requirements of child wellness used by the Early and Periodic Screening Diagnosis and Treatment (EPSDT) program of the Medicaid agency in Texas.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Manager	Center Managers Executive Team Nurse Health Services Director	Prior to first day of school Annually	Physical Exam Dental Exam Immunization Record Vision/Hearing Screen Imm-trac Registry
3. The program will assist parents to 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.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Manager	Center Managers Executive Team Nurse Health Services Director	Prior to first day of school Annually	Physical Exam Dental Exam Immunization Record Vision/Hearing Screen Imm-trac Registry



**Hidalgo County Head Start Program  
Health Services Program Plan  
2019-2020**

**Performance Standard:** 1302.42 (b) (2) Child health status and care.

**Goal:** To obtain or perform evidence-based vision and hearing screenings.

**Objective:** To obtain or perform vision and hearing screenings within 45 days after the child first attends the program.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff certified by The Texas Department of State Health Services will provide vision and hearing screens within 45 calendar days after the child fist attends the program and as needed.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Manager Nurse	Center Managers Executive Team Nurse Health Services Director	Prior to first day of school  Within 45 days after the child first attends the program  Annually	Physical Exam Form  Record Vision/Hearing Screen



**Hidalgo County Head Start Program  
Health Services Program Plan  
2019-2020**

**Performance Standard:** 1302.42 (b) (4) Child health status and care.

**Goal:** To identify each child's nutritional health needs.

**Objective:** To coordinate and assess any nutritional needs from health records.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>1. The program will identify any special dietary requirements or food allergies and address them accordingly. Food allergies will require an anaphylaxis plan and a special menu signed by a U.S. board-certified physician.</p> <ul style="list-style-type: none"> <li>• Health Services will collaborate with Child Nutrition to ensure all plans and special menus are in place.</li> </ul>	<p>Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Manager Nurse</p>	<p>Center Managers Nutrition Coordinators Executive Team Nurse Health Services Director</p>	<p>Prior to first day of school As needed Annually</p>	<p>Physical Exam</p>



**Hidalgo County Head Start Program  
Health Services Program Plan  
2019-2020**

**Performance Standard:** 1302.42 (c) Child health status and care.

**Goal:** To ensure every child has ongoing care.

**Objective:** To help parents continue to follow recommended schedules of well-child and oral health care by implementing periodic observations to identify any new or recurring developmental, medical, oral or mental health concerns.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program 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.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	At enrollment Monthly As needed	Appointment Letters Parent Notices Referrals Promis Tracking
2. The program will discuss with the parents the importance of prevention and well child care via letters, parent conference, appointments, monthly parent meetings, etc.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	At enrollment Monthly As needed	Appointment Letters Parent Notices Referrals Promis Tracking
3. The program 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.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	At enrollment Monthly As needed	Appointment Letters Parent Notices Referrals Promis Tracking



**Hidalgo County Head Start Program  
Health Services Program Plan  
2019-2020**

**Performance Standard:** 1302.42 (d) Child health status and care.

**Goal:** To ensure every child has extended follow-up care.

**Objective:** To facilitate further diagnostic testing, evaluation, treatment, and follow-up plan by a licensed or certified professional for each child with a health problem or developmental delay by tracking referrals and monitoring follow-up plans.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will inform the parent/guardian of health concerns and/ or referrals made by Head Start provider during physical and/or dental exam.	Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed	Physical Exam Dental Exam Screen results Family Contact Notes Action plan for Asthma or seizure
2. The parent/guardian will inform the staff of any health concerns expressed during the exam done by their primary physician.	Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed	Physical Exam Dental Exam Screen results Family Contact Notes Action plan for Asthma or seizure
3. The program 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 Executive Team Nurse Health Services Director	As needed	Physical Exam Dental Exam Screen results Family Contact Notes Action plan for Asthma or seizure
4. Staff/Nurses will develop and implement an (IHP) Individualized Health Plan for those children with identified health needs.	Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed	Physical Exam Dental Exam Screen results Family Contact Notes Action plan for Asthma or seizure



**Hidalgo County Head Start Program  
Health Services Program Plan  
2019-2020**

**Performance Standard:** 1302.42 (e) Child health status and care.

**Goal:** To use program funds for professional medical and oral health services when no other source of funding is available.

**Objective:** To arrange for the use of program funds if needed and provide written documentation of the efforts to access other available sources of funding.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will refer non-Medicaid parents/guardians to community health resources for assistance.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed At enrollment	Denial Letter Approval for payment Family Contact Notes
2. 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.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed At enrollment	Denial Letter Approval for payment Family Contact Notes
3. 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.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed At enrollment	Denial Letter Approval for payment Family Contact Notes



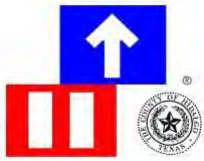
**Hidalgo County Head Start Program  
Health Services Program Plan  
2019-2020**

**Performance Standard:** 1302.43 Oral health practices.

**Goal:** To promote effective oral health hygiene.

**Objective:** To ensure all children with teeth are assisted by appropriate staff or volunteers in brushing their teeth with toothpaste containing fluoride once daily.

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 their teeth using fluoride toothpaste.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers Teachers Assistant Teachers	Center Managers Executive Team Nurse Health Services Director	Daily Ongoing	Consents Form for use of Toothpaste Daily Health Checks
2. The dental curriculum will reinforce the importance of brushing their teeth after meals.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers Teachers Assistant Teachers	Center Managers Executive Team Nurse Health Services Director	Daily Ongoing	Consents Form for use of Toothpaste Daily Health Checks
3. The parent/guardian will be provided with information on dental care at monthly meetings.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers Teachers Assistant Teachers	Center Managers Executive Team Nurse Health Services Director	Daily Ongoing	Consents Form for use of Toothpaste Daily Health Checks
4. The parent/guardian will sign consent for daily tooth brushing.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers Teachers Assistant Teachers	Center Managers Executive Team Nurse Health Services Director	Daily Ongoing	Consents Form for use of Toothpaste Daily Health Checks



**Hidalgo County Head Start Program  
Health Services Program Plan  
2019-2020**

**Performance Standard:** 1302.46 Family support services for health, nutrition, and mental health.

**Goal:** To collaborate with parents to promote children's health and well-being.

**Objective:** Will provide medical, oral, nutrition and mental health education support services that are understandable to individuals.  
Will provide opportunities for parents to learn about preventive medical and oral health care, emergency first aid, environmental hazards, and health and safety practices.  
Will assist parents' navigation through health systems to meet the general health and specifically identified needs of their children.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will review health records on a regular basis to ensure medical and dental concerns be completed and addressed in a timely manner.  2. The program will encourage the parent/guardian to become active partners thru the following: <ul style="list-style-type: none"> <li>• Promote preventive health care via newsletter, conferences and workshops.</li> <li>• Introduce the parent/guardian to community health resources and assist them in becoming clients.</li> <li>• Encourage the parent/guardian by empowering them to take their child for medical and dental appointments.</li> <li>• Encourage and remind the parent/guardian to keep a copy of all health records in a safe place for transitional purposes.</li> <li>• Encourage the parent/guardian to participate on the Health Services Advisory Committee.</li> </ul>	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers  Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director  Center Managers Executive Team Nurse Health Services Director	Monthly As needed Parent Orientation  Monthly As needed Parent Orientation	Family Contact Notes Referral Follow up Parent Conference  Family Contact Notes Referral Follow up Parent Conference



**Hidalgo County Head Start Program  
Health Services Program Plan  
2019-2020**

**Performance Standard:** 1302.47 (b) (1) (vi) Safety practices.

**Goal:** To establish, train staff on, implement, and enforce a system of health and safety practices to ensure children kept safe at all times.

**Objective:** To ensure facilities where children are served are equipped with safety supplies that are readily accessible to staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will make sure that a well-stocked first-aid kit is available at all times.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	August thru May	First-Aid Monitor Check
2. The program will carry a first-aid kit any time the children and staff are away from the center.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	August thru May	First-Aid Monitor Check
3. The program will stock and monitor the inventory of first-aid supplies on a regular basis.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	August thru May	First-Aid Monitor Check



**Hidalgo County Head Start Program  
Health Services Program Plan  
2019-2020**

**Performance Standard:** 1302.47 (b) (4) (i) (c) Safety practices.

**Goal:** To provide all staff with regular child contact with initial orientation training and ongoing training in health, safety and child care requirements.

**Objective:** To ensure the safety of children by proving staff with training in administration of medication.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will administer, handle and store all medication in accordance with the programs policy and procedures.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	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  
Health Services Program Plan  
2019-2020**

**Performance Standard:** 1302.47 (b) (5) Safety practices.

**Goal:** To provide all staff with regular child contact with initial orientation training and ongoing training in health, safety and child care requirements.

**Objective:** To ensure all staff and consultants follow appropriate practices to keep children safe during all activities.

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.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	August thru May	Technical Training Sign Newsletter Lesson Plan Emergency Policies Classroom Safety
2. Children will be involved in practicing safety practices through daily lessons, classroom activities, field trips and etc.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	August thru May	Technical Training Sign Newsletter Lesson Plan Emergency Policies Classroom Safety



**Hidalgo County Head Start Program  
Health Services Program Plan  
2019-2020**

**Performance Standard:** 1302.47 (b) (5) (i) Safety practices.

**Goal:** To provide all staff with regular child contact with initial orientation training and ongoing training in health, safety and child care requirements.

**Objective:** To report suspected or known child abuse and neglect.

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.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed	Suspected Abuse and Neglect Form
2. Staff will fill out the suspected abuse and neglect form and write a summary of what occurred.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed	Suspected Abuse and Neglect Form
3. All information will be kept <b>strictly</b> confidential and under lock and key.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed	Suspected Abuse and Neglect Form
4. Staff will receive annual training from local agencies and the health department on reporting suspected abuse and neglect.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed	Suspected Abuse and Neglect Form



**Hidalgo County Head Start Program  
Health Services Program Plan  
2019-2020**

**Performance Standard:** 1302.47 (b) (6) (i) Safety practices.

**Goal:** To ensure all staff systematically and routinely implement hygiene practices.

**Objective:** To ensure exposure to blood and body fluids are handled consistent with standards of Occupational Safety Health Administration.

