

**REGION 14 EDUCATION SERVICE CENTER  
HEAD START OPERATIONAL PLAN**

**Head Start Program Staffing Requirements**

<b>Perf. Standard Ref. #</b>	<b>Objective</b>	<b>Specific Tasks/ Activities</b>	<b>Person(s) Responsible</b>	<b>Target Date</b>	<b>Reference</b>
1306.20(a)	20(a) <b>Program Staffing Patterns:</b> Grantees must meet the requirements of 45 CFR 1304.52(g), Classroom Staffing and Home Visitors, in addition to the requirements of this Section.	Meet requirements	*HSD	September – August	Documentation
1306.20(b)	20(b) Grantees operating <b>center-based program options must employ two paid staff persons (a teacher and a teacher aide or two teachers) for each class.</b> Whenever possible there should be a third person in the classroom as a volunteer.	<b>P&amp;P 1306.20(b)</b>	*HSD Head Start ESC/ISD Staff  LEAs	September – August	Employee Handbook  Volunteer Documentation  PROMIS
1306.20(c)	20(c) Grantees <b>operating home-based program options must employ home visitors responsible for home visits and group socialization activities.</b>	-Employ Home-Based teacher(s) to provide services in communities in the five-county region which do not have sufficient children to provide a full Head Start class in the public school, or where there are children in need of Home-Based services on the center-based wait list.	*HSD In collaboration with LEAs	September-August	Community Assessment  Home-Based Files  PROMIS  Waiting Lists
1306.20(d)	20(d) Grantees operating <b>a combination program</b> option must employ, for their classroom operations, two paid staff persons, a teacher and a teacher aide or two teachers, for each class. Whenever possible, there should be a third person in the classroom who is a volunteer. They must employ staff for home	Not applicable	NA	NA	NA

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	visits who meet the qualifications the grantee requires for home visitors.				
1306.20(e)	20(e) <b>Classroom staff and Home Visitors</b> must be able <b>to communicate with the families they serve either directly or through a translator</b> . They should also be familiar with the ethnic background of these families.	-Provide a designated translator available for each Head Start classroom and home-based program, preferably a Head Start classroom employee, to translate for non-English speaking clients. -Use parents and other LEA staff as translators, also.	*HSD Head Start ESC/ISD Staff in collaboration with LEA Administrators  FCPC	September- August	Employee Handbook  Documentation
1306.21	<b>Staff Qualification Requirements</b> Head Start programs must comply with section 648A of the Head Start Act and any subsequent amendments regarding the <b>qualifications of Classroom teachers</b> .	-Ensure all Head Start classroom teachers are certified. -Ensure Home-Based teacher has her CDA or teacher certification. (Prior to employment, if Home-Based teacher(s) does not have CDA credential, ensure classes to obtain that credentials are begun as soon as classes are available.  <b>P &amp; P 1304.52k</b>	*HSD In collaboration with LEA Administrators  <b>P &amp; P 1304.52k</b>	September- August	Personnel Files  ESC Home- based Personnel File(s)  <b>P &amp; P 1304.52k</b>
1306.22(a)	<b>Volunteers</b> 22(a) Head Start programs <b>must use volunteers to the fullest extent possible</b> . Head Start grantees must develop and implement a system to actively recruit, train, and utilize volunteers in the program.	-Actively recruit volunteers through parent meetings, community meetings, and special projects, (i.e., the Language Facilitator program and Fatherhood Project Share).  <b>Section 1304.40</b>	*HSD  Head Start ESC/ISD Staff  <b>Section 1304.40</b>	September – August	PROMIS Minutes and other Documentation  <b>Section 1304.40</b>
1306.22(b)	22(b) <b>Special efforts must be made to have volunteer participation, especially parents, in the classroom and during group socialization</b>	-Encourage volunteer participation in the classroom, during group socialization and during special	*HSD Head Start ESC/ISD Staff	September – August	PROMIS and other Documentation

