

**FAYETTE COUNTY CHILD DEVELOPMENT, INC.**

**POLICIES &  
PROCEDURES**

**AND**

**MANAGEMENT  
GUIDE**

**PERSONNEL POLICIES AND PROCEDURES**  
**FAYETTE COUNTY CHILD DEVELOPMENT,**  
**INC.**

**Oak Hill, West Virginia**

**Revised: August 2023**

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SUBJECT: INTRODUCTION

POLICY NO: 1.0

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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Welcome to Fayette County Child Development, Inc. This manual, while not an implied or expressed contract, states in general terms the conditions of employment for your guidance. It is the policy of Fayette County Child Development, Inc., that all employees are employed at the will of the agency. We place special emphasis at Fayette County Child Development, Inc., on our employees as individuals and recognize that no manual can cover all situations. It is our hope that everyone will be able to achieve the highest level of performance and job satisfaction possible. Neither this manual, nor any other communication shall bind Fayette County Child Development, Inc., to employment.

The purpose of this manual is to set forth the personnel and administrative policies relative to the employees of the Fayette County Child Development, Inc. It also explains benefits which you may receive as an employee. You are encouraged to discuss any questions you may have with your immediate supervisor or with the Director.

This manual shall be amended from time to time in accordance with Policy No. 1.2. It is your responsibility to keep your manual updated. Revisions and changes shall be supplied to you and will be available as soon as possible after adoption.

As an employee "at will" with the ability by law to resign at any time, we hope to provide a work environment which will stimulate you to remain with the program. Likewise, the employer may discharge an employee "at will" with or without cause and without notice at any time. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct.

Fayette County Child Development, Inc.

SUBJECT: MISSION STATEMENT

POLICY NO: 1.1

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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MISSION STATEMENT:

The mission of the Fayette County Child Development, Inc., Head Start is to provide quality comprehensive services to all Head Start children and families in a cohesive and competent manner and to facilitate their development to the fullest potential.

VISION STATEMENT:

We will work together as a Head Start team to meet the challenges of expansion, transition, and community relations in order to best serve our children and families.



Fayette County Child Development, Inc.

SUBJECT: ADOPTING AND  
AMENDING POLICIES

POLICY NO: 1.2

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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This policy manual has been adopted by the Fayette County Child Development, Inc., Board of Directors and approved by the Fayette County Child Development, Inc., Policy Council.

This policy manual will be reviewed at least every year, and as needed. Recommendations for change to the policy manual should be directed to the Executive Director (known as Director) through the suggestion box which is located at the Oak Hill Central Office by May 1<sup>st</sup> of every year.

Fayette County Child Development, Inc.

SUBJECT: PHILOSOPHY STATEMENT

POLICY NO: 1.3

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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PHILOSOPHY STATEMENT:

We believe our first responsibility is to the families we serve. We also believe all interactions with the families must be based on equality with respect for differences and must remain confidential. It is our responsibility to provide current, relevant information and follow through with supportive actions.

We embrace the philosophy of respect for fellow employees, listening to and following up on individual needs and concerns in order to maintain a supportive working environment. We believe all employees must maintain their individuality, their potential for creativity, need for recognition, and flexibility. All staff are encouraged to grow and develop, and to learn from mistakes. We have high staff performance expectations, including a sense of optimism, truly liking children and families, energetic job performance (physically, emotionally, and intellectually), honesty, willingness to listen, willingness to accept supervision, and a commitment to program goals and performance standards.

We believe in a participatory “management team” style that actively includes staff in the decision making process. As any organization, we recognize the importance of working as a team to provide quality services. We believe in the importance of communication and cannot overemphasize the importance for listening at all organizational levels.

Fayette County Child Development, Inc., as a member of the broader community, appreciates and respects the efforts of other agencies in serving families. We also believe we must strive to be good role models in our professional field of expertise which is family-focused early childhood education and development.

Fayette County Child Development, Inc.

SUBJECT: EMPLOYMENT

POLICY NO: 2.0

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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Fayette County Child Development, Inc., attempts to employ people who are the best qualified. Employment shall be on the basis of proven competence or potential ability as indicated by scholastic and/or vocation training, personal attitude, and prior work experience in accordance with the qualifications and essential job functions listed on the job description.

The employment of all persons shall be contingent upon the approval of the Fayette County Child Development, Inc., Board of Directors and Policy Council.

As an employee "at will" with the ability by law to resign at any time, we hope to provide a work environment which will stimulate you to remain with the program. Likewise, the employer may discharge an employee "at will" with or without cause and without notice at any time. It is further understood that this "at will" employment relationship may be changed by any written document or by conduct.

Fayette County Child Development, Inc.

SUBJECT: NON-DISCRIMINATION  
STATEMENT

POLICY NO: 2.1

APPROVED BY:

EFFECTIVE DATE: 08/01/17

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/08/17

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/21/17

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Fayette County Child Development, Inc., is an equal opportunity employer. All personnel activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants or employees without regard to race, color, religion, creed, gender, age, national origin, or disability.

Employees hired for positions where the primary responsibility is direct child care must be 18 years of age in accordance with the regulations established by West Virginia Child Care Licensing requirements.

Fayette County Child Development, Inc., requires that all bus drivers be at least 21 years of age due to insurance provisions.

Fayette County Child Development, Inc.

SUBJECT: RECRUITMENT

POLICY NO: 2.2

APPROVED BY:

EFFECTIVE DATE: 08/01/15

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 07/14/15

POLICY COUNCIL: \_\_\_\_\_

DATE: 07/16/15

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All vacancies shall be posted in house for three (3) working days to allow for Employee In-House applicants. If no current employee applies within the three (3) day posting time frame or meets the minimum qualifications of the vacancy, the position will be posted externally. In-House employees will receive no consideration and the vacancies will be advertised to the public, for a period of no less than 5 days and no more than 10 days, and be considered open to the general public with special consideration given to current Head Start parents/guardians.

Fayette County Child Development, Inc.

SUBJECT: INTERVIEW/SELECTION/  
NOTIFICATION

POLICY NO: 2.3

APPROVED BY:

EFFECTIVE DATE: 08/01/18

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 07/30/18

POLICY COUNCIL: \_\_\_\_\_

DATE: 07/30/18

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All applications will be screened by the following members of the Management Team, (Director, Early Childhood Development Manager, Transportation/Facilities Manager, and Community and Family Partnership Manager). Qualified candidates, with complete applications, will be selected for interview. The selected applications will be given to the Personnel Committee for reference checks. Whenever possible, a minimum of three (3) applications will be selected for interview. Fayette County Child Development, Inc., reserves the right to not offer interviews to past employees. Screened applicants will be interviewed by the Personnel Committee (aka Interview Team). The Personnel Committee will select a first choice recommendation and subsequent choices. In the event the 1<sup>st</sup> choice does not receive approval from Policy Council, does not accept the position and/or does not complete probation, the 2<sup>nd</sup> choice and so forth will be offered the position. The choices will be submitted to the Director to be submitted to Policy Council for approval. All hiring is subject to approval by the Fayette County Child Development, Inc., Board of Directors and Policy Council. All management level positions to offer an interview or employment to any current staff person. All In-House applicants will go through the interview process and if offered employment will be placed on a probationary status.

The Interview Teams for all positions in the agency will include the Director (or designated Manager in Director's absence), Manager of particular component, Policy Council representatives, parent representative and Board Member, if available. The Director will oversee the Interview Team. The Director (or designated Manager in Director's absence), will be responsible for coordinating the team interview. He/She will be responsible for meeting with the team prior to the interview(s) in order to discuss the job description, qualifications required, and preparation of the interview script which will be utilized for interviewing applicants. Applications not chosen for interview will be notified by letter. Applicants chosen for interview will be contacted by phone and sent a letter of interview times and dates. Fayette County Child Development, Inc., will not reschedule interviews for candidates that do not come to the assigned interview. Applicants must also provide verification of general physician clearing them for employment and free of any communicable disease prior to employment.

Applicants must sign a declaration statement verifying that they have no criminal convictions or are not under current indictment for any criminal offense before being

interviewed. A CIB check must be submitted prior to offer of employment to any candidate. An applicant may be offered a position and begin employment prior to the CIB check being returned, provided they indicated on the declaration they have no criminal convictions or pending criminal charges. If the CIB check returns with criminal convictions, that prohibit them from working for FCCDI, they will be dismissed. All new employees will be required to have a mandatory drug test within 30 days of hire.

The applicant that is chosen, and approved, for hire will be contacted by the Director by phone. Interview candidates not chosen will be notified by letter.

Fayette County Child Development, Inc.

SUBJECT: PERSONS INELIGIBLE FOR  
EMPLOYMENT

POLICY NO: 2.4

APPROVED BY:

EFFECTIVE DATE: 08/01/18

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 07/30/18

POLICY COUNCIL: \_\_\_\_\_

DATE: 07/30/18

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Fayette County Child Development, Inc., shall exclude from employment:

1. Individuals who are members of organizations that advocate the overthrow of the Federal Government.
2. Persons who are not empathetic to the objectives of the Economic Opportunity Act.
3. Persons who are not empathetic to the philosophy and mission of Fayette County Child Development, Inc.
4. Any person who, if employed, would be supervised by an individual listed under the Nepotism Policy (Policy 2.8).
5. Any person who has an unsatisfactory criminal records check in accordance with West Virginia Child Care License Requirements under Section 8.5.
6. Former employees who left not in good standing or former employees who were deemed ineligible for rehire.
7. Current regular or probationary employees must report any criminal arrest, charges, indictments or convictions for a criminal offense to the Director within forty eight (48) hours of such action. Failure to notify will result in dismissal of employment.



Fayette County Child Development, Inc.

SUBJECT: EMPLOYEE CLASSIFICATION

POLICY NO: 2.5

APPROVED BY:

EFFECTIVE DATE: 08/01/23

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 8/1/23

POLICY COUNCIL: \_\_\_\_\_

DATE: 8/1/23

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1. Full-Time Employee: A person who is employed for (40) hours per week.
2. Part-Time Employee: A person who is employed for less than (40) hours per week.
3. Full-Year Employee: A person who is employed on a full, or part-time basis for less than (52) weeks per year.
4. Part-Year Employee: A person who is employed on a full, or part-time basis for less than (52) weeks per year.
5. Long-Term Substitute: A person hired for a temporary period exceeding (2) weeks and for a specific purpose. Long-term substitutes will not be eligible for benefits. These include: holidays, snow days, bonuses, incentive pay, retirement and/or insurance, or paid leave. This category of employee must also meet all the pre-employment and continued employment conditions such as CIB checks, First Aid/CPR certification, Food Handler certification, initial/random drug/alcohol testing, and completing an initial/updated every 2-year physical.
6. Short-Term Substitute: A person hired for a daily and/or weekly period to fill a vacancy created by the absence of a staff person. Short-term substitutes will not be eligible for benefits. These include: holidays, snow days, bonuses, incentive pay, retirement and/or insurance, or paid leave. This category of employee must also meet all the pre-employment and continued employment conditions such as CIB checks, First Aid/CPR certification, Food Handler certification, initial/random drug/alcohol testing, and completing an initial/updated every 2-year physical.
7. Exempt: Salaried employees not eligible to receive overtime pay. Salary covers all hours worked. There may be times when exempt employees are expected to work additional hours in order to finish their projects.
8. Non-Exempt: Hourly and salaried employees eligible to receive overtime pay.

9. Probationary New Employee: Every new employee will be hired in under this status. During this time, employees will not accumulate annual/sick leave or be eligible for medical insurance, dental insurance, retirement, or life insurance. These benefits will be available after the employee is removed from this status. Probationary employees will be eligible for holiday and closure benefits. In addition, all transferring employees will be placed under probationary status for a specific period. These employees will be eligible for all benefits for their classification.
10. Probationary Transfer: All employees transferring out of job classification will be placed on a 90 day probationary period to be evaluated. This probationary period will entitle the employee to accrue and use all benefits during this time period. The employee may return to their previous position within 5 days of taking the new position. The employee will have been considered approved for that position and may not request a transfer or Job Bid for 6 months from the date of return. The employer may remove an employee at any time during this probationary period if they deem the employee is not capable of doing the job. If the employee's previous position is still vacant, the employee will be placed back. However, if that position has been filled, the employee will be placed on layoff and may apply for other positions in the future. Employees are encouraged to weigh all information before requesting a transfer including the possibility of losing the current position, they are in.
11. Contracted Staff. Contract staff will be staff hired under the terms of specific Contract. The Contract will state the rate of pay, length of need, hours per week and the scope of employment. The Contract must be signed by the Director and the individual that will provide the service. Contract employees will not be eligible for any benefits. These include holidays, snow days, bonuses, incentive pay, retirement and insurance. \*Exception\* The Contract may include language that allows certain benefits, if necessary and allowable under funding guidelines, for the purpose of maintaining expected outcomes of the Contract.

Fayette County Child Development, Inc.

SUBJECT: ASSIGNMENT

POLICY NO: 2.6

APPROVED BY:

EFFECTIVE DATE: 08/01/15

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 07/14/15

POLICY COUNCIL: \_\_\_\_\_

DATE: 07/16/15

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The quality and efficiency of the child development services that we provide to our children and families is of prime importance to Fayette County Child Development, Inc. All employees will be assigned a set work site and hours at the beginning of each fiscal year. Employees may be reassigned to temporary or permanent work locations at the beginning of each fiscal year or at any time during the year based on the discretion of the Management Team and approval by the Board of Directors and Policy Council.

The need for your particular position (including location, hours, duties, etc.) has been carefully planned prior to your employment and/or assignment. However, all employees must be willing and able to work overtime, to be assigned to other classroom areas, and be appointed to other job assignments on a temporary basis in order to meet our mission and to comply with licensing requirements. Your supervisor will give you as much notice as possible of changes in your normal worked schedule or duties, and such requests will be assigned as equitably as possible among all employees.

Employees may be assigned to other work locations to fill needs. Employees will not receive mileage reimbursement for travel to work assignment/location.

Fayette County Child Development, Inc.

SUBJECT: PROBATIONARY EMPLOYEE

POLICY NO: 2.7

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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Definition of Probationary Employee: An employee will be a provisional employee for up to 90 days of employment when initially hired or placed in a new position excluding summer layoff months. During this time, Fayette County Child Development, Inc., will evaluate the provisional employee's performance, every 30 days, to determine if she/he meets the standards set by our agency.

Probationary employees will not accrue any form of paid benefit excluding designated holidays or emergency closure days.

Upon successful completion of the probationary period, the supervisor will recommend retention or dismissal of the employee to the Director. Such a recommendation will be accompanied by a completed final provisional performance appraisal. The Director shall take the recommendation to the Policy Council for final approval. Upon approval of retention, the employee will attain regular employment status and thereby will be deemed eligible for those benefits provided to regular employees. Should the provisional employee not be recommended for regular status, the employee will be terminated from Fayette County Child Development, Inc., no later than the last day of the probationary period.

Employment may be terminated at any time during the provisional period with or without cause, in accordance with Fayette County Child Development, Inc.'s termination policy.

All employment documentation required must be provided prior to acquiring regular employment status such as, general physical, Criminal Background Check, and TB verification.

Fayette County Child Development, Inc.

SUBJECT: NEPOTISM

POLICY NO: 2.8

APPROVED BY:

EFFECTIVE DATE: 08/01/18

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 07/30/18

POLICY COUNCIL: \_\_\_\_\_

DATE: 07/30/18

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For this purpose of this policy, immediate family shall include any of the following persons:

- |   |                  |            |
|---|------------------|------------|
| ♥ Husband   | ♥ Mother-in-Law  | ♥ Mother   |
| ♥ Wife  | ♥ Father-in-Law  | ♥ Father   |
| ♥ Son-in-Law  | ♥ Brother-in-Law | ♥ Brother  |
| ♥ Daughter-in-Law   | ♥ Sister-in-Law  | ♥ Sister   |
| ♥ Step-Child  | ♥ Grandmother    | ♥ Daughter |
| ♥ Step-Parent   | ♥ Grandfather    | ♥ Son      |
| ♥ Any person residing<br>in the employee's<br>immediate house | ♥ Granddaughter  | ♥ Grandson |

Family members of current employees may be a valuable source of qualified applicants. However, members of the same family will not be permitted to work in the same classroom area for an extended period of time.

No person shall hold a job while he/she or a member of their immediate family serves on a board or a committee of the agency if that board or committee has authority to order personnel actions affecting his or her job.

No person shall hold a job over which a member of his/her immediate family exercises supervisory authority.

Fayette County Child Development, Inc.

SUBJECT: TRANSFER/JOB BIDDING

POLICY NO: 2.9

APPROVED BY:

EFFECTIVE DATE: 08/01/22

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 07/18/22

POLICY COUNCIL: \_\_\_\_\_

DATE: 07/18/22

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Voluntary Transfer:

Written requests, (Job Bid Form), from employees for transfer within job classification will be considered by the Director. Employees may apply for any vacant position within Fayette County Child Development, Inc., for which they are qualified. Seniority will be used as one (1) factor to determine persons chosen for transfer as will qualifications, education and previous evaluations. If an employee wishes to bid on a job outside of their current job classification the employee may be required to interview. Transfers will not be granted if transfer will have a negative effect on the program. The employee will be placed on a probationary status, not to exceed 90 days, to determine if the employee meets the expectations of the new job description. While on this type of probation, employees will accumulate and be able to use Annual/Sick leave. Transfer probationary employees may be removed at any time during the 90 days if employee is not meeting expectations. In cases where the transferred employee does not successfully complete the probationary period, the employee may be reinstated to his/her former position if position is still vacant. Employees who successfully bid or transfer to another position must work 6 months before requesting another transfer.

Employees requesting transfer to a Management level position (Lead Teacher, Specialist or Manager) must submit a full employment application. All applicants will be reviewed and Fayette County Child Development, Inc., makes no guarantee that a current employee will receive an interview or be hired.

Once the request for transfer (Job Bidding Form) has been approved by written certification, the employee may not withdraw their request and return to their current position. The employee will be assigned the new position and the probationary period will be enacted. Employees are to consider all aspects of transfer such as hours, work location, pay differentials, and job requirements before the request.

Involuntary Transfer:

As program needs vary from time to time, Fayette County Child Development, Inc., reserves the right to change an employee's position and/or job location as required by program necessity. Involuntary transfer will take place at the discretion of the Director based on program need. An approval request will be submitted to Policy Council at the

next regularly scheduled meeting. Employees who refuse transfer may be subject to termination.

Fayette County Child Development, Inc.

SUBJECT: ACTING APPOINTMENT

POLICY NO: 2.10

APPROVED BY:

EFFECTIVE DATE: 08/01/18

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 07/30/18

POLICY COUNCIL: \_\_\_\_\_

DATE: 07/30/18

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The Director may appoint an employee to fill a position on a temporary basis.

The employee may receive a salary adjustment during the acting appointment to compensate for additional duties and responsibilities as determined by the Fayette County Child Development, Inc., Board of Directors and Policy Council. Employees will not lose hours or rate of pay for any reassignment of work location or position. To be eligible for the temporary salary adjustment you must work more than 10 consecutive business days. It is the employee's responsibility to submit a "Temporary Salary Adjustment" form to the Fiscal office within 3 business days.

The employee will automatically return to his/her previous position and salary when the acting appointment is completed.

Any employee who refuses an appointment may be terminated.



Fayette County Child Development, Inc.

SUBJECT: RESIGNATION

POLICY NO: 2.11

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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Employees are requested to give 2 weeks notice of the intent to terminate employment in order to leave in good standing. Vacation/Sick leave may not be used during the notice period.

Employees who give the required notice will be entitled to payment of accumulated annual leave provided that all agency equipment and property has been returned. Employees who fail to give the required notice or return all Fayette County Child Development, Inc., property will forfeit payment of any accrued leave time.

Fayette County Child Development, Inc., may waive the notice time at our option and discretion and require an employee to vacate his/her position prior to the end of the notice period. In these cases the employee will be entitled to payment for any days which were not worked during this period and will be entitled to payment for actual hours worked and any accumulated leave time, provided the conditions mentioned in the previous paragraphs are met.

Former employees are not permitted in Fayette County Child Development, Inc., facilities without prior permission from the Director. Any and all belongings will be boxed and shipped to the employees address.

Fayette County Child Development, Inc.

SUBJECT: HEALTH AND SAFETY

POLICY NO: 3.0

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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Fayette County Child Development, Inc., is committed to providing a safe and healthy work environment to all employees. Safety will be emphasized in all facilities and activities.

Employees will be expected to respect the safety of all children and families while on our premises, buses or when we are in family's homes. Employees found to be violating safe practices will be subject to immediate termination.

Fayette County Child Development, Inc.

SUBJECT: ACCIDENTS

POLICY NO: 3.1

APPROVED BY:

EFFECTIVE DATE: 08/01/22

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 07/18/22

POLICY COUNCIL: \_\_\_\_\_

DATE: 07/18/22

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In order to protect your claim for compensation and/or minimize Fayette County Child Development, Inc., and employees' liability, all injuries or accidents occurring during employment, no matter how minor, must be reported & documented to the immediate supervisor immediately. In addition, once the report is filed the Staff member **MUST GO SEE A DOCTOR** before being allowed to return to work.

All employees are covered by Workers Compensation insurance and must seek treatment for accidents and injuries as required by the plan. Employees will be required to provide information regarding the accident or injury to their immediate supervisor immediately. The immediate supervisor will be required to complete the required documents and reports and submit them to the Director immediately upon notification of the accident or injury.

Employees who are placed on Workers Compensation will be notified in writing of the status of the position, status of health insurance benefits, and their responsibilities while on Workers Compensation.

Accidents involving children must be reported within twenty four (24) hours to the Health/Nutrition Specialist. Employees will be required to complete accident/injury reports for these incidents. These documents will become a part of the child's record.

Accidents involving parents or visitors must be reported immediately to Family and Community Partnership Manager. The Lead Teacher will be required to complete accident/injury reports for these incidents. The report must include all employees that witnessed the accident and must be submitted within 24 hours of the accident. These documents will become part of the agency's record.

Bus Drivers involved in any type of motor vehicle accident must contact the Transportation/Facilities Manager immediately and fill out an accident report. The driver must also immediately, after notification, report to the designated drug/alcohol testing site for testing.

Failure to report for testing in a timely fashion will result in termination.

Fayette County Child Development, Inc.

SUBJECT: BLOODBORNE PATHOGENS

POLICY NO: 3.2

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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The Bloodborne Pathogens policy covers all employees who may “reasonable anticipate” coming into contact with human blood and other potential infectious materials, which includes any body fluid that is visibly contaminated with blood.

1. Each employee may in the course of his/her daily activities come into contact with potential infectious materials. Those situations are, but not limited to, the following:
  - a. Providing assistance after an accident has occurred with children, employees, parents and/or volunteers.
  - b. Assisting children during medical procedures, nose bleeds, times of illness, etc.
  - c. Changing diapers of children or cleaning up after a child has a toileting accident.
  - d. Handling of potentially infectious material such as soiled clothing, tissues, and diapers.
  
2. All employees must adhere to the Bloodborne Pathogen exposure control plan.

Fayette County Child Development, Inc.

SUBJECT: CRIMINAL BACKGROUND CHECK      POLICY NO:      3.3

APPROVED BY:      EFFECTIVE DATE:   08/01/18  

BOARD OF DIRECTORS: \_\_\_\_\_      DATE:   07/30/18  

POLICY COUNCIL: \_\_\_\_\_      DATE:   07/30/18  

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Head Start regulations and State Law mandates that all new employees have a current (less than 3 months old) CIB check from WV CARES.

In addition, Fayette County Child Development, Inc., may contact local Department of Health and Human Services to determine if an employee is currently under investigation for child abuse/neglect. If an employee is under investigation, employment will be terminated/not granted.

Fayette County Child Development, Inc.

SUBJECT: HEALTH APPRAISAL/PHYSICAL

POLICY NO: 3.4

APPROVED BY:

EFFECTIVE DATE: 08/01/15

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 07/14/15

POLICY COUNCIL: \_\_\_\_\_

DATE: 07/16/15

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All employees will be required to obtain a health appraisal prior to regular employment and every 2 years thereafter, at their own cost, in compliances with West Virginia Child Care Licensing regulations.

Health Appraisals will be maintained as a part of the employee’s medical information file which is a part of his/her personnel record.

Detailed physical and mental abilities for each position will be listed on the job description. These essential job functions will be discussed with you at employment and from time to time during your employment. Fayette County Child Development, Inc., reserves the right to amend and change these essential job functions at any time.

Employees will be required to execute an acknowledgement of the essential job functions prior to employment and at other times during their employment.

Employees who fail to provide the required Health Appraisal will be subject to disciplinary action or termination.

Bus Drivers are required to obtain a Certified Department of Transportation (DOT) Physical every 2 years or as designated by the physician. The DOT Physical must be completed by a verified physician as indicated by the WVDOT.gov website. Failure to complete the DOT Physical or allowing the DOT Physical to expire will result in immediate dismissal of employment.

Fayette County Child Development, Inc.

SUBJECT: REPORTING SUSPECTED  
CHILD ABUSE

POLICY NO: 3.5

APPROVED BY:

EFFECTIVE DATE: 08/01/18

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 07/30/18

POLICY COUNCIL: \_\_\_\_\_

DATE: 07/30/18

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Employees of Fayette County Child Development, Inc., are required by law to report any suspected incidences of child abuse or neglect. All staff persons shall participate in annual training on child abuse and are expected to be thoroughly knowledgeable on this subject.

Definition of Child Abuse: Child abuse and neglect refers to physical injuries, substantial mental or emotional injury, sexual abuse, sexual exploitation or negligent treatment or mistreatment of a child by a parent, guardian, or custodian who is responsible for the child’s welfare, under circumstances which harm or threaten the health and welfare of the child.

Fayette County Child Development, Inc., (Head Start) is committed to the continual protection and welfare of children. In keeping with this commitment, the program has developed a procedure for reporting suspicions of the various forms of child abuse and neglect to child protective services.

Fayette County Child Development, Inc., will:

1. Protect the psychological and physical health and well being of all children.
2. Comply, in meticulous detail, with the WV Human Services Law that mandates child care agencies to report suspicions of abuse or neglect.
3. Provide a program of continuing education for staff and parents relative to understanding the ethical and legal mandates for reporting suspicions of abuse and neglect and grasping the knowledge associated with recognizing common and uncommon physical or psychological indicators of abuse and neglect.
4. Establish a workable and well communicated procedure for collaboration among staff for reporting suspicious of abuse and neglect to appropriate parties.
5. Provide each staff person with a copy of the pertinent statutory guidelines of the state child abuse and neglect laws.

## **PROCEDURAL GUIDELINES**

1. Each staff person employed by Fayette County Child Development, Inc., is a mandated reporter and must report any suspected abuse and neglect when the signs and indications are present. The report must be made directly to the Child Protective Services (CPS).
2. All suspected abuse and neglect must be reported as soon as possible, but within twenty-four (24) hours, by phone. If the call is made after hours, use the "Child Abuse Hotline" number (1-800-392-3738).
3. After a referral has been made to the CPS, the person making the referral must submit a written report to the program contact person, the report should be written on the Comprehensive Referral form, the line beside the DHHR should be check marked with (CPS) in parenthesis, and a summary that specifies why you made the referral, the name of the person you spoke with, and your signature.
4. A follow-up will be done within 10-15 business days by the Program Contact person. Failure to report is a direct violation of this policy and will result in disciplinary action.

### **On the State Level:**

1. You can be fined up to One Thousand Dollars (\$1,000.00) and imprisoned for up to one (1) year.

### **Program Level:**

1. An employee can be placed on an Employee Improvement Plan (EIP) or suspension without pay.
2. Termination from employment with Fayette County Child Development, Inc., pending an investigation. If an employee is found to have failed to report child abuse or neglect, and the signs and indications cause a reason to suspect, a referral for disciplinary action will be made to that employee's supervisor.
3. The supervisor will make a written report of his/her proceedings to submit to the director. The decision as to what disciplinary action is taken will be determined by the director and the immediate supervisor. The procedure for all discipline will be followed according to the policies set forth in this guide.



Fayette County Child Development, Inc.

SUBJECT: UNIVERSAL PRECAUTIONS

POLICY NO: 3.6

APPROVED BY:

EFFECTIVE DATE: 08/01/21

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 7/23/21

POLICY COUNCIL: \_\_\_\_\_

DATE: 7/23/21

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The following preventive measures are to be used to reduce the spread of all infections and contagious diseases.

1. Wash hands regularly. Hand washing is the best way to protect both child and caregiver. Use the recommended hand washing techniques:
  - \* Use antibacterial liquid soap and scrub hands for one (1) minutes;
  - \* Scrub tops of hands, palms, between fingers and under nails;
  - \* Rinse under water with hands pointed down;
  - \* Dry hands with paper towels;
  - \* Turn off the water faucet with a towel before disposing of it.
2. Wear disposable gloves while cleaning up blood, bloody saliva, urine, feces, or vomit, especially if there is a skin rash or open cut on the hands. If skin contact is made with these substances, wash the affected areas with soap under running water.
3. Wear disposable gloves when changing a child's diaper.
4. Throw away disposable gloves after each use. Wash hands after wearing the gloves.
5. Place disposable diapers in a pail lines with a plastic bag. Tie the bag securely when filled.
6. Supervise toilet-trained children to ensure that they wash their hands well after going to the restroom.
7. Clean up blood and bloody fluids on surfaces with one (1) part ordinary household bleach diluted in nine (9) parts water. The bleach solution should be fresh and used on the day it is made.
8. Have CPR barriers on hand to minimize the need for mouth-to-mouth contact in an emergency.

Fayette County Child Development, Inc.

SUBJECT: WORKPLACE SAFETY

POLICY NO: 3.7

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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Fayette County Child Development, Inc., strives to provide a safe workplace for all employees.

Employees must be keenly aware of their environment and persons who have entered any facility. Anyone who is not recognized should be questioned regarding the nature of his/her visit. Strangers should be escorted to the door.

All employees must be familiar with and adhere to the rules for releasing children.

Any unusual incidents should be documented and brought to the attention of your supervisor immediately.

Staff need to follow crisis Emergency & Disaster Management Plan in the Management Guide.

Violation of this policy may result in disciplinary action, including termination.

Fayette County Child Development, Inc.

SUBJECT: HOURS OF ATTENDANCE/  
WORK SCHEDULES

POLICY NO: 4.0

APPROVED BY:

EFFECTIVE DATE: 08/01/18

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 07/30/18

POLICY COUNCIL: \_\_\_\_\_

DATE: 07/30/18

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Employees will be advised of their usual work schedule at the beginning of employment. Hours of attendance have been carefully thought out and employees are required to work the hours and days for which they have been scheduled. Temporary and permanent schedule changes may be necessary to effectively utilize staff. Employees who refuse a schedule change will be subject to disciplinary action, including termination.

If you are unable to report to work for any reason, you must notify your immediate supervisor at least thirty (30) minutes prior to your scheduled starting time. Failure to notify your immediate supervisor in a timely manner will be considered an unexcused absence. Employees will not be permitted to use available leave time for unexcused absence and will be subject to disciplinary action including termination.

**Employee Breaks:** Each employee will be permitted paid breaks throughout the day. A Break Sign-Out/Sign-In sheet will be kept the Lead Teacher at each site. Employees may take breaks when they are needed by signing out and then back in. Breaks cannot exceed five (5) minutes per break. They also cannot be taken if doing so jeopardizes the child adult ratio for the classroom, taking the break could cause a health or safety issue with staff or children, when no one is available to cover the classroom or another staff is taking a break. The Sign-Out/Sign-In sheets will be turned into the Management Team on a monthly basis for monitoring. If it becomes apparent that the breaks are being abused by staff, progressive disciplinary action will be taken. If there is a medical condition that requires you to take more than two (2) breaks per day, you must submit a physician statement asserting to the fact.

**Call-Ins:** Employees will be allowed four (4) call-ins per fiscal year. After the 4<sup>th</sup> call-in staff will receive progressive discipline for each call in up to dismissal. Employees going three (3) months from the last call-in will have all call-ins removed from their record and will start over at the 1<sup>st</sup> call-in. A call in is defined as notification of any intent on missing work after the employees scheduled shift ends. A detailed outline of call-ins will be made available for reference with this policy. All staff are to follow the call-off procedures outlined in the Policies and Management Guide. The supervisor will notify the Executive Secretary of each call-in the day the call-in took place. The Executive Secretary will keep a log of all call-ins. It will be reviewed on a regular basis to

determine the frequency and total call-ins by staff. Any staff member may contact the Executive Secretary to determine the number of call-ins they have.

**Staff Meetings:** Attendance at staff meetings shall be mandatory. No paid time off will be granted except for jury duty or when an employee is admitted to a hospital (proof of hospital stay must be submitted). Employees are not to schedule any doctor's appointments, home visits, or annual leave time during these days. Staff missing meetings regularly will be subject to discipline including dismissal.

Fayette County Child Development, Inc.

SUBJECT: OVERTIME

POLICY NO: 4.1

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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Employees will be notified at the time of employment as to whether they are classified as exempt or non-exempt. This policy addresses payment for overtime for non-exempt employees. Exempt and non-exempt are defined as follows:

A. **Exempt:** Salaried employees not eligible to receive overtime pay. Salary covers all hours worked. There may be times when exempt employees are expected to work additional hours in order to finish their projects.

B. **Non-Exempt:** Hourly and salaried employees eligible to receive overtime pay.

The nature of the duties and responsibilities of some employees may require overtime work from time to time. Overtime work should be considered an exceptional situation. Overtime occurs after an employee has accumulated forty (40) work hours in a week.

If a non-exempt employee is required to work overtime hours, the employee will receive monetary compensation for the additional hours worked as prescribed by wage and hour laws.

All overtime must be approved by the Director prior to working the overtime hours. In cases when obtaining prior approval is not possible, such as situations involving child contact, the employee must obtain the approval as soon as possible following the overtime hours.

Fayette County Child Development, Inc., reserves the right to have non-exempt employees leave work early to maintain their scheduled work week.

Fayette County Child Development, Inc.

SUBJECT: EMERGENCY CLOSING

POLICY NO: 4.2

APPROVED BY:

EFFECTIVE DATE: 08/01/22

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 07/18/22

POLICY COUNCIL: \_\_\_\_\_

DATE: 07/18/22

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Due to severe weather conditions or other emergency situations, there may be times when Fayette County Child Development, Inc., facilities may be closed.

Emergency closing is at the discretion of the Director.

Severe Weather Conditions:

In the event of severe weather conditions, Fayette County Child Development, Inc., will generally follow the School District in determining whether or not to close the centers. Employees are instructed to listen to local radio, television stations & the Fayette County Early Head Start & Head Start Parent Page on Facebook for emergency closing information in these and other circumstances. On the first two (2) occasions, no phone calls will be made. After the first two (2) occasions the Automated Phone System and FCCDI Facebook Page will be used to notify staff of our closure. Employees may be required to report to work even if centers are closed for children during or after the first two (2) occasions in unique circumstances. Employees will generally be required to report on a two (2) hour delay. If an employee chooses not to report, the employee will be charged annual leave for a full day. If employee does not have sufficient leave time, they must report to work. If the employee fails to report, it will be viewed as forfeiture of his/her job. Any time Fayette County Child Development, Inc., closes its centers for weather related conditions, no bus runs will be made either in the morning or evening.

Employees are also instructed to contact supervisors or management employees for further instructions. There may be times when employees will be assigned to different facilities during weather emergencies. Employees are instructed to contact supervisors or management employees by 7:30 am, and again at 3:00 pm for further instructions. Failure to make this contact may result in the loss of pay.

If Fayette County Schools decides to cancel specific schools or certain areas of the county, but not the whole county system, due to inclement weather, the following policy is to be followed:

1. Each Head Start building will be assigned a "sister" school.
  - (a) Scarbro Center and Page Center will be New River Elementary;
  - (b) Kimberly Center will be Valley Elementary;

- (c) Ansted Center will be Ansted Elementary;
- (d) Fayetteville Center will be Fayetteville Elementary.

2. If the “sister” school is closed, due to inclement weather, the corresponding Head Start Center will be closed for kids and no bus runs. All other sites will be operating on normal schedule. If the Head Start Center is closed, staff are still required to report to work at normal time and will work their scheduled shift. If a staff member is unable to report to work, they will be required to use Annual Leave to cover this day. Sick Leave can not be used. If staff does not have Annual Leave to cover the shift they will be required to report as normal. Failure to report will result in disciplinary action...for 1<sup>st</sup> offense is suspension, 2<sup>nd</sup> offense is termination.

Other Emergencies:

Other situations, including but not limited to, electrical power failure, lack of water, lack of heat or air conditioning, hazardous road conditions, or other situations which may endanger the safety or health of children and employees, may result in Fayette County Child Development, Inc., facilities being closed at the discretion of the Director. Employees will be advised of their obligations in these situations.

Fayette County Child Development, Inc.

SUBJECT: PAYROLL PROCESS/PROCEDURE POLICY NO: 5.0

APPROVED BY: EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_ DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_ DATE: 08/28/07

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Work Week definition: Fayette County Child Development, Inc.'s, work week begins Sunday 12:01 am and ends on Saturday 12:00 midnight.

Payroll Process:

1. No employee shall be paid at a lower rate than federal minimum wage.
2. The starting rate of pay for each employee will be known as the base salary. This rate will be reviewed/revised every fiscal year.
3. Employees will be paid bi-weekly on Fridays.
4. Employees must complete and submit a bi-weekly time card to the appropriate Manager by end of business the Monday of payroll week. The time card must contain total number of hours worked per day, annual leave taken, sick leave or any other leave taken, and employee's signature.
5. When a scheduled pay day falls on a holiday, pay checks will be issued on the day before the holiday. If a scheduled payday is scheduled during an employee's scheduled vacation, the employee may request to have the payday with the previous pay. The employee must request this, in writing to the Director, to allow time for an extra check to be printed. Any schedule changes must be monitored and reported to the Fiscal Specialist immediately.
6. Pay checks will be available to employees from Fiscal Office beginning at the end of an employee's shift. If an employee is scheduled off on a payday, they may pick-up their check at any time during the day. Staff is encouraged to participate in the direct deposit program.
7. If payroll checks cannot be picked up by employees at the Fiscal office by 11:00 am Monday morning, the check will be mailed to the employee's address. If an employee requests, his/her check can be mailed Friday. Fayette County Child Development, Inc., will not hold checks until the employee decides to come and pick it up.



8. Fayette County Child Development, Inc., will withhold the following from each employee's pay: Federal Income Tax, Life Insurance (if applicable), Health Insurance (if applicable), West Virginia Income Tax Garnishments (if applicable), FICA, Social Security, Dental Insurance (if applicable).

Fayette County Child Development, Inc.

SUBJECT: ON-THE-JOB EXPENSES

POLICY NO: 5.1

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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**Local:**

Employees who are on approved agency business or attending conferences, workshops, and meetings will be reimbursed for travel including mileage (according to the agency mileage schedule), tolls, and parking. Mileage will be paid from the employee's designated work site to the designated site. Employees must receive prior approval from their immediate supervisor in order to receive payment for these expenses.

**Non-Local:**

Employees who receive advance approval from the Director to travel outside of the local area will be reimbursed for travel expenses, overnight accommodations, meals, tips, and other costs necessitated by travel. In most circumstances employees will receive an advance for these expenses. The rate of reimbursement will be based upon Federal Per Diem rates.

Employees will be required to submit paid receipts and must be attached to the mileage sheet before reimbursement.

Fayette County Child Development, Inc.

SUBJECT: CREDIT CARD USE/REPORTING

POLICY NO: 5.2

APPROVED BY:

EFFECTIVE DATE: 08/01/22

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 07/18/22

POLICY COUNCIL: \_\_\_\_\_

DATE: 07/18/22

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Fayette County Child Development must, on occasion, utilize credit cards for purchases. In order to implement effective internal controls to safeguard federal funds we will be using the following procedures for each type of credit card that our organization has:

**Gas Credit Cards** – Each Bus Driver will be assigned a gas card at the beginning of each year, or as new bus drivers are hired throughout the year. The Driver will sign a statement of receiving the card and a copy of the signature of receipt will be kept in the Fiscal Office. Drivers will only use the gas cards when fueling FCCDI buses. Each driver will use their own discretion to determine days and amounts of fuel to be purchased. However, to reduce the overall amount of trips to the gas station per month, the Driver should completely fill their bus each time. The gas receipt will be submitted to the Fiscal Office within 2 business days of the fuel purchase. The Driver must also include the day of the purchase and the dollar amount on their monthly report submitted to the Transportation/Facilities Manager. Drivers will return cards to the Fiscal Office at the end of each year or upon leaving the position.

**Lowe’s Card** – The Lowe’s credit card will be kept in the Fiscal Office. There will only be 4 authorized individuals that will be allowed to use the card. The 4 authorized individuals will be the Director, Transportation/Facilities Manager, ECD Manager and the Administrative Assistant. This card is to be used only to purchase building/maintenance supplies and/or lawn care supplies. Before a purchase can be made, a detailed list of items to be purchased must be listed on the Credit Card Approval Form and approval must be made the by Director (or designated Manager in charge during the Directors absence) by signing and dating the form. Although it is understood that there may be a variance of some small degree in the items listed and actual items purchased, the only items that may be purchased are those approved on the approval form. The receipt from the purchase, along with the approved Credit Card Approval Form will be stapled together and kept as documentation in the Fiscal Office.

**Kroger Cards** – The Kroger credit cards will be assigned to Cooks at Scarbro, Page and Fayetteville at the beginning of each year or as new cooks are hired during the year. The Cook will sign a statement of receiving the card and a copy of the signature of receipt will be kept in the Fiscal Office. The credit card will be kept in a secure and locked area at the center. Cooks will be the only persons authorized to use the card. This means all

purchases made with the card must be made by the Cook. Cooks will only be allowed to purchase food items or kitchen items needed for FCCDI use. Before a purchase can be made, a detailed list of items to be purchased must be listed on the Credit Card Approval Form and approval must be made by the Health/Nutrition Specialist after consultation with the Director (or designated Manager in charge during the Director's absence) by signing and dating the form. Although it is understood that there may be a variance of some small degree in the items listed and actual items purchased, the only items that may be purchased are those approved on the approval form. The receipt from the purchase, along with the approved Credit Card Approval Form will be checked by the Lead Teacher to ensure accurate purchases were made. The receipt of purchase will be submitted to the Health/Nutrition Specialist within 2 days of purchase. The receipt will be stapled to the approval sheet and kept as documentation in the Fiscal Office.

**Grants** – Kimberly Center will use credit at the Grants Supermarket. Cooks will only be allowed to purchase food items or kitchen items needed for FCCDI use. Before a purchase can be made, a detailed list of items to be purchased must be listed on the Credit Card Approval Form and approval must be made by the Health/Nutrition Specialist after consultation with the Director (or designated Manager in charge during the Director's absence) by signing and dating the form. Although it is understood that there may be a variance of some small degree in the items listed and actual items purchased, the only items that may be purchased are those approved on the approval form. The receipt from the purchase, along with the approved Credit Card Approval Form will be checked by the Lead Teacher to ensure accurate purchases were made. The receipt of purchase will be submitted to the Health/Nutrition Specialist within 2 days of purchase. The receipt will be stapled to the approval sheet and kept as documentation in the Fiscal Office.

**Piggly Wiggly** – Ansted Center will use credit at the Piggly Wiggly. Cooks will only be allowed to purchase food items or kitchen items needed for FCCDI use. Before a purchase can be made, a detailed list of items to be purchased must be listed on the Credit Card Approval Form and approval must be made by the Health/Nutrition Specialist after consultation with the Director (or designated Manager in charge during the Director's absence) by signing and dating the form. Although it is understood that there may be a variance of some small degree in the items listed and actual items purchased, the only items that may be purchased are those approved on the approval form. The receipt from the purchase, along with the approved Credit Card Approval Form will be checked by the Lead Teacher to ensure accurate purchases were made. The receipt of purchase will be submitted to the Health/Nutrition Specialist within 2 days of purchase. The receipt will be stapled to the approval sheet and kept as documentation in the Fiscal Office.

**American Express or Business Credit Card** – This card will be kept in the Fiscal Office, except during times need for travel purposes. The card is only authorized to be used by the Director, Education Manager and the Administrative Assistant. This card will only be used for making purchases required for travel (such as hotel and or air fare) or smaller purchases where we do not have accounts set up. Before a purchase can be made, a detailed list of items to be purchased must be listed on the Credit Card Approval Form and approval must be made by the Fiscal Specialist (or designated Manger in charge during the Fiscal Specialist’s absence) by signing and dating the form. Although it is understood that there may be a variance of some small degree in the items listed and actual items purchased, the only items that may be purchased are those approved on the approval form. The receipt from the purchase, along with the approved Credit Card Approval Form will be reviewed by the Fiscal Specialist to ensure accurate purchases were made. The receipt will be stapled to the approval form and kept as documentation in the Fiscal Office.

**Wal-Mart Credit Card** – The Wal-Mart credit card will be kept in the Fiscal Office. There will only be 2 authorized individuals that will be allowed to use the card. The 2 authorized individuals will be the Administrative Assistant and the ECD Manager. This card is to be used only to purchase general supplies for office and/or classroom needs and items needed for parent meetings, activity days or training days. Before a purchase can be made, a detailed list of items to be purchased must be listed on the Credit Card Approval Form and approval must be made by the Director (or designated Manager in charge during the Director’s absence) by signing and dating the form. Although it is understood that there may be a variance of some degree in the items listed and actual items purchased, the only items that may be purchased are those approved on the approval form. The receipt from the purchase, along with the approved Credit Card Approval Form will be reviewed by the Administrative Assistant (or if the Administrative Assistant made the purchase, a designated Manager) to ensure accurate purchases were made. The receipt will be stapled to the approval form and kept as documentation in the Fiscal Office.

All credit cards are intended for the sole purpose of meeting program requirements and are not provided for personal use. Any employee found using the card for personal reasons will be terminated. In addition, legal action may be taken.

### **Credit Card Reporting Procedure**

A detailed report of all monthly credit card expenditures will be given to all of the Board of Directors and Policy Council members at each meeting and will be placed in the official packet kept in the Fiscal Office. This report must indicate the card used and a detailed item-by-item listing of the purchases. Copies of receipts must be included with this report. The Director will also receive/review the report. Monthly report packets given each month to each Policy Council and Board member will contain an overall amount used on each card (if used that month) to compare to the detailed report at their meeting.

Fayette County Child Development, Inc.

SUBJECT: EMPLOYEE BENEFITS

POLICY NO: 6.0

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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Fayette County Child Development, Inc., will offer benefits to employees based upon available funding. Each employee will be advised at the beginning of employment of the benefits and their eligibility during the course of employment.

Fayette County Child Development, Inc.

SUBJECT: LIFE, DENTAL, HEALTH INSURANCE POLICY NO: 6.1  
AND RETIREMENT BENEFITS

APPROVED BY: EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_ DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_ DATE: 08/28/07

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Fayette County Child Development, Inc., offers the following benefits to all employees who have successfully completed their probationary status and has been approved regular employment by the Board of Directors and Policy Council:

1. Life Insurance is available to employees who work thirty (30) or more hours per week. The policy also carries an accidental death benefits rider (including dismemberment and loss of sight benefits). The policy is for \$50,000.00 and Fayette County Child Development, Inc., pays the premium amount for employees. This benefit only covers employees.
2. Dental Insurance is available to employees who work thirty (30) or more hours per week. The premium for the dental coverage, for employee only, is paid for by Fayette County Child Development, Inc. The coverage can be extended to additional family members, however, the employee must pay the additional premium, which will be automatically deducted from the employee's payroll check.
3. Health Insurance is available to employees who work thirty (30) or more hours per week. Fayette County Child Development, Inc., pays \$237.83 towards the cost of the premium. If the employee wishes to cover other members of their family, they must pay the additional premium for that coverage. The additional premium amount will be automatically payroll deducted. Fayette County Child Development, Inc. will periodically review the Health Insurance plan to make sure it is the most cost effective plan for employees.
4. Retirement benefits are provided by Fayette County Child Development, Inc., to employees who work thirty (30) or more hours per week, who have worked 1000 or more hours during the plan year, and have also worked for Fayette County Child Development, Inc., for more than one (1) year. A contribution is made by Fayette County Child Development, Inc., to Mutual of New York to set up an annuity contract. The contribution amount is 10.0% of the employee's compensation. The employee does not contribute to the retirement. The employee will become fully vested after three (3) years.

Fayette County Child Development, Inc.

SUBJECT: CAREER DEVELOPMENT

POLICY NO: 6.2

APPROVED BY:

EFFECTIVE DATE: 08/01/18

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 07/30/18

POLICY COUNCIL: \_\_\_\_\_

DATE: 07/30/18

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Fayette County Child Development, Inc., encourages staff to continue career development and will seek to provide opportunities for individual development of employees through supervision, in-service training, staff meetings, and attendance at special training programs, conferences, and workshops within the limits of the budget and of the employees work schedule.

Non-exempt employees who travel for training events will be compensated for actual travel time associated with the event provided they have received prior approval to attend the event. Employees will be required to record their time on the time card. Compensation will be based upon actual work and travel hours. No compensation will be given for free time, overnight time, or periods between sessions at the event.

Fayette County Child Development, Inc., employees may receive tuition reimbursement or pre-payment if funds are available and all other efforts to secure financial aid has been exhausted. **Employees are required to check with the Director to determine if funding is available before the employee enrolls in the class. If funding is available, the employee will only be reimbursed the cost if they have a grade of “C” or higher.**

Staff accepting pre-payment for tuition and/or books must sign an agreement that requires the employee to work for FCCDI for 2 years from the date of the last/latest payment is made. If the staff does not sign the agreement form, no payment will be made. If the staff person does not fulfill the 2 year work obligation (either by voluntarily resigning from employment or terminated), the employee must pay back all money to FCCDI that was made in regards to tuition and books. The employee consents to have funds deducted from final paycheck and/or funds from their retirement account. The employee agrees to have the retirement fund check sent to FCCDI and the accounting department will deduct the proper amount to cover all funds paid for tuition and/or books. The employee will be given a check for the remanding funds, if any is available, after the withholding.

Persons that are taking CDL training will be reimbursed for the costs of the training only after the following conditions are met:

1. Employee successfully completes their probationary status and works an additional 12 months;



2. Persons signing up for Sub work will be reimbursed if after 12 months the person has been available and worked at least 85% of the time requested to do so.

Fayette County Child Development, Inc.

SUBJECT: COBRA

POLICY NO: 6.3

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

\*\*\*\*\*

Under a federal law called the Comprehensive Omnibus Budget Reconciliation Act of 1986 (COBRA), most employers sponsoring group health plans must offer to their employees an extension of health coverage (called "continuation coverage") to their employees at group rates under certain circumstances when coverage would otherwise end. We at Fayette County Child Development, Inc., abide by the requirements of COBRA. The circumstances which qualify for an extension of coverage are called "qualifying events". Below is a list of qualifying events for yourself, your spouse, and your dependent children.

**Qualifying Events for Yourself:**

A reduction in hours worked makes you ineligible for coverage;  
Termination of employment for reasons other than gross misconduct on your part.

**Qualifying Events for your Spouse:**

Death of employee (yourself)  
Termination of your employment for reasons other than gross misconduct;  
A reduction in employee's hours worked;  
Divorce or legal separation;  
Employee becomes eligible for Medicare.

**Qualifying Events for a Dependent Child:**

Death of employee-parent;  
Termination of parent's employment for reasons other than gross misconduct;  
A reduction in parent's hours worked;  
Parent's divorce or legal separation;  
The dependent ceases to be a dependent child under the health plan.

A detailed letter will be sent to all employees who end their employment with Fayette County Child Development, Inc., outlining their options under this Act.

The following memorandum should be provided once an employee has enrolled in the health insurance program.

Memorandum RE: Temporary Extension of Health Coverage

TO: EMPLOYEE NAME

RE: Temporary Extension of Health Coverage

On April 7, 1986, Congress enacted a federal law (Public Law 99-272, as amended) requiring that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (“continuation coverage”). This continuation coverage is offered at group rates following certain “qualifying events” that would otherwise end your coverage. This notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage of the law. Both you and your spouse should take the time to read this notice carefully as it affects all members of your family.

#### **A. Employee’s Right to Continuation Coverage -**

If you are an employee of Fayette County Child Development, Inc., covered by [INSURANCE COMPANY], you have the right to choose this continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or if your employment terminates for reasons other than gross misconduct on your part. If you choose continuation coverage, you assume sole responsibility for the full payment of all health insurance premiums at the group rate. Fayette County Child Development, Inc., will not contribute any money towards this continuation coverage. You will also be solely responsible for an additional handling surcharge of 2% of the premium. The premium amounts may change from time to time.

Continuation coverage under these circumstances will normally last for eighteen (18) months. If, at any time during the eighteen (18) months, you are determined to be disabled under Title II or Title XVI of the Social Security Act, and you provide Fayette County Child Development, Inc., with notice of this determination, you will be eligible for continuation coverage for a period of twenty nine (29) months from the initial qualifying event.

#### **B. Spouse’s Right to Continuation -**

If you’re the spouse of an employee and you are covered by [INSURANCE COMPANY], you have the right to choose continuation coverage for yourself if you lose group health coverage as a result of any of the following four (4) qualifying events:

- (1) The death of your spouse;
- (2) A termination of your spouse’s employment (for reasons other than gross misconduct) or reduction of your spouse’s hours of employment;
- (3) Divorce or legal separation from your spouse;
- (4) Your spouse becomes eligible for Medicare. As detailed above, when you elect continuation coverage, you assume sole responsibility for the full

payment of all health insurance premiums as well as a 2% administrative surcharge.

Continuation coverage, if due to your spouse's loss of employment or reduction in hours of employment, will last for eighteen (18) months. If continuation coverage is elected following any of the other three (3) listed qualifying events (i.e., death of spouse, divorce or legal separation, or Medicare eligibility), the continuation period will last for thirty six (36) months following the original qualifying event (i.e., following the date of the termination of your spouse's employment or the date of your spouse's reduction in hours).

### **C. Dependent Child's Right to Continuation Coverage -**

In the case of a dependent child who is covered by [INSURANCE COMPANY], he or she has the right to continuation coverage if he or she loses group health coverage as a result of any of the following five (5) qualifying events:

- (1) The death of the parent who is a Fayette County Child Development, Inc., employee;
- (2) The termination of the parent's employment (for reasons other than gross misconduct) or reduction in the parent's hours of employment;
- (3) Parent's divorce or legal separation;
- (4) The dependent ceases to be a "dependent child" under parent's insurance plan;
- (5) The parent becomes eligible for Medicare.

The same continuation periods provided to COBRA eligible spouses apply to COBRA eligible children.

### **D. Procedure For Obtaining Continuation Coverage –**

Under the law, the employee or a family member has the responsibility to inform the insurance company of a divorce, legal separation, or a child's losing dependent status under [INSURANCE COMPANY]. The employer assumes the responsibility of notifying the insurance company of the employee's death, termination of employment, reduction in hours, or Medicare eligibility.

When Fayette County Child Development, Inc., is notified that one of these events has happened, you will in turn be notified that you have the right to choose continuation coverage. Under the law, you have sixty (60) days from the date you are notified of your right to choose continuation coverage to inform Fayette County Child Development, Inc., that you want continuation coverage. You then have an additional forty five (45) days to begin your premium payments. You will be responsible for covering all past months of premium payments.

If you do not choose continuation coverage, your group health insurance coverage will end.

If you choose continuation coverage, [INSURANCE COMPANY] is required to give you coverage which, as of the time coverage is being provided, is identical to the coverage provided in the plan to similarly situated employees or family members. If you elect coverage, you will be required to forward your monthly premiums, made payable to Fayette County Child Development, Inc., to the attention of the Human Resources director by the [DATE] by the date of each month. Your continuation coverage may be cut short for any of the following five (5) reasons:

- (1) FCCDI no longer provides group health coverage to any of its employees;
- (2) You fail to pay the premiums for your continuation coverage on time;
- (3) You become an employee covered under another group health plan that does not contain any exclusion or limitation with respect to any preexisting condition;
- (4) You become eligible for Medicare;
- (5) You were divorced from a covered employee, subsequently remarry, and become covered under you new spouse's group health plan.

At the end of the eighteen (18) or thirty six (36) month continuation coverage period, you may be eligible to enroll in an individual conversion health plan provided by [INSURANCE COMPANY].