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.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	August thru May	Sanitation and Control Policy
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.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	August thru May	Sanitation and Control Policy
3. Staff will have ongoing training on Universal Precautions.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	August thru May	Sanitation and Control Policy



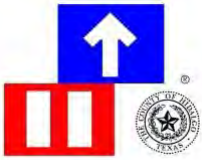
**Hidalgo County Head Start Program  
Health Services Program Plan  
2019-2020**

**Performance Standard:** 1302.47 (b) (6) (i) Safety practices.

**Goal:** To ensure all staff systematically and routinely implement hygiene practices.

**Objective:** To ensure appropriate toileting, hand washing, and diapering procedures are followed.

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: <ul style="list-style-type: none"> <li>• Ensure child's safety at all times.</li> <li>• Change diaper on an elevated, non-porous surface used only for changing diapers.</li> <li>• Talk to infant/toddler/child while diapering.</li> <li>• Note anything unusual in the child's diaper.</li> <li>• Change diapers at regular intervals and/or as needed.</li> <li>• Always use Universal Precautions.</li> </ul>	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As Needed	Diapering Policy



**Hidalgo County Head Start Program  
Health Services Program Plan  
2019-2020**

**Performance Standard:** 1302.47 (b) (6) (iii) Safety practices.

**Goal:** To ensure all staff systematically and routinely implement hygiene practices.

**Objective:** To ensure exposure to blood and body fluids are handled consistent with standards of the Occupational Safety Health Administration.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Gloves are made available to all staff and will be worn in contact with spills of blood or other visible bodily fluids. <ul style="list-style-type: none"> <li>• Centers are provided Bio-Hazard kits for proper clean-up of such incidents.</li> </ul>	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	August thru May As needed	Sanitation and Infection Control Policy
2. Spills or bodily fluids will be cleaned and disinfected immediately as per professionally established guidelines (Standards of Occupational Safety Health Administration). Any tools used to clean such spills will also be cleaned and disinfected immediately. Other blood contaminated materials will be disposed of in a plastic bag with a secure tie.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	August thru May As needed	Sanitation and Infection Control Policy
3. Hands will be washed after every given use.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	August thru May As needed	Sanitation and Infection Control Policy



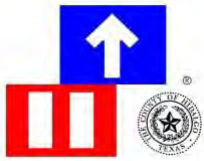
**Hidalgo County Head Start Program  
Health Services Program Plan  
2019-2020**

**Performance Standard:** 1302.47 (b) (7) (i) & (vi) Safety practices.

**Goal:** To ensure the program establishes, follows, and practices administrative safety procedures.

**Objective:** To be knowledgeable and aware of health measures, emergency measures and safety practices through training provided by the health staff. To provide staff with 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
<p>1. The program 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.</p>	<p>Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers</p>	<p>Center Managers Executive Team Nurse Health Services Director</p>	<p>Prior to enrollment Daily</p>	<p>Health Safety Procedures How to handle medical/dental emergency Action Plan for Asthma or Seizure</p>
<p>2. The Health Advisory Committee will help establish emergency policy and procedures by revising "Health Emergency Bulletin" annually.</p>	<p>Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers</p>	<p>Center Managers Executive Team Nurse Health Services Director</p>	<p>Prior to enrollment Daily</p>	<p>Health Safety Procedures How to handle medical/dental emergency Action Plan for Asthma or Seizure</p>
<p>3. Emergency policies and procedures are posted in both Spanish and English.</p>	<p>Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers</p>	<p>Center Managers Executive Team Nurse Health Services Director</p>	<p>Prior to enrollment Daily</p>	<p>Health Safety Procedures How to handle medical/dental emergency Action Plan for Asthma or Anaphylaxis Seizure</p>



**Hidalgo County Head Start Program  
Health Services Program Plan  
2019-2020**

**Performance Standard:** 1302.47 (b) (7) (iii) Safety practices.

**Goal:** To ensure the program establishes, follows, and practices administrative safety procedures.

**Objective:** To protect children and staff from contagious diseases and from infectious disease outbreak.

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.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed	Exclusion Guidelines for a Sick Child
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.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed	Exclusion Guidelines for a Sick Child
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.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed	Exclusion Guidelines for a Sick Child



**Hidalgo County Head Start Program  
Health Services Program Plan  
2019-2020**

**Performance Standard:** 1302.47 (b) (8) Safety practices.

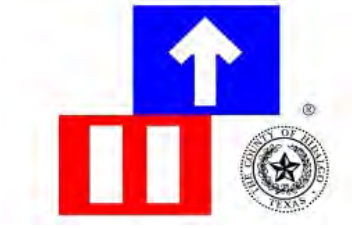
**Goal:** To ensure a disaster preparedness plan is in place.

**Objective:** To ensure the program has all-hazards emergency management/disaster preparedness and response plans.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<ol style="list-style-type: none"> <li>1. Staff will post all emergency response systems as part of the health bulletin board.</li> <li>2. The parent/guardian will sign consents for emergency treatment, dental treatment and transportation. This will be located in each child's folder.</li> <li>3. 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)</li> <li>4. All consent forms for emergency treatment will accompany the child to every fieldtrip and/or outdoor activity.</li> </ol>	<p>Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers</p> <p>Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers</p> <p>Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers</p> <p>Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers</p>	<p>Center Managers Executive Team Nurse Health Services Director</p> <p>Center Managers Executive Team Nurse Health Services Director</p> <p>Center Managers Executive Team Nurse Health Services Director</p> <p>Center Managers Executive Team Nurse Health Services Director</p>	<p>As needed At enrollment Ongoing</p> <p>As needed At enrollment Ongoing</p> <p>As needed At enrollment Ongoing</p> <p>As needed At enrollment Ongoing</p>	<p>Emergency Plan II Consent For Emergency Transportation Emergency Contact</p> <p>Emergency Plan II Consent For Emergency Transportation Emergency Contact</p> <p>Emergency Plan II Consent For Emergency Transportation Emergency Contact</p> <p>Emergency Plan II Consent For Emergency Transportation Emergency Contact</p>

# **HUMAN RESOURCES PROGRAM PLAN**

# Hidalgo County Head Start Program



## Human Resources Program Plan 2019 - 2020

Policy Council Approval:  
Commissioners' Court Approval:

00.00.19  
00.00.19



**Hidalgo County Head Start Program**  
**Human Resources Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.90 (a) Personnel Policies

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM will confirm the Program management functions are formally assigned to and adopted by staff within the program.

**Objective: (a)** To establish written personnel policies and procedures that is approved by the governing body and policy council and is available to all staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<ul style="list-style-type: none"> <li>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.</li> </ul>	Executive Director	Executive Director	August 1, 2019	Program By laws Training Agendas Governance Leadership Institute Conference Binder
<ul style="list-style-type: none"> <li>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.</li> </ul>	Executive Director	Executive Director	August 1, 2019	Policy Council Meeting Minutes



Hidalgo County Head Start Program  
 Human Resources Department Program Plan  
 2019-2020

**Performance Standard:** 1302.90 Personnel Policies

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM will confirm the Program management functions are formally assigned to and adopted by staff within the program.

**Objective: (a)** To establish written personnel policies and procedures that is approved by the governing body and policy council and is available to all staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<ul style="list-style-type: none"> <li>An Organizational Chart will reflect organization structure and define line and staff relationships.</li> </ul>	Executive Director Assistant Program Directors	Executive Director Assistant Program Directors	As deemed necessary	Organizational Chart
<ul style="list-style-type: none"> <li>Development and revisions of the Organizational Chart will be reviewed and approved by the Policy Council and Grantee Board (Commissioners Court)..</li> </ul>	Executive Director	Executive Director Assistant Program Directors	As deemed necessary	Organizational Chart
<ul style="list-style-type: none"> <li>The Organizational Chart will illustrate staff positions and proper chain of command.</li> </ul>	Executive Director	Executive Director Assistant Program Directors	As deemed necessary	Organizational Chart
<ul style="list-style-type: none"> <li>A job description that will be developed and maintained for all staff positions.</li> </ul>	Executive Director	Administrator for Human Resources	As deemed necessary	Organizational Chart



**Hidalgo County Head Start Program**  
**Human Resources Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.90 (b (1) (i) (ii)) Personnel Policies

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM will confirm the Program management functions are formally assigned to and adopted by staff within the program.

**Objective:** (b)(1)(i)9ii) The program must establish procedures for background check for employees, volunteers, School district partnership staff consultants or contractors.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Before a person is hired, directly or through contract, the program staff will conduct an interview, verify references, conduct a sex offender registry check and obtain one of the following:</p> <ul style="list-style-type: none"> <li>(i) State criminal history records, including Fingerprint checks; or,</li> <li>(ii) Federal Bureau of Investigation criminal history records, including fingerprint checks.</li> </ul>	Executive Director	Administrator for Human Resources Administrative Assistant for Human Resources	Prior to Employment	Applications Request for Background Checks Child Maltreatment Policy Background Check DPS Criminal History FBI Fingerprint Background Check *Sex Offender Tracking Background Check



Hidalgo County Head Start Program  
 Human Resources Department Program Plan  
 2019-2020

Performance Standard: 1302.90 (2)(i)(ii) Personnel Policies

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM will confirm the Program management functions are formally assigned to and adopted by staff within the program.

**Objective: (2)(i)(ii)** The program must establish procedures for background check for employees, volunteers, School district partnership staff consultants or contractors.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Human Resources(HR) staff will complete the background check process for each applicant to be hired by obtaining, within 90 days of employment:</p> <ul style="list-style-type: none"> <li>(i) Whichever check listed in paragraph (b)(1) of this subsection was obtained prior to the date of hire; and,               <ul style="list-style-type: none"> <li>a. Conduct an Interview</li> <li>b. Reference Verification*</li> <li>c. Conduct a Sex Offender Registry Check*</li> <li>d. FBI Criminal History Check</li> <li>e. DPS Name Based Criminal History Check</li> </ul> </li> <li>(ii) Child abuse and neglect state registry check.</li> </ul>	Executive Director	Administrator for Human Resources	Prior to Employment	Applications Request for Background Checks Child Maltreatment Policy Background Check DPS Criminal History FBI Fingerprint Background Check *Sex Offender Tracking Background Check





**Hidalgo County Head Start Program**  
**Human Resources Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.90 (b)(5) Personnel Policies

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM will confirm the Program management functions are formally assigned to and adopted by staff within the program.

**Objective:** (5)The program must establish procedures for background check for employees, volunteers, School district partnership staff, consultants or contractors.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(5) HR staff will conduct the complete background check for each employee, consultant, or contractor at least once every five years which must include each of the four checks listed in paragraphs (b)(1) and (2) of this section, and review and make employment decisions based on the information as described in paragraph (b)(3) of this section, unless the program can demonstrate to the responsible HHS official that it has a more stringent system in place that will ensure child safety.	Executive Director Administrator for Human Resources	Administrator for Human Resources	As Deemed Necessary	Applications Request for Background Checks Child Maltreatment Policy Background Check DPS Criminal History FBI Fingerprint Background Check *Sex Offender Tracking Background Check



**Hidalgo County Head Start Program**  
**Human Resources Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.90 (b)(6) Personnel Policies

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM will confirm the Program management functions are formally assigned to and adopted by staff within the program.

**Objective:** (6) 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
<ul style="list-style-type: none"> <li>• HR staff will provide priority consideration to current and former program parents for employment vacancies for which such parents apply and are qualified.</li> <li>• Staff will encourage Head Start parents to participate in Program activities, such as classrooms volunteering, parent committees, workshops and trainings.</li> </ul>	Executive Director Administrator for Human Resources	Administrator for Human Resources Assistant Program Directors Administrator Assistant for Human Resources Education Area Directors	As deemed necessary	Applications



**Hidalgo County Head Start Program**  
**Human Resources Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.90 (c)(1)(i)(ii)(iii)(iv)(v)(2) Personnel Policies

**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:** (1) The Program will confirm that the Standards of Conduct Policy will support and reinforce appropriate professional behavior for staff, consultants, contractors, District partnership teachers, and volunteers.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(c) All employees, staff, consultants, substitutes, volunteers and district partnership teachers will follow the Standards of Conduct required of County/Program employees.	Executive Area Director Administrator for Human Resources	Administrator for Human Resources  Administrator for Education	New Hire Pre-Service Training Annual Training	HC Civil Service Commission Rules  Acknowledgement of Policy in Personnel File  Staff File



**Hidalgo County Head Start Program**  
**Human Resources Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.90 (c)(1)(i)(ii)(iii)(iv)(v)(2) Personnel Policies

**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: (1)(i)(ii)** The Program will confirm that the Standards of Conduct Policy will support and reinforce appropriate professional behavior for staff, consultants, contractors, District partnership teachers, and volunteers.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(i-ii) Ensure staff, consultants, contractors, and volunteers must follow all Child Care Licensing requirements and Program Policies, including the following: <ul style="list-style-type: none"> <li>• Discipline and Guidance Policy</li> <li>• Release of Children Policy</li> <li>• Child Maltreatment Policy</li> <li>• Dress Code Policy</li> <li>• Confidentiality Policy</li> <li>• Standards of Conduct Policy</li> <li>• Civil Rights Act Policy</li> <li>• County of Hidalgo Drug and Alcohol Policy</li> <li>• Hidalgo County Ethics Policy</li> <li>• Sexual Harassment Awareness Policy</li> </ul>	Executive Director Administrator for Human Services	Assistant Program Directors Administrator for Human Resources Program Directors Education Area Directors	New Hire Pre-Service Training  Annual Training	Employee Acknowledgement of Policy in Employee File



