

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
<p><b>Subpart D—Program Design and Management</b></p> <p><b>Improving Head Start For School Readiness Act</b></p> <p><b>Section 642 (C)(1) Governing Body</b></p> <p><b>642 (c)(1)(A)</b>  <b>IN GENERAL-</b> The governing body shall have legal and fiscal responsibility for the Head Start agency.</p>			
<p><b>642 (c)(1)(B)</b>  <b>COMPOSITION-</b> The governing body shall be composed as follows:</p> <p>(i) Not less than 1 member shall have a background and expertise in fiscal management or accounting.</p> <p>(ii) Not less than 1 member shall have a background and expertise in early childhood education and development.</p> <p>(iii) Not less than 1 member shall be a licensed attorney familiar with issues that come before the governing body.</p> <p>(iv) Additional members shall:</p> <p>(iv) (I) reflect the community to be served and include parents of children who are currently, or were formerly, enrolled in Head Start programs; and</p> <p>(iv) (II) are selected for their expertise in education, business administration, or community affairs.</p> <p>(v) Exceptions shall be made to the requirements of clauses (i) through (iv) for members of a governing body when those members oversee a public entity and are selected to their positions with the public entity by public election or political appointment.</p> <p>(vi) If a person described in clause (i), (ii), or (iii) is not</p>	<p>1. Agency board will recruit, verify, and document qualifications by degree, license, or experience prior to formally seating on the board.</p> <p>2. See above.</p> <p>3. See above.</p> <p>4. Agency board will recruit past and current Head Start parents to serve as seated members on the board.</p> <p>5. Agency board will recruit, verify, and document qualifications by degree, license, or experience prior to formally seating on the board.</p> <p>6. This clause applies only to publicly elected Boards.</p> <p>7. Agencies shall hire consultants to fill the needed</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>As needed if</p>	<p>Governing Boards Member with Designations as Per Head Start Act Agency Board Roster</p> <p>Agency Board Roster</p> <p>Agency Specific Documentation</p> <p>Agency Board Roster</p> <p>Agency Board Roster</p> <p>Consultant</p>

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
available to serve as a member of the governing body, the governing body shall use a consultant, or another individual with relevant expertise, with the qualifications described in that clause, who shall work directly with the governing body.	membership. This consultant cannot be contracted by the agency for other purposes to avoid conflicts of interest.	applicable	Agreement Contract
<b>642 (c)(1)(C) CONFLICT OF INTEREST-</b> Members of the governing body shall: <ul style="list-style-type: none"> <li>(i) not have a financial conflict of interest with the Head Start agency (including any delegate agency);</li> <li>(ii) not receive compensation for serving on the governing body or for providing services to the Head Start agency;</li> <li>(iii) not be employed, nor shall members of their immediate family be employed, by the Head Start agency (including any delegate agency); and</li> <li>(iv) operate as an entity independent of staff employed by the Head Start agency.</li> </ul>	1. Members of the governing body will sign conflict of interest statements annually.  2. Board bylaws will include conflict of interest definitions and responsibilities.	Annually  Annually and as updated	Conflict of Interest Statements  Board Bylaws
<b>642 (c)(1)(D) EXCEPTION-</b> If an individual holds a position as a result of public election or political appointment, and such position carries with it a concurrent appointment to serve as a member of a Head Start agency governing body, and such individual has any conflict of interest described in clause (ii) or (iii) of subparagraph (C)— <ul style="list-style-type: none"> <li>(i) such individual shall not be prohibited from serving on such body and the Head Start agency shall report such conflict to the Secretary; and</li> <li>(ii) if the position held as a result of public election or political appointment provides compensation, such individual shall not be prohibited from receiving such compensation.</li> </ul>	1. Members of the governing body who are publicly elected or politically appointed are still eligible to serve on the board and/or receive compensation for their work.	Ongoing	

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
<p><b>642 (c)(1)(E) RESPONSIBILITIES-</b> The governing body shall—</p> <p>(i) have legal and fiscal responsibility for administering and overseeing programs under this subchapter, including the safeguarding of Federal funds;</p> <p>(ii) adopt practices that assure active, independent, and informed governance of the Head Start agency, including practices consistent with subsection (d)(1), and fully participate in the development, planning, and evaluation of the Head Start programs involved;</p> <p>(iii) be responsible for ensuring compliance with Federal laws (including regulations) and applicable State, tribal, and local laws (including regulations); and</p> <p>(iv) be responsible for other activities, including—</p> <p>I) selecting delegate agencies and the service areas for such agencies;</p> <p>II) establishing procedures and criteria for recruitment, selection, and enrollment of children;</p> <p>III) reviewing all applications for funding and amendments to applications for funding for programs under this subchapter;</p> <p>IV) establishing procedures and guidelines for accessing</p>	<p>1. The governing body will review and approve written policies that define their role and responsibility as related to the Head Start program and that inform them of management procedures and functions and will include a description of internal controls that safeguard Head Start funds.</p> <p>2. Boards will review and participate as feasible in planning and evaluations (monitoring and Program Evaluation Event) of the program.</p> <p>3. The Board will have access to legal representation.</p> <p>4. Delegate agency selection only occurs at Grantee level.</p> <p>5. Delegates will utilize the Grantee approved ERSEA procedures and criteria, unless local circumstances dictate more specificity that aligns with and does not contradict the grantee's criteria. Regardless, the Board will review the procedures annually.</p> <p>6. All applications for funding and amendments will be approved by the Board before submitting to the Grantee for review and approval.</p> <p>7. Board will receive required reporting specified in</p>	<p>As new members are seated and as changes occur The Board will review the policies annually</p> <p>Ongoing</p> <p>Ongoing</p> <p>Annually</p> <p>Annually</p> <p>Annually and as needed</p> <p>As needed</p>	<p>Written governance policies Board agendas and minutes</p> <p>Monitoring Report Program Evaluation Event Report</p> <p>Board roster</p> <p>Agency Funding Distribution</p> <p>ERSEA Procedures Board agenda and minutes</p> <p>Board Approval Forms Board Agenda and Minutes</p> <p>Board agenda and</p>

## PROGRAM AREA PLANS

PAGE 4

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
and collecting information described in subsection (d)(2);	642(d)(2).		minutes Board Reports
<b>V)</b> reviewing and approving all major policies of the agency, including--	8. Board will review and approve; <ul style="list-style-type: none"> <li>Financial audit</li> <li>Results of the annual Self-Assessment, including any findings related to such assessment</li> <li>Community Assessment, community wide strategic planning and needs assessment</li> </ul>	Annually	Board Approval Forms Board Agenda and Minutes
aa) the annual self-assessment and financial audit;	9. Delegate Boards will review and approve the annual self-assessment and financial audit. Copies of the results of the Delegate financial audits will be submitted to the Grantee. <ul style="list-style-type: none"> <li>Grantee Board will review and approve a summary of the self-assessments of all delegates and grantee operated programs.</li> <li>Stanislaus County School Board will ensure the annual financial audit is conducted, approved, and reported to the governing body.</li> </ul>	Annually	Board agenda and minutes
bb) such agency's progress in carrying out the programmatic and fiscal provisions in such agency's grant application, including x implementation of corrective actions; and	10. Boards will review and approve policies for carrying out programmatic and fiscal provision within their application/contract including corrective plans of action.	Ongoing	Board agenda and minutes
cc) personnel policies of such agencies regarding the hiring, evaluation, termination, and compensation of agency employees.	11. All Boards will review and approve all HR policies for their agency.	Ongoing	Board agenda and minutes
<b>VI)</b> developing procedures for how members of the policy council are selected, consistent with paragraph (2)(B);	12. All Boards will review the Policy Council/Committee bylaws annually and will approve any amendments to them as changes occur.	Annually and as needed	Board agenda and minutes Approved Bylaws
<b>VII)</b> approving financial management, accounting, and reporting policies, and compliance with laws and regulations related to financial statements, including			

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
the—			
aa) approval of all major financial expenditures of the agency;	13. Boards will approve all major financial expenditures as defined by their own Board approved Procurement Policies and Procedures. <ul style="list-style-type: none"> <li>Procurement Policies and Procedures are to comply with Federal Financial Standards 2CFR Part 200.</li> </ul>	Ongoing	Board agenda and minutes
bb) annual approval of the operating budget of the agency;	14. Boards will review and approve agency wide operational budget.	Annually prior to beginning of the agency's fiscal year	Board agenda and minutes Approved Budget
cc) selection (except when a financial auditor is assigned by the State under State law or is assigned under local law) of independent financial auditors who shall report all critical accounting policies and practices to the governing body; and	15. Financial Auditor Selection and Approval: <ul style="list-style-type: none"> <li>Offices of Education whose Governing Board is a Board of One and work in conjunction with the Board of Education share responsibility for the selection of their independent financial auditors. The Board of Education has the responsibility to approve the results of the financial audit.</li> <li>All other agencies' Board of Directors have the responsibility to select their independent financial auditors and approve the results of the financial audit.</li> <li>Policy Council and Policy Committees will review the results of the financial audit.</li> </ul>	Annually as per Federally established deadlines	Board agenda and minutes Audit Report
dd) monitoring of the agency's actions to correct any audit findings and of other action necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices.	16. All Governing Boards will monitor the approved corrective action plan as indicated in the financial audit report. <ul style="list-style-type: none"> <li>For findings that affect the Head Start Program, Head Start staff will work in conjunction with agency staff to bring issues into compliance.</li> </ul>	Per corrective action plan timeline	Documentation specific to correction action plan to indicate compliance
VIII) reviewing results from monitoring conducted under section 641A(c), including appropriate follow up activities;	17. All Governing Boards, including all Delegate agencies, will review the results of the federal review.	Within 60 days of receipt of report by the Grantee	Board agenda and minutes

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
<p><b>IX)</b> approving personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency;</p> <p><b>X)</b> establishing, adopting, and periodically updating written standards of conduct that establish standards and formal procedures for disclosing, addressing, and resolving—</p> <p style="padding-left: 20px;">aa) any conflict of interest, and any appearance of a conflict of interest, by members of the governing body, officers and employees of the Head Start agency, and consultants and agents who provide services or furnish goods to the Head Start agency; and</p> <p style="padding-left: 20px;">bb) complaints, including investigations, when appropriate; and</p> <p><b>XI)</b> to the extent practicable and appropriate, at the discretion of the governing body, establishing advisory committees to oversee key responsibilities related to program governance and improvement of the Head Start program involved.</p>	<p>18. All Governing Boards will approve personnel policies and procedures for their agency.</p> <p>19. All Governing Boards will review and approve the agency's proposed written standards of conduct, including those that involve any conflicts of interests, in compliance with state regulations, by their own members and by employees, consultants, and volunteers.</p> <p>20. Governing Boards will establish advisory committees, as described in the agency bylaws.</p>	<p>Upon establishment and as changes occur</p> <p>Upon establishment and as changes occur</p> <p>As indicated in bylaws</p>	<p>Board agenda and minutes Policies and Procedures</p> <p>Board agenda and minutes Policies and Procedures</p> <p>Bylaws Advisory committee agenda Advisory committee sign in sheet</p>
<p><b>642 (c)(2)(A) IN GENERAL</b> Consistent with paragraph (1)(E), each Head Start agency shall have a policy council responsible for the direction of the Head Start program, including program design and operation, and long- and short-term planning goals and objectives, taking into account the annual communitywide strategic planning and needs assessment and self-assessment.</p>	<p>1. Each Grantee will establish a Policy Council, to include representatives from each Delegate agency Policy Committee and Grantee Operated Parent Advisory Committee.</p>	<p>Annually: RHS/EHS October MSHS/MEHS July</p>	<p>Policy Council roster, agendas, and minutes</p>

