

Region 9 Education Service Center
Head Start
Policy Council Handbook
2008-2009

Revised 1/08

Head Start Policy Council Handbook

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The mission of the Region 9 Education Service Center Head Start of Clay, Cooke, Montague and Wichita counties is to:

- Enrich the lives of low income children and families, including children with special needs, who qualify for Head Start through academic and social services.*
- Encourage families to actively participate in the Head Start program.*
- Empower families to advocate for their children.*

Approved by Policy Council 1/27/05



Region 9 Education Service Center Head Start

Funded Enrollment: 560

Counties served: Clay, Cooke, Montague and Wichita

**Districts served:
 Henrietta & Petrolia (Clay);
 Gainesville (Cooke);
 Bowie & Nocona (Montague);
 Burkburnett, City View, Electra & Wichita Falls (Wichita)**

Annual Budget: \$3,272,704

Cost per child: \$5,844

Number of Head Start Staff (both full/part time) 154.40

Site	# Target Enrollment	# Classes
Bowie	25	2
Burkburnett	56	3
City View	19	1
Electra	15	1
Gainesville	70	4
Henrietta	12	1
Nocona	27	2
Petrolia	8	1
Wichita Falls	328	15 plus 9 dual enrolled sites (12 classes)
Total	560	42 classes



Region 9 Head Start Schedule of Events 2008-09

45 and 90 day Timelines start on the first day of school:
August 25, 2008

Early Childhood Week	August 4-8, 2008 Must attend 3 days	9:00-4:00 each day	Region 9 ESC
Welcome the Head Start# 325.3728	August 15, 2008	9:00-4:00	Region 9 ESC
Health Services Advisory Committee#1455.3724	August 21, 2008	6:00-9:00pm	Region 9 ESC

September

1. **Schedule Home Visits this month.** Your district may also require parent conferences/open house.
2. **FIRST REQUIRED BUS EVACUATION DRILL.**
3. **PEDESTRIAN SAFETY FOR CHILDREN AND THEIR PARENTS SHOULD BE COMPLETED.**
4. **DIAL 3 ASSESSMENTS COMPLETED.**
5. **August Site report due at Partner's meeting.**
6. **Monthly attendance and enrollment entered into ChildPlus**

Partners' Meeting#61.4088	September 9, 2008	1:00-4:00pm	Region 9 ESC
Family Services Meeting#1453.3718	September 17, 2008	1:00-4:00pm	Region 9 ESC



October—

- 1. 45 day requirements completed by October 8,2008**
- 2. Region 9 Outcomes completed by the end of October.**
- 3. Site report for September due at Partners' Meeting.**
- 4. Monthly attendance and enrollment entered into ChildPlus**

Policy Council Training#62.4079	October 2, 2008	6:00-9:00pm	Region 9 ESC
Partners' Meeting#61.4089	October 7, 2008	1:00-4:00 pm	Region 9 ESC
Policy Council Meeting#62.4080	October 30,2008	6:00-9:00pm	Henrietta Board of Education
October 31, 2008	Check Accuracy of enrollment numbers and attendance	By midnite	At local site

November

- 1. Enrollment and attendance up to date in Child Plus for report to Washington D.C.**
- 2. Second Bus Evacuation this month**
- 3. 90 day requirements met by November 22,2008**
- 4. Site report for October due at Partners' Meeting.**
- 5. Mail or e-mail site report for November by noon November 17,2008.**
- 6. Monthly attendance and enrollment entered into ChildPlus**

Partner Meeting#61.4090	November 4, 2008	1:00-4:00 pm	Region 9 ESC
Family Services Meeting#1453.3719	November 19,2008	1:00-4:00pm	Region 9 ESC
Health Services Advisory Meeting#1455.3725	November 20, 2008	6:00-9:00pm	Region 9 ESC

DECEMBER



1. **Begin Self Assessment.**
2. **Site report for December due December 15th.**
3. **Monthly attendance and enrollment entered into ChildPlus**

Policy Council #62.4081	December 4, 2008	6:00-9:00pm	Burkburnett Professional Development Bldg
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JANUARY

1. **Region 9 Checklist completed by the end of January.**
2. **Monthly attendance and enrollment entered into ChildPlus**

Partners' Meeting#61.4091	January 13, 2009	1:00-4:00pm	ESC 9
Policy Council #62.4083	January 29,2009	6:00-9:00pm	Bowie Elementary Cafeteria

FEBRUARY

- 1 **Site report for January due February 2, 2009.**
Monthly attendance and enrollment entered into ChildPlus

Partners' Meeting#61.4092	February 10,2009	1:00-4:00pm	ESC 9
Family Services #1453.3720	February 11, 2009	1:00-4:00pm	ESC 9
Health Services Advisory#1455.3726	February 12, 2009	6:00-9:00pm	ESC 9
Policy Council#62.4084	February 26, 2009	6:00-9:00pm	Nocona Elementary Cafeteria

MARCH

1. **Third Bus Evacuation drill completed.**
2. **Dial 3 Assessments completed.**
3. **Site report for February due March 3, 2009.**
4. **Monthly attendance and enrollment entered into ChildPlus**



Partners' Meeting#61.4093	March 3, 2009	1:00-4:00pm	ESC 9
Policy Council#62.4085	March 26, 2009	6:00-9:00pm	Northwest-Wichita Falls

APRIL

1. **Home visits begun.**
2. **Parent conferences as required by district.**
3. **Region 9 Checklist completed by end of April.**
4. **April site report due April 1, 2009.**
5. **Monthly attendance and enrollment entered into ChildPlus.**

Partners' Meeting#61.4094	April 7, 2009	1:00-4:00pm	ESC 9
Policy Council Meeting#62.4086	April 30, 2009	6:00-9:00pm	Edison Elementary Cafeteria-Gainesville

MAY

1. **Home visits and parent conferences completed.**
2. **April/May site report due May 1, 2009.**
3. **All information in ChildPlus will be entered/reviewed and corrected for the PIR by June 5, 2009.**
4. **Monthly attendance and enrollment entered into ChildPlus.**

Partners' Meeting#61.4095	May 5, 2009	1:00-4:00pm	ESC 9
Family Services#1453.2722	May 13, 2009	1:00-4:00pm	ESC 9
Health Services#1455.3727	May 21, 2009	6:00-9:00pm	ESC 9
Policy Council#62.4087	May 28, 2009	6:00-9:00pm	ESC 9

Wichita Falls Head Start

Northwest (3)
2310 5th Street
Wichita Falls 76301
940-322-1905
940-761-3363(fax)

Paul Irwin (3)
115 Wichita Street
Wichita Falls 76301
940-761-1501
940-761-1542(fax)

Rosewood (7)
503 Rosewood
Wichita Falls 76301
940-766-1926
940-766-4126(fax)

Brook Village Elementary(2)
2222 Brook
Wichita Falls 76301
940-720-3333
940-720-3335(fax)

Burgess Elementary (2)
3106 Maurine
Wichita Falls 76306
940-716-2850
940-716-2852 (fax)

Wichita Falls Head Start

Cunningham Elem(1)
4107 Phillips
Wichita Falls 76308
940-720-3042
940-720-3061(fax)

Huey Elem (2)
1513 North 6th Street
Wichita Falls 76306
940-720-3140
940-720-3287(fax)

Sam Houston (1)
2500 Grant Street
Wichita Falls 76309
940-720-3040
940-720-3059(fax)