**Hidalgo County Head Start Program**  
**Human Resources Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.90 (c)(1)(i)(ii)(iii)(iv)(v)(2) Personnel Policies

**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:** (iii) 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
<p>(iii) Staff, consultants, contractors, and volunteers will demonstrate respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, of family composition by:</p> <ul style="list-style-type: none"> <li>• Providing boys and girls with equal opportunities to participate in playing activities that promote independent learning.</li> <li>• Organizing the educational classrooms with materials in the learning centers and decorations that reflect the diversity of all children.</li> <li>• Offering engaging environment that exhibits the diversity of all children.</li> </ul>	Executive Director	Assistant Program Directors Administrator for Human Services Program Directors Education Area Directors	New Hire Pre-Service Training  Annual Training	Acknowledgement of Policy





**Hidalgo County Head Start Program**  
**Human Resources Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.90 (c)(1)(i)(ii)(iii)(iv)(v)(2) Personnel Policies

**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:** (v) 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
(v) Center Managers and center staff will verify that child/staff ratio is maintained at all times and that no child is ever left alone or unattended. <ul style="list-style-type: none"> <li>• (15 to 1 – 3 years old)</li> <li>• (18 to 1 – 4 years old)</li> </ul>	Education Area Directors Center Managers	Center Manager Executive Team Support Service Staff	On-going	Classroom Roster Staff Roster Substitute Pool Volunteers



Hidalgo County Head Start Program  
 Human Resources Department Program Plan  
 2019-2020

Performance Standard: 1302.90 (c)(1)(i)(ii)(iii)(iv)(v)(2) Personnel Policies

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 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
<p>(2) Personnel policies and procedures will include appropriate penalties for staff, consultants, and volunteers who violate the standards of conduct</p> <ul style="list-style-type: none"> <li>• The Program will verify that Policies and Procedures include provisions for appropriate penalties for violating the Standards of Conduct.</li> <li>• 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.</li> </ul>	Executive Director	Administrator for Human Resources	Review Annually and As Needed	Civil Service Personnel Policies and Procedures Personnel File Standards of Conduct Policy Form



Hidalgo County Head Start Program  
 Human Resources Department Program Plan  
 2019-2020

**Performance Standard:** 1302.90(d) Personnel Policies

**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:** (d)(1)(2) 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
<p>(1) Will ensure staff and program consultants or contractors are familiar with the ethnic backgrounds and heritages of families in the program and are able to serve and effectively communicate, either directly or through interpretation and translation, with children who are dual language learners and to the extent feasible, with families with limited English proficiency.</p> <p>(2) If a majority of children in class speak the same language, at least one class member or home visitor must speak will speak the language of the children.</p> <ul style="list-style-type: none"> <li>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</li> </ul>	<p>Executive Director            Assistant Program Directors             Administrator for Human Resources</p> <p>Executive Director            Assistant Program Directors            Administrator for Human Resources</p>	<p>Executive Team</p> <p>Executive Team</p>	<p>As deemed necessary</p> <p>As deem necessary</p>	<p>Job Announcement            Job Description            Personnel File            Request for Qualifications (RFQ's)            Job Standard Checklist</p> <p>Job Announcement            Job Description            Personnel File            Interview Questionnaire</p>



**Hidalgo County Head Start Program**  
**Human Resources Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.90(d) Personnel Policies (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:** (d)(1)(2) 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
<ul style="list-style-type: none"> <li>• The Program will employ staff and recruit parents from the community to use as resources for understanding different cultures</li> </ul>	Executive Director Assistant Program Directors Administrator for Human Resources	Administrator for Human Resources Assistant Administrator for Human Resources	As deemed necessary	Job Announcement Job Description Personnel File Interview Questionnaire
<ul style="list-style-type: none"> <li>• The Program will provide staff development trainings to develop skills in culture differences and conflict resolutions</li> </ul>	Administrator for Education Staff Development Director	Executive Team	As deemed necessary As deemed necessary	Teacher Lesson Plans Training Calendar
<ul style="list-style-type: none"> <li>• The Program will encourage the use of community resources to help staff and parents appreciate and enjoy diverse cultures</li> </ul>	Administrator for Education	Executive Team	As deemed necessary	Curriculum Program Calendar Teacher Lesson Plans
<ul style="list-style-type: none"> <li>• The Program will conduct staff trainings together with local organizations to get familiarized with cultural diversity</li> </ul>	Staff Development Director	Staff Development Director	Pre-Service Training On-going training	Program Training Agendas Training Calendar



Hidalgo County Head Start Program  
 Human Resources Department Program Plan  
 2019-2020

**Performance Standard:** 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) Staff Qualifications and Competency Requirements

**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:** (a) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(a) The Hidalgo County Head Start Program will recruit highly qualified staff by advertising through the Hidalgo County Website, internal and open job announcements, or recruitment at UTPA, and STC. In addition, the program highly considers Head Start parents who qualify for positions within the Program.</p> <ul style="list-style-type: none"> <li>• Qualified staff will be hired accordingly for each position within the Hidalgo County Head Start Program</li> <li>• Qualified staff must be sensitive to the cultural differences of low income children and families</li> </ul>	<p>Executive Director            Administrator for Human Resources            Staff Development Director</p> <p>Executive Director            Executive Team</p>	<p>Administrator for Human Resources</p> <p>Assistant Program Directors            Administrator for Human Resources            Administrator for Education            Executive Team</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p>	<p>Hidalgo County Website            Job Announcement (Website, internally)</p> <p>Requisitions            Job Announcement            Interviews            Questionnaire            Employee Performance            Review Forms</p>



**Hidalgo County Head Start Program**  
**Human Resources Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) Staff Qualifications and Competency Requirements)

**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:** (b) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(b) A program will ensure HS director hired after <b>November 7, 2016</b> , have, at a minimum, a baccalaureate degree and experience in supervision of staff, fiscal management, and administration.	Grantee Board (Commissioner's Court) Policy Council Civil Service	Policy Council	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks



**Hidalgo County Head Start Program**  
**Human Resources Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) Staff Qualifications and Competency Requirements)

**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:** (c) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(c) Fiscal Officer. A program will ensure the fiscal officer hired after <b>November 7, 2016</b> , is a certified public accountant or has , at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field.	Executive Director Assistant Program Directors	Administrator for Human Resources	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks



Hidalgo County Head Start Program  
 Human Resources Department Program Plan  
 2019-2020

Performance Standard: 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) Staff Qualifications and Competency Requirements)

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: (d)(1)(2) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(1) Program will ensure staff responsible for management and oversight of family services, health services, and services to children with disabilities hired after <b>November 7, 2016</b> will have, at a minimum, a baccalaureate degree, preferably to one of more of the disciplines they oversee.</p> <p>(2) Program will ensure staff and consultants that serve as education managers or coordinators, including those that serve as curriculum specialists, have a baccalaureate or advanced degree in early childhood education or a baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience.</p>	<p>Executive Director            Assistant Program Directors</p>	<p>Administrator for Human Resources</p>	<p>As deemed necessary</p>	<p>Job Description            Job Announcement            Job Application            Resume            Credentials            Personnel File            Background Checks              Staff Reports</p>



**Hidalgo County Head Start Program**  
**Human Resources Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) **Staff Qualifications and Competency Requirements**

**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:(e)(1)(2)(i)(ii)** The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(1) Early Head Start center-based teacher qualification requirements.</p> <p>(2) Head Start center-based based teacher qualifications requirements.</p> <ul style="list-style-type: none"> <li>• The Secretary must ensure on less than fifty percent of all Head Start teachers, nationwide, have a baccalaureate in child development, early childhood education, or equivalent coursework.</li> <li>• Program will ensure all center based teachers have at least an associate's or bachelor's degree in child development or early childhood education, equivalent coursework, or otherwise meet the requirements of section 648(a)(3)(B) of the Act</li> </ul>	<p>N/A</p> <p>Executive Director</p>	<p>N/A</p> <p>Assistant Program Directors  Administrator for Human Resources  Administrator for Education</p>	<p>N/A</p> <p>As deemed necessary</p>	<p>N/A</p> <p>Job Description  Job Announcement  Job Application  Resume  Credentials  Personnel File  Background Checks</p> <p>Staff Reports</p>



Hidalgo County Head Start Program  
 Human Resources Department Program Plan  
 2019-2020

**Performance Standard:** 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) Staff Qualifications and Competency Requirements

**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:** (3)The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(3) Program will ensure Head Start assistant teachers, at a minimum, have a CDA credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead to an associate or baccalaureate degree or, or enrolled in a <b>CDA credential program to be completed within two years of the time of hire.</b>	Executive Director	Administrator for Human Resources Administrator for Education Education Area Directors	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks



Hidalgo County Head Start Program  
 Human Resources Department Program Plan  
 2019-2020

**Performance Standard:** 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) Staff Qualifications and Competency Requirements

**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:** (4)(i)(ii)The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(4) Family child care provider qualification requirements.  (i) Program will ensure family child care providers have a previous child care experience and, at a minimum, are enrolled in a Family Child Care CDA program or state equivalent, or an associate's or baccalaureate degree or are enrolled in a CDA credential program to be completed with two years of the time of hire.  (ii) By <b>August 1, 2018</b> , a child development specialist, will have, at a minimum, a required baccalaureate degree in child development, early childhood education, or related field	Executive Director	Administrator for Human Resources Family Service Director	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks





Hidalgo County Head Start Program  
 Human Resources Department Program Plan  
 2019-2020

**Performance Standard:** 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) Staff Qualifications and Competency Requirements

**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:** (7)The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(7) Family services staff qualification requirements. <ul style="list-style-type: none"> <li>• Program will ensure staff who work directly with families on the family partnership process hired after <b>November 7, 2016</b>, have <b>within eighteen month</b> of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field.</li> </ul>	Executive Director	Administrator for Human Resources Family Service Director	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks



**Hidalgo County Head Start Program**  
**Human Resources Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) **Staff Qualifications and Competency Requirements**

**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:** (8)(i)(ii)(iii) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(8) Health professional qualification requirements.</p> <p>(i) A program will ensure health procedures are performed only by a licensed or certified health professional.</p> <p>(ii) A program will ensure all mental health consultants are licensed or certified mental health professionals. A program must use mental health consultants with knowledge or experience in serving young children and their families, if available in the community.</p> <p>(iii) A program will use staff or consultants to support nutrition services who are registered dietitians or nutritionists with appropriate qualifications.</p>	Executive Director	Administrator for Human Resources Assistant Program Directors	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks



Hidalgo County Head Start Program  
 Human Resources Department Program Plan  
 2019-2020

**Performance Standard:** 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) Staff Qualifications and Competency Requirements

**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: (f)** The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(f) Coaches. A program will ensure coaches providing the services described in 1302.92(c) have a minimum of a baccalaureate degree in early childhood education or a related field.	Executive Director	Administrator for Human Resources Assistant Program Directors Administrator for Education	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks



**Hidalgo County Head Start Program**  
**Human Resources Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.92(a)(b)(1)(2)(3)(4)(5) Training and professional development

**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:** (a) 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
(a) A program will provide to all new staff, consultants, and volunteers an orientation that focuses on, at a minimum, the goals and underlying philosophy of the program and on the ways they are implemented. <ul style="list-style-type: none"> <li>• All new staff, consultants, and volunteers will receive orientation training on the goals and philosophy of Head Start through the Parent Volunteer and Fatherhood Conferences.</li> </ul>	Administrator for Human Resources Staff Development Director	Staff Development Director Administrator for Human Resources Administrator for Education	On-going	Pre-Service and Annual Training Agendas



Hidalgo County Head Start Program  
 Human Resources Department Program Plan  
 2019-2020

