GLEAMNS Head Start/Early Head Start Program

PARENTS’ RIGHT TO IMMEDIATE ACCESS

REGULATION REFERENCE:

Head Start Program Performance Standards 1304.40(d)(2)
South Carolina Code of Laws Section 20-7-100

POLICY:

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in the care of GLEAMNS Head Start, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order), GLEAMNS Head Start must be provided with a Certified Copy of the most recent order and all the amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with GLEAMNS Head Start, both parents shall be afforded equal access to their child as stipulated by law. GLEAMNS Head Start cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, GLEAMNS Head Start suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent’s right to immediate access. GLEAMNS Head Start staff will contact local police should a conflict arise.

GLEAMNS Head Start will terminate the enrollment of any child whose parent is prohibited from entering upon agency property. Due to the parents’ right to immediate access policy, as well as state and federal regulations, GLEAMNS Head Start cannot have a child in the center when the child’s parent is prohibited access. GLEAMNS Head Start will not agree to any request to maintain a child’s enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

Disciplinary Action(s):

1. Written Reprimand
2. Probation
3. Suspension
4. Termination

Approved by Policy Council June 28, 2005
Approved by Board of Commissioners September 15, 2005
FAMILY GOAL SETTING: IDENTIFYING FAMILY STRENGTHS

REGULATION REFERENCE:

Head Start Performance Standard 1304.40(a)(1)

POLICY:

GLEAMNS Head Start will engage in a process of collaborative partnership building with parents to establish mutual trust and identify family goals, strengths, and necessary services and/or other supports. The process will be initiated as early after acceptance into the program as possible and will take into consideration each family’s readiness and willingness to participate in the process. It is each family’s choice to participate in the partnership process.

PROCEDURES:

1. During the family interview, the Caseworker will determine whether the family is already involved in a pre-existing plan with other agencies for reaching needs or goals. If so, the Caseworker will seek permission from the family to assist with and document plan.

2. During the family interview, the Caseworker will complete the Family Assessment describing the family’s current situation from each question on the form. This information will be used to determine family strengths and areas of concern to develop family goals.

3. The Caseworker will make a copy of indicated family strengths, goals and action plan and provide the copy (including time frames) to the parent/guardian.

4. The Caseworker will make contact with the family every twelve (12) weeks for follow-up and to discuss goals and any progress made. The Caseworker will document these contacts and they will be kept in the family’s family service file. The family will be encouraged to keep a personal journal of their action plan to document progress and achievements.

Disciplinary Action(s):

2. Written Reprimand
3. Probation
5. Termination
FAMILY GOAL SETTING: FAMILY ASSESSMENT

REGULATION REFERENCE:

Head Start Performance Standards 1304.40(a)(1)&(2)

POLICY:

GLEAMNS Head Start will engage in a process of collaborative partnership building with parents to establish mutual trust and identify family strengths, needs, and necessary services and other supports. This process will be initiated as early after acceptance into the program as possible and will take into account each family’s readiness and willingness to participate in the process.

The Caseworker will begin the process by conducting family interviews in June, July, and August. During this time, the Caseworker will complete a Family Assessment that will describe the family’s situation in the critical areas.

PROCEDURES:

1. GLEAMNS staff will provide opportunities for each family to form a partnership through home visits, parent conferences, parent meetings, volunteering, and parent training.

2. During the family interview, the Caseworker will determine whether the family is already involved in a pre-existing plan with other agencies for reaching needs or goals. If so, the Caseworker will seek permission from the family to assist with and to document the plan.

3. The Caseworker will complete the Family Assessment for each family enrolled. For each of the questions (i.e., emergency or crisis assistance, food and nutrition, etc.) the Caseworker will help the family determine their strengths and/or barriers. The Caseworker will describe the family’s current status in the related areas and will document the description on the form. This information will be used to determine family strengths or areas of concern to develop family goals and/or meet family needs.

4. If a family has a need that is not covered in one of the questions, staff will use the “other” section to record comments.

5. The Caseworker will assist the family with developing strategies for meeting family needs, setting time frames. The Caseworker will make referrals to appropriate community agency and/or resource as needed. All referrals will be documented in the case notes.

6. For families with immediate needs (food, clothing, shelter, health and/or safety), the Caseworker will follow-up with the family every four weeks until the needs are met or the family has abandoned the plan.

7. The Caseworker will use the Family Assessment to assist families in establishing goals that lead to a Family Partnership Agreement.
8. All families will be contacted every 12 weeks for follow up in the family partnership process. The Caseworkers will discuss the family goals, timelines, and progress made in reaching established goals. All contacts will be documented in the case notes. Families not wishing to participate in the partnership process will also be contacted in an effort to provide them with opportunities for goal setting.

**Disciplinary Action(s):**

2. Written Reprimand
3. Probation
5. Termination
REGULATION REFERENCE:
Head Start Performance Standard 1304.40(a)(1)

POLICY:
As part of the on-going partnership, GLEAMNS Head Start will offer parents’ opportunities to develop and implement individualized family goals, responsibilities, timetables, and strategies for achieving these goals as well as documenting progress toward achieving them.

PROCEDURES:
1. GLEAMNS Head Start will provide opportunities for each family to form a partnership with staff through home visits, parent conferences, parent meetings, volunteering, and parent training.

2. The process will begin after acceptance into the program, and will continue until all families enrolled have been given the opportunity to participate in the process.

3. All families not wishing to participate in the partnership process will be contacted by the Caseworker every twelve (12) weeks in order to provide them with the opportunity to do so.