Fain Elem (1)
1562 Norman
Wichita Falls 76302
940-720-3157
940-720-3218(fax)

Lamar Elementary(1)
2206 Lucas
Wichita Falls 76301
940-720-3153
940-720-3242(fax)

Washington-Jackson (1)
1300 Harding
Wichita Falls 76301
940-720-314
940-720-3168(fax)

Other Sites

Bowie Head Start (2)
405 Lovers Lane
Bowie 76230
940-689-2910
940-872-3041 (fax)

Burkburnett Head Start (2)
600 7th Street
Burkburnett 76354
940-569-1942
940-569-1387(fax)

Hardin Elem (1)
100 Avenue D
Burkburnett 76354
940-569-5253
940-569-1509(fax)

City View Elem (1)
1023 City View Drive
Wichita Falls 76306
940-855-2351 (x214)
940-855-7943(fax)

Electra (1)
Dinsmore Elementary
700 South Main
Electra 76360
940-495-3682
940-495-2625(fax)

Gainesville (4)
912 Muller
Gainesville 76240
940-665-4619
940-665-1562(fax)

Henrietta Elem (1)
1700 East Crafton
Henrietta 76365
940-538-7506
940-538-7515(fax)

Petrolia Elem (1)
701 South Prairie
Petrolia 76377
940-524-3906
940-534-3608(fax)

Nocona Elem (2)
300 Montague Highway
Nocona 76255
940-825-3018
940-825-4253(fax)

Region 9 Staff
940-322-6928

Jill Landrum - Region 9 Head Start Coordinator
Stacey Jurecek - Mental Health Specialist/Family Services
Lavacca Johnson - Child Plus/Data Engine Specialist/Fiscal
Donna Meyer - School Readiness Integration Specialist
Virginia Rose - Department Secretary

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**REGION 9 EDUCATION SERVICE CENTER HEAD START
POLICY COUNCIL
BY-LAWS**

ARTICLE I

NAME

The name of the group shall be the Region 9 Education Service Center Head Start Policy Council.

ARTICLE II

PURPOSE

The purpose of the Policy Council shall be to provide a formal structure of shared governance through which parents and community members can participate in decisions that relate to the Head Start Program.

GOAL AND OBJECTIVES

The primary goal of this Head Start program is to provide the opportunity for children and families to obtain success developmentally, academically, economically, and socially. This goal will be addressed by the following program objectives:

Enhance children's growth and development.

Strengthen families as the primary nurturers of their children.

Provide children and families with educational, health and nutritional services.

Link children and their families to needed community services.

Ensure well-managed programs that involves parents in decision-making.

ARTICLE III

GENERAL RESPONSIBILITY

This Council's primary responsibility is to work in partnership with management staff and the governing bodies to develop, review, and approve or disapprove the following policies and procedures:

- Funding applications and amendments
- Program planning
- Reviewing and establishing goals and objectives
- Composition of the Council
- Criteria for defining participant recruitment, selection and enrollment priorities
- Annual self-assessment
- Approve or disapprove personnel

And perform the following functions:

- Serve as a link to each site's parent committee, Region 9 Board of Directors, participating school districts, community agencies and organizations
- Assist parents at each site in planning, coordinating and organizing program activities
- Assist in recruiting volunteer services and publicizing the program

ARTICLE IV

MEETINGS

The Council shall meet at least 6 times per year, the first being in October, and shall conduct called meetings as deemed necessary. Training of Policy Council members will occur prior to the first meeting. The meeting dates will be set when school calendars are established. A written notice will be provided to delegates giving sufficient time to prepare for attendance at the next Policy council meeting. This notice shall include the date, time, place and a draft of the agenda of items to be considered. Additional items may be added on the agenda with a vote and approval of the Policy Council.

ARTICLE V

MEMBERSHIP

The Council shall be comprised of nineteen (19) members. Ten of these members shall be current Head Start parents from each of the nine Head Start communities, and nine of the members shall be community representatives from each of the communities. Parent representatives must be elected by their peers during their local Head Start Parent Meeting, which should occur prior to the September Policy Council meeting. Alternates may be elected to ensure representation. Election results should be submitted in writing to the Head Start Director, within 10 days.

Parents must represent 51% of the membership. Therefore, there will be one parent representative from each of the following communities: Burkburnett, City View, Electra, Henrietta, Petrolia, Nocona, Bowie, and Gainesville. There shall be two parent representatives from Wichita Falls as it has the largest student population.

Community representatives **shall be elected by each Head Start site parent committee. This action shall be prior to the Policy Council training and shall be reported to the Head Start Director, within 10 days after the election.** There will be one community representative from each of the following communities: Burkburnett, City View, Electra, Henrietta, Petrolia, Nocona, Bowie, Gainesville and Wichita Falls. Alternates may be selected to ensure community representation.

Staff members may attend the meeting of the Policy Council and act as advisors. Head Start staff members, and Region 9 ESC or local school district employees, may not be elected to, or serve as members of the Head Start Policy Council. Policy Council members may not serve if they have a relative working in the Region 9 Head Start program.

ATTENDANCE

If a member misses two consecutive Policy Council meetings, he/she will be contacted by an officer of the Head Start Policy Council to see if the member wishes to continue serving. If the member no longer wishes to participate, the alternate will assume the position of the voting member. If there is no alternate, the parent group from the local Head Start site shall elect another delegate.

TERM

Policy members will serve a term of one year. While they may be re-elected or re-appointed, no one member can serve more than three one-year terms.

VACANCY

Any vacant position may be filled by the same process as outlined above upon notification of a resignation.

QUORUM

A quorum shall exist if at least a majority of the sites are in attendance with voting members of the Council membership present.

PROXY

In the event that a Policy Council member cannot attend and his/her alternate cannot attend, the voting member may assign in writing his proxy to vote in his/her absence.

ARTICLE VI

ELECTION OF OFFICERS

Election will be held during the first meeting of the Policy Council. Term of office shall be one year or until a new Policy council is installed.

OFFICERS

The Policy Council shall consist of the following officers:

Chairperson
Vice-Chairperson
Secretary
Board of Directors Liaison

DUTIES OF OFFICERS

President shall

1. Preside over Council meetings
2. In cooperation with the Director, prepare the agenda
3. Represent the Council when necessary
4. Carry out duties assigned by the Council
5. **Attend Executive Committee Meetings**

Vice-Chairperson shall

1. Assume above duties in the absence of the Chairperson
2. **Attend Executive Committee Meetings**

Secretary shall

1. Draft and present Council meeting minutes
2. Maintain any records assigned by the Council
3. **Attend Executive Committee Meetings**

Assistant Secretary shall

1. Assume the duties in the absence of the Secretary

Board Liaison shall

1. Attend Region 9 ESC Board of Directors meeting quarterly to report regarding Head Start
2. Report to the Council regarding Board activities or functions related to Head Start
3. **Assume the duties of the President, in the event that the Vice President and President are both absent**
4. **Attend Executive Committee Meetings**

All officers shall have the right to vote and discuss any questions as do all the other members of the Policy Council.

TERMINATION OF OFFICER STATUS

Persons elected to office by the general membership of the Policy Council, may be removed from office, with a 2/3 vote of the Policy council membership in attendance at a called meeting, with or without cause, if deemed to be in the best interest of the Policy Council. Reasons for removal from office could be for the following reasons: 1. Moving from the Region 9 Head Start area. 2. Lack of attendance at meetings. 3. At the request/resignation of the officer.

