



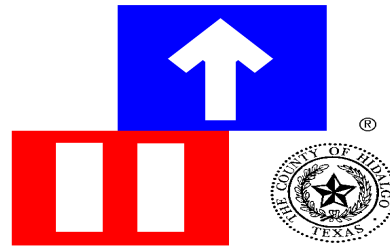
Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Child Nutrition Services Program Plan

Gilbert Silva,
Child Nutrition Director

HIDALGO COUNTY HEAD START PROGRAM



CHILD NUTRITION PROGRAM PLAN 2023-2024

Policy Council Approval Date: 00.00.00
Commissioners' Court Approval Date: 00.00.00

HIDALGO COUNTY START PROGRAM Child Nutrition Program Plan

PERFORMANCE STANDARD: §1302.44 Child Nutrition

GOAL: The HIDALGO COUNTY HEAD START PROGRAM 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
The menus developed will reflect: 1. Culture and ethnic preferences, which will broaden the child's nutritional experience. Menus shall include foods that are familiar to children and also introduce new foods on an ongoing basis. 2. Food preference surveys will be completed by parents and staff and reviewed by Child Nutrition Department staff. 3. A nutrition care plan for children with disabilities will be prepared and will include menu changes, special feeding equipment, and food modification.	-Child Nutrition Director -Education Area Directors -Health Services Director -Campus Directors -Family Services Workers -Teachers -Assistant Teachers	-Child Nutrition Director -Child Nutrition Coordinators -Campus Directors -Family Services Workers -Teachers -All of the Above and -Special Services Director -Special Services Coordinator -Disability Aides	-Ongoing monitoring -As needed -As needed -Yearly Self Assessment -Ongoing monitoring	-Menus -Food Menu Survey -Therapeutic Diet Menus

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
1. Staff will prepare, provide, and serve breakfast, lunch, and PM snacks 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. 2. Staff will implement the following meal/snack schedule: Breakfast 7:45 AM Lunch 11:30 AM PM Snack 2:30 PM Changes/modifications in meal times accommodated for children with disabilities where necessary.	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Food Production Staff -Campus Directors -Family Services Workers -Teachers -Assistant Teachers -Custodians	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Campus Directors -Family Services Workers -Teachers -Assistant Teachers -Custodians	-August thru May (Daily)	-USDA Meal Patterns (3-5 years old) -Menus -TDA Form 1530 (Daily Meal Production Record)
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". The parent/guardian will be encouraged to follow the child's daily nutritional needs during off-school days.	-All of the above	-All of the above	-August thru May (Daily)	-Menus -TDA Form 1530 (Daily Meal Production Record)

HIDALGO COUNTY 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 recommended serving sizes and minimum standards for meal patterns recommended in the USDA meal pattern or nutrient standard menu planning requirements outlined in 7 CFR parts 210, 220, and 226.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will ensure that the required serving size and quantity of foods be served. Menus will reflect as follows: Breakfast: Select 3 of 5 components (milk 6 oz., vegetable ½ c., fruit ½ c., grains/bread ½ sl. serving., meat/meat alternate 1 ½ oz) Lunch: Select 5 of 5 components (milk 6 oz., vegetable ½ c., fruit ½ c., grains/bread ½ sl. serving., meat/meat alternate 1 ½ oz) PM Snack: Select 2 of 5 components (milk 6 oz., vegetable ½ c., fruit ½ c., grains/bread ½ sl. serving., meat/meat alternate 1 ½ oz)	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Campus Directors -Family Services Workers -Teachers -Assistant Teachers -Custodians	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Campus Directors -Family Services Workers -Teachers -Assistant Teachers -Custodians	-August thru May (Daily)	-USDA Meal Patterns (3-5 years old) -Menus -TDA Form 1530 (Daily Meal Production Record) -TDA Form H1606 (Child Care Center Review)

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

HIDALGO COUNTY 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 Campus.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will serve a complete and nourishing breakfast every day. In addition, the campuses will stock a few grain/bread items, juice, and milk to provide to all late arrivals breakfast as well.	-Child Nutrition Director -Child Nutrition Coordinator -Head Cooks -Campus Directors -Family Services Workers -Teachers -Assistant Teachers	-Child Nutrition Director -Child Nutrition Coordinators -Campus Directors -Family Services Workers -Teachers -Assistant Teachers	-August thru May (Daily)	-TDA Form H1606 (Child Care Center Review)

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
- Staff will dispense safe drinking water to children upon request during the program day. - Each Campus Classroom will have water readily available in containers/fountains and served during all meal times.	-Child Nutrition Director -Child Nutrition Coordinators -Health Director -Health Department Staff -Campus Directors -Family Services Workers -Teachers -Assistant Teachers -Custodians -Volunteers	-Child Nutrition Director -Child Nutrition Coordinators -Health Director -Health Department Staff -Campus Directors -Family Services Workers -Teachers -Assistant Teachers -Custodians -Volunteers	-On-going monitoring	-TDA Form H1606 (Child Care Center Review Notes)

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

HIDALGO COUNTY 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 during **Covid-19**.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Teachers will complete our HCHSP Covid-19 Health Screening Checklist before entering the campus classroom 2. Teachers will disinfect all classrooms and provide a clean sanitary environment in which children will consume their meals before and after each meal. 3. Teachers will sit with children during family-style meal service. 4. Conversations will be related to the meal provided. 5. Provide a forum for children to talk to each other. 6. Allow children sufficient time to consume a meal 7. Arrange and facilitate the socialization of children during meal time while establishing social distancing guidelines. 8. Extend learning unit activities during meal times.	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Education Area Directors -Health Services Director -Special Services Director -Campus Directors -Family Services Workers -Teachers -Assistant Teachers - Custodians	-Child Nutrition Director -Child Nutrition Coordinators -Campus Directors -Family Services Workers -Teachers -Assistant Teachers -Disability Aides -Custodians	-August thru May (Daily) -Annual Self-Assessment -On-going monitoring	- Cycle Menu -TDA Form 1606 (Child Care Campus Review) -Therapeutic Diet Menus as applicable

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. Electronic Daily Meal Count Attendance Record-Alternate form H-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. Campus Monitoring Worksheet h. Child Nutrition Monitoring Notes	-Child Nutrition Director -Child Nutrition Coordinator -Campus Directors -Family Services Workers -Teachers -Assistant Teachers -Custodians	-Child Nutrition Director -Child Nutrition Coordinators -Campus Directors -Family Services Workers -Teachers -Assistant Teachers -Custodians	-August thru May (Daily) -Annual Self-Assessment -On-going monitoring	- Cycle Menu -TDA Form 1606 (Child Care Campus Review) -Therapeutic Diet Menus as applicable



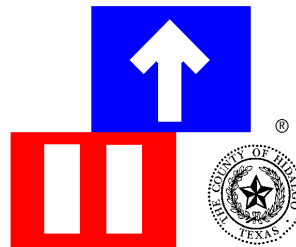
Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Education Services Program Plan

Connie Casas,
Chief Early Education Officer

HIDALGO COUNTY HEAD START PROGRAM



EDUCATION SERVICES PROGRAM PLAN 2023-2024

POLICY COUNCIL APPROVAL DATE:
COMMISSIONERS' COURT APPROVAL DATE:



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

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)

1302.31

**Teaching and the Learning
Environment**



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

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), 2022 Pre-K Guidelines and Dual Language Program to serve all children including children with disabilities.

Objective: (a) To provide children with developmentally appropriate educational activities that address each child's individual needs, including children with disabilities and dual language learners (DLLs).

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher receives training and guidance on the proper implementation of curriculum and instruction. In addition, the classroom teacher makes modifications, as necessary, to ensure activities are developmentally appropriate to help children achieve success.	Chief Early Education Officer Education Area Director Education Coordinator Campus Director Campus Principal or Designee Disability Classroom Aide	Campus Director Chief Early Education Officer Education Area Director Education Coordinator Campus Principal or Designee	June 2024	Training Agendas Training Sign-in Rosters Training and Technical Assistance (T/TA) Form Monitoring Lesson Plans



Hidalgo County Head Start Program
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Performance Standard: 1302.31 (b) (1) (i)

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), 2022 Pre-K Guidelines and Dual Language Program to serve all children 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(s) Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher builds a trusting relationship with each child by: • Warm greetings • Using the child's name at all times • Communicating with the children in their primary language • Providing an environment that is safe and nurturing • Creating positive adult/child interaction • Promoting critical thinking and problem solving • Developing social emotional skills • Encouraging the use of language to express feelings	Teacher Assistant Teacher Campus Staff	Campus Director Education Area Director Education Coordinator Campus Principal or Designee or Designee	June 2024	Campus/Classroom Observation Form CLASS



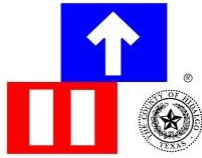
Hidalgo County Head Start Program
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Performance Standard: 1302.31 (b) (1) (i)

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), 2022 Pre-K Guidelines and Dual Language Program to serve all children 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(s)(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher encourages self-control by setting clear, consistent limits, and establishing realistic expectations by: • Involving children in establishing classroom rules • Providing positive guidance and reinforcement • Establishing high expectations • Giving positive praise and encouragement • Engaging in positive interactions as outlined in the Classroom Assessment Scoring System (CLASS) and the 2022 Pre-K Guidelines	Teacher Assistant Teacher Disability Classroom Aide	Campus Director Education Area Director Education Coordinator Campus Principal or Designee	June 2024	Campus/Classroom Observation Form CLASS 2022 Pre-K Guidelines



Hidalgo County Head Start Program
Education Department Program Plan
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Performance Standard: 1302.31 (b) (1) (i)

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), 2022 Pre-K Guidelines, 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(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher encourages children to respect the feelings and rights of others by: • Showing respect to each child by listening and responding to individual needs • Providing children with the opportunity to come together as a group (circle time, outdoor play) to enhance their social emotional skills • Being positive role models by using kind words such as please, thank you and excuse me • Targeting the domain of Emotional Support in CLASS and 2022 Pre-K Guidelines	Teacher Assistant Teacher Disability Classroom Aide	Campus Director Education Area Director Education Coordinator Campus Principal or Designee	June 2024	Campus/Classroom Observation Form CLASS 2022 Pre-K Guidelines



Hidalgo County Head Start Program
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Performance Standard: 1302.31 (b) (1) (i)

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), 2022 Pre-K Guidelines, and Dual Language Program to serve all children 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(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher respects home language, culture, and family composition of each child in ways that support the child's mental health and well- being by: - Ensuring that all materials and activities in the classroom reflect acceptance and support of the different compositions and ethnic backgrounds of families enrolled in the program - Supporting Cross-Cultural Responsiveness and Ethnic backgrounds	Teacher Assistant Teacher Disability Classroom Aide	Campus Director Education Area Director Campus Principal or Designee	June 2024	Campus/Classroom Observation Form Lesson Plans Home Language Survey (HLS) Oral Language Proficiency Test (OLPT)



Hidalgo County Head Start Program
Education Department Program Plan
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Performance Standard: 1302.31 (b) (1) (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), 2022 Pre-K Guidelines, and Dual Language Program to serve all children 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(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher provides a well-balanced program of instruction for all children including children with disabilities by: - Planning and implementing appropriate daily activities - Using effective teaching practices addressing all 5 Domains in HSELOF and the 10 Domains in 2022 Pre-K Guidelines - Using research-based curriculum and resources	Teacher Assistant Teacher	Campus Director Education Area Director Education Coordinator Campus Principal or Designee	June 2024	Curriculum and Resources Alignment Guides HSELOF 2022 Pre-K Guidelines Campus/Classroom Observation Form Lesson Plans Campus/Classroom Observation Form



Hidalgo County Head Start Program
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Performance Standard: 1302.31 (b) (1) (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), 2022 Pre-K Guidelines, 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(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
To enhance the quality of instruction, the Program has provided the following resources: • State Research-Based Pre-K Curriculum • Progress Monitoring Assessment Lessons/Activities • HSELOF • Pre-K Guidelines • Research-Based Supplemental Resources -Oral Language Development -Phonemic Awareness Programs -Online Education Applications (Apps) School Readiness Goals are established based on most recent available data to meet the needs of the program and aligned with the HSELOF.	Teacher Assistant Teacher Disability Classroom Aides	Chief Early Education Officer Campus Director Campus Principal or Designee Education Area Director Education Coordinator	June 2024	Curriculum and Resources Pacing Guides Pre-K Guidelines Oral Language & Phonemic Awareness Program Resources HSELOF Online Apps



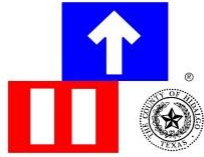
**Hidalgo County Head Start Program
Education Department Program Plan
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Performance Standard: 1302.31 (b) (1) (iii)

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), 2022 Pre-K Guidelines, and Dual Language Program to serve all children including children with disabilities.

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

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The program analyzes and aggregates data through: • Informal Assessments based on observations • Formal Assessments using Progress Monitoring Instruments • Utilization of Data from Educational Researched Applications • Informal Progress Monitoring Forms	Chief Early Education Officer Education Area Director Education Coordinator Campus Director Teacher Disability Classroom Aide	Chief Early Education Officer Assistant Program Directors Campus Director Campus Principal or Designee	June 2024	Progress Monitoring Platforms GoEngage Online Education Applications Parent/Teacher Conference Form/CIP Informal Progress Monitoring Forms
With parent input, a Children's Individual Plan (CIP) is developed to individualize experiences, instructional strategies, and services to meet the needs of each child.	Classroom Staff	Education Staff Campus Director	June 2024	



Hidalgo County Head Start Program
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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), 2022 Pre-K Guidelines and Dual Language Program to serve all children 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, understand concepts, and develop appropriate skills in literacy, numeracy, reasoning, problem solving and decision making.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher uses: • Developmentally appropriate strategies • Effective teaching practices The children will learn concepts and skills in the areas of: • Cognition – (science, social studies) • Language and Literacy • Math • Creative Arts • Perceptual, Motor and Physical Development • Social and Emotional Development	Teacher Assistant Teacher Disability Classroom Aide	Chief Early Education Officer Campus Director Campus Principal or Designee Education Area Director Education Coordinator	June 2024	Lesson Plans CLASS Progress Monitoring Tool Curriculum and Resources Engaging Interactions and Environments National Center for Quality Teaching and Learning (NCQTL) Online Educational Apps



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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), 2022 Pre-K Guidelines, and Dual Language Program to serve all children including children with disabilities.

Objective: (b)(2)(ii) To implement research-based effective teaching practices that support the development of bilingualism and bi-literacy.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher supports and respects home language, culture, and family composition of each child by: - Teaching activities and concepts to children in their primary language - Ensuring that all materials and activities in the classroom reflect acceptance and support of the different composition and ethnic background of the families - Supporting Cross-Cultural Responsiveness and Ethnic backgrounds - Implementing the Dual Language Program with fidelity	Teacher Assistant Teacher Disability Classroom Aide	Chief Early Education Officer Education Area Director Education Coordinator Campus Director Campus Principal or Designee	June 2024	Campus/Classroom Observation Form Home Language Survey Lesson Plans Dual Language Model



Hidalgo County Head Start Program
Education Department Program Plan
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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), 2022 Pre-K Guidelines, and Dual Language Program to serve all children including children with disabilities.

Objective: (b)(2)(ii) To implement research-based teaching practices that support the development of bilingualism and bi-literacy.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher provides a print rich environment by labeling furniture and items in the classroom in English and Spanish. 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).	Teacher Assistant Teacher Disability Classroom Aide Teacher Assistant Teacher Disability Classroom Aide	Chief Early Education Officer Education Area Director Education Coordinator Campus Director Campus Principal or Designee	Fall and Spring June 2024	Classroom Compliance Checklists Campus/Classroom Observation Form Lesson Plans



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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), 2022 Pre-K Guidelines, and Dual Language Program to serve all children including children with disabilities.

Objective: (b)(2)(iii) To provide bilingual services to all the children including children with disabilities.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Staff is selected and screened to ensure they are highly qualified, nurturing, and sensitive to cultural differences.	ISD and HS Human Resources Staff Campus Director/Principal Head Start Policy Council ISD School Board Education Department Policy Council	Program Director Chief Early Education Officer HS & ISD Human Resources Education Area Directors	June 2024 (As positions are needed)	Job Application Resume Human Resources Forms



Objective: (c)(2) To ensure the teacher implements 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.

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

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Hidalgo County Head Start Program
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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), 2022 Pre-K Guidelines, and Dual Language Program to serve all children including children with disabilities.

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

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The recommended Learning Centers are: • Math/Science • Pretend and Learn • Construction • Writing Center • Creative Arts • Library • ABC Note: Learning Center must be print rich and equipped with reading and writing materials.	Teacher Assistant Teacher Disability Classroom Aide	Campus Principal or Designee Campus Director Campus Principal or Designee Education Area Director Education Coordinator	June 2024	Lesson Plans Daily Schedule Campus/Classroom Observation Form Classroom Compliance Checklists



Hidalgo County Head Start Program
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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), 2022 Pre-K Guidelines, and Dual Language Program to serve all children including children with disabilities.

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

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher plans and provides developmentally appropriate activities to: - Encourage the use of fine and gross motor skills - Develop eye/hand coordination - Promote tactile/kinesthetic participation Note: These activities/interactions are outlined in CLASS Domains/Dimensions and 2022 Pre-K Guidelines The classroom teacher is allowed to adapt activities to maintain an inclusive classroom environment for children with special needs.	Teacher Assistant Teacher	Campus Director Campus Principal or Designee Education Area Director Education Coordinator	June 2024	Lesson Plans CLASS 2022 Pre-K Guidelines T-TESS



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Performance Standard: 1302.31 (e)(1)

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), 2022 Pre-K Guidelines, and Dual Language Program to serve all children including children with disabilities.

