# TABLE OF CONTENTS STAFF MANUAL

## SECTION I - PROGRAM GOVERNANCE 1301.1 - 1301.6

Mission Statement

Organizational Chart

Policy Council Funds Procedure

Fund Request Form

Parent Event Outline

Parent Education Use of Parent Fund

Fund Raising Policy

Standards of Conduct

## **SECTION II - PROGRAM OPERATIONS 1302**

# SUB PART A 1302.10 - 1302.18 Eligibility, Recruitment, Selection, Enrollment and Attendance

Procedures for Determining Eligibility

Federal Poverty Guidelines

Procedure for Ranking Children

Income and Eligibility Verification Form

Statement of No Income

Recruitment and Enrollment Procedure

Selection Criteria - EHS Form

Selection Criteria - HS Child Form

Contract - Parent

Emergency Release Form

Attendance Policy

Staff Attendance Procedures

Absentee Call Plan

Attendance Plan

Drop/Add/Transfer Form

## SUB PART B 1302.20 - 1302.24 Program Structure

Statement of Purpose

Capacity of Sites

Program Location by County

Directions to Sites

# SUB PART C 1302.30 - 1302.36 Education and Child Development Program Services

Purpose

Teaching and the Learning Environment/Effective Teaching Practices

Teaching and the Learning Environment/Learning Environment

Teaching and the Learning Environment/Materials and Space for Learning

Teaching and the Learning Environment/Promoting Learning Through Approaches

Curricula

Child Screening and Assessment/Developmental

Brigance Screen - 3 year old

Brigance Screen - 4 year old

Brigance Screen - 5 year old

Developmental Screen Tracking Form

Social/Emotional Screening

Brigance Social/Emotional Screener

Screen Tracking

Referral Form

Family Support Plan

Assessment for Individualization

School Readiness Plan Procedure

Individual Learning Plan Form

**Engaging Parents and Family Members** 

Home Visits/Parent Conference Procedure

Home Visit/Parent Conference Form

Home Visit/Parent Conference Confirmation

Parent Interview - Initial

Parent Interview – Final

Home Visit/Parent Conference Tracking Form

# SUB PART D 1302.40 - 1302.47 HEALTH PROGRAM SERVICES

Health Services Purpose

Health Procedures

Health Screening Referral Form

Health Follow-up Referral Form

**EPSDT Schedule** 

Birth History

Health and Screening Timeline

Screening Summary

Lead Risk Assessment/HGB-HCT

**Nutritional Screening** 

Individualized Health Plan

Medication Administration Policy

Seven Rights of Medication Administration

Instructions for Health Care Provider

Medication Permission Form

Medication Tracking Log

Record of Emergency Medication

Controlled Substance Tracking

Medication Disposal Log

Healthcare Plan

Using an Epi Pen

Asthma Packet

Communicable Disease Procedure

When to Keep Your Child at Home or Cancel a Home Visit

When Students Return to School after Illness

Mental Health Process Diagram

Tiers of Service

Mental Health Referral Process

Mental Health Referral Packet

Permission to Observe/Work with Child

Informed Consent

Mental Health Team Meeting Form

Mental Health DAP Note

Mental Health Communication Log

Treatment Plan

Discharge Summary

Social Emotional Observation Procedure

Social Emotional Form

Severe Behavior Intervention Policy and Procedures

Behavior Intervention Plan

Placement Modification Approval Form

Family Style Meal Service

Packed Meal Guidelines

**Dietary Forms** 

Procedures for Celebration of Birthdays and Other Special Events

Safety Practices - Active Supervision

Head Start Daily Roster

General Health and Safety Info

Miscellaneous Safety Procedures with Children

AED Inspection Form

Emergency and Disaster Plan (one page)

Emergency Plan (8 pages)

Emergency Response Drills (on red paper posted)

First Aid Kit Checklist

Fire Drill Safety Report (on light blue paper posted)