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	activities.	events. <b>Refer to all sections</b>	<b>Refer to all sections</b>		<b>Refer to all sections</b>
1306.23(a)	<b>Training</b> 23(a) Head Start Grantees must provide pre-service training and in-service training opportunities to program staff and volunteers to assist them in acquiring or increasing their knowledge and skills they need to fulfill their job responsibilities. This training must be directed toward improving the ability of staff and volunteers to deliver services required by Head Start regulations and policies.	-Provide Head Start Orientation to program staff and volunteers. -Provide in-service training throughout the year, including Head Start sponsored trainings and Head Start Recommended trainings as part of the overall Training Plan.  <b>Refer to section 1304.52</b>	*HSD/PIC  Head Start ESC Staff  Community Partners <b>Refer to section 1304.52</b>	September – August	Agendas Systems Program Handbook Improvement Plan  <b>Refer to section 1304.52</b>
1306.30(a)	<b>Provisions of Comprehensive Child Development Services</b> 30(a) All Head Start grantees must provide comprehensive child development services, as defined in the Head Start Performance standards.	-Comply with Standards	*HSD PIC	September – August	Parent Newsletters Training Plan
1306.30(b)	30(b) All Head Start Grantees must provide classroom or group socialization activities for the child as well as home visits to the parents. The major purpose of the classroom or socialization activities is to help meet the child’s development needs and to foster the child’s social competence. The major purpose of the home visits is to enhance the parental role in the growth and development of the child.	-Provide classroom and group socialization activities.  -Complete at least two home visits in center-based programs.  <b>P &amp; P 1304.40i and Section 1304.21</b>	*HSD/COEC  Head Start ESC/ISD Staff <b>P &amp; P 1304.40i and Section 1304.21</b>	September – August	Lesson Plans Other Documentation  Child File Contact Logs  <b>P &amp; P 1304.40i and Section 1304.21</b>
1306.30(c)	<b>30(c) The facilities</b> used by Early Head Start and Head Start grantee and delegate agencies for regularly scheduled center-based and combination	-Comply with standards	*Executive Director	September – August	Visit Reports  Health and

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	program option classroom <b>activities must comply with State and local requirements concerning licensing.</b> In cases where these licensing requirements are less comprehensive or less stringent than the Head Start regulations, grantee and delegate agencies are required to assure that their facilities are in compliance with the Head Start Program Performance Standards related to health and safety as found in 45 CFR 1304.53(a), Physical Environment and Facilities.		HSD  LEAs		Safety Checklists  Other Documentation
1306.30(d)	30(d) All Grantees must identify, secure and use <b>community resources in the provision of services to Head Start children and their families prior to using Head Start funds</b> for these services.	-Use community resources first in the provision of services to Head Start children and their families. -Use Head Start funds for these services as the last resort.	*HSD  Head Start ESC Staff	September – August	Budget  Other Documentation
1306.31(a)  1306.31(b)  1306.31(c)	31(a) <b>Choosing a Head Start program option:</b> (a)Grantees may choose to <b>implement one or more than one of three program options:</b> a center-based option, a home-based option, or a combination program option, (b)The program option chosen must <b>meet the needs of the children and families</b> as indicated by the community needs assessment conducted by the grantee. <b>(c) When assigning children</b> to a particular program option, Head Start grantees that operate more than one program option must <b>consider such factors as the child’s age, developmental level, disabilities, health, or learning problems, previous preschool experiences and family</b> situations. Grantees must also consider parent’s concerns and wishes prior to making final assignments.	-Implement eleven center-based options as an integral part of school district campuses. -Implement one home-based option within Region XIV -meet children and family needs as indicated by the community needs assessment.  -Comply with standard in collaboration with LEAs  <b>P &amp; P 1304.50d1iii and Section 1305</b>	*HSD  Head Start ESC/ISD Staff LEAs  *HSD Head Start ESC Staff  *HSD Head Start ESC Staff  <b>P &amp; P 1304.50d1iii and Section 1305</b>	September – August  September – August  September – August  September – August	Program Handbook Community Assessment Plan and Surveys  Recruitment Efforts  <b>P &amp; P 1304.50d1iii and Section 1305</b>

