



CONCHO VALLEY
COUNCIL OF GOVERNMENTS



Head Start/Early Head Start

Policy Council Meeting Announcement

August 9th 2023 11am

Zoom Information

Meeting ID – 859 7242 5163
Meeting Passcode - 604867
Meeting Link https://us06web.zoom.us/j/85972425163?pwd=aUtxRHYYyb29EelZGY1A2L29BdDRVUT09

Agenda Packet Arrival Date

8-2-2023

You can get the zoom app on your phone or log in at
<https://zoom.us/> hit "Join a
Meeting" and type in the meeting ID and passcode.

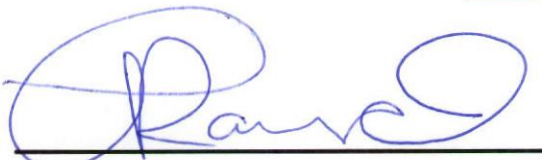
NOTICE OF A PUBLIC MEETING: August, 9th 2023 @ 11 am on Site or Zoom Meeting 5430 Link Rd San Angelo, TX 76904

The meeting place is accessible to persons with disabilities. If assistance is needed to observe or comment, please call Stacy Walker at (325) 944-9666 at least 24 hours prior to the meeting.

Business

Determination of	Quorum
1. Approval of	Policy Council July Ballot Results
2. Approval of	Personnel Variations
3. Approval of June	CVCOG Summary Budget Comparison Grant H03, Head Start FY 22-23 From 6/1/2022 Through 6/30/2023
4. Approval of June	CVCOG Summary Budget Comparison Grant H04, Head Start Nutrition 22-23 From 10/1/2022 Through 6/30/2023
5. Approval of June	CVCOG Summary Budget Comparison Grant H05, Head Start Nutrition 23-24 From 6/1/2023 Through 6/30/2023
6. Approval of June	CVCOG Summary Budget Comparison ARP and CRRSA Head Start Funding From 6/1/2021 Through 6/30/2023
7. Approval of	Head Start Credit Card/Open Account Summary Transactions (Detail Attached) June 2023
8. Approval of	Emergency Response Plans <ul style="list-style-type: none"> • Ozona Head Start • Christoval Head Start
9. Approval of	Implementation <ul style="list-style-type: none"> • 1302 Subpart C Education and Child Development Program Services • 1302 Subpart B Program Structure
10. Approval of	Policy Council By-Laws
11. Approval of	Head Start Employee Handbook
12. Reports & Information	1. August Directors Report

Posted in accordance with Texas Government Code, Title V, Chapter 551, Section .053, on August 2nd, 2023.



Carolina Raymond Head Start Director

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A decorative black border with a repeating pattern of stylized, overlapping arches and small circular motifs, framing the central text.

Agenda Item 1

Date Policy Council Meeting did not meet Quorum:

7-12-2023 Only 4 in attendance

Place Y or N in each box according to the vote placed by each Policy Council Representative. NB if ballot was not received by the Deadline.

	Business	Christoval	Eden	Eldorado	Menard HS/EHS	Ozona	Blackshear SA	Day HS/EHS SA	Rio Vista SA HS/EHS	Community Rep.	Community Rep.	Community Rep.	Community Rep. Executive Board	Total Yes	Total No
1.	APPROVAL of Policy Council June Ballot Results		X		X	X				X	X		X	6	0
2	APPROVAL of CVCOG Summary Budget Comparison Grant H03, Head Start FY 22-23 From 6/1/22 Through 5/31/23		X		X	X				X	X		X	6	0
3	APPROVAL of CVCOG Summary Budget Comparison Grant H04, Head Start Nutrition 22-23 From 10/1/2022 Through 5/31/2023		X		X	X				X	X		X	6	0
4	APPROVAL of CVCOG Summary Budget Comparison ARP and CRRSA Head Start Funding From 6/1/2021 Through 5/31/2023		X		X	X				X	X		X	6	0
5	APPROVAL of Head Start Credit Card/Open Account Summary Transactions (Detail Attached) May 2023		X		X	X				X	X		X	6	0

6	APPROVAL of Implementation Plans <ul style="list-style-type: none"> 1302 Program Management and Quality Improvement 		X		X	X				X	X		X	6	0
7	APPROVAL of Emergency Response Plans <ul style="list-style-type: none"> Eden Head Start Rio Vista HS/EHS Day HS/EHS 		X		X	X				X	X		X	6	0
8	APPROVAL of School Readiness Goals		X		X	X				X	X		X	6	0
9	APPROVAL of Head Start Parent Handbook Operational Policies and Procedures		X		X	X				X	X		X	6	0
10	APPROVAL of Turf Memo		X		X	X				X	X		X	6	0
11	REPORT AND INFORMATION July Director's Report														

Policy Council Ballot was sent out to the sites for posting on the Parent Boards: **7/19/2022** *Stacy Walker*

 Policy Council Chairman

 Date



Policy Council Ballot

Head Start / Early Head Start

Date of Policy Council Meeting that didn't make Quorum:	Wednesday July 12 th 2023
Deadline for ballot (Date & Time):	July 19 th 2023

Quorum was not met and per Head Start Policy Council By-Laws the Program Director has opted to hold a vote by ballot. Ballots must be returned to the FAMCO Manager by the ballot deadline signed for the ballot to count. A count will be taken from ballots received and a simple majority vote will approve the agenda item. Results will be approved in the next Policy Council Meeting. If you have any questions, please call the Head Start office at 325-944-9666 and ask for Stacy Walker EXT. 244.

Business - Please circle yes or no for each item needing approval.			
1	APPROVAL of Policy Council June Ballot Results	Yes	No
2	APPROVAL of May CVCOG Summary Budget Comparison Grant H03, Head Start FY 22-23 From 6/1/2022 Through 5/31/2023	Yes	No
3	APPROVAL of May CVCOG Summary Budget Comparison Grant H04, Head Start Nutrition 22-23 From 10/1/2022 Through 5/31/2023	Yes	No
4	APPROVAL of May CVCOG Summary Budget Comparison ARP and CRRSA Head Start Funding From 6/1/2021 Through 5/31/2023	Yes	No
5	APPROVAL of May Head Start Credit Card/Open Account Summary Transactions (Detail Attached) May 2023	Yes	No
6	APPROVAL Implementation Plans 1302 Program Management and Quality Improvement	Yes	No
7	Approval of Emergency Response Plans <ul style="list-style-type: none"> • Eden Head Start • Rio Vista Head Start/Early Head Start • Day Head Start/ Early Head Start 	Yes	No
8	APPROVAL of School Readiness Goals	Yes	No
9	APPROVAL of Head Start Parent Handbook Operational Policies and Procedures	Yes	No

Thank you for taking the time to complete and return this ballot. Most of all thank you for your time and dedication and supporting Concho Valley Council of Governments Head Start Program.

10	APPROVAL of Turf Memo	Yes	No
11	Report and Information <ul style="list-style-type: none"> July Director's Report 		

Print Name:	Gabriela Diaz
Signature:	Gabriela Diaz
Center Name/Agency:	Ozona Head Start
Date:	7/18/23

Thank you for taking the time to complete and return this ballot. Most of all thank you for your time and dedication and supporting Concho Valley Council of Governments Head Start Program.



Policy Council Ballot

Head Start / Early Head Start
Policy Council Agenda
(325) 944-9666 • Fax (325) 944-9925

Date of Policy Council Meeting that didn't make Quorum:	Wednesday July 12 th 2023
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8	APPROVAL of School Readiness Goals	<input checked="" type="radio"/> Yes	<input type="radio"/> No
9	APPROVAL of Head Start Parent Handbook Operational Policies and Procedures	<input checked="" type="radio"/> Yes	<input type="radio"/> No

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10	APPROVAL of Turf Memo	<input checked="" type="radio"/> Yes	<input type="radio"/> No
11	Report and Information • July Director's Report		

Print Name:	David Dillard
Signature:	<i>D. Dillard</i>
Center Name/Agency:	CVCG
Date:	7-19-23

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Policy Council Ballot

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**Head Start / Early Head Start
Policy Council Agenda**
(325) 944-9666 • Fax (325) 944-9925

10	APPROVAL of Turf Memo	<input checked="" type="radio"/> Yes	<input type="radio"/> No
11	Report and Information • July Director's Report		

Print Name:	Ashleigh Rendon
Signature:	Ashleigh Rendon
Center Name/Agency:	Eden Headstart
Date:	7/19/23

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Policy Council Ballot

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Head Start / Early Head Start
Policy Council Agenda
(325) 944-9666 • Fax (325) 944-9925

10	APPROVAL of Turf Memo	<input checked="" type="radio"/> Yes	<input type="radio"/> No
11	Report and Information <ul style="list-style-type: none">July Director's Report		

Print Name:	Raquelín Guerrero
Signature:	<i>Raquelín Guerrero</i>
Center Name/Agency:	Menard EHS/Head Start
Date:	7/14/23

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9	APPROVAL of Head Start Parent Handbook Operational Policies and Procedures	Yes x	No

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10	APPROVAL of Turf Memo	Yes x	No
11	Report and Information <ul style="list-style-type: none"> July Director's Report 		

Print Name:	Patricia Hill
Signature:	Patricia Hill
Center Name/Agency:	CVCOG Procurement
Date:	07/14/2023

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10	APPROVAL of Turf Memo	<input checked="" type="radio"/> Yes	<input type="radio"/> No
11	Report and Information • July Director's Report		

Print Name:	Jaylon Seales
Signature:	<i>Jaylon Seales</i>
Center Name/Agency:	Community Rep.
Date:	07/14/2023

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A decorative black border with a repeating pattern of stylized, overlapping arches and small circular motifs, framing the central text.

Agenda Item 2

New Hires (June/July 23)

Employee Name:	Site:	Proposed Start Date:	Position:	Proposed Policy Council Approval Date:
Martinez, Alexis	Day HS/EHS	July 23	HS Teacher	August 23
Gonzales, Anna	Day HS/EHS	June 23	EHS Teacher	August 23
Davis, Jakiya	Day HS/EHS	June 23	EHS Teacher	August 23
Villanueva, Jennifer	Universal`	June 23	Substitute	August 23
Alvarado, Cecilia	Rio Vista	July 23	HS Teacher Assistant	August 23
Duron, Bridget	Day HS/EHS	July 23	EHS Teacher	August 23

Change of Status

Employee Name:	Old Position:	New Position:	Proposed Policy Council Approval Date:
Ceballos, Emily	Rio Vista HS Teacher	Rio Vista Family Service Worker	August 23
Hernandez, Janet	Day EHS Teacher	Termed	July 23
Brown, Mary Lou	Custodian	Termed	July 23
Banks, Ammie	Christoval HS Site Supervisor	Termed	July 23
Smith Amber	Day HS Teacher	Termed	July 23
Baliko, Donna	Rio Vista Teacher Assistant	Termed	July 23

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Agenda

Item 3

CVCOG
Summary Budget Comparison - DIR-Grant H03, Head Start FY 22-23
From 6/1/2022 Through 6/30/2023

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used
H03	HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04				
004	Revenue				
4173000	HHS-ACF Head Start CFDA 93.600	6,808,571.00	6,689,303.69	(119,267.31)	98.24%
4411000	IK Contributions	1,676,068.00	2,353,853.59	677,785.59	140.43%
Total 004	Revenue	8,484,639.00	9,043,157.28	558,518.28	106.58%
400	Head Start CAN NO 9-G064122				
5110000	General Wages	2,271,367.52	2,269,882.32	1,485.20	99.93%
5118000	General Overtime Hours	101.12	101.12	0.00	100.00%
5119000	Holiday Work Time	250.00	238.62	11.38	95.44%
5150000	Vacation Time Allocation	26,198.41	26,198.41	0.00	100.00%
5151000	Medicare Tax	35,423.67	31,660.71	3,762.96	89.37%
5172000	Workers Comp Insurance	15,043.30	15,043.30	0.00	100.00%
5173000	SUTA	1,679.38	757.97	921.41	45.13%
5174000	Health Insurance Benefit	573,652.54	573,652.54	0.00	100.00%
5175000	Dental Insurance Benefit	23,487.00	23,260.23	226.77	99.03%
5176000	Life Insurance Benefit	17,020.77	16,253.77	767.00	95.49%
5177000	HSA Insurance Benefit	22,030.80	21,898.14	132.66	99.39%
5181000	Retirement	262,431.81	259,630.32	2,801.49	98.93%
5199000	Indirect Allocation	201,614.68	200,393.34	1,221.34	99.39%
5206000	HR Service Center	145,962.10	145,962.10	0.00	100.00%
5207000	Procurement Service Center	79,475.86	79,475.86	0.00	100.00%
5208000	Information Technology Service Center	57,131.70	57,131.70	0.00	100.00%
5291000	Contract Services	83,816.72	83,372.12	444.60	99.46%
5293000	HS Health & Disab Svc	322.00	175.89	146.11	54.62%
5294000	HS Policy Council	237.14	237.14	0.00	100.00%
5296000	HS Parent Service	4,304.00	1,132.25	3,171.75	26.30%
5309000	Travel-In Region	4,044.00	2,773.46	1,270.54	68.58%
5351000	Fuel	100.00	45.00	55.00	45.00%
5361000	Vehicle Maintenance	100.00	0.00	100.00	0.00%
5413000	HS Site Rent	126,233.00	116,442.76	9,790.24	92.24%
5433000	HS Site Center Utilities	99,273.00	95,479.63	3,793.37	96.17%
5451000	Facility Allocation	41,760.00	28,812.97	12,947.03	68.99%
5453000	HS Site Center Bldg Maint	141,622.00	131,923.21	9,698.79	93.15%
5510000	Supplies	85,279.50	82,719.21	2,560.29	96.99%
5512000	HS Class Room Supplies	143,546.90	144,872.55	(1,325.65)	100.92%
5514000	HS Medical Supplies	2,337.00	2,205.89	131.11	94.38%
5515000	HS Disability Supplies	1,276.08	12.54	1,263.54	0.98%
5518000	HS Diapers and Wipes	10,561.56	10,561.56	0.00	100.00%
5622000	Internal Computer/Software	21,686.59	9,012.54	12,674.05	41.55%
5632000	Copier	24,692.55	24,533.99	158.56	99.35%

CVCOG
Summary Budget Comparison - DIR-Grant H03, Head Start FY 22-23
From 6/1/2022 Through 6/30/2023

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used
5711000	Insurance	8,108.30	8,108.30	0.00	100.00%
5721000	Printing	5,412.00	0.00	5,412.00	0.00%
5722000	Ads & Promotions	3,483.00	1,078.00	2,405.00	30.95%
5753000	Dues and fees	4,310.00	3,654.57	655.43	84.79%
5760000	HS Site Center Communications	17,519.00	17,188.56	330.44	98.11%
5762000	Postage/freight	876.00	850.57	25.43	97.09%
5796000	Safety	1,098.00	929.44	168.56	84.64%
Total 400	Head Start CAN NO 9-G064122	4,564,869.00	4,487,662.60	77,206.40	98.31%
401	Early Head Start CAN NO 9-G064122				
5110000	General Wages	1,231,341.04	1,208,981.92	22,359.12	98.18%
5118000	General Overtime Hours	100.00	44.92	55.08	44.92%
5119000	Holiday Work Time	100.00	41.34	58.66	41.34%
5150000	Vacation Time Allocation	5,749.31	5,610.20	139.11	97.58%
5151000	Medicare Tax	16,884.66	16,869.93	14.73	99.91%
5172000	Workers Comp Insurance	7,543.15	7,142.04	401.11	94.68%
5173000	SUTA	1,407.30	420.62	986.68	29.88%
5174000	Health Insurance Benefit	326,865.76	326,865.76	0.00	100.00%
5175000	Dental Insurance Benefit	13,536.00	13,202.21	333.79	97.53%
5176000	Life Insurance Benefit	10,242.12	8,777.74	1,464.38	85.70%
5177000	HSA Insurance Benefit	15,417.14	15,417.14	0.00	100.00%
5181000	Retirement	141,123.25	138,415.26	2,707.99	98.08%
5199000	Indirect Allocation	108,936.27	107,597.01	1,339.26	98.77%
5206000	HR Service Center	48,752.00	40,561.82	8,190.18	83.20%
5207000	Procurement Service Center	21,456.00	20,597.20	858.80	95.99%
5208000	Information Technology Service Center	19,068.00	15,334.99	3,733.01	80.42%
5291000	Contract Services	671.46	639.98	31.48	95.31%
5293000	HS Health & Disab Svc	678.00	51.36	626.64	7.57%
5294000	HS Policy Council	69.25	69.25	0.00	100.00%
5296000	HS Parent Service	817.35	817.33	0.02	99.99%
5309000	Travel-In Region	249.94	249.94	0.00	100.00%
5413000	HS Site Rent	36,027.24	36,027.24	0.00	100.00%
5433000	HS Site Center Utilities	28,570.55	28,599.08	(28.53)	100.09%
5451000	Facility Allocation	6,708.77	6,559.73	149.04	97.77%
5453000	HS Site Center Bldg Maint	36,386.78	38,324.25	(1,937.47)	105.32%
5510000	Supplies	23,312.52	23,312.52	0.00	100.00%
5512000	HS Class Room Supplies	24,824.39	24,824.39	0.00	100.00%
5514000	HS Medical Supplies	644.08	644.08	0.00	100.00%
5518000	HS Diapers and Wipes	10,050.69	10,050.69	0.00	100.00%
5622000	Internal Computer/Software	2,631.54	2,631.54	0.00	100.00%
5632000	Copier	5,729.10	5,674.11	54.99	99.04%

CVCOG
Summary Budget Comparison - DIR-Grant H03, Head Start FY 22-23
From 6/1/2022 Through 6/30/2023

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used
5711000	Insurance	1,286.00	1,053.51	232.49	81.92%
5721000	Printing	251.99	221.72	30.27	87.98%
5722000	Ads & Promotions	17.00	0.00	17.00	0.00%
5753000	Dues and fees	708.10	597.93	110.17	84.44%
5760000	HS Site Center Communications	4,142.00	3,989.03	152.97	96.30%
5762000	Postage/freight	121.00	0.00	121.00	0.00%
5796000	Safety	460.25	276.17	184.08	60.00%
Total 401	Early Head Start CAN NO 9-G064122	2,152,880.00	2,110,493.95	42,386.05	98.03%
402	Head Start T&TA CAN NO 9-G064120				
5308000	Head Start T & T A	61,964.00	62,795.45	(831.45)	101.34%
Total 402	Head Start T&TA CAN NO 9-G064120	61,964.00	62,795.45	(831.45)	101.34%
403	Early Head Start T&TA CAN NO 9-G064121				
5308000	Head Start T & T A	28,858.00	28,351.69	506.31	98.24%
Total 403	Early Head Start T&TA CAN NO 9-G064121	28,858.00	28,351.69	506.31	98.24%
409	Head Start InKind				
6791000	InKind Other	1,676,068.00	2,353,853.59	(677,785.59)	140.43%
Total 409	Head Start InKind	1,676,068.00	2,353,853.59	(677,785.59)	140.44%
Report Difference		0.00	0.00	0.00	0.00%



Agenda

Item 4

CVCOG

Summary Budget Comparison - DIR-Grant H04, Head Start Nutrition 22-23
From 10/1/2022 Through 6/30/2023

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used
H04	Grant H04, CACFP Head Start Nutrition FY 22-23				
004	Revenue				
4203000	CACFP Prior Year CFDA 10.558	18,773.45	18,773.45	0.00	100.00%
4221000	CACFP Nutrition CFDA 10.558	844,459.92	436,831.77	(407,628.15)	51.72%
Total 004	Revenue	863,233.37	455,605.22	(407,628.15)	51.76%
407	Head Start Nutrition				
5110000	General Wages	45,177.55	23,713.73	21,463.82	52.49%
5151000	Medicare Tax	655.08	258.84	396.24	39.51%
5172000	Workers Comp Insurance	986.79	556.15	430.64	56.35%
5173000	SUTA	18.14	18.14	0.00	100.00%
5174000	Health Insurance Benefit	19,163.41	9,411.77	9,751.64	49.11%
5175000	Dental Insurance Benefit	741.12	343.69	397.43	46.37%
5176000	Life Insurance Benefit	357.81	159.88	197.93	44.68%
5177000	HSA Insurance Benefit	1,961.00	468.84	1,492.16	23.90%
5181000	Retirement	5,024.88	2,665.84	2,359.04	53.05%
5199000	Indirect Allocation	4,604.62	2,321.74	2,282.88	50.42%
5291000	Contract Services	16,663.25	8,855.95	7,807.30	53.14%
5295000	HS Nutrition Service	682,099.32	320,742.87	361,356.45	47.02%
5513000	HS Food Serv Sup	85,580.40	83,638.81	1,941.59	97.73%
5753000	Dues and fees	200.00	19.36	180.64	9.68%
Total 407	Head Start Nutrition	863,233.37	453,175.61	410,057.76	52.50%
Report Difference		0.00	2,429.61	2,429.61	100.00%

A decorative black border with a repeating pattern of stylized, overlapping arches and small circular motifs, framing the central text.

Agenda

Item 5

CVCOG
Summary Budget Comparison - DIR-Grant H05, Head Start FY 23-24
From 6/1/2023 Through 6/30/2023

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used
H05	HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05				
004	Revenue				
4173000	HHS-ACF Head Start CFDA 93.600	6,704,272.00	529,548.01	(6,174,723.99)	7.89%
4411000	IK Contributions	1,676,068.00	0.00	(1,676,068.00)	0.00%
Total 004	Revenue	8,380,340.00	529,548.01	(7,850,791.99)	6.32%
400	Head Start CAN NO 9-G064122				
5110000	General Wages	2,265,026.98	189,457.09	2,075,569.89	8.36%
5150000	Vacation Time Allocation	26,228.64	2,122.59	24,106.05	8.09%
5151000	Medicare Tax	32,461.40	2,627.94	29,833.46	8.09%
5172000	Workers Comp Insurance	17,636.61	1,240.02	16,396.59	7.03%
5173000	SUTA	1,414.46	10.79	1,403.67	0.76%
5174000	Health Insurance Benefit	660,618.10	56,225.24	604,392.86	8.51%
5175000	Dental Insurance Benefit	25,746.75	2,054.72	23,692.03	7.98%
5176000	Life Insurance Benefit	15,927.64	1,399.47	14,528.17	8.78%
5177000	HSA Insurance Benefit	79,592.54	2,309.00	77,283.54	2.90%
5181000	Retirement	242,676.95	20,537.22	222,139.73	8.46%
5199000	Indirect Allocation	208,774.47	17,235.08	191,539.39	8.25%
5200000	Employee Health and Welfare	9,611.20	0.00	9,611.20	0.00%
5206000	HR Service Center	128,992.17	13,737.86	115,254.31	10.65%
5207000	Procurement Service Center	40,535.43	5,772.29	34,763.14	14.24%
5208000	Information Technology Service Center	64,545.00	5,512.14	59,032.86	8.53%
5291000	Contract Services	43,000.00	617.50	42,382.50	1.43%
5293000	HS Health & Disab Svc	2,322.03	0.00	2,322.03	0.00%
5294000	HS Policy Council	1,053.67	0.00	1,053.67	0.00%
5295000	HS Nutrition Service	3,999.01	0.00	3,999.01	0.00%
5296000	HS Parent Service	2,345.27	0.00	2,345.27	0.00%
5308000	Head Start T & T A	0.00	85.02	(85.02)	100.00%
5309000	Travel-In Region	4,484.07	57.81	4,426.26	1.28%
5351000	Fuel	160.00	111.31	48.69	69.56%
5361000	Vehicle Maintenance	200.00	18.00	182.00	9.00%
5413000	HS Site Rent	80,185.90	1,610.00	78,575.90	2.00%
5433000	HS Site Center Utilities	64,884.07	3,184.94	61,699.13	4.90%
5451000	Facility Allocation	92,562.39	3,436.88	89,125.51	3.71%
5453000	HS Site Center Bldg Maint	64,875.98	6,009.43	58,866.55	9.26%
5506000	Janitorial and Facility Supplies	39,615.28	0.00	39,615.28	0.00%
5509000	HS Delegate Supplies	99,636.78	0.00	99,636.78	0.00%
5510000	Supplies	17,411.70	1,130.38	16,281.32	6.49%
5512000	HS Class Room Supplies	54,345.08	1,737.16	52,607.92	3.19%
5514000	HS Medical Supplies	6,037.29	0.00	6,037.29	0.00%

CVCOG
Summary Budget Comparison - DIR-Grant H05, Head Start FY 23-24
From 6/1/2023 Through 6/30/2023

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used
5515000	HS Disability Supplies	4,489.27	0.00	4,489.27	0.00%
5518000	HS Diapers and Wipes	9,012.16	0.00	9,012.16	0.00%
5622000	Internal Computer/Software	16,109.75	12,505.59	3,604.16	77.62%
5632000	Copier	28,424.29	264.72	28,159.57	0.93%
5711000	Insurance	9,496.42	0.00	9,496.42	0.00%
5721000	Printing	1,548.02	0.00	1,548.02	0.00%
5722000	Ads & Promotions	1,935.03	0.00	1,935.03	0.00%
5753000	Dues and fees	2,082.01	48.05	2,033.96	2.30%
5760000	HS Site Center Communications	11,845.00	1,338.19	10,506.81	11.29%
5762000	Postage/freight	1,161.02	44.52	1,116.50	3.83%
5791000	Other	25,826.56	0.00	25,826.56	0.00%
5796000	Safety	1,818.61	51.98	1,766.63	2.85%
Total 400	Head Start CAN NO 9-G064122	4,510,655.00	352,492.93	4,158,162.07	7.81%
401	Early Head Start CAN NO 9-G064122				
5110000	General Wages	1,154,183.01	102,993.33	1,051,189.68	8.92%
5150000	Vacation Time Allocation	13,220.16	455.62	12,764.54	3.44%
5151000	Medicare Tax	17,117.14	1,440.56	15,676.58	8.41%
5172000	Workers Comp Insurance	8,346.02	594.73	7,751.29	7.12%
5173000	SUTA	754.24	7.69	746.55	1.01%
5174000	Health Insurance Benefit	365,098.96	30,256.91	334,842.05	8.28%
5175000	Dental Insurance Benefit	14,229.27	1,113.47	13,115.80	7.82%
5176000	Life Insurance Benefit	8,598.92	737.23	7,861.69	8.57%
5177000	HSA Insurance Benefit	43,987.83	1,607.20	42,380.63	3.65%
5181000	Retirement	127,965.41	11,164.52	116,800.89	8.72%
5199000	Indirect Allocation	108,759.09	9,322.98	99,436.11	8.57%
5200000	Employee Health and Welfare	1,439.40	0.00	1,439.40	0.00%
5206000	HR Service Center	57,471.27	4,103.52	53,367.75	7.14%
5207000	Procurement Service Center	11,835.16	1,724.19	10,110.97	14.56%
5208000	Information Technology Service Center	28,757.43	1,646.48	27,110.95	5.72%
5291000	Contract Services	677.97	0.00	677.97	0.00%
5293000	HS Health & Disab Svc	677.97	0.00	677.97	0.00%
5294000	HS Policy Council	130.03	0.00	130.03	0.00%
5295000	HS Nutrition Service	225.99	0.00	225.99	0.00%
5296000	HS Parent Service	289.43	0.00	289.43	0.00%
5309000	Travel-In Region	1,255.93	27.21	1,228.72	2.16%
5351000	Fuel	100.00	20.66	79.34	20.66%
5413000	HS Site Rent	35,570.10	0.00	35,570.10	0.00%
5433000	HS Site Center Utilities	27,530.79	582.14	26,948.65	2.11%
5451000	Facility Allocation	0.00	859.22	(859.22)	100.00%
5453000	HS Site Center Bldg Maint	18,871.91	2,614.37	16,257.54	13.85%

CVCOG
Summary Budget Comparison - DIR-Grant H05, Head Start FY 23-24
From 6/1/2023 Through 6/30/2023

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used
5506000	Janitorial and Facility Supplies	11,566.51	0.00	11,566.51	0.00%
5509000	HS Delegate Supplies	4,363.72	0.00	4,363.72	0.00%
5510000	Supplies	7,757.62	243.61	7,514.01	3.14%
5512000	HS Class Room Supplies	9,541.47	442.94	9,098.53	4.64%
5514000	HS Medical Supplies	1,762.71	0.00	1,762.71	0.00%
5515000	HS Disability Supplies	1,310.73	0.00	1,310.73	0.00%
5518000	HS Diapers and Wipes	8,956.99	0.00	8,956.99	0.00%
5622000	Internal Computer/Software	4,703.58	3,676.40	1,027.18	78.16%
5632000	Copier	3,375.71	2.97	3,372.74	0.08%
5711000	Insurance	1,965.62	0.00	1,965.62	0.00%
5721000	Printing	451.98	0.00	451.98	0.00%
5722000	Ads & Promotions	564.97	0.00	564.97	0.00%
5753000	Dues and fees	617.99	8.97	609.02	1.45%
5760000	HS Site Center Communications	2,743.60	272.29	2,471.31	9.92%
5762000	Postage/freight	338.98	0.00	338.98	0.00%
5796000	Safety	819.39	1.63	817.76	0.19%
Total 401	Early Head Start CAN NO 9-G064122	2,107,935.00	175,920.84	1,932,014.16	8.35%
402	Head Start T&TA CAN NO 9-G064120				
5308000	Head Start T & T A	56,824.00	395.35	56,428.65	0.69%
Total 402	Head Start T&TA CAN NO 9-G064120	56,824.00	395.35	56,428.65	0.70%
403	Early Head Start T&TA CAN NO 9-G064121				
5308000	Head Start T & T A	28,858.00	738.89	28,119.11	2.56%
Total 403	Early Head Start T&TA CAN NO 9-G064121	28,858.00	738.89	28,119.11	2.56%
409	Head Start InKind				
6791000	InKind Other	1,676,068.00	0.00	1,676,068.00	0.00%
Total 409	Head Start InKind	1,676,068.00	0.00	1,676,068.00	0.00%
Total Expenditures		8,380,340.00	529,548.01	7,850,791.99	
Total Revenue Over Expenditures		0.00	0.00	0.00	

CVCOG
Summary Budget Comparison - DIR-Grant H05, Head Start FY 23-24
From 6/1/2023 Through 6/30/2023

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used
	Head Start (Project 400, 402)	4,567,479.00	352,888.28	4,214,590.72	7.73%
	Early Head Start (Project 401, 403)	2,136,793.00	176,659.73	1,960,133.27	8.27%
	Total Federal	6,704,272.00	529,548.01	6,174,723.99	7.90%
	Total Non-Federal, includes Local Funds	1,676,068.00	0.00	1,676,068.00	0.00%
	Grand Total HHS Head Start Expenditures	8,380,340.00	529,548.01	7,850,791.99	6.32%
	CVCOG Head Start Admin	53,238.10			
	CVCOG Administrative Indirect	26,558.06			
	Total Administrative	79,796.16			
	Administrative Percentage of Approved Budget		0.95%	Note: Administrative Maximum Percentage is 15%	
	Non-Federal Percentage of Total Expenditures		0.00%	Note: match should be 20% or more	

stacy.walker

Head Start June 2023 Open Account Summary.pdf

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A decorative black border with a repeating pattern of stylized, overlapping arches and small circular motifs, framing the central text.

Agenda Item 6

CVCOG
Summary Budget Comparison - DIR-Grant 829, ARP and CRRSA Head Start Funding
From 6/1/2021 Through 6/30/2023

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used
829	HHS-ACF Grant 829, Head Start FY 21-22 06CH010970				
004	Revenue				
4170000	HHS-ACF Head Start ARP 06HE001000 C6	676,023.00	583,853.58	92,169.42	86.36%
4172000	HHS-ACF Head Start CRRSA 06HE001000 C5	170,048.00	170,048.00	0.00	100.00%
4523000	Local Revenue	8,405.34	10,253.29	(1,847.95)	121.98%
4711000	Sale of Equipment	11,949.79	11,949.79	0.00	100.00%
Total 004	Revenue	866,426.13	776,104.66	90,321.47	89.58%
404	Head Start CRRSA CAN 9-G064122				
5174000	Health Insurance Benefit	31,556.97	31,556.97	0.00	100.00%
5199000	Indirect Allocation	1,953.36	1,953.36	0.00	100.00%
5512000	HS Class Room Supplies	1,393.44	1,393.44	0.00	100.00%
5622000	Internal Computer/Software	115,276.43	115,276.43	0.00	100.00%
5734000	HS Capital Playground	1,826.87	1,826.87	0.00	100.00%
Total 404	Head Start CRRSA CAN 9-G064122	152,007.07	152,007.07	0.00	100.00%
405	Early Head Start CRRSA CAN 9-G064122				
5174000	Health Insurance Benefit	16,989.30	16,989.30	0.00	100.00%
5199000	Indirect Allocation	1,051.63	1,051.63	0.00	100.00%
Total 405	Early Head Start CRRSA CAN 9-G064122	18,040.93	18,040.93	0.00	100.00%
406	Early Head Start Conversion ARP CAN 9-G064122				
5453000	HS Site Center Bldg Maint	12,317.16	12,317.16	0.00	100.00%
5510000	Supplies	1,758.88	1,758.88	0.00	100.00%
5512000	HS Class Room Supplies	20,919.00	20,919.00	0.00	100.00%
5622000	Internal Computer/Software	2,248.44	2,248.44	0.00	100.00%
5734000	HS Capital Playground	15,672.77	15,672.77	0.00	100.00%
Total 406	Early Head Start Conversion ARP CAN 9-G064122	52,916.25	52,916.25	0.00	100.00%
410	Head Start ARP CAN NO 9-G064122				
5110000	General Wages	34,213.00	34,213.00	0.00	100.00%
5151000	Medicare Tax	496.09	496.09	0.00	100.00%
5172000	Workers Comp Insurance	270.86	270.86	0.00	100.00%
5174000	Health Insurance Benefit	94,551.72	86,983.65	7,568.07	91.99%
5177000	HSA Insurance Benefit	3,502.19	3,275.87	226.32	93.53%
5181000	Retirement	4,095.25	4,095.25	0.00	100.00%
5199000	Indirect Allocation	8,216.80	7,983.36	233.44	97.15%
5200000	Employee Health and Welfare	1,997.55	1,997.55	0.00	100.00%
5207000	Procurement Service Center	472.04	472.04	0.00	100.00%
5308000	Head Start T & T A	186.25	186.25	0.00	100.00%
5451000	Facility Allocation	9,976.99	9,976.99	0.00	100.00%
5453000	HS Site Center Bldg Maint	51,406.07	44,334.33	7,071.74	86.24%

CVCOG
Summary Budget Comparison - DIR-Grant 829, ARP and CRRSA Head Start Funding
From 6/1/2021 Through 6/30/2023

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used
5510000	Supplies	35,826.58	7,384.32	28,442.26	20.61%
5512000	HS Class Room Supplies	52,799.02	45,235.89	7,563.13	85.67%
5514000	HS Medical Supplies	1,665.86	1,665.86	0.00	100.00%
5518000	HS Diapers and Wipes	300.00	0.00	300.00	0.00%
5622000	Internal Computer/Software	39,201.21	38,681.61	519.60	98.67%
5623000	Internal Capital Equipment	53,422.21	53,422.21	0.00	100.00%
5734000	HS Capital Playground	77,575.04	40,026.70	37,548.34	51.59%
5753000	Dues and fees	106.97	106.97	0.00	100.00%
5754000	Vehicle Registration	0.00	35.50	(35.50)	100.00%
Total 410	Head Start ARP CAN NO 9-G064122	470,281.70	380,844.30	89,437.40	80.98%
411	Early Head Start ARP CAN NO 9-G064122				
5110000	General Wages	18,787.00	18,787.00	0.00	100.00%
5151000	Medicare Tax	272.41	272.41	0.00	100.00%
5172000	Workers Comp Insurance	117.93	117.93	0.00	100.00%
5174000	Health Insurance Benefit	43,050.99	42,867.72	183.27	99.57%
5177000	HSA Insurance Benefit	2,461.51	2,298.60	162.91	93.38%
5181000	Retirement	2,248.85	2,248.85	0.00	100.00%
5199000	Indirect Allocation	4,175.87	4,085.30	90.57	97.83%
5200000	Employee Health and Welfare	143.55	143.55	0.00	100.00%
5207000	Procurement Service Center	140.99	140.99	0.00	100.00%
5308000	Head Start T & T A	69.75	69.75	0.00	100.00%
5451000	Facility Allocation	2,399.04	2,399.04	0.00	100.00%
5453000	HS Site Center Bldg Maint	16,839.58	16,838.86	0.72	99.99%
5510000	Supplies	1,278.47	1,219.42	59.05	95.38%
5512000	HS Class Room Supplies	17,931.16	17,931.16	0.00	100.00%
5514000	HS Medical Supplies	479.14	479.14	0.00	100.00%
5622000	Internal Computer/Software	7,305.92	7,305.92	0.00	100.00%
5734000	HS Capital Playground	32,895.65	32,895.65	0.00	100.00%
5753000	Dues and fees	27.24	27.24	0.00	100.00%
Total 411	Early Head Start ARP CAN NO 9-G064122	150,625.05	150,128.53	496.52	99.67%
997	Non Project				
5200000	Employee Health and Welfare	2,367.01	2,367.01	0.00	100.00%
5510000	Supplies	840.00	760.94	79.06	90.58%
5512000	HS Class Room Supplies	7,398.33	7,125.34	272.99	96.31%
5623000	Internal Capital Equipment	11,949.79	11,949.79	0.00	100.00%
Total 997	Non Project	22,555.13	22,203.08	352.05	98.44%
Report Difference		0.00	(35.50)	(35.50)	100.00%

A decorative black border with a repeating pattern of stylized, overlapping arches and small circular motifs, framing the central text.