4. These contacts will be documented by the Caseworker and kept in the family service file.

Disciplinary Action(s):
2. Written Reprimand
3. Probation
5. Termination
FAMILY GOAL SETTING II

REGULATION REFERENCE:

Head Start Performance Standards 1304.40(a)(4) and (5)

POLICY:

A variety of opportunities will be created by GLEAMNS Head Start for interaction with parents throughout the year. Meetings and interactions with families will be respectful of each family’s value system, diversity, cultural, and ethnic background.

PROCEDURES

1. GLEAMNS Head Start will schedule Parent Orientation at each center prior to the first day of school. Parents will be encouraged to volunteer at the center, accompany children on field trips, participate in special events, attend center and Policy Council meetings, serve on education and health services committees, and serve as officers on parent committees.

2. Parents will be given the opportunity and encouraged to make suggestions and express their ideas on the program’s educational curriculum and lesson plans.

3. Parents will be encouraged to participate in at least two parent conferences and home visits per year.

4. GLEAMNS Head Start staff will recognize and respect families with limited English proficiency.

5. Written communication will be presented in English and Spanish or translated into the family’s language. The program will provide interpreters to ensure that there is no gap in communication and that families understand the goals, objectives, and mission of the program.

Disciplinary Action(s):

2. Written Reprimand
3. Probation
5. Termination
CRISIS INTERVENTION/EMERGENCY ASSISTANCE

REGULATION REFERENCE:

Head Start Performance Standards 1304.40(b)(1)(i)

POLICY:

Crisis intervention and emergency assistance activities will involve providing families with essential support in times of crisis or emergency.

Where GLEAMNS Head Start cannot provide direct crisis intervention or emergency assistance, the Case Management staff will identify and become completely knowledgeable of all crisis intervention programs and services available in the community, will establish contact with the staff of these programs, and will be knowledgeable of the eligibility requirements of each.

The case management staff will show personal interest, maintain contact with the family, and provide support both morally and in terms of locating needed outside services.

PROCEDURES

1. Caseworkers will obtain all information needed to identify the crisis situation.

2. Caseworkers will contact appropriate Head Start staff for needed assistance.

3. Caseworkers will make referral(s) to appropriate agency for needed services within 24 hours of notification of the crisis situation.

4. Caseworkers will utilize the community resource directory to make referrals/contacts outside the program.

5. Caseworkers will follow up with any referrals or direct assistance by contacting the agencies or families and document referrals, follow-up, and outcomes of any assistance provided to the families. The Caseworkers will also follow up with the family to determine if the services were received and met the family’s needs and expectation. This documentation will be kept in the case notes.

Disciplinary Action(s):

2. Written Reprimand
3. Suspension
5. Termination
PARENT INVOLVEMENT

REGULATION REFERENCE:

Head Start Performance Standards 1304.40(d)(1) and 1304.50 (a)(1)(i)-(iii)

POLICY:

In addition to involving parents in program policy-making and operations, GLEAMNS Head Start will provide parent involvement and education activities that are responsive to on-going and expressed needs and interests of the parents, both as individuals and as members of a group. Other community agencies will be encouraged to assist in the planning and implementation of the parent involvement program.

PROCEDURES:

1. GLEAMNS Head Start Caseworkers will provide educational training/workshops for parents to reflect their needs and interests. The Caseworkers will conduct parent interviews in June, July, and August. At this time, parents will be asked to complete the Parent Training Needs Assessment indicating their interests in training and educational information. Parents will also be invited to complete a Volunteer Survey form to identify ways that they can help by using their talents and interests.

2. GLEAMNS Head Start Caseworkers will conduct training in September to orient parents on their roles and responsibilities in the program. They will also be trained on their rights and responsibilities as parents. They will learn the importance of volunteering and the 20% in-kind match requirement. Parents will be informed of how they can become paid employees through their volunteer efforts and experiences.

3. Each center will conduct Parent Committee meetings to provide information about center activities, program activities, educational activities, health information, nutritional services, parenting skills, child growth and development, child abuse and neglect. Speakers from the community will participate in providing training and services to families.

4. The September Parent Committee meeting at each center will also be an organizational meeting where the parents will elect officers of each Parent Committee and representatives to serve on Policy Council and other program committees such as the Educational Advisory Committee and the Health Services Advisory Committee.

5. During intake, a Parent Survey will be given to the parent or guardian to gain information relating to the male figure in the enrollee’s life. From the data collected, Head Start/EHS staff will attempt to engage the male figure in all aspects of the program.

Disciplinary Action(s):

2. Written Reprimand
3. Probation
5. Termination
PARENT TRAINING NEEDS ASSESSMENT

REGULATION REFERENCE:

Head Start Performance Standards 1304.40(d)(1)

POLICY:

GLEAMNS Head Start Caseworkers will encourage parents to complete the Parent Training Needs Assessment during the parent interview. This form is used to learn about parent interests and to develop a training plan for the program year. The Caseworkers will tally the interests indicated on the form to determine the most popular items of parent and family interests.

PROCEDURES:

1. The completed Parent Training Needs Assessments will be tallied on a separate form. The completed forms and tallied results will be kept in a file labeled “Parent Training Needs Assessment Results”.

2. The results of the Parent Training Needs Assessment will be used to develop a training plan for each center with dates, times, and names of presenters.

3. This plan will be used for parent training in addition to the mandated parent training.

Disciplinary Action(s):

2. Written Reprimand
3. Probation
5. Termination
PARENT INVOLVEMENT IN COMMUNITY ADVOCACY

REGULATION REFERENCE:

Head Start Performance Standards 1304.40(g)(1) and (2)

POLICY:

GLEAMNS Head Start will support and encourage parents to influence the character and goals of the community in an effort to make the community more responsive to the parents’ interests and needs.