#### **E. Marital Status or Address Changes and Other Questions -**

If you have any questions about the law affording continuation coverage, please contact Fayette County Child Development, Inc. Also, if you have changed your marital status, or you or your spouse have changed your address, please notify Fayette County Child Development, Inc., at the above address.

Letter to Employee/Spouse/Dependent Child Upon Qualifying Event

Dear [EMPLOYEE NAME]

I have been advised that [STATE QUALIFYING EVENT], e.g., you are no longer an employee of [AGENCY NAME] or you and [SPOUSES NAME] have instituted divorce proceedings.

[STATE QUALIFYING EVENT], as explained in the accompanying memorandum on the Temporary Extension of Group Health Coverage, is a “qualifying event” under COBRA. In accordance with this federal law, you may elect to purchase continuation coverage of your group health insurance plan with [INSURANCE COMPANY] at a cost of 102% of the current group premium cost. That means you will have to pay the premium cost plus a 2% processing charge. This monthly cost must be paid by forwarding a check to the attention of \_\_\_\_\_, made payable to [AGENCY NAME], by the \_\_\_\_\_ of each month. This check will be credited to the following month’s premium costs. Failure to ensure that [AGENCY NAME] receives your check by the \_\_\_\_\_ of the month will result in your termination from the group plan coverage.

The actual cost is as follows:

COVERAGE	INDIVIDUAL	TWO PERSON	FAMILY
	\$ _____	\$ _____	\$ _____
2% Surcharge	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____

I am also enclosing a letter that is addressed to \_\_\_\_\_’s attention. You must sign this form and return it within sixty (60) days of the date of this notice in order to enroll in the continuation coverage plan and to continue to be covered under [INSURANCE COMPANY]. If you do not sign and return this form to \_\_\_\_\_ by this date, you will waive your medical insurance coverage. Once you waive your coverage under the plan, you will not be able to re-enroll under [AGENCY’S] group plan. Please make your decision and advise \_\_\_\_\_ as promptly as possible by mailing the letter to \_\_\_\_\_. Please keep a copy of the letter for your personal file.

If you have any questions regarding this continuation of your group health insurance plan, please contact \_\_\_\_\_.

Very truly yours,

Waiver/Continuation Form  
TO: [NAME]

CONTINUATION/WAIVER OF GROUP HEALTH PLAN

I have received and read [AGENCY'S] Notice on the Temporary Extension/Group Health coverage explaining my rights under the Consolidated Omnibus Reconciliation Act (COBRA). I understand that I may continue my coverage under the group health plan provided by [INSURANCE COMPANY] for a period of \_\_\_\_\_ (18 or 36) months starting \_\_\_\_\_, the day I would otherwise lose coverage.

I understand that I have until \_\_\_\_\_, sixty (60) days from \_\_\_\_\_ [DATE OF NOTICE OF CONTINUATION COVERAGE RIGHTS], in which to decide whether I wish to purchase the same group health plan coverage I had while I was \_\_\_\_\_ [Employed or an eligible qualified dependent under my parent's health plan at [AGENCY NAME]. I understand that I will be solely responsible for paying the premiums of \$ \_\_\_\_\_ per month, an amount equal to 102% of the current amount paid by [AGENCY NAME] to [INSURANCE COMPANY]. The additional 2% surcharge will cover all administrative expenses incurred by [AGENCY NAME] as a result of my continued inclusion in the group coverage. I understand that I must forward my monthly premium check, made payable to [AGENCY NAME], to the attention of [POSITION] by the [DATE] of each month.

I realize that I will lose the right to continued coverage under the group health plan if any of the following occurs:

1. I fail to make timely premium payments;
2. I become covered under any other group health plan that does not contain any exclusion or limitation with respect to any preexisting condition;
3. I am entitled to benefits under Title XVII of the Social Security Act;
4. [AGENCY NAME] ceases to provide a group health plan to any employee.

I will inform [AGENCY NAME] immediately if any of the above changes occur.

With full knowledge of my rights under COBRA, I have voluntarily decided to, proceed with the following (initial one paragraph):

\_\_\_\_\_ Continue my group health plan. I will pay \$ \_\_\_\_\_ per month, in advance, on the \_\_\_\_\_ day of each month to \_\_\_\_\_. I realize I will permanently lose my group health plan coverage if I fail to pay the premium within three (3) days of the date due. I understand that I will pay 102% of the premium and that the premium may change from time to time.

\_\_\_\_\_ Drop my group health plan coverage. Although I realize I have until \_\_\_\_\_ to waive continuation benefits, I have decided at this time to waive my rights under

COBRA and discontinue my coverage under the group health plan. I understand that this decision is final may not be changed. I further understand that I will no longer be covered by [INSURANCE COMPANY] after \_\_\_\_\_(DATE OF QUALIFYING EVENT).

I have received, read, and had an opportunity to discuss with all persons of my choosing this Waiver/Continuation of Group Health Plan Form.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
EMPLOYEE'S PRINTED NAME

\_\_\_\_\_  
GROUP HEALTH PLAN NUMBER



Fayette County Child Development, Inc.

SUBJECT: HOLIDAYS

POLICY NO: 6.4

APPROVED BY:

EFFECTIVE DATE: 08/01/22

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 07/18/22

POLICY COUNCIL: \_\_\_\_\_

DATE: 07/18/22

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Fayette County Child Development, Inc., will create a yearly calendar that outlines length of days off for various holidays. Fayette County Child Development, Inc., will grant time off to all employees on the holidays listed below:

Due to our involvement with Pre-K, FCCDI will follow the Fayette County Board of Education Holiday Schedule from August through May. Additional summer Holidays will be as follows:

- ♦ May – Memorial Day
- ♦ June – West Virginia Day
- ♦ July – Independence Day
- ♦ June - Juneteenth

Employees will be paid for their regularly scheduled hours for the day on which Fayette County Child Development, Inc., is closed for a holiday as holiday pay. Employees who are not regularly scheduled to work on a holiday will not receive any pay for the holiday. Because of the nature of some duties of the program’s operation, some employees may request or be required to work a holiday. All holiday work requests must receive prior approval from the Director.

If a recognized holiday falls during an employees paid absence (e.g., annual/sick leave), the employee will be required to use the leave and not holiday leave.

If an employee calls off (either using sick leave or emergency annual leave) either the day before or after a holiday, they must present a valid doctors excuse in order to receive holiday pay.

As many holiday days accompany days that children are not scheduled (Thanksgiving week, days between Christmas and New Years day), staff will be required to use Annual Leave on days during these times if the Central Office is closed. Attempts will be made to keep the office open, but to be fair with all staff, if Managers schedule to take these days off and no Manager is here to open the facility, Annual Leave will be deducted from the employees “account” to cover these days. If a staff person does not have enough time to cover all days, the time will be counted without pay. Probationary employees will be charged with time without pay for all days. The Director will notify all staff, no later than 3 business days before the scheduled holiday if the Central Office will be open any day during the holiday period.

Fayette County Child Development, Inc.

SUBJECT: BEREAVEMENT LEAVE

POLICY NO: 6.5-1

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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When the death of a member of an employee's family necessitates his/her absence from work, the Director may approve up to five (5) days with pay for death of a Husband, Wife, or Dependent Child; Three (3) days for Mother, Father, Brother, Sister, or someone living in your home; Two (2) days for Grandparent, Grandchild, current Father-in-Law, Mother-in-Law, Son-in-Law, Daughter-in-Law, Brother-in-Law, or Sister-in-Law.

When the death of a member of an employee's family not listed above necessitates his/her absence from work one (1) day with pay may be granted by the Director for the following persons: Step-Parent, Nephew, Step-Child, Aunt, Uncle, or Niece.

Employees wishing to attend the funeral of a friend or neighbor must use annual leave.

Fayette County Child Development, Inc.

SUBJECT: FAMILY AND MEDICAL LEAVE

POLICY NO: 6.5-2

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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The following family and medical leave policy is designed to comply with the provisions of the federal Family and Medical Leave Act of 1993 (FMLA).

Employees who have been employed for at least one (1) year and for a least 1,250 hours during the preceding twelve (12) month period are eligible for Family and Medical Leave. For employees not eligible for Family and Medical Leave, Fayette County Child Development, Inc., will review business considerations and the individual circumstances involved to determine leave. Except for those employees designated as “highly compensated employees” (defined as the top 10% wage earners), employees will be returned to the same or to an equivalent position upon their return from leave.

Family or Medical Leave will be unpaid leave. If an employee requests leave for his/her own serious health condition, the employee must use all of their accrued paid annual and sick leave. If leave is requested for any of the reasons listed below, the employee must use all of their accrued annual and sick leave. The remainder of the leave will then consist of unpaid leave. The twelve (12) week medical leave period will begin once all leave is exhausted.

REASONS FOR LEAVE:

All employees who meet the applicable time of service requirements may be granted a total of twelve (12) weeks of unpaid Family Leave, annual and leave combined (during any twelve (12) month period for the following reasons:

- (1) The birth of the employee’s child and in order to care for the child;
- (2) The placement of a child with the employee for adoption or foster care;
- (3) To care for a spouse, child, or parent who has a serious health condition;
- (4) A serious health condition that renders the employee incapable of performing the function of his/her job.

The entitlement to leave for a child’s birth or for placement of a child for adoption or foster care will expire twelve (12) months from the date of the birth or placement.

## **APPLICATION FOR LEAVE –**

In all cases, an employee requesting leave must complete the attached “Application for Family and Medical Leave” and return it to the Director. The completed application must state the reasons for the leave, the duration of the leave, and the starting and ending dates of the leave.

## **NOTICE OF LEAVE –**

An employee intending to take Family or Medical Leave because of an expected birth or placement, or because of a planned medical treatment, must submit an application for leave at least thirty (30) days before the leave is to begin. If leave is to begin within thirty (30) days, an employee must give notice to their immediate supervisor and the Director as soon as the necessity for the leave arises.

## **MEDICAL CERTIFICATION OF LEAVE –**

An application for leave based on the serious health condition of the employee or the employee’s spouse, child, or parent must be accompanied by a “Medical Certification Statement” completed by the applicable health care provider. The certification must state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition.

If the employee is needed to care for a spouse, child, or parent, the certification must so state along with an estimate of the amount of time the employee will be needed. If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of his/her job.

## **BENEFITS COVERAGE DURING LEAVE –**

During a period of Family or Medical Leave, an employee will be retained on Fayette County Child Development’s, Inc., health plan under the same conditions that applied before the leave commenced. An employee is not entitled to the accrual of any employment benefits that would have accrued if not for the taking of leave. An employee who takes Family or Medical Leave will not lose any employment benefits that had accrued before the date leave began.

## **RESTORATION TO EMPLOYMENT –**

An employee eligible for Family and Medical Leave (with the exception of those employees designated as “highly compensated employees”) will be restored to their old position or to a position with equivalent pay, benefits, and other terms and conditions of employment. Fayette County Child Development, Inc., cannot guarantee that an employee will be returned to his/her original job. A determination as to whether a position is an “equivalent position” will be made by Fayette County Child Development, Inc.

### **RETURN FROM LEAVE –**

An employee must complete a “Notice of Intention to Return from Family or Medical Leave” before he or she can be returned to active status. If an employee wishes to return to work prior to the expiration of a Family or Medical Leave of absence, the employee must notify his/her supervisor at least five (5) working days prior to the employee’s return.

### **FAILURE TO RETURN FROM LEAVE –**

The failure of an employee to return to work upon the expiration of a Family or Medical Leave of absence will subject the employee to immediate termination unless an extension is granted. An employee, who requests an extension of Family Leave or Medical Leave due to the condition, recurrence, or onset of their own serious health condition, or of the serious health condition of the employee’s spouse, child, or parent, must submit a request for an extension, in writing, to the Director. This written request must be made as soon as the employee realizes that they will not be able to return at the expiration of the leave period.

NOTICE OF INTENTION TO RETURN FROM LEAVE

NAME: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

DATE LEAVE BEGAN: \_\_\_\_\_

DATE OF PLANNED RETURN: \_\_\_\_\_

I understand that my restoration to employment is subject to the following conditions:

1. As a condition of restoration, each employee must provide a written certification from the appropriate health care provider that the employee is able to be working;
2. Every attempt will be made to restore an employee returning from leave to his/her original position. If the employee's original position is unavailable, the employee will be placed in an equivalent position with equivalent pay and benefits.
3. An employee returning from family and medical leave shall not be entitled to the accrual of any seniority or employment benefits during the period of leave.

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

I have examined the employee named above and can certify that he/she is fully able to resume working.

\_\_\_\_\_  
HEALTH CARE PROVIDER'S SIGNATURE

\_\_\_\_\_  
DATE

APPLICATION FOR FAMILY OR MEDICAL LEAVE

NAME: \_\_\_\_\_

DEPT: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

ANTICIPATED START DATE OF LEAVE: \_\_\_\_\_

EXPECTED DATE OF RETURN TO WORK: \_\_\_\_\_

REASON FOR LEAVE (EXPLAIN): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NOTE: A leave request based on an employee's serious condition or the serious health condition of an employee's spouse, child, or parent must be accompanied by a verifying medical certification from a physician.

I hereby authorize Fayette County Child Development, Inc., to contact my physician to verify the reason for my requested leave or for any other information concerning my requested family medical leave.

I understand that a failure to return to work at the end of my leave may be treated as a resignation unless an extension has been agreed upon and approved in writing by the Director.

I also understand failure to pay promptly for the cost of medical insurance will result in cancellation of the insurance.

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

APPROVED BY:

\_\_\_\_\_  
EMPLOYEE'S SUPERVISOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EXECUTIVE DIRECTOR/DIRECTOR

\_\_\_\_\_  
DATE

Employer Response to FMLA Request  
(Family and Medical Leave Act of 1993)

DATE: \_\_\_\_\_

TO: \_\_\_\_\_ (Employer's name)

FROM: \_\_\_\_\_ (Name of appropriate employer representative)

SUBJECT: Request for Family/Medical Leave

On \_\_\_\_\_, you notified us of your need to take family/medical leave due to:

\_\_\_\_\_ the birth of a child, or the placement of a child with your for adoption or foster care;

\_\_\_\_\_ a serious health condition that makes you unable to perform the essential functions of your job;

\_\_\_\_\_ a serious health condition affecting your \_\_\_ spouse \_\_\_ child \_\_\_ parent for which you are needed to provide care.

You notified us that you need this leave beginning on \_\_\_\_\_ and that you expect leave to continue until on or about \_\_\_\_\_.

Except as explained below, you have a right under the FMLA for up to twelve (12) weeks of unpaid leave in a twelve (12) month period for the reason(s) listed above. Also, your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work and you must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from leave. If you do not return to work following FMLA leave for a reason other than (1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave, or (2) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid during your FMLA leave.

This is to inform you that (check appropriate boxes – explain where indicated)

1. You are \_\_\_ eligible \_\_\_ not eligible for leave under the FMLA
2. The requested leave \_\_\_ will \_\_\_ will not be counted against your annual FMLA entitlement
3. You \_\_\_ will \_\_\_ will not be required to furnish medical certification of a serious health condition. If required you must furnish certification by \_\_\_\_\_ (must be at least fifteen (15) days after you are notified of this requirement) or we may delay the commencement of your leave until the certification is submitted.



CERTIFICATION OF HEALTH CARE PROVIDER

- 1. Employee's Name \_\_\_\_\_
- 2. Patient's Name (if different from employee): \_\_\_\_\_

3. The attached sheet describes what is meant by a "serious health condition" under the Family and Medical Leave Act. Does the patient's condition qualify under any of the categories described? If so, please check the applicable category: (See attached page for definitions)

(1)\_\_\_\_ (2)\_\_\_\_ (3)\_\_\_\_ (4)\_\_\_\_ (5)\_\_\_\_ (6)\_\_\_\_ or None of the above \_\_\_\_\_

4. Describe the medical facts which support your certification, including a brief statement as to how the medical facts meet the criteria of one of these categories:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. a) State the approximate date the condition commenced, and the probable duration of the condition (and also the probable duration of the patient's present incapacity, if different):

\_\_\_\_\_

b) Will it be necessary for the employee to take work only intermittently or to work on a less than full schedule as a result of the condition (including for treatment described in Item 6 below)?\_\_\_\_\_. If yes, give the probable duration: \_\_\_\_\_

c) If the condition is a chronic condition (condition #4) or pregnancy, state whether the patient is presently incapacitated and the likely duration and frequency of episodes of incapacity: \_\_\_\_\_

\_\_\_\_\_

6. a) If additional treatments will be required for the condition, provide an estimate of the probable manner of such treatments: \_\_\_\_\_

\_\_\_\_\_

If the patient will be absent from work or other daily activities because of treatment on an intermittent or part-time basis, also provide an estimate of the probable number and interval between such treatments, actual or estimated dates of treatment if known, and period required for recovery, if any: \_\_\_\_\_

\_\_\_\_\_

b) If any of these treatments will be provided by another provider of health services (e.g., physical therapist), please state the nature of the treatments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c) If a regimen of continuing treatment by the patient is required under supervision, provide a general description of such regimen (e.g., prescription drugs, physical therapy requiring special equipment): \_\_\_\_\_

7. a) If medical leave is required for the employee's absence from work because of the employee's own condition (including absences due to pregnancy or a chronic condition), is the employee unable to perform work of any kind? \_\_\_\_\_.

b) If able to perform some work, is the employee unable to perform any one or more of the essential functions of the employee's job (the employee or employer should supply you with information about the essential job functions)? \_\_\_\_\_ If yes, please list the essential functions the employee is unable to perform: \_\_\_\_\_

c) If neither a) nor b) applies, is it necessary for the employee to be absent from work for treatment?

8. a) If leave is required to care for a family member of the employee with a serious health condition, does the patient require assistance for basic medical or personal needs or safety, or for transportation? \_\_\_\_\_.

b) If no, would the employee's presence to provide psychological comfort be beneficial to the patient or assist in the patient's recovery? \_\_\_\_\_.

c) If the patient will need care only intermittently or on a part-time basis, please indicate the probable duration of this need: \_\_\_\_\_

\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
Type of Practice

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

To be completed by the employee needing family leave to care for a family member: state the care you will provide and an estimate of the period during which care will be provided, including a schedule if leave is to be taken intermittently or if it will be necessary for you to work less than a full schedule:

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EMPLOYEE SIGNATURE

---

DATE

## DEFINITIONS TO ACCOMPANY HEALTH CARE PROVIDER CERTIFICATION FORM

A “Serious Health Condition” means an illness, injury, impairment, or physical or mental condition that involves one of the following:

### **1. Hospital Care -**

Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care. “Incapacity”, for the purposes of FMLA, is defined to mean inability to work, attend school, or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery there from.

### **2 Absence Plus Treatment -**

A period of incapacity of more than three consecutive days (including any subsequent treatment or period of incapacity relating to the same condition), also involves either of the following:

- (1) Treatments two or more times by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; (Treatment shall include examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations).
- (2) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a health care provider. A regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not including the taking of over-the-counter medications such as aspirin, antihistamines, or salves or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

### **3. Pregnancy -**

Any period of incapacity due to pregnancy or for prenatal care.

### **4. Chronic Conditions Requiring Treatments -**

A chronic condition which meet all of the following criteria:

- (1) Requires periodic visits for treatment by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider;
- (2) Continues over an extended period of time (including recurring episodes of a single underlying condition);
- (3) May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

**5. Permanent/Long-term Conditions Requiring Supervision -**

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

**6. Multiple Treatments (Non-Chronic Conditions) –**

Any period of absence to receive multiple treatments (including any period of recover there from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), sever arthritis (physical therapy), kidney disease (dialysis).

Fayette County Child Development, Inc.

SUBJECT: JURY AND WITNESS DUTY

POLICY NO: 6.5-3

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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**Jury Duty:**

When leave of absence must be taken for jury duty, Fayette County Child Development, Inc., will recognize this leave with pay. Proof of Jury Duty must be submitted with the Time Sheet.

Employees must notify their immediate supervisor when they are called for Jury Duty.

**Witness Duty:**

When a leave of absence must be taken to answer a subpoena in court, Fayette County Child Development, Inc., will recognize this leave with pay only when the employee is not financially involved in the outcome of the case. Proof of the subpoena must be submitted with the Time Sheet.

Fayette County Child Development, Inc.

SUBJECT: LEAVE WITHOUT PAY

POLICY NO: 6.5-4

APPROVED BY:

EFFECTIVE DATE: 11/13/19

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 10/08/19

POLICY COUNCIL: \_\_\_\_\_

DATE: 11/12/19

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Employee's work schedules have been established giving consideration to the student/teacher ratio, workloads, and coverage requirements. Employee absences have a detrimental effect on these conditions. While absence for illness and emergency situations may happen from time to time, employees will not be granted leave beyond their accrued vacation and sick leave as a standard practice. Emergency circumstances will be considered on a case by case basis.

Leave without pay which has not been approved by the Director will be considered as voluntary termination. Even if leave without pay is granted by the Director, discipline will be issued as follows: 1<sup>st</sup> offense will be verbal warning, 2<sup>nd</sup> offense will be written warning, 3<sup>rd</sup> offense is 5 day suspension without pay and 4<sup>th</sup> offense is termination. Leave without pay will only be granted in extenuating circumstances and not on a routine basis. Leave without pay must be approved by Director.

Employees will begin progressive discipline for each infraction of taking off more time they have earned beginning with the first offense. Determination of discipline will be made by the Director.

Fayette County Child Development, Inc.

SUBJECT: OTHER LEAVE OF ABSENCES

POLICY NO: 6.5-5

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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Absence not covered by these policies shall be referred to the Director for determination.



Fayette County Child Development, Inc.

SUBJECT: SICK LEAVE

POLICY NO: 6.6

APPROVED BY:

EFFECTIVE DATE: 12/12/16

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 11/29/16

POLICY COUNCIL: \_\_\_\_\_

DATE: 12/12/16

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Sick leave is time off with or without pay for periods of illness or incapacity resulting from non-occupational or occupational injury, as well as for medical, dental, or optical examinations or treatments. Sick leave may be used when the employee’s condition or condition of a family member interferes with or makes it impossible for the employee to satisfactorily perform their assigned duties.

Absences that are due to illness should be reported as soon as possible, by 7:30 am, on the first day of absence by contacting your supervisor. If the employee is going to be out more than one (1) day, they are required to call every day except if a Dr.’s excuse has been given, up front, to their supervisor and it states the number of days to be off. The employee’s failure to report their absence will result in dismissal. Excessive absence, even though reported, may result in disciplinary action which may lead to termination.

An employee, hired before September 1<sup>st</sup> 2008, will be eligible to earn sick leave with pay as follows:

1. Employees shall accumulate one (1) hour of sick leave for every twenty (20) hours worked based on assigned work hours and weeks as approved by the Board of Directors and Policy Council.
2. Sick leave will be calculated and awarded for 3 month periods. Employees will be given leave amounts in quarterly increments. Sick leave totals will be given August 1<sup>st</sup> or employees return date (to cover August, September and October), 1<sup>st</sup> payroll date in November (to cover November, December and January), 1<sup>st</sup> payroll date in February (to cover February, March and April) and 1<sup>st</sup> payroll date in May (to cover May, June and July). Staff that use more sick leave than they have “in their account” during any period will be disciplined. In addition, any/all unpaid time will be counted in the next award cycle that will result in lower amounts of leave to be awarded. Staff may not take time off by “borrowing” from future earned time.
3. Temporary, substitute or Contract employees are not eligible to earn or accumulate sick time.

4. FCCDI does not permit employees to routinely take leave without pay. Any leave without pay must be approved by the Director and will only be granted for extenuating circumstances. Refer to Policy No. 6.3-5. Employees who request/take more time off than is earned in a year will result in disciplinary action including dismissal.

Employees hired after September 1<sup>st</sup>, 2008 will accrue sick leave as follows:

1. Employees shall accumulate one (1) hour of sick leave for every twenty-four (24) hours worked based on assigned work hours and weeks as approved by the Board of Directors and Policy Council.
2. Probationary employees will receive a prorated amount of sick leave within 5 days of the completion of the probationary period and then be awarded time in quarterly increments as outlined above. The amount will be placed into the employees "account" at this time.
3. Temporary, substitute or Contract employees are not eligible to earn or accumulate sick time.
4. FCCDI does not permit employees to routinely take leave without pay. Any leave without pay must be approved by the Director and will only be granted for extenuating circumstances. Refer to Policy No. 6.3-5. Employees who request/take more time off than is earned in a year will result in disciplinary action including dismissal.

An employee out on sick leave for two (2) consecutive full working days will be required to submit to the Director a written statement from a physician indicating status/condition of illness and/or ability to return to work. In addition, any employee wishing to use sick leave either the day before or after a holiday will be required to submit a written statement from a physician explaining the absence. From the information provided by the employee or the physician, the Family and Medical Leave Policy may need to be considered. Fayette County Child Development, Inc., complies with the Family and Medical Leave Act and recognizes that employees may be granted leave of absence under certain conditions (Refer to Family and Medical Leave Act Policy No. 6.5-2).

Sick leave with pay may accrue and be carried forward each year, not to exceed 300 hours and carries with it no monetary compensation upon leaving employment.

Employees will not be granted sick leave time during the following periods:

1. Within the first 10 days of employees return to work date, plus first 5 days with kids present.
2. Within the employees last 10 days of their scheduled work assignment.
3. During scheduled staff meeting days or In-Service days. Exception to this would be

that if an employee was admitted to the hospital and could not attend the staff meeting. Staff would need to notify the Director and provide a written statement (as provided by the hospital) as to the days they were actually in the hospital. If this scenario were to happen, the employee would be responsible for obtaining the information and or certifications conducted at the staff meeting on their own time and at their cost.

4. During Federal Reviews.

Fayette County Child Development, Inc.

SUBJECT: VACATION/ANNUAL LEAVE

POLICY NO: 6.7

APPROVED BY:

EFFECTIVE DATE: 08/01/16

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 07/11/16

POLICY COUNCIL: \_\_\_\_\_

DATE: 07/11/16

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Employees will earn vacation/annual leave time as outlined below. Vacation/annual leave days must be used during the fiscal year they were accrued except they may carry over forty (40) hours to the next fiscal year.

Scheduling of vacation/annual leave time requires prior approval. Requests for vacation time are to be submitted to the Director at least ten (10) working days in advance of requested time off for days when children are scheduled to be present. Changes to scheduled vacation time require prior approval by the Director. The Director will provide a written response to the request at least five (5) days before the requested days off is to begin. Employees are encouraged to use their time wisely. Employees may give a 1 day notice of intent to use annual leave for days that children are not scheduled for attendance.

An employee, hired before September 1<sup>st</sup> 2008, will be eligible to earn annual leave with pay as follows:

1. Employees with 0 – 4 years of service will accrue one (1) hour for every sixteen (16) hours worked.
2. Employees with 5 – 9 years of service will accrue 1.25 hours of leave for every sixteen (16) hours worked.
3. Employees with 10 – 10+ years of service will accrue 1.5 hours of leave for every sixteen (16) hours worked.
4. Annual leave will be calculated and awarded for 3 month periods. Employees will be given leave amounts in quarterly increments. Annual leave totals will be given August 1<sup>st</sup> or employees return date (to cover August, September and October), 1<sup>st</sup> payroll date in November (to cover November, December and January), 1<sup>st</sup> payroll date in February (to cover February, March and April) and 1<sup>st</sup> payroll date in May (to cover May, June and July). Staff that use more leave than they have “in their account” during any period will be disciplined. In addition, any/all unpaid time will be counted in the next award cycle that will result in lower amounts of leave to be awarded. Staff may not take time off by “borrowing” from future earned time.
5. Temporary, substitute or Contract employees are not eligible to earn or accumulate annual leave.

6. FCCDI does not permit employees to routinely take leave without pay. Any leave without pay must be approved by your immediate supervisor and will only be granted for extenuating circumstances. Refer to Policy No. 6.3-5. Employees who request/take more time off than is earned in a year will result in disciplinary action including dismissal.

An employee, hired after September 1<sup>st</sup> 2008, will be eligible to earn annual leave with pay as follows:

1. Employees with 0 – 4 years of service will accrue one (1) hour for every twenty (20) hours worked.
2. Employees with 5 – 9 years of service will accrue 1.25 hours of leave for every twenty (20) hours worked.
3. Employees with 10 – 10+ years of service will accrue 1.5 hours of leave for every twenty (20) hours worked.
4. Probationary employees will receive a prorated amount of annual leave within 5 days of the completion of the probationary period and then be awarded time in quarterly increments as outlined above. The amount will be placed into the employees “account” at this time.
5. Temporary, Substitute or Contract employees are not eligible to earn or accumulate annual leave.
6. FCCDI does not permit employees to routinely take leave without pay. Any leave without pay must be approved by your immediate supervisor and will only be granted for extenuating circumstances. Refer to Policy No. 6.3-5. Employees who request/take more time off than is earned in a year will result in disciplinary action including dismissal.

Employees will not be granted annual leave time during the following periods:

1. Within the first 10 days of employees return to work date, plus first 5 days with kids present.
2. Within the employees last 10 days of their scheduled work assignment.
3. During scheduled staff meeting days and Federal Review days .

Fayette County Child Development, Inc.

SUBJECT: COMPENSATION PLAN

POLICY NO: 7.0

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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Fayette County Child Development, Inc., funds come from Federal sources. The agency recognizes three (3) parts of compensation: base salary, cost of living raises, and employee benefits. It is the intent of Fayette County Child Development, Inc., to pay salaries and/or cost of living increases as well as maintain the various employee benefits. However, the ability to do so depends entirely on what amount of funds Fayette County Child Development, Inc., receives. These amounts are often not known until well into any fiscal year or fixed at the previous year's level of funding.

Based upon the expected availability of funds and the service needs of Fayette County Child Development, Inc., the Board of Directors and Policy Council will develop a compensation plan for each program year. The implementation of this plan is based upon actual receipt of funds. Employees will be notified of the compensation plan and time frame for implementation.



this local mediator is not successful, the Board of Directors shall request a mediator from the Regional Department of Health and Human Services to assist.



Fayette County Child Development, Inc.

SUBJECT: PERFORMANCE APPRAISAL

POLICY NO: 9.0

APPROVED BY:

EFFECTIVE DATE: 08/01/15

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 07/14/15

POLICY COUNCIL: \_\_\_\_\_

DATE: 07/16/15

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Performance Appraisals should be a positive growth experience for the employee as well as the supervisor. Performance Appraisals will be used to evaluate the entire period of employment since the last review.

Performance Appraisals will be based strictly upon job performance. Job descriptions will be utilized as the basis for the appraisal. All employees will be given an opportunity at orientation to discuss their job descriptions to assure that employees understand the responsibilities and tasks. All employees will be given a copy of the Performance Appraisal form at this time.

Performance Appraisals will be used as a foundation to establish goals for employees. Employees will be encouraged to develop short-term and long-term goals for themselves and to discuss their goals with the supervisor. Supervisors will be charged with monitoring the goals established during the period following the Performance Appraisal by scheduling performance review meetings with the employee from time to time.

Supervisors will also present to employees the goals of the Management Team and their role in the successful attainment of these goals. Supervisors will keep employees informed of the team's progress and any changes in the team goals following the Performance Appraisal.

Supervisors should also solicit information and input from other employees who work closely with the employee being appraised.

Performance Appraisals will be conducted for Provisional Employees every thirty (30) days during their Provisional Period using the Agency's Provisional Employee Appraisal Form.

Following the Provisional Period, Performance Appraisals will be conducted at least annually for each employee at the end of May.

After the Performance Appraisal is presented to the employee, it will be reviewed and approved by the Director.

Employees will be asked to sign the Performance Appraisal Form. The form will have three (3) options for signature:

- I have read, reviewed, and agree with the Appraisal; or
- I have read, reviewed, and disagree with the Appraisal (this option requires the employee to attach written comments); or
- I have read and reviewed the Appraisal and neither agree nor disagree.

When an employee refuses to sign the Performance Appraisal, another employee will be asked to witness the refusal.

All employees will receive a copy of their Performance Appraisal. Performance Appraisals will be placed in the employee's personnel record.

## **PERFORMANCE APPRAISAL FORM INSTRUCTIONS**

1. Complete the Performance Appraisal Form.
2. Schedule a Performance Appraisal meeting with the employee to review the appraisal. At this time the employee must be given the opportunity to sign the appraisal.
3. Forward the entire completed Performance Appraisal to the Director for signature. The Performance Appraisal will be placed in the employee's personnel record and a copy will be forwarded to the employee.
4. The Survey will be reviewed for training purposes and placed in the employee's confidential personnel record.

Fayette County Child Development, Inc.

SUBJECT: EMPLOYEE CODE OF CONDUCT POLICY NO: 10.0

APPROVED BY: EFFECTIVE DATE: 08/01/18

BOARD OF DIRECTORS: DATE: 07/30/18

POLICY COUNCIL: DATE: 07/30/18

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The Board of Directors, Policy Council and Management Team believe that the purpose of the Employee Conduct Policy is to improve employee performance and is not meant to punish employees. As such, the Policy shall serve as a guide for supervisors and employees and shall be used to correct employee behavior and performance that does not meet necessary standards.

As the basis standard of fairness in the Agency, employees are to be generally informed of the types of behavior expected of them and the rules, regulations, policies, procedures, and practices by which they must abide. Corrective actions result from failure to abide by these arrangements. It is the policy of the Board of Directors that the standards of conduct for employees be equitably enforced. However, individual employees bear responsibility to adhere to the rules and requirements of the Agency and shall be held accountable for conformance.

During the work period, each employee is expected to conduct himself/herself in a manner befitting their status as an employee of Fayette County Child Development, Inc. They shall refrain from actions or public announcements which reflect adversely/negatively upon the Agency. Employees shall exercise prudence and discretion in regard to all official business of the Agency.

Fayette County Child Development, Inc., will adhere to progressive discipline for infractions that are not considered Gross or Serious Misconduct. For infractions that fall into this category the chain of discipline will be followed as each situation will allow. However, if an employee has already received warnings and/or EIP, it will be at the discretion of the Manager and Director if a higher level of discipline is taken. Once an employee has received a 2<sup>nd</sup> EIP for any infraction during the fiscal year, the Director and Manager will decide next step for any infraction.

## GUIDELINES FOR DISCIPLINARY ACTION

- VW – Verbal Warning
- WW – Written Warning
- S – Suspension
- T – Termination

Items/Offenses will be labeled under three (3) categories: Gross Misconduct, Serious Misconduct, and Simple Misconduct.

<b><u>Gross Misconduct</u></b>	<b><u>1<sup>st</sup> Offense</u></b>	<b><u>2<sup>nd</sup> Offense</u></b>	<b><u>3<sup>rd</sup> Offense</u></b>	<b><u>4<sup>th</sup> Offense</u></b>
Falsification of Records (H.V. Reports, Central Office Files)	T			
Fighting on Company Premises	T			
Repeating, revealing or allowing access to confidential information to unauthorized individuals without a business “need to know”	T			
Physical mistreatment of child, family, or staff member	T			
Theft: deliberate damage to or detritions of, or unauthorized removal of property	T			
Failing to report to work following a leave of absence	T			
Drunkenness or unauthorized possession of alcoholic beverages on company property	T			

<b><u>Gross Misconduct</u></b>	<b><u>1<sup>st</sup> Offense</u></b>	<b><u>2<sup>nd</sup> Offense</u></b>	<b><u>3<sup>rd</sup> Offense</u></b>	<b><u>4<sup>th</sup> Offense</u></b>
Willful disobedience to carry out a reasonable order/request	T			
Illegal possession of or use of drugs	T			
Accepting another job while on leave of absence	T			
Fraudulent workers' comp Claim filing	T			
Intimidation, coercion, or verbal abuse of employees, family, and children	T			
Humiliation/Emotional abuse of children, families, or staff	T			
Trespassing on company premises when not on work time	T			
Failure to report suspected Child Abuse or Neglect to CPS	T			
Receipt of two suspensions for the same infraction during any 12 month period	T			
Leaving a child unattended or unsupervised while under their care	T			
Breach of Confidentiality	T			

<b><u>Serious Misconduct</u></b>	<b><u>1<sup>st</sup> Offense</u></b>	<b><u>2<sup>nd</sup> Offense</u></b>	<b><u>3<sup>rd</sup> Offense</u></b>	<b><u>4<sup>th</sup> Offense</u></b>
Violation of company's Solicitation/Distribution Policies	S	T		
Leaving work without notifying/obtaining permission from supervisor before end of shift	S	T		
Serious violation of Health or safety rules (potential for bodily injuries, harm to facilities or environment, or life threatening)	S	T		
Failure to report any known accident to supervisor	S	T		
Failure to meet Performance Standards deadlines with no reasonable efforts must be documented	S	T		
Unauthorized posting or removal of any notices on bulletin boards or company property	S	T		
Failure to properly complete time sheet or mileage sheet	S	T		
Refusal or failure to report for an overtime call or requested assignment	S	T		
Failure to obtain TB & physical in required time	S	T		
Working beyond scheduled hours without Director approval	S	T		

<b><u>Simple Misconduct</u></b>	<b><u>1<sup>st</sup> Offense</u></b>	<b><u>2<sup>nd</sup> Offense</u></b>	<b><u>3<sup>rd</sup> Offense</u></b>	<b><u>4<sup>th</sup> Offense</u></b>
Violation of basic safety Policies	VW	WW	S	T
Improper appearance or unacceptable hygiene. *Employee will be sent home to change/groom on each offense	VW	WW	S	T
Improper job performance. *Not meeting job description requirements	VW	WW	S	T
Engaging in personal work on company time	VW	WW	S	T
Using FCCDI supplies for personal use	VW	WW	S	T
Intentional waste of material or abuse of equipment or other Company property	VW	WW	S	T
Exceeding approved meal/break time	VW	WW	S	T
Unauthorized parking	VW	WW	S	T
Tobacco use on company premises other than designated areas	VW	WW	S	T
Sleeping on company time	VW	WW	S	T
Failure to properly follow Instructions	VW	WW	S	T



Fayette County Child Development, Inc.

SUBJECT: ACCEPTANCE OF GIFTS  
AND GRATUITIES

POLICY NO: 10.1

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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Employees of Fayette County Child Development, Inc., are prohibited from accepting gifts, money, services, or gratuities from clients, vendors, contractors, and all other persons doing business with our organization.

Violation of this policy will result in disciplinary action including termination.

Fayette County Child Development, Inc.

SUBJECT: CONFIDENTIALITY

POLICY NO: 10.2

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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This Confidentiality Policy has been adopted to assure confidentiality and protection of individual rights to privacy for children, families, and employees of Fayette County Child Development, Inc. The individual dignity of children, families, and employees shall be respected and protected at all times in accordance with the law.

Information about children, families, or employees should not be divulged to anyone other than persons who are authorized to receive such information. This policy extends to both internal and external disclosure.

**Confidentiality of Children’s and Families’ Information:**

- a. All children’s records must be locked in a secure file;
- b. Access to children’s records is limited to appropriate employees;
- c. Children’s records must not be removed from the center;
- d. Children’s records must never be let out on desks, tables, etc..., where other people may have access to them;
- e. Children’s or families private information must never be discussed among employees except on the “need to know” basis. Employees must be particularly aware of their surroundings when discussing this information. Special caution must be taken to be sure other children, families, or employees do not overhear information which is private;
- f. Discussion of children’s or families’ information with volunteers, other families, friends, or community members is prohibited;
- g. Information and documents which are considered confidential are medical records, educational records, special need records, family records, financial records, and any other private information about the children or their families;
- h. All requests for release of information will be coordinated by the Director;
- i. Information will only be released with the express written consent of the child’s parent or legal guardian.

**Confidentiality of Employee’s Information:**

- a. All of an employee’s records must be locked in a secure file;
- b. Access to an employee’s records is limited to appropriate employees;
- c. An Employee’s records must not be removed from the center;

- d. An Employee's records must never be left out on desks, tables, etc... where other people may have access to them;
- e. An Employee's private information must never be discussed among employees except on the "need to know" basis. Employees must be particularly aware of their surroundings when discussing this information. Special caution must be taken to be sure other children, families, or employees do not overhear information which is private;
- f. Discussion of an employee's information with volunteers, families, friends, or community members is prohibited;
- g. Information and documents which are considered confidential are medical records, educational records, employment records, financial or pay records, and any other private information about the employee;
- h. All requests for release of information will be coordinated by the Director;
- i. Information will only be released with the express written consent of the employee.

Violation of Confidentiality Policy may lead to dismissal.

Any employee who violates the Confidentiality Policy will be subject to disciplinary action including termination.

Fayette County Child Development, Inc.

SUBJECT: CONFLICT OF INTEREST

POLICY NO: 10.3

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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A conflict of interest insofar as it may affect Fayette County Child Development, Inc., is defined as an activity or interest which is inconsistent with or opposed to the legitimate best interest of Fayette County Child Development, Inc. It is the policy of Fayette County Child Development, Inc., that all managers, officers, Policy Council members, contractors, consultants, and employees will avoid personal transactions or situations in which their personal interest will or will appear to conflict with those of our agency. For the purpose of this policy a member of an immediate family shall include any of the following persons:

- ★ Husband
- ★ Wife
- ★ Mother
- ★ Father
- ★ Sister
- ★ Brother
- ★ Daughter
- ★ Son
- ★ Any person residing in the employee's immediate household
- ★ Mother-in-Law
- ★ Father-in-Law
- ★ Son-in-Law
- ★ Daughter-in-Law
- ★ Step-Child
- ★ Step-Parent
- ★ Aunt
- ★ Uncle
- ★ Niece
- ★ Nephew
- ★ Brother-in-Law
- ★ Sister-in-Law
- ★ Grandmother
- ★ Grandfather
- ★ Granddaughter
- ★ Grandson

1. Conflict of interest occurs whenever an employee permits the prospect of or indirect personal gain to influence improperly, his/her judgment or action in the conflict with the best interest of Fayette County Child Development, Inc. The following are representative but not inclusive:
  - a. No employee shall do business with a member of their family on behalf of Fayette County Child Development, Inc., unless the circumstances of the proposed relationship have been clearly reviewed by the Director and has been deemed to have no potential or inherent conflict of interest qualities;
  - b. All employees must deal with suppliers, contractors, customers, and all other persons doing business with Fayette County Child Development, Inc., in the best interest of Fayette County Child Development, Inc., without favor or preference based on personal consideration;

- c. No employee shall misuse privileged information or reveal confidential data to outsiders for the purpose of personal gain or for other than agency purposes;
  - d. No employee shall deal with Fayette County Child Development, Inc., or with one of Fayette County Child Development's, Inc., clients or suppliers as a representative of another firm or for their own account;
  - e. No employee shall participate in the selection, award or administration of a contract where, to their knowledge, a member of their immediate family has a financial interest;
  - f. No employee shall solicit or accept or offer gratuities, favors, or anything of monetary value from other employees or persons receiving benefits or services or from contractors or potential contractors for personal gain or inherent conflict of interest;
2. A former employee shall not serve on the Board or Committee of Fayette County Child Development, Inc., if that Board or Committee has authority to order personnel action.

Fayette County Child Development, Inc.

SUBJECT: DISCIPLINARY ACTION:  
Reprimand (Verbal Warning)

POLICY NO: 10.4-1

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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A reprimand may be given to any employee when a minor violation of center policies or procedure has occurred. This action may be taken by the employee's immediate supervisor.

Fayette County Child Development, Inc.

SUBJECT: DISCIPLINARY ACTION:  
(Written Warning)

POLICY NO: 10.4-2

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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Employees may be given a written warning from his/her immediate supervisor which clearly describes the deficiency in the performance or conduct. They will be cautioned that if the situation is not corrected during the warning period, appropriate action will be taken. Copies of all correspondence regarding corrective action will be sent to the Director.

Fayette County Child Development, Inc.

SUBJECT: DISCIPLINARY ACTION:  
(Investigatory Suspension)

POLICY NO: 10.4-3

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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The Director may suspend an employee for investigatory purposes. The investigatory suspension can be with or without pay and will result in either full reinstatement with back pay, if appropriate, or further disciplinary action. The employee must be notified in writing of the purpose of the investigation.

Investigatory suspension will normally result from a situation which is relevant to the employee's position. Examples of situations which would warrant use of investigatory suspension include, but are not limited to:

1. On the job charges of driving while intoxicated;
2. Charges of child abuse or neglect;
3. Accusation of theft;
4. Violation of Substance Abuse Policy;
5. Other similar situations.

Investigatory suspension may be utilized for on or off duty charges and may not exceed 90 days without the concurrence of the Board of Directors and Policy Council.



Fayette County Child Development, Inc.

SUBJECT: DISCIPLINARY ACTION:  
(Suspension)

POLICY NO: 10.4-4

APPROVED BY:

EFFECTIVE DATE: 08/01/15

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 07/14/15

POLICY COUNCIL: \_\_\_\_\_

DATE: 07/16/15

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Suspension of an employee may occur at the discretion of the Director with input from the employee's immediate supervisor for specific infractions of the Personnel Policies. Suspension of an employee will not require prior verbal or written corrective action. This action will be taken by the Director, upon recommendation of appropriate employees.

Suspension will be without pay. The employee will be notified in writing of the suspension and length of the suspension not to exceed five (5) days. The employee will sign a copy of the suspension notification indicating receipt of the material. However, a refusal to sign the notification does not waive the suspension.

Normally an employee will be suspended upon receipt of the notification. However, an employee may be suspended on verbal notice if such suspension is in the best interest of safety to himself/herself, his/her co-workers, or the clients of the Agency, or if other similar conditions exist. Written notification of suspension and length must promptly follow. Suspension by verbal notice may be taken by the immediate supervisor followed immediately by consultation with the Director.

Fayette County Child Development, Inc.

SUBJECT: DISCIPLINARY ACTION:  
(Termination)

POLICY NO: 10.4-5

APPROVED BY:

EFFECTIVE DATE: 08/01/15

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 07/14/15

POLICY COUNCIL: \_\_\_\_\_

DATE: 07/16/15

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Termination shall not require prior verbal or written corrective actions.

Termination is an action ordered by the Director and approved by the Board of Directors and Policy Council. Termination will be in writing and will state the cause for the action as well as the appeal process for the employee.

Refer to Employee Code of Conduct, Policy 10.0, to review causes for termination.

Termination will generally be conducted by a written statement to the employee by the Director. As an "At will" employer, the decision to terminate does not need to be included in the letter. However, a general description of any violation of policy will be included. However, when circumstances arise that present a written notice (such as outlined in Policy 10.4-4) a verbal notice of termination may be given to the employee. A written letter of termination shall be sent within 3 business days to the employee.

Once an employee has received the termination letter, they may appeal the decision to the Policy Council. The employee must submit a notice of intent to appeal to the Director within 3 business days of their intent. The Director will notify the employee of the next scheduled Policy Council meeting.

In the event the employee would want to appeal to the Board of Directors, the same procedures above must be met.

Fayette County Child Development, Inc.

SUBJECT: EMPLOYEES PERSONAL ITEMS

POLICY NO: 10.5

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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Fayette County Child Development, Inc., is not responsible for any employee’s personal items brought to any Fayette County Child Development, Inc., facility or on any work related field trip or training session.

Employees are discouraged from bringing personal items to the workplace. Work space is provided for the employee to successfully complete the requirements of her or his position. It is not intended to be treated as a display area for employee’s personal possessions and photographs.

Fayette County Child Development, Inc., reserves the right to remove any personal possession which it deems inappropriate for the workplace.

Due to the nature of Head Start and its strict confidentiality polices, an employee who is terminated will not be given an opportunity to “clean out their desk”. Any personal property which may be in the work space will be packed and shipped to the employee.

Employees are discouraged from bringing personal belongings to the work site. In the event an employee chooses to bring a personal item to work, and if the item is damaged, lost, stolen, or discarded during routine maintenance, FCCDI assumes no responsibility for replacement or repair of said item.

Fayette County Child Development, Inc.

SUBJECT: NON-FRATERNIZATION

POLICY NO: 10.6

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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Clients of Fayette County Child Development, Inc., shall be provided with the best possible quality service. Employees shall treat clients, vendors, co-workers and the public with courtesy, appropriate distance and respect.

Employees should abstain from any intimate physical contact and involvement with Head Start parents. Employees should also avoid any unwelcome advances and intimate acts towards Head Start parents.

Employees should abstain from any intimate physical contact or involvement with other FCCDI employees. This shall include dating other employees.

Fayette County Child Development, Inc.

SUBJECT: OUTSIDE EMPLOYMENT

POLICY NO: 10.7

APPROVED BY:

EFFECTIVE DATE: 08/01/15

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 07/14/15

POLICY COUNCIL: \_\_\_\_\_

DATE: 07/16/15

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Employees of Fayette County Child Development, Inc., are prohibited from accepting any employment from any client of Fayette County Child Development, Inc.

Employees are strictly prohibited from accepting employment as a baby-sitter from any client of Fayette County Child Development, Inc.

Employees must not have additional employment which interferes with the efficient performance of their duties for FCCDI. Employment with FCCI is considered, by this agency, as your primary employment. You may not hold other jobs during times which may require you to be present at FCCDI. All employees working "other" jobs must notify the Director. The Director will determine whether said employment is in violation of this policy.

Employees may not use any paid leave or unpaid leave to work at an additional job. Employees who miss work at FCCDI to perform their "other" job will be dismissed from employment with FCCDI.

Fayette County Child Development, Inc.

SUBJECT: PERSONAL APPEARANCE

POLICY NO: 10.8

APPROVED BY:

EFFECTIVE DATE: 08/01/18

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 07/30/18

POLICY COUNCIL: \_\_\_\_\_

DATE: 07/30/18

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All employees are expected to present a neat appearance and to dress appropriately for their position. Administrative employees meet and deal with the public occasionally and are expected to dress in a manner that is appropriate. Center employees can normally dress in a more casual attire, but must be prepared to meet and deal with the public at any time. Each employee is expected to dress according to their position and duties.

Violators of this policy will be sent home without pay to correct inappropriate issue and will be subject to disciplinary actions.

Inappropriate attire includes, but is not limited to:

1. Shorts that are shorter than three (3) inches above the knee cap;
2. Shorts that are made of spandex or are excessively tight;
3. Halter tops;
4. Spaghetti Straps;
5. Attire with offensive, sexual, political, or derogatory language or overtones;
6. Shirts with plunging neck lines;
7. Torn or ripped pants, shorts or skirts;
8. Excessively stained or soiled clothing;
9. Pajama Pants;
10. "Sagging" pants;
11. Articles of clothing that would be considered too revealing or unprofessional such as mini-skirts or dresses with slits higher than three (3) inches above the knee cap.

In addition, all employees are expected to maintain good personal hygiene. This includes bathing, good dental hygiene (teeth brushed, dentures cleaned), clothes freshly laundered, and clean hair.

Fayette County Child Development, Inc.

SUBJECT: POLITICAL ACTIVITIES

POLICY NO: 10.9

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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During hours of employment, on agency property, or with the use of agency funds, employees of Fayette County Child Development, Inc., are prohibited from the following:

- Participation in any partisan or non-partisan political activity or any other political activity associate with a candidate, or contending fraction or group, for an election for public or party office;
- Participation in any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election;
- Participation in any voter registration activity;
- Employees may not “speak for” Fayette County Child Development, Inc., in any political manner;
- Violation of this policy will result in immediate termination.

Fayette County Child Development, Inc.

SUBJECT: SEXUAL HARASSMENT

POLICY NO: 10.10

APPROVED BY:

EFFECTIVE DATE: 8/1/23

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 8/1/23

POLICY COUNCIL: \_\_\_\_\_

DATE: 8/1/23

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Fayette County Child Development, Inc., provides a workplace free of discrimination. Actions, words, jokes, or comments based on an individual's sex, race, age, ethnicity, religion, or any legally protected characteristic are not tolerated. Overt and subtle harassment creates an offensive, hostile, and uncomfortable work environment and is strictly prohibited. Harassment by any employee requires investigation. If harassment is found, the harasser will be subject to disciplinary action including possible termination.

Fayette County Child Development, Inc., prohibits sexual harassment. Fayette County Child Development's, Inc., employees, volunteers, clients, and applicants have a right to work in a discrimination free environment, including freedom from sexual harassment.

Sexual harassment is strictly prohibited and will not be tolerated. Sexual harassment may be defined as, but limited to:

1. Suggesting to an employee that submitting to sexual favors enhances employment opportunities and/or advancement;
2. Threatening or insinuating that refusal to submit to sexual advances will adversely affect employment appraisal, wages, advancement, assigned duties, shifts, or any other condition of employment or career development;
3. Offering unwelcome sexual advancement or flirtation;
4. Using sexually degrading words;
5. Offering sexually suggestive or erotic comments regarding a person's body or mannerisms;
6. Displaying graphically sexual depictions and/or objects in the workplace.

Supervisors shall maintain a workplace free of sexual harassment. Sexual harassment policies shall be discussed with employees assuring that insulting and/or degrading sexual harassment shall not be tolerated.



### **Sexual Harassment Complaint/Investigation Procedure:**

Sexual and impermissible harassment complaints should be reported immediately to the Executive Director. Sexual harassment complaints will be investigated promptly and all information will be kept confidential.

Upon receipt, by the Executive Director, of a written complaint of Sexual Harassment, the Executive Director will appoint a Committee to investigate the complaint. This Committee will be made up of Board of Directors members and required Management Team members. In some instances, local law enforcement will/may be contacted to investigate, as well.

The staff person, that the complaint is against, will be notified of the complaint, in writing, and will be placed on Paid Administrative leave during the duration of the investigation. The investigation, and subsequent decision of finding, will be conducted for a period not to exceed 30 business days from the date of the Paid Administrative leave.

### **Sexual Harassment Complaint Action:**

Sexual harassment investigations confirming allegations will/may require corrective action plans and/or disciplinary action. Disciplinary actions will range from Employee Improvement Plans, suspension and/or termination, depending on the decision of the Committee.

Fayette County Child Development, Inc.

SUBJECT: SMOKE-FREE WORKPLACE POLICY NO: 10.11

APPROVED BY: EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_ DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_ DATE: 08/28/07

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All facilities, grounds, and vehicles of Fayette County Child Development, Inc., are Smoke-Free Environments. Smoking is only permitted in designated areas.

Violation of this policy will result in disciplinary action.

Fayette County Child Development, Inc.

SUBJECT: SUBSTANCE ABUSE CONTROL

POLICY NO: 10.12

APPROVED BY:

EFFECTIVE DATE: 08/01/18

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 07/30/18

POLICY COUNCIL: \_\_\_\_\_

DATE: 07/30/18

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Fayette County Child Development, Inc., management shall take necessary measures to assure that the use of alcohol or unauthorized substance by employees does not endanger the health, safety, and security of our children, employees, volunteers, sites and the entire Fayette County Child Development, Inc., operation.

The unlawful manufacture, distribution, dispensation, possession, concealment, transportation, sale or use of unauthorized substances on Fayette County Child Development's, Inc., premises, vehicles, or while conducting program business off sites are absolutely prohibited. The presence of an unauthorized substance(s) in an employee's system while on Fayette County Child Development's, Inc., premises, vehicles, or while conducting Fayette County Child development, Inc., business off premises is also strictly prohibited. Unauthorized substances include illegal drugs, unauthorized drugs and drug paraphernalia. The abuse or misuse of alcohol, prescription drugs or over-the-counter drugs which have been legally obtained is also strictly prohibited on Fayette County Child Development's, Inc., premises, vehicles, or while conducting Fayette County Child Development, Inc., business off premises.

The unauthorized possession or use of alcohol on or in Fayette County Child Development's, Inc., site or vehicle is also prohibited.

Violation of this policy will lead to termination or employment.

**PRE-EMPLOYMENT REQUIREMENT –**

Fayette County Child Development, Inc., will require an applicant to provide information about all felony and misdemeanor convictions and information about all pending criminal charges, including deferred adjudication. If the applicant refuses to provide information, the interview process will be terminated. The references and employment history of the applicants will be checked before Fayette County Child Development, Inc., offers employment. All new employees will be required to have a mandatory drug test within 30 days of hire. If there is evidence or reasonable suspicion of substance abuse or misuse, the applicant will be disqualified from further employment consideration.

## **EMPLOYMENT REQUIREMENTS –**

Fayette County Child Development, Inc., will check with the police to obtain information about all pending criminal charges, including deferred adjudication of all current Fayette County Child Development, Inc., employees. Fayette County Child Development, Inc., management will advise all new employees of the program's policy to check with the police for evidence of a criminal history.

