



**BURLINGTON COMMUNITY
ACTION PARTNERSHIP, INC**



HEAD START

EARLY HEAD START

Operational Policies and Procedures

Governance Manual

Revised January 2020

Burlington Community Action Partnership: Operational Policy and Procedures
1301.2 Governing body
Governing Body Activities

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Part 1301 – Program Governance

1301.2 Governing body

Governing Body Activities

Policy Number:	Relates to HS Performance Standard: 1301.2 b 1-2, 642 c 1 E iv I-III, VI, X aa-bb, 642	Page(s):
System: Governance	d2	Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: The governing body performs leadership activities to support program administration and implementation.

OPERATIONAL PROCEDURE:

- 1) The governing body performs the following activities to support program administration and implementation:
 - a) Select the service areas; review the results of the annual Community Assessment to determine whether changes are needed.
 - b) Establish procedures and criteria for recruiting, selecting, and enrolling children; these procedures and criteria ensure that eligible children are being identified within the service area
 - c) Review the process for selecting Policy Council members;
 - d) Establish, adopt, and periodically update written standards of conduct that determine how complaints are disclosed, addressed, and resolved, including investigations; and
 - e) Review all applications for funding and amendments to applications for funding.
- 2) Governing body meeting minutes demonstrate when the governing body reviewed the criteria for recruiting, selecting and enrolling children; the process for selecting Policy Council members; and the written standards for resolving complaints.
- 3) These standards are reviewed annually and updated as needed.

Adopted by:
 Board of Trustees 1/21/2020
 Policy Council 1/29/2020

Burlington Community Action Partnership: Operational Policies and Procedures
Part 1301 – Program Governance
1301.2 Governing body
Governing Body and Approval of All Major Policies

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Governing Body and Approval of All Major Policies

Policy Number:	Relates to HS Performance Standard:	Page(s):
	1301.2 b 1, 1302. 9 a, 1302.102 b 1 iii, 1302.102 b 2 ii, Act 642 c 1 E iv V aa-cc; 642 c 1 E iv VII dd, 642 c 1 E iv VIII; 642 c 1 E iv IX	
System: Governance		Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: The governing body reviews and approves all major policies of the grantee.

OPERATIONAL PROCEDURE:

- 1) The governing body reviews and approves all major policies of the grantee, including:
 - a) Annual Self-Assessment and financial audit;
 - b) Program’s progress in executing the grant application provisions, including implementation of corrective actions;
 - c) Personnel policies regarding hiring, evaluation, termination, and compensation;
 - d) Policies and procedures regarding hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Financial Officer, or other person in an equivalent position; and
 - e) Results from monitoring, including appropriate follow-up activities.

Adopted by:
 Board of Trustees 1/21/2020
 Policy Council 1/29/2020

**Burlington Community Action Partnership, Inc.: Operational Policies and
Procedures Part 1301 – Program Governance
1301.2 Governing body**

Governing Body and Approval of Financial Management, Accounting, and Reporting Policies

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Governing Body and Approval of Financial Management, Accounting, and Reporting Policies

Policy Number:	Relates to HS Performance Standard: 1301.2 b 1, 1302.101 a 1, 1302.101 a 4, 1302.102	Page(s):
System: Governance	b 1 iv, 642 c 1 E iv VII aa-dd	Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: The governing body approves financial management, accounting and reporting policies.

OPERATIONAL PROCEDURE:

- 1) The governing body approves financial management, accounting, and reporting policies, including the agencies:
 - a) Major financial expenditures;
 - b) Annual operating budget;
 - c) Selection of independent financial auditors (except when a financial auditor is assigned by the State under State law or is assigned under local law) of independent financial auditors who report all critical accounting policies and practices to the governing body; and
 - d) Monitoring of the agency's actions to correct audit findings and monitoring of other action necessary to comply with applicable laws and (including regulations governing financial statement and accounting practices.
- 2) The process for approving these policies includes:
 - a) Policies and revisions are submitted to the governing board by management.
 - b) Governing board approves policies at full board meeting.
- 3) The Program makes available to the public provides an annual report to the public.

Adopted by:
Board of Trustees 1/21/2020
Policy Council 1/29/2020

Burlington Community Action Partnership: Operational Policies and Procedures
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1301.2 Governing body
Governing Body and Fulfillment of Responsibilities

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Governing Body and Fulfillment of Responsibilities

Policy Number:	Relates to HS Performance Standard:	Page(s):
System: Governance	1301.1, 1301.2 b 1, 1301.2 c 1, 1301.2 c 2 i-ii, 1302.102 a 1-4, 1302.102 b 1, Act 642 c 1 E, 642 c 1 A, 642 c 1 E i, 642 c 1 E ii, 642 c 1 E iii, 642 c 1 E iv III, 642 c 1 E iv, 642 c 1 E iv V bb, 642 c 1 E iv XI, 642 d 2	Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: The governing body fulfills its major responsibilities, including legal and fiscal administration and oversight; assuring active, independent, and informed governance; and ensuring compliance with applicable laws and regulations.

OPERATIONAL PROCEDURE:

- 1) The governing body:
 - a) has legal and fiscal responsibility for administering and overseeing the Head Start agency, including the safeguarding of federal funds;
 - b) adopts practices that assure active, independent, and informed governance of the Head Start agency and fully participates in the development, planning, and evaluation of the Head Start programs involved to include the following:
 - i) Strategic long-term goals for ensuring programs are and remain responsive to community needs as identified in the annual community assessment as described in subpart A of this part;
 - ii) Goals for the provision of educational, health, nutritional, and family and community engagement program services as described in the program performance standards to further promote the school readiness of enrolled children;
 - iii) School readiness goals that are aligned with the *Head Start Early Learning Outcomes Framework: Ages Birth to Five*, state and tribal early learning standards, as appropriate, and requirements and expectations of schools Head Start children will attend.
 - iv) Effective health and safety practices to ensure children are safe at all times.
 - 2) is responsible for ensuring compliance with federal laws (including regulations) and applicable state, tribal, and local laws (including regulations)
 - 3) The governing body is also responsible for other activities, including:
 - a) reviewing all applications for funding and amendments to applications for funding for programs under Head Start Act 642 c 1 E
 - b) reviewing and approving all major policies of the agency, including the agency's progress in carrying out the programmatic and fiscal provisions in such agency's grant application, including implementation of corrective actions; and
 - c) establishing procedures and guidelines for accessing and collecting information described in Head Start Act 642 d 2 A-I
 - i) establish and implement a system of ongoing oversight that ensures effective implementation of the program performance standards, including ensuring child safety, and other applicable federal regulations
 - d) To the extent practicable and appropriate, at the discretion of the governing body, establishing advisory committees to oversee key responsibilities related to program governance and improvement of the Head Start program involved.
 - i) If a governing body establishes an advisory committee to oversee key responsibilities related

Adopted by:
 Board of Trustees 1/21/2020
 Policy Council 1/29/2020

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to program governance, it must:

- (1) Establish the structure, communication, and oversight in such a way that the governing body continues to maintain its legal and fiscal responsibility for the Head Start agency; and,
- (2) Notify the responsible HHS official of its intent to establish such an advisory committee.

Adopted by:
Board of Trustees 1/21/2020
Policy Council 1/29/2020

Burlington Community Action Partnership: Operational Policies and Procedures
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1301.2 Governing body
Governing Body Composition

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Governing Body Composition

Policy Number:	Relates to HS Performance Standard:	Page(s):
	1301.2 a, 642 c 1 B i, Act 642 c 1 B ii, 642 c 1 B iii, 642 c 1 B iv, 642 c 1 B iv I, 642 c 1 B iv II	
System: Governance		Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: The program’s governing body is composed of members meeting the requirements of the applicable federal regulations.

OPERATIONAL PROCEDURE:

- 1) The composition of the governing body includes:
 - a) At least one member with a background and expertise in fiscal management or accounting;
 - b) At least one member with a background and expertise in early childhood education and development, specifically for ages 0 to 5;
 - c) At least one licensed attorney member, with verifiable qualifications, familiar with issues that come before the governing body;
 - d) Additional members, who reflective of the community, including parents of former or currently enrolled Head Start, Early Head Start, Home Based, and Family Child Care Partnership children
 - e) Other members selected for their expertise in education, business administration, or community affairs.
- 2) Exceptions to the requirements of Act 642 c 1 B i-iv (shown in the operational procedure above) apply when governing body members oversee a public entity and are selected to their positions with the public entity by public selection or political appointment.
- 3) If the agency is unable to include members the members specified in Act 642 c 1 B i, ii, or iii, the governing body may obtain the services of a consultant or other individual with the required background and expertise to work with the governing body instead.
- 4) The governing body membership roster lists the current members.

Adopted by:
 Board of Trustees 1/21/2020
 Policy Council 1/29/2020

**Burlington Community Action Partnership, Inc.: Operational Policies and
Procedures Part 1301 – Program Governance
1301.3 Policy Council and Policy Committee
Communications (General)**

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1301.3 Policy Council and Policy Committee

Communications (General)

Policy Number:	Relates to HS Performance Standard: 1301.1, 1301.3 a, 1301.4 b 1-2	Page(s):
System: Governance		Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: The program establishes and implements systems to ensure that timely and accurate information is provided to the governing body, parents, policy groups, staff, and as needed for the general community.