PROCEDURES:

1. GLEAMNS Head Start staff will encourage parents to become knowledgeable of community affairs and participate in activities that will help them develop a positive attitude and to give them confidence to serve on community advisory boards, councils, and special committees, that will enhance them in becoming leaders and spokespersons in their communities.

2. Parents will be given up-dated community resource information that will help them attain available services and become self-supportive and productive citizens of their communities.

3. GLEAMNS Head Start will recruit members from various community agencies to serve on Policy Council, Education Advisory Committees, and Health Services Advisory Committees.

4. These community representatives will contribute not only their knowledge and expertise on the various committees, but will also serve as role models for the parents on these committees.

5. GLEAMNS Head Start staff members will also serve on various community boards, councils, and committees in an effort to bring more knowledge of community activities and involvement to all GLEAMNS Head Start parents and families.

Disciplinary Action(s):

2. Written Reprimand
3. Probation
5. Termination
COMMUNITY RESOURCE DIRECTORY

REGULATION REFERENCE:
Head Start Performance Standards 1304.40(b)(1)

POLICY:
GLEAMNS Head Start staff will revise the Community Resource Directory annually.

PROCEDURES:
1. GLEAMNS Head Start staff will review and/or revise the Community Resource Directory each year.
2. Copies of each county’s community resources will be given to parents residing in that county during Parent Orientation or upon enrollment.
3. A copy of the entire Community Resource Directory (including all ten counties) will be kept in each center and the central office and parents will be made aware of its availability during Parent Orientation.
4. The Caseworkers will explain to parents how to use the Community Resource Directory during Parent Orientation or upon a family’s enrollment into the program. Parents will also be informed that they may contact the Caseworker at any time for assistance in accessing community services or resources.
5. The Community Resource Directory will include:
   - Name of Agency
   - Agency Phone Number
   - Agency Address/Location
   - Type of Service Provided
   - Walk-in or Appointment Needed
   - Eligibility Requirements if Applicable
   - Contact Person for Agency
   - Agency Hours for Service(s)
   - Agency Office Hours
6. Parents will be informed that Caseworkers will assist them by making referrals for needed services, and providing any needed transportation.

Disciplinary Action(s):
1. Verbal Reprimand
2. Written Reprimand
3. Probation
CHILD SUPPORT SERVICES

REGULATION REFERENCE:
ACYF-HS-IM-99-16

POLICY:
GLEAMNS Head Start will provide single parent families comprehensive information about community resources involving child support services.

PROCEDURES:
1. GLEAMNS Head Start staff will advocate for single parent families in promoting child support services.
2. Caseworkers will provide training by November on child support services.
3. Pamphlets and brochures will be made available to parents on child support services.
4. Caseworkers will make referrals for parents as requested.
5. Caseworkers will confer with any single parent (on an individual basis) on the benefits of seeking child support services who:
   • Is not receiving financial and medical support from the non-custodial parent
   • Is struggling to make ends meet in providing the basic needs, such as food, clothing, shelter, for their family.

Disciplinary Action(s):
2. Written Reprimand
3. Probation
5. Termination
REGULATION REFERENCE:
Head Start Performance Standards 1304.40(a)(4) and (5); SC Day Care Licensing Regulations

POLICY:
GLEAMNS Head Start Parent Handbook will be updated annually and include information regarding each service area.

1. GLEAMNS Head Start staff will review and revise the handbook during the summer planning sessions.

2. The revised handbooks will be copied.

3. Parents will receive a copy of the handbook during Parent Orientation or upon enrollment or re-enrollment.

4. Caseworkers will go over the handbook and its contents during Orientation or during the in-take process.

5. The handbook will provide information such as:
   - Program Policies
   - Procedures
   - Parents Rights and Responsibilities
   - Curriculum Information
   - Volunteering
   - Content Area Information
   - Program Contact Persons with Phone Numbers

Disciplinary Action(s):

1. Verbal Reprimand
2. Written Reprimand
3. Probation
ON-GOING COLLABORATION

REGULATION REFERENCE:

Head Start Performance Standards 1304.41(a)(1) – (2)(iv)

POLICY:

GLEAMNS Head Start Service Liaisons will take affirmative steps to establish on-going collaborative relationships with community organizations to promote the access of children and families to community services that are responsive to their needs, and to ensure that the Head Start program responds to community needs.

PROCEDURES:

1. GLEAMNS Head Start Service Liaisons will pursue collaborative agreements and relationships with agencies and organizations in the community in order to have access to a broader range of services that will result in partnerships. GLEAMNS Head Start will develop agreements with agencies and organizations that provide services, training, resources, and in-kind that will benefit our children and families. GLEAMNS Head Start pursues collaborative agreements with agencies such as:
   - Departments of Social Services
   - Public School Systems
   - Health Departments
   - SC Department of Mental Health
   - Disability Service Agencies
   - County First Steps Boards
   - Private Day Care
   - Parenting and Family Literacy Councils
   - Public Libraries

2. A confidentiality statement will be included in any formal (signed) or informal agreement, and for services provided to children and families.

3. During the annual summer planning, the administrative staff will ensure that all collaborative agreements are reviewed and revised as necessary to ensure the needs of the GLEAMNS Head Start program.

Disciplinary Action(s):

1. Verbal Reprimand
2. Written Reprimand
3. Probation
PARENT COMMITTEE

REGULATION REFERENCE:

Head Start Performance Standards 1304.40(d)(1)

POLICY:

The GLEAMNS Head Start Case Management team is responsible for a planned program of experiences and activities that will support and enhance the role of parents in having influence over their child’s development and education. Each center will have a Parent Committee made up of parents whose children are currently enrolled in the center.