## **EMPLOYEE TESTING –**

If there is a reasonable suspicion of substance abuse or misuse, because the employee's behavior or health appears to endanger the health, safety, or well-being of the children, Fayette County Child Development, Inc., will require testing of the employee. Confirmed positive tests of urine, blood or expired air, or refusal to submit to testing or refusal of permission to release substance testing information to appropriate management, will be basis for termination of employment. Substance testing is not a part of Fayette County Child Development, Inc., ongoing evaluation program. Substance testing may be required: (1) where reasonable suspicion exists to warrant such testing; or (2) where necessary to comply with federal, state, or local regulations. Selection of quality controlled laboratories, standards and procedures for testing, chain of custody, verification of test results, retention of specimen where applicable are the responsibilities of the Fayette County Child Development's, Inc., Director.

## **INSPECTION AND SEARCHES –**

Fayette County Child Development, Inc., program has the right to require employees, while on duty or on Fayette County Child Development, Inc., premises including parking lots, to agree to inspections of Fayette County Child Development, Inc., property, vehicles, as well as the offices, desks, and file cabinets assigned to them. If an employee withholds consent to such an inspection, Fayette County Child Development, Inc., will terminate employment.

## **REHABILITATION –**

A referral to a rehabilitation program will be offered to the employee who uses drugs. Such a referral or participation in a rehabilitation program will not prevent termination of employment. Former employees who have participated in a counseling program and other related services and have demonstrated a successful recovery from dependency of drugs and alcohol will be considered for employment with Fayette County Child Development, Inc.

## **NOTIFICATION OF AN INDICTMENT OR COMPLAINT –**

Employees are required to notify Fayette County Child Development, Inc., of any criminal drug statue conviction no later than twenty-four (24) hours after such a conviction. The Lead Teacher must notify the Director if an employee under their

supervision has been indicted or if there is a complaint within eight (8) hours after receiving such notice. The Director will notify the employee of termination of employment due to violation of Fayette County Child Development's, Inc., Substance Abuse Policy, the West Virginia Controlled Substance Act, and the Federal Drug-Free Workplace Act of 1988.

#### **IMPLEMENTATION –**

It is the responsibility of the various supervisors to implement Fayette County Child Development, Inc., Substance Abuse Policy. Each supervisor should address alcohol and drug abuse by: (1) Teaching the facts about drugs and alcohol, (2) Explaining Fayette County Child Development's, Inc., Abuse Policy, (3) Addressing drug problems in employees meetings, (4) Raising the employee's awareness to the drug problem in the workplace, (5) Presenting a unified and visible commitment toward a drug-free workplace, and (6) Promoting a drug-free lifestyle.

#### **INDICTMENT OR OFFICIAL COMPLAINT –**

Fayette County Child Development, Inc., must ensure that a person who is indicted, or the subject of an official criminal complaint accepted by a county or district attorney alleging they have committed a felony violation of any law intended to control the possession or distribution of any substance included as a controlled substance in the West Virginia Controlled Substance Act, must not be at the center while children are in care and must not have contact with the children in care until the charges are resolved.

#### **PERSONNEL RECORDS –**

Fayette County Child Development, Inc., will maintain personnel records for all employees and ensure that each employee's record includes a statement from the employee providing information about all felony and misdemeanor convictions, and all pending criminal charges, including deferred adjudication.

#### **CONVICTION OF A FELONY VIOLATION –**

No person, who has been convicted of a felony violation of any law intended to control the possession or distribution of any substance included as a controlled substance, will be employed by Fayette County Child Development, Inc.

#### **CONTACT WITH CHILDREN –**

A person convicted of a felony violation of any law intended to control the possession or distribution of any substance included as a controlled substance in the West Virginia Controlled Substance Act must not be on any premises of Fayette County Child Development, Inc., while children are in care and must not serve in any capacity where there is contact with children in care. People whose behavior or health appears to endanger the health, safety, or well-being of children must not be at any Fayette County

Child Development, Inc., center. People must not smoke in the children's presence or consume alcohol when children are at the center. People who appear to be under the influence of alcohol or other drugs must not be in the center when children are present.

Fayette County Child Development, Inc.

SUBJECT: TELEPHONE CALLS  
AND MAIL USAGE

POLICY NO: 10.13

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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Employees are not permitted to make outgoing, local, personal telephone calls during work hours. Only calls involving emergencies are to be made. In addition, employees are permitted to receive personal telephone calls during work hours. These calls must be of an emergency nature and must not become excessive. Fayette County Child Development, Inc., employs individuals to use the time they are at work for work purposes. If calls are necessary, calls must be kept below three (3) minutes. Employees will be strictly prohibited from making phone calls for outside organization business such as organizing church dinners or soliciting orders for private purchase. All outgoing calls must be maintained on a telephone call log and given to immediate supervisor each month. The supervisor will give the log to the Director by the 5<sup>th</sup> of each month.

Fayette County Child Development, Inc., mail, telephone, and copier services are intended for business purposes only and are not meant for personal use. Should you need to place a zone or long-distance personal phone call or use the mail service, you will be required to pay the toll charges and postage, respectively. There will be a ten (.10) cent charge per copy for personal copies. The copies are to be made by the Executive Secretary and the money must be received before copies are distributed.

Every time you make or receive a business telephone call, you are a Fayette County Child Development, Inc., representative to the person on the other end of the line. Good telephone techniques to follow include the following:

1. Answer promptly and courteously;
2. Identify yourself and your department;
3. Keep your conversation businesslike and brief, avoiding prolonged chats;
4. Transfer incoming calls to the appropriate party courteously and quickly;
5. Have someone take your calls when you are away from your desk;
6. Take messages accurately and relay them to the person as soon as possible;
7. Answer questions thoroughly to ensure that the caller has received the information requested;
8. Be available to respond to clients' calls to ensure good client service and to minimize the cost of return calls;
9. Close your conversation with a pleasant "Good-Bye";

10. Be effective but efficient, keeping in mind that the use of our telephones is very important to our client service but is also an expensive overhead item.
11. Cell phones are not permitted in the classroom while children are present.



Fayette County Child Development, Inc.

SUBJECT: PERSONNEL RECORDS

POLICY NO: 11.0

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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A confidential file will be maintained on each employee containing all employment related documents such as your application, resume, job and salary history, performance appraisals, disciplinary action, general correspondence and other documents that pertain to your employment at Fayette County Child Development, Inc. To comply with the Americans with Disabilities Act, Fayette County Child Development, Inc., will keep all medically related information in a separate confidential file.

Any false statements made by employees on their employment applications or personnel records will result in disciplinary action, including termination.

An employee may have access to their file during normal business hours upon request. Employees are to schedule a time with the Executive Secretary to review personnel files. Photo copies of items in the file can be made for ten (.10) cents per page. Personnel files may not be removed from the Director's Office.

Fayette County Child Development, Inc.

SUBJECT: EMPLOYMENT REFERENCES

POLICY NO: 11.1

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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Requests for references should be directed to the following: 102 Hunter Street, Oak Hill, West Virginia, 25901, Attn: Director. Fayette County Child Development, Inc., will release information regarding positions held and length of employment for reference purposes. In order to release any additional information regarding employment, the employee must provide a signed release. Confidential information will only be provided with the employee's express written permission. All requests for references must be in writing. Fayette County Child Development, Inc., will not provide information by telephone.

Employees are strictly prohibited from providing references for any employee under any circumstance speaking on behalf of Fayette County Child Development, Inc., and any work performed by the employee. References will be provided only by the Director's Office. Any employee who provides reference will be subject to disciplinary action.

Employees applying for employment with Fayette County Child Development, Inc., must submit at least three (3) references. Reference checks will be completed by the Executive Secretary, Program Secretary and/or member of the Management Team only. The reference checks must contain at least one (1) personal and one (1) professional reference. Applicants that do not have any work history or a work history that is past ten (10) years may submit only the personal references. This can be done by providing written statements from three (3) non-related individuals or by providing the name and contact information for each individual. Reference checks must be completed on any applicant before employment is offered. Individuals that do not have three (3) completed reference checks (including at least one each of professional and personal) will not be considered for any position.

Fayette County Child Development, Inc.

SUBJECT: EMPLOYMENT VERIFICATION

POLICY NO: 11.2

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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From time to time employees may require Fayette County Child Development, Inc., to verify employment, position held, salary, address, and other information for credit purposes. These requests must be made to the following: 102 Hunter Street, Oak Hill, West Virginia, 25901, Attn: Director. Requests for employment verification sent to any other employee may create a delay in releasing the information. Employees are strictly prohibited from responding to any request for employment verification. All requests will be answered by the Director.

All requests must be made in writing. Fayette County Child Development, Inc., will not verify employment by telephone. The request must include the employee's written authorization to release or verify any confidential information.

Occasionally Fayette County Child Development, Inc., receives subpoenas for employee information. Fayette County Child Development, Inc., is required by law to release the information requested in the subpoena and will comply with any subpoena it receives.

Fayette County Child Development, Inc.

SUBJECT: HUMAN RESOURCE COMMITTEE

POLICY NO: 11.3

APPROVED BY:

EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: 08/28/07

POLICY COUNCIL: \_\_\_\_\_

DATE: 08/28/07

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Fayette County Child Development, Inc., will use a Human Resource Committee to discuss issues within the program as part of our program planning process. Members of this committee shall include one staff person elected from each site and members of the Management Team. The Committee will meet at least 2 times per year. An agenda will be developed by the Director with input from all parties. Minutes of these meetings will be kept and posted once reviewed and approved. This Committee will serve as a link between staff and managers. The meetings will take place in the Oak Hill Central Office. Staff will receive pay for attending these meetings if held after normal business hours at the appropriate rate.

Fayette County Child Development, Inc.

SUBJECT: COMPUTER & NETWORK (Internet) POLICY NO: 11.4

APPROVED BY: EFFECTIVE DATE: 08/01/07

BOARD OF DIRECTORS: DATE: 08/28/07

POLICY COUNCIL: DATE: 08/28/07

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**PURPOSE:**

To ensure the appropriate use of Fayette County Child Development, Inc., computer and network resources by its employees and other computer users.

**POLICY:**

The computers and computer accounts used by employees are provided to assist them in the performance of their jobs. The computer and network systems belong to Fayette County Child Development, Inc., and should be used solely for Head Start business purposes.

The following policy, rules, and conditions apply to all users of Fayette County Child Development, Inc., computer and network resources and services, wherever the users are located. Violations of this policy may result in the loss of computer and network access and/or disciplinary action, up to and including termination, and/or legal action.

Computer users are governed by the following provisions, which apply to all use of computer and network resources and services. Computer and network resources and services include, but are not limited to, the following: servers, workstations, computers, laptops, personal digital assistants (PDA's), software, and internal or external communications networks that are accessed directly or indirectly from Fayette County Child Development, Inc., computer facilities. The term "users", as used in this policy, refers to all employees, volunteers, parents, family members, independent contractors, and other persons or entities accessing or using Fayette County Child Development, Inc., computer and network resources and services.

All computer users have the responsibility to use computer resources in an efficient, effective, ethical, and lawful manner, and in a manner that is consistent with Fayette County Child Development, Inc., policies and procedures, and with the Head Start Performance Standards.

## **APPROPRIATE USE:**

1. Fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating, violent, or unlawful material may not be deliberately sent, received, displayed, or stored on any computer or network owned by Fayette County Child Development, Inc. Any access to sexually explicit and prurient material or to gambling related material is specifically prohibited. Users encountering or receiving such material should immediately report the incident to their supervisor.
2. The computer and network resources and services of Fayette County Child Development, Inc., may not be used for the display, transmission, or storage of commercial advertisements, solicitations, promotions, destructive programs, or any other unauthorized purpose. Use of the electronic mail systems to distribute advertisements, jokes, chain letters, or any other personal notices or messages to distribution lists or any individual either inside or outside of Fayette County Child Development, Inc., is prohibited.
3. Users must comply with all relevant federal and state laws regarding political activities of Head Start grantees and other publicly funded organizations. Fayette County Child Development, Inc., computer and network systems may not be used "...in any manner supporting or resulting in the identification of any partisan or nonpartisan political activity or any other political activity associated with a candidate or contending faction or group in an election for public or party office" (Head Start Act, Section 656) or "...for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, radio, television, or video presentation designed to support or defeat legislation pending before Congress or any State legislature" (Section 503 of Public Law 107-116, and other appropriations acts). In addition, no federal funds, program services paid for by federal funds, Head Start agency-owned equipment, facilities, supplies, or employees on program time may be used for voter participation or lobbying activities.
4. Users must exercise reasonable care to prevent loss or damage to computer hardware, software, and information in their possession. This includes, but is not limited to physical damage or loss of hardware or software and the use of reasonable care to prevent the spread of computer viruses, worms, 'Trojan horses', and other malicious code. Users may not connect, disconnect, alter, repair, move, or otherwise modify any Head Start of Fayette County Child Development, Inc., computer, monitor, printer, router, switch, or other hardware without prior express authorization to do so from the Director. Users must comply with all computer and network related instructions from the Director.
5. Users may not use or install software of any kind onto any Head Start of Fayette County Child Development, Inc., computer or network without receiving prior express authorization to do so from the Director. Users must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property.
6. Users should seek to ensure that adequate network bandwidth is available for activities related to the mission of the agency. Users may not access digital audio and video, including streaming media, without the prior express authorization of the Director. The use of peer-to-peer file sharing networks is specifically prohibited.

7. Users must not attempt to access network on Internet systems unless specifically authorized to do so by the operators of those systems. Users must not alter or copy a file belonging to another user without first obtaining permission from the owner of the file.

#### **SECURITY:**

1. Fayette County Child Development, Inc., has the right to take any actions that it believes are necessary to ensure the integrity of its computer and network resources. I may, at the sole discretion of the Executive Director or designee, edit or delete any program, document, or other information stored on any computer or network, including data stored on any personal computer owned by Fayette County Child Development, Inc. It also has the sole right to determine the appropriate content for the web site and portal, and to edit or delete any material posted there.
2. Users are responsible for safeguarding their passwords for the system. Individual passwords should not be printed, stored on-line, or given to others. Users are responsible for all transactions made using their passwords. Under no circumstances may users allow anyone but themselves to log on to any computer or network owned by Fayette County Child Development, Inc., using their password. Users must not leave their computers unattended without logging off from the computer or network.

#### **PRIVACY:**

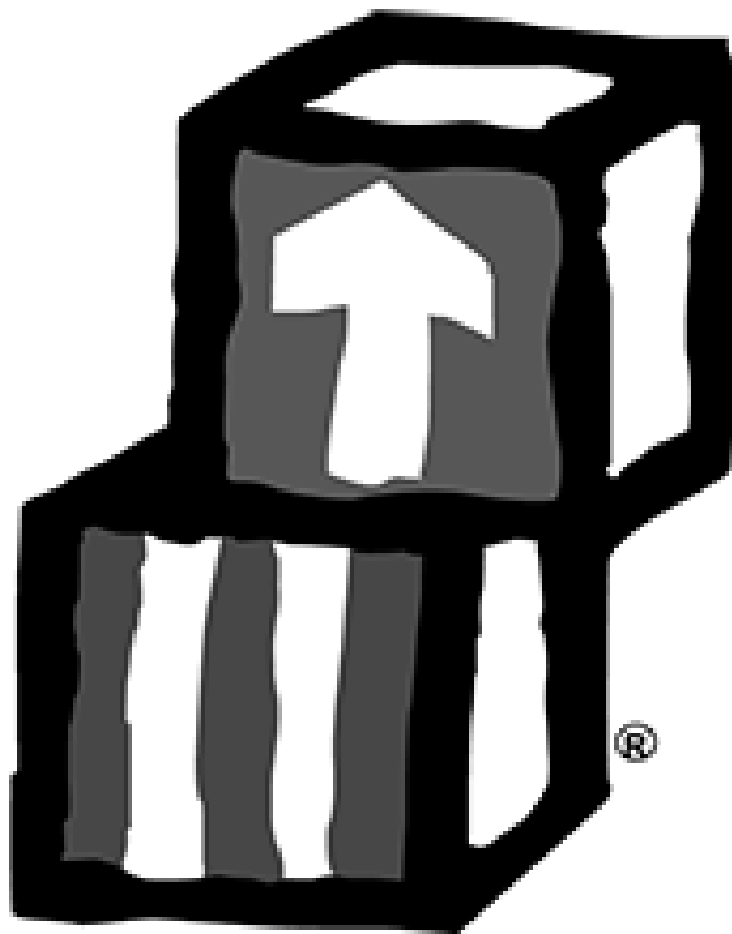
1. Fayette County Child Development, Inc., has the right, but not the duty, to monitor any and all aspects of the computer system, including employee e-mail, to ensure compliance with this policy. Employees should not have the expectation of privacy in anything they create, store, send, or receive on any Fayette County Child Development, Inc., computer.
2. Users grant permission to Fayette County Child Development, Inc., to include their name, Internet address, business address, and business telephone number in publicly accessible directories, databases, and documents, including a staff directory on the World Wide Web. All other personal information will be considered confidential, and will not be published or released in any form without written permission.

#### **CONFIDENTIALITY:**

All information about children and families receiving services from Fayette County Child Development, Inc., is confidential. *No* information may be shared with any person or organization outside Fayette County Child Development, Inc., without the prior written permission of the family. Head Start staff and volunteers should strive to protect the privacy of children and families in the program and should view or print confidential family information only when it is necessary to do so to better serve the family.

# FAYETTE COUNTY CHILD DEVELOPMENT, INC.

## MANAGEMENT GUIDE



A FCCDI Working Document



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**This Guide has been created so that each staff member will have a guide to go by when making certain decisions. This is very much a working document that will assist in governing Fayette County Head Start along with the Policies and Procedures. This guide will detail certain procedures and subsequent consequences if they are not followed correctly. This guide, along with the Policies & Procedures, will enable the Management Staff to make decisions regarding discipline in an unbiased way so each staff member is judged and disciplined equally.**

**EMPLOYEE ACKNOWLEDGEMENT**

I, \_\_\_\_\_, an employee of Fayette County Child Development, Inc., acknowledge that I have received a copy of Fayette County Child Development, Inc., Management Guide Manual and have been given the opportunity to read the manual and ask questions about the policies in the manual. In addition, I understand, and will agree to follow/comply with the foregoing policies, procedures, rules and conditions governing the use of this manual.

I understand that this manual is the property of Fayette County Child Development, Inc., and it must be returned to Fayette County Child Development, Inc., at the time my employment ends. I understand that my failure to return this and other agency property may affect accrued benefits to which I might otherwise be entitled.

I acknowledge the “At Will” status of my employment.

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**EMPLOYEE’S SIGNATURE**

FAYETTE COUNTY CHILD DEVELOPMENT, INC.  
Management Guide  
2021 – 2022

This is to verify that I, \_\_\_\_\_, have received the 2020-2021 copy of “Fayette County Child Development Inc., Management Guide Book. This book will be returned to my immediate supervisor on my last working day. I understand I will not receive a final paycheck until all Fayette County Child Development Inc., property in my possession has been returned.

\_\_\_\_\_  
Signature (Staff)

\_\_\_\_\_  
Issue Date

This is to verify that I have received the Fayette County Child Development, Inc., “Management Guide” Book from this employee on their last working day.

\_\_\_\_\_  
Signature (Supervisor)

\_\_\_\_\_  
Return Date

CC:  
Employee  
Personnel File

**EDUCATION**

**Fayette County Child Development, Inc.**  
**Management Guide**

**Education**

**Topic:**

**Guidance:**

**Curriculum and Lesson Plans:**

Classroom Teachers should have the following curriculum guides in their classrooms for lesson planning and guidance:

- ◇ The Creative Curriculum, 4<sup>th</sup> Edition
- ◇ Creative Curriculum Studies
- ◇ The Kindness Curriculum
- ◇ I am Moving, I am Learning Notebook
- The Creative Curriculum for IT2s (EHS)
- Partners for a Healthy Baby (EHS Home Visitors)

The classroom should be designed and set up according to the Creative Curriculum for Preschool, 4<sup>th</sup> Edition. The ECD Manager and Lead Teachers of each center will monitor classroom environments and relationships using the ECERS-R and CLASS.

EHS classrooms should be set up according to The Creative Curriculum for IT2s and ITERS standards.

Lesson Plans must be developed and submitted two (2) weeks in advance and submitted to the ECD Manager for approval. Upon receipt of the lesson plans the ECD Manager will either approve the plans or return with feedback. Returned lesson plans must be corrected within seven (7) days and submitted at least one (1) week before they are to be used.

**Classroom Teachers:**

Classroom Teachers are responsible for all lesson plans which should be completed on the ELS forms provided by the ECD Manager for HS. Approved lesson plans should be posted in the classroom in the circle area accessible to management staff and parents. Teachers are responsible for keeping their used lesson plans in a 3 ring binder in the classroom. Each lesson plan must have input from parents and should reflect individualization for children. Each lesson plan should have activities which have a focus for the week. In addition to this study each plan should have daily I am Moving/I am Learning activities, a weekly Kindness

Curriculum Activity, and a once monthly food experience activity. Lesson Plans should also list titles of books to be used during the week. When there are scheduled holidays during the week, plans should only list days school is open to children.

Lesson plans should be based on the children's interests and the cultures of your families should be considered and reflected in your lesson plans as well as your classrooms. All family cultures are to be valued and respected. Lesson plans must be based on creative curriculum, and all available creative curriculum studies must be covered throughout the year.

**Computers:**

Internet accessible computers are to be used only by Teachers, Teacher Aide for the purpose of inputting information into ccgold (EHS) and ELS (HS) and for designing lesson plans. The e-mail address assigned to the Center is the only e-mail to be checked on the computer. No personal e-mailing or web-surfing. Parents and other visitors at the centers should not have access, as there is confidential information on the computers. Printers are also provided for Creative Curriculum Planning and should not be used for other print jobs. Color ink cartridges **WILL NOT** be provided for the computers. It will be the responsibility of the Lead Teacher to schedule computer use if sharing becomes a problem. When using the computer staff will sign-in and sign-out on a log that will be kept near the computer.

The password should be left as it was set on the computers and not replaced with your own personal password. This allows new staff to use the computers more readily, and also for the computers to be worked on and updated by computer technicians.

**I am Moving/I am Learning:**

I am Moving/I am Learning is a program used by Head Start which incorporates music and movement activities and information about nutrition and healthy food choices. As part of this program, all classes will increase the amount of MVPA (moderate to vigorous physical activity) provided to the children throughout the day. Lesson Plans should reflect use of IM/IL under physical health and development, along with your goals.

HS Teachers must turn in IM/IL form at end of each month.

**Kindness Pledge:**

HS-The Kindness Pledge from the Kindness Curriculum should be posted in the circle time area. It should be part of the morning daily routine. In addition, an activity from the Kindness curriculum should be introduced every week.

**Food Experiences:**

HS and EHS:

Food Experiences should be planned once monthly. These should reflect HEALTHY FOODS only and be an experience where children can taste foods that may be new to them, or cook simple recipes. All food experiences must be approved by the ECD Manager who will also look to the Health/Nutrition Manager for guidance. The cook will be responsible for purchasing the food items, and the requisitions for the food should be given to the cook two (2) weeks in advance. All food served to children outside of the daily menus must be approved by the ECD Manager and/or Health/Nutrition Specialist.

Food experiences should involve the children in the making of the food in some way.

**Ditto Sheets and Homework:**

Ditto Sheets and Homework are not appropriate for IT2s and preschool aged children and may not be used in our classrooms. Using ditto sheets will result in disciplinary action. Do not have them in your classrooms. THIS INCLUDES COLORING BOOKS.

**Classroom Schedules:**

Schedules should be posted in each classroom and should reflect the following:

- ◇ Arrival and Departure
- ◇ Meals and Snacks
- ◇ Hand washing/tooth brushing/toileting and diapering
- ◇ Clean Up
- ◇ Small and large group activities
- ◇ Free play choice time indoors and outdoors
- ◇ Gross motor activities
- ◇ Group circle time
- ◇ Quiet/Rest Time

\*\*A schedule will be given to you to be posted in your circle area. This schedule will meet ECERS or ITERS standards and may not be changed to the teachers' convenience. Any change to the daily schedule must be approved by the lead teacher and must be done so to meet the needs of the children. (IT IS NOT ACCEPTABLE TO CHANGE OUTSIDE TIME BECAUSE YOU THINK IT MIGHT START RAINING LATER IN THE DAY. CHILDREN NEED A CONSISTENT ROUTINE, AND THEY LEARN WHICH ACTIVITIES FOLLOW OTHERS.) Changing a routine every time the weather changes will not result in a feeling of consistency and knowing what to expect, which also builds trust and security in children. An acceptable change to the daily schedule might be having a guest speaker, for example. No permanent change can be made to the daily schedule without the ECD Manager's approval. You may only use the approved schedule for your classroom.

**PICTURE SCHEDULE:** In addition, you must post a picture schedule to give children

visual cues about their daily routine.

**ECERS-R & ITERS:**

Head Start Teachers should use the ECERS and EHS Teachers should use the ITERS in planning the schedule to assure that materials and activities are available for the recommended substantial portion of the day. Classrooms must meet all ECERS/ITERS standards every day.

**Nap/Quiet:**

You must follow the schedule to meet the standards. Only classes that operate for six (6) hours will have a “nap” period which should last at least thirty (30) minutes, up to one (1) hour. For nap/quiet time in the six (6) hour classrooms, children should be given a clean mat/sheet to rest on. Children should never be asked to nap at tables or on a bare rug or classroom furniture. The sheets should be collected after nap and placed in a zip-lock bag labeled with the child’s name on it. Once per week, or more often if soiled, the sheet should be laundered. Children should be placed at least thirty six (36) inches apart. If a child cannot stay on a mat with a quiet activity they may also be given a quiet table activity. Teachers may play nap/quiet time music during this time but may never use this as a time for a movie/video.

NAP/QUIET TIME SHOULD NEVER EXCEED 2 HOURS BECAUSE IT MAY INTERFERE WITH FAMILY ROUTINES.

When it is time for nap to be over, turn on lights and gently awaken the children. A child may NEVER be left sleeping because the teacher finds this child difficult to manage or feels he or she can get more done if the child remains asleep. Children who are unable to awaken may be left sleeping to meet his or her needs, but the teacher should continue gently trying to awaken the child. If this is everyday, you should discuss this with the parent, FSW and nurse, as well as ECD manager to see what is the best way to deal with the individual situation.

During children’s naps, teachers may quietly get paperwork done, if possible. However, the teacher and aide must monitor the children. This is not a break for staff. Even if all children are napping, the teacher and aide must continue to monitor the classroom. There must be adequate lighting in the room to see and monitor the children.

Children will not be required to lie down or put heads down at this time if they don’t want to do so. There will be no discipline or threats of discipline for not napping. Children must be provided/allowed a quiet activity if they choose.

**Outdoor Play:**

All education staff is required to incorporate outside play into their



daily plan. A minimum of fifteen (15) minutes per day must be spent outside if the temperature is above 40 degrees. Six (6) hour classrooms should schedule at least sixty (60) minutes. The only exception would be if it is raining or snowing. This activity must be documented daily using the playground log form. Centers that do not have sufficient space for all children on playgrounds at once must schedule the time for outside play in order for all children to participate. The gymnasium is to be used only if it is raining, snowing or in extreme heat/cold. This must be reflected on your playground log.

Each morning, lead teachers are to check the playground for safety and unlock it for the day. There must be two unlocked exits from the playground, or else you should bring your classroom in until the situation can be corrected. At the end of the day, lead teachers are to make sure the playgrounds are locked back. (If the lead teacher is absent, the last teacher to leave the playground should be responsible to make sure the playground gets locked back).

At the beginning of the outside play time, the Teacher or Teacher Aid will uncover the playground sand and check the entire play area for any type of safety hazard and will document the time in and the number of children on the classroom's playground log. At the end of the play period the sand table should be recovered and the time off logged. Teaching staff will always maintain classroom ratios while children are outside and will be diligent in maintaining safety outdoors. Centers where the playground capacity is one class at a time will design and submit a schedule so that only one class is on the playground at one given time slot and will abide by this schedule. Playground times are to be consistent and reflected on your daily schedule. Teachers are not to be sitting and chatting, but should be interacting with children. Activities should be planned that will help children work on their goals, even while outside. This time should have some structure but should be balanced with free choice.

EHS playgrounds may only have 8 children at a time. Outside time must never be taken away due to behavior.

**Field Trips:**

All field trips must be approved, two (2) weeks in advance, by the ECD Manager using the Field Trip Request Form. In order to be considered the form must be complete. Each classroom will be limited to one (1) field trip per month, and approximately sixty (60) miles roundtrip. Parents must not be asked for money or donations for field trips. Parents must be notified of all field trips and give written permission for their child to attend each time.

Children are not to be left at school while the other children in a classroom attend a field trip. The bus driver must be informed by the Teacher of those children without permission slips the day before the scheduled field trip. The driver will not bring a child to school without a signed permission slip for the field trip. It is the Teacher's responsibility to see that this information is shared with the parents and bus drivers. Permission slips must be sent to parents no later than one (1) week prior to the field trip and returned at least two (2) days prior to the field trip. The last scheduled school day in April is the last day field trips are permitted to be taken including local and previously canceled trips. Also any and all field trip money not used by April 30<sup>th</sup> will be garnered and used as program funds. Refer to Management Guide "Nutrition" for field trip menu requirements. Give cook 2 weeks notice for field trip lunches to be prepared.

Classes may be required to attend the Week of the Young Child Parade in April. Each classroom must schedule at least three (3) field trips per year.

### **Classroom Parties:**

Classroom parties will include Fall Fest (October), Winter Fest (December), Valentine's Day (February), Spring Fest (March or April and End of Year Event/Picnic (end of school year). For those months, the arty Day will also be considered Activity Day. Therefore, there will not need to be a separate activity day. However, parties are the only activity day where food will be provided. FCCDI will provide the snacks for those days. **NO OUTSIDE TREATS MAY BE BROUGHT IN.**

Any treat bags that are handed out must contain the same items for all classes and may not contain any candy. They may not have a religious theme. Every child must receive one. No child or classroom is to be left out. Parents may contribute to these bags.

Classroom parties are regular school days. Breakfast and lunch must be served. HS parties are to be scheduled for the last hour of the school day. EHS parties are to be scheduled at 11:00am. Siblings, who are five and under and do not attend school themselves, are allowed in the classroom party hour, only for Fall Fest, Winter Fest, Valentine's Day, Spring Fest and the end of year event/picnic.

Parties are to be planned by the parents of that center. If the parents are not attending parent meetings to make party day plans, then the party will not be held.

*(Parents who want to recognize a part of their culture that is not represented by the parties may work with the FSW and classroom teacher for ways to incorporate their culture and or celebrations). An example might be a family who celebrates Chinese New Year may work with the FSW and teacher to incorporate books and music into the daily activities and/or food experiences or a parent might be allowed to come in as a guest speaker and talk about a part of their culture or traditions.*

Staff will assist the parents in planning the parties. Staff should assist the parents in making reasonable, affordable plans. The party will be planned and discussed at the parent meeting prior to the party. The minutes for this meeting will be submitted to the lead teacher and include:

**Date and time of the party;**

**Decorations;**

**Activities planned**

Decorations placed by parents may be left up for the season. Decorations may not be religious or scary.

**Having Santa at Winter Fest must be voted on by the parents;**

**Allowing students to wear costumes for Fall Fest must be voted on by the parents;**

**Egg hunt for Spring Fest must be voted on by the parents; Items should not be referred to as Easter Eggs, but just “Eggs”. Therefore, an egg hunt in the Spring would not necessarily be related to Easter (a religious holiday).**

**No individual birthday parties are allowed for children. Centers can designate one day per month to recognize the birthdays for that month. The cook may prepare cake or cupcakes to recognize all the birthdays in the center for that month. All children will get cake/cupcakes, not just the ones with the birthday. At the end of the school year, children with summer birthdays should also be recognized with the last group.**

**Revised: 06/25/19**

**Birthday Parties:**

Individual birthday parties will not be allowed in Head Start or EHS. With ECD Manager approval, Cooks may plan a special birthday treat for all children once a month. All birthdays in a month will be recognized at that time. Parents will not be permitted

to bring in food prepared at home. This birthday party should be listed on the lesson plan. Individual birthday presents may not be brought in and given to children.

**Memos & Communication**  
**With Parents:**

All memos and letters which are sent to all parents in the classroom must be approved and initialed by the Lead Teacher and a copy sent to the ECD Manager. The Lead Teacher should be checking for appropriate content as well as grammar and spelling errors.

**Classroom Cleaning:**

**Teachers are responsible for keeping their classroom clean.** Children are to assist in regular classroom clean-up daily when age appropriate. The main cleaning is to be completed by the Teacher before the children arrive and after the children leave. Due to the severe time constraints and use of other staff, this time is not to be used as socializing or coffee break time. Teaching staff must follow a classroom cleaning schedule daily and the schedule must be posted in the classroom. The schedule must reflect, at a minimum, that trash is taken out daily, tables and chairs are disinfected at the end of each day and prior to/after every meal, & floors are swept/mopped daily. Education staff must sanitize all content areas in the classroom daily. Emphasis must be placed on art and sand/water areas. **All** chemicals are to be locked away at all times children are present in the building. Any written reports reflecting chemicals are not stored properly will be considered a violation of health and safety policy. Children should be encouraged to assist in daily classroom cleanup when age appropriate. Dress up clothes, soft toys and all classroom toys should be cleaned weekly, as well as any time there has been significant illness or infestation in the room. Cleaning logs must be handed in by the 5<sup>th</sup> of each month to the Health/Nutrition Specialist.

**Purchasing Materials**  
**For Your Classroom:**

Any materials or equipment you want to purchase or bring from home must be approved by the ECD Manager and Nurse (health & safety standards). These will be approved on a very limited basis.

**Center Staff Meetings:**

Lead Teachers are to schedule and conduct at least one (1) center meeting per month when there is not a staff meeting scheduled by management. Staff is not to schedule vacation or sick days on days of these meetings. The meeting should include discussion on Policies & Procedures, Performance Standards, Outcome Measures, and/or Curriculum Development and School Readiness.

In addition, this is an opportunity to discuss any problems or items that are prevalent. Individual families will not be discussed at these meetings due to confidentiality. Minutes of these meetings should be taken and submitted to the ECD Manager by the 5<sup>th</sup> of the following month. Minutes must be faxed to ECD Manager by end of day and a copy sent with monthly paperwork. Both Head Start and EHS staff should attend.

**Babysitting:**

Non-enrolled children will not be permitted to attend Head Start or EHS classes. Children of staff are not permitted to be at the Center, or in the care of an employee during work hours, even when other children are not present. This includes adult children of staff.

**Children's Education  
Folders (orange):**

Education Folders are not to leave the classrooms or offices except when requested by Central Office, by a court order, or used during Home Visits. Do not take them home for any reason. These are strictly confidential! Folders are to be kept in a locked file at all times. Teacher's may only have copies of the following in a child's folder: copy of IEP/IDP, DIAL-4 or ASQ-SE, Emergency Procedure Form, copy of Home Visit/Parent Teacher Conference Forms, Contact Sheets, notes from parents, copy of all transition activities, and copy of Health Plan. **There should be nothing else kept in this file.** At the end of the school year children's folders may not be taken apart and disposed of until approval by the ECD Manager.

**Transfers:**

When a child transfers to another classroom the child's education folder and portfolio is to be given to new classroom teacher immediately. Nothing in the child's folder is to be copied. Upon transfer, the new teacher will be required to provide a Home Visit within seven (7) days of that transfer. Reflect on your attendance log the date a child dropped or transferred.

**Attendance:**

Classroom attendance is to be recorded each morning before breakfast. Do not wait until school is out or later in the week to complete this form. The monthly attendance is to be filled in completely on a daily basis. Teachers are to notify the Family Service Worker of drops in attendance as soon as there have been two (2) consecutive days absence without contact. Attendance sheets must be submitted to Central Office by the 5<sup>th</sup> of every month. **It must be noted when children leave early or come in late so that there is always an accurate count of how many children are present.**

**Family Style Serving:**

**All meals will be served family style.** After supervised hand

washing, Head Start and/or EHS children are to be used as helpers. They may pass out napkins, dishes/trays, glasses, silverware, pitchers or cartons of milk, and food, except extremely hot items. Education staff is to decide what is unsafe, and should not be handled by the children. Food should not be served while it is hot enough to burn a child. Cans of juice are not to be sent to the classroom. Straws are not to be used since we are teaching the children to pour liquids into a cup and to drink from a cup. Check the menu and provide the appropriate utensils daily. The Education staff must request missing items or additional items when needed. A cup must be provided for milk. When juice is served with milk, an additional cup is required. Juice must never be poured into the same cup that was just used for milk. **Sufficient quantities of food are to be prepared and available to allow for second helpings when requested and to allow for spillage or accidents.** Children should never have to wait until all other classrooms have been served in order to receive second helpings. Older children are to empty their own dishes/tray, etc. They are to be used as helpers to clean up after meals. Adult supervision is required. Do not allow utensils and dishes to be thrown away. Children are not to use bleach or chemicals in any form to help clean the tables. Only adults should sanitize tables with 10% bleach solution following the meal. Children should also wash hands after eating. Children do not have to wait until all food has been served to begin eating.

**Classroom Volunteers:**

A calendar for volunteers is to be provided in the office or classroom. Parent and family volunteers will be scheduled by the Family Service Worker and Lead Teacher. Community volunteers must have prior approval of the Family and Community Partnership Manager before being scheduled. Activities are to be planned for all volunteers to work with children. Volunteers that prefer not to work with children can be assigned to other areas such as kitchen or office. It is the responsibility of the FSW to provide a list of volunteers to each classroom teacher within 2 days of completion of HOTS training. Volunteers are not to be used to cover adult/child ratio. Regular volunteers must complete a criminal background check.

**Weapons:**

No weapons of any kind will be allowed on Head Start/EHS property at any time. If weapons are found on your person then this will be treated as gross misconduct and you will be terminated immediately.

**Prayer:**

Federal law prohibits prayer in any federally funded program, therefore no required group prayers are permitted. You may not ask or encourage any child to pray in any way. Any children who request to say a prayer should be permitted to do so on his/her own. **Staff may pray silently.**

**Children in Restrooms:**

Children must be accompanied by a paid staff member when going to the restroom, unless the restroom is in your classroom. See that children flush the toilet and wash their hands after each visit. In order to protect yourself, please have another staff person, if available, when you change or clean a child that has had an accident. Never use volunteers for this purpose. Use protective gloves and always follow universal precautions and proper hand washing techniques. When changing a child's diaper the child should wash their hands afterwards as well. **EDUCATION STAFF IS RESPONSIBLE FOR TOILETING AND DIAPERING... NOT BUS DRIVERS! IT IS OK FOR A BUS DRIVER TO TAKE A CHILD TO THE RESTROOM WHEN NEEDED, BUT THEY SHOULD NEVER BE ASKED TO CHANGE DIAPERS AND/OR WIPE CHILDREN IN THE RESTROOM.**

**Teacher Credentialing:**

All Pre-K (HS) teachers must meet the following criteria in order to work as a teacher in our classroom: (1) Bachelor's Degree in an Early Childhood Development field, or a related field; (2) Pre-K certification. It is the responsibility of each employee to keep their credentials updated and on track.

**Professional Development:**

Staff should be aware of the requirements for Teachers. All staff will work with the ECD Manager to develop a Professional Developmental Plan. Currently all Pre-K HS Teachers and Lead Teachers must possess a Bachelors Degree in Early Childhood Development or a related field and have Pre-K certification. EHS teachers must have an IT CDA. Pre-K HS teacher aides must have a CDA and Pre-K certification. All education staff must be registered with STARS and maintain their STARS credentials by attending trainings and/or professional development. It is each education staff person's responsibility to maintain their degree, credentials and certifications in order to remain employed by FFCDI. Non- Pre-K staff must all meet CDA & STARS requirements.

**Inventory:**

Education staff is to maintain a current inventory of equipment and supplies in their classroom and submit the list to the fiscal office at the end of the program year. Any time equipment is broken and needs to be thrown away, this should be reported to the ECD Manager. You must get approval before throwing anything away. Do not remove any equipment or materials from classroom unless it is unsafe, then you must notify the ECD Manager immediately.

**Orders/Requisition Forms:** All requests are to be submitted to the ECD Manager for processing with the Director and the Fiscal Office. Each classroom will be given an allotment of funds to purchase non-consumable supplies for the classroom. You must not go over the allotted funds. Each Teacher must use good judgment when purchasing supplies so the classroom will meet the requirements of the Performance Standards. These funds are intended to be used within the 1<sup>st</sup> couple of months of the program year. This money can not be shared or moved to field trip money. All funds in this line item not used by December 1<sup>st</sup> will be returned to the general budget and used accordingly. Head Start requisition forms must always be submitted to the Lead Teacher first for approval by initials. EHS requisition forms must be initialed by EHS Teacher who is making the request. Separate requisition forms must be sent to the Health/Nutrition Manager, Facilities Manager or ECD Manager as appropriate. Request must be complete and specific with the amount of the product that you are requesting. The ECD Manager will fill requisitions as they are received with items that are on hand. If an item is not on hand, that requisition will be filled on or after the 1<sup>st</sup> and 15<sup>th</sup> of each month. This means that if a requisition is received on the 16<sup>th</sup>, it may not be considered until after the 1<sup>st</sup> of the following month. If an item is not approved, the ECD Manager may contact the requester and explain why. Use materials you have on hand before requesting new materials.

REQ FORMS MUST BE TURNED IN AT LEAST 2 WEEKS IN ADVANCE AND MUST BE FILLED OUT CORRECTLY OR THEY WILL BE RETURNED.

**Requisitions for Film/  
Developing Film:**

It is required that at least one (1) photo of children be taken throughout the year for use in portfolio development as well as classroom display. Teachers may ask parents for a photo or choose to take a photo during the first home visit. Each center has a digital camera which may be checked out from the Lead Teacher. Teachers may also take film and memory cards to Wal-Mart in Fayetteville and have pictures developed using the 3 or 5 day machines leaving them under the name of "FAYETTE COUNTY HEAD START" with the Main Office phone number. Teachers should let the ECD Manager know when the photos have been sent for processing so that they can be picked up after the 1<sup>st</sup> or 15<sup>th</sup> of the month. Only 1 set of 18 photos will be printed per classroom per year. Any additional photos must be pre-approved by ECD Manager.

**Time-Out:**

Time-out is not to be used. Teachers may never put a child into an



adaptive chair for restraint. Children are never to be punished to control behavior. Use redirection and positive behavior support, CPI and good classroom management to provide effective discipline.

**Child Supervision:**

Children are to be supervised by a staff member at all times, whether indoors or outdoors. Volunteers may not supervise children alone. This includes quiet time.

**Child Departure:**

Any time that a child leaves the classroom for the remainder of the day, documentation of the departure must be completed on attendance sheet and sign out sheet.

**Time Management:**

This valuable time is to be used for paperwork, planning, home visits, cleaning, etc. With the limited amount of time available, you must use it appropriately. Morning and afternoon planning times may be watched through video monitoring. Staff found to be taking excessive breaks may be subject to disciplinary action.

**Transition:**

Throughout the year and especially during the months of March and April, as the school year is coming to a close, a variety of activities will take place at all Head Start sites to help children and their families prepare for the transition of Kindergarten.

1. Schedule school personnel to attend Head Start parent meetings to discuss the registration process, requirements for enrollment, and other important information (Family Service Workers, Teachers and Home Visitors are to coordinate this meeting)
2. Teachers are to discuss transition to Kindergarten and answer parent's questions during the Home Visit and parent teacher conferences.
3. Teachers are responsible to schedule a Kindergarten field trip in late March or April.
4. FSW's assist parents in arranging field trips to visit a Kindergarten classroom.
5. Mental Health/Disabilities Specialist will work with families who have children with special needs into the transition of Kindergarten.
6. All transition activities must be kept on the "transition form" and submitted to the ECD Manager within 72 hours of the activity.
7. Transition packets will be created for each child entering Kindergarten. The Teacher is responsible for giving the packets out and documenting it correctly.

8. Cafeteria style meals may be served to children the last two (2) weeks of the year. This needs to be documented on transition forms. All other aspects of Family Style serving must be met.

\*EHS staff have an EHS transition plan to follow:

EHS transition must begin at least six (6) months before the child turns 3 or before the child leaves EHS. Mental Health/Disabilities Manager will help with transition.

**Fire Drills:**

It is mandatory that at least two (2) drills each month, and one of those must be within the first two weeks of school. Drills must be randomly scheduled and the Lead Teacher will be responsible for initiating drill and maintaining a log of each drill with date, time, and evacuation drill. Do not wait until the last day of the month if possible.

**No Bus Service:**

Each scheduled school day that the bus does not run for your classroom it must be noted on your monthly attendance sheet. Print "No Bus" on the column for that scheduled day.

**Home Visit Documentation:**

Head Start Teachers are required to complete a minimum of two (2) Home Visits with each enrolled child. The first visit should be scheduled prior to school starting, but must be completed within seven (7) days of enrollment, with NO EXCEPTIONS. The second visit must occur by the last 30 days of the school term. Visits must be at least 30 minutes in length and must contain the following information: Explanation of Head Start, discussion of child and parent's role as educators, required screenings and the importance of such, readiness, child's progress, classroom rules, and any pertinent information, including information for children entering Kindergarten. Visits will not be counted as complete without signature of parent and staff, items discussed, parent comments, and time arrived/departed. Home Visits must be conducted in the parent's home unless written approval is granted by the ECD Manager. Visits must be scheduled at the convenience of the parent. If meeting cannot be scheduled within normal business hours, a written approval must be obtained from the ECD Manager before visit is made. Child's real, complete first and last name must be on the home visit form.

EHS Center Based Teachers must conduct 2 home visits per year. EHS Home Visitors must conduct 1 home visit per week. Minimum is 48 visits and 22 socializations per year. Failure to conduct home visits and/or keep adequate documentation of missed visits will result in disciplinary action. Teacher absences will not be accepted as reason for missing visits. The School

Readiness plan and child's readiness progress must be discussed and documented on every visit with parents.

**Parent/Teacher  
Conference  
Documentation:**

Head Start/EHS Teachers are required to conduct a minimum of 2 parent/teacher conferences throughout the year. Documentation of a conference must include signatures of staff and parent, date, time, place and items discussed. Generally a conference should include the results of the Dial-4 screen or ASQ-SE, assessment information, setting goals, child progress, teacher concerns, and/or parent concerns. The first conference should be held by the date indicated on the Program Timetable.

Conferences **MUST BE DONE IN PERSON** either at home or at the center, not on the phone. The first conference should include a review of the child's work (if classes have started) a complete review of the Developmental Screening results, behavioral observations and discussion of lesson plans and requesting input from parent and inviting parents to volunteer. Review readiness plan and child's progress on readiness goals and document on each visit. The second visit must be completed by the date indicated on the Program Timetable. At this visit you should be able to review all activities that the child was engaged in and how those activities were used to achieve specific goals for the child. You must also review the IDP or individualized plan and discuss how goals were met. Teachers should discuss any parental concerns about the child entering into Kindergarten. Teachers must also use this visit to inform Kindergarten of registration and assist in making an appointment if the parent has not already done so. All of those activities must be documented in order for it to be viewed as complete. The second conference must be completed by the date indicated on the Program Timetable. Child Progress plus the content listed above for the first conference must be discussed and documented. Each employee will be given a Program Timetable at the beginning of the new fiscal year and it is each employee's responsibility to meet their deadlines. Readiness goals and child's progress on readiness goals must always be reviewed and documented.

HS teachers must also complete 3 assessment checkpoints per year and maintain up-to-date portfolios with work samples.

EHS teachers and home visitors must complete their visits as outlined by the program timetable. Teachers must conduct 2 home visits and 2 parent teacher conferences per year, along with an end of year visit that gives a final report of how the child progressed

throughout the year. Home visitors must conduct one home visit per week. EHS teachers and home visitors must conduct 4 assessment checkpoints per year. Discuss and document readiness goals and progress on each visit.

All home visits and parent teacher conferences must be Conducted in a timely manner in order to meet performance Standards.

**Paperwork**  
**Responsibilities:**

Head Start Dial Screenings- Teachers are responsible for administering and scoring the Dial assessment within the mandated time frame of forty-five (45) days of enrollment. The results are to be turned into the Early Childhood Development Manager within 2 days of the 45 day time limit. The ECD Manager will assure that the results are filed in Central file and copies are returned to the Teacher. A meeting between the ECD Manager and Mental Health/Disabilities Specialist will take place to determine children possibly at risk according to the scores.

Early Head Start ASQ-SE Screenings – to be turned in to the Mental Health/Disabilities Manager.

If at all possible, do screenings early, do not wait until the deadline.

**Screening Process:**

All children enrolling in Head Start and EHS for the first time will receive a Development and Behavior screening within the first forty-five (45) days of attendance. Which include: Development, Behavior, Speech/Language (others per Health Specialist). 2<sup>nd</sup> year enrollees will be screened in Development and Behavior only, unless there is a noticeable suspicion, then we will follow appropriate procedures for assessments and referral.

Children who transfer from one center to another **will not** be screened if screening was done within the last six (6) months. A child may be re-screened if a teacher's observation raises suspicions/concerns and observable behaviors indicate re-screening may be necessary. If a child transfers from another Agency the child may need to be screened if screening by that Agency was administered more than six (6) months prior to enrollment date and/or the Agency's tool is different from FCCDI and does not provide enough information pertaining to the child's development. Work with the ECD Manager and Mental Health/Disabilities Manager to determine when screenings are needed.

Creative Curriculum ELRS Assessments – Assessment check

points occur three (3) times per year, in the Fall, Winter and Spring. EHS will also have a summer check point. Each Teacher should have adequate documentation to support information in the continuum assessment and assessments should match information found in the child portfolio. (4 times for EHS, including summer). Both HS Teacher and Aide must have an ELRS account.

IDP – HS and EHS - Must be written within thirty (30) days of first day of school. As goals are reached new goals must be written. An IDP is not complete without a parent signature. IDP's must be updated every sixty (60) days or sooner, if needed.

Parent/Teacher Conference Report Form and Child Progress and Planning Form – Must be completed with each Home or Center Visit. Each child must have a completed creative curriculum progression/planning form as well to discuss with the parent. These forms need to be signed and dated. Use assessment report from ELRS.

Children's Work- Work samples taken must have a purpose. Work samples should document what the child is learning and should show progression. Work samples should also reflect the goals from the IDP (HS) or the developmental continuum (EHS). Work samples should be kept in the appropriate sections of the child portfolio. Readiness goals should also be reflected.

Portfolios – An individual portfolio is to be kept on every child enrolled in the Head Start/EHS Program. Each portfolio will contain work sampling taken throughout the year as well as anecdotal notes and formal observations. Anecdotal notes are to be taken periodically throughout the day. During each assessment period anecdotal notes must be taken on each of the ELRS or CC gold for each child. Portfolios must contain at least two (2) work samples in each domain per month plus two (2) anecdotal (HS) for each goal per assessment period and minimum of 20 observations plus 2 work or art samples per month (EHS). Each EHS goal must have at least 2 observations by the end of assessment period.

Head Start Individualization- Each Teacher will plan a rotation system for individualization where at least four (4) children per week will spend approximately 5-15 minutes daily with the Teacher or Teacher Aide working on individual goals from their IDP's. During this time data and work collected as well as formal observations should be made and placed into the child's portfolio. Formal observations should be descriptive, in depth, and objective

notes taken about what the child does and says during the activity. EHS Teachers are to observe the children in their caseload each week.

Head Start Sample Schedule – The following are some samples which are mandatory to be in the portfolio at the end of the given months:

*Self Portrait:* September, November, January, May

*Art Sample:* September, January, May

*Painting & Drawing:* September, December, May

*Writing Sample:* September, January, May

*Name Sample:* September, January, May

*Letter Recognition Samples:* September, May

*IDP Goal Samples:* On-going each month

*Readiness Goal Samples:* on-going each month

**Staff Attendance:**

Head Start Lead Teachers are responsible for monitoring staff attendance at the center. Lead Teachers are to ensure proper adult/child ratio at all times. Lead Teachers must document “Call Ins” and let Executive Secretary know when the employee calls in. The ECD Manager will monitor EHS call ins.

**Child Attendance:**

When a child has been absent for two (2) consecutive days, it is important the Lead Teacher contact the FSW and inform them on the 3<sup>rd</sup> day. Follow-ups will be provided by the FSW. Patterns in missed days must be reported to the FSW. EHS Teachers must contact EHS FSW. EHS Home Visitors must contact FCP Manager. Teachers must inform the FSW of attendance problems.

**Parent Activities:**

Lead Teachers and EHS Teacher are to work with the FSW and parent committees to help facilitate meetings and Family Day Activities. Parents are to be made welcome at all times and are to be encouraged to participate in the classroom activities.

**Confidentiality:**

each

A confidentiality agreement is to be signed at the beginning of year. Information that is acquired by Head Start/EHS is shared on a “need to know” basis only. When families share their personal lives with you, they count on you to be professional and trustworthy. When a conversation begins that might jeopardize a family’s confidentiality, you must politely inform the person that you do not want to and cannot engage in discussions regarding children or families. **DO NOT** have discussions regarding personal information in the hallways or classrooms where other staff, families or children may overhear. We also may not discuss individual children or families at parent meetings or staff meetings.

**Center Supervision:**

Lead Teachers have the responsibility to see that the day to day operations of the center run correctly. Lead Teachers are directly responsible for the supervision, discipline and evaluation and coaching of the staff in the center. Lead Teachers need to understand every person's job description, know what is expected of them and ensure that each employee is doing their job. Lead Teachers are responsible to complete performance evaluations during the month of March or April. Lead Teachers may also place employees on Employee Improvement Plans if warranted. On-going communication with the Early Childhood Manager is expected at all times. Lead Teachers are responsible for seeing that all requirements of the Performance Standards, Management Guide and Creative Curriculum are followed. In addition the Lead Teacher is responsible for making sure all USDA guidelines are followed in the kitchen and reporting any problems pertaining to building and playground maintenance. Lead Teachers must sign and follow the Lead Teacher Code of Conduct. Lead Teachers must contact the ECD Manager to report any issues needing attention with EHS staff. EHS staff must comply with requests from Lead Teachers when regarding building issues and staff/child safety. *EX:* participation in center meetings or fire drills.

**Employee Evaluations:**

Lead Teachers are responsible for evaluation of all Head Start Center Based education staff. Lead Teachers must evaluate probationary employees every thirty (30) days and submit the evaluation within two (2) business days to the ECD Manager. A letter of recommendation must accompany the ninety (90) day evaluation for dismissal or hire. This evaluation/recommendations must be submitted to the ECD Manager at least five (5) days prior to the Policy Council meeting in which the employee is to be voted on.

**Classroom Substitutes:**

It is the responsibility of the Lead Teacher to ensure proper ratios in the classroom. Lead Teachers will use the contingency plan for substitutes when ratios cannot be met. Bus Drivers and other staff may be used to cover ratio. Substitutes may be called from the approved substitute list. If any classroom is out of ratio, contact the ECD Manager immediately. The ECD Manager will contact and schedule substitutes.

**Monthly paperwork:**

Lead Teachers have the ultimate responsibility for seeing that all Head Start required documentation is completed and submitted to the ECD Manager by the 1<sup>st</sup> of each month. This will include:

- ◇ Teacher's monthly report
- ◇ Playground Logs
- ◇ Attendance Sheets

- ◇ Medication Logs
- ◇ Child Sign-In/Sign-Out Sheets
- ◇ Staff Break In/Out Sheets
- ◇ Menu Monitoring Form
- ◇ Daily Playground Inspection Log
- ◇ Daily Cleaning Log
- ◇ Call in Log
- ◇ Monthly IM/IL form
- ◇ Copy of monthly staff meeting minutes (when appropriate)
- ◇ Copy of fire drill log
- ◇ Readiness Update

Teacher/classroom and date must be on every paper.

Travel Forms should be submitted at least once MONTHLY at the end of each month for approval by the ECD Manager, this will be monitored throughout the year (Monitoring Plan). Failure to document services will be viewed as services never being rendered. This will result in disciplinary action as per the Policies and Procedures. Lead Teachers should turn in all monthly paperwork together...separated for each Manager.



**Recommended Practice for  
Conducting an Initial Home Visit  
(can be adapted to Parent Teacher Conference and  
End of Year Home Visits)  
Head Start/Early Head Start**

\*Document each step.