**HEAD START PROCEDURES FOR:  
Staffing for Head Start Classes  
COMPONENT: CENTER FOR YOUNG LEARNERS**

- 1.0 **Scope:** Performance Standard 1306.20(b) Staffing for Head Start Classes
- 2.0 **Responsibility:**
  - 2.1 COEC
  - 2.2 ESC Head Start Staff
  - 2.3 ESC Head Start School Staff
- 3.0 **Resources:**
  - 3.1 Head Start Performance Standard
  - 3.2 Region 14 ESC Head Start Standards of Conduct
- 4.0 **Procedures:**
  - 4.1 To ensure that children are always supervised by 2 adults:
    - 4.1.1 Employ two paid staff persons (a teacher and teacher aide) and when possible there should be a third person in the classroom as a volunteer (adult volunteer).
    - 4.1.2 In the event that one of the paid staff needs to attend to a child (i.e. to take a child to the rest room from the playground, take a child to the nurse's office, etc...), an adult volunteer may serve as the second person on duty with the children. A volunteer may never be left alone with children or with one child.
    - 4.1.3 In the event that a volunteer is not available the Family Service Worker or a Floating Aide may be the second adult on duty.
    - 4.1.4 Each school will be provided with *Walkie Talkie's* for the purpose of communication between the Family Service Worker's office and the classroom staff. While at school, the classroom staff and the Family Service Worker will have the *Walkie Talkies* available at all times. The classroom staff will contact the Family Service Worker as needed to ensure that two adults are always supervising the children. (For the convenience of the ISD staff, personal or school phones may be used in place of the *Walkie Talkies*.)
    - 4.1.5 When the Family Service Worker is away from the school, the Principal will designate an ISD staff person as the backup person to have access to the *Walkie Talkie*. The designated person will make sure that 2 adults are available as needed for Head Start class supervision.

**HEAD START PROCEDURES FOR:  
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- 4.2 Two adults will be available to ensure that children are safe and treated with respect:
- 4.2.1 Children will be given a bathroom break before going to another location (i.e. the playground, the lunchroom, on a field trip, etc...)
  - 4.2.2 Restroom needs are always given priority (no wait time). One staff person will take a child or a small group of children to the restroom as necessary.
  - 4.2.3 The classroom staff is responsible for changing a child's clothes if they are soiled. Appropriate clothing should be used (i.e. extra clothes from the child's home, donated clothing, clothing that is respectful to the child's gender and size).

**5.0 Associated Documents:**

- 5.1 Operational Plan
- 5.2 Region 14 ESC Head Start Standard of Conduct

**6.0 Record Retention Table:**

<b>Identification</b>	<b>Format</b>	<b>Storage</b>	<b>Retention</b>	<b>Disposition</b>	<b>Protection</b>
ESC 14 Board Orientation meeting minutes	Printed & Online	ESC Head Start Director's Office	Until the Procedure Changes	Shredded	Back-up
Policy Council Orientation meeting minutes	Printed & Online	Policy Council Binder	Until the Procedure Changes	Shredded	Back-up

**7.0 Monitoring:**

- 7.1 ESC Staff Observations
- 7.2 Parent Comments

**8.0 Revision History:**

<b>Date:</b>	<b>Revision#</b>	<b>Description of Revision</b>
8-2009		Reviewed & Revised as needed
10/05/09		

**REGION 14 EDUCATION SERVICE CENTER  
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**Center-Based Program Option**

Perf. Standard Ref. #	Objective	Specific Tasks/ Activities	Person(s) Responsible	Target Date	Reference
1306.32(a)(1)	<p><b>32(a) Class Size</b></p> <ol style="list-style-type: none"> <li><b>1. Head Start classes must be staffed by a teacher and an aide or two teachers and, whenever possible, a volunteer.</b></li> <li><b>2. Grantees must determine that their class size based on the predominant age of the children who will participate in the class and whether or not a center-based double session variation is being implemented.</b></li> <li><b>3. For classes serving predominantly four or five year old children, the average class size of that group of classes must be between 17 and 20 children with no more than 20 children enrolled in any one class.</b></li> <li><b>4. When double session classes serve predominantly four or five year old children, the average class size of that group of classes must be between 15 and 17 children. A double session class for four or five year old children may have no more than 17 children enrolled. (See paragraph (c) of this section for other requirements regarding the double session variation.)</b></li> </ol>	<p>-Ensure that each classroom contains one certified teacher, one educational aide and one family service worker. In schools with much smaller caseloads where two aides are not warranted, only one aide will be supplied. If predominant age in the classroom is 4 year olds, class size can be up to 20 children except for double class size in which maximum size is 17.</p> <p><b>EMPLOYEE HANDBOOK</b></p>	<p><b>*LEAs and HSD</b></p> <p><b>EMPLOYEE HANDBOOK</b></p>	September – August	<p>Employment records at ESC and LEA, Reimbursement records, Salary Verification Records</p> <p>Attendance Records</p> <p><b>EMPLOYEE HANDBOOK</b></p>
1306.32(a)(2)				September to August	
1306.32(a)(3)				<p><b>*LEAs and HSD</b></p> <p>Head Start ESC/ISD Staff</p>	
1306.32(a)(4)					