The center staff will encourage parents to participate in all phases of the program by attending parent meetings, parent training, getting involved in special projects, educational activities, health programs, and other social issues. Parents are encouraged to participate in the decision making process by serving on various committees, councils, and advisory boards.

PROCEDURES:

1. The Caseworkers will schedule mandated parent training for the up-coming school year during summer planning sessions.

2. Other trainings of special interest to the parents will be scheduled in late August or early September, once the results of the Parent Training Needs Assessments are tallied by the Caseworkers.

3. The Caseworkers will plan and schedule the September Parent Committee meetings.

4. The Caseworkers will send home notices or flyers announcing the date, time, and locations of all Parent Committee meetings five days prior to the meetings. A reminder notice will be sent home the day before the meeting. The center staff will verbally encourage parents to attend all meetings/trainings.

5. During Orientation, the parents will be surveyed on the dates and times most convenient to the majority of the parents to hold each month’s meeting (i.e., every third Wednesday at 2:00 p.m.).

6. The September organizational meeting will be led by the Caseworker. After the Parent Committee officers have been elected and trained on their roles, responsibilities, and appropriate practices for conducting meetings, the Caseworker will assist the parents in conducting the meetings and serve in an advisory capacity.

7. Parent Committee minutes will be documented and filed in the Caseworker’s office. The sign-in sheet and agenda will be attached to the minutes.

8. The Caseworkers will invite community agencies to speak about services offered, activities or events that are available in the community that will benefit the parents and their families.
9. Parents will be invited to use their skills, talents, and expertise to train or present workshops for other parents and staff.

**Disciplinary Action(s):**

2. Written Reprimand  
3. Probation  
5. Termination
ORIENTATION/TRANSITION

REGULATION REFERENCE:

Head Start Performance Standards 1304.40 (a)(4) and (5); 1304.40(h)(1) – (4); 1304.51(d); SC Day Care Licensing Regulations

POLICY:

Prior to the opening of the centers, center staff shall provide the parents and children the opportunity to come to the center to meet the entire center staff in a normal setting.

1. The teaching staff will take the children assigned to their classroom and introduce the classroom/center environment to the children. This will include the lunchroom, restrooms, playground, etc. The teacher will conduct a planned classroom activity with the children at this time, also.

2. Parents will receive a complete orientation in all component areas by the appropriate staff. This orientation will include dissemination and discussion of the following:

   • The Parent Handbook: This includes program policies and procedures relevant to parents, volunteer information and component area information.
   • The Community Resource Booklet: This includes information on community resources and services available to families and individuals who may have a need for such.

3. Parents will sign a verification form stating they have received the orientation materials.

4. Transportation will be made available upon request.

Disciplinary Action(s):

1. Verbal Reprimand
2. Written Reprimand
CHILDPLUS DATA ENTRY

REGULATION REFERENCE:

Head Start Performance Standard 1304.51(g)

POLICY:

To ensure all information is entered into the computer in a timely manner, the following procedures will be followed:

PROCEDURES:

1. Caseworker will enter all pages of the enrollment application prior to pulling report 2025. Family information must also be entered.

2. Caseworker will pull report #2110 for the teachers for the first day of school.

3. Caseworker will enroll all children whose required enrollment information has been obtained on the first day. Others will be enrolled as they enter.

4. Report #2110 will be pulled for the teachers after the children are enrolled.

5. Caseworker will enter health information as it is received. All follow-up information must be entered in the treatment area of ChildPlus.

6. Caseworker must enter information in the PIR health addendum, PIR family addendum, family services, and any other areas of importance.

7. Center Coordinator must enter meal counts and daily attendance on a weekly basis.

8. Center Coordinator must enter home visits, parent conferences, DIAL-3, mental health, and disability information as it is received from the responsible party.

All ChildPlus data will be monitored on a monthly basis.

Disciplinary Action(s):

2. Written Reprimand
3. Probation
5. Termination
CHILD IN CARE OF NON-CUSTODIAL PARENT

REGULATION REFERENCE:

Head Start Performance Standard 1305.6

POLICY:

There may be situations whereby it is necessary to allow a Non-Custodial Adult: grandparents, uncles, aunts, etc., who have not secured legal guardianship to apply/enroll a child into Head Start. (Situations that would warrant this type arrangement would be in the case of incarcerated parent(s), sudden death or abandonment of parent(s), etc.). The following steps will need to be taken to ensure authorized care of the child(ren) in question:

1. The above caregiver must secure a stamped, dated, and sealed notarized statement stating that he/she has full power and authority to allow or deny medical treatment, consent to school matters, arrange daycare, and any other situation regarding the child’s well-being and daily care.

2. The Caseworker will then secure household income statement(s) of the above caregiver(s) using Head Start Income Guidelines and GLEAMNS Head Start Recruitment/Eligibility Procedures.

3. The above information will be shared with staff members on a need to know basis. The notarized statement will be placed in the child’s Family Services file directly behind the child’s application.

Disciplinary Action(s):

2. Written Reprimand
3. Probation
4. Suspension
5. Termination
FUND-RAISING

REFERENCE REGULATION:

POLICY:

It is the policy of GLEAMNS Head Start that no parent or staff fund-raising activities are allowed. These activities oftentimes have, in the past, placed undue hardships on many of our parents and staff who have neither the means nor the time to devote to these fund-raising activities.
ABSENCE NOTIFICATION

REGULATION REFERENCE:
Head Start Program Performance Standards 1305.8(a)

POLICY:
It is the policy of GLEAMNS Head Start/Early Head Start to keep track of each child’s attendance on a daily basis. When the monthly average daily attendance falls below 85%, the program will analyze the causes of absenteeism. This analysis will include a study of the pattern of absences for each child, including the reason(s) for absences, as well as the number of absences that occur on consecutive days.