**1. Contact family and schedule home visit –**

If you are having difficulty contacting a parent, work with your FSW and/or ECD Manager or FCP Manager.

A letter may be mailed home and documented as an attempt to contact. Keep a copy for your records.

**2. Document mileage to and from home visit –**

When possible schedule visits in the same area for the same days/times so you are not backtracking.

If possible, always conduct visits during your normal working hours. If you need to conduct a visit beyond normal working hours, request approval from ECD Manager.

It is usually expected you will clock in before going on any home visits. If you must conduct a visit before reaching your center to clock in, request approval from ECD Manager. This will only be approved if it is the only way a family can meet with you. Anytime you begin or end a visit beyond normal working hours, or if you end a visit at the end of your day and will not be clocking out:

Attach a copy of the Family visit Report with the beginning and end time documented and form must be signed by the parent.

**During the initial Home Visit:**

Fill out all Initial Home Visit paperwork;

Make sure all forms are filled out completely;

All forms must be signed.

**After the Initial Home Visit:**

Make sure the family gets a copy of all forms;

When you get a new child you have 7 days to complete the initial home visit;

Send a copy of all forms to ECD Manager within 24 hours for a new child;

When doing initial home visits at the beginning of the year, complete all home visits then send in together for entire class as soon as the last visit is complete. (Staple or paperclip together all forms from the family's visit). For example: if you are sending in 8 sets of visits, all the paperwork from "Johnny Smith" would be paper clipped together, etc...for each child.

Make sure child/family's name is clear. For example, if you write "Smith" for the family name, there may be numerous children with that last name. Make sure to use complete names.

\*\*\*Missed visit forms: if you have any missed visit forms, send in with the completed visit so they can be put in the central file. If you have not been able to complete a visit, contact ECD Manager immediately.

\*\*\*Fill out a **donated goods voucher** and send in to the Executive Secretary. It must contain length of visit (ex: 30 minutes) and be signed by parent and teacher and the teachers name must be legible.

\*\*\*If there are multiple children in a family, **you must complete all paperwork for each of the children**, even if there are twins. This is because each child has a separate central file and each child still has unique needs and characteristics to be discussed with the family.

\*\*\*Beginning and end time of visit, date of visit, teacher and parent signature must all be complete for a visit to be considered valid.

\*\*\*If a parent declines a home visit, document the date, time and reason. If possible, get the parent to sign off on the **refusal/decline of home visit** form. If that is not possible you must document why and contact the ECD Manager immediately.

\*\*\*If a parent declines any or all visits you must still make sure you share all pertinent information with the parents. Document this.

\*\*\*If a parent declines a visit due to illness, etc...you are to continue attempting to have the visit. Document all attempts.

\*\*\*These same basic practices would also apply to end of year home visits and Parent Teacher Conferences, using whatever paperwork/documentations is appropriate to that particular visit.

\*\*\*Home visits are to be conducted in the home.

\*\*\*Parent Teacher Conferences are to be conducted at the center. When a parent cannot meet you at the center – for example, the parent has no transportation: request approval from ECD Manager to conduct Parent Teacher Conference in the home.

\*\*\*Be aware of Home Visit/Parent Teacher Conference deadlines and turn in all paperwork by deadline dates. See Program Timeline.

\*\*\*When writing on forms and signing forms, write neatly. Make sure all paperwork is filled out completely.

## **Recommended Practice for taking Observations EHS**

Teachers/home visitors must write at least 20 observations per month for each child.

This breaks down to about 5 per domain.

If a child needs to work more on cognitive skills than physical skills, then that child may have more in cognitive and less in physical, but still a total of 20 or more.

There should be some observations in each domain every month.

You may use the “Goal Book” developed by ECD Manager, Georgia Coleman, as a way of organizing your observations.

You may write observations directly on the Goal Book pages or write them on mailing labels/sticky notes and stick them on the goal pages.

The observations are to be kept in the child’s portfolio and separated by domain.

Children’s work samples should also be present in the child’s portfolio and you may also write running records on children when observing for specific information.

\*\*Depending on age, there should be 2-3 work sample in portfolios per month.

\*\*This will vary by child.

If a child makes something and you would like to keep it, but they ask to take it home, make a copy or take a picture.

Teachers/home visitors must make notes on the work samples, or attach notes to the work samples describing what skill/goal that work sample represents.

Work samples/observations/anecdotal must be CODED. If you are observing Goal 1 and the child performs at step two, then you will write 1-II on the observation.

If you observe Goal 20 and the child performs on step 3, then you code it as 20-III.

This is a minimum of what you may observe and keep in the portfolio, but some children may require more observations/work samples/running records than others.

Take enough observations/anecdotal/running records and work samples to assess all 21 goals for each child during each assessment period.

## **Recommended Procedures for Transitioning**

## **Into EHS from another setting**

Transition team refers to a team to be made up of:

Parents/families or legal guardians, management team members, teacher/home visitor, community agencies such as child care providers or Board of Education, specialists and related service providers, as needed to meet the needs of each family.

Transitioning in EHS for children who have been in the home with parent:

Parents will go through enrollment process.

Child will be selected based on selection criteria.

Parent orientation and/or opportunity to visit classroom will be provided.

Bus and pedestrian safety information will be provided.

Teacher or home visitor will do an initial home visit.

Child will be transitioned into services by half day and part week services for first two weeks, when appropriate (as determined by the teacher/home visitor, parent and management staff).

Transitioning into EHS for children who have been in child care or community based services:

Parent will go through enrollment process.

Child will be selected based on selection criteria.

Records will be requested from child care or community agency.

Parent orientation and/or opportunity to visit classroom will be provided.

Bus and pedestrian safety information will be provided.

Teacher or home visitor will do an initial home visit.

Child will be transitioned into services by half day and part week services for first two weeks, when appropriate (as determined by the teacher/home visitor, parent and management staff).

Transitioning from EHS to HS or next setting, such as child care or community based services before age 3:

Transition team (parent, teacher or home visitor, management staff, related service providers) will meet to determine the best setting for child.

Permission to share records must be signed by parent or guardian.

If permission is given, records will be sent to new setting.

Transition plans should be individualized to meet the needs of the family and child, and the parents should be involved as much as possible.

Transitioning from one EHS setting to another (such as home based to center based or center based to combo, change in teaching staff, or change in location):

Transition team should meet to discuss the needs of the child and family.

If there is a change in teacher, records must be sent to new teacher.

Children and families may visit new setting.

A home visit will be provided by new teacher, if there was a change in classes.

If there was a change in teaching staff, but the child is remaining in the same classroom, the new

teacher may write a letter to introduce himself/herself to the family and invite the families to come to the center to meet.

\*\*In general, children will remain in the same class, with the same teachers, whenever possible.

Transitioning Prenatal Mothers out of the EHS Program:

Transition team will begin planning with the expectant family at the time of enrollment to determine the appropriate program option for the child(ren). The team will then meet during third trimester to determine the needs of the family and child.

The needs of the prenatal mother and family should be outlined in the Family Partnership Agreement.

Once the child(ren) is born, services will continue to be provided to the mother for a term that meets the family's needs (usually around 6 weeks).

The services will then continue for the newborn child and the slot will remain filled by that same family.

Transitioning from EHS to HS or next setting at age 3:

Transition team should meet 6 months prior to the change of setting.

Permission to share records must be signed by parent or guardian.

If permission is given, records will be sent to and/or shared with new setting.

To enter Head Start, child must be found income eligible.

Children who turn 3 may remain in the EHS setting, if developmentally appropriate, until the child can transition into Head Start or another program.

Children who turn 3 during the program year but have an IEP may enter Head Start immediately (according to IDEA) along with support from the local education agency special education and related service providers.

Parents and child should be offered the opportunity to visit the new setting to get used to it.

Transition tips to remember-

The transition process must take into account:

The child's health status.

The child's developmental level.

Progress made by the child and family while in the EHS setting.

Current and changing family circumstances.

The availability of HS and other child development or child care services in the community.

Parents should be involved as much as possible.

Transition planning works best when individualized to meet the needs of each child and family.

When a staff person knows he or she will be leaving, leave something concrete for the child to remember about routines for the new teacher so continuity of care and routines may be provided.

If a staff member leaves unexpectedly, invite parents to spend extra time in the classroom to help their children feel more comfortable and secure. Provide parents with needed information to help them feel secure as well.

## **Playground Rules for Staff**

Scan the playground for any dangers and make sure there are two unlocked exits before playing.

Buckle children into adaptive swings.

Make sure children go UP the steps and DOWN the slide.

Children are not to climb into or on the basketball rims.

Children are not to climb on top of the middle section of the stationery bikes and sit there.

Pea gravel and mulch are to stay on the ground.

Make sure the children wear helmets while riding bikes and/or tricycles.

Make sure children swing on their bottoms, not their bellies.

Teachers/aides/staff should spread out on the playground and monitor all children.

Engage the children in meaningful activities while on the playground.

## **Playground Safety Rules for Children**

1. When there is a seatbelt,  
wear it.
2. Go UP the steps and  
DOWN the slide.
3. Use basketball rims  
to shoot baskets.
4. Leave rocks and sticks  
on the ground.
5. Wear helmets while riding  
bikes and tricycles.

## Head Start IMIL Form

Teacher Name: \_\_\_\_\_

Center: \_\_\_\_\_

Month: \_\_\_\_\_

IMIL Activities:

Week 1-

Week 2-

Week 3-

Week 4-

Monthly Food Experience:

Date

Turn in with your monthly paperwork.



## **FAYETTE COUNTY CHILD DEVELOPMENT, INC. EARLY HEAD START HOME VISITOR GUIDE**

This performance guide is intended to address what expectations are being placed on the Early Head Start (EHS) Home Visitors and the EHS Home Based program. This guide will list specific items and what is required by the Performance Standards as well as what is required by Fayette County Child Development, Inc. This guide will also follow the format of the Fayette County Child Development, Inc., “Management Guide” and is intended to supplement that manual. Each Home Visitor will receive a copy of the “Early Head Start Home Visitor Guide” and the “Management Guide” to detail specific items and what is expected.

**\*Also For use by HS Teachers, when applicable**

### **Topic**

### **Guidance**

#### **Initial Home Visit:**

The initial home visit is very crucial in the future planning and participation of home based parents. It is crucial that this initial visit contain the following information: explain who we, (Home Visitors), are, explain Home Visitors role in Early Head Start, introduce the roles and responsibilities of parents in home based program, express the need for partnering so required visits can be made, identify ways in which parents can play larger roles in Early Head Start, ask what expectations the parent has of the Home Visitor and Early Head Start, discuss the formal issues of time limits for a developmental screening and medical/dental information and the importance of parents responsibility to work within those time limits, discuss immediate needs or concerns of the family, discuss the importance of parents being the primary educator, and finally the Home Visitor will need to schedule the next home visit. The initial visit is not designed to implement activities but to implement the ideals of what the parent expects from Early Head Start and what we expect from the parents. Obtain needed documents such as Emergency Procedures and Individual Care Plan form, initial home visit checklist, immunization record, health or dental forms, and any pertinent information such as allergies.

#### **Home Visits:**

Each home visit will contain specific information pertaining to all content areas of Early Head Start. At the end of each month, this means each component area has been discussed with each family. Each home visit must also contain the following activities: parenting skill activity, discussion on the developmental screen & assessment, discussion of any progress seen in certain areas, discussion of parents ideas for home visit plans, physical activities for the child, opportunities for cognitive development, discussion

of any concerns for child or parent, review of Family Partnership Agreement (which must be done no later than the 5<sup>th</sup> visit), to discuss goals and any activities needed in meeting the goals, must leave materials/activities for parents to engage in with the child throughout the week, and a discussion of any upcoming training or events that may benefit the family. Home Visitors will be required to make weekly home visits lasting 90 minutes each visit. A minimum of 48 home visits is to be made to each family. If the child is sleeping, the visit still counts. In these situations, focus on working with the primary caregiver. If you feel unsafe during a home visit, leave immediately and contact the ECD Manager immediately. Always follow home visit safety guidelines as outlined in the Home Visitors' Safety Guide.

**Pre-Natal Home Visits:**

Each home visit will contain specific information pertaining to all content areas of Early Head Start. At the end of each month, this means each component area has been discussed with each family. Each home visit must also contain the following activities: parenting skill activity, discussion of proper nutrition for mom, follow-up on any doctor appointments, discussion of concerns, discussion of any issues at school (if mom is attending school), discussion of ideas for home visit plans, review of Family Partnership Agreement (which must be done no later than the 5<sup>th</sup> visit), discuss goals and any activities needed in meeting the goals, discussion of any training requested/upcoming and any upcoming events. EHS Home Visitors will be required to make weekly home visits lasting 90 minutes each visit. A minimum of 48 home visits is to be made to each family.

**Documentation of Visit:**

Each home visit must be documented properly. Please use the Home Visit form for this practice. When filling out this form, with the parent, please list all activities and discussions that took place during the visit and have the parent sign off as to verify. A home visit did not occur without this documentation and will not count toward the required number each family must receive. Primary caregiver (male/female) must also be present for the home visit to count. Beginning and ending time of the visit must be included.

**Missed Visits:**

Missed visits are a part of home based services whether it is due to Early Head Start employees or home based families. Missed visits must be made up during the same week in which it is missed. If the Home Visitor is not contacted by the family and the Home Visitor goes to the house and no one is there you must document it appropriately on a missed visit form. Report the missed visits, dates of contact, and solution for correction and submit it to the ECD Manager. Every effort must be made to make up missed

visits. When you are finishing a visit, go ahead and schedule your next visit.

**Family Partnership Agreements:**

Family Partnership Agreements are to be completed no later than the 5<sup>th</sup> home visit. These agreements must include goals and strategies/activities to achieve these goals. The agreement must be gone over on numerous visits to address the strategies/activities to see if the family is moving toward meeting their goal. The agreement must be in the child's central file and readily available.

**Developmental Screening Process:**

Each Home Visitor and Teacher will be responsible for administering the ASQ-3 to each child within the required 45 day time limit and submitting the scoring sheets to the Disabilities/Mental Health Specialist for mailing. Home Visitors are also responsible for tracking late enrollees and administering the ASQ-3 within the time frame.

**Medical/Dental Forms:**

Home Visitors will be responsible for assisting the EHS Health/Nutrition Coordinator in obtaining the required medical/dental information required by the Performance Standards on their group of children.

**Transition Activities:**

Each Home Visitor is responsible for providing transition services to the children that will be entering into either a Center Based slot or regular Head Start. Children with special needs will be transitioned with the guidance of the Disabilities/Mental Health Specialist. Please refer to the Management Guide under "Transition Plan". Transitioning is to begin 6 months prior to the change in setting.

**Lesson Plans:**

Each Home Visitor will be responsible for completing a home visit plan. The parent/guardian must have input on these plans. Each home visit plan must be individualized to meet the needs of the child being visited. Lesson Plans must be approved by the ECD Manager 2 weeks prior to them being used.

**Readiness Plan:**

Home Visitors must be familiar with Readiness plan. Discuss plan/goals on each visit and document this weekly.

**Prenatal Lesson Plans:**

Each Home Visitor will be responsible for completing a prenatal home visit plan. The prenatal mother must have input on these plans. Each Prenatal Lesson Plan must be individualized to meet the needs of the prenatal mother being visited. Prenatal Lesson Plans must be approved by the ECD Manager 2 weeks prior to

them being used.

**Scheduling:**

Home Visits are to be scheduled with the parent or guardian. Visits will not be made with daycare providers or non-primary caregivers of any type. This means that evening and weekend visits will need to be made to accommodate the families that have working parents. You will also be required to provide weekly schedules to the ECD Manager by the prior Thursday before those visits. Encourage parents to interact, not stand back and watch during socializations. Stress the importance of attending the socializations. Schedule visits in same area on same day to minimize mileage expenses. You must complete 22 socializations per year.

**Monitoring:**

There will be several methods of monitoring home visits such as staffings, random file checks, accompanying Home Visitors on visits, weekly schedules and reports. Staffings will be on a scheduled basis. During staffings and random file checks we will be looking for many items such as all required documentation and number of visits. To determine the number of visits you should have on a family simply count from the 1<sup>st</sup> week of visits to the week you are now in and that will give you the number of visits you should have with each individual family. This number will also be based on number of weeks the family has been enrolled in Home Based option. (Ex: if a staffing is done September 30<sup>th</sup> and your first visit was August 25<sup>th</sup> it would be required that you have at least 5 home visits made because there would have been 5 weeks in which the family should have been receiving services). We will account for in-service weeks at the beginning of the year in figuring these requirements.

**Mileage:**

Mileage will also be closely monitored. When possible, schedule visits on the same day following each other for families who live in the same neighborhood. Try to keep a consistent home visit schedule when possible. If a parent is not there when you show up for a visit it is the Home Visitor's responsibility to call another parent to fill in that time or to report back to the main office or contact the ECD Manager for further direction. No home visit should ever be "floating" or driving around or sitting some where waiting for extended periods of time. Be sure to update weekly home visit schedules if there is a change.

If Home Visitor cancels a home visit, it is your responsibility to inform parents and to reschedule the visit. This should only be done when absolutely necessary.

**“Covering” Classes:**

Home Visitors may be used to cover ratio in a classroom. This will only be done when necessary. In this event, home visits may have to be cancelled. Inform parents at the beginning of the year that this is a possibility, but would happen rarely. The ECD Manager will work with Home Visitors to take turns when these situations occur.

Home Visitors may also be assigned to assist in classrooms, as an extra staff person, as needed.

**Teacher Name:** \_\_\_\_\_

**Center:** \_\_\_\_\_

**Month:** \_\_\_\_\_

**IMIL Activities:**

**Week 1 –**

**Week 2 –**

**Week 3 –**

**Week 4 –**

**Monthly Food Experience:**

**Date:**

**Turn in with your monthly paperwork.**

# DISABILITIES

**Fayette County Child Development, Inc.  
Management Guide**

**Disabilities**

<b><u>Topic</u></b>	<b><u>Guidance</u></b>
<b><u>Classroom Placement:</u></b>	All children with disabilities will be mainstreamed into regular center based classrooms, combination program, Early Head Start or Home Based. All activities will be planned and adapted to meet the needs of each child.
<b><u>Referrals From Other Agencies:</u></b>	All referrals and reports must be sent to the Mental Health/Disabilities Specialist. Local centers can not accept a child with special needs into the program without following proper procedures for enrollment and/or guidance from the MH/D Manager.
<b><u>Referrals for Evaluation:</u></b>	The Mental Health/Disabilities Specialist will make all referrals for evaluation for any child with a suspected disability.
<b><u>Federal, State &amp; Local Laws:</u></b>	FCCDI will adhere to all requirements of these laws, including IDEA.
<b><u>Collaboration:</u></b>	FCCDI will collaborate with the local BOE and Birth to 3 to provide appropriate services to special needs children and their families.
<b><u>Enrollment:</u></b>	The Mental Health/Disabilities Specialist will monitor enrollment to ensure that the required 10% of total enrollment is maintained for children with disabilities.
<b><u>Compliance:</u></b>	The Mental Health/Disabilities Specialist will be responsible for over-seeing Performance Standards relating to children with special needs as required under Part 1308.
<b><u>IFSP/IEP Meetings:</u></b>	The Mental Health/Disabilities Specialist and regular Ed Teacher staff person must attend these meetings. The Specialist must make every attempt to coordinate these meetings with other agencies so all relevant staff may attend. If a staff member is notified of a meeting by an outside agency, they must notify the Specialist immediately. Follow-ups will be completed by the Specialist and appropriate staff will be notified of any changes.



**Individualized Plan:**

A copy of the IEP or IFSP will be kept by the Mental Health/Disabilities Specialist. Another copy will be sent to the appropriate education staff member to be kept in a locked file cabinet. The IEP must be used daily when creating and using the lesson plan to ensure the child's needs are met.

**Development Assessments:**

Ages

Copies of all related assessments will be placed in the Disabilities file. Education staff will keep a copy of the assessments so lesson plans can be developed in conjunction with the findings. Recommendations taken from the DIAL-4, & Stages, Early Head Start and PKBS-2 information will be discussed with parents in order to plan appropriate services for each child. Assessment results should be given to parents/legal guardians immediately, if they are present at the time of administration. If parent/legal guardian is not present, parent/legal guardian should receive results within twenty-four (24) hours of administration.

**Referral for Further Assessment:**

Referral for further assessment should be made to Mental Health/Disabilities Specialist as soon as the need is made known according to results of assessment. Referral should be written on Agency Referral Form with appropriate documentation provided along with referral form.

**Prior Notice Before Assessments are Administered:**

Parents must be notified in advance before any type of initial assessment can be administered, at least two (2) weeks in advance.

**Paperwork:**

Paperwork must be turned in by the beginning of each month for the previous month. This will include: SPN Time Sheet, Individual Small Group Plan. The Progress Report taken from COSIF needs turned in every grading period in conjunction with the BOE schedule. Any other information or paperwork needs to be turned in every grading period as well and given to the Mental Health/Disabilities Specialist.

**Confidential**

**Information:** All SPN information is confidential and cannot be shared with anyone except by signed parental consent. This includes: co-workers, in the same building, or other staff, etc.

**Screening Process:**

All children enrolling in Head Start and EHS for the first time will receive a Development and Behavior screening within the first forty-five (45) days of attendance. Which include: Development, Behavior, Speech/Language (others per Health Specialist). 2<sup>nd</sup> year enrollees will be screened in Development and Behavior only, unless there is a noticeable suspicion, then we will follow appropriate procedures for assessments and referral. Children who transfer from one center to another **will not** be screened if screening was done within the last six (6) months. A child may be re-screened if a teacher's observation raises suspicions/concerns and observable behaviors indicate re- screening may be necessary. If a child transfers from another Agency the child may need to be screened if screening by that Agency was administered more than six (6) months prior to enrollment date and/or the Agency's tool is different from FCCDI and does not provide enough information pertaining to the child's development.

## **Notice of Developmental Screening**

### **Procedure:**

Parents and Disabilities Specialist will be notified at least one (1) to two (2) weeks in advance of the day, date and time their child will receive the Development Screening, and should be invited to attend.

Parents should be invited to attend.

Will receive results within twenty-four (24) hours.

The Disabilities Specialist should receive the results as soon as the results indicate that a child is a risk for Developmental Delays.

**FAYETTE COUNTY CHILD DEVELOPMENT**  
**102 Hunter Street**  
**Oak Hill, WV 25901**  
**304-465-5613**

**Notice of Developmental Screening**

DATE: \_\_\_\_\_

Dear parents of \_\_\_\_\_,

\_\_\_\_\_ will be screened on \_\_\_\_\_  
**(CHILD'S NAME)** **(DATE)**

\_\_\_\_\_ (Time): \_\_\_\_\_ a.m./p.m. at: \_\_\_\_\_  
**(MONTH/DATE/YEAR)**

You are welcome to attend the screening and obtain the results on that day. If you do not choose to attend, then the results will be sent to you within twenty-four (24) hours.

If you have any questions or need more information you may contact \_\_\_\_\_ or the  
**(TEACHER)**

Disabilities/Mental Health Specialist at 465-5613 from 8:00 a.m. to 4:00 p.m.

Sincerely,

\_\_\_\_\_, Teacher

## **Individualized Development Plan (IDP)**

**Procedure:**

This form which can consist of several pages must be filled out as soon as the Mental Health Screening, Development Screening, and Parent Information Sheet have been completed.

- It must have documented the present level of functioning
- The Developmental Goal
- Short term objectives

\*\*\*It must address any and all domains, where the screening results indicate developmental delays. (Social, physical, cognitive, etc.)

It is recommended that this plan be done with the parents and other staff if it is necessary for them to have input.

This plan must be signed by the parent before it can be used in the classroom.

**INDIVIDUALIZED DEVELOPMENT PROGRAM**  
**Fayette County Child Development**

Page \_\_\_\_\_  
 Date \_\_\_\_\_

Child's Full Name \_\_\_\_\_

PRESENT LEVEL OF DEVELOPMENT:

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DEVELOPMENTAL GOAL: \_\_\_\_\_

Short-Term Objectives	Objective Criteria	Evaluation Schedule	Progress Code	Date

Codes:      A = Achieved              P = Progressing              IP = Insufficient Progress

What environment(s) will this plan be implemented?

HE - Home environment   
SE – Socialization Environment

CE – Classroom Environment   
SEE – Special Ed. Environment

Will this plan be used in conjunction with another Educational Plan? Yes  No

Procedures for Evaluation: Observations \_\_\_\_\_  
Checklists \_\_\_\_\_  
Anecdotal \_\_\_\_\_

Portfolio \_\_\_\_\_  
Teacher Made Evaluation \_\_\_\_\_  
Other type Assessment \_\_\_\_\_

## DOCUMENTATION OF PARTICIPATION

Signatures of those who participated in the Development of this Plan:

\_\_\_\_\_ Parent

\_\_\_\_\_ Parent

\_\_\_\_\_ Teacher/Home Visitor

\_\_\_\_\_ Early Childhood Development Manager

\_\_\_\_\_ Mental Health Professional

\_\_\_\_\_ Disabilities/Mental Health Specialist

This Individualized Development Plan is not a legal document. It is to provide information and guidance on how the Parent and Teacher will address the development of each child. It can be updated and revised as often as needed and initiated by either the Parent or Teacher.

This document is for Head Start purposes only. It is not developed to take the place of an Individualized Education Program (IEP) done by the Board of Education. A child is not entitled to Pre-School services as a result of this plan.

## COMPREHENSIVE REFERRAL FORM

**OBJECTIVE:** To make referrals to the right person to provide for early intervention, and/or prevention of developmental delays, physically, socially and behaviorally.

Do not try to diagnose a child's problem when making a referral, leave that to the Experts who will make a determination based on the assessment/evaluation.

Please check the appropriate box, Mental Health or Disabilities when making a referral.

What you should bring along with your referral to speed up the process:

- A copy of the referral with accurate information, completed;
- Parental consent to release information;
- Be prepared for a Team Meeting (Teacher, ECD, Manager, Specialist, Parents, FSW, others if needed).



FAYETTE COUNTY CHILD DEVELOPMENT, INC.  
102 Hunter Street  
Oak Hill, WV 25901

**COMPREHENSIVE REFERRAL FORM**

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_ / \_\_\_ / \_\_\_  
PARENT/GUARDIAN: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

**REFERRED TO:**

\_\_\_\_\_ Catholic Services      \_\_\_\_\_ Job Service      \_\_\_\_\_ DHHR      \_\_\_\_\_ JTPA  
\_\_\_\_\_ Caring Hands      \_\_\_\_\_ College of WV      \_\_\_\_\_ FMRS  
\_\_\_\_\_ Timberline Health Serv.      \_\_\_\_\_ Fayette County      \_\_\_\_\_ Education Opportunity  
\_\_\_\_\_ Women's Resource Ctr.      \_\_\_\_\_ Emergency/Food & Shelter

OTHER: \_\_\_\_\_

**IN-HOURS REFERRALS:**

\_\_\_\_\_ Health/Mental Health      \_\_\_\_\_ Education      \_\_\_\_\_ Disabilities  
\_\_\_\_\_ Social Services

**REFERRED FOR:**

\_\_\_\_\_ LEAP      \_\_\_\_\_ Housing (HUD)      \_\_\_\_\_ Clothing  
\_\_\_\_\_ Food Stamps      \_\_\_\_\_ Medical Card      \_\_\_\_\_ Utilities  
\_\_\_\_\_ Emergency Food      \_\_\_\_\_ Behavioral Mgmt.      \_\_\_\_\_ Health Concerns  
\_\_\_\_\_ Follow-Up Physical      \_\_\_\_\_ Follow-Up Dental

OTHER: \_\_\_\_\_

**PARENT EDUCATION:**

\_\_\_\_\_ Parenting Group      \_\_\_\_\_ Education Workshop      \_\_\_\_\_ Nutrition  
\_\_\_\_\_ Literacy      \_\_\_\_\_ CPR & First Aid      \_\_\_\_\_ Budgeting  
\_\_\_\_\_ Resume Writing/  
Interview Skills      \_\_\_\_\_ Information/Special  
Needs      \_\_\_\_\_ GED

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PERSON REFERRING: \_\_\_\_\_ DATE: \_\_\_\_\_

FOLLOW-UP: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Person Completing Follow-Up      DATE

## **Team Meeting/Referral Recommendations**

### **Procedures:**

This form will be filled out as documentation that referrals are being addressed;

It will serve as minutes of the team meeting and will state the recommendations of the team;

Those present during the meeting must sign and date the form;

List their position (job title);

Check if you agree with the recommendation of the team or disagree.

FAYETTE COUNTY CHILD DEVELOPMENT, INC.  
102 Hunter Street  
Oak Hill, WV 25901

Office of Disabilities/Mental Health

Team Meeting Referral Recommendations

CHILD'S NAME: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ a.m./p.m.

Purpose of Meeting:

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Recommendation of Team:            Re-Screen \_\_\_\_\_            Refer for further Evaluation \_\_\_\_\_  
   Classroom Monitoring \_\_\_\_\_ (IDP, Checklist, Obser., etc...)

What documents were presented during this meeting to aide in making your decision?

Development Screening \_\_\_\_\_            Parent Request \_\_\_\_\_            FSW Report \_\_\_\_\_  
Behavior Screening \_\_\_\_\_            Checklist \_\_\_\_\_            Anecdotal Records \_\_\_\_\_  
Health/Nutrition Records \_\_\_\_\_            Referral from other Agency \_\_\_\_\_  
Behavior Date Reports \_\_\_\_\_            Other \_\_\_\_\_ (Be Specific)

Signatures of those present:	Position	Agree	Disagree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## **INDIVIDUALIZATION TIME SHEET**

This sheet covers one month of Individualized instruction, over a four (4) week period.

It has a begin area and an end area. If no time recorded, then no individualization has taken place.

This sheet should be signed by Special Education personnel and Head Start Class room staff, when individualizing.

\*\*\*Some form of individualization should take place every day.\*\*\*



## **Small Group/Individualized Lesson Plan**

### **Procedure:**

This lesson plan will indicate how you propose to meet and address the goals and objectives set up in the IEP and IDP.

Your Goal must be stated;

Your materials must be listed;

Even though two (2) children may have similar problems, this plan must address their individual needs.

The procedure for instruction must be stated for each child;

Adaptations: Any particular changes to the environment or setting before your individualized instruction can take place.

Evaluation: Must indicate how the child did with this lesson. Did the child reach the goal that you've set?

**Small Group Lesson Plan**

**Child's Name** \_\_\_\_\_

**Teacher** \_\_\_\_\_

**Activity Type** \_\_\_\_\_

**Date** \_\_\_\_\_

Group Goal
Materials
Individual Goals
Procedure
Adaptations
Evaluation

## **Early Childhood Progress Report**

### **Procedure:**

This form is to be filled out at the end of every month.

It should support your findings from your Individualized Lesson Plan.

Progress should be measurable.

If this report does not support your small group lesson plan, then you did not effectively individualize.

A copy should be sent to the parent and a copy given to the Disabilities Specialist to monitor progress and Outcome measures.



## Special Needs Progress Report

Child's Name \_\_\_\_\_ Parent's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Center/Homebased \_\_\_\_\_

Teacher \_\_\_\_\_

Goals from the IEP worked on this six (6) weeks (at least 2-3)

\_\_\_\_\_ Child is improving toward meeting goals

\_\_\_\_\_ Has not made any improvement

\_\_\_\_\_ Achieved Goals

Areas of Strength:

Areas of Weaknesses:

Comment/Recommendations:

Signature of Teacher \_\_\_\_\_ Date \_\_\_\_\_

## STUDENT LEVEL OF PERFORMANCE SHEET

Procedure: This form is to be done at the end of the school year.

It should contain:

1. A brief history of the child from the beginning of the school year;
2. Performance based on DIAL Scores, Observations, Anecdotal Records and Checklists;
3. A summary of the present functioning and recommendation from the Teacher.

This information will be presented at the Annual review for children with disabilities, Therefore:

1. They must be Professional done, factual and should not express your personal opinions.
2. Should not offer a diagnosis. **Example: *I feel...***

**FAYETTE COUNTY CHILD DEVELOPMENT, INC.  
(STUDENT LEVEL OF PERFORMANCE SHEET)**

History of Child:

Level of Performance at the beginning of school based on: (observation, checklist, anecdotal and 1<sup>st</sup> DIAL)

Level of performance now: (2<sup>nd</sup> DIAL, observation, anecdotal, parent information, special need provision, etc).

**Conclusion:**

**HEALTH  
AND  
SAFETY**

**Fayette County Child Development, Inc.  
Management Guide**

**HEALTH and SAFETY**

**Topic**

**Guidance**

**Health History:**

A complete health history will be obtained on each child during the time of initial enrollment by the Health Specialist. After the initial enrollment period, the FSW will obtain this information during their initial visit. This information will be sent to the HNS within twenty-four (24) hours, who will then review and place in the Central file.

**Physicals:**

A copy of the physical exam will be obtained during the initial enrollment by the Health Specialist. If current physical is not available, the Health Specialist will be responsible for obtaining/scheduling a complete physical screening for the child within the deadline period. Physicals will be conducted on each child in accordance with EPSDT guidelines. This includes frequency and lab work to be obtained. Doctor notes will not be acceptable. Special attention must be paid to data on physicals; follow-up may be necessary. Person responsible to make sure each child receives appropriate screening and follow-ups are done shall be the Health/Nutrition Specialist.

**Immunizations:**

A copy of the child's immunization record will be collected at the time of initial enrollment by the Health Specialist. The copy will be placed in the Central file. If record is unavailable at initial enrollment, the Health Specialist will be responsible for obtaining the record. Exemptions from immunization for religious or medical reasons must be documented, by a physician, and kept in the health folder.

**Dental Exam:**

Copy of a current dental exam will be obtained during the initial enrollment by the Health Specialist. If current exam is not at initial enrollment, the Health Specialist will be responsible for obtaining/scheduling a complete dental screening for the child within the deadline period. If the parents are unable to accompany the child, or the individual scheduled to accompany the child, is not available, the Health Specialist will reschedule with parental permission. The Health Specialist will be responsible for informing parents of appointments & follow-ups. Every effort will be made to actively involve parent/guardian in their child's health. Dental exams/follow-ups will be documented & placed in the Central file.

**Height and Weight:**

Will be conducted by education Head Start staff and submitted to the Health Specialist, by the Lead Teacher, no later than the 5<sup>th</sup> of each of the following months; September, January, and April. These will be documented on the Heights and Weights Form. EHS Staff Monthly (all 12 months) The Health Specialist will review the forms and assess all the information and make appropriate referrals.

**Notification of All:**

Parents are to be notified by the appropriate Specialist of all screening and any follow-up services rendered. A summary will be sent to parents as requested.

**Nutrition Assessment:**

This information must be obtained prior to a child attending class. The Health Specialist will be responsible for obtaining the assessment during initial enrollment. The FSW will obtain this assessment on future enrollees at the time of initial visit. This assessment must include any allergies or suspected nutritional requirements. Any suspected problems will be referred to the Nutrition Consultant for review. The Health Specialist will be responsible to inform Cooks/Teachers of impending issues.

**Consent Forms:**

Signed consent forms for all service and/or treatment a child will receive while in Head Start will be obtained at time of enrollment by the FSW/Home Visitor. Signed consent forms are obtained for medical record release for evaluation of needed health requirements. Signed and completed consent forms are then placed in the Health folder for the Health Specialist to mail as needed.

**Emergency Procedure Cards:**

Three Emergency Cards must be completed on each child at time of enrollment. One card must be kept on the bus. Another card will be placed alphabetically in an index card holder and must be placed near an exit for easy accessibility. These cards must be in the possession of Education Staff any time the children leave the classroom, i.e., fire drill, field trip, playground, gym, emergency situations, etc. The remaining card will be placed the Central file of the child. Emergency Card information must correspond with the child's health forms. Bus drivers must not allow a child on the bus without a completed Emergency Card. The Family Service Worker and Home Visitor will be responsible for making changes and updating cards as needed in the classroom and on the bus.

**Tooth brushing/ Fluoride:**

Toothpaste with fluoride will be used at all centers. See Appendix, "Tooth brushing Guidelines".

**Health Specialist  
Home Visits:**

Home Visits will be made by the Health Specialist when requested by parent or when health/nutrition related problems arise with the family. These visits will be used to provide services or training and may be done on weekends or evenings.

**Medical Allergies:**

Medical allergies will be documented by a physician on all appropriate forms and placed in the central file and health file. The information will also be kept on the Emergency Procedures Card. Children with a history of severe allergies will not be permitted to attend class until a Individual Health Plan (IHP) is in place. The Health/Nutrition Specialist will meet with parents and discuss the severity of reaction and develop an appropriate IHP to be followed. A signed IHP by the parent, Health Specialist, and any other appropriate staff will be placed in the health folder. All staff associated with the child will be advised of the IHP. A copy of the IHP must be placed in the education folder, by each Teacher with emphasis on confidentiality.

**Medications:**

See Appendix, "Medication Administration Guidelines"

**Contagious Disease:**

See Appendix "Contagious Diseases that Require A Doctors Slip"

**Lice:**

If lice/nits are found on enrollees in the classroom, the child must be assigned a solitary activity within the classroom and parent/guardian must be contacted to pick-up the child immediately. The activity must not draw attention to or humiliate the child in any way. The Lead Teacher is responsible to make sure the child is sent home even if child is in another classroom. A child may be readmitted to the classroom 24 hours after treatment is initiated **providing that the child is lice/nit free**. The Teacher or Teacher Aide will determine if the child is nit free within 3 days of exclusion. The child must be brought into school after initial exclusion by the parent/guardian and will not be picked up by the bus until he/she is cleared.

**Illness:**

See Appendix, "Illness Classroom Exclusion Guidelines", "Illness That Require Immediate Parent Contact" and "Monthly Illness Report"

**Seizures:**

See Appendix, "Seizures"

**Children Accidents:**

All accidents involving children will be documented and kept on file in the Teacher's file. The original will be sent to the Health Specialist within twenty-four (24) hours of the accident to be placed in the Central file. Immediately after the accident the

Health Specialist must be notified. Any injury or illness will be documented on the Injury/Emergency Illness Form and forwarded to the parent/guardian for signature. An accident requiring medical attention by a doctor will be documented on appropriate forms and sent to the Central Office for insurance purposes and is the responsibility of the Health Specialist. When reporting or filing accident report or insurance claim, list Medicaid or private insurance as first provider. Only use Head Start funding if there is no other coverage.

**Employee Accidents:**

In the event of an accident, an Employee Accident Report must be completed and submitted to the Fiscal Office immediately. An Accident Log will be kept by the Fiscal Office. The log will be reviewed for any patterns or consistencies about how, when, and where accidents happen in the program.

**Tuberculin (TB) Testing:**

A TB Risk Assessment will be done at initial enrollment by the Health Specialist. High risk scores will be referred to the child's primary care physician for a TB skin testing. FSW's/Home Visitors will conduct this assessment for future enrollments throughout the year at their initial visit and submitted to the Health Specialist prior to child's first day of enrollment. With known cases of TB, the County Health Department will be contacted. TB results must be documented when information is available on all enrolled children. \*Volunteers-Refer to Management Guide, "Parent Involvement". Program Staff must have a TB Test with written results in their personnel file when employed.

**CPR and First Aid:**

All Staff must have CPR and First Aid certification.

**First Aid Kits:**

First Aid Kits must be accessible on buses, in classrooms, kitchens, and in Central Office. A list of contents will be placed in the inside of each Kit. The Health Specialist will monitor the kits during center visits and restock as needed to ensure that there are ample supplies available. A portable First Aid kit will be taken to the playground and on field trips.

**Staff Physicals:**

In accordance with mandated federal/state health regulations, employees must have a physical every 2 years of employment. Newly hired employees will need to have a complete physical examination prior to their first day of employment. Completed physical exams must be given to Executive Secretary for placement into personnel files. No one is to give copies of physicals to any other employee. Monitoring of staff physicals will be conducted by the Director and Executive Secretary.



**Medical and Dental Emergencies:**

A Dental & Medical Emergency Plan will be posted in each classroom with emergency phone numbers clearly visible, before school opens. If a child is involved in a dental or medical emergency, a copy of the Treatment Plan and any follow-up services will be placed in the child's Health Folder. A copy of the Dental/Medical Emergency will be given to parents by Home Visitor/Family Service Workers. A copy will be forwarded to Central Office for insurance purposes. A community physician, dentist, clinic, or nurse should be available for telephone consultation at all times.

**Disaster Plan:**

The Director will be responsible for making arrangements to have an alternate site for each Center in case of a disaster. The plan, place, phone number, and transportation arrangements should be posted in each classroom and on Parent Bulletin Boards before school opens. Parents should be advised of the information at the beginning of the school year.

**Evacuation/Fire Extinguisher:**

An Evacuation Diagram must be developed by classroom staff and posted with other Emergency Plans. The diagram must show all exits in the classroom and building, as well as placement of all fire extinguishers. The classroom staff is responsible for making children and parents aware of the evacuation procedure. The diagram must be posted before the first day of school.

**Health Services Advisory Committee (HSAC):**

The HSAC is composed of parents, staff, and health providers for a group of 5 to 10 members. The HSAC serves as the coordinating body for the Health Services/Disabilities components of our program. The HSAC reviews, revises, and makes recommendations on the health/disabilities component and other related issues to ensure needs are met. The committee meets two (2) times a year. The Disabilities/Mental Health Specialist will attend and prepare a report for the committee. The Health Specialist is responsible for organization, planning, and scheduling of the committee.

**Case Management- Children w/Health Impairment:**

All documentation from physicians for children with health impairments must be sent to the Health Specialist as soon as possible. A meeting with the parent/guardian and the Health Specialist will be scheduled to develop an Individual Health Plan (IHP), which must be signed by staff and parent and placed in child's folder. The plan will be followed for that child if an

emergency occurs. Staff associated with the plan will be advised of the plan. The Health/Nutrition Specialist will review the IHP every three months with the parent/guardian and update as needed.

**Poison Control:**

If a poisonous agent is ingested or thought to be ingested, **call Poison Control at 1-800-642-3626 immediately** for instructions. Act with haste on their recommendations. Y.U.K. stickers and information is provided to classrooms and Home Visitors to be used in the homes for educational purposes to parents and children.

**Universal Precautions/  
Blood borne Pathogens:**

Universal precautions must be followed by all staff and volunteers at all times. Staff and volunteers must be trained on Universal Precautions and blood borne pathogens.

**Disaster Kits:**

Kits will be placed in each classroom in one designated place that is readily accessible to staff. These are to be checked and updated annually by the HNS.

**Classroom Sanitation:**

Cleaning checklists posted in each classroom should be used to ensure laundering, cleaning, sanitizing and disinfection is occurring according to schedule. All cleaning materials must be clearly labeled and stored out of reach of children. See “Sanitation Procedures” appendix, also see “Classroom Cleaning Check off List”.

**Hearing Screen  
Protocols:**

**Otoacoustic Emissions (OAE)** is the objective screening tool recommended as the standard screening tool for infants and toddlers, ages birth to 3 years of age, for Early Head Start. When used at periodic well-child screens, OAE can be a reliable tool to detect early hearing loss. It is the responsibility of the Health Coordinator to ensure each Early Head Start child has a hearing screen with 45 days of admission to the program and has follow up in the case of not passing an OAE screen. The following protocols apply:

*Past Results*-Perform OAE re-screen at next recommended well child interval.

*Refer Results*-Refer child to “medical home” provider to be evaluated. A referral could mean the child will be evaluated by the medical provider for wax blockage of the ear canal or evidence of fluid or infection. In the case that the child has wax blockage, the OAE a re-screen can be performed in approximately 2 weeks. If evidence of fluid or infection occurs, the re-screen should be done in approximately 4 to 6 weeks following treatment. At re-screen, if a child does not have pass results, a referral to a pediatric audiologist must be made.

**Hearing Screen  
Procedure for  
Otoacoustic Emissions  
(OAE) Screening:**

The following is the procedure to perform the screening:

1. Observe the outer ear and opening for deformity, wax or drainage. To perform the screen properly, the canal must be clear of blockage. Pull back gently on the ear to open the canal to insert the OAE probe (the probe should be slightly bigger than the ear canal opening). If the child experiences discomfort or has drainage with a foul odor, do not proceed.
2. Turn the equipment on.
3. Clip the probe cord to the child's clothing.
4. Prepare the child by holding them, showing them an interesting toy or book and comfort them during the procedure.
5. Do not hold the equipment/probe in the ear (this will interfere with the test). A proper size probe will secure the device in the ear.
6. Push the appropriate button to start the test (right/left).
7. Repeat in the other ear.
8. Print results for reading and documentation.

Never perform a hearing screen on a child who does not want to cooperate or is crying. Attempt again later.

**Manual Pure  
Tone Audiometer:**

Will be performed on children 3-5 years of age. Using earphones hearing screen is completed on both ears. If results indicate any hearing loss, greater than 20dB (decibels) a referral will be made to the child's primary care provider.

## **TOOTH BRUSHING HEAD START/EARLY HEAD START**

Children and staff will brush teeth immediately after breakfast and lunch. Infant oral care will be provided twice daily. Toothbrushes will be provided for those in classroom and home based settings at the beginning of the school term. Toothbrushes will be replaced every three months, if the bristles become bent, and as needed. Toothbrushes are to be disposed of immediately and replaced in the case of an infection such as strep or thrush. Infant oral care (less than 1 year) will be provided using a 2 X 2 gauze pad and water (not toothpaste). The toothbrush holder must be sanitized at least weekly. You must contact the Early Head Start Health/Nutrition Specialist to obtain additional tooth brushing supplies.

### **USE AND HANDLING OF TOOTHBRUSHES**

Tooth brushing and oral care are lifelong preventive habits important to maintain oral health. Tooth brushing and oral care in the Early Head Start classroom and home based settings aid in the development of these preventive habits. Providing oral care to infants prevents baby-bottle tooth decay and cavities. To brush teeth properly and prevent infections from the spreading of germs found in saliva and blood on toothbrushes:

\*Always supervise children when they are brushing their teeth and provide oral care for infants and those who cannot perform their own oral care;

\*Hand children their own toothbrush. Do not allow them to get it themselves in the classroom setting;

\*Make sure each child has his/her own toothbrush clearly labeled with his/her own name;

\*Apply a smear (rice grain) amount of fluoride toothpaste on toothbrush for children under 2 years of age. For children over 2 years of age apply a pea size amount of fluoride toothpaste on toothbrush. Prior to applying toothpaste to the toothbrush use waxed paper or paper cups to provide individual servings. Do not dispense toothpaste directly from the tube to the toothbrush in order to prevent contamination in the classroom setting;

\*Instruct each child to brush his/her teeth and then spit out the toothpaste;

\*Using a cup (a paper cup in the classroom setting), each child should rinse his/her mouth out with water, dispose of paper cups;

\*Store each toothbrush so it does not touch any other toothbrush and allow to air dry;

\*Never “disinfect” toothbrushes. If a child uses another child’s toothbrush or 2 toothbrushes come in contact, throw them away and replace with new toothbrushes;

\*If a child uses the toothbrush of another child that is known to be ill or have chronic blood borne infection (such as Hepatitis B or HIV), parents of the child who used the ill child’s brush

should be notified (identification of the ill child will not be revealed);

\*Persons supervising tooth brushing must wear gloves. Wash hands before and after putting on the gloves then dispose of gloves after use.

\*Store toothpaste out of children's reach.

## **INFANT ORAL CARE**

An infant's teeth usually erupt at about 5-6 months of age. For infants less than 1 year of age, use a gauze pad and water to clean the gums and any erupted teeth. Use a toothbrush after the age of 1 year and use only water (not toothpaste) because an infant is likely to swallow the toothpaste. Teething toys need to be kept clean and never shared to promote dental hygiene.

## EMERGENCY PHONE NUMBERS

**Ambulance \* Fire \* Law Enforcement  
Call 9-1-1**

If you are unable to reach 911, call "0" and tell the Operator what sort of emergency help you need and where the help is needed.

Fayette County State Police	469-2915 or 779-2161
WV Poison Center	1-800-642-3625
Oak Hill Fire Department	465-5867
Fayetteville Fire Department	574-0712
Nuttall Fire Department	574-3229
Boomer Fire Department	779-2763
Fayette County Emergency Services Center	574-1610

When calling about an emergency include the following:

- 1) The name of the caller;
- 2) The name of the Center;
- 3) The nature of the emergency;
- 4) Telephone number;
- 5) Address and easy directions
- 6) Exact location of the injured person;
- 7) The number and ages and condition of the persons involved;
- 8) The help already given.

# MEDICAL EMERGENCY PLAN

1. STAY CALM.
2. Check for life threatening situations (choking, bleeding, shock, etc.) Do not move a seriously injured child. Refer to policy regarding particular life threatening situation.
3. Call 911 or the local emergency number if time is a critical factor.
4. Give CPR or First Aid as necessary.
5. Contact the parent/guardian or emergency contact if unable to reach parent/guardian.
6. Authorization forms giving parental consent for emergency treatment will be kept in the center. This form, along with the child's Health History, must go with the child to the emergency facility so that treatment can be provided in the event that the parent cannot be contacted.
7. An Incident/Illness Report must be completed the day of the incident and sent to the Health/Nutrition Specialist.

Reviewed/Approved By  
Health Services Advisory  
Committee: 08/1/2021

# **DENTAL EMERGENCY PLAN**

## **Toothache**

Rinse the mouth vigorously with warm water to clean out debris. Use dental floss to remove any food that might be trapped between the teeth. If swelling is present, place a cold compress on the outside of the cheek. Notify Health Specialist so that the parent can be contacted to schedule an appointment with a dentist as soon as possible.

## **Knocked-Out Tooth**

If primary tooth, call the parent/guardian so that they may take the child to the dentist as soon as possible.

## **Broken Tooth**

If the tooth is broken, call the child's parents to take him/her to the dentist immediately. The root of the tooth or the surrounding bone may be broken.

## **Bitten Tongue or Lip**

Apply direct pressure to the bleeding area with a clean gauze pad. If swelling is present apply a cold compress. If bleeding does not stop, call the parent/guardian so that the child may be taken to their physician.

## **Objects Wedged Between Teeth**

Try to remove the object gently with dental floss. Guide the floss carefully to avoid cutting the gums. If not successful in removing the object with floss, call the parent/guardian to take the child to the dentist. **DO NOT** try to remove the object with a sharp or pointed instrument.

## **Possible Fractured Jaw**

Immobilize the jaw. If swelling is present, apply a cold compress. Call the child's parent/guardian to have the child taken immediately to the hospital emergency room. Watch closely for any breathing difficulties.