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
<p><b>1304.50(a)(1)(i-iii)</b>  <b>Policy Council, Policy Committee, and Parent Committee Structure</b>                      Grantee and delegate agencies must establish and maintain a formal structure of shared governance through which parents can participate in policy making or in other decisions about the program. This structure must consist of the following groups, as required.</p> <p>(i) Policy Council. This council must be established at the grantee level.</p> <p>(ii) Policy Committee. This Committee must be established at the delegate agency level when the program is administered in whole or in part by such agencies (see 45 CFR 1301.2 for a definition of a delegate agency).</p> <p>(iii) Parent Committee. For center-based programs, this Committee must be established at the center level. For other program options, an equivalent Committee must be established at the local program level. When programs operate more than one option from the same site, the Parent Committee membership is combined unless parents choose to have a separate Committee for each option.</p>	<p>1. Each Grantee will establish a Policy Council, to include representatives from each Delegate agency Policy Committee and Grantee Operated Parent Advisory Committee. Representatives will:</p> <ul style="list-style-type: none"> <li>• Elect Officers.</li> <li>• Plan and conduct meetings according to bylaws.</li> </ul> <p>2. Each Delegate will establish a Policy Committee, to include representatives from each site and/or program option.</p> <p>3. Parent Committees will be established for all centers which may include multiple program options. However, programs operating more than one option will give parents the opportunity to establish a separate Parent Committee or participate in existing center level Parent Committees.</p> <ul style="list-style-type: none"> <li>• Parent committees will meet on a regular basis.</li> <li>• Parent committees are reflective of program options.</li> <li>• Parents will elect local officers</li> <li>• Parent Committees will plan and conduct meetings at each site according to established roles and responsibilities.</li> </ul>	<p>Annually: RHS/EHS October MSHS/MEHS July</p> <p>Annually: RHS/EHS September MSHS/MEHS June</p> <p>First month of operation</p> <p>Monthly meetings</p>	<p>Policy Council roster, agendas, and minutes</p> <p>Policy Committee roster, minutes, and bylaws</p> <p>Parent Committee Roster Agenda Minutes Sign-in sheets</p> <p>Parent Survey</p>
<p><b>1304.50(a)(2)</b>                      Parent Committees must be comprised exclusively of the parents of children currently enrolled at the center level for center-based programs or at the equivalent level for other program options (see 45 CFR 1306.3(h) for a definition of a Head Start parent).</p>	<p>1. Parents of enrolled children are automatically members of a center Parent Committee or equivalent committee for other program options.</p>	<p>Upon enrollment</p>	<p>Parent Committee Sign-in sheets, agendas, minutes</p>

PROGRAM AREA	PROGRAM DESIGN AND MANAGEMENT
--------------	-------------------------------

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
<b>1304.50(a)(3)</b> All Policy Councils, Policy Committees, and Parent Committees must be established as early in the program year as possible. Grantee Policy Councils and delegate Policy Committees may not be dissolved until successor Councils or Committees are elected and seated.	1. Policy Councils, Policy Committees, and Parent Committees will be established as early in the program year as feasible.  2. Policy Councils' and Policy Committees' bylaws will stipulate that the Council/Committee Officers/Alternates remain until successors are elected.	Parent Committee: first month of operation and during operational months  Policy Committee: RHS/EHS September MSHS/MEHS June  Policy Council: RHS/EHS October MSHS/MEHS July  See above	Bylaws Sign-in Sheets Center Parent Committee Data Policy Council and/or Policy Committee Minutes         Bylaws
<b>1304.50(a)(4)</b> When a grantee has delegated the entire Head Start program to one delegate agency, it is not necessary to have a Policy Committee in addition to a grantee agency Policy Council.	Not Applicable	Not Applicable	Not Applicable
<b>1304.50(a)(5)</b> The governing body (the group with legal and fiscal responsibility for administering the Early Head Start or Head Start program) and the Policy Council or Policy Committee must not have identical memberships and functions.	1. Membership on the Policy Council or Policy Committee will be made up of parents of currently enrolled children and selected community representatives who are not affiliated with the governing body.  2. Membership on the governing body, unless exempted by regulation (publicly elected or politically appointed), should include current or former Head Start parents who are not affiliated with the Policy Council or Policy Committee.	Annually	Bylaws Sign-in Sheets Policy Council/Committee Minutes
	3. The Boards can assign a designee to attend		



## PROGRAM AREA PLANS

PAGE 9

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
	Policy Council or Policy Committee meetings to provide the Council/Committee with an overview of the activities of the Board, but they will have no vote.		
<b>1304.50(b)(1)</b> <b>Policy group composition and formation.</b> Each grantee and delegate agency governing body operating an Early Head Start or Head Start program must (except where such authority is ceded to the Policy Council or Policy Committee) propose, within the framework of these regulations, the total size of their respective policy groups (based on the number of centers, classrooms or other program option units, and the number of children served by their Early Head Start or Head Start program), the procedures for the election of parent members, and the procedure for the selection of community representatives. These proposals must be approved by the Policy Council or Policy Committee.	1. Delegate agencies will review bylaws and its composition at least annually.  2. Procedure regarding composition will be modified as needed with Policy Committee/Council approval.  3. Review bylaws, election of parent member procedures, and selection procedures for community representatives annually.  4. Modify as needed with Policy Committee/Council approval.	Annually and as needed  As needed  Annually  As needed	Bylaws Sign-in Sheets Center Parent Committee Data Policy Council and/or Policy Committee Minutes
<b>1304.50(b)(2)</b> Policy Councils and Policy Committees must be comprised of two types of representatives: parents of currently enrolled children and community representatives. At least 51 percent of the members of these policy groups must be the parents of currently enrolled children (see 45 CFR 1306.3(h) for a definition of a Head Start parent).	1. Bylaws and actual composition of the Policy Council/Committee will be reviewed to ensure at least 51% of the policy group members are parents of currently enrolled children.	Annually	Bylaws Policy Council/Committee rosters
<b>1304.50(b)(3)</b> Community representatives must be drawn from the local community: businesses; public or private community, civic, and professional organizations; and others who are familiar with resources and services for low-income children and families. Community representatives may include the parents of formerly enrolled children.	1. Selection of Community Representatives must be included in the bylaws of the appropriate policy group.	Annually	Policy Council/Committee bylaws
<b>1304.50(b)(4)</b> All parent members of Policy Councils or Policy Committees	1. Elect representatives to delegate level Policy	Annually	Planning Calendar

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
must stand for election or reelection annually. All community representatives also must be selected annually.	<p>Committee according to procedures in bylaws.</p> <p>2. Elect representative and alternates to Policy Council level according to procedures in bylaws.</p>	Annually	<p>Policy Committee minutes, agendas, and bylaws</p> <p>Planning Calendar Policy Council minutes, agendas, and bylaws</p>
<p><b>1304.50(b)(5)</b> Policy Councils and Policy Committees must limit the number of one-year terms any individual may serve on either body to a combined total of three terms.</p>	<p>1. Bylaws should stipulate that a total of three years is the maximum numbers of years that a parent can serve on either the Policy Committee or Policy Council.</p> <p>2. Agencies will have a system of tracking parents who serve on the Policy Council or Committees to ensure that they are limited to a combined total of three years.</p>	<p>Annually</p> <p>Annually</p>	<p>Bylaws</p> <p>Rosters Bylaws</p>
<p><b>642(c)(2)(C)(i) &amp; (ii) CONFLICT OF INTEREST</b> Members of the policy council shall not have a conflict of interest with the Head Start agency; and not receive any compensation for serving on the policy council or for providing services to the Head Start agency.</p>			
<p><b>1304.50(b)(6)</b> No grantee or delegate agency staff (or members of their immediate families) may serve on Policy Councils or Policy Committees.</p>	<p>1. Parents serving as volunteers on the Policy Committee/Council will complete and sign conflict of interest statements.</p> <p>2. Agencies will ensure staff members or their immediate families do not serve on the Policy Council or Committee.</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Policy Council/Committee bylaws Conflict of Interest statements</p> <p>Bylaws Policy Group Rosters</p>
<p><b>1304.50(b)(7)</b> Parents of children currently enrolled in all program options must be proportionately represented on established policy groups.</p>	<p>1. Parents will be recruited so that the policy group will have proportional representation of all program options operated.</p>	Annually	<p>Bylaws Policy Group Rosters</p>

## PROGRAM AREA PLANS

PAGE 11

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
<p><b>1304.50(d)(1) &amp; 642 (c)(2)(D)</b>  <b>The Policy Council or Policy Committee responsibilities.</b>                      Policy Councils and Policy Committees must work in partnership with key management staff and the governing body to develop, review, approve or disapprove, and submit to the governing body, decisions about the following activities:</p> <p><b>642 (c)(2)(D)RESPONSIBILITIES</b>                      The policy council shall approve and submit to the governing body decisions about each of the following activities:</p> <p><b>642 (c)(2)(D)(i)</b>                      Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs;</p> <p><b>642 (c)(2)(D)(iii)</b>                      Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause;</p> <p><b>1304.50(d)(1)(i)</b>                      All funding applications and amendments to funding applications for Early Head Start and Head Start, including administrative services, prior to the submission of such applications to the grantee (in the case of Policy Committees) or to HHS (in the case of Policy Councils);</p>	<p>1. Survey the Policy Council/Committee representatives each year to determine how to improve parent engagement in the program.</p>	Annually	Policy Council/Committee minutes
	<p>2. A subcommittee of parents and staff will assist in preparation of annual grant application, including:</p> <ul style="list-style-type: none"> <li>(a) Review and update of Community Assessment</li> <li>(b) Review and update of local goals/objectives</li> <li>(c) Review and preparation of local budget</li> <li>(d) Review and update of program area plans</li> </ul>	Throughout program year	Subcommittee minutes, agendas, sign-ins
	<p>3. Delegate must submit proposed application packet to grantee for approval after it is approved by their Policy Committee and Board.</p> <ul style="list-style-type: none"> <li>• Should the Policy Committee not approve the proposed application packet, they must</li> </ul>	As required per grant	Grant Application Minutes, Agenda, Sign-In Sheet

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
	<p>provide a letter describing their reasons for disapproval to the Board; the Board will then carry out its responsibilities.</p> <ul style="list-style-type: none"> <li>Should the Policy Committee not take action, the Board will carry out its responsibilities.</li> </ul> <p>4. Funding applications will be submitted to the Policy Council for review and approval before submission to the Board.</p> <ul style="list-style-type: none"> <li>Should the Policy Council not approve the proposed application packet, they must provide a letter describing their reasons for disapproval to the Board; the Board will then carry out its responsibilities.</li> <li>Should the Policy Council not take action, the Board will carry out its responsibilities.</li> </ul> <p>5. Final applications will be submitted to ACF Region IX (RHS/EHS) or Office of Head Start, Region XII (MSHS/MEHS).</p>	<p>As required per grant</p> <p>As required per grant</p>	<p>Minutes, Agendas Sign-In Sheet</p> <p>Planning Calendar Minutes, Agendas Sign-Ins Grant Application</p>
<p><b>1304.50(d)(1)(ii)</b> Procedures describing how the governing body and the appropriate policy group will implement shared decision-making;</p>	<p>1. Develop and implement procedures that define a shared decision making model and that also reflect the Head Start Act.</p> <p>2. Review and revise as appropriate.</p>	<p>Ongoing</p> <p>Annually</p>	<p>Policy Council / Committee Bylaws Procedure Manual</p>
<p><b>1304.50(d)(1)(iii)</b> Procedures for program planning in accordance with this part and the requirements of 45 CFR 1305.3;</p>	<p>1. The Policy Council/Committee will approve a program planning calendar which indicates their specific roles and responsibilities in the process.</p>	<p>Annually</p>	<p>Agenda Minutes</p>
<p><b>1304.50(d)(1)(iv)</b> The program's philosophy and long- and short-range program</p>	<p>1. The Policy Council/Committee will be actively</p>	<p>Annually</p>	<p>Agenda</p>

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
goals and objectives (see 45 CFR 1304.51(a) and 45 CFR 1305.3 for additional requirements regarding program planning);	involved in the development, review, and approval of the programs goals and objectives.  2. A yearly planning calendar will be developed and approved annually.	Annually	Minutes  Agenda Minutes Planning Calendar
<b>642 (c)(2)(D)(VIII)</b> Recommendations on the selection of delegate agencies and the service areas for such agencies;	1. The Policy Council will review and approve the selection of delegate agencies and their service areas, and submit their recommendations to the governing body for action.	As needed	Minutes Agendas Sign-Ins
<b>1304.50(D)(1)(v)</b> Recommendations regarding the selection of delegate agencies and their service areas (this regulation is binding on Policy Councils exclusively) (see 45 CFR 1301.33 and 45 CFR 1305.3(a) for additional requirements about delegate agency and service area selection, respectively);	1. Delegate agency Policy Committees are not required to approve service areas within their agency, but must approve any changes to centers or program options served.	As needed	Minutes Agendas Sign-Ins
<b>642(c)(2)(D)(v);</b> Bylaws for the operation of the policy council;  <b>642(c)(2)(D)(vii)</b> Developing procedures for how the members of the policy council of the Head Start agency will be elected;  <b>1304.50(d)(1)(vi) &amp; 642 (c)(2)(D)(vii)</b> The composition of the Policy Council or the Policy Committee and the procedures by which policy group members are chosen;	1. The Policy Council/Committee will review their bylaws annually.	Annually	Policy Council/Committee bylaws, agenda, and minutes
<b>642 (c)(2)(D)(ii)</b> Program recruitment, selection, and enrollment priorities;			
<b>1304.50(d)(1)(vii)</b> Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR part 1305;	1. Policy Council/Committee review and approve criteria for recruitment selection and enrollment priorities, and submit their decisions to the Board.	Annually	Policy Council/ Committee agendas and minutes

