

## Head Start Monthly Report October 2019

### Conduct of Responsibilities –

Each Head Start agency shall ensure the sharing of accurate and regular information for use by the **Governing Body and Policy Council**, about program planning, policies, and Head Start agency operations, including:

- (A) Monthly financial statements, including credit card expenditures;
- (B) Monthly program information summaries
- (C) Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- (D) Monthly reports of meals and snacks provided through programs of the Department of Agriculture;
- (E) The financial audit;
- (F) The annual self-assessment, including any findings related to such assessment;
- (G) The communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- (H) Communication and guidance from the Secretary;

### In accordance with the New Head Start Performance Standards that went into effect on November 7, 2016:

1301.2 (b) Duties & Responsibilities of the Governing Body -

(1) The governing body is responsible for activities specified at section 642©(1)€ of the Head Start Act.

(2) The governing body must use ongoing monitoring results, data on school readiness goals, and other information described in 1302.102, and information described at section 642(d)(2) of the Act to conduct its responsibilities.

Please see Program Information Summary & attachments to this monthly report for monitoring reports.

#### A. Monthly Financial Statements including credit card expenditures: \$134.57

9/6/19	Venetian Gardens	\$96.53	Sympathy	Staff parent
9/10/19	Facebook	\$38.04	Recruitment	

#### B. Program Information Summary

Part-day programming began on September 3<sup>rd</sup>. While the program is at full enrollment, we have experienced families leaving the area and children being withdrawn because their parents felt they were too young (potty-training issues primarily with 3-year old children). The family engagement team fills open slots with children on the wait list and continues to enroll children as referrals are made.

Children who did not have their physicals completed and / or submitted by the 30<sup>th</sup> day deadline for full-day programming were or have been excused until the physical is completed.

The speech therapist continues to screen children to identify any possible referral for ETR.

On September 10<sup>th</sup>, Michael Butler, our program specialist from Chicago visited the site. During his visit he rode the bus with Tonja McDonald and Cindy Freeman.

Head Start Director attended the OHSAI Futures meeting in Columbus, Ohio to discuss children suspected to have disabilities with the Office of Head Start and the Ohio Department of Education. Both entities agreed that, local school districts should accept referrals placed by Head Start and accept research and or evidence-based screening results as a referral reason. Dr. Groves with ODE stated that she would continue to share that message with regional offices.

Administration conducted the quarterly data meeting and reviewed coordinated approaches strategies for DLL, PD, Disabilities, and Data.

Mrs. Belton's AM class won the highest attendance award for the month of September and over 50 perfect attendance certificates were distributed for September!

Director is asking to reallocate dollars within the Supply Budget and Other Budget categories.

Education – Coaching began for PBC & CD  
Social Services – the first Watch DOGS group was held for flag football.  
Health – Several children are excused while obtaining physicals.  
Mental Health – Teaching staff have referred over 20 children for an individual observation. 2 children are currently receiving MH services with extensive supportive services in place.  
Disabilities – Currently 27 children are receiving IEP services, with 11 more suspected and needing evaluation.

### C. Enrollment / Attendance

**Cumulative enrollment reported is 158.**

#### **Enrollment by Program Option:**

Half Day PY Head Start	73
Full Day School Year Ed Complex	68
Full Day School Year Rockford	16

#### **Attendance by Program Option: 87%**

Half Day PY Head Start	84%
Full Day School Year Ed Complex	91%
Full Day School Year Rockford	90%

### D. CACFP report – CACFP claimed meals

<b>Month Served</b>	<b>September 2019</b>
<b>Total Days Attendance</b>	<b>Rockford &amp; Part Day programming - 16 Ed Complex Full day Programming - 19</b>
<b>Total Breakfast</b>	<b>1,783</b>
<b>Total Lunches</b>	<b>2,161</b>
<b>Total Snacks</b>	<b>1,614</b>
<b>Total Meals</b>	<b>5,558</b>

- E. Financial Audit - 2018 Completed**
- F. Annual Self-Assessment**
  - Completed March 2019
- G. Community Assessment**
  - Completed
- H. Communication and guidance from the Secretary**
  - PIs, IMs

**Attachments to report:**

Health Statistics Report  
Recruitment Report

Respectfully submitted,

Amy Esser  
Executive Director

HEAD START - 2019 GRANT

REVENUE

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	1,698,712.00	-	1,698,712.00	855,000.00	843,712.00
CACFP Revenue	-	88,230.00	88,230.00	48,471.39	39,758.61
Other Local	-	-	-	7,956.35	(7,956.35)
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
<b>Total</b>	<b>1,698,712.00</b>	<b>88,230.00</b>	<b>1,786,942.00</b>	<b>911,427.74</b>	<b>875,514.26</b>

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	ENCUMBERED/ REQUISITIONS BALANCE	REMAINING BALANCE	ANTICIPATED ACCRUAL
Salary	805,411.00	50,400.00	855,811.00	536,012.08	-	319,798.92	
Fringe Benefits	562,021.00	9,100.00	571,121.00	317,269.53	75.00	253,776.47	
Programming	176,306.00	4,230.00	180,536.00	97,085.67	49,476.37	33,973.96	
Supplies	89,914.00	24,500.00	114,414.00	86,781.74	32,846.25	(5,213.99)	
Capital Outlay	-	-	-	-	-	-	
Other Expenditures	12,125.00	-	12,125.00	1,940.00	345.00	9,840.00	
<b>PA22 subtotal</b>	<b>1,645,777.00</b>	<b>88,230.00</b>	<b>1,734,007.00</b>	<b>1,039,089.02</b>	<b>82,742.62</b>	<b>612,175.36</b>	
<b>Training &amp; Technical Services</b>							
Training & technical serv (job code 400)	24,319.00	-	24,319.00	4,139.50	8,925.00	11,254.50	
Staff out of town travel	24,966.00	-	24,966.00	11,656.96	6,439.19	6,869.85	
<b>Subtotal Purch Service</b>	<b>49,285.00</b>	<b>-</b>	<b>49,285.00</b>	<b>15,796.46</b>	<b>15,364.19</b>	<b>18,124.35</b>	
Training & Tech Supplies	3,650.00	-	3,650.00	1,049.62	-	2,600.38	
<b>Subtotal Supplies</b>	<b>3,650.00</b>	<b>-</b>	<b>3,650.00</b>	<b>1,049.62</b>	<b>-</b>	<b>2,600.38</b>	
T&TA -PA20	52,935.00	-	52,935.00	16,846.08	15,364.19	20,724.73	
Return of Board Advance	-	-	-	-	-	-	
<b>TOTALS</b>	<b>1,698,712.00</b>	<b>88,230.00</b>	<b>1,786,942.00</b>	<b>1,055,935.10</b>	<b>98,106.81</b>	<b>632,900.09</b>	

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES (144,507.36)