Reviewed/Approved By  
Health Services Advisory  
Committee: 03/28/01



# **MANAGEMENT OF DENTAL EMERGENCY**

IN ANY DENTAL EMERGENCY THE  
PARENT/GUARDIAN  
MUST BE NOTIFIED IMMEDIATELY

The flow charts are provided to care for:

TEETH: CHIPPED, BROKEN, OR DISPLACED

TEETH: KNOCKED OUT TOOTH

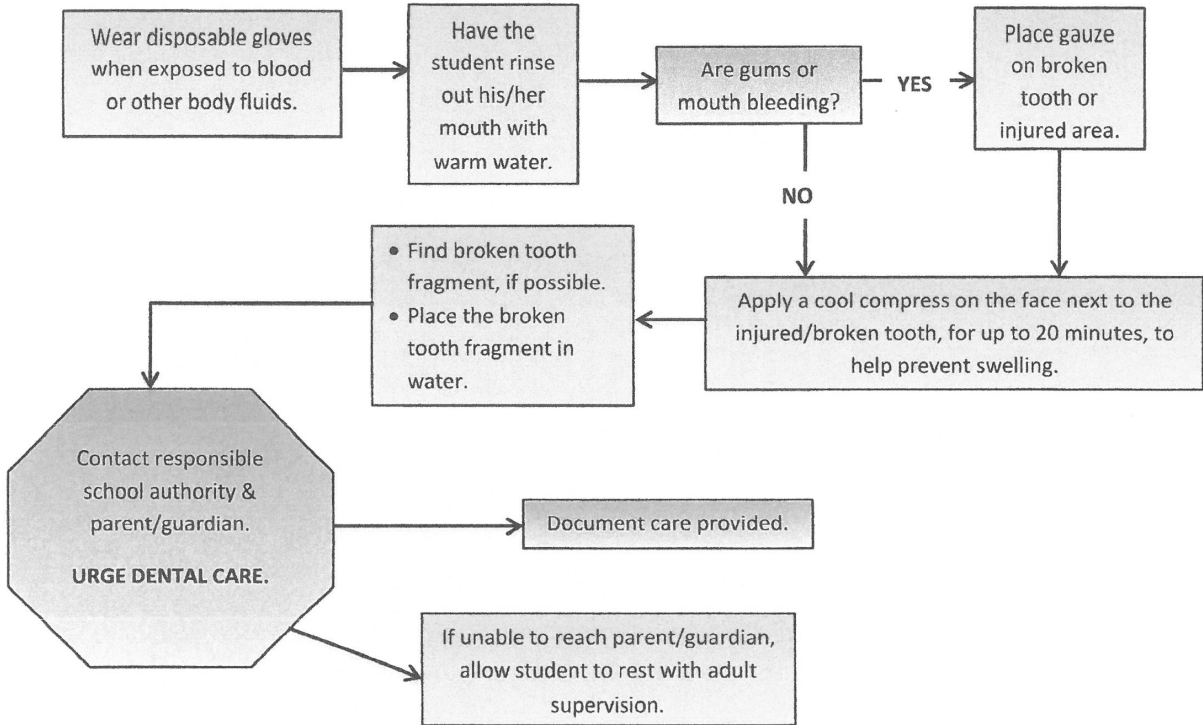
TEETH & GUMS

MOUTH & JAW INJURIES

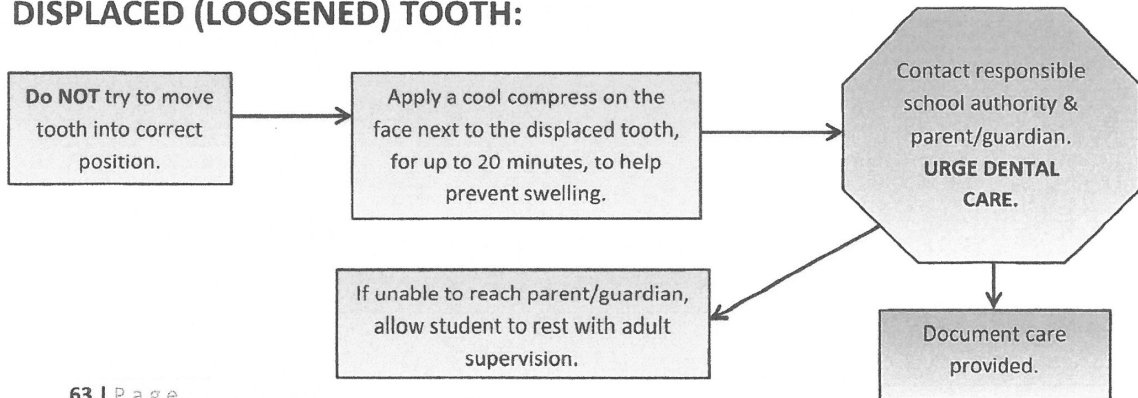
Provided by the cassis Dental Center  
7/13/2021

# TEETH: CHIPPED, BROKEN OR DISPLACED

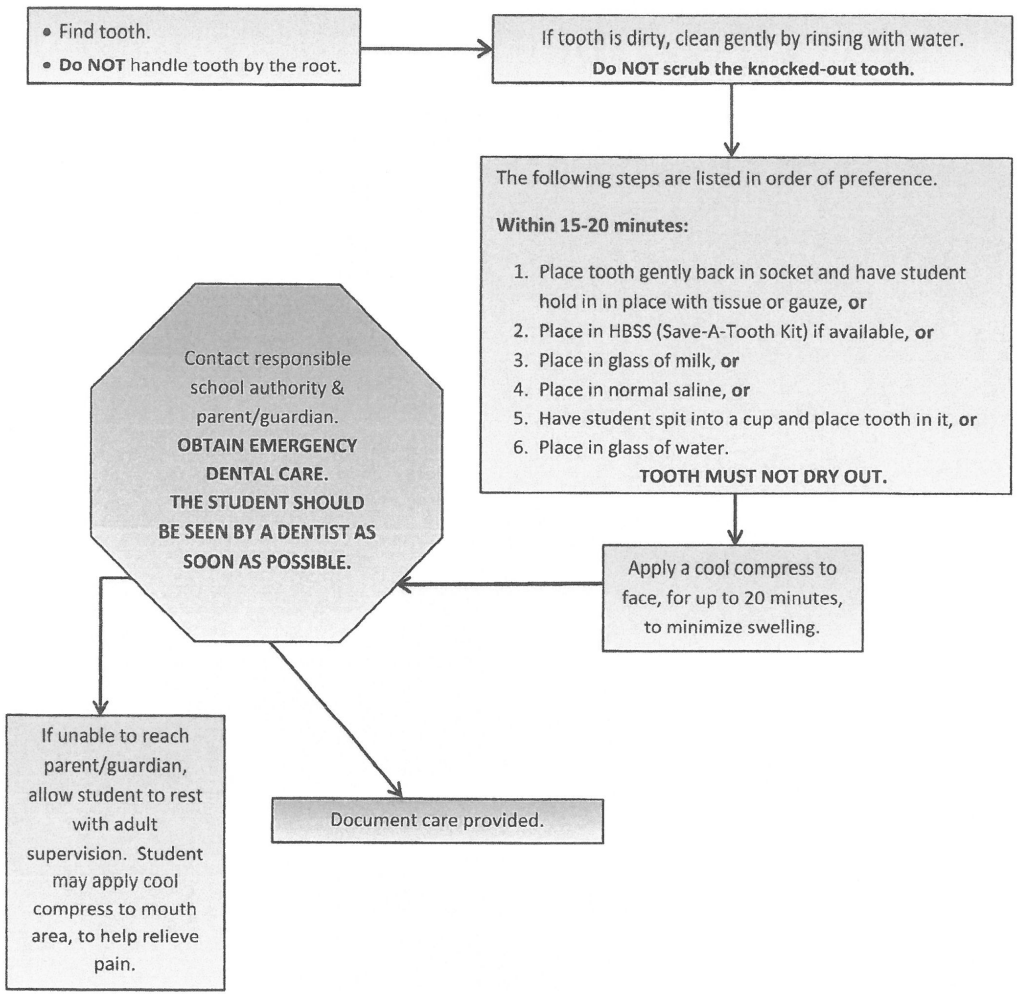
## CHIPPED/BROKEN TOOTH:



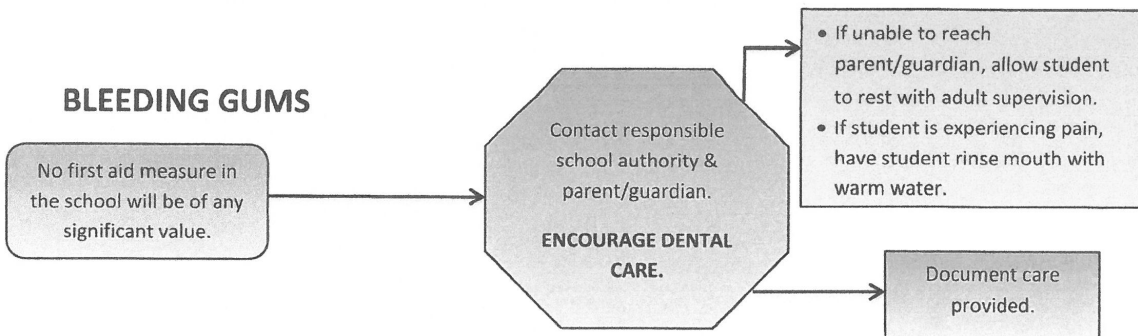
## DISPLACED (LOOSENED) TOOTH:



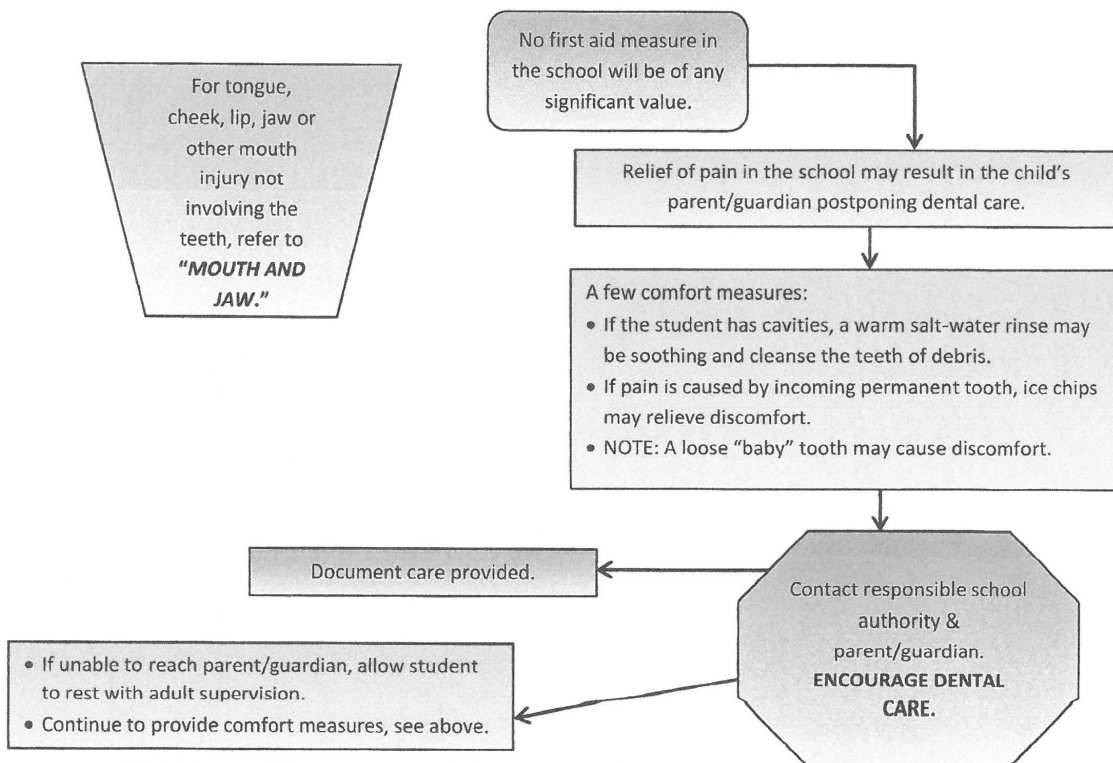
# TEETH: KNOCKED OUT TOOTH



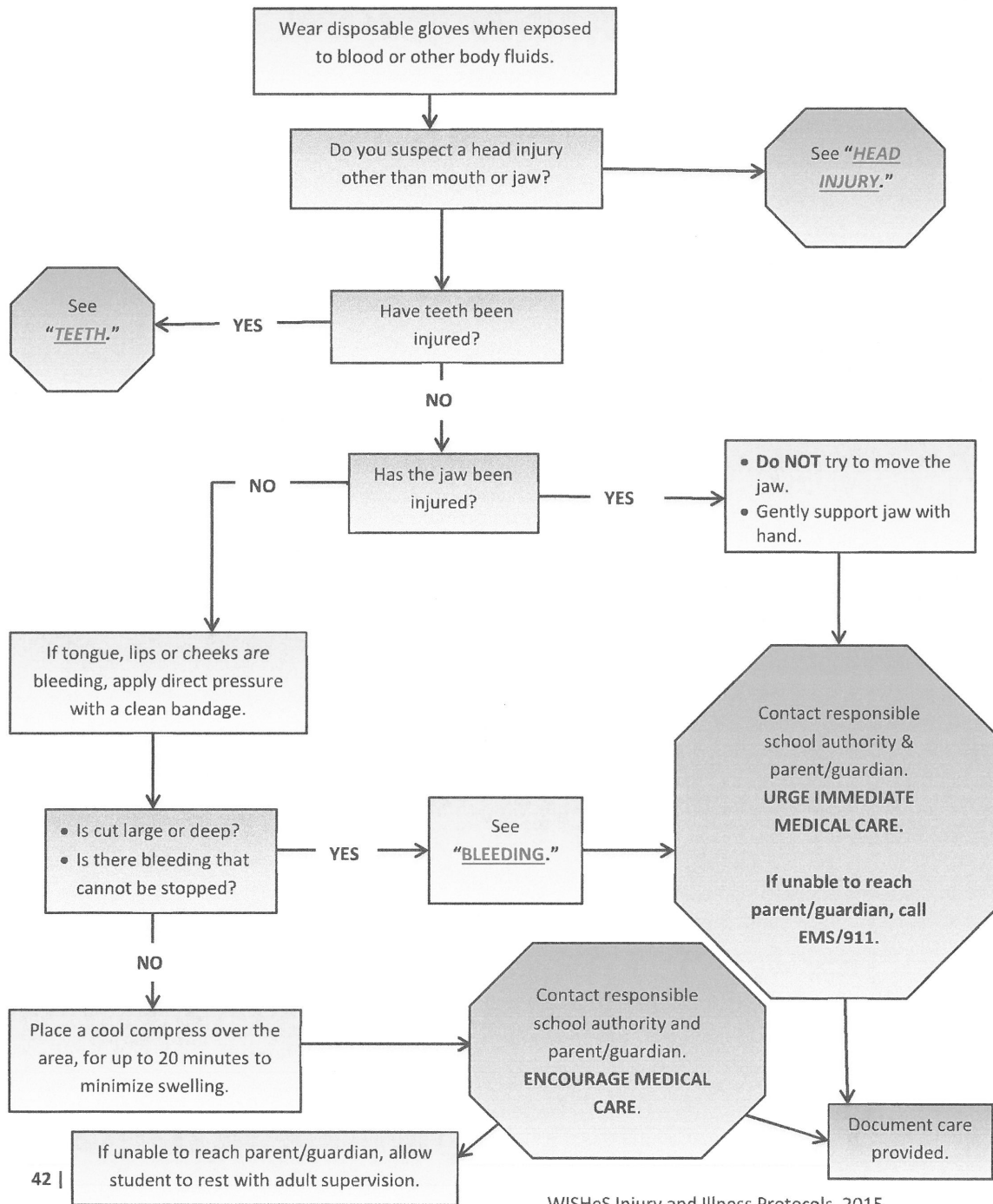
# TEETH & GUMS



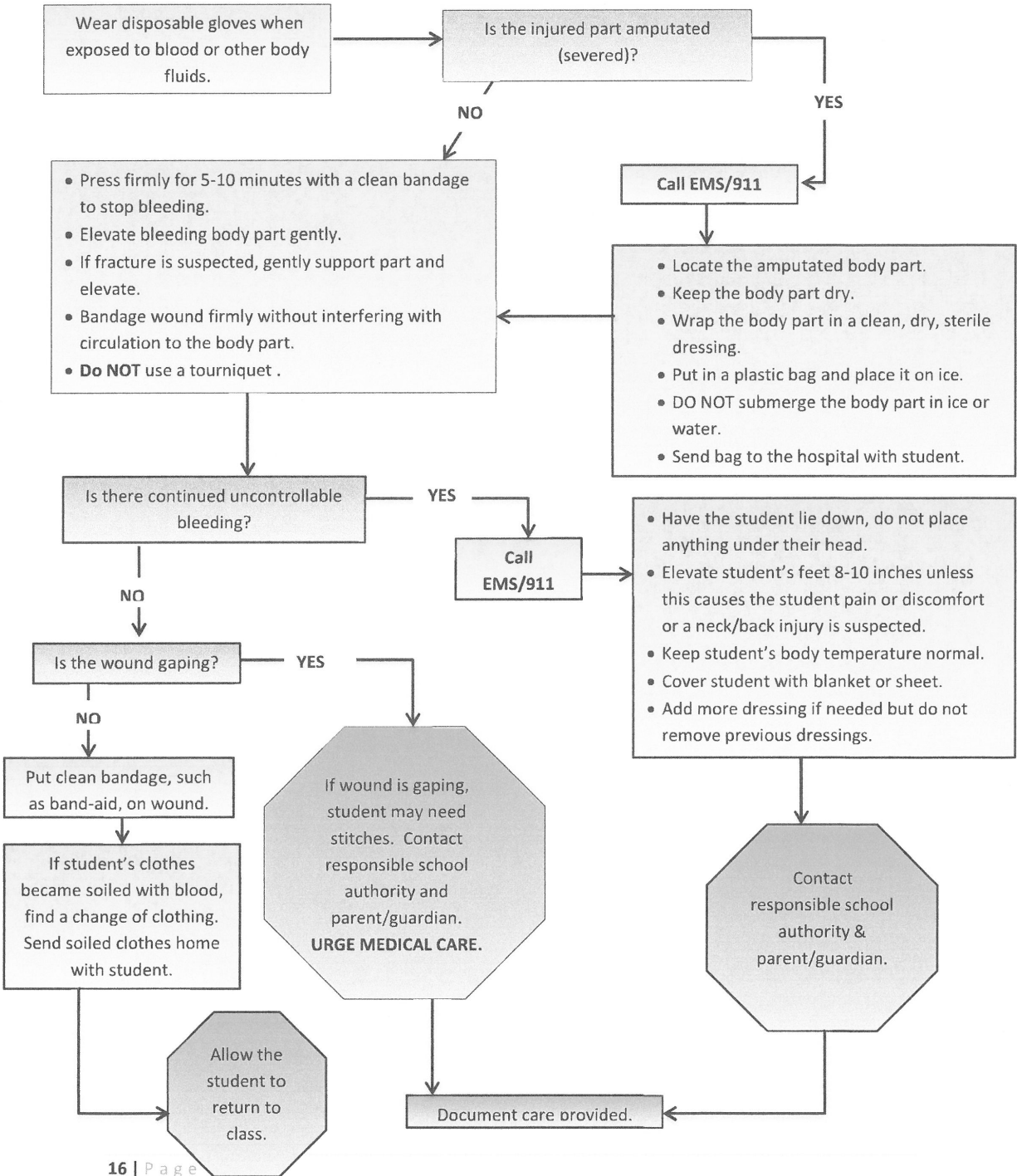
## TOOTHACHE OR BLEEDING GUM SWELLING (ABSCESS OR "BOIL")



# MOUTH & JAW INJURIES



# BLEEDING



**MONTHLY ILLNESS REPORT**

<b>CENTER</b>		<b>MONTH</b>	
<b>DATE</b>	<b>NAME OF CHILD</b>	<b>ILLNESS/INJURY</b>	<b>TIME PARENT NOTIFIED</b>

The Monthly Illness Report/Log must be completed each time a child becomes ill at the center or is kept home because of illness/contagious diseases. This report must be submitted to the Health Specialist no later than the 5<sup>th</sup> of each month.

## **SEIZURE PROCEDURE**

1. STAY CALM. Injury during a seizure can be prevented with proper care and precautions.
2. If there is a sign of a seizure coming on, try to get the child to lie down. Pad the head area to avoid banging. Do not try to restrain the seizure activity.
3. Loosen clothes around the neck and waist they are constrictive.
4. Gently try to place the child on his/her side so that the head is also turned to the side. This lessens the chances of choking. Do not try to insert objects into the mouth or grab the tongue.
5. At the onset, time the length of the seizure.
6. Wait for the seizure to subside. If it does not subside in 3-5 minutes, or if there is blueness or breathing difficulty, *call the EMS #911*.
7. Allow the child to lie down and rest quietly following the seizure. Contact the child's parent/guardian. Comfort and reassure the child since he/she may be confused or scared afterwards.
8. If the child does not have a seizure disorder, *call EMS #911*.
9. Fill out the Injury/Emergency Illness Form and submit it to the Health Specialist.



## **MEDICATION ADMINISTRATION GUIDELINES**

You should make sure that any prescribed medication that you give to a child:

- \* Has the first and last name of the child on the container;
- \* Has been prescribed by a licensed health professional. Check to see that the name and the phone number of the health professional who ordered the medication is on the label;
- \* Is in the original package or container;
- \* Has the date the prescription was filled on the container;
- \* Has an expiration date on the container;
- \* Instructions for giving, storing and disposing of the medication is on the container;
- \* The medication is in a child proof container.

You may want to suggest to parents that they ask their pharmacist to divide medication into two (2) bottles, one to be kept at home and one to be kept at the center. Children will be less likely to miss a dose of their prescription due to parents forgetting to bring medications to the facility.

A child's parent may ask that you give an over-the-counter medication, such as Tylenol or Benadryl. Over-the-counter medication for each child should be labeled with:

- \* The child's first and last name;
- \* The current date;
- \* The expiration date;
- \* Specific instructions for giving, storing and disposing of the medication;
- \* Name of the healthcare provider who recommended the medication.

**IN ORDER TO GIVE ANY MEDICATION, PRESCRIBED OR OVER-THE-COUNTER, YOU MUST HAVE A MEDICATION PERMISSION FORM SIGNED BY THE PARENT AND PHYSICIAN. THIS FORM MUST BE COMPLETED IN FULL AND SIGNED, OR STAFF CANNOT ADMINISTER THE MEDICATION.**

If a child is mistakenly given another child's medication, call the Poison Control Center immediately and follow the advice given. Then call the parents and physician of the child who mistakenly received the medication. All medications should have childproof caps and be stored out of reach of children. Medications requiring refrigeration should be clearly marked and separated from food by keeping in a separate, covered container marked "MEDICATIONS" within the refrigerator.

All medications brought into the center should have a child-proof cap and be stored:

- \* In an orderly manner;
- \* At the proper temperature;
- \* Away from food in a separate, marked container;
- \* Out of reach of children.

Never use medications after the expiration date. If a medication is expired, send the medication back

to the parent and note so on the medication administration record.

The medication record should list:

- \* The child's name;
- \* The name of the medication;
- \* How and when the medication is to be given;
- \* Any possible side effects of the medication;
- \* The parent/guardian signature of consent;
- \* The signature of the physician if it is a prescribed medication.

Before giving a medication, you should always make sure that you have:

- \* The right child;
- \* The right medication;
- \* The right time;
- \* The right dosage;
- \* The right route of administration;
- \* The right reason to administer medication;
- \* The right documentation.

After administering medication note the date, time, child's name, name of medication, the dose given and your initials on the Medication Log. Also, watch the child for any unusual behavior or reactions after administering and make note of them on the Medication Log. Only staff that has been designated to administer medication by the Program Director may do so. If the designee is not at the center on that day then the alternate staff member listed may administer the medication. Under no circumstances may a classroom volunteer administer medication to a child. However, parents who are volunteering in the classroom may administer medication to their own child, but staff must note this on the Medication Log.

Medication Logs are to be sent to the Health/Nutrition Specialist monthly for review.

Fayette County Child Development, Inc.  
102 Hunter Street  
Oak Hill, WV 25901  
304-465-5613

**MEDICATION PERMISSION**

Child's Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

I have prescribed the following medication for the above named child and request that Fayette County Child Development, Inc., staff administer as prescribed below:

Medication \_\_\_\_\_

Condition for which prescribed \_\_\_\_\_

Possible side effects \_\_\_\_\_

Route of administration \_\_\_\_\_

Dosage \_\_\_\_\_ Frequency \_\_\_\_\_

To be administered at the following times \_\_\_\_\_

Number of days to be administered \_\_\_\_\_

Physician's Name (Print) \_\_\_\_\_

Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Office Phone# \_\_\_\_\_

**Parental Release For Administration of Medication**

I, \_\_\_\_\_, request the above medication to be given to my child as prescribed by his/her physician. Furthermore, I release FCCDI personnel from any liability in relation to the administration of the above named medication.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Disposition of Medication**

Date given to Center Staff \_\_\_\_\_ Date returned to  
parent/guardian \_\_\_\_\_

\*Please Note: When medication is complete, send this form to the Health/Nutrition Specialist.

## **INFANT AND TODDLER FEEDING EARLY HEAD START PROGRAM**

Because a child's nutritional needs change rapidly during the first year of life, communication between parents and staff is very important. Nutritional needs at home and at the Early Head Start settings must be met. Always be aware of this important information to ensure this occurs:

- \*How and when the child was last fed?
- \*Does the child consume breast milk or formula?
- \*Has new foods or solid foods been introduced?
- \*What is the child's usual bowel and bladder elimination patterns?
- \*Does the child have any feeding problems or preferences?

Consideration of age and developmental level appropriate foods will be the focus of menu planning. Any adverse reactions to new foods or food changes will be monitored by staff. Communication between parents and staff is important to share information about dietary intake and elimination patterns.

Infants up to 1 year of age will receive breast milk or formula. The American Academy of Pediatrics recommends children the ages of 1 – 2 years receive whole cow's milk unless the child's primary health care provider recommends skim or 1-2% fat mil. Follow recommendations from the child's physician/medical care provider.

Solid foods are introduced usually between 4-7 months of age. This is because a child cannot completely digest solid food and does not have the neuromuscular skills needed for eating and swallowing until this age. New foods are to be introduced one at a time and at least 1 week apart to make it easier to recognize allergies or intolerances. The decision to start solid foods and new foods depends upon the child's developmental needs. This must be determined by the parents and the primary health care provider.

Staff assistance is required to help toddlers become independent at meal time. Cutting their food into small pieces will prevent choking because toddlers often swallow food whole. Toddler's have a tendency to show a variation in the amount of food consumed due to their changing energy levels and stage of growth and development. It is important that staff observe dietary intake and document these observations.

Infants and toddlers are at risk for choking with some of the following foods and should not be served to this age group:

- \*hotdogs or sausage rounds;
- \*whole grapes, hard raw vegetables and fruits, uncooked dried fruit, including raisins;
- \*candy;
- \*whole nuts, beans, seeds or grain kernels;
- \*pretzels, chips, peanuts and popcorn;
- \*marshmallows, chewing gum, spoonfuls of peanut butter;

\*chunks of meat.

Honey should never be served to children less than 1 year of age because of the health risk of possible content of a kind of botulism. Eggs and cow's milk also can be harmful to infants because of the potential high risk of allergic reaction.

## **DIAPER CHANGING**

Staff are no longer to ask parents to send diapers to school, Head Start will supply them. You will need to notify the Education Manager as to how many children you have enrolled in your center who requires diapers.

All staff will be required to complete a diaper changing log and send home a copy with the child each day. The original will be submitted to the Central Office on the 5<sup>th</sup> of each month. Children requiring diaper changes should be made immediately upon determination that the child has used the diaper. If this means the child will be changed 8 times per day, then so be it. The log should be marked as to what the diaper change was caused by, e.g., bowel movement or wetness.

Every child that requires diapers will be changed within 30 minutes of time to load the bus regardless of need and marked on the form.

## **RECOMMENDED PROCEDURE FOR DIAPERING HEADSTART / EARLY HEAD START**

1. Wash hands for at least 20seconds before starting.
2. Organize needed supplies with reach:
  - \*fresh diaper and clean clothes;
  - \*dampened single use disposable towels or pre-moistened towelettes;
  - \*child's personal, labeled petroleum jelly (Vaseline), if provided by parents. Other treatment such as creams or ointments must have a written order from the child's medial provider.
  - \*trash disposal bag and plastic bag for reusable diapers (if used).
3. Place a disposable covering (such as roll paper) on the portion of the diapering table where you will place the child's bottom. Diapering surfaces should be elevated, smooth, nonabsorbent, and easy to clean.
4. Put on non-porous, disposable gloves.
5. Pick up child avoiding direct contact to body to avoid soiling to self.
6. Lay the child down on changing surface that has paper towel or roll paper between the child and table. Always keep child secure at all times to prevent injury. Talk to child during diaper change.
7. Removed soiled diaper and any soiled clothing.
8. Soiled diapers should be folded within itself to secure the soiled diaper. Disposable diapers will be discarded in a plastic lined trash receptacle.
9. Soiled reusable diapers/training pants/soiled clothes will be laundered at the end of the day using the washer and dryer at the classroom centers. Be sure all items are labeled properly with the child's name prior to laundering.
10. Clean the child's bottom with a pre-moistened disposable towelette or a dampened, single use disposable towel then discard in a plastic lined trash receptacle.
11. Apply diapering cream when prescribed by medical provider. This includes Vaseline, over the counter creams and creams obtained by prescription at pharmacy.
12. Remove the disposable paper towel or roll paper from the changing surface and discard in a plastic lined trash receptacle.
13. Remove gloves and discard in a plastic lined trash receptacle.

14. Wash your hands for at least 20 seconds. The diapering area should be located next to a designated hand washing sink without having to leave the child unattended. However, if a hand washing sink is not in the diapering area, never leave the child unattended to wash your hands. Wipe your hands with a pre-moistened towelette. Always make sure the child is secure and safe at all times.

15. Diaper the child and dress the child.

16. Wash the child's hands for at least 20 seconds under running water and soap from a soap dispenser. Wash infant's hands with a moistened disposable cloth and soap from a dispenser. Use another disposable cloth moistened with water to wipe away excess of soap then dry with a disposable towel.

17. Following the diaper change, disinfect the surface immediately. (See section "Cleaning and Disinfection" later in this section).

18. Clean and disinfect: the diapering area, all equipment or supplies that were in contact, and crib or cot if soiled.

19. Wash your hands for at least 20 seconds in a designated hand washing sink with soap from a dispenser.

20. Document soiled diapers and toilet training attempts on the Daily Diaper Changing Form.



## **FIRE DRILL PROCEDURE**

Fire Exit Drills shall be conducted at least once a month. Drills are to be scheduled at random as not to develop a consistent pattern. Occasionally an exit should be blocked to provide a means of using alternate exits. The Fire Drill Log must be completed after the drill. This Log must be posted in an easily accessible location and must contain the following information: date of drill, time of day the drill took place, the number of children participating in the drill, the time it took to evacuate all children and staff from the building, any blocked exits and the signature of the Director of the drill (Lead Teacher).

### **\*PLEASE NOTE:**

**All exit doors and means of exiting the building shall be kept unblocked and unlocked/unfastened while the building is occupied. This is mandated by the West Virginia State Fire Marshal's Office.**

## **FIRE RESPONSE PLAN**

In case of FIRE, be a **R.A.C.E.R.**

**R** **RESCUE/REMOVE** any and all individuals in immediate danger, yell “HELP, FIRE”

**A** Sound the **ALARM**. Pull the nearest fire alarm. Phone 911 and report the situation along with complete address and location.

**C** **CONFINE** the fire by closing all doors.

**E** **EXTINGUISH** the fire if very small.

**R** Prepare to **RELOCATE** to the nearest safe area. Be familiar with the relocation area and contact families for pickup. Notify Central Office immediately after you have arrived at relocation site.

This plan is to be placed on the bulletin boards in each center and in each classroom. This plan must also be discussed with each parent and volunteer.

## **NON-CONTRACT INFRARED THERMOMETER INSTRUCTIONS**

1. Press the trigger button with your index finger to turn on. The screen will display 3 back lights (green, orange and red). All symbols will appear on the screen and it will beep 2 times.
2. Make sure the measuring mode is body temperature and on Fahrenheit modes. The triangle shaped button below the screen is where this is done).
3. Align the thermometer probe with the forehead. Distance needs to be 2-6 inches. Press the trigger button with index finger. The temperature will show on the screen after a beep.
4. The thermometer will automatically power off after 30 seconds of being idle.

**\*NOTE: Clean the thermometer with a soft alcohol pad after each use.**

## **HAND WASHING PROCEDURE** **HEAD START/EARLY HEAD START**

Prevention of the spread of disease is most effective by the use of proper hand washing. Proper hand washing must be practiced by staff, children and volunteers. We as staff are responsible for teaching children proper hand washing technique and instilling the practice of good hygiene habits.

Proper hand washing must be performed after the following:

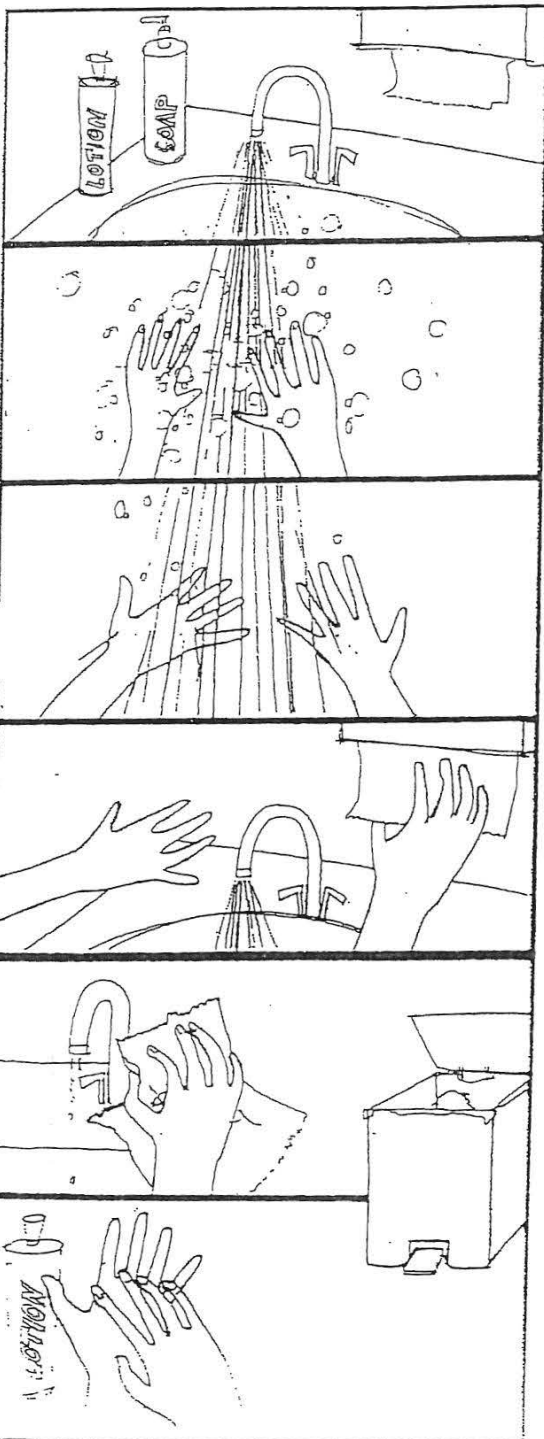
- \*Diapering or toilet use;
- \*Prior to food preparation, handling, consumption, or other food related activities.
- \*When hands are contaminated with bodily fluids or blood;
- \*Handling pets or other animals;
- \*Prior and after providing wound treatment and bandaging (nonporous gloves must always be worn when the contamination of blood is possible);
- \*Assisting a child with toileting.

### **HAND WASHING STEPS TO FOLLOW:**

1. Using soap from a soap dispenser and warm running water, wash hands thoroughly for at least 20 seconds.
2. Rinse hands well with running water.
3. Dry hands thoroughly with disposable towels from towel dispenser.
4. Discard disposable towels in the appropriate trash can.

## Module 2: Preventing Communicable Diseases

### Handout C: Hand Washing



Have the necessary supplies on hand.

Scrub hands with soap and water for at least 10 seconds.

Rinse hands well under running water. Leave the water running.

Dry hands with a paper towel.

Turn off the faucet with the paper towel, instead of with bare hands.

Discard the paper towel in the trash can.

Apply hand lotion if needed.

## **PROCEDURE FOR TOILET TRAINING**

### **Early Head Start & Head Start**

It is important to work with the child's parents/guardians to be successful at toilet training. The child needs to be ready physically and emotionally. Toilet training age can vary but is usually about 22-30 month of age. When a child demonstrates that he/she has mastered their basic motor skills, they are usually ready.

Communication and consideration of cultural language preferences are important to be successful at toilet training. Be familiar with the words such as the child's meaning of the words urine and bowel movement. Always praise them for their attempts and success with any steps such as trying to get to the toilet in time. Do not be critical.

Steps to follow when toilet training:

1. Upon arrival to the Early Head Start/Head Start Site, check to see if a diaper needs changed, if wears one. Ask the child to use the toilet.
2. At regular intervals, perhaps after meal time, encourage the child to sit at the toilet. Ask the child throughout the day if he/she needs to use the toilet.
3. Observe the child for signs that he/she may need to use the toilet such as: change of expression on face, wiggling, or squirming. Take them to the toilet at this time, don't wait.
4. Don't let the child sit for long periods of time on the toilet because it may make him/her feel like they are being punished.
5. Keep documentation of attempts to assist on a toilet training log. Share this information with parents/guardians to assist in the toilet training process.

Hygiene Considerations:

Teach girls to wipe themselves from front to back after using the toilet to avoid contamination to the vaginal area.

Teach boys to shake dribble from their penis to get rid of any drops of urine.

Assistance is needed to wipe bottoms after bowel movements.

Teach the child to wash their hands following each attempt of using the toilet.

**Helpful Hints:**

Read a short story to the child while he/she sits on the toilet.

Run water in the sink while the child is sitting on the toilet because sometimes it can give the urge to use the bathroom.

Sit a doll on a chair beside of the toilet and pretend the doll is using the toilet also.

When a setback occurs, stop and try again in a couple of weeks.

## **POTTY CLEANING AND DISINFECTING PROCEDURE**

### **Early Head Start**

Potties are to have smooth surfaces, with no cracks or crevices. They are to be cleaned and disinfected to prevent the spread of germs as follows:

1. Put on non-porous gloves.
2. Empty contents into the toilet.
3. Rinse the potty with running water at a utility sink that is never used for food preparation and empty into the toilet.
4. Wash the potty with soap and water and empty into the toilet.
5. Rinse a second time and empty into the toilet.
6. Spray with a bleach solution equal to  $\frac{1}{4}$  cup of liquid chlorine bleach in one gallon of tap water that is made daily.
7. Allow to air dry.
8. Wash and disinfect sink.
9. Remove gloves and wash hands in a designated hand washing sink.



**DAY CARE FIRE DRILL SAFETY REPORT**

**YEAR** \_\_\_\_\_ **COUNTY** \_\_\_\_\_ **FACILITY** \_\_\_\_\_

**ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This fire drill report is published by the Fire Safety Inspection Division of the West Virginia State Fire Marshal’s Office as an aid in conducting fire drills. Drills are to be scheduled at random as not to develop a consistent pattern.

Fire Exit Drills shall be conducted at least once (1) per month. Orderly and well executed fire drills may be the means of saving lives. Occasionally an exit should be blocked to provide a means of using alternate exits.

**ALL EXIT DOORS AND MEANS OF EXITING SHALL BE KEPT UNBLOCKED AND UNLOCKED/UNFASTENED WHILE THE BUILDING IS OCCUPIED.**

Date of Drill	Time of Day	Number of Children	Evacuation Time	Blocked Exits	Signature of Director

**POST IN A CONSPICUOUS PLACE IN THE FACILITY**

**ILLNESS CLASSROOM EXCLUSION GUIDELINES**

## **EXCLUSION POLICY EARLY HEAD START & HEAD START**

**PURPOSE:** To provide guidelines for keeping children out of Early Head Start in order to prevent other children and adults from becoming sick.

**Early Head Start / Head Start children should not attend school if he or she has the following:**

1. A Early Head Start fever of 99.5 degrees F or above; or until temperature is consistently less than 98.7 degrees for 24 hours. Head Start fever of 100 degrees F or above
2. Child is behaving as if he or she is not well; cranky, cries more than usual or less active than usual. Child doesn't feel well enough to participate comfortably in the program activities or staff cannot adequately care for sick child without compromising the care of other children.
3. Having diarrhea (loose, watery stools) or vomiting until has not occurred for 24 hours. Verbal or written notification of parent/guardian is acceptable.
4. Pink eye or red eyes with drainage until 24 hours after an antibiotic has been started and a doctor's documentation that child may return to classroom.
5. Drainage from nose that is yellow or green with a fever until 24 hours after an antibiotic has been started or a doctor's documentation that a child is not contagious, at risk of spreading an infection; and may return to classroom.
6. A cough that has persisted and has not improved after 3 days or a doctor's documentation that a child is not contagious, at risk of spreading an infection and may return to classroom.
7. A rash with a fever or change in behavior that may suggest that a child is not well or a doctor's documentation that a child is not contagious, at risk of spreading an infection and may return to classroom.
8. Head lice or scabies until 24 hours after treatment, nit free **and** a doctor's documentation that a child is not contagious, at risk of spreading an infection and may return to classroom.
9. Strep throat until 24 hours after treatment is started **and** a doctor's documentation that a child is not contagious, at risk of spreading an infection and may return to classroom.

The following are contagious conditions which require a doctor's documentation that a child is no longer contagious, at risk of spreading an infection and may return to classroom. The following should also be reported to the Health Coordinator as soon as possible.

Parents/guardians must be notified of the possibility their child's exposure to any contagious conditions at an Early Head Start Center.

Chicken Pox, Shingles, Staph infections such as Impetigo or MRSA, Measles, Mumps, Rubella, Diphtheria, Pertussis (Whooping Cough), Hepatitis, Meningitis, Tuberculosis, scabies, head lice, strep throat, Hand Foot Mouth disease, small pox, Fifth's Disease, influenza, pink eye, COVID-19. Please address any questions or concerns of other contagious conditions to Health Coordinator.

## **ILLNESSES THAT REQUIRE IMMEDIATE PARENT CONTACT**

Tell the parent to come right away and seek medical help immediately if any of the following occurs:

- \* A child has a temperature of Early Head Start 99.5 / Head Start 100 F or higher orally;
- \* A child looks or acts very ill and seems to be getting worse quickly;
- \* A child has neck pain when the head is moved or touched;
- \* A child has a stiff neck or severe headache;
- \* A child has a seizure;
- \* A child acts unusually confused;
- \* A child's pupils are uneven;
- \* A child has a red/purple rash made up of pin-sized spots or bruises that are not associated with an injury;
- \* A child has a rash or hives that appear quickly;
- \* A child breathes so fast or hard that he/she cannot play, talk, cry or drink.

## **INFANT FEEDING PROCEDURE** **EARLY HEAD START PROGRAM**

To enhance bonding and establish the sense of security, it is important to hold infants and establish eye contact during feeding time. The best way to meet an infant's nutritional needs is to feed on demand. This will also help the infants to develop the sense of security. Giving infants a bottle while lying down is dangerous because it can lead to choking, ear infections, and baby bottle tooth decay. Breast feeding mothers are encouraged to come to the Early Head Start Site to feed their children. The following steps should be used by staff and parents:

- \*Wash hands at a hand washing sink with soap from a soap dispenser;
- \*Find a comfortable place for feeding;
- \*Hold the infant in your arms in a supportive manner with the infant in a semi-sitting position and head slightly forward and higher than the rest of the body;
- \*Maintain a relaxed and calm manner by cuddling and talking with the infant.
- \*When holding the bottle, keep it at an angle so that the end of the bottle toward the nipple is filled with liquid at all times to prevent the formation of air.
- \*Always check the size of the nipple opening to ensure the flow of liquid from the bottle.
- \*Burp the infant gently during and at the end of the feeding.

As the child gets older, he/she may prefer to hold their own bottle while sitting in an adult's arms or lap. Children are not allowed to carry bottles with them for long periods of time which can cause baby bottle tooth decay.

## **BEE STING EMERGENCY PLAN**

### **Early Head Start/ Head Start**

It is important to act quickly in the case of an emergency situation in which a child with a known allergy to bee stings or does not have a known allergy but shows signs of an allergic response.

A quick access to emergency contact information such as the child's parent's or legal guardian telephone number, list of emergency care facilities, and medical provider telephone numbers need to be posted at the telephone site.

A child with a known allergy to bee stings or insect stings must have documentation in his/her file and a medication plan. It is important to notify the Health Coordinator in the case of a new allergy or absence of an emergency plan. In the case of an emergency do the following:

1. In the case of an existing emergency medication plan, follow the Medication Administration Procedure.
  
2. In the case that the child has no known allergies to beestings or insect stings and is stung while at the Early Head Start or the Head Start Center, playground, or bus and shows signs of a severe reaction, activate the EMS-Emergency Medical System, then call the parents/guardians of the child.
  
3. Severe reactions could include:
  - \*Difficulty breathing, labored breathing or chest pain;
  - \*Swelling, itching, hives;
  - \*A decrease in the level of consciousness.
  
4. Keep the child calm.
  
5. In the case that the child gets stung and shows no signs of an allergic reaction, you can apply an ice pack that is covered in a paper towel to the sting site, and monitor the child closely for any reactions. Contact the Health Specialist with any questions or concerns. Submit an injury report to the Early Head Start Health Coordinator within 24 hours.
  
6. In the case that the child must be transported by ambulance for emergency care, send a copy of the child's health history, the consent for emergency medical treatment, and a copy of interventions that has been implemented at the Early Head Start/Head Start Site.

Notification and documentation of any emergency event must be submitted to the Early Head Start Health Coordinator.

## **STORAGE AND HANDLING OF BREAST MILK AND FORMULA**

### **Early Head Start**

To prevent spoilage, minimize growth of bacteria, and make certain that each infant receives his/her own mother's milk or correct formula, it is necessary to properly store and handle breast milk and formula.

It is the responsibility of the staff and parents to ensure that all containers of breast milk and formula are labeled with the child's name and date. Breast milk should also be labeled with time of collection with the date and whether it has been frozen or fresh. All containers are to be refrigerated until its immediate use. Any breast milk or formula remaining in the bottle after feeding is to be discarded.

Breast milk and formula that has been refrigerated and unused after 48 hours will be discarded. After 3 months of freezing breast milk or formula and if unused, will be discarded. To thaw frozen breast milk or formula, put it in warm water or in the refrigerator. When frozen breast milk thaws, it must be used in 24 hours and never refrozen.

Never warm bottles of breast milk or formula in a microwave because microwaves heat unevenly and can cause severe burning. Warming bottles at room temperature or in warm water can cause spoilage.

To warm breast milk or formula you need to:

- \*Place bottles in hot water (not boiling) for 5 minutes;

- \*Shake the bottle well;

- \*Test the temperature on your inner wrist before feeding to make sure it is not hot.

## **BOTTLE STERILIZING PROCEDURE**

### **Early Head Start Program**

1. Wash hands for at least 20 seconds and rinse thoroughly.
2. Be sure the surface area is disinfected where bottles are to be prepared with a solution of  $\frac{1}{4}$  cup of chlorine bleach in 1 gallon of water.
3. Using hot and soapy water, wash bottles, bottle nipples, caps and rings and preparation utensils before using. Then rinse thoroughly.
4. Boil bottles, bottle nipples, caps and rings in a pot of water on stove top for 5 minutes.
5. Remove boiled bottles, bottle nipples, caps, and rings with sanitized tongs and allow to cool and air dry.



**BOTTLE PREPARATION FOR  
READY TO FEED INFANT FORMULA  
Early Head Start Program**

When preparing a bottle with ready to feed infant formula, it must be used immediately. Throw out ready to feed formula after 1 hour if it is unused or not refrigerated.

Follow this procedure to prepare ready to feed formula:

1. Wash hands, thoroughly for at least 20 seconds, rinse and dry well.
2. Be sure surface area where bottles are to be prepared is clean and sanitized with solution of  $\frac{1}{4}$  chlorine bleach and 1 gallon of water.
3. Wash top of formula can with soap and water and dry it.
4. Wash can opener with soap and water and dry it.
5. Shake can prior to opening.
6. Pour desired amount of ready to feed infant formula to clean bottle. Fill to level of ounces for 1 feeding.
7. Attach bottle nipple, ring and cap to bottle of formula then shake well. Formula must be used to feed infant or refrigerated immediately.
8. When preparing bottles to be refrigerated, use within 48 hours.
9. Prior to refrigerating bottles, label with the child's name, date, and time prepared.
10. Throw out any used formula from the baby bottle or has been left unrefrigerated for 1 hour.
11. Do not use microwave to warm formula. Place bottle of cold formula in hot water for 5 minute.
12. Remember to always check the expiration date on each can prior to its use. Store unopened cans in a cool dry place.

**BOTTLE PREPARATION FOR  
LIQUID CONCENTRATED INFANT FORMULA  
Early Head Start Program**

When liquid concentrated infant formula is mixed with water prior to infant feeding, it must be used immediately. Throw out mixed liquid concentrated infant formula after 1 hour if not used or not refrigerated.

Follow this procedure to prepare liquid concentrated infant formula:

1. Wash hands thoroughly, for at least 20 seconds, rinse and dry well.
2. Be sure surface area where bottles are to be prepared is clean and sanitized with solution of  $\frac{1}{4}$  cup of chlorine bleach and 1 gallon of water.
3. Run tap water for 2 minutes prior to collecting to boil for formula preparation.
4. Bring collected water for formula preparation to a bubbly boil for 1-2 minutes then let it cool.
5. Wash the top of can with soap and water and dry it.
6. Wash the can opener with soap and water and dry it.
7. Shake can well prior to opening.
8. Pour desired amount in ounces of formula in a clean bottle then add the equal amount of water. For example if you desire to make 4 ounces of formula, pour in 2 ounces of liquid concentrated formula and 2 ounces of water.
9. Attach bottle nipple, ring, and cap to bottle of formula then shake well. Formula must be used to feed to infant or refrigerated immediately.
10. When preparing bottles to be refrigerated, use within 48 hours.
11. Prior to refrigerating bottles, label with the child's name, date, and time prepared.
12. Throw out any unused formula from the baby bottle or has been left unrefrigerated for 1 hour or more.
13. Do not use microwave to warm formula. Place bottle in hot water (not boiling) for 5 minutes.
14. Remember to always check the expiration date on each can prior to its use. Store unopened cans in a cool dry place.

**BOTTLE PREPARATION FOR**

## **POWDER INFANT FORMULA**

### **Early Head Start Program**

When powder infant formula is mixed with water prior to infant feeding, it must be used immediately. Throw out mixed powder infant formula after 1 hour if it is unused or not refrigerated.

Follow this procedure to prepare powder infant formula:

1. Wash hands, thoroughly for at least 20 seconds, rinse and dry well.
2. Be sure surface area where bottles are to be prepared is clean and sanitized with solution of  $\frac{1}{4}$  cup of chlorine bleach in 1 gallon of water.
3. Run tap water for 2 minutes prior to collecting to boil for formula preparation.
4. Bring collected water for formula preparation to a bubbly boil for 1-2 minutes then let it cool.
5. Remove the plastic lid from the formula can, wash the lid with soap and water, dry it and write the date opened on the lid.
6. Wash the top of formula can with soap and water and dry it.
7. Wash the can opener with soap and water and dry it.
8. Open the formula can and remove the scoop. Make sure the scoop always remains dry.
9. Using a clean bottle, for each 2 ounces of cooled, boiled water add 1 level scoop of infant powder formula.
10. Attach bottle nipple and ring to the bottle then shake well to prepare formula. Formula must be used to feed the infant or refrigerated immediately.
11. When preparing bottles to be refrigerated, use within 24 hours.
12. Prior to refrigerating bottles, label each bottle with the child's name, date, and time it was prepared.
13. Throw out any unused formula from the baby bottle after feeding or has been left unrefrigerated for 1 hour or more.
14. Prior to using the scoop again, wash it with soap and water, rinse it well, and allow to air dry. The scoop should always be dry prior to being used.

Remember to always check the expiration date on each can prior to its use. Opened cans of powder infant formula must be labeled with date and time opened and can be stored up 4 weeks as long the

can is tightly covered with lid and stored in a dry and cool place (not refrigerator). Store unused cans of formula in a cool and dry place.

## **CLASSROOM REFRIGERATOR LOG PROCEDURE EARLY HEAD START**

**PURPOSE:** DAILY TEMPERATURE MONITORING REQUIRED TO PREVENT SPOILAGE OF REFRIGERATED AND FREEZER ITEMS IN CLASSROOM REFRIGERATORS.

**PROCEDURE:**

1. The assigned classroom teacher/staff must read the temperature of the thermometer located inside of the classroom refrigerator prior to the arrival of children at the center each day of operation.
2. Monitor and maintain the refrigerator's temperature at or below 39.2 degrees F.
3. Record temperature reading on the Refrigerator Temperature Log daily that is located in each classroom.
4. Report temperature readings above 39.2 degrees F to maintenance staff for evaluation of mechanical problems with the refrigerator.
5. In the case of mechanical problems with the classroom refrigerator, refrigerated items must be stored in another refrigerator at the center site until the temperature of 39.2 degrees or below is maintained in the classroom refrigerator.

Refer to the Head Start Design Guide for information regarding this procedure.

Refer any questions regarding proper storage of refrigerated items in Early Head Start classrooms to the Health Coordinator.

## **FIRST AID PROCEDURE**

### **Early Head Start & Head Start**

Early Head Start staff are trained and certified in first aid and may give first aid care to children with an injury. First aid kits will be readily available with supplies approved by the American Red Cross in the Early Head Start/Head Start settings, during outings and while transporting the children.

First aid kits are to be restocked on regular basis and restocked after each use. Inventory is to be checked and documented monthly of the first aid kits. Expiration dates of the contents are to be checked also.

When checking the child following an injury you should do the following:

1. Check for any swelling, bleeding, bruising, or lacerations before performing taking any action. In the case of a major injury/emergency contact EMS-Emergency Medical System then parent.
2. Check orientation status of the child by asking the child his/her name, if he/she knows where they are, and if it daytime or nighttime. The response you get will vary depending upon the age and development of the child.
3. Check the child for difficulty or inability to move their arms and legs.
4. Clean any scrapes with an antiseptic solution and bandage if needed.
5. Apply an ice pack that is covered with a paper towel or cloth to bumps or bruises.
6. Notify the parent/guardian of the injury in the case they may want to come and get the child.
7. Remember to respond in a calm manner and comfort the child.
8. Notify the Early Head Start Health Coordinator and document:

- \*the date and time of injury

- \*the circumstances of the injury

- \*who was present or witnessed the injury

- \*who responded and actions taken with the injury

- \*time and contact with the parent and EMS if required

Documentation needs to be in the central office within 24 hours of the injury.

9. Following a non-emergency injury, if the child remains at the center keep the injury clean and dry. Change the dressing as needed.

10. Signs and symptoms to monitor for are:

- \*swelling and pain at the site;

- \*drainage from the site;
- \*red streaks around the site.

In the case that any of the above signs and symptoms occur, parents are to be notified and advised to seek medical care for their child. Please contact the Early Head Start Health Coordinator with any questions or concerns.

Submit Injury Reports to the Early Head Start Health Coordinator within 24 hours. Send home on the day of an injury documentation of the injury which must be signed, dated and returned by the parent. Forward a copy to the Health Coordinator.

## **PROCEDURE FOR DAILY HEALTH CHECK EARLY HEAD START & HEAD START**

**PURPOSE:** To assess each child upon arrival and throughout the day for signs of health and illness.

Upon arrival to school, each child should be evaluated for a daily health check. This observation upon arrival will enable you to observe for any health changes throughout the day.

### **PROCEDURE FOR A DAILY HEALTH CHECK:**

1. Make the following observations:

\*general appearance

Skin-pale or flushed in appearance? Any rashes, sores, abrasions, or bruising? Any scratching of the skin or scalp?

Activity level-Any Unusual behavior? Any difficulty Moving?

Behavior-Any crankiness, crying, or fussiness?

Signs of illness-Any difficulty breathing? Any coughing or congestion? Runny nose, pulling at ears, difficulty swallowing?

2. Listen to the child and parents/guardians. Do they voice any complaints? Do they tell you that the child is having any difficulties such as with sleeping or eating?

3. Feel the child's skin by running the back of your hand over the child's cheek, forehead, or neck. Do they feel unusually warm or cold?

4. Use your sense of smell for any unusual odors. Does the child's breath smell foul or fruity? Does the child's urine or stool smell unusual or foul?

5. Observe eating and drinking habits. Is the child eating and drinking well? Is the child having their (you can refer to their daily activity sheets which are maintained in the classroom) usual urinary and bowel habits?

6. Be aware of their present status of diaper changing or potting customs (you can refer to their daily activity sheets which are maintained in the classroom).

### **HEALTH AND SAFETY REMINDERS:**



Teachers, children, staff, and volunteers are to practice proper hand washing technique. The hand washing procedure is located in the health policy and procedure manual located in each classroom.

Hands are to be washed:

\*Upon arrival to the classroom;

\*Prior to food preparation, handling, consumption or other food related activity;

\*Prior and after providing wound treatment (non porous gloves must also be worn when there is a possibility of contamination of blood);

\*Following diaper change, assisting with toileting or using toilet;

\*Following contamination of hands to bodily fluids or blood;

\*Following handling of pets, animals, or sand from playground.

Observe for choking during meal times. All food provided to the children should be age appropriate in size to allow for adequate chewing and swallowing and of proper proportion size.

Observe for possible allergy or food intolerance at meal time. Signs to observe for include: stomach cramps, bloating, gas, diarrhea, nausea, hives, itching, rash, breathing problems, wheezing, and throat tightness.

Health policy and procedure guides are available in each classroom to use as a reference when providing care in the Early Head Start setting.

Notify the Early Head Start Health Coordinator with any questions or concerns regarding the health or nutritional status of a child.

## **DETERMINING CHILD HEALTH STATUS**

### **Early Head Start & Head Start Program**

A continuous source of accessible healthcare promotes healthy development in children. Scheduled preventive healthcare facilitates early identification and treatment of health problems and concerns. Parents play a major role in their child's health and development. Their concerns must be addressed and their participation in health promotion is vital.

It is the responsibility of the Health Coordinator and Early Head Start staff to ensure each child has a "medical home", has a source of funding for medical care, and reviews health records on a regular basis to confirm that recommended medical care and preventive care has taken place.

It is the responsibility of the Health Coordinator and Early Head Start staff to determine if a child's medical, dental, and mental health is up to date. Decisions regarding a child's health status and needed health services is decided by the primary healthcare provider.

Area of healthcare concerns are:

Tuberculosis and lead screening

Regular dental visits

Recommendations for fluorinated water

Baby bottle tooth decay

Recommendations for immunizations

EPDST-Early and Periodic Screening, Diagnosis, and Treatment schedule for well child care: 2,4,6,9,12,15,and 18 months; 2 through 20 years of age.

Prenatal Care Standards

It is the responsibility of the Health Coordinator and Early Head Start Staff to work with parents and healthcare providers to assist in arranging up to date age appropriate well child care. Included is educating parents about the importance of preventive care, arranging transportation to healthcare appointments, and assist in the Healthcare delivery system. Any need for arranging diagnostic tests, referral for a health problem or developmental problem is a responsibility of the Health Coordinator and Early Head Start staff to facilitate. A tracking system must be maintained for assurance that care has been provided.

Determination of a "medical home" must be established no later than 90 CALENDAR DAYS from the child's entry to EHS.

Screening for developmental, visual, auditory, behavioral, motor, language, social, cognitive perceptual, and emotional skills must be completed within 45 CALENDAR DAYS from the child's entry to EHS.



**102 HUNTER STREET  
OAK HILL, WV 25901**

**DAILY PLAYGROUND INSPECTION SHEET**

Center \_\_\_\_\_

Person Inspecting \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

**PLEASE MARK THAT YOU HAVE CHECKED THE FOLLOWING:**

<b>ITEMS TO LOOK FOR</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
Mulch (depth of mulch)					
Trash (glass, paper, etc.)					
Broken Equipment (loose bolts, rust)					
Toys (broken)					
Fencing (rusty bolts, broken wires)					
Debris (brush, sticks, rocks)					
Gates (unlocked)					

## **POLICY FOR BOIL WATER NOTICES ISSUED BY THE PUBLIC WATER SYSTEM**

**PURPOSE:** To provide guidelines for precautions to be taken in response to a boil water notice. These guidelines are to be taken to provide a safe and suitable water supply.

Upon notice of a Boil Water Advisory, it is the responsibility of the program's director and health coordinator to ensure communication, assistance, and support for appropriate precautions are followed in accordance to the states Environmental Health Procedures. This can occur prior to a scheduled classroom day, upon arrival to the classroom, or during the scheduled classroom day. A Boil Water Advisory does not warrant classroom closure.

\*Water used for drinking, cooking, food preparation, brushing teeth, cleaning food contact surfaces, and personal hygiene must be disinfected or provided by one of the following:

1. Providing bottled or packaged water for drinking, cooking, brushing teeth, and personal hygiene such as hand washing.
2. Adding 10 drops of household bleach to each gallon of clear water for cleaning hard surfaces. Stir the mixture and allow the water to stand for at least 30 minutes before using.
3. Heat water to a rolling boil for 1 minute allowing to cool for cleaning hard surfaces.

\*Drinking fountains must be turned off and "DO NOT DRINK" signs will be posted at each drinking fountain.

\*All sinks designated for hand washing must be turned off and "DO NOT USE" signs will be posted at each hand-sink. Anti-bacterial sanitizer or towelettes must be provided in public restrooms.