PROCEDURES:
1. The teacher or teacher assistant will complete the Absence/Tardy Notification form for each child, each time the child is absent from school. This form will include the child’s name, date of absence, reason for absence, and staff signatures.
2. If the teacher or teacher assistant knows the reason for the child absence, he or she will complete that section of the form.
3. If the teacher or teacher assistant does not know the reason for the child’s absence, he or she will complete all other information.
4. The teacher or teacher assistant will forward the Absence/Tardy Notification form to the appropriate Caseworker each day a child is absent.
5. When receiving the Absence/Tardy Notification form from the classroom staff, if no reason for the absence is checked, the Caseworker will make contact with the child’s parent or guardian to determine the reason for the absence and complete that section of the form.
6. All completed Absence/Tardy Notification forms will be kept by the Caseworker in a three-ring binder, filed by the month and classroom. Binders will be kept in an area designated by the Center Coordinator.

Disciplinary Action(s):
1. Verbal Reprimand
2. Written Reprimand
ABSENCE OR TARDY NOTIFICATION

Please submit daily to the Caseworker. A child is tardy if he or she arrives after 9:00 a.m. Specify reason for child's tardy.

<table>
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<th>Classroom</th>
<th>Date</th>
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List children names in alphabetical order, using last name first.

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<th>Name of Child</th>
<th>Place an “X” if Absent</th>
<th>Time of Arrival</th>
<th>Illness</th>
<th>Hospitalization</th>
<th>Death in Family</th>
<th>Other</th>
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Teacher’s Signature

Date

Caseworker’s Signature

Date
ABSENTEEISM

REGULATION REFERENCE:
Head Start Performance Standard 1305.8(c)

POLICY:

In order for parents and children to gain the greatest benefit from the program, it is necessary for children to attend school regularly and for school to be a part of children’s normal routine. We encourage parents to have their children attend school every day that they are able to attend.

Parents are asked to inform the center each day their child is going to be absent and explain the reason the child will not be at school on a particular day. This will help the center to maintain appropriate adult:child ratios, for the center staff to keep track of any illnesses which may occur in our centers, or for the family to receive assistance with any problem that may be keeping the child from attending school.

The program has a right to terminate the enrollment of any child due to chronic absenteeism. Chronic absenteeism is defined as fifteen (15) unexcused absences.

Caseworkers are required to make every effort for face-to-face contact with families of children with chronic absenteeism before requesting enrollment termination. All contacts and efforts to make contact with parents must be well documented in case notes.

Excused absences include:

- Illness
- Observance of a religious holiday
- Death in the immediate family*
- Family emergency
- Catastrophic event
- Circumstances which cause reasonable concern to the parent or guardian for the safety or health of the child
- Other situations beyond the control of the child including, but not limited to homelessness and its attendant difficulties

*Immediate family shall include parents, guardians, brothers, sisters, grandparents, aunts, uncles, nieces, and nephews.

Disciplinary Action(s):

2. Written Reprimand
3. Probation
5. Termination
ENROLLMENT TERMINATION

REGULATION REFERENCE:

Head Start Performance Standard 1305.8

POLICY:

GLEAMNS Head Start will maintain its funded enrollment level. When the program determines that a vacancy exists, no more than 30 calendar days will elapse before the vacancy is filled.

When the monthly average daily attendance drops below 85%, GLEAMNS Head Start will analyze the causes of absenteeism. Where chronic absenteeism exists and it is not feasible to include the child in the program, the slot will be considered an enrollment vacancy.

Every effort will be made to retain an enrolled child. Caseworkers will assist families to keep their children in the program as much as possible. Terminations of enrolled children originate with and are issued by the Caseworkers after receiving permission to drop from the Head Start Director.

PROCEDURE:

1. The Caseworker will submit a memo requesting termination of an enrollee. This request will include the reason(s) for the request, all efforts made to keep the child in the program, and all services provided the child and family to ensure continued placement. This request will be submitted to the Family and Community Partnerships Liaison. Enrollees may be terminated from the program for any of the following reasons:
   A. Child’s family moves away from the area
   B. Parent/guardian requests termination
   C. Documentation establishes pattern of chronic absenteeism with no legitimate cause
   D. Other legitimate reason(s) as determined by the Head Start Director.

2. The Family and Community Partnerships Liaison will review the request to determine that all efforts to assist the family for continued enrollment have been made.

3. If the Family and Community Partnerships Liaison determines all efforts to assist the family for continued enrollment have not been made, the request will be denied, and the Caseworker will be given instructions on how to continue the termination process.

4. If the Family and Community Partnerships Liaison determines the request to be valid, he or she will terminate the child’s enrollment in the ChildPlus system using the first or fifteenth day of the month as the effective termination date, email the requesting Caseworker that this has been done, and forward the request to the Head Start Director for approval.

5. The Head Start Director will notify the Caseworker within 24 hours of the approval for termination with a copy sent to the Family and Community Partnerships Liaison.
6. The Caseworker will identify the enrollee who will fill the vacancy left by the termination within 2 weeks of the termination date. The Caseworker will give the Center Coordinator and teacher at least 2 week’s notice of the child’s pending enrollment in order for the teacher (or designee) to schedule and conduct the family’s initial home visit. The Center Coordinator will inform the Caseworker of the date of the initial home visit and confirm that it has taken place. All enrollment forms and initial home visits must be completed prior to the child entering the program. All vacancies must be filled within 30 days.