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
	2. Delegates will utilize the grantee approved ERSEA procedures and criteria, unless local circumstances dictate more specificity, that aligns with and does not contradict the grantee's criteria. Regardless, the Board will review the procedures annually.	Annually	Policy Council/ Committee agendas and minutes
<b>1304.50(d)(1)(viii)</b> The annual self-assessment of the grantee or delegate agency's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other action that may result from the review of the annual audit and findings from the Federal monitoring review (see 45 CFR 1304.51 (I)(1) for additional requirements about the annual self-assessment);	1. Grantee/delegate staff and parents will participate in annual Self-Assessment to analyze data, determine agency strengths/concerns and conduct program planning. 2. Results of Delegate and Grantee Operated Self Assessment, will be reviewed and approved by Policy Committees/Council and the Board. 3. A summary of the results of Delegate/GO Program Evaluation Events will be reviewed by Policy Council and the Board.	Annually   Annually   Annually	Program Evaluation Event Monitoring Instrument  Program Evaluation Event Monitoring Instrument Policy Council/Committee Minutes  Summary of Program Evaluation Event Agendas Minutes
<b>642(c)(2)(D)(vi)</b> Program personnel policies and decisions regarding the employment of program staff consistent with paragraph (1)(E)(IV)(IX), including standards of conduct for program staff, contractors, and volunteers, and criteria for the employment and dismissal of program staff;	1. The Grantee/Delegate shall review annually its personnel policies and make recommendations to its Human Resources Department as needed to comply with Head Start Performance Standards and the Head Start Act.	Prior to hire/termination as per H.S. Act	Personnel Policies PC Approval for hire & termination Board approval for hire & termination as applies
<b>1304.50(d)(1)(ix)</b> Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, and volunteers;	1. Necessary changes will be drafted for submission to Policy Council/Committee and the Board. 2. Approval of revisions will be obtained from Policy Council/Committee and the Boards.	As needed  As needed	Draft of Revised Personnel Policies  Board/Policy Council/Committee

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
			Agenda and minutes Personnel Policies
<b>1304.50(d)(1)(x)</b> Decisions to hire or terminate the Early Head Start or Head Start director of the grantee or delegate agency; and	1. Policy Council and Policy Committees will approve or disapprove before the hiring or termination of the Head Start Director; and any person who works primarily for a Head Start Program.	Prior to hire or termination	Agendas Minutes Personnel Manual Documentation of PC & Board approval
<b>1304.50(d)(1)(xi)</b> Decisions to hire or terminate any person who works primarily for the Early Head Start or Head Start program of the grantee or delegate agency.	1. Policy Council/Committee approval is needed even if the new position is a promotion for the candidate, prior to the effective date of promotion.	Prior to hire/termination or promotion	Personnel file Documentation of PC approval
<b>1304.50(d)(2)</b> In addition, Policy Councils and Policy Committees must perform the following functions directly:  <b>1304.50(d)(2)(i)</b> Serve as a link to the Parent Committees, grantee and delegate agency governing bodies, public and private organizations, and the communities they serve;	1. Make available notices and agendas of monthly Policy Council/Committee meetings and activities to parents; post minutes on center bulletin boards, accessible binders, and/or distribute. Translations of any communications will be in parents' primary language, to the extent possible.	According to bylaws	Meeting Plan Minutes Agendas Delegate Policy Council Written
	2. Representatives will communicate and share reports with their Policy Committee and Parent Committee about the activities of the higher level policy groups.	Ongoing	Reports of Activities Agenda Meeting Minutes
	3. Reports will be shared at the Policy Committee, Policy Council and Board about the activities at the center and delegate levels.	Ongoing	Ongoing
<b>1304.50(d)(2)(ii)</b> Assist Parent Committees in communicating with parents	1. Policy Committee representatives will provide	Ongoing	Parent Committee

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in Early Head Start and Head Start and to encourage their participation in the program;	information to local Parent Committees to ensure parents are aware of their rights, responsibilities, and opportunities in Head Start Programs.		Agendas and Report Policy Committee Training Sign-In Sheets
<b>642 (c)(2)(D)(iv)</b> Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities;	1. Policy Committee/Council will approve budget planning for program expenditures including policies for reimbursement for their participation in the Committee/Council.	Annually	Policy Committee/Council agenda and minutes
<b>1304.50(d)(2)(iii)</b> Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities;	1. Policy Committee/Council will assist the Parent Committees in planning program activities for parents and will report on such to the policy groups above them.	Ongoing	Agenda Meeting Minutes
<b>1304.50(d)(2)(iv)</b> Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs; and	1. Develop policies and procedures, and provide training to Policy Committee on Volunteer Services.  2. Policy Committee/Council assists staff with recruitment efforts and in the mobilization of community resources to meet identified needs.	Annual Volunteer Training  Ongoing	Policy Committee/Council Training Agenda Sign-In Sheets Agendas  Recruitment Logs Recruitment Binder
<b>1304.50(d)(2)(v)</b> Establish and maintain procedures for working with the grantee or delegate agency to resolve community complaints about the program.	1. All Delegates and Grantee operated programs will have in place a procedure for resolving community complaints that includes the Policy Committee/Council.	Ongoing	Community Complaint Resolution Procedures
<b>642 (c)(3) POLICY COMMITTEES</b> Each delegate agency shall create a policy committee which shall;  A. Be elected and composed of members consistent with paragraph (2)(B) with respect to delegate agencies;	1. Policy Committees will be formed as early in the program year as possible.	Annually	Policy Committee bylaws, agendas, and minutes



## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
<p>B. follow procedures to prohibit conflict of interest, consistent with clauses (i) and (ii) of paragraph (2)(c)(with respect to delegate agencies); and</p> <p>C. be responsible for approval and submission of decisions about activities as they relate to the delegate agency, consistent with paragraph (2)(D) (with respect to delegate agencies).</p>	<p>2. Conflict of interest statements will be signed by Policy Committee members.</p> <p>3. Policy Committees will review and submit their decisions, as they relate to the Delegate agency, to their respective Delegate Board.</p>	<p>Annually</p> <p>Ongoing</p>	<p>Conflict of Interest Document</p>
<p><b>1304.50(e)</b> Parent Committee. The Parent Committee must carry out at least the following minimum responsibilities:</p> <p>(1) Advise staff in developing and implementing local program policies, activities, and services;</p> <p>(2) Plan, conduct, and participate in informal as well as formal programs and activities for parents and staff; and</p>	<p>1. Hold regular Parent Committee meetings in which:</p> <p>(a) Staff attends and provides status reports and information.</p> <p>(b) The Policy Committee representatives give reports regarding the activities of the Policy Committee and the Policy Council.</p> <p>(c) Matters of local interest and concern are discussed and resolved.</p> <p>(d) Organize family literacy events, open houses, etc. to encourage informal activities for parents.</p> <p>(e) Parent education opportunities are provided.</p>	<p>According to bylaws of the Policy Committee/Council</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Agenda Meeting Minutes</p> <p>Agenda Meeting Minutes</p> <p>Agenda Meeting Minutes</p> <p>Agenda Meeting Minutes</p> <p>Agenda Meeting Minutes</p>
<p><b>1304.50(e)(3)</b> Within the guidelines established by the Governing Board, Policy Council, or Policy Committee, participate in the recruitment and screening of Early Head Start and Head Start employees.</p>	<p>1. Each delegate will establish and maintain a Personnel Subcommittee and/or make opportunities available for parents to participate in interview process.</p> <p>2. The Personnel Subcommittee will make</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Interview Sign-In Sheets/Minutes</p>

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
	recommendations to the Policy Committee/Council regarding the approval to hire selected candidates. The approval of the Committee/Council will then be forwarded to appropriate Board for final revision and approval.		
<b>1304.50(f)</b> Policy Council, Policy Committee, and Parent Committee reimbursement. Grantee and delegate agencies must enable low-income members to participate fully in their group responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the members.	1. Establish and approve policies to provide reimbursement for reasonable parent expenses for attendance Policy Council/Committee activities.  2. The Policy Committee/Council will review and approve said policy annually to ensure it reflects current needs.	Annually    As needed	Reimbursement Procedures    Agenda Meeting Minutes
<b>1304.50(h)</b> <b>Internal dispute resolution.</b> Grantee and delegate agency and Policy Council or Policy Committee jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.	1. Each Delegate will have approved Internal Dispute Resolution/Impasse Procedures which aligns and does not contradict Grantee's currently approved procedure.  2. Review internal dispute resolution policy, revise and approve by policy group/governing board as needed.	Annually   Annually	Written Policies Bylaws Minutes   Internal Dispute Impasse Procedures
<b>1304.51 MANAGEMENT SYSTEMS AND PROCEDURES</b>  <b>1304.51(a)(1)(i) PROGRAM PLANNING.</b> Grantee and delegate agencies must develop and implement a systematic, ongoing process of program planning that includes consultation with the program's governing body, policy groups, and program staff, and with other community organizations that serve Early Head Start and Head Start or other low-income families with young children. Program planning must include: (i) An assessment of community strengths, needs and	1. Agency will participate in a Self- Assessment that includes an analysis of program data, determining agency strengths and concerns and developing short term and long term solutions with program staff, governing body and policy groups.	Annually	Self- Assessment Procedures for program planning

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
resources through completion of the Community Assessment, in accordance with the requirements of 45 CFR 1305.3;	<p>2. The Grantee shall coordinate a comprehensive Community Assessment (CA).</p> <p>3. Delegate/Grantee shall conduct a Community Assessment (CA) in their service area.</p> <p>(a) Delegate shall present CA to Policy Committee and governing Board for review, input, and approval and submit signed CA to Grantee.</p> <p>(b) Grantee will submit Grantee CA to Policy Council.</p>	<p>November–February (RHS/EHS) March-August (MSHS)</p> <p>November-February (RHS/EHS) May-September (MSHS)</p> <p>Spring (RHS/EHS) Fall (MSHS)</p> <p>Spring (RHS/EHS) Fall (MSHS)</p>	<p>Community Assessment</p> <p>Community Assessment</p>
<p><b>1304.51(a)(1)(ii)</b></p> <p>The formulation of both multi-year (long-range) program goals and short-term program and financial objectives that address the findings of the Community Assessment, are consistent with the philosophy of Early Head Start and Head Start, and reflect the findings of the program's annual self- assessment; and</p>	<p>1. The Grantee shall utilize Community Assessment data to plan for Grantee/Delegate Agency programs and formulate/update the following:</p> <p>(a) Recruitment area to be served</p> <p>(b) Selection of program options</p> <p>(c) Program Goals and Objectives</p> <p>(d) Assessment of progress</p> <p>(e) Program Area Plans</p> <p>(f) Recruitment and selection policies and procedures.</p>	Ongoing as appropriate	Community Assessment Grant Application Program Goals and Objectives

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
<p><b>1304.51(a)(1)(iii)</b> The development of written plan(s) for implementing services in each of the program areas covered by this part (e.g., Early Childhood Development and Health Services, Family and Community Partnerships, and Program Design and Management).</p> <p>See the requirements of 45 CFR 1305, 1306, and 1308.</p>	<p>1. Grantee will develop, implement, and maintain a guide to program implementation that includes, but is not limited to, the following:</p> <ul style="list-style-type: none"> <li>(a) Program area plans for Early Childhood Development and Health Services, Services to Children with Disabilities, Transportation, Family and Community Partnerships, ERSEA, and Program Design and Management, including staff requirements and program options</li> <li>(b) Grantee monitoring protocol</li> <li>(c) School Readiness Plan</li> <li>(d) Major service events including timetables,</li> <li>(e) Preparation of internal reports</li> <li>(f) Planning cycle to include training, input, and approval by Policy Council</li> <li>(g) Documentation of internal records and support manuals</li> <li>(h) Budget trainings, preparation, and approval processes</li> <li>(i) Program assessment and monitoring including progress in the school readiness goals</li> </ul>	Ongoing	Procedure Manual Program Area Plans
	<p>2. Grantee developed Program Area Plans will be distributed to all delegate and grantee operated programs to include the following:</p> <ul style="list-style-type: none"> <li>(a) Head Start Act/Performance Standards/strategies to implement</li> <li>(b) Required timelines/documentation</li> </ul>	Annually	
	<p>3. Delegate and grantee staff will develop revisions regarding strategies at special meetings/committees.</p>		