Perf. Standard Ref. #	Objective	Specific Tasks/ Activities	Person(s) Responsible	Target Date	Reference
1306.32(a)(5)	<p>32(a)(5) For classes serving predominantly <b>three year old children</b>, the <b>average class size</b> of that group of classes must be <b>between 15 and 17 children</b>, with no more than 17 children enrolled in any one class.</p> <p>(a)(6) When <b>double session classes serve predominantly three-year-old children</b>, the <b>average class size</b> of that group of classes must be <b>between 13 and 15 children</b>. A double session class for three year old children may have <b>no more than 15 children enrolled</b>. (See paragraph (c) of this section for other requirements regarding the double session variation.)</p> <p>(a)(7) It is <b>recommended</b> that <b>at least 13 children</b> be <b>enrolled</b> in each <b>center-based option</b> class where feasible.</p>	-Maintain a class size of no more than 17 children. Maximum number of double session classes is 15.	LEAs and HSD Head Start ESC staff	September - August	Attendance Records
1306.32(a)(6)					
1306.32(a)(7)			-Maintain a classroom of 13 children. If there are fewer children enrolled in Head Start, classroom enrollment may be supplemented with other children of appropriate age grouping to bring class size to minimally 13.	*LEAs and HSD  Head Start ESC Staff	September – August
1306.32(a)(8)	32(a)(8) A class is considered to serve predominantly four- or five-year-old children if more than half of the children in the class will be four or five years old by whatever date is used by the State or local jurisdiction in which the Head Start program is located to determine eligibility for public school.		*HSD Head Start ESC/ISD Staff	September – August	Enrollment Records Medical Tracking Records Child's File birth certificate
1306.32(a)(9)	<p>32(a)(9) A class is considered to serve predominantly <b>three-year-old children if more than half of the children in the class will be three years old by whatever date is used by the State or local jurisdiction</b> in which Head Start is located to determine eligibility for public school.</p>				
1306.32(a)(10)		-Use September 1 for determining predominant age of children in a			

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	32(a)(10) Head Start grantees must <b>determine the predominant age of children</b> in the class at the start of the year. There is no need to change that determination during the year.	classroom (with exception of a child with a disability being enrolled on her 3 <sup>rd</sup> birthday). -Comply with standard.			
1306.32(a)(11)	32(a)(11) In some cases, State or local licensing requirements may be more stringent than these class requirements, preventing the required minimum numbers of children from being enrolled in the facility used by Head Start. Where this is the case, <b>Head Start grantees must try to find alternative facilities that satisfy licensing requirements</b> for the numbers of children cited above. If no alternative facilities are available, the responsible HHS official has the discretion to approve enrollment of fewer children than required above.	-Conduct classes, with the exception of the home-based program, in the public school. Licensing standards do not apply to the public school. However, should there exist a conflict, alternate care shall be found.	<b>*HSD/LEAs</b>  Head Start ESC/ISD Staff	September – August	PROMIS
1306.32(a)(12)	32(a)(12) <b><u>PREDOMINANT AGE OF CHILDREN IN THE CLASS</u></b> <b>4 AND 5 YEAR OLDS</b>	<b><u>FUNDED CLASS SIZE (FUNDED ENROLLMENT)</u></b> Program average of 17 -20 children enrolled per class in these classes. No more than 20 children enrolled in any class.			
	<b>4 AND 5 YEAR OLDS IN DOUB LE SESSION CLASSES</b>	Program average of 15-17 children enrolled per class in these classes. No more than 17 children enrolled in any class			
	<b>3 YEAR OLDS</b>	Program average of 15-17 children enrolled per class in these classes. No more than 17 children enrolled in any class.			
	<b>3 YEAR OLDS IN DOUBLE SESSION CLASSES</b>	Program average of 13-15 children enrolled per class in these classes. No more than 15 children enrolled in any class.			