Agenda Item 7

**Head Start Credit Card/Open Account Transactions Summary
(Detail Attached)**

Head Start Transactions	June, 2023
Citibank P-Card	13,707.74
Dean's Dairy	2,691.35
First Financial Credit Card	196.76
Lowes Pay and Save	432.65
Sysco Food Services	5,600.60
West Texas Fire Extinguisher	2,254.25
	<hr/>
	\$ 24,883.35
	<hr/>

CVCOG

Vendor Activity - Head Start Citibank P-Card
829 - HHS-ACF Grant 829, Head Start FY 21-22 06CH010970
From 6/1/2023 Through 6/30/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5510000	Supplies	6/7/2023	2010824-6352268	Day HS purchase of 4 48x48 aluminum framed cork boards CBG	743.60
5510000	Supplies	6/8/2023	010452	Head Start Tom Green sites purchase of paint CB HS	48.96
5510000	Supplies	6/8/2023	066956	Head Start program purchase of gift cards for wellness event CB HS	354.94
5510000	Supplies	6/20/2023	3289438-6012269	Menard EHS purchase of 3 ink cartridge combo packs for printers CBG2	113.97
5510000	Supplies	6/28/2023	0835548-1139402	Head Start purchase of binder dividers with pockets CBG2	134.40
5510000	Supplies	6/28/2023	8196028-9207412	Head Start purchase of classification folders CBG2	518.20
5510000	Supplies	6/29/2023	2000110-69245300	HS COMSP purchase of lateral file cabinet CVG2	274.00
5510000	Supplies	6/29/2023	2200676-0965039	HS EDUDI purchase of rubber bands CBG2	59.35
					<hr/> 2,247.42
				Total 829 - HHS-ACF Grant 829, Head Start FY 21-22 06CH010970	<hr/> 2,247.42

CVCOG

Vendor Activity - Head Start Citibank P-Card
H03 - HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04
From 6/1/2023 Through 6/30/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5296000	HS Parent Service	6/12/2023	25101990	Head Start Program purchase of tablecloth CBG	188.54
5433000	HS Site Center Utilities	5/16/2023	221727-180084 04-23	Blackshear Head Start site water utility service from 04/13/2023 to 05/11/2023 (acct# 221727-180084) CBG	233.06
5433000	HS Site Center Utilities	5/16/2023	221727-180086 04-23	Blackshear Head Start site water utility service from 04/18/2023 to 05/15/2023 (acct# 221727-180086) CBG	71.56
5433000	HS Site Center Utilities	5/31/2023	0691-001207067	Blackshear Head Start site temporary dumpster pickup and disposal service CBG	355.20
5433000	HS Site Center Utilities	5/31/2023	0691-001207901	Blackshear Head Start site trash services from 05/22/23 to 06/30/23 CBG	119.72
5433000	HS Site Center Utilities	5/31/2023	0691-001207922	Rio Vista Head Start site trash services from 05/31/23 to 06/30/23 CBG	11.66
5433000	HS Site Center Utilities	6/2/2023	221727-179684 05-23	Rio Vista HS site water utility service from 04/27/2023 to 05/30/2023 (acct# 221727-179684) CBG	404.36
5433000	HS Site Center Utilities	6/19/2023	05-0560-02 05-23	Eden Head Start water usage from 05/15/2023 to 06/15/2023 CBG	110.09
5453000	HS Site Center Bldg Maint	5/31/2023	38925	Rio Vista HS and Day HS - 4 20 x 20 single-sided styrene signs CB HS	150.00
5510000	Supplies	5/9/2023	9777701-4375429	HS FAMCO purchase of sticky notes JL CB	7.99
5510000	Supplies	6/14/2023	3328296-9232222	Head Start purchase of chair for family service worker to replace one that arrived torn in original order of 8 from May CBG	324.00
5760000	HS Site Center Communications	5/8/2023	0708195 05-23	HS rural phone service from 05/08/23 to 06/07/23 CBG	463.02
5760000	HS Site Center Communications	5/25/2023	07710150503019 05-23	Rio Vista HS site purchase of internet service for acct# 07710-150503-01-9 from 05/15/23 to 06/14/23 CBG	114.00

CVCOG

Vendor Activity - Head Start Citibank P-Card
H03 - HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04
From 6/1/2023 Through 6/30/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5760000	HS Site Center Communications	5/25/2023	07710150504017 05-23	Blackshear HS site purchase of internet service for acct# 07710-150504-01-7 from 05/15/23 to 06/14/23 CBG	105.16
5760000	HS Site Center Communications	5/25/2023	07710150505015 05-23	Day HS site purchase of internet service for acct# 07710-150505-01-5 from 05/15/23 to 06/14/23 CBG	139.77
5760000	HS Site Center Communications	6/10/2023	07710150890010 06-23	Day HS site phone service for acct# 07710-150890-01-0 from 05/25/23 to 06/24/23 CBG	50.17
				Total H03 - HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04	<hr/> 2,848.30

CVCOG

Vendor Activity - Head Start Citibank P-Card
H04 - Grant H04, CACFP Head Start Nutrition FY 22-23
From 6/1/2023 Through 6/30/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	6/2/2023	031950	Day EHS purchase of nutrition items - Kendamil formula CBG	79.98
5295000	HS Nutrition Service	6/2/2023	2000109-31671963	Day EHS purchase of baby food - pear, apple, and banana CBG	56.00
5295000	HS Nutrition Service	6/7/2023	010201	Rio Vista EHS purchase of nutrition items for children CB HS	62.66
5295000	HS Nutrition Service	6/15/2023	2000110-57575868	Rio Vista EHS purchase of baby formula - 5 cans Enfamil Gentlease CBG	99.80
5513000	HS Food Serv Sup	6/4/2023	024136	Day EHS kitchen supplies - bottle nipples CBG	7.96
5513000	HS Food Serv Sup	6/5/2023	017279	Day EHS purchase of kitchen supplies - bottle nipples CBG	5.84
5513000	HS Food Serv Sup	6/14/2023	059111	Rio Vista EHS purchase of food service supplies - 5 oz baby bottles CB HS	44.23
5513000	HS Food Serv Sup	6/15/2023	8515031-8959427	Menard EHS purchase of 4 2-packs cups with spouts CBG	25.48
				Total H04 - Grant H04, CACFP Head Start Nutrition FY 22-23	381.95

CVCOG

Vendor Activity - Head Start Citibank P-Card
H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05
From 6/1/2023 Through 6/30/2023

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5308000	Head Start T & T A	6/5/2023	1676300	Day EHS Infant Toddler - English CDA Initial Application Fee for L. L. CB HS	425.00
5308000	Head Start T & T A	6/12/2023	16N8237780	Day HS/EHS purchase of 2 ServSafe Manager Books w/exam answer sheets (ESX7SP) CB HS	167.20
5308000	Head Start T & T A	6/29/2023	136046	Observer recertification for staff CB HS	125.00
5308000	Head Start T & T A	6/29/2023	ORD001075	Head Start purchase of Behavior Mastery for Preschools CB HS	99.00
5351000	Fuel	6/1/2023	038191	Head Start purchase of fuel for program cars CBG	41.01
5351000	Fuel	6/9/2023	029829	Head Start EDUDI - fuel for program vehicle CB HS	44.20
5361000	Vehicle Maintenance	6/29/2023	000375	Head Start purchase of car wash for program vehicle CB HS	18.00
5433000	HS Site Center Utilities	5/31/2023	0691-001207901	Blackshear Head Start site trash services from 05/22/23 to 06/30/23 CBG	922.65
5433000	HS Site Center Utilities	5/31/2023	0691-001207922	Rio Vista Head Start site trash services from 05/31/23 to 06/30/23 CBG	913.68
5433000	HS Site Center Utilities	6/19/2023	05-0560-02 05-23	Eden Head Start water usage from 05/15/2023 to 06/15/2023 CBG	97.14
5433000	HS Site Center Utilities	6/20/2023	0691-001208305	Day Head Start trash services for acct# 3-0691-2405694 from 06/01/23 to 06/30/23 CBG	569.39
5453000	HS Site Center Bldg Maint	6/1/2023	kn5n1wkk2mj3	Professional Commercial Security Monitoring, Fire Alarm Monitoring and Commercial Security Service agreement for Rio Vista Site, Day Site and Blackshear Site CBG	235.00
5453000	HS Site Center Bldg Maint	6/7/2023	36170704	Day- brackets/screws & scraper : materials needed to repair desk/floor ~ Facilities CB	54.56
5453000	HS Site Center Bldg Maint	6/9/2023	1404-00000447921	Rio Vista HS/EHS purchase of painting supplies - mini rollers, roller covers, and tray liners CB HS	29.65

CVCOG

Vendor Activity - Head Start Citibank P-Card
H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05
From 6/1/2023 Through 6/30/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5453000	HS Site Center Bldg Maint	6/14/2023	2000110-54773674	Rio Vista EHS purchase of 2 water hoses CBG	123.98
5453000	HS Site Center Bldg Maint	6/14/2023	2306-019948	Day EHS purchase of window screen CB Facilities	15.84
5453000	HS Site Center Bldg Maint	6/22/2023	0082823-2313067	Day HS/EHS purchase of 2 hose splitters CBG2	20.79
5510000	Supplies	6/7/2023	2138265-5741835	RV- 15 packs of plastic tab dividers ~ CBG	82.50
5510000	Supplies	6/7/2023	6236200-9682601	HS EHSED purchase of daily planner and calendar CBG	42.99
5510000	Supplies	6/8/2023	030483	Head Start Admin purchase of office supplies - double ticket roll and latch box CB HS	12.36
5510000	Supplies	6/9/2023	8899207-6859402	Rio Vista HS purchase of area rug and 2 cases of medical exam table paper CBG	284.43
5510000	Supplies	6/27/2023	3083756-7250602	HS Admin purchase of file jackets (5 boxes) CBG2	178.92
5512000	HS Class Room Supplies	6/2/2023	084804	Day EHS and FAMCO purchase of supplies - paint, tape, glue, glue guns, engravers, and storage containers CBG	315.48
5512000	HS Class Room Supplies	6/5/2023	0487956-5253067	Rio Vista HS/EHS purchase of 3-ring binders (2 4-packs) CBG	79.98
5512000	HS Class Room Supplies	6/12/2023	012059	Day HS and Rio Vista HS purchase of 13 aluminum corkboards CB HS	1,065.87
5512000	HS Class Room Supplies	6/15/2023	5781403-8956225	Head Start/Early Head Start purchase of self adhesive label holders for cots CBG	337.35
5622000	Internal Computer/Software	6/8/2023	10676972009	Day HS - dell dock ~ CBG	206.99
5753000	Dues and fees	6/5/2023	634406534	Day HS/EHS - TX HHSC Child Care Licensing Fee CB HS	16.62
5753000	Dues and fees	6/5/2023	634407318	Rio Vista HS/EHS - TX HHSC Child Care Licensing Fee CB HS	8.44
5753000	Dues and fees	6/5/2023	634407838	Ozona HS - TX HHSC Child Care Licensing Fee CB HS	2.30

CVCOG

Vendor Activity - Head Start Citibank P-Card
H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05
From 6/1/2023 Through 6/30/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5753000	Dues and fees	6/5/2023	634430496	Menard HS/EHS - TX HHSC Child Care Licensing Fee CB HS	6.39
5753000	Dues and fees	6/5/2023	634431256	Eldorado HS - TX HHSC Child Care Licensing Fee CB HS	8.44
5753000	Dues and fees	6/5/2023	634435872	Eden HS - TX HHSC Child Care Licensing Fee CB HS	8.44
5753000	Dues and fees	6/5/2023	634438300	Blackshear HS - TX HHSC Child Care Licensing Fee CB HS	6.39
5760000	HS Site Center Communications	5/8/2023	0708195 05-23	HS rural phone service from 05/08/23 to 06/07/23 CBG	135.05
5760000	HS Site Center Communications	5/25/2023	07710150503019 05-23	Rio Vista HS site purchase of internet service for acct# 07710-150503-01-9 from 05/15/23 to 06/14/23 CBG	93.89
5760000	HS Site Center Communications	5/25/2023	07710150504017 05-23	Blackshear HS site purchase of internet service for acct# 07710-150504-01-7 from 05/15/23 to 06/14/23 CBG	86.60
5760000	HS Site Center Communications	5/25/2023	07710150505015 05-23	Day HS site purchase of internet service for acct# 07710-150505-01-5 from 05/15/23 to 06/14/23 CBG	115.10
5760000	HS Site Center Communications	6/10/2023	07710150890010 06-23	Day HS site phone service for acct# 07710-150890-01-0 from 05/25/23 to 06/24/23 CBG	172.03
5760000	HS Site Center Communications	6/17/2023	07710102810016 06-23	Blackshear HS site phone service for acct# 07710-102810-01-6 from 06/01/23 to 06/30/23 CBG	194.21
5760000	HS Site Center Communications	6/17/2023	07710150887017 06-23	Rio Vista HS site internet/phone service for acct# 07710-150887-01-7 from 06/01/23 to 06/30/23 CBG	159.08
5760000	HS Site Center Communications	6/25/2023	07710150503019 06-23	Rio Vista HS site internet service for acct# 07710-150503-01-9 from 06/15/23 to 07/14/23 CBG	207.89
5760000	HS Site Center Communications	6/25/2023	07710150504017 06-23	Blackshear HS site internet service for acct# 07710-150504-01-7 from 06/15/23 to 07/14/23 CBG	191.76

CVCOG

Vendor Activity - Head Start Citibank P-Card
H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05
From 6/1/2023 Through 6/30/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5760000	HS Site Center Communications	6/25/2023	07710150505015 06-23	Day HS site internet service for acct# 07710-150505-01-5 from 06/15/23 to 07/14/23 CBG	254.87
5796000	Safety	6/8/2023	405SP0000162853	Criminal history search for prospective new employee on J.V. CB HR	3.32
5796000	Safety	6/13/2023	UZTX4TR18G	Daycare licensing (fingerprints) for prospective Head Start employee J.V. CB HR	40.58
5796000	Safety	6/27/2023	405SP0000173796	Criminal history search for prospective new employee on B.D. CB HR	3.32
5796000	Safety	6/30/2023	405SP0000176509	Criminal history search for prospective new employees on C.A. and A.M. CB HR	6.39
				Total H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05	8,230.07
Report Opening/Current Balance					
Report Transaction Totals					13,707.74
Report Current Balances					

CVCOG

Vendor Activity - Head Start Deans Dairy Corporate
H04 - Grant H04, CACFP Head Start Nutrition FY 22-23
From 6/1/2023 Through 6/30/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	5/22/2023	652249147	Blackshear HS purchase of milk for children - 63 1% 9/CS and 6 2% lactose free	190.83
5295000	HS Nutrition Service	5/22/2023	652249148	Day HS/EHS purchase of milk for children - 36 whole 9/CS, 153 1% 9/CS, and 12 lactose free	549.69
5295000	HS Nutrition Service	5/23/2023	652054519	Rio Vista HS/EHS purchase of milk for children - 9 whole 9/CS, 117 1% 9/CS, and 6 skim lactose free	358.05
5295000	HS Nutrition Service	5/25/2023	650647025	Menard HS/EHS purchase of milk for children - 6 1% 9/CS	15.90
5295000	HS Nutrition Service	5/30/2023	650647359	Menard EHS purchase of milk for children - 2 whole 9/CS	5.30
5295000	HS Nutrition Service	5/30/2023	652249502	Day HS/EHS purchase of milk for children - 27 whole 9/CS and 81 1% 9/CS	287.01
5295000	HS Nutrition Service	5/31/2023	652054833	Rio Vista HS/EHS purchase of milk for children - 27 whole 9/CS and 27 1% 9/CS	143.91
5295000	HS Nutrition Service	6/5/2023	652249772	Day HS/EHS purchase of milk for children - 36 whole 9/CS and 81 1% 9/CS	311.13
5295000	HS Nutrition Service	6/7/2023	650647744	Menard HS/EHS purchase of milk for children - 1 whole 9/CS and 12 1% 9/CS	34.45
5295000	HS Nutrition Service	6/12/2023	652250171	Day HS/EHS purchase of milk for children - 36 whole 9/CS and 72 1% 9/CS	287.28
5295000	HS Nutrition Service	6/13/2023	650648096	Menard HS/EHS purchase of milk for children - 12 1% 9/CS	31.80
5295000	HS Nutrition Service	6/13/2023	652055479	Rio Vista HS/EHS purchase of milk for children - 9 whole 9/CS and 18 1% 9/CS	71.82
5295000	HS Nutrition Service	6/19/2023	652250565	Day HS/EHS purchase of milk for children - 27 whole 9/CS and 69 1% 9/CS	255.21

CVCOG

Vendor Activity - Head Start Deans Dairy Corporate
H04 - Grant H04, CACFP Head Start Nutrition FY 22-23
From 6/1/2023 Through 6/30/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	6/20/2023	650648456	Menard HS/EHS purchase of milk for children - 2 whole 9/CS and 9 1% 9/CS	29.15
5295000	HS Nutrition Service	6/20/2023	652055766	Rio Vista HS/EHS purchase of milk for children - 18 whole 9/CS, 18 1% 9/CS, and 6 skim lactose free 6BX	119.82
					<hr/> 2,691.35
				Total H04 - Grant H04, CACFP Head Start Nutrition FY 22-23	<hr/> 2,691.35
					<hr/>
	Report Opening/Current Balance				
					<hr/>
	Report Transaction Totals				2,691.35
					<hr/>
	Report Current Balances				<hr/> <hr/>

CVCOG

Vendor Activity - Head Start First Financial Credit Card
829 - HHS-ACF Grant 829, Head Start FY 21-22 06CH010970
From 6/1/2023 Through 6/30/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5510000	Supplies	6/7/2023	617054	Head Start program purchase of gift cards for wellness event FF JS	150.00
					<hr/> 150.00
				Total 829 - HHS-ACF Grant 829, Head Start FY 21-22 06CH010970	<hr/> 150.00

CVCOG

Vendor Activity - Head Start First Financial Credit Card
H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05
From 6/1/2023 Through 6/30/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5351000	Fuel	6/22/2023	012201	Head Start EDUDI purchase of fuel for program vehicle FF CM	46.76
				Total H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05	46.76
Report Opening/Current Balance					
Report Transaction Totals					196.76
Report Current Balances					

CVCOG

Vendor Activity - Head Start Lowes Pay and Save
H04 - Grant H04, CACFP Head Start Nutrition FY 22-23
From 6/1/2023 Through 6/30/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	5/2/2023	230502-113-1-1-3	bananas, rice and vegetables for EL HS	21.31
5295000	HS Nutrition Service	5/4/2023	230504-120-1-1-30	apples for EL HS	4.14
5295000	HS Nutrition Service	5/4/2023	230504-120-1-1-48	pasta and sauce for EL HS	9.27
5295000	HS Nutrition Service	5/8/2023	230508-179-1-1-16	vegetables and fruit for EL HS	14.70
5295000	HS Nutrition Service	5/10/2023	230510-168-1-1-...	Fruit for EL HS	30.51
5295000	HS Nutrition Service	5/10/2023	230510-21-1-1-2	bananas for EL HS	6.20
5295000	HS Nutrition Service	5/15/2023	230515-21-1-1-27	Vegetables and fruit for EL HS	36.37
5295000	HS Nutrition Service	5/15/2023	230515-280-1-1-99	Ozona HS purchase of nutrition items	259.87
5295000	HS Nutrition Service	5/23/2023	230523-21-1-1-19	milk, pasta,bread,vegetables and fruit for EL HS	40.65
5295000	HS Nutrition Service	6/7/2023	230607-365-1-1-...	Menard EHS purchase of nutrition items	3.19
5295000	HS Nutrition Service	6/12/2023	230612-348-2-2-11	Menard EHS purchase of nutrition items	6.44
					<hr/> 432.65
				Total H04 - Grant H04, CACFP Head Start Nutrition FY 22-23	432.65
Report Opening/Current Balance					<hr/>
Report Transaction Totals					<hr/> 432.65
Report Current Balances					<hr/> <hr/>

CVCOG

Vendor Activity - Head Start Sysco
H04 - Grant H04, CACFP Head Start Nutrition FY 22-23
From 6/1/2023 Through 6/30/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	5/6/2023	278590565	Day HS/EHS credit for sour cream damaged on truck	(7.94)
5295000	HS Nutrition Service	5/16/2023	278597184	Eldorado HS credit for refused invoice	(394.91)
5295000	HS Nutrition Service	6/2/2023	278610315	Day HS/EHS purchase of nutrition items for children and kitchen supplies	1,502.14
5295000	HS Nutrition Service	6/3/2023	278611128	Day HS/EHS purchase of nutrition items for children	77.08
5295000	HS Nutrition Service	6/3/2023	278611129	Day HS/EHS purchase of nutrition items for children	63.24
5295000	HS Nutrition Service	6/6/2023	278612634	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	641.95
5295000	HS Nutrition Service	6/8/2023	278614006	Day HS/EHS purchase of nutrition items for children	637.95
5295000	HS Nutrition Service	6/13/2023	278616849	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	436.62
5295000	HS Nutrition Service	6/15/2023	278618117	Day HS/EHS purchase of nutrition items for children and kitchen supplies	1,253.45
5295000	HS Nutrition Service	6/20/2023	278620997	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	516.89
5513000	HS Food Serv Sup	6/2/2023	278610315	Day HS/EHS purchase of nutrition items for children and kitchen supplies	33.95
5513000	HS Food Serv Sup	6/6/2023	278612634	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	197.88
5513000	HS Food Serv Sup	6/13/2023	278616849	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	170.65
5513000	HS Food Serv Sup	6/15/2023	278618117	Day HS/EHS purchase of nutrition items for children and kitchen supplies	202.40
5513000	HS Food Serv Sup	6/20/2023	278620997	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	269.25
					<hr/> 5,600.60
				Total H04 - Grant H04, CACFP Head Start Nutrition FY 22-23	<hr/> 5,600.60 <hr/>

CVCOG

Vendor Activity - Head Start Sysco
H04 - Grant H04, CACFP Head Start Nutrition FY 22-23
From 6/1/2023 Through 6/30/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
Report Opening/Current Balance					
Report Transaction Totals					5,600.60
Report Current Balances					

CVCOG

Vendor Activity - Head Start West Texas Fire Extinguisher

H04 - Grant H04, CACFP Head Start Nutrition FY 22-23

From 6/1/2023 Through 6/30/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5513000	HS Food Serv Sup	6/7/2023	278209	Day HS/EHS purchase of kitchen supplies - 4 packs M gloves and 4 packs XL gloves	95.88
5513000	HS Food Serv Sup	6/21/2023	279009	Rio Vista HS/EHS general and kitchen supplies - delimer, paper towels, and trash can liners	28.40
					<hr/> 124.28
				Total H04 - Grant H04, CACFP Head Start Nutrition FY 22-23	<hr/> 124.28

CVCOG

Vendor Activity - Head Start West Texas Fire Extinguisher
H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05
From 6/1/2023 Through 6/30/2023

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5453000	HS Site Center Bldg Maint	6/2/2023	278033	Day HS- Annual fire extinguisher inspection, maintenance, and recharge	558.81
5453000	HS Site Center Bldg Maint	6/7/2023	278279	Rio Vista HS- Annual Fire Extinguisher Inspection, maintenance, and recharge.	365.95
5453000	HS Site Center Bldg Maint	6/13/2023	278595	Christoval HS - Annual Fire Extinguisher Inspection	8.50
5453000	HS Site Center Bldg Maint	6/13/2023	278596	Eldorado HS - Annual Fire Extinguisher Inspection	42.50
5510000	Supplies	6/9/2023	278418	RV HS cleaning supplies	397.69
5510000	Supplies	6/12/2023	278474	Rio Vista HS/EHS - 2 mop heads and 4 20 floor pads	56.50
5510000	Supplies	6/21/2023	279009	Rio Vista HS/EHS general and kitchen supplies - delimer, paper towels, and trash can liners	318.60
5512000	HS Class Room Supplies	6/9/2023	278418	RV HS cleaning supplies	268.13
5512000	HS Class Room Supplies	6/9/2023	278418-01	HS RV Cleaning supplies	113.29
				Total H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05	2,129.97
Report Opening/Current Balance					
Report Transaction Totals					2,254.25
Report Current Balances					

A decorative black border with a repeating pattern of stylized, overlapping arches and small circular motifs, framing the central text.

Agenda

Item 8

***Concho Valley Council of
Governments
Ozona Head Start***

EMERGENCY RESPONSE PLAN



1310 Ave G
Ozona, TX 76943

Updated July 2022

For Official Use Only

OZONA HEAD START EMERGENCY RESPONSE PLAN

I. TABLE OF CONTENTS

II. INTRODUCTION

A. INTRODUCTION	4
B. PURPOSE.....	4
C. PLAN MAINTENANCE.....	5
D. APPROVAL STATEMENT.....	5 & 6

III. BASIC PLAN

A. SITUATION.....	7
B. ASSUMPTIONS.....	7
C. COMMAND AND COMMUNICATIONS.....	7
D. STAFF RESPONSE ROLES.....	8
E. DEBRIEING	9
F. DEACTIVATION.....	9
G. RECOVERY	9

IV. EMERGENCY PROCEDURES ANNEXES

A. ANIMALS.....	11
B. ASSAULT / FIGHT.....	12
C. BOMB THREAT.....	13
D. BUS INCIDENT.....	15
E. EVACUATION.....	16
F. FIRE.....	17
G. GAS LEAK.....	18
H. GENERAL EMERGENCY.....	19
I. HAZARDOUS MATERIALS.....	20
J. INFECTION CONTROL ACTIONS.....	21
K. INTRUDER / HOSTAGE	22
L. LOCK DOWN / SHELTER-IN-PLACE.....	23
M. MEDICAL.....	24
N. RADIOLOGICAL EVENTS.....	26
O. SHELTERING.....	27
P. SUICIDE	28

OZONA HEAD START EMERGENCY RESPONSE PLAN

Q. TERRORIST EVENT.....	29
R. WEAPONS	30
S. WEATHER.....	31

V. SUPPORT APPENDICES

A. STAFF ASSIGNMENTS.....	33
B. TRAINING MATRIX	34
C. EQUIPMENT INVENTORY.....	35
D. DRILL LOG	36
E. SITE PLAN REVIEW	37
F. EMERGENCY CONTACTS	38
G. INFLUENZA PLANNING.....	39
H. PUBLIC INFORMATION RELEASE.....	41
I. STAFF ROSTER	42
J. CENTER MAPS.....	43
K. DEALING WITH THE MEDIA.....	45
L. SITE STATUS REPORT.....	46
M. INCIDENT / ILLNESS REPORT FORM 7239...	47

OZONA HEAD START EMERGENCY RESPONSE PLAN

II. INTRODUCTION

A. Introduction:

1. Emergencies can occur anytime-anywhere. Violence can happen even in an environment dedicated to children and families. We must ensure that our staff, children and families are prepared to effectively handle a wide range of dangerous situations to continue to provide a safe environment where learning can occur.
2. A comprehensive site Emergency Response Plan must be developed and all staff members trained in order to effectively respond during emergencies.

B. Purpose:

1. This plan is designed to providing practical guidelines to enable staff to properly prepare and respond to a wide range of emergency and disaster situations. In any emergency situation, the Head Start / Early Head Start program's overriding mission is to:
 - a. Protect life.
 - b. Secure the facilities and infrastructure.
 - c. Resume program operations.
 2. This plan will provide step-by-step guidelines to help deal with emergencies that may occur. Planning, preparation, and training will help staff personnel learn the proper courses of action to take during an emergency. This plan cannot foresee all possible circumstances of an emergency. Staff must be prepared to evaluate all the circumstances and make sound judgments based on the situation. This plan should address three key areas to ensure plan / response effectiveness:
 - a. Personnel--who is assigned to do what. Personnel will be assigned to one of Emergency Response Groups that make up the Emergency Response Team. Emergency Response Groups are identified in Appendix A.
 - b. Training--who is trained to do what. All personnel will be trained to accomplish their assigned duties. A training matrix listing all personnel and completed training will be identified in Appendix B.
 - c. Equipment--what equipment is needed for training and response. A list of equipment need for both training and response will be maintained. All equipment will be documented as on-hand or identified as a shortfall in Appendix C.
- Drills will be conducted periodically to test the effectiveness of the plan. A debriefing shall be conducted after each drill to receive feedback from all participants on the effectiveness of the plan. Identified weaknesses will be addressed to strengthen the plan. Drills conducted shall be documented on the Drill Log in Appendix D.
 - Each classroom will be supplied with a classroom Emergency Response Procedures Guide; section IV of this plan that provides instructions on how to respond to specific events as determined by the site emergency planning committee.

OZONA HEAD START EMERGENCY RESPONSE PLAN

C. Plan Maintenance:

1. An emergency planning committee will be established consisting of site staff from the following disciplines. (Select as appropriate)

Director
Office Staff
Maintenance
Parents / Volunteers

Food Service staff
Monitor / Safety personnel
Teachers / Caregivers

2. In addition to site personnel, the planning committee should also seek assistance from the following local agencies:

Law Enforcement
Emergency Management

Fire / Emergency Medical
County Health Department

3. This plan shall be reviewed and updated annually and when changes are deemed necessary because of a response drill or emergency. The update shall be documented in the Plan Review Appendix E.



4. The completed plan will be signed by the persons identified on the Approval Statement (next page).

5. A copy of this plan will be filed at the Concho Valley Council of Governments administrative office, with Health Manager.

6. The original plan will be kept at the Head Start Center.

D. Approval Statement:

The Center Safety Plan for Ozona Head Start has been reviewed and found to comply with the Head Start Act (other directives?).

	<u>7/19/23</u>		<u>7/19/23</u>
Executive Director	Date	Agency Director	Date
<u>Melinda Miranda</u>	<u>7-19-23</u>	<u>pyly</u>	<u>7-19-23</u>
Health Manager	Date	State Collaborator	Date

OZONA HEAD START EMERGENCY RESPONSE PLAN

D. Approval Statement:

The Center Safety Plan for Ozona Head Start has been reviewed and found to comply with the Head Start Act (other directives?).

_____ Site Administrator	_____ Date	_____ Law Enforcement	_____ Date
_____ Fire / EMS (if applicable)	_____ Date	_____ Local Emergency Management (if applicable)	_____ Date
_____ County Health Department (if applicable)	_____ Date	[_____] other	_____ Date

OZONA HEAD START EMERGENCY RESPONSE PLAN

III. BASIC PLAN

A. Situation:

1. The center sits on at [1310 Ave G]. The site consists of [1] buildings. There is an Average Daily Membership of [20 children] and [4] staff members. Hazards of the center grounds buildings and surrounding community includes Gas Facilities.
2. The Head Start Director / Executive Director have the primary responsibility for developing and implementing the site Emergency Response Plan and executing Head Start policies.
3. Site personnel and / or local fire and law enforcement agencies handle most site emergencies.

B. Assumptions:

- a. During an emergency, centralized direction and control [i.e., senior staff] is the most effective approach to management of emergency operations.
- b. In case of an emergency that is beyond the capabilities of the site to handle, site personnel will coordinate with local emergency response agencies. This may include having a member or members act as liaison with responding agencies.