**439 Early Childhood**

439-9920	Salaries 100	Fringes 200	Purchased Services 400	Supplies 500	Capital Outlay 600	Other 800	Total
Original CCIP Budget	31,400.00	20,600.00	-	-	-	-	52,000.00
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Adjusted CCIP Budget	31,400.00	20,600.00	-	-	-	-	52,000.00
Exp thru 9/30	3,781.79	2,153.86					5,935.65
Exp thru 10/31							-
Exp thru 11/30							-
Exp thru 12/31							-
Exp thru 01/31							-
Exp thru 02/28							-
Exp thru 03/31							-
Exp thru 04/30							-
Exp thru 05/31							-
Exp thru 06/30							-
Exp thru 07/31							-
Exp thru 08/31							-
Total Expenditures	3,781.79	2,153.86	-	-	-	-	5,935.65
CCIP Budget Remaining	27,618.21	18,446.14	-	-	-	-	46,064.35
<b>CAN SPEND UP TO BUDGET PLUS 10%</b>	34,540.00	22,660.00					

ACCT. NUMBER: 5563 7579 0004 4218

CELINA CITY SCHOOLS

**COMMERCIAL ACCOUNT ACTIVITY**

CELINA CITY SCHOOLS  
5563-7579-0004-4218

TOTAL COMMERCIAL ACTIVITY  
\$38,142.10 CR

ACCOUNTING CODE:

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-13	09-13		AUTO PAYMENT DEDUCTION	38,142.10 CR

**INDIVIDUAL CARDHOLDER ACTIVITY**

AMY ESSER  
5563-7500-2990-4743

CREDITS \$0.00 PURCHASES \$134.57 CASH ADV \$0.00 TOTAL ACTIVITY \$134.57

ACCOUNTING CODE:

**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-06	09-05	55417349249162497447012	TLF-VENETIAN GARDENS CELINA OH P.O.S.: 32047 SALES TAX: 6.53	96.53
09-10	09-10	15270219253000020863743	FACEBK XNQEHNJDG2 MENLO PARK CA P.O.S.: 2390878747692445 SALES TAX: 0.00	38.04
<b>Total Purchasing Activity</b>				<b>\$134.57</b>

TIM BUSCHUR  
5563-7500-4857-1713

CREDITS \$25.21 PURCHASES \$7,854.53 CASH ADV \$0.00 TOTAL ACTIVITY \$7,829.32

ACCOUNTING CODE:

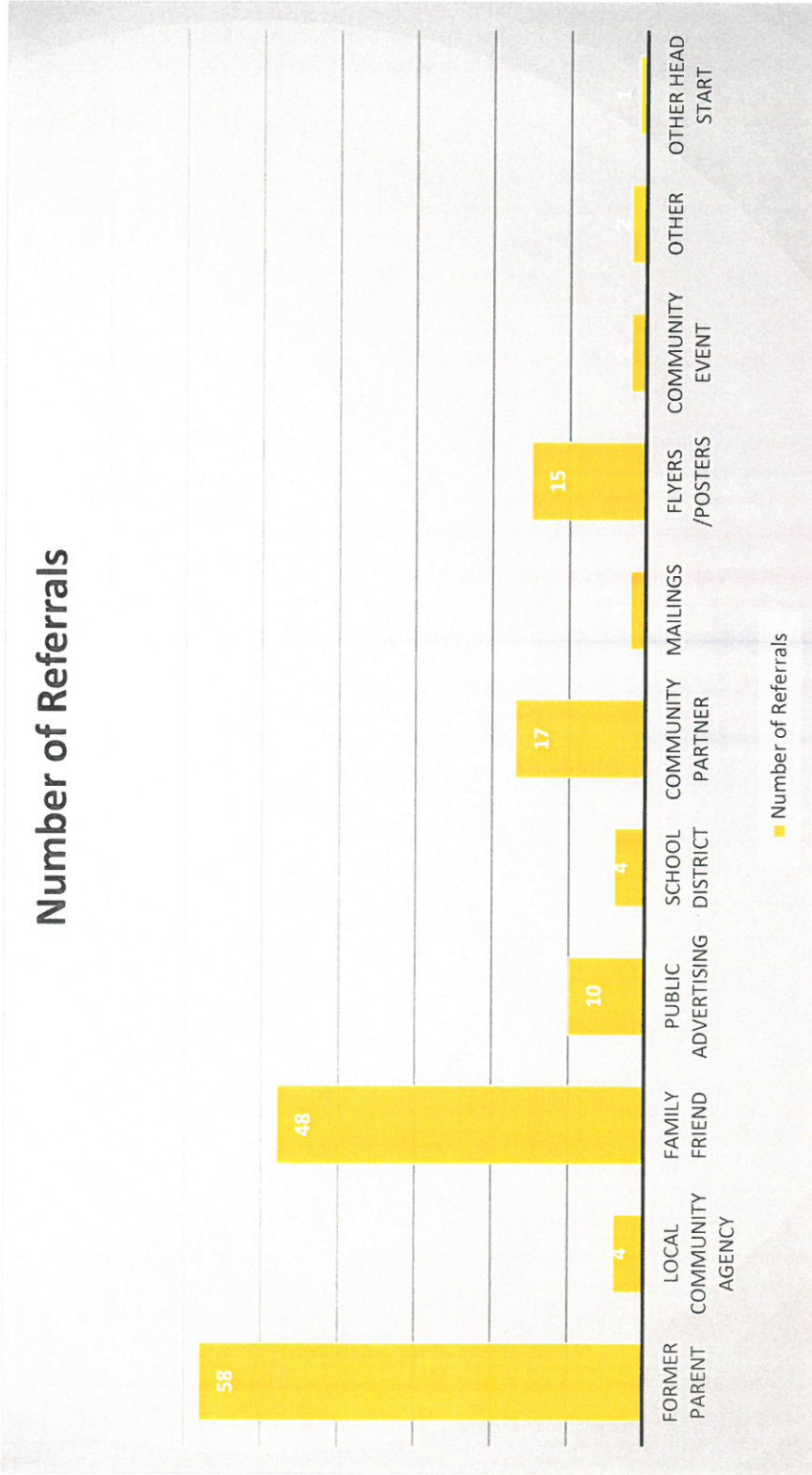
**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-06	09-04	55548079248708000080538	SEARS HOMETOWN 3204 VAN WERT OH P.O.S.: 032049028053 SALES TAX: 0.00	5,858.69
09-09	09-06	05436849249300226053385	KROGER #910 ST MARYS OH	240.00
09-16	09-13	05436849256300230522250	KROGER #910 ST MARYS OH	134.00
09-16	09-13	55483829257091008550395	SAMSCLUB #6375 LIMA OH	454.56
09-23	09-20	05436849263300231107755	KROGER #910 ST MARYS OH	238.00
09-23	09-20	55483829264091000238305	SAMSCLUB #6375 LIMA OH	283.77
09-24	09-20	55483829266360316638827	SAMSCLUB #6375 LIMA OH	25.21 CR
09-25	09-24	05436849267300218520307	KROGER #910 ST MARYS OH	99.15
09-25	09-24	05436849267300218520489	KROGER #910 ST MARYS OH	61.00
09-25	09-24	05436849268400099824106	SAMS CLUB #6375 LIMA OH	326.61
09-30	09-29	05436849273400054775551	SAMS CLUB #6375 LIMA OH	109.88
09-30	09-26	55483829272370528279839	SAMSCLUB.COM 888-746-7726 AR	48.87
<b>Total Purchasing Activity</b>				<b>\$7,829.32</b>