Hazard Mapping Form

Incident/Accident Form

Internal Investigation Procedure

Internal Concern Form

Monthly Safety Requirements Checklist

**Outdoor Environment Checklist** 

Classroom Visitor/Volunteer Tracking Form

Special Services Tracking Form

Sanitizing Checklist

Serious Occurrence Form

Licensure Regulations Defining Serious Occurrence

## SUB PART E 1302.50 - 1302.53 Family and Community Engagement Program Services

Family and Community Engagement Procedure

Child Abuse and Neglect Reporting Procedure

Referral for Child Protective Services

Confidentiality Policy

Court Order and Subpoena Procedures

Family Demographics

Goal Setting and Service Plan

Family Advocate Home Visit Checklist

Family Service/Health Referral

Family Service/Health Referral Sample

How Parents are Involved in the Program

Procedures for Approving Parent Travel

Parent Feedback Survey

Parent Interest Survey

Permission for Release and Exchange of Information

Thoughts/Suggestions Form and Procedure

Concern Form

## SUB PART F 1302.60 - 1302.61 Additional Services for Children with Disabilities

Disabilities Services

IEP Addendum

IEP Addendum Sample

**Emergency Evacuation Plan** 

# SUB PART G 1302.70 - 1302.72 Transition Services

Section in Process

#### SUB PART H 1302.80 - 1302.82 Services to Enroll Pregnant Women

Section Information Available in the EHS Manual

## SUB PART I 1302.90 - 1302.94 Human Resources Management

Report of Arrest

Pathways of Communication

Court and Jury Duty

**Dress Code** 

Drug Free Workplace Policy

Drug Free Workplace Verification Statement

Documentation of Reasonable Suspicion of Substance Abuse

Expected Behavior in Safe and Supportive Schools

Grievance Procedure

Grievance Form

Guidelines Regarding Presence of Family Members During Work

Hiring Procedures

Home Visit Safety Guide

Leave Procedures

Leave Form

Licensing Requirements for Staff

Staff Medication Policy

Training and Professional Development

Individual Professional Development Plan

Staff Support Plan

Improvement Plan

Social Media Amendment

EPIC Social Networking Guidance

Tobacco Policy

Travel Form Procedures

Travel Form

Travel Form Sample

**Tuition Reimbursement Form** 

Volunteer Policy

Procedures for Enrolling Community Volunteers

# SUB PART J 13021.100 - 1302.103 Program Management and Quality Improvement

Family Advocate Monthly Monitoring Log

Managers Monitoring Log

Self-Assessment Procedures

Staffing Focus Procedure

Staffing Focus Form

Staffing Focus Sign-In

# SECTION III Financial and Administrative Requirements 1303 SUB PART A 1303.2 – 1302.5 Financial Requirements

In-Kind Matching Funds

Activity and Volunteer Time-Sheet

Professional and Donated In-Kind Form

# SUB PART B 1302.10 - 1303.12 Administrative Requirements

Section in Process

## SUB PART C 1303.20 - 1303.24 Protection for the Privacy of Child Records

Child Files Sign-In

Child Individual File Information Forms

# SUB PART D 1303.30 - 1303.33 Delegation of Program Operations

Section in Process

#### SUB PART E 1303.40 - 1303.56 Facilities

Section in Process

## SUB PART F 1303.70 - 1303.75 Transportation

Safety Procedure

**Emergency Release Form** 

Bus Stop Change Request

Driver and Bus Aide Training Procedure

Bus Passenger Attendance Form

Parent Call List

Not Running Log

New Child Added Form

Absentee Call Log

Additional Training Procedures

Seating Chart

Day Care Provider Staff List

Accident Release Form Not Met at Designated Stop Procedure Not Met at Designated Stop Form Trip Routing Procedures Bus Runs/Times Form Safety Procedures/Evacuations Bus Evacuation Tracking Form Off-Site Evacuation Drill Bus Rules - English Bus Rules - Spanish Loading and Unloading - English Loading and Unloading - Spanish Berkeley County Emergency Plan Jefferson County Emergency Plan Morgan County Emergency Plan Vehicle Accident Report Accident Release Form Controlled Substance Policy Emergency Equipment Checklist for Bus Bus Driver Evaluation Bus Aide Evaluation Inclement Weather Guidelines Preventative Maintenance and Repair Request Form Pre-Trip Inspection Report