C. Command and Communications:

1. The order of succession for the Head Start / Early Head Start emergency response program is:
 - The Head Start / Early Head Start Director
 - The Education Manager
 - Health Manager and Facilities Manager
 - Site Supervisor
 - *If the director is unavailable, the next individual must assume incident command.
2. When an emergency condition exists, Site Supervisor will notify the necessary personnel to respond to their area of assignment. The methods of communication listed below in descending order will be used with "a" being the primary mode of communication followed by alternative modes.
 - a. Telephone
 - b. Messenger

OZONA HEAD START EMERGENCY RESPONSE PLAN

D. Staff Response Roles:

1. How a program manages and responds to a crisis greatly affects the public's perception of the organization.
2. The Count Judge (Judge Frank Tambunga) may make a Declaration of a State or Local Emergency for a disaster or potential disaster in Crockett County. The declaration would be issued from the Emergency Operations Center.
3. Advisories for internal disasters would be issued by the Head Start / Early Head Start Director, Education Manager, or Health and Facilities Manager. If none of the preceding is present, the Site Supervisor in charge at any program site may declare an emergency and then promptly notify the appropriate Management Team member. The agencies Emergency Response Team will consist of three groups:

a. The Administrative Group consists of the Director / Executive Director and office staff that provides the support framework for the Agency. This group is responsible for:

1. Emergency Response Plan Oversight
2. Incident Command
3. Public Relations
4. Human Resources
5. Media / Information Release
6. Finance
7. Long Term Recovery

b. The Support Group includes individuals that provide support to teachers and students such as food service, maintenance and safety personnel. This group may include parents and volunteers and is responsible for:

1. Food Service
2. Site Safety
3. Building Operations
4. Transportation
5. Short Term Mitigation

c. The Teachers Group consist of those whose daily duties involves direct care for the students. This group is responsible for:

1. Providing / Receiving Information
2. Student Accountability
3. Classroom Security
4. Classroom Evacuation

OZONA HEAD START EMERGENCY RESPONSE PLAN

4. In the event of an emergency all staff persons are to assume responsibility for the following actions:

1. Initiation of steps to safeguard the children, staff and property
2. Notification of authorities and center staff
3. Initiation of steps to mitigate or contain the situation
4. Implementation of evacuation procedures

5. In addition, the Director / Executive Director of Head Start / Early Head Start (or designee) will assume the role of Site Supervisor for all emergencies and or disasters.

E. Debriefing:

Because the demands of responding to a crisis are intense and place staff under a great deal of stress, it is advisable to engage staff in a "debriefing". This process should be undertaken with a trained professional. The debriefing allows staff an opportunity to express feelings and receive emotional support. For others, it provides the opportunity to learn and to become better prepared for crisis.

F. Deactivation:

When emergency conditions are stabilized and normal program operations can resume, the Head Start / Early Head Start Director will deactivate the Crisis / Emergency Plan. A formal announcement will be disseminated. If the nature of the incident requires an extension of some emergency services, special work groups may be appointed to coordinate those continuing activities, which may include:

1. Ongoing repairs,
2. Space re-assignments or adjustments,
3. Support services for children, staff and parents,
4. Community relief efforts,
5. Cost recovery (develop cost and loss documentation forms).

Immediately following the end of an emergency or crisis, a survey of the Emergency Team members and involved staff will be conducted to evaluate the effectiveness of the response. Survey results will help determine whether portions of the Emergency Plan must be modified due to the crisis event. The Head Start / Early Head Start Director in conjunction with the Management Team will prepare a written "Crisis Summary Report" analyzing post-event observation, and will coordinate appropriate plan revisions (this also applies to weather related crisis situations).

G. Recovery

After dealing with the stress and trauma involved in a crisis, it is important to note that the initial crisis may be resolved, but many ancillary issues may still exist. The recovery phase is an important time to deactivate the plan, reassess the effectiveness of the efforts, and evaluate the program's ability to conduct normal business.

EMERGENCY PROCEDURES ANNEXES

OZONA HEAD START EMERGENCY RESPONSE PLAN

A. ANIMALS

- ☐ Ensure the safety of students and staff first.
- ☐ Call 911, if necessary. (***Dial 911, Give Site Information: Ozona Head Start, 1310 Ave G, Ozona, TX 76943, 325-392-3429***)
- ☐ Call Animal Control {325-277-7733 / *Crockett County Animal Control*}.
- ☐ Notify CPR / first aid certified personnel of medical emergencies (names of CPR / first aid certified persons are listed in Appendix B).
- ☐ Notify Site Supervisor. Site Supervisors assembles Emergency Response Team Members.
- ☐ Seal off area if animal(s) still present.
- ☐ Site Supervisors notifies authorities and parents of students involved.
- ☐ Assess counseling needs of victim(s) or witness(s). Implement post-crisis procedures.

OZONA HEAD START EMERGENCY RESPONSE PLAN

B. ASSAULT / FIGHT

- ☐ Ensure the safety of students and staff first.
- ☐ Call 911, if necessary. (***Dial 911, Give Site Information: Ozona Head Start, 1310 Ave G, Ozona, TX 76943, 325-392-3429***)
- ☐ Notify CPR / first aid certified persons of medical emergencies (names of CPR / first aid certified persons are listed in Appendix B).
- ☐ Notify the Site Supervisor. Site Supervisor assembles Emergency Response Team Members.
- ☐ Seal off area where assault took place.
- ☐ Defuse situation, if possible.
- ☐ Site Supervisor notifies police if weapon was used, victim has physical injury causing substantial pain or impairment of physical condition, or assault involved sexual contact (intentional touching of anus, breast, buttocks or genitalia of another person in a sexual manner without consent. This includes touching of those areas covered by clothing).
- ☐ Site Supervisor notifies parents of students involved in assault.
- ☐ Document all activities. Ask victim(s) / witness (es) for their account of incident.
- ☐ Assess counseling needs of victim(s) / witness (es). Implement post-crisis procedures.

OZONA HEAD START EMERGENCY RESPONSE PLAN

C. BOMB THREAT

Upon receiving a message that a bomb has been planted in center:

- ☐ Use bomb threat checklist (next page).
- ☐ Ask where the bomb is located, when will the bomb go off, what materials are in the bomb, who is calling, why is caller doing this.
- ☐ Listen closely to caller's voice and speech patterns and to noises in background.
- ☐ Do NOT hang up, even if the caller does. **(The police may be able to trace the call)**
- ☐ Notify Site Supervisor or designee.
- ☐ Site Supervisor orders evacuation of all persons inside center building(s).
- ☐ Site Supervisor notifies police (call 911). Site Supervisor must report incident to police. **(Dial 911, Give Site Information: Ozona Head Start, 1310 Ave G, Ozona, TX 76943, 325-392-3429)**

Evacuation procedures:

- ☐ Site Supervisor warns students and staff. Do not mention "Bomb Threat". Use standard fire drill procedures.
- ☐ Direct students to take their belongings.
- ☐ Students and staff must be evacuated to a safe distance outside of center building(s). Site Supervisor may move students to Crockett County Library, 1201 Ave G if weather is inclement or building is damaged. Primary relocation center

(500 feet is general rule. Consult with local bomb disposal unit)

- ☐ Teachers take roll after being evacuated.
- ☐ No one may re-enter the building(s) until fire or police personnel declare them safe.
- ☐ Site Supervisor notifies students and staff of termination of emergency. Resume normal operations.

OZONA HEAD START EMERGENCY RESPONSE PLAN

C. BOMB THREAT CHECKLIST

Description Detail Report

Questions to ask:

- 1) When is the bomb going to explode?
- 2) Where is it right now?
- 3) What does it look like?
- 4) What kind of bomb is it?
- 5) What will cause it to explode?
- 6) Did you place the bomb?
- 7) Why?
- 8) What is your address?
- 9) What is your name?

Exact wording of the threat: _____

Sex of Caller: _____ Race: _____

Length of call: _____ Age: _____

Date: _____ Time: _____

Number at which call was received: _____

Notes:

Callers Voice - Circle as applicable:

- | | |
|------------|-------------------|
| • Calm | • Nasal |
| • Angry | • Stutter |
| • Excited | • Lisp |
| • Slow | • Raspy |
| • Rapid | • Deep |
| • Soft | • Ragged |
| • Loud | • Clearing Throat |
| • Laughter | • Deep Breathing |
| • Crying | • Cracked Voice |
| • Normal | • Disguised |
| • Distinct | • Accent |
| • Slurred | • Familiar |

If voice is familiar, whom did it sound like? _____

Background Sounds:

- | | |
|-----------------|---------------------|
| • Street Noises | • Factory Machinery |
| • Animal Noises | • Voices |
| • Clear | • PA System |
| • Static | • Local Call |
| • Music | • Long Distance |
| • House Noises | • Phone Booth |
| • Motor | • Office Machinery |
| • Other | _____ |

Threat Language:

- | | |
|------------------------------|----------------|
| • Well Spoken (educated) | |
| • Incoherent | • Taped |
| • Foul | • Message read |
| • Irrational by threat maker | |

Remarks: _____

OZONA HEAD START EMERGENCY RESPONSE PLAN

D. BUS INCIDENT

Bus Driver / Monitor

Not Applicable

OZONA HEAD START EMERGENCY RESPONSE PLAN

E. EVACUATION

- ☐ Site Supervisor (SS) initiates evacuation procedures.
- ☐ SS determines if students and staff should be evacuated outside of building or to Crockett County Library, 1201 Ave G location center.
- ☐ Site Supervisor notifies relocation center.
- ☐ Direct students and staff to follow evacuation drill procedures and route. Follow alternate route if normal route is too dangerous.
- ☐ Support Group secures the building (all windows, doors etc.).
- ☐ Support Group turns off lights, electrical equipment, gas, water faucets, air conditioning and heating system.
- ☐ Support Group personnel assist evacuation process.
- ☐ Child's teacher will be responsible for any disabled and non-English speaking students. Site Supervisor will be responsible for any disabled staff.

1. Teachers / Teachers Assistances:

- ☐ Direct students to follow normal evacuation drill procedures unless SS alters route.
- ☐ Take classroom roster and emergency kit.
- ☐ Close classroom doors and turn out lights.
- ☐ When outside building, account for all students. Inform Site Supervisor immediately of missing student(s).
- ☐ If students are evacuated, stay with class unless relieved by buddy teacher. Take roll again when you arrive at the relocation center.

2. Relocation Centers

List primary and secondary student relocation centers: (Site Supervisor, Teacher's & Teacher's Aides will transport children if necessary.)

Primary Relocation Center

Crockett County Library
1201 Ave G / 325-392-3565

Secondary Relocation Center

Ozona Fire Station
905 Ave D / 325-392-2626

OZONA HEAD START EMERGENCY RESPONSE PLAN

F. FIRE

In the event a fire or smoke from a fire has been detected:

- ☐ Activate fire alarm.
- ☐ Evacuate students and staff to a safe distance outside of building.
- ☐ Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- ☐ Teachers take class roster & emergency information.
- ☐ Site Supervisor notifies police / fire (call 911). (***Dial 911, Give Site Information: Ozona Head Start, 1310 Ave G, Ozona, TX 76943, 325-392-3429***)
- ☐ Teachers take roll after being evacuated.
- ☐ Site Supervisor may move students to Crockett County Library if weather is inclement or building is damaged.
Primary relocation center
- ☐ No one may re-enter building(s) until entire building(s) is declared safe by fire or police personnel.
- ☐ Site Supervisor notifies students and staff of termination of emergency. Resume normal operations.

OZONA HEAD START EMERGENCY RESPONSE PLAN

G. GAS LEAK

If gas odor has been detected in the building:

- ☐ Evacuate students and staff to a safe distance outside of building.
- ☐ Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- ☐ Teachers take class roster & emergency information.
- ☐ Site Supervisor notifies police and fire (call 911). (***Dial 911, Give Site Information: Ozona Head Start, 1310 Ave G, Ozona, TX 76943, 325-392-3429***)
- ☐ Teachers take roll after being evacuated.
- ☐ Site Supervisor may move students to Crockett County Library, if weather is inclement or building is damaged.
Primary relocation center
- ☐ No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- ☐ Site Supervisor notifies students and staff of termination of emergency. Resume normal operations.

If gas odor has been detected outside the building:

- ☐ Site Supervisor notifies police and fire department (call 911).
- ☐ Site Supervisor determines whether to shelter in place or evacuate. Fire personnel will assist with decision.
- ☐ Site Supervisor may move students to Crockett County Library, if weather is inclement or building is damaged.
Primary relocation center
- ☐ No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- ☐ Site Supervisor notifies students and staff of termination of emergency. Resume normal operations.

OZONA HEAD START EMERGENCY RESPONSE PLAN

H. GENERAL EMERGENCY

- ☐ Notify 911 (if necessary) and the Site Supervisor. (***Dial 911, Give Site Information: Ozona Head Start, 1310 Ave G, Ozona, TX 76943, 325-392-3429***)
- ☐ Notify CPR / first aid certified persons in center building of medical emergencies, if necessary. (Names of CPR / first aid certified persons are listed in Appendix B).
- ☐ Seal off high-risk area.
- ☐ Take charge of area until incident is contained or relieved.
- ☐ Assemble Emergency Response Team.
- ☐ Preserve evidence. Keep detailed notes of incident.
- ☐ Refer media to Head Start Director 325-944-9666
Agency Spokesperson Telephone Numbers

OZONA HEAD START EMERGENCY RESPONSE PLAN

I. HAZARDOUS MATERIALS EVENT

Incident occurred in center:

- ☐ Call 911. (*Dial 911, Give Site Information: Ozona Head Start, 1310 Ave G, Ozona, TX 76943, 325-392-3429*)
- ☐ Notify Site Supervisor.
- ☐ Mitigate situation (if you safely do so) by sealing off area, utilizing shut of valve
- ☐ Take charge of area until fire personnel contain incident.
- ☐ Fire officer in charge will recommend shelter or evacuation actions.
- ☐ Follow procedures for sheltering or evacuation.
- ☐ Notify parents if students are evacuated. Post sign on entrance to alert others.
- ☐ Resume normal operations after consulting with fire officials.

Incident occurred near center property:

- ☐ Fire or police will notify Center.
- ☐ Fire officer in charge of scene will recommend shelter or evacuation actions.
- ☐ Follow procedures for sheltering or evacuation.
- ☐ Notify parents if students are evacuated.
- ☐ Resume normal operations after consulting with fire officials.

OZONA HEAD START EMERGENCY RESPONSE PLAN

J. INFECTION CONTROL ACTIONS

I.

- ☐ Give special attention to teaching staff, children, and their parents on how to limit the spread of infection. (For example, use good hand washing; cover the mouth when coughing or sneezing; clean toys frequently.) Programs should already be teaching these things to build habits that protect children from disease. (See [www.cdc.gov / flu / school /](http://www.cdc.gov/flu/school/) and [www.healthykids.us / cleanliness.htm.](http://www.healthykids.us/cleanliness.htm))

II.

- ☐ Keep a good supply of things you will need to help control the spread of infection. (For example, keep on hand plenty of soap, paper towels, and tissues.) Store the supplies in easy-to-find places.

III.

- ☐ Tell families that experts recommend yearly flu shots for all children 6 months to 5 years old and for anyone who cares of children in that age range. (See [www.cdc.gov / od / oc / media / pressrel / r060223.htm.](http://www.cdc.gov/od/oc/media/pressrel/r060223.htm))

IV.

- ☐ Encourage staff to get flu shots each year. (See [www.cdc.gov / flu / protect / preventing.htm.](http://www.cdc.gov/flu/protect/preventing.htm))

V.

- ☐ Tell parents to let your program know if their children are sick. Keep accurate records of when children or staffs are absent. Include a record of the kind of illness that caused the absence (e.g., diarrhea / vomiting, coughing / breathing problems, rash, or other).
- ☐ (See [http: / / nrc.uchsc.edu / CFOC / XMLVersion / Chapter_3.xml.](http://nrc.uchsc.edu/CFOC/XMLVersion/Chapter_3.xml))

VI.

- ☐ Teach staff a standard set of steps for checking children and adults each day as they arrive to see if they are sick. Make it clear that any child or adult who is ill will not be admitted. (See [www.healthykids.us / chapters / sick_main.htm.](http://www.healthykids.us/chapters/sick_main.htm))

VII.

- ☐ Have a plan for keeping children who become sick at your program away from other children until the family arrives, such as a fixed place for a sick room.
- ☐ (See [http: / / nrc.uchsc.edu / CFOC / XMLVersion / Chapter_3.xml.](http://nrc.uchsc.edu/CFOC/XMLVersion/Chapter_3.xml))

VIII.

- ☐ Require staff members to stay home if they think they might be sick. If they become sick while at the program, require them to go home and stay home. Give staff paid sick leave so they can stay home without losing wages.

IX.

- ☐ Require ill staff and students to stay at home until their flu symptoms are gone and they feel ready to come back to work.

OZONA HEAD START EMERGENCY RESPONSE PLAN

K. INTRUDER / HOSTAGE

Intruder- An unauthorized person who enters Center property:

- ☐ Notify Site Supervisor.
- ☐ Ask another staff person to accompany you before approaching guest / intruder.
- ☐ Politely greet guest / intruder and identify yourself.
- ☐ Ask guest / intruder the purpose of his / her visit.
- ☐ Inform guest / intruder that all visitors must register at the Site Supervisor's office.
- ☐ If intruder's purpose is not legitimate, ask him / her to leave. Accompany intruder to exit.

If intruder refuses to leave:

- ☐ Warn intruder of consequences for staying on center property.
- ☐ Notify security or police and Site Supervisor if intruder still refuses to leave. Give police full description of intruder. **(Keep intruder unaware of call for help if possible)**
- ☐ Walk away from intruder if he / she indicate a potential for violence. Be aware of intruder's actions at this time (where he / she is located in center, whether he / she is carrying a weapon or package, etc).
- ☐ Maintain visual contact with intruder from a safe distance.
- ☐ Site Supervisor may issue lock-down procedures (see Lock-Down Procedures on next page).

Hostage:

- ☐ If hostage taker is unaware of your presence, do not intervene.
- ☐ Call 911 immediately. Give dispatcher details of situation; ask for assistance from hostage negotiation team. **(Dial 911, Give Site Information: Ozona Head Start, 1310 Ave G, Ozona, TX 76943, 325-392-3429)**
- ☐ Seal off area near hostage scene.
- ☐ Notify Site Supervisor.
- ☐ Site Supervisor notifies Director.
- ☐ Give control of scene to police and hostage negotiation team.
- ☐ Keep detailed notes of events.

If taken hostage:

- ☐ Follow instructions of hostage taker.
- ☐ Try not to panic. Calm students if they are present.
- ☐ Treat the hostage taker as normally as possible.
- ☐ Be respectful to hostage taker.
- ☐ Ask permission to speak and do not argue or make suggestions.

OZONA HEAD START EMERGENCY RESPONSE PLAN

L. LOCKDOWN / SHELTER-IN-PLACE

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside center building.

- ☐ Site Supervisor will issue lock-down order by announcing a warning over Phone Intercom System, sending a messenger to each classroom or other alternate method.
- ☐ Direct all students, staff and visitors into classrooms or secure rooms.
- ☐ Lock classroom doors.
- ☐ Cover windows of classrooms.
- ☐ Move all persons away from windows and doors.
- ☐ Have all persons get down on the floor.
- ☐ Allow no one outside of classrooms until the Site Supervisor gives the all-clear signal.

Consider using a verification code to authenticate any all-clear signal

(This is a specific word or phrase that is used prior to giving the all clear signal that indicates to all staff that the person signaling the all clear is not being forced to do so by an intruder)

OZONA HEAD START EMERGENCY RESPONSE PLAN

M. MEDICAL EMERGENCY

Incident in center:

- ☐ Call 911 (if necessary). (*Dial 911, Give Site Information: Ozona Head Start, 1310 Ave G, Ozona, TX 76943, 325-392-3429*)
- ☐ Notify CPR / first aid certified persons in center building of medical emergencies (names of CPR / first aid certified persons are listed in Appendix B).
- ☐ Utilize blood borne pathogens precautions,
- ☐ If possible, isolate affected student / staff member.
- ☐ Notify Site Supervisor.
- ☐ Site Supervisor notifies Director.
- ☐ Activate center Emergency Response Team. Designate staff person to accompany injured / ill person to hospital.
- ☐ Site Supervisor notifies parent(s) or guardian(s) of affected student.
- ☐ Direct witness (es) to center psychologist / counselor. Contact parents if students are sent to psychologist / counselor.
- ☐ Determine method of notifying students, staff and parents.
- ☐ Refer media to Head Start Director 325-944-9666
Agency Spokesperson Telephone Numbers

Incident outside of center:

- ☐ Activate Emergency Response Team.
- ☐ Notify staff before normal operating hours.
- ☐ Determine method of notifying students and parents. Announce availability of counseling services for those who need assistance.
- ☐ Refer media to Head Start Director 325-944-9666
Agency Spokesperson Telephone Numbers

Post-crisis intervention:

- ☐ Meet with Mental Health Consultant and Mental Health Manager to determine level of intervention for staff and students.
- ☐ Designate rooms as private counseling areas.
- ☐ Escort affected students, siblings, close friends, and other "highly stressed" students to counselors.
- ☐ Debrief all students and staff.
- ☐ Assess stress level of all students and staff.
- ☐ Recommend counseling to overly stressed students and staff.
- ☐ Follow-up with students and staff who received counseling.
- ☐ Designate staff person(s) to attend funeral.
- ☐ Allow for changes in normal routines or test schedules to address injury or death.

OZONA HEAD START EMERGENCY RESPONSE PLAN

M. Incident / Illness Report Form 7239 Appendix O

- Staff should notify parents /guardians as soon as feasibly possible in the event of an emergency or incident involving their child.
- **"State Admission Information"** form 2935 has information such as parents/guardians names and telephone numbers, names and numbers of contact persons to whom may pick up the child.
- When contacting parent/guardians or other emergency contact persons, it is important for staff to stay calm and relate all relevant information.
- An **"Incident/ Illness Report"** form 7239 will be completed as soon as possible and within 48 hours.
- Document what has happened to the child and what has been done to care for the child.
- Document that notification was made to parents/guardians and the parents /guardians response to the notification.
- If a child receives medical treatment report the **"Incident/ Illness Report"** to Day Care Licensing within 48 hours.
- If a child receives medical treatment a **"Health & Developmental Follow-up Plan"** will be initiated the day after the incident / illness to follow-up with parent/guardian on the status of the child.
- Have parents/guardians sign the **"Incident/ Illness Report"** form 7239.

Note: 1 copy goes home with student
1 copy to Health Manager
File original in the child's State File

OZONA HEAD START EMERGENCY RESPONSE PLAN

N. RADIOLOGICAL EVENT

Not Applicable:
None within 10-mile

OZONA HEAD START EMERGENCY RESPONSE PLAN

O. SHELTERING PROCEDURES

Sheltering provides refuge for students, staff and public within center building during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency.

- ☐ Identify safe areas in each center building.
- ☐ Site Supervisor warns students and staff to assemble in safe areas. Bring all persons inside building(s).
- ☐ Teachers take class roster & emergency information.
- ☐ Support Staff closes all exterior doors and windows.
- ☐ Support Staff turns off any ventilation leading outdoors.
- ☐ Support Staff seals doors, windows, and vents with plastic sheets and duct tape.
- ☐ Support Staff covers up food not in containers or put it in the refrigerator.
- ☐ If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- ☐ Teachers should account for all students after arriving in safe area.
- ☐ All persons must remain in safe areas until notified by Site Supervisor or emergency responders.

OZONA HEAD START EMERGENCY RESPONSE PLAN

P. SUICIDE

Suicide Attempt in Center:

- ☐ Verify information.
- ☐ Call 911. (***Dial 911, Give Site Information: Ozona Head Start, 1310 Ave G, Ozona, TX 76943, 325-392-3429***)
- ☐ Notify center psychologist / counselor, Site Supervisor and MHMR, 1501 Beauregard, San Angelo, TX, 325-658-7750
Child Mental Health Services (students under 18)
or
Crisis Intervention Center, 424 South Oakes St, San Angelo, TX 325-653-5933.
Other suicide intervention service
- ☐ Site Supervisor notifies parent(s) or guardian(s) if suicidal person is student. Site Supervisor may schedule meeting with parents and center psychologist / counselor to determine course of action.
- ☐ Calm suicidal person.
- ☐ Try to isolate suicidal person from other students.
- ☐ Stay with person until Emergency Personnel arrive. **Do not leave suicidal person alone.**
- ☐ **Determine method of notifying staff, students and parents. Hold daily staff debriefings before and after normal operating hours as needed.**
- ☐ Activate center Emergency Response Team to implement post-crisis intervention. Determine level of intervention.

Suicidal Death / Serious Injury:

- ☐ Verify information.
- ☐ Activate center Emergency Response Team.
- ☐ Notify staff in advance of next center day following suicide or attempted suicide.
- ☐ Determine method of notifying students and parents. Do not mention "suicide" or details about death in notification. Do not hold memorials or make death appear heroic. Protect privacy of family.
- ☐ Implement post-crisis intervention.

Post-crisis Intervention:

- ☐ Meet with Mental Health Consultant and Child Mental Health Manager to determine level of intervention for staff and students.
- ☐ Designate rooms as private counseling areas.
- ☐ Escort siblings, close friends, and other "highly stressed" students to counselors.
- ☐ Assess stress level of staff. Recommend counseling to overly stressed staff.
- ☐ Refer media to Head Start Director 325-944-9666. **Do not let media question students or staff.**
- ☐ Follow-up with students and staff who received counseling. Resume normal routines as soon as possible.

OZONA HEAD START EMERGENCY RESPONSE PLAN

Q. TERRORIST EVENT

Weapons of mass destruction likely to be employed by terrorists fall into four basic categories: Nuclear, Biological, Chemical, and Conventional. The below outlined procedures will protect students and staff should such attacks occur.

Nuclear:

Defense against nuclear weapons depends primarily on distance from the point of detonation. If time permits:

- ☐ Move students and staff to specifically identified basement or lower level rooms. Interior hallways may be used as an alternate.
- ☐ Close all doors leading into hallways to minimize flying glass.
- ☐ All people assume the **duck, cover and hold** position on the ground.
- ☐ Shut down all utility systems to the building. (Gas and electricity are the priorities)
- ☐ Shelter in place to protect from fall out if attack is far enough away.
- ☐ Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities

Biological:

Defense against biological attacks is difficult. Awareness of an attack is usually not possible for days or weeks. The first signs may emerge as personnel notice a higher than usual incidence of various symptoms. Should an attack be discovered while in progress the center should:

- ☐ Reverse-evacuate all people into center buildings.
- ☐ Shelter in place. **(Do not use basements or low lying areas)**
- ☐ Close all doors and windows.
- ☐ Shut down the HVAC system. (Limit airflow from outside)
- ☐ Seal doors, windows, and vents with plastic and duct tape.
- ☐ Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities.

Chemical:

- ☐ Reverse-evacuate all people into center buildings.
- ☐ Shelter in place. **(Do not use basements or low lying areas)**
- ☐ Close all doors and windows.
- ☐ Shut down the HVAC system. (Limit airflow from outside)
- ☐ Seal doors, windows, and vents with plastic and duct tape.
- ☐ Be prepared to treat students and staff who experience a reaction to the chemical agent.
- ☐ The decision to evacuate should be made after consulting with public safety, emergency management, or military authorities.

Conventional:

The danger from the blast effect of conventional explosive devices is similar to nuclear devices with a higher rate of survivability. If responding to the threat of a imminent blast nearby:

- ☐ Move students and staff to specifically identified basement or lower level rooms. Interior hallways may be used as an alternate.
- ☐ Close all doors leading into hallways to minimize flying glass.
- ☐ All people assume the *duck, cover, and hold* position on the ground.
- ☐ Shut down all utility systems to the building. (Gas and electricity are the priorities)
- ☐ Shelter in place to protect from fall out if attack is far enough away.
- ☐ Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management or military authorities

If the center is the target:

- ☐ Evacuate to pre designated off site location(s)

OZONA HEAD START EMERGENCY RESPONSE PLAN

R. WEAPONS

- ☐ Call police if a weapon is suspected to be in center. (***Dial 911, Give Site Information: Ozona Head Start, 1310 Ave G, Ozona, TX 76943, 325-392-3429***)
- ☐ Ask another administrator to join you in questioning suspected student or staff member.
- ☐ Accompany suspect to private office to wait for police.
- ☐ Conduct search with police.
- ☐ Keep detailed notes of all events and why search was conducted.
- ☐ Notify parent(s) or guardian(s) if suspect is a student. Explain why search was conducted and results of the search.
- ☐ If suspect threatens you with a weapon, do not try to disarm them. Back away with your arms up. Remain calm.

OZONA HEAD START EMERGENCY RESPONSE PLAN

S. WEATHER

***Severe Weather Watch* has been issued in an area near center**

- ☐ Monitor NOAA Weather Stations (National Weather Service, Weather Channel).
- ☐ Bring all persons inside building(s).
- ☐ Close windows and blinds.
- ☐ Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks and in hallways away from windows and large rooms.
- ☐ Review "drop, cover and hold" procedures with students.

***Severe Weather Warning* has been issued in an area near center or severe weather has been spotted near center**

- ☐ Shut off gas (if applicable).
- ☐ Move students and staff to safe areas.
- ☐ Remind teachers to take class roster & emergency information.
- ☐ Ensure that students are in "drop, cover and hold" positions.
- ☐ Account for all students.
- ☐ Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.

SUPPORT APPENDICIES

OZONA HEAD START EMERGENCY RESPONSE PLAN

A. STAFF ASSIGNMENTS

Administrative Group:

- ☐ Verify information.
- ☐ Identify Site Supervisor.
- ☐ Call 911 (if necessary). (*Dial 911, Give Site Information: Ozona Head Start, 1310 Ave G, Ozona, TX 76943, 325-392-3429*)
- ☐ Seal off high-risk area.
- ☐ Convene Emergency Response Team and implement crisis response procedures.
- ☐ Notify students and staff (depending on emergency; students may be notified by teachers).
- ☐ Evacuate students and staff if necessary.
- ☐ Refer media to Agency spokesperson (or designee).
- ☐ Notify community agencies (if necessary).
- ☐ Implement post-crisis procedures.
- ☐ Keep detailed notes of crisis event.

Support Group:

- ☐ Secure building
- ☐ Maintain building operation
- ☐ Mitigate facility damage
- ☐ Assist in evacuation or sheltering operations

Teachers Group:

- ☐ Verify information.
- ☐ Notify front office
- ☐ Lock classroom doors, unless evacuation orders are issued.
- ☐ Warn students, if advised.
- ☐ Account for all students.
- ☐ Stay with students during an evacuation. Take class roster & emergency information.
- ☐ Refer media to Agency spokesperson (or designee).
- ☐ Keep detailed notes of crisis event.

OZONA HEAD START EMERGENCY RESPONSE PLAN

B. TRAINING MATRIX

Title	First Aid	CPR	Security	Evacuation	Safety	First Aid List
Site Supervisor	X	X	X	X	X	X
Teacher 1	X	X	X	X	X	X
Teacher's Aide	X	X	X	X	X	X
Food Service Personnel	X		X	X	X	X

OZONA HEAD START EMERGENCY RESPONSE PLAN

C. EQUIPMENT INVENTORY

-INSERT RESOURCE INVENTORY OF EMERGENCY EQUIPMENT-

INCLUDE:

- ☐ Communications equipment
- ☐ First aid supplies
- ☐ Fire fighting equipment
- ☐ Lighting
- ☐ Classroom emergency kits
- ☐ Food
- ☐ Water
- ☐ Blankets
- ☐ Maintenance supplies
- ☐ Tools

**IDENTIFY ANY AND ALL AVAILABLE RESOURCES THAT MAY BE USED OR MAY BE
NEEDED IN THE EVENT OF AN EMERGENCY**

OZONA HEAD START EMERGENCY RESPONSE PLAN

D. DRILL LOG

Texas Dept of Family
and Protective Services

FIRE SAFETY PRACTICES

Form 7263
May 2011

LOCATION OF FIRE EXTINGUISHERS

SEVERE WEATHER DRILLS (Every 3 Mos.)

Date: _____

Date: _____

Time: _____

Time: _____

Exit Time: _____

Exit Time: _____

Staff Initial: _____

Staff Initial: _____

RELOCATION SITE FOR CHILDREN
AND STAFF AFTER EVACUATING
OPERATION:

Date: _____

Date: _____

Time: _____

Time: _____

Exit Time: _____

Exit Time: _____

Staff Initial: _____

Staff Initial: _____

MONTHLY FIRE EXTINGUISHER CHECKS				FIRE DRILLS			Smoke Alarm Detector	CO Detector Test
Month	Date	Staff Initial	Person In Charge	Date & Time	Exit Time	Staff Initial	Date	Date
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								

FIRST AID KIT
LOCATION(S) _____

BATTERY POWERED LIGHTING IS LOCATED IN EACH CHILD CARE ROOM - CHECK BATTERIES
OPERATION

INSPECTIONS: FIRE: _____ HEALTH: _____ GAS: _____

OZONA HEAD START EMERGENCY RESPONSE PLAN

E. SITE PLAN REVIEW

Each center site emergency response plan must be reviewed at least once each year. It is recommended that this review be conducted prior to the start of each center year. Additionally, the plan must be reviewed anytime weaknesses in the plan are identified during a drill, exercise or an actual emergency event. Centers should include their local emergency response, emergency management and public health agencies in the review process.

<input type="checkbox"/>	Review plan for compliance with the Head Start, State and local requirements. Identify and report deficiencies.
<input type="checkbox"/>	Review existing emergency procedures. Are the procedures adequate to address identified hazards / threats? Identify and report new hazards / threats developed that should be added.
<input type="checkbox"/>	Review Emergency Team Assignments and responsibilities, update as needed. Identify and report team shortfalls.
<input type="checkbox"/>	Review Training matrix to ensure training of all assigned tasks. Identify and report all training shortfalls.
<input type="checkbox"/>	Review Equipment List; verify on-hand equipment condition; identify and report all equipment shortfalls.
	Review on and off site assignments and staging areas. Make contact with any identified off site locations to ensure permission to use those locations is still in affect.
	Have outside agencies (Fire, Police, and Health etc.) review plan if possible. Consider recommendations for inclusion into plan.
	Sign / Date reviewer block below.
	Provide completed plan review to Director / Executive Director.

Notes:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines, typical of notebook paper. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Date of Review:	Reviewer:	Reviewer:
	Reviewer:	Reviewer:

OZONA HEAD START EMERGENCY RESPONSE PLAN

F. EMERGENCY CONTACT NUMBERS

Administration	Number
Director / Executive Director	325-944-9666
Head Start Director	325-944-9666
Education, Mental Health, & Disability Manager	325-944-9666
Health, Nutrition & Parent Involvement Manager	325-944-9666
Facilities, ERSEA & Family & Community Manager	325-944-9666
Administrative Assistant	325-944-9666
Public Safety Agencies	Number
General Emergency	911
Police / Sheriff / Fire	911
Poison Control	1-800-362-0101
Local Hospital Emergency Rooms	325-884-2561
Health Department	325-657-4214
County Emergency Agency	325-392-2661
Other Contacts	Number
Agency Director / Executive Director	325-944-9666
Gas Company	325-392-2201
Water Company	325-392-2730
Electric Company	325-392-2683
State Collaborator	325-223-6892

OZONA HEAD START EMERGENCY RESPONSE PLAN

G. INFLUENZA PLANNING

A pandemic is a global disease outbreak. A flu pandemic occurs when a new influenza virus emerges that people have little or no immunity to and for which there may be no vaccine. The disease spreads easily person to-person and causes serious illness. It can sweep across the country and around the world very quickly. It is hard to predict when the next flu pandemic will occur or how bad it will be.