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

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The program provides a nap or rest period with alternative quiet learning activities.	Classroom Staff	Education Area Directors Campus Director Campus Principal or Designee	June 2024	Lesson Plans Daily Schedule



**Hidalgo County Head Start Program
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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), 2022 Pre-K Guidelines, and Dual Language Program to serve all children including children with disabilities.

Objective: (e)(2) To implement mealtimes in ways that support development and learning.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Mealtimes are structured and used as learning opportunities that support teaching Adult-Child interactions by: - Family style serving where local health departments allow - Using the “Helper’s Chart” to assign duties for children - Providing sufficient time for children to eat - Encouraging children to develop healthy eating habits Note: Food is not used as a reward or punishment and children are never forced to eat and/or finish their meal.	Classroom staff	Campus Director Campus Principal or Designee Education Area Director Education Coordinator	June 2024	Weekly Menu Lesson Plans Discipline and Guidance Policy Helper’s Chart



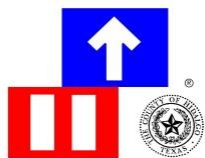
Hidalgo County Head Start Program
Education Department Program Plan
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Performance Standard: 1302.31 (e)(3)

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), 2022 Pre-K Guidelines, and Dual Language Program to serve all children including children with disabilities.

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

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
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.	Teacher Assistant Teacher Disability Classroom Aide	Campus Director Campus Principal or Designee Education Area Director Education Coordinator	June 2024	Daily Schedule
The classroom teacher continuously implements cognitive transitional activities based on the theme of study to help children recognize signs of preparing for or completing a task. Note: These activities/interactions are outlined in CLASS Domains	Teacher Assistant Teacher Disability Classroom Aide		June 2024	Lesson Plans CLASS 2022 Pre-K Guidelines



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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), 2022 Pre-K Guidelines, and Dual Language Program to serve all children including children with disabilities.

Objective: (e)(4) To allocate time for indoor and outdoor space, equipment, materials, and adult guidance for active play and movement.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
. The daily schedule includes: - Guided and independent indoor and outdoor activities with active supervision at all times - Active play for both indoor and outdoor activities The classroom teacher plans for developmentally appropriate activities and the use of outdoor/indoor equipment. The classroom teacher is actively involved with the children during games and motor development activities to ensure safe and active learning.	Teacher Assistant Teacher Disability Classroom Aide	Campus Director Campus Principal or Designee Education Area Director Education Coordinator	June 2024	Lesson Plans Campus/Classroom Observation Form Daily Schedule

1302.32

Curricula



Hidalgo County Head Start Program
Education Department Program Plan
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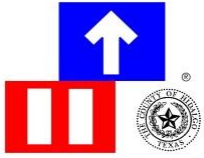
1302.32 Curricula

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.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher plans and implements daily lessons/activities using developmentally appropriate teaching strategies from research-based curriculum and resources to provide a well-balanced program of instruction. To enhance the quality of instruction the program provides the following resources: • State Researched-Based Pre-K Curriculum • HSELOF/2022 Pre-K Guidelines • Pacing Guide • Oral Language Program • Phonemics Awareness Curriculum • Online Instructional Applications • Progress Monitoring Platform • Progress Monitoring Activities • National Center on Quality Teaching and Learning (NCQTL) and the TEA Early Childhood Education Department	Teacher Assistant Teacher Classroom Disability Aide	Campus Director Education Area Director Education Coordinator	June 2024	Campus/Classroom Observation Form Lesson Plan Language and Literacy Checklist Curriculum and Resources



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

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 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(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Campus staff receives training and an up-dated alignment document consisting of: • 2022 Pre-K Guidelines • HSELOF • State Research-Based Pre-K Curriculum • Progress Monitoring Tool • Alignment of Online apps, Pre-K Guidelines, and Progress monitoring tool • Other Resources School Readiness Goals are established based on the most recent available data to meet the needs of the program.	Chief Early Education Officer Education Area Director Education Coordinator Staff Development Coordinator Chief Human Resource Officer	Program Director Assistant Program Directors Education Area Directors Staff Development Coordinator Chief Early Education Officer	June 2024	Curriculum and Resources Alignment and/or Pacing Guide Progress Monitoring Tools



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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(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The program implements State research-based Pre-K Curriculum which contains an organized scope and sequence/pacing guide and integrates instruction across developmental domains and early learning disciplines.	Teacher Assistant Teacher Disability Classroom Aide	Campus Director Education Area Director Education Coordinator Chief Early Education Officer	June 2024	State Adopted Manual and Resources State Curriculum Scope and Sequence
Teachers are provided with resources that include lesson plans, Pacing Guide, activities, and materials aligned with the State Adopted Pre-K Curriculum & HSELOF. Note: State Research-Based Pacing Guide is aligned to 2022 Pre-K Guidelines, HSELOF, Progress Monitoring Tool, and Phonemics Awareness Curriculum.	Campus Director	Campus Director Education Area Director Chief Early Education Officer	June 2024	Supplemental Resources 2022 Pre-K Guidelines HSELOF Progress Monitoring Tool



**Hidalgo County Head Start Program
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Performance Standard: 1302.32 (a)(2)

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(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Teachers are provided with Professional Development in the following areas: • HSELOF • CLASS/T-TESS • Progress Monitoring Tool • State Researched-Based Curriculum • Dual Language Model • Effective Teaching Practices/Strategies in Early Childhood Classrooms • Special Needs Children • Developmentally appropriate lessons and activities • Online Apps • Supplemental Resources • Needs of Dual Language Learners Campus Directors monitor teachers on a daily basis to ensure. Implementation of curriculum with fidelity, consistency, frequency, and intensity to ensure children's mastery of skills	Chief Early Education Officer Education Area Director Education Coordinator Campus Director Campus Principal and/or Designee	Chief Early Education Officer Staff Development Coordinator Education Area Director Campus Director Campus Principal and/or Designee	June 2024	Training Sign-in Roster Training Handouts Training Evaluations Certificates Staff Development Training/Questionnaire Campus/Classroom Observation Form CLASS/T-TESS



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Performance Standard: 1302.32 (a)(2)

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(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
New and experienced classroom staff in need of assistance are provided with training, technical assistance, and support to ensure a high quality of instruction. The following training opportunities are provided throughout the year: • Beginning Teacher Series • Pre-Service Training-New Employees • Annual Training-Current Employees • NCQTL – Engaging Interactions and Environments In-service Suites • Practice Based Coaching (PBC) - Mentoring and Coaching Program • Curriculum fidelity implementation is monitored by reviewing lesson plans, daily classroom visits and providing feedback as needed.	Staff Development Coordinator Chief Human Resource Officer Chief Early Education Officer	Chief Early Education Officer Staff Development Coordinator Chief Human Resource Officer Education Area Directors Campus Directors	June 2024	Training Sign-in Roster Training Handouts Certificate Staff Development Training/Questionnaire Campus/Classroom Observation Form Lesson Plans

1302.33

Child Screenings and Assessment



Hidalgo County Head Start Program
Education Department Program Plan
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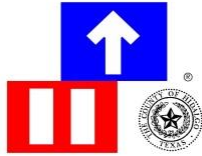
1302.33 Child Screenings and Assessment

Performance Standard: 1302.33 (a)(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: (a)(1) To use all available resources and methods to ensure that quality services are provided to each child.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher, parents/guardians and professional consultants meet to identify any developmental concerns. • Parent Interviews • Assessments / Screening data • Teacher observations • Progress Reports/Report Cards • Parent/Teacher Conference/CIP	Teacher Parent Educational Consultant Disability Classroom Aide	Campus Director Education Area Director Education Coordinator Chief Early Education Officer	Within 45 days of enrollment	Parent/Teacher Conference Form/CIP Progress Report/ Report Card Observations Assessment Results Progress Monitoring Reports Data Reports



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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(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher assesses the developmental level of each child upon their entry into the program using a Progress Monitoring Assessment tool. The classroom teacher will conduct three Parent Teacher Conferences to discuss screenings and assessment results three times a year after each assessment administration. The conference is held in the parent/guardian's prominent language and together teacher and parent/guardian develop a child individual plan.	Teacher Assistant Teacher Disability Classroom Aide Teacher Assistant Teacher Disability Classroom Aide	Chief Early Education Officer Campus Director Education Area Director Education Coordinator Chief Early Education Officer Campus Director Education Area Director Education Coordinator	At time of enrollment within 45 days for BOY and as scheduled thereafter for MOY and EOY Three times a year after each assessment	Progress Monitoring Tool Progress Monitoring Parent Report Parent/Teacher Conference Form/CIP



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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(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom staff engages parents in discussing information gathered from observations, physicals, screenings, assessments, etc. to plan for individual needs.	Teacher Assistant Teacher Disability Classroom Aide	Campus Director Education Area Director Education Coordinator	Upon Enrollment (Within 45 or 90 days)	Physical Exams Classroom Observation Progress Monitoring
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.	Teacher Assistant Teacher Disability Classroom Aide	Campus Director Education Area Director Education Coordinator	June 2024	Progress Reports/Report Cards Parent/Teacher Conference Form
The classroom staff and other relevant staff partner with the child's parents and the Local Education Agency (LEA) to support families through the formal evaluation process.	Teacher Assistant Teacher Family Service Worker Campus Director Disability Classroom Aide	Special Services Department	June 2024	Referral Form



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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(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher groups children based on data gathered from assessments according to specific needs and levels of development aligned to the goals described in the HSELOF and 2022 Pre-K Guidelines.	Teacher Assistant Teacher Disability Classroom Aide	Campus Director Education Area Director Education Coordinator Chief Early Education Officer	June 2024	Progress Monitoring Results Lesson Plans Individual Educational Plan (IEP)
The teacher provides activities to help children grow and respond to their individual needs and strengths.	Teacher Assistant Teacher Disability Classroom Aide	Campus Director Education Area Director Education Coordinator Chief Early Education Officer	June 2024	Parent/Teacher Conference/CIP Online Data
The classroom teacher provides children with individualized assistance during small group instruction, Learning Centers and throughout the day as needed to meet their specific needs.	Teacher Assistant Teacher Disability Classroom Aide	Campus Director Education Area Director Education Coordinator Chief Early Education Officer	June 2024	



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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(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The children are grouped according to their developmental level and are provided with activities to help them meet their educational needs.	Teacher Assistant Teacher Disability Classroom Aide	Campus Director Education Area Director Education Coordinator	June 2024	Lesson Plans Progress Monitoring Reports Online App Reports Take-home Activities
Parents are provided with home activities for their child to reinforce skill development.	Teacher Assistant Teacher Disability Classroom Aide	Campus Director Education Area Director Education Coordinator	June 2024	Educational Activity



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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(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
With parent input, a CIP is developed to individualize experiences, instructional strategies, and services to meet the needs of each child.	Teacher Assistant Teacher Disability Classroom Aide	Campus Director Education Area Director Education Coordinator	June 2024	Progress Monitoring Reports Parent/Teacher Conference/CIP IEP Online App Results
Data from screenings and assessments are gathered to make informed decisions on children's progress.	Teacher Assistant Teacher Disability Classroom Aide	Campus Director Education Area Director Education Coordinator	June 2024	



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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(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher uses a variety of screening/assessment instruments, progress notes, observation notes, and individual plans to support children's learning and developmental progress.	Teacher Assistant Teacher Disability Classroom Aide	Campus Director Education Area Director Education Coordinator Campus Principal and/or Designee	Within 45 Days of Enrollment	Progress Monitoring Results Parent/Teacher Conference/CIP Progress Report/Report Cards
If warranted, a child is referred to local agencies responsible for implementing Individuals with Disabilities Education Act (IDEA) for a formal evaluation.	Teacher Assistant Teacher Campus Director Disability Classroom Aide	Special Services Dept. Campus Director Campus Principal and/or Designee	June 2024	Inter-Agency Referral Form



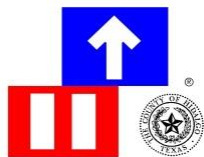
**Hidalgo County Head Start Program
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Performance Standard: 1302.33 (c)(1)(2)

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(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher administers Progress Monitoring assessment tool three times a year in the language of instruction to establish a baseline and to measure a child's growth throughout the year.	Teacher	Campus Director Education Area Director Education Coordinator Chief Early Education Officer Campus Principal and/or Designee	Within 45 days of enrollment	Progress Monitoring Tool



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

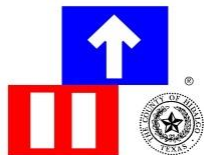
Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child's developmental skills within 45 days of enrollment.

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(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Progress Monitoring Parent Report/PTC/Child's Individual Plan will be shared with parents after each assessment in their dominant language.	Teacher Assistant Teacher Disability Classroom Aide	Campus Director Education Area Director Education Coordinator	After each assessment	Progress Monitoring Parent Teacher Conference/CIP
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.	Disability Classroom Aide Family Services Department Special Services Department Campus Director Campus Principal and/or Designee	Campus Director Education Area Director Education Coordinator Family Services Director Special Services Director Campus Principal and/or Designee	June 2024	

1302.34

**Parent and Family Engagement in
Education and Child Development
Service**



**Hidalgo County Head Start Program
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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(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Parents have accessibility to our services and are encouraged to visit our facilities during hours of operation following campus guidelines	Teacher Assistant Teacher Campus Director	Education Area Director Education Coordinator Family Services Staff Campus Director Principal and/or Designee	June 2024	Sign-in logs Parent Handbook Parent Handbook Acknowledgment Form
Parent handbook is distributed during Parent's orientation and posted at the Center's Parent's Corner Bulletin area.	Teacher Assistant Teacher Campus Director	Campus Director Compliance Director	June 2024	Sign-In Logs



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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 encourage them to become involved in their child's education and the program's policies, procedures, and educational services.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Parents are provided with a monthly Parent, Family and Community Engagement Framework (PFCEF) calendar of activities to enhance learning experiences at home.	Teacher Assistant Teacher	Family Services Staff Campus Director Principal and/or Designee	June 2024	PFCEF Calendar of Activities
The classroom teacher and the parents communicate regularly to discuss routines, children's behavior, and developmental progress.	Teacher Assistant Teacher	Campus Director Education Area Director Education Coordinator Chief Early Education Officer	June 2024	Home Visit Form Parent/ Teacher Conferences/CIP Progress Reports/Report Cards



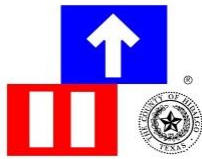
**Hidalgo County Head Start Program
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Performance Standard: 1302.34 (a)(b)(3)

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 encourage them to become involved in their child's education and the program's policies, procedures, and educational services.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher conducts parent / teacher conferences three times a year and as needed to: - Inform parents of their child's progress and discuss the results of any screening and assessment. - Engage them in the development of their Child's Individual Plan	Teacher Assistant Teacher	Education Area Director Campus Director Campus Principal and/or Designee	June 2024	Parent/Teacher Conference/CIP Progress Report/Report Cards Progress Monitoring Parent Report



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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 encourage them to become involved in their child's education and the program's policies, procedures, and educational services.

Task to be Accomplished	Person(s) Responsible	Person(s) 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.	Campus Director Teacher	Education Area Directors Chief Early Education Officer Campus Director Principal and/or Designee	June 2024	Advisory Committee Minutes
Parents are encouraged to share their ideas, books, music, and foods that are relevant to their culture through interviews by: - Parents have opportunities to provide feedback and place in the "Suggestion Box" at the campus - Parents participate by reviewing and signing the lesson plans - Parents actively participate in the Annual Nutrition Contest - Monthly Parent Meetings	Campus Director Teacher	Education Area Directors Campus Director Campus Principal and/or Designee	June 2024	Home Visit Form Parent /Teacher Conferences/CIP Suggestion Box Lesson Plans Monthly Meeting Sig-in/Agenda



**Hidalgo County Head Start Program
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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 encourage them to become involved in their child's education and the program's policies, procedures, and educational services.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Classroom Teacher encourages parents to participate in classroom activities such as: • Special celebrations (Fall, Winter, or Spring) • Preparing ethnic foods (Nutrition Contest) • Sharing music, stories, traditions, etc. • Art projects • Volunteering at the campus and/or field trips	Campus Director Teacher Assistant Teacher	Education Area Director Campus Director	June 2024	Volunteer Sign In Logs Lesson Plans



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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 encourage them to become involved in their child's education and the program's policies, procedures, and educational services.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Teachers inform parents about the purpose and results from screenings and assessments.	Teacher	Education Area Director Chief Early Education Officer Campus Director Campus Principal and/or Designee	June 2024	Parent/Teacher Conference/CIP Progress Monitoring Parent Report
The child's progress is discussed after each assessment three times a year.	Teacher			



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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 encourage them to become involved in their child's education and the program's policies, procedures, and educational services.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher conducts two home visits during the school year. Additional home visits are done as needed throughout the program year.	Teacher Assistant Teacher	Education Area Director Chief Early Education Officer Campus Director Campus Principal and/or Designee	June 2024	Home Visit Form
If feasible, first home visits are done before the beginning of the school year.	Teacher Assistant Teacher	Education Area Director Chief Early Education Officer Campus Director Campus Principal and/or Designee	June 2024	Home Visit Form

1302.92

**Training and Professional
Development**



Hidalgo County Head Start Program
Education Department Program Plan
2023-2024

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 teachers to improve their effective teaching practices.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Assess all classroom staff to identify strengths and areas of support.	Campus Director Education Area Director	Chief Early Education Officer Education Area Directors Staff Development Coordinator Chief Human Resource Officer	June 2024	Professional Development Plan/Update Needs Assessment Progress Monitoring Tool
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, 2022 Pre-K Guidelines, and the School Readiness Goals: - Approaches to Learning - Social and Emotional Development - Language and Literacy - Cognition - Perceptual, Motor and Physical Development	Education Area Director Chief Early Education Officer	Chief Early Education Officer Education Area Directors	June 2024	CLASS T/TA Form PBC Forms Surveys



Hidalgo County Head Start Program
Education Department Program Plan
2023-2024

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 the staff to receive training to further enhance their skills in effective teaching practices.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The program will provide opportunities for all staff to receive training through research based professional development aligned with program goals.	Campus Director Education Area Director Staff Development Coordinator Chief Early Education Officer Campus Principal and/or Designee	Chief Early Education Officer Education Area Directors	June 2024	T/TA Form Surveys



Hidalgo County Head Start Program
Education Department Program Plan
2023-2024

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 teachers to improve their skills in effective teaching practices.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Intensive coaching opportunities are provided for Coachees aligned with the program school readiness goals, curricula, and professional development. • Practice-Based Coaching (PBC) model will be utilized • PBC is a cyclical process for supporting teacher's use of effective teaching practices that lead to positive outcomes for children	Chief Early Education Officer Education Coordinator	Chief Early Education Officer Education Coordinators	June 2024	T/TA Form PBC Forms



**Hidalgo County Head Start Program
Education Department Program Plan
2023-2024**

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 teachers to improve their skills in effective teaching practices.