REPLACEMENT OF OFFICERS

Officers may be appointed by the presiding officer with simple majority approval of the Policy Council present at a called meeting.

ARTICLE VII

COMMITTEES

Section 1: The Policy Council shall appoint such committees as necessary for the proper management of business, including but not limited to the following: Executive Committee, Personnel Committee, Complaints Committee, and Grants/Fiscal Committee.

Section 2 **Executive Committee**

The Executive committee shall be composed of the officers of Policy Council and representatives of the ESC 9 Board of Directors. This committee shall assist in writing and reviewing policies and or procedures. Annual review of the Systematic Selection points for eligibility will be conducted and revised as indicated from the Self Assessment. In addition, this committee will be instrumental in developing goals for the next year and approving the continuation grant. During the summer months, the Executive Committee has the authority to act on behalf of the Policy Council to approve or disapprove items such as policies, procedures, revisions to the continuation grant, etc., until such items can be voted on by the new Policy Council at their first meeting in the fall.

Section 3 **Personnel Committee**

Each site will ensure that a Policy Council representative or a local Parent committee representative is involved in the screening and interview process/committee. This representative will then make the recommendation of the interview committee for personnel matters.

Section 4 **Complaints Committee**

This committee shall hear complaints from the community and from parents who have followed the grievance procedures established by the ESC 9 Board of Directors and Policy Council. This committee may also hear grievances of Head Start staff and present their finding to the Personnel Committee or the ESC 9 Board of Directors.

Section 5 **Grants/Fiscal Committee**
This committee will assist and review in the preparation of the Head Start grant application and any amendments to funding.

Section 6 **Special Committees**
Special Committees may be appointed by the Chairperson or selected by the Council as the need arises.

ARTICLE VIII

ADOPTION AND AMENDMENTS

The By-Laws shall be adopted and amended by a simple majority of Council members present at a regularly scheduled meeting. The Region 9 ESC Board of Directors shall review the By-Laws and provide final approval. The By-Laws will be effective the date of the Board of Directors' approval.

APPROVAL:

<u>Wendy Fitts</u> Head Start Policy Council Chairperson	<u>4-24-03</u> Date
<u>Robert Russell Jr.</u> Region 9 ESC Board of Directors Chairperson	<u>4-24-03</u> Date

Revisions approved
5/27/08



The Head Start Performance Standards – In A Nutshell

1304.20 Early Childhood Development and Health Services

- Ensure that the child has a "medical home" an ongoing source of continuous, accessible health care; obtain from that "home" a determination that the child is on a schedule of age-appropriate health care; obtain or arrange for further testing or treatment if there is a known or suspected problem; and develop and implement a follow-up plan for any condition needing further attention.
- Complete all activities mentioned above within 90 days of the child's entry into the program (if the program lasts more than 90 days) and within 30 days, if the program lasts 90 days or less. Ensure that all developmental, sensory, and behavioral screenings are completed within 45 calendar days of entry, so the process of identifying children with disabilities is well underway early in the year.
- Support ongoing health assessments and treatment for children by observing and recording children's developmental progress or changes in appearance or behavior and consulting with parents.
- Use the information from assessments to individualize the program for all children, with special attention given to appropriate programming for children with disabilities.

1304.21 Education and Early Childhood Development

- Ensure that the learning environment is developmentally and linguistically appropriate, recognizing that children have individual rates of development as well as individual interests, temperaments, cultural backgrounds, and learning styles.
- Ensure that the learning environment supports the development of each child's social and emotional development, cognitive, language skills, and physical skills.
- Provide a program of services for infants and toddlers which encourages the development of a secure relationship between children and their teacher, and supports their social, emotional, and physical development.

- Implement a curriculum that individualizes experiences, integrates the educational aspects of all program areas, helps to develop children's social relationships, enhances the child's understanding of self, and provides for the development of the whole child.
- Ensure the curriculum has the goals of the children's development and learning; the experiences through which they will achieve these goals; the roles the staff and parents take to help the children achieve these goals; the materials needed to support the implementation of the curriculum and that it is based on sound child development and the performance standards.
- .Involve parents in the program's curriculum and approach to child development and education, and in staff-parent conferences and home. visits. Ensure that parents have opportunities to observe their children and to share these assessments with staff to plan individualized learning experiences. (GERMS)
- Conduct the National Reporting System pre and post test for every four year child enrolled in your program.

1304.22 Child Health and Safety

- Establish and implement policies and procedures to respond to medical and dental health emergencies
- Ensure that rules regarding the temporary exclusion of a child with a short-term injury or an acute or short-term contagious illness are followed; ensure that program participation is not excluded over the long term solely on the basis of health care needs or medication requirements unless keeping the child poses a significant risk which cannot be reduced to an acceptable level.
- Establish and maintain written procedures regarding the administration, handling, and storage of medication.
- Work to prevent injuries and foster safety awareness, including keeping a well supplied first-aid kit readily available.
- Follow good hygiene and sanitation practices, including washing hands with soap and water at required times, using nonporous gloves when in contact with spills of bloody bodily fluids, cleaning up such spills effectively, diapering and toileting children safely, and spacing cribs at least three feet apart.

1304.23 Child Nutrition

- Work with families to identify children's nutritional patterns and needs.
- Design and implement a nutrition program that meets the nutritional needs and feeding requirements of each child.
- Ensure that meal service in center-based settings contributes to the development and socialization of children by, among other things, having staff, volunteers, and children eat together, family-style, sharing the same menu.
- Assist families with nutrition through parent education activities and resource information.
- Post evidence of compliance with food safety and sanitation laws; contract only with vendors that are correctly licensed; and, for programs serving infants and toddlers, provide facilities for the proper storage of breast milk and formula.

1304.24 Child Mental Health

- Ensure that staff and parents work together to help develop a program that is individualized for their child.
- Ensure that separation and attachment issues are addressed with each family.
- Help parents discuss and identify appropriate responses to their child's behaviors and understand mental health issues.
- Discuss how to strengthen nurturing, supportive environments and relationships both at home and at the program.
- Secure a mental health professional(s) to make observations to ensure *r'* timely and effective identification of necessary interventions.
- Maintain a regular schedule of on-site mental health consultations.
- Assist in providing special help for children with atypical behavior or development

1304.40 Family Partnerships

- Engage in a process of collaborative partnership-building with parents.
- Ensure that families are engaged in Family Goal Setting.
- Help parents identify and access community services and resources.
- Provide follow-up with each family.
- For programs serving pregnant women, infants and toddlers, ensure that (. access to comprehensive prenatal and postpartum care and education is readily available.
- Provide parent involvement and education activities that are responsive to the ongoing and expressed needs of the parents, both as individuals and members of a group.
- Provide opportunities for volunteerism in the program.
- Assist families with opportunities to participate in family literacy activities.
- Ensure that parents are assisted in understanding how to enroll and participate in a system of ongoing family health care; nutrition education, mental health education and parental involvement in community advocacy.
- Provide support for parents as their children transition into and out of Head Start.
- Help parents understand the purpose of home visits and parent-teacher conferences.

1304.41 Community Partnerships

- Must establish community partnerships.
- Must establish a Health Services Advisory Committee.
- Must participate in transition planning for children both into and out of Head Start.

