

Region 14 ESC Head Start Operational Plan/Policy and Procedures Glossary

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	Operational Plan - Center Based Program Option	
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Section	Subject	Procedure
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	Operational Plan - Developing Individualized Education Programs	
	Operational Plan - Nutrition	
1310 Transportation	Operational Plan	

TIME LINE – What’s Happening & When??

<p>AUGUST **** See Below New Employee Forms & Others Employee Forms (Standards of Conduct, etc... See New Employee Section Behind Forms) TB Test for Aides and Teachers Application Complete for Non-Medicaid Children or Refusal Signed by Parent ADA Checklist-(Complete During Work Days Before School)</p>	<p>SEPTEMBER * ** ** ** ** See Below Parent Orientation and Safety Training Meeting Pedestrian Safety Lessons Within the 1st 30 Days Nutrition Summaries Returned to ESC by Sept. 15 All Applications Completed Request for Training to ESC Classroom Schedules to ESC Education Consultants 1st DECA, ASQ:SE/DECA IT (Coincide with Data Entry Day) Data Entry Day for CC .net Family Literacy and Jobs Training Tracking Form (Send Copy to ESC) Reflective Checklist (H.S.) Head Start Guys Form to ESC</p>	<p>OCTOBER * ** ** ** ** See Below Parent Meeting Brigance (45 days)-Early Oct. Initial Home Visit (45 Day) Early Oct.-Cannot be Combined With First Parent/Teacher at School Conference—Suggestion- Do Initial Home Visits EARLY! Heights, Weights, Vision Hearing (45 day)- Early Oct. Family Partnership Language Facilitator’s Training Complete the First Parent Conference Now or During the First Few Weeks of November (Use Head Start Form & CC .net Child Progress & Planning Report)</p>
<p>NOVEMBER * , ** , ** ** , ** ** ** See Below Parent Meeting 90 Day Deadline Medical/Dental Examination 1st Parent Conference (If Not Completed in October) Family Partnership Follow-Up</p>	<p>DECEMBER * , ** , ** ** , ** ** ** See Below Parent Meeting Family Partnership Follow-Up</p>	<p>JANUARY * , ** , ** ** , ** ** ** See Below Parent Meeting Family Partnership Follow-Up 2nd Signature 2nd DECA/DECA IT Week (One Week-May Coincide with Data Entry Day) 2nd Heights & Weights Complete Family Literacy and Jobs Training Tracking Form (Send Copy to ESC) Reflective Checklist (H.S.)</p>
<p>FEBRUARY * ** , ** ** , ** ** ** See Below Recruitment Emphasis Parent Meeting Family Partnership Follow-Up 2nd Home Visit-Use Head Start Home Visit Form CC .net Child Progress & Planning Form Self-Assessment</p>	<p>MARCH * ** , ** ** , ** ** ** See Below Recruitment Emphasis Registrations for Next Year Parent Meeting Family Partnership Follow-up Recruitment activities begin – Community Flyers</p>	<p>APRIL * ** , ** ** , ** ** ** See Below Recruitment Emphasis Registrations for Next Year Parent Meeting Family Partnership Follow-up 3rd Heights & Weights Complete</p>
<p>MAY * ** , ** ** , ** ** ** See Below Selection of Children @ Each Site Parent Meeting Family Partnership Follow-Up End of School Checklist Final at School Parent/Teacher Visit and Transition Visit-Use Head Start Forms-(Share CC.net) (Transition Records to Parents) Family Literacy and Jobs Training Tracking Form (Send Copy to ESC)</p>	<p>PARENT MEETINGS SCHEDULED: Sept: Orientation & Safety Other Trainings TBA: Crisis Management Nutrition Health Child Development Behavior Management Parent Building Blocks</p>	<p>STAFF DEVELOPMENT TRAINING TO BE ANNOUNCED FSW Meetings: To Be Announced Solutions Days!- Distance Learning To Be Announced</p>

*To be **MAILED TO THE ESC Monthly**: 10th of the Month Tracking Form; In-Kind Form, Menus (Breakfast, Lunch, Snack); Parent Request for Family Services Tracking Form; Parent Meeting Forms (Agenda, Minutes, Sign-in Sheet); Language Facilitator Time Sheet; Disability Tracking; Home Visit Log
**** Forms to be Completed Monthly**: Fanny Pack and First Aid Kit Inventory; Smoke Alarm & Fire Extinguisher
*****Forms to be Completed Weekly**: Lesson Plans; Anecdotal & Portfolio Entries for Each Child; PROMIS Weekly Attendance & Meal Tracking (fax to ESC on Monday for the Previous Week)
******Forms to be Completed Daily**: Daily Health Check; Environmental Checklist (Indoor & Outdoor); Sign In/Out Form
OTHER FORMS COMPLETED AS EVENTS TAKE PLACE INCLUDE: Recruitment Activities; Fire & Tornado Drills, School Bus Evacuations and Pedestrian Safety Form



Head Start Philosophy

Region 14 Education Service Center Head Start recognizes that children are not meant to be quiet learners, stay clean at all times, spend lengthy periods of time standing in lines, or stay seated with their hands in their laps. Children learn and develop language and communication abilities through active play during interaction with peers and their environments. Children develop at their own rates, and Region XIV ESC Head Start programs provide children with learning center environments that promote cognitive and motor development, based on the children's interests and ability levels. We recognize that children need multi-sensory opportunities to explore their environments and want children to develop to their potentials.



Head Start Vision

REGION 14 Education Service Center Head Start values:

- ❖ assistance to families in accessing all necessary resources for providing safe, healthy, positive parenting experiences for their children in the homes.
- ❖ establishment of successful home-based and center-based (school district) Early Head Start and Head Start programs, strengthening social-emotional, cognitive, physical, language and communication development in birth to five-year olds.
- ❖ commitment to partnering with school districts in providing quality services to our children and families, completely satisfying Head Start Performance Standards.
- ❖ demonstration of continuous improvement in program quality, efficiency, and excellence throughout the Region 14 service area.

REGION 14 Education Service Center Head Start is committed to expanding the number of Head Start children and families served, as needs are identified in the Community Assessment. Expansion opportunities would include more classrooms added to our currently-served programs, addition of Early Head Starts, or addition of school districts serving Head Start children and families.