Task to be Accomplished	Person(s) Responsible	Person(s) Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The program implements two types of coaching formats: - Expert Coaches - Provide intensive coaching to Teacher identified as Priority 1 and Priority 2 - Peer Coaches – assist Teacher needing additional support identified as Priority 3 when applicable Priority Teacher will be identified based on End of Year needs assessment. Provide on-going monitoring and communication between Coach, Area Director, and any other relevant staff. Ensure coaching model process and assessment results are not used to determine punitive actions for staff identified as needing support -Implement TSR Coaching Model if applicable	Campus Director Education Area Director Education Coordinator Chief Early Education Officer Chief Early Education Officer Education Coordinator Campus Directors Education Area Director Education Coordinator Chief Early Education Officer	Chief Early Education Officer Education Area Director Chief Early Education Officer Education Area Director Chief Early Education Officer Education Area Director	June 2024 June 2024 June 2024 June 2024	Progress Monitoring Report CLASS PBC Model Plan of Action T/TA Form PBC Forms Online portal

1304.11

Classroom Assessment Scoring System (CLASS)



Hidalgo County Head Start Program
Education Department Program Plan
2023-2024

Performance Standard: 1304.11 (c)(1) (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)(1)(2) 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(s) Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms								
CLASS training on domains dimensions, indicators and behavior markers is provided to all staff throughout the year. The program will ensure that it does not fall below the High-Quality (HQ) threshold score across all domains. <table><tr><th>Domains</th><th>HQ Threshold Score</th></tr><tr><td>Emotional Support</td><td>6</td></tr><tr><td>Classroom Organization</td><td>6</td></tr><tr><td>Instructional Support</td><td>3</td></tr></table>	Domains	HQ Threshold Score	Emotional Support	6	Classroom Organization	6	Instructional Support	3	Education Area Director Campus Director Classroom Staff Chief Early Education Officer	Program Director Assistant Program Director Education Area Directors Chief Early Education Officer	June 2024	CLASS CLASS Observation Form T/TA Form NCQTL Engaging Interactions and Environments OHS National Report
Domains	HQ Threshold Score											
Emotional Support	6											
Classroom Organization	6											
Instructional Support	3											



Hidalgo County Head Start Program
Education Department Program Plan
2023-2024

Performance Standard: 1304.11 (c) (1) (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(s) Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
To reach Standards of Excellence, the Hidalgo County Head Start Program will: - Continues to monitor using aggregated data assuring success in all systems and programs being implemented. - Staff Development planning will be utilized based on analysis results. Teacher training will be focused and intentional. - Utilize the in-service 15-minute suites and the crosswalk to provide continuous professional development (PD).	Campus Director Education Area Directors Staff Development Coordinator Chief Early Education Officer	Chief Early Education Officer Education Area Directors Campus Directors	June 2024	T/TA Form



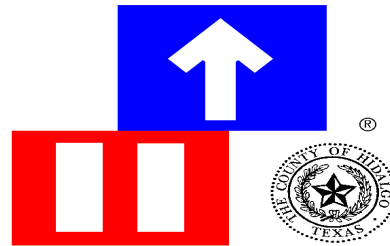
Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Family Services Program Plan

Elvira Segura,
Family Services Director

HIDALGO COUNTY HEAD START PROGRAM



FAMILY SERVICES PROGRAM PLAN 2023-2024

Policy Council Approval Date: 00.00.00
Commissioners' Court Approval Date: 00.00.00

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY SERVICES DEPARTMENT PROGRAM PLAN
Subpart E- Family and Community Engagement Program Services
2023 – 2024**

Performance Standard: 1302.50 Family Engagement.

Goal: To integrate parent and family engagement strategies into all systems and program services to support family well-being and promote children’s learning and development including environment.

Objective: To develop approaches that address prevalent needs and challenges of families across the program that may leverage community partnerships or other funding sources.

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The program will ensure that systems, supports and resources are in place to address professional development, continuous improvement, program environment and partnerships related to family well-being.	All Head Start Staff	Area Directors Family Services Director	Ongoing	Program Plans for all services
The Program will incorporate goals related to family well-being into agency work plans and strategic planning.	Teachers Campus Directors Family Services Workers	Area Directors Family Services Director Executive Team	Ongoing	Family Partnership Agreements
The Program will develop relationships with community members and community organizations that support families’ interests and needs.				Self-Assessment Head Start Parent Surveys
The Program will implement the PFCE Framework Self-Assessment, the Monitoring Protocol, the Family Engagement Survey (FES), CLI and the C.L.A.S.S. Assessment to identify and understand the effectiveness of family-staff relationships with respect to teaching and learning.	Teachers Campus Directors Family Services Workers	Family Services Director Executive Team	Ongoing	PFCE Framework GoEngage Reports

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY SERVICES DEPARTMENT PROGRAM PLAN
Subpart E- Family and Community Engagement Program Services
2023 – 2024**

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
The Program will provide parents with in person and/or virtual 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. The Program will incorporate goals related to families as life-long educators into agency work plans and strategic planning. The Program will collaborate with school systems to support and empower families in their continued role as their child’s life-long educators. 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. Engage and train parents with program technology beginning at application process.	Teachers Campus Directors Family Services Workers Teachers Family Services Workers Family Services Workers Teachers	Family Services Coordinators Education Area Directors Family Services Director Executive Team Education Area Directors Education Area Directors Family Services Director Family Services Coordinators	Daily/Ongoing Ongoing Ongoing	Abriendo Puertas/Opening Doors Agenda Monthly Parent Committee Meetings/Reading Initiative Program Family Partnership Agreements PFCE Framework Take Home Activities Automated application and forms

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY SERVICES DEPARTMENT PROGRAM PLAN
Subpart E- Family and Community Engagement Program Services
2023 – 2024**

Performance Standard: 1302.50 (b) (2) Family Engagement Approach

Goal: To develop relationships with parents and structure services to encourage trust and respect

Objective: To identify and implement parent activities to focus on trust and respect.

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
Opportunities for sharing information with parents to discuss needs will be provided throughout the year, such as... - Family Partnership Agreement Meetings - Parent Committee Meetings - Parent Workshops - Volunteer Training - Parent Conference - Abriendo Puertas/Opening Doors Parent Curriculum Training - Parent Fair - Fatherhood Conference	Campus Directors Family Services Workers	Family Services Director Education Area Directors Family Services Coordinators	Within 90 days of enrollment	Family Strengths and Needs Assessment Family Partnership Agreement Abriendo Puertas / Opening Doors Parent Curriculum
The Family Partnership Agreement and other meetings with families will take place in the language of their choice. Special emphasis will be placed on respecting each family's diversity, and cultural and ethnic background.	Family Services Workers	Family Services Director Family Services Coordinators	Follow-up Ongoing	Sign in Sheets

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY SERVICES DEPARTMENT PROGRAM PLAN
Subpart E- Family and Community Engagement Program Services
2023 – 2024**

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.

Task To Be Accomplished	Person Responsible	Person Responsible To Monitor	Projected Date of Completion	Documents or Forms
The Program will implement the Family Partnership Process, using the Family Engagement outcomes, to identify individual family strengths and challenges. The Program will conduct periodic follow-ups on the goals and objectives of the Family Partnership Agreement to assist families in meeting their goals.	Family Services Workers Family Services Workers	Family Services Director Family Services Coordinators	Ongoing Every 45 days or as required	PFCE Framework Domains Family Partnership Agreement Referrals and Data Tracking

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY SERVICES DEPARTMENT PROGRAM PLAN
Subpart E- Family and Community Engagement Program Services
2023 – 2024**

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
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. 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. Parents will be trained as volunteers during the Volunteer Training. 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.	Executive Director Department Directors Campus Directors Family Services Workers Family Services Department	Department Directors Family Services Department Human Resources Family Services Department	Ongoing Ongoing Ongoing	Program Plans Department Procedures Manual Advisory Committee Minute Report Interview Rating Form Volunteer Training Conference Program

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY SERVICES DEPARTMENT PROGRAM PLAN
Subpart E- Family and Community Engagement Program Services
2023 – 2024**

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
The program will utilize the family's primary language and culture diversity to share information in a safe environment.	Campus Directors	Department Directors	Ongoing	Parent Meeting Information
All information will be distributed to parents in the family's preferred language in person and/or electronically.	Teachers	Family Services Department	Ongoing	Family Partnership Agreement
Monthly parent meetings, home visits, workshops, and trainings will be conducted in family's preferred language, to include a sign-language interpreter if needed.	Family Services Workers			Workshop/Training Sign-In
	Campus Directors	Family Services Department	Ongoing	PFCE Framework
	Family Services Workers			Go Engage Reports

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY SERVICES DEPARTMENT PROGRAM PLAN
Subpart E- Family and Community Engagement Program Services
2023 – 2024**

Performance Standard: 1302.50 (b) (6)

Goal: To implement procedures for teachers, home visitors, and family services workers 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
The Program staff will conduct staffings, parent/teacher conferences, home visits, and other parent interviews throughout the year to share information.	Family Services Workers	Department Directors	August thru June	Staffing Documentation
	Teachers	Family Services Coordinators		Parent/Teacher Conference Info
	Campus Directors			
The Program will share information with parents during home visits and when reviewing assessments, and Deca Surveys as well as health and nutrition information.	Teachers	Department Directors	Ongoing	PFCE Framework and Outcomes
	Family Services Workers	Campus Directors		GoEngage Reports

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY SERVICES DEPARTMENT PROGRAM PLAN
Subpart E- Family and Community Engagement Program Services
2023 – 2024**

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
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 Activities Graduation Ceremonies Volunteering at Centers The program will develop strategies and activities in the classrooms for consistent attendance by providing incentives. Parents will participate as advocates and leaders for their children’s attendance. 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	Teachers Assistant Teachers	Campus Directors Family Services Workers Department Directors	Ongoing	PFCE Framework Daily Attendance Reports Take-home Activities
	Family Services Workers	Campus Directors Family Services Coordinators	Ongoing	Family Services Readiness Goals Activities
	Teachers Assistant Teachers Family Services Workers	Family Services Coordinators	As Needed Ongoing	Abriendo Puertas/ Opening Doors Curriculum

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY SERVICES DEPARTMENT PROGRAM PLAN
Subpart E-Family and Community Engagement Program Services
2023 – 2024**

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
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. The Program will link families with support systems and resources and conduct intentional follow-up to determine their effectiveness. 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: DECA CLI Frog Street Kinder Music Kindness Curriculum Positive Behavior Support Special Services Nine Weeks Progress Reports School Readiness Goals- Take home activities	Family Services Worker Teachers Campus Directors Family Services Worker	Campus Directors Family Services Department Department Directors Family Services Coordinators	August thru June	Family Partnership Agreement PFCE Framework Abriendo Puertas/Opening Doors Curriculum Referral form and Follow-ups Community Resource Directory Parent Fair Agenda Special Services Progress Reports Family Services Take-Home activity Sign In Conference Notes

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY SERVICES DEPARTMENT PROGRAM PLAN
Subpart E-Family and Community Engagement Program Services
2023 – 2024**

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
The Program will implement the Family Partnership Agreement as soon as possible after enrollment. The Family Partnership Agreement offers parents the opportunity to develop family goals and outline responsibilities, timetables and intentional strategies for the progress and achievement of these goals. The program will utilize the Abriendo Puertas Parent curriculum to support parenting strategies to address family challenges. The program will conduct periodic follow-up to verify timely and effectiveness of services. The program will provide training for parents as advocates and leaders for their centers. • Volunteer Training • Leadership Conference • Governance Institute • Advisory Committees • Presenters at Parent Meetings(Specific Topics)	Campus Directors Family Services Worker Campus Directors Family Services/Transition Director	Family Services Director Family Services Coordinators Family Services Coordinators Family Services Director	Ongoing Ongoing Ongoing	Family Partnership Agreement AbriendoPuertas/ Opening Doors Curriculum Referral forms and Follow-up forms HCHS Program Calendar

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY SERVICES DEPARTMENT PROGRAM PLAN
Subpart E-Family and Community Engagement Program Services
2023 – 2024**

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.

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
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.	Campus Directors Family Services Worker	Family Services Department	Upon entering enrollment status	Confidentiality Policy
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.	Teachers	Family Services Coordinators	Ongoing	Personnel File
Emergency and/or crisis assistance will be made accessible & available to all families in need through referrals or other resources and services.	Family Services Worker	Family Services Department	Ongoing	Annual Training
				Staff Development Workshops
				Program Calendar
				PFCE Framework

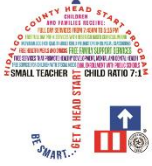
**HIDALGO COUNTY HEAD START PROGRAM
FAMILY SERVICES DEPARTMENT PROGRAM PLAN
Subpart E-Family and Community Engagement Program Services
2023 – 2024**

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
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.	Family Services Worker	Family Services Director/ Family Services Coordinators	Within 90 days of enrollment Follow-up Ongoing	PFCE Framework Family Partnership Agreement FPA Follow-up Referral Information
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.	Family Services Worker	Family Services Coordinators	Ongoing	



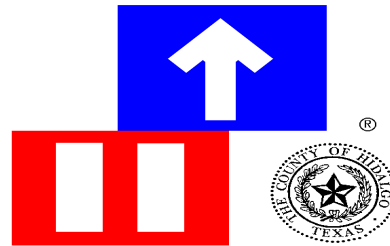
Hidalgo County Head Start Program

Policy Council Regular Meeting Agenda

Health Services Program Plan

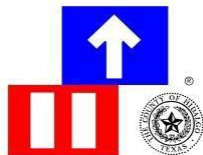
Yesenia Quintanilla,
Health Services Director

HIDALGO COUNTY HEAD START PROGRAM



HEALTH SERVICES PROGRAM PLAN 2023-2024

Policy Council Approval Date: 00.00.00
Commissioners' Court Approval Date: 00.00.00



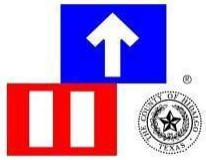
Hidalgo County Head Start Program Health Services Program Plan 2022-2023

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 appraise the healthy growth of the Head Start children.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will refer the parent/guardian to local clinics and health professionals who provide services at reduced fees, based on income, or that accept Medicaid to provide comprehensive health services that include the following: Exam/Screens: Vision/Hearing/Strabismus ** Physical Examination: Head to toe assessment performed by U.S. Licensed/Certified Professional Vitals: Temperature, pulse, respiration, blood pressure, height, weight, BMI (body mass index) Immunizations: Immunization record card to be up-to-date TB/Lead: Tuberculin Skin Test or TB Questionnaire / Lead Test results or Lead Questionnaire. Dental Exam/Evaluation: Periodic and comprehensive dental exam/evaluation every six months.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed, Exam/Test/Screens within 45 days of enrollment, Annual Exam or every twelve months, Immunizations before the first day of school.	Physical Exam/Screens, Child Health Summary, Child Immunization Record.
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. - Includes T.B. Skin Test with Date, Results, Signature – of a U.S. Licensed/Certified Professional. - Certified Center staff will provide vision/hearing exams/screens as needed.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Annual	Provider Contracts



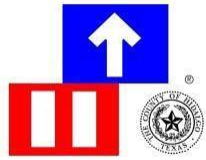
Hidalgo County Head Start Program Health Services Program Plan 2022-2023

Performance Standard: 1302.40 (b) Purpose.

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

Objective: To associate Head Start parents, community professionals, and volunteers in decision-making.

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 the Health Services Advisory Committee members.	Health Services Nurses & Director Health Services Advisory Committee Members	Health Services Nurses, Health Services Director.	Ongoing	Health Services Procedures Manual.
2. Health Services Staff will collaborate with Health Services Advisory Committee as needed.	Health Services Nurses & Director Health Services Advisory Committee Members	Health Services Nurses, Health Services Director.	As needed, Ongoing	Health Services Procedures Manual.
3. Health Services Staff will communicate any changes to the Health Services Advisory Committee as needed.	Health Services Nurses & Director Health Services Advisory Committee Members	Health Services Nurses, 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 Nurses & Director Health Services Advisory Committee Members	Health Services Nurses, Health Services Director.	As needed, Ongoing	Health Services Procedures Manual.
5. Health Services Advisory Committee will meet at a minimum of once a year.	Health Services Nurses & Director Health Services Advisory Committee Members	Health Services Nurses, Health Services Director.	As needed, Ongoing, Yearly	Health Services Procedures Manual, Head Start Performance Standards.