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HEAD START OPERATIONAL PLAN**

**Center-Based Program Option**

Perf. Standard Ref. #	Objective	Specific Tasks/ Activities	Person(s) Responsible	Target Date	Reference
1306.32(b)(1) 1306.32(b)(2) 1306.32(b)(3)	<p>32(b) <b><u>Center based program option requirements.</u></b></p> <p>(1) Classes must operate for four or give days per week or some combination of four and five days per week.</p> <p>(2) Classes must operate for <b>a minimum of three and one-half to a maximum of six hours per day</b> with four hours being optimal.</p> <p>(3) The <b>annual number of required days</b> of planned class operations (days when children are scheduled to attend) <b>is determined by the number of days per week each program operates.</b> Programs that operate <b>for five days per week must provide at least 160 days per year of planned class operations.</b> Grantees implementing a combination of four and five days per week must plan to operate between 128 and 160 days per year. The minimum number of planned days of service per year can be determined by computing the relative number of four and five day weeks that the program is in operation, All center-based program options must provide a minimum of 32 weeks of scheduled days of class o9perations over an eight or nine month period. Every effort should be made to schedule makeup classes using existing resources if planned class days fall below the number required per year.</p>	<p>-Conduct classes five days a week. Part day classes shall operate for a minimum of 3 ½ to 4 hours per day. Full day classes shall operate for 6 hours.</p> <p>-Maintain the schedule of the public school. Parents shall be notified in advance of when the Head Start class shall start and end. The Head Start classroom shall operate between 128 to 160 days per year. LEA class schedule provides for bad weather days when planning the school year.</p>	<p><b>*HSD/LEAs</b></p> <p>Head Start ESC/ISD Staff</p> <p><b>HSD/LEAs</b></p>	<p>September – August</p> <p>September – August</p>	<p>Attendance Records</p> <p>Attendance Records Classroom Statistics Form</p>

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1306.32(b)(4)  1306.32(b)(5)	<p>32(b)(4) Programs must make a reasonable estimate of the number of days during a year that <b>classes may be closed due to problems such as inclement weather or illness</b>, based on their experience in previous years. Grantees must <b>make provisions in their budgets and program plans to operate makeup classes</b> and provide these Classes, when needed, to prevent the number of days of service available to the children from falling below 128 days per year.</p> <p>32(b)(5) <b>Each individual child is not required to receive the minimum days of service</b>, although this is to be encouraged in accordance with Head Start policies regarding attendance. The <b>minimum number of days also does not apply to children with disabilities</b> whose IEP may require fewer planned days of service in the Head Start program.</p>	<p>-Provide consideration for family emergencies, illnesses, military situations, children with disabilities, etc., in Region 14 Head Start Program. No child shall be dropped for these reasons. <b>P &amp; P 1305.8</b></p>	<p><b>*HSD</b>  LEAs  Head Start ESC/ISD Staff <b>P &amp; P 1305.8</b></p>	<p>September – August</p>	<p>Absence and Attendance Policy  <b>P &amp; P 1305.8</b></p>
1306.32(b)(6)	<p>32(b)(6) Head Start grantees operating <b>migrant programs are not subject to the requirement for a minimum number of planned days</b>, but must make every effort to <b>provide as many days of service as possible</b> to each migrant child and family.</p>	<p>-Ensure that each qualifying migrant child be welcomed in the Head Start program. Acceptance of enrollment shall be based on the number of days the child may or may not be able to attend the program. Head Start shall coordinate with LEA's program for migrant workers.</p>	<p><b>*HSD</b>  Head Start ESC/ISD Staff</p>	<p>September – August</p>	<p>Enrollment Records And Waiting Lists</p>
1306.32(b)(7)	<p>32(b)(7) <b>Staff must be employed for sufficient time to allow them to participate in pre-service training, to plan and set up the program at the start of the year, to close the program at the end of the</b></p>	<p>-Ensure staff be provided with in-service training and pre-service training as determined by each school district. Head Start shall</p>	<p><b>*HSD</b>  LEAs</p>	<p>September – August</p>	<p>Training Plan Hours of LEA Operation</p>