PROGRAM AREA	PROGRAM DESIGN AND MANAGEMENT
--------------	-------------------------------

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
<b>1304.51(a)(2)</b> All written plans for implementing services, and the progress in meeting them, must be reviewed by the grantee and delegate agency staff and reviewed and approved by the Policy Council or Policy Committee at least annually, and must be revised and updated as needed.	1. Grantee staff review and revise Program Area Plans as needed and submit to Policy Council for approval.  2. Develop implementation program plans for Goals and Objectives and submit to Policy Council/Committee for approval. Once approved the plans are submitted to the appropriate Board for their review and approval.	Annually    Annually	Program Area Plans   Program Goals and Objectives Policy Council/ Committee Minutes
<b>1304.51(b)</b> <b>COMMUNICATIONS—GENERAL.</b> Grantee and delegate agencies must establish and implement systems to ensure that timely and accurate information is provided to parents, policy groups, staff, and the general community.	1. Develop and maintain a communication system ensure the exchange of information that allows individuals to become fully involved in program activities, and to make group decisions that promote program quality.	Ongoing	Monitoring Documentation Case Notes Site visit Documentation Meeting minutes
<b>1304.51(c)(1)</b> <b>Communication with families.</b> Grantee and delegate agencies must ensure that effective two-way comprehensive communications between staff and parents are carried out on a regular basis throughout the program year.	1. Grantee/Delegate agency shall conduct, for example:  (a) Day to day contact with parents – staff home visits (b) Conferences (c) Notes written in primary language when feasible (d) Program information in primary language (e) Parent meetings, Policy Committee/Council Newsletters	Ongoing	Family Case Notes Parent Contact Record Meeting Documentation
<b>1304.51(c)(2)</b> Communication with parents must be carried out in the parents' primary or preferred language or through an interpreter, to the extent feasible.	1. Grantee/delegate staff will ensure that proper communication is established between family and staff in the family's primary language to the extent possible.	Ongoing	Correspondence Family Case Notes

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
<p><b>1304.51(d)(1-4)</b>  <b>Communication with governing bodies and policy groups.</b>                      Grantee and delegate agencies must ensure that the following information is provided regularly to their grantee and delegate governing bodies and to members of their policy groups:</p> <ul style="list-style-type: none"> <li>(1) Procedures and timetables for program planning;</li> <li>(2) Policies, guidelines, and other communications from HHS;</li> <li>(3) Program and financial reports; and</li> <li>(4) Program plans, policies, procedures, and Early Head Start and Head Start grant applications.</li> </ul> <p><b>642(d)(2) CONDUCT OF RESPONSIBILITIES</b>                      Each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and the policy council, about program planning, policies, and Head Start agency operations, including:</p>	<p>1. Grantee and Delegate agency will provide needed and required information to Policy Council/ Committee and Governing Boards on a regular basis. Information to be provided include but are not limited to:</p> <ul style="list-style-type: none"> <li>(a) monthly financial statements, including credit card expenditures;</li> <li>(b) monthly program information summaries;</li> <li>(c) program enrollment reports, including attendance reports for all children including those whose care is partially subsidized by another public agency;</li> <li>(d) monthly reports of meals and snacks provided through programs of the Department of Agriculture;</li> <li>(e) the financial audit;</li> <li>(f) the annual self-assessment, including any findings related to it;</li> <li>(g) the communitywide strategic planning and needs assessment of the Head Start agency, including applicable updates;</li> <li>(h) communication and guidance from the Secretary (of HHS); and</li> <li>(i) program information reports.</li> </ul>	<p>Ongoing</p> <p>Monthly</p> <p>Monthly</p> <p>Monthly</p> <p>Monthly</p> <p>Annually</p> <p>Annually</p> <p>As needed</p> <p>As needed</p> <p>Monthly</p>	<p>Correspondence</p> <p>Meeting agendas</p> <p>Meeting minutes</p> <p>Monthly Program Reports</p>
<p><b>1304.51(e)</b>                      Communication among staff. Grantee and delegate agencies must have mechanisms for regular communication among all program staff to facilitate quality outcomes for children and</p>	<p>1. Staff meetings will be scheduled and conducted. Delegate/Grantee staff will maintain communication through meetings, memos,</p>	<p>Ongoing</p>	<p>Meeting Agenda and Minutes</p> <p>Documentation</p>

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
families.	telephone, email, and other electronic means.		
<b>1304.51(f)</b> Communication with delegate agencies. Grantees must have a procedure for ensuring that delegate agency governing bodies, Policy Committees, and all staff receives all regulations, policies, and other pertinent communications in a timely manner.	1. Grantee and Delegate agency staff will meet to discuss program operations, policies, and regulations, advocacy, and legislation, and other specified topics.  2. Grantee will distribute important program information to Delegate agency to ensure timely implementation and/or utilization.  3. Delegate agency will provide all critical program information to Grantee in a timely manner.  4. Delegate agency will provide needed information to and from staff, parents, community, Policy Committee, and Governing Board on a regular basis.	Ongoing as scheduled  Ongoing  Ongoing  Ongoing	Correspondence Grantee/Delegate Staff Meeting Documentation  Monitoring Documentation  Documents received  Newsletter Meeting Documentation Monthly Program Reports
<b>1304.51(g)</b> Record-keeping systems. Grantee and delegate agencies must establish and maintain efficient and effective record-keeping systems to provide accurate and timely information regarding children, families, and staff and must ensure appropriate confidentiality of this information.	1. Establish and maintain an efficient record-keeping system that provides readily available information needed to provide safe and high quality services; prepare reports for families, staff, governing and policy groups, and the community; and safeguards the confidentiality of children and families.  2. Grantee and Delegate shall maintain all program records and documentation as detailed in delegate contract, procedure manuals, and Program Area Plans.  3. Records and documents will be filed as outlined in Delegate contract.	Ongoing  Ongoing  Ongoing	Up-to-date, accurate files containing required program documentation for all components Grantee Designated Data management system  Program Area Plans Procedure Manuals Delegate Contract Binder  Delegate Contract Binder
<b>1304.51(h)</b> Reporting systems. Grantee and delegate agencies must	See below.		

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
establish and maintain efficient and effective reporting systems that:			
<b>1304.51(h)(1-2)</b> (1) Generate periodic reports of financial status and program operations in order to control program quality, maintain program accountability, and advise governing bodies, policy groups, and staff of program progress; and  (2) Generate official reports for Federal, State, and local authorities, as required by applicable law.	1. Grantee shall send all appropriate fiscal/program reports to the Office of Head Start and prepare and provide reports to Delegate Agencies on a regular basis.	As required by specific reports	Reports on file
<b>644(a)(2)(A-H)</b> Each Head Start agency shall make available to the public a report published at least once in each fiscal year that discloses the following information from the most recently concluded fiscal year, except that such information shall not reveal personally identifiable information about an individual child or parent;  A. The total amount of public and private funds received and the amount from each source  B. An explanation of budgetary expenditures and proposed budget for the fiscal year  C. The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served  D. The results of the most recent review by the Secretary (of HHS) and the financial audit	1. Grantee will develop a public report that  (a) Will be shared with the governing body, policy council/committee and Delegate agencies  (b) Will be accessible on the SCOE website  (c) Will include the total amount of public and private funds received and the amount from each source  (d) Will include an explanation of budgetary expenditures and proposed budget for the fiscal year  (e) Will include the total number of children and families served, the average monthly enrollment (as a percentage of funded	Annually	Electronic Publication of Public Report
E. The percentage of enrolled children that received medical and dental exams	enrollment), and the percentage of eligible children served  (f) Will include the results of the most recent review by the Secretary (of HHS) and the financial audit		



## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
<p>F. Information about parent involvement activities</p> <p>G. The agency's efforts to prepare children for kindergarten</p> <p>H. Any other information required by the Secretary</p>	<p>(g) Will include the percentage of enrolled children that received medical and dental exams</p> <p>(h) Will include information about parent involvement activities</p> <p>(i) Will include the agency's efforts to prepare children for kindergarten</p> <p>(j) Will include any other information required by the Secretary</p>		
<p><b>1304.51(i)(1)</b>  <b>PROGRAM SELF-ASSESSMENT AND MONITORING.</b>                      (1) At least once each program year, with the consultation and participation of the policy groups and, as appropriate, other community members, grantee and delegate agencies must conduct a self-assessment of their effectiveness and progress in meeting program goals and objectives and in implementing Federal regulations.</p>	<p>1. Agency will conduct ongoing monitoring including participation in a Program Evaluation Event that identifies and analyzes program data to determine agency strengths, areas of noncompliance, challenges/concerns, corrective action plans, and developing short term and long term solutions with program staff, governing body, and policy groups.</p> <p>2. Agency will participate in a Self- Assessment that includes an analysis of program data, determining agency strengths and concerns and developing short term and long term solutions with program staff, governing body and policy groups.</p>	<p>Annually</p>	<p>Self-Assessment Documents                      Program Evaluation Event Plan                      Program Evaluation Event Training Documentation                      Completed Self-Assessment</p>
<p><b>641A(g) Self Assessments</b>                      (2)(A) GOALS An agency conducting a self-assessment shall establish agency-determined program goals for improving school-readiness of children . . . including goals that are aligned with the Head Start Child Outcomes Framework, state early learning standards as appropriate, and requirements and expectations of the schools the children will be attending.</p>	<p>3. Develop program goals for improving school readiness of children. Goals are aligned with the Head Start Early Learning Outcomes Framework.</p>	<p>Annually</p>	<p>Program Evaluation Event Training Sign In Sheets</p> <p>School Readiness Goals</p>

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
<b>641A(g)(2)(B)</b> IMPROVEMENT PLAN – The agency shall develop and submit to the Secretary a report approved by the governing body of the agency.	1. Self-Assessment results, will be communicated to the Office of Head Start.	Annually	Self-Assessment
	2. The child assessment and other programmatic data will be aggregated and analyzed to measure the progress to meet school readiness goals.	Annually, after the agency's completion of the self-assessment	Child Assessment Data Programmatic Data School Readiness Goals
<b>1304.51(i)(2)</b> Grantees must establish and implement procedures for the ongoing monitoring of their own Early Head Start and Head Start operations, as well as those of each of their delegate agencies, to ensure that these operations effectively implement Federal regulations.	1. Each Delegate agency and Grantee operated program will implement the ongoing monitoring protocol/procedures.	Ongoing	Monitoring Procedures
	2. Grantee will assign to each Delegate agency a support team of Grantee staff for purposes of: <ul style="list-style-type: none"> <li>(a) Providing technical assistance and training</li> <li>(b) Monitoring compliance with program requirements</li> <li>(c) Detailing actions required to correct identified deficiencies</li> </ul>	Ongoing	Monitoring Documentation
	3. Grantee/Delegate staff will discuss and address program issues requiring special attention. A plan will be developed as necessary.	Through-out year as necessary	Delegate/Grantee Individual Support Plan
	4. Agencies will participate in the Program Evaluation Event process.		Program Evaluation Event
	5. Site visit schedules will be prepared for purposes of providing training, technical assistance, and/or monitoring.	Monthly	Site Visit Schedules
	5. Site visits will be conducted.	Unannounced or as scheduled	Site Visit Reports

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
<b>1304.51(i)(3)</b> Grantees must inform delegate agency governing bodies of any deficiencies in delegate agency operations identified in the monitoring review and must help them develop plans, including timetables, for addressing identified problems.	1. If findings are identified, required corrective actions will be specified and left in writing for grantee/delegate agencies to address with their governing bodies.  2. The results of the Program Evaluation Event and OHS monitoring review and corrective action plans will be reported to Delegate/Grantee Policy Committee/Council as applicable.  3. Delegate/Grantee agency will implement required actions specified by Grantee until noncompliance is corrected.	As needed   As needed   As needed	Delegate/Grantee Program Corrective Action Plan Monitoring Documentation  Agenda and Minutes  Agenda and Minutes
<b>1304.52(a)(1-2)</b> <b>Organizational structure.</b> (1) Grantee and delegate agencies must establish and maintain an organizational structure that supports the accomplishment of program objectives. This structure must address the major functions and responsibilities assigned to each staff position and must provide evidence of adequate mechanisms for staff supervision and support.	1. Review organizational chart to ensure that staff responsibilities are adequately supervised and supported by program management.	Annually	Organizational Charts Program Design and Management Monitoring Documents Personnel Roster Personnel Records Written Personnel Policies Job Descriptions
(2) At a minimum, grantee and delegate agencies must ensure that the following program management functions are formally assigned to and adopted by staff within the program:  (i) Program management (the Early Head Start	2. Ensure that Program management functions are formally assigned to include Head Start Director, Early Childhood Development and Health Services, and Family and Community Partnerships.	Ongoing	Program Design and Management Monitoring Documents