**Disciplinary Action(s):**

1. Verbal Reprimand
2. Written Reprimand

Approved by Policy Council June 28, 2005
Approved by Board of Commissioners September 15, 2005
FAMILY STAFFINGS

REGULATION REFERENCE:
Head Start Performance Standards 1304.40(a) (1-5); 1304.40(b) (1-2)

POLICY:

PROCEDURES

1. Early Head Start and Head Start Family Staffings will take place within the first 90 days of school and again 90 days after returning from the Christmas break, if needed. “If needed” describes children with family crisis, changes in family partnership goals, behavioral changes, or any situations that affect the child’s learning ability and warrants a second staffing.

2. It is recognized that in an ideal setting, these staffings would include the Caseworker, classroom teaching team, and the Center Coordinator. However, due to the large enrollment in some centers, it may be impossible for the Center Coordinator to be present at all Family Staffings.
   a. For all centers with an enrollment of 60 children or less, it is required for the Center Coordinator, Caseworker, and classroom teaching team to participate in the Family Staffing.
   b. For centers with an enrollment of more than 60 children, it is required that the Center Coordinator participates in at least 60 Family Staffings.

(These 60 families will be selected by prioritizing the needs of each family from information obtained during the family interview and/or intake. The Center Coordinator and Caseworker will prioritize the families).

3. The Family Staffings will include information sharing regarding the child and family and pertinent information the staff person has gathered during the course of the family interview, conversations, and enrollment documents. Family needs, strengths and goals will also be discussed and all information will be recorded on the GLEAMNS Head Start Staffing Form.

4. After the needs of the family have been assessed, consultants or providers may be included in the Family Staffing as needed.

5. The completed Family Staffing form will be filed in the Family Service section of the comprehensive file.

Disciplinary Action(s):

2. Written Reprimand
4. Suspension
5. Termination
TRANSFER OF CHILDREN/FAMILIES WITHIN THE PROGRAM

REGULATION REFERENCE:

Head Start Performance Standard 1305.7

POLICY:

In an effort to provide continuous services, families moving within GLEAMNS’ service area will be allowed to transfer centers and continue being served provided there is a vacancy at the center for which they wish to transfer and the center in which they wish to transfer is located within the same school district as the family’s new address. If there is no vacancy at that center, the application of the child being transferred will be given an additional 40 points and placed on that center’s waiting list.

PROCEDURES:

1. When the family notifies the Caseworker and Center Coordinator that they are moving and the move is within the GLEAMNS service area, the Caseworker will send information regarding the upcoming move (child’s name, family name, new address, telephone number, and date the family plans to relocate) to the Caseworker of the new center.

2. The new Caseworker will notify the Caseworker of the transferring center of that center’s status regarding vacancies. If there is an enrollment vacancy at the new center, the child may begin classes as soon as the family moves. If the new center has no enrollment vacancies as of the date of the family’s relocation, the transferring application will be given an additional 40 points by the new Caseworker and placed on the new center’s waiting list.

3. The transferring Caseworker will submit a request to transfer to the Family and Community Partnerships Liaison instead of a permission to drop request (Note: once a child has been dropped from the program, if the family wishes to re-enroll the child, the application process must start over again, with a new application, proof of income, etc.).

4. Before transferring the child from one center to another, all required documentation must be included in the child’s file. This includes all completed, required family service, health, dental, nutrition, education, and mental health and disability forms as applicable (see each area’s Table of Contents for required forms).

5. If the transferring child has been enrolled in the program for 90 days or longer, all required screenings and examinations must be completed and included in the child’s files.

6. If any of the information listed in items # 4 and #5 (above) is not available in the transferring child’s file, the transferring Caseworker must check the appropriate box and provide written documentation on the Enrollee Records Transfer Form citing the reason(s) the required information is unavailable. Both the transferring Caseworker and the new Caseworker and Center Coordinator must sign and date the Enrollee Records Transfer Form.
7. If all of the information listed in items #4 and #5 is complete and verified, both the transferring and the new Caseworker must sign and date the Enrollee Records Transfer Form. This form will be kept in the transferring child’s Family Service file.

Disciplinary Action(s):

1. Verbal Reprimand
2. Written Reprimand

Approved by Policy Council June 28, 2005
Approved by Board of Commissioners September 15, 2005
Enrollee Record Transfer Form

<table>
<thead>
<tr>
<th>Child’s Name:</th>
<th>Previous Center:</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Center:</td>
<td>Date of Transfer:</td>
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**Directions:** Place a check next to all required documentation, forms, screenings, and examinations which are completed and present in the above named child’s file. N/A denotes not applicable.