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	<p><b>year</b>, to conduct home visits, to conduct health examinations, screening and immunization activities, to maintain records, and to keep service component plans and activities current and relevant. <b>These activities should take place outside of the time scheduled for classes in center-based programs.</b></p>	<p>provide substitute teachers, for Head Start sponsored trainings during the school year, as set forth in the reimbursement criteria each year. Orientation and pre-service training prior to school beginning shall be provided yearly by Head Start. Reimbursement shall be provided to those attending these sessions. Classroom teachers are allowed sufficient time for lesson planning and home visits, etc.</p>	<p><b>Head Start ESC Staff</b></p>		
1306.32(b)(8)	<p>32(b)(8) Head Start grantees must develop and <b>implement a system that actively encourages parents to participate in two home visits annually</b> for each child enrolled in a center-based program option. These visits must be <b>initiated and carried out by the child's teacher</b>. The child <b>may not be dropped</b> from the program <b>if the parents will not participate in the visits</b>.</p>	<p>-Conduct two home visits a year. If parent refuses, child may not be dropped. If parent refuses to meet in their home, a refusal form may be signed and this meeting may be held elsewhere as a last resort. Every effort should be made, however, to meet in the child's home to further understanding of the family needs and discuss family goal setting. <b>Section 1304.40</b></p>	<p><b>*HSD</b> Head Start ESC/ISD Staff <b>Section 1304.40</b></p>	September – August	Visit Reports Contact Logs in child's file Home Visit forms Refusal of Home Visit Forms <b>Section 1304.40</b>
1306.32(b)(9)	<p>32(b)(9) Head Start grantees operating <b>migrant programs are required to plan for a minimum of two parent-teacher conferences for each child</b> during the time they serve that child. Should time and circumstance allow, migrant programs <b>must make every effort to conduct home visits</b>.</p>	<p>-Provide families of migrant children the same services as any other Head Start child. Two home visits and two parent conferences should be planned in the period of time migrant child is in the Head Start program if possible.</p>	<p><b>*HSD</b> Head Start ESC/ISD Staff</p>	September – August	Home Visit and conference forms Child's File Records
1306.32(c)(1)	<p><b>32(c)(1) Double Session variation.</b> (1) A center-based option with a double-session</p>	<p>-See (a) above. -Operate double session Head Start</p>	<p><b>*HSD</b></p>	September – August	Enrollment Records

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	variation <b>employs a single teacher to work with one group of children in the morning and a different group of children in the afternoon.</b> Because of the larger number of children and families to whom the teacher must provide services, double session program options must comply with the requirements regarding class size <b>explained in paragraph (a) of this section</b> and with all other center-based <b>requirements in paragraph (b) of this section</b> with the exceptions and additions noted in <b>paragraphs (c)(2) and (3) of this section.</b>	classes for 5 days a week.  -Ensure staff be provided with adequate breaks and conference periods for planning, etc. to meet the need of individual children and the Head Start program.	<b>LEA Administratrion</b>  Head Start ESC Staff		ISD Schedules
1306.32(c)(2)	32(c)(2) Each program must <b>operate classes for four days per week.</b>				
1306.32(c)(3)	32(c)(3) Each <b>double session classroom staff member must be provided adequate break time</b> during the course of the day. In addition, <b>teachers, aides, and volunteers must have appropriate time to prepare for each session</b> together, to set up the classroom environment and to <b>give individual attention to children entering and leaving the center.</b>		<b>*HSD</b>  LEA Administration  Head Start ESC Staff	September – August	TEA Guidelines LEA Personnel Policies
1306.32(d)(1)	32(d)(1) A Head Start grantee implementing a <b>center-based program option may operate a full day variation and provide more than six hours of class operations per day using Head Start funds.</b> These programs must comply with all the requirements regarding the center-based program option found I paragraphs (a) and (b) of this section with the exception of paragraph (b)(2) regarding the hours of service per day.	-Conduct a class time not to exceed 6 ½ hours for a full day program.	<b>*HSD</b>  LEA Administration  Head Start ESC/ISD Staff	September – August	Classroom Schedule
1306.32(d)(2)	32(d)(2) Programs are <b>encouraged to meet the needs of Head Start families for full day services by securing funds from other agencies.</b> Before implementing a full day variation of a center-based	-Provide referrals for families needing after school care to CCPO, a program of income eligible families. The Family Service	<b>*HSD/FCPC</b>  FSWs	September – August	Family Partnership, Family Service