Child care and preschool programs can help protect the health of their staff and the children and families they serve. Interruptions in child care services during an influenza (flu) pandemic may cause conflicts for working parents that could result in high absenteeism in workplaces. Some of that absenteeism could be expected to affect personnel and workplaces that are critical to the emergency response system. The U.S. Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) offer this checklist to help programs prepare for the effects of a flu pandemic. Many of these steps can also help in other types of emergencies. More information on pandemic flu is available at www.pandemicflu.gov.

1. Planning and Coordination:

- Form a committee of staff members and parents to produce a plan for dealing with a flu pandemic. Include members from all different groups your program serves. Include parents who do not speak English who can help contact other non-English speakers in the community. Staff of very small programs might consider joining together with other similar programs for planning.
- Assign one person to identify reliable sources of information and watch for public health warnings about flu, school closings, and other actions taken to prevent the spread of flu.
- Learn who in your area has legal authority to close child care programs if there is a flu emergency.
- Learn whether the local / state health departments and agencies that regulate child care have plans. Be sure your flu plan is in line with their plans. Tell them if you can help support your community's plan.
- Identify all the ways a flu pandemic might affect your program and develop a plan of action. (For example, you might have problems with food service, transportation, or staffing.)
- Encourage parents to have a "Plan B" for finding care for their children if the program is closed during a flu pandemic. Give them ideas about where they might seek help based on your knowledge of the local child care community.
- Work with those in charge of your community's plan to find other sources of meals for low-income children who receive subsidized meals while in your care. (For example, locate food pantries and meals on wheels.)
- Learn about services in your area that can help your staff, children, and their families deal with stress and other problems caused by a flu pandemic.

OZONA HEAD START EMERGENCY RESPONSE PLAN

- Stage a drill to test your plan and then improve it as needed. Repeat the drill from time to time.
- Consider volunteering to help in tests of community plans.
- Talk to other child care and preschool programs in your area to share information that could make your plan better. Discuss ways programs could work together to produce a stronger plan and pool resources.

2. Student Learning and Program Operations:

- Plan how you would deal with program closings, staff absences, and gaps in student learning that could occur during a flu pandemic.
- Plan ways to help families continue their child's learning if your child care program or preschool is closed. (For example, give parents things they can teach at home. Tell them how to find ideas on the internet. Talk with child care resource referral agencies or other groups that could help parents continue their children's learning at home.)
- Plan ways to continue basic functions if your program is closed. (For example, continue meeting payroll and keeping in touch with staff and student's families.)

3. Communications Planning:

- Have a plan for keeping in touch with staff members and students' families. Include several different methods of contacting them. (For example, you might use hotlines, telephone trees, text messaging, special Websites, local radio and / or TV stations.) Test the contact methods often to be sure they work.
- Make sure staff and families have seen and understand your flu pandemic plan. Explain why you need to have a plan. Give them a chance to ask questions.
- Give staff and students' families reliable information on the issues listed below in their languages and at their reading levels.
- How to help control the spread of flu by hand washing / cleansing and covering the mouth when coughing or sneezing. (See [www.cdc.gov / flu / school / .](http://www.cdc.gov/flu/school/))
- How to recognize a person that may have the flu, and what to do if they think they have the flu. (See [www.pandemicflu.gov.](http://www.pandemicflu.gov/))
- How to care for ill family members. (See [www.hhs.gov / pandemic flu / plan / sup5.html#box4.](http://www.hhs.gov/pandemicflu/plan/sup5.html#box4))
- How to develop a family plan for dealing with a flu pandemic. (See [www.pandemicflu.gov / plan / guide](http://www.pandemicflu.gov/plan/guide))

OZONA HEAD START EMERGENCY RESPONSE PLAN

H. Public Information Release

Check () as appropriate: Agency / Agency-wide _____ Center _____

Date: _____ Time: _____

NOTE: If this is used as a script, read only those items checked. Make no other comments.

(Check off, fill in, and cross off as appropriate.)

_____ has just experienced a(n) _____

- ☐ The (students / employees) [(are being) or (have been)] accounted for.
- ☐ No further information is available at this time.
- ☐ Emergency medical services [(are here) or (are on the way) or (are not available to us)].
- ☐ Police [(are here) or (are on the way) or (are not available to us)].
- ☐ Fire Dept. / paramedics [(are here) or (are on the way) or (are not available to us)].
- _____ [(are here) or (are on the way) or (are not available to us)].
- ☐ Communication center(s) for parents (is / are) being set up at _____ to answer questions about individual students.
- ☐ Communication center(s) for families (is / are) being set up at _____ to answer questions about individual employees.
- ☐ Injuries have been reported at _____ and are being treated at the site by (Staff / professional medical responders). (#) _____ reported injured.
- ☐ Students have been taken to a safe area, _____, and are with [(classroom teachers / staff) or (_____)].
- ☐ (#) Students have been taken to the local emergency room for treatment of serious injury. Parents of injured students should go to the emergency room at _____.
- ☐ (#) Confirmed deaths have been reported at _____ Names cannot be released until families have been notified.
- ☐ Structural damage has been reported at the following sites: _____.

Release restrictions _____ No _____ Yes
If yes, what?

Released to the public as Public Information Release # _____
Date / Time: _____

OZONA HEAD START EMERGENCY RESPONSE PLAN

I. STAFF ROSTER

Staff rosters are posted on the parent board for each school. Rosters are liable to change frequently due to new staff. If you have any questions about the roster, please see the site supervisor at the center.

OZONA HEAD START EMERGENCY RESPONSE PLAN

J. CENTER MAPS

-INSERT MAPS OF CENTER AND SURROUNDING AREA-

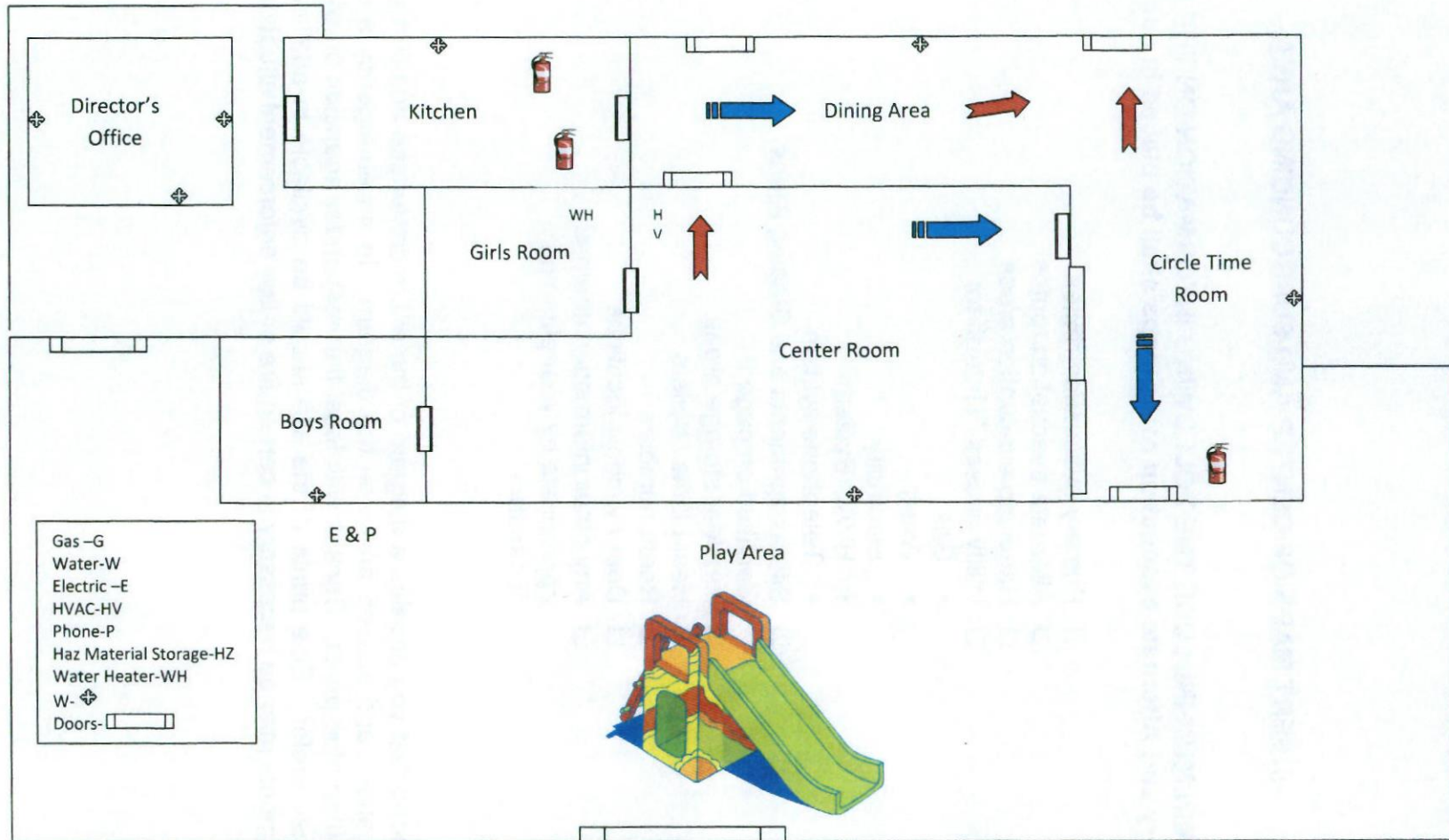
**AT MINIMUM INCLUDE THE FOLLOWING INFORMATION ON THE MAP:
(Primary and Alternate evacuation route maps shall be placed in each room)**



- ☐ Primary evacuation routes
- ☐ Alternate evacuation routes
- ☐ Handicap evacuation areas
- ☐ Utility access / shut-off for
 - Gas
 - Water
 - Electricity
 - HVAC System
 - Telephone system
- ☐ Site assignments and Staging Areas identified on page 9
- ☐ Haz Mat storage areas
- ☐ Heat plants / boilers
- ☐ Room numbers
- ☐ Door / window locations
- ☐ Any other information deemed appropriate by your planning committee

NOTE:

It is recommended that you develop a diagram of the entire center site and surrounding area and identify the locations and staging areas on the diagram. In an emergency a diagram may be easier to read than blue prints. Consult with local first responder agencies on what type of maps or diagrams they prefer. Blue prints of the site should be available in addition to the map or diagram. Blue prints may be necessary in certain fire or law enforcement situations.

Ozona Head Start Emergency Exit



<p>  1st Exit  2nd Exit W&G </p>	<p>In case of a fire students & staff will cross street to the Sonic sidewalk.</p> <p>In case of an evacuation the Primary meeting location is the Crockett County Library on 1201 Ave G. The Secondary location is the Ozona Fire Station on 905 Ave D.</p>
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OZONA HEAD START EMERGENCY RESPONSE PLAN

K. MEDIA

All staff must refer media to site or Agency spokesperson.

The Center Agency, Law Enforcement and Fire assume responsibility for issuing public statements during an emergency. (This responsibility shall be pre-determined during the planning process)

- ☐ The Director / Executive Director serve as Agency spokesperson unless he / she designate a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.

Agency spokesperson	Carolina Raymond	325-944-9666
	Name	Telephone Numbers
Alternate Agency spokesperson	John Austin Stokes	325-944-9666
	Name	Telephone Numbers

- ☐ Center Public Information person acts as contact for emergency responders and assists Agency spokesperson with coordinating media communications. If Public Information person is unavailable, an alternate assumes responsibilities.

Center Public Information person	Site Supervisor
	Title
Alternate Public Information person	Teacher
	Title

During an emergency, adhere to the following procedures:

- ☐ Site Supervisor or designee relays all factual information to the director.
- ☐ The Director / Executive Director notify other centers in Agency and may ask center Public Information designee to prepare a written statement to media.
- ☐ Establish a media information center away from center.
- ☐ Update media regularly. **Do not say "No comment"**.
- ☐ Do not argue with media.
- ☐ Maintain log of all telephone inquiries. Use scripted response to respond to inquiries.

Media statement

- ☐ Create a general statement before an incident occurs. Adapt statement during crisis.
- ☐ Emphasize safety of students and staff first.
- ☐ Briefly describe center's plan for responding to emergency.
- ☐ Issue brief statement consisting only of the facts.
- ☐ Respect privacy of victim(s) and family of victim(s). **Do not release names to media.**
- ☐ **Refrain from exaggerating or sensationalizing crisis.**

OZONA HEAD START EMERGENCY RESPONSE PLAN

L. SITE STATUS REPORT

TO: _____ FROM: (name) _____ LOCATION: _____

DATE: _____ TIME: _____ PERSON IN CHARGE AT SITE: _____

Message via: 2-way Radio _____ Telephone _____ Messenger _____

EMPLOYEE / STUDENT STATUS

	Absent	Injured	# Sent to Hosp. / med	Dead	Missing	Unaccounted for (Away from site)	# Released To parents	# Being supervised
Students								
Site Staff								
Others								

STRUCTURAL DAMAGE Check damage / problem and indicate location(s).

Check ✓	Damage / Problem	Location(s)
	Gas leak	
	Water leak	
	Fire	
	Electrical	
	Communications	
	Heating / cooling	
	Other (list):	

MESSAGE: (include kind of immediate assistance required; can you hold out without assistance / how long? overall condition of campus, neighborhood & street conditions; outside agencies on campus & actions; names of injured, dead, missing and accounted for ASAP)

OZONA HEAD START EMERGENCY RESPONSE PLAN



Form 7239
May 2021-E

Incident or Illness Report

Operations use this form to record all required information when a child sustains an injury, at the onset of an illness or reportable incident.

Directions

Complete the form as follows:

- **Injury requiring medical treatment or hospitalization:** Complete all information in Sections I, II, V and VI.
- **Incident that placed a child at risk:** Complete all information in Sections I, II, V and VI.
- **Illness requiring hospitalization:** Complete all information in Sections I, III, V and VI.
- **Incidence of a child or employee contracting a communicable disease:** Complete all information in Sections I, IV, V and VI.

After completing the form:

- Notify parents as required by the minimum standards; and
- Keep the form on file at the operation.

Privacy Statement

HHSC values your privacy. For more information, read the privacy policy online at: <https://hhs.texas.gov/policies-practices-privacy#security>.

Section I – General Information

Director's Name:	Operation No.:	Date of Incident or Illness:	Time of Incident or Illness: <input type="radio"/> a.m. <input type="radio"/> p.m.
Parent(s)* Notified: <input type="radio"/> Yes <input type="radio"/> No	Date:	Time:	By:
*For communicable diseases, all parents must be notified.			
Child Care Regulation Notified: <input type="radio"/> Yes <input type="radio"/> No	Date:	Time:	By:

Section II – Details of Injury and/or Incident (Section not used for incidences of communicable disease or illnesses.)

Child's Full Name:	Child's Date of Birth:	Caregiver in Charge:
<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
Describe the injury or risk:		
<div style="border: 1px solid black; height: 40px;"></div>		
How did the incident or injury occur?		
<div style="border: 1px solid black; height: 40px;"></div>		
Additional staff present and/or witness to the incident or injury:		
<div style="border: 1px solid black; height: 40px;"></div>		
Was first aid provided? <input type="radio"/> Yes <input type="radio"/> No What type of first aid was provided? _____		
Was Emergency Medical Services (EMS) called? <input type="radio"/> Yes <input type="radio"/> No Time EMS was called: _____		
Was child transported to receive medical care? <input type="radio"/> Yes <input type="radio"/> No Who transported the child? _____		

Concho Valley Council of Governments Head Start

Appendix 1 Active Shooter Response Plan



Updated July 2017

For Official Use Only

OZONA HEAD START EMERGENCY RESPONSE PLAN

ACTIVE SHOOTER

Upon recognizing the danger, as soon as it is safe to do so, staff or others must alert responders by contacting 911 with as clear and accurate information as possible. As the situation develops, it is possible that students and staff will need to use more than one option.

During an active shooter situation, staff will rarely have all of the information they need to make a fully informed decision about which option is best. While they should follow the plan and any instructions given during an incident, often they will have to rely on their own judgment to decide which option will best protect lives.

Run

If it is safe to do so for yourself and those in your care, the first course of action that should be taken is to run out of the building and far away until you are in a safe location.

- Leave personal belongings behind;
- Visualize possible escape routes, including physically accessible routes for students and staff with disabilities as well as persons with access and functional needs;
- Avoid escalators and elevators;
- Take others with you, but not to stay behind because others will not go;
- Call 911 when safe to do so

Hide

If running is not a safe option, hide in as safe a place as possible. In addition:

- Lock the doors;
- Barricade the doors with heavy furniture;
- Close and lock windows and close blinds or cover windows;
- Turn off lights;
- Silence all electronic devices;
- Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the shooter and for possible escape if the shooter enters the room);
- Use strategies to silently communicate with first responders if possible; and
- Remain in place until given an all clear by identifiable law enforcement officers.

Students and staff should be trained to hide in a location where the walls might be thicker and have fewer windows.

Fight

If neither running nor hiding is a safe option, as a last resort when confronted by the shooter, adults in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as fire extinguishers, and chairs.

Sources:

<https://rems.ed.gov/K12ActiveShooterSituations.aspx>

http://rems.ed.gov/docs/REMS_k-12_Guide_508.pdf

OZONA HEAD START EMERGENCY RESPONSE PLAN

NOTIFICATION

The primary consideration under any school related emergency shall be the safety, welfare and health of the students.

1. It is essential that parent/guardian inform staff of any contact information changes as soon as they occur. Information is required to be kept up-to-date in case of emergencies.
2. Under emergency situations, parent/guardian will be contacted as soon as practical and safe via messenger system or phone.
3. If the child is released to emergency personnel:
 - Staff will obtain the emergency personnel's information (name, agency they work for and vehicle number or license plate)
 - Where the child is being taken to
 - Notify parent/guardian listed on the child's emergency information
 - Complete Incident Report

Emergency Documents and Resources

The teacher will have these items with him/her in every emergency situation or practice drill -- Evacuation, Shelter-in, and Lock-Down.

- Daily sign-in sheet
- Up-to-date family contact information
- Authorization for emergency care for each child.
- Medical information on children, as appropriate (e.g., special needs)
- Emergency Backpack

These items must be quickly available.

***Concho Valley Council of
Governments
Christoval Head Start***

EMERGENCY RESPONSE PLAN



20065 3rd. St.
Christoval, TX 76935

Updated July 2022

For Official Use Only

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

I. TABLE OF CONTENTS

II. INTRODUCTION

A. INTRODUCTION	4
B. PURPOSE.....	4
C. PLAN MAINTENANCE.....	5
D. APPROVAL STATEMENT.....	5 & 6

III. BASIC PLAN

A. SITUATION.....	7
B. ASSUMPTIONS.....	7
C. COMMAND AND COMMUNICATIONS.....	7
D. STAFF RESPONSE ROLES.....	8
E. DEBRIEING	9
F. DEACTIVATION.....	9
G. RECOVERY	9

IV. EMERGENCY PROCEDURES ANNEXES

A. ANIMALS.....	11
B. ASSAULT / FIGHT.....	12
C. BOMB THREAT.....	13
D. BUS INCIDENT.....	15
E. EVACUATION.....	16
F. FIRE.....	17
G. GAS LEAK.....	18
H. GENERAL EMERGENCY.....	19
I. HAZARDOUS MATERIALS.....	20
J. INFECTION CONTROL ACTIONS.....	21
K. INTRUDER / HOSTAGE	22
L. LOCK DOWN / SHELTER-IN-PLACE.....	23
M. MEDICAL.....	24
N. RADIOLOGICAL EVENTS.....	26
O. SHELTERING.....	27
P. SUICIDE	28

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

Q. TERRORIST EVENT.....	29
R. WEAPONS	30
S. WEATHER.....	31

V. SUPPORT APPENDICES

A. STAFF ASSIGNMENTS.....	33
B. TRAINING MATRIX	34
C. EQUIPMENT INVENTORY.....	35
D. DRILL LOG	36
E. SITE PLAN REVIEW	37
F. EMERGENCY CONTACTS	38
G. INFLUENZA PLANNING.....	39
H. PUBLIC INFORMATION RELEASE.....	41
I. STAFF ROSTER	42
J. CENTER MAPS.....	43/44
K. DEALING WITH THE MEDIA.....	46
L. SITE STATUS REPORT	47
M. INCIDENT / ILLNESS REPORT FORM 7239...	48
N. MULTI-HAZARD REFERENCE GUIDE.....	49

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

II. INTRODUCTION

A. Introduction:

1. Emergencies can occur anytime-anywhere. Violence can happen even in an environment dedicated to children and families. We must ensure that our staff, children and families are prepared to effectively handle a wide range of dangerous situations to continue to provide a safe environment where learning can occur.
2. A comprehensive site Emergency Response Plan must be developed and all staff members trained in order to effectively respond during emergencies.

B. Purpose:

1. This plan is designed to providing practical guidelines to enable staff to properly prepare and respond to a wide range of emergency and disaster situations. In any emergency situation, the Head Start / Early Head Start program's overriding mission is to:
 - a. Protect life.
 - b. Secure the facilities and infrastructure.
 - c. Resume program operations.
 2. This plan will provide step-by-step guidelines to help deal with emergencies that may occur. Planning, preparation, and training will help staff personnel learn the proper courses of action to take during an emergency. This plan cannot foresee all possible circumstances of an emergency. Staff must be prepared to evaluate all the circumstances and make sound judgments based on the situation. This plan should address three key areas to ensure plan / response effectiveness:
 - a. Personnel--who is assigned to do what. Personnel will be assigned to one of Emergency Response Groups that make up the Emergency Response Team. Emergency Response Groups are identified in Appendix A.
 - b. Training--who is trained to do what. All personnel will be trained to accomplish their assigned duties. A training matrix listing all personnel and completed training will be identified in Appendix B.
 - c. Equipment--what equipment is needed for training and response. A list of equipment need for both training and response will be maintained. All equipment will be documented as on-hand or identified as a shortfall in Appendix C.
- Drills will be conducted periodically to test the effectiveness of the plan. A debriefing shall be conducted after each drill to receive feedback from all participants on the effectiveness of the plan. Identified weaknesses will be addressed to strengthen the plan. Drills conducted shall be documented on the Drill Log in Appendix D.
 - Each classroom will be supplied with a classroom Emergency Response Procedures Guide; section IV of this plan that provides instructions on how to respond to specific events as determined by the site emergency planning committee.

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

C. Plan Maintenance:

1. An emergency planning committee will be established consisting of site staff from the following disciplines. (Select as appropriate)

Director
Office Staff
Maintenance
Parents / Volunteers

Food Service staff
Monitor / Safety personnel
Teachers / Caregivers

2. In addition to site personnel, the planning committee should also seek assistance from the following local agencies:

Law Enforcement
Emergency Management

Fire / Emergency Medical
County Health Department

3. This plan shall be reviewed and updated annually and when changes are deemed necessary because of a response drill or emergency. The update shall be documented in the Plan Review Appendix E.

4. The completed plan will be signed by the persons identified on the Approval Statement (next page).

5. A copy of this plan will be filed at the Concho Valley Council of Governments administrative office, with Health Manager.

6. The original plan will be kept at the Head Start Center.

D. Approval Statement:

The Center Safety Plan for Christoval Head Start has been reviewed and found to comply with the Head Start Act (other directives?).



Executive Director

7/19/23


Date



Agency Director

7/19/23

Date



Health Manager

7-19-23

Date



State Collaborator

7-19-23

Date

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

D. Approval Statement:

The Center Safety Plan for Christoval Head Start has been reviewed and found to comply with the Head Start Act (other directives?).

Site Administrator _____ Date _____

Law Enforcement	Date
-----------------	------

Fire / EMS (if applicable)	Date
----------------------------	------

Local Emergency Management (if applicable)	Date
--	------

County Health Department (If applicable)	Date
---	------

[]	Date
other		

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

III. BASIC PLAN

A. Situation:

1. The center sits on at [20065 3rd. St]. The site consists of [1] buildings. There is an Average Daily Membership of [20 children] and [3] staff members. Hazards of the center grounds buildings and surrounding community includes none.
2. The Head Start Director / Executive Director have the primary responsibility for developing and implementing the site Emergency Response Plan and executing Head Start policies.
3. Site personnel and / or local fire and law enforcement agencies handle most site emergencies.

B. Assumptions:

- a. During an emergency, centralized direction and control [i.e., senior staff] is the most effective approach to management of emergency operations.
- b. In case of an emergency that is beyond the capabilities of the site to handle, site personnel will coordinate with local emergency response agencies. This may include having a member or members act as liaison with responding agencies.

C. Command and Communications:

1. The order of succession for the Head Start / Early Head Start emergency response program is:
 - The Head Start / Early Head Start Director
 - The Education Manager
 - Health Manager and Facilities Manager
 - Site Supervisor
 - *If the director is unavailable, the next individual must assume incident command.
2. When an emergency condition exists, Site Supervisor will notify the necessary personnel to respond to their area of assignment. The methods of communication listed below in descending order will be used with "a" being the primary mode of communication followed by alternative modes.
 - a. Telephone
 - b. Messenger

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

D. Staff Response Roles:

1. How a program manages and responds to a crisis greatly affects the public's perception of the organization.
2. The County Judge (Judge Lane Carter) may make a Declaration of a State or Local Emergency for a disaster or potential disaster in Tom Green County. The declaration would be issued from the Emergency Operations Center.
3. Advisories for internal disasters would be issued by the Head Start / Early Head Start Director, Education Manager, or Health and Facilities Manager. If none of the preceding is present, the Site Supervisor in charge at any program site may declare an emergency and then promptly notify the appropriate Management Team member. The agencies Emergency Response Team will consist of three groups:

a. The Administrative Group consists of the Director / Executive Director and office staff that provides the support framework for the Agency. This group is responsible for:

1. Emergency Response Plan Oversight
2. Incident Command
3. Public Relations
4. Human Resources
5. Media / Information Release
6. Finance
7. Long Term Recovery

b. The Support Group includes individuals that provide support to teachers and students such as food service, maintenance and safety personnel. This group may include parents and volunteers and is responsible for:

1. Food Service
2. Site Safety
3. Building Operations
4. Transportation
5. Short Term Mitigation

c. The Teachers Group consist of those whose daily duties involves direct care for the students. This group is responsible for:

1. Providing / Receiving Information
2. Student Accountability
3. Classroom Security
4. Classroom Evacuation

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

4. In the event of an emergency all staff persons are to assume responsibility for the following actions:

1. Initiation of steps to safeguard the children, staff and property
2. Notification of authorities and center staff
3. Initiation of steps to mitigate or contain the situation
4. Implementation of evacuation procedures

5. In addition, the Director / Executive Director of Head Start / Early Head Start (or designee) will assume the role of Site Supervisor for all emergencies and or disasters.

E. Debriefing:

Because the demands of responding to a crisis are intense and place staff under a great deal of stress, it is advisable to engage staff in a "debriefing". This process should be undertaken with a trained professional. The debriefing allows staff an opportunity to express feelings and receive emotional support. For others, it provides the opportunity to learn and to become better prepared for crisis.

F. Deactivation:

When emergency conditions are stabilized and normal program operations can resume, the Head Start / Early Head Start Director will deactivate the Crisis / Emergency Plan. A formal announcement will be disseminated. If the nature of the incident requires an extension of some emergency services, special work groups may be appointed to coordinate those continuing activities, which may include:

1. Ongoing repairs,
2. Space re-assignments or adjustments,
3. Support services for children, staff and parents,
4. Community relief efforts,
5. Cost recovery (develop cost and loss documentation forms).

Immediately following the end of an emergency or crisis, a survey of the Emergency Team members and involved staff will be conducted to evaluate the effectiveness of the response. Survey results will help determine whether portions of the Emergency Plan must be modified due to the crisis event. The Head Start / Early Head Start Director in conjunction with the Management Team will prepare a written "Crisis Summary Report" analyzing post-event observation, and will coordinate appropriate plan revisions (this also applies to weather related crisis situations).

G. Recovery

After dealing with the stress and trauma involved in a crisis, it is important to note that the initial crisis may be resolved, but many ancillary issues may still exist. The recovery phase is an important time to deactivate the plan, reassess the effectiveness of the efforts, and evaluate the program's ability to conduct normal business.

EMERGENCY PROCEDURES ANNEXES

CRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

A. ANIMALS

- ☐ Ensure the safety of students and staff first.
- ☐ Call 911, if necessary. (***Dial 911, Give Site Information: Cristoval Head Start, 20065 3rd. St., Cristoval, TX 76935, 325-896-7281***)
- ☐ Call Animal Control {325-653-8056 / *Humane Society of Tom Green County*}.
- ☐ Notify CPR / first aid certified personnel of medical emergencies (names of CPR / first aid certified persons are listed in Appendix B).
- ☐ Notify Site Supervisor. Site Supervisors assembles Emergency Response Team Members.
- ☐ Seal off area if animal(s) still present.
- ☐ Site Supervisors notifies authorities and parents of students involved.
- ☐ Assess counseling needs of victim(s) or witness(s). Implement post-crisis procedures.

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

B. ASSAULT / FIGHT

- ☐ Ensure the safety of students and staff first.
- ☐ Call 911, if necessary. (***Dial 911, Give Site Information: Christoval Head Start, 20065 3rd St., Christoval, TX 76935, 325-896-7281***)
- ☐ Notify CPR / first aid certified persons of medical emergencies (names of CPR / first aid certified persons are listed in Appendix B).
- ☐ Notify the Site Supervisor. Site Supervisor assembles Emergency Response Team Members.
- ☐ Seal off area where assault took place.
- ☐ Defuse situation, if possible.
- ☐ Site Supervisor notifies police if weapon was used, victim has physical injury causing substantial pain or impairment of physical condition, or assault involved sexual contact (intentional touching of anus, breast, buttocks or genitalia of another person in a sexual manner without consent. This includes touching of those areas covered by clothing).
- ☐ Site Supervisor notifies parents of students involved in assault.
- ☐ Document all activities. Ask victim(s) / witness (es) for their account of incident.
- ☐ Assess counseling needs of victim(s) / witness (es). Implement post-crisis procedures.

CRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

C. BOMB THREAT

Upon receiving a message that a bomb has been planted in center:

- ☐ Use bomb threat checklist (next page).
- ☐ Ask where the bomb is located, when will the bomb go off, what materials are in the bomb, who is calling, why is caller doing this.
- ☐ Listen closely to caller's voice and speech patterns and to noises in background.
- ☐ Do NOT hang up, even if the caller does. **(The police may be able to trace the call)**
- ☐ Notify Site Supervisor or designee.
- ☐ Site Supervisor orders evacuation of all persons inside center building(s).
- ☐ Site Supervisor notifies police (call 911). Site Supervisor must report incident to police. **(Dial 911, Give Site Information: Cristoval Head Start, 20065 3rd. St., Cristoval, TX 76935, 325-896-7281)**

Evacuation procedures:

- ☐ Site Supervisor warns students and staff. Do not mention "Bomb Threat". Use standard fire drill procedures.
- ☐ Direct students to take their belongings.
- ☐ Students and staff must be evacuated to a safe distance outside of center building(s). Site Supervisor may move students to Cristoval High School, 20454 Toe Nail Trail Road if weather is inclement or building is damaged. Primary relocation center

(500 feet is general rule. Consult with local bomb disposal unit)

- ☐ Teachers take roll after being evacuated.
- ☐ No one may re-enter the building(s) until fire or police personnel declare them safe.
- ☐ Site Supervisor notifies students and staff of termination of emergency. Resume normal operations.

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

C. BOMB THREAT CHECKLIST

Description Detail Report

Questions to ask:

- 1) When is the bomb going to explode?
- 2) Where is it right now?
- 3) What does it look like?
- 4) What kind of bomb is it?
- 5) What will cause it to explode?
- 6) Did you place the bomb?
- 7) Why?
- 8) What is your address?
- 9) What is your name?

Exact wording of the threat: _____

Sex of Caller: _____ Race: _____

Length of call: _____ Age: _____

Date: _____ Time: _____

Number at which call was received: _____

Notes:

Callers Voice - Circle as applicable:

- | | |
|------------|-------------------|
| • Calm | • Nasal |
| • Angry | • Stutter |
| • Excited | • Lisp |
| • Slow | • Raspy |
| • Rapid | • Deep |
| • Soft | • Ragged |
| • Loud | • Clearing Throat |
| • Laughter | • Deep Breathing |
| • Crying | • Cracked Voice |
| • Normal | • Disguised |
| • Distinct | • Accent |
| • Slurred | • Familiar |

If voice is familiar, whom did it sound like? _____

Background Sounds:

- | | |
|-----------------|---------------------|
| • Street Noises | • Factory Machinery |
| • Animal Noises | • Voices |
| • Clear | • PA System |
| • Static | • Local Call |
| • Music | • Long Distance |
| • House Noises | • Phone Booth |
| • Motor | • Office Machinery |
| • Other | _____ |

Threat Language:

- | | |
|------------------------------|----------------|
| • Well Spoken (educated) | |
| • Incoherent | • Taped |
| • Foul | • Message read |
| • Irrational by threat maker | |

Remarks: _____

CRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

D. BUS INCIDENT

Bus Driver / Monitor

Not Applicable

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

E. EVACUATION

- ☐ Site Supervisor (SS) initiates evacuation procedures.
- ☐ SS determines if students and staff should be evacuated outside of building or to Christoval High School, 20454 Toe Nail Trail Road relocation center.
- ☐ Site Supervisor notifies relocation center.
- ☐ Direct students and staff to follow evacuation drill procedures and route. Follow alternate route if normal route is too dangerous.
- ☐ Support Group secures the building (all windows, doors etc.).
- ☐ Support Group turns off lights, electrical equipment, gas, water faucets, air conditioning and heating system.
- ☐ Support Group personnel assist evacuation process.
- ☐ Child's teacher will be responsible for any disabled and non-English speaking students. Site Supervisor will be responsible for any disabled staff.

1. Teachers / Teachers Assistances:

- ☐ Direct students to follow normal evacuation drill procedures unless SS alters route.
- ☐ Take classroom roster and emergency kit.
- ☐ Close classroom doors and turn out lights.
- ☐ When outside building, account for all students. Inform Site Supervisor immediately of missing student(s).
- ☐ If students are evacuated, stay with class unless relieved by buddy teacher. Take roll again when you arrive at the relocation center.

2. Relocation Centers

List primary and secondary student relocation centers: (Site Supervisor, Teacher's & Teacher's Aides will transport children if necessary.)

