

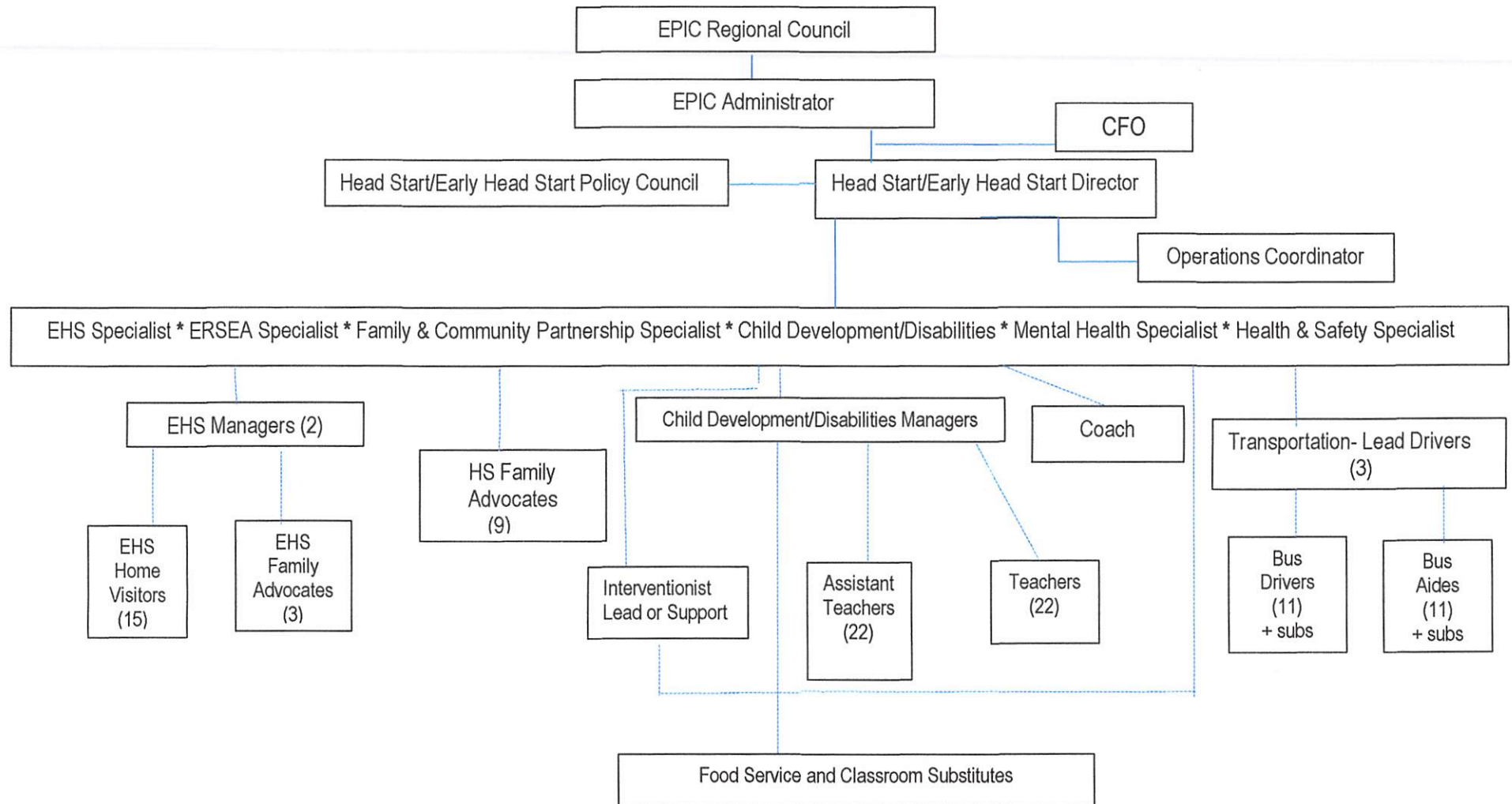
PROGRAM GOVERNANCE

PERFORMANCE STANDARD 1301.1-6

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

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

Organization Chart
Eastern Panhandle Instructional Cooperative
Head Start – 2026-2027



Policy Council Funds Procedure

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

Procedure:

- * The Policy Council Budget will be maintained through the requisition/purchase order system of EPIC EHS/HS/PK program. The budget will be maintained with six separate pages, one for each individual county/program (BC HS, BC EHS, JC HS, JC EHS, MC HS, MC EHS) and will be based upon enrollment of that specific county/program at \$17 per child/expectant mother.
- * All companies and individuals utilized for services through this budget must accept purchase orders and be set up as a vendor in advance. If the vendor is not in WVEIS system, a W-9 is required to have them set up as a vendor
- * A Fund Request form and Parent Event Outline will be completed in its entirety and sent for Review by the Family Community Partnership Specialist 1 week in advance of the intended event and presented to Policy Council for approval.
- * Actual expenses cannot exceed the requested amount.
- * Wal-Mart purchases must be completed with cardholder and purchased completely separate from general program purchases. **Make sure you write on the receipt that it was purchased by EHS or HS using Policy Council Funds along with the county.**
- * Martin's and Food Lion Policy Council purchases must also be on separate receipts from general program items. **Make sure you write on the receipt that it was purchased by EHS or HS using Policy Council Funds along with the county.**
- * Once the requisition has been approved, a copy of the requisition will be scanned to the Family Community Partnership Specialist, indicating the purchase can be made.
- * Each county/program will be responsible for maintaining their individual balances to ensure accuracy.
- * If the staff member/county who requested through requisition decides not to use the requisition to make the purchase, the responsible staff member must contact the EHS/HS/PK Program Operations Coordinator so the requisition can be closed and the funds returned to the account.