**Performance Standard:** 1302.92(a)(b)(1)(2)(3)(4)(5) Training and professional development

**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:** (b) (1) 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
<p>(b) A Program will establish and implement a systematic approach to staff training and professional development designed to assist staff in acquiring or increasing the knowledge and skills needed to provide high-quality, comprehensive services within the scope of their job responsibilities, and attached to academic credit as appropriate. At a minimum, the system will include:</p> <ul style="list-style-type: none"> <li>Staff completing a minimum of 15 clock hours of professional development per year. For teaching staff, such professional development must meet the requirements described in sections 648A(a)(5) of the Act.</li> </ul>	<p>Administrator for Education          Administrator for Human Resources          Staff Development Director          Executive Team</p>	<p>Administrator for Education          Staff Development Director          Education Area Directors          Executive Team</p>	<p>On-going</p>	<p>Staff Development Files          Training Calendars          Agendas</p>



**Hidalgo County Head Start Program**  
**Human Resources Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.92(a)(b)(1)(2)(3)(4)(5) Training and professional development (continued)

**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:** (b) (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
<ul style="list-style-type: none"> <li>• Training on methods to handle suspected or known child maltreatment cases that comply with applicable federal, state, local, and tribal laws.</li> <li>• The Program will provide staff and district partnership teachers with the policies and guidelines on how to identify and report child maltreatment.</li> <li>• Staff and district partnership teachers will sign on a yearly basis, a statement of acknowledgment on how to identify and report child maltreatment.</li> <li>• Staff and district partnership teachers are provided annual training on identifying and reporting child maltreatment during Pre-Service.</li> </ul>	Administrator for Education Administrator for Human Resources Staff Development Director Executive Team Compliance Monitor Director Health Services Director	Administrator for Education Assistant Administrator for Human Resources Staff Development Director Education Area Directors Executive Team Compliance Monitor Director	On-going	Staff Development Files Training Calendars Agendas



**Hidalgo County Head Start Program**  
**Human Resources Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.92(a)(b)(1)(2)(3)(4)(5) Training and professional development (continued)

**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:** (b) (3)(4) 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
<ul style="list-style-type: none"> <li>• Training for child and family services staff on best practices for implementing family engagement strategies in a systemic way, as described throughout this part</li> <li>• Training for child and family services staff, including staff that work on family services, health, and disabilities, that builds their knowledge, experience, and competencies to improve child and family outcomes</li> </ul>	Administrator for Education Administrator for Human Resources Staff Development Director Executive Team	Administrator for Education Staff Development Director Education Area Directors Executive Team	On-going	Staff Development Files Training Calendars Agendas



**Hidalgo County Head Start Program**  
**Human Resources Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.92(a)(b)(1)(2)(3)(4)(5) Training and professional development (continued)

**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:** (b) (5) 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
Research-based approaches to professional development for education staff, that are focused on effective curricula implementation, knowledge of the content in <u>Head Start Early Learning Outcomes Framework: Ages Birth to Five</u> , partnering with families, supporting children with disabilities and their families, providing effective and nurturing adult-child interactions, supporting dual language learners as appropriate, addressing challenging behaviors, preparing children and families for transitions (as described in subpart G of this part), and use data to individualize learning experiences to improve outcomes for all children.	Administrator for Education Administrator for Human Resources Staff Development Director Executive Team Center Managers Teachers	Administrator for Education Staff Development Director Education Area Directors Executive Team Center Managers Teachers	On-going	Staff Development Files Training Calendars Agendas



**Hidalgo County Head Start Program**  
**Human Resources Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.93 (a)(b)      **Staff Health and Wellness**

**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:** (a) 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
(a) Will ensure each staff member has an initial health examination and periodic re-examination as recommended by their health care provider in accordance with state, tribal, or local requirements that include screeners or tests for communicable diseases, as appropriate. The program will ensure staff do not, because of communicable diseases, pose a significant risk to the health and safety of others in the program that cannot be eliminated or reduced by reasonable accommodation, in accordance with the Americans with Disabilities Act and section 504 of the Rehabilitation Act.	Administrator for Human Resources	Administrator for Human Resources Assistant Administrator for Human Resources	On-going	Health Appraisal Tuberculosis Form



Hidalgo County Head Start Program  
 Human Resources Department Program Plan  
 2019-2020

**Performance Standard:** 1302.93 (a)(b)      **Staff Health and Wellness (continued)**

**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:** (a) 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
<ul style="list-style-type: none"> <li>Upon employment, the employee will complete an initial health appraisal no later than thirty (30) working days after employment; thereafter, screened every three (3) years (includes tuberculosis screening). The Tuberculosis Questionnaire will be mandated annually.</li> </ul>	Administrator for Human Resources	Administrator for Human Resources Assistant Administrator for Human Resources	On-going	Health Appraisal Tuberculosis Form
<ul style="list-style-type: none"> <li>Bus Drivers (CDL): Once hired, the bus driver will submit a Health Appraisal and Medical Examiner Certificate (Required by DOT); thereafter, will be 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</li> </ul>	Administrator for Human Resources Field Operation Director	Administrator for Human Resources Assistant Administrator for Human Resources	On-going	Medical Examiner Certificate Health Appraisal



**Hidalgo County Head Start Program**  
**Human Resources Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.93 (a)(b)      **Staff Health and Wellness (continued)**

**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:** (a) 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
<ul style="list-style-type: none"> <li>• Employees will be given a 1<sup>st</sup>, 2<sup>nd</sup> and Final Notice to comply with the health examination requirements</li> <li>• Upon the final notice, employees will be given five (5) working days, to comply with the health examination requirements</li> <li>• 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</li> <li>• Staff, volunteers, substitutes, and District partner Teachers must comply with acknowledgement of the vaccine-preventable diseases control and prevention policy to protect the health and safety of children, employees to comply with standards and state law.</li> </ul>	Administrator for Human Resources Health Services Director	Administrator for Human Resources Assistant Administrator for Human Resources Health Services Director	On-going	Health Appraisal Tuberculosis Form Vaccine Preventable Disease Policy Sanitation and Infection Control Policy



**Hidalgo County Head Start Program**  
**Human Resources Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.93 (a)(b)      **Staff Health and Wellness (continued)**

**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:** (b). 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
<p>(b) Will make mental health and wellness information available to staff regarding health issues that may affect their job performance, and must provide regularly scheduled opportunities to learn about mental health, wellness, and health education.</p> <ul style="list-style-type: none"> <li>• Providing information on job related stress, mental health and wellness training</li> <li>• Sponsoring mental and physical wellness programs such as exercise groups or staff support groups</li> <li>• Making confidential referrals to community agencies such as mental health centers and/or alcohol and drug counseling centers</li> </ul>	<p>Administrator for Education  Administrator for Human Resources  Health Services Director  Mental Health Counselor</p>	<p>Health Services Director  Mental Health Counselor</p>	<p>On-going</p>	<p>Training Agendas  Referrals</p>



**Hidalgo County Head Start Program**  
**Human Resources Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.94 (a) (b) Volunteers

**Goal:** The Hidalgo County Head Start Program will confirm that regular volunteers be screened for tuberculosis

**Objective:** (a) The Program will endorse regular volunteers have been screened for appropriate communicable diseases in accordance with state, tribal or local laws. In the absence of state, tribal or local laws, the Health Services Advisory Committee must be consulted regarding the need for such screenings.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(a) A program will ensure regular volunteers have been screened for appropriate communicable diseases in accordance with state, tribal or local laws. In the absence of state, tribal or local laws, the Health Services Advisory Committee must be consulted regarding the need for such screenings.</p> <ul style="list-style-type: none"> <li>• TB Screening at Parent/Volunteer training; and thereafter, whenever necessary</li> </ul>	<p>Administrator for Human Resources Family Services Director Center Managers</p>	<p>Center Manager</p>	<p>On-going</p>	<p>Volunteer File</p>



**Hidalgo County Head Start Program**  
**Human Resources Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.94 (a) (b) Volunteers

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM will conform that staff supervises the outdoor and indoor play areas in such a way that children’s safety can be easily monitored and secured..

**Objective:** (b) The Program must ensure children are never left alone with volunteers.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(b) The Program will verify that staff: <ul style="list-style-type: none"> <li>• Make regular inspections of safety and cleanliness of indoor and outdoor play areas</li> <li>• Monitor outdoor equipment will be monitored on regular basis</li> <li>• Comply with daily schedule for outdoor play, which will ensure proper staff/ratio supervision</li> </ul>	Administrator for Human Resources Program Directors Center Managers Teachers	Education Area Directors Center Managers Center staff Director for Plant Operations Risk Management Staff	On-going	Monitoring Checklist Daily Schedule Daily playground inspection

**MENTAL HEALTH SERVICES  
PROGRAM PLAN**

# Hidalgo County Head Start Program



## Mental Health Services Program Plan 2019 - 2020

Mental Health Services Committee Approval: 04.25.19  
Policy Council Approval: 00.00.19  
Commissioners' Court Approval: 00.00.19



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Performance Standard:** 1302.45 (a) (1)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM will support a program-wide culture that promotes children's mental health, social and emotional well-being.

**Objective:** To provide support for effective classroom management and positive learning environments.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Mental Health Counselor will provide program staff with ongoing consultation and strategies on Positive Behavior Support.</p> <p>Mental Health Counselor will provide training for teachers and program staff on responsive classroom behavior interventions and supportive strategies to work with children who are exhibiting challenging behaviors.</p> <p>The Mental Health Process will be followed after the teacher has identified, documented and implemented developmentally appropriate prevention strategies and there has been no change in child's behavior.</p> <p>Frog Street Conscious Discipline strategies will be embedded in daily lessons and used to support social and emotional intelligence and cognitive performance.</p> <p>Kindness Curriculum will be used to target social emotional skills during centers, play or outside to include sharing, taking turns, choices, play and exploration.</p>	<ul style="list-style-type: none"> <li>-Teachers</li> <li>-Teacher Assistants</li> <li>-Support Staff</li> <li>-Center Manager</li> </ul>	<ul style="list-style-type: none"> <li>-Mental Health Counselor</li> <li>-Education Area Directors</li> </ul>	<p>-On-going</p>	<ul style="list-style-type: none"> <li>-PBS Plan</li> <li>-Staff Development Binder</li> <li>-Consultation with Staff Form</li> <li>-Mental Health Process Forms</li> <li>-Frog Street Conscious Discipline</li> <li>-Kindness Curriculum</li> </ul>
1				



**Hidalgo County Head Start Program**  
**Education Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.45 (a) (2)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM will support a program-wide culture that promotes children’s mental health, social and emotional well-being.

**Objective:** To ensure mental health consultation is available to partner with staff and families in a timely and effective manner.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Mental Health Providers will submit a Fall and Spring Classroom Observation schedule before conducting on site observations.</p> <p>Mental Health Providers will consult and discuss Classroom Observation Report with on-site Center Manager and Mental Health Counselor.</p> <p>Mental Health Counselor will be available for parent consultation as needed.</p> <p>Mental Health Counselor will coordinate with center staff to present at monthly parent meetings as needed.</p> <p>Mental Health Counselor will attend scheduled Program Staffing Meetings to address the needs of each individual child as needed.</p>	<ul style="list-style-type: none"> <li>-Mental Health Counselor</li> <li>-Education Area Directors</li> <li>-On Site Center Manager</li> <li>-Contracted Mental Health Providers</li> </ul>	<ul style="list-style-type: none"> <li>-Mental Health Counselor</li> <li>-Administrator for Education</li> </ul>	<p>-On-going</p>	<ul style="list-style-type: none"> <li>-Mental Health Providers Fall and Spring Classroom Observation Schedule</li> <li>-Mental Health Services Classroom Observation Report</li> <li>-Mental Health On Site Observation Checklist</li> <li>-Parent Consultation Form</li> <li>-Agency to Agency Referral Form</li> </ul>



**Hidalgo County Head Start Program**  
**Education Department Program Plan**  
**2019-2020**

**Performance Standard:** 1302.45 (a) (3)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM will support a program-wide culture that promotes children's mental health, social and emotional well-being.