Primary Relocation Center

Christoval High School
20454 Ranch Rd. / 325-896-2520

Secondary Relocation Center

The Baptist Church
20085 Toe Nail Trail Road/325-896-2757

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

F. FIRE

In the event a fire or smoke from a fire has been detected:

- ☐ Activate fire alarm.
- ☐ Evacuate students and staff to a safe distance outside of building.
- ☐ Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- ☐ Teachers take class roster & emergency information.
- ☐ Site Supervisor notifies police / fire (call 911). (***Dial 911, Give Site Information: Christoval Head Start, 20065 3rd. St., Christoval, TX 76935, 325-896-7281***)
- ☐ Teachers take roll after being evacuated.
- ☐ Site Supervisor may move students to Christoval ISD if weather is inclement or building is damaged.
Primary relocation center
- ☐ No one may re-enter building(s) until entire building(s) is declared safe by fire or police personnel.
- ☐ Site Supervisor notifies students and staff of termination of emergency. Resume normal operations.

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

G. GAS LEAK

If gas odor has been detected in the building:

- ☐ Evacuate students and staff to a safe distance outside of building.
- ☐ Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- ☐ Teachers take class roster & emergency information.
- ☐ Site Supervisor notifies police and fire (call 911). (***Dial 911, Give Site Information: Christoval Head Start, 20065 3rd. St., Christoval, TX 76935, 325-896-7281***)
- ☐ Teachers take roll after being evacuated.
- ☐ Site Supervisor may move students to Christoval ISD, if weather is inclement or building is damaged.
Primary relocation center
- ☐ No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- ☐ Site Supervisor notifies students and staff of termination of emergency. Resume normal operations.

If gas odor has been detected outside the building:

- ☐ Site Supervisor notifies police and fire department (call 911).
- ☐ Site Supervisor determines whether to shelter in place or evacuate. Fire personnel will assist with decision.
- ☐ Site Supervisor may move students to Christoval ISD, if weather is inclement or building is damaged.
Primary relocation center
- ☐ No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- ☐ Site Supervisor notifies students and staff of termination of emergency. Resume normal operations.

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

H. GENERAL EMERGENCY

- ☐ Notify 911 (if necessary) and the Site Supervisor. (***Dial 911, Give Site Information: Christoval Head Start, 20065 3rd. St., Christoval, TX 76935, 325-896-7281***)
- ☐ Notify CPR / first aid certified persons in center building of medical emergencies, if necessary. (Names of CPR / first aid certified persons are listed in Appendix B).
- ☐ Seal off high-risk area.
- ☐ Take charge of area until incident is contained or relieved.
- ☐ Assemble Emergency Response Team.
- ☐ Preserve evidence. Keep detailed notes of incident.
- ☐ Refer media to Head Start Director 325-944-9666
Agency Spokesperson Telephone Numbers

CRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

I. HAZARDOUS MATERIALS EVENT

Incident occurred in center:

- ☐ Call 911. (*Dial 911, Give Site Information: Cristoval Head Start, 20065 3rd. St., Cristoval, TX 76935, 325-896-7281*)
- ☐ Notify Site Supervisor.
- ☐ Mitigate situation (if you safely do so) by sealing off area, utilizing shut of valve
- ☐ Take charge of area until fire personnel contain incident.
- ☐ Fire officer in charge will recommend shelter or evacuation actions.
- ☐ Follow procedures for sheltering or evacuation.
- ☐ Notify parents if students are evacuated. Post sign on entrance to alert others.
- ☐ Resume normal operations after consulting with fire officials.

Incident occurred near center property:

- ☐ Fire or police will notify Center.
- ☐ Fire officer in charge of scene will recommend shelter or evacuation actions.
- ☐ Follow procedures for sheltering or evacuation.
- ☐ Notify parents if students are evacuated.
- ☐ Resume normal operations after consulting with fire officials.

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

J. INFECTION CONTROL ACTIONS

I.

- ☐ Give special attention to teaching staff, children, and their parents on how to limit the spread of infection. (For example, use good hand washing; cover the mouth when coughing or sneezing; clean toys frequently.) Programs should already be teaching these things to build habits that protect children from disease. (See www.cdc.gov/flu/school/ and www.healthykids.us/cleanliness.htm.)

II.

- ☐ Keep a good supply of things you will need to help control the spread of infection. (For example, keep on hand plenty of soap, paper towels, and tissues.) Store the supplies in easy-to-find places.

III.

- ☐ Tell families that experts recommend yearly flu shots for all children 6 months to 5 years old and for anyone who cares of children in that age range. (See www.cdc.gov/od/oc/media/pressrel/r060223.htm.)

IV.

- ☐ Encourage staff to get flu shots each year. (See www.cdc.gov/flu/protect/preventing.htm.)

V.

- ☐ Tell parents to let your program know if their children are sick. Keep accurate records of when children or staffs are absent. Include a record of the kind of illness that caused the absence (e.g., diarrhea / vomiting, coughing / breathing problems, rash, or other).
- ☐ (See http://nrc.uchsc.edu/CFOC/XMLVersion/Chapter_3.xml.)

VI.

- ☐ Teach staff a standard set of steps for checking children and adults each day as they arrive to see if they are sick. Make it clear that any child or adult who is ill will not be admitted. (See www.healthykids.us/chapters/sick_main.htm.)

VII.

- ☐ Have a plan for keeping children who become sick at your program away from other children until the family arrives, such as a fixed place for a sick room.
- ☐ (See http://nrc.uchsc.edu/CFOC/XMLVersion/Chapter_3.xml.)

VIII.

- ☐ Require staff members to stay home if they think they might be sick. If they become sick while at the program, require them to go home and stay home. Give staff paid sick leave so they can stay home without losing wages.

IX.

- ☐ Require ill staff and students to stay at home until their flu symptoms are gone and they feel ready to come back to work.

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

K. INTRUDER / HOSTAGE

Intruder- An unauthorized person who enters Center property:

- ☐ Notify Site Supervisor.
- ☐ Ask another staff person to accompany you before approaching guest / intruder.
- ☐ Politely greet guest / intruder and identify yourself.
- ☐ Ask guest / intruder the purpose of his / her visit.
- ☐ Inform guest / intruder that all visitors must register at the Site Supervisor's office.
- ☐ If intruder's purpose is not legitimate, ask him / her to leave. Accompany intruder to exit.

If intruder refuses to leave:

- ☐ Warn intruder of consequences for staying on center property.
- ☐ Notify security or police and Site Supervisor if intruder still refuses to leave. Give police full description of intruder. **(Keep intruder unaware of call for help if possible)**
- ☐ Walk away from intruder if he / she indicate a potential for violence. Be aware of intruder's actions at this time (where he / she is located in center, whether he / she is carrying a weapon or package, etc).
- ☐ Maintain visual contact with intruder from a safe distance.
- ☐ Site Supervisor may issue lock-down procedures (see Lock-Down Procedures on next page).

Hostage:

- ☐ If hostage taker is unaware of your presence, do not intervene.
- ☐ Call 911 immediately. Give dispatcher details of situation; ask for assistance from hostage negotiation team. **(Dial 911, Give Site Information: Christoval Head Start, 20065 3rd. St., Christoval, TX 76935, 325-896-7281)**
- ☐ Seal off area near hostage scene.
- ☐ Notify Site Supervisor.
- ☐ Site Supervisor notifies Director.
- ☐ Give control of scene to police and hostage negotiation team.
- ☐ Keep detailed notes of events.

If taken hostage:

- ☐ Follow instructions of hostage taker.
- ☐ Try not to panic. Calm students if they are present.
- ☐ Treat the hostage taker as normally as possible.
- ☐ Be respectful to hostage taker.
- ☐ Ask permission to speak and do not argue or make suggestions.

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

L. LOCKDOWN / SHELTER-IN-PLACE

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside center building.

- ☐ Site Supervisor will issue lock-down order by announcing a warning over Phone Intercom System, sending a messenger to each classroom or other alternate method.
- ☐ Direct all students, staff and visitors into classrooms or secure rooms.
- ☐ Lock classroom doors.
- ☐ Cover windows of classrooms.
- ☐ Move all persons away from windows and doors.
- ☐ Have all persons get down on the floor.
- ☐ Allow no one outside of classrooms until the Site Supervisor gives the all-clear signal.

Consider using a verification code to authenticate any all-clear signal

(This is a specific word or phrase that is used prior to giving the all-clear signal that indicates to all staff that the person signaling the all clear is not being forced to do so by an intruder)

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

M. MEDICAL EMERGENCY

Incident in center:

- ☐ Call 911 (if necessary). (*Dial 911, Give Site Information: Christoval Head Start, 20065 3rd. St., Christoval, TX 76935, 325-896-7281*)
- ☐ Notify CPR / first aid certified persons in center building of medical emergencies (names of CPR / first aid certified persons are listed in Appendix B).
- ☐ Utilize blood borne pathogens precautions,
- ☐ If possible, isolate affected student / staff member.
- ☐ Notify Site Supervisor.
- ☐ Site Supervisor notifies Director.
- ☐ Activate center Emergency Response Team. Designate staff person to accompany injured / ill person to hospital.
- ☐ Site Supervisor notifies parent(s) or guardian(s) of affected student.
- ☐ Direct witness (es) to center psychologist / counselor. Contact parents if students are sent to psychologist / counselor.
- ☐ Determine method of notifying students, staff and parents.
- ☐ Refer media to

<u>Head Start Director</u> Agency Spokesperson	<u>325-944-9666</u> Telephone Numbers
---	--

Incident outside of center:

- ☐ Activate Emergency Response Team.
- ☐ Notify staff before normal operating hours.
- ☐ Determine method of notifying students and parents. Announce availability of counseling services for those who need assistance.
- ☐ Refer media to

<u>Head Start Director</u> Agency Spokesperson	<u>325-944-9666</u> Telephone Numbers
---	--

Post-crisis intervention:

- ☐ Meet with Mental Health Consultant and Mental Health Manager to determine level of intervention for staff and students.
- ☐ Designate rooms as private counseling areas.
- ☐ Escort affected students, siblings, close friends, and other "highly stressed" students to counselors.
- ☐ Debrief all students and staff.
- ☐ Assess stress level of all students and staff.
- ☐ Recommend counseling to overly stressed students and staff.
- ☐ Follow-up with students and staff who received counseling.
- ☐ Designate staff person(s) to attend funeral.
- ☐ Allow for changes in normal routines or test schedules to address injury or death.

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

M. Incident / Illness Report Form 7239 Appendix O

- Staff should notify parents /guardians as soon as feasibly possible in the event of an emergency or incident involving their child.
- **“State Admission Information”** form 2935 has information such as parents/guardians names and telephone numbers, names and numbers of contact persons to whom may pick up the child.
- When contacting parent/guardians or other emergency contact persons, it is important for staff to stay calm and relate all relevant information.
- An **“Incident/ Illness Report”** form 7239 will be completed as soon as possible and within 48 hours.
- Document what has happened to the child and what has been done to care for the child.
- Document that notification was made to parents/guardians and the parents /guardians response to the notification.
- If a child receives medical treatment report the **“Incident/ Illness Report”** to Day Care Licensing within 48 hours.
- If a child receives medical treatment a **“Health & Developmental Follow-up Plan”** will be initiated the day after the incident / illness to follow-up with parent/guardian on the status of the child.
- Have parents/guardians sign the **“Incident/ Illness Report”** form 7239.

Note: 1 copy goes home with student
1 copy to Health Manager
File original in the child's State File

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

N. RADIOLOGICAL EVENT

Not Applicable:
None within 10-mile

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

O. SHELTERING PROCEDURES

Sheltering provides refuge for students, staff and public within center building during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency.

- ☐ Identify safe areas in each center building.
- ☐ Site Supervisor warns students and staff to assemble in safe areas. Bring all persons inside building(s).
- ☐ Teachers take class roster & emergency information.
- ☐ Support Staff closes all exterior doors and windows.
- ☐ Support Staff turns off any ventilation leading outdoors.
- ☐ Support Staff seals doors, windows, and vents with plastic sheets and duct tape.
- ☐ Support Staff covers up food not in containers or put it in the refrigerator.
- ☐ If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- ☐ Teachers should account for all students after arriving in safe area.
- ☐ All persons must remain in safe areas until notified by Site Supervisor or emergency responders.

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

P. SUICIDE

Suicide Attempt in Center:

- ☐ Verify information.
- ☐ Call 911. (***Dial 911, Give Site Information: Christoval Head Start, 20065 3rd St., Christoval, TX 76935, 325-896-7281***)
- ☐ Notify center psychologist / counselor, Site Supervisor and MHMR, 1501 Beauregard, San Angelo, TX, 325-658-7750
Child Mental Health Services (students under 18)
or
Crisis Intervention Center, 424 South Oakes St, San Angelo, TX 325-653-5933.
Other suicide intervention service
- ☐ Site Supervisor notifies parent(s) or guardian(s) if suicidal person is student. Site Supervisor may schedule meeting with parents and center psychologist / counselor to determine course of action.
- ☐ Calm suicidal person.
- ☐ Try to isolate suicidal person from other students.
- ☐ Stay with person until Emergency Personnel arrive. **Do not leave suicidal person alone.**
- ☐ **Determine method of notifying staff, students and parents. Hold daily staff debriefings before and after normal operating hours as needed.**
- ☐ Activate center Emergency Response Team to implement post-crisis intervention. Determine level of intervention.

Suicidal Death / Serious Injury:

- ☐ Verify information.
- ☐ Activate center Emergency Response Team.
- ☐ Notify staff in advance of next center day following suicide or attempted suicide.
- ☐ Determine method of notifying students and parents. Do not mention "suicide" or details about death in notification. Do not hold memorials or make death appear heroic. Protect privacy of family.
- ☐ Implement post-crisis intervention.

Post-crisis Intervention:

- ☐ Meet with Mental Health Consultant and Child Mental Health Manager to determine level of intervention for staff and students.
- ☐ Designate rooms as private counseling areas.
- ☐ Escort siblings, close friends, and other "highly stressed" students to counselors.
- ☐ Assess stress level of staff. Recommend counseling to overly stressed staff.
- ☐ Refer media to Head Start Director 325-944-9666. **Do not let media question students or staff.**
- ☐ Follow-up with students and staff who received counseling. Resume normal routines as soon as possible.

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

Q. TERRORIST EVENT

Weapons of mass destruction likely to be employed by terrorists fall into four basic categories: Nuclear, Biological, Chemical, and Conventional. The below outlined procedures will protect students and staff should such attacks occur.

Nuclear:

Defense against nuclear weapons depends primarily on distance from the point of detonation. If time permits:

- ☐ Move students and staff to specifically identified basement or lower-level rooms. Interior hallways may be used as an alternate.
- ☐ Close all doors leading into hallways to minimize flying glass.
- ☐ All people assume the **duck, cover and hold** position on the ground.
- ☐ Shut down all utility systems to the building. (Gas and electricity are the priorities)
- ☐ Shelter in place to protect from fall out if attack is far enough away.
- ☐ Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities

Biological:

Defense against biological attacks is difficult. Awareness of an attack is usually not possible for days or weeks. The first signs may emerge as personnel notice a higher than usual incidence of various symptoms. Should an attack be discovered while in progress the center should:

- ☐ Reverse-evacuate all people into center buildings.
- ☐ Shelter in place. **(Do not use basements or low-lying areas)**
- ☐ Close all doors and windows.
- ☐ Shut down the HVAC system. (Limit airflow from outside)
- ☐ Seal doors, windows, and vents with plastic and duct tape.
- ☐ Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities.

Chemical:

- ☐ Reverse-evacuate all people into center buildings.
- ☐ Shelter in place. **(Do not use basements or low-lying areas)**
- ☐ Close all doors and windows.
- ☐ Shut down the HVAC system. (Limit airflow from outside)
- ☐ Seal doors, windows, and vents with plastic and duct tape.
- ☐ Be prepared to treat students and staff who experience a reaction to the chemical agent.
- ☐ The decision to evacuate should be made after consulting with public safety, emergency management, or military authorities.

Conventional:

The danger from the blast effect of conventional explosive devices is similar to nuclear devices with a higher rate of survivability. If responding to the threat of an imminent blast nearby:

- ☐ Move students and staff to specifically identified basement or lower-level rooms. Interior hallways may be used as an alternate.
- ☐ Close all doors leading into hallways to minimize flying glass.
- ☐ All people assume the *duck, cover, and hold* position on the ground.
- ☐ Shut down all utility systems to the building. (Gas and electricity are the priorities)
- ☐ Shelter in place to protect from fall out if attack is far enough away.
- ☐ Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management or military authorities

If the center is the target:

- ☐ Evacuate to pre designated off site location(s)

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

R. WEAPONS

- ☐ Call police if a weapon is suspected to be in center. (***Dial 911, Give Site Information: Christoval Head Start, 20065 3rd. St., Christoval, TX 76935, 325-896-7281***)
- ☐ Ask another administrator to join you in questioning suspected student or staff member.
- ☐ Accompany suspect to private office to wait for police.
- ☐ Conduct search with police.
- ☐ Keep detailed notes of all events and why search was conducted.
- ☐ Notify parent(s) or guardian(s) if suspect is a student. Explain why search was conducted and results of the search.
- ☐ If suspect threatens you with a weapon, do not try to disarm them. Back away with your arms up. Remain calm.

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

S. WEATHER

Severe Weather Watch has been issued in an area near center

- ☐ Monitor NOAA Weather Stations (National Weather Service, Weather Channel).
- ☐ Bring all persons inside building(s).
- ☐ Close windows and blinds.
- ☐ Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks and in hallways away from windows and large rooms.
- ☐ Review "drop, cover and hold" procedures with students.

Severe Weather Warning has been issued in an area near center or severe weather has been spotted near center

- ☐ Shut off gas (if applicable).
- ☐ Move students and staff to safe areas.
- ☐ Remind teachers to take class roster & emergency information.
- ☐ Ensure that students are in "drop, cover and hold" positions.
- ☐ Account for all students.
- ☐ Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.

SUPPORT APPENDICIES

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

A. STAFF ASSIGNMENTS

Administrative Group:

- ☐ Verify information.
- ☐ Identify Site Supervisor.
- ☐ Call 911 (if necessary). (*Dial 911, Give Site Information: Christoval Head Start, 20065 3rd St., Christoval, TX 76935, 325-896-7281*)
- ☐ Seal off high-risk area.
- ☐ Convene Emergency Response Team and implement crisis response procedures.
- ☐ Notify students and staff (depending on emergency; students may be notified by teachers).
- ☐ Evacuate students and staff if necessary.
- ☐ Refer media to Agency spokesperson (or designee).
- ☐ Notify community agencies (if necessary).
- ☐ Implement post-crisis procedures.
- ☐ Keep detailed notes of crisis event.

Support Group:

- ☐ Secure building
- ☐ Maintain building operation
- ☐ Mitigate facility damage
- ☐ Assist in evacuation or sheltering operations

Teachers Group:

- ☐ Verify information.
- ☐ Notify front office
- ☐ Lock classroom doors, unless evacuation orders are issued.
- ☐ Warn students, if advised.
- ☐ Account for all students.
- ☐ Stay with students during an evacuation. Take class roster & emergency information.
- ☐ Refer media to Agency spokesperson (or designee).
- ☐ Keep detailed notes of crisis event.

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

B. TRAINING MATRIX

Title	First Aid	CPR	Security	Evacuation	Safety	First Aid List
Site Supervisor	X	X	X	X	X	X
Teacher 1	X	X	X	X	X	X
Teacher's Aide	X	X	X	X	X	X

C. EQUIPMENT INVENTORY

**-INSERT RESOURCE
INVENTORY OF EMERGENCY EQUIPMENT-**

INCLUDE:

- ☐ Communications equipment
- ☐ First aid supplies
- ☐ Fire fighting equipment
- ☐ Lighting
- ☐ Classroom emergency kits
- ☐ Food
- ☐ Water
- ☐ Blankets
- ☐ Maintenance supplies
- ☐ Tools

**IDENTIFY ANY AND ALL AVAILABLE RESOURCES THAT MAY BE USED OR MAY BE
NEEDED IN THE EVENT OF AN EMERGENCY**

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

D. DRILL LOG

Texas Dept of Family
and Protective Services

FIRE SAFETY PRACTICES

Form 7263
May 2011

LOCATION OF FIRE EXTINGUISHERS

SEVERE WEATHER DRILLS (Every 3 Mos.)

Date: _____

Date: _____

Time: _____

Time: _____

Exit Time: _____

Exit Time: _____

Staff Initial: _____

Staff Initial: _____

RELOCATION SITE FOR CHILDREN
AND STAFF AFTER EVACUATING
OPERATION:

Date: _____

Date: _____

Time: _____

Time: _____

Exit Time: _____

Exit Time: _____

Staff Initial: _____

Staff Initial: _____

MONTHLY FIRE EXTINGUISHER CHECKS				FIRE DRILLS			Smoke Alarm Detector	CO Detector Test
Month	Date	Staff Initial	Person In Charge	Date & Time	Exit Time	Staff Initial	Date	Date
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								

FIRST AID KIT
LOCATION(S) _____

BATTERY POWERED LIGHTING IS LOCATED IN EACH CHILD CARE ROOM - CHECK BATTERIES
OPERATION

INSPECTIONS: FIRE: _____ HEALTH: _____ GAS: _____

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

E. SITE PLAN REVIEW

Each center site emergency response plan must be reviewed at least once each year. It is recommended that this review be conducted prior to the start of each center year. Additionally, the plan must be reviewed anytime weaknesses in the plan are identified during a drill, exercise or an actual emergency event. Centers should include their local emergency response, emergency management and public health agencies in the review process.

<input type="checkbox"/>	Review plan for compliance with the Head Start, State and local requirements. Identify and report deficiencies.
<input type="checkbox"/>	Review existing emergency procedures. Are the procedures adequate to address identified hazards / threats? Identify and report new hazards / threats developed that should be added.
<input type="checkbox"/>	Review Emergency Team Assignments and responsibilities, update as needed. Identify and report team shortfalls.
<input type="checkbox"/>	Review Training matrix to ensure training of all assigned tasks. Identify and report all training shortfalls.
<input type="checkbox"/>	Review Equipment List; verify on-hand equipment condition; identify and report all equipment shortfalls.
	Review on and off-site assignments and staging areas. Make contact with any identified off-site locations to ensure permission to use those locations is still in affect.
	Have outside agencies (Fire, Police, and Health etc.) review plan if possible. Consider recommendations for inclusion into plan.
	Sign / Date reviewer block below.
	Provide completed plan review to Director / Executive Director.

Notes:

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slightly textured appearance and is set against a dark background.

Date of Review:	Reviewer:	Reviewer:
	Reviewer:	Reviewer:

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

F. EMERGENCY CONTACT NUMBERS

Administration	Number
Director / Executive Director	325-944-9666
Head Start Director	325-944-9666
Education, Mental Health, & Disability Manager	325-944-9666
Health, Nutrition & Parent Involvement Manager	325-944-9666
Facilities, ERSEA & Family & Community Manager	325-944-9666
Administrative Assistant	325-944-9666
Public Safety Agencies	Number
General Emergency	911
Police / Sheriff / Fire	911
Poison Control	1-800-362-0101
Local Hospital Emergency Rooms	325-658-1511
Health Department	325-657-4214
County Emergency Agency	325-655-8111
Other Contacts	Number
Agency Director / Executive Director	325-944-9666
Gas Company	325-655-5637
Water Company	325-896-2499
Electric Company	325-651-5543
State Collaborator	325-223-6892

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

G. INFLUENZA PLANNING

A pandemic is a global disease outbreak. A flu pandemic occurs when a new influenza virus emerges that people have little or no immunity to and for which there may be no vaccine. The disease spreads easily person to-person and causes serious illness. It can sweep across the country and around the world very quickly. It is hard to predict when the next flu pandemic will occur or how bad it will be.

Child care and preschool programs can help protect the health of their staff and the children and families they serve. Interruptions in child care services during an influenza (flu) pandemic may cause conflicts for working parents that could result in high absenteeism in workplaces. Some of that absenteeism could be expected to affect personnel and workplaces that are critical to the emergency response system. The U.S. Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) offer this checklist to help programs prepare for the effects of a flu pandemic. Many of these steps can also help in other types of emergencies. More information on pandemic flu is available at www.pandemicflu.gov.

1. Planning and Coordination:

- Form a committee of staff members and parents to produce a plan for dealing with a flu pandemic. Include members from all different groups your program serves. Include parents who do not speak English who can help contact other non-English speakers in the community. Staff of very small programs might consider joining together with other similar programs for planning.
- Assign one person to identify reliable sources of information and watch for public health warnings about flu, school closings, and other actions taken to prevent the spread of flu.
- Learn who in your area has legal authority to close child care programs if there is a flu emergency.
- Learn whether the local / state health departments and agencies that regulate child care have plans. Be sure your flu plan is in line with their plans. Tell them if you can help support your community's plan.
- Identify all the ways a flu pandemic might affect your program and develop a plan of action. (For example, you might have problems with food service, transportation, or staffing.)
- Encourage parents to have a "Plan B" for finding care for their children if the program is closed during a flu pandemic. Give them ideas about where they might seek help based on your knowledge of the local child care community.
- Work with those in charge of your community's plan to find other sources of meals for low-income children who receive subsidized meals while in your care. (For example, locate food pantries and meals on wheels.)
- Learn about services in your area that can help your staff, children, and their families deal with stress and other problems caused by a flu pandemic.

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

- Stage a drill to test your plan and then improve it as needed. Repeat the drill from time to time.
- Consider volunteering to help in tests of community plans.
- Talk to other child care and preschool programs in your area to share information that could make your plan better. Discuss ways programs could work together to produce a stronger plan and pool resources.

2. Student Learning and Program Operations:

- Plan how you would deal with program closings, staff absences, and gaps in student learning that could occur during a flu pandemic.
- Plan ways to help families continue their child's learning if your child care program or preschool is closed. (For example, give parents things they can teach at home. Tell them how to find ideas on the internet. Talk with child care resource referral agencies or other groups that could help parents continue their children's learning at home.)
- Plan ways to continue basic functions if your program is closed. (For example, continue meeting payroll and keeping in touch with staff and student's families.)

3. Communications Planning:

- Have a plan for keeping in touch with staff members and students' families. Include several different methods of contacting them. (For example, you might use hotlines, telephone trees, text messaging, special Websites, local radio and / or TV stations.) Test the contact methods often to be sure they work.
- Make sure staff and families have seen and understand your flu pandemic plan. Explain why you need to have a plan. Give them a chance to ask questions.
- Give staff and students' families reliable information on the issues listed below in their languages and at their reading levels.
- How to help control the spread of flu by hand washing / cleansing and covering the mouth when coughing or sneezing. (See [www.cdc.gov / flu / school / .](http://www.cdc.gov/flu/school/))
- How to recognize a person that may have the flu, and what to do if they think they have the flu. (See [www.pandemicflu.gov.](http://www.pandemicflu.gov/))
- How to care for ill family members. (See [www.hhs.gov / pandemic flu / plan / sup5.html#box4.](http://www.hhs.gov/pandemicflu/plan/sup5.html#box4))
- How to develop a family plan for dealing with a flu pandemic. (See [www.pandemicflu.gov / plan / guide](http://www.pandemicflu.gov/plan/guide))

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

H. Public Information Release

Check () as appropriate: Agency / Agency-wide _____ Center _____

Date: _____ Time: _____

NOTE: If this is used as a script, read only those items checked. Make no other comments.

(Check off, fill in, and cross off as appropriate.)

_____ has just experienced a(n) _____

- ☐ The (students / employees) [(are being) or (have been)] accounted for.
- ☐ No further information is available at this time.
- ☐ Emergency medical services [(are here) or (are on the way) or (are not available to us)].
- ☐ Police [(are here) or (are on the way) or (are not available to us)].
- ☐ Fire Dept. / paramedics [(are here) or (are on the way) or (are not available to us)].
- _____ [(are here) or (are on the way) or (are not available to us)].
- ☐ Communication center(s) for parents (is / are) being set up at _____ to answer questions about individual students.
- ☐ Communication center(s) for families (is / are) being set up at _____ to answer questions about individual employees.
- ☐ Injuries have been reported at _____ and are being treated at the site by (Staff / professional medical responders). (#) _____ reported injured.
- ☐ Students have been taken to a safe area, _____, and are with [(classroom teachers / staff) or (_____)].
- ☐ (#) Students have been taken to the local emergency room for treatment of serious injury. Parents of injured students should go to the emergency room at _____
- ☐ (#) Confirmed deaths have been reported at _____ Names cannot be released until families have been notified.
- ☐ Structural damage has been reported at the following sites: _____

Release restrictions _____ No _____ Yes
If yes, what?

Released to the public as Public Information Release # _____
Date / Time: _____

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

I. STAFF ROSTER

Staff rosters are posted on the parent board for each school. Rosters are liable to change frequently due to new staff. If you have any questions about the roster, please see the site supervisor at the center.

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

J. CENTER MAPS

-INSERT MAPS OF CENTER AND SURROUNDING AREA-

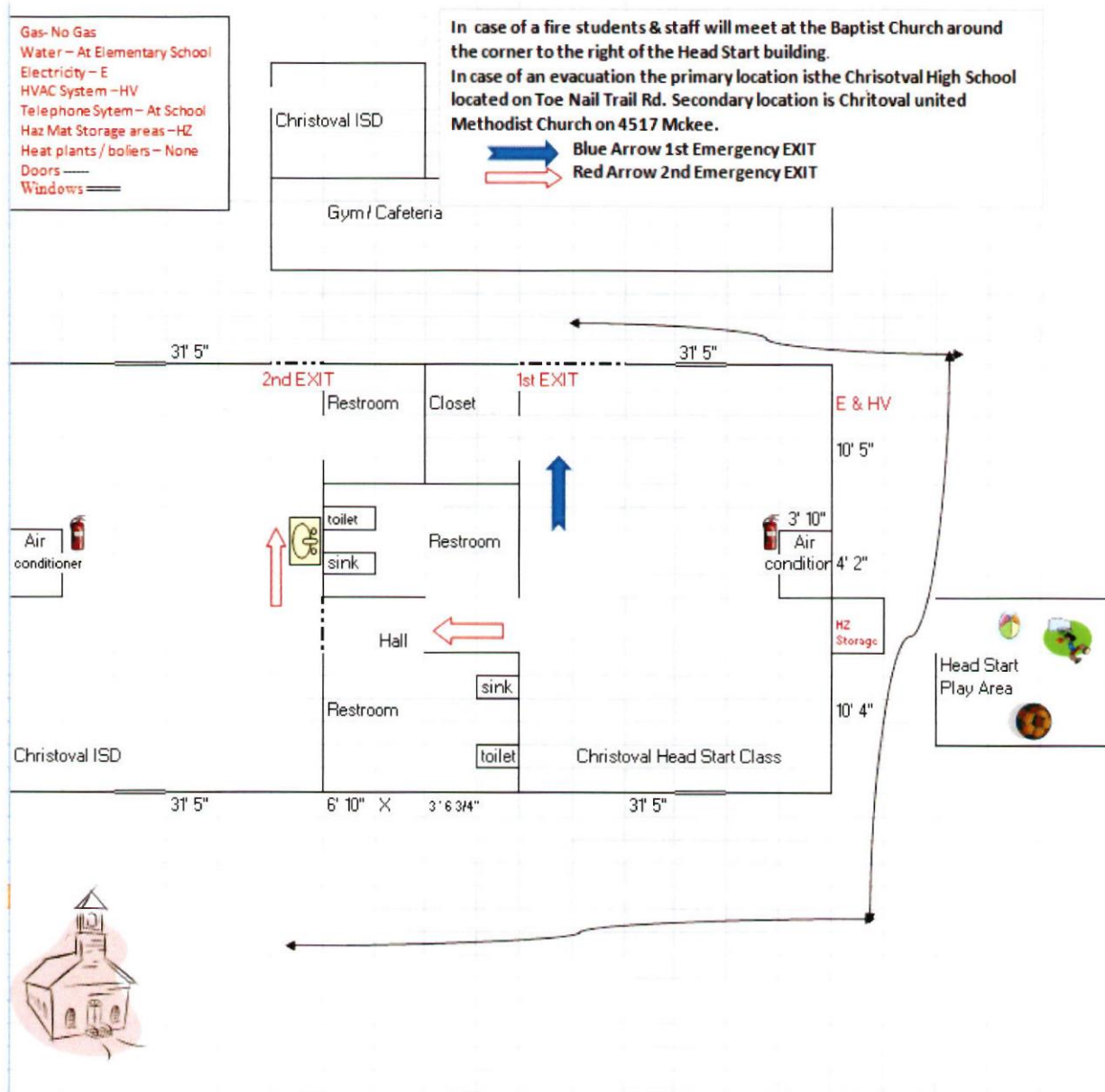
**AT MINIMUM INCLUDE THE FOLLOWING INFORMATION ON THE MAP:
(Primary and Alternate evacuation route maps shall be placed in each room)**

- ☐ Primary evacuation routes
- ☐ Alternate evacuation routes
- ☐ Handicap evacuation areas
- ☐ Utility access / shut-off for
 - Gas
 - Water
 - Electricity
 - HVAC System
 - Telephone system
- ☐ Site assignments and Staging Areas identified on page 9
- ☐ Haz Mat storage areas
- ☐ Heat plants / boilers
- ☐ Room numbers
- ☐ Door / window locations
- ☐ Any other information deemed appropriate by your planning committee

NOTE:

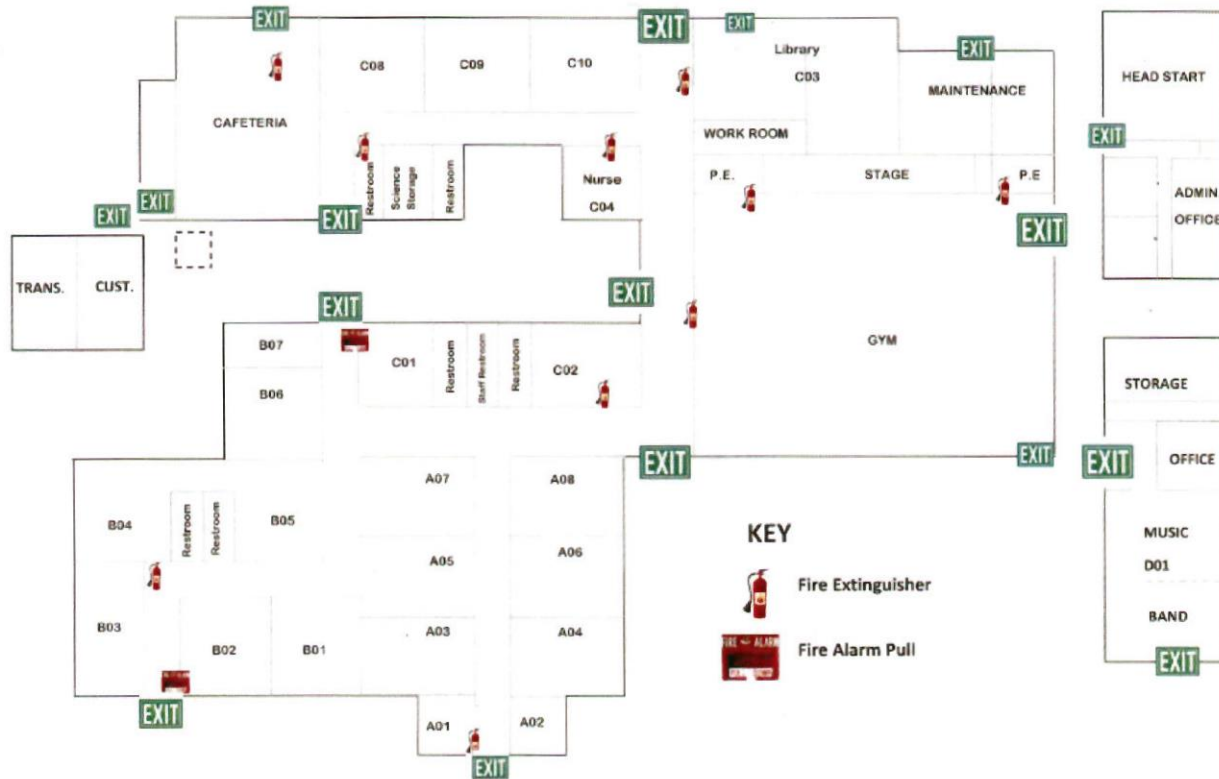
It is recommended that you develop a diagram of the entire center site and surrounding area and identify the locations and staging areas on the diagram. In an emergency a diagram may be easier to read than blue prints. Consult with local first responder agencies on what type of maps or diagrams they prefer. Blue prints of the site should be available in addition to the map or diagram. Blue prints may be necessary in certain fire or law enforcement situations.