1304.50 Program Governance

- Must establish and maintain a formal structure of shared governance. These are known as: Policy Council (grantee level); Policy Committee (delegate agency level); and Parent Committee (center level).
- The Policy Council **MUST** be involved in the various aspects of the program governance as outlined in the performance Standards. (1304.50 entire section).
- Conduct an annual program self-assessment.
- Ensure that there are written policies that define the roles and responsibilities of the governing body members and that inform them of the management procedures and functions necessary to implement a high quality program.
- Develop an internal dispute resolution procedure.

1304.51 Management Systems and Procedures

- Develop a Community Assessment
- Develop written plans for each service area.
- Ensure that there is an effective two-way communication system in place between staff and parents; governing bodies and policy groups; among program staff; and with delegate agencies.
- There must be an effective record-keeping and reporting system.
- Conduct annual self-assessment.
- Develop a system for on-going monitoring of the operations of the program.

1304.52 Human Resources Management

- Ensure that there is an effective organizational structure that supports the accomplishment of program objectives.
- Ensure that the following program management functions are formally assigned to and adopted by staff within the program:
 - ** Program management
 - ** Early childhood development and health services
 - ** Family and community partnerships
- Ensure that staff and consultants have the skill and knowledge to perform their assigned tasks.
- Ensure that candidates with appropriate qualifications as outlined in 1304.52 (a)-(g) and CFR 1306.21 are hired.
- Ensure that all staff, consultants and volunteers abide by the program's standards of conduct.
- Conduct annual staff appraisals.
- Guarantee that an initial health examination has been performed for all staff members as well as a periodic re-examination as recommended by their health care provider or as mandated by State, Tribal or local laws.
- Guarantee that regular volunteers are screened for tuberculosis.
- Make mental health and wellness information available to staff.
- Provide an orientation to all new staff, consultants; and volunteers.
- Provide ongoing opportunities for staff to acquire the knowledge and skills necessary to implement the content of the Head Start Program Performance Standards.
- Provide training to Early Head Start and Head Start governing body members and Policy Council and Policy Committee members.

1308.4-21 Disabilities Services

- Design comprehensive services which meet program standards for locating and serving children with disabilities and their parents.
- Develop an Individualized Education Program (IEP) to provide appropriate special services for each child who is determined to have a disability.
- Screen children by 45 calendar days after the start of the Head Start program services in order that essential services are received in a timely manner.
- Use Head Start diagnostic criteria to determine a child's eligibility for special education and related services.
- Designate a coordinator of services for children with disabilities with specific responsibilities.
- Operate in accordance with current guidance on the use of program funds for special services to children who have disabilities.

1304.53 Facilities, Materials, and Equipment

- Provide a physical environment that is conducive to learning and reflective of the different stages of development of children.
- Provide for the maintenance, repair, safety, and security of all Head Start facilities, materials, and equipment.
- Maintain an environment free *of* toxins, including cigarette smoke, pesticides, herbicides and other air pollutants; as well as soil and water contaminants.
- Conduct an annual safety inspection 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.
- Provide and arrange sufficient equipment, toys, materials, and furniture to meet the needs and facilitate the participation and comfort *of* all children and adults-including those with disabilities.

1309 Head Start Facilities Purchase

1310 Transportation

- This part prescribes regulations on safety features and the safe operation of vehicles used to transport children participating in Head Start and Early Head Start program. Under sections 644 (a) and (c) and 645 (b)(9) of the Head Start Act, this part also requires Head Start to provide documented training in pedestrian safety for parents and their children within the first thirty days of the program. In addition, three bus evacuation drills are also performed throughout the program year. These are usually done in conjunction with field trips.

1311 Head Start Fellows Program

- Individual application process for a staff member in a local Head Start program or other dual working in the field *of* child development and family services to be placed in a variety *of* settings which will enhance their growth and development and leadership skills.

Head Start Dictionary/Acronyms -ALPHABETICAL DISPLAY-

A	
Accreditation	A process that validates and acknowledges quality early childhood programs. It involves the early childhood program in a self-study to systematically evaluate their processes, activities and achievements and identify areas in need of improvement, in comparison with professional standards.
ACF	ACF - Administration for Children and Families The branch of the U.S. Department of Health and Human Services that administers Head Start and other programs focused on children and their families.
ACYF	ACYF – Administration for Children, Youth and Families The ACF unit that directly administers the four Bureaus that serve children and youth, which includes the Head Start Bureau.
Ad Hoc Committee	A committee established for a specific amount of time to accomplish a specific task.
ADA	ADA – Americans with Disabilities Act The ADA, Public Law 101-336, was signed on July 26, 1990 to provide comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications. This landmark civil rights legislation extends the requirements of Section 504 to all programs and provides a national mandate for the elimination of discrimination against individuals with disabilities.
Advisory Committee	Any group which serves an advisory rather than a policy-making or decision-making role.
Age Eligibility	A child must be at least three years old by the date used to determine eligibility for public school in the community for Head Start. Early Head Start serves infants and toddlers up to age three.
AI-ANPB	AI-ANPB – American Indian-Alaska Native Program Branch This program branch provides American Indian and Alaska Native children and families nationally with comprehensive health, education, nutritional, socialization and other developmental services promoting school readiness.
ARD	ARD - Admission, Review and Dismissal

Assessment	The ongoing process of observation and recording initiated by teachers that provides information about children's development (social, emotional, cognitive, fine and gross motor abilities, speech and language), identifying children's specific strengths and needs. The results of classroom assessment provide the basis for individualizing the curriculum for children.
ADD	ADD- Attention Deficit Disorder
Audit	A process that determines whether the agency's financial operations manage itself in compliance with laws and regulations regarding expenditures of funds, accurately produce financial statements representing the agency's financial position, and establish and implement internal procedures for managing and reporting on expenditure of funds.
B	
By Laws	The common rules agreed upon by an organization under which it operates. By laws are used for Head Start policy groups.
C	
CACFP	CACFP - Child and Adult Care Food Program A state administered program funded by the U. S. Department of Agriculture (USDA) that provides financial reimbursement and/or commodities for providing breakfast, lunch, snacks which meet federal nutritional requirements to income eligible children and adults.
CCB	CCB – Child Care Bureau Division of the Administration for Children and Families, U.S. Department of Health and Human Services, which administers the Child Care Development Fund to states, territories, and tribes. The Child Care Bureau supports low-income working families through child care financial assistance and promotes children's learning by improving the quality of early care and education and after-school programs.
CCDBG	CCDBG – Child Care Development Block Grant
CCDF	CCDF – Child Care Development Fund Also known as the Child Care and Development Block Grant (CCDBG). A federal child care act passed by Congress in 1990 authorizing ACF to fund states to provide child care services and activities to improve the availability and quality of child care. It combines several child care programs: TANF/child care; Transitional Child Care; At-Risk/Title IV-A of the Social Security Act.