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
<p>or Head Start director);</p> <p>(ii) Management of early childhood development and health services, including child development and education; child medical, dental, and mental health; child nutrition; and, services for children with disabilities; and</p> <p>(iii) Management of family and community partnerships, including parent activities.</p>	<p>3. Delegate/Grantee agencies assign management functions to staff and submit Delegate/Grantee organizational chart to Grantee.</p>	Ongoing	Program Design and Management Monitoring Documents
<p><b>1304.52(b)(1)</b>  <b>Staff qualifications—general.</b>                      Grantee and delegate agencies must ensure that staff and consultants have the knowledge, skills, and experience they need to perform their assigned functions responsibly.</p>	<p>1. Staff will be provided additional training ongoing and technical assistance as appropriate to perform assigned functions.</p> <p>2. Contracted consultant will have expertise in the appropriate program areas.</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Master Training Plan Staff Evaluations</p> <p>Résumé Background Check</p>
<p><b>1304.52(b)(2)</b>                      In addition, grantee and delegate agencies must ensure that only candidates with the qualifications specified in this part and in 45 CFR 1306.21 and 645A are hired.</p>	<p>1. Staff will be hired following job description qualifications that reflect Head Start regulations.</p>	Ongoing	Job Description Job Applications
<p><b>1304.52(b)(3)</b>                      Current and former Early Head Start and Head Start parents must receive preference for employment vacancies for which they are qualified.</p>	<p>1. Current and former parents will be given preference for employment for which they are qualified.</p>	Ongoing	Employment Applications PIR
<p><b>1304.52(b)(4)</b>                      Staff and program consultants must be familiar with the ethnic background and heritage of families in the program and must be able to serve and effectively communicate, to the extent feasible, with children and families with no or limited English proficiency.</p>	<p>1. Staff and consultants will be culturally sensitive to the families served and will communicate in parents' home language to the extent possible.</p>	Ongoing	Employment Applications Résumé All parent contact and meeting documentation
<p><b>1304.52(c)</b>                      Early Head Start or Head Start Director qualifications. The Early Head Start or Head Start director must have demonstrated skills and abilities in a management capacity relevant to human services program management.</p>	<p>1. Ensure that Director has proper qualifications and skills to manage a quality program before being hired.</p>	Ongoing	Personnel Records Evaluations Résumé

## PROGRAM AREA PLANS

PAGE 29

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
<b>1304.52(d)</b> <b>Qualifications of content area experts.</b> Grantee and delegate agencies must hire staff or consultants who meet the qualifications listed below to provide content area expertise and oversight on an ongoing or regularly scheduled basis. Agencies must determine the appropriate staffing pattern necessary to provide these functions.	1. Develop and maintain an organizational structure of well-qualified and trained staff with the knowledge, skills and experience to provide a high-quality, comprehensive, and culturally sensitive program.	Ongoing	Organizational Chart Job Descriptions
<b>1304.52(d)(1)</b> Education and child development services must be supported by staff or consultants with training and experience in areas that include: The theories and principles of child growth and development, early childhood education, and family support. In addition, staff or consultants must meet the qualifications for classroom teachers, as specified in section 648A of the Head Start Act and any subsequent amendments regarding the qualifications of teachers.	1. Education staff will be hired with appropriate qualifications.  2. Center Staff will meet qualifications put forth in the Head Start requirements, Title XXII and/or California Child Development Permit Requirements. Follow Personnel policies.	Ongoing  Ongoing	Job Description Personnel Records Personnel Policies  Child Development Associate (CDA) or California Child Development Permit or equivalent
<b>1304.52(d)(2)</b> Health services must be supported by staff or consultants with training and experience in public health, nursing, health education, maternal and child health, or health administration. In addition, when a health procedure must be performed only by a licensed/certified health professional, the agency must assure that the requirement is followed.	1. Health staff and consultants will be hired with appropriate qualifications.	Ongoing	Personnel Records Personnel Policies Job Description Résumé References
<b>1304.52(d)(3)</b> Nutrition services must be supported by staff or consultants who are registered dietitians or nutritionists.	1. Nutrition staff and consultants will be hired with appropriate qualifications.	Ongoing	Personnel Records Personnel Policies Job Description Résumé References
<b>1304.52(d)(4)</b> Mental health services must be supported by staff or consultants who are licensed or certified mental health professionals with experience and expertise in serving young children and their families.	1. Mental health staff and consultants will be hired with appropriate qualifications.	Ongoing	Personnel Records Personnel Policies Job Description Résumé References

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
<b>1304.52(d)(5)</b> Family and community partnership services must be supported by staff or consultants with training and experience in field(s) related to social, human, or family services.	1. Family and community partnership staff will be hired with appropriate qualifications.	Ongoing	Personnel Records Personnel Policies Job Description Résumé References
<b>1304.52(d)(6)</b> Parent involvement services must be supported by staff or consultants with training, experience, and skills in assisting the parents of young children in advocating and decision-making for their families.	1. Parent involvement staff will be hired with appropriate qualifications.	Ongoing	Personnel Records Personnel Policies Job Description Résumé References
<b>1304.52(d)(7)</b> Disabilities services must be supported by staff or consultants with training and experience in securing and individualizing needed services for children with disabilities.	1. Disabilities service staff will be hired with appropriate qualifications.	Ongoing	Personnel Records Personnel Policies Job Description Résumé References
<b>1304.52(d)(8)</b> Grantee and delegate agencies must secure the regularly scheduled or ongoing services of a qualified fiscal officer.	1. Fiscal officer will be hired with appropriate qualifications.	Ongoing	Personnel Records Personnel Policies Job Description Résumé References
<b>1304.52(e)</b> Home visitor qualifications. Home visitors must have knowledge and experience in child development and early childhood education; the principles of child health, safety, and nutrition; adult learning principles; and family dynamics. They must be skilled in communicating with and motivating people. In addition, they must have knowledge of community resources and the skills to link families with appropriate agencies and services.	1. Home Visitors will be hired with appropriate qualifications and experience.	Ongoing	Personnel Records Personnel Policies Job Description Résumé References

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
<b>1304.52(f)</b> Infant and toddler staff qualifications. Early Head Start and Head Start staff working as teachers with infants and toddlers must obtain a Child Development Associate (CDA) credential for Infant and Toddler Caregivers or an equivalent credential that addresses comparable competencies within one year of the effective date of the final rule or, thereafter, within one year of hire as a teacher of infants and toddlers. In addition, infant and toddler teachers must have the training and experience necessary to develop consistent, stable, and supportive relationships with very young children. The training must develop knowledge of infant and toddler development, safety issues in infant and toddler care (e.g., reducing the risk of Sudden Infant Death Syndrome), and methods for communicating effectively with infants and toddlers, their parents, and other staff members.	1. Infant and toddler staff will hold a CDA for infants and toddlers or equivalent of a Child Development Permit: Associate Teachers (Infant and Toddler units required). Training will be provided by the program for Infant and Toddler Caregivers (PITC) and internal certified trainers.	Ongoing	Personnel Records Certifications Child Development Permit Master Training Plan Sign-In Sheets
<b>1304.52(g)(1)</b> Classroom staffing and home visitors. Grantee and delegate agencies must meet the requirements of 45 CFR 1306.20 regarding classroom staffing.	1. Ratios will be maintained based on program staffing patterns. Teacher and/or adult/child ratio is required by Head Start/state regulations, if applicable.  2. Sites will be monitored to ensure required staffing is being maintained.	Throughout program duration	Staff Sign in /out Observation Rosters  Monitoring Documentation
<b>1304.52(g)(2)</b> When a majority of children speak the same language, at least one classroom staff member or home visitor interacting regularly with the children must speak their language.	1. Staff will be employed and assigned as to support the linguistic needs of enrolled children.  2. Provide training/technical assistance for staff,	Ongoing   As needed or	Grantee/Delegate Agency Personnel Policies Recruitment Flyer PIR HR Data Staff information forms  DLL Position

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
	<p>parents, and volunteers to help them understand the process of second language acquisition and to support implementation of the Dual Language Learner Position Statement.</p> <p>3. Ensure that adults who can speak the child's home language are present in the classroom on a regular basis. Use both the child's home language and English in classrooms.</p> <p>4. Every attempt will be made to ensure primary caregivers speak the home language of assigned infants and toddlers.</p> <p>5. Program shall seek and train parent volunteers who speak the child's language to assist in the classroom.</p>	<p>scheduled</p> <p>Throughout program year</p> <p>Ongoing</p> <p>Ongoing as needed</p>	<p>Statement Training Plan Training Documentation</p> <p>Observations In-Kind Records</p> <p>Observations Monitoring PIR HR Data</p> <p>Parent Volunteer Training Form In-Kind Records</p>
<p><b>1304.52(g)(3)</b> For center-based programs, the class size requirements specified in 45 CFR 1306.32 must be maintained through the provision of substitutes when regular classroom staff is absent.</p>	<p>1. Ratios will be maintained based on program staffing patterns.</p> <p>(a) Classes serving predominately four or five year old children, the average class size of that group will be between 17 and 20 children.</p>	Ongoing	Observations Staffing Rosters COPA Reports
	<p>(b) Classes serving predominately three year old children, the average class size of that group will be between 15 and 17 children.</p> <p>2. Monitoring will be conducted to ensure appropriate ratios are maintained.</p>	Ongoing	Monitoring Documentation
<p><b>1304.52(g)(4)</b> Grantee and delegate agencies must ensure that each teacher working exclusively with infants and toddlers has responsibility for no more than four infants and toddlers and that no more</p>	<p>1. Ratios will be maintained based on program staffing patterns. A ratio of one (1) caregiver to four (4) infants/toddlers will be maintained with</p>	Ongoing	Observation Staffing Rosters



## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
than eight infants and toddlers are placed in any one group. However, if State, Tribal or local regulations specify staff/child ratios and group sizes more stringent than this requirement, the State, Tribal or local regulations must apply.	group sizes of 8.		
<b>1304.52(g)(5)</b> Staff must supervise the outdoor and indoor play areas in such a way that children's safety can be easily monitored and ensured.	<ol style="list-style-type: none"> <li>Outdoor play areas shall be defined and separated by fenced barriers. Visual child supervision must occur at all times.</li> <li>Complete Daily Outdoor/Indoor Safety Checklist for each classroom/FCCH/play yard and correct items that are not deemed safe or appropriate.</li> <li>The staff shall take an active role in the supervision of outdoor play. Outdoor play activities shall be both child-initiated and structured as shown in the daily lesson plan; thereby increasing adult awareness of individual and group activities.</li> </ol> <p>Staff and volunteers will maintain an appropriate ratio of adults to children for supervision purposes.</p> <ol style="list-style-type: none"> <li>An Active Supervision Plan will be developed by each classroom/home based socialization/Family Child Care team and will be reviewed and approved by the agency's director or designee. Grantee staff will monitor implementation.</li> </ol>	<p>Ongoing</p> <p>Daily</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Observations</p> <p>Daily Safety Checklist</p> <p>Activity Plans Observation</p> <p>Child/Staff Sign-In Sheets In-Kind Sheets Child Supervision Plan</p>
<b>1306.21</b> <b>Staff Qualifications and Requirements</b> Head Start programs must comply with section 648A of the Head Start Act and any subsequent amendments regarding the qualifications of classroom teachers.			
<b>648A. (a) Classroom Teachers-</b> <b>STAFF QUALIFICATIONS AND DEVELOPMENT</b> <b>(1) PROFESSIONAL REQUIREMENTS-</b>			

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
<p>The Secretary shall ensure that each Head Start classroom in a center-based program is assigned 1 teacher who has demonstrated competency to perform functions that include-</p> <p>(A) planning and implementing learning experiences that advance the intellectual and physical development of children, including improving the readiness of children for school by developing their literacy, phonemic, and print awareness, their understanding and use of language, their understanding and use of increasingly complex and varied vocabulary, their appreciation of books, their understanding of early math and early science, their problem-solving abilities, and their approaches to learning;</p> <p>(B) establishing and maintaining a safe, healthy learning environment;</p> <p>(C) supporting the social and emotional development of children; and</p> <p>(D) encouraging the involvement of the families of the children in a Head Start program and supporting the development of relationships between children and their families.</p>	<p>1. Education Staff hired will meet Head Start requirements and have appropriate qualifications prior to hire.</p> <p>2. Establish and follow personnel policies</p>	<p>Ongoing</p> <p>As needed / As updated</p>	<p>Class staff roster Job Descriptions Resume and or application Personnel policies Relevant academic transcripts</p> <p>Personnel policies</p>
<p>(2) DEGREE REQUIREMENTS-</p> <p>(A) HEAD START TEACHERS- The Secretary shall ensure that not later than September 30, 2013, at least 50 percent of Head Start teachers nationwide in center-based programs have—</p> <p>(i) a baccalaureate or advanced degree in early childhood education; or</p>	<p>1. Education Staff hired will meet Head Start requirements and have appropriate qualifications prior to hire.</p>	<p>Prior to hire</p>	<p>Staff roster Job Descriptions Personnel Records Resume and or application Evidence of Degree and or Transcripts CA Child</p>