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN



CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

Christoval Elementary



CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

K. MEDIA

All staff must refer media to site or Agency spokesperson.

The Center Agency, Law Enforcement and Fire assume responsibility for issuing public statements during an emergency. (This responsibility shall be pre-determined during the planning process)

- ☐ The Director / Executive Director serve as Agency spokesperson unless he / she designate a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.

Agency spokesperson	<u>Carolina Raymond</u>	<u>325-944-9666</u>
	Name	Telephone Numbers
Alternate Agency spokesperson	<u>John Austin Stokes</u>	<u>325-944-9666</u>
	Name	Telephone Numbers

- ☐ Center Public Information person acts as contact for emergency responders and assists Agency spokesperson with coordinating media communications. If Public Information person is unavailable, an alternate assumes responsibilities.

Center Public Information person	<u>Site Supervisor</u>
	Title
Alternate Public Information person	<u>Teacher</u>
	Title

During an emergency, adhere to the following procedures:

- ☐ Site Supervisor or designee relays all factual information to the director.
- ☐ The Director / Executive Director notify other centers in Agency and may ask center Public Information designee to prepare a written statement to media.
- ☐ Establish a media information center away from center.
- ☐ Update media regularly. **Do not say "No comment"**.
- ☐ Do not argue with media.
- ☐ Maintain log of all telephone inquiries. Use scripted response to respond to inquiries.

Media statement

- ☐ Create a general statement before an incident occurs. Adapt statement during crisis.
- ☐ Emphasize safety of students and staff first.
- ☐ Briefly describe center's plan for responding to emergency.
- ☐ Issue brief statement consisting only of the facts.
- ☐ Respect privacy of victim(s) and family of victim(s). **Do not release names to media.**
- ☐ **Refrain from exaggerating or sensationalizing crisis.**

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

L. SITE STATUS REPORT

TO: _____ FROM: (name) _____ LOCATION: _____

DATE: _____ TIME: _____ PERSON IN CHARGE AT SITE: _____

Message via: 2-way Radio _____ Telephone _____ Messenger _____

EMPLOYEE / STUDENT STATUS

	Absent	Injured	# Sent to Hosp. / med	Dead	Missing	Unaccounted for (Away from site)	# Released To parents	# Being supervised
Students								
Site Staff								
Others								

STRUCTURAL DAMAGE Check damage / problem and indicate location(s).

Check ✓	Damage / Problem	Location(s)
	Gas leak	
	Water leak	
	Fire	
	Electrical	
	Communications	
	Heating / cooling	
	Other (list):	

MESSAGE: (include kind of immediate assistance required; can you hold out without assistance / how long? overall condition of campus, neighborhood & street conditions; outside agencies on campus & actions; names of injured, dead, missing and accounted for ASAP)

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN



Form 7239
May 2021-E

Incident or Illness Report

Operations use this form to record all required information when a child sustains an injury, at the onset of an illness or reportable incident.

Directions

Complete the form as follows:

- **Injury requiring medical treatment or hospitalization:** Complete all information in Sections I, II, V and VI.
- **Incident that placed a child at risk:** Complete all information in Sections I, II, V and VI.
- **Illness requiring hospitalization:** Complete all information in Sections I, III, V and VI.
- **Incidence of a child or employee contracting a communicable disease:** Complete all information in Sections I, IV, V and VI.

After completing the form:

- Notify parents as required by the minimum standards; and
- Keep the form on file at the operation.

Privacy Statement

HHSC values your privacy. For more information, read the privacy policy online at: <https://hhs.texas.gov/policies-practices-privacy#security>.

Section I – General Information

Director's Name:	Operation No.:	Date of Incident or Illness:	Time of Incident or Illness: <input type="radio"/> a.m. <input type="radio"/> p.m.
Parent(s)* Notified: <input type="radio"/> Yes <input type="radio"/> No	Date:	Time:	By:
*For communicable diseases, all parents must be notified.			
Child Care Regulation Notified: <input type="radio"/> Yes <input type="radio"/> No	Date:	Time:	By:

Section II – Details of Injury and/or Incident (Section not used for incidences of communicable disease or illnesses.)

Child's Full Name:	Child's Date of Birth:	Caregiver in Charge:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Describe the injury or risk:		
<input type="text"/>		
How did the incident or injury occur?		
<input type="text"/>		
Additional staff present and/or witness to the incident or injury:		
<input type="text"/>		
Was first aid provided? <input type="radio"/> Yes <input type="radio"/> No What type of first aid was provided? <input type="text"/>		
Was Emergency Medical Services (EMS) called? <input type="radio"/> Yes <input type="radio"/> No Time EMS was called: <input type="text"/>		
Was child transported to receive medical care? <input type="radio"/> Yes <input type="radio"/> No Who transported the child? <input type="text"/>		

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

Form 7239
Page 2 / 05-2021-E

Section III – Illness Requiring Hospitalization (Section *not* used for incidents, injuries or notifications communicable disease.)

Child's Full Name:		Child's Date of Birth:
<div style="border: 1px solid black; height: 20px;"></div>		<div style="border: 1px solid black; height: 20px;"></div>
Was first aid provided? <input type="radio"/> Yes <input type="radio"/> No What type of first aid was provided? _____		
Was medication given? <input type="radio"/> Yes <input type="radio"/> No Name of medication: _____ Dosage: _____		
Did the child have a fever? <input type="radio"/> Yes <input type="radio"/> No Temperature: _____		
Was medical treatment required? <input type="radio"/> Yes <input type="radio"/> No Date and time medical treatment received: _____		
Was EMS called? <input type="radio"/> Yes <input type="radio"/> No Time EMS was called: _____		
Was child transported to receive medical care? <input type="radio"/> Yes <input type="radio"/> No Who transported the child? _____		
Was an allergy plan enacted? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A What was done? _____		
Was there an emergency anaphylaxis reaction that required administration of an unassigned epinephrine auto-injector? <input type="radio"/> Yes <input type="radio"/> No		
Was use of an unassigned epinephrine auto-injector reported to Texas Department of State Health Services (DSHS)? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
Date reported to DSHS: _____		
Was the child's doctor called by the operation? <input type="radio"/> Yes <input type="radio"/> No		
Doctor's Name:	Doctor's Phone No.:	Time doctor was called:
<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
Doctor's recommendation(s):		
<div style="border: 1px solid black; height: 40px;"></div>		
Did the child see his or her doctor? <input type="radio"/> Yes <input type="radio"/> No Diagnosis or Outcome: _____		
Was hospitalization required? <input type="radio"/> Yes <input type="radio"/> No Additional Details: _____		

Section IV – Communicable Disease (Section *not* used for incidents, injuries or illness other than communicable disease notification.)

Type of communicable disease contracted by child or employee at this operation:
<div style="border: 1px solid black; height: 20px;"></div>
Does the communicable disease require exclusion? <input type="radio"/> Yes <input type="radio"/> No
Was the Health Department notified? <input type="radio"/> Yes <input type="radio"/> No Date Health Department notified: _____

Section V – Employee or Caregiver Certification

I verify that I, the director/person in charge, reviewed the information in this report.		
Printed Name: _____	Signature of Director or Person in Charge: _____	Date Signed: _____

Section VI – Parent or Guardian Acknowledgment

I verify that the operation appropriately relayed the information concerning the incident described in this report. I have received a copy of this report. (If emailed or distributed electronically, you may attach a copy of the method used.)		
Printed Name: _____	Signature of Parent or Guardian: _____	Date Signed: _____

***Concho Valley Council of
Governments
Head Start***

***Appendix 1
Active Shooter Response Plan***



Updated July 2017

For Official Use Only

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

ACTIVE SHOOTER

Upon recognizing the danger, as soon as it is safe to do so, staff or others must alert responders by contacting 911 with as clear and accurate information as possible. As the situation develops, it is possible that students and staff will need to use more than one option.

During an active shooter situation, staff will rarely have all of the information they need to make a fully informed decision about which option is best. While they should follow the plan and any instructions given during an incident, often they will have to rely on their own judgment to decide which option will best protect lives.

Run

If it is safe to do so for yourself and those in your care, the first course of action that should be taken is to run out of the building and far away until you are in a safe location.

- Leave personal belongings behind;
- Visualize possible escape routes, including physically accessible routes for students and staff with disabilities as well as persons with access and functional needs;
- Avoid escalators and elevators;
- Take others with you, but not to stay behind because others will not go;
- Call 911 when safe to do so

Hide

If running is not a safe option, hide in as safe a place as possible. In addition:

- Lock the doors;
- Barricade the doors with heavy furniture;
- Close and lock windows and close blinds or cover windows;
- Turn off lights;
- Silence all electronic devices;
- Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the shooter and for possible escape if the shooter enters the room);
- Use strategies to silently communicate with first responders if possible; and
- Remain in place until given an all clear by identifiable law enforcement officers.

Students and staff should be trained to hide in a location where the walls might be thicker and have fewer windows.

Fight

If neither running nor hiding is a safe option, as a last resort when confronted by the shooter, adults in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as fire extinguishers, and chairs.

Sources:

<https://rems.ed.gov/K12ActiveShooterSituations.aspx>

http://rems.ed.gov/docs/REMS_k-12_Guide_508.pdf

CHRISTOVAL HEAD START EMERGENCY RESPONSE PLAN

NOTIFICATION

The primary consideration under any school related emergency shall be the safety, welfare and health of the students.

1. It is essential that parent/guardian inform staff of any contact information changes as soon as they occur. Information is required to be kept up-to-date in case of emergencies.
2. Under emergency situations, parent/guardian will be contacted as soon as practical and safe via messenger system or phone.
3. If the child is released to emergency personnel:
 - Staff will obtain the emergency personnel's information (name, agency they work for and vehicle number or license plate)
 - Where the child is being taken to
 - Notify parent/guardian listed on the child's emergency information
 - Complete Incident Report

Emergency Documents and Resources

The teacher will have these items with him/her in every emergency situation or practice drill -- Evacuation, Shelter-in, and Lock-Down.

- Daily sign-in sheet
- Up-to-date family contact information
- Authorization for emergency care for each child.
- Medical information on children, as appropriate (e.g., special needs)
- Emergency Backpack

These items must be quickly available.

A decorative black border with a repeating scalloped and floral pattern surrounds the central text.

Agenda Item 9

Part 1302 Program Structure

Subpart B – Program Structure

1302.20 Determining program structure.

1302.21 Center- Based option.

1302.22 Home-based option.

1302.23 Family child care option.

1302.24 Locally-designed program option variations.

Standard	Performance Standard	Plan of Action
<p>Subpart B</p> <p>§1302.20</p> <p>(a)</p> <p>(1)</p> <p>(2)</p> <p>(b)</p>	<p>Program Structure</p> <p>Determining program structure.</p> <p><u>Choose a program option.</u></p> <p>A program must choose to operate one or more of the following program options: center-based, home-based, family child care, or an approved locally-designed variation as described in §1302.24. The program option(s) chosen must meet the needs of children and families based on the community assessment described in §1302.11(b). A Head Start program serving preschool-aged children may not provide only the option described in §1302.22(a) and (c)(2).</p> <p>To choose a program option and develop a program calendar, a program must consider in conjunction with the annual review of the community assessment described in §1302.11(b)(2), whether it would better meet child and family needs through conversion of existing slots to full school day or full working day slots, extending the program year, conversion of existing Head Start slots to Early Head Start slots as described in paragraph (c) of this section, and ways to promote continuity of care and services. A program must work to identify alternate sources to support full working day services. If no additional funding is available, program resources may be used.</p> <p><u>Comprehensive services.</u> All program options must deliver the full range of services, as described in subparts C, D, E, F, and G of this part, except that</p>	<p>Head Start/Early Head will remain center-based until the community assessment reflects another program option meets the needs of the children and families in the community. Our program is center based, No more than six hours for Head Start and no more than seven hours for Early Head Start.</p> <p>Not applicable</p>

Standard	Performance Standard	Plan of Action
(c)	§1302.30 through 1302.32 and §1302.34 do not apply to home-based options.	
	<u>Conversion.</u>	
(1)	Consistent with section 645(a)(5) of the Head Start Act, grantees may request to convert Head Start slots to Early Head Start slots through the re-funding application process or as a separate grant amendment.	Follow standard
(2)	Any grantee proposing a conversion of Head Start services to Early Head Start services must obtain policy council and governing body approval and submit the request to their regional office.	Follow Standard
(3)	With the exception of American Indian and Alaska Native grantees as described in paragraph (c)(4) of this section, the request to the regional office must include:	Not applicable
(i)	A grant application budget and a budget narrative that clearly identifies the funding amount for the Head Start and Early Head Start programs before the proposed conversion;	Follow Standard
(ii)	The results of the community assessment demonstrating how the proposed use of funds would best meet the needs of the community, including a description of how the needs of eligible Head Start children will be met in the community when the conversion takes places;	Follow Standard
(iii)	A revised program schedule that describes the program options and the number of funded	Follow Standard

Standard	Performance Standard	Plan of Action
	<p>enrollment slots for Head Start and Early Head Start programs before and after the proposed conversion:</p> <p>(iv) A description of how the needs of pregnant women, infants, toddlers will be addressed;</p> <p>(v) A discussion of the agency's capacity to carry out an effective Early Head Start program in accordance with the requirements of section 645A(b) of the Head Start Act and all applicable regulations;</p> <p>(vi) Assurances that the agency will participate in training and technical assistance activities required of all Early Head Start grantee;</p> <p>(vii) A discussion of the qualifications and competencies of the child development staff proposed for the Early Head Start program, as well as a description of the facilities and program infrastructure that will be used to support the new or expanded Early Head Start program;</p> <p>(viii) A discussion of any one-time funding necessary to implement the proposed conversion and how the agency intends to secure such funding; and,</p> <p>(ix) The proposed timetable for implementing this conversion, including updating school readiness goals as described in Subpart J of this part.</p> <p>(4) Consistent with section 645(d)(3) of the Act, any American Indian and Alaska Native grantee that operates both an Early Head Start program and a Head Start program may reallocate funds between the</p>	<p>Follow Standard</p> <p>Follow Standard</p> <p>Follow Standard</p> <p>Follow Standard</p> <p>Follow Standard</p> <p>Follow Standard</p> <p>Not applicable</p>

Standard	Performance Standard	Plan of Action
(i)	For brief absences of a teaching staff member for no more than five minutes; and,	Staff will never leave children unsupervised for any reason.
(ii)	During nap time one teaching staff member may be replaced by one staff member or trained volunteer who does not meet the teaching qualifications required for the age.	1. During nap/rest time for 18 months and older one teaching staff must be free from activities, not directly involving the teaching, care and supervision of children, such as administrative and clerical duties, meal preparation, janitorial duties and personal use of electronic devices. For Classrooms serving children under 18 months if more than two paid staff are present, you can follow the above. A trained volunteer may not be left with children alone at anytime. A paid Head Start Staff must be present.
(2)	An Early Head Start or Migrant or Seasonal Head Start class that serves children under 36 months old must have two teachers with no more than eight children, or three teachers with no more than nine children. Each teacher must be assigned consistent, primary responsibility for no more than four children to promote continuity of care for individual children. A program must minimize teacher changes throughout a child's enrollment, whenever possible, and consider mixed age group classes to support continuity of care.	Follow Standard
(3)	A class that serves a majority of children who are three years old must have no more than 17 children with a teacher and teaching assistant or two teachers.	Follow Standard
	A double session class that serves a majority of children who are three years old must have no more than 15 children with a teacher and teaching assistant or two teachers.	Not applicable

Standard	Performance Standard	Plan of Action						
(4)	<p>A class that serves a majority of children who are four and five years old must have no more than 20 children with a teacher and a teaching assistant or two teachers.</p> <p>A double session class that serves a majority of children who are four and five years old must have no more than 17 children with a teacher and a teacher assistant or two teachers.</p> <p>Table to §1302.21(b)- Center-based group size</p> <table><tr><td>4 and 5-yearolds</td><td><ul style="list-style-type: none">•No more than 20 children enrolled in any class.•No more than 17 children enrolled in any double session class.</td></tr><tr><td>3-yearolds</td><td><ul style="list-style-type: none">•No more than 17 children enrolled in any class.•No more than 15 children enrolled in any double session class.</td></tr><tr><td>Under 3 years old</td><td><ul style="list-style-type: none">•No more than 8 or 9 children enrolled in any class, depending on the number of teachers.</td></tr></table>	4 and 5-yearolds	<ul style="list-style-type: none">•No more than 20 children enrolled in any class.•No more than 17 children enrolled in any double session class.	3-yearolds	<ul style="list-style-type: none">•No more than 17 children enrolled in any class.•No more than 15 children enrolled in any double session class.	Under 3 years old	<ul style="list-style-type: none">•No more than 8 or 9 children enrolled in any class, depending on the number of teachers.	<p>Follow Standard</p> <p>Not applicable</p>
4 and 5-yearolds	<ul style="list-style-type: none">•No more than 20 children enrolled in any class.•No more than 17 children enrolled in any double session class.							
3-yearolds	<ul style="list-style-type: none">•No more than 17 children enrolled in any class.•No more than 15 children enrolled in any double session class.							
Under 3 years old	<ul style="list-style-type: none">•No more than 8 or 9 children enrolled in any class, depending on the number of teachers.							
(c)	<p><u>Service Duration.</u></p>							
(1)	<p><u>Early Head Start.</u></p>							
(i)	<p>By August 1, 2018 a program must provide 1,380 annual hours of planned class operations for all enrolled children.</p>	<p>1. CVCOG provides a minimum of 1,380 annual hours for Early Head Start.</p>						
(ii)	<p>A program that is designed to meet the needs of young parents enrolled in school settings may meet</p>	<p>Not applicable</p>						

Standard	Performance Standard	Plan of Action
	the service duration requirements in paragraph (c)(1)(i) of this section if it operates a center-based program schedule during the school year aligned with its local education agency requirements and provides regular home-based services during the summer break.	
(2)	<u>Head Start.</u>	
(i)	Until a program is operating all of its Head Start center-based funded enrollment at the standard described in paragraph (c)(2)(iv) or (v) of this section, a program must provide, at a minimum, at least 160 days per year of planned class operations if it operates five days per week, or at least 128 days per year if it operates four days per week. Classes must operate for a minimum of 3.5 hours per day.	Not applicable
(ii)	Until a program is operating all of its Head Start center-based funded enrollment at the standard described in paragraph (c)(2)(iv) or (v) of this section, if a program operates a double session variation, it must provide classes for four days per week for a minimum of 128 days per year and 3.5 hours per day. Each double session class staff member must be provided adequate break time during the course of the day. In addition, teachers, aides, and volunteers must have appropriate time to prepare for each session together, to set up the classroom environment, and to give individual attention to children entering and leaving the center.	Not applicable
(iii)	By august 1, 2019, a program must provide 1,020 annual hours of planned class operations over the	Not applicable

Standard	Performance Standard	Plan of Action
	course of at least eight months per year for at least 50 percent of its Head Start center-based funded enrollment.	
(iv)	By August 1, 2021, a program must provide 1,020 annual hours of planned class operations over the course of at least eight months per year for all of its Head Start center-based funded enrollment.	1. CVCOG follows each county and local school calendar and will provide a minimum of 1,020 annual hours per year.
(v)	A Head Start program providing fewer than 1,020 annual hours of planned class operations or fewer than eight months of service is considered to meet the requirements described in paragraphs (c)(2)(iii) and (iv) of this section if its program schedule aligns with the annual hours required by its local education agency for grade one and such alignment is necessary to support partnerships for service delivery.	Not applicable
(3)	<u>Secretarial determination.</u>	
(i)	On or before February 1, 2018, the Secretary may lower the required percentage described in paragraph (c)(2)(iii) of this section, based on an assessment of the availability of sufficient funding to mitigate a substantial reduction in funded enrollment; and,	No action required at this time.
(ii)	On or before February 1, 2020, the Secretary may lower the required percentage described in paragraph (c)(2)(iv) of this section, based on an assessment of the availability of sufficient funding to mitigate a substantial reduction in funded enrollment.	No action required at this time.
(4)	<u>Extension.</u> If an extension is necessary to ensure children enrolled in the program on November 7, 2016	Not applicable

Standard	Performance Standard	Plan of Action
(2)	A center-based program must have at least 35 square feet of usable indoor space per child available for the care and use of children (exclusive of bathrooms, halls, kitchen, staff rooms, and storage places) and at least 75 square feet of usable outdoor play space per child.	1. Head Start Performance standards require 35 square feet of usable indoor space per child. 2. §746.4301 – Minimum Standards for Child Care Centers – Child Care Regulation – TX HHSC indicates that we must have 80 square feet of outdoor activity space for each child.
(3)	A program that operates two or more groups within an area must ensure clearly defined, safe divisions to separate groups. A program must ensure such spaces are learning environments that facilitate the implementation of the requirements in subpart C of this part. The divisions must limit noise transfer from one group to another to prevent disruption of an effective learning environment.	Follow Standard
§1302.22	Home-based option.	
(a)	<u>Setting.</u> The home-based option delivers the full range of services, consistent with §1302.20(b), through visits with the child's parents, primarily in the child's home and through group socialization opportunities in a Head Start classroom, community facility, home, or on field trips. For Early Head Start programs, the home-based option be used to deliver services to some or all of a program's enrolled children. For Head Start programs, the home-based option may only be used to deliver services to a portion of a program's enrolled children.	Not Applicable
(b)	<u>Caseload.</u> A program that implements a home-based option must maintain an average caseload of 10 to 12	Not Applicable

Standard	Performance Standard	Plan of Action
	families per home visitor with a maximum of 12 families for any individual home visitor.	
(c)	<u>Service duration.</u>	
(1)	<u>Early Head Start.</u> By August 1, 2017, an Early Head Start home-based program must:	
(i)	Provide one-hour visit per week per family that lasts at least an hour and a half and provide a minimum of 46 visits per year; and,	Not Applicable
(ii)	Provide, at a minimum, 22 group socialization activities distributed over the course of the program year.	Not Applicable
(2)	<u>Head Start.</u> A Head Start home-based program must:	Not Applicable
(i)	Provide one home visit per week per family that lasts at least an hour and a half and provide a minimum of 32 visits per year; and,	Not Applicable
(ii)	Provide, at a minimum, 16 group socialization activities distributed over the course of the program year.	Not Applicable
(3)	<u>Meeting minimum requirements.</u> A program that implements a home-based option must:	Not Applicable
(i)	Make up planned home visits or scheduled group socialization activities that were canceled by the program, and to the extent possible attempt to make up planned home visits canceled by the family, when this is necessary to meet the minimums described in paragraphs (c)(1) and (2) of this section; and,	Not Applicable

Standard	Performance Standard	Plan of Action
(ii)	Not replace home visits or scheduled group socialization activities for medical or social service appointments for the purposes of meeting the minimum requirements described in paragraphs (c)(1) and (2) of this section.	
	<u>Safety requirements.</u> The areas for learning, playing, sleeping, toileting, preparing food, and eating in facilities used for group socializations in the home-based option must meet the safety standards described in §1302.47(1)(ii) through (viii).	Not Applicable
	Family child care option.	
	§1302.23	
	<u>Setting.</u> The family child care program option delivers the full range of services, consistent with §1302.20(b). Education and child development services are primarily delivered by a family child care provider in their home or other family-like setting. A program may choose to offer the family child care option if:	Not Applicable
	(a)	
(1)	The program has a legally binding agreement with one or more family child care provider(s) that clearly defines the roles, rights, and responsibilities of each party, or the program is the employer of the family child care provider, and ensures children and families enrolled in this option receive the full range of services described in subparts C, D, E, F, and G of this part; and,	Not Applicable
	(2)	
	The program ensures family child care homes are available that can accommodate children and families with disabilities.	Not Applicable
	<u>Ratios and group size.</u>	

Standard	Performance Standard	Plan of Action
(b)		Not Applicable
(1)	A program that operates the family child care option where Head Start children are enrolled must ensure group size does not exceed the limits specified in this section. If the family child care provider's own children under the age of six are present, they must be included in the group size.	Not Applicable
(2)	When there is one family child care provider, the maximum group size is six children and no more than two of the six may be under 24 months of age. When there is a provider and an assistant, the maximum group size is twelve children with no more than four of the twelve children under 24 months of age.	Not Applicable
(3)	One family child care provider may care for up to four children younger than 36 months of age with a maximum group size of four children, and no more than two of the four children may be under 18 months of age.	Not Applicable
(4)	A program must maintain appropriate ratios during all hours of program operation. A program must ensure providers have systems to ensure the safety of any child not within view for any period. A program must make substitute staff and assistant providers available with the necessary training and experience to ensure quality services to children are not interrupted.	Not Applicable
(c)	<u>Service duration.</u> Whether family child care option services are provided directly or via contractual arrangement, a program must ensure family child care providers operate sufficient hours to meet the child	Not Applicable

Standard	Performance Standard	Plan of Action
	care needs of families and not less than 1,380 hours per year.	
(d)	<u>Licensing requirements.</u> A family child-care provider must be licensed by the state, tribal, or local entity to provide services in their home or family-like setting. When state, tribal, or local requirements vary from Head Start requirements, the most stringent provision applies.	Not Applicable
(e)	<u>Child development specialist.</u> A program that offers the family child care option must provide a child development specialist to support family child care providers and ensure the provision of quality services at each family child care home. Child development specialists must:	Not Applicable
(1)	Conduct regular visits to each home, some of which are unannounced, not less than once every two weeks;	Not Applicable
(2)	Periodically verify compliance with either contract requirements or agency policy;	Not Applicable
(3)	Facilitate ongoing communication between program staff, family child care providers, and enrolled families; and,	Not Applicable
(4)	Provide recommendations for technical assistance and support the family child care provider in developing relationships with other child care professionals.	Not Applicable
§1302.24	Locally-designed program option variations.	Not applicable at this time.

Standard	Performance Standard	Plan of Action
(2)	<p>If the responsible HHS official determines a waiver of group size for center-based services would better meet the needs of children and families in a community, the group size may not exceed the limits below:</p> <p>(i) A group that serves children 24 to 36 months of age must have no more than ten children; and,</p> <p>(ii) A group that serves predominantly three-year-old children must have no more than twenty children; and,</p> <p>(iii) A group that serves predominantly four-year-old children must have no more than twenty-four children.</p> <p>(3) If the responsible HHS official approves a waiver to allow a program to operate below the minimums described in §1302.21(c)(2)(iii) or (iv), a program must meet the requirements described in §1302.21(c)(2)(i), or in the case of a double session variation, a program must meet the requirements described in §1302.21(c)(2)(ii).</p> <p>(4) In order to receive a waiver under this section, a program must provide supporting evidence that demonstrates the locally-designed variation effectively supports appropriate development and progress in children's early learning outcomes.</p> <p>(5) In order to receive a waiver of service duration, a program must meet the requirement in paragraph</p>	<p>Follow Standard</p> <p>Follow Standard</p> <p>Follow Standard</p> <p>Follow Standard</p> <p>Follow Standard</p> <p>Follow Standard</p>

Standard	Performance Standard	Plan of Action
(d)	<p>(c)(4) of this section, provide supporting evidence that it better meets the needs of parents than the applicable service duration minimums described in §1302.21(c)(1), and (c)(2)(iii) and (iv), §1302.22(c), or §1302.23(c), and assess the effectiveness of the variation in supporting appropriate development and progress in children's early learning outcomes.</p> <p><u>Transition from previously approved program options.</u> If, before November 7, 2016, a program was approved to operate a program option that is no longer allowable under §§1302.21 through 1302.23, a program may continue to operate that model until July 31, 2018.</p>	Not applicable

1302 Education and Child Development Program Services

Subpart C – Education and Child Development Program Services

1302.30 Purpose.

1302.31 Teaching and the learning environment.

1302.32 Curricula.

1302.33 Child screenings and assessments.

1302.34 Parent and family engagement in education and child development services.

1302.35 Education in home-based programs.

1302.36 Tribal language preservation and revitalization.

Standard	Performance Standard	Plan of Action
Subpart C	Education and Child Development Program Services	
§1302.30	<p>Purpose.</p> <p>All programs must provide high-quality early education and child development services, including for children with disabilities, that promote children’s cognitive, social, and emotional growth for later success in school. A center-based or family child care program must embed responsive and effective teacher-child interactions. A home-based program must promote secure parent-child relationships and help parents provide high-quality early learning experiences. All programs must implement a research-based curriculum, and screening and assessment procedures that support individualization and growth in the areas of development described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five and support family engagement in children’s learning and development. A program must deliver developmentally, culturally, and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functioning, approaches to learning, science, physical skills, and creative arts. To deliver such high-quality early education and child development services, a center-based or family child care program must implement, at a minimum, the elements contained in §§1302.31 through 1302.34, and a home-based program must implement, at a minimum, the elements in §§1302.33 and 1302.35.</p>	
§1302.31	Teaching and the learning environment.	