**Objective:** To obtain parental consent for mental health consultation services at enrollment.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Center Staff will obtain parental consent for Mental Health Services during enrollment.	-Center Manager -Support Service Assistant -Teacher	-Mental Health Counselor -Center Manager	-On-going	-Consent for Assessments, Screenings and Activities Form



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Performance Standard:** 1302.45 (a) (4)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM will support a program-wide culture that promotes children's mental health, social and emotional well-being.

**Objective:** To build community partnerships to facilitate access to additional mental health resources and services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Mental Health Counselor will make community resources available to Program Staff by providing training on resources, organizations and programs.</p> <p>Mental Health Counselor will provide each center with a list of Mental Health Resources to post on the Parent Corner.</p> <p>Mental Health Counselor will network with Community Agencies to facilitate services for children and families.</p> <p>Mental Health Counselor will assist parents and families to access Community Resources through agency to agency referrals.</p>	<ul style="list-style-type: none"> <li>-Support Service Assistant</li> <li>-Center Manager</li> </ul>	<ul style="list-style-type: none"> <li>-Mental Health Counselor</li> </ul>	<ul style="list-style-type: none"> <li>-On-going</li> </ul>	<ul style="list-style-type: none"> <li>-HCHSP Community Resource Directory</li> <li>-Agency to Agency Referral Form</li> <li>-Inter Agency Referral Form</li> <li>-Program Information Report</li> <li>-BOY Network Meeting</li> </ul>



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Performance Standard:** 1302.45 (b) (1) (2) (3) (4) (5) (6)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM will ensure that Mental Health Consultants assist in addressing the needs of children with challenging behaviors.

**Objective:** To ensure Mental Health Counselor assist in identifying and supporting children with mental health and social and emotional concerns.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>An Individualized Positive Guidance Plan is done for children with challenging behaviors. Strategies are aligned with teacher and home connections.</p> <p>To enhance and strengthen supportive environments and relationships in the home, trainings are provided for parents through community services.</p> <p>Parents will be provided with a newsletter twice a year with a Mental Health section which will address articles related to social emotional development.</p> <p>Staff Development will be provided on responsive classroom behavior interventions and supportive strategies for teachers, center managers and teacher assistants.</p> <p>Parents will be provided with trainings, meetings and conferences to help their children practice skills and encourage healthy social and emotional growth.</p>	<ul style="list-style-type: none"> <li>-Teachers</li> <li>-Support Service Assistants</li> <li>-Center Managers</li> </ul>	<ul style="list-style-type: none"> <li>-Mental Health Counselor</li> <li>-Education Area Directors</li> <li>-Administrator for Education</li> </ul>	<p>-On-going</p>	<ul style="list-style-type: none"> <li>-Devereux Early Childhood Assessment</li> <li>-Individual Child Profile</li> <li>-Classroom Behavior Observation Form</li> <li>-Parent Meeting Sign In</li> <li>-Staffing Outcome Form</li> <li>-Positive Guidance Plan</li> <li>-Newsletter</li> <li>-Mental Health Progress Notes</li> <li>-Parent Teacher Conference Form</li> <li>-Consultation with Staff Form</li> </ul>



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Performance Standard:** 1302.45 (b) (1) (2) (3) (4) (5) (6)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM will ensure that Mental Health Consultants assist in addressing the needs of children with challenging behaviors.

**Objective:** To ensure Mental Health Counselor assist in identifying and supporting children with mental health and social and emotional concerns.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Children will be assessed for behavioral concerns and identified within the first 45 days of enrollment using DECA.</p> <p>The results for DECA will be discussed with parents or guardians during home visits.</p> <p>Mental Health Providers will conduct two classroom observations and report findings and provide feedback and recommendations to Center Managers and Mental Health Counselor.</p> <p>Mental Health Counselor will provide teachers and program staff with strategies to work with children who are exhibiting challenging behaviors.</p> <p>Mental Health Counselor will refer children and families to community agencies for services.</p>	<ul style="list-style-type: none"> <li>-Teachers</li> <li>-Support Service Assistants</li> <li>-Center Managers</li> </ul>	<ul style="list-style-type: none"> <li>-Mental Health Counselor</li> <li>-Education Area Directors</li> <li>-Administrator for Education</li> </ul>	<p>-On-going</p>	<ul style="list-style-type: none"> <li>-Devereux Early Childhood Assessment</li> <li>-Individual Child Profile</li> <li>-Classroom Behavior Observation Form</li> <li>-Parent Meeting Sign In</li> <li>-Staffing Outcome Form</li> <li>-Positive Guidance Plan</li> <li>-Newsletter</li> <li>-Mental Health Progress Notes</li> <li>-Parent Teacher Conference Form</li> <li>-Consultation with Staff Form</li> </ul>



Hidalgo County Head Start Program  
 Education Department Program Plan  
 2019-2020

**Performance Standard:** 1302.45 (b) (1) (2) (3) (4) (5) (6)

**Goal:** The HIDALGO COUNTY HEAD START PROGRAM will ensure that Mental Health Consultants assist in addressing the needs of children with challenging behaviors.

**Objective:** To ensure Mental Health Counselor assist in identifying and supporting children with mental health and social and emotional concerns.

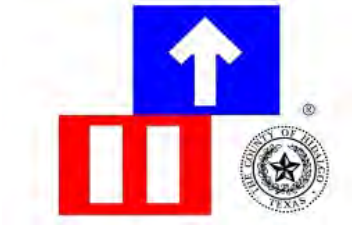
Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>A parent presentation will be held at Center Manager's request for Mental Health Services provided.</p> <p>The Mental Health Counselor will work in collaboration with Family Services Department, parents and the Local Education Agency to provide appropriate interventions.</p>	<ul style="list-style-type: none"> <li>-Teachers</li> <li>-Support Service Assistants</li> <li>-Center Managers</li> </ul>	<ul style="list-style-type: none"> <li>-Mental Health Counselor</li> <li>-Education Area Directors</li> <li>-Administrator for Education</li> </ul>	<p>-On-going</p>	<ul style="list-style-type: none"> <li>-Devereux Early Childhood Assessment</li> <li>-Individual Child Profile</li> <li>-Classroom Behavior Observation Form</li> <li>-Parent Meeting Sign In</li> <li>-Staffing Outcome Form</li> <li>-Positive Guidance Plan</li> <li>-Newsletter</li> <li>-Mental Health Progress Notes</li> <li>-Parent Teacher Conference Form</li> <li>-Consultation with Staff Form</li> </ul>



Hidalgo County Head Start Program  
Education Department Program Plan  
2019-2020

# **SPECIAL SERVICES PROGRAM PLAN**

# Hidalgo County Head Start Program



## Special Services Program Plan 2019 - 2020

Special Services Committee Approval:	04.25.19
Policy Council Approval:	00.00.19
Commissioners' Court Approval:	00.00.19

## NARRATIVE

Hidalgo County 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 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 the Hidalgo County 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 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 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:

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. Therefore, in striving to meet the overall purpose of the Hidalgo County 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 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 Program child with a disability and their families.
- Enhancing Hidalgo County Head Start Program staff's understanding of disabilities related issues through a proactive staff development program.

Hidalgo County 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 3-4 in the 2019-2020 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 (DCA's) at the center level are assigned to classrooms that have children with significant disabilities to assist with 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 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

## Special Services

### ACRONYMS

ADA-	Americans With Disabilities Act	LAP-D-	Learning Accomplishment Profile Diagnostic
ARD-	Admissions, Review, and Dismissal	LEA-	Local Education Agency
DCA-	Disability Classroom Assistant	MH-	Mental Health
DECA-	Deveraux Early Childhood Assessment	MOU-	Memorandum of Understanding
ECI-	Early Childhood Intervention (Serve Children 0-3)	OT-	Occupational Therapy
EPSDT-	Early Periodic Screening Development Test	POC-	Plan of Care
ESC-	Education Service Center	PPCD-	Pre-School Program for Children with Disabilities
FIE-	Full Individual Evaluation	PSA-	Public Service Announcement
FPA-	Family Partnership Agreement	PT-	Physical Therapy
HIPPA-	Health Insurance Portability Accountability Act	SLP-	Speech Language Pathologist
HR-	Human Resources	SSI-	Supplemental Security Income
HS-	Head Start	TEA-	Texas Education Agency
IDEA-	Individuals with Disabilities Education Act	T/TA-	Training and Technical Assistance
IEP-	Individual Education Plan ( for children age 3 and over)		
IFSP-	Individual Family Service Plan (for ages 0-3)		

**HIDALGO COUNTY HEAD START PROGRAM**  
**Special Services Program Plan**  
**2019-2020**

**Performance standard:** 45 CFR Part 1302.60

**Goal:** The Hidalgo County Head Start Program will develop a Disability Services Plan which will support children and families who are eligible for services under IDEA, as well as all children; by ensuring that appropriate individualized services are provided in the least restrictive environment.

**Objective:** To assure that all content areas of Head Start are appropriately involved in the integration education of children who are eligible for services under IDEA and that all children and families participate in all program activities.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>The Head Start Program will ensure that a minimum of 10% of total funded enrollment slots are made available for IDEA eligible children; who also meet its eligible criteria. Also coordination and collaboration with LEA's and other rehabilitation agencies to provide services to children in the least restrictive environment in accordance with the child's IEP.</p> <p>The plan is updated annually and presented to Policy Council for approval. The Health Advisory Committee provide input, allowing for parent and family engagement.</p>	<p>Special Services Director Health Advisory Comm.</p>	<p>Executive Team Special Services Director</p>	<p>April 2019</p>	<p>-Plan accessible to staff/parents -Copy at Head Start Centers</p>

**HIDALGO COUNTY HEAD START PROGRAM**  
**Special Services Program Plan**  
**2019-2020**

**Performance Standards:** 45 CFR Part 1302.61 (a)

**Goal:** The Hidalgo County Head Start Program will enroll a minimum of 369, (10%) of the total funded enrollment, children with disabilities as diagnosed by LEA. Only LEA diagnosed children will be counted towards 10%.

**Objective:** Will assure non-discrimination of children with disabilities in the selection process in meeting 10% provided they meet age and income requirements. After 10% enrollment is met, children will compete equally. Will ensure that no child is denied enrollment due to severity of disability, staff attitudes, facility inaccessibility, staff unfamiliarity with disabling conditions, nor need for personalized services or specialized equipment. Children previously identified as having a disability will not be excluded in the recruitment process.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENT OR FORMS
All age appropriate children with disabilities, to include those previously identified, (regardless of severity) 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.	Family Services Director Special Services Director Center Manager Support Services Staff	Special Services Director/Staff Family Services Director/Staff Education Area Director Compliance Director	Ongoing	-Enrollment application -Waiting list -Community Assessment -PIR -ECI documentation

**HIDALGO COUNTY HEAD START PROGRAM**  
**Special Services Program Plan**  
**2019-2020**

**Performance Standard:** CFR Part 1302.61 (a)

**Goal:** The Hidalgo County Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start children and ensure that all services on the IEP are provided.

**Objective:** To assist with departmental area coordination in the provision of services to children with disabilities and their families. Make needed adaptations for small and large group activities, to help the child benefit fully from the program.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>Individualized accommodations and instructional supports are used to ensure participation of disabled children some of these accommodations for children with disabilities will include assigning volunteers, and/or a 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.</p>	<p>Special Services Director            Center Manager            Support Services Staff            Teacher            Field Operations Director</p>	<p>Compliance Director            Special Services Director/Staff            Family Services Director            Center Manager            Support Services Staff</p>	<p>Ongoing</p>	<p>-All forms and progress reports on file.            -Ongoing-monitoring            -Requisitions and PO's on special material purchases/ADA accommodations</p>

**HIDALGO COUNTY HEAD START PROGRAM**  
**Special Services Program Plan**  
**2019-2020**

**Performance Standard:** 45 CFR Part 1302.61 (b)

**Goal:** The Hidalgo County Head Start Program includes children with disabilities and their families who are eligible for services under IDEA and all other children, ensuring they all receive appropriate individualized services based on their needs.