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
<p>(ii) a baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children.</p> <p>(B) ADDITIONAL STAFF- The Secretary shall ensure that, not later than September 30, 2013, all—</p> <p>(i) Head Start education coordinators, including those that serve as curriculum specialists, nationwide in center-based programs—</p> <p>(ii) have the capacity to offer assistance to other teachers in the implementation and adaptation of curricula to the group and individual needs of children in a Head Start classroom; and have--</p> <p>(aa) a baccalaureate or advanced degree in early childhood education; or</p> <p>(bb) a baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children; and</p> <p>(iii) Head Start teaching assistants nationwide in center-based programs have--</p> <p>(aa) at least a child development associate credential;</p> <p>(bb) enrolled in a program leading to an associate or baccalaureate degree; or</p> <p>(cc) enrolled in a child development associate credential program to be completed within 2 years.</p>			Development Permits as appropriate
<p>(3) ALTERNATIVE CREDENTIALING AND DEGREE REQUIREMENTS- The Secretary shall ensure that, for center-based programs, each Head Start classroom that does not have a</p>	<p>1. Education Staff hired will meet Head Start requirements and have appropriate</p>	Prior to hire	Job Descriptions Resume and or

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
<p>teacher who meets the qualifications described in clause (i) or (ii) of paragraph (2)(A) is assigned one teacher who has the following during the period specified:</p> <p>(A) Through September 30, 2011—</p> <ul style="list-style-type: none"> <li>(i) a child development associate credential that is appropriate to the age of children being served in center-based programs;</li> <li>(ii) a State-awarded certificate for preschool teachers that meets or exceeds the requirements for a child development associate credential;</li> <li>(iii) an associate degree in early childhood education;</li> <li>(iv) an associate degree in a related field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children; or</li> <li>(v) a baccalaureate degree and has been admitted into the Teach For America program, passed a rigorous early childhood content exam, such as the Praxis II, participated in a Teach For America summer training institute that includes teaching preschool children, and is receiving ongoing professional development and support from Teach For America's professional staff.</li> </ul> <p>(B) As of October 1, 2011—</p> <ul style="list-style-type: none"> <li>(i) an associate degree in early childhood education;</li> <li>(ii) an associate degree in a related field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children; or</li> <li>(iii) a baccalaureate degree and has been admitted into the Teach For America program, passed a</li> </ul>	<p>qualifications prior to hire.</p>		<p>application Personnel polices CDE-CDD permits Evidence of degree/academic transcripts</p>

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
rigorous early childhood content exam, such as the Praxis II, participated in a Teach For America summer training institute that includes teaching preschool children, and is receiving ongoing professional development and support from Teach For America's professional staff.			
(4) <b>TEACHER IN-SERVICE REQUIREMENT-</b> Each Head Start teacher shall attend not less than 15 clock hours of professional development per year. Such professional development shall be high-quality, sustained, intensive, and classroom-focused in order to have a positive and lasting impact on classroom instruction and the teacher's performance in the classroom, and regularly evaluated by the program for effectiveness.	<ol style="list-style-type: none"> <li>1. Instructional Staff will attend a minimum of 15 hours of high quality classroom focused professional development.</li> <li>2. Review training needs assessments.</li> </ol>	<p>Ongoing/annually</p> <p>Annually</p>	<p>Training records COPA training records</p> <p>Training Evaluations T/Ta outcomes</p>
<b>648A. (b) Mentor Teachers</b>  (1) <b>DEFINITION; FUNCTION.</b> For purposes of this subsection, the term "mentor teacher" means an individual responsible for observing and assessing the classroom activities of a Head Start program and providing on-the-job guidance and training to the Head Start program staff and volunteers, in order to improve the qualifications and training of classroom staff, to maintain high quality education services, and to promote career development, in Head Start programs.  (2) <b>REQUIREMENT.</b> --In order to assist Head Start agencies in establishing positions for mentor teachers, the Secretary shall--  (A) provide technical assistance and training to enable Head Start agencies to establish such positions;  (B) give priority consideration, in providing assistance pursuant to subparagraph (A), to Head Start programs that have substantial numbers of new classroom staff or that are experiencing difficulty in meeting applicable education standards;	<ol style="list-style-type: none"> <li>1. Grantee and Delegates will designate T/TA funds to provide Practice Based Coaching to at minimum preschool teachers.</li> </ol>	<p>Ongoing/annually</p>	<p>T/TA plans T/TA budgets PBC plans</p>

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
<p>(C) encourage Head Start programs to give priority consideration for such positions to Head Start teachers at the appropriate level of career advancement in such programs; and</p> <p>(D) promote the development of model curricula, designed to ensure the attainment of appropriate competencies of mentor teachers in Head Start programs.</p>			
<p><b>648A(f) Professional Development Plans-</b> Each Head Start agency shall create, in consultation with the employee, a professional development plan for all full-time Head Start employees who provide direct services to children and shall ensure that such plans are regularly evaluated for their impact on teacher and staff effectiveness. The agency and employee shall implement the plan to the extent feasible and practicable.</p>	<p>1. A professional development plan for all Head Start staff who provide direct services to children will be developed to include goal(s) related to teaching effectiveness.</p>	Annually	Professional Development Plans
<p><b>648A(g)</b> Before a Head Start agency employs an individual such agency shall obtain a State, Tribal, or Federal criminal record check as required by law of the jurisdiction where the grantee provides Head Start services.</p>	<p>1. A criminal record check will be conducted on every employee prior to employment.</p> <p>2. Evidence of criminal record clearance will be maintained in each employees personnel file.</p>	Prior to employment	Evidence of Clearance
<p><b>1304.52(h) Family Child Care Providers</b></p> <p>(1) Head Start and Early Head Start grantee and delegate agencies must ensure that family child care providers have previous early child care experience and, at a minimum, enroll in a Child Development Associate (CDA) program or an Associates or Bachelor's degree program in child development or early childhood education within six months of beginning service provision. In addition, such grantee and delegate agencies must ensure that family child care providers acquire the CDA credential or Associate's or Bachelor's degree within two years of February 7, 2008, or thereafter, within two years of beginning service provision.</p>	<p>1. Family Child Care Provider shall meet the minimum experience and education requirements prior to contracting with a program.</p>	Prior to contracting with provider	Family Child Care Provider Records Resume or questionnaire Evidence of Degree, CDA and or Transcripts CA Child Development Permits as appropriate

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
(2) Family child care providers who enroll Head Start children must have the knowledge and skill necessary to develop consistent, stable, and supportive relationships with young children and their families, and sufficient knowledge to implement the Head Start Performance Standards and other applicable regulations.	1. Program shall provide an orientation to potential family child care providers that outlines the Head Start Performance Standards and other applicable regulations.	FCCH program orientation	Sign in sheets Agendas Training Flyers
(3) Grantee and delegate agencies offering the family child care option must ensure that closures of the family child care setting for reasons of emergency are minimized and that providers work with parents to establish alternate plans when emergencies do occur. Grantees and delegates must also ensure that the family child care home advises parents of planned closures due to vacation, routine maintenance, or other reason well in advance.	1. Programs will develop and approve emergency plans with each family child care provider. Plan will include emergency contact person and relocation facility.  2. Programs will include planned closure guidelines in family child care provider program guide and or contract.	At time of contract Ongoing  At time of contract Ongoing	Community Care Licensing Disaster Plan form.  Provider orientation agenda Provider program guide or contract.
(4) Substitute staff and assistant providers used in family child care must have necessary training and experience to ensure the continuous provision of quality services to children.	1. Program shall provide family child care substitute staff and assistant providers with resources that will assist them with completing required trainings. For example, the program may refer family child care providers to their local child care resource & referral agencies to attend trainings.	At time of contract Ongoing	Training Documentation
	2. Programs may conduct trainings for family child care providers, substitute staff and assistant providers.		Agendas Training Flyers
(5) At the time of hire, the child development specialist must have, at a minimum, an Associate degree in child development or early childhood education.	1. Program Staff hired will meet Head Start requirements and have appropriate qualifications prior to hire.	Ongoing	Job Descriptions Personnel Records Resume and or application Evidence of Degree and or Transcripts CA Child Development Permits as appropriate
(6) Child development specialists must have knowledge and	1. Program Staff hired will meet Head Start		Job Descriptions

## PROGRAM AREA PLANS

PAGE 40

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
experience in areas that include the theories and principles of child growth and development, early childhood education (birth to age five), and family support. Child development specialists must have previous early childhood experience, familiarity with the Child Development Associate (CDA) competency standards and knowledge and understanding of the Head Start Program Performance Standards and other applicable regulations, experience, familiarity with the Child Development Associate (CDA) competency standards and knowledge and understanding of the Head Start Program Performance Standards and other applicable regulations.	requirements and have appropriate qualifications prior to hire.		Personnel Records Resume and or application Evidence of Degree and or Transcripts CA Child Development Permits as appropriate
<b>1304.52(i)(1)</b> <b>Standards of conduct</b> Grantee and delegate agencies must ensure that all staff, consultants, and volunteers abide by the program's standards of conduct. These standards must specify that:	1. Evidence of agreement to adhere to the agency's standard of conduct will be maintained (for example; in each employee's personnel file).	Upon employment	Code of Conduct Policy
<b>1304.52(i)(1)(i)</b> They will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability;	1. Follow written policy on standards of conduct.  2. Staff, consultants, or volunteers will abide by agency standards of conduct and policies and procedures.	Ongoing	Code of Conduct Policy Parent /Staff Handbooks Staff Evaluations Personnel Orientation Sign-In Forms
<b>1304.52(i)(1)(ii)</b> They will follow program confidentiality policies concerning information about children, families, and other staff members;	1. Follow written policy on confidentiality and access/storage of records.  2. Access to personnel files will be restricted to authorized personnel only.  3. Inform parents of the contents of the child's file and their right to have access and discuss materials at any time.	Ongoing  Ongoing  Annually and as needed	Written Policy Student Record Access Logs Locked Files  Access Logs  Consent form



## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
	<ol style="list-style-type: none"> <li>Advise staff of the need to maintain confidentiality of child's information or records (e.g., verbally; locked cabinets).</li> <li>Release child and/or family information to other agencies only with written permission.</li> </ol>	<p>At registration</p> <p>Throughout program year</p>	<p>Staff Handbook File Access Logs Confidentiality Policy Locked Files</p> <p>Release of Information Form File Access Logs</p>
<b>1304.52(i)(1)(iii)</b> No child will be left alone or unsupervised while under their care; and	<ol style="list-style-type: none"> <li>In accordance with California Title XXII, direct supervision of children will be maintained at all times.</li> <li>Monitoring will be conducted to ensure compliance.</li> </ol>	<p>Ongoing</p> <p>Staff Orientation</p>	<p>Monitoring Documentation</p>
<b>1304.52(i)(1)(iv)</b> They will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, they will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.	<ol style="list-style-type: none"> <li>All agencies will abide by Section 101223 Personal Right (of Children), Title XXII, "To be free from corporal or unusual punishment...", etc.</li> <li>Staff training will be conducted on appropriate guidance techniques and responsive caregiving.</li> </ol>	<p>Ongoing Staff Orientation</p> <p>Staff Orientation and Ongoing</p>	<p>Staff Handbooks Code of Professional Conduct Statement.</p> <p>Staff handbook</p>
<b>1304.52(i)(2)</b> Grantee and delegate agencies must ensure that all employees engaged in the award and administration of contracts or other financial awards sign statements that they will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.	<ol style="list-style-type: none"> <li>Staff will abide by grantee/delegate policy/procedures and procurement code of conduct regarding gratuities and conflict of interest policy.</li> </ol>	<p>Ongoing</p>	<p>Staff handbook Code of Professional Conduct</p>
<b>1304.52(i)(3)</b> Personnel policies and procedures must include provision for appropriate penalties for violating the standards of conduct.	<ol style="list-style-type: none"> <li>Written personnel policies will include measures to address violations of the standards of conduct including progressive disciplinary steps.</li> </ol>	<p>As required</p>	<p>Personnel Policy and Procedures</p>
<b>1304.52(j)</b> Staff performance appraisals. Grantee and delegate agencies	<ol style="list-style-type: none"> <li>Review and implement personnel policies</li> </ol>	<p>Annually and more</p>	<p>Performance</p>

