

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

EPIC Early Head Start/Head Start & Pre-K Statement of Purpose

EPIC EHS/HS & PK serves 465 children, expectant mothers, and their families in the Eastern Panhandle of WV: 222 in Berkeley County, 130 in Jefferson County and 113 in Morgan County.

EPIC Early Head Start/Head Start & Pre-K provide programs at twelve sites within the tri-county area including EPIC buildings, public schools, James Rumsey Technical Institute and 1 church. 40 Early Head Start families in Morgan County are served in home-based programs. 46 in Jefferson County and 58 in Berkeley County are also served in the Early Head Start home-based program. In the home-based program, home visitors go into families' homes and provide training in prenatal care, early childhood, nutrition, health, etc. Each child receives proactive screenings including physical, dental, social/emotional and developmental screenings. All children participate in field trips as funding permits.

In the EPIC center-based program, children come into the Head Start/Pre-K Center 6.25 hours for a total of 144 days annually (based on a 4 day instructional week of Tuesday through Friday for children). Head Start families receive two home visits and two conferences and participate in field trips. Pre-K families receive one home visit and two conferences and participate in field trips. All Early Head Start and Head Start families receive visits from Family Advocates in addition to home visits.

The key to the success of Early Head Start/Head Start & Pre-K is its emphasis on parent involvement. Policy Council members, elected yearly from current parents and community members are directly involved in all aspects of the program from planning to implementation and evaluation of the program.

The program must meet the federal Head Start Performance Standards in six major service areas:

1. Program Design and Management

- ensures a program, fiscal and human resource management structure that provides effective management and oversight of all program areas. 1302.101 (a)(I)
- demonstrate an understanding of how to collect, use and share data for ongoing monitoring and continuous improvement. 1302.102; 1302-101 (a)(4)
- develop and maintain an effective system of ongoing supervision that supports individual staff professional development and continuous program quality improvement 1302.101 (a)(2)
- governing body uses data and leverages its subject matter expertise effectively for program oversight, ongoing monitoring and continuous improvement 1301.2 (b)(2); 642 (c)(1)(E); 642 (d)(2)
- policy council uses data and leverages its knowledge of the community effectively for program oversight, ongoing monitoring and continuous improvement 1301.3(c)(2); 642 (c)(2)(D)

2. Quality Education and Child Development Services

- use data (e.g. data related to curriculum implementation, screenings and assessments, teaching practices, etc.) to ensure oversight and ongoing program improvement, effective service delivery, and child outcomes and school readiness. 1302.102 (b)-(d)
- fully engages children with disabilities in all aspects of the program, engage families of children with disabilities in their children's learning and development, and support families in becoming advocates for services that meet their children's needs. 1302.61(a); 1302.62
- use a developmentally appropriate research-based curriculum that align with the HSELOF, has designed teaching practices and learning environments and has achieved progress in children's development and growth. 642 (f)(3); 1302.31(b)(1)(i); 1302.31(b)(1)(ii); 1302.31(b)(1)(iv); 1302.31(c)-(e)

- demonstrates achievement of individual children's school readiness goals through effectively analyzing and using child-level assessment data to monitor children's individual progress and individualize services for children. 1302.31(b)(iii); 1302.31(b)(2); 1304.11(b)(2)(ii)
- demonstrates achievement of program-level school readiness goals through effectively aggregating analyzing and using child-level assessment data to monitor program progress and inform program improvements. 1304.11(b)(2)(i)
- ensures staff has the qualifications and skills, supervision and feedback, training, professional development, and support needed to provide quality education services that promote continuity of care for each child, promote progress toward program goals, and promote continuous program improvement. 1302.91(E)-(f); 1302.45(a)(1); 1302.45(b)(2); 1302.92(a)-(d); 1302.101(a)(2); 1302.91(2)-(3)
- demonstrates their home-based program provides home visits and group socialization activities, promotes secure parent-child relationships, and helps parents provide high-quality early learning experiences for their children. 1302.35(a)-(c) and (e)