OPERATIONAL PROCEDURE:

- 1) The program establishes and implements the systems to ensure that timely and accurate information is provided to delegate agency governing bodies, Policy Council, parents, policy groups, staff, and as needed for the general community, including:
 - a) Newsletters,
 - b) Minutes of meetings,
 - c) Annual reports.
- 2) Information regarding the Board of Trustees and the Head Start Policy Council is regularly shared between both groups through meetings, Board packets, Policy Council meeting materials, fliers, and announcements.
- 3) Policy Council Members share information from the meetings with the parent groups at their center.
- 4) The agency regularly distributes news releases about agency programs and services within its service region. These news releases are distributed through all media outlets including, but not limited to, newspapers, radio, television, and other non-profit human service agencies. The agency produces a quarterly newsletter, which are distributed electronically to all parties mentioned above. It is also archived on the agency's website. The agency maintains a website and employee only intranet site.

Adopted by:
Board of Trustees 1/21/2020
Policy Council 1/29/2020

**Burlington Community Action Partnership, Inc.: Operational Policies and
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1301.3 Policy Council and Policy Committee
Policy Council and Policies and Procedures**

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Policy Council and Policies and Procedures

Policy Number:	Relates to HS Performance Standard: 1301.3 a, 1302.90 a, Act 642 c 2 D i – vii	Page(s):
System: Governance		Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: Policy Council works in partnership with key management staff and the governing bodies to develop, review, and approve or disapprove policies and procedures.

OPERATIONAL PROCEDURE:

- 1) The policies and procedures include, at a minimum, those listed in Act 642 c 2 D. To summarize:
 - a) All funding applications and amendments
 - b) How the governing body and policy groups implement shared decision making
 - c) Procedures for program planning
 - d) Program philosophy, goals and objectives
 - e) Selection of delegate agencies and their service areas
 - f) Policy Council/Policy Committee composition and selection
 - g) Criteria for defining recruitment, selection, and enrollment priorities
 - h) Annual self-assessment
 - i) Personnel policies and updates
 - Decisions to hire or terminate the Head Start Director
 - k) Decisions to hire or terminate staff

Adopted by:
Board of Trustees 1/21/2020
Policy Council 1/29/2020

**Burlington Community Action Partnership, Inc.: Operational Policies and
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1301.3 Policy Council and Policy Committee
Policy Council Decisions**

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Policy Council Decisions

Policy Number:	Relates to HS Performance Standard:	Page(s):
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System: Governance		Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: The Policy Council approves and submits decisions about certain activities to the governing body.

OPERATIONAL PROCEDURE:

- 1) A Policy Council is responsible for activities specified at section 642(c) (2) (D) of the Act. A policy committee will approve and submit to the delegate agency its decisions in each of the following areas referenced at section 642(c) (2) (D) (i) through (vii) of the Act.
- 2) The Policy Council approves and submits to the governing body decisions about each of the following activities:
 - a) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs;
 - b) Program recruitment, selection, and enrollment priorities;
 - c) By-laws for Policy Council operations;
 - d) Applications for funding and amendments to applications for funding for programs before application submission;
 - e) Budget planning for program expenditures, including policies for reimbursement and participation in Policy Council activities;
 - f) Program personnel policies and decisions regarding employment of all program staff, including standards of conduct for program staff, contractors, and volunteers and criteria for employment and dismissal of program staff;
 - g) By-laws for electing Policy Council members; and
 - h) Recommendations for selecting program agencies and their service areas.
- 3) Policy Council meeting minutes show approvals and minutes are provided to the governing body and Parent Committees.

Adopted by:
Board of Trustees 1/21/2020
Policy Council 1/29/2020

**Burlington Community Action Partnership, Inc.: Operational Policies and
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1301.3 Policy Council and Policy Committee
Policy Council Members and Conflict of Interest**

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Policy Council Members and Conflict of Interest

Policy Number:	Relates to HS Performance Standard: 1301.3 b 2, Act 642 c 2 C i-ii; Act 642 c 3 B	Page(s):
System: Governance		Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: Policy Council members are free of financial or other conflict of interest.

OPERATIONAL PROCEDURE:

- 1) No grantee or delegate staff (nor members of their immediate families) serves on the Policy Council except parents who occasionally substitute for regular Early Head Start or Head Start staff.
- 2) The Policy Council and Parent Committee members may receive reimbursements for reasonable expenses incurred, or for serving as an occasional classroom substitute, without such reimbursement causing conflict of interest.
- 3) The Policy Council members or any members of their immediate families, cannot be employees of the grantee or be related to an employee of the grantee while serving on the Policy Council.

Adopted by:
Board of Trustees 1/21/2020
Policy Council 1/29/2020

**Burlington Community Action Partnership, Inc.: Operational Policies and
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1301.3 Policy Council and Policy Committee
Policy Council, Policy Committee, and Parent Committee Structure**

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Policy Council, Policy Committee, and Parent Committee Structure

Policy Number:	Relates to HS Performance Standard: 1301.3 a, 1301.3 b 1, 1301.4 a, Act 642 c 2 B, Act	Page(s):
System: Governance	642 c 3	Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: The program establishes and maintains a formal structure of shared governance through which parents can participate in policy making or in other decisions about the program.

OPERATIONAL PROCEDURE:

- 1) This structure consists of the following groups, as required:
 - a) Policy Council, which is established at the grantee level.
 - 2) Parent Committees are comprised exclusively of the parents of children currently enrolled in our program.
 - 3) The Policy Council and Parent Committees are established as early in the program year as possible. The Grantee Policy Council is not dissolved until a successor Council is elected and seated.
 - 4) The governing body and the Policy Council do not have identical memberships and functions.
 - 5) As shown in the Policy Council membership rosters, at least 51% of membership is comprised of parents of children currently enrolled in the program.
 - a) All other members are drawn from the community served by the Head Start agency (including any delegate agency) and may include parents of formerly enrolled children.
 - 6) As shown in the Policy Council meeting minutes, parents are elected to the Policy Council annually.

Adopted by:
Board of Trustees 1/21/2020
Policy Council 1/29/2020

**Burlington Community Action Partnership, Inc.: Operational Policies and
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1301.3 Policy Council and Policy Committee
Policy Council Responsibilities**

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Policy Council Responsibilities

Policy Number:	Relates to HS Performance Standard:	Page(s):
	1301.3 a; 1301.3 c 1-2, 1301.3 e, Act 642 c 2 D; Act 642 c 2 D i-vii; Act 642 d 2; 1302.102	
System: Governance		Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: The Policy Council is responsible for the Head Start program’s development, including program design and operation, and long- and short-term planning goals, taking into account the annual Community Assessment and Self-Assessment.

OPERATIONAL PROCEDURE:

- 1) The Policy Council is responsible for activities specified at section 642(c) (2) (D) of the Act. A Policy Council must approve and submit to the delegate agency its decisions in each of the following areas referenced at section 642(c) (2) (D) (i) through (vii) of the Act.
- 2) A Policy Council, and a Policy Committee at the delegate level, must use ongoing monitoring results, data on school readiness goals, other information described in §1302.102, and information described in section 642(d) (2) of the Act to conduct its responsibilities.
- 3) The program assists Policy Council members with using the Community Assessment and Self- Assessment in making decisions about the program.
- 4) The program enables low-income members to participate fully in their policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.

Adopted by:
Board of Trustees 1/21/2020
Policy Council 1/29/2020

**Burlington Community Action Partnership, Inc.: Operational Policies and
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1301.3 Policy Council and Policy Committee
Policy Group Composition and Formation**

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Policy Group Composition and Formation

Policy Number:	Relates to HS Performance Standard: 1301.3 b 1-2, 1301.3 d 1-4, 1301.4 a, Act 642 c	Page(s):
System: Governance	2 C and Act 642 c 3 B	Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: Each grantee and delegate agency governing body operating an Early Head Start or Head Start program must (except where such authority is ceded to the Policy Council or Policy Committee) propose, within the framework of the regulations, the total size of their respective policy groups (based on the number of centers, classrooms or other program option units, and the number of children served by their Early Head Start or Head Start program), the procedures for the election of parent members, and the procedure for the selection of community representatives (which appropriately reflects representation of parents and community partners).

OPERATIONAL PROCEDURE:

- 1) Proposals regarding the size of the membership must be approved by the Policy Council.
- 2) The Policy Council is comprised of parents of currently enrolled children and community representatives. At least 51% of the members of these policy groups are the parents of currently enrolled children (see 1305.2 for a definition of a Head Start parent).
- 3) Community representatives consist of the following from the local community: businesses; public or private community, civic, and professional organizations; and others who are familiar with resources and services for low-income children and families.
- 4) All parent members of the Policy Council must stand for election or re-election annually.
- 5) The Policy Council must limit the number of one-year terms any individual may serve to a total of three years.
- 6) No grantee or delegate staff (or members of their immediate families) may serve on the Policy Council except parents who occasionally substitute for regular staff.
- 7) Parents of children currently enrolled in all program options must be proportionately represented on established policy groups.
- 8) The program approves the total size of the respective policy groups annually.
- 9) Procedures for the selection of parent members are approved annually.
- 10) The selection of community representatives is approved by the parents on the Policy Council.
 - a) This policy is effective only upon approval by Policy Council.