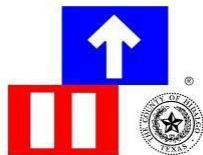
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

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 a linguistically appropriate manner and communicate with them 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 health lessons.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	At enrollment, Parent Orientation, As needed	Health Lesson, Parent meeting
2. The program will encourage the parent/guardian to participate in all related health activities.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	At enrollment, Parent Orientation, As needed	Health Lesson, Daily Schedule
3. The program will encourage the parent/guardian to accompany their child during the exams/tests/screening procedures.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	At enrollment, Parent Orientation, As needed	Health Lesson, Daily Schedule
4. The program will inform, educate and explain to the parent/guardian of the purpose and benefit of health procedures, exams/tests/screens the child will receive throughout the school year.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	At enrollment, Parent Orientation, As needed	Health lesson, Daily Schedule, Staffing's



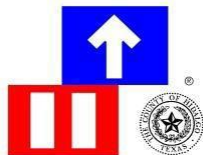
Hidalgo County Head Start Program Health Services Program Plan 2022-2023

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 the parent/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 before exams/tests/screening procedures. All exams/tests/screens and immunizations needed for their child will be explained to the parent/guardian.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	At enrollment, As needed	Consent for: Exam, Test or Screens, Referrals – Standard, Non-Standard Results. Anaphylaxis, Asthma or Seizure Action Plans.
2. A copy of all results will be given and explained to the parent/guardian.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	At enrollment, As needed	Consent for: Exam, Test or Screens, Referrals – Standard, Non-Standard Results. Anaphylaxis, Asthma or Seizure Action Plans.
3. The program will obtain documentation when the parent/guardian refuses authorization for services.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	At enrollment, As needed	Refusal of Medical and Dental Services, Family contact notes.
4. The program will explain to the parent/guardian the importance of the health services offered and the risks a child may experience if refused.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	At enrollment, As needed	Refusal of Medical and Dental Services, Family contact notes.



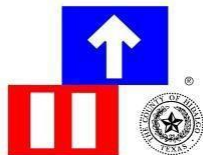
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

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

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

Objective: To notify the parent/guardian of all the emergencies involving their child.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. In case of an emergency involving a Head Start child, the 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 the administration office. • Medical Emergency Procedures will be followed and reviewed/updated by the Health Advisory Committee every year. • Staff trained in First Aid/CPR will administer First Aid/CPR as necessary. • Staff will seek medical assistance from 911 and the preferred physician listed on the child's emergency form. • Staff will notify Health Services Director within 24 hours of an emergency. • Health Services Director and nurses will be called for guidance as necessary.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed	Notice of injury/illness, Family contact notes, Accident/Incident report



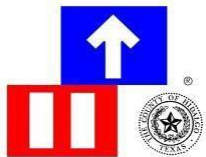
Hidalgo County Head Start Program Health Services Program Plan 2022-2023

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 the parent/ guardian which medical insurance the child has. If a child has no insurance, the program will assist families in accessing a source of care and health insurance.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Within 30 Days of Enrollment & Ongoing	Medical insurance form, Community Health Directory.
2. The program will inform parents/guardians about the availability of health resources as needed.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Ongoing, as Needed	Community Health Directory.
3. The program will initiate referrals for health services for children/families when needed.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Ongoing, as Needed	Referrals
4. The program will empower parents/guardians to follow up on referrals made for health services.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Ongoing, as Needed	Referrals



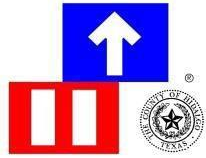
Hidalgo County Head Start Program Health Services Program Plan 2022-2023

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 child's health status (immunization record, current treatments, etc.). Collaboration with parents will be done through meetings, telephone conferences, home visits, and health notices as needed.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Before the first day of school, As needed	Physical Exam, Dental Exam, Immunization Records ImmTrac2 Registry, Vision/Hearing - Exam/Test/Screens
2. The program will assist parents in following the requirements of child wellness used by the Early and Periodic Screening Diagnosis and Treatment (EPSDT) program of the Medicaid agency in Texas.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Before the first day of school, As needed	Physical Exam, Dental Exam, Immunization Records ImmTrac2 Registry, Vision/Hearing - Exam/Test/Screens
3. The program will assist parents in following 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.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Before the first day of school, As needed	Physical Exam, Dental Exam, Immunization Records ImmTrac2 Registry, Vision/Hearing - Exam/Test/Screens



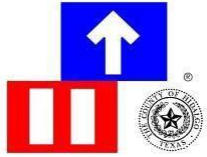
Hidalgo County Head Start Program Health Services Program Plan 2022-2023

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/Hearing - Exam/Test/Screen within 45 calendar days after the child first attends the program and as needed.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Before the first day of school. Within 45 days after the child first attends the program. As needed. Annually	Physical Exam Form Record: Vision/Hearing - Exam/Test/Screen results



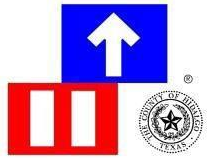
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

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
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, Physician Assistant or Nurse Practitioner. Health Services will collaborate with Nutrition Department to ensure all plans and special menus are in place.	Campus Directors, Facilitators, Family Services Workers, Health Services Staff, Nutrition Department Staff.	Campus Director, Nutrition Coordinators, Nutrition Director, Health Services Nurses, Health Services Director.	Before the first day of school, As needed	Physical Exam, Anaphylaxis - Action plan



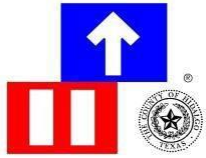
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

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

Goal: To ensure every child has ongoing care.

Objective: To help parents 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 regularly monitor the children's health records to ensure that they are complying with their recommended schedule of well-child care. If the health records need actualization, measures will be taken to update them.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	At enrollment Monthly As needed	Appointment letters Parent Notices Referrals GoEngage.com Tracking
2. The program will discuss with the parents/guardians the importance of prevention and well-child care via letters, parent conferences, appointments, monthly parent meetings, etc.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	At enrollment Monthly As needed	Appointment letters Parent Notices Referrals GoEngage.com 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 the child and ask questions about services.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	At enrollment Monthly As needed	Appointment letters Parent Notices Referrals GoEngage.com Tracking



**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

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 referrals made by the Head Start provider during a physical and dental exam.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed	Physical Exam, Dental Exam, Results, Family Contact Notes, Action plan for Asthma, Anaphylaxis, or seizure.
2. The parent/guardian will inform the staff of any health concerns expressed during the exam done by their primary physician.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed	Physical Exam, Dental Exam, Results, Family Contact Notes, Action plan for Asthma, Anaphylaxis, or seizure.
3. The program will refer to 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 the referral date.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed	Physical Exam, Dental Exam, Results, Family Contact Notes, Action plan for Asthma, Anaphylaxis, or seizure.
4. Staff/Nurses will develop and implement an (IHP) Individualized Health Plan for those children with identified health needs.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed	Physical Exam, Dental Exam, Results, Family Contact Notes, Action plan for Asthma, Anaphylaxis, or seizure Staffing meetings.



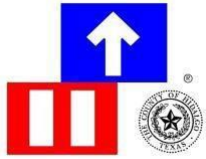
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

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 funding source is available.

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

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.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed, At enrollment	Denial Letter, Approval for payment, Family Contact Notes
2. The Hidalgo County Head Start Program will require a denial letter for assistance from the community resource. For example, a Medicaid letter stating the reason for services denial before agreeing to pay.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed, At enrollment	Denial Letter, Approval for payment, Family Contact Notes
3. If no insurance is available, the parent/guardian will be instructed that they must apply for public assistance before the Hidalgo County Head Start program disburses a payment.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed, At enrollment	Denial Letter, Approval for payment, Family Contact Notes



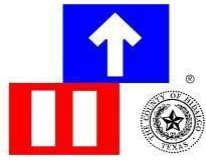
**Hidalgo County Head Start
Program
Health Services Program Plan
2022-2023**

Performance Standard: 1302.43 Oral health practices.

Goal: To promote effective oral health hygiene.

Objective: To enforce that 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. After lunch, children will brush their teeth, using fluoride toothpaste.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Daily Ongoing	Consents Form for the use of Toothpaste. Daily Health Checks
2. The dental curriculum will reinforce the importance of brushing their teeth after meals.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Ongoing	Consents Form for the use of Toothpaste. Daily Health Checks
3. The parent/guardian will be provided with information on dental care.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Ongoing	Consents Form for the use of Toothpaste. Daily Health Checks
4. The parent/guardian will sign consent for daily tooth brushing.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Ongoing	Consents Form for the use of Toothpaste. Daily Health Checks



Hidalgo County Head Start Program Health Services Program Plan 2022-2023

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

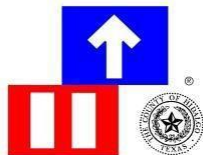
Goal: To collaborate with parents to promote children's health and well-being.

Objective: To conduct medical, oral, nutrition, and mental health education support services that are understandable to individuals.

To recommend opportunities for parents/guardians to learn about preventive medical and oral health care, emergency first aid, environmental hazards, and health and safety practices.

To assist the parent/guardian's navigation through health systems to meet their children's general health and specifically identified needs.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will review health records regularly to ensure medical and dental concerns are addressed and completed promptly.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Monthly As needed Parent Orientation	Family Contact Notes Referral Follow up Parent Conference
2. The program will encourage the parent/guardian to become active partners thru the following: - Promote preventive health care via newsletters and conferences. - Inform the parent/guardian of local community health resources. - Encourage the parent/guardian to take their child for medical and dental appointments. - Encourage and remind the parent/guardian to keep a copy of all health records in a safe place for transitional purposes. - Encourage the parent/guardian to participate on the Health Services Advisory Committee.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Monthly As needed Parent Orientation	Family Contact Notes Referral Follow up Parent Conference



**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

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 are kept safe at all times.

Objective: To enforce that the facilities where children are served are equipped with safety supplies 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 continuously.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	August through May, as needed	First-Aid Monitor Check List.
2. The program will monitor first-aid supplies inventory.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	August through May, as needed	First-Aid Monitor Check List.
3. The program will carry a first-aid kit any time the children and staff are away from the campus/center.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	August through May, as needed	First-Aid Monitor Check List.



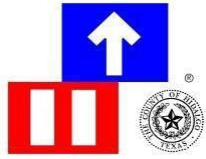
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

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 enforce children's safety by providing staff with training in medication administration.

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 according to the program's policy and procedures.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed	Consent for Administration of Medication Observation Notes Procedures Manual Technical / Training Form Delegation of Tasks Action Plan for Asthma, Anaphylaxis, or Seizure
2. The program will provide two (2) mandatory medication administration training cycles throughout the school year.	Health Services Department	Health Services Department - Health Services Nurses, Health Services Director	Two (2) times a school year	Training, Presentation Handouts, Medication Administration Test.



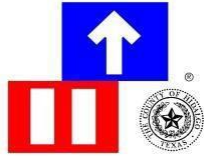
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

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 enforce that 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 will receive training on SAFETY PRACTICES in the program setting by community agencies and during annual and pre-service training.	Campus Directors, Facilitators, Family Services Workers.	Campus Director, Executive team, Health Services Nurses, Health Services Director	Ongoing, as needed	Technical Training Sign in form Newsletter Lesson Plan Emergency Policies Classroom Safety
2. Children will be involved in safety practices through classroom activities, outdoor play, and field trips, etc.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed	Technical Training Sign in form Newsletter Lesson Plan Emergency Policies Classroom Safety



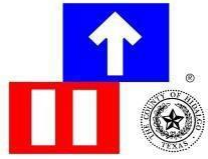
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

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 immediately report all suspected abuse and neglect cases to the appropriate agency.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director, Mental Health Coordinator	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.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director, Mental Health Coordinator	As needed	Suspected Abuse and Neglect Form
3. All information will be kept strictly confidential and under lock and key.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director, Mental Health Coordinator	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.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director, Mental Health Coordinator Compliance Director	Annual Training, Pre-Service training, As needed	Presentation and Handouts, Suspected Abuse and Neglect Form



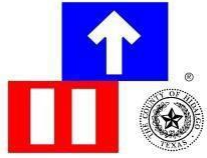
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

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

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

Objective: To decrease the exposure of blood and body fluids consistently with Occupational Safety Health Administration standards.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff and volunteers will read the sign and abide by the Sanitation and Infection Control Policy. This form will be filed in the employee's record or volunteer folder.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	August through May as needed	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.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	August through May as needed	Sanitation and Control Policy
3. Staff will receive training on Universal Precautions.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	August through May, as needed	Sanitation and Control Policy



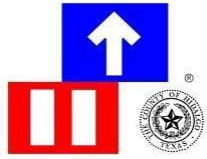
Hidalgo County Head Start Program
Health Services Program Plan
2022-2023

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

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

Objective: To enforce appropriate toileting, hand washing, and diapering procedures.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will do the following when diapering: • Ensure child's safety at all times. • Change diaper on an elevated, non-porous surface used only for changing diapers. • Talk to infant/toddler/child while diapering. • Note anything unusual in the child's diaper, or the condition of the child's diaper region (buttocks, thighs and genitals) etc. • Change diapers at regular intervals and as needed. • Always use Universal Precautions.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As Needed	Diapering Policy



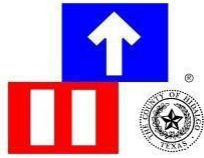
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

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

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

Objective: To decrease the exposure of blood and body fluids consistently with Occupational Safety Health Administration standards.

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 or other visible bodily fluids (i.e. blood, feces, urine, vomit, saliva, secretions). Centers are provided with biohazard kits for proper clean-up of such incidents.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed	Sanitation and Infection Control Policy
2. Bodily fluids, spills or equipment used to clean such spills, will be cleaned and disinfected immediately as per established guidelines (Standards of Occupational Safety Health Administration). Other blood-contaminated materials will be disposed of in a plastic bag with a secure tie.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed	Sanitation and Infection Control Policy
3. Hands will be washed after every given use.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed	Sanitation and Infection Control Policy



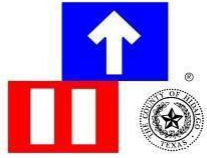
**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

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

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

Objective: 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
1. The program will post policies and plans of action for emergencies that require a rapid response from the staff (e.g., a child choking) or immediate medical and dental attention. This information will be posted on the health bulletin boards in every center classroom. This includes the parent/guardian's room, literacy room, and administration sites.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Before enrollment Daily	Health Safety Procedures How to handle medical/dental emergency Action Plan for Asthma, Anaphylaxis, or Seizure.
2. The Health Advisory Committee will help establish emergency policies and procedures by revising the "Health Emergency Bulletin" annually.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Before enrollment Daily	Health Safety Procedures How to handle medical/dental emergency Action Plan for Asthma, Anaphylaxis, or Seizure
3. Emergency policies and procedures are posted in both Spanish and English.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	Before enrollment Daily	Health Safety Procedures How to handle medical/dental emergency Action Plan for Asthma or Anaphylaxis, or Seizure.



**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

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

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

Objective: To sequence a plan to protect children and staff from contagious diseases and infectious disease outbreaks/pandemics.

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.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed	Exclusion Guidelines for a Sick Child
2. If the child has a short-term injury that prohibits them 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.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, 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.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed	Exclusion Guidelines for a Sick Child



**Hidalgo County Head Start Program
Health Services Program Plan
2022-2023**

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

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

Objective: To enforce 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
1. Staff will post all emergency response systems as part of the Health Bulletin Board.	Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed At enrollment Ongoing	Emergency Plan II Consent for Emergency Transportation Emergency Contact
2. The parent/guardian will sign consent for emergency treatment, dental treatment, and transportation. This will be located in each child's folder.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed At enrollment Ongoing	Emergency Plan II Consent for Emergency Transportation Emergency Contact
3. Staff will have current emergency contacts for each child, including the parent/guardian's physical address, home and work telephone number, physician's name, and telephone number in every classroom and at all telephone stations. (Emergency Plan II)	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed At enrollment Ongoing	Emergency Plan II Consent for Emergency Transportation Emergency Contact
4. All consent forms for emergency treatment will accompany the child to every field trip and outdoor activity.	Parents, Campus Directors, Facilitators, Family Services Workers	Campus Director, Executive team, Health Services Nurses, Health Services Director	As needed At enrollment Ongoing	Emergency Plan II Consent for Emergency Transportation Emergency Contact



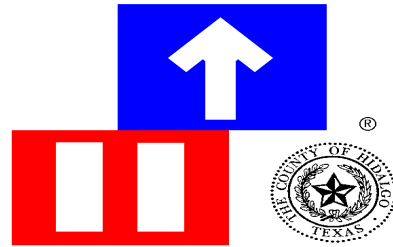
Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Human Resources Program Plan

Marissa Reyes,
Chief Human Resources Officer

HIDALGO COUNTY HEAD START PROGRAM



HUMAN RESOURCES PROGRAM PLAN 2023 - 2024

Policy Council Approval: 00.00.00
Commissioners' Court Approval: 00.00.00



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

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
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.	Executive Director	Executive Director	August 1, 2023	Program By laws Training Agendas Governance Leadership Institute Conference Binder
The Program will confirm that the Policy Council serves as a link between parent committees and Grantee Board, public/private organizations and committees they serve.	Executive Director	Executive Director	August 1, 2023	Policy Council Meeting Minutes



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

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
An Organizational Chart will reflect organization structure and define line and staff relationships.	Executive Director Assistant Program Directors	Executive Director Assistant Program Directors	As deemed necessary	Organizational Chart
Development and revisions of the Organizational Chart will be reviewed and approved by the Policy Council and Grantee Board (Commissioners Court)	Executive Director	Executive Director Assistant Program Directors	As deemed necessary	Organizational Chart
The Organizational Chart will illustrate staff positions and proper chain of command.	Executive Director	Executive Director Assistant Program Directors	As deemed necessary	Organizational Chart
A job description that will be developed and maintained for all staff positions.	Executive Director	Chief Human Resources Officer	As deemed necessary	Organizational Chart