CCDFP	<p>CCDFP – Child Care Development Fund Plan A plan developed by the designated child care agency in each state. The plan serves as a guide for the coordination of the state's child care services and the administration of child care subsidies and CCDF. States must promote public involvement in the plan development/review process and submit the plan to the federal Department of Health and Human Services/Administration for Children and Families for review and approval every two years.</p>
CDA	<p>CDA – Child Development Associate An early childhood educator who has demonstrated skills in working with young children and their families by successfully completing a formal credentialing process. CDA is a nationally awarded credential recognized in 46 states and the District of Columbia. The CDA credentialing process is administered by the Council for Early Childhood Professional Recognition at www.cdacouncil.org/.</p>
Center-Based Program Option	<p>A Head Start program option that serves the child in a center four/five days per week. Center-based requires class size of 17 to 20 four-year-olds enrolled per class or 15-17 three-year-olds per class; class operations of 3.5 to 6 hours per day (with 4 hours being optimal); a minimum of 128 days of classroom operations for programs serving children 4-days per week; and a minimum of 160 days of operation for children enrolled 5 days per week. All center-based programs must provide a minimum of 32 weeks of class operation over an eight or nine month period. For Early Head Start center-based options, the group size is a maximum of eight infants and toddlers and staff child ratios stand at 1-4. Since Early Head Start is a full-year program, center-based services are provided 48-52 weeks per year.</p>
Child Outcomes Framework	<p>The 1998 reauthorization of Head Start by Congress requires programs to demonstrate that children make progress on specific learning outcomes. To ensure that practices reflect the most current research about child development the Head Start Bureau developed the Child Outcomes Framework. The Framework incorporates the legislatively mandated outcomes as long-term goals referred to as domains. There are eight domains. <i>The Head Start Leaders Guide to Positive Child Outcomes</i> can be downloaded online at www.headstartinfo.org/pdf/hsoutcomesguidedefinal4c.pdf or you can fax a request on agency letterhead to the publication center at 703-683-5769.</p>
CA	<p>CA – Community Assessment A profile of the community or communities in which the Head Start program operates. This profile includes data on the characteristics of the community's population, resources, assets and needs. Programs are required to submit a CA, along with the analysis of the data in relation to the program design and decisions made with their grant application, in the first year of their three-year funding cycle. The CA provides essential data for ongoing program design and planning.</p>

CAA	CAA – Community Action Agency An organization either public or private non-profit which is funded by the Community Services Block Grant to administer and coordinate on a community-wide basis, a variety of anti-poverty programs which often includes Head Start.
CAP	CAP – Community Action Program An organization either public or private non-profit which is funded by the Community Services Block Grant to administer and coordinate on a community-wide basis, a variety of anti-poverty programs which often includes Head Start.
CDC	CDC – Centers for Disease Control and Prevention
CDL	CDL – Commercial Driver’s License
CFR	CFR- Code of Federal Regulations CFR is the organizational numbering system used by the United States Government to organize and catalog all federal final rules published in the Federal Register. All federal regulations governing a specific federal program are coded for easy reference. For example, the number assigned to the Head Start Program Performance Standards is 45 CFR, Part 1304.
Combination Program Option	A Head Start program incorporating both center-based and home-based services. The option provides a minimum of 32-96 days per program year (2-3 days per week) of classroom center-based experiences for children and 8-24 home-based like home visits per year (1-2 visits per month).
Community Representative	Any member of a Policy Council or Policy Committee drawn from the local community and/or parents of formerly enrolled children.
CEU	CEU - Continuing Education Units
CFR	CFR – Code of Federal Regulations
Cost Allocation Plan	A systematic approach used by a grantee or delegate agency to identify and distribute allowable costs for the various funding sources they administer together with the allocation methods used.
D	
DAP	DAP – Developmentally Appropriate
Data Engine/Child Plus	
Delegate Agency	An agency to which responsibility is delegated by the Head Start grantee for the operation of a total, or a significant portion, of the Head Start/Early Head Start program.
Development & Administrative Cost	The costs of developing, administering and managing the parts of the Head Start program which are not directed specifically to the services and parent involvement components. Frequently referred to development and administrative costs or "admin costs."
D & B	D & B – Dunn & Bradstreet

DAP	DAP – Developmentally Appropriate Practice A concept of classroom practices which reflect knowledge of typical development for the ages being served and an understanding of the unique personality, learning style, and family background of each child. These practices are consistent with the <i>Head Start Program Performance Standards</i> .
Diagnostic Evaluation	An evaluation by clinicians as a result of questions about a child's social, emotional, cognitive, fine and gross motor abilities, speech and language identified in screening.
Double-Session Variation	A variation of the center-based program option that operates with one teacher who works with one group of children in the morning and a different group of children in the afternoon. This option must comply with regulations regarding class size (4 and 5 year olds-15 to 17 children enrolled per class; 3 year olds-13 to 15 children enrolled per class), operate for no more than four-days per week and meet the 3.5 hour daily class operation requirement of the center-based option.
E	
EHS	EHS – Early Head Start Established by the Head Start Act as amended May 1994, this program serves families with children pre-birth to three years old within the framework of Head Start. <i>The Statement of the Advisory Committee on Services for Families with Infants and Toddlers</i> , a report published by the U.S. Department of Health and Human Services in September, 1994, provides a blueprint for the design of the Early Head Start program.
EIC	EIC – Earned Income Credit
ELMC	ELMC – Early Literacy Mentor Coaches Staff members in local programs who serve as mentor-coaches for teachers in the areas of language and literacy.
EPSDT	EPSDT – Early and Periodic Screening Diagnosis and Treatment
ERIC	ERIC – Educational Resources Information Center
ERSEA	ERSEA – Enrollment, Recruitment, Selection, Eligibility & Attendance
ESL	ESL – English as a Second Language
F	
FACES	FACES – Family and Child Experiences Survey FACES is part of the Head Start Bureau's strategy for measuring the impact of Head Start across time and a number of variables. The FACES research project has provided Congress with initial information on Head Start quality. The next stage of the research - the Measures Project - is expected to further program's ability to produce positive and measurable child outcomes and to efficiently collect and analyze Head Start data.
Family Child Care	A program option in which services to children are delivered in the homes of permitted or licensed family child care providers. This option is offered primarily in Early Head Start programs.
FCP	FCP – Family & Community Partnerships

FPA	FPA – Family Partnership Agreement The Family Partnership Agreement process offers parents the opportunities to develop and implement individualized family partnership agreements that describe family goals, responsibilities, timetables and strategies for achieving these goals as well as progress in achieving them. This process must be initiated as early after enrollment as possible and take into consideration each family's readiness and willingness to participate in the process.
Federal Program Monitoring Report	The findings reported from the onsite Head Start program monitoring conducted by a federally led monitoring team every three years. The process for federal review is PRISM -Program Review Instrument for Systems Monitoring. The monitoring report should be received by the program reviewed within a reasonable timeframe after the federal review. If any program deficiencies are identified, programs must respond promptly with a program quality improvement plan (QIP).
FAA	FAA – Financial Assistance Award See (NFAA) Notice of Financial Assistance Award
FAPE	FAPE – Free Appropriate Public Education All children, regardless of disability, are entitled to a free appropriate public education in the least restrictive environment.
FAQ	FAQ – Frequently Asked Questions
Federal Register	The federal publication that informs the public about proposed and final regulations, funding availability, program announcements, and other policies issued by OMB, HHS, ACF, and other federal agencies. It can be searched electronically at http://www.gpoaccess.gov/fr/index.html/ . Final regulations published are included in the annual revisions to the <i>Code of Federal Regulations</i> .
Financial Status Report	A standard, Federal government form, SF-269 used to report the financial progress of a grant and show the status of funds. Head Start grantees must submit two semiannual SF-269s. They are due no more than 30 days after the end of the first and last six months of each annual budget period. Grantees also must submit a final SF-269 that is due no more than 90 days after the end of each project period. However, for grantees with indefinite project periods, like Head Start, the final SF-269 is due no more than 90 days after the end of each annual budget period.
Fiscal Assistant	A web based resource that provides narratives that explain Head Start fiscal requirements and provide Frequently Asked Questions (FAQs), audit considerations, PRISM findings, and related information. The site can be accessed online at www.acf.hhs.gov/programs/hsb/hsfa/ .
FTE	Full-Time Equivalent
Full-Day Variation	A variation of the center-based option in which the classroom services children longer than six-hours per day.

