

FRANK PIERCE EARLY CHILDHOOD CENTER

Personnel – Hires/Termination

The Delegate Agency follows all procedures of the Corning-Painted Post School District for hiring and/or terminating staff.

When a Head Start vacancy occurs, an interviewing team is formed which includes the Director, Head Start teacher, other key staff and a Policy committee member. This committee forwards their recommendations to the Director of Personnel in the school district. The final recommendation to hire is made to the Governing Body (BOE). This approval is presented to the Policy Committee for their approval/disapproval.

In the case of the termination of a Head Start staff member, all procedures of that staff's bargaining unit/contract will be followed by the school district. Any recommendations for termination of a Head Start staff member will be presented to the Policy Committee for their approval/disapproval.

June 17, 20009

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Attendance Procedures

The importance of regular attendance for students is clearly communicated to parents in the following ways:

1. At the initial home visit, classroom staff discuss the importance of regular attendance and prompt daily arrival to parents. Parents receive "A Guide to Head Start/Pre-K" handbook which outlines the program's expectations for regular attendance and reporting absences. Parents also receive an "excuse pad" to use to send written excuses of absences to school.
2. At the Parent Orientation Meeting, the Director reinforces the importance of attendance and the program's procedures to the parents.

The program's attendance procedures include:

1. Parents will have their child in attendance every day. Exceptions to attendance would be for:
 - a. Sick
 - b. Religious purpose
 - c. Family emergency
 - d. Medical purpose
 - e. Weather
2. Parents will notify the school on the day(s) their child is absent and the reason for the absence. Staff call on absent children daily. If a parent has called ahead then staff do not need to place an additional call.
3. If a student is absent for three or more days and the parents have not contacted the school, classroom staff will inform the program Director. The Director will first attempt to contact the family by phone. If no communication by phone a letter will be written and a home visit made to attempt to make contact.
4. After an absence, parents will use the "excuse pad" to send a written excuse for the student's absence(s). The excuses are reviewed by the nurse and filed in the health office.
5. If a student demonstrates a pattern of chronic, unexcused absences, the classroom teacher will contact the Family Worker to call the parent or make a home visit to determine the reasons for absences and the staff will work with the family to resolve issues prohibiting the student's attendance at school.
6. If the attendance does not improve with interventions in place (and a pattern of chronic absences continues) the Director will contact the parents to offer a timeline to return the student to school. Failure to follow through will result in the student's removal from the roster. That open slot is then filled from our waiting list within the thirty day time frame.
7. The school secretary will use the attendance sheets at the end of each month to:
 - Calculate USDA snack reimbursement
 - Calculate the attendance percentage
8. If the attendance falls below 85%, the Director will analyze the attendance data and prepare a report. The Director will work with staff to correct issues causing low attendance.

June 17, 2009

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Attachment to District Policy –5460 and 5460-R – Child Abuse and Neglect

Frank Pierce Procedures

- Designee for our Building in absence of principal is Kathy Hurley, R.N. (In the absence of principal and designee, notify Terri Graham at PPS.)
- If neglect/abuse is suspected by staff or if a child discloses possible neglect/abuse, take child to nurse's office.
- Kathy will examine child, if appropriate, and complete health office documentation which may include taking color pictures.
- The staff member who received the information initially from the child will complete the "Report of Suspected Child Abuse or Maltreatment" form and call the N.Y.S. Child Abuse and Maltreatment Register (1-800-342-3720). If a classroom staff member receives the initial report from a child and, due to classroom responsibilities, cannot find classroom coverage to complete the form and call Register, Kathy Hurley will complete the form and place call.
- Within 48 hours, the form should be sent to Steuben County D.S.S. (by the staff completing the form):
 - Child Protective Services
 - 3 E. Pulteney Square
 - Bath, NY 14810and a copy given to the principal.
- Following each call to the Register, Kathy Hurley will email Maria Drake, Secretary to PPS, to report all referrals to the Register.