\*Disposable plates, utensils, cups, and single-use kitchenware should be used to decrease the washing in 3 compartment sinks.  
When using the 3 compartment sink, boiled or bottled water must be used and changed as needed.

\*Water from the public water system may be used for flushing toilets and cleaning floors. Personnel using this water for cleaning should wear disposable gloves while cleaning.

It is the responsibility of the Program Director to assess the Boil Water Notice and respond to the situation. A Boil Water Notice does not warrant immediate closure of a center. It is the discretion of the Program Director to close a center.

Boil Water Notices are lifted when microbiological results are acceptable. A negative microbiological result may require 2 days. When this information is made available from the

Fayette County Health Department, Lead Teachers, and other staff will be notified.

# MENTAL HEALTH



**Fayette County Child Development, Inc.  
Management Guide**

**Mental Health**

**Topic:**

**Guidance:**

**Child Mental Health:**

Teachers will observe children in the classroom on a daily basis. Referrals will be made to the Disabilities/Mental Health Specialist for further evaluations as needed. Observations by the Mental Health Consultant will be done as needed and/or requested by the Disabilities/Mental Health Specialist. Teachers are to provide a warm and responsive environment and use positive techniques of guidance in the classrooms. The Mental Health Consultant will provide various training, including the referral process.

**Parent Mental Health:**

The Mental Health Consultant will work with families on an as needed basis. The referral process will remain the same as for children. The Disabilities/Mental Health Specialist must receive an initial referral from a staff member or directly from the parent. The Specialist will then meet with the family to determine the need. The Specialist will refer the parent to the Mental Health Consultant, as needed.

**Staff Mental Health:**

FCCDI is committed to providing appropriate Mental Health services to our staff. The Mental Health Consultant will be available to work with any staff, either through direct service or referral to other agencies, if mental health issues should arise. The process for staff to be referred to the Consultant is: 1) Staff may contact Disabilities/Mental Health Specialist who will make the referral; 2) The staff member may contact the Consultant directly but must notify the Director of doing so. In addition to these services, FCCDI will schedule non-work related activities throughout the year for staff to enjoy.

**Mental Health  
Objective:**

The purpose of the Mental Health component is to ensure services to children, parents and employees meet or exceed Performance Standards requirements.

**Independent Consultant:**

This Consultant will provide approximately sixty (60) hours of on-site visits. Their role is to provide support and guidance to staff and a “source of contact” for parents to answer any mental health

questions they may have. The Consultant will be available to provide training for staff and parents and participate in parent meeting workshops if requested. The Consultant will make all necessary referrals for services to the Mental Health Specialist and forward to the Mental Health agency under contract to provide services as needed.

**Mental Health Agency:**

FCCDI will contract with a licensed Mental Health agency to provide services to staff, parents and children on an as-needed basis. The agency will provide all case management for any child receiving services for Mental Health issues. The agency will work with the Mental Health Specialist to make sure everyone working with the child is aware of the services being provided by the agency (as law will allow). The agency will conduct on-site visits for the purposes of evaluating classroom environment and provide feedback as needed. They will also be available to make on-site visits on a routine basis throughout the year to work with staff and families if requested. The agency will also be available to conduct training for staff and parents when requested. The agency will serve on the Health Advisory Committee and be part of all Interdisciplinary Team meetings when requested.

**Classroom Observation:**

Members of the Management Team and the Mental Health Agency will conduct scheduled classroom observations, as requested, throughout the year. These observations will be focused on classroom environment. A briefing of the findings will be discussed with each Teacher and Lead Teacher. Areas of concentration will be classroom arrangement, teacher/child ratio, structure vs. overly-structured, how teaching staff respond to child needs and classroom schedule.

**Parent Communication:**

Parents will be notified, in writing, of all scheduled independent Consultant visits to each center. The notices will give the time and place of the visits. Parent Committee meeting minutes will be used to show a scheduled training to be provided for Mental Health issues. The Mental Health Specialist will keep a log of parent contacts and follow-ups.

**Screening Process:**

All children shall receive a behavioral screening within forty-five (45) days of enrollment with parental consent.

Children who transfer from one center to another **will not** be screened if screening was done within the last six (6) months. A child may be re-screened if a teacher's observation raises suspicions/concerns and observable behaviors indicate re-screening may be necessary. If a child transfers from another Agency the child may need to be screened if screening by that

Agency was administered more than six (6) months prior to enrollment date and/or the Agency's tool is different from FCCDI and does not provide enough information pertaining to the child's development.

**Identification/Referral:**

No child can be screened, observed by Professionals or others and referred to an outside agency without parental consent. If a child, family or an employee shows an indication of a problem, which interferes with daily functioning, after addressing the problem with that particular employee, if necessary, a referral to the Mental Health Specialist should be made. A follow-up will be made to address that the referral has been received and that the appropriate steps have been taken to ensure timely service. No details of services will be revealed without signed consent. Except in extreme cases, a referral on a child who is enrolled for the first time should have at least two (2) months to adjust before a referral is made to the Specialist. If a child has not adjusted to the program within two (2) months, the Mental Health Consultants will be asked to assist in helping to determine when to refer.

It is difficult to know when to refer so the following outline may guide you in this process: observe the child in different settings for at least two (2) weeks; look for patterns of behavior and keep a record; have appropriate staff members to observe and take notes; discuss your concerns at staffings; share documentation; be specific about behavior in question; determine if problem occurs in relation to one or more staff; be prepared to redefine the problem if more information is available; involve the child's parents in the process; share your concerns and observations with parents; solicit new information from parents; seek assistance from other staff members as needed; consult the Child Development Manager and/or Mental Health Specialist; set up a plan of action, and set a date within 2-3 weeks to review progress with those involved.

**Documentation:**

Only documented incidents over a period of 3-4 weeks will be referred to an outside agency (word of mouth and personal opinion not acceptable). Extreme behavior problems must be documented in detail from the start of the behavior to the end, including how long it lasted.

**Follow-Up:**

Follow-up will be done to determine that services are being provided no less than one (1) week and no more than two (2) after the team meets. Follow-up for the plan of action after development will be done no later than four (4) weeks and no more

than six (6) to determine progress of the child and how the plan is working.

**Treatment:**

Treatment of any kind is and shall remain private and is to be regarded as highly confidential. No one will know if a child or family is in treatment except those who need to know. Details of such treatment will not be revealed except with signed consent. The same applies to employees. While a person is in treatment, FCCDI will follow the treatment plan and will keep records and documents regarding the treatment in a locked file cabinet, with limited access. Children of FCCDI can receive treatment from the Mental Health Professional Agency. Staff and parents may not necessarily have services provided by the Mental Health Consultant, but all referrals will be made to them and they will help employees and parents to access services elsewhere as needed.

**Cultural Competency:**

All employees shall demonstrate awareness of different cultures by accepting and respecting differences. They must have the ability to work in a cross-cultural manner so that Head Start services will be accessible to all who meet eligibility and income requirements. Employees must be sensitive, empathetic and non-judgmental in their approach to assist children and their families. We will continue to expand our knowledge of cultural competency through recruitment, employment support, trainings and other related activities.

**Education:**

Teachers will plan a cultural awareness lessons at least once a month as a part of their classroom activity. Pictures, equipment toys and puzzles should reflect cultural awareness.

**Problematic Behavior Support:**

The Teacher or ECD Manager identifies problematic behavior in the classroom for an individual child/ and or group of children. This problem has to be an excessive problem that occurs at least 8 to 10 times during a setting. A referral must be submitted to the Mental Health Specialist indicating the need for behavior support. This process begins when a child or children are engaging in behaviors that have existed over a period of time except in life threatening situations and prior interventions do not seem to be working. The Mental Health Specialist will observe the setting and collect all related documentation and will give feed back to the Teacher. The steps of referral process according to the Performance Standards will be implemented after all in-house assessments have been completed and data collected indicates

further assessment is needed. Decisions for further assessment will be made by a multidisciplinary team. A Behavior Support Plan will be developed pending results of assessments. Teachers will be trained on implementation and will carry out the plan according to goals set. Follow up will occur on a schedule set by the Team.

# The Kindness Curriculum

Judith Anne Rice

## Organization of the Book

The activities of *The Kindness Curriculum* are organized into eight main topics, each involving a building block of character development. The first four chapters deal with the fundamental values of Love, Empathy, Gentleness, and Respect. Here, children are introduced to the concepts of unselfishness, understanding, and valuing themselves and others. In the fifth chapter, children learn about the powerful technique of Visualization, which is an effective tool for improving behavior, boosting learning skills, and fostering creativity. The following three chapters, Self-Control, Friendship, and Conflict Resolution, provide experience in dealing with others in constructive and enriching ways.

The activities within each chapter are fun and easy to implement. You will find that the children love them for the expression they allow and the playfulness they provide. As a group, the activities create an atmosphere of acceptance, empowerment, and love in which children can seek out the goodness in themselves and each other. Many of the activities have their strongest impact when incorporated into the daily routine rather than being used in a "unit" approach. For example, the Kindness Pledge, found in the first chapter, Love, can be recited at the beginning of each day.

Because parents are the most powerful force in a child's life, it is important to encourage their participation in their children's education. For this reason, I have included the section Parent and Child Home Sweet Homework. Photocopy the exercises and send them home with the children to be completed and returned to school.

The last chapter, Acts of Kindness, contains short statements from some ordinary and some famous people describing simple acts that have had enduring impact on them. These inspirational stories illustrate the type of behavior this curriculum strives to build.

At the end of the book are two useful appendices. The first is filled with reproducible forms to be used with some of the activities. The second lists resources, including books, audio and video tapes, and other materials, that enhance the curriculum.

## **MENTAL HEALTH ASSESMENT**

### **(Preschool, Kindergarten Behavior Scales-2 & PKBS-2)**

<b>Objective:</b>	<p>To be used as a quick assessment of the Child's Mental Health Behavioral and Social Skill.</p> <p>To learn of potential problems early in order to provide early detection and preventive measures.</p>
<b>Why?</b>	<p>A Mental Health Assessment must be done on all children within forty-five (45) days of enrollment.</p> <p>The child does not have to exhibit all behaviors as listed, but should work toward them as they progress through the program.</p>
<b>How do I use the Results?</b>	<p>The Teacher should make notes of any potential problem areas and incorporate findings in Individualized Development Plans (IDP) for that particular child. If it is a skill the child should have developed at the present stage.</p>
<b>What's Next?</b>	<p>On-going Assessment!!!! Check for progress in about 4-6 weeks according to the goals set in the IDP. Note progress using the symbols on the form.</p> <p>Share results with parents.</p>
<b>For observing behavior issues:</b>	<p>For behavior that persist over time an assessment will be administered to guide our efforts on identifying possible causes and triggers. A plan to address the issues will be developed by Multidisciplinary team: Teacher, Parent, Mental Health Consultant Specialist and Education Manager as needed depending on the results of the assessment. The tools to be used will consist of: Transdisciplinary Play based Intervention (TPBI2) Temperament &amp; Atypical Behavior scale (TABS) Sensory Processing Measure – Pre-School Kit (SPM-P). Social Emotional Assessment / Evaluation Measure (SEAM)</p>

# **BEHAVIORAL DATA COLLECTION**

**OBJECTIVE:** To collect data on a child who's showing potential problems by acting out in the classroom setting and intervention is not working.

If none of your intervention methods have worked:

1. Begin collecting data for about 4 weeks;
2. Name the behavior (target behavior) that you wish to change;
3. Briefly describe what the child is doing;
4. Fill out all forms and how your response to the behavior.

**Record Occurrences:** 1 time, 2 times, etc.... eight (8) or more occurrences in a day need immediate attention!!!!!!

Written documentation of what you (teacher/aide) did during each episode (Be Specific).

*PLAN OF ACTION/QUICK RESPONSE: For behavior that requires immediate attention:*

1. STAY CALM, do not overreact;
2. Secure the other children and child engaged in challenging behavior;
3. Take about 10 seconds to just observe the child before doing anything else;
4. Try to comfort the child (talking, soothing, etc...);
5. Do not make the child feel threatened by bringing in others who do not need to be there;
6. Give the child space;
7. Time the duration and frequency of each episode;
8. Take mental notes and record them on the appropriate forms and review them;
9. After 20 minutes, call parent, otherwise try to get the situation under control;
10. Inform/consult the Early Childhood Development Manager.

Fill out Summary Sheet and bring to meeting.

Team Meeting sheet will be filled out during the actual meeting, with recommendations.



# BEHAVIOR TRACKING SHEET AND DOCUMENTATION

Beginning date:

End date:

Week	Item	Mon	Tue	Wed	Thur	Fri	Sat	Sun
1								
2								
3								
4								

Notes:

CHILD'S NAME: \_\_\_\_\_

TEACHER: \_\_\_\_\_

**TEACHER RESPONSE SHEET:**

Describe your response when and after behavior occurred: (Be Specific)

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2<sup>nd</sup> occurrence

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3<sup>rd</sup> occurrence

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4<sup>th</sup> occurrence

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5<sup>th</sup> occurrence

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6th occurrence

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7<sup>th</sup> occurrence

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8<sup>th</sup> occurrence

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Additional Comments:

**FAYETTE COUNTY CHILD DEVELOPMENT  
(OFFICE OF MENTAL HEALTH)**

Behavioral Summary Data Sheet

Please summarize the occurrence from start to finish in detail. Sign and Date.

What events preceded the loss of control or unwanted behavior?

Teachers Response: (what did you do: each time?)

## **TEAM MEETING/REFERRAL RECOMMENDATIONS**

**Procedure:**

This form will be filled out as documentation that referrals are being addressed;

It will serve as minutes of the team meeting and will state the recommendation of the team;

Those present during the meeting must sign and date the form;

List their position (job title);

Check if you agree with the recommendation of the team or disagree.

**FAYETTE COUNTY CHILD DEVELOPMENT, INC.**  
**102 Hunter Street**  
**Oak Hill, WV 25901**

**Office of Disabilities/Mental Health**

**Team Meeting Referral Recommendations**

CHILD'S NAME: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ a.m./p.m.

Purpose of Meeting:

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Recommendation of Team: Re-Screen \_\_\_\_\_ Refer for further Evaluation \_\_\_\_\_  
Classroom Monitoring \_\_\_\_\_ (IDP, Checklist, Obser., etc...)

What documents were presented during this meeting to aide in making your decision?

Development Screening \_\_\_\_\_ Parent Request \_\_\_\_\_ FSW Report \_\_\_\_\_  
Behavior Screening \_\_\_\_\_ Checklist \_\_\_\_\_ Anecdotal Records \_\_\_\_\_  
Health/Nutrition Records \_\_\_\_\_ Referral from other Agency \_\_\_\_\_  
Behavior Date Reports \_\_\_\_\_ Other \_\_\_\_\_ (Be Specific)

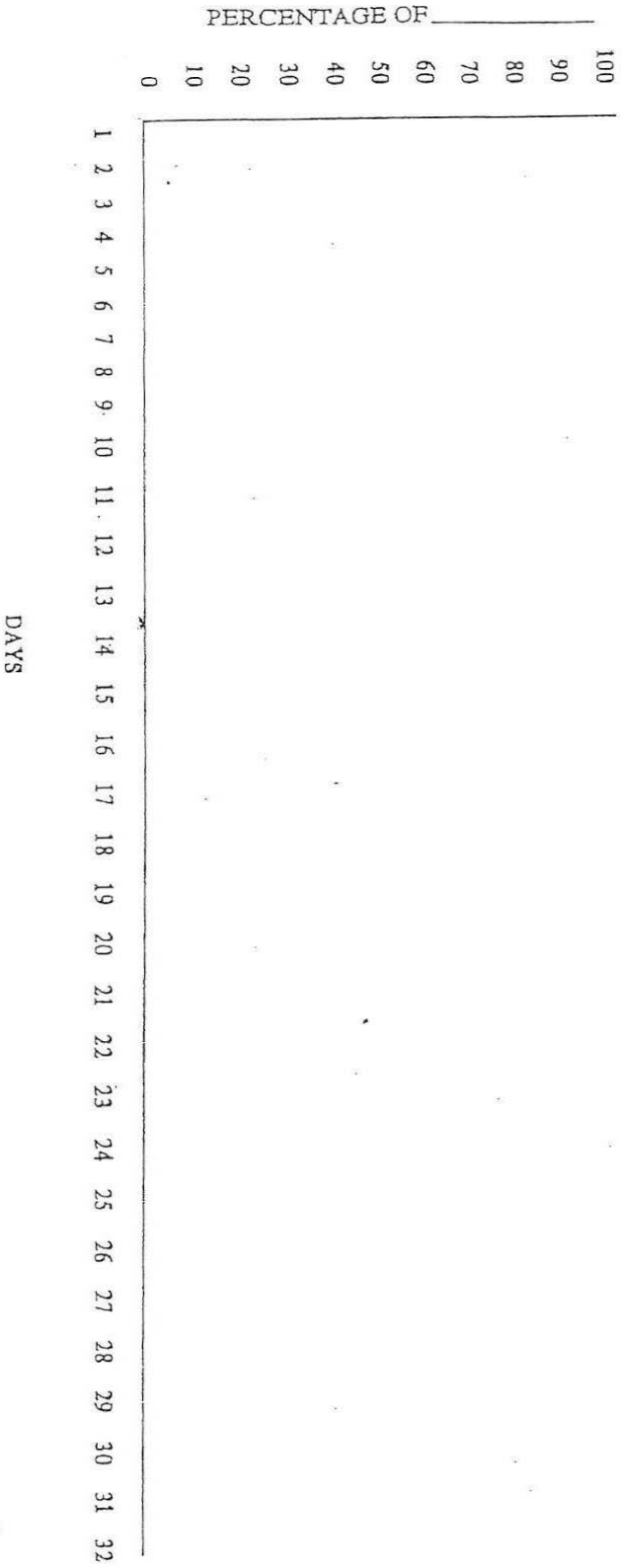
Signatures of those present:	Position	Agree	Disagree
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PERCENTAGE RECORD KEEPING GRAPH

CHILD'S NAME \_\_\_\_\_ AGE \_\_\_\_\_ DATE \_\_\_\_\_

GOAL \_\_\_\_\_

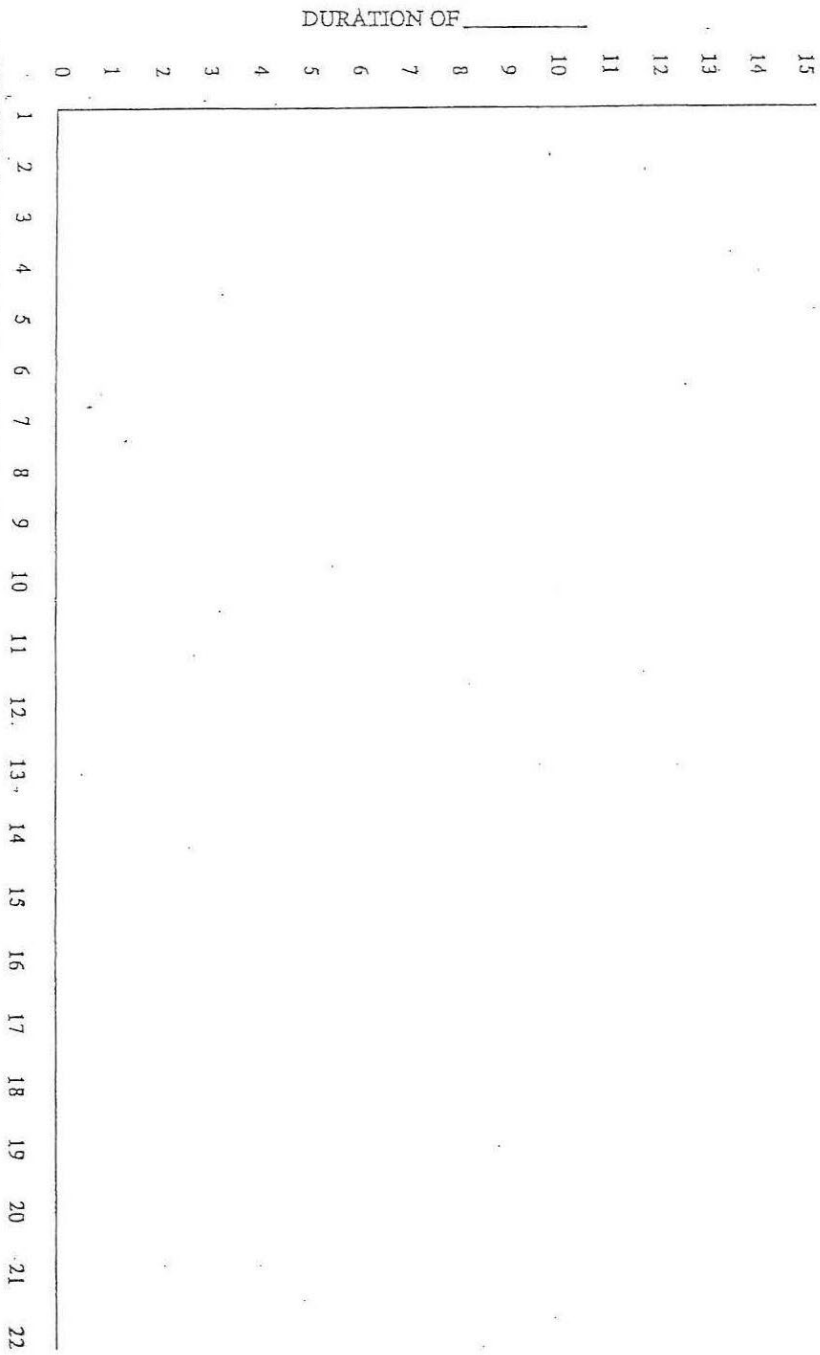


PERCENTAGE RECORD KEEPING GRAPH

DURATION RECORD KEEPING GRAPH

CHILD'S NAME \_\_\_\_\_ AGE \_\_\_\_\_ DATE \_\_\_\_\_

GOAL \_\_\_\_\_





## COMPREHENSIVE REFERRAL FORM

**OBJECTIVE:** To make referrals to the right person to provide for early intervention, and/or prevention of developmental delays – physically, socially and behavioral.

Do not try to diagnose a child's problem when making a referral leave that to the Experts who will make a determination based on the assessment/evaluation.

Please check the appropriate box – Mental Health or Disabilities when making a referral.

What you should bring along with your referral to speed up the process:

A copy of the referral with accurate information, completed;  
Parental consent to release information;  
Be prepared for a Team Meeting (Teacher, ECD, Manager, Specialist,  
Parents, FSW, others if needed).

# PKBS-2

## Summary/Response Form

### Preschool and Kindergarten Behavior Scales

Second  
Edition

Section I. Child Information	Section II. Rater Information
Child's Name _____	Rated By _____
Age: _____ Years _____ Months Sex: M <input type="checkbox"/> F <input type="checkbox"/>	Relationship to Child _____
Is this child receiving services in a school or in a school-related program (e.g., Preschool, Head Start)? _____ Yes _____ No	Date Completed _____
If Yes, what is the name of the school and the program? _____	List the setting(s) in which you observe or interact with this child: _____ _____ _____
If this child has a disability, please list the special education service category or classification: _____	_____ _____

### Section III. Instructions and Scales

Rate the child on each of the items on pages 2 and 3 of this rating form. Ratings should be based on your observations of this child's behavior **during the past 3 months**. The rating points after each item appear in the following format:

Never	Rarely	Sometimes	Often
0	1	2	3

**Never** If the child does not exhibit a specified behavior, or if you have not had an opportunity to observe it, circle 0, which indicates *Never*.

**Rarely** If the child exhibits a specified behavior or characteristic, but only very infrequently, circle 1, which indicates *Rarely*.

**Sometimes** If the child occasionally exhibits a specified behavior characteristic, circle 2, which indicates *Sometimes*.

**Often** If the child frequently exhibits a specified behavior or characteristic, circle 3, which indicates *Often*.

Do not circle between numbers.

**Section IV. Additional Information**

Please use the following space to provide any additional information about this child that you believe would be useful for understanding his or her behavior.

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**Section V. Score Summary Table**

Norm tables used:  Home Rater  School Rater

PKBS-2 Scales	Raw Score	Standard Score	Percentile Rank	Risk Level (if indicated)	
				Moderate	High
<b>Social Skills Subscale</b>					
Social Cooperation (SC)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Social Interaction (INT)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Social Independence (IND)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<b>Composite Score</b> (sum of subscale standard scores)		_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<b>Composite Standard Score</b>		_____			
<b>Problem Behavior Subscale</b>					
Externalizing Problems (EP)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Internalizing Problems (IP)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<b>Composite Score</b> (sum of subscale standard scores)		_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<b>Composite Standard Score</b>		_____			

Higher Social Skills scores indicate greater levels of social adjustment.  
 Higher Problem Behavior scores indicate greater levels of problem behavior.  
 All standard scores are based on a normative mean of 100 and a standard deviation of 15.

# **NUTRITION**

**Fayette County Child Development, Inc.  
Management Guide**

**NUTRITION**

**Topic:**

**Guidance:**

**Receiving Supplies:**

All supplies will be checked upon receipt by cooks. All perishable food supplies will be refrigerated immediately after thorough inspection. Any food that is not acceptable, or if the wrong item is sent, will be returned. Receipts will be sent to Fiscal Office weekly.

**Volunteers  
In The Kitchen:**

Kitchen volunteers will be scheduled by the cooks who will also keep an accurate record of those volunteering. Volunteers must have a current Food Handlers card before being allowed to volunteer in the kitchen. Volunteers must also be trained in and follow, USDA, CACFP and Head Start guidelines. Kitchen volunteers will be supervised by the center cook. Lead Teachers will turn in kitchen volunteer sheets to the Family and Community Partnership Manager monthly.

**Personal Hygiene:**

All staff and volunteers will follow good health and personal hygiene practices.

**Appropriate Attire:**

Cooks and kitchen volunteers will wear hair nets, aprons, disposable food service gloves and safe, comfortable shoes. Volunteers will be instructed by the cook to follow this dress code. Any staff member who prepares food in the kitchen must also follow this dress code. Ex: teacher preparing the menu in absence of a cook.

**Special Activities:**

Parents cannot be required to purchase food for any special activities.

**Cleaning Schedule:**

A daily, weekly, monthly and yearly cleaning schedule will be posted in each kitchen and followed. The Health/Nutrition Specialist and Nutritional Consultant will monitor during center visits to ensure that this schedule is being followed.

**Food Inventory:**

A current food inventory form must be completed each month and submitted to the Health/Nutrition Specialist.

**Reduction Of Fat,**

**Sugar & Salt:**

Every effort will be made to reduce the intake of fat, sugar and salt. This does not mean that you cannot use sugar or salt in moderation in food preparation. We will not FRY foods. We will not serve sugar or salt on the table. Using various spices is encouraged for flavoring.

**Daily Meal Participation  
Records/Point Of  
Service:**

The center Cook shall go into each classroom and do a roll call to record an accurate Point of Service. This is *required* not only by FCCDI but by USDA and the Office of Child Nutrition. An accurate Point of Service **must be done at each meal, breakfast and lunch, daily**. The count will **never** be taken and recorded from Daily Attendance sheets. Cooks must submit the Daily Meal Participation Record to the Health/Nutrition Specialist by the 5th of each month so that the USDA report can be completed. These must be neat and legible and numbers should be accurate.

**Meal Production  
Records:**

Meal production records will be completed daily and submitted to the Health/Nutrition Specialist two times a year, January and May. All changes from the original menu must be approved by the Health/Nutrition Specialist prior to implementing. All changes must be recorded on the Meal Production Record and on the Menu Change sheet. Menu change sheets will be submitted to the HNS monthly.

**Application For  
Free Or Reduced Meals:**

All income eligible children in the Head Start program are automatically eligible for free meals in the Child Adult Care Food Program (CACFP). A USDA Master List of all children enrolled will be kept on file in the Central Office. A USDA application will be filled out on all children over income and kept on file in the Central office.

**Leftover Food:**

All food purchased and prepared through the CACFP will be used only for Head Start program enrollees. No food or leftovers will be taken home by anyone. Leftover food will be served as seconds, discarded or refrigerated. Food that has been returned un-served from the classrooms must be thrown away.

**NO EXCEPTIONS!** If anyone is found to be taking food home, they will be terminated from employment immediately. If a cook gives the food to another employee to take home, that cook will also be terminated.

**Food Preparation  
For Staff:**

Cooks will not prepare food/drinks for staff when children are not present in the centers. This applies even if the staff members bring the food. Days that children are not present will be used to clean and catch up on paperwork. Staff is required to share the same menu as the children unless there is a documented medical problem. No special food or drink will be bought or prepared differently for staff.

**Children W/Suspected  
Food Allergies:**

See Appendix, "Food Allergies".

**Overweight/Under-  
Weight Children:**

All documentation from physicians for children who are underweight/overweight will be sent to the Health/Nutrition Specialist no later than three days after receiving the documentation. A meeting with the parent, Nutrition Consultant and Nutrition Specialist will be scheduled by the HNS to develop a Individual Health Plan. The plan will be shared with the appropriate staff that will then monitor the child's weight and eating habits. The FSW or Home Visitor will follow-up with the parent during visit's to discuss the child's progress.

**Temperature Chart:**

Each center Cook will document the temperature in each refrigerator and freezer, daily, on the Temperature Log. This log will be checked by the HNS during center visits to ensure compliance. These are sent to the HNS in May.

**Low Hemoglobin:**

All documentation from physicians for children who have low hemoglobin will be sent to the HNS who will then refer to the Nutritional Consultant for further evaluation. The HNS will share the Individual Health Plan with the appropriate classroom and nutrition staff with strict emphasis on confidentiality.

**Field Trips:**

On field trips, the children will eat before and/or after going. There will be a Field Trip Menu to follow. A Meal Change Notification Form must be submitted to the Nutrition Specialist. If children eat in a restaurant, etc. on a field trip then that meal cannot be claimed for reimbursement. However, if the Cook prepares a bag lunch from the Field Trip Menu for the children to eat, A Daily Meal Participation Record must be completed so that the meal may be claimed for reimbursement. **Cooks will not attend field trips.** This time will be used for cleaning, paperwork, ordering supplies or doing inventory.

**Food Experiences:**

Food experiences enable children to taste and try new foods. Not

only does the child learn about different foods, the child will talk about what he or she likes or dislikes. Children must learn how to prepare food and snacks that they like to eat. The child learns about smell, taste, textures, shapes, colors, etc. Children learn by doing, and they like doing for themselves.

**Menus:**

Menus will be developed by the Menu Planning Committee and approved by the Nutritional Consultant. An initial meeting during August will take place to develop a 3 month cycle of menus. These menus will be cycled every three months throughout the school year. Days will be left open for special theme lunches and will be filled in once the theme is created. **There will be no changes in the menu** unless there is a situation beyond your control (such as food spoilage) and the change is approved by the Health/Nutrition Specialist **prior** to implementing. All menu changes must be documented on the Meal Change Form and submitted to the Health Specialist.

**Nutritional Training:**

Nutritional training will be provided by the Nutritional Consultant and Nutrition Specialist to parents and staff as needed or requested throughout the year. Cooks will provide nutritional training to kitchen volunteers as needed.

**Child Nutrition Labels:**

Child Nutrition (CN) Labels must be saved from all processed foods prepared. Processed foods are not considered credible by USDA unless there is a CN label on file for that item. Therefore, all nutrition labels will be saved by the Cook and placed in a Nutrition Label File to be kept on site.

**Serving Portions:**

Cooks will always prepare enough food for 17 children, 2 Staff and 2 Parent Volunteers for each classroom for every meal. Cooks will also prepare enough food for second helpings for the children. Cooks must use good judgment in deciding what items might be wanted for second helpings. Food must be fully cooked and served warm. Serving portions for adults must be the same as the children. Each tray served must have the exact amount as indicated on the menu to achieve the proper nutritional level. No child will be denied the opportunity for second helpings.

**Meal Service:**

Mealtimes are designed to promote the physical, social and emotional development of children and to increase knowledge about healthy eating. Breakfast and lunch is served daily and it will be served using "Family Style Service", *see appendix*.

**Special Days/Events:**

On occasion, the teaching staff and parents may plan a special day or event that invites parents or grandparents to spend the day with



the child. On this occasion, the cook will prepare enough food so that **everyone** in attendance has something to eat. These days will be the only days that you will fix more food than for 17 children, 2 staff and 2 volunteers. These days must be scheduled in advance and you must be notified in time to make arrangements for the additional food (at least 5 days notice). Also on these days you must serve what is on the menu. The cook may also request from the Lead teacher, a volunteer to help in the kitchen on these days.

**Kitchen Funds:**

Each Cook will be given an allotment of funds to use at their discretion to purchase kitchen items. Items that can be purchased include: cooking utensils, cutlery, dishes, cutting boards, serving/baking dishes, equipment, etc. These funds are not intended to be used to purchase foods, drinks, gloves, hairnets or cleaning products. Each Cook will be informed as to what allotment has been made and how much upon request. The procedure will be to inform the HNS of what items(s) they wish to purchase, then the HNS will make the purchase(s).

**Other Assignments:**

The Lead Teacher may assign the Cook other duties within the Center as the need arises. Examples include but are not limited to: answering telephones, watching the classroom for a period of time while the Teacher steps out, escorting children to the restroom, and periodically assisting with the after meal clean up in case of emergency. The Lead Teacher must also take into account the duties and time requirements of the Cook, realizing that the Cook's primary responsibilities are within the kitchen. Cooks are not to be assigned alternate duties "just to free up teacher's time".

Each Cook plays a vital role in Fayette County Child Development's goal to provide quality services to families of Fayette County. Each Cook has the responsibility for making sure that all safety and health regulations are maintained in the kitchen and that the Federal Performance Standards are met. Please work with the Lead teacher, Nutrition Specialist, and Nutritional Consultant to make sure that you are maintaining all standards.

# Nutrition Meal Participation Count

## **Head Start Meal Participation Count**

On the meal participation count sheet write the center name, month, date, and year also include teachers' names. Each child in the classroom will be placed on the meal participation count. A separate meal participation count sheet will be completed for every head start classroom each month.

When food cart is taken in classroom a count will be taken for each child who had breakfast in each head start classroom. Each child that is present for breakfast will get a check mark by their name only for the present date. Each child that is absent for breakfast will get an "A" by their name for present date.

When food cart is taken in classroom a count will be taken for each child who had lunch in each head start classroom. Each child that is present for lunch will get a check mark by their name for the present date. Each child that is absent for lunch will get an "A" by their name for the present day.

At 12:30, each day the **Head Start** Meal Participation Count is to be faxed to the sister School near them.

\***Early Head Start** meal participation count and snacks should **NEVER** be faxed or sent to the sister school.

If holiday or no school put "off" in each child's column for correct date.

## **Early Head start meal participation count**

On the meal participation count sheet write the center name, month date, and year also include teachers' names. Each child in the classroom will be placed on the meal participation count. A separate meal participation count sheet will be completed for every early Head start classroom each month.

When food cart is taken in classroom a count will be taken for each child who had breakfast in each early head start classroom. Each child that is present for breakfast will get a check mark by their name only for the present date. Each child that is absent for breakfast will get an "A" by their name for present date.

When food cart is taken in classroom a count will be taken for each child who had lunch in each early head start classroom. Each child in the classroom for lunch will get a check mark by their name for the present date. Each child that is absent for lunch will get an "A" by their name for the present date.

When snacks are passed out in each early head start classroom every child in the classroom that is present will be counted for that date on the snacks sheet.

\***Early Head Start** meal participation count and snacks should **NEVER** be faxed or sent to the sister school.

If holiday or no school put “off” in each child’s column for correct date.

Roll call is *required* by each cook *for an* accurate Point of Service record, not only by FCCDI, but by USDA and the office of Child Nutrition. An accurate Point of Service **must be done at each meal, breakfast, lunch and snacks for early head start**. The count will **never** be taken and recorded from Daily Attendance sheets.

Cooks must submit all head start, early head start, and snacks to Health/Nutrition manager, by or before the 5<sup>th</sup> of each month, so reports can be completed. These must be neat, legible and each classroom totaled up with accurate numbers.

## **FOOD ALLERGIES**

At the beginning of the school year, each Teacher and Home Visitor will be given a Food Allergy list. In addition, the center Cook will be given a Special Dietary Needs form which will outline what foods the child may not have and what items may be substituted for that food. It is the Cook's responsibility to see that the necessary food substitutions are sent to the classroom on the food chart. However, it is also the responsibility of the classroom staff (Teacher and Aide) to see that the children are not served food items that they are allergic to. If you have a parent volunteer in the classroom and they are helping to serve food, it is the Teacher's responsibility to inform that parent volunteer of any food items that a child cannot be served due to allergies. The parent volunteer should be reminded that this information is confidential.

## **DISHER COLOR AND SERVING GUIDE**

1/4 cup = 2 oz. = #16 disher = blue handle

2/4 cup = 4 oz. = #8 disher = grey handle

3/4 cup = 6 oz. = #6 + #30 dishers = white handle and black handle

1/2 cup = 4 oz. = #8 disher = grey handle

1/3 cup = 2.6 oz. = #12 disher = green handle

2/3 cup = 5.2 oz. = #6 disher = white handle

1/8 cup = 1 oz. = #30 disher = black handle

2/8 cup = 2 oz. = #16 disher = blue handle

3/8 cup = 3 oz. = #10 disher = ivory handle

4/8 cup = 4 oz. = #8 disher = grey handle

5/8 cup = 5 oz. = #6 disher = white handle

6/8 cup = 7 oz. = #6 + #16 dishers = white handle and blue handle

**\* Please post a copy in each classroom and in the kitchen.**

## MEALTIMES AND FAMILY STYLE SERVICE

Mealtimes are designed to promote the physical, social and emotional development of children and to increase knowledge about healthy eating.

1. The mealtime environment is adapted to meet all children's varying developmental needs and different cultural backgrounds.
2. Every child will receive a quantity of food in meals which provides at least one-third (1/3) of their daily nutritional needs, with consideration for meeting any special needs of children.
3. All children who have not received breakfast at the time they arrive will be served a nourishing breakfast.
4. In order to ensure good appetites and a relaxing mealtime environment, calming transitional activities will be planned before meals.
5. Breakfast must be served at least two and half (2 ½) hours before lunch, and snacks must be served approximately one and a half (1 ½) hours after lunch.
6. The table, chairs and eating utensils will be age appropriate.
7. Food will be cut into shapes and sizes that are easy for your children to manage and will reduce the risk of choking.
8. *Food will not be used as punishment or reward*, and children are encouraged, but not forced coerced, to eat or taste.
9. The size and number of servings will reflect consideration of each child's needs. Teachers will have children start with the minimum USDA required portions and allow for additional portions as desired.
10. Sufficient time is allowed for each child to eat – usually around one half (1/2) hour.
11. All teaching staff must eat at the table with the children. Teaching staff will eat the same portions as the children. There should be general conversation at the table as well as discussion about the meal (color, textures, taste, etc.). Children should clean their own spills and help with clean up after the meal is completed. However, children must never be allowed to wipe down tables with bleach solution or any other chemicals. A Dish Color Serving Guide should be posted in each classroom and in the kitchen to help staff with correct portions. The center cook shall come into the classroom and do a roll call to record an accurate point of service. The point of service must be done at each meal (breakfast & lunch) daily.
12. Meal-related activities (setting tables, rinsing plates, preparing food) will provide opportunities for decision making, responsibility, sharing, communication and fine motor eye-hand coordination.
13. Minimum required quantities of food are to be placed in serving bowls while the bulk of the food is kept heated to 145 degrees (if cooked item). This prevents waste and possible foodborne illness. All food put on the table must be discarded.
14. A variety of foods is served to broaden each child's food experience.

**\* PLEASE NOTE –**

The County Health Department does not require a food handlers card for those *servicing the meal*. A food handlers card is required only for *those preparing or assisting in the preparation of food*.

## **STAFF OBSERVATIONS OF HEALTH AND BEHAVIOR**

- 1) Teachers will conduct daily health checks on children when they arrive to the center each day.
- 2) Teachers will document on form 10 of the Child Health Record in September, November, January and March, and the report will be sent to the HNS for review and to be placed in the central file.
- 3) Any concerns on health or behavior should be sent to the appropriate Specialist via referral form as soon as the concern is identified.

## **PLAYGROUND SAFETY**

1. Playground should be inspected by staff daily for glass and other sharp objects.
2. Report to Central Office any suspicious persons who do not have any legitimate reason for being around the playground area.
3. Staff should be alert to and report to Central Office any other dangers including: poisonous or hazardous foliage, sharp branches, thorns, poisonous mushrooms, bee or wasp nests and structures that have sharp splinters, bolts, nails, etc.
4. Sand boxes should be covered to avoid contamination from animals.
5. Staff will routinely go over playground safety rules with children and consistently reinforce the rules and shall encompass: a) establishment of areas that are safe for running; b) establishment of playground boundaries, c) appropriate play for equipment (swings, slides, climbing areas), d) sand play (throwing, eating, etc.), e) safety regarding found objects (glass, bees, etc), f) tricycle play – children are required to wear bike helmets during outdoor tricycle riding.
6. There will be a staff ratio of one (1) staff to ten (10) children. Only Head Start staff or contract workers will be considered the supervisory adults when children are on the playground. Parents and volunteers are not included in the ratio.
7. Staff must be strategically located on the playground so that they are on opposite sides of the play structure and situated so that all children are in view at all times.
8. A First Aid Kit must always be taken and carried by a staff person when on the playground.



## **PLANTS IN THE CLASSROOM**

1. Poisonous plants will not be allowable or accessible in areas deemed as part of the child's educational environment, and safety measures will ensure that children are not exposed to poisonous plants on trips away from the Head Start classroom or playground.
2. Teachers will integrate poison prevention into the curriculum which will include learning about poisonous plants as well as learning about other types of poisons.
3. Please see appendix "Toxic & Non Toxic Plant List".

## TOXIC PLANT LIST

### - Very Bad Plants

The following plants are considered to be poisonous, toxic plants or "very bad."

Always check with the Poison Center if you have a suspicion that a plant has been eaten, or if the circumstances are unclear. If any portion of the following plants is ingested, call your regional poison center immediately.

---

Amaryllis	Hydrangea	Poison hemlock
Anemone	Jack in the pulpit	Poison oak
Arborvitae	Jerusalem cherry	Pokeweed
Bird of paradise	Jimson weed	Poppy (except California)
Bittersweet	Jonquil	Pothos
Black locust	Juniper	Ranunculus
Black root	Laurel	Rhubarb (leaves)
Buckeye	Lily of the valley	Rosary beans
Buttercups	Lobelia	Rosary peas
Caladium	Locoweed	Sand begonia
Castor bean	Maidenhair tree	Snow on the mountain
Crown of thorns	Mistletoe	Solomon's seal
Crown vetch	Moonseed	String of beads
Cyclamen	Monkshood	String of pearls
Daphne	Morning Glory	Sumac
Delphinium	Mother-in-law plant	Vinca (all varieties)
Dieffenbachia	Mother-in-law tongue	Water hemlock
Elderberry	Mushrooms (some varieties)	Wild parsnip
Foxglove	Nightshade (all varieties)	Wisteria
Hedge apples	Oleander	Yew
Holly	Peony	
Hyacinth	Periwinkle	

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### Common Questions about Plants

**Q:** What if I'm not sure of the name of my plant?

**A:** Take parts of the plant to a master gardener working at your local nursery. Then call the poison center with the Latin or commonly known name of the plant for further instructions.

**Q:** Where can I find photos of some of these plants?

**A:** An excellent web resource is the Cornell University Plant site.

This resource provides plant poison prevention information.

[www.ansci.cornell.edu/plants](http://www.ansci.cornell.edu/plants)

Remember if in doubt; always call the poison center for help. No question is too small!

### Oregon Poison Center

Oregon Health & Science University  
3181 SW Sam Jackson Park Road  
Portland, Oregon 97239

-----Continued on other side-----

Revised 6/14/2007

## TOXIC PLANT LIST

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Foxglove	Nightshade (all varieties)	Wisteria
Hedge apples	Oleander	Yew
Holly	Peony	
Hyacinth	Periwinkle	

---

## **FIELD TRIP SAFETY**

1. A minimum of two (2) adults (1 adult per 8 children) will accompany children on any outing that is not on Head Start premises.
2. All children will wear the Head Start staff yellow field trip t-shirts on all outings that are not on Head Start premises.
3. Emergency consent forms and properly stocked First Aid Kits must be taken on all field trips.
4. Teachers must ensure that medication or equipment needed to ensure the safety of a child with special medication needs (asthma, diabetes, allergies, etc) is taken on the field trip.
5. A Head Start staff person will always accompany children into off-site restrooms during field trips.

## **SANITATION PROCEDURES**

### **Food Contact Surfaces –**

1. A cleaning solution of one (1) part bleach solution mixed with nine (9) parts water should be utilized in the kitchen areas to clean lunch tables or any mouthed toys. The area/item should stand for one (1) minute, wipe clean and allow to air dry.
2. Each classroom will have a “dirty toy bin” to put toys that have been mouthed or soiled during class time. Those toys should be cleaned weekly or sooner if needed.
3. Toothbrush holder will be cleaned with bleach solution weekly.

### **Bloodborne Pathogen Cleaning and Disinfection –**

\*See Exposure Control Plan.

### **Diapering Area –**

1. Place soiled diapers in proper receptacle.
2. Clothing that is soiled must be placed in a red plastic Biohazard bag labeled with child’s name, stored away from food areas and out of reach of children. These items will be given to the parent/guardian at the end of the day for laundering.
3. Spray diaper changing area with bleach solution and after one (1) minute wipe and allow to air dry.

**CHILD HEALTH RECORD: FORM 10, STAFF OBSERVATIONS OF HEALTH AND BEHAVIOR**

CHILD'S NAME: \_\_\_\_\_ SEX: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_

TO BE COMPLETED BY TEACHER OR HOME VISITOR EARLY IN PROGRAM YEAR AND UPDATED AS CHANGES OCCUR.

OBSERVATIONS	DESCRIBE WHAT YOU HAVE SEEN	DATE (INITIALS)
1. GENERAL CONDITION <i>(eating habits, nutrition, hygiene, skin condition, posture, undue fatigue):</i>		
2. GENERAL BEHAVIOR <i>(alert, responsive, attentive, restless, fearful, shy, aggressive, happy, cooperative, obedient):</i>		
3. BEHAVIOR AT PLAY <i>(socially active, solitary, interested, coordinated, excitable, tires easily):</i>		
4. PERFORMANCE <i>(memory, achievement, interest, reasoning, pride in performance, attitude, ability to concentrate):</i>		
5. PERCEPTUAL STATUS <i>(vision, hearing, speech, understanding, concentration):</i>		
6. OTHER FACTORS NOTED <i>(for example, recurring diseases, frequent absences, etc.):</i>		

7. WHAT IS YOUR OPINION OF THIS CHILD'S HEALTH? *(Use pencil; update as changes occur)*

APPEARS HEALTHY     
  NOT IN GOOD HEALTH     
  NOTICEABLE BEHAVIOR PROBLEMS     
  SPECIFIC PROBLEMS AS NOTED, BUT GENERALLY HEALTHY

Teacher's Signature: \_\_\_\_\_ Date(s): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

8. COMMENTS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## **Fayette County Child Development, Inc Household Contact Policy**

In accordance with 7 CFR Part 226.2, 226.6(m)(5), the following establishes the Fayette County Child Development, Inc (FCCDI) household contact policy for the WV Department of Education Child & Adult Food Program in its monitoring of each Head Start center that participates in the CACFP. In particular, this policy establishes a system to specify the circumstances under which household contacts will be made, and the procedures used in conducting household contacts.

In order to verify enrollment, income eligibility and attendance of participating children, households will be contacted if FCCDI determines one or more of the following situations:

- Block claiming (ie. Claiming the same number and type of meals for 15 consecutive Days);
- Repeated irregularities on eligibility and/or free and reduced forms.
- Repeated absence at the time of unannounced reviews.

Additional criteria may be considered when implementing the household contact system at the discretion of the Director.

In addition, FCCDI staff must adhere to the following standards when contacting households:

- Staff[ must identify themselves on the telephone or provide the household member with identification during home visits. Households must be provided with the specific information in question at the time of contact.
- Written documentation outlining the potential issue and action taken by FCCDI must be provided to the State agency within 30 working days of the household contact.
- If problems are verified, claims may be adjusted by FCCDI. If the household contacts substantiate the problems noted, FCCDI may be declared seriously deficient, and potentially suspended, in their operation of the CACFP. Issues in which fraud is strongly suspected will be reported to the WVDE investigative staff and the Office of Legal Counsel to pursue recovery through the appropriate legal channels.

**Effective Date: May 1, 2005**

**LMB**

*Approves by HSAC:10/12/05*

*Approved by Policy Council 11/15/05*



## **STAFF OBSERVATIONS OF HEALTH AND BEHAVIOR**

- 1) Teachers will conduct daily health checks on children when they arrive to the center each day.
- 2) Teachers will document on form 10 of the Child Health Record in September, November, January and March, and the report will be sent to the HNS for review and to be placed in the central file.
- 3) Any concerns on health or behavior should be sent to the appropriate Specialist via referral form as soon as the concern is identified.

**CLASSROOM CLEANING CHECK-OFF SHEET**

Month \_\_\_\_\_ Center \_\_\_\_\_ Teacher \_\_\_\_\_

**Staff performing must initial  
Done Daily (assign daily & initial weekly)**

Tables wiped down with bleach solution - #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_

Carpets & Floors swept/vacuumed - #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_

Trash emptied - #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_

All toys put away in their bins or areas - #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_

Cubbies free of clutter:

All items stored in their proper place - #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_

Diaper changing tables are cleaned between uses - #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_

Books placed in book shelves in good condition- #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_

Dirty toy bins sanitized and air dried - #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_

**Done Weekly (assign & initial weekly):**

\_\_\_\_\_ All toys cleaned with part bleach/part h2o water solution, rinsed and air dried. This includes blocks, Lego's, play dishes & food, stove, refrigerator, dolls, etc.

Week #1 \_\_\_\_\_ Week #2 \_\_\_\_\_ Week #3 \_\_\_\_\_ Week #4 \_\_\_\_\_

\_\_\_\_\_ Toothbrush holder cleaned

Week #1 \_\_\_\_\_ Week #2 \_\_\_\_\_ Week #3 \_\_\_\_\_ Week #4 \_\_\_\_\_

\_\_\_\_\_ Doll clothes, doll blankets, cot covers, etc., are cleaned

Week #1 \_\_\_\_\_ Week #2 \_\_\_\_\_ Week #3 \_\_\_\_\_ Week #4 \_\_\_\_\_

\_\_\_\_\_ Supply areas are checked and old and unused items are either sent back to the Central Office or thrown away if they are no longer usable

Week #1 \_\_\_\_\_ Week #2 \_\_\_\_\_ Week #3 \_\_\_\_\_ Week #4 \_\_\_\_\_

\_\_\_\_\_ Floors Mopped

Week #1 \_\_\_\_\_ Week #2 \_\_\_\_\_ Week #3 \_\_\_\_\_ Week #4 \_\_\_\_\_

**Done Monthly (initial monthly)**

\_\_\_\_\_ Carpets and/or rugs shampooed

# KITCHEN CLEANING SCHEDULE

**Cooks are responsible for all clean-up of the kitchen area!**

## **Daily Cleaning:**

- All containers used to prepare or serve food items;
- All utensils used to prepare or serve food items;
- All cookware used to prepare food items;
- All tables used for food preparation or storage;
- Clean sinks after dishes are done;
- Sweep floor in kitchen (Floor is to be mopped if liquid spills on the floor);
- Trash is to be taken out.

## **Weekly Cleaning:**

- Clean out refrigerator;
- Clean range and oven;
- Mop kitchen floor.

## **Monthly Cleaning:**

- Clean range hood;
- Clean dust around the refrigerator and freezer cooling units.

## **Yearly Cleaning:**

- All kitchens need to be thoroughly cleaned at the end of the year or during long periods of non-use.

May 12, 2008

To all lead teachers,

Each month you will be given a copy of the menu. You are to check the menu each day for breakfast and lunch. If items on the menu are not being served or substitutes are being served, you need to mark through the item on the menu and write in what is actually being served. It has come to my attention that cooks are substituting items on the menu. These menus are drawn up and approved by the dietician. There is to be no changes without my approval. You are responsible to turn your menu in at the end of each month. Thank you for your assistance.

Janie Atha

	3rd	4th	5th	6th	7th	8th	
	Lead teacher monitoring form.						
	<b>BREAKFAST</b> 1/3 C. Oatmeal 1/2 banana 6oz. Milk <b>LUNCH</b> 3/8 C. Ravioli 1/4 C. Salad 1/2 S. Garlic Bread 1/4 C. applesauce 6oz. Milk	<b>BREAKFAST</b> Breakfast Pizza 1/2 C. Orange Juice 6oz. Milk <b>LUNCH</b> Chicken Legs 1/4 C. Scallop Potatoes 1/4 C. Carrots Roll 1/2 C. Mandarin Orange 6oz. Milk	<b>BREAKFAST</b> 1/2 c. Corn Flakes 1/2 C. Peaches 6oz. Milk <b>LUNCH</b> 1/2 Grilled Cheese 1 C. Vegetable Soup 1/2 Fresh Apple 6oz. Milk	<b>BREAKFAST</b> Sausage Biscuit 1/2 C. Pineapple Orange Juice 6oz. Milk <b>LUNCH</b> Hot Dogs w/Chili 1/4 C. Baked Beans 1/4 C. Colelaw 1/4 C. Fruit Cocktail 6oz. Milk	<b>BREAKFAST</b> 1/2 Bagel Cream Cheese & Jelly 1/4 C. Pears 6 oz. Milk <b>LUNCH</b> 3/8 C. Beef & Noodles 1/4 C. Carrots Roll 1/4 C. Fruit Cocktail 6oz. Milk	<b>BREAKFAST</b> 1/2 Bagel w/cream cheese & jelly 1/2 Orange 6oz. Milk <b>LUNCH</b> Beef and Cheese Tacos Served with Salsa 1/4 C. Salad 1/2 banana 6oz. Milk	
	<b>BREAKFAST</b> Cheese Omelet 1/2 S. Toast Orange Juice 6oz. Milk <b>LUNCH</b> 3/8 C. Chili Mac 1/4 C. Corn 1/4 C. Grapes 6oz. Milk	<b>BREAKFAST</b> 1 Pancake w/ syrup 1/2 banana 6oz. Milk <b>LUNCH</b> 1 - 1/2 oz. Ham 1/4 Scallop Potatoes 1/4 C. Pineapple Roll 6oz. Milk	<b>BREAKFAST</b> 1/3 C. Cocoa Wheaties 1/2 S. Toast 1/4 C. Peaches 6oz. Milk <b>LUNCH</b> 3/8 C. Ravioli 1/4 C. Salad 1/2 S. Garlic Bread 1/4 C. applesauce 6oz. Milk	<b>BREAKFAST</b> 1/2 Bagel Cream Cheese & Jelly 1/4 C. Pears 6 oz. Milk <b>LUNCH</b> 3/8 C. Beef & Noodles 1/4 C. Carrots Roll 1/4 C. Fruit Cocktail 6oz. Milk	<b>BREAKFAST</b> 1/2 C. Fruit Loops 1/2 banana 6 oz. Milk <b>LUNCH</b>	<b>BREAKFAST</b> 1/2 C. Fruit Loops 1/2 banana 6 oz. Milk <b>LUNCH</b>	
	<b>BREAKFAST</b> 1/2 C. Cheerios 1/4 C. Peaches 6oz. Milk <b>LUNCH</b> 1 - 1/2 oz. Sloppy Joe on bun 1/4 C. Tator Tots 1/4 C. Broccoli w/ cheese 1/2 Fresh Apple 6oz. Milk	<b>BREAKFAST</b> Breakfast Burrito 1/4 C. Uragne Juice 6oz. Milk <b>LUNCH</b> 1 C. Chicken Noodle Souprt w/crackers Veggie Sticks w/ ranch dressing 1/2 C. Red Grapes 6 oz. Milk	<b>BREAKFAST</b> 1 Scrambled Egg w/cheese 1/2 S. Toast 1/2 C. Orange Juice 6 oz. Milk <b>LUNCH</b> 1/2 Cheeseburger on bun Lettuce and Tomato 1/4 C. Veggie Sticks w/ ranch dressing 1/4 C. Pineapple 6 oz. Milk	<b>BREAKFAST</b> 1 S. Cinnamon Toast 1/4 C. Peaches 6oz. Milk <b>LUNCH</b> Grilled Ham & Cheese 1/4 C. French Fries 1/4 C. Peaches 6 oz. Milk	<b>BREAKFAST</b> 1/2 C. Fruit Loops 1/2 banana 6 oz. Milk <b>LUNCH</b>	<b>BREAKFAST</b> 1/2 C. Fruit Loops 1/2 banana 6 oz. Milk <b>LUNCH</b>	
	<b>BREAKFAST</b> 1/3 C. Oatmeal 1/2 Fresh Apple 6oz. Milk <b>LUNCH</b> 1/2 Tuna Salad sandwich 1/4 C. Tator Tots 1/4 C. Red Grape 6oz. Milk	<b>BREAKFAST</b> French Toast w/syrup 1/2 banana 6oz. Milk <b>LUNCH</b> 1 - 1/2 oz. Meat loaf 1/4 C. Buttered Noodles 1/4 C. Green Beans 1/4 C. Mandarin Oranges 6oz. Milk	<b>BREAKFAST</b> 1 Scrambled Egg w/cheese 1/2 S. Toast 1/2 C. Orange Juice 6 oz. Milk <b>LUNCH</b> 1/2 Cheeseburger on bun Lettuce and Tomato 1/4 C. Veggie Sticks w/ ranch dressing 1/4 C. Pineapple 6 oz. Milk	<b>BREAKFAST</b> 1 S. Cinnamon Toast 1/4 C. Peaches 6oz. Milk <b>LUNCH</b> Grilled Ham & Cheese 1/4 C. French Fries 1/4 C. Peaches 6 oz. Milk	<b>BREAKFAST</b> 1/2 C. Fruit Loops 1/2 banana 6 oz. Milk <b>LUNCH</b>	<b>BREAKFAST</b> 1/2 C. Fruit Loops 1/2 banana 6 oz. Milk <b>LUNCH</b>	
	<b>BREAKFAST</b> 1/3 C. Oatmeal 1/2 Fresh Apple 6oz. Milk <b>LUNCH</b> 1/2 Tuna Salad sandwich 1/4 C. Tator Tots 1/4 C. Red Grape 6oz. Milk	<b>BREAKFAST</b> French Toast w/syrup 1/2 banana 6oz. Milk <b>LUNCH</b> 1 - 1/2 oz. Meat loaf 1/4 C. Buttered Noodles 1/4 C. Green Beans 1/4 C. Mandarin Oranges 6oz. Milk	<b>BREAKFAST</b> 1 Scrambled Egg w/cheese 1/2 S. Toast 1/2 C. Orange Juice 6 oz. Milk <b>LUNCH</b> 1/2 Cheeseburger on bun Lettuce and Tomato 1/4 C. Veggie Sticks w/ ranch dressing 1/4 C. Pineapple 6 oz. Milk	<b>BREAKFAST</b> 1 S. Cinnamon Toast 1/4 C. Peaches 6oz. Milk <b>LUNCH</b> Grilled Ham & Cheese 1/4 C. French Fries 1/4 C. Peaches 6 oz. Milk	<b>BREAKFAST</b> 1/2 C. Fruit Loops 1/2 banana 6 oz. Milk <b>LUNCH</b>	<b>BREAKFAST</b> 1/2 C. Fruit Loops 1/2 banana 6 oz. Milk <b>LUNCH</b>	

Example

**FAMILY AND  
COMMUNITY  
PARTNERSHIPS**

# **PARENT INVOLVEMENT**

**Fayette County Child Development, Inc.  
Management Guide**

**PARENT INVOLVEMENT**

**Topic:**

**Guidance:**

**Parent Orientation:**

All parent orientation for HS and EHS must be completed by the date indicated on program calendar. Suggested content of these orientations shall be: history, philosophy, goals, warm-up activity, brief overview on Parent Involvement, grievance procedures, explanation of different service areas, family style serving, etc.

