

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations
Subpart: J-Program Management and Quality Improvement
Section: 1302.101 Management System
Subject: Management Systems – Coordinated Approaches

Policy:

Tri-County Head Start/Early Head Start will provide coordinated approaches to ensure that training and professional development supports staff; children and families who are dual language learners can participate in the program to the fullest extent. Any child with a disability can fully participate in the program; and provide a system for managing data and the privacy of the children and families.

Procedure:

1. The annual training will be developed using input from the staff, self-assessment concerns, and required training as well as observed training needs.
2. All staff will be provided with the required training during pre-service – child abuse and neglect, fire extinguishers, medicine administration, Vehicle and Pedestrian Safety, and any other training needed due to self-assessment concerns.
3. All teaching staff will receive the following training if needed during pre-service by the education coordinator and education specialist that addresses the needs of the classroom, assessment, individualization, outcomes framework, required paperwork, and any other needs that arise.
4. Our program will utilize our community, former parents, and current parents to ensure that dual language children and their families can participate fully in the services offered by Tri-County Head Start/Early Head Start.
5. Staff will have access to resources that will enhance their skills in working with the dual language learner.
6. Classrooms will be set up using the child’s home language and English words to label items in the classroom. Books will be available in the children’s home language as well as English. Teaching staff will learn to use the basic words such as hello, good-bye, lunch, and please in the child’s home language. Every effort will be made to include the child’s home language and culture in the classroom.

Tri-County Community Council, Inc.
Head Start/Early Head Start

7. All forms that can be translated into the family's home language will be translated. The forms that cannot be translated due to the various dialectics will be translated through an interpreter.

8. Our program will work collaboratively with our community to address the needed services for families.

9. Tri-County Head Start/Early Head Start has agreements with each of the three Local Education Agencies (LEA) in our counties. Also there is an agreement with Sacred Heart Early Steps.

10. Accommodations will be made for any child with a disability to—fully and effectively—participate in the Head Start/Early Head Start Program.

11. Tri-County Head Start/Early Head Start will follow the child's IFSP or IEP to ensure that services needed are being provided.

12. Our program will collaborate with LEA, Early Steps, and our staff will work with the parent if the parent has any concerns about services offered and the best placement for their child. Head Start/Early Head Start will work with the other agencies to ensure the parent has the information needed to make decisions.

13. All data will be protected to ensure the privacy of children's records. No disclosure of a child's information will be provided without the written consent of the parent.

14. The various data that will be collected for compliance and accountability are enrollment information, screenings, assessments, health information, attendance, family information/partnership/goals, referrals, disability (IFSP, IEP), professional development training for staff, follow-up, and program management areas.

15. The program uses Child Plus to collect and manage data on families, children, and staff. The staff do have access to the information but there are various security levels, and the information is password protected.

16. The program uses Teaching Strategies Gold (TSG) to collect data for children's on-going assessment. Teachers use this information in developing each child's individual plan. TSG is password protected.

17. The center maintains a family and education file on all children. The files are kept in a locked file cabinet in the Center Director/family service advocates office and the classroom. Staff sign in the child's file when the file is being monitored.

18. Collected data is used to determine the effectiveness of our program.

19. The integrity of the data is checked by monitoring the input into Child Plus and TSG according to what is being reported by staff. Classroom observations are compared to

Tri-County Community Council, Inc.
Head Start/Early Head Start

what is being entered into TSG if high scores are in question. The various areas will be monitored according to our monitoring plan and compared to a random selection of files, etc.