

PROGRAM OPERATIONS

PERFORMANCE STANDARD 1302

SUBPART A – ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT & ATTENDANCE

SUBPART B – PROGRAM STRUCTURE

SUBPART C - EDUCATION & CHILD DEVELOPMENT PROGRAM SERVICES

SUBPART D – HEALTH PROGRAM SERVICES

SUBPART E – FAMILY AND COMMUNITY ENGAGEMENT PROGRAM SERVICES

SUBPART F – ADDITIONAL SERVICES FOR CHILDREN WITH DISABILITIES

SUBPART G – TRANSITION SERVICES

SUBPART H – SERVICES TO ENROLLED PREGNANT WOMEN

SUBPART I – HUMAN RESOURCES MANAGEMENT

SUBPART J – PROGRAM MANAGEMENT AND QUALITY IMPROVEMENT

Disabilities Services

The Disabilities Services area provides the necessary services and tracking documentation to ensure that children with disabilities and their families achieve the full benefits of the Head Start/Pre-K and Early Head Start programs.

The continuing objectives of this area are to fully include children with disabilities, provide appropriate referrals for therapy, track provision of services and to act as an advocate for families with children who have special needs. The Head Start/Pre-K Child Development Managers and Teachers will attend IEPs. The Early Head Start Managers will participate in the development of IFSPs for Early Head Start children, when invited. The Managers will consult with the Specialist to provide guidance and training for staff and parents.

Emergency Evacuation Plan Requirements

Managers must complete an Emergency Evacuation Plan for any child who:

- Has an IEP that includes evacuation-related support, or
- Exhibits unsafe behaviors that may impact emergency procedures.

Distribution:

- **Classroom Copy:** Place one copy in the Emergency Binder.
- **Transportation Copy:** Provide a second copy to the bus driver to ensure appropriate support during transit.

This process ensures the safety and preparedness of all staff and children in the event of an emergency.

Program Year _____

Epic Headstart/Pre-K
Emergency Evacuation Plan

Child: _____

Bus: _____

Center/Class: _____

Staff Responsible: _____

Bus Evacuation Procedure

Center Evacuation Procedure:

Signatures:

Parent Signature

Date

Bus Staff Signature

Date

Education Staff Signature

Date

Education Manager Signature

Date

Education or Mental Health Specialist

Date