3. Quality Health Program Services

- effectively collects, tracks, addresses, and shares information regarding each child's health status and health needs, including health, mental health, oral health, and nutritional needs. 1302.41; 1302.42(a)-(d); 1302.45(b)(1); 1302.46
- maintains and monitors for effective oral health practices and nutrition services that meet the nutritional needs of and accommodates the feeding requirements of each child. 1302.43; 1302.44(a)
- effectively utilizes mental health consultation to support staff, including home visitors, in identifying and meeting children's mental health and social and emotional needs. 1302.45
- For programs serving pregnant women, provides and monitors for quality services that facilitate enrolled pregnant women's access to health care and provide information to support prenatal post-partum maternal and infant health and emotional well-being. 1302.80; 1302.81; 1302.82
- implements a process for monitoring and maintaining healthy and safe environments, including providing meaningful feedback to staff and ensuring continuous improvements in health and safety practices as well as ensuring all staff have complete background checks. 1302.47(b); 1302.90(b)(1)-(5); 1302.101(a); sec 648A(g)(3)

4. Quality Family and Community Engagement Services

- integrates family engagement and support strategies into all systems and demonstrates progress in providing quality program services to support family well-being and promote school readiness. 1302.50(a); 1302.50(b)(6)
- uses family engagement and support services data to strengthen parent and family outcomes. 1302.102(b)-(d)
- implements a systematic approach to staff hiring, supervision, training, and professional development. 1302.90(d)(1); 1302.91(d)(7); 1302.92(b)(3); 1302.101(a)(2)
- creates welcoming, culturally, and linguistically responsive program environments. 1302.50(b)
- collaborates with parents to identify strengths and needs and make progress toward individual family outcomes. 1302.52(b)-(c)

5. Fiscal Infrastructures

- the governing body has an approach for approving financial management, accounting, reporting policies, and compliance with laws and regulations, and has a strategy for ensuring annual approval of the operating budget of the agency for ensuring the use of shared data for administering and overseeing programs while safeguarding funds. 642(c)(1)(E)(i); 642(c)(1)(E)(iv)(VII)(bb)
- has an approach for ensuring the policy council is involved in budget planning for program expenditures,

- including policies for reimbursement and effective participation in policy council activities. 642(c)(2)(D)(iv)
- has an approach for maintaining a program, fiscal, and human resource management structure that provides effective management and oversight of all program and fiduciary areas of responsibility to ensure accomplishment of program objectives. 1302.101(a)(1); 75.303(b)-(d)

Fiscal Capacity

- Has a strategy for ensuring the budget and staffing patterns respond to changes effectively that promote continuity of care for all children enrolled, allow for sufficient time needed to participate in training and professional development, and allow for provision of the full range of services. 1302.101(a)(3)
- Maintains and monitors a system to manage the budget in areas such as personnel compensation, shared costs, non-Federal match, indirect, and administrative costs. 75.405(a)(2); 75.405(b); 75.414; 1303.5(a)
- Has a system for ensuring the protection of Federal interest in real property purchased with Federal funds. 1303.46
- Has an approach for maintaining a system for compensation, benefits, and professional development opportunities to recruit and retain qualified program and fiscal staff to ensure high-quality service delivery. 1302.91(c); 75.430; 75.431
- Maintains financial records and supporting documentation necessary to facilitate effective audits. 647a

Implementation of Fiscal Management Systems

- Has a financial management system and accounting and reporting practices that support ongoing fiscal operations and enable the grantee to remain in compliance with laws, regulations, grant terms and conditions. 75.302(b)(1)-(7); 1302.101.(a)(4)
- Ensures payment of allowable program expenses promptly and within the appropriate budget period. 75.305(b)(1)
- Has a process to identify risks and obtain cost-effective insurance for those identified risks. 1303.12; 1303.52(b); 75.317
- Is accountable for the services their delegate agencies provide and ensures provision of high-quality services to children and families. 1303.30

Facilities

- Has sufficient staff and resources to ensure that facilities, equipment and materials are safe, including providing routine monitoring for compliance and correction of any safety risks or concerns. 1302.47(b)(1)(ix)

6. ERSEA: Eligibility and Attendance

- Enrolls children who are categorically eligible (who fall within defined income-eligibility requirements) based on Head Start requirements. 1302.12
- Monitors and uses attendance data to support families in promoting individual child attendance and to inform program improvements where monthly attendance rates indicate systematic attendance issues. 1302.16

Capacity of Sites (Based on Licensing Standards)

The capacity of each classroom is based on the requirement of 35 square feet per child. No classroom regardless of its square footage will be occupied by more than 20 children. Please note that classroom licensed capacity may be higher than the actual number of children in a classroom.

The maximum based on square footage of each site is listed below:

Berkeley County

Berkeley Heights – 6 classrooms – 19 children per classroom

Hedgesville site – 1 classroom – 20 children

Inwood Family Worship Center – 1 classroom – 20 children

James Rumsey site – 1 classroom – 20 children

Spring Mills Primary – 2 classrooms - 20 children per classroom

Jefferson County

Blue Ridge Elementary – 1 classroom – 20 children per classroom

Ranson Elementary – 1 classroom – 20 children

South Jefferson Elementary – 1 classroom – 20 children

T.A. Lowery – 3 classrooms TA 1 and 2 - 19 children per classroom
TA 3 – 17 children per classroom

Morgan County

Berkeley Springs – 3 classrooms – BS 1 and 2 - 17 children per classroom
BS 3 – 15 children per classroom

Great Cacapon – 1 classroom – 20 children

Little Learners (Oakland) – 1 classroom – 20 children

Program Location by County

Main Office

EPIC

109 South College Street

Martinsburg, WV 25401

(304) 267-3595

Fax: (304) 267-3599

Berkeley County:

Berkeley Heights

Head Start/Pre-K Center

South Queen Street (on campus of

Berkeley Heights

Elementary School)

750 Hack Wilson Way

Martinsburg, WV 25401

(304) 263-6222

fax: (304) 263-6201

Hedgesville Site EHS/Head Start Site

143 School House Drive

Hedgesville, WV 25427

(304) 754-8192 (HS)

(304) 754-3031 (EHS)

* Federal Interest in building

IFWC

(Inwood Family Worship Center)

28 Lafayette Lane

Inwood WV 25428

(304) 671-7150 (classroom)

James Rumsey Technical Institute

99 Cumbo Rd.

Martinsburg, WV 25403

Cell phone – (304) 582-2198

Spring Mills Primary School

401 Campus Drive

Martinsburg WV 25404

304-582-3276 (classroom 1)

304-582-8176 (classroom 2)

Jefferson County:

Blue Ridge Elementary

175 Lowery Lane

Harpers Ferry, WV 25425

(304) 671-2351 (classroom)

Ranson Elementary

245 Ranson Campus Blvd.

Ranson, WV 25438

(304) 725-7310 (school number)

(304) 582-1458 (room number)

South Jefferson Elementary

4599 Summit Point Road

Charles Town WV 25414

(304) 728-9216 (school number)

(304) 582-1664 (room number)

T.A. Lowery EHS/Head Start Site

221 Warm Springs Rd (on campus of

T. A. Lowery Elementary School)

Shenandoah Junction, WV 25442

(304) 724-9942 (HS)

fax: (304) 725-7511

(304) 724-9188 (EHS)

Morgan County:

Berkeley Springs Head Start/ Pre-K Center

50 Myers Road

Berkeley Springs, WV 25411

(304) 258-5335

Great Cacapon Center EHS/HS Site

217 Spring St.

Great Cacapon, WV 25422

(681) 343-0102 (HS)

(681) 343-0108 (EHS)

Little Learners Village

106 Oakland Road

Berkeley Springs WV 25411

(304) 258-0095 (center number)

DIRECTIONS TO EPIC EARLY HEAD START/HEAD START/PRE-K CENTERS

BERKELEY COUNTY

EPIC Office - 304-267-3595(office)/ 304-267-3599 (fax)

109 S. College Street, Martinsburg WV 25401

EPIC is the administrative office. Committee meetings, hearing tests, and other activities also happen there. EPIC is a half block from "The Square" (the intersection of King and Queen Streets) in Martinsburg. From I-81 Exit 13: Take Exit 13 King Street towards Martinsburg, go down King Street towards town until you get to the fifth stoplight, make a left onto Maple Avenue, then make a right onto Burke Street. EPIC is at the end of the block on the right on the corners of Burke and College. From South Queen Street: Make a left onto King Street, make a right onto Maple Avenue, and make a right on Burke Street. EPIC is on the Right. From North Queen Street, make a right onto Burke Street and EPIC is on the left. Enter the building on the College Street side. Note: College Street is one way.

Berkeley Heights Center - 304-263-6222

Exit from Route 9 at the State Circle sign. This is about 2 mile east of the Route 11 (Winchester Ave.) and Route 9 intersection, near Exit 12 to I 81. Make an immediate left at the four-way intersection. You will see a red brick building and a small sign that says Berkeley Heights Elementary School. (You have the right of way, but check traffic first). Proceed 1 - 2 blocks. Bear right at Do Not Enter One Way sign and go down the hill to the school. In the parking lot, stay to the left. Turn right and proceed past the front of the Berkeley Heights Elementary School. SPEED LIMIT IS 5 MPH. Go through the chain link fence opening with the Dead End sign. The Head Start buildings are on the right.

Hedgesville Center – 304-754-8192 (HS) – 304-754-3031 (EHS)

On Route 9, turn at the 7-11 store onto Schoolhouse Drive. The center is on the left across from the grounds of Hedgesville Elementary School. There is a sign that says Early Head Start/Head Start.

Inwood Family Worship Center – 304-671-7150 (cell phone)

From Martinsburg head south on US-11 S also known as Winchester Avenue. Take roundabout, bear right going to the light at Sheetz, and take a left onto Rt. 51 East. Turn left on County South 51/71 Sulphur Springs Road. Take 2nd left onto Lafayette Lane. The classroom is located in the **Inwood Family Worship Center**.

James Rumsey Child Care Center - 304-582-2198 (cell phone)

From the town of Hedgesville, head East on Rt. 9, go approx. 1.5 miles. The center is to the left of James Rumsey Technical Institute. From I-81 Exit 16 West, go approx. 2.5 miles and the center is on your right.

Spring Mills Primary (304-582-3276-classroom 1 and 304-582-8176-classroom 2) (cell phones)

Take I-81 North to Exit 20. Turn right. Go straight at the intersection of Rt. 11 and 901. Spring Mills Primary is the second building on your left. The classrooms are located at the back of the building.

JEFFERSON COUNTY

Blue Ridge Elementary - 304-671-2351 (cell phone)

Take Rt. 9 East across the Shenandoah Bridge. Go approximately 2 miles. The school will be on your right behind Blue Ridge elementary School.

Ranson Elementary - 304-582-1458 (cell phone)

From Charles Town head northwest on S. George St. toward E. Washington St. At traffic circle, take the 4th exit onto WV-115 N/S Mildred St. Exit the traffic circle onto WV-115 N/S Mildred St. Follow WV-115 N for 1.6 miles. Turn left. Destination on right.

South Jefferson Elementary School – 304-582-1664 (cell phone)

From Charles Town take West Washington Street to County Route 131/Summit Point Road. The classroom is located in **South Jefferson Elementary School**.

T.A. Lowery Center - 304-724-9942 (HS) – 304-724-9188 (EHS)

The Jefferson County Center is on the grounds of the T. A. Lowery Elementary School off of Route 9 near Shenandoah Junction. Turn onto Shenandoah Junction Road and turn left in to the school campus. Bear right into the parking lot. The Head Start/Pre-K building is in front of the parking lot, on the right.

MORGAN COUNTY

Berkeley Springs Center - 304-258-5335

The Berkeley Springs Center is on Route 522 past the South end of the town of Berkeley Springs. Turn right onto Myers Street at the entrance to Widmyer Elementary School and the school bus garage. The Center is on your left. Please park in the gravel lot on the left past the culvert.

Great Cacapon Center – 681-343-0102 (HS) – 684-343-0108 (EHS)

The Center is on the West side of the town of Great Cacapon. From Route 9, turn left onto Spring Street. (former store and gas station is on the corner). The classroom is in the great Cacapon School on your left.

Little Learners (Oakland) – 304-258-0095

From Berkeley Springs center, turn right onto Rt. 522 south and follow for approx. 10 miles. Turn left onto Oakland Road, Little Learner's Village will be the first drive on the right.