Standard	Performance Standard	Plan of Action
(a)	Teaching and the learning environment. A center-based and family child care program must ensure teachers and other relevant staff provide responsive care, effective teaching, and an organized learning environment that promotes healthy development and children's skill growth aligned with the Head Start Early Learning Outcomes Framework: Ages Birth to Five, including for children with disabilities. A program must also support implementation of such environment with integration of regular and ongoing supervision and a system of individualized and ongoing professional development, as appropriate. This includes, at a minimum, the practices described in paragraph (b) through (e) of this section.	<ol style="list-style-type: none"> 1. Teaching staff and other relevant staff are provided professional development on program policies and procedures. 2. Staff and classrooms are monitored using the Monitoring Protocol, CLASS tool and are provided Coaching as needed to ensure teaching staff and other relevant staff provide responsive care, effective teaching and appropriate supervision that promote healthy development and children's growth aligned with the Head Start and Early Head Start Early Learning Outcomes Framework: Birth to Five. (ELOF) 3. All staff are provided training on Active Supervision. Teaching staff ensure no child is left alone or unsupervised, inside or outside the classroom. Teaching staff will not sit down while the children are on the playground; staff position themselves so they can always observe all children; this allows teaching staff to react quickly when necessary and to stay close to children that may need additional support. Teaching staff will use the "Transition Roll Call" to account for all children with name-to-face recognition by visually identifying each child when transitioning children from the classroom. 4. Teaching staff should always be able to account for the children in their care. They continuously scan the entire environment to know where everyone is and what they are doing. They also count the children frequently. This is especially important during transitions when children are moving from one location to another. 5. Teaching staff are provided support from their Site Supervisor as well as ongoing professional development from the administrative staff. 6. Head Start and Early Head Start Teaching staff are observed at least two times during the program year by reliable CLASS observers using the CLASS tool. 7. Coaching may be provided to teaching staff as needed.
(b)	<u>Effective teaching practices.</u>	

Standard	Performance Standard	Plan of Action
(1)	Teaching practices must:	1. Head Start and Early Head Start teaching staff are provided professional development on the CLASS domains and dimensions; Emotional Support, Classroom Organization and Instruction Support.
(i)	Emphasize nurturing and responsive practices, interactions, and environments that foster trust and emotional security; are communication and language rich; promote critical thinking and problem-solving; social, emotional, behavioral, and language development; provide supportive feedback for learning; motivate continued effort; and support all children's engagement in learning experiences and activities;	2. Head Start teaching practices are aligned with the CLASS domains, dimensions and indicators. 3. All teaching staff rely on a consistent daily schedule and routines to foster trust and emotional security. 4. All teaching staff develop lesson plans with a variety of activities that promote language development, higher-order thinking skills, problem-solving and emotional and behavioral skill development.
(ii)	Focus on promoting growth in the developmental progressions described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five by aligning with and using the Framework and the curricula as described in §1302.32 to direct planning of organized activities, schedules, lesson plans, and the implementation of high-quality early learning experiences that are responsive to and build upon each child's individual pattern of development and learning;	1. All teaching staff develops lesson plans that provide intentional learning experiences that build upon the individual needs of children and focus on the growth and development of children as defined in the ELOF. (Early Learning Outcomes Framework). 2. All teaching staff must provide a consistent daily schedule to establish routines and must plan transitions that include intentional learning opportunities.
(iii)	Integrate child assessment data in individual and group planning; and,	1. All teaching staff use assessment data to plan individualization, as well as large and small group activities.
(iv)	Include developmentally appropriate learning experiences in language, literacy, social and emotional development, math, science, social studies, creative arts, and physical development that are focused toward achieving progress outlined in the Head Start Early Learning Outcomes Framework; Ages Birth to Five.	1. Teaching staff provide developmentally appropriate learning experiences that focus on the 5 domains outlined in the ELOF. Infant/Toddler Domains: Approaches to Learning including initiative, curiosity and creativity; Social and Emotional Development including social studies; Language and Communication, Cognition, Perceptual, Motor and Physical Development. Preschooler Domains: Approaches to Learning,

Standard	Performance Standard	Plan of Action
		Social and Emotional Development, Language and Communication, Literacy, Mathematics Development, Scientific Reasoning, Perceptual, Motor and Physical Development.
(2)	For dual language learning, a program must recognize bilingualism and biliteracy as strengths and implement research-based teaching practices that support their development. These practices must:	1. We will provide training for staff on bilingualism and biliteracy and their importance to dual language learners.
(i)	For an infant or toddler, dual language learning, include teaching practices that focus on the development of the home language, when there is a teacher with appropriate language competency, and experiences that expose the child to English;	1. For infants and toddler dual language learners, teaching staff will focus on the child's development of their home language while planning English rich language experiences.
(ii)	For a preschool age, dual language learner, include teaching practices that focus on both English language acquisition and the continued development of the home language; or,	1. For preschool age dual language learners, teaching staff will focus on both English language acquisition and the continued development of the child's home language, when possible. 2. The learning environment will include culturally and linguistically appropriate materials.
(iii)	If staff do not speak the home language of all children in the learning environment, include steps to support the development of the home language for dual language learners such as having culturally and linguistically appropriate materials available and other evidence-based strategies. Programs must work to identify volunteers who speak children's home language/s who could be trained to work in the classroom to support children's continued development of the home language.	1. If staff do not speak the home language of all children in the classroom, the program or teaching staff will try to identify volunteers who speak children's home language(s) to help support the continued development of their home language as well as supporting their acquisition of the English language.
(c)	<u>Learning environment.</u> A program must ensure teachers implement well-organized learning	1. The indoor learning environment will be arranged in well-defined learning centers and will be supplied with

Standard	Performance Standard	Plan of Action
	environments with developmentally appropriate schedules, lesson plans, and indoor and outdoor learning experiences that provide adequate opportunities for choice, play, exploration and experimentation among a variety of learning, sensory, and motor experiences and:	developmentally appropriate STEAM (science, technology, engineering, art, math) materials that will allow for choices, creative expression, exploration and experimentation. 2. The outdoor learning environment offers adequate space and will be supported by appropriate materials and equipment to allow for choices, exploration and experimentation.
(1)	For infants and toddlers, promote relational learning and include individualized and small group activities that integrate appropriate daily routines into a flexible schedule of learning experiences; and,	1. The infant/toddler learning environment will provide developmentally appropriate daily routines within a flexible schedule to promote individualization and small group activities. 2. The learning environment will be arranged to allow infant/toddlers the opportunity to explore and experience a variety of sensory and motor materials in a safe manner.
(2)	For preschool age children, include teacher-directed and child-initiated activities, active and quiet learning activities, and opportunities for individual, small group, and large group learning activities.	1. The preschool learning environment will be organized into well-organized learning centers which include: <ul style="list-style-type: none"> • Pretend and Learn Center • Construction • Library/Listen • Writing/ABC Corner • Science/Math • Health/Nutrition • Creative Arts • Table Toys • Technology • Sand & Water 2. A "Safe Place" is provided to help promote self-regulation. 3. The learning environment and daily schedule will allow for a balance of teacher-directed and child-initiated activities, individually and for large and small groups.
(d)	Materials and space for learning. To support implementation of the curriculum and the	1. Administration and Site Supervisors will ensure there are an adequate number of supplies and materials to support

Standard	Performance Standard	Plan of Action
	requirements described in paragraphs (a), (b), (c), and (e) of this section a program must provide age-appropriate equipment, materials, supplies and physical space for indoor and outdoor learning environments, including functional space. The equipment, materials, and supplies must include any necessary accommodations and the space must be accessible to children with disabilities. Programs must change materials intentionally and periodically to support children's interest, development, and learning.	<p>implementation of the curriculum and that equipment, materials and supplies are age appropriate.</p> <p>2. Administration and Site Supervisors will ensure the indoor and outdoor physical space is appropriate for the children being serviced according to the most stringent federal and state guidelines.</p> <p>3. Necessary accommodations to materials and space will be made to accommodate children with disabilities to the extent possible.</p> <p>4. The program curriculum is themed-based; classroom supplies and materials will be intentionally changed according to the appropriate theme and changed periodically to support children's interest, development and learning.</p> <p>5. No screen time for any child under the age of 2 is allowed. Any screen time must be prior approved ie: lesson plan and educational and used as a supplement to an activity that is listed on your lesson plan. Screen time may not exceed 20 minutes/day. Screen time may not be used during meals, snack or nap times. Screentime must be age appropriate and may not include advertising or violence.</p>
(e)	<u>Promoting learning through approaches to rest, meals, routines, and physical activity.</u>	<p>1. All teaching staff develop a classroom daily activity schedule to establish routines that are age appropriate and meet the developmental needs of the children.</p> <p>2. Planned activities for Head Start include a specified time to allow children to nap or rest. Early Head Start will be flexible in nap time, especially for infants. Nap time will be listed on their daily schedule but will be flexible to where the infant/toddler can nap when needed throughout the day.</p> <p>3. No child will be forced to rest or nap.</p> <p>4. A quiet alternative supervised activity may be provided to children who do not wish to rest or nap.</p> <p>5. During nap/rest time for 18 months and older one teaching staff must be free from activities, not directly involving the teaching, care and supervision of children, such as administrative and clerical duties,</p>
(1)	A program must implement an intentional, age-appropriate approach to accommodate children's need to nap or rest, and that, for preschool age children in a program that operates for 6 hours or longer per day provides a regular time every day at which preschool age children are encouraged but not forced to rest or nap. A program must provide alternative quiet learning activities for children who do not need or want to rest or nap.	

Standard	Performance Standard	Plan of Action
		meal preparation, janitorial duties and personal use of electronic devices. For Classrooms serving children under 18 months if more than two paid staff are present, you can follow the above.
(2)	A program must implement snack and meal times in ways that support development and learning. For bottle-fed infants, this approach must include holding infants during feeding to support socialization. Snack and meal times must be structured and used as learning opportunities that support teaching staff-child interactions and foster communication and conversations that contribute to a child's learning, development, and socialization. Programs are encouraged to meet this requirement with family style meals when developmentally appropriate. A program must also provide sufficient time for children to eat, not use food as a reward or punishment, and not force children to finish their food.	<ol style="list-style-type: none"> 1. The program will provide breakfast, lunch and a snack daily for all children. 2. Bottle-fed children will be held while fed to support socialization. 3. Teaching staff will sit with the children during meals and snacks to model appropriate behavior and promote language development through conversations. 4. Teaching staff will promote family style dining to develop independence and self-help skills. 5. Teaching staff will allow sufficient time to eat. 6. Food will not be used as a reward or punishment. 7. Children will be encouraged to eat a variety of foods but will not be forced to eat or finish their food.
(3)	A program must approach routines, such as hand washing and diapering, and transitions between activities, as opportunities for strengthening development, learning, and skill growth.	<ol style="list-style-type: none"> 1. Routines such as hand washing, toileting and transition activities will be positive interactions between teaching staff and children. These are seen as opportunities for skills development. Transitions are intentional and learning will be embedded as individual, small groups and large groups of children are moving from one activity to another.
(4)	A program must recognize physical activity as important to learning and integrate intentional movement and physical activity into curricular activities and daily routines in ways that support health and learning. A program must not use physical activity as reward or punishment.	<ol style="list-style-type: none"> 1. Physical activity and gross motor movement will be included as an integral part of the daily schedule. 2. Physical activity will not be used as a reward or punishment.
	<u>Curricula.</u>	

Standard	Performance Standard	Plan of Action
§1302.32	<u>Curricula.</u>	
(a)	Center-based and family child care programs must implement developmentally appropriate research-based early childhood curricula, including additional curricular enhancements, as appropriate that:	1. The program uses a researched-based developmentally appropriate early childhood curriculum for the children we serve.
(1)		
(i)	Are based on scientifically valid research and have standardized training procedures and curriculum materials to support implementation;	1. Our curricula has standardized training procedures and materials to support implementation.
(ii)	Are aligned with Head Start Early Learning Outcomes Framework: Ages Birth to Five and, as appropriate, state early learning and development standards; and are sufficiently content-rich to promote measurable progress toward development and learning outlined in the Framework; and,	1. Our curricula are aligned with the Head Start Early Learning Outcomes Framework: Ages Birth to Five. (ELOF) 2. Our Head Start curricula are also aligned with state learning standards and are content-rich to promote measurable progress toward develop and learning.
(iii)	Have an organized developmental scope and sequence that include plans and materials for learning experiences based on developmental progressions and how children learn.	1. Our curricula have organized developmental scope and sequence that include plans and materials for learning experiences based on developmental progressions and how children learn.
(2)	A program must support staff to effectively implement curricula and at a minimum monitor curriculum implementation and fidelity, and provide support, feedback, and supervision for continuous improvement of its implementation through the system of training and professional development.	1. Teaching staff receive training, ongoing support and supervision regarding the utilization and implementation of the curricula.
(b)	<u>Adaptation.</u> A program that chooses to make significant adaptations to a curriculum or a curriculum	Follow Standard

Standard	Performance Standard	Plan of Action
<p>§1302.33</p> <p>(a)</p> <p>(1)</p> <p>(2)</p>	<p>enhancement described in paragraph (a)(1) of this section to better meet the needs of one or more specific populations must use an external early childhood education curriculum or content area expert to develop such significant adaptations. A program must assess whether the adaptation adequately facilitates progress toward meeting school readiness goals, consistent with the process described in §1302.102(b) and (c). Programs are encouraged to partner with outside evaluators in assessing such adaptations.</p> <p>Child screening and assessments.</p> <p><u>Screening.</u></p> <p>In collaboration with each child’s parent and with parental consent, a program must complete or obtain a current developmental screening to identify concerns regarding a child’s developmental, behavioral, motor, language, social, cognitive, and emotional skills within 45 calendar days of when the child first attends the program or, for the home-based program option, receives a home visit. A program that operates for 90 days or less must complete or obtain a current developmental screening within 30 calendar days of when the child first attends the program.</p> <p>A program must use one or more research-based developmental standardized screening tools to complete the screenings. A program must use as part of the screening additional information from family members, teachers, and relevant staff familiar with the child’s typical behavior.</p>	<p>See “Behavioral Screening Policy” See “Developmental Screening Policy”</p> <p>Policy: Head Start/Early Head Start Behavioral Screening Procedure:</p> <ol style="list-style-type: none"> 1. Head Start/Early Head Start staff will inform parent/guardian of the types and purposes of all screenings to be administered prior to the screenings. 2. Parental consent for screenings will be obtained prior to the screening. 3. A timely and systematic approach toward screening identifies children who need to be referred for more formal assessments in order to receive the benefit of intervention, or other related services. 4. At enrollment, staff will explain to parents that we are required to do a Behavioral Screening for each child within 45 days calendar days of entry into the program. At this time the parent will be asked to sign a “Consent, Authorizations and Releases” form giving staff permission to conduct a Behavioral Screening.

Standard	Performance Standard	Plan of Action
(3)	If warranted through screening and additional relevant information and with direct guidance from a mental health or child development professional a program must, with the parent's consent, promptly and appropriately address any needs identified through:	5. Within 45 days of their start date and not prior to the child entering the program teaching staff will complete a Health and Behavior Observation Form 10 for each child. The Health and Behavior Observation Form 10 is a brief screening describing children's general demeanor in several areas: health, behavior, performance and communication.
(i)	Referral to the local agency responsible for implementing IDEA for a formal evaluation to assess the child's eligibility for services under IDEA as soon as possible, and not to exceed timelines required under IDEA; and,	6. Early Head Start parents/guardians are asked to complete a "Mental Wellness Checklist 0-2" within 2 weeks of their start date and not prior to the child entering the program into the program and within 2 weeks of the required age according to the "TH Steps Medical Checkup Periodicity Schedule" (EPSDT) , regarding their child's behavior. Head Start parents/guardians are asked to complete a "Mental Wellness Checklist 3-5" within 45 days of their start date and not prior to the child entering the program regarding their child's behavior.
(ii)	Partnership with the child's parents and the relevant local agency to support families through the formal evaluation process.	7. The "Health and Behavior Observation, Form 10" and "Mental Wellness Checklists" may be reviewed by the Mental Health Professional on contract to help identify any concerns that may need intervention.
(4)	If a child is determined to be eligible for services Under IDEA, the program must partner with parents and the local agency responsible for implementing IDEA, as appropriate, and deliver the service in subpart F of this part.	8. If the teaching staff have concerns with a child's mental wellness, the teaching staff will review the child's "Mental Wellness Checklist" and discuss the concern with the Health /Mental Health Manager to determine if a referral would be beneficial. Policy: Head Start Developmental Screening Procedure: 1. Head Start staff will inform parent/guardian of the types and purposes of all screenings to be administered prior to the screenings being completed. 2. Parental consent for screenings will be obtained prior to the screening. 3. A timely and systematic approach toward screening identifies children who may need a formal assessment in order to receive

Standard	Performance Standard	Plan of Action
		<p>the benefit of early intervention. In collaboration with each child's parent, and within 45 days of their start date and not prior to the child entering the program, staff will administer a linguistically and age-appropriate developmental screening.</p> <p>4. At enrollment, staff will explain to parents/guardians that we are required to do a developmental screening within 45 days of entry into the program to determine each child's current level of development and to identify possible concerns regarding a child's development, so we can develop an individualized approach to learning for each child. This is not applicable to second- and third-year children unless they did not receive the screening during their first year (late enrollment).</p> <p>5. Parents/guardians will be asked to sign the "Consents, Authorizations & Release" form giving permission for Head Start staff to conduct the developmental screening.</p> <p>6. If parents/guardians do not allow the developmental screening, staff will discuss with parents/guardians what the screening is and why we are required to conduct a screening.</p> <p>7. If noncompliance is exhibited after barriers are addressed and education is provided parent/guardian will be asked to sign the "Decline of Services" form. The "Decline of Services" form will be filed in place of the LAP-D.</p> <p>8. Teaching staff will use the screening tool appropriate for the age of the child and will screen the child in their primary language.</p> <p>9. Screenings should be administered during a quiet part of the day or if ratios allow, children may be taken to an area outside the classroom to conduct the screening.</p> <p>10. All newly enrolled children must have a developmental screening within 45 days of entry into the program.</p> <p>11. When children are uncooperative or unresponsive, the child should be given more time in the classroom to feel comfortable and secure. The developmental screening must take place within 45 calendar days of the child's start date.</p>

Standard	Performance Standard	Plan of Action
		<p>12. Staff will follow the instructions for administering the LAP-D as outlined on the screening tool.</p> <ul style="list-style-type: none"> If the result is "PASS", no further action or testing is needed. <p>If results are "REFER", Follow the REFERRAL PROCEDURES:</p> <p>1. The teaching staff will rescreen the child in approximately 6 weeks. If the child fails the rescreen then:</p> <p>SAISD ONLY:</p> <p>2. Copies of the Developmental Screening and the rescreen will be sent to the Education Manager. The Education Manager will consult with the SAISD representative to determine if a referral should be initiated to the LEA or to another agency. After a determination has been made, the Education Manager will inform the teaching staff and/or FSW to move forward with a referral to the appropriate agency.</p> <p>ALL REFERRALS:</p> <p>3. The teaching staff or other designated staff will discuss the results of the screening with parents and will complete the Health and Developmental Initial Plan (H&D) and Parent-Guardian Consent to Exchange Information and obtain parent's signatures.</p> <p>4. Copies of the H&D, the Consent to Exchange Information and the copies of the LAP-Ds will be sent to the Education Manager and Disability Manager.</p> <p>5. The Disability Manager will complete the Child Find Referral or Agency Referral form and email the referral to the appropriate agency; the Education Managers, FSW, Site Supervisor and teacher will be copied on the email. The Disability Manager will upload all referral documents into the Education section of Child Plus and ensure copies are placed in the Education section of the child's federal file. The Disability Manager will follow-up until a determination has been made.</p> <p>6. If the child is eligible for special education services, the Disability Manager will ensure we have a copy the child's IEP, upload it into Child Plus and will send a copy to the Education</p>

Commented [CM1]: Changes made 7-17-2023

Commented [CM2]: Changed to Education Manager

Standard	Performance Standard	Plan of Action
		<p>Managers, Site Supervisor, Family Service Worker and teacher. He/She will set-up the IEP in Child Plus and ensure a copy is placed in the Disability section child's Federal file.</p> <p>7. If the child is not eligible for services, the determination results will be documented or uploaded into Child Plus. The Disability Manager will send determination results to Education Managers, Site Supervisor, Family Service Worker and teacher and will ensure a copy is placed with the referral documents in the Education section of the Child's Federal file.</p> <p>8. If parent or guardian declines services the parent will be asked to sign the "Decline of Services". The "Decline of Services" will be attached to the H&D and will be placed in the education section of the child's file.</p> <p>9. The results of the developmental screening, assessments, IEP goals and information received from parents will be used to plan individual instruction for each child.</p> <p>Policy: Early Head Start Developmental Screening (Developmental Screening) (D-Check)</p> <p>Procedure:</p> <ol style="list-style-type: none"> 1. Early Head Start staff will inform parent/guardian of the types and purposes of all screenings to be administered prior to the screenings being completed. 2. Parental consent for screenings will be obtained prior to the screening. 3. Early Head Start staff will fill out the D-Check Cover Sheet and the front of the D-CHECK Screening Packet with the Child's full name, date of birth, age in months and date of screening. Leave nothing Blank. 4. Find the child's current age in months and count backwards six months. Begin to administer D-Check Screening at this age and continue up to current age in months.

Standard	Performance Standard	Plan of Action
		<p>5. The initial D-Check Screenings must be completed within the first 2 weeks of the Child's start date</p> <p>6. Complete every item for each developmental milestone column. (Thinking/Learning, Receptive Language/ Hearing, Expressive Language, Gross Motor, Fine Motor/Vision, Social /Emotional, Self-Help/Nutrition).</p> <p>7. Conduct the D-Check Screening according to the "TH STEPS Medical Checkup Periodicity Schedule" (EPSDT). For example: If a child enters the program at 5 months of age you must complete an initial D-Check Screening for 0-5 months within 2 weeks of their enrollment. Then, following the "TH STEPS Medical Checkup Periodicity Schedule" (EPSDT), when the child turns 6 months you must complete the D-Check Screening again, for the appropriate age group. The D-Check Screening must be conducted on or within two weeks of the child's birthday. For Example, if the child's birthday is 3/17, the D-Check cannot be completed before the 17th of the month.</p> <p>8. Make a copy to the D-Check Screening, file the original in the student file.</p> <p>Policy: Referral Process for Failing the Developmental Check (D-Check) Screening If a child scores 2 – X's in any one developmental milestone column (Example: 2-X's in Expressive Language) the teaching staff will begin the referral process.</p> <p>Procedure:</p> <ol style="list-style-type: none"> 1. The teaching staff will complete the Health and Developmental Initial Plan (H&D) and obtain parent signature. The parents will also sign a Parent/Guardian Exchange of Information with ECI. 2. Submit copy of the H&D, the Exchange of Information, and copy of the D-Check to Early Head

Standard	Performance Standard	Plan of Action
(5)	If, after the formal evaluation describe in paragraph (a)(3)(i) of this section, the local agency responsible for implementing IDEA determines the child is not eligible for the early intervention or special education and related services under IDEA, the program must:	<p>Start Education Manager and the Disability Manager. The original copies will be placed in the Child's file.</p> <p>3. The Disability Manager will initiate referral to ECI and will send a copy to the Site to be placed in the child's file. If parent/or guardian declines services the parent will be asked to sign the "Decline of Services" form. The decline of services will be attached to the H&D and will be placed in the child's file.</p> <p>4. If a child is eligible for services the Disability Manager will set-up the IFSP in Child Plus and a copy of the IFSP will be placed in the Disability Section of the child's federal file.</p>
(i)	Seek guidance from a mental health or child development professional to determine if the formal evaluation shows the child has a significant delay in one or more areas of development that is likely to interfere with the child's development and school readiness; and,	Follow Standard
ii)	If the child has a significant delay, the partner with parents to help the family access services and supports to help address the child's identified needs.	Follow Standard

Standard	Performance Standard	Plan of Action
(A)	Such additional services and supports may be available through a child's health insurance or it may be appropriate for the program to provide needed services and supports under section 504 of the Rehabilitation Act if the child satisfies the definition of disability in 29 U.S.C. section 605(9)(b) of the Rehabilitation Act, to ensure that the child who satisfies the definition of the disability in 29 U.S.C. 705(9)(b) of the rehabilitation Act is not excluded from the program on the basis of disability.	Follow Standard
(B)	A program may use program funds for such services and supports when no other sources of funding are available.	
(b) (1)	<p><u>Assessment for individualization.</u></p> <p>A program must conduct standardized and structured assessments, which may be observation-based or direct, for each child that provide ongoing information to evaluate the child's developmental level and progress in outcomes aligned to the goals described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five. Such assessments must result in usable information for teachers, home visitors, and parents and be conducted with sufficient frequency to allow for individualization within the program year.</p>	<ol style="list-style-type: none"> 1. Teaching staff conduct development assessments 3 times a year for Head Start and 4 times a year for Early Head Start, when feasible. 2. Teaching staff observe children in different setting throughout the day and document using checklists or anecdotal notes. 3. Teaching staff use information from checklists and anecdotal notes to evaluate children's developmental level and progress in meeting School Readiness Goals, which are aligned with Head Start Early Learning Outcomes Framework: Ages birth to five. (HSELOP) 4. Data from assessments are used to individualize instruction for each child and shared with parents during conferences and home visits.

Standard	Performance Standard	Plan of Action
(2)	A program must regularly use information from paragraph (b)(1) of this section along with informal teacher observations and additional information from family and staff, as a relevant, to determine a child's strengths and needs, inform and adjust strategies to better support individualized learning and improve teaching practices in center-based and family child care settings, and improve home visit strategies in home-based models.	<ol style="list-style-type: none"> 1. Data from assessments and information from parents are used to determine each child's strength and needs and to establish goals for each child throughout the program year. 2. Teaching staff plan intentional activities for individual children, small groups of children or during whole group time to develop skills needed to meet children's goals.
(3)	If warranted from the information gathered from paragraph (b)(1) and (2) of this section and with direct guidance from a mental health or child development professional and a parent's consent, a program must refer the child to the local agency responsible for implementing IDEA for a formal evaluation to assess a child's eligibility for services under IDEA>	<ol style="list-style-type: none"> 1. If concerns arise from observations and assessment data and with parent's consent, a child will be referred to the appropriate professional for further evaluation.
(c)	<u>Characteristics of screenings and assessments.</u>	
(1)	Screenings and assessment must be valid and reliable for the population and purpose for which they will be used, including by being conducted by qualified and trained personnel, and being age, developmentally, culturally and linguistically appropriate, and appropriate for children with disabilities, as needed.	Follow Standard
(2)	If a program serves a child who speaks language other than English, a program must use qualified bilingual staff, contractor, or consultant to:	Follow Standard
(i)	Access language skills in English and in the child's home language, to assess both the child's progress in	Follow Standard

Standard	Performance Standard	Plan of Action
	the home language and in English language acquisition;	
(ii)	Conduct screenings and assessments for domains other than language skills in the language or languages that best capture the child's development and skills in the specific domain; and,	Follow Standard
(iii)	Ensure those conducting the screening or assessment know and understand the child's language and culture and have sufficient skill level in the child's home language to accurately administer the screening or assessment and to record and understand the child's responses, interactions, and communications.	Follow Standard
(3)	If a program serves a child who speaks a language other than English and qualified bilingual staff, contractors, or consultant are not able to conduct screening and assessments, a program must use an interpreter in conjunction with a qualified staff person to conduct screening and assessments as described in paragraph (c)(2)(i) through (iii) of this section.	Follow Standard
(4)	If a program serves a child who speaks a language other than English and can demonstrate that there is not a qualified bilingual staff person or interpreter, then screenings and assessments may be conducted in English. In such a case, a program must also gather and use other information, including structured observations over time and information gathered in a child's home language from the family; for use in evaluating the child's development and progress.	Follow Standard
(d)	Prohibitions on use of screening and assessment data.	Follow Standard

Standard	Performance Standard	Plan of Action
§1302.34	<p>The use of screening and assessment items and data on any screening or assessment authorized under this subchapter by any agent of the federal government is prohibited for the purposes of ranking, comparing, or otherwise evaluating individual children for purposes other than research, training, or technical assistance, and is prohibited for the purposes of providing rewards and sanctions for individual children or staff. A program must not use screening or assessments to exclude children from enrollment or participation.</p> <p><u>Parent and family engagement in education and child development services.</u></p>	
(a)	Purpose. Center-based and family child care programs must structure education and child development services to recognize parents' role as children's lifelong educators, and to encourage parents to engage in their child's education.	1. Staff recognizes parents as their child's life long educator. The program provides training on child development, positive discipline and guidance. Parents are encouraged to participate in classroom activities and home to school connection.
(b)	Engaging parents and family members. A program must offer opportunities for parents and family members to be involved in the program's education services and implement policies to ensure:	
(1)	The program's settings are open to parents during all programs hours;	1. Parents are welcome and encouraged to visit the Head Start/Early Head Start center during operating hours.
(2)	Teachers regularly communicate with parents to ensure they are well-informed about their child's routines, activities, and behavior;	1. Teaching staff post their daily activity schedule and lesson plans for parents to review. 2. Teaching staff communicate with parents through Class Dojo, newsletters, flyers and verbally to ensure they are well-informed about family engagement activities.

Standard	Performance Standard	Plan of Action
(3)	Teachers hold parent conferences, as needed, but no less than two times per program year, to enhance the knowledge and understanding both staff and parents of the child's education and developmental progress and activities in the program;	3. Teaching staff communicate regularly with parents about their children's behavior. If necessary, teaching staff may request a private meeting with parents. 1. Teaching staff conduct two parent teacher conferences per year to discuss and share children's developmental progress.
(4)	Parents have the opportunity to learn about and to provide feedback on selected curricula and instructional materials used in the program;	1. Parents are encouraged to review the lesson plans and make suggestions for goals and activities. 2. Parents are encouraged to share their knowledge and interests on topics and activities. 3. Teaching staff share with parents, activities they can do at home to extend their child's learning.
(5)	Parents and family members have opportunities to volunteer in the class and during group activities;	1. Parents and family members are encouraged to volunteer in the classroom and participate in group activities.
(6)	Teachers inform parents, about the purposes of and the results from screenings and assessments and discuss their child's progress;	1. At the beginning of each child's entry into the program, parents are informed of the screenings and assessments required and are given the results during parent-teacher conferences, home visits and informal communication with parents.
(7)	Teachers, except those described in paragraph (b)(8) of this section, conduct at least two home visits per program year for each family, including one before the program year begins, if feasible, to engage the parents in the child's learning and development, except that such visits may take place at a program site or another safe location that affords privacy at the parent's	1. Teaching staff will conduct at least 2 home visits during the program year when feasibly possible. 2. Home visits will take place in the home unless otherwise requested by parents.

Standard	Performance Standard	Plan of Action
<p>(8)</p> <p>§1302.35</p> <p>§1302.36</p>	<p>request, or if a visit to the home present significant safety hazards for staff; and,</p> <p>Teachers that serve migrant or seasonal families make every effort to conduct home visits to engage the family in the child's learning and development.</p> <p>Education in home-based programs.</p> <p>Tribal language preservation and revitalization.</p>	<p>Not Applicable</p> <p>Not Applicable</p> <p>Not Applicable</p>

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Agenda Item 10



CONCHO VALLEY
COUNCIL OF GOVERNMENTS



Head Start Early Head Start

Teaching Children Serving Families

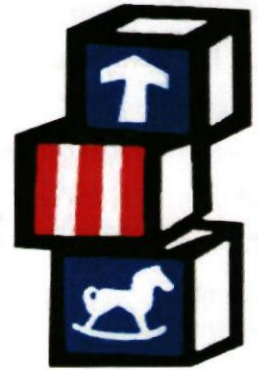


Table of Content

ARTICLE I: Name of Policy Council

ARTICLE II: Purpose

ARTICLE III: Membership

Section I - Definition of Members

Section II - Selection of Members

Section III - Terms of Office

Section IV - Voting Rights

- a) Members
- b) Alternates
- c) Proxy voting
- d) Vote by Ballot

Section V – Termination/Resignation/Vacancy of Membership

Section VI – Training

Section VIII – Conflict of Interest

ARTICLE IV – Officers

Section I - Officers -Definition

Section II - Election and Term of Office

Section III – Termination/Resignation/Vacancy of Office

Section IV - Duties of the Officers

ARTICLE V - Meetings

Section I - Regular Meetings

Section II - Special Meetings

Section III - Location and Scheduling of Meetings

Section IV - Notice of Meeting

Section V - Minutes

Section VI - Quorum

Section VII - Conduct of the Meeting

ARTICLE VI – Dispute/Impasse Procédures

ARTICLE VII – Amendements

ARTICLE VIII – Miscellaneous

Section I – Parliamentary Authority

Section II – Mileage

Section III – Special Committees

Section IV – Executive Board

ARTICLE VIII – Amendment/Adoption Dates

ARTICLE I: NAME OF POLICY COUNCIL

Concho Valley Council of Government Head Start/Early Head Start Policy Council

ARTICLE II: PURPOSE

The purpose of the Head Start/Early Head Start Policy Council shall be to provide parents and concerned community citizens an opportunity to participate in the process of making decisions about the nature and operation of the CVCOG Head Start/Early Head Start Program

ARTICLE III: MEMBERSHIP

Section I - Definition of Members

The Policy Council may consist of a maximum total of nineteen (19) members, as many as ten (10) may be Head Start/Early Head Start Parents, as many as eight (8) may be Community Representatives, and one (1) CVCOG Executive Board Member may sit on the Policy Council. The Head Start/Early Head Start parents may consist of one body from each Head Start and Early Head Start site. The community representatives will be from groups that have a concern for children of low-income families and are able to contribute to the program, including parents of formerly enrolled children

Section II - Selection of Members

At least fifty-one percent (51%) of the membership must be parents who have children presently enrolled in the Head Start/Early Head Start Program. Representatives of the community and Executive Board Members shall never exceed forty-nine percent (49%) of the total Policy Council.

Policy Council parent primary members and policy council parent alternates will be selected and nominated by the floor or by ballot during a center level parent meeting and then voted on and approved by center level parents and existing policy council members. If no volunteers are available, the center may recruit a representative to serve which will also then be voted on and approved by both parties. Community Representatives will be approved by the Head Start Director and voted on for approval by the Policy Council. The CVCOG Executive Board may appoint the CVCOG Executive Board Member to serve on the Policy Council.

Except as provided in the Head Start Act 642 (c)(1) (C), no staff member immediate family may serve on the Policy Council. For the purpose of these bylaws, the term "immediate family" includes mother, father, grandmother, grandfather, sister, brother, daughter, son or the equivalent in-law or step relationship

Section III - Terms of Office

Policy Council Members must be elected annually. The term of office for a member of the Policy Council will extend from his/her time of election until the day on which the new Policy Council is elected and seated the following year. If a member intends to serve for another year, they must stand for re-election annually. Length of membership for any voting representative will not exceed a lifetime total of 5 years to include (Center Representatives and Community

Volunteers). The CVCOG Executive Board may decide upon length of service of the Executive Board Member serving on the Policy Council

Section IV - Voting Rights

Voting Rights will be as follows

- a. Members
Each parent representative, CVCOG Executive Board Member and each community representative shall have one (1) vote.
- b. Alternates
The alternate representative may vote only in the absence of the elected primary representative.
- c. Proxy Voting
CVCOG Head Start/Early Head Start does not allow any type of proxy voting.
- d) Ballot
The Head Start Director may opt to hold a vote by ballot, if the quorum is not met. If the vote is held by ballot, each member of the policy council will receive an agenda, agenda packet with all documents within, and a ballot to vote for each item on the agenda at least one week prior to ballot due date. The ballots must be turned into Head Start FAMCO Manager by the stated deadline date with policy council member signature to count as a valid vote. A count will be taken from the ballots received and a simple majority of votes will be sufficient to approve the agenda items. The results of the ballot will be disclosed at the next meeting.

Section V – Termination/Resignation/Vacancy of Membership

Any Policy Council representative who misses three consecutive regularly scheduled Policy Council meetings may be subject to termination. Reinstatement can be granted only by the Policy Council by a majority vote. Resignation/Removal must be voted on and approved by the policy council. Member must present resignation request to FAMCO Manager and Policy Council. If a parent representative vacates his/her position, the center alternate will fill the vacancy. However, if the alternate declines to advance to the vacant position, elections will be held at the Head Start Center as soon as possible. A policy council member vacating their seat must have a successor before leaving.

Section VII – Training

The Head Start director, FAMCO Manager, Administration Staff and other appropriate trainers will provide training to Policy Council, Community Representatives, and CVCOG Governing Board members. Policy Council orientation may include training in the following areas: Community Assessment, Self-Assessment, Policy Council roles and responsibilities, parliamentary procedures how to read a budget and/or financial report, mandated reporting/ identifying signs of child abuse, and eligibility requirements. Policy Council training will occur yearly at the beginning of the school year within the required 180 days of the beginning of the term for all new members. Training will occur every two years for all Policy Council, Community Partners, and CVCOG Governing Board Members. New and pertinent trainings will be presented as needed.

Section VIII – Conflict of Interest

Conflict of Interest referenced in Head Start Acts 642(2)(C)(i-ii) – Members of the Policy Council shall:

1. Not have a conflict of interest with the Head Start Agency which is defined as a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.
2. Not receive compensation for serving on the policy council or for providing services to the Head Start Agency.

3. Not have an immediate family member employed by CVCOG Head Start. For the purpose of these bylaws the term "immediate family "includes mother, father, grandmother, grandfather, sister, brother, daughter, son or the equivalent in-law or step relationship.

ARTICLE IV – OFFICERS

Section I - Officers Definition

The officers of CVCOG Head Start/Early Head Start Policy Council will consist of a chairperson, vice-chairperson, and a secretary and they will perform any set of duties assigned to them as an appointed or elected individual.

Section II - Election and Term of Office

Officers will be elected by nominations from the chair, floor or by ballot within 90 days of the start of each school year. Additional officers may be elected as needed at any time during the calendar year. Officers must be elected annually. An officer's term will extend from his/her time of election until the day on which the new Policy Council is elected and seated the following year. If a member intends to serve for another year, they must stand for re-election annually. Length of membership for any officer will not exceed a lifetime total of 5 years.

Section III – Termination/Resignation/Vacancy from Office

Any Officer who misses three consecutive regularly scheduled Policy Council meetings may be subject to termination. Reinstatement of office can be granted only by the Policy Council by a majority vote. Resignation/Removal must be voted on and approved by the policy council. Officer must present resignation request to FAMCO Manager and Policy Council. Elections for the vacancy will follow the guidelines in Section II. The FAMCO Manager or Head Start Administration may recruit a representative currently serving on the policy council for a position if a vacancy is unfilled.