**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
<p>While waiting for the LEA's Special Ed staff to evaluate a child, Parents will be assisted in arranging services through other resources outside of Head Start with Dr. referral. The same procedure will be followed such as securing consents etc...</p> <p>Ensure families are given information regarding the referral, evaluation, and other services process, as well as information on inclusion.</p>	<p>Finance Director Assistant Program Director Special Services Director</p> <p>Special Services Director Center Manager Support Services Staff</p>	<p>Finance Director Executive Director Compliance Director Special Services Director</p> <p>Special Services Director/Staff Center Manager</p>	<p>Beginning to end of fiscal year</p> <p>On-going</p>	<p>-Budget copy -Monthly budget reports -PIR -Community Assessment</p> <p>-IDEA Law -Special Ed Process -Special Ed brochures</p>

**HIDALGO COUNTY HEAD START PROGRAM**  
**Special Services Program Plan**  
**2019-2020**

**Performance Standard:** 45 CFR Part 1302.61(b)

**Goal:** The Hidalgo County Head Start Program includes children with disabilities and their families who are eligible for services under IDEA and all other children, ensuring they all receive appropriate individualized services based on their needs.

**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
<p>In conjunction with Family Services and other content areas, a Link and Refer Families system will be utilized in order to assure 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.</p> <p>Secure lists from center managers on any children who failed the development screening instrument for follow-up purposes in an attempt to avoid missing any child in need of further evaluation.</p> <p>Support in class staff with children who do not have an IEP but may require modifications or accommodations.</p> <p>Review lesson plans to assure modifications are being made to support children with suspected disabilities for possible referral.</p>	<p>Special Services Director            Family Services Director            Mental Health Counselor            Center Manager            Support Services Staff</p> <p>Support Service Staff            Education Area Director            Center Manager</p> <p>Support Service Staff            Education Area Director            Center Manager</p> <p>Support Service Staff            Education Area Director            Center Manager</p>	<p>Special Services Director/Staff            Family Services Director            Health Director            Mental Health Counselor            Center Manager            Support Services Staff</p> <p>Special Services Director            Compliance Director            Education Area Director            Center Manager            Support Services Staff</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>-Referral log            -Follow-up            -Progress reports            -Self-Assessment            -Ongoing monitoring            -LAP-D            -Child Assessment Screening Record            -Ongoing Monitoring            - PROMIS</p>

**HIDALGO COUNTY HEAD START PROGRAM**  
**Special Services Program Plan**  
**2019-2020**

**Performance Standard:** 45 CFR Part 1302.61 (c) (1) (i-v)

**Goal:** The Hidalgo County 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 activities.

**Objective:** Participate and provide input into the LEA IEP. When LEA develops the IEP a Head Start representative will attempt to attend IEP meeting to include teacher, parents, evaluator, interpreter for parents will be provide if needed. IEP's will be in parents dominant language; encourage parents to attend IEP meeting; have meeting without parents if necessary; implement IEP soon after meeting. Monitor implementation of IEP's and child's progress. Encourage interaction between classroom teachers, service provides, and parents.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
MOU;s will be secured with LEA's and other agencies to provide services for children with disabilities and their families details of the agreement will be Specified and listed on the MOU.	Community Partnerships Director Special Services Director LEA Staff	Special Services Director/ Staff Compliance Director Education Area Director Center Manager	Within thirty (30) days of evaluation or ASAP	-MOU -PIR
Ensure attendance of required Head Start Staff and parents when LEA schedule ARD/IEP meetings upon completion of assessment to discuss eligibility results.	Special Services Director LEA Staff Parent Teacher Center Manager Support Services Staff	Special Services Director LEA Staff Compliance Director Education Area Director	Ongoing	
The multi-disciplinary team will provide input into developing an appropriate IEP to meet the special needs of children.	Special Services Director LEA Staff Parent Teacher Center Manager Support Services Staff	Special Services Director LEA Staff Compliance Director Education Area Director	With in 30 days of evaluation or ASAP	-ARD/IEP

**HIDALGO COUNTY HEAD START PROGRAM**  
**Special Services Program Plan**  
**2019-2020**

**Performance Standard:** 45 CFR Part 1302.61 (c) (1) (i-v)

**Goal:** The Hidalgo County 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.

**Objective:** Participate and provide input into the LEA IEP. When LEA develops the IEP a Head Start representative will attempt to attend IEP meeting to include teacher, parents, evaluator, interpreter for parents will be provide if needed. IEP's will be in parents dominant language; encourage parents to attend IEP meeting; have meeting without parents if necessary; implement IEP soon after meeting. Monitor implementation of IEP's and child's progress. Encourage interaction between classroom teachers, service provides, and parents.

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, teachers reflect IEP objectives in weekly lesson plans. Which in turn are reinforced daily.	Special Services Director Teacher Center Manager Support Services Staff	Compliance Director Special Services Director/ Staff Support Service Staff Education Director Center Manager	Ongoing	-IEP -Progress reports -Monthly follow-up -Teacher Notes
Interpreters at ARD/IEP meeting will be provided for Non-English speaking parents. Sign language interpreters will also be provided if needed.	Special Services Director/Staff Center Manager Support Services Staff	Compliance Director Special Services Director/ Staff Support Service Staff Education Director Center Manager	Ongoing	-Requisitions -Invoices -ARD/IEP -Monthly follow-up

**HIDALGO COUNTY HEAD START PROGRAM**  
**Special Services Program Plan**  
**2019-2020**

**Performance Standard:** 45 CFR Part 1302.61 (c) (1) (i-v)

**Goal:** The Hidalgo County Head Start Program through LEA's, will develop IEP's that meet the needs of children with disabilities which and enables them to be included fully in classroom activities.

**Objective:** Participate and provide input into the LEA IEP. When LEA develops the IEP a Head Start representative will attend IEP meeting to include teacher, parents, evaluator, interpreter for parents will be provide if needed. IEP's will be in parents dominant language; encourage parents to attend IEP meeting; have meeting without parents if necessary; implement IEP soon after meeting. Monitor implementation of IEP's and child's progress. Encourage more interaction between classroom teachers and services providers, and parents.

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, while being served in the Head Start classroom by the Specialists.	Special Services Director Education Area Director Teacher/LEA Center Manager Support Services Staff	Compliance Director Special Services Staff Education Director Center Manager	Ongoing	-Reflect IEP objectives in weekly lesson plan -Cameras
Encourage more interaction between teacher 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 Teacher Center Manager Support Services Staff	Center Manager Education Director Support Services Staff Compliance Director Special Services Staff	Ongoing	-Monthly follow-up -Teacher notes -Take home activities -Cameras -Teacher/Parent Conference -IEP meeting

**HIDALGO COUNTY HEAD START PROGRAM**  
**Special Services Program Plan**  
**2019-2020**

**Performance Standard:** 45 CFR Part 1302.61 (c) (2) (i-ii)

**Goal:** The Hidalgo County Head Start Program will ensure 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. In collaboration with LEA's, transition children exiting Head Start into the public school. Provide parents and staff with information and training on the transition process.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Maintain coordination and collaboration with ECI agencies and LEA's through use of faxes, e-mail, telephone, mailings, and ARD meetings to ensure a smooth joint transition training and planning on children with possible disabilities to enroll in Head Start.	Special Services Director Transition Director Transition Specialist (ECI)	Special Services Director Compliance Director Center Manager Support Services Staff	Ongoing	-ECI documentation on file -Ongoing monitoring
Maintain documentation on ECI transition meetings attended by Transition Director/ Support Services Staff	Special Services Director Transition Director Center Manager Support Service Staff	Special Services Director Center Manager Support Services Staff	Ongoing	-ECI Notice of Transition Meeting -Transition paperwork -Ongoing monitoring -ARD minutes on file
Maintain coordination and collaboration with LEA's regarding 3 & 4 year old Head Start eligible children with disabilities who may benefit from enrollment. Secure documentation on any type of communication.	Special Services Director Center Manager Support Services Staff	Special Services Director Compliance Director Center Manager	Ongoing	-Community Assessment MOU

**HIDALGO COUNTY HEAD START PROGRAM  
Special Services Program Plan  
2019-2020**

**Performance Standard:** 45 CFR Part 1302.61 (c) (2) (i-ii)

**Goal:** The Hidalgo County Head Start Program will ensure 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 in collaboration with LEA's, transition children exiting Head Start into the public school. Provide parents and staff with information and training on the 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 Center Manager Support Services Staff	Special Services Director Transition Director Compliance Director	June 2019	-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 on what procedures to follow.	Special Services Director/Staff Transition Director Center Manager Support Services Staff	Special Services Director Transition Director Compliance 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 Center Manager Support Services Staff	Special Services Director Transition Director Compliance Director	May 2019	-Parent transition letter on file.
Attend Parent Committee Meetings and educate parents on transition/IDEA for children with disabilities transitioning to LEA.	Special Services Staff	Special Services Director Transition Director Center Manager Compliance Director	Aug-May 2019-2020	-Agenda -Meeting sign-ins -Notice of meeting

**HIDALGO COUNTY HEAD START PROGRAM**  
**Special Services Program Plan**  
**2019-2020**

**Performance Standard:** 45 CFR Part 1302.61 (c) (2) (i-ii)

**Goal:** The Hidalgo County 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 the parents in the transition of children from Head Start to public school or other placement/options. Notify the school of the child's planned enrollment prior to date of enrollment.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Provide parents with information on special education services available in the public school system as a guide to parents on joint transition training and planning.	Special Services Director Transition Director Teacher Support Services Staff Center Manager Special Services Director	Special Services Director/Staff Transition Director Compliance Director Center Manager	May 2019	-Transition Information -Training sign-In on IDEA/ADA/504
Provide parent with transition brochures to facilitate joint transition training and planning.	Support Services Staff Transition Director Center Manger Teacher	Special Services Director Transition Director Compliance Director Center Manager	Ongoing	-Transition brochures
With parent consent, transfer children's records to LEA. Provide LEA Special Education Department with a list of all transitioning children with disabilities.	Special Services Director Transition Director Center Manager Support Services Staff	Special Services Director/Staff Transition Director Compliance Director Education Area Director Center Manager	May 2019	-Copies of consent on file -Transition list to LEA Special Education Dept.
Allow for communication with parent by providing a transition letter that lists special education staff contacts, phone numbers, campus assignment etc. in an attempt to provide a smooth transition.	Special Services Director Transition Director Center Manager Teacher Support Service Staff	Special Services Director/Staff Transition Director Compliance Director Education Area Director Center Manager	May 2019	-Transition Letter to Parents

**HIDALGO COUNTY HEAD START PROGRAM**  
**Special Services Program Plan**  
**2019-2020**

**Performance Standard:** 45 CFR Part 1302.62 (a) (1-2)

**Goal:** The Hidalgo County Head Start Program will allow for parent and family engagement throughout the disability effort. To include but not limited to children who are eligible for services under IDEA.