FY	FY – Fiscal Year The 12-month period for which funds are allocated. The funding year is October 1 to September 30 for federal agencies. State and local FYs will vary.
G	
GABI	GABI – Grant Application Budget Instrument
GAO	GAO – General Accounting Office
GED	GED – General Equivalency Diploma
Good Start, Grow Smart	In the State of the Union Address delivered January 2002, President Bush outlined the next step in education reform. The Bush Administration proposed a new early childhood initiative - <i>Good Start, Grow Smart</i> - to help state and local communities strengthen early learning for young children. Three major areas are addressed: 1) Strengthening Head Start; 2) Partnering with States to improve early childhood education; and 3) Providing information to teachers, caregivers, and parents.
Governing Body	The governing body is the policy group responsible for the legal and fiscal accountability for overseeing the Head Start and/or Early Head Start program. The governing body has the general responsibility for guiding and directing planning, general procedures and human resources management.
GPO	GPO – US Government Printing Office
Grant Specialist	Federal staff of the ACF Regional Office who provides grant assistance to local Head Start grantees. Grantees should direct budget and funding policy questions about Head Start/Early Head Start to the Regional Specialist.
Grantee	A public or private for-profit, not-for-profit, or faith based agency that receives funds directly from ACF to operate a Head Start program.
Grant Specialist	Federal staff of the ACF Regional Office who provides grant assistance to local Head Start grantees. Grantees should direct budget and funding policy questions about Head Start/Early Head Start to the Regional Specialist.
GABI	GABI Grant Application Budget Instrument The software package that enables Head Start grantees to submit their annual refunding application. It is available online at www.acf.hhs.gov/programs/hsb/grant/hsware/gabi/index.html/ .
Grants Net	A web based resource that specifies administrative policies, procedures, and general guidance to recipients of grants and cooperative agreements awarded by the agencies of the United States Department of Health and Human Services. It is available electronically at http://www.hhs.gov/grantsnet/adminis/gam/gamanual.html . The Grants Administration Manual (GAM) is provided electronically.
H	
Head Start Act	A public law passed by Congress and signed by the President that authorizes the appropriation of funds at specific levels and addresses the intent of the program, priorities, and types of services to be provided. The Act is reauthorized every five years.

Head Start Fellows	A national program that offers 8 to 10 professionals in the early childhood and family services field the opportunity to come to Washington, DC to develop their leadership abilities and participate in an intensive work experience at the Head Start Bureau. Applications are due in early December of each year. This program is administered through a cooperative agreement with the Council for Early Childhood Professional Recognition at www.cdacouncil.org/ .
HHS	HHS – Health and Human Services See United States Department of Health and Human Services
Home Visits	Visits made to a child's home by the classroom teacher in a center- based program option, or home visitors in a home-based program option, for the purpose of assisting parents in fostering the growth and development of their child.
Home-Based Program Option	A program option that focuses on parents as educators. It includes a minimum of 32 weekly home visits per year lasting for a minimum of 1.5 hours per visit by an assigned home visitor and a minimum of two monthly socialization experiences (16 per year) for both children and parents. In Early Head Start programs, home- based services are provided throughout the year with the number of home visits and socialization activities adjusted accordingly.
HSAC	HSAC – Health Services Advisory Committee The Head Start program committee is required by the <i>Head Start Program Performance Standards</i> to advise in planning, operation, and evaluation of health services. The committee is comprised of parents and community health providers and other specialists in the various health disciplines. Given the role the HSAC plays in Head Start, the Head Start Bureau initiated an effort to have materials developed to help Head Start programs improve the function of local HSAC's. <i>Weaving Connections</i> is a multimedia set of training materials for Head Start programs. It focuses on the Health Services Advisory Committee (HSAC), a required component of every Head Start program. The Weaving Connections kit provides information and resources to help Head Start staff, parents, and HSAC members run an effective HSAC, and improve outcomes for children and families. Materials can be ordered online at www.acf.hhs.gov/programs/hsb/connections/index.htm www.headstartinfo.org/pdf/WeavingConnections.pdf
HSB	HSB – Head Start Bureau The division of the Administration for Children and Families, United States Department of Health and Human Services, which administers the Head Start program. The Bureau develops and enforces regulations based on the Head Start Act, Program Performance Standards, and other legislation.

HSMTS	HSMTS – Head Start Monitoring and Tracking System The computerized system used by ACF to track Head Start programs through Federal monitoring.
HSNRC	HSNRC – Head Start National Resource Center HSNRC supports national program priorities of the Head Start Bureau and the accomplishment of national program improvement initiatives by developing resources and identifying training activities. www.hsnrc.org .
HUD	HUD – Housing and Urban Development See United States Department of Housing and Urban Development
I	
IDEA	IDEA – Individuals with Disabilities Education Act, P.L. 102-119/P.L. 105-17 This act amends, extends, and redefines the rights, definitions, and requirements of P.L. 94-142 and its subsequent amendments. States and jurisdictions have put in place policies to ensure that all eligible children with disabilities will receive services under IDEA. (See Part C)
IEP	IEP - Individual Education Program A written statement for a child with disabilities, developed by the public agency responsible for providing free appropriate public education to a child, which contains the special education and related services to be provided to an individual child.
IFSP	IFSP – Individual Family Service Plan A written plan for providing early intervention services to a child eligible under Part C of the Individuals with Disabilities Act (IDEA).
IHP	IHP – Individual Health Plan An individual plan developed for child with special health care needs that outlines specific health services that will be provided by appropriate program staff.

IM	IM – Information Memorandum A document by which the federal government provides grantees with general information other than a proposed regulation or policy.
Income Guidelines	The Federal Poverty guidelines, issued by the Department of Health and Human Services, are used to determine whether a person or family is income eligible for Head Start services, as well as other Federal programs. The guidelines are updated annually by the Census Bureau account for the last (calendar) year's increase in prices as measured by the Consumer Price Index (CPI).
Indian Tribe	Any tribe, band, nation, pueblo, or other organized group or community of Indians, including any Native village described in section 3 (c) of the Alaska Native Claims Settlement Act (45 U.S.C. 1602(c) or established pursuant to such Act (43 U.S.C. 1601 <i>et seq.</i>) that is recognized as eligible for special programs and services provided by the United States to Indians because of their status as Indians.
Indirect Costs	Costs of an organization which are not readily identifiable with a particular project or program, but nevertheless are necessary to the general operation of the organization and its activities.
In-kind	A donation of property, supplies, or services which benefit Head Start and which are contributed by non-federal third parties without charge to the program. In-kind contributions can be included in the non-federal match requirement.
Interagency Agreement	Agreements signed between agencies at the national or state level to promote additional services to Head Start. On the federal level, Interagency Agreements exist between Head Start and the Department of Labor/JTPA, the USDA/Cooperative Extension Services, the U.S. Department of Housing and Urban Development, the U.S. Department of Education, the Public Health Services/Division of Maternal and Child Health, and the Food and Drug Administration. A non-governmental agreement also exists between American Home Economics Association, American Optometric Association, Red Cross, Girl Scouts, and Kiwanis.
Interim Grantee	An agency, which has been appointed to operate a Head Start program for a period not to exceed one year while an appeal of a denial of refunding, termination or suspension action is pending.
Internal Dispute Resolution	A formally adapted agency procedure that outlines a method by which the agency resolves an impasse. An impasse exists when the Policy Council/Committee and the Delegates/Grantee Board cannot reach agreement or consensus.
J	
K	
KN	KN – Knowledge Network