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	option, a Head Start grantee should demonstrate that alternative enrollment opportunities or funding from non-Head Start sources are not available for Head Start families needing full-day child care services.	Worker shall assist parents in becoming enrolled in CCPO and in accessing other resources for after school care.			Tracking, Child's file contact log
1306.32(d)(3)	32(d)(3) <b>Head Start grantees may provide full day services only to those children and families with special needs that justify full day services or to those children whose parents are employed or in job training with no caregiver present in the home.</b> The records of each child receiving services for more than six hours per day must show how each child meets the criteria stated above.	-Provide referrals to the Texas Work Force Jobs program, CCPO and other available resources to assist parents who are obtaining job training. Head Start will not actually provide these services.	*HSD/FCPC FSWs PIC	September – August	Family Partnership, Family Service Tracking, Child's file Contact log
1306.32(e)	32(e) <b>Non-Head Start services.</b> Grantees may charge for services which are provided outside the hours of the Head Start program.	Region 14 Head Start does not provide services for after school care except for referrals referenced above.	*HSD Head Start ESC Staff	September - August	

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**Home-Based Program Option**

<b>Perf. Standard Ref. #</b>	<b>Objective</b>	<b>Specific Tasks/ Activities</b>	<b>Person(s) Responsible</b>	<b>Target Date</b>	<b>Reference</b>
1306.33(a)(1)	<b>33(a)(1) Grantee implementing a home based program option must:</b> Provide one home visit per week per family (a minimum of 32 home visits per year) lasting for a minimum of 1 and ½ hours each.	Provide 32 home visits last 1 ½ hours per family.  <b>P &amp; P 1306.33a</b>	<b>*COEC</b> Home Visitor <b>P &amp; P 1306.33a</b>	September – August	Schedule Travel Logs Child Files <b>P &amp; P 1306.33a</b>
1306.33(a)(2)	33(a)(2) Provide, at a minimum, two group socialization activities per month for each child (a minimum of 16 group socialization activities each year).	Provide two group socialization activities per child per month.  <b>P &amp; P 1306.33a</b>	<b>*COEC</b> Home Visitor <b>P &amp; P 1306.33a</b>	September – August	Schedule Travel Logs Child Files <b>P &amp; P 1306.33a</b>
1306.33(a)(3)	33(a)(3) Make up planned home visits or scheduled group socialization activities that were canceled by the grantee or by program staff when this is necessary to meet the minimums stated above. Medical or social service appointments may not replace home visits or scheduled group socialization activities.	Ensure the minimum number of home visits and socialization sessions are met. Medical or social service appointments do not replace socialization activities or home visits.  <b>P &amp; P 1306.33a</b>	<b>*COEC</b> Home Visitor <b>P &amp; P 1306.33a</b>	September – August	Child Files Lesson Plans  <b>P &amp; P 1306.33a</b>
1306.33(a)(4)	33(a)(4) Allow staff sufficient employed time to participate in pre-service training, to plan and set up the program at the start of the year, to close the program at the end of the year, to maintain records, and to keep component and activities plans current and relevant. These activities should take place when no home visits or group socialization activities are planned.	Provide orientation trainings and other trainings for Home Visitor to attend. The Home Visitor will be provided time prior to school beginning and school ending to file and organize records for storage.	<b>*COEC</b> Home Visitor Head Start ESC Staff	September – August	Child Files Training Records
1306.33(a)(5)	33(a)(5) Maintain an average caseload of 10 to 12 families per home visitor with a maximum of 12	The Home Visitor will maintain average caseload of 10-12 families.	<b>*COEC</b> Home Visitor	September – August	Enrollment Records