**Objective:** Provide information to parents on fostering the development of their children with disabilities, to include siblings. Provide opportunities to parents to observe large and small group and individual activities to include program activities as per IEP; 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. Build parent confidence, skill and knowledge to advocate for their children's special needs.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>A resource directory and Parent Handbook is provided at the 1<sup>st</sup> parent orientation meeting for information on parent education programs. Parents and staff will be provided opportunity to learn about first aid, principals of preventative health, safety measures and any information on disabilities that may assist parents with their family's disability needs, thus promoting family well-being.</p>	<p>Transition Director            Family Services Director            Center Manager            Support Services Staff            Teacher</p>	<p>Transition Director            Compliance Director            Family Services Director            Special Services Director            Center Manager</p>	<p>Ongoing</p>	<p>-Training            Documentation            -Resource            Directory            -Flyers            - Disability            Brochures            -ARD            -Parent handbook</p>
<p>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, including securing equipment/devices to assist the child as needed,</p>	<p>Family Services Director            Center Manager            Support Services Staff            Teacher</p>	<p>Family Services Director            Special Services Director/Staff            Compliance Director            Education Area Director            Center Manager</p>	<p>Ongoing</p>	<p>-FPA /Follow ups            -PIR            -Referral</p>

**HIDALGO COUNTY HEAD START PROGRAM**  
**Special Services Program Plan**  
**2019-2020**

**Performance Standard:** 45 CFR Part 1302.62 (a) (1-2)

**Goal:** The Hidalgo County Head Start Program will allow for parent and family engagement throughout the disability effort to meet needs of the child and the family.

**Objective:** Provide information to parents on fostering the development of their children with disabilities, to include siblings. Provide opportunities to parents to observe large and small group and individual activities to include program activities as per IEP; 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. Build parent confidence, skill and knowledge to advocate for their children’s special needs.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Link and refer families to disability support group meetings. A support group list will be made available to parents through center managers. Cross cultural responsiveness will be considered.	Special Services Director Teachers Support Services Staff Center Manager	Special Services Director/Staff Compliance Director Education Area Director Center Manager	Beginning of school year Ongoing	-Support group list at center
Encourage parent and family engagement participation for trainings, workshops, conferences on IDEA/Section 504, ADA to promote families as advocates and leaders. Develop honest dialogue with families regarding ARD meeting to promote participation.	Support Service Staff Center Manager Special Services Director Teacher	Special Services Director/Staff Compliance Director Family Services Director Education Area Director Center Manger	Ongoing	-Training agendas/sign-in -Flyers -Brochures -ARD/IEP

**HIDALGO COUNTY HEAD START PROGRAM**  
**Special Services Program Plan**  
**2019-2020**

**Performance Standard:** 45 CFR Part 1302.62 (b) (1-4)

**Goal:** The Hidalgo County Head Start Program will allow for parent and family engagement throughout the disability effort to meet needs of the child and the family.

**Objective:** Provide information to parents on fostering the development of their children with disabilities, to include siblings. Provide opportunities to parents to observe large and small group and individual activities to include program activities as per IEP; 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. Build parent confidence, skill and knowledge to advocate for their children's special needs.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Children who require further evaluation to determine eligibility under IDEA will be referred to the LEA for appropriate evaluation which will assess the areas related to the suspected disability.	Special Services Director LEA Special Ed Staff Center Manager Support Services Staff Teacher	Special Services Staff Compliance Director Center Manager Support Service Staff	On-going	-Head Start Referral -LEA Referral -Ongoing monitoring -Data Collection Form -Parent Consent
Parent Consent will be obtained and the referral and evaluation process will be explained to the parent. Also should the child qualify the services will be explained to the parent at the ARD meeting.	Special Services Director LEA Special Ed Staff Center Manager Support Services Staff Teacher	Special Services Staff Compliance Director Center Manager Support Service Staff	On-going	-Head Start Referral -LEA Referral -Ongoing monitoring -Data Collection Form -Parent Consent
A multidisciplinary approach will be utilized for children evaluated by LEA to determine eligibility for services under IDEA upon completion of the evaluation.	Special Services Director LEA Special Ed Staff Center Manager Support Services Staff Teacher	Special Services Staff Compliance Director Center Manager Support Service Staff	On-going	-Head Start Referral -LEA Referral -Ongoing monitoring -Data Collection Form -Parent Consent
A multidisciplinary team to include the parent and Head Start staff will provide input in the development of the IEP to meet the child's special needs. Head Start Staff will ensure parent attendance.	Special Services Director LEA Special Ed Staff Center Manager Support Services Staff Teacher	Special Services Staff Compliance Director Center Manager Support Service Staff	On-going	-Head Start Referral -LEA Referral -Ongoing monitoring -Data Collection Form -Parent Consent
Interpreters at ARD/IEP meeting will be provided by its program for Non-English speaking parents, also sign language interpreter will be provided as needed.	Special Services Director Center Manager Support Services Staff	Special Services Staff Compliance Director	On-going	Sign Language Contracts

**HIDALGO COUNTY HEAD START PROGRAM**  
**Special Services Program Plan**  
**2019-2020**

**Performance Standard:** 45 CFR Part 1302.62 (b) (1-4)

**Goal:** The Hidalgo County Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start children and ensure that all services on the IEP 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
<p>MOU's will be secured with LEA and other agencies to provide services for children with disabilities and their families.</p> <p>Strategies to be used to ensure 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.</p> <p>Establish a process for tracking child's IEP progress by requesting report at the end of each 6 weeks reporting period from the Special Ed. Staff providing services as per IEP.</p>	<p>Special Services Director            Community Partnership Director            Compliance Director            LEA</p> <p>Special Services Director/Staff            LEA Sp. Ed. Director            LEA Sp. Ed. Teacher            HS Teacher/ Assistant            Center Manager</p> <p>Special Services Director            Center Manager            Support Services Staff            Teacher</p>	<p>Compliance Director            Special Services Director            Education Area Director            Special Services Staff</p> <p>Special Service Director/Staff            Center Manager            Education Area Director            Compliance Director</p> <p>Special Services Director            Education Area Director            Special Services Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>-MOU</p> <p>- Teacher Notes            -Monthly follow-up            -On-going monitoring</p> <p>-Teacher Progress Report            -IEP objectives reflects in weekly plan            -Monthly follow up            -LEA Progress Report            -On-going Monitoring</p>

**HIDALGO COUNTY HEAD START PROGRAM**  
**Special Services Program Plan**  
**2019-2020**

**Performance Standard:** 45 CFR Part 1302.63 (a)

**Goal:** The Hidalgo County Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start children and ensure that all services on the IEP are provided.

**Objective:** MOU's are developed to address, Child Find, joint staff and parent education training, link, and refer to Special Ed., IEP meetings, placement, joint transition training, and planning, resource sharing, PEIMS Fall snapshot 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
Memorandum of understanding will be secured with LEA and other agencies to provide services for children with disabilities and families.	Special Services Director Transition Director	Special Services Director Transition Director Compliance Director	May 2019-August 2020	-Agreements on file -PIR
Attend Child Find meetings, workshops, and fairs for recruitment purposes. Special Services Director participates on Child Find Advisory Committee with Region One ESC.	Special Services Director Special Services Coordinator Transition Director	Special Services Director Special Services Staff Compliance Director	-As scheduled by LEA's -Region One ESC -Easter Seals  Ongoing	-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 Coordinator	Compliance Director Special Services Director Special Services Staff Education Area Director		-Referral training sign-in
Memorandum of Understanding will identify all of the above mentioned objectives.	Special Services Director Transition Director	Special Services Director Transition Director	May 2019-August 2020	-Referral training -MOU -On going monitoring

**HIDALGO COUNTY HEAD START PROGRAM**  
**Special Services Program Plan**  
**2019-2020**

**Performance Standard:** 45 CFR Part 1302.63 (b)

**Goal:** The Hidalgo County Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start children and ensure that all services on the IEP 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 other service Provider as needed. Share disability classroom assistant (DCA) with LEA if needed or as per IEP.  MOU's will be secured with LEA and other agencies to provide services for children with disabilities and their families.	Special Services Director Support Services Staff Center Manager Teacher LEA	Compliance Director Special Services Director Education Director	Ongoing	-Progress report -ARD minutes -On-going Monitoring
Through the MOU and LEA children with significant disabilities from the PPCD unit of LEA are allowed opportunity to dual enroll with Head Start and participate in an inclusive educational setting. The MOU allows for a Special Education Teacher to provide instruction in the Head Start classroom and implement the IEP.	LEA Special Ed. Director LEA Special Ed. Teacher LEA Para Professionals HS Teacher/Assistant Center Manager Special Services Director/Staff	Special Services Director/Staff Center Manager Education Area Director Compliance Director	Ongoing	-MOU -Teacher Notes -Monthly follow-up
Strategies to be used to ensure 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/Staff Education Area Director	Ongoing	-Monthly follow-up/notes -Progress notes -Ongoing Monitoring

**HIDALGO COUNTY HEAD START PROGRAM**  
**Special Services Program Plan**  
**2019-2020**

**Performance Standard:** 45 CFR Part 1302.63 (b)

**Goal:** The Hidalgo County 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 from Head Start to public school.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Provide parents with information on special education services available in the public school system as a guide to parents on joint transition training and planning.	Transition Director Support Services Staff Center Manager Special Services Director Teacher	Compliance Director Special Services Director Transition Director Center Manager Education Area Director	Ongoing	-Transition information -Training sign-in on IDEA/ADA/504
Provide parent with transition brochures to facilitate joint transition training and planning.	Support Services Staff Center Manager/Teacher Transition Director	Special Services Director Transition Director Compliance Director Center Manager	Ongoing	-Transition brochures
With parent consent, transfer children's records to LEA. Provide LEA Special Education Department with a list of all transitioning children with disabilities.	Support Services Staff Transition Director Center Managers Special Services Director	Compliance Director Special Services Director/Staff Transition Director Education Area Director Center Manager	May 2019	-Copies of consent on file -Transition list to LEA Special Education Dept.
Allow for communication with parent by providing a transition letter that lists special education staff contacts, phone numbers, campus assignment etc. in an attempt to provide a smooth transition.	Support Services Staff Transition Director Center Manager Special Services Director Teacher	Compliance Director Special Services Director/Staff Transition Director Education Area Director Center Manager	May 2019	-Transition Letter to parents

**HIDALGO COUNTY HEAD START PROGRAM**  
**Special Services Program Plan**  
**2019-2020**

**Performance Standard:** 45 CFR Part 1302.63 (c) (1-2)

**Goal:** The Hidalgo County 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 the classroom.

**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 as soon after meeting;

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>Ensure attendance of required Head Start Teacher, staff, parent 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.</p>	<p>Special Services Director            Support Services Staff            Center Manager            Teacher            LEA Special Education Staff</p>	<p>Special Services Director            Support Service Staff            Center Managers</p>	<p>Within 45 school days of consent for evaluation</p>	<p>-ARD/IEP Notice            -PIR</p>
<p>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.</p>	<p>Special Services Director            Support Services Staff            Center Manager            Teacher</p>	<p>Special Services Director/Staff</p>	<p>On-going</p>	<p>ARD/IEP Notice            P/O Requisition for Sign Language Interpreters</p>

**HIDALGO COUNTY HEAD START PROGRAM**  
**Special Services Program Plan**  
**2019-2020**

**Performance Standard:** 45 CFR Part 1302.63 (c) (1-2)

**Goal:** The Hidalgo County 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 the classroom.

**Objective:** Participate /provide input as part of the multidisciplinary team making the determination whether the child meets the eligibility criteria. IEP's will be developed for such cases considering child's unique needs, strengths and child abilities when LEA develops the IEP a Head Start representative will attend the IEP meeting.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>The multi-disciplinary team will provide input into developing an appropriate IEP to meet the special needs of children. The team will include Head Start representatives/teachers. Who will also provide input on child's progress.</p>	<p>Special Services Director            Support Services Staff            Center Manager            Teacher            LEA Special Education Staff</p>	<p>Compliance Director            Special Services Director/Staff            Education Area Director            Center Manager</p>	<p>Within 45 school days of consent for evaluation</p>	<p>-ARD/IEP            -PIR</p>
<p>The LEA MOU will note that LEA will notify Head Start of any scheduled ARD/IEP meetings for their participation.</p>	<p>Special Services Director</p>	<p>Compliance Director            Special Services Director            Education Area Director            LEA Special Education Staff</p>	<p>May-Aug 2019</p>	<p>-LEA MOU            -PIR</p>

**HIDALGO COUNTY HEAD START PROGRAM**  
**Special Services Program Plan**  
**2019-2020**

**Performance Standard:** 45 CFR Part 1302.63 (d)

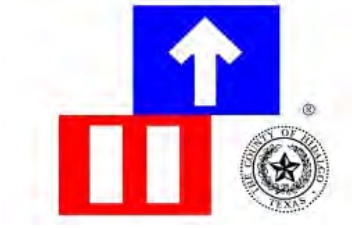
**Goal:** The Hidalgo County Head Start Program will maintain a working file of children who are eligible for services under IDEA.