L	
LEA	LEA – Local Education Agency The public education (school) entity or its designee for the city, town, or county, etc.
LEP	LEP – Limited English Proficiency
LRE	LRE – Least Restrictive Environment This is the basis for the inclusive classroom where children with and without disabilities play and learn together.
M	
MCS	Mentor-Coach Specialists Professional staff that provide mentor-coaching and technical assistance to the Early Literacy Mentor Coaches.
Migrant Family	A family with children under the age of compulsory school attendance who changed their residence by moving from one geographic location to another, either intrastate or interstate, within the preceding two years for the purpose of engaging in agricultural work that involves the production and harvesting of tree and field crops and whose family income comes primarily from this activity.
MIS	Management Information System
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
Moving Ahead	A competency-based training program designed to assist local and Federal Head Start staff build or enhance their professional skills, which include: communication; conflict resolution; collaboration; financial management; and planning. The program can be used for individual self-study or in workshop settings. It also contains a general introduction to Head Start - <i>Head Start 101</i> . The learning modules can be found online at www.headstartinfo.org/publications/movahead/movintro.html and as a hardcopy by faxing a request on agency letterhead to (703) 683-5769.
MSPB	Migrant & Seasonal Program Branch The Head Start program that administers services for migrant and seasonal farm worker families who are engaged in agricultural labor and who have changed their residence from one geographic location to another in the preceding 2-year period (Head Start Act Section 637(12)(A)).
Multicultural Principles for Head Start Programs	This illustrated booklet describes ten principles related to individualized services for children and families. Grantee and delegate agencies incorporate these principles in carrying out the Head Start Program to ensure that every child, family and staff member feels respected and valued and is able to grow by accepting and appreciating differences. To download copies – www.bmcc.org/Headstart/Cultural/index.html to request hard copies send a fax on agency letterhead to 703-683-5769.
N	
National Quality Research Centers	Five year grants are awarded periodically to conduct research on key Head Start issues.

NCFL	NCFL - National Center for Family Literacy
NCLB	NCLB – No Child Left Behind Act
NFAA	NFAA – Notice of Financial Assistance Award The legal document announces the awarding a federal grant. The NFAA specifies the amount of the award, the project period, specific conditions and terms of the award, and provides the documentation for the obligation of federal funds on the department's accounting system. (Also known as the "FAA").
NHTSA	NHTSA – National Highway Transportation & Safety Administration
Non-Federal Share	Resources which the grantee is required to generate, cash or in-kind which benefit Head Start and which are contributed by non-federal sources without charge to the program. Twenty percent of the Head Start grant award must be a non-federal match; or \$.20 non-federal for every \$1 of federal support.
NPRM	NPRM – Notice of Proposed Rule Making The process by which the federal government announces its intent to publish a federal rule/regulation. Before becoming final, all proposed rules are published in the <i>Federal Register</i> and comments are encouraged from interested parties. Comments are reviewed and evaluated and adjustments are made in the ruling.
O	
OMB	OMB – Office of Management and Budget The administrative entity in the executive office of the President which oversees the policies of federal departments.
On-Site Program Monitoring	The federal on-site monitoring, based on PRISM, is conducted by a team of consultants led by an ACF program specialist. The team determines the Head Start program's compliance with Head Start federal policies and standards and provides a key perspective on the program's management and organizational systems.
P	
Parent Committee	A committee composed of <i>all</i> parents who have children enrolled in a particular Head Start Center.
Part B	This is the section of IDEA that mandates assistance for education of all children with disabilities. Section 619 addresses issues concerning children age 3-5.
Part C (Formerly Part H)	This is the section of IDEA that mandates Early Intervention for infants and toddlers with disabilities.

PMS	PMS – Payment Management System Grant funds are sent to grantees through this disbursement system by the Federal Assistance Financing Branch located in the Office of Finance, Office of the Assistant Secretary for Management and Budget, HHS.
Policy Committee	The committee at the delegate agency level composed of parents (at least 51%) and community representatives.
PC	PC – Policy Council A federally mandated policy-making body that is elected at the grantee level. At least 50% of the members must be parents of Head Start children currently enrolled in the grantee Head Start program. It may also include representatives of the community.
PPCD	PPCD – Preschool Programs for Children with Disabilities
Prior Approval	Written permission granted by an authorized grants office official in advance of an act that would result in either (1) the obligation or expenditure of funds, or (2) the performance or modification of an activity under the grant where such an approval is required.
PIR	PIR – Program Information Report The report that provides quantitative information on key characteristics of each Head Start program to ACF. Every Head Start grantee is required to complete and submit a PIR in the spring of each year.
PIRedt	PIRedt – Program Information Report Electronic Data Transfer A software package developed for grantees and delegates to submit their annual PIR data electronically.
PI	PI – Program Instruction
Program Options	Head Start delivery models that may be selected to respond to the various needs of children and families in the local community.
Program Performance Standards	These Federal Head Start regulations, the <i>Program Performance Standards Operation of Head Start Programs by Grantees and Delegate Agencies</i> , sets forth agency programmatic functions, activities, and facilities required and necessary to meet the objectives and goals of the Head Start program as they relate to children and their families.
PROMIS	PROMIS – Program Resources & Outcomes Management information System PROMIS is the web-based version of Head Start's HSFIS software application. PROMIS tracks children and their families, their health records, income and assistance information, and educational and occupational status.
Program Review	An on-site review by a regional team of consultants usually led by a regional ACF program specialist that determines the Head Start program's compliance with Head Start federal policies and standards.
PRISM	PRISM – Program Review Instrument for Systems Monitoring The process and procedure used in onsite monitoring of Head Start programs. Management systems, service delivery, and the relationships between systems and services are examined. Interviews, focus groups, observation, and record reviews are used to gather data about program quality.

Program Specialist	http://www.acf.hhs.gov/orgs/employee.htm Federal staff of the regional offices of the Administration for Children and Families who provide help and assistance to the local Head Start program. Programs should direct policy questions about Head Start policy to this person.
Program Year	The period during which grant funds must be expended or obligated. The program year beginning sending dates for individual Head Start programs is not the same for every grantee.
PYE	PYE – Program Year End The date that a grantee's current Head Start grant expires.
PEIMS	PEIMS – Public Education Information Management System
PL	PL – Public Law 94-142/Public Law 99-457 The Education of all Handicapped Children Acts provided the foundation for a free appropriate public education for children with disabilities from age 3 through 21 in the least restrictive environment. Included are incentives for serving children birth through three. Head Start is mandated to recruit and enroll children with disabilities, to equal at least 10% of their total enrollment. (See also IDEA).
PSA	PSA – Public Service Announcement
Q	
QIP	QIP – Quality Improvement Plan The document developed by the grantee to respond to the non-compliance issues identified by the federal program on-site review.
R	
RA	RA – Regional Administrator The federal official that leads each federal ACF regional office.
Recruitment Area	The geographic locality within which a Head Start program seeks to enroll Head Start children and families. The recruitment area can be the same as the service area or it can be a smaller area or areas within the service area (45 CFR 1305.2(o)).
RFP	RFP – Request for Proposals The formal system whereby the federal government or other funders solicit bids from agencies and institutions.
RO	RO - Regional Offices There are ten regional offices and two branches, Region XI American Indian -Alaska Native Program and the Migrant and Seasonal Program, all of which administer all ACF programs including the Head Start/Early Head Start program. Responsibilities include providing stewardship, monitoring, and funding grants.
RO-ELL	RO-ELL – Regional Office Early Learning Liaison Individuals who work with the Early Literacy Coordinators.
S	