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<thead>
<tr>
<th>Child Health Record</th>
<th>Child Health History Update (Returning Child)</th>
<th>Medical/Dental Home</th>
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<tr>
<td>Initial Health Consent</td>
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<tr>
<td>Hearing Screening</td>
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<td>• Follow Up Request</td>
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<tr>
<td>Vision Screening</td>
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<td>• Appointment</td>
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<td>Notification</td>
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<tr>
<td>• Follow Up Request</td>
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<tr>
<td>Physical Exam</td>
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<td>• Blood Pressure</td>
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<td>• Hemoglobin/Hematocrit</td>
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<td>• Lead Screening Results</td>
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<td>• Urinalysis</td>
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<td>• Follow Up Request</td>
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<tr>
<td>Dental Exam</td>
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<tr>
<td>• Follow Up Request</td>
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<tr>
<td>• Treatment Consent</td>
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<td>Growth Assessments</td>
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<td>• BMI (2 years old and older)</td>
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<tr>
<td>• Weight for Stature (&lt;2 yrs)</td>
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<td>Physician’s Written Order (Diet)</td>
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<td>GLEAMNS Diet Order</td>
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<td>• Nutritional Risk Assessment</td>
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<td>DIAL – 3 Parent Assessment</td>
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<td>• Second Home Visit</td>
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<td>DIAL - 3 Permission</td>
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<td>Mental Health Observation</td>
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<td>Mental Health Referral/Follow Up</td>
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<td>Permission to Evaluate</td>
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<td>Application Page 2</td>
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<tr>
<td>Head Start Eligibility Verification</td>
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<td>Family Assessment</td>
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<td>PIR Addendum</td>
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<td>Health Summary</td>
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<td>DSS 2900</td>
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<td>Imm. Up Date Letter</td>
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<td>Medication/Exclusion Verification</td>
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<td>Physician’s Written Order</td>
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<td>Child Health Care Plan(s)</td>
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</tbody>
</table>

Explanation for items not included in this file:

Former Caseworker’s Signature ___________________________ Date ____________
New Caseworker’s Signature ____________________________ Date ____________
Center Coordinator’s Signature _________________________ Date ____________
COMPLETING ENROLLMENT APPLICATIONS

REGULATION REFERENCE:

PROCEDURES:

1. Applications for Head Start/Early Head Start enrollment may be taken by any staff person.

2. Applications will be forwarded to the appropriate Caseworker.

3. The Caseworker will check the application to determine if all required information and/or documents are included with the application in order for processing. Documents required for processing applications of children are proof of the child’s date of birth and proof of family income.

4. For applications with incomplete information or required documents, the Caseworker will contact the family within two weeks of receipt of the application to secure the needed information or documents. This contact must be documented in writing and will include date(s) of contact.

5. Within two weeks of receipt of the information, the Caseworker will verify the child’s age and family income and assign points to the application according to the program’s selection criteria and current income guidelines.

6. The Caseworker will then sign and date the application using the date the age and income eligibility is verified. An application is only considered complete when proof of child’s age and family income are attached.

7. All completed applications will be entered into the program’s computer system and placed on the center’s waiting list within two weeks of verification.

8. A Status of Application letter will be sent to the family within two weeks of receipt of the application and immediately when an enrollment vacancy occurs.

The Status of Application letter will include the date and name, address, and phone number of the center, and the name of the Caseworker sending the letter.

9. Status of Application letters sent to prenatal applicants who are waitlisted will instruct the applicant to contact the Caseworker when their baby delivers. The Caseworker will then provide an application for the infant.

Disciplinary Action(s):

1. Verbal Reprimand
2. Written Reprimand

Approved by Policy Council June 28, 2005
Approved by Board of Commissioners September 15, 2005
ELIGIBILITY, RECRUITMENT, SELECTION, AND ENROLLMENT

REGULATION REFERENCE:

Head Start Program Performance Standards 1305.3 – 1305.7

POLICY:

The eligibility, recruitment, selection and enrollment process is handled in a systematic fashion in order to seek out children and pregnant women from the most disadvantaged homes. We encourage the enrollment of eligible families regardless of race, creed, national origin, or disability. This is essentially an ongoing process.

PROCEDURES:

1. Determining Community Strengths and Needs: The program’s service area needs will be identified by conducting a Community Assessment every three years. Data collected from the Community Assessment will provide the information needed to Early Head Start determine the areas within the program’s ten counties with the most need of Head Start/Early Head Start services.

2. Recruitment of Children: Intense recruitment for all programs is conducted in December of each year, although applications for enrollment are taken at any time during the year. Recruitment for the Early Head Start Pre-Natal program will also be conducted in August when the Head Start children begin a new program year. During the months of recruitment, families are actively informed of the availability of enrollment opportunities via local media through PSAs, radio announcements, newspaper ads, church and civic organization bulletins, flyers, family referrals, door-to-door canvassing, and letters to area service providers (including Part B and Part C providers).

   The program will maintain Partnership Agreements with all Part B and Part C providers in the ten-county area. These Partnership Agreements will include provisions for recruitment and referrals. The Part B and Part C providers will have information on Head Start/Early Head Start eligibility requirements.

   Where feasible, application and information stations are set up at local housing developments, parks, and recreation facilities, and discount stores, such as Wal-Mart or K-Mart.

   All staff persons are responsible for recruitment, although it is the primary responsibility of the case management staff to ensure that the number of applications secured is greater than the number of enrollment opportunities anticipated over the course of the enrollment year. This will ensure the selection of those children and families with the greatest need for Head Start/Early Head Start services.

3. Selection Process: In order to qualify for enrollment, we will consider the income of eligible families, the age of the child, and the selection criteria (ranking system) established by the program and approved by the Policy Council. At least 10% of the total number of enrollment opportunities will be made available to children with disabilities.

   Income eligibility is determined by using the Federal Income Guidelines printed yearly in the Federal
Register. Each family applying for enrollment must show verification of the family’s previous 12 month’s income using their most recent Form 1040, W-2, check stubs, written statements from employers, or documentation showing receipt of public assistance.

Caseworkers will prepare the Head Start Eligibility Verification form, sign and date the verification, and attach the verification to the family’s application.

At no time will there be over 10% of children enrolled in the program whose families’ income exceeds the Federal Income Guidelines. Children whose families are homeless, receive public assistance or live in foster homes will be considered income eligible regardless of family income.