Adopted by:
Board of Trustees 1/21/2020
Policy Council 1/29/2020

**Burlington Community Action Partnership, Inc.: Operational Policies and
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1301.3 Policy Council and Policy Committee
Policy Group Functions**

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Policy Group Functions

Policy Number:	Relates to HS Performance Standard:	Page(s):
	1301.3 a, 1301.3 c 1, 1301.4 a; 1301.4 b 1-3, 1301.5, Act 642 c 3 C; N-30-356-1-30 B 1 b and B 2; Act 641 d 2 J v I; Act 642 b 4 B; Act 645A b 4	
System: Governance		Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: Policy groups are charged with carrying out specific functions that support the agencies mission and efforts.

OPERATIONAL PROCEDURE:

- 1) Policy Council serves as a link to the Parent Committees, grantee and delegate agency governing bodies, public and private organizations, and the communities they serve.
- 2) Policy Council assists Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in Early Head Start and Head Start and to encourage their participation in the program.
- 3) Policy Council assists Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.

Parent Activities

Parent Committee Meetings are scheduled throughout the program year.

The Family Services staff and/or Center Director coordinate Parent Committee meetings and prepare information that is distributed to families about the meetings. Parent trainings are held in conjunction with the meetings.

- 2) Parent/Child Events
 - a) The program provides parent/child events throughout the program year. The events may include Open Houses, Family Fun Nights, Socials, Male Engagement Events, End of Year Events and others. Parent trainings may be held in conjunction with events.
- 3) Parent Trainings
 - a) The program makes trainings available to parents/guardians who may be included with parent meetings or events. Trainings may also be provided by schools, agencies or other resources within the county.
 - b) Examples of trainings may include: Child growth/development, nutrition, health, mental health, oral health, special needs, discipline/guidance, and topics on safety including safety in the home, child abuse prevention, budgeting/financial literacy, breastfeeding, substance abuse, vehicle and pedestrian safety, and environmental hazards.
- 4) Policy Council assists in recruiting volunteer services from parents, community residents, and community organizations, and assists in the mobilization of community resources to meet identified needs.
- 5) Policy Council helps establish and maintain procedures for working with the grantee or delegate agency to resolve community complaints about the program.

Adopted by:
Board of Trustees 1/21/2020
Policy Council 1/29/2020

**Burlington Community Action Partnership, Inc.: Operational Policies and
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1301.3 Policy Council and Policy Committee
*Policy Groups and Decisions to Hire or Terminate Staff***

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Policy Groups and Decisions to Hire or Terminate Staff

Policy Number:	Relates to HS Performance Standard: 1301.3 c 1, 1302.90 a, Act 642 c 2 D vi	Page(s):
System: Governance		Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: The Policy Council works in partnership with key management staff and the governing body to develop, review, and approve or disapprove decisions to hire or terminate the Head Start Director of the grantee and decisions to hire or terminate any person who works primarily for the Early Head Start or Head Start program of the grantee.

OPERATIONAL PROCEDURE:

- 1) Decisions to hire or terminate program staff are developed with the Policy Council working in partnership with key management staff and the governing bodies to develop, review, and approve or disapprove them.

Adopted by:
Board of Trustees 1/21/2020
Policy Council 1/29/2020

**Burlington Community Action Partnership, Inc.: Operational Policies and
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1301.3 Policy Council and Policy Committee
Policy Groups and Funding Applications and Amendments**

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Policy Groups and Funding Applications and Amendments

Policy Number:	Relates to HS Performance Standard: 1301.3 c 1, Act 642 c 2 D iii	Page(s):
System: Governance		Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: The Policy Council works in partnership with key management staff and the governing body to develop, review, and approve or disapprove all funding applications and amendments to funding applications for Early Head Start and Head Start, including administrative services, prior to the submission of such applications.

OPERATIONAL PROCEDURE:

- 1) All funding applications and amendments are developed with the Policy Council working in partnership with key management staff and the governing bodies to develop, review, and approve applications before they are submitted. Procedures for working in partnership include:
 - a) Information regarding funding applications is provided to the governing body and Policy Council.
 - b) Funding Guidance Letter and RFP's are provided to the Policy Council and governing board.
 - c) Members of the Policy Council and governing board may work together on committees or meet with management staff to have input in the development of grants.
- 2) The Policy Council and governing board approves all grant applications at regularly scheduled or special called meetings (in cases where a quorum does not exist, electronic voting via email will be used).

Adopted by:
Board of Trustees 1/21/2020
Policy Council 1/29/2020

**Burlington Community Action Partnership, Inc.: Operational Policies and
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1301.3 Policy Council and Policy Committee
Policy Groups and Personnel Policies

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Policy Groups and Personnel Policies

Policy Number:	Relates to HS Performance Standard: 1301.3 c 1, 1302.90 a, Act 642 c 2 D vi	Page(s):
System: Governance		Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: The Policy Council works in partnership with key management staff and the governing body to develop, review, and approve or disapprove program personnel policies and subsequent changes to those policies, in accordance with 1301.3, including standards of conduct for program staff, consultants, and volunteers [before applications are submitted]

OPERATIONAL PROCEDURE:

- 1) Personnel policies and subsequent changes to those policies are developed with the Policy Council working in partnership with key management staff and the governing bodies to develop, review, and approve or disapprove them.

Adopted by:
Board of Trustees 1/21/2020
Policy Council 1/29/2020

**Burlington Community Action Partnership, Inc.: Operational Policies and
Procedures Part 1301 – Program Governance**
1301.3 Policy Council and Policy Committee
Policy Groups and Procedures for Program Planning

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Policy Groups and Procedures for Program Planning

Policy Number:	Relates to HS Performance Standard: 1301.3 c 1, 1302.102 a, Act 642 c 2 D vi	Page(s):
System: Governance		Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: The Policy Council works in partnership with key management staff and the governing body to develop, review, and approve or disapprove procedures for program planning (in accordance with 1301.3).

OPERATIONAL PROCEDURE:

- 1) Procedures for program planning are developed with the Policy Council working in partnership with key management staff and the governing body to develop, review, and approve or disapprove them (before applications are submitted).

Adopted by:
Board of Trustees 1/21/2020
Policy Council 1/29/2020

**Burlington Community Action Partnership, Inc.: Operational Policies and
Procedures Part 1301 – Program Governance
1301.3 Policy Council and Policy Committee**
Policy Groups and Program Philosophy and Long- and Short-Range Goals and Objectives

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Policy Groups and Program Philosophy and Long- and Short-Range Goals and Objectives

Policy Number:	Relates to HS Performance Standard: 1301.3, 1302.102 a 1-4, Act 642 c 2 A	Page(s):
System: Governance		Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: The Policy Council works in partnership with key management staff and the governing body to develop and review the program’s philosophy and long- and short-range program goals and objectives.

OPERATIONAL PROCEDURE:

- 1) The program’s philosophy and long and short-range program goals and objectives are developed with the Policy Council working in partnership with key management staff and the governing body.
- 2) The program’s philosophy and the belief of BCAP Head Start/Early Head Start is that communities must work together, in partnership, to enable all persons to live with dignity, responsibility and opportunity. To support this vision, BCAP promotes stability and independence of families. BCAP provides services in adherence to Head Start performance standards in order to meet school readiness goals.
- 3) The long-range goals of BCAP as identified within the strategic plan.
- 4) The program’s short-range goals are identified within the strategic plan as follows:
 - a) To maintain a supportive learning environment for children.
 - b) To coordinate the delivery of comprehensive health services to children.
 - c) To support parents/caregivers as they fulfill their roles as primary educators of their children.
 - d) To support the development of a qualified and trained staff.

Adopted by:
Board of Trustees 1/21/2020
Policy Council 1/29/2020

**Burlington Community Action Partnership, Inc.: Operational Policies and
Procedures Part 1301 – Program Governance
1301.3 Policy Council and Policy Committee
Policy Groups: Selection and How Members Are Chosen**

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Policy Groups: Selection and How Members Are Chosen

Policy Number:	Relates to HS Performance Standard: 1301.3 b 1, 1301.3 d 1-4, 1301.4 a, Act 642 c 2	Page(s):
System: Governance	D vii	Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: The Policy Council works in partnership with key management staff and the governing body to develop, review, and approve or disapprove the composition of the Policy Council or the Parent Committee and the procedures by which policy group members are chosen.

OPERATIONAL PROCEDURE:

- 1) The composition of the Policy Council and the procedures by which the Policy Council members are chosen are developed with the Policy Council working in partnership with key management staff and the governing bodies to develop, review, and approve or disapprove them.
- 2) The composition of the Policy Council is as follows:
 - a) Parent representatives are elected by the Parent Committee.
 - i) The Parent Committee is comprised of all current parents
 - ii) Initial meeting is held in October and every month thereafter.
- 3) Membership of the Policy Council consists of parent members and community members.
 - i) Policy Council parent representatives are elected at the initial meeting.
 - Community representatives are elected by the parents serving on the current Policy Council.
- c) The Policy Council shall be composed of at least 51% of the membership comprised of parents of a child currently enrolled in Head Start.