Screening	An initial review at a child's level of functioning in fine and gross motor, cognitive, speech and language, social and emotional development, and hearing and vision, as well as health information. The screening process should include obtaining a developmental and health history, observations from the parents, and input from teachers based on their observations. The screening process must use a valid, reliable, culturally relevant and appropriately normed standardized tool. The screening process identifies children who need referral for diagnostic evaluation.
Self-Assessment	A required process whereby the staff, parents, and community of a local Head Start program annually assess their total program in relation to the <i>Head Start Program Performance Standards</i> and other federal requirements. The results of the assessment guide program decision-making.
Service Area	The geographic area identified in an approved grant application within which a grantee may provide Head Start services (45 CFR 1305.2(r)).
SSBG	SSBG – Social Services Block Grant A block grant to states that have responsibility for determining services, the distribution method, and eligibility requirements for the purpose of helping families achieve self-sufficiency; to prevent or remedy neglect, abuse, or exploitation of children or adults, to avoid or reduce institutionalization; and to provide appropriate referral for institutional care.
SF-269	SF-269 - Standard Form 269 Financial Report
SF-272	SF-272 – Standard Form 272 Financial Report
SCHIP	SCHIP – State Children’s Health Insurance Program The Balanced Budget Act of 1997 (BBA) created Title XXI of the Social Security Act, also referred to as the State Children's Health Insurance Program (SCHIP). SCHIP offers opportunities for low- income families to obtain health insurance for their children. Its primary focus is to initiate and expand health insurance coverage for low-income uninsured children.
SEA	SEA – State Education Agency
State Collaboration Grants	ACF grants awarded to each state in the country for the purpose of collaborating and forging collaborative state relationships to benefit children and their families.
STEP	STEP – Strategic Teachers Education Program The program is a comprehensive, multi-faceted, sequential professional development endeavor to ensure teachers use research-based strategies to implement early and emergent literacy. Use of such strategies lead to positive child outcomes and school readiness.
STEP-NET	A web portal to help members of the Head Start STEP/Early Literacy Specialist community.
T	
T/TA	T/TA – Training and Technical Assistance An event or activity designed to improve or enhance the skills and development of program staff constitutes training. Technical assistance is a problem-solving event that utilizes the services of an experienced consultant.
TA	TA – Technical Assistance

TANF	TANF – Temporary Assistance for Needy Families TANF replaces the former AFDC and JOBS programs, which was enacted in the welfare reform act, Personal Responsibility & Work Opportunity Reconciliation Act of 1996 (PL 104-193). This block grant to states covers benefits, administration, expenses, and services. States determine eligibility and benefit levels and services provided to needy families. There is no longer a federal entitlement.
TDD	TDD – Telecommunications Device for the Deaf
TQM	TQM – Total Quality Management
Training Guides	Sets of skill-based training guides address such topics as, management, education, social services, health, transition, disability services, and parent involvement. Programs are encouraged to use to train staff, parents, and the community. The guides are available free through the Head Start Publications Management Center (HSPMC).
U	
URL	URL – Uniform Resource Locator
USDA	USDA – United States Department of Agriculture
USDE	USDE- United States Department of Education The federal agency responsible for programs dealing with public education.
USHHS	USHHS – United States Department of Health and Human Services The department includes the Administration for Children and Families (ACF) and the Administration of Children, Youth and Families (ACYF).
USHUD	USHUD – United States Department of Housing and Urban Development The federal agency that funds housing programs for income-eligible families.
Un-obligated Balance	The portion of the funds authorized by the Federal-awarding agency that has not been obligated by the recipient and is determined by deducting the cumulative obligations from the cumulative funds authorized. OMB Circular A-110 (2)(mm).
V	
Vacancy	45 CFR 1305.2(s) -An unfilled enrollment opportunity for a child and family in the Head Start program.
W	
WIC	WIC – Women, Infants and Children
X	
Y	
Z	

Adapted by the Head Start Bureau for the **Head Start and Early Head Start Directors Institute, 2004**

Last Modified: 04/06 www.headstartinfo.org/infocenter/hsdictionary.htm6/24/2005

HEAD START FORMS

Print Name

Head Start Site

Head Start Policy Council RSVP

Meeting Date and Time:

Location:

_____ I will be able to attend.

_____ I will not be able to attend.**

The number of children I need child care for during the meeting: _____

Ages of Children: _____

Please return in the stamped envelope provided by
(deadline date)_____.

(or you may have your site director fax this form for you to Region 9 at
940-767-3836)

****If you are a voting member of the Policy Council, please also send in the
Proxy form of who will represent you at this meeting. Be sure the alternate
also has registered for this meeting and will attend.**



Head Start

Form of Appointment of Proxy

I, _____
(Full name)

of, _____
(Address)

of _____
(School District)

being a member of the Region 9 Head Start Policy Council

herby appoint _____
(Full name of proxy)

As my proxy to vote for me on my behalf at the regular scheduled policy council meeting.

To be held on the _____ day of _____ 20 _____

Signature of member appointing proxy

Date

*Proxy can not be a school representative, must be a parent or community member.



VERIFICATION OF ATTENDANCE

DATE: _____

LOCATION: _____

PURPOSE: _____

NAME: _____

ATTENDED THE MEETING AND IS ENTITLED TO MILEAGE FROM YOUR SITE.

COORDINATOR: _____

Jill Landrum



**Code of Conduct for
Region 9 ESC
Head Start Policy Council**

1304.52(h)(1) – Standards of Conduct. Grantee and delegate agencies must ensure that all staff, consultants, and volunteers abide by the program’s standards of conduct.

As a member of the Early Head Start/Head Start Policy Council/Committee, I agree to adhere to the following code of ethical conduct:

- I will respect and promote the unique identity of each child, family, and staff member and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability;
- I will follow the program confidentiality policies concerning information about children, families, staff, and/or internal operating procedures;
- I will adhere to the program’s policies and procedures for filing a community complaint;
- I will refrain from accepting or soliciting personal favors, gratuities, or anything of significant value from contractors or potential contractors and employees or potential employees of the program;
- I will share my skills, talents, and expertise to promote and improve the quality of the program as defined in **1304.50 – Appendix A: Program Governance and Management Responsibilities** of the Head Start Program Performance Standards.

Signature: _____

Date: _____



Region 9 Education Service Center Head Start

Public Information Disclosure Form

Information may be requested by the public concerning members of the Region 9 Education Service Center Head Start Policy Council. The Public Information Act requires the service center to release information regarding the name and voting decisions regarding Policy Council business to the public. Policy Council members may choose to keep their address, phone number, Social Security number, and family members information private.

Policy Council members may choose to open or close access to this information at any time by submitting a written statement to the Head Start Coordinator.

Policy Council Information:

Name _____ Social Security Number _____

Home Address _____

Home Phone number _____

Election to Close or Open Public Access:

_____ I elect to close public access to my home address, telephone number, Social Security number, and information on family members.

_____ I elect to open public access to my home address, telephone number, Social Security number, and information on family members.

Signature _____

Printed Name _____

Date _____