**Center Committees:**

and

All parents or legal guardians of HS or EHS children currently enrolled at the center are automatically members. Meetings will be held each month with Family Service Workers and Community Family Partnership Manager. Parents however will conduct their own meetings. The committee will elect officers and they will be the Chairperson, Vice Chairperson, and Secretary/Treasurer. All Parent/Center Committee By-Laws will be strictly followed. The dates of each meeting will be placed on calendars and will be sent home to parents. Agendas and minutes will be prepared by the Secretary for each meeting. The Chairperson will be one representative to serve on Policy Council. Mini-training workshops may be scheduled at each meeting. Minutes and Treasurer's report will be handed out at next meeting.

**Policy Council:**

FCCDI will maintain a Policy Council which is comprised of at least 51% of parents of currently enrolled children with the remaining percentage being community representatives. This Policy Council will be in charge of seeing that Section 1304.50 of the Performance Standards is followed. Policy Council will meet at least 1 time per month at regularly scheduled meetings determined by a consensus vote of its members. Policy Council members will receive training throughout the program year on various topics such as hiring procedures, budget, and shared governance practices. Policy Council will be responsible for providing a self-assessment at least 1 time per program year in conjunction with the Director. Policy Council will be responsible for maintaining complete and accurate minutes of each meeting which will be used for program documentation.

EHS will elect one representative and one alternate from each option, which makes a total of 6 representatives and 6 alternates.



### **Policy Council (Parent)**

**Recruitment & Retention:** As part of our recruitment effort, FCCDI will conduct open house for parents at each site during August/September of each year. The open house will focus on shared governance within Head Start and the important roles parents play in the governance on Policy Council. All Management Staff and past Policy Council members will be on hand to answer questions and provide information on Policy Council activities/roles. During the open house we will also hand out information regarding Policy Council meetings. We will also provide Policy Council information during the initial parent meetings and stress the importance of shared governance. In our efforts to retain parents on Policy Council, FCCDI will provide the following: onsite childcare for all PC reps and alternates who attend, guest speakers upon request, transportation to all PC reps and alternates that have no other transportation, adequate training opportunities throughout the year both in-house and out of area, reimbursement for mileage traveled to all PC functions at an equal rate as employees, and meals at all meetings. In addition, the Director and Family and Community Partnership Manager will maintain personal contacts with PC members to discuss absenteeism or displeasure with Policy Council meetings. We will also work diligently with the PC Chair to ensure that vacant slots are filled in a timely manner from the area that the vacancy occurred.

### **Policy Council (Community)**

**Recruitment & Retention:** As part of our recruitment effort, FCCDI will conduct open house for members of the community at each site during August/September of each year. The open house will focus on shared governance within Head Start and the important roles community members play in the governance on Policy Council. All Management Staff and past Policy Council members will be on hand to answer questions and provide information on Policy Council activities/roles. During the open house we will also hand out information regarding Policy Council meetings. We will also advertise in local newspapers, conduct an extensive letter writing campaign to local agencies inviting them to become PC members, and attend community meetings to discuss Policy Council. In our efforts to retain community representation on Policy Council, FCCDI will provide the following: onsite childcare, if requested at least 2 hours in advance for all PC reps and alternates who attend, guest speakers upon request, transportation to all PC reps, adequate training opportunities throughout the year both in-house and out of area, reimbursement for mileage traveled to all PC functions at an equal rate as employees, and meals at all meetings. In addition, the Director and Family and Community

Partnership Manager will maintain personal contacts with PC members to discuss absenteeism or displeasure with Policy Council meetings. We will also work diligently with the PC Chair to ensure that vacant slots are filled in a timely manner from the area that the vacancy occurred. Any one wishing to be a Community Rep. must submit a letter stating so to the Program Director. Approval will be rendered by the Board of Directors. Recommendation will then be made to the Policy Council for parent's approval.

**Parent/Volunteer Handbook:**

A parent/volunteer handbook will be developed/updated each year by the Community and Family Partnership Manager to be given out at HS & EHS parent orientations. This handbook will describe: Volunteer Time Sheets, Rules regarding siblings, and the definition of "regular volunteer" and their requirements.

**TB Tests For Volunteers:**

Only "regular volunteers" are required to have a TB test. "Regular volunteer" is defined in the Volunteer Handbook.

**Volunteer Time Sheets:**

The Volunteer Time Sheet will be filled out on a daily basis by the person performing the services. All volunteer time sheets will be completed and turned in at the end of each month. For more info on volunteer time sheets refer to the Volunteer Handbook.

**Siblings:**

Refer to the Volunteer Handbook, section on Non-Program participant Attendance Policy.

**Service Plan:**

Service Plans will be updated and revised annually with the Policy Council input and approval.

**Parent Training:**

It is the responsibility of all program staff to see that parents are trained in all service areas. The Community and Family Partnership Manager is responsible for keeping track of parent training requests and training schedules.

**Parent Fund Raising:**

FCCDI will not engage in parent fund raising. Parents may not fund raise for any purpose nor will we accept funds from parents.

## **REQUIRED PAPERWORK**

Newsletter  
Parent Training Needs Assessment  
Monthly Calendar of Events  
Policy Council By-Laws  
Parent Committee By-Laws  
Activity Sheets  
Sign-in Sheets  
Volunteer Time Record  
Policy Council Membership List  
Community Resource Book  
Parent Handbook  
Volunteer Handbook  
Donated Goods Voucher

# **FAMILY SERVICE GUIDE**

**FAYETTE COUNTY CHILD DEVELOPMENT, INC.  
FAMILY SERVICE WORKER GUIDE**

**Topic**

**Guidance**

**Goals:**

The goal of the Family Service Worker is to familiarize each family with the resources in the community and focus on the goals that the family has identified. It is important to make the family self-sufficient, not dependant on the program. It is also crucial that we keep in constant contact by phone, visits, center visits so that the families won't "fall through the cracks".

**Confidentiality:**  
year.

A confidentiality agreement is signed at the beginning of each Information that is acquired by Head Start/EHS is shared on a "need to know" basis. When families share their personal stories they count on you to be professional and trustworthy. There are times when families will know other families you serve and will want to share information with you or try to get information from you. If this happens just state that you cannot share information about other families and change the subject. Do not discuss families in the hallway of the center or in places other parents and children can overhear.

**Enrollment:**

A mass enrollment will be held in August. Family Service Workers are expected to take part in the enrollment and be responsible for verifying the income of the families they will serve. The following is other paperwork that is to be done:

*Emergency Procedure Form* – Copies of this form must be given to the Bus Driver and Teacher. The original goes in the main file and the FSW should also have a copy.

*Income Verification Form* – This is filled out on every family verifying the income that is listed on the application. Income verification is **NOT** done on carry over families.

*Permission to Transport* – This is filled out on all families. A copy goes to the Bus Driver & Teacher and the original is kept in the main file.

*Bus Drop Off/Pick Up* – This is filled out on all families. A copy goes to the Bus Driver & Teacher and the original is kept in the main file.

*Family Partnership Outcome Form* – This is completed on every

family. This gives information on family income, size, interest, etc. This should be reviewed periodically to update information. Although this needs to be reviewed with the family at the initial enrollment, developing goals with the family will be an on-going process. Make sure if the family has immediate needs they are listed and the referral process is started. Goals should be realistic and attainable. Short term goals that can be reached while the family is in Head Start/EHS should be recognized first. Long term goals will state how they will progress in the Head Start/EHS term and how the family will follow through after they leave Head Start/EHS. A goal can be as simple as getting mom and dad involved in Head Start/EHS to as complex as getting a GED and continuing onto college. Goals must have been documented on Home Visit or Contact Sheets that it is a family goal. Goals need to be dated, when set and when each step has been achieved.

*Confidentiality Agreement* – This must be signed by all parents that will be volunteering in any way in our program.

*Referrals* – Referral forms are filled out whenever you refer the family to another agency, another staff member or another service. Referrals are to be followed-up on a regular basis and the actions taken and services received documented on the referral form.

*Family Summary* – This is to be completed at the end of the year. This summary discuss what was accomplished this year, if the family will be a carry over, what is to take place next year and what goals a family will fallow through with after they leave the program.

*Late Enrollees* – When a family enrolls their child after our initial enrollment, Family Service Workers will be required to fill out all the paperwork on the family including Health, Mental Health and Dental information.

### **Home Visits:**

The main function of a Family Service Worker is to serve families. After the first home visit is complete, the composite score on the Family Partnership Outcome will determine number of visits required. Every family will receive at the minimum two (2) home visits for the part year. Home Visits are to last, at the minimum, one (1) hour. Visits will be documented on a Home Visit Form. The time in and time out is to be recorded and the form signed by the parent/guardian. The parent/guardian receives a copy of the visit and the original is kept in the main file.

**Staffings:**

Staffings are done quarterly. The purpose is to discuss each family and share information with other staff as well as checking to see if the files are complete. It is noted as to what services the family has been referred to and any problems that need to be followed up by other staff. Staffing's are documented on appropriate forms.

**Attendance:**

The Family Service Worker is responsible for making sure that attendance is monitored closely. Regular attendance in the program is very important. Head Start Performance Standards state that participants must maintain 85% attendance to remain in the program. Each morning attendance is taken at the site. It is the teachers responsibility to scan students in and out each day. For those students who have not arrived within one hour of the start time, the Family Service Worker or Teacher will contact the family to locate the child. If a child is consistently absent, the Family Service Worker will make contact with the family to determine the reason why they are not coming to school. After discussion with the family, the Family Service Worker will monitor the attendance and make note of further absences. Any further absences will result in a home visit. After careful monitoring and visitation, the parent will be notified that their child will be withdrawn from the program for lack of attendance.

Steps for withdraw:

1. Initial contact after 2 consecutive absences or a fall below 85% monthly attendance;
2. Home visit scheduled after no contact from the family for more than 3 days;
3. After 5 or more absences in one month the family is notified by letter that their child is being un-enrolled due to lack of attendance, unless they contact the Family and Community Partnership Manger. If no contact after that letter, the family is no longer enrolled in Head Start/ Early HeadStart.

**Parent Activities:**

Parent meetings are held each month at each center. Activity Days are also held at each center. FSW's will be responsible for seeing that notices are typed and sent out in a timely manner. The family outcomes should be used to determine what type of trainings the family would like. FSW's will set these trainings up and send out notices to parents and provide refreshments. The FSW must keep the Lead Teacher informed of all activities and the days the parents will be in the center. Each FSW will be expected to facilitate the approved parenting curriculum to parents who have shown an interest in attending.

**Volunteers:** It is the responsibility of the Family Service Worker to see that parents who volunteer have tasks to do while they are in the center and that they do not disrupt the classes. It is also their responsibility to make sure that parents in the classroom have attended the ECC (Early Childhood Classroom). Training and that they are only two (2) volunteers per classroom on any given day. FSW's are also to make sure that all volunteers fill out and turn in each month a Volunteer Time Sheet. Volunteer sheets are to be turned in by the 10<sup>th</sup> of each month.

**Transition Activities:** Family Service Workers will assist the Teachers and the Disabilities Specialist in the transition of children to Head Start and from Head Start to Kindergarten.

**Scheduling:** Home Visits must be scheduled for the convenience of the parents. This may include evening visits, weekend visits or during working parents lunch breaks. If visits are scheduled during evening or weekends approval must be given by FCP Manager

**Crisis Intervention:** Family Service Workers will be available at all times to help a family in crisis. This may mean rearranging schedules to do so. Crisis Intervention would include: Child Abuse, Domestic Violence, Utility Cut-Off, Eviction, etc. Your supervisor should be made aware of the circumstances and the action plan.

**Staff Evaluations:** Staff evaluations will be done in the Spring. Evaluations may be done at any time during the year if disciplinary actions are warranted. Periodic visits with the Family Service Workers will be done by the supervisor as a way of monitoring.

**Drops/New Enrollees:** The Family Service Worker is responsible for keeping the Data Entry Clerk, FCP Manager, ECD Manager and Health Specialist informed of children who drop and new enrollees. This is to be documented on the appropriate form.

**Weekly Schedule:** Weekly Schedules are to be turned in each Friday for the following week. Any changes to the schedule should be called into the FCP Manager as soon as possible.

***Family Service Workers are advocates for the families they serve. The goal for families should be built on their strengths, strengthen self esteem and recognize that all families are unique.***



# **SOCIAL SERVICES**

**Fayette County Child Development, Inc.  
Management Guide**

**SOCIAL SERVICE**

**Topic**

**Guidance**

**Absences (Center Based):** Teachers and Home Visitors will notify the Family Service Worker with proper documentation when a child has been absent two (2) consecutive days. This documentation must be in to the FSW on the morning of the third day of absence. A Home Visit/Phone contact by the FSW must be completed no later than two (2) days after documentation is received. **Exceptions:** Any child who has a communicable disease (ex. chicken pox, measles, lice, etc.) Or a child is admitted to a hospital and this information is documented, a Home Visit will not be required. If a child is exhibiting patterns of absenteeism, (every Monday, etc...), the Teacher must notify the FSW and then the FSW must follow-up with the family to see why this pattern is occurring and encourage the family to improve the child's attendance.

**Absences (Home Based):** When a child has missed 2 consecutive home visits without calling or notifying the Home Visitor, they will meet with the FCP Manager to discuss the absences and steps that have been taken to work with the family. The Home Visitor must have documentation on contacts and efforts made. The FCP Manager and Home Visitor will decide if the slot needs to be vacated and filled with someone on the waiting list.

**Correspondence to Parents  
or Community Agencies:**

All correspondence from staff regarding social service referrals such as clothing, utilities, Christmas time, and any funding available, must be approved by the Family and Community Partnership Manager.

**Christmas Referrals:**

FCCDI will only make referrals to agencies who request them. No staff member may make a referral to any agency on behalf of FCCDI. Staff may not advise families of possible services unless approved by the FCP Manager. Staff should work with families early on about budgeting and planning for the holidays.

**Referrals:**

All family needs will be addressed. A referral will be made for every need that is identified (with parent/guardian permission). If community services are not available, direct service will be provided by Social Service Staff (providing transportation, clothing, securing food, etc., as needed). Families will be made

aware of all existing community resources. All referrals must have follow-ups. All referrals and follow-ups must be documented and included on contact sheets.

**Emergency Phone**

Family Service Workers and Home Visitors must have immediate access to all family **Numbers**: phone numbers at all times. (Have a file box or list on desk next to phone.)

**FSW Home Visits:**

Each family, enrolled at the beginning of the year, will be rated during the 1<sup>st</sup> file review in October. Late enrollees will be rated on an as enrolled basis. This rating will determine the minimum number of home visits for each family. FSW's are required to make their initial visit prior to the child enrolling in class, if it is a late enrollment. All home visits must be documented on the Home Visit Form.

**Home Visitor's Visits:**

Home Based EHS Home Visitors will provide the social service portion of the program to EHS enrollees, including completion of Family Partnership Agreements. They will also assist in recruitment and enrollment of the families they serve. They will also assist in enrollment events at the beginning of the year. They will maintain the central files and keep managers informed of enrollment, drops, etc.

**Central Files:**

These files must be maintained, by the Family and Community Partnership Manager, throughout the school year and must contain the following information:

1. Pertinent Family Data
2. Referrals
3. Follow-ups
4. Home Visits
5. Parent Contacts
6. Attendance information

All information must be kept in a **locked file**. Folders are not to leave the FSW office, except during staffings or by a court order. When necessary, items may be taken out of a folder to be copied, but must be returned to the folder immediately.

**Community Resource Book:**

Must be compiled, and updated every 2 years and made available to all Head Start/Early Head Start parents at the beginning of the school year by FSW's and Home Visitors. Responsibility for updating this book belongs to the Family and Community Partnership Manager.

**Custody/Guardianship:**

The only two (2) documents that will be accepted to determine custody/guardianship of a child are a court order or Department of Human Services (Medicaid card). Head Start/EHS staff may not intervene or “take sides” in custody disputes. We will make no assumptions of who the better parent may be and will make no change in our practices to favor one parent over another.

**Social Service  
Staff Meetings:**

Family and Community Partnership Manager will meet with the Family Service Workers at least once a month to plan and share information. Home Visitors will be included in meetings as needed to update Policy & Procedures.

**Recruitment:**

Recruitment applications will be taken throughout the program year. The month of March will be designated as “Head Start/EHS Recruitment Month”. Local newspapers, media, schools, doctors, dentist, Dept. of Human Services, and other community agencies will be utilized to get Head Start/EHS information out to the public. Head Start representatives will be at Kindergarten screenings held by Fayette County Board of Education to recruit siblings. In order to acquire applications, door-to-door recruitment will be conducted. Individuals may be contracted with at anytime during the fiscal year to conduct extensive door-to-door recruitment. **When an application is taken, the income verification and birth certificate must be acquired.** If this is done where a copier is not available, take the documents to the office, copy and mail back to the guardian. When verifying income to determine eligibility, and at least two pay stub is presented, the following gross income guidelines must be used. Paid monthly multiply pay stub by 12, paid weekly multiply by 52, paid twice monthly multiply by 24, and paid bi-weekly multiply by 26. Staff are to ask how often applicant is paid to ensure accuracy. Verifications must be checked carefully in order to acquire an accurate amount. Recruitment applications, along with income verification and birth certificate must be sent to the Family and Community Partnership Manager, who will then screen for completeness.

**Enrollments:**

Initial slot selection will be made from all applications received by June 30<sup>th</sup>. Applications that are received after June 30<sup>th</sup> will be scored and placed accordingly on the waiting list. After initial selection, letters will be sent to families with a date and time to finish the enrollment process. **Families not showing up for this appointment will forfeit their slot and the next family on the waiting list will be contacted.** FCCDI grants the right to the Disabilities Specialist to reserve slots for up to 10% of enrollment during IEP meetings. The following information/forms must be

completed at time of enrollment: 1) Family Partnership's Outcome Form; 2) Emergency contacts/releases; 3) Medication form (if applicable); and; 4) Consent Form. If through this process, needs are identified, a referral to meet each need must be completed and documented at this time. No child will be enrolled within 45 days of the program option end date. FCCDI will utilize the Selection Criteria Tool for determining enrollment placement. The Tool will indicate whether the child is at 100% or at 130% of the income guidelines. Children that are at 100% or below will be given first option on slots both at initial enrollment and when filling vacancies throughout the year. Children between 100% and 130% will be given priority only if there is no child determined to be under 100%.

**Waiting List:**

A waiting list will be maintained by each FSW. A master list of children enrolled will be completed by the FSW by at least 2 days after the close of mass enrollment. The list will include name, DOB, parent's name, address, phone #, and class assigned. In addition, a list of all children whom are currently not enrolled will be completed by the FSW by September 30<sup>th</sup>. This list will include the same information as the enrolled children except it will indicate points received on Selection Criteria Tool, area child lives in. This list will be updated regularly as new applications arrive. The list will also be used for filling vacant slots as they arise.

**Determining Child Drop:**

The child will be determined dropped from the Head Start program after any of the following are ascertained: A verbal statement from a parent or legal guardian as to the intent of removing the child from Head Start/ Early Head Start (Proper documentation of the conversation must be placed in the child's file. Parent signature on the documentation is preferred, if attainable, but is not required). Whomever the parent talks to must immediately contact the Family Service Worker or Home Visitor and they will attempt to contact the parent or guardian to verify the conversation. FSW's/Home Visitors will attempt to have the family reconsider their decision of removing the child at that point. If the parent reconsiders, that day, then the child will not be removed the enrollment list. If the parent does not reconsider that day then the child will be removed and the next person on the waiting list will be contacted and the slot(s) filled within thirty (30) days. All conversations must be documented and signed by parent, if available. If a signed written statement of removal is received by a staff member then it must be given to the FSW/HV immediately and upon receipt the FSW/HV will fill the vacant slot(s) by the next child on the waiting list. Once a child has dropped, if the child re-enrolls, **all paperwork has to be redone.**

**Parents Relocating:  
(Transfers)**

Families that move from one area to another must notify the FSW/HV prior to moving. If the family moves to another part of the county, (i.e. Kimberly to Oak Hill), the family does not automatically become enrolled in the new Center. When families move to new areas, and they do not have a slot, they will be placed on the waiting list, for that area, according to the application score. The family will not receive preference in placement above another family on the waiting list just because they were enrolled elsewhere. If a child transfers to another center the following paperwork (Emergency Procedures and Contacts) will need to be redone with current address and phone number and people to contact. Drop Off/Pickup forms will need updated.

**Reports to be submitted to Family and Community Partnerships Manager:**

1. Child add/drop Replacement Form
2. Attendance Sheets
3. Volunteer Sheets (with hours totaled on form)
4. Parent Meeting Minutes
5. Parent Meeting Sign-In-Sheets

**DISASTER  
MANAGEMENT  
POLICY**

## DISASTER MANAGEMENT POLICY

Fayette County Child Development, Inc., will have a comprehensive Disaster Management Plan in place to respond to disasters such as fire, flood, severe storms and any natural disaster.

### Procedures:

1. The Director and Management Team will create individual site Disaster Management Plans that corresponds with the agency's policy and procedures.
2. At the beginning of the school year, the Disabilities Specialist will establish procedures for assisting children with disabilities.
3. Upon becoming aware of danger to yourself and the children, *call 911* and care for any immediate injuries.
4. Notify the Director or Manager in charge in the Director's absence, as soon as possible.
5. When evacuating, use the designated evacuation route and ensure that the group stays together when relocating to a safe meeting place.
  - a) The Director and Management Team will develop and post specific evacuation routes and a designated safe meeting place outside of the classroom;
  - b) Procedures will be posted in a visible location in each classroom.
6. During the evacuation of the building:
  - a) Emergency Procedure forms, the First Aid Kit, Disaster Supply Kit, Flashlight and Attendance Sheet must be taken with you when you leave the classroom;
  - b) The Teacher's Aide will lead the children to the exit while the Teacher will follow and check rooms for other children and adults as he/she passes;
  - c) A head count will be done against the attendance sheet to assure that all children are accounted for;
  - d) The last Teacher out of the building will yell "is everybody out" to make sure that the building is clear of all adults and children.
7. Follow procedures and instructions for notification of parents:
  - a) During Parent Orientation, parents need to be told that in case of a natural disaster, they should stay home and wait by the phone until they are contacted by emergency services personnel or Head Start staff.
  - b) Following evacuation of the building and notification of emergency services personnel and Head Start administration, parents will be contacted and provided with instructions regarding transportation arrangements and updated on their child's health status.
8. Each classroom will have a Disaster Kit on hand with the following contents:
  - a) 2 boxes of Power Bars;
  - b) 2 gallons of bottled water;
  - c) A.M./F.M. radio for news updates;
  - d) a whistle to use as a locator;
  - e) 1 box of plastic garbage bags to keep clothing dry;
  - f) emergency blankets for warmth.
  - g) A copy "WVDHHR Emergency Plan" for your specific center.



9. The Disaster Kit must be located on a hook on back of classroom door. A content list must be attached to each kit. Expiration dates will be checked monthly by the Health Specialist during center visits. If persons become trapped or stranded for an extended period of time, they should utilize the contents of the kit.
10. Staff and parents will receive annual training/information on Disaster Management.
11. Review and be familiar with “WVDHHR Emergency Plan” and where it is located in the building.

April 23, 2002 - LMB

**FCCDI  
CRISIS,  
EMERGENCY &  
DISASTER  
MANAGEMENT  
PLAN**

## **Crisis, Emergency & Disaster Codes**

<b>Code BLACK:</b>	<b>Bomb Threat</b>
<b>Code YELLOW:</b>	<b>Civil Disturbance</b>
<b>Code GREEN:</b>	<b>Dangerous Person</b>
<b>Code WHITE:</b>	<b>Electrical Outage</b>
<b>Code RED:</b>	<b>Fire or Explosion</b>
<b>Code PURPLE:</b>	<b>Hazardous Material Spill</b>
<b>Code PINK:</b>	<b>Kidnapping</b>
<b>Code ORANGE:</b>	<b>Severe Weather</b>
<b>Code BLUE:</b>	<b>Student/Staff Death</b>
<b>Code BROWN:</b>	<b>Suicide Threat</b>

**PROGRAM DESIGN  
AND  
MANAGEMENT**

# **COMMUNICATION PLAN**

**Fayette County Child Development, Inc  
Management Guide**

**Communication Plan**

**Topic:**

**Guidance**

**Management Team:**

Management Team meetings will be scheduled 1 time per month. These meetings will provide an open forum so that each member of the Management Team may discuss certain situations pertaining to their service area. Reports will be given to the Director by each member. The Director will give copies of any Regional Office correspondence, ACF publications, grievances, or trainings.

**Board of Directors:**

Board meetings will be scheduled monthly throughout the program year. During these meetings each member of the management team and the Fiscal Specialist will provide written reports which cover their specific service area. The Director will provide a written report regarding all other aspects of Head Start day-to-day operations.

Board members will be given copies of all correspondence received from Regional Office at board meetings and all ACF publications. Board members will also receive copies of the Program Timetable, Newsletter and monthly calendar of events.

**Policy Council:**

Policy Council meetings will be scheduled monthly throughout the program year. During these meetings each member of the management team and the Fiscal Specialist will provide written reports which cover their specific service area. The Director will provide a written report regarding all other aspects of Head Start day-to-day operations. Policy Council members will be given copies of all correspondence received from Regional Office at meetings and all ACF publications. Policy Council members will also receive copies of the Program Timetable, newsletter and monthly calendar of events.

**Staff:**  
members

Staff meetings will be scheduled throughout the year. All of the management team will provide verbal reports regarding their individual service area. The Fiscal Specialist will provide a verbal report on financial activities. The Director will provide information on all other aspects of Head Start organization such as grant information, personnel issues, upcoming training opportunities and upcoming events. Staff members will use this opportunity to discuss what is happening at a particular center by

providing verbal reports on what activities their families have been involved in. Also, individual staffings will be scheduled to allow a one-on-one discussion with their supervisor or members of the management team.

All satellite centers and socialization sites have been automated with copiers, fax machines and internet service. This will allow important and time dated material to be sent directly to these sites. The creation of “mailboxes” located in the Central Office will allow informal material to reach specific staff. Bulletin Boards have been placed in all centers so important information and job openings can be posted. Board of Directors and Policy Council minutes will be posted at each center.

**Families:**

Parent meetings will be scheduled at least once monthly at each center. Verbal reports will be given by the Family Service Workers as to the activities going on within Head Start. Parents will be given an opportunity to ask questions about Head Start and have discussion. Job openings, if any, will be discussed. Home Visits will be made by Family Service Workers and Home Visitors to allow one-on-one discussion and communication. Copies of the newsletter will be sent to all parents. Parents will be encouraged to submit articles for the newsletter. School closings and delays will be broadcast on local radio and television. A calendar will be given to each parent detailing holidays and no-school days. Families will receive a Community Resource Book. Families will be given copies of a Parent Handbook.

**MONITORING  
PLAN  
AND  
STAFFINGS**



**FAYETTE COUNTY CHILD DEVELOPMENT, INC.  
MONITORING PLAN**

Monitoring is a very vital part of maintaining a successful Head Start Program. FCCDI is dedicated to providing the highest quality services to children and families in Fayette County. This plan will detail how each service area and fiscal office is monitored. Below is our plan to effectively monitor our program to ensure quality services.

**Disabilities/Mental Health**

**Service Area:**

FCCDI will employ a Disabilities/Mental Health Specialist to oversee this service area for both Head Start and Early Head Start. This person will be responsible for seeing that Performance Standards are met within this service area. We will also contract with a licensed Mental Health Provider to perform the required functions under the Mental Health Standards. The Disabilities/Mental Health Specialist will keep an updated list on all children who have been diagnosed with a special need. This person will attend scheduled Management Team meetings to discuss activities and follow-ups of children with special needs. Attendance at staffings and staff meetings with Teachers on a regular basis will allow direct feed back and information sharing one-on-one. Sign-in sheets and minutes taken at these meetings will serve as documentation. A monthly report of activities will also be provided to the Director, Board of Directors and Policy Council. The Disabilities/Mental Health Specialist will also coordinate and attend IEP/IFSP meetings. The Disabilities/Mental Health Specialist will be required to conduct center visits to each site monthly. The Specialist will notate their visit on a Center Visit Report. This report will be given to the Director on a monthly basis. Any issues that are found will be reviewed with the appropriate member of Management and follow-up conducted.

**Early Childhood**

**Development Education**

**Service Area:**

FCCDI will employ an Early Childhood Development Manager to oversee this service area for both Head Start and Early Head Start. In addition to the Manager, we will employ Lead Teachers at each center to handle daily supervision of center based staff. The ECD Manager will directly supervise the Lead Teachers. The ECD Manager will also directly supervise all EHS Teachers and Home Visitors. The ECD Manager will hold regularly scheduled center staff meetings with each Center. Documentation of staff meetings will be kept such as sign-in sheets and minutes. The ECD Manager will be required to conduct center visits to each site

monthly. The ECD Manager will notate their visit on a Center Visit Report. This report will be given to the Director on a monthly basis. Any issues that are found will be reviewed with the appropriate member of Management and follow-up conducted.

**Fiscal:**

FCCDI will employ a person with a Bachelors Degree in Business Accounting or sufficient accounting experience as Fiscal Specialist to oversee the fiscal department. The Fiscal Office will handle all aspects of payroll, accounts payable and budget expenditures. The Fiscal Specialist will prepare reports detailing budget expenditures when requested, but at least once monthly, and will present them to the Program Director, Board of Directors and Policy Council. Copies of all purchase orders, invoices, packing slips and time sheets will be kept in the Fiscal Office. Before any check is printed, the Executive Secretary will bring in all invoices, purchase orders, receipts and time sheets to the Program Director for approval. A check register will be maintained by the Fiscal Specialist listing every expenditure for the program year. A yearly audit will be performed by an outside accounting firm. The findings of this audit will be given to the Program Director, Board of Directors and Policy Council. The Fiscal Specialist will also prepare reports and present them at Management Team meetings when needed. The Fiscal Specialist will also be responsible for maintaining in-kind forms and preparing in-kind reports as needed.

**Head Start**  
**Health/Nutrition**  
**Service Area:**

FCCDI will employ a Health/Nutrition Specialist to oversee these service areas and will contract with a licensed Dietician to perform the required functions of the nutrition standards. Health Service areas will be monitored by scheduled and random file audits to make sure all required services are being done for each child. During the initial file audit, documentation will be done on information missing or follow-ups needed. At the next audit of that file we will focus on the needed information to see if it was obtained and if it was not, documentation of why it was not obtained. Seeing that the health files are complete will be the responsibility of the Health/Nutrition Specialist. The Health/Nutrition Specialist will be required to conduct center visits to each site monthly. The Health/Nutrition Specialist will notate their visit on a Center Visit Report. This report will be given to the Director on a monthly basis. Any issues that are found will be reviewed with the appropriate member of Management and follow-up conducted.

**Early Head Start**  
**Health/Nutrition**  
**Service Area:**

FCCDI will employ a Health/Nutrition Specialist to oversee these service areas and will contract with a licensed Dietician to perform the required functions of the nutrition standards. Health Service areas will be monitored by scheduled and random file audits to make sure all required services are being done for each child. During the initial file audit, documentation will be done on information missing or follow-ups needed. At the next audit of that file we will focus on the needed information to see if it was obtained and if it was not, documentation of why it was not obtained. Seeing that the health files are complete will be the responsibility of the Health/Nutrition Specialist. The Health/Nutrition Specialist will be required to conduct center visits to each site monthly. The Health/Nutrition Specialist will notate their visit on a Center Visit Report. This report will be given to the Director on a monthly basis. Any issues that are found will be reviewed with the appropriate member of Management and follow-up conducted.

**Community & Family**  
**Partnership Service**  
**Area:**

FCCDI will employ a Community and Family Partnership Manager to oversee this service area. Social Service and Parent Involvement areas are the focus of this area. Parent Orientations, Parent Meetings, Policy Council meetings and various parent training sessions will be scheduled by the CFP Manager. This Manager will directly supervise the Family Service Workers. The FSW's will provide written reports to this Manager on a scheduled basis. The Manager will give reports at scheduled Management Team meetings and monthly Board of Directors and Policy Council meetings detailing enrollment, attendance, average daily attendance, referrals made and follow-ups on those referrals. A monthly report of activities will also be provided to the Director, Board of Directors and Policy Council. The CFP Manager will also conduct center site inspections. Any findings will be reviewed by the Manager and Lead Teacher of the center. A report will be given to the Director on a monthly basis.

**Program Management:**

FCCDI will employ an Executive Director to oversee the day-to-day operations of Head Start. The Director, also known as the Program Director, will schedule Management Team meetings monthly or as needed. Verbal reports will be given by each Manager as to what activities are going on in their particular service area. Sign-in sheets and minutes will serve as documentation of these meetings. The Director, Early Childhood

Development Manager, Family and Community Partnership Manger, Transportation/Facilities Manager, Health/Nutrition Specialist, Disabilities/Mental Health Specialist and the Fiscal Specialist will attend, if requested, monthly Board meetings and Policy Council meetings and provide reports. The Director will schedule staff meetings to get verbal reports directly from centers and Home Visitors.

**Transportation/Facilities  
Manager:**

FCCDI will employ a Transportation/Facilities Manager to oversee all aspects of transportation and facilities maintenance. The person will supervise Bus Drivers and Custodians. The Manager will schedule or perform needed maintenance of facilities or buses. All scheduled maintenance must be approved by the Director. The Manager will attend Management Team meetings and report on assigned area. The Transportation/Facilities Manager will also conduct scheduled bus “ride alongs” with each driver twice per year to evaluate transportation. The Transportation/Facilities Manager will also conduct a pre-employment ride along with any newly hired or contracted Bus Driver.

**Health/Safety Checklist:**

FCCDI will implement a weekly Health/Safety Checklist for monitoring health and safety issues within centers. This form will be completed by staff at each site and approved by the Lead Teacher. The form will be submitted to the Director the following school day. The Director will review the form and meet with the appropriate member of the Management Team to discuss a repair/replace timeframe. Subsequent reports will be monitored by the Director to ensure that issues have been resolved or are in the process of being resolved. The final determination of the severity of the findings listed on the report will be made by the Director. Issues not deemed a safety/health issue will be told to the Lead Teacher. The Lead Teacher will be responsible for removing any item that is deemed unsafe from children use. If the item cannot be removed from use or access restricted, all diligence will be used until item can be replaced/repared.

## STAFFINGS

A vital part of FCCDI's Monitoring Plan will be Staffings. The staffings will give an opportunity for members of the Management Team, Education Staff, and Family Service Workers to review and discuss all aspects of the families Head Start experiences, determine if Performance Standards are being met, and ascertain whether all paperwork is complete. During staffing sessions, each Content Area of Head Start will be looked at to determine if the family/child is receiving quality services in conjunction with Performance Standards.

Staffings will be held at least 3 times per year beginning in October. However, additional staffings may be scheduled at the discretion of the Director. The Management Team will decide dates and times of each staffing session. The Management Team will make every attempt to schedule staffings as to not disrupt service delivery or scheduled visits. The scheduled dates and times will be placed on the monthly calendar. It is the responsibility of the Director to assure that these meetings take place.

Staffing forms will be started on all children at the time of the first staffing. The Director will keep the forms. It will be the responsibility of the Manager to review the information to determine if Performance Standards are being met on each family. The Manager will make a written notice of non-acceptable items/findings during staffings within 3 days and submit it to the Director and employee. The employee will have a specific time period to correct the issue. (Example: time periods for paperwork may be shorter than having to make-up a missed visit). If work is not complete within given time frame, the employee and Manager may receive disciplinary action.

Any severe behavioral problems that are indicated during these meetings must be discussed with Disabilities/Mental Health Specialist and the procedures for "Referral for Observations" must be followed. All needs and concerns must be addressed and follow-up documented on appropriate Plan of Action. If there are no follow-ups documented in the next meeting for prior needs or concerns, the Director will be notified by the Family/Community Partnership Manager and action will be taken. No meetings will be canceled without prior approval from the Director. Documentation with reason will be sent to the Director no later than two (2) working days following the cancellation. Follow-ups must be specific and in detail. Staffings are the responsibility of all team members (ex. Taking of the Minutes, follow-ups, etc.)

Below is an area specific breakdown of what will be looked at during staffings:

### **Education**

#### **(Center Based):**

The items that will be examined for this area are: Home Visit forms, Parent Teacher Conference forms, Dial completion, verification of parent involvement in classroom lesson plans, ELRS Progress Reports and a discussion of each child's progress. If documents are not in file, they will be viewed as incomplete and disciplinary action will occur.

### **Education**

#### **(EHS Home Based):**

The items that will be examined for this area are: Number of home visits, complete home visit forms with discussion of Dial and other screenings, completed enrollment forms, completed Family Partnership Agreements, parent involvement in lesson plans, time period of filling vacant slots, social service referrals and follow-

up, and a discussion of each child's progress. If documents are not in file, they will be viewed as incomplete and disciplinary action will occur.

**Family Service Workers:** The items that will be examined in this area are: number of home visits, complete home visit forms, complete enrollment forms, Income Verification Form, complete Family Partnership Agreements, referrals and follow-up, signed consent forms, and time period for filling vacant slots. If documents are not in file, they will be viewed as incomplete and disciplinary action will occur.

**Health/Nutrition Specialist:** The items that will be examined in this area are: completed physicals, completed dental forms, immunizations, hearing/vision screening, verification that all medical and dental follow-ups were complete, heights and weights are charted/monitored, and Plans of Action are in place for children. **The Health Specialist is required to bring ALL relevant documents with them to each staffing.** If documents are not in file, they will be viewed as incomplete and disciplinary action will occur.

**Disabilities/  
Mental Health Specialist:** The items that will be examined in this area are: IEP's on children with diagnosed needs, documentation of classroom observations from mental health consultant, and verification of any documents related to the special care of disabled children. **The Disabilities/Mental Health Specialist is required to bring ALL relevant documents with them to each staffing.** If documents are not in file, they will be viewed as incomplete and disciplinary action will occur.

## Fayette County Child Development, Inc. Monitoring Plan – Use of Video Cameras

FCCDI has installed digital video/recording cameras within each classroom and on each playground. The camera footage is also streamed to the Director's and ECD Manager's computers via the internet but is not available to the general public. Software was installed on these individuals computers to allow direct real-time and recorded play-back viewing. These cameras will allow members of the Management Team to observe classroom/playground activities without the manager being present at each site. The video footage is not intended to take the place of actual physical center visits but is intended to enhance the monitoring of the Centers. Members of the Management Team will check sites, by logging onto the software, during randomly selected times and days in order to ensure that proper activities are taking place within the Center.

Although the cameras were installed as a security measure to protect children, staff and facilities, their presence also allows the ECD Manager to find "teachable" moments from classrooms. These may be instances of good transition activities, proper family style service at meals and good class time activities. It will also allow the ECD Manager to evaluate questionable activities or failures on staff's part to be viewed and discussed.

The use of recorded video footage will allow members of the Management Team to review the footage to check on any parent complaints that may arise and review situations in the rooms that may have led to accidents.

No formal documentation will be kept to track frequency of video monitoring. However, if video footage is used during a training or teachable moment for staff, it will be noted in the training.

# **EMPLOYMENT**



**Fayette County Child Development, Inc.  
Management Guide**

**Employment**

**Topic:**

**Guidance:**

**Employment Procedure:**

All position vacancies will be posted in-house for 3 days prior to listing in the area newspapers or other advertising. Newspaper advertising will be conducted to allow no more than ten (10) days for application receipt. The position vacancies will also be distributed to the Board of Directors and Policy Council Chairperson. In-house candidates shall only include current Head Start employees, Policy Council members and parent/guardian of currently enrolled children. Probationary employees will also be considered, but only be considered for placement if no regular employee meets the criteria for the vacant position. All other applicants received will be viewed as out of house. This policy is not a guarantee that a current staff member will be hired. However, consideration will be given to qualified staff and parents before outside applicants, provided applications are submitted within the posting period. All applicants must complete an agency application and submit proof of qualifications as required to the designated person indicated on the posting or advertisement.

**Employee Evaluations:**

Lead Teachers are responsible for evaluation all Center Based education employees. Lead Teachers must evaluate probationary employees every thirty (30) days and submit the evaluation within two (2) business days to the ECD Manager. A letter of recommendation must accompany the ninety (90) day evaluation for dismissal or hire. This evaluation/recommendation must be submitted to the ECD Manager at least five (5) days prior to the Policy Council meeting in which the employee is to be voted on.

**Position Classification:**

Supervisory Positions – these position vacancies will be screened by the Management Team. In-House personnel may apply for any supervisory position; however, there is no guarantee that a transfer will be made based on seniority. Items that will be used to determine if a staff person will be considered are: education, evaluations, attendance, work ethics, leadership skills, overall knowledge of Head Start regulations and ability to motivate others.

1. All applications will be collected and kept on file by the Executive

- Secretary.
2. Applications will be screened by the Management Team to see who meets the minimum requirements, and references will be checked by members of the Personnel Committee or, if committee members are not available, designated Head Start staff. FCCDI reserves the right to not interview past employees.
  3. References will be verified and attached to the Application Form, containing at least one (1) personal and one (1) professional reference.
  4. All chosen applicants will be notified by mail or by telephone, by the Executive Secretary, of date, time, and place of interview. If applicant can not attend interview, they are withdrawn from consideration for employment.
  5. Selected applicants will be interviewed by members of Personnel Committee, Management Team, and may contain the immediate Supervisor of the position being interviewed. Applicants will be informed that if they are selected for the position they will be required to have a physical and TB test by 1<sup>st</sup> day of employment.
  6. Personnel Committee's recommendation will be presented to Policy Council for approval or disapproval.
  7. The Director will notify, by letter or phone, the applicant chosen for employment and those not selected for hire.
  8. Criminal Background check will be required for the selected individual prior to employment begins.
  9. All temporary/contract hires will be interviewed by the Director and Managers and approved by Director.
  10. All JTPA applicants for Head Start placement will be interviewed by Director and Managers and approved by Director.

**Re-Hiring:**

FCCDI  
previous

FCCDI reserves the right to rehire or not rehire any previous employee that is not subject to Lay-off Recall. In addition, reserves the right to deny employment interviews to employees.

# **OFFICE PROCEDURES**

**Fayette County Child Development, Inc.  
Management Guide**

**OFFICE PROCEDURES**

**Topic**

**Guidance**

**Answering The Telephone:**

Greet the public by saying “Fayette County Child Development” and identify yourself. Be courteous and respectful; determine who is calling and what the call is regarding. Place the person on hold and page the individual whom the call is for. If that person is not available ask the caller if they would like to leave a message and take a message if given.

**Taking Messages:**

The message should include the time, date, caller and message.

**Correspondence:**  
the

All outgoing correspondence to Region III must be approved by Program Director prior to sending. The Director must also receive a copy.

**Incoming Mail:**

All incoming mail will be stamped with the date received and placed into addressed person’s “mailbox” by the secretary.

**Filing:**

Office/Program files should be stored separately. Children’s central files will be kept in locked file cabinets located in Social Services office. Personnel files will be kept in locked cabinet in Director’s office.

**Monthly Reports:**

Monthly reports will be placed in the person’s “mailbox” who is to receive the report.

**Invoices/Packing Slips:**

All invoices and packing slips will be turned into the Fiscal Office on a “as-they-arrive” basis. Write “complete” or “incomplete” on invoice before taking it to the Fiscal Office.

**Purchase Orders:**

A purchase order must be obtained prior to receiving goods or services. When purchase orders are received they must be filled out completely and approved by the Program Director before order is placed.

**Forwarding a Telephone Call to Staff in Meetings:**

Staff should always ascertain who is calling and what the call is regarding before forwarding a call. If the call is not an emergency, individuals are to take a message and give it to the person

after the

meeting.

**Time Cards/Sheets:**

Signed and completed Time Cards/Sheets must be turned into the Fiscal Office every other Friday, by noon, when the pay period ends. It is the sole responsibility of each employee to turn their Time Cards/Sheets in. The Secretary or the Fiscal Office will not “track down” employees to retrieve the Time Cards/Sheets. Failure to have the Time Cards/Sheets turned in on time will result in no paycheck being issued until the following pay period.

**Assignment of Work**

**Location:**

It is solely the employer’s choice to assign or re-assign work locations. Assignment or re-assignment may consider factors such as distance, travel time, budget, program needs and personal preference of the employee involved. Mileage will not be paid to report to assigned work location or travel home from location.

**Office Hours:**

non-

Hours for the FCCDI Central Office will be 8:00 a.m. to 4:00 p.m., Monday through Friday. The Office will be closed on designated holidays. Exempt employees will be available to assist during office hours.

**Call In/Off Procedure:**

All staff members are required to call in within 30 minutes of their scheduled start time. In the event the employee is absent for any reason and fails to comply with this notification procedure, disciplinary action will be taken, up to and including termination.

**In-Service Training**

**Attendance:**

In-Service training will be scheduled throughout the program year for all staff. These training sessions are mandatory for each staff member to attend. Vacation days and doctor’s appointments cannot be scheduled on these dates and times. If a situation arises that a staff member has an appointment on a training day, it will be the employees responsibility to reschedule their appointment. Failure to attend In-Service training sessions can and will result in disciplinary action, up to and including termination of employment.

**Petty Cash:**

expense – if  
purchaser will be

Petty cash can be requisitioned for at the beginning of the program year and replenished periodically throughout the year. There should never be more than \$100.00 in petty cash. Petty cash expenditures must first be approved by the Program Director prior to purchase. A petty cash purchase shall not exceed \$60.00. A tax exempt certificate form must be used on a petty cash purchase. **taxes are paid on a petty cash purchase, the purchaser is responsible for reimbursing the petty**

**cash fund the correct item(s).** Petty cash fund will hand falls below \$25.00.

**amount of taxes on that particular** be replenished when the amount on

**Petty Cash Receipt Book:** A receipt book must be completed and kept in order to keep updated counts on petty cash funds. A log must also be kept to show amounts deposited and dates the replenishment occurred.

**Mileage Sheets:** then Mileage Sheets must be signed and dated by the employee and signed by appropriate supervisor. These sheets are to be turned in by Friday of each pay period week. Failure to comply with this procedure may result in a delay in receiving your reimbursement check. Home Visitors and Family Service Workers must staple a copy of Home Visit Forms to their mileage sheet to verify.

**Ordering Supplies:** Staff is required to submit requests for supplies to their appropriate supervisor. The supervisor will then obtain a Requisition Form and follow procedure for filling out the form. Orders will be filled only 2 times per month.

**Sign-In/Sign-Out Sheets:** office SI/SO Sheets will be placed in the window of the Secretary's office to use when staff are entering and leaving the building. This form will be used to check against time sheets.

**USDA Billing Report:** A USDA Billing Report will be sent in monthly by the Fiscal Specialist. The Cooks are responsible for turning in required information to the Health/Nutrition Specialist by the 5<sup>th</sup> of each month, so the Fiscal Specialist can submit this report for reimbursement.

**Volunteer Time Donated Goods:** Donated Goods Vouchers should be submitted to the Executive Secretary on a monthly basis. Volunteer time reports should be submitted to the Family and Community Partnership Manger on a monthly basis.

**Child Plus Tracking And Filing System** *Child Application:* The FSW/Home Visitor will enter all applications into the system within five (5) days (if it is a paper application). If the application is being taken face to face, then the FSW shall input the information directly into the system. If the FSW/Home Visitor is not present, then the responsibility for entering the application will be the responsibility of the Family and Community Partnership Manager. If the FCP Manager is not available, then it will become the data entry clerk's responsibility to input the information.

***Attendance:*** The Data Entry Clerk will enter weekly attendance each Monday for the previous week. The clerk will also enter notes associated with absences in the correct field in the system. In the event that the Data Entry Clerk is not available (i.e., summer break), then the responsibility of entering attendance will fall to the FCP Manager. If the FCP Manager is not present, then the attendance for each center will need to be added by the appropriate FSW/HV.

***Education:*** The Education Manager will be responsible for completing information in this section of the system.

***Enrollment:*** The Family Service Worker/Home Visitor will complete the enrollment section in the system at the time of application. If the FSW/HV is not able to complete this section, then the FCP Manager will complete the process. If the FCP Manager is not present, then the Data Entry Clerk will complete the process.

***Family Services:*** The Family Service Worker/Home Visitor will input data into the Family Services section of the system. The FSW/HV will enter information for the Family Outcome section and any home visits or contacts made with the family. The FCP Manager will enter Family Outcomes if the FSW/HV is not available.

***Health/Birth:*** The Health Nurse is responsible for entering data into the health section of the system. If the Health Nurse is not available, then the responsibility will fall to the Data Entry Clerk.

***Immunization:*** The Health Nurse is responsible for entering data into the health section of the system. If the Health Nurse is not available, then the responsibility will fall to the Data Entry Clerk.

***In-Kind:*** The Family and Community Partnership Manager will be responsible for entering volunteer hours into the system. In the event that the FCP Manager is not available, the Data Entry Clerk will complete this section in the system. In the event that the Data Entry Clerk is not able to enter this information, then the FSW/HV will input the data.

***Mental Health & Disabilities:*** The Mental Health/Disabilities Manager will be responsible for entering data into the MH/D sections of the system.

***Transportation:*** The Transportation/Facilities Manager will be responsible for entering information into the transportation section of the system.

***Personnel:*** The Executive Secretary will be responsible for entering information into the Personnel section of the system.

**Credit Card Use/Safety:**

Company credit cards will be kept in the Fiscal Office in a locked file cabinet at all times when not being used. Individuals will be assigned which credit cards they may use. The assigned staff person must sign out the card and immediately after the use of the card must sign the card back in. In addition, the assigned individual may only purchase items that are approved, by the Director, listed on the purchase form. The form, items purchased, receipt and card must be returned to the Administrative Assistant to verify the purchase. Gas Cards will be assigned to individual Bus Drivers at the beginning of each year and must be returned upon the employees last workday. Gas credit cards are to be used solely for the purchase of fuel for buses. The Bus Driver must submit a receipt to the Fiscal Office within 24 hours of purchase of fuel. The Driver must also list the purchase on their daily logs to be submitted to the Transportation Manager each month. Grocery store cards will be assigned to each cook at the beginning of the year. The card will be located at each center. The card must be kept in a locked cabinet and signed in and out by the cook each time the cook goes to the store. The cook must submit a detailed request of what items/quantity are being purchased and obtain approval from the Health/Nutrition Specialist or Director before purchasing. Once the Cook returns with the purchase the Lead Teacher will check the purchase against the receipt and approved purchase form to make sure the correct items were purchased. The Cook must submit the receipt and approved purchase form to the Fiscal Office within 24 hours of purchase.



# **TRANSITION PLAN**

# **Fayette County Child Development, Inc.**

## **Transition Plan**

Fayette County Child Development, Inc., is dedicated to providing transitional services to children both coming into Head Start and those leaving Head Start and entering into Kindergarten. Below is a detailed description of how we will administer transition services to our families, persons responsible and ways of monitoring services.

### **Early Childhood**

#### **Development Manager:**

This individual will have overall responsibility that transition services are being provided and properly documented. Throughout the program year, meetings will be held with Education Staff, Family Service Workers and the Disabilities Specialist to discuss and analyze transition activities. The ECD Manager will purchase all supplies necessary for transition activities and will monitor files at random to check for proper documentation.

#### **Home Visitors:**

Home Visitors will have the responsibility for scheduling all transition services for their group of families. Scheduled events must include at least one (1) visit by the child and family to the school in which the child will be attending. For those children that have special needs, the Disabilities Specialist must be included in all planning and scheduling of transition activities. Home Visitors will be responsible for creating a file that will be sent to the family or the school at the end of the program year that includes medical information, dental information, developmental and behavioral information. This file will be given to the ECD Manager for approval before distribution.

#### **Family Service Workers:**

FSW's will have the responsibility for scheduling all transition Services for Center Based children with input and participation from the classroom teacher. Scheduled events must include at least one (1) visit by the child and family to the school in which the child will be attending. It is encouraged that the classroom teacher attends this meeting when possible. For those children that have a special need, the Disabilities Specialist must be included in all planning and scheduling of transition activities. FSW's will be responsible for creating a file that will be sent to the family or the school at the end of the program year that contains medical, dental, developmental and behavioral information. This file will be given to the ECD Manager for approval before distribution.

#### **Disabilities Specialist:**

This

The Disabilities Specialist will be responsible for assuring that all children with special needs receive quality transition services. will include transition into Head Start from other programs or the

home setting as well as transition into appropriate programs and services after Head Start. Transition into Head Start will include the training of staff and planning of services to ensure maximum benefits to children with disabilities. Transition will also include appropriate referrals and coordination of services by educational staff and mental health providers. The Disabilities Specialist will work with Home Visitors and Family Service Workers to schedule meetings with school personnel that will be instrumental for the child's continued growth in the education system. Documentation of all meetings will be kept and placed in the child's file. The Disabilities Specialist will take the lead role in all transition activities for special needs children.