## PROGRAM AREA PLANS

PAGE 42

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
must, at a minimum, perform annual performance reviews of each Early Head Start and head Start staff member and use the results of these reviews to identify staff training and professional development needs, modify staff performance agreements, as necessary, and assist each staff member in improving his or her skills and professional competencies.	regarding performance reviews and professional growth.	often as needed	Appraisal Training Documentation
<b>1304.52(k)(1)</b> <b>Staff and volunteer health.</b> Grantee and delegate agencies must assure that each staff member has an initial health examination that includes screening for tuberculosis and a periodic reexamination (as recommended by their health care provider or as mandated by State, tribal, or local laws) so as to assure that they do not, because of communicable diseases, pose a significant risk to the health or safety of others in Early Head Start or Head Start program that cannot be eliminated or reduced by reasonable accommodation. This requirement must be implemented consistent with the requirements of the Americans with Disabilities Act and section 504 of the Rehabilitation Act.	1. Require all new staff to have a complete health exam prior to employment.  2. Require all staff to be screened for TB prior to initial contact with children and per agency's personnel policies.	At time of employment          At time of employment and ongoing based on agency policy	Health Clearance Record Employee Personnel File Personnel Policies          TB Clearance Record
<b>1304.52(k)(2)</b> Regular volunteers must be screened for tuberculosis in accordance with State, Tribal or local laws. In the absence of State, Tribal or local law, the Health Services Advisory Committee must be consulted regarding the need for such screenings (see 45 CFR 1304.3(20) for a definition of volunteer).	1. Volunteers must meet California Title XXII regulations regarding TB screening in accordance with agency's personnel policies.	Prior to volunteering and ongoing based on Agency policy	Volunteer Records TB Clearance Record
<b>1304.52(k)(3)</b> Grantee and delegate agencies must make mental health and wellness information available to staff with concerns that may affect their job performance.	1. Mental health information will be available to all staff.	As needed	Training Documentation Staff orientation packet
<b>1304.52(l)(1)</b> <b>Training and development.</b> Grantee and delegate agencies must provide an orientation to all new staff, consultants, and volunteers that includes, at a minimum, the goals and underlying philosophy of Early Head Start and/or Head Start and the ways in which they are	1. New staff, volunteers and consultants will be provided a program orientation that includes Head Start philosophy, program goals and Program Area Plans. Additional information will be determined based on job assignment.	As available and as close to hire date as possible	Staff orientation packet Training Documentation

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
implemented by the program.			
<b>642(h)</b> The Head Start agency, in order to receive funds under this subchapter, shall develop an annual Technical Assistance and Training Plan, which is based on the agency's self-assessment, the communitywide strategic planning and needs assessment, the needs of parents and children to be served, and the results of reviews conducted under 641A(c).	1. The Grantee/Delegate agency will utilize the community assessment, self-assessment, monitoring, children's assessments, staff surveys, program goals and objectives, and other relevant data for the development of training and technical support plan.	Annually	T&TA Plan
<b>1304.52(l)(2)</b> Grantee and delegate agencies must establish and implement a structured approach to staff training and development, attaching academic credit whenever possible. This system should be designed to help build relationships among staff and to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities, in accordance with the requirements of 45 CFR 1306.23.	1. Conduct staff training needs survey.  2. Partner with colleges and other educational agencies in order to provide college credit units when possible.	Annually	Staff Needs Assessment
	3. All new and permanent staff shall receive at pre-service and/or ongoing in-service training pertinent to their job assignment as follows:  (a) Review of organization structure (b) Head Start Performance Standards (c) Program Area Plans, goals and objectives (d) Confidentiality policies (e) Identifying potential disabilities (f) Policy groups (g) Disabilities, full inclusion (h) Eligibility, recruitment and selection criteria (i) Data management systems (j) Health staff roles-responsibilities (k) Community resources (l) Health & disability referrals (m) Developmental screening and assessments (n) Record keeping (o) Monitoring (p) Program Self-Assessment (q) Nutrition services	Pre-service and/or ongoing In-service	Training Documentation Training Plans

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
	<ul style="list-style-type: none"> <li>(r) Social/emotional health services</li> <li>(s) Social services and Family Partnership Agreements</li> <li>(t) Initiating and documenting parent contacts</li> <li>(u) Parent involvement and volunteers</li> <li>(v) Professional conduct</li> <li>(w) Individualization</li> <li>(x) Children's development assessments</li> <li>(y) Fiscal and data and other support services</li> <li>(z) Staff evaluations</li> <li>(aa) Other as identified</li> </ul>		
<p><b>1304.52(I)(3)</b> At a minimum, this system must include ongoing opportunities for staff to acquire the knowledge and skills necessary to implement the content of the Head Start Program Performance Standards. This program must also include:</p> <ul style="list-style-type: none"> <li>i. Methods for identifying and reporting child abuse and neglect that comply with applicable State and local laws using, so far as possible, a helpful rather than a punitive attitude toward abusing or neglecting parents and other caretakers; and</li> <li>ii. Methods for planning for successful child and family transitions to and from the Early Head Start or Head Start program.</li> </ul>	<ul style="list-style-type: none"> <li>1. Child abuse reporting procedures will be reviewed.</li> <li>2. Child abuse reporting procedures will be revised as needed.</li> <li>3. Grantee/Delegate agency will designate a staff member to be responsible for overseeing procedures related to child abuse-related reporting procedure.</li> </ul>	<p>Annually and as often as needed</p> <p>As needed</p> <p>Annually</p>	<p>Training Documentation</p> <p>Revised Child Abuse Reporting Procedures</p> <p>Written notification</p>

PROGRAM AREA	PROGRAM DESIGN AND MANAGEMENT
--------------	-------------------------------

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
	<p>4. Designated child abuse coordinator will initiate the following activities:</p> <ul style="list-style-type: none"> <li>(a) Establish and maintain cooperative relationships with local CPS.</li> <li>(b) Inform parents and staff of laws.</li> <li>(c) Be knowledgeable of what community medical and social services are available.</li> <li>(d) Orient and train program staff and parents regarding process for identifying and reporting child abuse and neglect.</li> </ul> <p>5. Ensure confidentiality of all records relating to child abuse and neglect.</p> <p>6. Develop and implement individualized transition plan.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>As needed</p>	<p>Resource list Training Schedules Correspondence Resource Materials</p> <p>Locked Files File Access Logs</p> <p>Transition Plan Family Case Notes</p>
<p><b>1304.52(I)(4)</b> Grantee and delegate agencies must provide training or orientation to Early Head Start and Head Start governing body members. Agencies must also provide orientation and ongoing training to Early Head Start and Head Start Policy Council and Policy Committee members to enable them to carry out their program governance responsibilities effectively.</p>	<p>1. Conduct training for;</p> <ul style="list-style-type: none"> <li>(a) Policy Council</li> <li>(b) Grantee and Delegate governing body</li> <li>(c) Delegate Policy Committees</li> </ul>	<p>Annually</p>	<p>Training Documentation Agenda Sign In</p>
<p><b>1304.52(I)(5)</b> In addition, grantee and delegate agencies offering the family child care program option must make available to family child care providers training on:</p> <ul style="list-style-type: none"> <li>(i) Infant, toddler, and preschool age child development;</li> <li>(ii) Implementation of curriculum (see Sec. 1304.3(a)(5) for the definition of curriculum);</li> <li>(iii) Skill development for working with children with disabilities;</li> <li>(iv) Effective communication with infants, toddlers, and</li> </ul>	<p>1. Program shall provide family child care providers with resources that will assist them with completing required trainings. For example, the program may refer family child care providers to their local child care resource &amp; referral agencies to attend trainings.</p> <p>2. Programs may conduct trainings for family child care providers.</p>	<p>Ongoing As needed</p>	<p>Agendas Sign In Sheets Training Flyers Training Plan</p>

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
<p>preschoolers and with their families;</p> <p>(v) Safety, sanitation, hygiene, health practices and certification in, at minimum, infant and child cardiopulmonary resuscitation (CPR);</p> <p>(vi) Identifying and reporting suspected child abuse or neglect;</p> <p>(vii) United States Department of Agriculture's Child and Adult Care Food Program; and (viii) other areas necessary to increase the knowledge and skills of the family child care providers.</p>			
<p><b>1304.53 Facilities, Materials, and Equipment</b></p> <p><b>1304.53(a)(1)</b> Head Start physical environment and facilities. Grantee and delegate agencies must provide a physical environment and facilities conducive to learning and reflective of the different stages of development of each child.</p>	<p>1. The staff will take into account the cultural and ethnic background of children when selecting equipment and materials (i.e., books, pictures, items used in the home).</p> <p>2. Parent suggestions will be requested and honored whenever they are not in conflict with existing policy and budget allowances.</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Inventory Observation</p> <p>Meeting Minutes</p>
	<p>3. Agency equipment and ordering shall take place at least annually to assure that purchases fit the age, ability, and developmental needs of children.</p> <p>4. Equipment and materials shall represent various stages and abilities of physical, social, and cognitive development to assure challenges and success in child interactions.</p>	<p>Annually and as needed</p> <p>Ongoing</p>	<p>Purchase Orders Classroom Inventory</p> <p>Classroom Activity Plans Observations Individual Child Goals IEP/IFSP</p>
<p><b>1304.53(a)(2)</b> Grantee and delegate agencies must provide appropriate space for the conduct of all program activities (see 45 CFR 1308.4 for specific access requirements for children with disabilities).</p>	<p>1. Accessibility of facility materials and equipment will be made to all children, regardless of physical or mental abilities.</p> <p>2. When necessary, program funds will be made available to allow architectural changes needed to allow children with disabilities full participation</p>	<p>Ongoing</p> <p>15 days after IEP/IFSP</p>	<p>IFSP IEP</p> <p>Classroom Modification</p>

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
	<p>in Head Start program activities in accordance with the ADA, 2004.</p> <p>3. Special equipment and materials will be provided to children with disabilities for school and home use as deemed necessary in IEP/IFSP.</p>	As needed	Invoice Budget
<p><b>1304.53(a)(3)</b> The center space provided by grantee and delegate agencies must be organized into functional areas that can be recognized by the children and that allow for individual activities and social interactions.</p>	<p>1. Each classroom will be organized into interest areas (i.e., art, block, library, science, dramatic, play, etc.) based on curricular recommendations.</p>	Throughout program year	Environment Observation Monitoring Documentation
<p><b>1304.53(a)(4)</b> The indoor and outdoor space in Early Head Start or Head Start centers in use by mobile infants and toddlers must be separated from general walkways and from areas in use by preschoolers.</p>	<p>1. A separate and specific designated area will be provided for infants/toddlers.</p>	At all times	Department of Social Services Child Care Facility License
<p><b>1304.53(a)(5)</b> Centers must have at least 35 square feet of usable indoor space per child available for the care and use of children (i.e., exclusive of bathrooms, halls, kitchen, staff rooms, and storage places) and at least 75 square feet of usable outdoor play space per child.</p>	<p>1. Delegate agency must maintain a valid state license for operating a child care facility.</p> <p>2. All sites/classrooms shall maintain at least 35 square feet of indoor space per child, and 75 square feet of outdoor space per child.</p> <p>3. All Head Start staff shall be familiar with licensing requirements outlined in State Licensing Requirements for the operation of child care programs.</p>	<p>At all times</p> <p>At all times</p> <p>Annual update</p>	<p>Department of Social Services Child Care Facility License</p> <p>Department of Social Services Child Care Facility License</p> <p>Training Plan Training Documentation</p>
<p><b>1304.53(a)(6)</b> Facilities owned or operated by Early Head Start and Head Start grantee or delegate agencies must meet the licensing requirements of 45 CFR 1306.30.</p>	<p>1. All sites/classrooms/FCCH shall meet state and local licensing requirements.</p>	At all times	Department of Social Services Child Care Facility License Fire Marshal Clearance

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
	2. All Head Start staff shall be knowledgeable about their responsibility for keeping facilities in operating order.	Ongoing	Training Plan
	3. A current DSS facility license will be posted at each center/FCCH.	Ongoing	Training Documentation
<b>1304.53(a)(7)</b> Grantee and delegate agencies must provide for the maintenance, repair, safety, and security of all Early Head Start and Head Start facilities, materials and equipment.	1. Facilities, materials, and equipment will be maintained to meet health/safety and licensing requirements.	Ongoing	Department of Social Services Child Care Facility License OSHA Reports CRSIG Reports
<b>1304.53(a)(8)</b> Grantee and delegate agencies must provide a center-based environment free of toxins, such as cigarette smoke, lead, pesticides, herbicides, and other air pollutants as well as soil and water contaminants. Agencies must ensure that no child is present during the spraying of pesticides or herbicides. Children must not return to the affected area until it is safe to do so.	1. Locked cabinets will be available for the storage of flammable materials, potential poisons, and other dangerous materials (i.e., medications).	Daily	Daily Safety Checklist
	2. Only identified personnel will have access to locked cabinets (i.e., paid staff, custodians, etc.)	Ongoing	Observation
	3. Spraying of pesticides and herbicides will only occur when children are not present. Notification of spraying will be posted in each facility.	As needed	Notification of Pesticide spraying
	4. Sites and Family Child Care Homes shall be inspected to determine the absence of lead based paint.	Licensing process	State License
	5. Maintenance of equipment and indoor/outdoor structures shall include use of lead-free paint.	Ongoing	Product Specifications List
<b>1304.53(a)(9)</b> Outdoor play areas at center-based programs must be arranged so as to prevent any child from leaving the premises and getting into unsafe and unsupervised areas. En route to play areas, children must not be exposed to vehicular traffic without supervision.	1. Outdoor play areas shall be defined and separated by fenced barriers.	Ongoing	Observation
	2. The staff and Family Child Care Homes will take an active role in the supervision of outdoor play. Outdoor play activities shall be both child-	Ongoing	Activity Plans Monitoring Documentation