June 17, 2009

FRANK PIERCE EARLY CHILDHOOD CENTER

Subject:	Resolution of Community Complaints about the Program
Program:	Corning-Painted Post School District Delegate Agency
Functional Area:	Program Governance
Performance Standard:	1304.50(d)(2)(v)

Performance Standard: Establish and maintain procedures for working with the grantee or delegate agency to resolve community complaints about the program.

The Delegate agency strives to implement and maintain positive relationships and partnerships with community agencies. We solicit feedback and offer feedback to community agencies as follow-up to referred and received community referrals.

If a community concern or complaint is issued regarding the Head Start Program the following procedures will be followed:

1. All community concerns or complaints will be directed to the Program Director.
2. After receiving the concern or complaint, the Director will initiate a period of "fact finding" by interviewing involved parties.
3. On completion of "fact finding", the Director will meet with the complainant to discuss findings and arrive at a resolution.
4. If the resolution involves further steps at the program level, these steps will be determined by the Director and handled accordingly.

June 17, 2009

FRANK PIERCE EARLY CHILDHOOD CENTER

Subject:	Internal Dispute Resolution
Program:	Corning-Painted Post School District Delegate Agency
Functional Area:	Program Governance
Performance Standard:	1304.50(h)

Performance Standard: Internal dispute resolution. Each grantee and delegate agency and Policy Council or Policy committee jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.

Through effective communication and adherence to the shared decision making procedure, every attempt is made to avoid conflict between the governing body and the policy group. If an impasse does occur between the governing body and the policy group the following will occur:

1. Committee will be formed that is made up of:
 - a. Two Policy committee members (one parent and one community-at-large member). The members will be appointed by the policy committee chairperson and may include the chairperson.
 - b. Two governing body members to be appointed by the President of the Governing body.
 - c. Grantee director
 - d. Delegate director
2. A meeting will be scheduled as soon as possible.
3. The committee will arrive at a resolution to bring back to their respective bodies for consideration.

The above procedure applies to policy decisions only.

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Roles and Responsibilities of Delegate Governing Body

The Delegate's Governing Body is the Corning-Painted Post School District's Board of Education.

A member of the Board of Education serves as a liaison for the Governing Body on the Delegate's Policy Committee.

Copies of the Policy Committee minutes are shared monthly with the Board of Education. Copies of the Board of Education minutes are shared monthly with the Policy Committee.

Annually, information is shared with the Board of Education regarding their roles, responsibilities and program issues through:

- dissemination of the Head Start Governance and Management Responsibilities to all Board of Education members
- hosting a Board of Education Meeting and providing a program presentation at the Center
- Board of Education visitation at the Center which includes attending a Policy Committee Meeting, classroom visitations and a staff meeting.

In addition, many members of the Board of Education participate as community volunteers as readers in our classrooms

June 17,2009

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Policy Council, Policy Committee and Parent Committee Structure

The Corning-Painted Post School District, as a delegate agency to the grantee, ProAction, has an established and maintained formal structure for shared governance through which parents participate in policy-making and in other program decisions. This structure consists of the Policy Council, the Policy Committee and the Parent Committee.

The delegate is represented at the Policy Council. Policy Committee members from the delegate volunteer, and are approved by the membership for participation. The minimum representation from the delegate agency is one member and one alternate.

The delegate establishes and maintains the Policy Committee with parents and community members. The delegate establishes and maintains a Parent Advisory Groups. All parents of the students enrolled in the program are considered members of this group.

Parent Committees (Parent Advisory Groups) are center-based. They meet with center staff at least quarterly to assist staff in program planning of curriculum-based activities, special events and in the preparation of materials.

The delegate establishes and maintains a separate Parent Committee, "Panda Paws", which collaborates with staff to determine the needs for Parent Education Workshops and implement these sessions. The Parent Education Workshops are offered bi-monthly to all parents of enrolled students.

At recruitment, Family Workers provide initial information to parents pertinent to the Head Start Program, including opportunities for parent involvement, such as Policy Committee and Parent Committees (Parent Advisory Groups and Panda Paws)

At the initial home visit, parent involvement opportunities are explained by staff. A brochure outlining types of involvement is presented to and completed by parents, indicating their desires and interests for participation. Staff explain the Policy Committee, philosophy of shared-decision making, time commitment and the nomination/election process.

At the Parent Orientation Meetings, which are held following initial home visits and prior to the first day of student enrollment, nominations and elections to the Policy Committee are held by current members of the prior year's Policy Committee. Nominations are taken from other parents, self-nominations and/or nominations for current Policy Committee Members. Elections are held by "a show of hands" from the general parent membership.

The first meeting of the successor Policy Committee is held the third Wednesday of September with participation of the members of the prior year's Policy Committee.

The Governing Body of the delegate is the Corning-Painted Post School District's Board of Education. Annually, a member of the Board of Education is appointed to serve as a community representative for Policy Committee.

The Policy Committee is comprised of 51% representation of parents presently enrolled Head Start students and 49% representation of community members, who include parents of presently enrolled PreK students and other community members.

Community representation is selected and approved by the parent membership at the November monthly meeting. This representation is comprised of parents of students enrolled in the collaborative Targeted PreK Program and others who are familiar with resources and services for low-income children and families. All membership to the Policy Committee are elected or re-elected annually. Membership cannot exceed three years. The three year membership is monitored by the Service Area Manager for Parent and Community Involvement.

Annually, the Policy Committee votes to approve/disapprove the attendance of program staff at the Policy Committee meetings. If attendance is approved, staff does not have voting privileges.

The Policy Committee collaborates with the Corning-Painted Post School District's Board of Education and key program staff regarding policies and procedures. At the December monthly meeting, the funding application process is explained by the director. The work plan is reviewed to assess status of long-term goals and short-term objectives for Policy Committee input for the budget planning. Prior to submitting the funding application, it is reviewed and approved by the Policy Committee and then sent to the Board of Education for final approval. A member of the school district's Board of Education is a community member of the Policy Committee. Minutes from the Policy Committee and Board of Education Meetings are shared between the two groups.

Policy Committee minutes are sent to all parents monthly.

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FRANK PIERCE EARLY CHILDHOOD CENTER

Annual Self-Assessment Procedures

Timeframe for Annual Self-Assessment – Part I at Policy Committee

February/March

- Overview of Self-Assessment process
- Formation of Self-Assessment Team
- Set dates for interviews and classroom observations

March

- Program Self-Assessment – Part I – Interviews by Self-Assessment Team with Service Area Managers. Observations by Self-Assessment Team in building/classrooms.
- Collaboration of Self-Assessment Team members to discuss assessment findings and develop report of findings.

May

- Report of Self-Assessment – Part I to Policy Committee and Head Start Staff
- Copy sent to Grantee

June

- Responses in writing by director to Policy Committee and Grantee
- Step (1) in Program Improvement Planning for upcoming school year

July/August

- Program Self-Assessment – Part II – results shared with Policy Committee and Head Start Staff
- Step (2) in Program Improvement Planning for upcoming school year

The Head Start Program Self-Assessment will be used annually. (Located in Director's Office)

* Time frame may vary, depending on weather.

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Procedures for Reimbursement to Parents

The following procedures are used for providing reimbursements for reasonable expenses incurred by parents to enable Policy Council Members, Policy Committee Members and Center Parent Advisory Groups to participate fully in their group responsibilities.

- Family Workers offer transportation to and from meetings.
- Mileage is offered at County rates for anyone who drives their own vehicle.
- We provide in-house daycare for participating families. If parents choose to use childcare elsewhere, we can pay for that as long as it is a certified provider.

June 17,2009

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Funding Applications

All funding applications will be presented to, and approved by, the Delegate's Governing Body (BOE) and Policy Committee for their approval.

Any amendments to funding applications, such as the award of COLA, "one-time" funds, etc. will be presented to the Delegate's Governing Body (BOE) and Policy Committee for their approval.

Funding applications and amendments will be presented on an annual basis.

June 17, 2009

RECRUITMENT

Recruitment Area

The Delegate's recruitment area is primarily defined by the Corning-Painted Post School District's boundaries. Children from neighboring school districts have been enrolled, when enrollment slots are available, and due to individual needs and circumstances (i.e. childcare arrangements, location of parents employment).

The greatest geographic area of the Corning-Painted Post school District is located in Steuben County. However, the boundaries of the district also include a small segment of Chemung and Schuyler Counties.

Recruitment Process

Recruitment of three and four year-olds by the Delegate is achieved through a variety of methods:

- A general mailing to all families having age-eligible children, based on the most recent census information from the Corning-Painted Post School District, is done annually, during the month of January.
- Extensive advertisement of the program is also initiated in January. Various sources are utilized including "community bulletin boards" on local television and radio stations; local newspapers; posters in all school buildings in the district; posters in stores, community agencies, medical facilities, etc. and informational packets mailed to community partners to distribute to clients.
- Frank Pierce, as well as other district employees, recruit children who are eligible from their families, neighborhoods, and/or families they have had contact with in the past.

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Philosophy of Delegate – Corning-Painted Post School District:

To provide a comprehensive, integrated program for children and their families which maximizes the strengths, unique experiences of each child and their family; is responsible and proactive to each child and family's ethnic, cultural and linguistic background; considers the family as a direct participant in the program and includes community partnerships as an integral component in meeting the needs of each child and their family. To achieve the primary goal for all children to increase social competence, an interrelated, multi-disciplinary approach will be utilized to improve each child's overall social/emotional, cognitive and physical development.

In order to promote the Delegate's Program Philosophy and provide high level services to children and families in all areas of service and program management, the Head Start Program Performance Standards are utilized as the framework for the Program Approach.

June 17, 2009

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Management Systems and Procedures

1304.51 (a) Program Planning

(1) Program planning is an ongoing process which follows the timeline:

July/August – Summer program planning with staff and parents to address Self-Assessment results and to develop Annual Work Plan.

September through June – Regularly scheduled meetings are held for program planning involving staff/parents/community members.

Early Literacy Committee – monthly

Parent/Community Involvement Committee – monthly

Building Leadership Team – monthly

Policy Committee – monthly

Panda Paws – bi-monthly

Crisis Intervention Response Team – 3 times/year

Health Advisory Committee – 2 times/year

Facilities Committee – 3 times/year

Building Behavior Support Team – meets as needed

(i) The Community Assessment is completed by the Grantee and includes the Delegate's geographical area.

(ii) Program goals and objectives are tied to the needs of children and families in the community and the results of the program's Self-assessment Funding is appropriated according to program needs.

(iii) Service Area Plans are developed for all program components. These plans are revised, reviewed and presented to the Policy Committee annually during the November, December and January Meetings.

(b) Communications-general. Various means of communication are utilized between and among all stakeholders in the Head Start community.

(c) Communications with families. Communications with families is accomplished by staff in different ways, such as: home visits; parent conferences; CPSE meetings; Parent Advisory Groups; program committee meetings; newsletters; monthly calendars; assessment reports; email; U.S. mail correspondence; health room notices; phone calls, etc. Communications are carried out, to every extent possible, in the parents' first language.

(d) Communications with governing body and policy groups.

(1)(2)(3) Procedures and timelines for program planning is shared through Policy Committee agendas and minutes, which are sent monthly to all members of the governing body. Head Start Standards, By-Laws and Service Area plans are made available to all stakeholders.

(e) Communications with Staff. Various means of communications with staff

are utilized to improve learning outcomes for children, such as: weekly program staff bulletin; weekly district staff bulletin; circulation of journals, articles, memorandums, etc.; various monthly meetings, etc.

(f) N.A.

(g) Record keeping systems. Confidentiality of all records is program practice as district policy. Record-keeping includes: health records; support service files (for classified preschoolers); family services files; classroom cumulative files, documentation of meetings; in kind services/donations; purchase orders/invoices; etc.

(h) Reporting systems.

(1) Monthly financial reports are forwarded to the program from the district's business office. These reports are included in the packet for monthly Policy Committee Meetings. Policy Committee agendas/packets and minutes are forwarded to the Governing Body (B.O.E.) and included in their information packets.

Copies of all meetings, which also included parent and community representation, are forwarded to designated district offices to monitor program planning and implementation of program incentives. (Building Leadership Team, Early Literacy Committee, Safety Committee (C.I.R.T.), Parent and Community Involvement Committee and Staff Meetings.)

(2) Official reports are prepared and submitted per timelines provided. These reports include

Head Start

- Program Information Reports (annual)
- Annual Work Plan (annual)
- Refunding Application (annual)
- Continuation Application (every 3 years)
- Self Assessment Part I and Part II

N.Y.S.

- RS-1 and RS-2 (annual)
- B.E.D.S. (annual)
- C.A.C.F.P. (annual)
- Immunization Report

Federal

- U.S.D.A.

County

- Quarterly Progress Reports for children classified as "preschoolers with a disability"

Local/District

- Attendance

(i) Program Self-Assessment

(1) The Program Self-Assessment (Part I) is administered by parents and community partners annually during the month of March/April. Part 2 Learning Outcomes is completed following the final assessment period in June of each year.

Training of parents and community members is done annually during the month of February. This is conducted by the Program Director using the Head Start Self-Assessment tool.

Results of the Self-Assessment are shared with the Policy Committee, Governing Body and Staff during the month of May (Part I) and August (Part II). These results are used to develop an action plan for program improvement during July/August/September/October.

(2) N.A. (Grantee)

(3) N.A. (Grantee)

CORNING-PAINTED POST AREA SCHOOL DISTRICT

HEAD START / PRE-K PROGRAM

Frank Pierce Early Childhood Center
3805 Meads Creek Road
Painted Post, NY 14870

MANAGEMENT SYSTEMS AND PROCEDURES COMPONENT PLAN

Presented and Approved by Policy Committee 6/17/09

Frank Pierce Early Childhood Center
Policy Committee Review of the Head Start Policies and Procedures
June 2009

Delegate Responsibilities	Source	Date of updates
Planning		
1304.50(d)(1)(iii) Procedures for Program Planning	See the Red Policies Binder	June 17, 2009
1304.50(d)(1)(iv) The program's philosophy and long and short range program goals and objectives	See the Red Policies Binder	June 17, 2009
1304.50(d)(1)(vii) Criteria for defining recruitment, selection, and enrollment priorities.	See the Red Policies Binder	June 17, 2009
1304.50(d)(1)(i) Approval of all funding applications and amendments to funding applications for Head Start	See the Red Policies Binder	June 17, 2009
1304.50(f) Procedures for Reimbursement to Parents	See the Red Policies Binder	June 17, 2009
1304.50(d)(1)(viii) Annual Self-Assessment Procedures	See the Red Policies Binder	June 17, 2009
General Procedures		
1304.50(d)(1)(vi) Policy Council, Policy Committee and Parent Committee Structure	See the Red Policies Binder	June 17, 2009
1304.50(g)(1) Roles and Responsibility of Delegate Governing Body	See the Red Policies Binder	June 17, 2009
1304.50(d)(1)(ii) Shared Decision-Making and School-Based Planning	Corning-Painted Post School District Website and the Red Policies Binder	June 17, 2009
1304.50(h) Head Start Internal Dispute Resolution	See the Red Policies Binder	June 17, 2009
1304.50(d)(2)(v) Resolution of Community Complaints about the program	See the Red Policies Binder	June 17, 2009
1304.50(g)(2) Safeguard Federal Funds	Corning-Painted Post School District Website and the Red Policies Binder	June 17, 2009
Human Resource Management		
1304.50(d)(1)(ix) School District Officer and Employee Code of Ethics, consultants and volunteers	Corning-Painted Post School District Website and the Red Policies Binder	June 17, 2009
1304.50(d)(1)(x) 1304.50(d)(1)(xi) Personnel Hires and Termination	Corning-Painted Post School District Website and the Red Policies Binder	June 17, 2009

Corning-Painted Post Area Schools
www.corningareaschools.com

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