Adopted by:
Board of Trustees 1/21/2020
Policy Council 1/29/2020

**Burlington Community Action Partnership, Inc.: Operational Policies and
Procedures Part 1301 – Program Governance**
1301.3 Policy Council and Policy Committee
Reimbursement for Reasonable Expenses (PC)

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Reimbursement for Reasonable Expenses (PC)

Policy Number:	Relates to HS Performance Standard: 1301.3 e, Act 642 c 2 D iv	Page(s):
System: Governance		Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: The program provides, if necessary, reimbursement for reasonable expenses to enable low-income Policy Council members to participate fully in their group responsibilities.

OPERATIONAL PROCEDURE:

- 1) In accordance with Head Start regulations, the program provides reimbursement for child care expenses incurred because of parents' need to attend Policy Council Meetings. Other expenses may include: mileage reimbursement, onsite child care, and/or transportation, as needed.
- 2) Through the yearly budget process, funds are included for PC meetings and participation in trainings and community events.
- 3) The program provides Child Care Reimbursement Forms and Mileage Forms to the parents for disbursing the funds to parents by check.
- 4) The Head Start Director informs the designated coordinator if funds are available.

Adopted by:
Board of Trustees 1/21/2020
Policy Council 1/29/2020

**Burlington Community Action Partnership, Inc.: Operational Policies and
Procedures Part 1301 – Program Governance
1301.4 Parent Committees
Parent Committee**

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1301.4 Parent Committees

Parent Committee

Policy Number:	Relates to HS Performance Standard: 1301.4 a, 1301.4 b 1-3	Page(s):
System: Governance		Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: The program establishes a Parent Committee that is comprised exclusively of parents currently enrolled children. This committee is established early in the program year.

OPERATIONAL PROCEDURE:

- 1) Within the parent committee structure, families will be engaged using strategies that are most effective in that community, while ensuring the parent committee carries out the following minimum responsibilities:
 - a) Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families.
 - b) Have a process for communication with the Policy Council;
 - c) Within the guidelines established by the governing body or Policy Council, participate in the recruitment and screening of Early Head Start and Head Start employees to the extent possible.
- 2) Parents are informed about the process for elections to the Policy Council and other leadership opportunities that are available within the program annually and upon enrollment.

Adopted by:
Board of Trustees 1/21/2020
Policy Council 1/29/2020

**Burlington Community Action Partnership, Inc.: Operational Policies and
Procedures Part 1301 – Program Governance
1301.4 Parent Committees
Policy Groups and Shared Decision Making**

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Policy Groups and Shared Decision Making

Policy Number:	Relates to HS Performance Standard: 1301.4 b 2, 1302.90 a, 642 c 2 D i	Page(s):
System: Governance		Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: The Policy Council works in partnership with key management staff and the governing body to develop, review, and approve or disapprove procedures describing how the governing body and the appropriate policy group will implement shared decision-making.

OPERATIONAL PROCEDURE:

- 1) Procedures describing how the governing body and the appropriate policy group will implement shared decision-making are developed with the Policy Council, working in partnership with key management staff and the governing body to develop, review, and approve or applications before they are submitted.
- 2) Shared decision making is implemented by means of:
 - a) Representation from the Board on Policy Council.
 - b) Participation on committees,
 - c) Receiving minutes of meetings, and
 - d) Approvals by Policy Council and Governing Board.

Adopted by:
Board of Trustees 1/21/2020
Policy Council 1/29/2020

**Burlington Community Action Partnership, Inc.: Operational Policies and
Procedures Part 1301 – Program Governance
1301.5 Training
Governing Body Training**

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1301.5 Training

Governing Body Training

Policy Number:	Relates to HS Performance Standard: 1301.5; 1302.12 m 1 i-iii, 1302.12 m 3, Act 642	Page(s):
System: Governance	d 3	Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: Governing body members receive appropriate training and technical assistance (or orientation) to ensure they understand the information they receive and can oversee and participate in the program effectively.

OPERATIONAL PROCEDURE:

- 1) Head Start and Fiscal Staff will be responsible to provide orientation and on-going training for Governing Body members regarding training on program performance standards and training indicated in 1302.12 (m) to include, but not limited to program plans, agendas, guidance documentation, and other pertinent materials.
 - a) A program must train all governing body, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures. Training includes:
 - i. methods on how to collect complete and accurate eligibility information
 - ii. strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy
 - iii. Policy and procedures that describe actions taken against staff, families, or participants who attempt to provide or intentionally provide false information.

Governing body members are trained within 180 days (six months) of the March 12 deadline.

- 2) Orientation/training must include, **but not limited to:**
 - a) The goals and philosophy of Head Start
 - b) The HS Program Performance Standards
 - c) Shared Governance
 - d) Impasse procedures
 - e) Organizational chain of command
 - 3) Fiscal related topics:
 - a) Governance and Management Fiscal Responsibilities
 - b) Head Start flow of funds from Federal Funding source
 - c) Budget Development and Structure
 - d) Refunding Contract Budget
 - e) Budget Revisions
 - f) Refunding and Supplemental funding applications
 - g) Financial Reports

Adopted by:
Board of Trustees 1/21/2020
Policy Council 1/29/2020

**Burlington Community Action Partnership, Inc.: Operational Policies and
Procedures Part 1301 – Program Governance**

- f) Code of Conduct
- g) Confidentiality
- h) Parliamentary Procedures
- i) Definition of Heart Start Terms and Acronyms

- h) Policy Groups approval sign off sheet
- i) In-Kind and Non-Federal Match Requirement
- j) Fiscal training on how to access Parent Activity (provided to Policy/Parent Committees and Head Start staff).

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Governing Body Training

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Adopted by:
Board of Trustees 1/21/2020
Policy Council 1/29/2020

**Burlington Community Action Partnership, Inc.: Operational Policies and
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1301.5 Training**

Orientation, Training and Technical Assistance for PC Members

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- 4) Training plans, agendas, guidance documentation, and other materials show the dates and topics of training received by governing body members.

Orientation, Training and Technical Assistance for PC Members

Policy Number:	Relates to HS Performance Standard: 1301.5, 1302.12 m 3	Page(s):
System: Governance		Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: Policy Council members receive orientation and ongoing training and technical assistance to ensure that they can oversee and participate in program administration effectively.

OPERATIONAL PROCEDURE:

- 1) Agendas, minutes, guidance documentation, training plans and materials show training topics and date training was provided to Policy Council members.
- 2) The program trains all Policy Council members within 180 days of the beginning of the term of a new Policy Council.
 - a) Policy Council members receive orientation at the first meeting after being elected in October.

Adopted by:
Board of Trustees 1/21/2020
Policy Council 1/29/2020

**Burlington Community Action Partnership, Inc.: Operational Policies and
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1302.102 Achieving Program Goals
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1301.6 Impasse Procedure

Impasse procedure

Policy Number:	Relates to HS Performance Standard: 1301.6 a 1-3, 1301.3 b, 1301.3 c	Page(s):
System: Governance		Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: The program facilitates collaboration amongst the governing bodies regarding decisions of the governing body and the Policy Council through the establishment of written procedures for resolving internal disputes between the governing board and Policy Council in a timely manner that includes impasse procedures.

OPERATIONAL PROCEDURE:

- 1) The procedures:
 - a) Demonstrate that the governing body considers proposed decisions from the Policy Council and that the Policy Council considers proposed decisions from the governing body;
 - b) If there is a disagreement, the governing body and the policy council are required to notify the other in writing why it does not accept a decision; and,
 - c) Describe a decision-making process and a timeline to resolve disputes and reach decisions that are not arbitrary, capricious, or illegal.
 - d) If the decision-making process does not result in a resolution and an impasse continues, the governing body and Policy Council must select a mutually agreeable third party mediator and participate in a formal process of mediation that leads to a resolution of the dispute.
- 2) If no resolution is reached with a mediator, the governing body and Policy Council must select a mutually agreeable arbitrator whose decision is final.

Adopted by:
Board of Trustees 1/21/2020
Policy Council 1/29/2020

**Burlington Community Action Partnership, Inc.: Operational Policies and
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Governing Body Members and Health and Human Services officials Receive Reports

Policy Number:	Relates to HS Performance Standard: 1301.2 b 2, 1301.3 c 2, 1301.4 b 1-3, 1302.47 c 1302.101 a, 1302.102 d 1 i, 1302.102 d 1 ii A-D, Act 642 d 2 A I	Page(s):
System: Program Operation		Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: Governing body members and Health and Human Services officials receive information and reports pertinent to organizational management.

