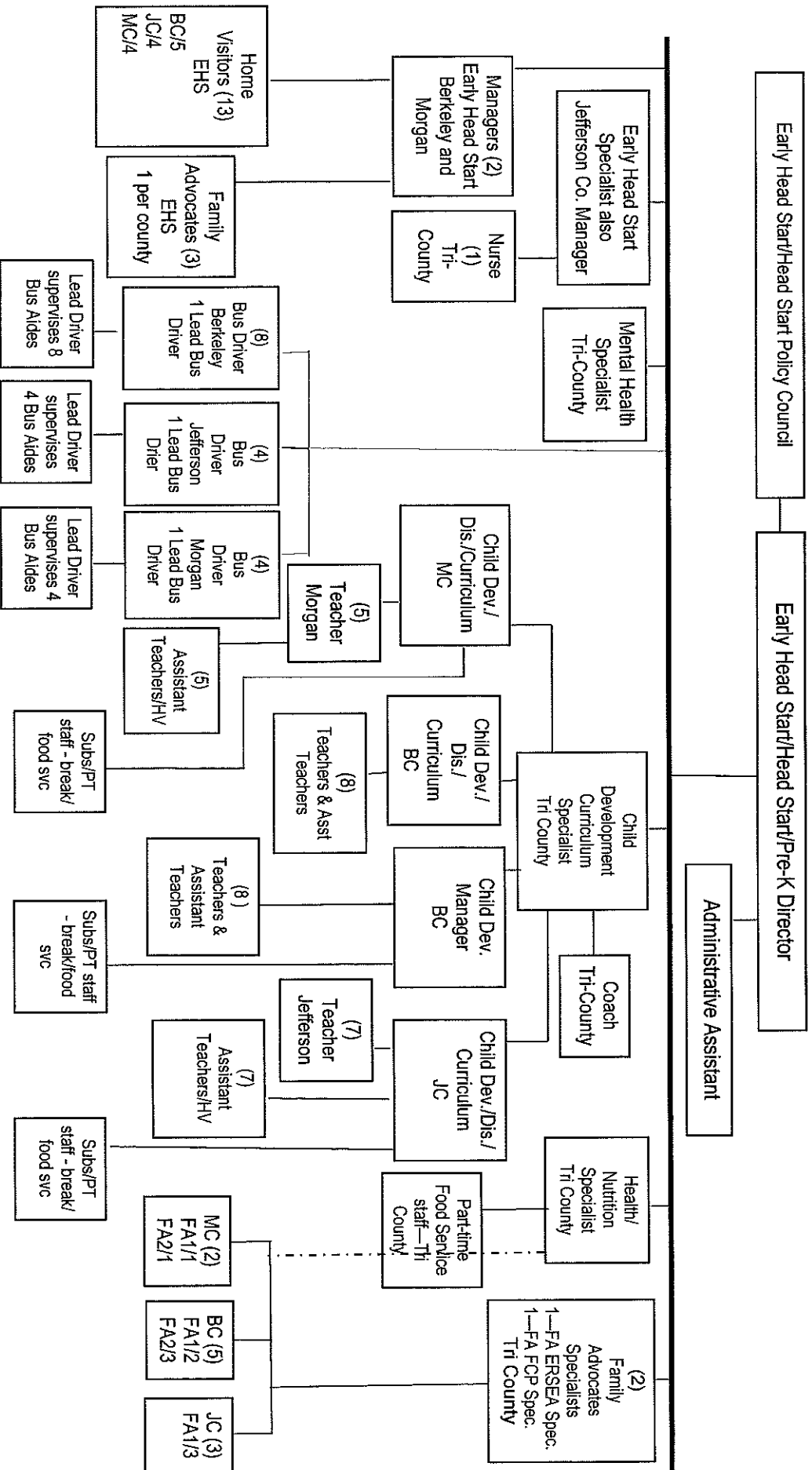


EPIC Early Head Start/Head Start/Pre-K Mission Statement

- ◇ To deliver high-quality services to Eastern Panhandle children and families in child development, health, social services, and parent involvement.
- ◇ To encourage and support the development of staff professionalism and teamwork.
- ◇ To involve families and the community in the design and operation of our program, and to carry out that program in ways that are cost-effective and meet community needs.
- ◇ To serve as a model of excellence beginning with prenatal education continuing through early childhood development.

Organization Chart
Eastern Panhandle Instructional Cooperative
Early Head Start/Head Start/Pre-K
2022-2023



Policy Council Funds Procedure

To ensure that Policy Council Funds are appropriated, maintained and managed according to program requirements.