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

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)(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
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: (i) State criminal history records, including Fingerprint checks; or, (ii) Federal Bureau of Investigation criminal history records, including fingerprint checks.	Executive Director	Chief Human Resources Officer Assistant Chief Human Resources Officer	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
2023 - 2024

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
Human Resources(HR) staff will complete the background check process for each applicant to be hired by obtaining, within 90 days of employment: (i) Whichever check listed in paragraph (b)(1) of this subsection was obtained prior to the date of hire; and, a. Conduct an Interview b. Reference Verification c. Conduct a Sex Offender Registry Check d. FBI Criminal History Check e. DPS Name Based Criminal History Check (ii) Child abuse and neglect state registry check.	Executive Director	Chief Human Resources Officer	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
2023 - 2024

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 Chief Human Resources Officer	Chief Human Resources Officer	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
2023 - 2024

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
- HR staff will provide priority consideration to current and former program parents for employment vacancies for which such parents apply and are qualified. - Staff will encourage Head Start parents to participate in Program activities, such as classrooms volunteering, parent committees, workshops and trainings.	Executive Director Chief Human Resources Officer	Chief Human Resources Officer Assistant Chief Human Resources Officer Assistant Program Directors Education Area Directors	As deemed necessary	Applications



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.90 (c)(1)(i)(ii)(iii)(iv)(v)(vi)(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 Director Chief Human Resources Officer	Chief Human Resources Officer Chief Early Education Officer	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
2023 - 2024

Performance Standard: 1302.90 (c)(1)(i)(ii)(iii)(iv)(v)(vi)(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: • Discipline and Guidance Policy • Release of Children Policy • Child Maltreatment Policy • Dress Code Policy • Confidentiality Policy • Standards of Conduct Policy • Civil Rights Act Policy • County of Hidalgo Drug and Alcohol Policy • Hidalgo County Ethics Policy • Sexual Harassment Awareness Policy	Executive Director Chief Human Resources Officer	Assistant Program Directors Chief Human Resources Officer 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
2023 - 2024

Performance Standard: 1302.90 (c)(1)(i)(ii)(iii)(iv)(v)(vi)(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
(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: • Providing boys and girls with equal opportunities to participate in playing activities that promote independent learning. • Organizing the educational classrooms with materials in the learning centers and decorations that reflect the diversity of all children. • Offering engaging environment that exhibits the diversity of all children.	Executive Director	Assistant Program Directors Chief Human Resources Officer 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
2023 - 2024

Performance Standard: 1302.90 (c)(1)(i)(ii)(iii)(iv)(v)(vi)(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: (iv) The Program will conform with Federal, State, Tribal and local laws. Staff and consultants will follow the Confidentiality Policy concerning information about children, families and other staff members.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(iv) Will require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with subject C of part 103 of this chapter and applicable federal, state, local, and tribal laws; and, - Confidential information will be seen and discussed only with staff members who have the need for information to perform their job (children's records and family records) - Staff personnel records will not be disclosed without a written consent by the staff member submitted to the Administrator for Human Resources (Custodian of Records) - Staff has the right to examine their own personnel files and to respond to the contents of those files.	Executive Director Executive Team Chief Human Resources Officer	Assistant Program Directors Chief Human Resources Officer Program Directors Education Area Directors Campus Directors	New Hire Pre-Service Training Annual Training As requested	Acknowledgement of Policy Children Records Family Records Personnel File



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.90 (c)(1)(i)(ii)(iii)(iv)(v)(vi)(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) Campus Directors and campus staff will verify that child/staff ratio is maintained at all times and that no child is ever left alone or unattended. (15 to 1 – 3 years old) (18 to 1 – 4 years old)	Education Area Directors Campus Directors	Campus Director Executive Team Family Service Worker	On-going	Classroom Roster Staff Roster Substitute Pool Volunteers



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

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

Goal: The Hidalgo County Head Start Program will confirm that all staff and consultants follow appropriate practices to keep children safe during activities.

Objective: (vi) The Program will verify that all staff and consultants follow appropriate practices to keep children safe during activities.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(vi) Masking, using masks recommended by CDC, for all individuals 2 years of age or older when there are two or more individuals on a vehicle owned, leased, or arranged by the Head Start program; indoors in a setting when Head Start services are provided; and for those not fully vaccinated, outdoors in crowded settings or during activities that involve sustained close contact with other people, except: (A) Children or adults when they are either eating or drinking; (B) Children when they are napping; (C) When a person cannot wear a mask, or cannot safely wear a mask, because of a disability as defined by the Americans with Disabilities Act; or (D) When a child's health care provider advises an alternative face covering to accommodate the child's special health care needs.	Chief Human Resources Officer	Chief Human Resources Officer Program Directors Campus Directors	Not applicable at this time	Not applicable at this time



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.90 (c)(1)(i)(ii)(iii)(iv)(v)(vi)(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
(2) Personnel policies and procedures will include appropriate penalties for staff, consultants, and volunteers who violate the standards of conduct - The Program will verify that Policies and Procedures include provisions for appropriate penalties for violating the Standards of Conduct. - Misconduct and/or breach of the Standards of Conduct will be grounds for disciplinary action, which may include dismissal in accordance to the Hidalgo County Civil Service Commission Rules and Policies.	Executive Director	Chief Human Resources Officer	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
2023 - 2024

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
(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.	Executive Director Assistant Program Directors Chief Human Resources Officer	Executive Team	As deemed necessary	Job Announcement Job Description Personnel File Request for Qualifications (RFQ's) Job Standard Checklist
(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. The Program will recruit qualified bilingual staff and consultants who are culturally and ethnically diverse to maintain appropriate representation of the ethnicity and cultures of families served	Executive Director Assistant Program Directors Chief Human Resources Officer	Executive Team	As deem necessary	Job Announcement Job Description Personnel File Interview Questionnaire



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

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
The Program will employ staff and recruit parents from the community to use as resources for understanding different cultures	Executive Director Assistant Program Directors Chief Human Resources Officer	Administrator for Human Resources Assistant Administrator for Human Resources	As deemed necessary	Job Announcement Job Description Personnel File Interview Questionnaire
The Program will provide staff development trainings to develop skills in culture differences and conflict resolutions	Chief Early Education Officer Staff Development Coordinator	Executive Team	As deemed necessary As deemed necessary	Teacher Lesson Plans Training Calendar
The Program will encourage the use of community resources to help staff and parents appreciate and enjoy diverse cultures	Chief Early Education Officer	Executive Team	As deemed necessary	Curriculum Program Calendar Teacher Lesson Plans
The Program will conduct staff trainings together with local organizations to get familiarized with cultural diversity	Staff Development Coordinator	Staff Development Coordinator	Pre-Service Training On-going training	Program Training Agendas Training Calendar



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

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
(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 UTRGV, and STC. In addition, the program highly considers Head Start parents who qualify for positions within the Program.	Executive Director Chief Human Resources Officer Staff Development Coordinator	Chief Human Resources Officer	On-going On-going	Hidalgo County Website Job Announcement (Website, internally)
- Qualified staff will be hired accordingly for each position within the Hidalgo County Head Start Program - Qualified staff must be sensitive to the cultural differences of low income children and families	Executive Director Executive Team	Assistant Program Directors Chief Human Resources Officer Chief Early Education Officer Executive Team	On-going	Requisitions Job Announcement Interviews Questionnaire Employee Performance Review Forms



**Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024**

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 November 7, 2016 , 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
2023 - 2024

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 November 7, 2016 , 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	Chief Human Resources Officer	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
2023 - 2024

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
(1) Program will ensure staff responsible for management and oversight of family services, health services, and services to children with disabilities hired after November 7, 2016 will have, at a minimum, a baccalaureate degree, preferably to one of more of the disciplines they oversee. (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.	Executive Director Assistant Program Directors	Chief Human Resources Officer	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks Staff Reports



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

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: (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
(1) Early Head Start center-based teacher qualification requirements.	N/A	N/A	N/A	N/A
(2) Head Start center-based based teacher qualifications requirements. - 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. - 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	Executive Director	Assistant Program Directors Chief Human Resources Officer Chief Early Education Officer	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks Staff Reports



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

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 CDA credential program to be completed within two years of the time of hire.	Executive Director	Chief Human Resources Officer Chief Early Education Officer 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
2023 - 2024

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 August 1, 2018 , a child development specialist, will have, at a minimum, a required baccalaureate degree in child development, early childhood education, or related field	Executive Director	Chief Human Resources Officer 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
2023 - 2024

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. Program will ensure staff who work directly with families on the family partnership process hired after November 7, 2016, have within eighteen month of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field.	Executive Director	Chief Human Resources Officer 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
2023 - 2024

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
(8) Health professional qualification requirements. (i) A program will ensure health procedures are performed only by a licensed or certified health professional. (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. (iii) A program will use staff or consultants to support nutrition services who are registered dietitians or nutritionists with appropriate qualifications.	Executive Director	Chief Human Resources Officer 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
2023 - 2024

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	Chief Human Resources Officer Chief Early Education Officer 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
2023 - 2024

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. 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.	Chief Human Resources Officer Staff Development Coordinator	Staff Development Coordinator Chief Human Resources Officer Chief Early Education Officer	On-going	Pre-Service and Annual Training Agendas



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

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
(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: 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.	Chief Early Education Officer Chief Human Resources Officer Staff Development Coordinator Executive Team	Chief Early Education Officer Staff Development Coordinator Education Area Directors Executive Team	On-going	Staff Development Files Training Calendars Agendas



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

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
• Training on methods to handle suspected or known child maltreatment cases that comply with applicable federal, state, local, and tribal laws. • The Program will provide staff and district partnership teachers with the policies and guidelines on how to identify and report child maltreatment. • Staff and district partnership teachers will sign on a yearly basis, a statement of acknowledgment on how to identify and report child maltreatment. • Staff and district partnership teachers are provided annual training on identifying and reporting child maltreatment during Pre-Service.	Chief Early Education Officer Chief Human Resources Officer Staff Development Coordinator Executive Team Compliance Monitoring Director Health Services Director	Chief Early Education Officer Assistant Chief Human Resources Officer Staff Development Coordinator Education Area Directors Executive Team Compliance Monitoring Director	On-going	Staff Development Files Training Calendars Agendas



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

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
- Training for child and family services staff on best practices for implementing family engagement strategies in a systemic way, as described throughout this part - 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	Chief Early Education Officer Chief Human Resources Officer Staff Development Coordinator Executive Team	Chief Human Resources Officer Staff Development Coordinator Education Area Directors Executive Team	On-going	Staff Development Files Training Calendars Agendas



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

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.	Chief Early Education Officer Chief Human Resources Officer Staff Development Coordinator Executive Team Campus Directors Teachers	Chief Early Education Officer Staff Development Coordinator Education Area Directors Executive Team Campus Directors Teachers	On-going	Staff Development Files Training Calendars Agendas



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.93 (a)(1)(i)(ii)(iii)(2)(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.	Chief Human Resources Officer	Chief Human Resources Officer Assistant Chief Human Resources Officer	On-going	Health Appraisal Tuberculosis Form



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.93 (a)(1)(i)(ii)(iii)(2)(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
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.	Chief Human Resources Officer	Chief Human Resources Officer Assistant Chief Human Resources Officer	On-going	Health Appraisal Tuberculosis Form
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	Chief Human Resources Officer Field Operations Director	Chief Human Resources Officer Assistant Chief Human Resources Officer	On-going	Medical Examiner Certificate Health Appraisal



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.93 (a)(1)(i)(ii)(iii)(2)(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
- Employees will be given a 1st, 2nd and Final Notice to comply with the health examination requirements - Upon the final notice, employees will be given five (5) working days, to comply with the health examination requirements - After five (5) working days employees will be subject to disciplinary action constituting leave without pay until the Health Appraisal as provided in Civil Service Policy Standards of Conduct - 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.	Chief Human Resources Officer Health Services Director	Chief Human Resources Officer Assistant Chief Human Resources Officer 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
2023 - 2024

Performance Standard: 1302.93 (a)(1)(i)(ii)(iii)(2)(b) Staff Health and Wellness (continued)

Goal: The Hidalgo County Head Start Program will confirm vaccination status with all staff and review vaccine exemptions and testing requirements.

Objective: (1)(i)(ii)(iii)(2) 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
(1) All Staff, and those contractors whose activities involve contact with or providing direct services to children and families, must be fully vaccinated for COVID-19, other than those employees: (i) For whom a vaccine is medically contraindicated; (ii) For whom medical necessity requires a delay in vaccination; or (iii) Who are legally entitled to an accommodation with regard to the COVID-19 vaccination requirements based on an applicable Federal law. (2) Those granted an accommodation outlined in paragraph (a)(1) of this section must undergo SARS-CoV-2 testing for current infection at least weekly with those who have negative test results to remain in the classroom or working directly with children. Those with positive test results must be immediately excluded from the facility, so they are away from children and staff until they are determined to no longer be infectious.	Chief Human Resources Officer	Chief Human Resources Officer Assistant Chief Human Resources Officer	Not applicable at this time	Not applicable at this time



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.93 (a)(1)(i)(ii)(iii)(2)(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
(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. • Providing information on job related stress, mental health and wellness training • Sponsoring mental and physical wellness programs such as exercise groups or staff support groups • Making confidential referrals to community agencies such as mental health centers and/or alcohol and drug counseling centers	Chief Early Education Officer Chief Human Resources Officer Health Services Director Mental Health Director	Health Services Director Mental Health Director	On-going	Training Agendas Referrals



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.94 (a)(1)(i)(ii)(iii)(2)(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
(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. • TB Screening at Parent/Volunteer training; and thereafter, whenever necessary	Chief Human Resources Officer Family Services Director Campus Directors	Campus Director	On-going	Volunteer File



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.94 (a)(1)(i)(ii)(iii)(2)(b) Volunteers

Goal: The Hidalgo County Head Start Program will confirm vaccination status with all volunteers and review vaccine exemptions and testing requirements.

Objective: (1)(i)(ii)(iii)(2) 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
(1) All volunteers in classrooms or working directly with children other than their own must be fully vaccinated for COVID-19, other than those volunteers: (i) For whom a vaccine is medically contraindicated; (ii) For whom medical necessity requires a delay in vaccination; or (iii) Who are legally entitled to an accommodation with regard to the COVID-19 vaccination requirements based on an applicable Federal law. (2) Those granted an accommodation outlined in paragraph (a)(1) of this section must undergo SARS-CoV-2 testing for current infection at least weekly with those who have negative test results to remain in the classroom or work directly with children. Those with positive test results must be immediately excluded from the facility, so they are away from children and staff until they are determined to no longer be infectious.	Chief Human Resources Officer	Chief Human Resources Officer Assistant Chief Human Resources Officer	Not applicable at this time	Not applicable at this time



Hidalgo County Head Start Program
Human Resources Department Program Plan
2023 - 2024

Performance Standard: 1302.94 (a)(1)(i)(ii)(iii)(2)(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: • Make regular inspections of safety and cleanliness of indoor and outdoor play areas • Monitor outdoor equipment will be monitored on regular basis • Comply with daily schedule for outdoor play, which will ensure proper staff/ratio supervision	Chief Human Resources Officer Field Operations Director Program Directors Campus Directors Teachers	Education Area Directors Campus Directors HS Campus staff	On-going	Monitoring Checklist Daily Schedule Daily playground inspection



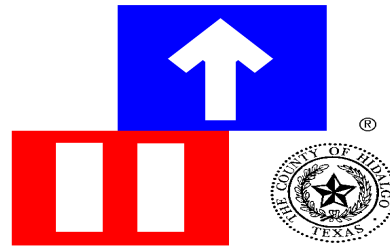
Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Mental Health Services Program Plan

Martha Rodriguez,
Mental Health Director

HIDALGO COUNTY HEAD START PROGRAM



MENTAL HEALTH SERVICES PROGRAM PLAN 2023-2024

Policy Council Approval Date: 00.00.00
Commissioners' Court Approval Date: 00.00.00



Hidalgo County Head Start Program
Mental Health Services Department Program Plan
2023-2024

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
Mental Health Department will provide program staff with ongoing consultation and strategies on Positive Behavior Support. Mental Health Department 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. 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 a child’s behavior. Positive Behavior Support strategies will be utilized in daily lessons and used to support social and emotional intelligence and cognitive performance. FLIP IT will be used to target social and emotional skills during centers, play time, and/or outside activities which include sharing, taking turns, making choices, play and exploration.	Teachers, Teacher Assistants, Family Services Workers, Campus Directors Mental Health Counselors Teachers Assistant Teacher	Mental Health Director Mental Health Counselors Education Area Directors	Ongoing	PBS Plan Staff Development Binder Consultation with Staff Form <i>Mental Health Process Go Engage</i> Positive Behavior Support, Conscious Discipline, FLIP IT!



Hidalgo County Head Start Program
Mental Health Services Department Program Plan
2023-2024

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 that mental health consultation is available to all 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
Mental Health Counselors will submit a Fall and Spring Classroom Observation calendar. Mental Health Counselor will conduct an onsite classroom observation which will focus on: Classroom Environment, Classroom Management, Learning Conditions, and Interpersonal and Intrapersonal Considerations. Mental Health Services department will consult and discuss Classroom Observation Report with on-site Campus Directors. Mental Health Services department will consult with parent as needed to provide guidance and address Mental Health services, Crisis Intervention and Trauma Informed Approaches Mental Health Services department staff will attend monthly parent meetings to collaborate with families to offer support and guidance related to mental health services. Mental Health Services department staff will attend scheduled program staffing meetings as needed to address the needs of each individual child. Mental Health Dept. will promote family engagement activities to enhance parent/child relationships.	Mental Health Director Mental Health Counselors On site Campus Director, Teachers Family Service Workers	Mental Health Director, Mental Health Counselors.	Ongoing (Fall and Spring)	Mental Health Counselors. Fall and Spring Classroom Observation Calendar Mental Health Classroom Observation Report Mental Health On Site Observation Checklist Parent Consultation electronic Go Engage * Confidential Agency to Agency Referral electronic *Go Engage Child records Parent Sign-In Forms



Hidalgo County Head Start Program
Mental Health Services Department Program Plan
2023-2024

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 during 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 the administration of e-DECA Assessment and Mental Health Onsite Observation services.	Teachers Teacher Assistant Family Services Workers Campus Directors.	Mental Health Director, Mental Health Counselors, Campus Directors.	Ongoing	Electronic Consent for Assessments/ Screenings and Activities.



Hidalgo County Head Start Program
Mental Health Services Department Program Plan
2023-2024

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 and 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
Mental Health Services department will make community resources available to program staff by providing guidance on resources, organizations and programs. Mental Health Services department will provide each Head Start center with a list of mental health resources to post on the Parent Corner bulletin board. Mental Health Services department will network with community agencies to facilitate services for children, families and staff. Mental Health Services department staff will assist parents and families to access community resources through Agency to Agency referrals. Mental Health Services department will work in collaboration with: Behavioral Health Solutions of South Texas, Buckner Children and Families Services, Inc., Tropical Texas Behavioral Health, RGV Empowerment Zone Inc. and the Local Education Agency to assist in providing appropriate interventions for Head Start children and their families.	Family Services Workers, Campus Directors, Mental Health Counselors	Mental Health Director Mental Health Counselors	Ongoing	HCHSP Community Resource Directory, Agency to Agency Referral /Go Engage Inter-Agency Electronic Referral, Program Information Report, BOY Network Meeting, Memorandum of Understanding



Hidalgo County Head Start Program
Mental Health Services Department Program Plan
2023-2024

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 Services department assist in identifying and supporting children with mental, social and emotional concerns.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
An Individualized Positive Guidance Plan will be implemented for children with challenging behaviors. Strategies are aligned with school and home connections. Parents are encouraged to participate in trainings, meetings and conferences to strengthen supportive environment and relationship in the home, to promote the social emotional development of their children. A newsletter will be available for parents twice a year with information on topics related to Mental Health well-being. Provide center staff with training on responsive classroom behavior interventions and ongoing supportive strategies. Mental Health Counselors will engage children in a Learning activity to promote Social-Emotional Development.	Teachers Assistant Teachers Family Services Workers Campus Directors Mental Health Counselor	Mental Health Director Mental Health Counselors Education Area Directors	Ongoing Ongoing Ongoing	Devereux Early Childhood Assessment Individual Child Profile (e-DECA Child rating report) Classroom Behavior Observation. Positive Guidance Plan Behavior Intervention Plan Consultation with Staff Electronic /Go Engage Social Stories Safe Place Harmony Essentials Kit. Conscious Discipline



Hidalgo County Head Start Program
Mental Health Services Department Program Plan
2023-2024

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 Services staff assists in identifying and supporting children with mental, social and emotional concerns.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Children will be assessed for behavioral concerns and identified within the first 45 days of enrollment using DECA. The results for DECA will be discussed with parents or guardians during home visits/PTC Mental Health Counselors will provide feedback, recommendations and strategies to all classroom staff. These strategies will be implemented with children who are exhibiting challenging behaviors. Mental Health Services department will refer children and families to outside community agencies for mental health services.	Campus Directors Teachers Family Services Workers Mental Health Counselors	Mental Health Director Mental Health Counselors Education Area Directors Administrator for Education	Ongoing	Devereux Early Childhood Assessment (e-DECA) Individual Child Profile Classroom Behavior Observation Electronic Positive Guidance Plan Mental Health Progress Notes Parent Teacher Conference/Consultation with staff -Electronic.



Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Special Services Program Plan

Sonia Balderas,
Special Services Director

Hidalgo County Head Start Program



**Special Services
Program Plan
2023 - 2024**

NARRATIVE

Hidalgo County Head Start Program believes that the early years of life are critical for learning and growth. During this time, 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 can 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. 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 in a primarily rural community with a significant Hispanic, Spanish speaking population. Hidalgo County Head Start is funded to serve 3200 children ages 3-4 in the 2023-2024 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. Disability Aide/Floaters at the campus 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 and community representatives, will review the Special Services Plan for approval. The Policy Council will approve the Special Services Plan.

To provide services collaboratively, Hidalgo County Head Start Program has signed agreements with Local Education Agencies (LEAs), Early Childhood Intervention Programs (ECIs), Child Find and Community Resources Agencies.

HIDALGO COUNTY HEAD START PROGRAM

Special Services

ACRONYMS

ADA	Americans with Disabilities Act	IEP	Individual Education Plan (for children aged 3 and over)
ARD	Admissions, Review, and Dismissal	IFSP	Individual Family Services Plan (for ages 0-3)
CLI	Children's Learning Institute	LEA	Local Education Agency
DA	Disability Aide/Floater	MH	Mental Health
DECA	Deveraux Early Childhood Assessment	MOU	Memorandum of Understanding
ECI	Early Childhood Intervention (Serve Children 0-3)	OT	Occupational Therapy
ECSE	Early Childhood Special Education	POC	Plan of Care
EPSDT	Early Periodic Screening Development Test	PSA	Public Service Announcement
ESC	Education Service Center	PT	Physical Therapy
FIE	Full Individual Evaluation	SLP	Speech Language Pathologist
FPA	Family Partnership Agreement	SSI	Supplemental Security Income
HIPPA	Health Insurance Portability Accountability Act	TEA	Texas Education Agency
HR	Human Resources	T/TA	Training and Technical Assistance
HS	Head Start		
IDEA	Individuals with Disabilities Education Act		

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance standard: 45 CFR Part 1302.13

Goal: The Hidalgo County Head Start Program will develop and implement a recruitment process which will include children with disabilities.

Objective: To recruit and assist eligible children with disabilities to apply for admission to the program, to ensure a minimum of 10% of the total funded enrollment of children with significant disabilities.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Contact Early Childhood Intervention (ECI) agencies, Child Find, WIC, local health clinics, private rehabilitations, LEAs and any other community organizations that may have contact with families that have 0-5 year old children with disabilities and provide them with information on Head Start Program. Mail outreach letters to such agencies.	Family services Director Special Services Director Campus Director Teacher Family Services Worker	Compliance Director Special Services Director Family Services Director Campus Director Education Area Director	Ongoing	-Flyers -Advertisement Poster -Community Assessment -Outreach letters
Develop and distribute Public Service Announcements (PSAs) for TV, radio, and newspaper, post flyers, and issue brochures on Head Start inviting families of children 0-5 with disabilities as well as those with significant disabilities to apply.	Family Services Director Special Services Director Campus Director Family Services Worker Teacher	Family Services Director Special Services Director	Ongoing	-Child Find posters -Recruitment documentation -Brochures -PSAs
The Head Start Program will actively recruit children with Disabilities, to include children with severe disabilities.	Head Start Staff	Family Services Staff	Ongoing	Recruitment flyers, Public Service Announcements, Head Start Application
The Head Start Program will assist parents, guardians in completing the application process and ensuring the required documents are in place.	Family Services Worker Campus Director	Family Services Staff	Ongoing	HCHSP Application

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance standard: 45 CFR Part 1302.14 (b) (1-2)

Goal: The Hidalgo County Head Start Program will enroll a minimum of 320 children (10% of the total funded enrollment) who are eligible for services under IDEA, only those IDEA eligible children will count towards the 10%.

Objective: Will ensure 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. Assure 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	DOCUMENTS OR FORMS
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 with LEAs to provide services to children in the least restrictive environment in accordance with the child's IEP. 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 Campus Director Family Services Worker	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
2023-2024

Performance standard: 45 CFR Part 1302.30

Goal: The Hidalgo County Head Start Program will provide high quality early education and child development services including children with disabilities, that promote children's cognitive, social, and emotional growth.

Objective: Assist with departmental area coordination in the provision of services to children with disabilities.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Research-based curriculum, screening and assessment procedures that support individualization and growth in the areas of development will be utilized.	Teacher Campus Director Special Services Staff Family Services Worker	Compliance Director Education Area Director Special Services Director/Staff	Ongoing	-Curriculum -Screening -Assessment -Progress Report
Individualized accommodations and instructional supports will be used to ensure the participation of children with disabilities.	Teacher Campus Director	Special Services Director/Staff Education Area Director Campus Director	Ongoing	-Progress Report -Ongoing monitoring -Special material purchases

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance standard: 45 CFR Part 1302.31 (2)(d), 1302.31 (3)

Goal: The Hidalgo County Head Start Program will include children with disabilities 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. Make needed adaptations/accommodations to the environment 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
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 Aide/Floater 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.	Special Services Director Campus Director Family Services Worker Teacher Field Operations Director	Compliance Director Special Services Director/Staff Family Services Director Campus Director Family Services Worker	Ongoing	-All forms and progress reports on file. -Ongoing Monitoring -Requisitions and POs on special material purchases/ADA accommodations.
Develop a schedule for children who need diapering to set up a routine.	Teacher Assistant Teacher Disability Aide/Floater	Teacher Campus Director Special Services Director/Staff Family Services Worker		Diaper Change log

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Performance standard: 45 CFR Part 1302.33 (a)(1)(2)(3)(i)(ii) (4) (5)(i)(ii) (A) (B)(b)(3)

Goal: The Hidalgo County Head Start Program will document progress and plan program activities that are developmentally appropriate and individualized for children with disabilities.

Objective: To collect ongoing information on child's functioning in gross and fine motor skills, perceptual discrimination, cognition, attention skills, self-help, social, receptive and expressive language. Notify parents of assessment results and provide parents with information on developmental milestones and the 5 Domains of Learning.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
With parental consent, each child will be given a research-based standardized health and developmental assessment screening. Also, the DECA, in addition to any required screening instruments for children 0-5. LEA (Local Education Agencies) will administer screenings as needed upon referral.	Teacher Family Services Worker Campus Director LEA Special Education	Special Services Director/Staff Health Services Director Education Area Director Mental Health Director Compliance Director	-Forty-five (45) days after enrollment -LEA ongoing	-Copy of assessment screenings -Ongoing Monitoring -LEA documentation
Children who require further specialized assessment to determine whether they have a disability will be referred to LEA for appropriate evaluation/assessment which will assess all areas related to the suspected disability. These cases will count towards 10% if qualified.	Special Services Director Family Services Worker Campus Director Parent LEA Special Education	LEA Special Services Director/Staff Education Area Director Compliance Director	Ongoing	-Head Start referral -LEA Referral -Ongoing monitoring -Data Collection form
If LEA does not provide the evaluation, the parents will be assisted in arranging services through other resources outside Head Start hours. Rehab will assure certified staff for evaluations. A follow-up will take place. The identified case will be monitored but will not count towards the 10%.	Special Services Director Family Services Worker Campus Director	Special Services Director/Staff Campus Director Compliance Director	Ongoing	-Parental Consents -Case Notes

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HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
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Performance standard: 45 CFR Part 1302.33 (a)(1-3) (i)(ii), (4)(5)(i)(ii)(A)(B)(b)(3)

Goal: The Hidalgo County Head Start Program will identify through a systemic process and meet the eligibility criteria for all identified disabilities to ensure services are adequately and professionally provided for children with special needs.

Objective: Ensure that eligibility criteria are met when classifying children with an identified disability, per performance standards. The eligibility criteria are as follows: Autism; Deaf or hard of hearing; Deaf-blindness; Emotional Disturbance; Intellectual Disability; Multiple Disabilities; Noncategorical Early Childhood; Orthopedic Impairment; Other Health Impairment; Specific Learning Disability; Speech or Language Impairment; Traumatic Brain Injury; or Visual Impairment.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Attend staffings on children whose needs may be unique/specific (Autism, Syndromes, etc.)	Content Area Director Family Services Worker Campus Director/Teacher	Compliance Director Special Services Director/Staff Education Director	Ongoing	-Staffing Notice -Staffing Notes -Community assessment
Develop Plan of Care to monitor medical health condition/development. (504 plan)	Family Services Worker Campus Director/Teacher Mental Health/Health Director	Compliance Director Health Services Director Special Services Director/Staff Education Director	-As needed	-Plan of Care (504)
Review classroom observation reports and all screening tools for follow-up on possible suspected disabilities. Meet with parent for possible further evaluations (speech, hearing, vision, other impairments, etc.)	Family Services Worker Campus Director/Teacher Special Services Director Mental Health/Health Director	Mental Health/Health Director Education Area Director Special Services Director/Staff Compliance Director	-Within 45 days of enrollment -Ongoing	-Information on file -Ongoing monitoring
Follow-up on child's challenging behavior by utilizing the Mental Health Process/Positive Behavior Support (PBS (Positive Behavior Support)) which includes the development of Behavioral Plans.	Family Services Worker Campus Director Mental Health/Health Director/Coordinator Mental Health Consultant	Mental Health Director/ Coordinator Campus Director	As needed	-PBS/Mental Health Process -Ongoing monitoring -Cameras

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
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Performance standard: 45 CFR Part 1302.44 (a)(i)

Goal: The Hidalgo County Head Start Program will establish a process to ensure that staff and the Content Area Directors work together to ensure that provisions for the nutritional needs of children are met.

Objective: Consult with appropriate professionals on ways to assist the staff with problems of chewing, swallowing, and feeding our children with significant disabilities. Include activities to assist children with disabilities; participate in meals with classmates.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Schedule trainings/workshops by the appropriate professionals, on specific nutrition needs for children with disabilities for staff to ensure that proper procedures are learned and followed when caring for children with special nutritional needs.	Special Services Director Health Director Nutrition Director	Compliance Director Family Services Worker Campus Director Special Services Director/Staff Education Area Director	Ongoing	-Training agendas -Sign-ins -Pre-service training topics -Nutrition training agendas
Encourage children with special needs to participate in meal/snack time interactions and weekly nutrition activities.	Family Services Worker Teacher Campus Director	Compliance Director Special Services Director Education Area Director Campus Director	Ongoing	-Classroom observation notes -Teacher weekly plan reflects nutrition activities
Provide special diets for children with chewing, swallowing and feeding problems.	Nutrition Director	Health/Mental Health Director Special Services Director Nutrition Director Education Area Director	Ongoing	-Cameras -Special Diet menus
Hold staffings to ensure that children with special nutrition needs are identified are appropriate delivery of services as a means of prevention.	Family Services Worker Campus Director Special Services Director Teacher Nutrition Director	Nutrition Director Health Director Special Services Director/Staff Education Area Director	Ongoing	-Notice of staffing -Staffing notes

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Performance standard: 45 CFR Part 1302.52 (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 children enrolled in Head Start and ensure that all services on the IEP are provided.

Objective: Arrange for, provide, or procure services which may include, but are not limited to special education and related services (audiology, physical and occupational therapy, speech therapy, psychological services, transportation, and assistive technology).

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
In conjunction with Family Services and other content areas, a Link and Refer Families system will be utilized to assure that needed services, to include special education and related services are addressed and delivered in a timely manner. Referrals to LEA will be initiated accordingly.	Special Services Director Mental Health Director Family Services Director Family Services Worker Campus Director	Family Services Director Family Services Worker Campus Director Special Services Director Health/Mental Health Director Special Services Staff	Ongoing	-Referrals /GoEngage -Follow-up -Progress reports -Self Assessment -Ongoing Monitoring
Link and Refer families to disability support group meetings. A support group list will be made available to parents at the campus.	Teacher Campus Director Family Services Worker	Special Services Director/Staff Campus Director	Ongoing	Support Group List

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance standard: 45 CFR Part 1302.53 (a) (2) (ii) (b) (1)

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: Memorandums of Understanding will be developed to address, Child Find, joint staff and parent education training, link and refer to Special Education, IEP meetings, placement, joint transition training and planning, resource sharing, and any other jointly agreed upon item.

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/Community Partnership Director	Special Services Director Transition/Community Partnership Director	April - August 2023	-Agreements on file -PIR
Attend Child Find meetings, workshops, fairs, for recruitment purposes. Special Services Director or Disability Coordinator participate in Child Find Advisory Committee meeting with Region One ESC	Special Services Director	Special Services Director Special Services Staff	As scheduled by LEAs and Region One ESC	-Agendas information on file
Coordinate and collaborate in resource sharing and joint training with LEA.	Family Services Worker Campus Director Special Services Director Special Services Staff	Compliance Director Special Services Director Special Services Staff Education Area Director	Ongoing	-Referral training
Memorandum of Understanding will address all the above mentioned objectives.	Special Services Director Transition/Community Partnership Director	Special Services Director Transition/Community Partnership Director	April - August 2023	-Referral training -Interagency Agreements -Ongoing monitoring

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance standard: 45 CFR Part 1302.60

Goal: The Hidalgo County Head Start Program will enroll a minimum of 320, (10%) of the total funded enrollment, children with disabilities as diagnosed by LEA. Only LEA diagnosed children will be counted towards 10%.