OPERATIONAL PROCEDURE:

- 1) The program furnishes the governing body members with the following information or reports:
 - a) Monthly financial statements, including credit card expenditures
 - b) Monthly program information summaries
 - c) Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency
 - d) Personnel Report
 - e) Monthly reports of meals and snacks provided through Department of Agriculture programs;
 - f) Financial audit
 - g) Annual Self-Assessment, including findings related to such assessment
 - h) Community-wide strategic planning and needs assessment (i.e., Community Assessment) of the Head Start agency, including applicable updates
 - i) Communication and guidance from the Secretary of Health and Human Services
 - j) Program information reports
 - k) Procedures and timetables for program planning
 - l) Program plans, policies, procedures, and Early Head Start and Head Start grant applications
- 2) Note: Single or multiple reports may be used to capture the information listed above.
- 3) Reports submitted to the governing body contain sufficient information to be useful during governing body meetings, including program strengths and areas for improvement.
- 4) Reports are submitted to the governing body in a timely manner, allowing members sufficient time to review them and make informed decisions
- 5) Follow-up procedures associated with reports are implemented as requested.

Reports to the responsible Health and Human Services official

- 1) Immediately or as soon as practicable, reports related to any significant incidents affecting the health and safety of program participants, circumstances affecting the financial viability of the program, breaches of personally identifiable information, or program involvement in legal proceedings, any matter for which notification or a report to state, tribal, or local authorities is required by applicable law, including at a minimum:
 - a) Any reports regarding agency staff or volunteer compliance with federal, state, tribal, or local laws addressing child abuse and neglect or laws governing sex offenders
 - b) Incidents that require classrooms or centers to be closed for any reason
 - c) Legal proceedings by any party that are directly related to program operations
 - d) All conditions required to be reported under §1304.12, including disqualification from the Child and Adult Care Food Program (CACFP) and license revocation

Adopted by:
Board of Trustees 1/21/2020
Policy Council 1/29/2020

**Burlington Community Action Partnership, Inc.: Operational Policies and
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PC Members and Reports

Policy Number:	Relates to HS Performance Standard: 1301.2 b 2, 1301.3 c 2, 1301.4 b 1-3, Act 642 d 2 A, 642 d 2 B, 642 d 2 C, 642 d 2 D, 642 d 2 E, 642 d 2 F, 642 d 2 G, 642 d 2 H, 642 d 2	Page(s):
System: Program Operation		Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: Policy Council members receive reports in a timely manner.

OPERATIONAL PROCEDURE:

- 1) Policy Council (PC) members receive the following information or reports:
 - a) Monthly financial statements, including credit card expenditures
 - b) Mid-year and end of year program information summaries
 - c) Program enrollment reports, including attendance reports for children
 - d) Mid-year and end of year reports of meals and snacks provided through Department of Agriculture programs
 - e) Personnel Report
 - f) Financial audit
 - g) Annual Self-Assessment, including findings related to such assessment
 - h) Community-wide strategic planning and needs assessment (i.e., Community Assessment) of the Head Start agency, including any applicable updates
 - i) Communication and guidance from the Secretary of HHS
 - j) Program information reports
 - k) Procedures and timetables for program planning
 - l) Program plans, policies, procedures, and EHS and Head Start grant applications.
 - i) Note: Single or multiple reports may be used to capture the information listed above.
- 2) Reports contain sufficient information to be useful during PC meetings.
- 3) Once PC members receive the reports, there is sufficient time to review them and make informed decisions and recommendations.
- 4) When PC members have questions about reports, program staff answers them.
- 5) PC representatives share above information and correspondence with local Policy or Parent Committee membership.

Adopted by:
Board of Trustees 1/21/2020
Policy Council 1/29/2020

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1302.102 Achieving Program Goals

Annual Report

Policy Number:	Relates to HS Performance Standard: 1302.102 d 2-3, 641 A e 2, Act 644 a 2 A-H	Page(s):
System: Program Operation		Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: The program publishes and makes available to the public an annual report.

OPERATIONAL PROCEDURE:

- 1) The annual report includes the following elements:
 - a) Total amount of public and private funds received and the amount from each source;
 - b) Explanation of budgetary expenditures and proposed budget for the fiscal year;
 - c) Total number of children and families served, average monthly enrollment (as a percentage of funded enrollment), and percentage of eligible children served;
 - d) Results of the most recent review by the Secretary and the financial audit;
 - e) Percentage of enrolled children who received medical and dental exams;
 - f) Information about parent involvement activities;
 - g) Agency’s efforts to prepare children for kindergarten; and
 - h) Other information required by the Secretary.
- 2) The annual report is published every December. All agency board members, policy council members, staff, and community stakeholders receive a copy. It is also placed on the agency’s website.
- 3) The annual report is made available to the public by: placing a legal ad in all of our core county newspapers announcing that the annual report is now available online. This is done every January. The annual report is published on the agency website.
- 4) If a deficiency was identified, the agency will submit a quality improvement plan to the Secretary as required in section 641 A e 2 of the Act.

Adopted by:
Board of Trustees 1/21/2020
Policy Council 1/29/2020

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Financial Reporting Systems

Policy Number:	Relates to HS Performance Standard: 1303.4, 1303.5 a 1-2, 1303.5 b 1-2, 1302.2, 1302.101 a1-4, 1302.101 b 4, 1302.102 d, Act 641 A iv, 642 VII,	Page(s):
System: Program Operation		Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: The program establishes and maintains efficient and effective reporting systems.

OPERATIONAL PROCEDURE:

- 1) These reporting systems generate periodic reports of financial status and program operations in order to control program quality, maintain program accountability, and advise governing bodies, policy groups, and staff of program progress. Specifically, they include timely submission of:
 - a) Internal Revenue Service (IRS) 941 (Employer’s Quarterly Federal Tax Return), the organization stays current in its payroll taxes, as evidenced by the IRS Form 941.
 - b) IRS 990 (Return of Organization Exempt from Income Tax), The IRS Form 990 is filed by the 15th day of the 5th month after the organization’s fiscal year end, or when an extension is obtained and documented.
 - c) IRS 5500 (Annual Return/Report of Employee Benefit Plan), and
 - d) Other official Federal, State, and local reports as required by applicable law.
- 2) These reporting systems also generate official reports for Federal, State, and local authorities as required by applicable law, regulations, and funder requirements.
- 3) Report submission. The audit is completed and the SF-SAC audit data collection form described in A-133 320 b and the reporting package are filed with the Single Audit Clearinghouse within 9 months of the end of each of the last 3 fiscal years.
- 4) The organization files USDA reports within the required timeframes.
- 5) The organization works to resolve any compliance issues identified in IRS correspondence.
- 6) Due date. When reports are required on a quarterly or semiannual basis, they are due 30 days after the reporting period. When required on an annual basis, they are due 90 days after the grant year. Final reports are due 90 days after the expiration or termination of grant support.
- 7) The grantee submits PMS-425 electronically within 30 calendar days following the end of each quarter.
 - a) Disbursements on the PSC-425 report are reconciled to expenses on the SF-269 report. Reasonable explanations are furnished for reconciling items.
- 8) The grantee submits the SF-425 (an original and two copies) no later than 30 days after the end of each specified reporting period for quarterly and semi-annual reports, and 90 calendar days for annual and final reports. Extensions of reporting due dates may be approved by the HHS awarding agency upon request.
 - a) The final SF-425 report is reconciled to the audited financial statements and to the general ledger. Reasonable explanations are furnished for reconciling items.
- 9) The Director of Finance sees to it that the grantee’s required financial reports, including the SF-425 Financial Status Report, the Federal Cash Transactions Report, and the detailed accounting of development and administrative expenses are completed and submitted to the Federal funding agency in a timely manner.
- 10) Periodic reports of financial status and program operations are provided to program governing bodies,

Adopted by:
Board of Trustees 1/21/2020
Policy Council 1/29/2020

**Burlington Community Action Partnership, Inc.: Operational Policies and
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*Staff Performance Appraisals (Performance Reviews)***

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policy groups, and staff to advise them and to control program quality and maintain program accountability.

- a) Financial reports are presented in logical groupings and with sufficient detail to allow the reader to understand the financial operations of the organization and the Head Start award.
- b) Financial reports provide for a budget-to-actual comparison.
- c) Financial reports are generated to support the management of organizational components for which they are responsible.
- d) The PC minutes and governing body meeting minutes show when the periodic financial reports are distributed to the governing body.
- e) The program minimizes time elapsing between the end of the reporting period and when reports are presented to the governing body.
- f) Financial reports submitted to the governing body are accurate, clear, and comprehensive.
- g) Financial reports provided in a timely manner include sufficient detail (including budget information, non-Federal share expenditures, waivers and the status of administrative limitation) to allow users to monitor the program's financial progress.
- h) Specifically, the financial reports provided to governing bodies and policy groups include:
 - i) monthly financial statements, including credit card expenditures,
 - i) the financial audit,
 - ii) fiscal findings of the annual Self-Assessment (if applicable).

Adopted by:
Board of Trustees 1/21/2020
Policy Council 1/29/2020

**Burlington Community Action Partnership, Inc.: Operational Policies and
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Program Planning

Policy Number:	Relates to HS Performance Standard: 1302.102 a 1-4, 1302.102 b 2 i-iii, 1302.102 c 1, 1302.102 c 2 i, 1302.102 c 2 iv-v, Act 641A g 2 A	Page(s):
System: Program Operation		Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: The program develops and implements a systematic, ongoing process of program planning that includes consultation with the program’s governing body, policy groups, and program staff, and with other community organizations that serve Early Head Start and Head Start or other low-income families with young children.