Age eligibility for the Head Start program will be determined by using the date to determine age eligibility set by the local school districts, which is September 1. Therefore, to be considered age eligible for Head Start, a child must be three years old on or before September 1 of the enrollment year. In cases of children with diagnosed disabilities, these children will become eligible for Head Start on their third birthday. All applicants will be required to provide proof of date of birth before enrollment. Most often, parents are required to verify the child’s age by providing the child’s certified birth certificate. In cases where the certified birth certificate is not available the program will accept any legal document with the child’s birth date, including Medicaid card.

Children entering the Early Head Start program must be at least eight (8) weeks old and have not yet turned three years old.

Applications at each Head Start center will be ranked using the GLEAMNS Head Start/ Early Head Start Ranking System. This ranking system will be based on selection criteria determined appropriate from information gathered from the Community Assessment and approved by the GLEAMNS Head Start Policy Council.

Those applications ranking the highest will be used to fill enrollment slots until all available slots are filled. Once all vacancies are filled, remaining applications will be placed on the center’s waiting list. Enrollment slots which become available throughout the school year will be filled from the center’s waiting list according to highest ranking.

The only exception will be in the case where a child with a disability leaves the program. In this instance, if this vacancy causes the percentage of the program’s disability enrollment to drop below the mandated 10%, the Caseworker will fill the vacancy with the first applicant on the waiting list with a diagnosed disability.

In the case that there is no applicant on the center’s waiting list with a diagnosed disability, the Caseworker will contact the program’s Disability Services Liaison in writing. The Disability Services Liaison will then contact the Part B or Part C provider for recruitment purposes.

Within two weeks of the application date, the applications will be ranked according to the selection criteria and the information will be entered into the ChildPlus system. The Caseworker(s) will also complete a Status of Application letter for each application received and mail the original copy to each family within two weeks of the application date. A copy of the Status of Application letter will be kept with each application.

4. **Enrollment and Re-Enrollment:** Enrollment means the official acceptance of a family program the
program and the completion of all procedures necessary for a child and family to begin receiving services. Procedures necessary for a child and family to begin services include the in-take process where all information is gathered and required paperwork is completed.

Required paperwork to be completed at intake is as follows:

- GLEAMNS Head Start/Early Head Start Enrollment Application (2 pages)
- Discipline Policy Verification
- Absenteeism Policy Verification
- Tardiness Policy Verification
- Family Assessment
- Child Health Record
- Child Health History or Update for Returning Children
- Initial Screening/Exam Consent
- Emergency Information Card
- DSS 2900 Form
- Exclusion/Sick Policy and Medication Policy Verification Form
- Medical Home Referral Form, if applicable
- Child Health Care Action Plan, if applicable
- Request for a Physician Written Order, if applicable
- Physician Order Form, if applicable

Each child enrolled in GLEAMNS Head Start will be allowed to remain in the program until they are eligible for kindergarten or first grade. All children enrolled in the program who are income eligible will be considered income eligible through the first enrollment year and the enrollment year immediately succeeding.

Each child enrolled in the Early Head Start program will be considered income eligible for up to three years.

Early Head Start children must be determined to be income eligible before transitioning to Head Start.

Expectant mothers in the Early Head Start program will begin to receive prenatal education and support services through home visits upon their enrollment. The family receiving prenatal services may request center-based care for their new infant and if a space is available, the infant may be enrolled at eight weeks of age. If a space is not available, weekly home visits will be provided until there is an opening at the center.

GLEAMNS Head Start/Early Head Start will maintain its current funded enrollment level. When a vacancy becomes available during the program year, the vacancy will be filled within 30 calendar days. The exception to this will be when there is less than 60 calendar days left in the Head Start enrollment year.

**Disciplinary Action(s):**

1. Verbal Reprimand
2. Written Reprimand

Approved by Policy Council June 28, 2005
Approved by Board of Commissioners September 15, 2005
# SELECTION CRITERIA

This section does not apply for prenatal mother applicants

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<tr>
<td>Two Parents</td>
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<td>Foster Parents</td>
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<tr>
<td>Not Child’s Parent (Grandparents, relatives, etc.)</td>
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**HS Applicants:** Child’s Age as of September 1

**EHS Applicants:** Child’s Age as of application date

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This section does not apply for Head Start applicants

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<tr>
<th>Prenatal Mothers</th>
<th>Eligibility Code</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infant of a Pre-Natal Mother enrolled in EHS</td>
<td>PNM</td>
<td>100</td>
</tr>
<tr>
<td>High Risk Pregnancy (documented)</td>
<td>HRPREG</td>
<td>20</td>
</tr>
<tr>
<td>Teen Mother (&lt; 19 years old)</td>
<td>TMOM</td>
<td>20</td>
</tr>
<tr>
<td>Length of Pregnancy: Less than 12 Weeks</td>
<td>&lt;12</td>
<td>30</td>
</tr>
<tr>
<td>12/24 Weeks</td>
<td>12-24</td>
<td>20</td>
</tr>
<tr>
<td>More than 24 Weeks</td>
<td>&gt;24</td>
<td>10</td>
</tr>
<tr>
<td>Educational level: 9th Grade or less</td>
<td>&lt;9</td>
<td>50</td>
</tr>
<tr>
<td>No diploma or GED</td>
<td>&lt;GED</td>
<td>40</td>
</tr>
<tr>
<td>Enrolled in school</td>
<td>SCH</td>
<td>30</td>
</tr>
<tr>
<td>No Pre-Natal Care</td>
<td>NPNC</td>
<td>100</td>
</tr>
</tbody>
</table>

Approved by the Board of Commissioners September 19, 2013
Approved by the Policy Council September 24, 2013