Objective: Will ensure 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. Assure 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	DOCUMENTS 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 Campus Director Family Services Worker	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
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2023-2024

Performance standard: 45 CFR Part 1302.60

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 ensure departmental area coordination in the provision of services to children with disabilities and their families. To link children with disabilities and their families to community resources available to provide special education and related services. 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
Maintain open communication with all content areas regarding services being provided or required for children with disabilities and their families. A link and referral system is maintained to assist families in receiving services. Needs will also be identified through use of Family Partnership Agreement (FPA).	Special Services Director Family Services Worker Campus Director	Compliance Director Special Services Director Family Services Director Family Services Worker Campus Director	Ongoing	-FPA on file -Child's disability Reflected on FPA
A community resource directory will be provided to families to ensure maximum use of the local resources. LEA Special Education Department will be included.	Special Services Director Family Services Director Family Services Worker Campus Director	Special Services Director Family Services Director Family Services Worker Campus Director Compliance Director	Ongoing	-Resource Directory on file
A Social Services Network Meeting will be hosted by Head Start where local agencies will present an overview of their services.	Transition/Community Partnership Director	Transition/Community Partnership Director	Ongoing	-Sign in agenda of network meeting -Agreements on File

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance standard: 45 CFR Part 1302.60

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 ensure departmental area coordination in the provision of services to children with disabilities and their families. To link children with disabilities and their families to community resources available to provide special education and related services. 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
A Social Services Network Meeting will be hosted by Head Start where local agencies will present an Overview of their services.	Transition/Community Partnership Director	Transition/Community Partnership Director	Ongoing	-Sign in agenda of network meeting -Agreements on file
Accommodations for children with disabilities will include assigning volunteers, and/or Disability Aide/Floater to provide extra instruction in small and large group activities, provide adequate special utensils, materials, equipment, facility accessibility, and anything else required by the child as per IEP. Provide Assistive Technology as required by the child's IEP. Assure facility accessibility for any individual with a disability.	Teacher Special Services Director Family Services Worker Campus Director Field Operations Director	Compliance Director Special Services Director Family Services Director Family Services Worker Campus Director	Ongoing	-All forms and Progress reports on file. -Ongoing monitoring -Requisitions and POs on special material purchases/ADA accommodations -DA observation notes

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance standard: 45 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 ensure departmental area coordination in the provision of services to children with disabilities and their families. To link children with disabilities and their families to community resources available to provide special education and related services. 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
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 Aide/Floater 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. Staff will be trained to feel competent in working comfortably with children with different disabilities to ensure that staff attitudes and unfamiliarity with a particular disability are addressed. A session on the ADA (Americans with Disabilities Act) is held during Annual Training and as needed.	Special Services Director Campus Director Family Services Worker Teacher Field Operations Director	Compliance Director Special Services Director/Staff Family Services Director Campus Director Family Services Worker	Ongoing	-All forms and progress reports on file. -Ongoing monitoring -Requisitions and POs on special material purchases/ADA accommodations

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

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.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
While waiting for the LEAs 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....	Finance Director Assistant Program Director Special Services Director	Finance Director Executive Director Compliance Director Special Services Director	Beginning to end of fiscal year	-Budget copy -Monthly budget reports -PIR -Community Assessment
Ensure families are given information regarding the referral, evaluation, and other services process, as well as information on inclusion.	Special Services Director Campus Director Family Services Worker	Special Services Director/Staff Campus Director	Ongoing	-IDEA Law -Special Ed Process -Special Ed brochures

HIDALGO COUNTY HEAD START PROGRAM
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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.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
In conjunction with other content areas, a Link and Refer system will be utilized to assure needed services, to include special education and related services are addressed and delivered in a timely manner. Referrals to LEA will be initiated accordingly. Secure lists from Campus Directors on any children who failed the development screening instrument for follow-up purposes to avoid missing any child in need of further evaluation.	Special Services Director Family Services Director Mental Health Director Campus Director Family Services Worker Family Services Worker Education Area Director Campus Director	Special Services Director/Staff Family Services Director Health Director Mental Health Director Campus Director Family Services Worker	Ongoing	-Referral/ GoEngage -Follow-up -Progress reports -Self-Assessment -Ongoing monitoring
Support classroom staff with children who do not have an IEP but may require modifications or accommodations.	Family Services Worker Education Area Director Campus Director	Special Services Director Compliance Director Education Area Director Campus Director Family Services Worker	Ongoing	-CLI -Child Assessment -Ongoing Monitoring - GoEngage
Review lesson plans to ensure modifications are being made to support children with suspected disabilities for referral.	Family Services Worker Education Area Director Campus Director			

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

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.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Allowable budget expenses include children's evaluations and treatment, if needed, special equipment/materials, eating utensils, manipulatives, walkers, special scissors, and T/TA for substitutes, and facility accessibility (ramps, etc.).	Special Services Director Assistant Program Director Finance Director	Special Services Director Assistant Program Director Executive Director Compliance Director	Ongoing	-Monthly budget reports -Ongoing monitoring on budget expenditures

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

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

Goal: The Hidalgo County Head Start Program through LEAs will develop IEP (Individual Education Plan) that meets 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. IEPs will be in parent's dominant language; encourage parents to attend IEP meetings; have meeting without parents if necessary; implement IEP soon after meeting. Monitor implementation of IEPs and child's progress. Encourage interaction between classroom teachers, service providers, and parents.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
MOUs will be secured with LEAs 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 Campus Director	Within thirty (30) days of evaluation or ASAP	-MOU(Agreements) -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 Campus Director Family Services Worker	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 Campus Director Family Services Worker	Special Services Director LEA Staff Compliance Director Education Area Director	Within 30 days of evaluation or ASAP	-ARD/IEP

HIDALGO COUNTY HEAD START PROGRAM
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Performance Standard: 45 CFR Part 1302.61 (c) (1) (i-v)

Goal: The Hidalgo County Head Start Program through LEAs, will develop IEP 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. IEPs will be in parent's dominant language; encourage parents to attend IEP meetings; have meetings without parents if necessary; implement IEP soon after meeting. Monitor implementation of IEPs and child's progress. Encourage interaction between classroom teachers, service providers, 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 various sources-IEP six-week progress report, case notes. Teachers reflect IEP objectives in weekly lesson plans and reinforce them daily.	Special Services Director Teacher Campus Director Family Services Worker	Compliance Director Special Services Director/ Staff Family Services Worker Education Director Campus Director	Ongoing	-IEP -Progress reports -Case Notes -Teacher Notes
Special Education services can be provided in the child's Head Start classroom.	Special Education Staff Teacher Campus Director Special Services Director/Staff	Compliance Director Special Services Director/ Staff Family Services Worker Campus Director	Ongoing	-Requisitions -Invoices -ARD/IEP -Case Notes

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

Goal: The Hidalgo County Head Start Program through LEAs will develop IEPs that meet the needs of children with disabilities which 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 the IEP meeting to include teacher, parents, evaluator, interpreter for parents will be provided if needed. IEPs will be in parent's dominant language; encourage parents to attend IEP meetings; have meeting without parents if necessary; implement IEP soon after meeting. Monitor implementation of IEPs 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 Campus Director Family Services Worker	Compliance Director Special Services Staff Education Director Campus Director	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 children during implementation of IEP in therapy session; LEAs and other special services providers usually accommodate such request.	Special Services Director Teacher Campus Director Family Services Worker	Campus Director Education Director Family Services Worker Compliance Director Special Services Staff	Ongoing	-Case notes -Teacher notes -Take home activities -Cameras -Teacher/Parent Conference -IEP meeting

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

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 LEAs, transition 3-year-old Head Start eligible children with disabilities into Head Start. In collaboration with LEAs, 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 LEAs 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/Community Partnership Director Transition Specialist (ECI)	Special Services Director Compliance Director Campus Director Family Services Worker	Ongoing	-ECI documentation on file -Ongoing monitoring
Maintain documentation on ECI transition meetings attended by Transition Director/ Family Services Worker	Special Services Director Transition/Community Partnership Director Campus Director Family Services Worker	Special Services Director Campus Director Family Services Worker	Ongoing	-ECI Notice of Transition Meeting -Transition paperwork -Ongoing monitoring -ARD minutes on file -Community Assessment MOU
Maintain coordination and collaboration with LEAs 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 Campus Director Family Services Worker	Special Services Director Compliance Director Campus Director	Ongoing	

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

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 LEAs, transition 3-year-old Head Start eligible children with disabilities into Head Start in collaboration with LEAs, 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 Campus Director Family Services Worker	Special Services Director Transition/Community Compliance Director	June 2024	-Transition List to Sp. Ed. Dept.
Schedule training workshops or meetings in conjunction with LEAs, Region One ESC and ECI agencies to provide parents and Head Start Staff with information on joint transition training and planning on what procedures to follow.	Special Services Director/Staff Transition/Community Partnership Director Campus Director Family Services Worker	Special Services Director Transition/Community Partnership 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/Community Partnership Director Campus Director Family Services Worker	Special Services Director Transition/Community Partnership Director Compliance Director	May 2024	-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/Community Partnership Director Campus Director Compliance Director	Aug-May 2023-2024	-Agenda -Meeting sign-ins -Notice of meeting

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

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/Community Partnership Director Teacher Family Services Worker Campus Director Special Services Director	Special Services Director/Staff Transition/Community Partnership Director Compliance Director Campus Director	May 2024	-Transition Information -Training Sign-In IDEA/ADA/504
Provide parents with transition brochures to facilitate joint transition training and planning.	Family Services Worker Transition/Community Partnership Director Campus Director Teacher	Special Services Director Transition/Community Partnership Director Compliance Director Campus Director	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/Community Partnership Director Campus Director Family Services Worker	Special Services Director/Staff Transition/Community Partnership Director Compliance Director Education Area Director Campus Director	May 2024	-Copies of consent on file -Transition list to LEA Special Education Dept

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

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
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 Partnership Director Campus Director Family Services Worker	Special Services Director/Staff Transition/Community Partnership Director Compliance Director Education Area Director Campus Director	May 2024	-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. to provide a smooth transition.	Special Services Director Transition/Community Partnership Director Campus Director Teacher Family Services Worker	Special Services Director/Staff Transition/Community Partnership Director Compliance Director Education Area Director Campus Director	May 2024	-Transition Letter to Parents

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

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

Goal: The Hidalgo County Head Start Program will collaborate with parents of children with disabilities, 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
A resource directory and Parent Handbook is provided at the first 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.	Transition/Community Partnership Director Family Services Director Campus Director Family Services Worker Teacher	Transition/Community Partnership Director Compliance Director Family Services Director Special Services Director Campus Director	Ongoing	-Training Documentation -Resource Directory -Flyers -Disability Brochures -ARD -Parent handbook
A Family Partnership Agreement (FPA) will be used to help families identify basic life support needs, including siblings' needs related to disabilities. HS will link and refer families to community agencies to assist them in receiving services, including securing equipment/devices to assist the child as needed,	Family Services Director Campus Director Family Services Worker Teacher	Family Services Director Special Services Director/Staff Compliance Director Education Area Director Campus Director	Ongoing	-FPA/Follow ups -GoEngage -PIR -Referral

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

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

Goal: The Hidalgo County Head Start Program will collaborate with parents of children with disabilities, 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
Link and refer families to disability support group meetings. A support group list will be made available to parents through Campus Directors. Cross cultural responsiveness will be considered.	Special Services Director Teachers Family Services Worker Campus Director	Special Services Director/Staff Compliance Director Education Area Director Campus Director	Beginning of school year Ongoing	-Support group list at campus
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 meetings to promote participation.	Family Services Worker Campus Director Special Services Director Teacher	Special Services Director/Staff Compliance Director Family Services Director Education Area Director Campus Director	Ongoing	-Training agendas/sign-in -Flyers -Brochures -ARD/IEP

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

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
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 Campus Director Family Services Worker Teacher	Special Services Staff Compliance Director Campus Director Family Services Worker	Ongoing	-Referral/Go Engage -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 Campus Director Family Services Worker Teacher	Special Services Staff Compliance Director Campus Director Family Services Worker	Ongoing	-Referral/Go Engage -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.				
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 Campus Director Family Services Worker	Special Services Staff Compliance Director	Ongoing	Sign Language Contracts

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

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: MOUs (Memorandum of Understanding) 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/Community Partnership Director	Special Services Director Transition/Community Partnership Director Compliance Director	May 2023-August 2024	-Agreements on file -PIR
Attend Child Find meetings, workshops, and fairs for recruitment purposes. Special Services Director/Coordinators participate in Child Find Advisory meetings with Region One ESC.	Special Services Director Special Services Coordinator Transition/Community Partnership Director	Special Services Director Special Services Staff Compliance Director	-As scheduled by LEAs -Region One ESC -Easter Seals	-Agendas -Information on file -Parent sign-in
Coordinate and collaborate in resource sharing and joint training with LEA.	Family Services Worker Campus Director Special Services Director Special Services Coordinator	Compliance Director Special Services Director Special Services Staff Education Area Director	Ongoing	-Referral training sign-in
The Memorandum of Understanding will identify all the above-mentioned objectives.	Special Services Director Transition/Community Partnership Director	Special Services Director Transition/Community Partnership Director	May 2023-August 2024	-Referral training -MOU -Ongoing monitoring

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

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
Memorandums of Understanding will be secured with LEA and other agencies to provide services for children with disabilities and their families.				
Through the MOU and LEA children with significant disabilities from the ECSE classroom 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 Paraprofessionals HS Teacher/Assistant Campus Director Special Services Director/Staff	Special Services Director/Staff Campus Director Education Area Director Compliance Director	Ongoing	-MOU -Teacher Notes -Case Notes
Strategies to be used to ensure that special needs are met include using substitutes, volunteers, and disability aides 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 Family Services Worker Campus Director	Special Services Director/Staff Education Area Director	Ongoing	- Case notes -Progress notes -Ongoing monitoring

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

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/Community Partnership Director Family Services Worker Campus Director Special Services Director Teacher	Compliance Director Special Services Director Transition/Community Partnership Director Campus Director Education Area Director	Ongoing	-Transition information -Training sign-in on IDEA/ADA/504
Provide parents with transition brochures to facilitate joint transition training and planning.	Family Services Worker Campus Director/Teacher Transition/Community Partnership Director	Special Services Director Transition/Community Partnership Director Compliance Director Campus Director	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.	Family Services Worker Transition/Community Partnership Director Campus Director Special Services Director	Compliance Director Special Services Director/Staff Transition/Community Partnership Director Education Area Director Campus Director	May 2024	-Copies of consent on file -Transition list to LEA Special Education Dept.

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

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. [OBJ]

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
Allow for communication with parent by providing a transition letter that lists special education staff contacts, phone numbers, campus assignment etc. to provide a smooth transition.	Family Services Worker Transition/Community Partnership Director Campus Director Special Services Director Teacher	Compliance Director Special Services Director/Staff Transition/Community Partnership Director Education Area Director Campus Director	May 2024	-Transition Letter to parents

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

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

Goal: The Hidalgo County Head Start Program through LEAs will develop IEPs that meet the needs of children with disabilities and enable them to be included fully in the classroom.

Objective: Participate /provide input into the IEP; interpreter for parents; IEPs in parent's dominant language; encourage IEP attendance; have meeting without parents if necessary; implement IEP as soon after the meeting.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Ensure attendance of required Head Start Teacher, staff, 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.	Special Services Director Family Services Worker Campus Director Teacher LEA Special Education Staff	Special Services Director Family Services Worker Campus Director	Within 45 school days of consent for evaluation	-ARD/IEP Notice -PIR
Interpreters at ARD/IEP meeting will be provided for non-English speaking parents. Sign Language interpreters will also be provided if needed. IEP will be in the parent's dominant language.	Special Services Director Family Services Worker Campus Director Teacher	Special Services Director/Staff	On-going	ARD/IEP Notice P/O Requisition for Sign Language Interpreters
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.	Special Services Director Family Services Worker Campus Director Teacher LEA Special Education Staff	Compliance Director Special Services Director/Staff Education Area Director Campus Director	Within 45 school days of consent for evaluation	-ARD/IEP -PIR

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

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 while enrolled. [OBJ]

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 Campus Director Family Services Worker	Special Services Director/Staff Education Area Director Compliance Director	Ongoing	-FIE -ARD/IEP -Progress Reports -Consent for Evaluation -Therapy Sign-In

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance Standard: 45 CFR Part 1302.71(3)(e)

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.	Transition/Community Partnership Director Family Services Worker Campus Director Special Services Director Teacher	Compliance Director Special Services Director Transition/Community Partnership Director Campus Director Education Area Director	May 2024	-Transition information
Provide parent with transition brochures to facilitate joint transition training and planning.	Family Services Worker Campus Director/Teacher Transition/Community Partnership Director	Special Services Director Transition/Community Partnership Director Compliance Director Campus Director	May 2024	-Transition brochures
With parent consent, transfer children's records LEA. provide LEA special education with a list of all transitioning children with disabilities.	Family Services Worker Transition/Community Partnership Director Campus Director Special Services Director	Compliance Director Special Services Director/Staff Transition/Community Partnership Director Education Area Director Campus Director	May 2024	-Copies of consents on file -Transition list to LEA Special Education Dept.

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance Standard: 45 CFR Part 1302.71(3)(e)

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
Allow for communication with parent by providing a transition letter that lists special education staff contacts, phone numbers, campus assignment etc. to provide a seamless transition.	Family Services Worker Transition/Community Partnership Director Campus Director Special Services Director Teacher	Monitoring Director Special Services Director/Staff Transition/Community Partnership Director Education Area Director Campus Director	May 2024	
Administrative staff will meet with the Campus Directors and Family Services Worker to prepare and involve children and parents with transition to the public school.	Transition/Community Partnership Director Area Directors	Transition/Community Partnership Director	Ongoing As scheduled in May	Field Trip Request Form
The program will meet with the Local Education agencies (school districts) to discuss and deliver Head Start children's transition packages.	Transition/Community Partnership Director	Transition/Community Partnership Director	Ongoing	Agendas Sign-In forms

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2023-2024

Performance Standard: 45 CFR Part 1303.75 (a)(b)

Goal: The Hidalgo County Head Start Program will include children with disabilities 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
Transportation is an allowable expense for those children that require transport to and from home or to therapy treatments. When transportation to services can be accessed from other agencies such as the LEA it should be used, otherwise, transportation will be provided.	Family Services Worker Campus Director Special Services Director Transportation Coordinator	Monitoring Director Special Services Director Special Services Staff Campus Director	Ongoing	-Request for transportation -Parent consent -Bus route schedules -Community Assessment -Self Assessment -Ongoing monitoring
Provide specially equipped buses with lifts to transport children with physical disabilities for compliance with ADA.	Family Services Worker Campus Director Special Services Director Transportation Coordinator	Special Services Director Transportation Coordinator Education Area Director	Ongoing	-Transportation Plan -Ongoing monitoring -Transportation Schedules
Staff will be provided with training on how to use equipment. Supervision is always provided.				