Non-Federal Match			
*FINAL* July 2019			
In-Kind	Hours	Rate per hour	Total
<b>Celina City Schools--Administrative / Support Personnel</b>			
Superintendent - \$8,398 / year			\$699.83
Treasurer's Office - 3 employees / \$15,109 / year			\$1,259.08
Fringe for All - \$3,890 / year			\$324.17
Technology Support - 2 employees / \$10,878 / year			\$906.50
Speech Therapist - \$57,412 / (Sept-May)			
ELL Tutor - \$1,848 / year (Sept-May)			
Itinerant Teachers - \$58,234.04 / (Sept-May) (Classroom) (2)			
Board of Education		\$56.92	\$0.00
ESC Staff-VS		\$58.80	\$0.00
ESC Staff-TN		\$68.78	\$0.00
ESC Staff-SG		\$34.35	\$0.00
A. A. Itinerant		\$27.74	\$0.00
A. B. Itinerant		\$24.27	\$0.00
T. S. Itinerant		\$12.55	\$0.00
D. D. Itinerant		\$46.20	\$0.00
		<b>Sub Total</b>	<b>\$3,189.58</b>
<b>Building Usage</b>			
Utilities - \$17,136 / year			\$1,428.00
Custodian - \$65,328 / year			\$5,444.00
Maintenance - \$13,575 / year			\$1,131.25
Summer Custodian - July		\$9.75	\$0.00
Custodian Retro			\$222.92
		<b>Sub Total</b>	<b>\$8,226.17</b>
<b>Volunteers (from In-Kind Sheets)</b>			
Cafeteria Helpers		\$11.37	\$0.00
Tri-Star Students		\$16.83	\$0.00
College Students / Interns		\$16.83	\$0.00
Parent / Community - Teacher Assistant	2	\$16.83	\$33.66
At Home Activities		\$16.83	\$0.00
Family Advocate Assistant	7	\$16.83	\$117.81
Office Helpers		\$14.53	\$0.00
Bus Aide		\$11.91	\$0.00
Policy Council	7.5	\$38.01	\$285.08
Mileage		\$0.545	\$0.00
		<b>Sub Total</b>	<b>\$436.55</b>
<b>Goods &amp; Services</b>			
CJ's Highmarks for Policy Council - 20% discount	\$90.00	20.0%	\$18.00
HSAC			\$0.00
Conscious Discipline \$13,294 / 9 months(Dec-May, Sept-Nov)			\$0.00
Screenings for Screening Day (Hearing, Lead, HT/WT)			\$451.44
Lakeshore (Anchors Away Set-up)			\$652.14
Bounce Houses for Screening Day-Grand Lake UMC			\$330.00
Foundations Behavioral Health		\$15.00	\$0.00
Foundations Behavioral Health-Kinship		\$100.00	\$0.00
		<b>Sub Total</b>	<b>\$1,451.58</b>
<b>Total This Month</b>			<b>\$13,303.88</b>
In-Kind Needed Each Month: \$34,255.75			
Annual required inkind			\$411,069.00
Inkind needed to date			\$171,151.42

# Mercer County Recruitment Referral Source Report 2019

## Number of Referrals



Agency: All

Currently Enrolled= 148

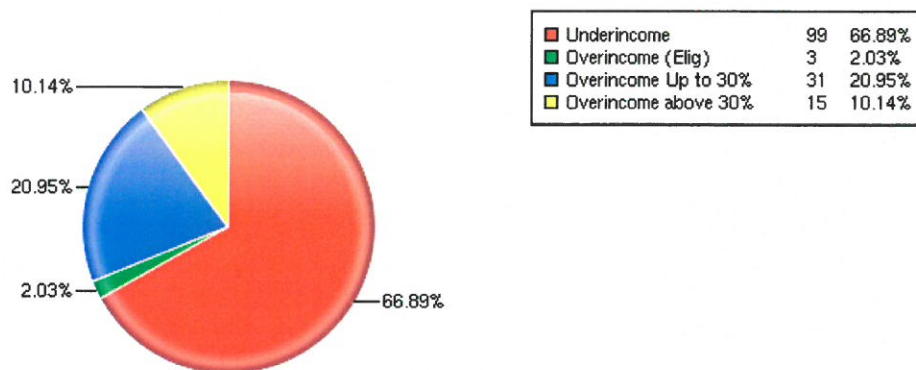
**304S - Additional Eligibility Information Statistics Report**

Additional Eligibility Type	Number of Children
Special Need	<u>2</u>
Child Protective Services	<u>6</u>
Non-English Speaking/LEP	<u>3</u>
Severely Handicapped	<u>0</u>
Kinship Care	<u>5</u>
Parent incarcerated	<u>11</u>
Referral (DJFS, Foundations, ESC, HMG)	<u>8</u>
Single Parent Unemployed	<u>11</u>
Two Parents Both Unemployed	<u>2</u>
Two Parents One Unemployed	<u>24</u>
Parent less than HS diploma	<u>27</u>
DLL/EL Student	<u>26</u>
WIC	<u>52</u>
Drug/Alcohol Abuse--Family	<u>33</u>
Siblings enrolled in program	<u>36</u>
4 yrs old by Aug 1st of current school year	<u>89</u>
3 yrs old by Aug 1st of current school year	<u>33</u>
3 yrs old After Aug 1st of current school year	<u>17</u>
Lack of Transportation	<u>44</u>
Transition from HMG/EHS	<u>3</u>
Mental Health in the Family	<u>47</u>
Pregnant Mom	<u>10</u>
Sibling@Home Birth-35mos	<u>56</u>

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### 302S - Income and Eligibility Statistics Report Current Income Status

Mercer County Head Start





MERCER COUNTY HEAD START RECRUITMENT PLAN

Month	Internal Strategy	External Strategy	Position Responsible	Costs	Objective	Outcome	Comments
December	Recruitment meeting		Director, FESM, FAs	Neutral	Inform staff of expectations, identify benchmarks, identify potential places to recruit for target audiences	Staff are informed of expectations.	Completed meetings with both FAs.
	Review required forms		Director, FESM, FAs	Copying / \$20	Make necessary changes	Updated expectations for the enrollment paperwork completion. Updated enrollment forms to reflect licensing requirements.	On-going through February.
	Update required forms		HS Secretary	Neutral	Keep things up to date	Completed.	On-going through February.
	Review marketing materials		Director, FESM, FAs, Secretaries, Parents	Neutral	Make necessary changes & updates		FA requested more magnets and less door hangers. Add word FREE, remove Mercer County Resident verbiage.
	Update marketing materials		Director, FESM, HS Secretary	\$125	Marketing materials to be appealing to target audiences		Moved to January Completed
	Order Marketing materials		HS Secretary	\$1500	Have materials ready for 1 <sup>st</sup> quarter distribution		Moved to January Moved to February
	Run returning eligible student & sibling report in COPA		IT Secretary	Neutral	Provide updated list of children eligible for upcoming program year	IT Secretary ran report.	In addition to eligible returning students and siblings, program requires additional 30 students to be full.
	Copy ITR forms		HS Secretary	\$5	Prepare for distribution		No longer needed. Utilizing the COPA report.