Procedure:

- * The Policy Council Budget will be maintained through the requisition/purchase order system of EPIC EHS/HS/PK program. Two separate budgets (EHS and HS) will be maintained with three separate lines for each individual county/program and will be based upon enrollment of that specific county/program at \$16 per child/expectant mother.
- * All companies and individuals utilized for services through this budget must accept purchase orders and be set up as a vendor in advance. If the vendor is not in the WVEIS system, a W-9 is required to have them set up as a vendor.
- * A Fund Request form will be completed in its entirety, a minimum of 1 month in advance of the intended event and presented at Policy Council for approval. ***Fund request forms must be reviewed with supervisor before going to Policy Council.**
- * Actual expenses cannot exceed the requested amount.
- * Wal-Mart purchases must be completed with cardholder and Policy Council items kept completely separate from general program purchases. **Make sure you write on the receipt that it was purchased by EHS or HS using Policy Council Funds along with the county.**
- * Martin's and Food Lion Policy Council purchases must also be on separate receipts from general program items. **Make sure you write on the receipt that it was purchased by EHS or HS using Policy Council Funds along with the county.**
- * Once the purchase order has been approved, a copy of the purchase order will be scanned to the designated Specialist and will be indicative that the purchase can be made.
- * Each county/program will be responsible for maintaining a general balance of their individual county funds. Designated Specialist maintains oversight of county.
- * **If the staff member/county who requested the purchase order decides not to use the purchase order to make the purchase, the responsible staff member must contact the EHS/HS/PK Administrative Assistant so the purchase order can be closed and the funds returned to the account.**

**Reference

Policy Council Fund Request form

Parent Event Outline

Name of Event: _____

Location of Event: _____ Date: ___/___/___ Time: ___:___ to ___:___

Person/People in charge of event organization: _____

Parent(s) involved in planning: _____

Is there a guest Speaker? Yes No If yes, who is scheduling the speaker? _____

Name of speaker(s) _____

Contact Information: _____

Phone (____) ____-____

Phone (____) ____-____

Email _____

Email _____

Training topic(s): _____

Goal(s): _____

Brief description of event activities: _____

Supplies Needed	Person getting supplies

Funds Needed for the Supplies: \$ _____

Is Child Care Needed? Yes No If yes, who will provide? _____

Meeting Approved on ___/___/___ Manager/Specialist signature: _____

PARENT EDUCATION USES FOR POLICY COUNCIL PARENT FUND

Our Early Head Start/Head Start & Pre-K Policy Council parent fund is used for parent activities and parent education assistance. When counties have money available in their parent fund allocations, they can pay for the following educational benefits for parents. All fund requests are taken to the Policy Council for review and approval. Payment will be issued to the agency or business, not to parents. We will need verification from agencies for some payments; such as enrollment documentation or readiness to take assessments. We also have some funds available for Pre-K parents. County staff may set limits on amounts allocated due to fund availability.

Please let your family service worker or teacher/home visitor know if you are interested in the following assistance:

- 80% up to \$75 of the payment for high school equivalence/TASC (these are usually free)
- 80% up to \$75 of the payment for the LPN test and practice test at James Rumsey
- 80% up to \$75 of costs for translation of foreign transcripts and certification for enrollment in college
- Payment of a percentage of costs for post-secondary education classes or placement tests, as approved by Policy Council
- \$25.00 gift certificates from Office Max or Staples for parents taking secondary education classes, with enrollment verification
- 80% up to \$75 payment for the Telamon Homebuyer's Preparation/Credit Counseling Class
- Payment for the First Aid/CPR certification classes at EPIC or the Red Cross
- 80% up to \$75 payment for Adult and Community Education classes such as computer classes, language classes, and other career preparation classes
- 80% up to \$75 payment for Adult and Community Education adult fitness classes
- A contribution toward books required in post-secondary classes (up to \$50.00)

EPIC Early Head Start and Head Start Policy Council Fundraising Policy

Fundraising is discouraged by the Head Start and Early Head Start program. Any fundraisers must be approved by the Head Start/Early Head Start Director and the Policy Council prior to starting.

1. Fundraising in the name of EPIC Early Head Start/Head Start & Pre-K for Jefferson, Berkeley and Morgan Counties must be within keeping of Head Start's and Early Head Start's mission to the community.
2. No personal gains in the name of Early Head Start/Head Start & Pre-K will be permitted.
3. Any fundraiser has to be submitted in writing for approval and voted on by the Policy Council.
4. Family Advocates will monitor all fundraising activities in their counties.
5. One parent and a staff member must be responsible for keeping all funds and written records, etc., whenever a fundraiser has been approved.
6. When any fundraiser has ended, a final report must be given to the Policy Council verbally and in writing.
7. Only one fundraising event may be conducted at any one time in a county.
8. Fundraisers will be limited to on-site activities such as car washes, bake sales, on-site sales, etc.
9. Only cash or money order sales will be acceptable and duplicate receipts must be issued.

EPIC Head Start/Pre-K and Early Head Start

Standards of Conduct

1. We will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, disability and others.
2. We will follow program confidentiality policies.
3. No child will be left alone or unsupervised while under our care.
4. We will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. We will not employ methods of discipline which involve isolation, the use of foods as punishment or reward, or the denial of basic needs.
5. We will adhere to the NAEYC Code of Ethics in working with children and families and staff.

Violation of these standards may lead to disciplinary action as outlined in the EPIC Policy and Procedure Manual.

**EPIC EHS / HS / PK
Policy Council Fund Request Form**

Please do a Purchase Order:

To: _____

Amount: _____

Description of what how many of each will be purchased: _____

Topic of Parent Training: _____

Requested by: _____ EHS _____ HS _____

County: _____ Date: _____

Date Approved by Policy Council: _____

Date Purchase Order Scanned to Staff: _____

Notes: