

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

Policy Regarding Staff or Regular Volunteer Arrest

A staff member or a regular volunteer is to report his or her arrest, charge, indictment or conviction for a criminal offense within 24 hours to the EPIC Early Head Start/Head Start and Pre-K Director. EPIC will adhere to all childcare licensing regulations regarding waivers.

Child Care Licensing prohibits a staff member or volunteer who is accused of sexually abusing or otherwise injuring a child or incapacitated adult from caring for or having contact with children pending the outcome of the investigation. (Section 8.5.e.4)

REPORT OF ARREST

Name: _____

Address: _____

Date of Report: _____

Time of Report: _____

Date of Arrest: _____

Time of Arrest: _____

Reason for Arrest: _____

Date report received at EPIC Administrative Office: _____

Signature of Employee: _____

Signature of Supervisor receiving report: _____

Pathways of Communication

Program and Staff to Parents

1. The Early Head Start/Head Start/Pre-K newsletter is published monthly and distributed to all families and staff members. It includes upcoming events, Policy Council information, committee reports, etc.
2. Special events are advertised to parents through annual parent calendars, apps like "Remind" and flyers prior to the events.
3. Parent bulletin boards at each center display information regarding services, events, ideas, etc. Parents are encouraged to check the board whenever they are in the center.
4. Information is communicated verbally and in writing during home visits, telephone calls, and face-to-face at the centers or during bus drop-off and pick-up.
5. At Policy Council meetings, parents receive committee reports, program status reports, and building reports. Policy Council minutes are posted at each site.
6. Classroom newsletters are sent home by classroom teachers weekly.
7. Parents receive a parent handbook including bus information at the start of their child's program year.
8. Staff members and parents share information at orientation, home visits, and conferences.
9. The program has a website that parents, and others can visit – www.epicresa8.org. Both EHS and HS have Facebook pages where information and current activities are posted.

Staff to Staff

1. A program calendar provides a schedule of events, meetings, deadlines, etc. A Calendar Planning Meeting is held in May to schedule the events/meetings for the following school year.
2. Contact notes, telephone, person-to-person verbal discussions and email are used for day-to-day communication.
3. Letters regarding important events or individual concerns.
4. Specific forms are in place for requests for service, follow-up information, purchases, personnel information, etc.
5. Agendas for meetings include items to be discussed.
6. At least monthly local staff meetings enable communication of events, etc. and discussion of county issues and concerns.
7. Monthly Management Team meetings address cornerstone status, county issues and concerns, upcoming events, training, etc.
8. Staff are encouraged to discuss needs with their direct supervisors in each county.
9. Staff members receive access to the staff handbook with supplemental updates as needed.
10. Staff are observed and evaluated by their supervisors.
11. Safety procedures are posted and reviewed on a regular basis.

Program and Community Partners

1. Community representatives are members of the Policy Council and are invited to serve on committees.
2. County Collaboration Teams provide a forum for EHS/HS and Pre-K staff and community agencies to communicate the needs of children and families in each county and to consider transition needs.
3. Staff members share information with community organizations regarding Early Head Start/Head Start and Pre-K.
4. Articles and information regarding Early Head Start/Head Start and Pre-K are periodically sent to the local newspapers.
5. All full-time employment openings for Early Head Start/Head Start and Pre-K are posted on the www.epicresa8.org website.
6. Recruitment information is provided to agencies who serve young children in the Eastern Panhandle.
7. Communication occurs with the public-school systems and WV Birth to Three regarding IEPs, IFSP's, transitions, child nutrition, referrals, bus transportation, buildings and maintenance.
8. Early Head Start/Head Start and Pre-K staff members and parents are members of various organizations within their communities.
9. The EPIC Regional Council appoints a liaison to the Policy Council annually. Policy Council members will receive the schedule of Advisory Council meetings and will be encouraged to attend these. The minutes of each Council meeting are shared and posted.

Court and Jury Duty

Upon receipt of an official notification that you are being considered for jury duty, you are required to complete this form and submit it to the EPIC business office. This is to be done immediately before you report for any jury duty orientation. As noted on the form, a copy of your notification letter is to also be submitted at such time.

EPIC Early Head Start/Head Start/Pre-K Notification of COURT AND JURY DUTY

I, _____, hereby certify that I have been called for court/jury duty for the time period of _____ to _____.

I have attached a copy of my official notification and understand that at the end of my period of duty I must submit an affidavit of any payment made to me. The affidavit will be submitted to the EPIC Early Head Start/Head Start/Pre-K Director.

I further understand that I am required to call/notify EPIC by 9:00 a.m. each day that I am on duty.

Employee Signature Date

Director, EHS/HS/PK Date

EPIC Early Head Start/Head Start Dress Code Guidelines

All Early Head Start/Head Start/Pre-K staff members are representatives of the agency and serve as role models to children and families. Therefore, attire should be modest and non-revealing and allow freedom of movement. Clothes should allow for normal interaction in performing professional job responsibilities.

The following guidelines will help each staff member present a professional appearance/business casual while serving our families:

1. No shirts with messages: religious, sexual, violent, commercial, smoking, alcohol, etc.
2. Be modest – Capri-length pants are ok in the classroom, but short shorts/biker shorts are not. Shorts are not appropriate for home visits
Low cut shirts (no cleavage showing), halters, tube tops and bare midriffs are not appropriate.
Pants should not have holes or be skintight or allow any skin to show
No sweat pants / leggings
3. Clothing should be neat, clean, and professional.
4. Hair should be clean and neat. Longer hair should be off or away from face. Wearing hair tied back, braided, or pulled up also protects against lice.
5. DO NOT WEAR high heels, open-toed shoes, Crocs and shoes without back straps when working with children. They may be worn on days when children are NOT present.

EPIC Drug-Free Workplace Policy

Section 1. General

- 1.1 Scope – This policy applies to all employees of Eastern Panhandle Instructional Cooperative, (EPIC)
- 1.2 Authority – Drug Free Workplace Act 1988 West Virginia Constitution Article XII, 2, West Virginia code 18-2-5 of the Drug-Free Workplace Policy 1461.
- 1.3 Effective Date – May 17, 2021

Section 2. Purpose

To provide for a Drug-Free Workplace for all persons employed by the Head Start, Prenatal to 5 program in Berkeley, Jefferson and Morgan Counties.

Section 3. Definition

- 3.1 Alcohol: Alcoholic beverages and any other intoxicating liquid, which contains alcohol.
- 3.2 Contractor: Any department, division, unit or any person responsible for the performance work under a contract.
- 3.3 Controlled Substance: A federally regulated substance listed in the Controlled Substance Act (21 U.S.C. 812) and West Virginia Code 60A-2-201, et seq., (Which may be amended from time to time), when taken into the body, may impair one's mental faculties and/or physical performance.
- 3.4 Conviction: A finding of guilty (including a plea of nolo contendere) or the imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State Criminal Drug Statutes.
- 3.5 Criminal Drug Statue: A criminal statue involving the manufacture, distribution, dispensation, use, or possession of any controlled substance.
- 3.6 Drug-Free Workplace: A worksite where work is performed in connection with the employee's EPIC employment. The workplace shall include facilities, property, buildings, offices, structures, automobiles, trucks, trailers, other vehicles, and parking areas, whether owned or leased by the agency or participating county boards of education.
- 3.7 Employee: Any person who works full-time, part-time, or under contract, including management or temporary staff who are directly engaged in the performance of work pursuant to the mission of EPIC.

- 3.8 Federal Agency: An agency as that term is defined in 18 U.S.C. 6.
- 3.9 Grantee: Any department, division, unit, or any person responsible for the performance of work under the provisions of a federal grant.
- 3.10 Illegal Drug: Any drug, which is not legally obtainable and/or is being used in a manner or for a purpose other than as prescribed.
- 3.11 Intoxicants: Any intoxicating substances such as inhalants.
- 3.12 Legal Drug: Prescribed drugs and over-the-counter drugs which have been legally obtained are being used solely for the purpose for which they were manufactured or as prescribe by a physician.
- 3.13 Look-Alike Drugs: Tablets or capsules that are made to look like real drugs and roughly imitate their effects. They usually contain varying amounts of legal substances such as caffeine, ephedrine, phenylpropanolamine or aspirin and other non-controlled ingredients.
- 3.14 Work Day: For purposes of this policy, the work day includes all times when an employee is engaged in any work-related activity which includes performance of business during a regularly scheduled work day, meal break and/or any occasion having a connection with and EPIC employee's duties and at all times the employee is on any premises of the workplace.

Section 4. Content

- 4.1 It is the policy of EPIC to ensure that its workplaces are free of illegal drugs and controlled substances by prohibiting the unlawful manufacture, distribution, dispensation, possession or use, without medical authorization, of illegal or controlled substances and/or alcohol; the reporting to work under the influence of a non-medically prescribed controlled substance or alcohol; or possession of non-medically prescribed paraphernalia.
- 4.2 The policy is applicable while employees are engaged in any work-related activity, which includes performance of agency business during regularly scheduled workdays, meal breaks, and/or occasions having a connection with the job or the agency.
- 4.3a Employees who are in violation of the provisions of the Drug-Free Workplace Act shall be subject to disciplinary action up to and including termination and/or may be required to satisfactorily participate in a drug rehabilitation or assistance program. Resources shall be provided in accordance with the EPIC Employees Insurance Agency Guidelines
- 4.3b State or county agencies who are contractors or grantees of federal contracts or grants are subject to suspension of payments and termination of the contract or grant for violations of any of the requirements of a drug-free workplace if the number of drug-related convictions of employees indicates that the employer hasn't made a good faith effort to maintain a drug-free workplace.

- 4.4 As a condition of employment with EPIC, employees shall:
 - 4.4.a Abide by the terms of this policy; compliance is mandatory.
 - 4.4.b Notify their supervisor or department head of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after such conviction.
 - 4.4.c Sign the Drug-Free Workplace Verification Statement

EPIC Head Start / Pre-K
DRUG-FREE WORKPLACE VERIFICATION STATEMENT

Name: _____

Employee Identification Number: _____

Address: _____ Telephone Number: _____

I, _____, certify that I have received a copy of the EPIC Drug-Free Workplace policy.

As an employee of the EPIC EHS/HS/Pre-K program, I agree to comply with this Drug-Free Workplace Policy, which states that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance and/or alcohol is prohibited in the workplace. Additionally, I shall not report for work while under the influence of alcohol and /or an illegal drug.

The workplace shall be defined as a work site where work is performed in connection with the employee's EPIC employment. The workplace shall include but not be limited to facilities, property, buildings, offices, structures, automobiles, trucks, trailers, other vehicles, and parking areas, whether owned or leased by the agency or entity.

The policy is applicable while employees are engaged in any work-related activity, which includes performance of agency business during regularly scheduled workdays, meal breaks, and/or occasions having an official connection with the job or the agency.

In addition, I understand that, as a condition of employment, I shall notify my supervisor of a criminal drug or alcohol violation occurring in the workplace or conviction outside of the workplace, no later than five days after such violation or conviction occurs.

Employee Signature

Date

**EPIC Early Head Start/Head Start & Pre-K
Documentation of Reasonable Suspicion of Substance Abuse**

Employee's Name: _____

Date of Observation: _____

Location of Observation: _____

Time of Observation: _____

Observation: (physical, behavioral, performance, and or speech)

Observer's Name: _____

Observer's Signature: _____

Request for Testing: Yes No

Please be sure all parts of the form are completed
Submit to the Early Head Start/Head Start/Pre-K Director

Expected Behavior in Safe and Supportive Schools

EPIC Early Head Start/Head Start program acknowledges and continuously supports the absolute need for all children, teachers, administrators and other school personnel to have a safe, positive educational environment. The increase of uncertainty/instability in the lives of all people make providing a safe, supportive environment even more critical for learning and social-emotional development.

In conjunction with West Virginia Department of Education Policy 4373 "Expected Behavior in Safe and Supportive Schools" the following expectations apply whether in a classroom or center, on a school bus, at a school-sponsored activity or event, whether or not it is held on school premises, in a building or other property being used by our educational program:

- Expectations:
- 1) Adults, whether staff or parents/guardians/caregivers will express their emotions appropriately in a wide range of situations (always being mindful that children are within hearing range)
 - 2) If an adult has a concern or issue with the program, the adult will address with supervisory staff in person.
 - 3) All adults will model how to respond appropriately to daily situations.

Violations of these expectations include:

- Profane language toward a staff member or another parent, including at a bus stop
- Threats of physical harm to a child, parent or staff member
- Threats of property destruction

Public guests (parents, other relatives, care givers, etc.) will be subject to removal from school property/events, banned from attending future activities and appropriate notification of local authorities including the county Board of Education.

EPIC HS/EHS Grievance Procedures

Child Care Licensure 6.5 – Grievance

A grievance means a claim by an individual alleging a violation, a misapplication or a misinterpretation of the statutes, policies, rules or written agreements applicable to the individual including:

1. Any violation, misapplication or misinterpretation regarding compensation, hours, terms and conditions of employment, employment status or discrimination, unless the discrimination is related to the actual job responsibilities of the individual or agreed to in writing by the individual;
2. Any specifically identified incident of harassment, including repeated or continual disturbance, irritation or annoyance of an individual that is contrary to the demeanor expected by law, policy and profession, or favoritism, including unfair treatment of an individual as demonstrated by preferential, exceptional or advantageous treatment of another similarly situated individual; or
3. Any action, policy or practice constituting a substantial detriment to or interference with the effective job performance of the individual, or the health and safety of the individual.

Informal Procedure

Step 1: The individual will address the differences/problems at the lowest appropriate level of the program.

Step 2: If the problem is not resolved at the lowest level, the county manager will be informed and attempt to informally resolve the issue with all individual involved.

Step 3: If the problem is not resolved at the lowest level, the appropriate specialist will be informed and attempt to informally resolve the issue with all individual involved.

Step 4: If the problem is not resolved at the lowest level, the Head Start Pre-K Director will be informed and attempt to informally resolve the issue with all individual involved.

Formal Grievance:

Step 5: If the Head Start Pre-K Director is unable to informally solve the problem, the individual raising the complaint may file a formal grievance in writing to the Policy Council chairperson and the Head Start Pre-K Director. A formal hearing will be scheduled within 15 days following the receipt of the formal written complaint. The results of this hearing will be made available in writing to all parties involved.

Step 6: If the complaint or issue is not resolved, a formal written complaint may be filed with the Administrator and Regional Council of EPIC

**EPIC HS/EHS
Grievance Form**

This form must be submitted to the Policy Council Chairperson and Head Start/Pre-K Director within fifteen days of the occurrence.

Name of Employee: _____

Date of Occurrence: _____

Nature of the Grievance: _____

Relief Requested: _____

Conference or hearing requested by employee: yes no

General Health & Safety Information

Fire Extinguisher Use

All EPIC staff, full-time and part-time, will be trained how to safely use their building/classroom fire extinguisher equipment. WV Public Service Training will conduct the hands-on training. Training will be held at the beginning of the year for all staff and additional times will be set up for new hires during the program year.

Universal Precautions

Staff members will utilize washing hands, wearing gloves and any other necessary personal protective equipment like mask or eye protection to prevent any exposure to possible blood borne pathogens.

Staff members will wash their hands before starting work and when contaminated with body fluids, before preparing, handling or serving food/setting the table, after using the restroom or assisting children in the restroom/changing diapers, before and after eating, after handling pets/animals, before giving medication, after outdoor play, after handling garbage and after removing gloves.

Wear gloves when touching blood and bodily fluids, mucous membranes, non-intact skin, preparing, handling or serving food, assisting children in the restroom. Gloves must be changed between contact with different persons and hands washed before putting on new gloves.

Sanitizing

Classroom toys are to be sanitized on a weekly basis. Each classroom has a schedule to wash and air dry all toys, blocks, and manipulatives. There are communicable health viruses and infections that can be passed on through hand-to-mouth contact. Staff should wear gloves when sanitizing to reduce potential exposure.

Prevention of Injury

EPIC Early Head Start/Head Start Staff will work closely together to prevent injuries both indoors and outdoors. Staff are to check classrooms and playground areas daily for any potential hazards prior to children arriving at the center. Staff may never be alone with children and each classroom must have two adults at all times. A safety checklist is utilized by staff and training provided to them in all areas of injury prevention.

Performance Standard	1302.90 & 1302.91	Head Start & Early Head Start Policies and Procedures <i>Eastern Panhandle Instructional Cooperative</i> EPIC Serving the educational needs of the entire community
Subpart	I	
Effective Date	07/2023	
Revised Date	06/2023	
Reviewed Date	04/2023	
Responsibility	Director, Program Coordinator, HR Director, Administrator	

Subject: Hiring Procedure for Full-Time Staff

Policy: All results from (CRC) Criminal Records Check must be received including state "able to hire" notification prior to an individual's file being provided to HR and EPIC Administrator for official entry into system and a date of hire.
(All initial requirements for hire are compiled by Program Coordinator)

Procedure:

1. Included in the application packet is the Authorization for Protective Services. This form is completed and submitted with the application to the HR Director.
2. The Manager/Director will email request to the Program Coordinator to send an employment offer. The Program Coordinator will: A) contact either Administrator or HR Director for correct salary estimate, B) send employment offer letter to the chosen applicant.
3. If the applicant accepts employment, a welcome email is sent by the Program Coordinator along with a list of requirements. If the applicant requires certification, HR assists in that process concurrently while the Program Coordinator is collecting their new hire paperwork.
"Here is a checklist of everything I will need from you:"

Copy of your driver's license
Copy of your social security card or birth certificate or passport
I-9 form (you only complete the top portion on the first page - be sure to sign/date)
W-4 Federal Tax Form
IT-104 WV Tax Form (If you live in a state other than WV, please just let me know, and I'll send you the appropriate tax form.)
Direct Deposit form with a copy of a voided check or a routing information form from your bank (leave the emp ID # blank)
Signed Job Description
Confidentiality Policy
EPIC Acceptable Use Policy
Non-Disclosure
EPIC Mandated Reporting Form
EPIC Drug Free Workplace/Head Start Drug Free Workplace
EPIC Emergency Contact Information
EPIC Employee Handbook Acknowledgement Form
Signed Letter of Employment (will be in separate email)
WV Cares Self Disclosure
Completed Physical Form/TB Test
Receipt from Fingerprinting (I will send a separate email with this appointment time)
Photo for badge
20/24 Pay Request

3. When paperwork and copy of driver's license are returned, a fingerprint appointment is scheduled for the

applicant. The applicant completes the appointment. WV CARES (the CRC System) will email the Program Coordinator with a Fitness for Duty approval or denial to hire.

4. Once all criminal background checks, including the Authorization for Protective Services, have been received, indicating clearance to hire, the applicant's file will be forwarded to the EPIC HR Director and Administrator.
5. The HR Director will review the file to ensure all clearances and required paperwork are completed/received. The HR Director will:
 - A) Fill out a **New Hire Checklist** sheet showing their experience, education, salary and start date
 - B) Enter information into new hire database for IT – this action signals IT that process has been completed and the "staff" are ready to be set up with work email and are able to access other systems
 - C) Add to the personnel action list for council approval
 - D) Give the file to the EPIC Administrator
6. The EPIC Administrator reviews the file documents, completes the New Hire reporting form and enters the employee into the WVEIS State system obtaining employee ID #. The Administrator will:
 - A) Report employee to WV New Hire Reporting Center
 - B) Fill out **"Administrator's To Do List"** form and **Benefits /Retirement Checklist** which aides in calculating salary, experience, and provides code for their payroll assignment
 - C) Create the personnel file and all labels for the file and leave card
 - D) Send direct deposit form to fiscal agent
 - E) Email employee to set up a time to come in and go over benefits offered, retirement, pay, leave, etc.
 - F) Enter employee payroll assignment into WVEIS
 - G) Create benefits folder to go over with new employee
 - H) Create employee's employment letter which states their fiscal year salary to give to them when we meet
 - I) Calculate their leave balances (if prorated) and enter in WVEIS
 - J) Once I receive insurance paperwork back—enter their codes into their payroll assignment
 - K) Ensure all paperwork has been received and all items have been checked off list before putting file in file cabinet
7. When the file/applicant has been activated, the file is given to the Head Start Director to enter in program tracking system. The system provides notifications that indicate if required events are months away from expiring so action can be completed in a timely manner. (Employee paperwork is copied. Copied forms are maintained in EPIC personnel file and originals are maintained in Head Start file.

Monitoring & Reporting: monthly checks will be complete on Child Plus to ensure expiring events are addressed and completed prior to expiration date

Dissemination of Policies & Procedures will be made available to all employees through EPIC's website www.epicresa8.org . EPIC Head Start will educate and train applicable Staff regarding the policy and any conduct that could constitute a violation of the policy.

Performance Standard	1302.90 & 1302.91	Head Start & Early Head Start Policies and Procedures <i>Eastern Panhandle Instructional Cooperative</i> EPIC Serving the educational needs of the entire community
Subpart	I	
Effective Date	07/2023	
Revised Date	06/2023	
Reviewed Date	04/2023	
Responsibility	Director, Program Coordinator, HR Director, Administrator	

Subject: Hiring Procedure for Part-Time Staff

Policy: All results from (CRC) Criminal Records Check must be received including state "able to hire" notification prior to an individual's file being provided to HR and EPIC Administrator for official entry into system and a date of hire.
(All initial requirements for hire are compiled by Program Coordinator)

Procedure:

1. The county Manager and appropriate Specialist will interview part-time applicant. When the decision to offer employment is made:
 - A) Make the offer. If the applicant accepts, provide them with the Authorization of Protective Services form to complete and give back. Confirm their email address and phone number and tell them the Program Coordinator will be contacting them.
 - B) Send an email to the Program Coordinator and HR with the completed Authorization for Protective Services form and the following information: 1-Person's Name, 2-Phone number, 3-Email address and the 4-position you are wanting to hire them for.

2. If the applicant accepts employment, a welcome email is sent by the Program Coordinator along with a list of requirements. If the applicant requires certification, HR assists in that process concurrently while the Program Coordinator is collecting their new hire paperwork.

"Here is a checklist of everything I will need from you:"

Copy of your driver's license
Copy of your social security card or birth certificate or passport
I-9 form (you only complete the top portion on the first page - be sure to sign/date)
W-4 Federal Tax Form
IT-104 WV Tax Form (If you live in a state other than WV, please just let me know, and I'll send you the appropriate tax form.)
Direct Deposit form with a copy of a voided check or a routing information form from your bank (leave the emp ID # blank)
Signed Job Description
Confidentiality Policy
EPIC Acceptable Use Policy
Non-Disclosure
EPIC Mandated Reporting Form
EPIC Drug Free Workplace/Head Start Drug Free Workplace
EPIC Emergency Contact Information
EPIC Employee Handbook Acknowledgement Form
Signed Letter of Employment (will be in separate email)
WV Cares Self Disclosure
Completed Physical Form/TB Test
Receipt from Fingerprinting (I will send a separate email with this appointment time)
Photo for badge

3. When paperwork and copy of driver's license are returned, a fingerprint appointment is scheduled for the applicant. The applicant completes the appointment. WV CARES (the CRC System) will email the Program Coordinator with a Fitness for Duty approval or denial to hire.
4. Once all criminal background checks, including the Authorization for Protective Services, have been received, indicating clearance to hire, the applicant's file will be forwarded to the EPIC HR Director and Administrator.
5. The HR Director will review the file to ensure all clearances and required paperwork are completed/received. The HR Director will:
 - A) Fill out a **New Hire Checklist** sheet showing their experience, education, salary and start date
 - B) Enter information into new hire database for IT – this action signals IT that process has been completed and the "staff" are ready to be set up with work email and are able to access other systems
 - C) Add to the personnel action list for council approval
 - D) Give the file to the EPIC Administrator
6. The EPIC Administrator reviews the file documents, completes the New Hire reporting form and enters the employee into the WVEIS State system obtaining employee ID #. The Administrator will:
 - A) Report employee to WV New Hire Reporting Center
 - B) Fill out "**Administrator's To Do List**" form and **Benefits/Retirement Checklist** which aides in calculating salary, experience, and provides code for their payroll assignment
 - C) Create the personnel file and all labels for the file and leave card
 - D) Send direct deposit form to fiscal agent
 - E) Email employee to set up a time to come in and go over benefits offered, retirement, pay, leave, etc.
 - F) Enter employee payroll assignment into WVEIS
 - G) Create benefits folder to go over with new employee
 - H) Create employee's employment letter which states their fiscal year salary to give to them when we meet
 - I) Calculate their leave balances (if prorated) and enter in WVEIS
 - J) Once I receive insurance paperwork back—enter their codes into their payroll assignment
 - K) Ensure all paperwork has been received and all items have been checked off list before putting file in file cabinet
7. When the file/applicant has been activated, the file is given to the Head Start Director to enter in program tracking system. The system provides notifications that indicate if required events are months away from expiring so action can be completed in a timely manner.

Monitoring & Reporting: monthly checks will be complete on Child Plus to ensure expiring events are addressed and completed prior to expiration date

Dissemination of Policies & Procedures will be made available to all employees through EPIC's website www.epicresa8.org . EPIC Head Start will educate and train applicable Staff regarding the policy and any conduct that could constitute a violation of the policy.

EPIC Head Start/ Early Head Start Home Visit Safety Procedures

Policy

EPIC Head Start is committed to ensuring the safety of all EPIC Head Start and Early Head Start staff who provide services to families in their homes. The procedures outlined in this policy are to provide an overview of safety practices for EPIC Head Start Employees as they perform their job duties in the community.

Introduction

Appropriate safety measures begin with the knowledge of the type of hazards that may exist-human, animal, biological, chemical, physical, etc. No set of rules, procedures and/or training can cover all possible circumstances that may be encountered. EPIC employees must rely on sound judgment, communication, and common sense to safely fulfill their tasks in the community. When in doubt, act on the side of safety.

Although most home visitors rarely encounter a hazardous situation during their career, it is important to know the potential hazards and to be prepared to prevent and properly manage a potentially dangerous situation if necessary. Safety first!

Staff is expected to postpone or immediately terminate a visit when they think their health and safety are at risk or when:

- You are verbally or physically threatened with violence.
- You are asked to leave.
- The client or family member demonstrates signs of being under the influence of alcohol or illegal drugs.
- You perceive sexual advances.
- The building or location poses a serious risk to your health and safety.
- The client or others present have an airborne transmittable disease such as influenza.
- An animal threatens your safety, and the client refuses to contain the animal in another room while you are there.
- Someone is exhibiting irrational behaviors or questionable mental health.
- You are exposed to visually threatening or sexual gestures, such as a client answering the door partially clothed, or sent written suggestive material, such as letters or photos.
- You feel safe or threatened.

Operational Procedures

Staff will be trained within their first 90 days and annually on safe home visiting practices and will follow guidelines to ensure their well-being while making home visits for the program.

Home Visit Parent Agreement -Contract

All families will be required to review and sign the program contract during enrollment. Staff should review each item in the agreement with the family and have the parents sign and date the form. A copy of the contract should be given to the family.

Prior to home visit

- Schedule the visit in advance if possible.
- Thoroughly review the participant's file to screen for possible safety concerns, including a history of domestic violence or substance misuse. This information may be documented on the Selection Criteria.
- Schedule visits early in the day and/or during daylight, whenever possible. If after-hour visits are necessary, have a plan with your supervisor to check in after the visit is complete.
- Make sure that your home visit schedule is accurate in the program database and that the family address and phone number in the database are correct. All scheduled visits should be documented and easily accessible to staff at the center. The schedule should be accurate and updated as changes occur.
- Make sure that your gas tank has plenty of fuel.
- Ensure you have a charged and functional cell phone. Keep your keys and mobile phone with you.
- Have a first aid kit readily available.
- Check the weather conditions before leaving for your visit.
- Do not wear or bring valuables on the visit. Wear comfortable clothing and shoes that allow you to move easily. Avoid wearing necklaces or scarves that could potentially be grabbed.
- Limit valuables, credit cards or money on your person when visiting the homes of families. Leave valuables at home or place them in the trunk of your car before leaving the office. Take only items necessary for the home visit.
- Review safety guidelines and tips.

On your way to the visit

- Wear your seat belt!
- Put your phone away. You are not permitted to operate any electronic devices while operating your vehicle.
- Obey posted speed limits and traffic laws.
- Avoid distracting activities such as eating, drinking, and adjusting the radio and other controls while driving.
- Anticipate the moves of other drivers. Keep safe distances to allow for driving corrections.
- Do not make eye contact with an irate driver.
- Do not confront other drivers, verbally or physically.
- If another motorist is following you, do not drive to a client's home or to your home. Drive to a safe place where there are a lot of people. Call 911 and give the police your location and a description of the car following you.
- If you are unfamiliar with the destination, circle around the block once you arrive to look for signs of danger before exiting the car.
- Observe the nearest probable source of help (i.e. a neighboring home, gas station, police or fire station, other business).
- Keep agency instructions on what to do in case of an accident in your vehicle.

Upon arrival for home visit

- Park on the street in a well-lit area where you cannot be blocked or obstructed. If it is not feasible to park on the street, park in a location where you can exit quickly if necessary. Back into parking spaces if possible. Park in the direction you want to go when you leave the home visit.
- Lock your car after exiting.
- Pay attention to signs like "No Trespassing" or "Beware of Dog."
- As you leave your vehicle, maintain a self-confident posture and attitude.
- Be cautious of pets or other animals even if they appear to be restrained. Let homeowners know if animals are loose.
- Even if an animal appears to be friendly, do not approach.
- Keep your car keys on you.
- Carry your phone.
- Wear identification.
- Pause at the door before knocking and listen. Do not enter the home if you can hear people arguing at the premises, if you see people using drugs or alcohol at the premises, there are visible weapons, or if you feel threatened.
- Wait for the door to be answered; do not respond to a call of "come in". Stand to the side of the entrance and a few paces back after knocking on the door. Discreetly try to gauge whether other people are present in the home before entering. If this is unclear, ask if there is anyone else at home.
- Don't enter the home unless there is an adult present. If a child answers the door, tell the child to get their parent/guardian. If their parent/guardian (adult) isn't in the home, call your manager and the police. Don't leave until help arrives.
- Be courteous, friendly and nonjudgmental in approach. Clearly state your name and the reason for coming. Show your EPIC badge as proof of identity. Ask to speak to the person who is the subject of the visit.
- Trust your instincts. Don't enter homes when you suspect an unsafe situation exists. Leave immediately if you ever feel yourself to be in danger. See the reasons for terminating the visit.
- If refused entry or requested to leave, comply quickly and courteously.

During the visit

- Sit close to an exit, facing the door. If possible, sit in a hard-backed chair for an easy exit.
- Be alert to signs of violence or any sexual advances towards you, however subtle, from anyone in the home.
- NEVER attempt to physically stop violent behavior or get involved in arguments. If there is an identified safety risk due to aggression, leave immediately. Once you are in a safe location, call 911 and your supervisor.
- If a medical emergency arises while you are on a home visit, call 911, your supervisor, and wait for help.
- Set the tone with a warm introduction.
- Include all family members who would like to participate.
- Carry your phone on your person. Keep it charged and programmed with numbers (supervisor, police, CPS, roadside assistance, etc.)

- Set your phone to vibrate during the visits. If you feel threatened, you can pretend you feel it vibrate and use the call as an excuse to leave the home or send a message to your supervisor.
- Be aware of other people going in and out of the house. If guns or knives are visible, you may leave and conduct a visit at another place or time.
- Before going to another room in the house or using a phone or sink, always ask for permission. If it is a dark area of the house, have the family member go first and turn on the lights.
- If someone in the home is intoxicated or appears to be affected by drugs, staff is not to enter the home and leave immediately.
- Ask permission to hold or handle a child before doing so. Explain what you are doing so that the family members understand.
- Do not assume an animal won't bite.
- Do not reveal too much information about yourself or your family.
- Be aware that your behavior may unintentionally trigger a response in another person that could not be predicted. Be prepared to respond with de-escalation techniques and/or escape.
- If at any time you feel that your safety is at risk or you are not feeling secure, you should leave immediately.

After the visit

- As you leave the home, look around you in all directions to become aware of any obstacles or dangers you may encounter.
- Watch for small children and animals around your car.
- Have your keys in hand, ready to unlock your car.
- Look in the backseat before getting back in your car.
- Lock your car once you are safely inside the vehicle.
- Wash your hands or use hand sanitizer after each visit.
- If you have left the visit due to dangerous conditions, drive to a safe location before calling your supervisor or for help.
- Watch for cars following when you leave. Never stop if someone tries to stop you or asks you to pull over. Proceed to the nearest business, police, or fire station for help.
- After returning to the office, report any incident of significant observations to your supervisor and complete documentation of the incident.
- If this was an after-hours visit, let your supervisor know that you have finished the visit.
- Make sure to document any changes in the family or with the home environment.
- If an injury was sustained during the visit, follow EPIC Employee policy immediately.

DOCUMENT ALL INCIDENTS/CONCERNS AS SOON AS YOU ARE IN A SAFE LOCATION!

Procedures for Taking Leave

Leave for Illness

The absence of staff members from their duties is a hardship for Early Head Start/Head Start/Pre-K children and families. If staff members are ill, they are to follow the procedures below:

1. Call the direct supervisor as soon as possible, prior to 6:00am on the day of illness. County managers and team partners are to call each other at home as early as possible.
2. Call or email your leave in to Tammy Albright at 681-247-5258 or 304-267-3595 ext. 133. Leave your name, date, and what type of leave you are using. IF YOU TEXT – make sure you include your name, the date and type of leave you are using.
3. Notify families or arrange for notification regarding scheduled visits that you will not be able to provide on that day. Reschedule visits with them.
4. Turn in to the EPIC office the form Approved Leave Form upon return to work. A doctor's note is required on the fourth day of absence for illness.

Leave Without Cause (Personal Leave)

Full-time EPIC employees are permitted 5 days of Leave Without Cause (Personal Leave) annually. Please see the EPIC Policy Manual for other information about Leave Without Cause.

The EPIC Approved Leave Form must be completed, signed by the employee's direct supervisor and turned in to the EPIC office 24 hours prior to taking the leave except in the case of sudden and unexpected circumstances in which notice must be given as reasonably practicable. Leave may be denied under the circumstances described below.

- 18A-4-10. Personal leave for illness and other causes.

"...Provided, that each such employee shall be permitted five days of such leave annually, which may be taken without regard to the cause for the absence, except that personal leave without cause may not be taken on consecutive work days unless authorized or approved by the employee's principal or immediate supervisor, as the case may be: Provided, however, that notice of such leave day shall be given to the employee's principal or immediate supervisor, as the case may be, at least twenty-four hours in advance, except that in the case of sudden and unexpected circumstances, such notice shall be given as soon as reasonable practicable; however, the use of such day may be denied if, at the time notice is given, either fifteen percent of the employees or three employees, whichever is greater, under the supervision of the principal or immediate supervisor, as the case may be, have previously notified the principal or immediate supervisor of their intention to use that day for such leave..."

Leave without Pay (LWOP)

Excepting extenuating circumstances approved by the Head Start Director, employees absent from work without notifying the immediate supervisor are subject to termination for job abandonment. In addition, excepting extenuating circumstances approved for medical/personal leave, employees who have had their paychecks reduced by three or more days (docked days/LWOP) in a fiscal year may be terminated for job abandonment. Being present daily provides stability for children, which is critical for their success.

Sick Leave Benefits

An employee who is absent from assigned duties due to any cause authorized by EPIC shall be paid the full salary, based on the employee's regular daily rate of pay, but not to exceed the total amount of leave to which such employee is entitled.

Sick Leave is given upfront. 200 – 205 day employees receive 15 days and 240 day employees receive 18 days.

If an employee should use all of their leave and subsequently leave the employment of EPIC prior to the end of the year, the employee shall be required to reimburse EPIC for the salary or wages paid to him/her for such non-earned leave.

In accordance with current West Virginia statute, unused sick leave benefits will be allowed to accumulate. Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence.

Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment. If an employee resigns or leaves a position with EPIC for any reason, all accumulated leave shall be forfeited unless the employee transfers to another entity willing to accept the transfer of such leave. Like, EPIC may grant accumulated leave to new employees who have been actively employed by a county, regional, state or other eligible agency before being employed by EPIC.

An employee who uses all available and appropriate forms of leave, paid and unpaid, and is not yet able to return to work may be placed on a leave of absence until able to return to work. Being placed on a leave of absence in no way guarantees the employee a position upon becoming able to return to work. When able to return to work they may be placed in a job, if one is available, for which they are qualified. When an employee is placed on a leave of absence his/her job becomes open to be filled permanently and the employee no longer accrues benefits of any kind nor continues to draw pay.

EPIC in conjunction with its fiscal agent will establish protocols for sick leave. See Appendix 13 for EPIC leave procedures and the appropriate forms.

Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. An employee may choose to take up to three days of accrued pay leave for bereavement. An approved leave form should be submitted. Bereavement leave shall not exceed three days without approval by the Head Start Director and the EPIC Administrator.

EPIC defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse, grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relations.

Out of Calendar Leave (OCL)

This leave is provided to employees who work schedule is 220 or 240 days. This policy will become effective July 1, 2023 and applies primarily to staff working a 240 day schedule or year-round program. Each year- round program is a business that provides services to families, children or other community stakeholders for a 12 month period, not just until "responsibilities" are completed. Therefore, when requesting use of OCL for an extended period, a minimum of half of those program county staff must be working and available to provide services to families in that county.

EPIC APPRO. LEAVE FORM

EMPLOYEE'S NAME: _____

MONTH OF: _____

SCHOOL OR DEPARTMENT: _____

POSITION: _____

I hereby certify that I was absent or am requesting to be absent from my assigned duties on the dates and for the reasons given below; that I am eligible for these leave benefits in compliance with the provisions of the law and policies of EPIC. I further certify that I understand the policies of EPIC relating to this leave request and that this claim is in compliance with said policies.

Day of Week	Date of Absence	AM, PM or All Day	Sick, Personal, Annual Leave or Out of Calendar	For Sick Leave Only – Reason for absence. (If death, state relationship)

If at any time there appears to be a question as to whether a claim is eligible for payment, the employee may be asked for further information to substantiate the claim before it is approved.

SIGNED (Employee) _____

DATE _____

SIGNED (Employee's Supervisor) _____

DATE _____

Licensing Requirements for Staff

WV Child Care Licensing states that employees working with children meet the following requirements:

1. CIB/FBI criminal background check through WV Cares System (Self-Disclosure Application and Consent Form) prior to start and every 5 years.
2. DHHR Authorization and Release for Protective Services Record Check prior to start and every 5 years.
3. A negative TB test upon hire.
4. A physical no later than 30 days from first day of employment and every two years with a physician's verification.
5. Notification to the EPIC office within 24 hours of an arrest.
6. Run a name check through the WV State Police and the National Sex Offender Public Website and document.

EPIC Early Head Start/Head Start/Pre-K Staff Medication Policy

Medications belonging to Early Head Start/Head Start & Pre-K staff that must be brought into centers and classrooms for personal health management use will be kept away from children.

Medications, including prescription, over the counter, homeopathic, oils and any vitamins, may be stored in a personal bag, placed on a high shelf in a storage closet, which is out of sight to all, or kept in a locked drawer or box.

Performance Standard	Program Operations Human Resources Management	Head Start & Early Head Start Policies and Procedures <i>Eastern Panhandle Instructional Cooperative</i> EPIC Serving the educational needs of the entire community
Subpart	§ 1302.92 Training and Professional Development	
Effective Date	07/2021	
Revised Date	07/2021	
Reviewed Date	07/2021	
Responsibility	Coach, Teaching Staff, CD Managers, CD Specialist, Director	

Subject: Training and Professional Development

Policy: EPIC Head Start will provide an orientation that focuses on, at a minimum, the goals and underlying philosophy of the program and on the ways they are implemented to all new staff, consultants, and volunteers. EPIC Head Start will also 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. A research-based, coordinated coaching strategy for education staff will also be implemented.

Procedure:

1. Staff will complete a minimum of 15 clock hours of professional development per year. For teaching staff, such professional development shall be high-quality, sustained, intensive, and classroom-focused in order to have a positive and lasting impact on classroom instruction and the teacher's performance in the classroom, and regularly evaluated by the program for effectiveness.
2. Staff will attend training on methods to handle suspected or known child abuse and neglect cases, that comply with applicable federal, state, and local laws.
3. Training will be provided for child and family services staff on best practices for implementing family engagement strategies in a systemic way. These trainings for staff, including staff that work on family services, health, and disabilities, will build their knowledge, experience, and competencies to improve child and family outcomes.
4. Research-based approaches to professional development will be provided for education staff, that are focused on effective curricula implementation, knowledge of the content in Head Start Early Learning Outcomes Framework: Ages Birth to Five, 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, addressing the social emotional needs of each child, preparing children and families for transitions and use of data to individualize learning experiences to improve outcomes for all children.
5. Staff will be trained on the Positive Behavioral Interventions and Supports (PBIS) Pyramid Model framework to help create a positive school climate which consists of a safe, supportive learning environment that cultivates student success and reinforces positive student behavior at school.
6. Practice-Based Coaching, a research-based, coordinated coaching strategy, will be implemented to assess all education staff to identify strengths, areas of needed support, and which staff would benefit most from intensive coaching.
7. At a minimum, Practice-Based Coaching provides opportunities for intensive coaching to those education staff members identified as needing extra support, including opportunities to be observed and receive feedback and modeling of effective teacher practices directly related to program performance goals.
8. At a minimum, Practice-Based Coaching provides opportunities for education staff not identified for intensive coaching to receive other forms of research-based professional development aligned with program performance goals.
9. Practice-Based Coaching ensures that intensive coaching opportunities for the staff identified as needing extra support:
 - a. Align with the program's school readiness goals, curricula, and other approaches to professional development.

b. Utilize a coach with adequate training and experience in adult learning and in using assessment data to drive coaching strategies aligned with program performance goals.

c. Provide ongoing communication between the coach, program director, education director, and any other relevant staff.

d. Include clearly articulated goals informed by the program's goals and a process for achieving those goals.

9. Policies are in place that ensure assessment results are not used to solely determine punitive actions for staff identified as needing support, without providing time and resources for staff to improve.

Monitoring & Reporting:

1. **Dissemination of Policies & Procedures** will be made available to all employees through the agency's website epicresa8.org. EPIC Head Start will educate and train applicable Staff regarding the policy and any conduct that could constitute a violation of the policy.
2. **Training** will be provided to staff annually during pre-service; new staff receive training during orientation. Implementation of training is monitored during classroom observations conducted by Managers and Specialists; retraining is provided on an as needed basis.
3. Managers and/or CD Specialist will conduct the **Classroom Monitor Log** to monitor the implementation of active supervision.
4. Managers and/or CD Specialist will conduct **The Fidelity Tool for Administrators** to monitor high quality supportive environments and curriculum fidelity.
5. Managers and/or CD Specialist will conduct **Classroom Assessment Scoring System** to monitor teacher child interactions and record the results in myHeadStart.
6. Managers, Coach and/or CD Specialist will conduct **The Teaching Pyramid Observation Tool for Preschool Classrooms (TPOT)** to measure the fidelity of implementation of practices associated with the Positive Behavioral Interventions and Supports (PBIS) Pyramid Model.
7. Coach will provide support for the use of effective teaching practices by offering all components of the **Practice-Based Coaching** model.

Performance Standard	Safety Practices
Subpart	1302.47 (b)
Effective Date	6/2025
Revised Date	06/2025
Reviewed Date	06/2025
Responsibility	EPIC Head Start/EHS Staff

Head Start & Early Head Start Policies and Procedures

*Eastern Panhandle
Instructional Cooperative*

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Subject: Tiered Correction

Policy: The purpose of this policy is to outline a fair, consistent, and supportive process for managing staff performance and conduct concerns in the EPIC Head Start/EHS program. We believe in addressing issues early and constructively, with the goal of helping staff grow and succeed in their roles.

Procedure:

Performance correction will follow a tiered process, moving from informal to formal actions as needed. The severity or frequency of the issue will determine where the process begins.

Tier 1

- **Used for:** First-time or minor infractions
- **Examples included but not limited to:**
 - Tardiness
 - Dress code
 - Not following classroom routines/lesson plans
 - Unprofessional communication-tone, comments, email etc
- **Action Taken:**
 - Supervisor meets with staff member privately to discuss the concern (within 24 hours of event occurring)
 - Expectations are clarified and support is offered (training/coaching etc).
 - Document trainings on **Record of Training**
 - Document on a **Record of Conversation**

Tier 2

- **Used for:** Repeated Tier 1 concerns or more serious issues
- **Examples included but not limited to:**
 - Ongoing disrespectful interactions with colleagues or families
 - Ignoring safety (active supervision) or behavior protocols
- **Action Taken:**
 - Formal meeting held with staff and supervisor.
 - Training, Coaching, and/or peer assignment
 - Written warning issued and signed by both parties on **Documentation of Meeting**
 - Copy placed in personnel file and scanned to the Director.
 - Clear expectations and timeframe for support plan if deemed necessary. Once the support plan is written, it must be approved by the Director.

Tier 3

- **Used for:** Continued problems after a written warning or serious infractions
- **Examples included but not limited to:**
 - Pattern of poor supervision (safety concerns)
 - Unprofessional conduct
- **Action Taken:**
 - Formal meeting held with staff and supervisor

- Supervisor outlines an Improvement Plan with specific goals and deadlines. Once the Improvement plan is written, it must be approved by the Director.
- Regular check-ins scheduled as specified on the Improvement plan.
- Provide coaching/training and monitoring during improvement period.
- Failure to meet goals may lead to termination.
- Documentation is maintained in personnel file and scanned to the Director.
- Director maybe required to contact appropriate county/federal personnel.

Tier 4 – Termination

- **Used for:** Failure to improve after Tier 3 or for serious misconduct
- **Examples included but not limited to:**
 - Child neglect or endangerment
 - Violence, abuse, or threats
 - Falsification of records
- **Action Taken:**
 - Immediate suspension (leave with or without pay) until investigation by leadership/HR.
 - Staff is informed of findings and decision. Policy Council will vote.
 - Termination letter issued.
 - Final documentation is added to personnel file.
 - Director maybe required to contact appropriate county/federal personnel.

Additional Notes

- Follow your staff handbook on website www.epicresa8.org
- Maintain confidentiality and respect through process
- **Documentation:** All formal steps (Tiers 2–4) are documented. Informal training notes are kept internally.
- **Support:** Staff will be offered resources such as mentoring, coaching, or additional training.
- **Skip Levels:** In cases of serious violations, the process may start at a higher tier, including immediate termination if warranted.
- **Infractions will be communicating with direct supervisor.**

Monitoring & Reporting:

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2. **Training** will be provided to staff annually during pre-service; new staff receive training during orientation. Implementation of training is monitored during classroom observations conducted by Managers and Specialists; retraining is provided on an as needed basis.

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Documentation of Meeting

EPIC Program: _____

Supervisor: _____

Staff Member: _____

Date: _____

Incident or Area of Concern: _____

When and how was this concern addressed with the staff member? (Check all that apply)

____ Supervisor Formal Meeting

Date / Time _____

____ Program Director or EPIC HR Meeting

Date / Time _____

Notes from Meeting including a Plan of Action / Resolution _____

All meeting participants must sign to acknowledge their attendance. A signature does not equate a staff member's agreement with the information discussed.

Printed Name

Signature

Date

Printed Name

Signature

Date

Printed Name

Signature

Date

Performance Standard	Personal Policies
Subpart	1302.90 Standards of Conduct
Effective Date	06/2025
Revised Date	06/2026
Reviewed Date	06/2026
Responsibility	EPIC Head Start/EHS Staff

Head Start & Early Head Start Policies and Procedures

*Eastern Panhandle
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Subject: Record of Conversation

Policy: To document key conversations with Pre-K staff members in a consistent, professional manner. This ensures transparency, accountability, and follow-up while supporting staff development and regulatory compliance.

Procedure:

When to Use a Record of Conversation

Use this form/procedure when you:

- Provide verbal feedback
- Discuss minor performance issues
- Clarify policies or expectations
- Address behavior or conduct concerns
- Follow up on a previous conversation or observation

Steps for Documenting a Record of Conversation

Step 1: Prepare for the Conversation

- Identify the purpose of the conversation
- Choose a private, respectful setting
- Gather any relevant documents or notes (e.g., policies, observation reports)

Step 2: Hold the Conversation

- Keep the conversation clear, calm, and professional
- Focus on specific facts, behaviors, or incidents
- Allow the staff member to respond or provide input
- Clarify expectations moving forward
- Offer support or resources if needed

Step 3: Complete the Record of Conversation Form

Include the following information:

- Staff Member Name
- Date and Time of Conversation
- Supervisor or Person Conducting the Conversation
- Topic/Reason for Conversation
- Summary of Discussion (facts, concerns, staff response)
- Action Plan (if applicable)
- Follow-Up Date (if needed)
- Signatures of Supervisor and Staff

Note: A signature does not mean agreement, just acknowledgment that the conversation took place.

Step 4: Submit and File

- Provide a copy to the staff member
- Submit the form to the Program Manager or Director (if required)
- File the original in the staff member's personnel file

Step 5: Follow-Up

- Revisit the issue on the agreed-upon follow-up date
- Document the outcome or progress in a follow-up note or new record of conversation

Best Practices

- Document immediately or within 24 hours of the conversation
- Be objective and factual—avoid emotional or vague language
- Maintain confidentiality
- Use these conversations as a tool for support and growth, not just discipline

Monitoring & Reporting

1. Dissemination of Policies & Procedures will be made available to all employees through the agency's website. EPIC Head Start will educate and train applicable Staff regarding the policy and any conduct that could constitute a violation of the policy
2. Training will be provided to staff annually during pre-service; new staff receive training during orientation. Implementation of training is monitored during classroom observations conducted by Managers and Specialist; retraining is provided on an as needed basis.

6/2025

EPIC HEADSTART RECORD OF CONVERSATION

Date	Site/Classroom	Follow-up Date Scheduled

Attendees:	
------------	--

Purpose:	
----------	--

Documentation of Conversation (who, what, when):	

Employee Sign	Manager Sign	Attendee Sign

Performance Standard	Training and Professional Development	Head Start & Early Head Start Policies and Procedures <i>Eastern Panhandle Instructional Cooperative</i> EPIC Serving the educational needs of the entire community
Subpart	1302.92 Record of Training	
Effective Date	06/2025	
Revised Date	06/2026	
Reviewed Date	06/2026	
Responsibility	EPIC Head Start/Early Head Start Staff	

Subject: Record of Training for Staff

Policy: To ensure that all Staff are properly oriented and trained in the organization's policies and procedures through consistent training and supervision. This policy outlines how training is delivered, documented, and reviewed during the onboarding process.

Procedure:

Staff will receive structured training on program policies and procedures

(A) throughout their first year of employment and/or (b) staff meetings and as needed for other staff (year 2 and up).

Weekly supervisory meetings will be held to reinforce learning, clarify expectations, and address any questions. All training will be documented and submitted to the program manager by the end of each business day.

A. Weekly Training Content

- New staff will be trained on a rotating schedule covering:
 - Child Abuse and Neglect
 - Child's social and emotional development and behavior management
 - Implementing family engagement strategies
 - Eligibility, Recruitment, Selection, Enrollment and Attendance
 - Education and child development program services
 - Health Program Services
 - Family and Community Engagement Program Services
 - Additional Services for Children with Disabilities
 - Transportation
- The training content will be reviewed and adjusted as needed to meet the specific role of the employee.

Supervisor Support

- The direct supervisor will meet with each new staff member once per week.
- These check-ins will be used to:
 - Review training topics from the week
 - Answer questions and clarify policies
 - Discuss how the staff member is adjusting to their role
 - Identify any areas that require further training or support

C. Training Record

- A Training Record Form will be completed at the end of each week, including:
 - Topics covered
 - Date of training
 - Staff comments/questions
 - Supervisor notes
 - Signatures of both staff and supervisor
- The completed form must be submitted to the Specialist by the end of business each day.

D. Documentation

- Copies of weekly training records will be sent to staff.
- The manager will maintain a master file of completed training sessions for compliance and reporting purposes.

Role	Responsibility
New Staff	Participate
Manager	Provide training and weekly check-ins, complete training
Specialist	Monitor completion and maintain centralized training records

Monitoring & Reporting

1. Dissemination of Policies & Procedures will be made available to all employees through the agency's website. EPIC Head Start will educate and train applicable Staff regarding the policy and any conduct that could constitute a violation of the policy
2. Training will be provided to staff annually during pre-service; new staff receive training during orientation. Implementation of training is monitored during classroom observations conducted by Managers and Specialist; retraining is provided on an as needed basis.

6/2025

EPIC HEADSTART RECORD OF TRAINING

Date	Site/Classroom	Follow-up Date Scheduled

Attendees:

Purpose:	
----------	--

Training/Follow up (who, what, when):	

Employee Sign	Manager Sign	Attendee Sign

Status of Performance

Due by Mid December

<i>Staff Name:</i>
<i>Manager name:</i>
<i>Date:</i>

Status of Professional Goals

--

Status of Learning goals

--

Review Observations

--

Status of Observed Requirements

--

*Manager Signature:*_____

*Staff Signature:*_____

Staff: _____

Supervisor: _____

Date: _____

Individual Professional Development Plan

<u>Professional Goal</u>	<u>Mentoring Plan Strategy/timeline</u>	<u>Person Responsible</u>	<u>Review</u>
1.			Date
2.			Date
3.			Date

**EPIC EARLY HEAD START/HEAD START/PRE-K
Staff Support Plan**

_____ Child Development

_____ Family Service

_____ Transportation

_____ Health

Staff Name: _____

Site/Classroom: _____

Supervisor: _____

Date: _____

Concern: _____

Goal: _____

Staff responsibility, including timeline:

1. _____

2. _____

Manager responsibility, including timeline:

1. _____

2. _____

Specialist responsibility, including timeline:

1. _____

2. _____

Staff Signature _____

Manager Signature _____

Date revisited: _____

Follow up: _____

Staff signature _____

Manager Signature _____

If the concern remains after follow up, an Improvement Plan may be implemented

Improvement Plan

Center/School: _____

Employee Name: _____

Date: _____

Manager: _____

Follow-up Date: _____

Director: _____

Description of Concerns	Plans for Actions (include materials and training needed, schedule, space and supervision changes)	Expected Completion Date and Person Responsible	Follow-Up (e.g. changes made, date completed, time extended)

I understand that failure to meet the terms of the improvement plan may result in termination of employment.

Signature of employee: _____

Date: _____

Comments:

Signature of supervisor: _____

Date: _____

Performance Standard	1303.55	Head Start & Early Head Start Policies and Procedures <i>Eastern Panhandle Instructional Cooperative</i> EPIC Serving the educational needs of the entire community
Subpart	E	
Effective Date	05/2026	
Revised Date		
Reviewed Date		
Responsibility	Program Coordinator, Director, EPIC Administrator	

Subject: Procurement Procedure

Policy: All requests for supplies, equipment, maintenance, birth certificates and all other regular program expenses must be accompanied by a requisition, as well as any required paperwork, and will not be purchased until the requisition has been approved by the HS/EHS director/ EPIC Administrator.

Procedure:

1. All managers and specialists will be provided with the most recently updated version of the HS/EHS requisition form. They are responsible for dispersing this to all staff who may need to use it throughout the year. The Program Coordinator will send out updated forms to the managers and specialists as it becomes available.
2. The requisition form must be filled out in its entirety, providing the following information:
 - Date of Request (Shop date/activity date should not be put here)
 - Site(s) the product(s)/service(s) are for
 - Name of requestor
 - Shipping location (if applicable)
 - Store purchasing from (Only one store per requisition)
 - Amount of product(s)/service(s)
 - Items/Services being requested
 - Number of items being requested
 - Purpose for purchase
 - Activity/Date of Activity/Pick-up Information
3. The requisition form, once completed, will be turned into the Program Coordinator. After reviewing the requisition for allowable and necessary cost, the requisition will then be turned into the Director for final approval. Requests are to be considered "approved" unless the Program Coordinator/Director reaches out with questions/concerns. This will be done in a timely matter, allowing changes to be made with the requisition before it is resubmitted. In cases where supplies/ services are being requested for maintenance purposes, along with the requisition form, the requestor must also fill out and turn in a copy of the work order for the repair/maintenance project. The work order must be signed by the Health & Safety specialist. In cases where birth certificates are being requested, along with the requisition form, the completed birth certificate application, as well as the parent's legible, colored ID, must be turned into the Program Coordinator. If more than one birth certificate is being requested, it must be listed on the requisition form. In cases where the dollar amount of the repair/service/equipment exceeds \$5,000, 3 proposals must be submitted with the requisition form. Proposals must clearly outline the service/product to be provided, as well as the total cost. The choice will ultimately be made by both the Director and Health and Safety specialist as to which proposal proves most advantageous to the program.

4. Once the Program Coordinator has received an approved requisition form, along with any necessary paperwork (outlined above), the item will be purchased and/or a purchase order will be created for the procurement of the product/service. The items will then be shipped according to the information on the requisition form. In the case of Walmart pick up orders, the Program Coordinator will set up the pickup based on the information turned in on the requisition form. It is then the responsibility of the "pick up person" to complete the pickup of the products.
5. Packing slips are to be reviewed when received. Items are to be inspected and checked off as unpacked. Once all items have been checked off the packing slip, the purchaser must initial the slip to confirm that all items were received. Any packing slips received with products are to be turned into the Program Coordinator. In the case that a discrepancy occurs, the Program Coordinator will be contacted to resolve this issue.
6. The Program Coordinator is responsible for maintaining all procurement records. The following are to be stapled together and retained:
 - Approved requisition form
 - All estimates for maintenance related projects
 - Work order associated with maintenance projects
 - Birth certificate applications and photo ID
 - Invoice
 - Receipt
 - PO requisition form
 - Purchase order
 - Packing slips

Monitoring & Reporting: Bank reconciliations are completed on a monthly basis to quantify the expenses paid by check. Monthly reconciliations of the credit card are completed by the Program Coordinator and turned into AP for approval and payment.

Dissemination of Policies & Procedures will be made available to all employees through EPIC's website www.epicresa8.org. EPIC Head Start will educate and train applicable Staff regarding the policy and any conduct that could constitute a violation of the policy.

Performance Standard	1303.55 Procurement procedures	Head Start & Early Head Start Policies and Procedures <i>Eastern Panhandle Instructional Cooperative</i>  Serving the educational needs of the entire community
Subpart	Subpart E	
Effective Date	7/1/2026	
Revised Date		
Reviewed Date		
Responsibility	FA, Manager, Specialist, Director, Program Coordinator	

Subject: Purchasing Card Policy and Procedures

Policy: To ensure proper use of Head Start purchasing card and mitigate misuse of funds through credit card reconciliation.

Procedure:

1. The Purchasing Card (P-Card) is to be physically held by the HS/EHS Director. Family Advocates, Managers, Specialists and the Program Coordinator may use the physical card when needed. The card must be returned to the Director at the earliest convenience of the user. If the card cannot be returned immediately to the Director, it must be held by either the county Manager, Specialist or Program Coordinator. All purchases made with the physical P-Card must have a receipt and will need to be turned into the Program Coordinator as soon as possible.
2. All payments to be made over the phone with the P-Card, must be made by the Program Coordinator. A receipt must be emailed to the program coordinator after the transaction is complete. This receipt must be retained in the Program Coordinator's records, along with the Requisition Form* (when applicable), PO Requisition and Purchase Order.
3. All payments made online with the P-Card must have a receipt to document the use of the card. This receipt must be turned into the Program Coordinator and must be retained along with the Requisition Form* (when applicable), PO Requisition and Purchase Order.
4. All documentation for any purchases made with the P-Card must be retained by the Program Coordinator in a separate file. These documents will be reconciled with the credit card statement once a month. All documents are to be turned into Accounts Payable for the credit card to be paid. The statements of all program credit cards must also be emailed to the HS/EHS Director, ERSEA Specialist and EPIC Administrator.

*The Requisition Form is applicable to all normally paid vendors. Special vendors are not required to obtain a requisition form due to their services being crucial to the normal operations of the program.

Monitoring & Reporting: A monthly requisition is completed and verified by accounts payable.

Dissemination of Policies & Procedures will be made available to all employees through EPIC's website www.epicresa8.org. EPIC Head Start will educate and train applicable Staff regarding the policy and any conduct that could constitute a violation of the policy.

Performance Standard	Procurement procedures	Head Start & Early Head Start Policies and Procedures <i>Eastern Panhandle Instructional Cooperative</i> EPIC Serving the educational needs of the entire community
Subpart	Subpart E	
Effective Date	7/1/2026	
Revised Date		
Reviewed Date		
Responsibility	Program Coordinator, Director	

Subject: Special Vendor Policy and Procedures

Policy: All vendors paid in a non-traditional way (requisition form, invoice, PO requisition, purchase order, check) must have either pre-approval from the CFO, a Service Provider Agreement in place or must be a service required for the normal operations of the program in order for payment to be issued.

Procedure:

1. Vendors who provide weekly, routine services to the program, such as cleaning, lawncare, etc., must have a signed Service Provider Agreement in place at the start of the new fiscal year. This Service Provider Agreement replaces the need for a requisition form for each payment to this vendor. Routine vendors who have a service provider agreement in place may also use a blanket purchase order to pay for any invoices incurred throughout the year. Payments can be made either online or by accounts payable. Vendors can be paid online only if no fee is incurred by doing so. All vendors who charge a fee must be paid by accounts payable. The Program Coordinator is responsible for retaining the following documents: Invoice, Receipt (if paid online), PO requisition & Purchase Order.
2. The vendor, West Virginia Public Service Training (WVPST), will be paid with a money transfer from a Head Start fund to the WVPST fund. Due to both programs being under the same organizational administration and to avoid additional costs due to check printing, mailing, etc., a fund transfer will be performed by the organization's CFO. Prior to the CFO performing the transfer of funds, a requisition form must be provided by the Health and Safety Specialist and signed off by the HS/EHS Director. The CFO will be emailed the invoice from the Program Coordinator specifying which account the funds are to come from by writing it on the invoice. The CFO will then let the Program Coordinator know when the transfer is complete. The Program Coordinator is responsible for retaining the following documents: Invoice, Requisition Form, & Proof of Funds Transfer.
3. Utility vendors, such as electricity, sewer and water, will be paid either online or by accounts payable when the bills are received. Vendors can be paid online only if no fee is incurred by doing so. All vendors who charge a fee must be paid by accounts payable. Because these vendors cannot be chosen and must be paid for in order to maintain normal operations, no requisition form is required to accompany the invoice. These vendors, because they are so routine in nature, can be paid with either a blanket purchase order or with a purchase order created at the time the bill is received. The Program Coordinator is responsible for retaining the following documents: Invoice, Receipt (if paid online), PO requisition & Purchase Order.
4. Onboarding vendors, WV DHHR and Idemia, are to be paid online at the time of the background check/ scheduling of the fingerprinting appointment. Because they are required by licensure for onboarding of new employees, they do not require a requisition form. The receipt paid, notated with the employee the background check/fingerprinting was for, must be retained along with the PO requisition and Purchase Order by the Program Coordinator.

5. Communication and trash vendors will be paid either online or by accounts payable when bills are received. Vendors can be paid online but only if no fee is incurred in doing so. All vendors who charge a fee must be paid by accounts payable. These services are to be monitored throughout the year for better pricing options. Services can only be switched once the contracts for said services have expired. Because these services are required to properly maintain normal operations, no requisition form is required to accompany the invoice. These vendors, because they are so routine in nature, can be paid with either a blanket purchase order or with a purchase order created at the time the bill is received. The Program Coordinator is responsible for retaining the following documents: Invoice, Receipt (if paid online), PO requisition & Purchase Order.
6. Collaboration vendors, vendors in which we rent space, will need to have a yearly collaboration agreement on file. This will need to be signed by both parties and must outline the provisions the vendor is providing along with the agreed upon price. Because the collaboration agreement is in place, no requisition will be required at the time of payment. All invoices, PO requisitions and purchase orders are to be retained for these payments.
7. The vendor, West Virginia Department of Motor Vehicles (WVDMV), is used exclusively to secure driving records for current and onboarding bus drivers. Because these are required documents in order for the bus drivers to

Monitoring & Reporting:

Dissemination of Policies & Procedures will be made available to all employees through EPIC's website www.epicresa8.org . EPIC Head Start will educate and train applicable Staff regarding the policy and any conduct that could constitute a violation of the policy.

Social Media Policy

Social networking has become a popular way for people to stay connected with friends and family. It allows for those closest to us to stay in touch and be a part of family events, achievements and news. As you become part of the Head Start Program, we must ask that you adhere to our social media restrictions, which align with the public school system and follow State Law.

- 1) We ask that you respect and understand that you may **not** take photos or videos of any child other than your own. Posting pictures/videos of other children **could put a child or family in jeopardy**. Parents may not post pictures of activities that take place at our centers on FACEBOOK, INSTAGRAM or any other social media unless it is of your own child only.
- 2) Please note any posts to FACEBOOK, INSTAGRAM or any other social media that is perceived as harassing, coercing or threatening to our children/students, families or staff will **not** be tolerated. Individuals have the right to pursue criminal charges against those postings.

APPENDIX 19

Eastern Panhandle Instructional Cooperative (EPIC) Social Networking Guidance

Social networks are a popular way for people to connect with others around the globe. For individuals, social networking sites provide opportunities for staying in touch with family and friends and for connecting with people and places around the world. Professional networking sites have also become a valuable resource for many employees who use them to engage in professional development and to share best practices and resources to improve job performance.

EPIC has a professional image to uphold and how we conduct ourselves online impacts this image. As reported by the media, there have been instances of employees demonstrating misconduct while engaging in inappropriate dialogue about their workplace or posting pictures and videos of themselves engaged in inappropriate activity online. Mistakenly, some feel that being online shields them from having their personal lives examined. However, online identities are very public and can cause serious repercussions if behavior is careless.

For the protection of your reputation, EPIC recommends the following practices for employees when engaging in social media:

GENERAL NETWORKING

- Remember that those who are classified as "friends" on your social networking site may have the ability to download and share your information with others.
- It is strongly recommended that you not "friend" your students or accept their request to "friend" you on social networking sites, especially if they are minors.
- Visit your privacy settings and at a minimum, select "only friends" to limit who can see your posts.

POSTING

- Post only what you want the world to see. Once you post something, even if you remove it later, it may still be available online.
- Do not say or do anything you would not say or do in an educational setting in front of your supervisor. (Remember that all online communications are stored and can be monitored.)
- Weigh whether a particular posting puts your effectiveness as an employee at risk.
- Do not discuss co-workers or students.
- Do not post images that include students or meeting participants without release forms on file. Minors require a parent consent.

RISKS

- Due to security risks, be cautious when installing external applications that work with the social networking site. They may install software on your computer that you don't want.
- Run updated malware protection to avoid infections of spyware and adware.
- Be careful not to fall for phishing scams that arrive in your email or on your social network requiring you to click on a link to go to a fake login page.
- If a staff member learns of information on a social networking site that falls under the mandatory reporting guidelines, they must report it as required by law.

TOBACCO POLICY

EPIC is a tobacco free agency. Tobacco free areas include all school buildings, contiguous school grounds, county board of education offices, EPIC and State Department of Education property.

Please refer to the West Virginia Department of Education, Tobacco Control Policy – Policy 2422.5A for more information.

Travel Forms

Original travel forms are to be turned in by the end of the first week of each month for the prior month. In order to be paid you must:

1. Be the designated driver.
2. Make sure you have the most current travel forms. **Old forms will be returned to you to redo.**
3. Complete the form with your name (no nicknames), mailing address including zip code. If your address changes during the school year, please call the EPIC Administrator/Payroll so she can send a change of address form to you.
4. Date (month/full year)
5. Fill in the route you traveled in the area "from" and "to". **Always start counting your mileage from the office or site you go to first and end at the last site you visited.** (Please see example travel form)
6. Write number of miles traveled in the "mileage" column. Use only **WHOLE** miles. **Do not use tenths of a mile. Round up if the mileage is .5 or above, round down if lower.**
7. The original form **must be filled in and signed in BLUE ink.** The signature must match the name you put at the top of the form. Do not turn in a copy.
8. Be sure to sign your name on the last page of the travel form you have written travel on.
9. Your supervisor has to sign your travel form **before** you turn it in. Unsigned travel will be returned to you for your supervisor's signature which may delay in you being reimbursed.
10. Forms will be checked for accuracy using Google Maps. Please be sure to check your mileage before giving to your supervisor.
11. Travel forms have to be completed entirely. The secretary is not allowed to complete them. If they are incomplete, they will be returned for you to finish/correct.
12. **Do not use whiteout on the travel forms.** It will be returned to you to redo.

NOTE: Complete a separate travel form for each calendar month. **Turn your travel forms in by the end of the first week every month (example: January's travel has to be turned in by the end of the first week of February).** **DO NOT** hold them - (if you turn in January's travel in March, you will not be reimbursed for it)

EASTERN PANHANDLE INST TIONAL COOPERATIVE
109 S. College St.
Martinsburg, WV 25401
EXPENSE ACCOUNT

Updated 1/1/2024

Name: _____

Address: _____

Month, Yr: _____

Program: _____

Employee ID or vendor #: _____

Account: _____

Account: _____

Account: _____

Account: _____

Account: _____

Total: \$ -

Total: \$ -

Total: \$ -

Total: \$ -

Total: \$ -

Mileage rate 0.670

Effective 1/1/2024

TOTAL: \$ -

DATE	TRAVEL DESTINATION (TO-FROM), PURPOSE / REASON - BE SPECIFIC	OTHER EXPENSES DESCRIPTION (ie. gas, car wash, etc.)	MILEAGE	AMOUNT	HOTEL	MEALS	OTHER EXPENSES	TOTAL
				\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -
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				\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS FOR THE MONTH(S) OR TRIP(S):			0	\$ -	\$ -	\$ -	\$ -	\$ -

STATE OF WEST VIRGINIA, COUNTY OF BERKELEY TO WIT: I THE UNDERSIGNED, DO SOLEMNLY SWEAR THAT THE ABOVE EXPENSE ACCOUNT IS JUST, ACCURATE AND TRUE AND IS CLAIMED FOR CASH EXPENDED FOR THE PURPOSE NAMED IN THIS STATEMENT.

PLEASE ATTACH ALL ORIGINAL HOTEL, REGISTRATION, PARKING, TOLL, ITEMIZED MEAL, AND OTHER RECEIPTS

SIGNATURE (PLEASE SIGN IN BLUE INK)

APPROVED BY

EASTERN PANHANDLE INSTRUCTIONAL COOPERATIVE
109 S. College St.
Martinsburg, WV 25401
EXPENSE ACCOUNT

Name: <u>First Last Name</u>	Program: <u>EHS or HS</u>	Account: _____	Total: \$ -
Address: <u>Your home street address</u>	Employee ID or vendor # <u>900</u>	Account: _____	Total: \$ -
<u>Your home city state and zip</u>		Account: _____	Total: \$ -
Month, Yr: <u>Month / full year</u>		Account: _____	Total: \$ -
		Account: _____	Total: \$ -
			TOTAL: \$ -

Mileage rate 0.585
(updated 1/1/2022)

DATE	TRAVEL DESTINATION (TO-FROM), PURPOSE / REASON - BE SPECIFIC	MILEAGE	AMOUNT	HOTEL	MEALS	OTHER EXPENSES	TOTAL
6/15/2022	25 hopalong way (IO) home visit - Hdgs site (make phone calls) - 952 land dr (TR) home visit - 4 sample road (MM) home visit - hdgs site	45	\$ 26.33	\$ -	\$ -	\$ -	\$ 26.33
6/16/2022	EPIC office (drop off paperwork) - 56 lake view dr (WE) hv - 321 wrong way lane (NB) hv - JR site (meet w/parent) - berk hts site (meet w/mgr)	39	\$ 22.82	\$ -	\$ -	\$ -	\$ 22.82
6/17/2022	Wal-Mart (pick up donations) - berk. hts (drop off donations) 87 circle fd (TY) hv - 456 hollar rd (SS) hv - 3 doggy lane (PL) hv	21	\$ 12.29	\$ -	\$ -	\$ -	\$ 12.29
			\$ -	\$ -	\$ -	\$ -	\$ -
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			\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS FOR THE MONTH(S) OR TRIP(S):		105	\$ 61.43	\$ -	\$ -	\$ -	\$ 61.43

STATE OF WEST VIRGINIA, COUNTY OF BERKELEY TO WIT: I THE UNDERSIGNED, DO SOLEMNLY SWEAR THAT THE ABOVE EXPENSE ACCOUNT IS JUST, ACCURATE AND TRUE AND IS CLAIMED FOR CASH EXPENDED FOR THE PURPOSE NAMED IN THIS STATEMENT.

PLEASE ATTACH ALL ORIGINAL HOTEL, REGISTRATION, PARKING, TOLL, ITEMIZED MEAL, AND OTHER RECEIPTS

sign here the name you used at the top of the form

must be signed by supervisor

SIGNATURE (PLEASE SIGN IN BLUE INK)

APPROVED BY

EPIC Early Head Start/Head Start/Pre-K Tuition Reimbursement

The allocation of funds available for tuition reimbursement is approximately \$10,000 for Head Start and \$10,000 for Early Head Start. 100% tuition reimbursement for **undergraduate classes** will be paid if the course taken is in an **approved program that supports the position you are in** and 50% tuition reimbursement for graduate classes will be paid for professional personnel who take graduate courses in the field of an **approved program that supports the position you are in**. ****Additionally, individuals pursuing teaching certification through an alt. cert. path are eligible for 50% tuition reimbursement for classes.** To assure equitable distribution of reimbursement funds, all applications for reimbursement for the fall session should be submitted by August of the current fiscal year and for the spring semester by December of the current fiscal year.

Head Start and Early Head Start staff applying for reimbursement will be required to:

1. complete the request form **prior** to taking the class and submit to the Head Start/Early Head Start Director.
2. achieve a minimum grade of **"B"** on a class leading to a degree or certification in an **approved program that supports the position you are in**.
3. provide an original transcript (or print from schools/university's website) and the receipts verifying that payment has been made for the course. **Only tuition will be reimbursed. Some fees may or may not be reimbursable. Courses paid through scholarship or grant awards are not eligible for tuition reimbursement.**
4. If you are on a work related improvement plan, you will not be eligible to receive tuition reimbursement.

Staff members receiving tuition reimbursement will be required to continue employment with EPIC Head Start/Pre-K/Early Head Start for **3 years after the reimbursement**. In the event that staff departs prior to the three years, he/she will be **required to repay the reimbursement funds** to the program.

EPIC Early Head Start/Head Start/Pre-K Request for Reimbursement for College Credit

Date request submitted by student

Funds permitting, EPIC Early Head Start/Head Start/Pre-K will reimburse 50% of tuition costs for Teachers, Managers, and Specialists and 100% for Service Personnel who obtain a grade of **"B"** or above on an **approved program that supports the position you are in**. Please note #1 - #4 above for the conditions for reimbursement. Please submit this form to the EPIC Early Head Start/Head Start/Pre-K Director as soon as possible **prior** to enrolling in a class.

Name: _____ Position: _____

Address: _____

Course Title: _____

Course Number: _____ Tuition Cost: _____

Start and End Date of Course: _____

University: _____

Name of Professor/Instructor: _____

EPIC Volunteer Policy

Definition:

A volunteer is an unpaid person who is trained to assist in implementing ongoing program activities on a regular basis under the supervision of an EPIC staff person.

If a person volunteers for Early Head Start/Head Start/Pre-K on a regular basis (more than two times per month), he/she must meet the following guidelines as mandated by WV Child Licensure.

Guidelines:

1. All regular volunteers are required to have a negative TB test.
2. All regular volunteers will receive a criminal background investigation.
3. Volunteers shall not be discriminated upon nor shall discriminate upon anyone based on race, religion, color, age, sex, national origin, sexual preference, or handicapping condition.
4. All volunteers must abide by policies of the EPIC Regional Council concerning the following: tobacco products; alcohol and drugs; harassment and violence; and, other EPIC and/or county board of education policies deemed appropriate by the Administrator.
5. Each volunteer shall be given an appropriate orientation to EPIC policy, procedures and expectations as determined by the FA Specialist.

Procedures for Enrolling Community Volunteers

Volunteers from our community are a very vital and important part of the Early Head Start/Head Start & Pre-K program. However, for the safety and health of our children and staff, it is very important that the following guidelines are followed for every community volunteer:

1. The community member will contact the county Manager to discuss volunteer opportunities.
2. The community volunteer will participate in a volunteer training that covers the program's policies, procedures, and volunteer expectations.
3. A Criminal Background Check, a Child Abuse and Neglect check, and TB test will be completed for each volunteer.
4. The Child Development Manager or Center Manager will notify classroom staff when the volunteer will begin in your center. **NO VOLUNTEER IS TO WORK UNLESS CLEARED BY MANAGER.**
5. Volunteer hours are to be entered on the In-Kind Contribution form. It is the responsibility of either the center or the classroom staff to see that the volunteer signs in/out properly. *
6. Staff are to notify the County Manager as soon as possible if a volunteer notifies them that he/she will not be available any longer.
7. School students (over 13 and under 18) volunteering on a regular basis in the classrooms will need a signed affidavit from parents stating that the student has not had an arrest or conviction against a person (8.4.h). They must also sign the confidentiality statement annually.

*Federal policy for Head Start programs specify that all volunteer services claimed as non-federal share must be substantiated by time records, which have been signed by the volunteer and the supervisory personnel. The In-Kind Contribution Form must show the actual hours worked, and the specific duties performed.