MERCER COUNTY HEAD START RECRUITMENT PLAN

January	Recruitment Meeting	Director, FESM, FAs	Neutral	Distribute marketing materials and list of places for distribution	Outcome
	Distribute and collect ITRs	FAs, HS secretary	Neutral	ITRs distributes as children return from winter break, must be returned within 10 days.	No longer doing ITR forms.
	Distribute marketing materials at local social service agencies and other entities identified.	FAs	Neutral	Saturate area with Head Start information	Not completed
	Facebook & website	HS Secretary	Neutral	Inform visitors that Head Start is taking referrals for upcoming program year	Moved to March
	Distribute recruitment information to COLT members	Director	Neutral	Provide agency directors with information about the program.	Moved to March
Month	Internal Strategy	Position Responsible	Costs	Objective	Comments
	Comparison report of ITRs with COPA eligibility & sibling list	IT Secretary	Neutral	Identify new children and children in program who did not complete an ITR	FAs to get list to FESM. FESM to meet with Director to compare lists.
	Begin applications for returning children and siblings	FAs	Neutral	Reach 50% enrollment with returning children, Reach 60% enrollment with siblings	
	Target mailing through VPP for low	Director, FESM, HS Secretary	\$350	Identify children throughout entire county	Not doing this



MERCER COUNTY HEAD START RECRUITMENT PLAN

	income families in Mercer County							
	Val Pak advertising	Director, FESM, HS Secretary	\$500	Identify children throughout entire county				Distributed in May
	Recruitment presentations to WIC, JFS, Foundations	Director, FESM, FAS	\$50	Educate social service agencies on program				JFS scheduled for March.
	Attend & present at No Wrong Door	Director, FESM, FAS	\$25	Provide materials to other non-profits				Completed.
	All ITR information completed and followed up	FAS	Neutral	Close out referrals on existing children				
	Recruitment meeting	Director, FESM, FAS, Secretaries	Neutral	Share information, discuss strategy, modify plan if needed				Not scheduled.
	Start PO for yard signs	Director / HS Secretary	\$750	Marketing materials				Not doing this. Have plenty left over from last year.
<b>March</b>	Begin applications on new referrals	FAS	Neutral	Reach 70% enrollment				
	Provide school districts with flyers to be sent home with elementary students	HS Secretary	\$50	Identify younger siblings of school aged students throughout the county				Flyers made in print shop in April, distribute in May
	Support ESC with Child Find Activities	FAS	Neutral	Identify potential eligible children through screening				Completed. Minimal referrals result.

MERCER COUNTY HEAD START RECRUITMENT PLAN

Month	Internal Strategy	External Strategy	Position Responsible	Costs	Objective	Outcome	Comments
Month		Support local districts with kindergarten screens	FAS	Neutral	Identify potential enrollees/ students not yet ready to enter kindergarten		Public schools not interested in our help.
		Order yard signs to be in by end of the month	HS Secretary	Neutral	Meet deadlines		Not doing this.
		Post flyers throughout the community.	FAS	\$250	Saturate the area with visual flyers with tags		April 26 – Replaced old fliers with new fliers.
April	Continue to complete applications on new applicants		FAS	Neutral	75% of enrollment complete		
	Staff Recruitment Day		All Staff	Neutral	Door to door canvassing to recruit new applicants, distribute yard signs		This ended up being FE staff only. Second recruitment day scheduled for May.
	Week of the Young Child		All Staff	\$250	Bring awareness to local Head Start program		Did not spend budgeted dollars.
	Parent flyers		Parents	\$50	Provide parents with flyers and info sheets to distribute among friends		Parent doing magnets at Williamsburg.

MERCER COUNTY HEAD START RECRUITMENT PLAN

	Distribute Yard Signs	FAs, FESM	Yard signs distributed to local businesses	Distributed signs at end of year event.
	Kindergarten Screens	FAs, FESM	Recruit & assist with kindergarten screens	Public schools not interested in our help.
	Public Service announcements	Director, FESM	Provide articles to local newspapers	
	Elementary school flyers	FESM	Provide elementary schools with half sheet flyers for upcoming preschool year	Copied in April, distributed in May.
May	Continue to complete applications on new applicants	FAs	78% of enrollment complete	75% full
	Replenish flyers / posters throughout county agencies	FAs	Keep information available & current	2 <sup>nd</sup> recruitment day 5/10/19
	Low income housing applications	FAs	Reach families in low income housing units	



MERCER COUNTY HEAD START RECRUITMENT PLAN

Month	Internal Strategy	External Strategy	Position Responsible	Costs	Objective	Outcomes	Comments
		Information table set up at Health Department & JFS	FAs, FESM	Neutral	Reach qualified applicants		FAs do not find this beneficial.
	Meeting with ESC to discuss referral process for the summer months		Director, FESM	Neutral	Obtain names of possible applicants		
June	Contact local kindergarten principals for children not ready for kindergarten		FESM	Neutral	Obtain names of possible applicants	Celina returned approximately 10 children. No response from Parkway or Coldwater	
	Facebook boosts 4 weeks		HS Secretary	\$75	Reach qualified candidates via social media		Cost was \$82
	Health Screening Day		HCSM	\$250	Complete screenings on children enrolled in program & encourage families to bring eligible friends		1/2 of accepted children attended, handful of new referrals
	Continue completing applications and enrollments		FAs	Neutral	85% full enrollment		
July		Staff & families participate in local parade	FESM, FAS, Driver	Salary costs	Advertise the program within the community		No way to determine how many

MERCER COUNTY HEAD START RECRUITMENT PLAN

							referrals were made because of presence in parade.
	Public service announcements and paid advertising	FESM	\$300	Advertise the program in local paper	Did not do this.		
	Contact no show appointments and families with no phone at addresses provided	FAs	Neutral	Reach families with little to no contact with center	FAs completed numerous home visits, found many families moved from the area.		
	Continue completing applications and enrollments	FAs	Neutral	92% full enrollment	85% actual enrollment		
<b>August</b>	Replenish flyers and posters at local social service agencies	FAs	\$50	Keep information available & current	No additional costs.		
	Contact local JFS for foster care children	FAs	Neutral	Locate children in foster care placement	No additional referrals.		
	Continue completing applications and enrollments	FAs	Neutral	100% full enrollment	100% enrolled		

Additional Filtering

Currently Enrolled

All Agencies  All Classes

Agency: All Currently Enrolled= 151

**406 - EPSDT status Report**

	Up-To-Date	Not Up-To-Date
Anemia (HCT/HGB)	<u>110</u>	<u>41</u>
Dental	<u>94</u>	<u>57</u>
Growth	<u>132</u>	<u>19</u>
Hearing	<u>139</u>	<u>12</u>
Lead Screening (Mandated)	<u>101</u>	<u>50</u>
Vision	<u>141</u>	<u>10</u>

Up-to-Date / Not Up-to-Date on ALL Mandated Exams

Up-To-Date	Not Up-To-Date
<u>101</u>	<u>50</u>

**Notes:**

- 1- Numbers do not include unborn children
- 2- For Currently Terminated children, Up To Date status is calculated based on Termination Date ( instead of Today's date). These children are marked with a RED asterisk in sub-reports.
- 3- If Class End Date is prior to Today's date, Up To Date status is calculated based on Class End Date ( instead of Today's date). These children are marked with two RED asterisks in sub-reports.