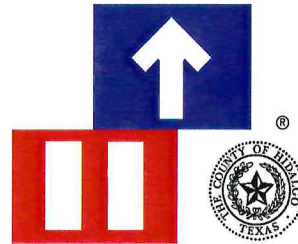
Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Community Partnerships & Transition Program Plans

Ramiro Silva, Community
Partnerships/Transition Director

HIDALGO COUNTY HEAD START PROGRAM



COMMUNITY PARTNERSHIPS PROGRAM PLAN 2023 – 2024

**ADVISORY COMMITTEE APPROVAL:
POLICY COUNCIL APPROVAL:
COMMISSIONERS' COURT APPROVAL:**

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2023 – 2024**

Performance Standard C.F. Regulation: 1302.53(a) (1) *Partnerships*

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

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

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The program will facilitate community partnerships by developing formal and informal networks with a wide range of community organizations. The program will sponsor a networking meeting to encourage community cooperation and develop linkages. Program staff will also participate in networking meetings hosted by other agencies and organizations.	Department Directors	Community Partnerships/ Transition Director Family Services Director	December	Family Services Procedures Manual Networking Meeting Agenda & Listing
Confidentiality policies are established and maintained to ensure that privileged information is shared in a manner that improves service delivery. Partnership Agreements that required the sharing of child and/or family information will include appropriate confidentiality clauses.	Department Directors	Community Partnerships/ Transition Director Human Resource Director	Ongoing	Community Partnership Agreements Confidentiality Policy
The program will establish agreements and will supplement them by building upon existing agreements with the LEA'S.	Department Directors	Community Partnerships/ Transition Director	Ongoing	Partnership Agreements

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2023 – 2024**

Performance Standard C.F. Regulation: 1302.53 Community partnerships and coordination with other early childhood and education programs.

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

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

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
1. (i) Parents are provided with opportunities to meet with agencies and community members to discuss issues regarding social climate, community services, and to influence the character of their community. <u>Networking Meeting</u> - Community agencies, cities, and schools are invited to provide information regarding the referrals systems, collaboration and partnership strategies, tracking systems, and improvement of services are items discussed during this meeting. <u>Parent Fair/Conference</u> - Community agencies, businesses, advocacy groups, school districts, municipalities, etc., are invited to set up information booths. Parents have an opportunity to meet on an individual basis with agency representatives and receive information and link with those agencies.	Department Directors Campus Directors, Family Service Workers	Family Services Director Community Partnerships/ Transition Director	October November August thru May	HCHS Program Calendar Family Services Procedures Manual Parent Notices of Activities
1. Parents are provided a Community Resource Directory. Parents are provided with individualized and group training on how to utilize the directory. The Community Resource Directory is in both English and Spanish. Training is provided at the... • Parent Workshops • Family Partnership Agreement Visit	Campus Directors Family Service Workers	Community Partnerships/ Transition Director Family Services Director	September Ongoing	Community Resource Directory Family Services Procedures Manual

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2023 – 2024**

Performance Standard C. F. Regulation: 1302.53 (a) Community partnerships (1)

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

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

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
Collaboration and partnership agreements will be established with organizations to promote community members to volunteer in the Head Start program. They include the following: Youth Programs TANF - Welfare to Work Program Winter Texan Groups School Districts STC – Students doing internship hours University of Texas Rio Grande Valley	Family Services Director Campus Directors	Family Services Director Community Partnerships/ Transition Director	Ongoing	Partnership Agreements with Community Organizations

**FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2023 – 2024**

Performance Standard C.F. Regulation: 1302.53 (a) Community partnerships. (ii)

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

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

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
Collaboration and partnership agreements will be established with nutritional services providers. They include the following: Texas A & M AgriLife Extension Program Texas Agricultural Extension Service University of Texas-Rio Grande Valley: Dietetic Department Rio Grande Valley Food Bank WIC	Nutrition Director	Nutrition Director Community Partnerships/ Transition Director	November	Partnership Agreements with Nutrition Service Providers and Agencies
Collaboration and /or partnership agreements will be established with providers and agencies that provide services to children with disabilities and their families. All agreements include (IDEA) requirements and consideration for children needing services through the summer months. They include the following: LEA's Local Education Agencies Region I/Easter Seals - ECI Program	Special Services Director Health Services Director Mental Health Director	Special Services Director Community Partnerships/ Transition Director	November Ongoing	IDEA Partnership Agreements with Providers & Agencies That Provide Services to Children with Disabilities & their Families

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2023 – 2024**

Performance Standard C.F. Regulation: 1302.53 Community partnerships and coordination with other early childhood and education programs. (a) Community partnerships. (ii)

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

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

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
Review 1302.53 (a) (2) (ii): Family and Community Partnerships Program Plan - Page FS #29				

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2023 – 2024**

Performance Standard C.F. Regulation: 1302.53 Community partnerships and coordination with other early childhood and education programs. (a) Community partnerships. (iii)(iv)(v)(vii)

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

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

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

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2023 – 2024**

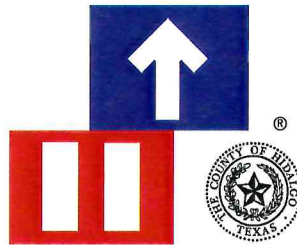
Performance Standard C.F. Regulation: 1302.53 (a) Community partnerships. (iv) (viii)

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

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

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Document or Forms
(iv) Collaboration and /or partnership agreements will be established with local elementary schools, cultural institutions, libraries, and other organizations. They include: McAllen International Museum Museum of South Texas History City Libraries Local Elementary Schools	Community Partnership Director Campus Director	Community Partnership/ Transition Director	December Ongoing	Partnership Agreements with Cultural and Educational Institutions
(viii) Collaboration and partnership agreements will be established with child care providers. They include..... CCS - Child Care Systems TMC – Teaching and Mentoring Communities	Community Partnership Director Campus Director	Community Partnerships/ Transition Director	November Ongoing	Partnership Agreements with Child Care Providers
Collaboration and partnership agreements will be established with other organizations and businesses that provide support and resources to families. They include.... Local Chamber of Commerce Rio Grande Valley Chamber of Commerce Knights of Columbus Lions Club US Border Patrol	Family Services Director Campus Director	Family Services Director Community Partnerships/ Transition Director	December Ongoing	Partnership Agreements with Organizations and Businesses Provide Support & Resources To Head Start Children & Families

HIDALGO COUNTY HEAD START PROGRAM



TRANSITION SERVICES PROGRAM PLAN 2023 – 2024

**ADVISORY COMMITTEE APPROVAL:
POLICY COUNCIL APPROVAL:
COMMISSIONERS' COURT APPROVAL:**



Hidalgo County Head Start Program
Transition Services Program Plan
2023-2024

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. Activities: a. On-site online registration for children transitioning to the school district b. Registration documents and forms c. School Tours	Campus Directors Family Service Workers ISD Teachers, Parent Liaison	Community Partnership/Transition Director	August – 2023 thru June - 2024	Confidentiality Statement – Child Record Field Trip Request Form Permission Slip Transition / Application packet
2. The Program will maintain on-going coordination and collaboration between the Head Start staff and their counterparts in the schools and community programs. Activities: a. Memorandum of Understanding (MOU) b. Partnership c. Non-competitive collaboration MOU	Campus Directors	Community Partnership/Transition Director	August – 2023 thru June- 2024	Networking Meeting Record MOU's



Objective: To maintain and establish procedures that will facilitate the transition process for children enrolled in the Head Start program.

3



Hidalgo County Head Start Program
Transition Services Program Plan
2023-2024

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
3. Administrative Staff will meet with the Campus Directors and Family Service Workers to facilitate preparing and involving children and parents in joint transition training and planning. Activities: a. School Tours b. Dual Enrollment i. Attendance Policies and Procedures c. Transition Parent Meetings i. Day ii. Evening d. Meet the Principal and campus staff	Community Partnership/ Transition Director Area Directors	Community Partnership/ Transition Director	August – 2023 thru June - 2024	Field Trip Request Form Agendas Sign-In's
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. Activities: a. Network Meeting b. Parent Fair c. Monthly Parent Meetings d. Child Find Fairs	Community Partnership/ Transition Director Family Services Director	Community Partnership/ Transition Director	August – 2023 thru June- 2024	Sign-In's Parent Meeting Information Agendas Flyers



Hidalgo County Head Start Program
Transition Services Program Plan
2023-2024

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
5. The Program will assist & support transitions for families and children who move out of the community to include homeless families and foster children. Activities: a. Childs Transition-packet consent for release form b. Referral Data Form c. Tracking Log d. Progress Monitoring Data	Campus Directors Community Partnership/ Transition Director	Community Partnership/ Transition Director	August – 2023 thru June -2024	Sign-In's HS Locator Referrals



Hidalgo County Head Start Program
Transition Services Program Plan
2023-2024

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. The Program will conduct "face to face" transition meetings with the parents, ECI agency, and the local education agency. Activities: a. Established written MOU's b. ECI Referrals	Campus Directors Family Service Workers	Community Partnership/ Transition Director	August – 2023 thru June -2024	Referral Data Confidentiality Statement ECI Transition Pkt. ECI Tracking Log
2. 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. Activities: a. Staff will assist the parent in completing the application process as needed b. Children will receive instruction in an inclusive setting c. Assign DCA to assist in the classroom	Community Partnership/ Transition Director Special Services Director	Community Partnership/ Transition Director Special Services Director	August – 2023 thru June -2024	Confidentiality Statement HS Application ARD/Dr. Recommendation Form PO-s for materials and equipment ADA checklist



Hidalgo County Head Start Program
Transition Services Program Plan
2023-2024

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
d. Provide adequate materials/equipment for the child to be successful e. Ensure the facility is accessible to all persons with a disability f. Maintain coordination/collaboration with the district's special education department g. Special Education services will be provided at the center by Sp. Ed. Staff h. Provide sign language interpreters as needed for the application process/ARD meetings/parent meeting/etc. i. Provide transportation services for special needs children such as a bus with a lift. j. Assist/support the parent from the transition into HCHSP in order for them to feel this is the best placement for their child.	Community Partnership/ Transition Director Special Services Director	Community Partnership/ Transition Director Special Services Director	August – 2023 thru June -2024	MOU's Therapy Sign In's Professional Contracts Transportation Applications Transition Meeting Documents



Hidalgo County Head Start Program
Transition Services Program Plan
2023-2024

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. Activities: a. Annual Training b. Recruitment Training c. FPA Tracking d. Joint Advisory Committee	Department Directors	Community Partnership/ Transition Director	August – 2023 thru June -2024	Referral Data Form Information Packet Agendas Minutes Sign In's
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. Activities: a. Dual Language Model b. Pre-K Daily Schedule c. Early Childhood Domains i. State ii. Federal	Community Partnership/ Transition Director Education Director Family Services Director	Chief Early Education Officer	August – 2023 thru June-2024	Classroom Observation Form Professional Development Lesson Plans Daily Schedule Dual Language Model



Hidalgo County Head Start Program Transition Services Program Plan 2023-2024

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
d. Early Childhood Goals a. School and Kindergarten Readiness e. Correlation of the a. HSELOF (Head Start) b. Pre-K Guidelines (State) f. Reporting to Parents a. Progress Reports b. Report Cards c. Progress Monitoring Results g. Annual Pre-Service Training h. Special Activities between the two entities a. Fire Prevention b. Drug Awareness c. Holidays and special programs	Community Partnership/ Transition Director Staff Development Coordinator Department Directors Campus Directors Teachers	Community Partnership/ Transition Director	August – 2023 thru June - 2024	Curriculum & Instructional Resources HSELOF Alignment Guide Classroom Visit Log Pre-K Guidelines Progress Reports Report Cards Progress Monitoring Results
3. The Program will prepare a monthly report on all Joint Transition activities Activities: a. Maintain a Log of all meetings.	Community Partnership/ Transition Director	Community Partnership / Transition Director	August – 2023 thru June - 2024	On File Sign In Agendas ECI Tracking Log



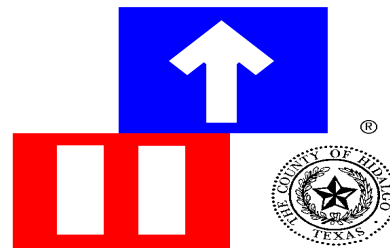
Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

2023-2024 Transportation Services Program Plan

Oliver Solis,
Transportation Coordinator

HIDALGO COUNTY HEAD START PROGRAM



TRANSPORTATION SERVICES PROGRAM PLAN 2023 – 2024

Hidalgo County Head Start Program

Transportation



OSCAR PALACIOS
Field Operations Director

Nicolas Castillo
Field Operations Manager

Oliver Solis
Transportation Coordinator

Ana Quiroz
Field Operations Clerk



**HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2023 – 2024**

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
2023 - 2024**

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
2023 - 2024**

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 (18) 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
2023 - 2024**

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
2023 - 2024**

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



**HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2023 - 2024**

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
2023 - 2024**

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
2023 - 2024**

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
2023 - 2024**

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.	Field Operations Director Transportation Coordinator Human Resources Risk Management	Field Operations Director Transportation Coordinator	On-Going	Driver License Required Training and Certifications
2. The Hidalgo County Head Start Program will develop a questionnaire relevant to driving and work experience to be implemented during the interview process, including previous employment verification, criminal background check and driving traffic violations	Field Operations Director Transportation Coordinator Human Resources Risk Management	Field Operations Director Transportation Coordinator	On-Going	Questionnaire Form



HIDALGO COUNTY HEAD START PROGRAM TRANSPORTATION PLAN 2023 - 2024

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
1. The program will provide the required training to all drivers upon hiring and during pre-service, on-going and as needed. Topics include classroom, behind-the-wheel to safely and efficiently operate the vehicle; running fixed routes; loading/unloading children; stopping at railroad crossing and other maneuvers; evacuation procedures and the operation of special equipment (lifts assistive devices). Bus monitors are also trained in their area of responsibility. Each driver will be evaluated yearly which will include road performance.	Field Operations Director, Transportation Coordinator	Transportation Coordinator	July thru May	Program Calendar
2. Hands on training at Region One Education Center.	Transportation Coordinator	Field Operations Director	July thru May	Agendas Sign In Sheets
3. The program will provide training to bus monitors before being assigned on the following topics: child boarding/exiting procedures, the use of child safety restraint systems, required paperwork, emergency evacuation procedures, use of special equipment, child pickup and release procedures, and pre and post trip vehicle checks.	Field Operations Director Transportation Coordinator	Field Operations Director Transportation Coordinator	July thru May	Agendas Sign In Sheets
4. Fixed routes are implemented with no backing or "U" turns only for safety reasons. When roadway crossing is required, children are escorted by monitor or adult person.	Bus Driver Bus Aide	Transportation Coordinator	July thru May	Agendas Sign-In Rosters



**HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2023 - 2024**

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
2023 - 2024**

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



**HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2023 - 2024**

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
1. The program provides transportation to children with disabilities in appropriately equipped buses to their respective school district for services. The program also mainstreams children with disabilities by transporting them on the regular bus routes. Individual Education Plan (IEP) reflects child's need for transportation and is accommodated with special adaptive equipment, if needed, including bus driver and monitor training.	Field Operations Director Transportation Coordinator Center Manager	Field Operations Director Transportation Coordinator	August thru May	Memorandum Budget Workshop
2. Children with disabilities needing therapy are transported to their respective school district to receive speech therapy.	Center Manager	Special Services Director	August thru May	Child's File Progress Notes



**HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2023 - 2024**

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
1. The program currently does not have the need to contract private or public transportation services. The program has a collaborative agreement with La Joya I.S.D.; Weslaco I.S.D, McAllen I.S.D. and P.S.J.A. I.S.D. to provide transportation for Head Start children that are housed in their perspective school districts. The program has also developed a “cost per child” report to determine the feasibility of transportation by geographical areas. The program has also contacted the Lower Rio Grande Valley Development Council, but currently the program does not have the need for alternate transportation.	Field Operations Director Transportation Coordinator	Field Operations Director Transportation Coordinator	On-Going	Cost Per Child Monthly Report



**HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2023 - 2024**

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
2023 - 2024**

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
4. Bus Route Monitoring Report-The Center Manager and Transportation Coordinator will ride each bus, unannounced, a minimum of three times per school year to ensure all Federal Regulations are being met. A checklist will ensure all required documentation is approved for all children being transported; all required safety equipment, such as, a Certified Fire Extinguisher with identifiable sign and mounted on bracket, well supplied First Aid Kit, Emergency blanket, bio-hazard material kit, seat belt cutter mounted away from children's reach.	Center Manager Transportation Coordinator Field Operations Director	Center Manager Transportation Coordinator Field Operations Director	PY 2015-2016	Bus Route Monitoring Report
5. This monitoring instrument will also ensure the observation of children being assisted when boarding and exiting the bus and the implementation of the approved Child's Safety Restraint System. Part of the bus monitoring will also enable the monitor to observe the bus driver conduct a thorough check for any children or personal belonging left behind.	Center Manager Transportation Coordinator Field Operations Director	Center Manager Transportation Coordinator Field Operations Director	PY 2015-2016	Bus Route Monitoring Report



**HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2023 - 2024**

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