# **TRANSPORTATION**

**Fayette County Child Development, Inc  
Management Guide**

**Transportation**

**Topic**

**Guidance**

**Vehicle Use:**

Buses are to be used for the sole purpose of transporting Head Start children and/or parents (only parents scheduled to volunteer for that day should ride the bus; community volunteers may ride the bus with the Director's prior approval and only if they are scheduled to volunteer that day.) Policy Council members may ride bus to center on days of PC meetings, if seating is available. Non-enrolled persons are strictly prohibited from riding buses.

**Staff Transportation:**

Buses may be used on occasion to transport staff for training sessions (i.e. All Staff, trips) if approved by the Program Director in advance. **Buses are absolutely not to be used as a taxi service for staff or parents (i.e. job interviews, appointments, etc.).**

**Emergency Use:**

At the end of the work day and on weekends, buses are to be parked in designated areas and not be in use. In case of an emergency, the Director may authorize use of buses.

**Driver's Seat:**

No unauthorized person will be permitted to occupy the driver's seat, drive the bus, or tamper with any controls.

**Doors and Windows:**  
may

All doors will remain closed when bus is in motion. Windows be partially opened when needed.

**Children on Bus:**

Children are not to be left unattended on the bus at any time. Staff will assist driver to ensure that children are properly buckled up before the bus is in motion.

**Waiting Time:**

Children are to be ready to board the bus upon arrival. In the event the child is not ready at the proper time, drivers will not wait. If the parent has a complaint with this, refer them to the Transportation/Facilities Manager.

**Pick-up of Children:**

Children will be picked up at designated stops unless other arrangements are made prior to and authorized by the Transportation/Facilities Manager.

**Drop-off of Children:**

Children will be dropped off at designated stops. Children must be

picked up by an authorized person at least 16 years of age and on the Emergency Procedure card.

**Absence of Parent:**

**If parent(s) are not home when child is to be dropped off, the child must be brought back to the center, and parents must pick child up at the center or along another bus stop.** If a child is not picked up by 4:00 p.m. the child will be taken to DHHR Office and turned over to CPS. Repeated cases of absence will be reported to the Family and Community Partnership Manager who may then report this to Child Protective Services.

**Driver's View:**

Paper materials/school work may be displayed inside of buses, but will be kept to a minimum. There shall be no obstruction of sight through glass.

**Vehicle Maintenance:**

When picking up a vehicle from a service department, the signed receipt must be turned into the fiscal office immediately. Bus drivers are responsible for keeping their bus working. If problems arise you are to contact the Trans./Facilities Manager immediately. Each driver is expected to pre-trip their bus daily.

**Emergency Procedure:**

In the event of an emergency, your first responsibility is for your passengers. This will include: 1. Active warning lights, 2. Stop immediately, 3. Turn off ignition, 4. Apply parking brake. Remember - you cannot leave your bus unattended when children are on board with no adult supervision.

**Emergency Cards:**

An Emergency Card for each child transported on your bus will be accurately completed and kept updated at all times. **Bus drivers must not allow an enrolled child on board without a completed Emergency Card.** Cards must be filed alphabetically. They will be kept in an easy, accessible area such as the first aid kit. Upon withdrawal of a child, the Emergency Card will be turned into the Family Service Worker or Home Visitor.

**Accidents:**

**Any and all accidents** involving children and/or vehicles will be reported along with all paperwork completed to the Director within 24 hours. **Any driver involved in an accident will be sent immediately for alcohol/drug test. NO EXCEPTIONS!**

**Fuel Tanks:**

Fuel tanks will not be filled while children and/or aides are on the bus.

**Eating/Drinking on Bus:**

There will be no eating or drinking while the bus is in transit and children aboard.

<b><u>Smoking:</u></b>	Not permitted on bus at <b>anytime</b> .
<b><u>Alcohol and Drugs:</u></b>	Refer to Policies and Procedures regarding these issues.
<b><u>Child Discipline:</u></b>	If you are having a problem with any child on the bus, the proper action is assigned seating. If the problem continues then a conference with the teacher and parent will follow. No physical punishment will be administered at any time by staff or parents. Yelling or screaming is also prohibited.
<b><u>Sick Children:</u></b>	Use your best judgment as to whether a child is well enough to attend school. If they are visibly ill the parent must be advised that the child should stay at home.
<b><u>Volunteers:</u></b>	Parents and/or community reps may serve as bus monitors. Their duties shall include: 1. Assist children in getting on or off the bus, fastening seat belts, etc. 2. Assist in evacuating bus in case of an emergency. 3. Assist children in crossing the street if needed. Monitors may not discipline children or control traffic. Volunteers can only be used after completing specified training requirements.
<b><u>Cleaning the Bus:</u></b>	All bus drivers will clean buses on a daily basis, (sweep, pick up trash, etc.). Exterior of the bus will be cleaned at a minimum of once a month.
<b><u>Safety Belts:</u></b>	Children must have their seat belts on at all times. Bus drivers, Aides, and any other person on the bus must have their seat belts on at all times. <b>(NO EXCEPTIONS!)</b> .
<b><u>Bus Runs:</u></b>	No bus at anytime will carry more passengers than there are seatbelts. This will allow all children and Aides to have a seatbelt.
<b><u>Gas Receipts:</u></b>	Gas receipts must be turned in within 24 hours of fuel purchase to the Fiscal Office.
<b><u>Pick-Up/Drop Off Procedure:</u></b>	A child's enrollment is based, in part, upon the location in which the child is picked up and dropped off. During the enrollment process, staff members will obtain specific directions for this purpose. The location obtained at this point will be designated as the child's primary pick-up/drop off location. During enrollment, one (1) alternate site will be obtained. No other locations will be accepted. The alternate location will only be accepted if the location is within the normal bus run and time frame. FCCDI will

no longer accept written or verbal requests to pick-up or drop off children at any other site except the primary location. If a parent is not going to be at the primary location, IT IS THE RESPONSIBILITY OF THE PARENT TO BRING THE CHILD IN OR HAVE SOMEONE AT THE PRIMARY DROP OFF LOCATION. The person at the primary location must be listed on the Emergency Procedure form and have identification. The only exceptions in the policy will be 1) A death in the family or; 2) Parent has medical emergency (Dr. Appointment is not classified as medical emergency) or; 3) If parent is working, the parent must bring in their work schedule, 1 week in advance or; 4) FCCDI may need to close early or pick-up late due to weather or emergencies. Only under these exceptions will the child be picked-up or dropped off at the alternate location. If parent or designated person is not at the primary location, the child will be taken to the Oak Hill Office. If the child is not picked-up by 4:00pm, Child Protective Services will be contacted to pick the child up and turned over for investigation. In addition, if a child moves to an area not within the current bus run for that center/option, the child will be dropped from enrollment and may be placed in another option.

**Bus Aides:**

The primary responsibility of serving as Bus Aides will be the Teacher Aide. However, any/all staff including supervisory staff and parents who have completed the necessary training may be asked to serve based on need of program. Buses can not make runs, either morning or evening, without a Bus Aide. There will be an Aide present every day on every run.

**Securing the Bus:**

The Bus Driver has the sole responsibility to make sure that every child is safely off the bus before you leave it. You must do a head count as children get on and then get off. After you arrive at the Center in the morning and after the last regular stop of the evening you must do a walk through of the bus to ensure **every** child is gone. Failure to follow this procedure or failure to safely secure the bus so no child is left alone will result in dismissal even if the child has been left for a couple of seconds.

**Loading/Unloading Children:**

Children are to be supervised at all times when loading and unloading the bus. The procedure for unloading children from the parking lot to the Center is as follows: The Aide will unbuckle all children from the safety harness. The driver will make sure no children leave the bus until the Aide is standing outside the door of the bus. The children will exit the bus one-at-a-time and form a line with the Aide at the front. The Bus Driver will do a head



count as children exit and once the last child is off, the Bus Driver will do a walk-thru to visually check for any children. The Bus Driver will then exit the bus and stand at the end of the line. Children will be walked into the building and diverted to their individual classroom. Procedure for loading children from the Center to the bus is as follows: Children will line-up in the hallway based on bus assigned (Teacher is responsible for visual check of room to make sure no child is left behind). The Bus Driver will be at the front of the line and the Aide will be at the end of the line. The Bus Driver will lead the children onto the bus take their seat and do a head count as the children get on. The Aide will buckle the children in the harnesses once all children are on the bus. This procedure is to be used when loading/unloading for field trips as well.

**Transporting Children with Disabilities:**

When FCCDI enrolls children needing to be transported are in a wheel chair, we will either transport the child in our wheel chair accessible bus or we will make arrangements with the Board of Education or parent for transport. FCCDI has only 1 wheel chair accessible bus. Therefore, if children are enrolled at different centers, we will arrange transportation either through a written agreement with the local Board of Education or by providing reimbursements for parents to transport the child.

**Communication and Alternate Communication Plan**

Every Head Start bus is equipped with a cell phone. This cell phone is used for emergencies and Head Start business only. Every Head Start bus is also supplied with the family's emergency numbers, local police, fire, ambulance, Central Office, all Head Start centers, all Head Start buses, bus garage and transportation manager's cell phone number. In the event an emergency arises and the cell phone is in a dead zone and/or has poor reception the following plan will be followed: The bus driver will ask a nearby parent to use their home phone. Before embarking on this procedure the bus driver will see that the bus is in a safe location, secure, removes the keys and instructs the aide to stay with the remaining children on the bus.

If the above procedure isn't possible then the bus driver is to flag down the next passing vehicle and ask them to place a phone call for the emergency that has risen.

## **REQUIRED PAPERWORK**

- Daily Log:** Must be completed daily and submitted at end of each month.
- Pre-Trip Inspection:** Must be done on a daily basis each week and submitted at end of month.
- Vehicle Monthly Report:** Completed at the end of each month.
- Fire Safety Drill:** Must be completed each month and a copy of the drill must be maintained on the bus and at the Center.
- Maintenance Record:** Will be maintained for each vehicle and turned in at the end of the month. Everything is to be recorded on this form from wiper blades, inspections, tires, etc. and any major repairs. If no work performed on bus for the month note it.
- Fuel Log:** This should be completed any time fuel is added and submitted at the end of each month.

**EACH DRIVER HAS THE SOLE RESPONSIBILITY OF KEEPING THEIR BUS CLEAN MAKING SURE IT IS IN PROPER RUNNING CONDITION AT ALL TIMES.**

# **TRAINING FOR BUS DRIVERS AND SUBSTITUTE BUS DRIVERS**

## **◇ In Service Training -**

- Pre-trip paperwork
- CPR Training (provided by Health/Nutrition Specialist)
- First Aid Training (provided by Health/Nutrition Specialist)
- Wheel Chair Bus Lift
- How to put on and take off chains properly
- Seat Belts for Teacher Aid and children
- Pedestrian Training
- Cell Phone & Emergency Phone Use
- What to do in case of an accident
- Fire Extinguisher
- Exam form on children
- Seat Belt Cutter
- Release of children only to person(s) on Emergency Form
- Fire Drill
- Railroad Crossing Procedure
- Load and Unloading of children
- Video training
- Maintenance on buses (3,000 miles service on gas/4,000 miles service on diesel – call if anything else)

## **◇ New Hire Training -**

- Behind the wheel training
- Transportation/Facilities Manger will ride along first day w/kids

## **◇ Teacher Aid Training – Know bus driver’s routine**

- Pre-tripping bus
- Seat Belts
- Wheel Chair Lift
- Walking kids across the road if needed
- Pickup and Release forms
- Emergency Procedures
- Loading and Unloading kids
- Fire Drills
- What to do in case of emergency

# BUS DRIVER EVALUATION

**Bus Driver** \_\_\_\_\_

**Bus#** \_\_\_\_\_

**Location/Center** \_\_\_\_\_

**Date** \_\_\_\_\_

**Satisfactory    Unsatisfactory**

_____	_____	Pre-trip bus properly
_____	_____	Driver wearing seat belt
_____	_____	Teacher aid wearing seat belt
_____	_____	Children wearing seat belt
_____	_____	Used turn signals properly
_____	_____	Used loading lights
_____	_____	Obey speed limit
_____	_____	Set park brake when loading children
_____	_____	Bus under control
_____	_____	Obey all traffic laws
_____	_____	Open door at railroad crossing

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Transportation/Facilities Manager Signature**

# **LOCAL IMPASSE PROCEDURE**

## LOCAL IMPASSE PROCEDURE

A. An “impasse” occurs when the grantee and the Policy Council or representative committees do not concur on an action within fifteen (15) days or by the time of the next regularly scheduled meeting, whichever occurs later.

**B. Preliminary Procedures –**

1. After informal discussions, if the grantee believes the Policy Council will not approve its decision and the grantee wants to formalize the approval process, it should notify the Policy Council in writing. The notice shall contain a statement of the reasons in support of the proposed decision or action.
2. Within ten (10) days after receipt of the notice, the Policy Council shall hold a special meeting for consideration of the grantee proposed decision or action.
3. Immediately after the special meeting, the Policy Council shall notify the grantee in writing of its approval or disapproval of the proposed decision or action. If the notice is of disapproval, it shall contain a statement of the reasons.
4. In the event of a disapproval and if the grantee desires further consideration of the matter, it shall initiate a meeting between itself and the Policy Council for the purpose of attempting to restore their differences.
5. If, after these efforts, the grantee and the Policy Council are unable to reach an agreement, the proposed decision or action shall not be taken. In that case, the grantee must invoke the arbitration procedures if it is unwilling to abide by the decision of the Policy Council.
6. If the grantee makes the decision or takes the action without involving the arbitration procedures, the Policy Council shall promptly notify, in writing, the appropriate Regional Office with a copy of the notice to the agency. The notice shall contain a description of the circumstances in which the grantee is alleged to have disregarded or violated the Policy Council approval requirements. Such disregard or violation is a ground for the denial or refunding or the suspension and termination of financial assistance. Policy Council may also initiate this process.

**C. Arbitration Procedure –**

When there is an impasse between the grantee and the Policy Council the grantee must require that it be submitted to binding arbitration in accordance with the following rules and procedures.

1. The arbitration shall be conducted by a panel of three arbitrators, one to be designed by the grantee, one to be designed by the Policy Council, and the third,

who will be the chairperson of the arbitration panel, to be designated by two other members. The arbitrators shall be persons of good reputation and standing in the community and shall not be associated with the Head Start Program. If the two arbitrators first designated are unable to agree upon a third arbitrator who will serve within 7 days after the designation of the second of them, they will request the state or local bar association or the American Arbitration Association to name one of its members who would be willing to serve as chairperson. None of the arbitrators shall be relatives of any of the parties and they shall service without compensation.

**2. Notice of Arbitration -**

When the grantee decides to submit the impasse to arbitration, it shall notify the Policy Council in writing that the impasse is to be resolved by binding arbitration. The notice shall include:

- a) A statement of the issue on which the grantee and the Policy Council are at impasse, which can be based on the letters exchanged.
- b) The name and address of the person the grantee has designated a member of the arbitration panel.
- c) A request that the Policy Council designate a member of the arbitration panel within seven (7) days of the receipt of the notice and instruct him/her to communicate immediately with the person designed by the grantee for the purpose of selecting the third member of the panel.
- d) The grantee shall send a copy of the notice to the Head Start Regional Office.

**3. Failure to Designate Arbitrator -**

Failure by the Policy Council to designate an arbitrator within seven (7) days of the receipt of the Notice of Arbitration shall be a default, and shall be considered to be approved of the agency's policies.

**4. Preliminary Matters –**

- a) The Arbitration Panel shall schedule the arbitration hearing within a reasonable time but not more than twenty (20) days after the designation of the third arbitrator.
- b) The hearing shall be held in the locality of the Head Start grantee, but not at the grantee, at a place fixed by the Arbitration Panel with consideration for the convenience of the parties.

- c) The Head Start grantee and the Policy Council are the parties to the arbitration hearing.
- d) The grantee shall assume any expenses entailed by the arbitration and shall provide clerical and other support as needed.

5. **Proceedings –**

The duty of the arbitration panel is to resolve the issues in dispute as expeditiously and fairly as possible at the minimum expense to the parties involved. The proceedings of the panel shall consist of:

- a) Oral presentation of the Policy Council's position, including minority views if there are any.
- b) Oral presentation of the grantee's position.
- c) Response by both parties to such questions as the panel wishes to ask.
- d) Informal cross examination of each party by the other, within the limits allowed by the panel.
- e) Such additional presentations or oral or written materials as the panel deems necessary to fully appraise it of relevant facts for an informed decision. The parties may suggest to the panel additional relevant witnesses or materials that would be helpful to the panel.
- f) If the panel needs additional material such as the budget statements, Head Start regulations or other materials of that nature, the grantee has the duty to provide the panel with such documents.

6. **Standard of Conduct –**

- a) Both parties are obligated to act in good faith before and during the proceedings. Neither party may communicate with the arbitrators once the panel has been selected except at formal meetings attended by all parties. Any attempt to intimidate an arbitrator shall be reported to the Regional Office and shall result in a default judgment against the party guilty of it.
- b) Refusal to comply with the directions, continued use of delaying tactics by any person at the hearing, or other obstruction tactics shall constitute grounds for immediate exclusion of such person from the hearing by the chairperson.

7. **Compromise –**

The arbitration procedure does not preclude the parties from compromising their



differences and reaching a settlement, so long as no final decision had been issued by the panel.

**8. Representation of the Parties at the Hearing –**

Both the grantee and the Policy Council shall designate one and only one of its members to represent them at the proceedings.

**9. Post-Hearing Procedures and Decisions -**

- a) The arbitration panel shall issue its decision in writing fifteen (15) days after the panel meeting. Copies shall be sent promptly to the grantee, the Policy Council and the Regional Office.
- b) The final decision shall be binding on both parties and there shall be no appeal. Failure to abide by the final decision by the grantee is a ground for denial of the application for refunding, for suspension and termination of financial assistance or for denial of the application for amendment to the budget or work program.

**Revisions:**

September, 1991

September, 1993

November, 1994

August, 2001

July, 2011

# **TRAINING PLAN**

**FAYETTE COUNTY CHILD DEVELOPMENT, INC.  
TRAINING PLAN**

Fayette County Child Development, Inc., is committed to providing informative and useful training that supports our program goals to Board Members, Policy Council Members, Staff, Parents and Community-at-Large. This system was developed to outline how we are going to obtain and deliver the needed training sessions for all parties involved in Head Start.

**Board Members:**

The Board of Directors will be polled annually, (usually at the June Board Meeting), as to what training they would like to have during the upcoming fiscal year. A copy of the Program Goals, approved by the Program Planning Committee, will be given to each Board Member so they will have a guide for requested training. The results of that poll will be recorded in the minutes. The Director will make arrangements for the trainings to take place during August/September (or at which time the board requests). Throughout the year the Board will be asked at the regularly scheduled meetings if there are any further training needs. New Board Members will receive an orientation to Fayette County Child Development, Inc. This orientation shall include copies of by-laws, Head Start Act 1304.50 *Appendix A*, Policies and Procedures, Management Guide, a list of current Head Start Staff and Job Descriptions. Regional/National training requirements will be met including fiscal, legal and roles/responsibilities.

**Policy Council:**

The Policy Council will be polled annually, (at the October meeting), as to what training they would like to have during the upcoming fiscal year. A copy of the Program Goals, approved by the Program Planning Committee, will be given to each Policy Council Member so they will have a guide for requested training. The results of that poll will be recorded in the minutes. The Family and Community Partnership Manager will make arrangements for the trainings to take place. Throughout the year the Policy Council will be asked at the regularly scheduled meetings if there are any further training needs. All Policy Council Members will receive an orientation to Fayette County Child Development, Inc. This orientation shall include copies of By-Laws, Head Start Act 1304.50 *Appendix A*, Policies and Procedures, Management Guide, a list of current Head Start Staff and Job Descriptions. Mandatory training topics for each Policy Council will include: Budget Training, Personnel Training (interviewing and legal issues of hiring) and Parliamentary Procedure.

**FCCDI Staff:**

Staff members will have an opportunity at the end of the fiscal

year, (at the last staff meeting of the year), to vote on what training sessions they would like to have in the upcoming year. A copy of the Program Goals, approved by the Program Planning Committee, will be presented during this meeting so they will have a guide for requested training. During the month of August, the Management Team Members will begin planning and scheduling trainings to be placed on the calendar and Program Timetable. In addition to the requested training sessions all staff will be trained on required topics as provided in the Performance Standards. The Program Timetable and monthly calendars will provide a tool for monitoring training opportunities. New staff will have an orientation that will include training on the Management Guide, Policies and Procedures, Performance Standards, Job Description, Organizational Structure and Fringe Benefits. The employee will also be given time to get acclimated to the position. Staff will also receive training as it relates to program goals, National Reporting System results and areas of need using the assessment data.

**Parents:**

Parents will have an opportunity to attend a Parent Orientation which will be scheduled for each Center. During the orientation, parents will be provided with basic information such as Head Start philosophy, school closing information, names of staff, telephone numbers, Policy Council group, organizational structure and bus information. Parent meetings will begin immediately once classes begin and will be scheduled at least monthly. During these meetings parents will have an opportunity to choose any training of which they have a need. The Family and Community Partnership Manager will schedule training sessions for the parents in conjunction with Performance Standards requirements. Minutes of meetings will reflect the training provided.

**Community:**

Community Members will be given an opportunity to attend center based level training sessions as well as program wide sessions. A monthly calendar will be sent to community agencies that detail training topics and locations in a timely manner to allow for attendance. In addition, members of FCCDI staff and Management will be available for requests from community groups to speak at functions to broaden the understanding of the role Fayette County Child Development in Fayette County.

All training sessions will follow the approved T/TA Training Plan as submitted to Regional Office. Lists of training will be kept in a log to include names of participants, overview of training and date provided. In addition FCCDI will conduct an extensive Community Assessment and Self-Assessment to determine what training will be provided. We will look at individual needs as outline on employee evaluations and education ladder. We will also look at any Regional or National

Mandates. A detailed training plan will be completed each year and submitted with the Refunding Application. This process will be outlined in the Program Timetable.

## **Child Tracking System**

This system will now be computer generated. It will be the sole responsibility of the Secretary/Receptionist and Executive Secretary only to input/change/add information on each individual child enrolled with FCCDI. All Managers will have the option to view any and all entries only. All children related documents such as, but not limited to, new enrollees, drops/adds, physicals, dentals, attendance, etc... will be turned into the Executive Secretary to input, along with the Secretary/Receptionist, and process accordingly.

The deadline for a child who drops/add will be turned into the Executive Secretary within two (2) days of that drop/add. Attendance will also be turned into the Executive Secretary by the 5<sup>th</sup> of every month to be inputted into the tracking system.

Once the child information has been inputted/changed/added in on a particular child, the appropriate manager will then be notified of that input.

**DISASTER/  
RELOCATION  
PLAN**

**FAYETTE COUNTY CHILD DEVELOPMENT, INC.  
DISASTER RELOCATION/LOCK-DOWN PLAN**

Providing a safe environment for our children and staff in the event of a disaster is a top priority of Fayette County Child Development. This plan is developed to outline what areas have been secured as a relocation site for each of our centers and lock-down procedures for each site. This plan must be shared with the caretakers of enrolled children, local authorities and emergency personnel.

**Ansted:** In the event of a local emergency, the Center may be placed on lock-down by the Director or federal/local authorities. This means that no one, including parents, is to leave or enter the facility until an “All Clear” has been issued by the Director. During this lock-down the Lead Teacher will make sure every door and window is locked and that all children, staff and parents are relocated to one room (the most secure room in your facility). If an emergency arises that requires a relocation, children, families and staff will relocate to the Ansted Fire Department. The contact person is Mike Gray who is Deputy Chief. The Lead Teacher will contact 911 and request Ansted Fire Department to be open for an emergency relocation. The Fire Department number is 658-4394 to give to parents after relocation. The Lead Teacher, or assigned substitute, will be responsible for assuring that all persons in the center will be transported by bus or personal vehicle to the site. Once everyone is safely transported to the site, the Lead Teacher, or their assigned substitute, will immediately contact 911 or local EMS personnel if needed and then immediately contact each parent and inform them of the relocation. Please assure the parent that their child is safe but avoid lengthy discussions surrounding the circumstances of the relocation because you have many parents to contact. After the parents are contacted, the Lead Teacher must notify the Central Office.

**Kimberly:** In the event of a local emergency, the Center may be placed on lock-down by the Director or Federal/Local authorities. This means that no one, including parents, is to leave or enter the facility until an “All Clear” has been issued by the Director. During this lock-down the Lead Teacher will make sure every door and window is locked and that all children, staff and parents are relocated to one room (the most secure room in your facility). If an emergency arises that requires a relocation, children, families and staff will relocate to the Kimberly Church of God. The Kimberly Church of God number is 442-4750. The contact persons are Shannon Estep at 545-3108 and Smitty Smith at 442-5659. The Lead Teacher, or assigned substitute, will be responsible for assuring that all persons in the center will be transported by bus or personal vehicle to the site. Once everyone is safely transported to the site, the Lead Teacher, or their assigned substitute, will immediately contact 911 or local EMS personnel if needed and then immediately contact each parent and inform them of the relocation. Please assure the parent that their child is safe but avoid lengthy discussions surrounding the circumstances of the relocation because you have many parents to contact. After the parents are contacted, the Lead Teacher must notify the Central Office.

**Fayetteville:** In the event of a local emergency, the Center may be placed on lock-down by the Director or Federal/Local authorities. This means that no one, including parents, is to leave or enter the facility until an “All Clear” has been issued by the Director. During this lock-down the Lead Teacher will make sure every door and window is locked and that all children, staff and parents are relocated to one room (the most secure room in your facility). If an emergency arises that requires a



relocation, children, families and staff will relocate to the Church of God, Harvey St., Fayetteville. The telephone number is 574-1138. The contact persons are Danny and Jean Goins. Once everyone is safely transported to the site, the Lead Teacher, or their assigned substitute, will immediately contact 911 or local EMS personnel if needed and then immediately contact each parent and inform them of the relocation. Please assure the parent that their child is safe but avoid lengthy discussions surrounding the circumstances of the relocation because you have many parents to contact.

**Oak Hill Central Office:** In the event of a local emergency, the Center may be placed on lock-down by the Director or federal/local authorities. This means that no one, including parents, is to leave or enter the facility until an “All Clear” has been issued by the Director. During this lock-down the Lead Teacher will make sure every door and window is locked and that all children, staff and parents are relocated to one room (the most secure room in your facility). If an emergency arises that requires a relocation, children, families and staff will relocate to the Lewis Christian Community Center. The contact persons are Jack Crosier and/or Emory McGuffin. The Community Center is located on 469 Central Avenue across from the Old Train Station. The contact telephone numbers are 573-1413 (Jack Crosier) and/or 575-1653 (Emory McGuffin). The Director, or assigned substitute, will be responsible for assuring that all persons in the center will be transported by bus or personal vehicle to the site. The Director, or assigned substitute, will be responsible for evacuating the staff and volunteers from the building. Once everyone is safely transported to the site, the Director, or designee, will immediately contact 911 or local EMS personnel if needed.

**Page:** In the event of a local emergency, the Center may be placed on lock-down by the Director or federal/local authorities. This means that no one, including parents, is to leave or enter the facility until an “All Clear” has been issued by the Director. During this lock-down the Lead Teacher will make sure every door and window is locked and that all children, staff and parents are relocated to one room (the most secure room in your facility). If an emergency arises that requires a relocation, children, families and staff will relocate to the Page Church of God. The contact person is Ray Egnor (304 465-1846) and/or Jim Elmore (304 575-5828). The Page Church of God is located in Page bottom off of Route 61 in age approximately one-half (1/2) mile from the Page Center. The church telephone number is 465-0974. The Lead Teacher, or assigned substitute, will be responsible for assuring that all persons in the center will be transported by bus or personal vehicle to the site. Once everyone is safely transported to the site, the Lead Teacher, or their assigned substitute, will immediately contact 911 or local EMS personnel if needed and then immediately contact each parent and inform them of the relocation. Please assure the parent that their child is safe but avoid lengthy discussions surrounding the circumstances of the relocation because you have many parents to contact. After the parents are contacted, the Lead Teacher must notify the Central Office.

**Scarbro Center:** In the event of a local emergency, the Center may be placed on lock-down by the Director or federal/local authorities. This means that no one, including parents, is to leave or enter the facility until an “All Clear” has been issued by the Director. During this lock-down the Lead Teacher will make sure every door and window is locked and that all children, staff and parents are relocated to one room (the most secure room in your facility). If an emergency arises that requires a relocation, children, families and staff will relocate to the Lewis Christian Community Center. The contact persons are Jack Crosier and/or Emory McGuffin. The Community Center is located on 469 Central Avenue across from the Old Train Station. The contact telephone numbers are 573-1413 (Jack Crosier) and/or 575-1653 (Emory McGuffin). The Lead Teacher, or assigned substitute, will

be responsible for assuring that all persons in the center will be transported by bus or personal vehicle to the site. Once everyone is safely transported to the site, the Lead Teacher, or their assigned substitute, will immediately contact 911 or local EMS personnel if needed and then immediately contact each parent and inform them of the relocation. Please assure the parent that their child is safe but avoid lengthy discussions surrounding the circumstances of the relocation because you have many parents to contact. After the parents are contacted, the Lead Teacher must notify the Central Office.

**Disaster Relocation Drill:** Each Lead Teacher is required to conduct a relocation drill during the first 45 days of classes beginning. This will be done as follows: The Lead Teacher will send home a notice to parents that we are conducting our disaster relocation drill and give a time and date of the event (at least 5 class days in advance). The notice must include information that this is only a drill and children will be transported to the relocation site. The second step is to notify Charlie Evans, 2 days prior to the scheduled drill, that you will be conducting an evacuation drill. This will ensure that Central Office is aware of the drill and not an actual emergency. The third step is that the Lead Teacher must contact the individual responsible for having the relocation site open and inform them we are conducting the drill. The Lead Teacher must give them an approximate time of the drill and arrival time. Lastly, once all staff, children and parents that were in the building have arrived at the relocation site, you must contact Central Office and report that the drill is complete. After everyone has returned to the center, the Lead teacher must send a report to the Health Specialist outlining the drill and approximate time it took to evacuate the building and arrive at the relocation site. DO NOT contact 911 when conducting this drill! 911 is to be contacted only if there is an actual emergency.

**FAYETTE COUNTY  
CHILD  
DEVELOPMENT,  
INC.  
FISCAL  
OPERATIONS  
MANUAL**

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## **ACCOUNTING PHILOSOPHY:**

FCCDI will ensure that all funds received by our agency are safeguarded by a rigorous checks and balances systems that include monitoring and oversight by the Board of Directors, Policy Council, Executive Director and a qualified Fiscal Specialist. A computerized accounting system will be used to record fiscal transactions and to produce appropriate reports for both internal and external reporting purposes.

## **Budget Preparation and Grant Applications:**

### **I. Budget Preparation -**

- A. The preparation of the agency's budgets is primarily the responsibility of the Executive Director. Assistance will be given by members of the Budget Committee. All budgets will be submitted to the Policy Council and Board of Directors for approval.
- B. The Fiscal Specialist will be responsible for inputting the budgets into the appropriate computer software program in a timely manner. The Fiscal Specialist will also be responsible for completion of budget packets to be sent to appropriate persons by the specified deadline.
- C. Any changes in the approved budgets will be submitted to the Fiscal Specialist as soon as they become known.

### **II. Grant Applications –**

- A. The preparation of grant applications is primarily the responsibility of the Executive Director to ensure it will conform to the programmatic and financial requirements and guidelines of the funding source. Assistance will be given by members of the Management Team. All grants will be submitted to the Policy Council and Board of Directors for approval.
- B. The Fiscal Specialist will be responsible for inputting the financial aspects of each grant into the appropriate computer software program in a timely manner. The Fiscal Specialist will also be responsible for completion of grant packets to be sent to appropriate persons by the specified deadline.
- C. Copies of the Budgets will be kept in the Fiscal Office and the Executive Director's Office.

## **Contracts:**

- I. Developing and signing contracts will be the responsibility of the Executive Director, except where the Board Chairperson must sign. All contracts must be approved by the Board of Directors and Policy Council prior to signature.
- II. Originals of all contracts will be kept in the Fiscal Office.
- III. Contracts will be reviewed, by the Executive Director, on an "as needed basis".

## **Reporting to Funding Agencies:**

### **I. General Policies –**

- A. The Executive Director has overall responsibility that reports to funding agencies are submitted accurately and in a timely manner.
- B. The Fiscal Specialist will be responsible to develop and produce all required reports for funding agencies and submit those to the Executive Director in a timely manner to allow submission of reports prior to deadlines.
- C. Information regarding reports will be provided to the Policy Council and Board of Directors, and reports will be signed when needed by the Board Chair.

### **II. Specific Instruction by Funding Source –**

#### **A. Head Start**

- 1. SF-269
  - a) The first SF-269 is due 30 days after the end of the 6<sup>th</sup> month;
  - b) The second SF-269 is due 30 days after the end of the 12<sup>th</sup> month;
  - c) The final SF-269 is due 90 days after the end of the 12<sup>th</sup> month.
- 2. SF-272
  - a) Submitted electronically and is due 45 days after end of the quarter;
  - b) 1<sup>st</sup> quarter ends is 03/31; 2<sup>nd</sup> quarter ends is 06/30; 3<sup>rd</sup> quarter ends is 09/30 and 4<sup>th</sup> quarter ends 12/31.

#### **B. United States Department of Agriculture (USDA)**

- 1. Meal Counts/Reimbursement
  - a) Cooks will prepare monthly meal count sheet for each center and submit those to the Program Secretary by the 5<sup>th</sup> of each month;
  - b) Program Secretary will complete the USDA reimbursement form and submit it to the Executive Director for approval.
  - c) The form will be sent to the appropriate agency for reimbursement by the deadline established by USDA. Copies of forms will be kept in the Program Secretary's Office.
  - d) Reimbursement checks will be given to the Fiscal Specialist for deposit into FCCDI account and marked on all accounting documents.
- 2. Invoicing
  - a) Invoices will be received, by the Fiscal Specialist, for all USDA approved expenditures.
  - b) Copies of invoices shall be kept in the Fiscal Office.

## **Reporting To Policy Council and Board of Directors:**

**I. Line Item Report –**

- A. The Executive Director, or Fiscal Specialist in cases of Director’s absence, will be responsible for presenting a detailed line item fiscal report to the Board of Directors and Policy Council at their monthly meetings.
- B. The reports given will be identical to both groups to allow for effective communication and monitoring.
- C. The fiscal reports will be prepared by the Fiscal Specialist from the balances on the General Ledger accounting reports and given to the Executive Director prior to the monthly meetings. This report will consist of year-to-date and monthly expenditure for each account, and total budgeted amount for each line item.

**II. In-Kind Report –**

- A. The Executive Director, or Fiscal Specialist in cases of Director’s absence, will be responsible for presenting a detailed In-Kind fiscal report to the Board of Directors and Policy Council at their monthly meetings.
- B. The reports given will be identical to both groups to allow for effective communication and monitoring.
- C. The fiscal reports will be prepared by the Fiscal Specialist and given to the Executive Director prior to the monthly meetings. This report will consist of a detailed monthly summary of required matching funds from all areas.

**Payroll Procedure:**

- I. Please refer to Payroll Procedure in the Fayette County Child Development, Inc., Policies and Procedures Manual – *Policy No. 5.0*.

**Purchasing and Inventory Control Procedures:**

**I. Purchase Requests –**

- A. All purchases must be requested first to the Executive Director.
- B. The Executive Director will determine need for purchase and if funds are available.
- C. Once a purchase has been approved, the appropriate staff member will notify the Fiscal Specialist or Executive Secretary to fill out a purchase order.

**II. Purchase Orders –**

- A. The purchase order must have the name of the vendor, items being ordered, amount of each item and total cost of order.
- B. The purchase order is then taken to the Executive Director, or their designee, for authorizing signature.
- C. After these steps are taken the order can be placed. (Blanket Purchase Orders

may be used for repetitive purchases such as rents)

### III. **Receipt of Order –**

- A. Items received must be checked against the packing slip to ensure all materials have arrived as ordered and to check for damaged merchandise.
- B. After the items are checked, it is the employee's responsibility to sign the packing slip and submit it to the Fiscal Office within twenty-four (24) hours. This will allow for documented inventory of items received and will begin the payment process.

### IV. **Equipment Inventory Control –**

- A. Equipment shall be defined as all items with a unit cost of \$5,000.00 or more and a useful life of more than one (1) year.
- B. The Executive Secretary will prepare an inventory sheet for all equipment and keep it in the Fiscal Office.

### V. **Property Disposition –**

- A. Equipment
  - 1. The disposal of any equipment in any manner has to be approved by the Executive Director. All equipment sold will be sold at fair market value, which will be determined by a bidding process.
  - 2. The bid process, (Review Bid Procedure), will be advertised and a minimum of three (3) bids will be solicited over a specified time frame, (not less than 7 days). The equipment will be sold to the highest bidder.
- B. Supplies
  - 1. The disposal of any supplies in any manner has to be approved by the Executive Director.
  - 2. Supplies that are deemed non-usable by FCCDI will be discarded.
  - 3. Local community agencies requesting these supplies will be given first opportunity to pick-up the supplies.

### **Retirement contribution Procedure:**

- I. Employees must have been employed at least one (1) year and work 1000 hours in the year to be eligible for a retirement contribution for that year.
- II. Eligible employees will have a contribution equal to 10% of their total wages earned during the fiscal year paid into their retirement account.
- III. At years end, a contribution will be made to the retirement account through the MONY Group.



- IV. Employees will determine specific accounts in which funds will be placed on an individual basis and will receive reports generated by MONY detailing amounts of funds.
- V. Employees will become vested after three (3) years of contributions.

**Financial Procedures – General:**

- I. The Board of Director develops/reviews and the Policy Council approves all fiscal policies; delegates administration of the policies to the Executive Director.
- II. The Fiscal Specialist is responsible to the Executive Director for all financial operations.
- III. Financial duties and responsibilities will be divided between the Executive Director, Fiscal Specialist, Board Members and Executive Secretary so that no one person has sole control over cash receipts, disbursements, payroll functions (including check signing) reconciliation of bank accounts, etc.
- IV. The agency will operate and maintain a computerized financial system. The system FCCDI will use is Cougar Mountain Accounting System.
- V. In order to simplify the accounting structure, FCCDI will maintain a single checking account for Federal Head Start funds which must be interest bearing and apply to FDIC limit of \$100,000.00. Separate accounts will be opened, if needed, for additional grants and all financial policies will apply to that account as well as any special requirements of the grant.
- VI. Pre-numbered purchase orders will be used for purchases of \$60.00 and over. Purchase orders must be signed, prior to order, by the Executive Director, or their designee in case of absence.
- VII. All checks will require two (2) signatures and are to be pre-numbered. Checks are to be signed by two (2) designated Board of Directors members (Board Chair and Treasurer). In the case of absence of one (1) Board Member, a stamped signature of the missing Board Member must be placed on the check.
- VIII. No counter checks are to be used. Checks are currently ordered from Plateau Printing, as the design of the checks need to be used with the Cougar Mountain System.
- IX. All agency forms must be completed in ink or typed.
- X. Copies of the Cougar Mountain System Manual are to be kept in the Fiscal Office.

**General Ledger:**

- I. The Fiscal Specialist shall be responsible for the maintenance of the computerized General Ledger. That includes maintenance of the Chart of Accounts to reflect the

current needs of the Agency and maintenance of the files for monthly financial reports that are to include Income Statements, Balance Sheets and Trial Balance reports.

- II. The balances of Asset and Liability accounts are to be in agreement with the totals on appropriate detailed spreadsheet or data base reports. The only exception is that the balances of the Checking Accounts are to be in agreement with the Bank Statements for each account.
- III. General Journal entries are to be documented to show the debits or credits to each account that include the account numbers, account names, the amount of the adjustment and a brief note telling why the entry is being made. These documents are to be retained in a file that includes General Journal entries and posting reports from the Accounts Payable system.
- IV. Cash outlay original entries are to be made through the Payroll and Accounts Payable systems. They post to the appropriate accounts in the General Ledger. Adjustments for corrections to these entries are to be made through the Payroll and Accounts Payable systems. Adjustments to the Checking Account balances through the General Journal are to be for corrections of entries originally made through the General Journal.

#### **Accounts Payable:**

- I. All payments for expenditures other than Payroll or Petty Cash from Head Start Funds will be made through the computerized Accounts Payable System.
- II. All expenditures will be documented with original invoices. No payments are to be made from vendor account statements. Invoice copies will be accepted, if it is not possible to locate the original. When invoice copies are used a search of the payables files is to be made to ensure that there will not be any duplication of a prior payment.
- III. The file copies of invoices are to be stamped with a documentation stamp that shows the Accounts Payable invoice entry number, Approval Initials, Date Paid, Check Number, Amount Paid and the General Ledger Account used for the invoice. If more than one account is to be used, they are to be listed with the amount applied to each of the accounts.
- IV. All voided Accounts Payable checks are to be voided on the computer system through the Accounts Payable System using the procedure in the operating manual. The original check is to be turned into the Fiscal Office and it is to be marked void and filed for review by the Auditor. Any check outstanding for three (3) months or more is to be voided on the Accounts Payable System even if the original check cannot be located.
- V. All accounting computer reports generated for each invoice batch is to be filed in the Accounting File for the month the batch was posted to. Examples are the Posting Reports, Invoice Adjustment Reports and Payment Adjustment Reports.

- VI. Calculator tapes are to be run on each invoice batch for comparison with the totals of the computer invoice batch Edit Reports to determine the accuracy of the data entry. Any errors detected are to be corrected and new batch Edit Reports are to be printed for comparison until all of the errors are corrected. When all of the errors are corrected the final corrected batch Edit Report is to be filed for the Auditor. The calculator tape is to be stapled to the batch Edit Report for that batch and is to be filed in the file kept for them. The batch is then posted to the General Ledger. Each account summary amount is posted to the appropriate account.
- VII. Checks are to be printed from the Accounts Payable System on the same cycle as the payrolls. In other words checks are to be printed on bi-weekly basis with the same dates as the Payroll checks for that period. The Executive Director is to initial each invoice to indicate approval before the checks are signed.
- VIII. Checks are to be signed by one of the people authorized by the Board of Directors to sign them. A second signature is required. After one signature is on the checks the second signature may be from a signature stamp of a person authorized by the Board of Directors to sign checks. The stamp may be used only after the first signature has been applied and permission is received from the person named on the signature stamp. Permission is to be obtained by having the signer come by the Fiscal Office for copies of the Accounts Payable Check Registers or by faxing them a copy for review or by e-mailing a scanned copy to them. They can either give or deny permission for any or all of the payments listed on the Check Register. The Fiscal Office is to answer any inquiries on any payments they question.
- IX. After the Accounts Payable checks have two (2) signatures on them they are to be put in window envelopes with the vendor name and address visible. Included in the envelope with the checks are to be copies of the invoices the checks were written for as documentation for the vendors that request them.
- X. After all of the checks are mailed out, the invoices paid are to be filed in the Accounts Payable file for the fiscal year of the grant award. Any packing slips and purchase orders applicable to the invoice are to be stapled to it. The vendors that are paid on a regular basis or multiply times during the year have individual folders in the file. The invoices from other vendors are filed in "Miscellaneous" files for the alphabet letter that is for their name.

**Matching Share Requirement:**

- I. FCCDI is required to match every Federal dollar with a 20% match, including the matching funds amount. This can be accomplished 2 ways:
  - A. In-Kind
    1. Volunteer hours are documented and an approved dollar amount is applied to determine the value to be claimed as in-kind matching. The hours are totaled up monthly and turned into the Fiscal Office where an in-kind

- personnel report is generated showing the value of the hours worked.
2. During the invoice documentation process any discounts allowed by the vendors are documented on in-kind vouchers. They are then categorized and totaled up monthly for the in-kind matching reports.

B. Cash

1. Contributions received.
2. Invoices paid by third parties on behalf of Head Start.

**Bank Statement, Voided Checks, Postage, Receipt of Check/Money, Petty Cash:**

- I. Bank statements are usually received during the first week of the month following the month the statement is for. A reconciliation of the Bank Statement is to be done as soon as practical. The Bank Balance is to be reconciled to the Checking Balance of the General Ledger. Blank forms are filed in the file holding completed forms for prior months. The reconciliation starts with the General Ledger Checking Balance at the end of the previous month. To that is added the deposits during the month from the General Ledger and the expenditures from Payroll and Accounts Payable are deducted to obtain the General Ledger Checking balance at the end of the month. The next section starts with the Bank Statement Balance on the current statement. To that is added any outstanding deposits and the outstanding checks are subtracted. This should result in a total that agrees with the General Ledger Checking Balance at the end of the statement month.
- II. Issued checks that are not going to be used are to be returned to the Fiscal Office. Payroll checks are to be credited back to the employee through the computerized Payroll System. Rejected Direct Deposits are to be credited back the same as Payroll checks and a check is to be printed to replace the Direct Deposit. Accounts payable checks are to be credited back to the vendor through the computerized Accounts Payable System. The checks are to have "VOID" marked across them in large letters and are to be filed in the "Void Check" file. The voiding through Payroll and Accounts Payable updates the General Ledger Checking Account balance. Voided check amounts are to be shown in the "Deposit" section of the "Call Down" form to reduce the amount to be requested for the next Payroll and Accounts Payable disbursements for the pay cycle.
- III. Postage is to be used solely for Head Start mailing. The postage is applied through a postage meter. Postage is purchased periodically from Pitney Bowes "Postage By Phone". They deposit our checks in an account established for our meter. When postage needs to be entered in the meter it is done over the phone by entering combination codes obtained from Pitney Bowes "Postage By Phone".

The first step to refill the meter is to print out a report. To get the report press the "Refill" button, then the "5" button, then the "Enter" button. The screen tells you to run a form through the printer. Put a postage label or a blank envelope through the meter and it will print the current information which includes the "Access Code". Press "C" and then "Enter" to clear the machine for the "Reset". After printing this report don't allow the meter to be used until the "Reset" is completed, because

usage of the meter changes the “Access Code” and your entry code from Pitney Bowes for adding postage will be invalid.

Call 1-800-997-9907 and follow the menu options to get “Postage By Phone”. Enter the request code 555, then the # key. Enter the 8 digit Account Number. It is currently 29507100. Then enter the 7-digit meter serial number. It is currently 8681642. Enter the amount of postage you want to put in the meter followed by the # key. Listen for the resetting combination number and write it down. Press the 4 key followed by the # key to end the call. Update the meter with the new setting number by following the instructions in the operating guide.

Periodically the meter will display “Inspection Due”. Press the “Refill” key, press the “5” key followed by the “Enter” key. The screen tells you to run a form through the printer. Put a postage label or a blank envelope through the meter and it will print the current information which includes the “Access Code”. Press “Enter” again and the meter will display “Enter Combo”. Call 1-800-243-7800 and follow the instructions to get the “Inspection” combination code. Hang up and enter the combination code followed by the “Enter” key. The meter will clear and go back to the postage amount.

When packages too large for the postage scale need to be mailed take petty cash with the packages to the Post Office and mail them and bring the receipt along with any change received to the Fiscal Office.

- IV. Receipts of cash or checks are to be documented with a receipt in the receipt book used for deposits. A duplicate deposit form is to be completed listing the cash and each check being deposited. Both copies of the form are to be taken to the bank with the funds. Have the bank stamp both copies of the deposit form and bring the copy back to the Fiscal Office. Attach a copy of each receipt and any other documentation that came with the funds to the deposit form and file them in the file designated for deposits.
- V. All spending of Petty Cash is to be documented with a receipt from the vendor or store. A Petty Cash form is to be filled in with the date, amount used and the purpose of the expenditure. A Fiscal Office staff member is to be given any change and they are to sign the Petty Cash form. The receipt is to be attached to the Petty Cash form.

#### **Purchase of Facilities/Vehicles:**

- I. The purchase of facilities and vehicles are the responsibility of the Executive Director. The Executive Director is responsible for making purchasing requests to the Policy Council and the Board of Directors and for administering the bid and contracting process after approval is given.
- II. The payments for facilities and vehicles are to be accounted for in the Fiscal Office.

#### **Vehicle Use and Gas Purchase Procedure:**

- I. **Vehicle Use –**

- A. Buses will be used for the sole purpose of transporting children to and from Head Start functions such as class and/or field trips. Buses may be used for the transporting of parents who may be volunteering at the site or accompanying children on field trips. They may also be used in rare occasions to pick up supplies for maintenance if the van is unavailable and may be used to transport large numbers of staff or parents to training sessions. Drivers will submit monthly mileage sheets to the Transportation/Facilities Manager to include with the fiscal report to the Executive Director, Board of Directors and Policy Council. Buses are not to be used as an everyday taxi service for employees or other individuals. Only those employees whose job description calls for operation of buses or who have received an appropriate CDL license are permitted to drive a bus. The FCCDI van will be used to transport smaller groups of staff/parents for training sessions, site visits, meetings and other services that may require travel.
- B. Two sets of keys will be maintained for the van and each bus. One set will be kept by the authorized bus driver while the other set will be kept in the Transportation/Facilities Manager's Office. Both sets of van keys will be kept in this office as well.

**II. Fuel Purchase –**

- A. Unless otherwise authorized, fuel and related services for agency vehicles will only be purchased from designated vendors.
- B. Only designated staff members may purchase fuel in the agency's name.
- C. Designated staff is to turn in gas/service receipts to the Fiscal Office on a weekly basis. This will allow for accurate record keeping and invoicing for all purchases.

**Bidding Procedure:**

- I. The Executive Director is to coordinate all bidding for purchases and has final approval of the expenditure. Major expenditures as defined by the Board of Directors and Policy Council are to be approved by the Board of Directors based on the recommendation of the Executive Director. All equipment purchases as defined by the U.S. Office of Management and Budget are to be approved by the Board of Directors.
- II. Bidding requirements are to be established by the Board of Directors with the approval of the Policy Council. The requirement for acquiring bids shall be based on the total amount of the expenditure including shipping and handling. This amount may be revised periodically due to inflation.
- III. When bids are required at least three (3) bids are to be documented using local vendors when possible.
- IV. The evaluation of bids to make purchasing awards is to include quality, materials, durability, features included, timely delivery, suitability for Head Start usage and price including all shipping and handling.

- V. Bid awards are to be documented with a purchase order. The Fiscal Office copy of the purchase order is to have attached to it the bid documents. The paid invoice it is to have the copy of the purchase order with the bid documents attached in the payables file.

**Federal and State Tax Withholding Procedure:**

- I. Each new employee is to complete a Federal W-4 form with their tax information and the number of exemptions claimed along with any additional withholding requested. In January all employees are to complete new W-4 forms to update their addresses and withholding information. An employee may request a blank W-4 form at any time to update their information. Some occurrences that require changes are as follows:

Marital Status Changes, Name Changes, Birth of a Child, Changes of Address, Change in Additional Withholding Amount or Death of a Family Member.

These changes will be effective with the payroll cycle following the submission of any updated information.

- II. Each new employee is to complete a State WV/IT 104 form with their tax information and the number of exemptions claimed along with any additional withholding requested. An employee may request a blank WV/IT 104 form at any time to update their information. The same occurrences apply as for the W-4 forms.
- III. The computerized payroll system is to be updated every time an employee turns in a new W-4 or WV/IT 104 form.
- IV. The Accounts Payable System is to be updated with any address changes from these forms.

**Employee Benefit Procedures:**

- I. All employee benefits are to be paid in a timely manner to assure the continuation of coverage and to avoid penalty and interest charges.
- II. The mandatory benefits will be provided. They are as follows:
  - A. Federal Income Tax Withholding which is paid at each payroll cycle and State Income Tax Withholding which is paid monthly.
  - B. Federal Social Security and Medicare Withholding and Matching which are paid at each payroll cycle.
  - C. State Unemployment Withholding when implemented and Employer Tax are paid quarterly.
  - D. State Worker's Compensation Premiums which are paid quarterly.
  - E. Garnishments for the Child Advocate's Office, the Department of Education and other Court approved payments are withheld from wages and paid at each payroll

cycle.

III. Voluntary benefits provided are as follows:

- A. Medical Insurance - Please refer to *Policy No. 6.1* in your manual.
- B. Life Insurance from a company approved by the Board of Directors and the Policy Council. The employee only is covered by the policy. Premiums are not paid by the employee.
- C. Single coverage for Dental Insurance from a company approved by the Board of Directors and Policy Council. Any cost of coverage over Single Coverage is to be paid by the employee through withholding from their wages.

**Employee Expense Procedures:**

I. **Local Mileage Reimbursement -**

- A. Authorized local mileage for use of an employee's private vehicle will be reimbursed at a rate established by the Board of Directors, but not to exceed the Federal Register rate.
  - 1. Reimbursement shall be paid only for mileage that is directly related to the employee's performance of their job description.
  - 2. No reimbursement shall be paid for travel from home and designated work site.
  - 3. Mileage expense in excess of budgeted amounts must be approved in advance by the Executive Director.
- B. Local mileage must be logged on the Mileage Sheet at the time the travel occurred.
  - 1. Mileage sheets must indicate area traveled from and area traveled to with the mileage for each day.
  - 2. Mileage Sheets must be turned in to the immediate supervisor for approval prior to submitting to the Executive Director for approval.
  - 3. Mileage Sheets will then be submitted to the Fiscal Office for payment.
  - 4. Mileage Sheets must be turned in either bi-weekly or on a monthly basis.

II. **Out of Town Expense Reimbursement –**

FCCDI will make every attempt to provide staff/parents with per diem before travel is required. However, there may arise instances where this practice may not be possible. In these instances, individuals are required to keep detailed receipts of items such as lodging, meals, travel mileage, etc., and will be reimbursed for those business related expenses. Individuals must record these items on the Mileage Sheet and follow the proper procedures for approval. All out of town travel must be approved prior to the trip by the Executive Director or their designee.

III. **Travel Advance (Per Diem) –**



A. Lodging

1. Employees required staying overnight for business purposes will have rooms paid for in advance by FCCDI.
2. Reservations for lodging will be made by the Executive Director for only nights needed for business purposes.
3. Reservations will be made using the FCCDI credit card.

B. Meal

1. Employees will receive Per Diem for meals in accordance with standards set by the Per Diem register.
2. To be eligible for per diem for breakfast, the employee must be out of county by 8:00 a.m. and not returning until after 12:00 p.m.
3. To be eligible for per diem for lunch, the employee must be out of county by 11:00 a.m. and not returning until after 3:00 p.m.
4. To be eligible for per diem for dinner, the employee must be out of county by 2:00 p.m. and not returning until after 6:00 p.m.

**Lease Agreements:**

All lease agreements obligating FCCDI for one or more years must be approved by the Board of Directors and Policy Council before being signed by the Executive Director. The originals of all leases must be kept in the Fiscal Office.

**Liability Insurance Coverage's:**

- I. The Board of Directors provides liability insurance coverage for General Liability, Vehicle Liability, Bonding of Employees, Family and Child Liability and Employment Practices Liability.
- II. The limits of coverage are set based on any Federal and State guidelines, the potential awards that may be made, and common practice by other Head Start Programs.

**Loss of Payroll Check or Mileage Check by Employee:**

I. **Notification –**

- A. Employees must notify the Executive Director, in writing, that they have lost their payroll or mileage check.
- B. Copies of the notifications will be placed in employees' personnel files and repeated occurrences will be dealt with on an individual basis to determine causes.

## II. **Replacement –**

- A. Employees must wait thirty (30) days from check issuance date to request replacement of check.
- B. Bank will be notified to stop payment on the check if it has not been cashed. Employee will be responsible for charges stemming from stop payment request if applied.
- C. A check will be issued at the next payroll date.

### **Audit Process:**

- I. The accounting records are to be audited annually by a Certified Public Accounting firm authorized by the Board of Directors and the Policy Council. The authorization includes approval of the charge for the audit.
- II. The audit is to be carried out as close to the end of the Fiscal Year as possible, but in any case no later than September 30<sup>th</sup> in the following Fiscal Year.
- III. The audits are to be conducted in accordance with Federal funding agency requirements and guidelines with the full cooperation of Agency staff.
- IV. Any findings of an audit are to be dealt with immediately to protect the agency from any potential liability that may hazard future operations.