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	families for any individual home visitor.				
1306.33.(b)	33(b) Home Visits must be conducted by trained Home Visitors with the content of the visit jointly planned by the home visitor and the parents. Home Visitors must conduct the home visit with the participation of parents. Home visits may not be conducted by the home visitor with only babysitters or other temporary caregivers in attendance.	Provide home-based lessons with parent participation. Parents will participate in all aspects of the home based lesson. Parental input will be used by the Home Visitor in setting goals for lesson planning and the child's development.	*COEC Home Visitor Parents	September – August	Parent Home Visit Form and Goals Summary Lesson Plans
1306.33(b)(1)	33(b)(1) The purpose of the home visit is to help parents improve their parenting skills and to assist them in the use of the home as the child's primary learning environment. The home visitor must work with parents to help them provide learning opportunities that enhance their child's growth and development.	-Include parents in goal planning. -Provide training and technical assistance as needed to parents on basic child development and child discipline.	*COEC Home Visitor Parents Head Start ESC Staff	September – August	Parent Initial Home Visit Form and Goals Summary Newsletters Trainings
1306.33(b)(2)	33(b)(2) Home visits must, over the course of a month, contain elements of all Head Start program components. The home visitor is the person responsible for introducing, arranging, and/or providing Head Start services.	-Provide lessons that address development in social, emotional, gross and fine motor skills, language, literacy and cognitive development. Additional areas of emphasis will be nutrition/ safety, multicultural, and dental hygiene.	*COEC Home Visitor Head Start ESC Staff Parents	September – August	Lesson Plan Form
1306.33(c)	33(c) Group socialization activities must be focused on both the children and parents. They may not be conducted by the home visitor with baby-sitters or other temporary caregivers.	-Provide home-based socialization activities for parents and children.	*COEC Home Visitor Head Start ESC Staff Parents	September – August	Lesson Plans Child Files
1306.33(c)(1)	33(c)(1) The purpose of these socialization activities for the children is to emphasize peer group interaction through age appropriate activities in a Head Start classroom, community facility, home, or on a field trip. The children are to be supervised by the home visitor with parents observing at times and actively participating at other times.	-Provide bi-monthly socialization meetings giving opportunities for children to progress in social development activities that are age appropriate. Parents will both observe and participate.	*COEC Home Visitor Head Start ESC Staff Parents	September – August	Lesson Plans Child Files

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1306.33(c)(2)	33(c)(2) These activities must be designed so that parents are expected to accompany their children to the group socialization activities at least twice each month to observe, to participate as volunteers or to engage in activities designed specifically for the parents.	-Parents will accompany children to the group socialization activities at least twice each month, observing, participating, and being actively involved in activities designed to meet individual needs.	<b>*COEC</b> Home Visitor Head Start ESC Staff	September – August	Lesson Plans Child Files
1306.33(c)(3)	33(c)(3) Grantees must follow the nutrition requirements specified in 45 CFR 1304.23(b)(2) and provide appropriate snacks and meals to the children during group socialization activities.	-Provide nutritional training, including snacks during group socialization. Snacks will be from two food groups, and low in fat, salt, and sugar. See 1304.23 for further details.	<b>*COEC</b> Home Visitor Head Start HC	September – August	Lesson Plans

<p><b>HEAD START PROCEDURES FOR: HOME BASE REQUIREMENTS COMPONENT: CENTER FOR YOUNG LEARNERS</b></p>
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**1.0 Scope: Head Start Performance Standard 1306.33(a) Visit Requirements, Socialization Activities, and Make-up Sessions for Home Base.**

**2.0 Responsibility:**

- 2.1 ESC Staff
- 2.2 Home Base Teacher
- 2.3 Parents

**3.0 Resources:**

- 3.1 Child File
- 3.2 Creative Curriculum/Head Start Child Outcomes .net Analysis Notebook  
Creative Curriculum .net Lesson Plans, Activity Center & Individual  
Child Profile Sample.
- 3.3 Curriculum Resource
- 3.4 Sample Symbols to be used in Lesson Plan
- 3.5 Weekly planning form sample

**4.0 Procedures:**

- 4.1 Home Based teacher shall provide 32 home visits per year, lasting 1 and ½ hours per visit.
- 4.2 Two group socializations shall be provided per month.
- 4.3 Home trainings shall be provided at a time that is convenient for parents
- 4.4 Medical or social service appointments do not replace socialization activities or home visits.

**5.0 Associated Documents:**

- 5.1 Home Based lesson Plans
- 5.2 Home Based Visit Reports
- 5.3 Children’s Files

**6.0 Record Retention Table:**

<b>Identification</b>	<b>Format</b>	<b>Storage</b>	<b>Retention</b>	<b>Disposition</b>	<b>Protection</b>
Home Base Lesson Plans	Print	Filing Cabinet at ESC	7 years	Shredded	Locked Cabinet
Home Base Visit Reports	Print	Filing Cabinet at ESC	7 years	Shredded	Locked Cabinet
Child’s File Lesson Plans	Print	Filing Cabinet at ESC	7 years	Shredded	Locked Cabinet

**7.0 Monitoring:**

- 7.1 Quarterly Reviews
- 7.2 10<sup>th</sup> of the month reports

**HEAD START PROCEDURES FOR:  
HOME BASE REQUIREMENTS  
COMPONENT: CENTER FOR YOUNG LEARNERS**

**8.0 Revision History:**

Date:	Revision#	Description of Revision
6-2006		
8-2009		Reviewed and Revised as needed