EPIC EHS/HS Parent Event Outline

Name of Event: _____

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

Person/People in charge of event organization: _____

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

Name of speaker(s) _____

Contact Information: _____

Phone (____) ____-____

Phone (____) ____-____

Email _____

Email _____

Training topic(s): _____

Goal(s): _____

Brief description of event activities: _____

Supplies Needed	Person getting supplies

Funds Needed for the Supplies: \$ _____

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

Date received by Specialist: _____

Meeting Approved by PC on ____/____/____ Manager/Specialist signature: _____

7/11/2025

PARENT EDUCATION USES FOR POLICY COUNCIL PARENT FUND

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

Please let your family advocate or teacher/asst. teacher know if you are interested in the following assistance:

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

**EPIC Head Start/Pre-K and Early Head Start
(All staff, consultants, contractors and volunteers)**

Standards of Conduct

1. We will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, disability, sexual orientation or family composition.
2. **We will follow program confidentiality policies concerning personally identifiable information about children, families, and other staff members.**
3. **No child will be left alone or unsupervised while under our care. There must always be two staff with children.**
4. We will use positive methods of child guidance to support children's well-being and prevent and address challenging behavior.
5. We will not engage in behaviors that maltreat or endanger the health or safety of children including but not limited to:
 - A. Corporal punishment; or physically abusive behavior, defined as intentional use of physical force that results in or has the potential to result in physical injury.
 - B. Sexually abusive behavior, defined as any completed or attempted sexual act, sexual contact, or exploitation.
 - C. Emotionally harmful or abusive behavior, defined as behaviors that harm a child's self-worth or emotional well-being.
 - D. Neglectful behavior, defined as the failure to meet a child's basic physical and emotional needs including access to food, education, medical care, appropriate supervision by an adequate caregiver, and safe physical and emotional environments
6. We will adhere to the NAEYC Code of Ethics in working with children and families and staff.
7. We will follow the social media policy, which aligns with the public school system and follows State Law.
 - A. 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 child only.
 - B. Any messages that are posted to FACEBOOK, INSTAGRAM or any other social media that are viewed 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.
8. 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 held on a school premises, in a building or other property being used by our educational program. Unacceptable behavior will be taken seriously and investigated to determine proper interventions for the safety of all.

- A. 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).
- B. If an adult has a concern or issue with the program, the adult will address with supervisory staff in person.
- C. All adults will model how to respond appropriately to daily situations.

9. Professional Communications:

- A. Use appropriate tone and language. Be clear, respectful, and concise; avoid slang, sarcasm, or overly casual expressions.
- B. Proofread before sending. Check for typos, accuracy, and correct attachments or recipients.
- C. Respect confidentiality. Do not share sensitive or internal information without authorization.
- D. Respond in a timely manner. Aim to acknowledge or reply within one to two business days unless otherwise stated.
- E. Avoid emotional or impulsive communication. If upset, draft your email and review it later before sending.
- F. Keep records as required. Retain important communications for accountability and reference, in line with company policy.

10. Following the Chain of Command

- A. Respect organizational hierarchy. Communicate concerns, requests, and issues through your immediate supervisor before escalating further.
- B. Use proper escalation procedures. If an issue cannot be resolved at your level, follow the approved reporting line (e.g., Supervisor → Manager → Director).
- C. Do not bypass authority. Reaching higher management or external parties without exhausting internal options may undermine teamwork and accountability.
- D. Encourage open communication. While hierarchy should be respected, constructive feedback and ideas can still be shared appropriately within teams.
- E. Document and communicate appropriately. When escalating matters, use clear summaries of previous discussions and actions taken.
- F. Follow confidentiality and integrity. Information shared up or down the chain must remain truthful, accurate, and professional.

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

Staff Signature

Date

Performance Standard	Subpart B -	Head Start & Early Head Start Policies and Procedures <i>Eastern Panhandle Instructional Cooperative</i> EPIC Serving the educational needs of the entire community
Subpart	§ 1301 (to include Section 642 of the 2007 Head Start Act)	
Effective Date	07/2023	
Revised Date	07/2023	
Reviewed Date	07/2026	
Responsibility	Director, Specialists	

Subject: Provision of Required Documents

Policy: Each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and the policy council, about program planning, policies, and Head Start agency operations, including- (A) monthly financial statements, including credit card expenditures; (B) monthly program information summaries; (C) program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency; (D) monthly reports of meals and snacks provided through programs of the Department of Agriculture; the financial audit; (F) the annual self-assessment, including any findings related to such assessment; (G) the communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates; (H) communication and guidance from the Secretary; and (I) the program information reports.

Procedure:

1. Director and ERSEA Specialist will schedule meeting within first two weeks of each month.
2. Director and ERSEA Specialist will review and discuss tracking sheet items:
 - a) Is the item complete and ready to send
 - b) If not complete, who is responsible
 - c) What information is needed or needs to be included
 - d) Have the numbers been rechecked for accuracy
 - e) Have copies been made for distribution
3. All items are sent to the respective councils 2 days in advance of the meeting for individual review. The EPIC Administrator sends all documents in a file to each Regional Council member. The ERSEA Specialist sends all documents to each elected Policy Council member.

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.

1. **Training/Orientation** – occurs each September. Provides specific information on each content area and then how each area impacts every other area.