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*19 children have physicals past due or coming due.*

## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Annual Report	<b>P/P #:</b>	
<b>Part:</b>	1302 Program Operations	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>J program Management and Quality Improvement</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Achieving Program Goals</i>	<b>Implementation Responsibility:</b>	HS Director
<b>Related Performance Standard(s):</b>	1302.102(2)	<b>Monitoring Responsibility:</b>	Board of Education Policy Council

<b>(A) Policy</b>	Annually, a program must publish and disseminate a report that complies with section 644(a)(2) of the Act and includes a summary of a program's most recent community assessment as described in 1302.11(b), consistent with privacy protections in subpart C of part C of this chapter.
<b>(B) Responsibility</b>	HS Director
<b>(C) Procedure</b>	<p>The HS Director completes an annual report on each program year following the completion of the financial audit.</p> <p>Included in the report: Total amount of private and public funds received and the amount from each source, explanation of budgetary expenditures and proposed budget for FY, total number of children served, average monthly enrollment, and percentage of eligible children served, results of the most recent review and financial audit, percentage of enrolled children receiving medical and dental exams, information about parent involvement activities, agency's efforts to prepare children for kindergarten.</p> <p>When possible, the annual report is shared on the program's website, distributed in community meetings, and provided to any all stakeholders upon request.</p>



## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Orientation	<b>P/P #:</b>	
<b>Part:</b>	1302 Program Operations	<b>PC Approval Date:</b>	
<b>Subpart:</b>	Human Resources Management	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Training and Professional Development</i>	<b>Implementation Responsibility:</b>	Administration
<b>Related Performance Standard(s):</b>	1302.92(a)	<b>Monitoring Responsibility:</b>	IT Secretary

<b>(A) Policy</b>	A program must provide to all new staff, consultants, and volunteers an orientation that focuses on, at a minimum, the goals and underlying philosophy of the program and on the ways they are implemented.
<b>(B) Responsibility</b>	Administration
<b>(C) Procedure</b>	<p>All new employees will receive a complete orientation that explains job responsibilities, personnel policies, and related program and fiscal information.</p> <p>The supervisor and/or other administrative personnel will begin the orientation process no later than the first week of employment and complete within the first 60 days of employment culminating with the employee's probationary evaluation.</p> <p>Each employee will receive the orientation packet that includes, at a minimum, job description, calendar, personnel policies, and orientation checklist.</p> <p>The supervisor will ensure that the new employee has met with the District's Treasurer's office to complete tax forms, benefits forms, and review payroll procedures.</p> <p>Each employee will read carefully and sign the job specific orientation checklist. It will then be forwarded to the Head Start office to be included in his/her personnel file. The IT Secretary is responsible for reviewing the checklist for completion and timeliness.</p> <p>Within the first 2 weeks of employment, a new employee will receive on the job training provided by the immediate supervisor, and/or other appropriate administrative staff. During the on-the-job training, at a minimum, the new employee should be shown and guided through a normal daily routine, provided directions and tour of the building, introduced to co-workers and others in building, and allowed time to observe the children/clients. If possible, another seasoned staff person should be assigned as a mentor to help the new employee feel comfortable and welcomed in the center and building.</p> <p>CDL bus drivers must be drug tested upon hire and then placed in the random drug/alcohol test pool through the grantee's local provider. All CDL drivers must sign a Release of Information form to obtain information from their previous employer.</p> <p>A physical not more than 1 year old can be accepted for new hires. All</p>



	<p>physicals will be placed in the personnel file and in the site file (as required). New staff must have a physical on file their first day of employment.</p>
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**NOTE:** Bus drivers must have the required T8 bus driver physical.

## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Corrective Action Plan - OHS	<b>P/P #:</b>	
<b>Part:</b>	1302 Program Operations	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>J program Management and Quality Improvement</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Achieving Program Goals</i>	<b>Implementation Responsibility:</b>	HS Director
<b>Related Performance Standard(s):</b>	1302.102(3)	<b>Monitoring Responsibility:</b>	Board of Education Policy Council

<b>(A) Policy</b>	If a program has had a deficiency identified, it must submit, to the responsible HHS official, a quality improvement plan as required in section 641A(e)(2) of the Act.
<b>(B) Responsibility</b>	HS Director
<b>(C) Procedure</b>	<p>Corrective Action Plans or Quality Improvement Plans are required to mitigate deficiencies. The Office of Head Start designates requirements such as identify the deficiency, action plan, and timetable to be included in the plan. The plan must be submitted (within 30 days) and approved by the Secretary (within 30 days of receipt) and conclude within 1 year of deficiency finding.</p> <p>Quality Improvement Plans are developed with the input and participation of HS administration, Board of Education, Policy Council, and key staff.</p> <p>The Head Start Director is delegated as the communication point between the grantee and OHS unless otherwise directed by the Secretary or designee.</p>

## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Reporting to the Office of Head Start	<b>P/P #:</b>	
<b>Part:</b>	1302 Program Operations	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>J program Management and Quality Improvement</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Achieving Program Goals</i>	<b>Implementation Responsibility:</b>	HS Director
<b>Related Performance Standard(s):</b>	1302.102((d)(1)(ii))	<b>Monitoring Responsibility:</b>	Board of Education Policy Council

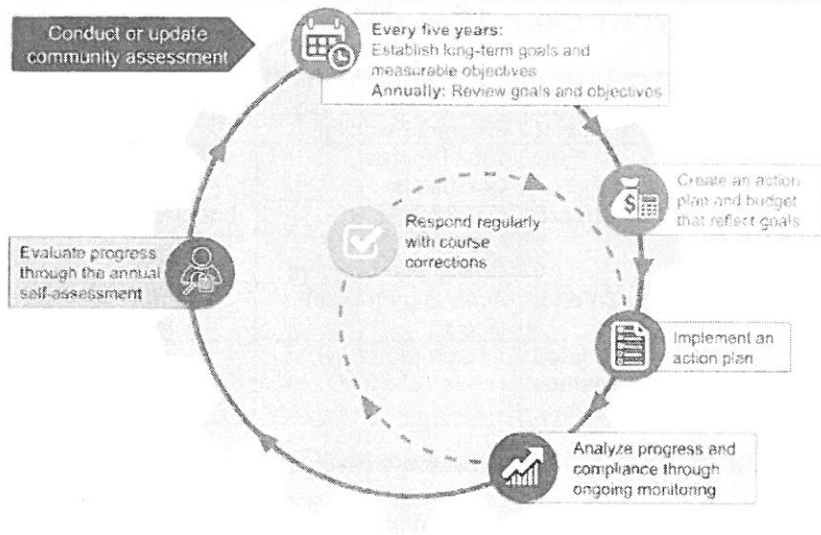
<b>(A) Policy</b>	<p>A program must submit:</p> <p>Reports, as appropriate, to the responsible HHS official immediately or as soon as practicable, related to any significant incidents affecting the health and safety of program participants, circumstances affecting the financial viability of the program, breeches of personally identifiable information, or program involvement in legal proceedings, any matter for which notifications or a report to state, tribal, or local authorities is required by applicable law, including at a minimum:</p> <p>(A) Any reports regarding agency staff or volunteer compliance with federal, state, tribal, or local laws addressing child abuse and neglect or laws governing sex offenders;</p> <p>(B) Incidents that require classrooms or centers to be closed for any reason;</p> <p>(C) Legal proceedings by any party that are directly related to program operations; and,</p> <p>(D) All conditions required to be reported under 1304.12, including disqualification from the Child and Adult Care Food Program (CACFP) and license revocation.</p>
<b>(B) Responsibility</b>	HS Director