OPERATIONAL PROCEDURE:

- 1) Program planning includes an assessment of community strengths, needs and resources through completion of the Community Assessment.
- 2) Program planning includes the formulation of both multi-year (“long-range”) program goals and short-term program and financial objectives that address the findings of the Community Assessment, are consistent with the philosophy of Early Head Start and Head Start, and reflect the findings of the program’s annual self-assessment. Program planning includes;
 - b) The development of written Service plan(s) for implementing services which includes each of the program areas.
 - c) Goals for the provision of educational, health, nutritional, and family and community engagement program services as described in the program performance standards to further promote the school readiness of enrolled children
 - d) School readiness goals that are aligned with the *Head Start Early Learning Outcomes Framework: Ages Birth to Five*, state and tribal early learning standards, as appropriate, and requirements and expectations of the schools Head Start children will attend.
 - e) Effective health and safety practices to ensure children are safe at all times, per the requirements in 1302.47, 1302.90(b) and (c), 1302.92(c) (1), and 1302.94 and part 1303 subpart F.
- 2) All written plans for implementing services, and the progress in meeting them, are reviewed by the staff and reviewed and approved by the Policy Council at least annually, and are revised and updated as needed.
- 3) Using data from the community assessment and self-assessment, the program develops its goals.
- 4) To identify program strengths and needs, develop and implement plans that address program needs, and continually evaluate compliance with program performance standards and progress towards achieving program goals.
 - a) The program reviews and revises its goals to address the outcomes of the annual Self-Assessment and to respond to changes in the community as reflected in the community assessment.

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Board of Trustees 1/21/2020
Policy Council 1/29/2020

**Burlington Community Action Partnership, Inc.: Operational Policies and
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Ongoing Monitoring of Program Design and Management

Policy Number:	Relates to HS Performance Standard: 1302.100, 1302.101 a 1-4, 1302.101 b 4, 1302.102 b 1 i-iv	Page(s):
System: Program Operation		Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: The program has established and implemented procedures for ongoing monitoring of program design and management practices at the grantee level to ensure effective implementation of Federal regulations.

OPERATIONAL PROCEDURE:

- 1) The program implements procedures for ongoing monitoring at the grantee level to ensure effective implementation of Federal regulations:
 - a) When problems or weaknesses in the program’s practices are detected, the Early Head Start/Head Start Director notifies Head Start Regional Office designee or appropriate personnel and suggests corrective actions.
 - b) When problems or weaknesses in the program’s practices are identified, the appropriate coordinator is responsible for documenting them and reporting to the Early Head Start/Head Start Director.
 - c) Documentation of identified problems or weaknesses is kept in the appropriate file in the Central office.
 - d) All personnel are directed to report safety issues or concerns whenever they are apparent.
- 2) The program analyzes and documents progress toward achieving program goals and complying with performance requirements by completing monitoring reports.

Adopted by:
Board of Trustees 1/21/2020
Policy Council 1/29/2020

**Burlington Community Action Partnership, Inc.: Operational Policies and
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Ongoing Monitoring of ERSEA Practices

Policy Number:	Relates to HS Performance Standard: 1302.12 m 2-3, 1302.100, 1302.101 a 1-4, 1302.101 b 4, 1302.102 b 1 i-iv	Page(s):
System: Program Operation		Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: The program has established and implemented procedures for ongoing monitoring of eligibility, recruitment, selection, enrollment, and attendance practices at the grantee and delegate level to ensure effective implementation of Federal regulations.

OPERATIONAL PROCEDURE:

- 1) The grantee implements these procedures for ongoing monitoring of eligibility, recruitment, selection, enrollment, and attendance (ERSEA) practices at the grantee and delegate level to ensure effective implementation of Federal regulations:
 - a) When problems or weaknesses in the program’s ERSEA practices are detected, the designated Coordinator notifies appropriate personnel and suggests corrective actions.
 - b) When problems or weaknesses in the program’s ERSEA practices are identified, the ERSEA designee is responsible for documenting them and reporting to the Head Start Director.
- 2) Documentation of identified ERSEA problems or weaknesses is kept in the designated office.
- 3) All personnel are directed to report safety issues or concerns whenever they are apparent.
- 4) ERSEA monitoring measures, tools, instruments, materials, etc. include:
 - a) ChildPlus reports
 - b) Monitoring report
 - c) Folder reviews
 - d) Selection Criteria
- 5) The program analyzes and documents progress toward achieving ERSEA goals and complying with performance requirements by utilizing the above monitoring tools and reviewing ERSEA status during staff team meetings.
- 6) New Family Services Staff are trained on ERSEA practices, including verification of age and income, within 90 days of hiring.
- 7) Governing body and policy council members are trained on ERSEA practices, including verification of age and income, within 180 days of the beginning of the term.

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Board of Trustees 1/21/2020
Policy Council 1/29/2020

**Burlington Community Action Partnership, Inc.: Operational Policies and
Procedures Part 1302 – Program Operations
1302.102 Achieving Program Goals
Staff Performance Appraisals (Performance Reviews)**

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Ongoing Monitoring of EHS and HS

Policy Number:	Relates to HS Performance Standard: 1301.2 b 2, 1301.3, 1302.100, 1302.101 a 1-4, 1302.101 b 4, 1302.102 b 1 i-iv, Act 641 d 1; Act 641 d 2; Act 641 d 2 A; Act 641 d 2 B; Act 641 d 3; Act 641 g	Page(s):
System: Program Operation		Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: The program has established and implemented procedures for ongoing monitoring of its Early Head Start and Head Start operations at the grantee level.

OPERATIONAL PROCEDURE:

- 1) The Head Start Director receives from staff in each service area ongoing status reports that capture the program's progress in meeting its goals and compliance.
 - a) The Director uses the information from these reports to improve program quality and make necessary corrections.
- 2) The measures, tools, materials, or procedures used to determine how effectively the program implements overall operations and continues to meet program goals and regulations include:
 - a) Monitoring reports
 - b) Financial reports and audit
 - c) Mid-year and end of year reports
 - d) Program Information Report (PIR)
 - e) Site visits
 - f) Surveys and questionnaires
- 3) The governing body directs correction of instances of noncompliance identified by Federal, State or local authorities.
- 4) The governing body and Policy Council uses ongoing monitoring results, data on school readiness goals, other information described in §1302.102, and information described at section 642(d)(2) of the Act to conduct its responsibilities
- 5) The Head Start Director is accountable for corrective actions.
- 6) The program involves parents and community residents in the corrective action process.
- 7) Understanding that the Secretary of the Department of Health and Human Services designates qualified applicants as Head Start agencies, the program strives to effectively provide and plan comprehensive health, educational, nutritional, social, and other services needed to aid participating children in attaining their full potential, and to prepare children to succeed in school. Similarly, the program demonstrates capacity in providing effective comprehensive, and well-coordinated early childhood education and development services and programs to children and their families- throughout the program and ongoing monitoring.

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Staff Performance Appraisals (Performance Reviews)

Policy Number:	Relates to HS Performance Standard: 1302.101 a 1-4, 1302.101 b 1, 1302.102 b 1, 1302.102 b 1 i-iv, 1303.72 d 3	Page(s):
System: Program Operation		Applicable to: All locations
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PERFORMANCE OBJECTIVE: The program performs performance reviews of all staff.

OPERATIONAL PROCEDURE:

- 1) The primary function of supervisory personnel is guidance and improvement of the operation. Each supervisory visit shall be a positive approach to improvement and add to the employee’s contribution to the program.
- 2) Immediate supervisors rate individual employees on the basis of work performance, efficiency, dependability, and adaptability.
- 3) This process is free from any discriminatory practices related to an employee’s religion, race, color, creed, sex, age, national origin, physical or mental disability, or veteran status.
- 4) The results of staff performance reviews are used to identify staff training and development needs, to modify staff performance agreements as necessary, and to assist each staff member in improving his/her skills and professional competencies.
- 5) Evaluations are done in a formal report by the immediate supervisor who is responsible for the work of the employee being rated. Ongoing evaluation continues throughout employment.
 - a) Reports become a part of the employee’s permanent personnel record.
- 6) Service ratings are made on each employee at the end of the probationary period and at the end of the first year of employment in the job occupied and annually thereafter (or at a time established by the program).
- 7) An employee who receives an “unsatisfactory” rating is ineligible for a higher pay or job rating until a “satisfactory” rating is received. Employees may be reassigned, demoted, or discharged for receiving unsatisfactory ratings.
 - a) Policy Council must be involved in the decision if a recommendation to terminate an employee is given. Policy Council must approve/disapprove the termination in accordance with Head Start regulations.
- 8) Employees may review and discuss their service rating with the supervisor. Service ratings may be reviewed by the employee as soon as possible after the supervisor prepares the rating, but the rating may not be seen by unauthorized persons. After discussion, the employee must sign the rating form. The signature indicates only that the employee has discussed the rating with the supervisor.
- 9) The review of service ratings is done by the supervisor’s supervisor or designee. The reviewing official must:
 - a) Discuss the rating with the employee.
 - b) Approve or disapprove the service rating.
 - c) Change the service rating, without formal appeal procedures, when in the interest of sound administration.
 - d) Upon request of the employee, provide an impartial review of the service rating.
- 10) If the employee is dissatisfied with the decision, the employee may appeal in writing within ten days to the Director for an impartial review of the service rating. The Director or agents shall render a written

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- decision sustaining or modifying the rating to the employee within ten days following the hearing.
- 11) If the employee is dissatisfied with the decision of the Director, the employee may within ten days appeal the decision to the local authority for a review. This authority reviews the appeal, rating, and Director's decision and renders in writing a decision to the employee within ten days.
 - 12) Each employee shall receive a copy of the rating.
 - 13) Evaluations are filed in the employee's personnel records.

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Time Records, Authorization, and Release

Policy Number:	Relates to HS Performance Standard: 1302.101 a 1-4, 1302.102 a 4, 1302.102 b 1	Page(s):
System: Program Operation		Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: Center staff complete and submit Time and Attendance Reports.

OPERATIONAL PROCEDURE:

Time and Attendance Report

- 1) Time and Attendance Reports, for center staff, must be approved in the time keeping system by the Center Director or designated staff according to the written pay schedule.
 - a) Staff working in day care locations will be informed of the process followed at those locations.
- 2) All staff is expected to be at work on time and work the number of hours as scheduled.
- 3) Center staff is expected to attend and assist with center activities as requested by the Center Director or supervisor.
 - a) Staff located at day cares may be required to attend and assist with activities at those locations.

Time Authorization

- 1) Time Authorization approval is given by the Supervisor for job assignments that are not during staff's regular work schedule or at their regular work location.
- 2) Center Directors are responsible for work hours and work schedules at all work locations.
- 3) Staff completes their Time Authorization within the time keeping system.
- 4) Time Authorizations are not required for trainings that involve center staff or in-services.

Time Release

- 1) All staff must be available for work and trainings as scheduled.
- 2) For any time staff is requesting off of work, a Time Release form is submitted through the time keeping system for the supervisor's for approval.
- 3) Central office staff requesting time off of work must submit Time Release form to the Early Head Start/Head Start Director for approval.
- 4) Any leave documented through the time keeping system without an approval by the supervisor will not be approved. Staff who do not submit a Time Release request or who choose not to attend work after a Time Release request has been denied, are subject to disciplinary action.
 - a) Staff is not allowed to use paid leave for time that has not been approved.
- 5) The designated supervisor completes a Time Release request for staff that is unavailable to work due to accident, injury, illness or emergencies.

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Head Start Equipment, Toys, Materials, and Furniture

Policy Number:	Relates to HS Performance Standard: 1302.47 b 2 i, 1302.47 b 2, 1302.47 b 2 v, 1302.47 b 2 ii	Page(s):
System: Program Operation		Applicable to: All locations
Effective Date: 1/29/20	Date of Latest Revision: 1/29/20	

PERFORMANCE OBJECTIVE: The program provides and arranges sufficient equipment, toys, materials, and furniture to meet the needs and facilitate the participation of children and adults.

OPERATIONAL PROCEDURE:

- 1) Indoor and outdoor play equipment, cribs, cots, feeding chairs, strollers, and other equipment used in the care of enrolled children, and as applicable, other equipment and materials meet standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM).
- 2) The equipment, toys, materials, and furniture owned or operated by the program is:
 - a) Supportive of the specific educational objectives of the local program.
 - b) Supportive of the cultural and ethnic backgrounds of the children.
 - c) Age-appropriate, safe, and supportive of the abilities and developmental level of each child served, with adaptations, if necessary, for children with disabilities.
 - d) Accessible, attractive, and inviting to children.
 - e) Designed to provide a variety of learning experiences and to encourage each child to experiment and explore.
 - f) Safe, durable, and kept in good condition.
 - g) Stored in a safe and orderly fashion when not in use.
- 3) Infant and toddler toys are made of non-toxic materials and are sanitized daily by the Teachers using bleach water solution.
 - a) A record of when toys are sanitized is kept on site for each classroom.
- 4) To reduce the risk of Sudden Infant Death Syndrome (SIDS), all sleeping arrangements for infants use firm mattresses and avoid soft bedding materials such as comforters, pillows, fluffy blankets or stuffed toys.
- 5) The program provides diapers, wipes, and formula for enrolled children.

Specific Equipment

- 1) If there are any problems or issues with cameras, copiers, fax machine, or kitchen appliances, staff should contact their immediate Supervisor.

Computers

- 1) Only the COO approves the installation of all computer software, once verified with Head Start Director.
- 2) Only Head Start staff is to use the computers unless authorized by the appropriate designee or the Head Start Director.
- 3) Do not place magnets on or near computers.
- 4) Software or computers are not to be removed from any building unless authorized by the appropriate designee.
- 5) No food or drinks are allowed around the computers.

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Building Maintenance

Policy Number:	Relates to HS Performance Standard: 1302.47 a, 1302.47 b ,1302.47 b 1 ii-iv, 1302.47 b 1 ix, 1303.52 c	Page(s):
System: Program Operation		Applicable to: All locations
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PERFORMANCE OBJECTIVE: Program facilities are clean, safe and well-maintained.

OPERATIONAL PROCEDURE:

- 1) A grantee must keep all facilities purchased or constructed in whole or in part with Head Start funds in good repair in accordance with all applicable federal, state, and local laws, rules and regulations, including Head Start requirements, zoning requirements, building codes, health and safety regulations and child care licensing standards
- 2) The facility are:
 - a) Clean and free from pests;
 - b) Free from pollutants, hazards and toxins that are accessible to children and could endanger children’s safety;
 - c) Designed to prevent child injury and free from hazards, including choking, strangulation, electrical, and drowning hazards, hazards posed by appliances and all other safety hazards;
 - d) Kept safe through an ongoing system of preventative maintenance.

Bathrooms

- 1) The bathrooms will be cleaned daily with a disinfectant.
- 2) The Teaching staff will be responsible for leaving the bathrooms in an acceptable appearance after each use. The toilets are to be flushed. The sink areas are to be cleaned and no water or paper is to be left on the floor.
- 3) The paper towel supply and toilet paper supply is to be maintained by designated staff.
- 4) Disinfecting solution or cleaning solution must not be left on the floor.

Carpets and Area Rugs:

- 1) The Custodians or designated staff must vacuum carpet areas at least twice a week or more if needed.
The Custodians or designated staff must clean under area rugs at least twice a month or more if needed.

Center and Playground Checklists

- 1) It is the responsibility of the Center Director or designated staff to ensure that Facility and Playground Checklists are completed monthly.
- 2) The Center Director or designated staff is responsible to forward these checklists after review to Compliance Officer or designee.

Kitchen

- 1) The Cooking staff will be responsible for cleaning equipment, counter tops, utensils and dishes daily.
- 2) The kitchen will be swept, and trash will be emptied daily.
- 3) The Cooking staff will be responsible for organizing, cleaning and maintaining the food storage area.
- 4) Kitchen floors will be mopped twice a week or more, if needed.

Offices and Parent Rooms

- 1) The Custodian should vacuum at least twice a week.
- 2) The Custodian or designated staff should dust at least twice a month.
- 3) Custodial staff will sweep floors daily.

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- 4) All floors are to be mopped twice a week or more often if needed.
- 5) The Custodian should check trash can(s) daily and empty trash as needed.
- 6) The Custodians or designated staff must move furniture to clean behind it at least once a month
- 7) Staff will be responsible for the maintenance and cleaning of shelves. The shelves must be kept neat and clean. Custodians are responsible to dust the shelves.

Classrooms

- 1) The Teaching staff will be responsible to see that the floor is swept following meals.
- 2) Custodians or designated staff will clean classroom chairs weekly.
- 3) Custodians are responsible for dusting ceiling fans and vents weekly in Centers.

Outside Maintenance

- 1) Designated staff is responsible for checking and cleaning parking lots and areas around buildings for garbage and debris daily.
- 2) Lawn maintenance will be scheduled by Center Director or designated staff. A Center Maintenance Invoice will be completed and sent to the central office if Head Start/Early Head Start is responsible for payment.

Storage Buildings

- 1) The Center Director or designated staff will be responsible to check the building monthly.
- 2) If the building is not maintained in an organized manner, the Center Director or designated staff will assign staff to organize and clean the building.

Trash/Trash Cans

- 1) The Custodian or designated staff will take trash out daily.
- 2) All trash cans must have lids and trash can liners.
- 3) Trash cans and lids must be washed at least three times a week or more, if needed.

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Head Start Physical Environment and Facilities

Policy Number:	Relates to HS Performance Standard: 1302.47 b 1 i-ix, 1302.47 b 2 i-v, 1302.47 b 5 iii	Page(s):
System: Program Operation		Applicable to: All locations
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PERFORMANCE OBJECTIVE: The program ensures that each facility’s space, light, ventilation, heat, and other physical arrangements are consistent with the health, safety, and developmental needs of children.

OPERATIONAL PROCEDURE:

- 1) The program provides appropriate center space for the conduct of all program activities.
- 2) The center space provided by the program is organized into functional areas that can be recognized by the children and that allow for individual activities and social interactions.
- 3) The indoor and outdoor space in Early Head Start used by mobile infants and toddlers is separated from general walkways and from areas in use by preschoolers.
- 4) Centers have at least 35 square feet of usable indoor space per child available for the care and use of children (i.e., exclusive of bathrooms, halls, kitchen, staff rooms, and storage places) and at least 75 square feet of usable outdoor play space per child.
- 5) This space is adequate to allow children to be supervised and to participate safely in developmentally appropriate activities and routines that foster their cognitive, socio-emotional, and physical development, including both gross and fine motor.
- 6) The program provides for the maintenance, repair, safety, and security of all Early Head Start and Head Start facilities, materials and equipment.
 - a) A portion of the program budget is allocated for ensuring that facilities and equipment are maintained, repaired, safe and secure.
 - b) When the program staff observes that any equipment or facilities are unsafe or need repair, the problem is reported immediately to the Early Head Start/Head Start leadership, Education, and/or Health Services staff designee, who delegates or takes appropriate action to remedy the problem.
- 7) The program provides a center-based environment free of toxins, such as cigarette smoke, lead, pesticides, herbicides, and other air pollutants as well as soil and water contaminants. The program ensures that no child is present during the spraying of pesticides or herbicides. Children do not return to the affected area until it is safe to do so.
 - a) When licensing reports and/or environmental inspection reports note health or safety concerns, the program corrects them in a timely manner.
- 8) Outdoor play areas are arranged so as to prevent any child from leaving the premises and getting into both unsafe and unsupervised areas. En route to play areas, children are not exposed to vehicular traffic without supervision.
 - a) Where fences, walls, or other barriers are present, they, themselves, must not pose a safety hazard.
 - b) Teaching staff supervise children at all times (including while on the

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- playground) and prevent children from getting into unsafe areas.
- c) Staff work together to make sure no “blind spots” occur while children are on the playground.
- 9) The program conducts a safety inspection at least annually to ensure that each facility’s space, light, ventilation, heat, and other physical arrangements are consistent with the health, safety and developmental needs of children.
 - 10) At a minimum, the program ensures that: there is a safe and effective heating and cooling system that is insulated to protect children and staff from potential burns.
 - a) No highly flammable furnishings, decorations, or materials that emit highly toxic fumes when burned are used.
 - b) Flammable and other dangerous materials and potential poisons are stored in locked cabinets or storage facilities separate from stored medications and food and are accessible only to authorized persons. All medications, including those required for staff and volunteers, are labeled, stored under lock and key, refrigerated if necessary, and kept out of the reach of children.
 - c) Rooms are well lit and provide emergency lighting in the case of power failure.
 - d) Approved, working fire extinguishers are readily available to staff.
 - e) Equipped with safety supplies that are readily accessible to staff, including fully-equipped and up to date first aid kits and appropriate fire safety supplies.
 - f) An appropriate number of smoke detectors are installed and tested regularly. The smoke detectors are checked and documented on the monthly checklist.
 - g) Exits are clearly visible and evacuation routes are clearly marked and posted so that the path to safety outside is unmistakable.
 - h) Indoor and outdoor premises are cleaned daily and kept free of undesirable and hazardous materials and conditions.
 - i) Environment is free from firearms or other weapons that are accessible to children
 - j) Paint coatings on both interior and exterior premises used for the care of children do not contain hazardous quantities of lead.
 - k) The selection, layout, and maintenance of playground equipment and surfaces minimize the possibility of injury to children.
 - l) Electrical outlets accessible to children prevent shock through the use of child-resistant covers, the installation of child-protection outlets, or the use of safety plugs.
 - m) Windows and glass doors are constructed, adapted, or adjusted to prevent injury to children.
 - n) Only sources of water approved by the local or State health authority are used.
 - o) Toilets and hand washing facilities are adequate, clean, in good repair, and easily reached by children. Toileting and diapering areas are separated from areas used for cooking, eating, or children’s activities.
 - p) Toilet learning equipment is provided for children being taught to use toilet facilities.
 - q) All sewage and liquid waste is disposed of through a locally approved sewer system, and garbage and trash are stored and disposed of in a safe and sanitary manner.
 - r) Adequate provisions are made for children with disabilities to ensure their safety, comfort, and participation.
 - i. A portion of the program budget is allocated to purchase and maintain equipment, toys, materials, and furniture that are age appropriate, safe,

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- and supportive of children with disabilities.
- ii. When needs for children with disabilities are identified the program takes steps to fulfill such needs in accordance with IDEA.

Head Start Smoke and Toxin Free Environment and Facilities

Policy Number:	Relates to HS Performance Standard: 1302.47 b 1 iii, 1302.47 b 5 iii	Page(s):
System: Program Operation		Applicable to: All locations
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PERFORMANCE OBJECTIVE: The program ensures that each facility's space, light, ventilation, heat, and other physical arrangements are consistent with the health, safety, and developmental needs of children.

OPERATIONAL PROCEDURE:

- 1) The program provides a center-based environment free of toxins, such as cigarette smoke, lead, pesticides, herbicides, and other air pollutants as well as soil and water contaminants. The program ensures that no child is present during the spraying of pesticides or herbicides. Children do not return to the affected area until it is safe to do so.
- 2) Smoking is prohibited in all Head Start facilities. There will be no smoking in any facility that houses Head Start/Early Head Start classrooms, playgroups or offices. This includes the grounds surrounding or indoor/outdoor or the facility such as entrance/exits, kitchens, and restrooms, parent and staff meeting rooms, and hallways.
- 3) Field trips, walks and all other off-site center activities and functions shall be smoke free.
- 4) There will be no tobacco use in personal vehicles when transporting families or non-smoking employees on HS/EHS business.
- 5) Staff will not smoke during home visits.
- 6) Staff will be informed of this policy through conspicuous "Smoke Free" signs posted in facilities that house HS/EHS programs, Staff Handbook, and through orientation and training provided by their supervisors.
- 7) Volunteers, parents and visitors will be informed through the following methods:
 - a) The policy will be stated in the HS/EHS Parent Handbook, and the Parent Handbook.
 - b) "Smoke Free" facility signs will be posted in all facilities that house HS/EHS classrooms, playgroups and offices.
- 8) Explanations of the policy will be made during parent orientation, parent meetings and policy council trainings.
- 9) Any violations of this policy will be handled through standard grievance procedures.
- 10) Center staff and/or designee will insure that facility designated areas are free from smoking debris daily.

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Supply Ordering and Supply Storage

Policy Number:	Relates to HS Performance Standard: 1302.47 b 7 iv	Page(s):
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PERFORMANCE OBJECTIVE: Supplies are ordered and stored in accordance with this policy.

OPERATIONAL PROCEDURE:

Classroom Supplies

- 1) Teaching staff turn in supply requests to the designated Coordinator.
- 2) Staff are not to use classroom supplies for activities that are not provided by or supported by the program.

Cleaning Supplies

- 1) Custodians order cleaning supplies and turn in request for supplies to the designated Coordinator.
- 2) No cleaning supplies are to be used that have not been approved.
 - a) A Material Safety Data Sheet (MSDS) book will be maintained at every Head Start and Early Head Start location and kept updated by designated staff.
 - b) Any chemical utilized within the program should have a MSDS and placed in the book for reference if needed in case of spill, contact, inhalation, etc.
 - c) If there are problems obtaining a MSDS, the product should not be used and the designated Coordinator should be notified.

Cleaning Supplies Storage

- 1) Cleaning supplies are stored in a locked cabinet and in areas where the children do not have access.
- 2) Staff is not to remove cleaning supplies from the center unless they are to be used for special meetings or for parent/guardian meetings.

Computer Supplies

- 1) Staff request computer supplies by emailing or submitting the Supply Request form to the designated Coordinator.
- 2) Staff is not to use computer supplies for Non-Head Start activities and not provided by or supported by the program.

Food Service Supplies

- 1) The designated Coordinator provides a list of food service suppliers and a delivery to Cooking staff. Staff cannot purchase food service supplies from an unauthorized supplier.
- 2) The designated Coordinator provides cooking staff with a food and supply ordering schedule. Cooking staff are responsible for submitting the order to the designated Coordinator.
- 3) When food service supplies are delivered, the Cooking staff will check the supplies received against the order prior to signing the receipt. Any item not ordered or damaged is not to be accepted.
- 4) If food service supplies are delivered when the Cooking staff is unavailable, the

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designated staff checks the supplies received against the order, prior to signing the receipt and place food, if needed, in the freezers or refrigerators.

- 5) The cooks are responsible for sending receipts to the designated Coordinator.
- 6) Teaching staff order food for nutritional activities according to the food and supply order schedule. The Teaching staff informs Cooks at least two weeks in advance of utensils and supplies needed.

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