**Objective:** To include all information relevant to assist in the child's instruction and success.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Maintain current documentation of enrolled children who receive services under IDEA, such as Consent for Evaluation, Evaluation Reports (FIE) ARD/IEP, Progress Reports, Therapy Sign-in forms.	Special Services Director Center Manager Support Service Staff	Special Services Director/Staff Education Area Director Compliance Director	Ongoing	-FIE -ARD/IEP -Progress Reports -Consent for Evaluation -Therapy sign in

# **TRANSITION SERVICES PROGRAM PLAN**

# Hidalgo County Head Start Program



## Transition Services Program Plan 2019 - 2020

Transition Services Committee Approval: 04.25.19  
Policy Council Approval: 00.00.19  
Commissioners' Court Approval: 00.00.19



Hidalgo County Head Start Program  
 Transition Services Program Plan  
 2019 - 2020

Performance Standard C. F. Regulation: 1302. 71 (c) (2)(i)(ii)(iii), and 1302.72 (2) (i)(a)(b) 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	Community Partnership/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	Community Partnership/Transition Director	On-Going	Networking Meeting Record
3. Administrative Staff will meet with the center managers and support services staff to facilitate preparing and involving children and parents in joint transition training and planning activities.	Community Partnership/Transition Director Area Directors	Community Partnership/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.	Community Partnership/Transition Director Family Services Director	Community Partnership/Transition Director	On-Going	Network Meeting Parent Fair Monthly Parent Meetings
5. The Program will assist & support transitions for families and children who move out of the community to include homeless families and foster children.	Center Managers Community Partnership/Transition Director	Community Partnership/Transition Director	Ongoing	Childs Transition packet consent for release form Referral Data Form Tracking Log



Hidalgo County Head Start Program  
 Transition Services Program Plan  
 2019 - 2020

Performance Standard C. F. Regulation: 1302.60, 1302.61 (a), 1302.62(a) and 1302.70 (e) Transition Services

Goal: To encourage and involve parents in the transition of their child into Head Start.

Objective: To schedule and conduct meetings / activities to engage parents in the transition of their children into the Head Start Program; including 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	Community Partnership/ 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	Community Partnership/ 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.	Community Partnership/ Transition Director Special Services Director	Community Partnership/ Transition Director Special Services Director	On-Going	Confidentiality Statement



Hidalgo County Head Start Program  
 Transition Services Program Plan  
 2019 - 2020

Performance Standard C. F. Regulation: 1302.70 (a) (b) (c) Transition Services

Goal: To ensure that the Transition Services are successfully implemented.

Objective: To develop and implement schedules of activities to facilitate parent participation in the transition of children in and out of the program.

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.	Community Partnership/ Transition Director	Community Partnership/ 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.	Community Partnership/ Transition Director Staff Development Department Directors	Community Partnership/ Transition Director	On-Going	
3. The Program will prepare a monthly report on all Joint Transition/Training and Planning activities.	Community Partnership/ Transition Director	Community Partnership / Transition Director	On-Going	On File



Hidalgo County Head Start Program  
 Transition Services Program Plan  
 2019 – 2020

Performance Standard C. F. Regulation: 1302.71(a)(b)(1)(2)(c)(1)(2)(3)(d)(e) 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 will be 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	Community Partnership/ Transition Director	On-Going	Confidentiality Statement – Child Record Consent for Release of Info
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	Community Partnership/ Transition Director	On-Going	Networking Meeting Record
3. Administrative staff will meet with the center managers and support services staff to prepare and involve children and parents with transition to the public school.	Community Partnership /Transition Director Area Directors	Community Partnership /Transition Director	On-Going As Scheduled in May	Field Trip Request Form  Referral Forms Tracking Logs
4. ECI Early Childhood Intervention Agencies- The department will arrange for meetings to be held between the referring agency and the Head Start staff.	Community Partnership /Transition Director	Community Partnership /Transition Director	On-Going	Referral Forms Tracking Logs
5. Face to Face Meetings-The department will conduct meetings with the parent, ECI agency and with local community partners.	Family Services Director			
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.	Community Partnership /Transition Director	Community Partnership /Transition Director Community Partnership /Transition Director	On-Going	Agendas  Sign-In Forms

# **TRANSPORTATION SERVICES PROGRAM PLAN**

# Hidalgo County Head Start Program



## Transportation Services Program Plan 2019 - 2020

Transportation Services Committee Approval: 04.25.19  
Policy Council Approval: 00.00.19  
Commissioners' Court Approval: 00.00.19

**Hidalgo County Head Start Program**

**Transportation**



**OSCAR PALACIOS**  
**Field Operations Director**

**Nicolas Castillo**  
**Transportation Coordinator**

**Ana Quiroz**  
**Field Operations/Transportation Clerk**



**HIDALGO COUNTY HEAD START PROGRAM  
TRANSPORTATION PLAN  
2019 – 2020**

**PERFORMANCE STANDARD: 1303.71 (2)(i)(ii)**

**GOAL:** The Hidalgo County Head Start Program in coordination and collaboration with parents/guardians engagement 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 will be 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 will 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 Drivers	Transportation Coordinator	August thru May	Vehicle Inspection Report



**HIDALGO COUNTY HEAD START PROGRAM  
TRANSPORTATION PLAN  
2019 - 2020**

**PERFORMANCE STANDARD:** 1303.70 (b)(1)

**GOAL:** The Hidalgo County Head Start Program will provide the necessary number of vehicles to transport qualifying program participants.

**OBJECTIVE:** To facilitate transportation services 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  
TRANSPORTATION PLAN  
2019 - 2020**

**PERFORMANCE STANDARD:** 1303.71 (b) 1303.72 (3)

**GOAL:** Hidalgo County Head Start Program will provide transportation services with fidelity and commitment 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-three (33) 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  
TRANSPORTATION PLAN  
2019 - 2020

PERFORMANCE STANDARD: 1303.371 (d)

GOAL: The Hidalgo County Head Start Program will be committed to ensure 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**  
**TRANSPORTATION PLAN**  
 2019 - 2020

**PERFORMANCE STANDARD:** 1303.71 (a)

**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 systems.  2. Use specifications for new vehicles from an approved source, such as the State's General Service Agency.	Field Operations Director Transportation Coordinator  Procurement Director	Field Operations Director Transportation Coordinator Risk Management  Field Operations Director Transportation Coordinator Risk Management	Grant Award Guidelines  Grant award Guidelines	Specification Sheet  Specification Sheet



**HIDALGO COUNTY HEAD START PROGRAM  
TRANSPORTATION PLAN  
2019 - 2020**

**PERFORMANCE STANDARD:** 1303.71 (2)(i)(ii)(iii)

**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 Bus Drivers	Field Operations Director Transportation Coordinator Risk Management	On-Going	Preventive Maintenance Log Pre/Post Trip Inspection Report



**HIDALGO COUNTY HEAD START PROGRAM**  
**TRANSPORTATION PLAN**  
 2019 - 2020

**PERFORMANCE STANDARD:** 1303.71(f)

**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	Proposal Outline and Specification Check List



**HIDALGO COUNTY HEAD START PROGRAM  
TRANSPORTATION PLAN  
2019 - 2020**

**PERFORMANCE STANDARD:** 1303.72 (a)(1)(2)(4)

**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; isles and emergency exits be kept clear and loose articles be properly restraint.

**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  
TRANSPORTATION PLAN  
2019 - 2020**

**PERFORMANCE STANDARD: 1303.72 (b)(1)(2)(c)(1)(2)(3)(4)**

**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:** The 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.  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 Human Resources Risk Management	Field Operations Director Transportation Coordinator  Field Operations Director Transportation Coordinator	On-Going  On-Going	Driver License Required Training and Certifications  Questionnaire Form



**HIDALGO COUNTY HEAD START PROGRAM  
TRANSPORTATION PLAN  
2019 - 2020**

**PERFORMANCE STANDARD:** 1303.72 (d)(1)(2)(i)      1303.73 (3)(5)(6)

**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
<p>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.</p>	<p>Field Operations Director, Transportation Coordinator</p>	<p>Transportation Coordinator</p>	<p>July thru May</p>	<p>Program Calendar</p>
<p>2. Hands on training at Region One Education Center.</p>	<p>Transportation Coordinator</p>	<p>Field Operations Director</p>	<p>July thru May</p>	<p>Agendas Sign In Sheets</p>
<p>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.</p>	<p>Field Operations Director Transportation Coordinator</p>	<p>Field Operations Director Transportation Coordinator</p>	<p>July thru May</p>	<p>Agendas Sign In Sheets</p>
<p>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.</p>	<p>Bus Driver Bus Aide</p>	<p>Transportation Coordinator</p>	<p>July thru May</p>	<p>Agendas Sign-In Rosters</p>



**HIDALGO COUNTY HEAD START PROGRAM**  
**TRANSPORTATION PLAN**  
 2019 - 2020

**PERFORMANCE STANDARD:** 1303.73(a)(b)(1)

**GOAL:** The Hidalgo County Head Start Program will ensure that parents be engaged in 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  
TRANSPORTATION PLAN  
2019 - 2020**

**PERFORMANCE STANDARD: 1304.74(a)(b)**

**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.  2. The children will be 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  Field Operations Director Transportation Coordinator Center Manager	Field Operations Director, Transportation Coordinator  Field Operations Director Transportation Coordinator	August thru May  Three Times During the Program Year	Agendas Hand-outs  Evacuation Record



**HIDALGO COUNTY HEAD START PROGRAM  
TRANSPORTATION PLAN  
2019 - 2020**

**PERFORMANCE STANDARD:** 1303.75 (a)(b)

**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
<p>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.</p> <p>2. Children with disabilities needing therapy are transported to their respective school district to receive speech therapy.</p>	<p>Field Operations Director Transportation Coordinator Center Manager</p> <p>Center Manager</p>	<p>Field Operations Director Transportation Coordinator</p> <p>Special Services Director</p>	<p>August thru May</p> <p>August thru May</p>	<p>Memorandum Budget Workshop</p> <p>Child’s File Progress Notes</p>



**HIDALGO COUNTY HEAD START PROGRAM  
TRANSPORTATION PLAN  
2019 - 2020**

**PERFORMANCE STANDARD:** 1303.70 (1)(2)

**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
<p>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.</p>	<p>Field Operations Director Transportation Coordinator</p>	<p>Field Operations Director Transportation Coordinator</p>	<p>On-Going</p>	<p>Cost Per Child Monthly Report</p>



**HIDALGO COUNTY HEAD START PROGRAM  
TRANSPORTATION PLAN  
2019 - 2020**

**PERFORMANCE STANDARD:** 1303.72 (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 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
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 mal-function, 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  
2019 - 2020**

**PERFORMANCE STANDARD: 1303.72 (3) - 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
<p>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.</p>	<p>Center Manager Transportation Coordinator Field Operations Director</p>	<p>Center Manager Transportation Coordinator Field Operations Director</p>	<p>PY 2015-2016</p>	<p>Bus Route Monitoring Report</p>
<p>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.</p>	<p>Center Manager Transportation Coordinator Field Operations Director</p>	<p>Center Manager Transportation Coordinator Field Operations Director</p>	<p>PY 2015-2016</p>	<p>Bus Route Monitoring Report</p>



**HIDALGO COUNTY HEAD START PROGRAM**  
**TRANSPORTATION PLAN**  
 2019 - 2020

**PERFORMANCE STANDARD:** 1303.72 (3) - 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