<p>(C) Procedure</p>	<p>Whenever an incident occurs where the health and safety of child is put in harm's way, each MCHS staff member, contractor, and volunteer is required to bring that knowledge to the attention of a program manager and / or the Head Start Director.</p> <p>The Head Start Director (or designee, in the absence of the Director) must collect as much factual information regarding the incident as possible. Incidents in which a child is involved require communication with a parent / guardian immediately. If the incident requires reporting to local law enforcement or child protective agency, MCHS will follow internal reporting procedures.</p> <p>The Head Start Director will communicate the incident, factual information, and follow up steps to the Regional Office program Specialist (or supervisor) in a timely fashion.</p> <p>The Head Start Director will notify the Board of Education and Policy Council Chairs of the report to the office of Head Start.</p>
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## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Program Planning	<b>P/P #:</b>	
<b>Part:</b>	1302 Program Operations	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>J program Management and Quality Improvement</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Achieving Program Goals</i>	<b>Implementation Responsibility:</b>	HS Administration
<b>Related Performance Standard(s):</b>	1302.102(c)(2)(iv)	<b>Monitoring Responsibility:</b>	Board of Education Policy Council

<b>(A) Policy</b>	<p>(1) A program must implement a process for using data to identify program strengths and needs, develop and implement plans that address program needs, and continually evaluate compliance with program performance standards and progress towards achieving goals described in paragraph (a) of this section.</p> <p>(2) This process must:</p> <p style="padding-left: 40px;">4. Use information from ongoing monitoring and the annual self-assessment, and program data on teaching practice, staffing and professional development, child-level assessment data, family needs assessment, and comprehensive services, to identify program needs, and develop and implement plans for program improvement;</p>
<b>(B) Responsibility</b>	HS Administration
<b>(C) Procedure</b>	<p>Annually, HS administration develops the program planning calendar which incorporates all facets of the program (HSPPS, ODE, and licensing requirements). This process is the result of the compilation of data garnered through the HSPPS requirements, Professional Development / Training Plan (program-wide), Program Goals, Child population, Family demographics, Community Relationships, licensing requirements, and staffing dynamics.</p> <p>The calendar is the physical embodiment of the program year plan to meet and / or exceed the needs of enrolled children and families in a given program year.</p> <p>Program planning is a fluid process that is reviewed at a minimum monthly a administrative and other staff meetings.</p>



MCHS administration utilizes the Management Systems Wheel in similar fashion as the coordinated approach strategy to ensure that all data is reviewed thoroughly from various points of view.

## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Continuous Improvement Planning	<b>P/P #:</b>	
<b>Part:</b>	1302 Program Operations	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>J program Management and Quality Improvement</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Achieving Program Goals</i>	<b>Implementation Responsibility:</b>	HS Administration
<b>Related Performance Standard(s):</b>	1302.102(c)(1)(2)	<b>Monitoring Responsibility:</b>	Board of Education Policy Council

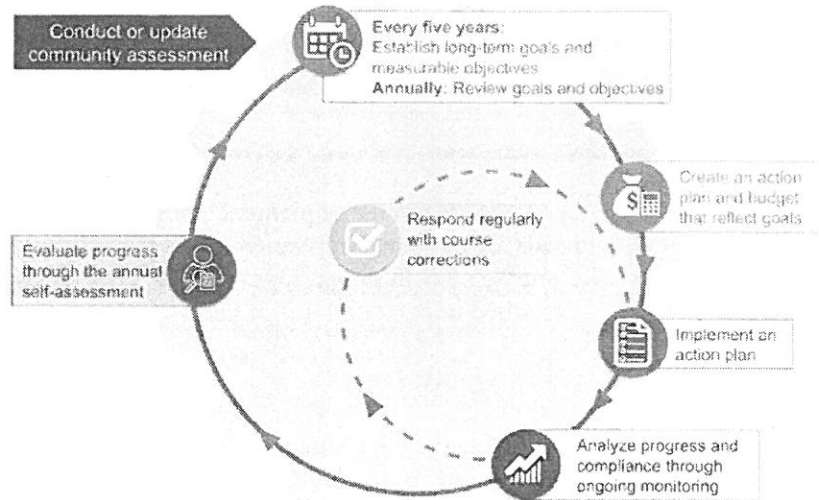
<b>(A) Policy</b>	<p>(1) A program must implement a process for using data to identify program strengths and needs, develop and implement plans that address program needs, and continually evaluate compliance with program performance standards and progress towards achieving goals described in paragraph (a) of this section.</p> <p>(2) This process must:</p> <ol style="list-style-type: none"> <li>1. Ensure data is aggregated, analyzed, and compared in such a way to assist agencies in identifying risks and informing strategies for continuous improvement in all program service areas.</li> <li>2. Ensure child-level assessment data is aggregated and analyzed at least 3 times a year, including for sub-groups, such as dual language learners and children with disabilities, as appropriate, except in programs operating fewer than 90 days, and used with other program data described in paragraph (c)(2)(iv) of this section to direct continuous improvement related to curriculum choice and implementation, teaching practices, professional development, program design and other program decision, including changing or targeting scope of services; and,</li> <li>4. Use information from ongoing monitoring and the annual self-assessment, and program data on teaching practice, staffing and professional development, child-level assessment data, family needs assessment, and comprehensive services, to identify program needs, and develop and implement plans for program improvement; and,</li> <li>5. Use program improvement plans as needed to either strengthen or adjust content and strategies for professional development, change program scope and services, refine school readiness and other program goals, and adapt strategies to better address the needs of sub-groups.</li> </ol>
<b>(B) Responsibility</b>	HS Administration

(C) Procedure

As part of the MCHS program planning calendar, Quarterly Data Meetings are conducted. The purpose of the quarterly data meeting is to review data in real time to make decisions that impact program progress currently and advise long-term planning.

Program Managers are to present data collected from monitoring tools on all programmatic areas (as assigned) and operational areas (which they supervise). The Director presents information regarding budget and human resources.

Information from this process feeds the program self-assessment and continuous improvement cycle / system.



MCHS administration utilizes the Management Systems Wheel in similar fashion as the coordinated approach strategy to ensure that all data is reviewed thoroughly from various points of view.

This information is shared with the CIP team which meets routinely throughout the year. Information from the CIP team drives short-term and long-term program planning and course correction if necessary.



## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Quarterly Data Meetings	<b>P/P #:</b>	
<b>Part:</b>	1302 Program Operations	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>J program Management and Quality Improvement</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Achieving Program Goals</i>	<b>Implementation Responsibility:</b>	HS Administration
<b>Related Performance Standard(s):</b>	1302.102(c))	<b>Monitoring Responsibility:</b>	Board of Education Policy Council

<b>(A) Policy</b>	A program must implement a process for using data to identify program strengths and needs, develop and implement plans that address program needs, and continually evaluate compliance with program performance standards and progress towards achieving goals described in paragraph (a) of this section.
<b>(B) Responsibility</b>	HS Administration
<b>(C) Procedure</b>	<p>As part of the MCHS program planning calendar, Quarterly Data Meetings are conducted. The purpose of the quarterly data meeting is to review data in real time to make decisions that impact program progress currently and advise long-term planning.</p> <p>Program Managers are to present data collected from monitoring tools on all programmatic areas (as assigned) and operational areas (which they supervise). The Director presents information regarding budget and human resources.</p> <p>Information from this process feeds the program self-assessment and continuous improvement cycle / system.</p>

## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Active Supervision	<b>P/P #:</b>	
<b>Part:</b>	Program Operations	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>D. Health Program Services</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	Safety Practices	<b>Implementation Responsibility:</b>	All staff
<b>Related Performance Standard(s):</b>	1302.47(b)(5)(iii)	<b>Monitoring Responsibility:</b>	HCSM & Ed Manager

<b>(A) Policy</b>	<p>All staff and consultants follow appropriate practices to keep children safe during activities including at a minimum:</p> <p>Appropriate indoor and outdoor supervision of children at all times</p>
<b>(B) Responsibility</b>	All staff
<b>(C) Procedure</b>	<p><b>Active supervision</b> is a set of strategies for supervising infants, toddlers, and preschool children in the following areas: grantee, delegate, and partner classrooms; field trips and socializations; family child care homes; and on playgrounds and school buses. Grantees should include action steps to implement each active supervision strategy in their child supervision plans. These six strategies work together to create an effective approach to child supervision.</p> <ul style="list-style-type: none"> <li>• Set up the environment to supervise children at all times. This may include developing and posting a daily classroom schedule for children, teachers, substitutes, and volunteers to follow that helps to keep the day predictable. The height and arrangement of classroom furniture and outdoor equipment should be considered to allow effective monitoring and supervision of children at all times.</li> <li>• Position staff to see and reach children at all times. Plans can include staffing charts that identify the teacher responsible for each area or activity and his or her duties during transitions before and after an activity.</li> <li>• Scan the environment, including assigned areas of the classroom or outdoor area, and count the children. Staff need to communicate with each other so everyone knows where each child is and what each one is doing. This is especially important in play areas and on the playground when children are constantly moving.</li> <li>• Listen closely to children and the environment to identify signs of potential danger immediately. Listen to and talk with team members, especially when a staff person or a</li> </ul>

child has to leave the area, so that staff knows where other staff are located.

- Anticipate children's behavior to give children any needed additional support, especially at the start of the school year and during transitions. Children who wander off or lag behind are more likely to be left unsupervised.
- Engage and redirect when children are unable to solve problems on their own. Offer different levels of assistance according to each individual child's needs.
- Develop specific plans for regular routines, such as drop-off and pick-up times, including staff assignments (who will monitor the door, etc.).
- Ensure teachers, teachers' aides, and volunteers know when transitions will take place and are in position to provide constant supervision.
- Discuss how the team will adjust to maintain appropriate adult-to-child ratios at all times, including when a teacher needs to leave the room.
- Ensure parents understand their responsibilities during drop-off and pick-up of their child, and be alert to and communicate potential child wanderings as needed.
- Limit the amount of time children are waiting in line to transition.
- Reaffirm to children what adults expect during transitions.
- Include plans for irregular times, such as when a center closes early due to weather or an outside door is open to allow the delivery of supplies.

MCHS staff, contractors, consultants, and volunteers are to communicate the number and whereabouts of children through every aspect of the Head Start day beginning with the child entering the classroom and / or boarding the school bus to the parent / guardian picking the child up from the center or collecting them from the bus.

MCHS staff, contractors, consultants, and volunteers are to always have children in clear vision and within hearing distance. When traveling in transitions staff are to walk with children in their direct vision (which may mean staff are walking backwards), children are to be accounted for at every transition. Counting is to be out loud and preferably with a physical count (tapping each child on the shoulder). Staff in custody of children are to openly communicate the number of children present and if children leave and the child's whereabouts. For example, speech therapist comes to classroom to take child for therapy. The speech therapist is to verbally inform teacher child is leaving the room. The teacher is then to verbally inform all other staff / volunteer / contractor in room of child's

	<p>departure and new physical attendance number in the room. Staff are to maintain a 1:10 teacher student ratio at all times.</p> <p>All staff regardless of job classification or duty are responsible to safeguard the well being of children at all times. Any staff member can and will be called to assist in classrooms, on buses, in transitions, on-site, off – site to ensure that children are accounted for at all times.</p> <p>Any staff member who witnesses a breach of this policy is to report the incident to their direct supervisor immediately.</p>
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## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Coordinated Approach	<b>P/P #:</b>	
<b>Part:</b>	1302 Program Operations	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>J – Program Management &amp; Quality Improvement</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Management System</i>	<b>Implementation Responsibility:</b>	Administration
<b>Related Performance Standard(s):</b>	1302.101(b)	<b>Monitoring Responsibility:</b>	Policy Council

<b>(A) Policy</b>	<p>At the beginning of each program year, and on an ongoing basis through the year, a program must design and implement program – wide coordinated approaches that ensure:</p> <p>(1) The training and professional development system, as described in 1302.92, effectively supports the delivery and continuous improvement of high- quality services;</p> <p>(2) The full and effective participation of children who are dual language learners and their families, by</p> <ol style="list-style-type: none"> <li>1. Utilizing information from the program’s community needs assessment about the languages spoken throughout the program service area to anticipate child and family needs;</li> <li>2. Identify community resources and establishing ongoing collaborative relationships and partnerships with community organizations consistent with the requirements in 1302.53(a); and,</li> <li>3. Systematically and comprehensively addressing child and family needs by facilitating meaningful access to program services, including at a minimum, curriculum, instruction, staffing, supervision, and family partnerships with bilingual staff, oral language assistance and interpretation, or translation of essential program materials, as appropriate.</li> </ol> <p>(3) The full and effective participation of all children with disabilities, including but not limited to children eligible for services under IDEA, by providing services with proper facilities, program materials, curriculum, instruction, staffing, supervision, and partnerships at a minimum consistent with section 504 of the Rehabilitation Act and the Americans with Disabilities Act, and,</p> <p>(4) The management of program data to effectively support the</p>
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	<p>availability, usability, integrity, and security of data. A program must establish procedures on data management, and have them approved by the governing body and policy council, in areas such as quality of data and effective use and sharing of data, while protecting the privacy of child records in accordance with subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws.</p>
<b>(B) Responsibility</b>	Administration
<b>(C) Procedure</b>	<p>At the beginning of each program year and routinely thereafter, MCHS administration strategizes on the implementation plan for Professional Development, DLLs, Children with Disabilities, and Program Data.</p> <p>Administration utilizes the quarterly data venue to discuss the implementation plans mentioned above.</p> <p>Administration utilizes the Management Systems Wheel provided by the Office of Head Start and Implementation Science guidance to determine program's current state of implementation and design a plan moving forward.</p> <p>Program goals are considered when aligning any strategic plan or continuous improvement plan.</p>

## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Confidentiality / Disclosure with parental consent	<b>P/P #:</b>	
<b>Part:</b>	1303 Financial and Administrative Requirements	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>C – Protection for the Privacy of Child Records</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Disclosures with, and without, parental consent</i>	<b>Implementation Responsibility:</b>	All Staff
<b>Related Performance Standard(s):</b>	1303.22 (a)	<b>Monitoring Responsibility:</b>	Management Team

<b>(A) Policy</b>	<p>(a) Disclosure with parental consent.</p> <p>(1) Subject to the exceptions in paragraphs (b) and (c) of this section, the procedures to protect PII must require the program to obtain a parent’s written consent before the program may disclose such PII from child records.</p> <p>(2) the procedures to protect PII must require the program to ensure the parent’s written consent specifies what child records may be disclosed, explains why the records will be disclosed, and identifies the part or class of parties to whom the records may be disclosed. The written consent must be signed and dated.</p> <p>(3) “Signed and dated written consent” under this part may include a record and signature in electronic form that:</p> <p>(i) Identifies and authenticates a particular person as the source of the electronic consent; and,</p> <p>(ii) Indicates such person’s approval of the information.</p> <p>(4) The program must explain to the parent that the granting of consent is voluntary on the part of the parent and may be revoked at any time. If a parent revokes consent, that revocation is not retroactive and therefore does not apply to an action that occurred before the consent was revoked.</p>
<b>(B) Responsibility</b>	All staff

<p>(C) Procedure</p>	<ol style="list-style-type: none"><li>1. Information about persons or families may be collected and / or released only when needed in the performance of duty and only the specific information required may be gathered and / or released.</li><li>2. When gathering and / or releasing information from and / or to community agencies and individuals, staff will discuss with the families the need for the information and have the client / parent / legal guardian sign the Authorization for Release of Information or request a signed authorization from the requesting entity.</li><li>3. Staff will write the information clearly and concisely; will not use terms that are vague or can be misconstrued to mean something else.</li><li>4. Mercer County Head Start's Release of Information form includes all the requirements as set forth by this policy / HSPPS.</li><li>5. Staff are to ensure parent / legal guardian understand their right to revoke a release at any time.</li><li>6. Mercer County Head Start does not currently utilize electron signature capability.</li><li>7. All release of information requiring a parent's signature will be completed in person between the staff member and parent / legal guardian.</li></ol>
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## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Memorandum of Understanding	<b>P/P #:</b>	
<b>Part:</b>	1302 Program Operations	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>E. Family &amp; Community Engagement Program Services</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Community partnerships and coordination with other early childhood and education programs.</i>	<b>Implementation Responsibility:</b>	Administration
<b>Related Performance Standard(s):</b>	1302.53(b)	<b>Monitoring Responsibility:</b>	Executive Director

<b>(A) Policy</b>	A program must take an active role in promoting coordinated systems of comprehensive early childhood services to low-income children and families in their community through communication, cooperation, and the sharing of information among agencies and their community partners, while protecting the privacy of child records in accordance with subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws.
<b>(B) Responsibility</b>	Administration
<b>(C) Procedure</b>	<p>MCHS partners with and leads several collaborative groups and initiatives in the community ensuring that Head Start-eligible children and families have access to services they need. Partnership agreements are documented in Memorandums of Understanding and Interagency Agreements.</p> <p>These MOUs and IAGs lay out the roles and responsibilities of each entity. Confidentiality and the right to privacy are clarified ensuring that all entities of a clear understanding of the information that can be shared and the manner in which it can be shared.</p>

## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Agency Vehicles (excluding buses)	<b>P/P #:</b>	
<b>Part:</b>	1302 Program Operations	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>H. Health program Services &amp; I. Human Resource Mgmt</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Safety Practices Personnel Policies</i>	<b>Implementation Responsibility:</b>	All Staff
<b>Related Performance Standard(s):</b>	1302.90, 1302.47(b)	<b>Monitoring Responsibility:</b>	HCSM

<b>(A) Policy</b>	<p>A program must develop and implement a system of management, including ongoing training, oversight, correction, and continuous improvement in accordance with 1302.102, that includes policies and practices to ensure all facilities, <b>equipment</b> and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety.</p> <p>A program must establish written personnel policies and procedures that are approved by the governing board and policy council or policy committee and that are available to all staff.</p>
<b>(B) Responsibility</b>	All Staff
<b>(C) Procedure</b>	<p>The program provides grantee-owned vehicles for the purposes of conducting program business. Employees of the program may utilize said vehicles for the purpose of conducting program business only. Examples for the use of said vehicles include but are not limited: conducting home visits, travel to training / conferences / meetings, supporting families in obtaining needed services, etc.</p> <p>Drivers must:</p> <ul style="list-style-type: none"> <li>• Be 18 years of age with a minimum of (2) years driving experience</li> <li>• Have no more than (6) points on their license within the last (24) months</li> <li>• Have no convictions for driving under the influence of alcohol and / or controlled substance during the last (6) years</li> <li>• Have no more than (1) of the following serious traffic violations as defined in R. C. 4506.01(DD)(1) through (DD)(8) during the last (24) months             <ul style="list-style-type: none"> <li>▪ A single charge of any speed in excess of the posted</li> </ul> </li> </ul>

speed limit by 15 miles per hour or more

- Violation of section 4511.20 or 4511.201 (wanton disregard of safety) of the Revised Code or any similar ordinance or resolution, or of any similar law of another state or political subdivision of another state
- Violation of a law of this state or an ordinance or a resolution relating to traffic control, other than a parking violation, or of any similar law of another state or political subdivision or another state, that results in a fatal accident
- Violation of section 4506.03 of Revised Code or a substantially similar municipal ordinance or county or township resolution, or of any similar law of another state or political subdivision of another state, that involves the operation of a commercial motor vehicle without a valid driver's license with the proper class or endorsement for the specific vehicle group being operated or for the passengers of type of cargo being transported
- Violation of section 4511.33 or 4511.34 of the Revised Code, or any municipal ordinance or county, or township resolution substantially similar to either of these sections, or any substantially similar law of another state or political subdivision of another state
- Violation of any other law of this state or an ordinance or resolution relating to traffic control, other than a parking violation, that is determined to be a serious traffic violation by the United States secretary of transportation and the director designates as such by rule.

\*information garnered from CCS Board policy 8650

In addition to the above any and all staff who utilize grantee-owned vehicles must:

- Provide a copy of their individual driver's license to be kept in the HS personnel file (annually)
- Provide a copy of their individual private insurance to indicate they have personal coverage to be kept in the HS personnel file (annually)
- Complete a Driving Record Disclosure form (annually)
- Complete Fuel Training (once / complete in-service form)

All items mentioned above MUST be completed prior to use of grantee-owned vehicles.