## PROGRAM AREA PLANS

PAGE 49

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
	<p>initiated and structured as shown in the daily activity plan; thereby increasing adult awareness of individual and group activities.</p> <p>3. Staff will maintain an appropriate ratio of adults to children for supervision purposes.</p>	Ongoing	Child/Staff Sign-In Sheets In-Kind sheets
<p><b>1304.53(a)(10)</b> Grantee and delegate agencies must conduct a safety inspection, at least annually, to ensure that each facility's space, light, ventilation, heat, and other physical arrangements are consistent with the health, safety and developmental needs of children. At a minimum, agencies must ensure that:</p>	See below.		
<p><b>1304.53(a)(10)(i)</b> In climates where such systems are necessary, there is a safe and effective heating and cooling system that is insulated to protect children and staff from potential burns;</p>	<p>1. Agency sites shall have a heating/cooling system that is routinely inspected and serviced.</p> <p>2. The area around the heating/cooling system shall be made secure and safe from potential vandalism and hazards.</p> <p>3. Agency shall report and repair deficiencies.</p>	<p>Annually</p> <p>Daily</p> <p>As required</p>	<p>Inspection Report</p> <p>Daily Environmental Health and Safety Checklist</p> <p>Work Order Requests</p>
<p><b>1304.53(a)(10)(ii)</b> No highly flammable furnishings, decorations, or materials that emit highly toxic fumes when burned are used;</p>	<p>1. Classroom staff shall receive materials and training on fire retardant/flammable materials, and how to use emergency equipment.</p> <p>2. Classroom decorations and items brought from home shall be routinely inspected for potential fire or safety hazards.</p>	<p>As scheduled</p> <p>Daily</p>	<p>Training Documentation Inspection Report</p> <p>Daily Environmental Health and Safety Checklist Inspection Report</p>
<p><b>1304.53(a)(10)(iii)</b> Flammable and other dangerous materials and potential poisons are stored in locked cabinets or storage facilities</p>	<p>1. Locked cabinets will be available for the storage of flammable materials, potential poisons, and</p>	At all times	Observation

## PROGRAM AREA PLANS

PAGE 50

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
separate from stored medications and food and are accessible only to authorized persons. All medications, including those required for staff and volunteers, are labeled, stored under lock and key, refrigerated if necessary, and kept out of the reach of children;	other dangerous materials (i.e. medications). 2. Only identified personnel will have access to locked cabinets (i.e., paid staff, custodians, etc.).	Daily	Observation
<b>1304.53(a)(10)(iv)</b> Rooms are well lit and provide emergency lighting in the case of power failure;	1. The lighting for all facilities and family child care homes shall meet safety health standards stipulated in licensing requirements. 2. Facilities/family child care homes shall be routinely inspected to assure that bulbs or fixtures are replaced when needed.	Ongoing  Ongoing	Department of Social Services Child Care Facility License  Monitoring reports
	3. All sites/classrooms/family child care homes shall have emergency lighting (flashlights and fresh batteries are acceptable).	Daily	Daily Health and Safety Checklist Observation
<b>1304.53(a)(10)(v)</b> Approved, working fire extinguishers are readily available;	1. Working fire extinguishers shall be readily available at each center. 2. Fire extinguishers shall be routinely serviced and certified to be in working order. 3. Fire alarms will be tested monthly to ensure equipment is in proper order.	Ongoing  Annually  Monthly	Facilities inspection  Certification attached to fire extinguisher  Fire Drill Monthly Report
<b>1304.53(a)(10)(vi)</b> An appropriate number of smoke detectors are installed and tested regularly;	1. Smoke/carbon monoxide detectors will be installed at all sites and Family Child Care Homes.  (a) Smoke/carbon monoxide detectors will be checked.	Ongoing  Monthly	Facility Inspection
<b>1304.53(a)(10)(vii)</b> Exits are clearly visible and evacuation routes are clearly marked and posted so that the path to safety outside is	1. Exits will be clearly labeled.	Ongoing	Facility Inspection

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
unmistakable (see 45 CFR 1304.22 for additional emergency procedures);			
<b>1304.53(a)(10)(viii)</b> Indoor and outdoor premises are cleaned daily and kept free of undesirable and hazardous materials and conditions;	1. Staff and family child care home providers will routinely inspect indoor and outdoor premises.  2. Recognized hazards will be reported and corrected within established timelines.  3. Staff and family child care home providers will routinely clean classrooms, FCCH, disposing of excess waste and unnecessary items.	Daily  As required  Daily	Daily indoor/outdoor safety checklist  Work Order Daily Indoor/Outdoor Safety Checklist  Environment Observation
<b>1304.53(a)(10)(ix)</b> Paint coatings on both interior and exterior premises used for the care of children do not contain hazardous quantities of lead;	1. Maintenance of equipment and indoor/outdoor structures shall include use of lead-free paint.	Ongoing	Daily Indoor/Outdoor Safety Checklist Purchase Orders Product Specifications
<b>1304.53(a)(10)(x)</b> The selection, layout, and maintenance of playground equipment and surfaces minimize the possibility of injury to children;	1. All indoor/outdoor environments will meet health/safety regulations.	Ongoing	Department of Social Services Child Care Facility License Health and Safety Screener
<b>1304.53(a)(10)(xi)</b> Electrical outlets accessible to children prevent shock through the use of child-resistant covers, the installation of child-protection outlets, or the use of safety plugs;	1. Centers and family child care homes will be monitored for health/safety hazards.	Ongoing	Monitoring Documentation Daily Health and Safety Checklist Health and Safety Screener

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
<b>1304.53(a)(10)(xii)</b> Windows and glass doors are constructed, adapted, or adjusted to prevent injury to children;	1. Staff will routinely inspect and will meet health/safety regulations.	Daily	Daily Indoor/Outdoor Safety Checklist
<b>1304.53(a)(10)(xiii)</b> Only sources of water approved by the local or State health authority are used;	1. Sites/classrooms/Family Child Care Homes shall meet regulation standards stipulated in State Licensing Requirements for child care operations. Included in those standards are:	Upon licensing	Department of Social Services Child Care Facility License Health and Safety  Screener
<b>1304.53(a)(10)(xiv)</b> Toilets and hand washing facilities are adequate, clean, in good repair, and easily reached by children. Toileting and diapering areas must be separated from areas used for cooking, eating, or children's activities;	(a) Provisions related to the minimum supply of water. (b) Adequate hand washing fixtures accessible to children 0-5 years of age. (c) Adequate number of toilet facilities. (d) Separate area for diapering and food preparation.		
<b>1304.53(a)(10)(xv)</b> Toilet training equipment is provided for children being toilet trained;	2. Custodial and maintenance services shall assure the health sanitation of those facilities (toilets, sinks).	Ongoing	Daily Health and Safety Checklist Observation
<b>1304.53(a)(10)(xvi)</b> All sewage and liquid waste is disposed of through a locally approved sewer system, and garbage and trash are stored in a safe and sanitary manner; and	1. All site facilities and family child care homes shall maintain a working sewage and liquid waste disposal system as a condition of licensing.	Upon licensing Ongoing	Department of Social Services Child Care Facility License
<b>1304.53(a)(10)(xvii)</b> Adequate provisions are made for children with disabilities to ensure their safety, comfort, and participation.	1. Adjustments to the environment shall be implemented to meet the needs of enrolled children with disabilities.  2. Education staff shall receive training for full inclusion of children with special needs into the Head Start classroom, or FCCH.	Upon enrollment Ongoing  As scheduled	Room/outdoor environment: IEP/IFSP  Training Documentation
<b>1304.53(b)(1)</b> <b>Head Start equipment, toys, materials, and furniture.</b>	1. A system of inventory control that assures the	Annually	Inventory Form

## PROGRAM AREA PLANS

PAGE 53

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
Grantee and delegate agencies must provide and arrange sufficient equipment, toys, materials, and furniture to meet the needs and facilitate the participation of children and adults. Equipment, toys, materials, and furniture owned or operated by the grantee or delegate agency must be:	proper selection of classroom materials will be maintained.		Daily Environmental Health and Safety Checklist Health and Safety Screener Observation
<b>1304.53(b)(1)(i)</b> Supportive of the specific educational objectives of the local program;	1. Staff select new materials based on program needs and in support of fidelity to curricula.	Annually	Curriculum Plan
	2. An audit of existing inventory shall be taken prior to the purchase of classroom equipment and materials to assure that broken, lost or obsolete materials are replaced.	Annually As needed	Classroom Inventory
	3. New purchases of equipment and materials shall meet the educational requirements of the classroom curriculum.	As needed	Purchase Order
	4. All staff shall be knowledgeable about the procedure for ordering needed equipment and materials.	Ongoing	Agency Procedures Manual Monitoring Documentation
<b>1304.53(b)(1)(ii)</b> Supportive of the cultural and ethnic backgrounds of the children;	1. The staff will take into account the cultural and ethnic background of children when selecting equipment and materials (i.e., books, pictures, items used in the home).	Ongoing	Inventory Purchase Orders
	2. Staff will take action to ensure that parent ideas/input will be solicited and implemented if appropriate.	Ongoing	Family Case Notes Activity Plans Parent meeting Agenda and Minutes
<b>1304.53(b)(1)(iii)</b> Age-appropriate, safe, and supportive of the abilities and developmental level of each child served, with adaptations, if	1. Agency equipment and ordering shall take place at least annually to assure that purchases fit the	Annually and as needed	Purchase Orders Inventory

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
necessary, for children with disabilities;	<p>age, ability, and developmental needs of children.</p> <p>2. Equipment and materials shall represent various stages and abilities of physical, social, and cognitive development to assure challenges and success in child interactions.</p>	Ongoing	Activity Plans Observations IEP/IFSP
<p><b>1304.53(b)(1)(iv)</b> Accessible, attractive, and inviting to children;</p>	1. The room arrangement shall be consistent with the program's curricula.	Ongoing	Observation
	2. Equipment and materials shall be arranged in a way that encourages orderly traffic patterns and movement in the classroom.	Ongoing	Observation
<p><b>1304.53(b)(1)(v)</b> Designed to provide a variety of learning experiences and to encourage each child to experiment and explore;</p>	1. Materials and equipment shall be previewed whenever possible, to assure that items purchased reflect the educational objectives and curriculum strategies of the program.	As needed	Observations
	2. Materials and equipment shall be purchased from a variety of resources that specialize in early childhood programs.	Ongoing	Purchase Orders
<p><b>1304.53(b)(1)(vi)</b> Safe, durable, and kept in good condition; and</p>	1. Equipment and materials shall be routinely inspected for safety and general operating condition.	Daily	Observations Daily Health and Safety Checklist
	<p>2. Staff shall maintain a procedure for:</p> <p>(a) Reporting broken equipment. (b) Estimate timelines for repair. (c) Reports on status of repair or replacement. (d) Replacement of broken or lost items.</p>	Ongoing	Delegate/Grantee Procedures
<b>1304.53(b)(1)(vii)</b>			

## PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA PROGRAM DESIGN AND MANAGEMENT

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
Stored in a safe and orderly fashion when not in use.	1. The shelves should be accessible to the children and materials should be no higher than the children's eye level.	Daily	Observations Activity Plans
<b>1304.53(b)(2)</b> Infant and toddler toys must be made of nontoxic materials and must be sanitized regularly.	1. Toys will be nontoxic. Infant/toddler toys will be sanitized daily, or more often, if needed. Preschool toys will be sanitized as needed.	Ongoing	Observation Daily Schedule
<b>1304.53(b)(3)</b> To reduce the risk of Sudden Infant Death Syndrome (SIDS), all sleeping arrangements for infants must use firm mattresses and avoid soft bedding materials such as comforters, pillows, fluffy blankets or stuffed toys.	1. All sleeping arrangements will meet federal/state requirements to reduce SIDS.  2. Monitoring will be conducted on a regular basis.	Ongoing  Ongoing	Observation Daily Environmental Health and Safety Checklist  Monitoring Documentation