Section IV - Duties of the Officers

Duties of the officers shall be as followed:

- a) Chairperson
To present the agenda items, conduct the Policy Council meetings in an orderly manner. The chairperson has the right to vote and count in quorum. All members should recognize the authority of the chairperson and are required to follow the direction of the chairperson during meetings.
- b) Vice-Chairperson
Shall assume the chairperson's duties in his/her absence.
- c) Secretary
Shall take minute to record the business conducted at each meeting.

ARTICLE IV – Meetings

Section I - Regular Meetings

Meetings will be held the second Wednesday of each month unless otherwise notified. The Policy Council will meet no less than five (5) times a year.

Section II - Special Meetings

The Head Start Program director has the right to request a special meeting at their discretion. The Head Start Program director also has the right to request an emergency meeting at their discretion. Policy Council members will receive emergency meeting agendas and agenda packets with all documents within as soon as possible

Section III - Location and Type of Meeting

The meetings will be held at Concho Valley Council of Governments and or other designated facilities. Meetings may also be presented in the forms of conference call, zoom, or any other form of webcast.

Section IV - Notice of Meeting

Regular meeting agendas and agenda packets with all documents within will be received by the policy council representative at least one (1) week prior to the meeting date. Special meeting agendas and agenda packets with all documents will be received one (1) week prior to the meeting date. Emergency meeting agendas and agenda packets with all documents will be received as soon as possible

Section V – Minutes

Minutes may be combined and typed by FAMCO Manager. Minutes should include the date of the meeting, location or type of meeting and summary of the business discussed and decisions made. Minutes shall address and record all items discussed at the Policy Council meeting including items presented for action (either approval or disapproval) and items presented and discussed for informational purposes only.

Section VI – Quorum

Quorum will be met when five (5) voting members are present. The Policy Council cannot conduct official business unless quorum is met.

Section VII - Conduct of the Meeting

Any Policy Council member who is asked to leave a meeting on two (2) occasions for disorderly conduct shall, at the direction of the Policy Council Chairperson and the Director of Head Start/Early Head Start surrender his/her seat on the Policy Council and the Alternate will become the voting member of the Policy Council at the next meeting.

ARTICLE VI – Dispute/Impasse Procedures

Whenever a dispute arises relating to governance and management responsibilities of the Governing Board and the Policy Council, either party may initiate this dispute resolution procedure. It is the intent of the Policy Council and the Governing Board to equitably and fairly resolve any and all disputes utilizing the earliest level possible through this procedure.

Section I – Internal Dispute Resolution

Step 1: The Governing Board and Policy Council, with the assistance of the Executive Director and Head Start Director shall first attempt to informally resolve the dispute. The Executive Director shall facilitate communications between the two parties in an effort to ensure that both parties have sufficient background information to understand each respective position. If the matter is resolved in this process, the Executive Director shall confirm the resolution in writing to both the Governing Board and the Policy Council and the resolution shall be affirmed by both parties.

Step 2: If Step 1 fails to resolve the dispute informally, the Executive Committee Chairperson of the Governing Board and the Chairperson of the Policy Council shall conduct a formal joint meeting in an effort to resolve the dispute. This joint meeting shall be held not less than (2) and not more than (10) days after a written request by either party has been made. Both parties may agree to utilize outside persons, and a mediator may be selected by mutual agreement of the Governing Board and Policy Council.

Section II - Impasse

Step 3: If Step 2 fails, and a resolution cannot be reached, the Impasse procedures will be initiated. The Governing Board and the Policy Council shall submit the impasse to a local Dispute Resolution Center/Organization, and shall utilize their professional services. Procedures for conducting the mediation process shall be binding upon the Policy Council and the Governing Board. Written reports regarding the issues/concerns to be resolved shall be submitted to the mediation center not less than (10) days after completion of Step 2. The Mediation center's decision shall be rendered within (30) days after completion of the hearing, and shall be final and binding upon all parties

ARTICLE VII – Amendments

Amendments to Article III: Membership of these Bylaws may be amended by a majority vote of the Executive Committee and Policy Council. Other amendments to these Bylaws may be amended by a majority vote of the Policy Council at a meeting for which notice of such proposed amendments has been given. Before any proposed amendment is listed on an agenda or submitted to the Policy Council, it must be approved by the Head Start Director.

ARTICLE VIII – Miscellaneous

Section I – Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, shall govern the Policy Council.

Section II – Mileage

Policy Council Members whose total annual income is equal to or below the poverty guideline will be eligible for mileage reimbursement if they are traveling outside of their hometown. Mileage reimbursement may include the following for Primary Policy Council Representatives: roundtrip travel to meetings and all required training. Mileage reimbursement may include the following for Policy Council Alternatives: roundtrip mileage to meetings only in the absence of their Primary Policy Council Representative and all required policy council training. The most current approved CVCOG mileage rate will be used. Reimbursement forms will be available at every Policy Council meeting.

Section III – Special Committees

The Screening Committee will be established within the Policy Council. This committee is established by volunteer of elected Policy Council Members. The purpose of the Screening Committee will be to screen prospective applicants for employment opportunities with in CVCOG Head Start/Early Head Start Community.

Section IV – Executive Board

The Policy Council and the CVCOG Executive Board shall not have identical memberships and functions. It shall be the general responsibility of the CVCOG Executive Committee to guide and oversee the carrying out of the following functions 642(c)(E)(i-XI):

1. Have legal and fiscal responsibility for administering and overseeing program including the safeguarding of Federal funds
2. Adopt practices that assure active, independent, and informed governance of the Head Start agency, and fully participate in the development, planning, and evaluation of the Head Start programs
3. Be responsible for ensuring compliance with Federal laws (including regulations) and applicable State, and local laws (including regulations)

4. Be responsible for other activities to include: electing delegate agencies and the service areas for such agencies, establishing procedures and criteria for recruitment, selection, and enrollment of children, reviewing all applications for funding and amendments to applications for funding, establishing procedures and guidelines for accessing and collecting information
5. Reviewing and approving all major policies of the agency to include: annual self-assessment and financial audit, carrying out the programmatic and fiscal provisions in such agency's grant application, including implementation of corrective actions and personnel policies of such agencies regarding the hiring, evaluation, termination, and compensation of agency employees, developing procedures for how members of the policy council are selected,
6. Approving financial management, accounting, and reporting policies, and compliance with laws and regulations related to financial statements to include: major financial expenditures, annual operating budget, selection of independent financial auditors (if Applicable), correct audit findings and other action necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices, reviewing results from monitoring conducted under section [641A\(c\)](#),
7. Approval of the following: personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency,
8. Establishing, adopting, and periodically updating written standards of conduct that establish standards and formal procedures for disclosing, addressing, and resolving any conflict of interest, and any appearance of a conflict of interest, by members of the governing body, officers and employees of the Head Start agency, and consultants and agents who provide services or furnish goods to the Head Start agency and complaints, including investigations and at discretion establishing advisory committees to oversee key responsibilities related to program governance and improvement of the Head Start program involved.

ARTICLE IV – Amendment/ Adoption Dates

Duly adopted and amended at a meeting of the Head Start Provisional Policy Council on the following dates: August 5th 2004, October 10th 2006; April 25th 2007, October 1st 2007, November 4th, 2008, September 29th, 2011, August 13th 2013, September 12th 2017, October 9th 2018, July 8th 2019, September 18th 2021, February 9th 2022, November 10th 2022 and August 9th, 2023.

Approved:

Policy Council Chairperson

Date

Executive Committee Chairperson

Date

Executive Committee Co-Chairperson

Date

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Agenda

Item 11

EMPLOYEE HANDBOOK FOR HEAD START

Concho Valley Council of Governments



Head Start/Early Head Start Director

Date _____

Approved by Policy Council

Date _____

Approved by Executive Board

Date _____

San Angelo, Texas

CONTENTS

MISSION OF THE CONCHO VALLEY COUNCIL OF GOVERNMENTS	5
ABOUT THE CONCHO VALLEY COUNCIL OF GOVERNMENTS	5
HANDBOOK	6
EMPLOYMENT TERMS, CONDITIONS AND BUSINESS ETHICS	7
COMPLIANCE	7
EMPLOYMENT-AT-WILL	7
GIFTS AND GRATUITIES	7
CONFLICT OF INTEREST	8
INTERNS, FIELD STUDENTS, VISTA, CONTRACTORS AND TEMPS	9
JOB POSTING	10
SELECTION OF EMPLOYEES	10
OUTSIDE ACTIVITY	12
OUTSIDE EMPLOYMENT/MOONLIGHTING	12
EMPLOYMENT OF RELATIVES (NEPOTISM)	12
TRANSFERS, PROMOTIONS AND DEMOTIONS	13
POLYGRAPH EXAMINATIONS	13
PHYSICAL EXAMINATIONS	13
LICENSES, CERTIFICATIONS AND REGISTRATIONS	14
JOB DESCRIPTIONS	14
ORIENTATION	14
PERFORMANCE MANAGEMENT	14
TRAINING AND PROFESSIONAL DEVELOPMENT	15
EDUCATION ASSISTANCE POLICY	15
RULES OF CONDUCT	17
OPEN DOOR POLICY	17
EMPLOYEE INVESTIGATIONS	17
PROBLEM - SOLVING PROCEDURE	17
DISCIPLINARY ISSUES AND PROCEDURES	18
FIREARMS	19
HORSEPLAY	19
THEFT	19
ABUSIVE, PROFANE, OR OBSCENE LANGUAGE	19
VIOLENCE IN THE WORKPLACE	19
ARRESTS AND INCARCERATIONS	20
INSUBORDINATION	20
CONFLICT OF CONSCIENCE	21
DUTY OF LOYALTY	21
FALSIFICATION OF RECORDS/FACTS	21
FOOD PREPARATION AND STORAGE	21
GAMBLING	21
SMOKING AND TOBACCO USE	22
PERSONAL APPEARANCE, HYGIENE, AND DRESS	ERROR! BOOKMARK NOT DEFINED.
PERSONAL TELEPHONE CALLS AND CELLULAR PHONE USAGE	23
CLIENT AND GUEST RELATIONS	24
VISITORS AND VOLUNTEERS	25

CHILDREN IN THE WORKPLACE	25
POLITICAL ACTIVITY	25
RESTRICTING PRODUCTIVITY/OUTPUT	26
SOLICITATION	26
SUGGESTIONS AND CLIENT FEEDBACK	26
UNACCEPTABLE PERFORMANCE	26
NON-COMPETE COVENANTS	27
TERMINATION OF EMPLOYMENT	27
RETIREMENT	28
ACCESS TO PERSONNEL RECORDS	28
PAY	29
PAY POLICIES	29
CLASSIFICATION OF EMPLOYEES	29
NON-EXEMPT EMPLOYEE TIME AND PAY	30
EXEMPT EMPLOYEE PAY	30
PROCESS FOR COMPLAINTS REGARDING PAY	32
RECORDING OF WORK AND NON-WORK TIME	32
INCENTIVE PAY	33
BAD WEATHER AND UNEXPECTED OR EXTRAORDINARY CIRCUMSTANCES POLICY	33
BENEFITS	34
ELIGIBILITY CRITERIA	34
HOLIDAYS	37
LEAVE	34
VACATION LEAVE	35
SICK LEAVE	38
FAMILY AND MEDICAL LEAVE ACT	39
BEREAVEMENT/ EMERGENCY LEAVE	40
MILITARY LEAVE	41
LEAVE OF ABSENCE	41
WELLNESS	41
JURY DUTY	41
VOTING RIGHTS	42
SOCIAL SECURITY	42
TEXAS COUNTY AND DISTRICT RETIREMENT SYSTEM	42
DEFERRED COMPENSATION	43
HEALTH SERVICES	43
WORKERS' COMPENSATION INSURANCE	43
CONTINUATION OF GROUP INSURANCE (COBRA)	44
UNEMPLOYMENT INSURANCE	44
POLICIES	45
WORKING HOURS	45
FLEXIBLE WORK SCHEDULE	45
TELEWORK OR REMOTE WORK	46
ATTENDANCE	47
UNEXCUSED ABSENCES FROM WORK	48
EMPLOYEE RELATIONS	49
SECURITY	49
INTERNET CONDUCT AND USE	49
SOCIAL MEDIA	51
CVCOG COMMUNIQUEs & MEDIA REPRESENTATIONS	52

ID BADGE.....	52
KEY CARD / KEYS.....	53
USE OF COMPANY VEHICLES.....	54
ALCOHOL AND DRUG ABUSE AND TESTING	54
OTHER WORKPLACE ISSUES.....	56
COMMUNITY INVOLVEMENT	56
EMPLOYEE INFORMATION SYSTEMS.....	56
MONITORING EMPLOYEE ACTIVITY	56
RECORDING DEVICES IN THE WORKPLACE	57
RESTRICTED ITEMS	57
PATENTS, COPYRIGHTS AND INTELLECTUAL PROPERTY	58
TRAVEL	58
WHISTLEBLOWERS	58
RETALIATION	59
HARASSMENT, DISCRIMINATION, AND BULLYING.....	60
HARASSMENT / DISCRIMINATION	60
SEXUAL HARASSMENT.....	60
BULLYING	61
HIV/AIDS DISCRIMINATION.....	62
EQUAL EMPLOYMENT OPPORTUNITIES.....	63
SAFETY ANNEX.....	65
GENERAL SAFETY	65
EMERGENCY PROCEDURES	67
FIRE SAFETY.....	ERROR! BOOKMARK NOT DEFINED.
BOMB THREAT PROCEDURE.....	ERROR! BOOKMARK NOT DEFINED.
IN CASE OF ROBBERY	ERROR! BOOKMARK NOT DEFINED.
ACTIVE SHOOTER	67
PARKING / PARKING LOT SAFETY	68
DRIVING SAFETY.....	68
SEVERE WEATHER PROCEDURE	ERROR! BOOKMARK NOT DEFINED.
INCLEMENT WEATHER PLAN.....	69

MISSION OF THE CONCHO VALLEY COUNCIL OF GOVERNMENTS

Concho Valley Council of Governments (CVCOG) is a voluntary organization of local governments which fosters cooperative efforts toward resolving problems, policies, and plans that are common and regional.

ABOUT THE CONCHO VALLEY COUNCIL OF GOVERNMENTS

CVCOG is a voluntary association of local governments (cities, counties, schools and special-purpose districts) established in 1967 under the provisions of Section 391 of *Texas Local Government Code*. CVCOG is an independent political subdivision covering the 14 county Concho Valley region.

- CVCOG's primary purposes are to make plans to guide the future development of the region and to provide joint services which local governments are unable to provide individually.
- CVCOG is funded by grants and contracts from State and Federal governments, as well as by local funds.
- CVCOG conducts major programs in services for the aging and provides public transportation, 9-1-1 emergency communications, criminal justice planning and training, economic development, regional services, 211, and Head Start.
- CVCOG is governed by a General Assembly made up of local elected officials representing each of the local governments, which meet annually; and an Executive Committee chosen from General Assembly representatives, which meets monthly to conduct the on-going business of CVCOG.
- The Executive Committee appoints an Executive Director, who serves as CVCOG's chief administrative officer and is responsible for hiring and supervising all other employees.

ABOUT HEAD START

The mission of Head Start is to promote the school readiness of young children from low-income families by enhancing their cognitive, social, and emotional development.

The purpose of Head Start programs is to provide comprehensive services needed to support the development of children ages birth to 5 years from low-income families and promote children's overall school readiness. It is also designed to support parents as the child's most important teacher, empowering them to shape their programs.

Head Start programs support children's growth and development in positive learning environments and by offering a variety of services including early learning, health and family well-being.

HANDBOOK

This Handbook will assist you in learning about CVCOG. Specifically, it will help you understand many important points about how we work with our employees, guests and each other.

CVCOG has an obligation to help you get acquainted as quickly as possible with the way we do business. That includes making you familiar with our practices, policies, procedures, and training you properly. Your responsibility includes working in accordance with our policies and procedures

This Handbook has been created to give you direction on how to handle yourself and what is expected of others. The policies and procedures in this handbook are not to be interpreted as a contract for employment. The Executive Director, with the permission of the Executive Committee, has the complete right to **alter, modify, delete, change, add, or interpret** as deemed necessary. You will be notified of any such changes, deletions, additions, modifications, and decisions. All changes are subject to approval from the Executive Director and the Executive Committee. This handbook and its policies will be reviewed annually to ensure Federal and State compliance as well as to ensure all policies in place create clear and concise boundaries that are in line with our commitment to the service of our community. Policies not listed in this handbook (such as Travel, P-Card, and all financial policies) can be found on our CVCOG team website, or you can seek direction from your Supervisor, Director, or Human Resources (HR) at any time.

Please note that the Head Start Program is required by outside federal, state, and local agencies to have certain specified policies in place that do not affect other areas or operations of CVCOG; these specified policies are published as an addendum to this handbook. Concho Valley Transit (CVT) is also required by outside federal, state, and local agencies to have certain specified policies in place that do not affect other areas or operations of CVCOG; these specified policies are published as a separate handbook, "CVCOG Handbook for CVT Employees" that addresses the items listed in the CVCOG Handbook along with CVT's additional requirements. This Handbook, together with the Head Start addendum, and CVCOG Handbook for CVT Employees supersedes all other policies and statements regarding employment policies.

The policies outlined in this Handbook are established by the Executive Committee of CVCOG. These policies completely replace and supersede any and all personnel policies previously adopted individually or as a set of policies by the Executive Committee.

The Executive Director, along with HR, is responsible for the administration of CVCOG'S personnel policies and procedures. The Executive Director will make all final decisions regarding policies and in the event of his absence may delegate authority to appropriate staff to act on his or her behalf in the administration of these policies and procedures.

These personnel policies apply equally to all employees of CVCOG unless a class of employees is specifically exempted by these policies. In cases where Federal or State laws or regulations supersede policy for specific groups of employees, such laws or regulations will control only insofar as necessary for compliance. Please note this is a possibility since the varied parts of CVCOG work from different program regulations and grant requirements.

CVCOG's Department Directors and Supervisors are willing to answer your questions and give you the help you need in order to learn about CVCOG, its organizational structure, and its policies.

EMPLOYMENT TERMS, CONDITIONS AND BUSINESS ETHICS

COMPLIANCE

Any violation of the policies and procedures listed in this handbook will subject the employee to disciplinary action up to and including termination of employment. Any CVCOG employee having knowledge of any violations that require reporting are required to promptly report such violation to the appropriate level of management. Each supervisor, manager, director and officer of CVCOG is responsible for policy compliance in their area of responsibility. When a question arises regarding any aspect of the policy, contact HR or the Executive Director.

EMPLOYMENT-AT-WILL

This handbook is not to be interpreted as representing a contract of employment. CVCOG is an employment-at-will employer. This means both you and CVCOG have the freedom to terminate our employment relationship at any time, with or without cause. No representative of management has the authority to make any arrangements or commitments to the contrary, or seek to enter into employment contracts without the express, written approval of the Executive Director.

CVCOG'S employees maintain only the highest ethical standards in the conduct of CVCOG's affairs. The intent of this policy is that each employee conducts CVCOG's business with integrity, and complies with all applicable laws in a manner that excludes considerations of personal advantage or gain.

Further, the Executive Director and the Executive Committee have the right and freedom to alter, modify, change, delete, add to or interpret the guidelines as they deem appropriate.

GIFTS AND GRATUITIES

A CVCOG employee may not: solicit, accept or agree to accept a financial benefit other than from CVCOG, that might reasonably tend to influence his or her performance of duties for CVCOG or that he or she knows or should know is offered with intent to influence the employee's performance; accept employment or compensation that might reasonably induce him or her to disclose confidential information acquired in the performance of official duties; accept outside employment or compensation that might reasonably tend to impair independence or judgment in performance duties for CVCOG; make any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and duties for CVCOG; or solicit or accept or agree to accept any financial benefit from another person in exchange for having performed duties as a CVCOG employee in favor of that person.

Gifts, Favors, and Payments Made by CVCOG: Gifts, favors, and payments may be given to others at CVCOG'S expense, if they meet all of the following criteria:

1. They are consistent with accepted business practices,
2. They are of sufficiently limited value and in a form that cannot be perceived as a bribe or payoff,
3. They are not in violation of applicable law or generally accepted ethical standards; and
4. Public disclosure of the facts will not embarrass CVCOG.

Gifts, Favors, Entertainment and Payments Received by CVCOG Employees:

- Employees shall not seek or accept, for themselves or others, any gifts, favors, entertainment, or payments without a legitimate business purpose; neither shall they seek or accept personal loans (other than conventional loans at market rates from recognized lending institutions) from any persons or business organizations that do, or seek to do business with, or are a competitor of CVCOG.

In the application of this policy:

- Employees may accept for themselves and employees of their family's common courtesies usually associated with customary business practices. These include but are not limited to:
 - Lunch and/or dinner with vendors sometimes including spouses as long as the invitation is extended by the vendor.
 - Gifts of small value from vendors such as calendars, pens, pads, knives, etc.
 - Tickets to events (such as sports, arts, etc.) are acceptable if offered by the vendor and the vendor accompanies the employee to the event. These are not to be solicited by CVCOG employee and must be approved by the Executive Director.
 - Overnight outings are acceptable under the condition that individuals from either other companies or the vendor are in attendance. The employee must have prior approval from the Executive Director.
 - Gifts of perishable items usually given during the holidays such as hams, cookies, nuts, etc., are acceptable.
 - The receipt of alcoholic beverages is allowed; however, employees must continue to follow CVCOG's Drug and Alcohol Policy.
- Day outings such as golf, fishing, and hunting are acceptable if offered by the vendor and the vendor accompanies the employee to the event. These are not to be solicited by CVCOG employees and must be approved by the Executive Director. Participation by the employee's family is not acceptable.
- It is never permissible to accept stocks or other forms of marketable securities of any amount.
- A gift of cash or cash equivalent, such as gift cards, should not be accepted in an amount of more than limited value, or in violation of generally accepted ethical standards.
- Employees are not expected to buy gifts for supervisors, managers, and/or directors. If situations arise, directors, managers, and supervisors should not accept gifts of more than limited value from those under their supervision. Gifts to management employees are only given on their own free will with the understanding the employee will not receive any form of fiduciary gains.

For the purposes of this handbook, limited value is equal to \$25.00 per occurrence and \$50.00 per calendar year. For further clarification, seek out guidance from your supervisor or HR. *The exception to this policy is employee incentives received via donation and delivered through CVCOG Engagement Committee activities.*

CONFLICT OF INTEREST

Employees should avoid any situation which involves or may involve a conflict between their personal interest and the interest of CVCOG. As in all other facets of their duty's, employees dealing with clients, suppliers, contractors, competitors or any person doing or seeking to do business with CVCOG, are to act in the best interest of CVCOG. Each employee shall make prompt and full disclosure in writing to their manager of any potential situation which may involve a conflict of interest. Such conflicts include:

- Ownership by the employee, or by the employee's family, of a significant interest in any outside enterprise which does or seeks to do business with or is a competitor of CVCOG.
- Serving as a director, officer, partner, consultant, or in a managerial or technical capacity with an outside enterprise which does or is seeking to do business with or is a competitor of CVCOG. Exceptions to this may be approved by the Executive Director.
- Acting as a broker, finder, go-between or otherwise for the benefit of a third party in transactions involving or potentially involving CVCOG or its interests.
- Any other arrangements or circumstances, including family or other personal relationships, which might dissuade the employee from acting in the best interest of CVCOG.

Employees of CVCOG will neither have financial interests in the profits of any contract, service, or other work performed for CVCOG nor derive personal profit directly or in-directly from any contract, purchase, sale or service between CVCOG and any person or company.

Confidential Information: The revelation or use of any confidential product information, data on decisions, plans, or any other information which might be contrary to the interest of CVCOG (not in conflict with the Freedom of Information Act or Open Information Act) without prior authorization, is prohibited. The misuse, unauthorized access to, or mishandling of confidential information, particularly personnel information, is strictly prohibited.

INTERNS, FIELD STUDENTS, VISTA, CONTRACTORS AND TEMPS

Field Students and Interns – CVCOG understands the importance of working with local universities and other entities to provide hands on job experience to those seeking out degrees or jobs in fields related to public service. CVCOG will continue to seek out qualified applicants for field students & internships while working in partnership with said agencies to provide experience to potential future applicants. All field students & interns interested in creating an agreement with CVCOG will be required to follow the same process of applying for a regular position allowing CVCOG to follow its hiring process. Field students & Interns will also comply with the following guidelines;

- Acknowledgement that any field student's assignment, project, task, or internship with CVCOG is purely an educational experience
- A field student's assignment, project, task, or internship will have no exchange of wages unless otherwise arranged
- Any creations, inventions, designs, projects, or intellectual material developed while working as a field student or during internships are property of CVCOG regardless of whether they were developed by external consultants, employees of CVCOG, field students, or interns
- There are no expectations of a job offer once a field student's assignment or internship is completed
- Field students and interns are required to follow all policies and procedures
- The Department Director and or Executive Director have the right to terminate a field student's assignment or internship at any time

VISTA – AmeriCorps Volunteers in Service to America (VISTA) staff are those that provide needed resources to nonprofit organizations and public agencies to increase their capacity to lift communities out of poverty. At times, CVCOG may utilize these VISTAs in order to provide support to our programs.

The VISTA Director will contact the HR department with details such as the date the VISTA will start, location, shift, duration of the assignment, etc. Based on the information provided, HR will do the onboarding and conduct orientation. VISTAs will be issued a badge and may be given a keycard & keys for building access. They are responsible for following the ID Badge and the Key Card/Keys Policies.

The VISTA Director and VISTA Program Manager will be responsible all aspects of the VISTA's employment, during the assignment, which includes training, job responsibilities, time management, and will also monitor performance. If any performance concerns arise, the supervisor/manager or VISTA Director must notify the HR department immediately. Disciplinary actions will be handled by the HR department and AmeriCorps.

Contractors and Temporary Workers – CVCOG acknowledges that a portion of its staffing requirements may be met through the use of agency temporary (temp) workers and contractors. The HR department will oversee the management of the selection and hiring processes related to temporary and contract staff.

The Department Director will contact the HR department with a request for a temp worker and will provide details such as the date the worker is needed, job responsibilities, location, shift, duration of the assignment, and recommended salary. HR will contact a staffing agency with a request for a temp worker, provide the specifics of the position, review the candidates, and work with the Department Director to make a selection.

The Department Director will be responsible for signing the temp's timesheets during the assignment and will monitor performance. If any performance concerns arise, the supervisor/manager or Department Director must notify the HR

department immediately. Disciplinary actions will be handled by the HR department and the temp agency's representative.

JOB POSTING

In accordance with Texas Government Code 656.024, as soon as a position becomes available or vacant, CVCOG will publicly list said vacancy on, at minimum, the Texas Workforce Solutions and CVCOG website along with other appropriate platforms. Jobs are posted in accordance with the requirements of the EEO Policy/Affirmative Action Plan. If appropriate and effective, newspaper advertisements, flyers placed in the community and word of mouth may be utilized as well. Vacancies will be posted for a minimum of 10 (ten) working days, with notice provided to current employees.

Certain situations may call for the Executive Director, to not publicly or internally post a position, or post for less than 10 (ten) days. The Executive Director will use guided discretion based on operational and program need or the availability of a highly qualified internal candidate. If this situation occurs, CVCOG will continue to adhere to all local, state, and federal EEO requirements.

Every effort will be made to ensure that all CVCOG employees are made aware of and have the opportunity to apply for open positions, either before or concurrent with CVCOG's consideration of external candidates for the position. While it is CVCOG practice to promote from within whenever possible; certain business conditions could cause a position to be filled without posting internally.

Regardless of the source of applicants, CVCOG seeks to locate the **best-qualified** person for the job.

All regular part time and full-time employees with 90 days or more of continuous employment with CVCOG or with approval from the Executive Director and who have satisfactory performance and attendance records are eligible to apply for any CVCOG position. Operational exceptions may be approved by the Department Director and Executive Director.

Qualified and eligible employees who wish to apply for a posted position must notify their Department Director. Interested employees will be prompted to submit their resume and CVCOG's online application. These employees may contact HR for guidance in applying for these positions

SELECTION OF EMPLOYEES

Our application and screening processes are designed and carried out in a **non-discriminatory** manner in order to maintain compliance with Federal, Local, and State Equal Employment Opportunity (EEO) laws; CVCOG will not discriminate against applicants based on a person's protected status such as race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, disability status, veteran status, genetic information, sexual orientation, gender identity, or any other protected group status. It is our goal to employ the best-qualified applicant for the job. Additionally, we seek to promote from within whenever we can find the best-qualified person for the job inside our workforce.

All candidates for employment must fully complete CVCOG's online application. The forms must be completed in detail and electronically signed by the applicant to verify the accuracy and completeness. Incomplete applications will not be accepted. A resume will not be accepted in place of a completed application. If an applicant wishes, the resume may accompany the completed application form as additional information.

In compliance with our funding agency and contractual requirements, it is our policy to conduct background investigations on all new employees. The following types of searches may be conducted during the hiring process:

Verification of Identity - CVCOG requires all employees to have a valid and current driver license or some form of identifying documentation, used to verify a person's identity.

Reference Checks - To ensure that individuals who join CVCOG are well-qualified and have strong potential for success and productivity, CVCOG may verify previous employment references prior to extending a job offer.

Education Verification - CVCOG may verify education listed on your job application as CVCOG feels necessary.

Employment Verification - CVCOG may seek to verify all prior employment.

Criminal Records Search - CVCOG will conduct a criminal records search for information such as misdemeanor or felony convictions, open arrest warrants, or other related illegal activities. CVCOG will obtain a sex offender record and any other criminal record search required by their department. CVCOG employees may not have any felony or misdemeanor convictions within the last 7 years from the time of the employment offer. Felony or misdemeanor convictions outside of the 7-year time frame are up for review by the Department Director and Executive Director. Severity of charges as well as length of time passed since charges were made is taken into consideration. Immediate disqualification may occur if the applicant has charges of physical violence, domestic abuse, child abuse/neglect, or elderly abuse during any time on their search history.

National and State Data Bases - Depending on department requirements, CVCOG may submit your information through various national data bases such as the Office of Inspector General (OIG) US Department of Health and Human Services (HHS) Exclusion and the Texas Health and Human Service Commission Exclusion data bases. Immediate disqualification may occur if the applicant is listed on either of these exclusion data bases, in accordance with program requirements.

Social Security Number Verification - CVCOG verifies an individual's connection to his or her social security number by participating in a government program called E-Verify. This program determines an employee's eligibility to work in the United States.

Driving Eligibility - CVCOG verifies if an individual has a valid and current driver's license. If the individual does not have a driver license, they must sign the CVCOG Employment - Driver License Waiver and will not be able to operate a motor vehicle while on duty.

Skills/Competencies - Certain jobs may require an applicant to test for the position, in order to evaluate skills with computers, internet/e-mail, word processing, program-specific hardware, or other specific aptitudes.

Certain employees must be capable of being bonded. This may be a required condition of employment, if the position involves the handling of money or other negotiable instruments.

The following types of searches may be conducted during employment:

Any of the aforementioned searches may be conducted during an employee's tenure as based on program and contractual requirements but may also include:

Office of Attorney General (OAG) - CVCOG will enter every hired employee's information to the Child Support Division of the OAG data base, in accordance with Federal and State Law. CVCOG will follow all laws and regulations regarding these types of withholdings

Verification of Employment - All requests for information on current or former employees must be referred to the HR Department. Prospective employers, financial institutions, and residential property managers routinely contact employers requesting verification of a former or current employee's work history and/or salary. Requests must be submitted in either physical or electronic written format, with a wet signature, and all responses will only be provided in written format. Regardless of employment status and/or termination reason; the only information to be provided will be

dates of employment, last position held, salary or hourly rate, nature of the separation (voluntary or involuntary) and rehire status (only if available). Representatives of Government or law enforcement agencies, in the course of their business, may be allowed access to additional personnel file information.

Rehire Policy- Employees that have terminated from employment on a permanent basis are not prohibited from applying for any position with CVCOG. Due to TCDRS requirements (see pg. 36 for more details), previous employees, no matter the reason for termination, will not be considered for rehire until a full 3 calendar month period has passed. The following items will be taken under consideration before CVCOG rehires an employee;

- Previous resignation was submitted in a timely manner
- Reason for leaving
- Severity of disciplinary issues
- Ability to meet all current hiring requirements
- Previous supervisors suggested rehire status (if available)

Previous employees have no guarantee of rehire. HR and the Department Director will seek the approval from the Executive Director regarding rehiring employees.

CVCOG reserves the right to add to or take away from the searches listed above in accordance with grant, local, State or Federal, and contractual requirements. The Executive Director has final discretion on if an applicant meets CVCOG background requirements. *See the Employee and Volunteer Background Check Policy for more information.*

OUTSIDE ACTIVITY

Employees may not engage in any outside employment, activity, or enterprise that adversely affects the employee's job performance or is determined by the Executive Director to be inconsistent or incompatible for employment with CVCOG. CVCOG does not intervene in the private lives of its employees. However, should a conflict with a client, or an employee's activity, be of a nature that could tarnish the image of CVCOG or hurt our business position in the community, the Executive Director reserves the right to enforce proper disciplinary action.

OUTSIDE EMPLOYMENT/MOONLIGHTING

Moonlighting is considered as additional employment. Such extra employment will be allowed if it does not interfere with your duties at CVCOG and is not in competition with CVCOG. Should any outside financial endeavor become damaging to our business position in the community, CVCOG will require corrective action on your part.

If a supervisor or director becomes aware that an employee's second job is having an adverse effect on his or her job with CVCOG, a supervisor or director may request the employee to make a choice between employment with CVCOG or with their alternate employer.

All outside employment must be conducted COMPLETELY off of CVCOG premises. CVCOG equipment, supplies, or space may never be used toward outside employment.

EMPLOYMENT OF RELATIVES (NEPOTISM)

Nepotism is the demonstration of favoritism toward a relative. The practice of nepotism in the hiring of personnel or awarding of contracts is forbidden by CVCOG.

No person may be hired who is related within the first (parent or child), second (brother, sister, grandparent or grandchild) or third (great-grandparents, great-grandchildren, parent's brother or sister, or nieces and nephews) degree of affinity (marriage) or consanguinity (blood) to any member of the Executive Committee or to the Executive Director. No person who is related to a member of the Executive Committee or to the Executive Director in one of the prohibited

degrees may continue in CVCOG's employ. The exception will be if the employee has been employed continuously by CVCOG for a period of:

At least 30 days, if the Executive Director or member is appointed;

At least 6 months, if the Executive Director or member is elected at general election (other than the general election for State and county officers); or

At least 1 year, if the Executive Director or member is elected at general election for State and county officers.

All other employees may not directly supervise any member of their family. CVCOG strongly advises against hiring family members within the same department. Any applicant related in any way by affinity or consanguinity to a current employee must have Executive Director approval before hiring.

TRANSFERS, PROMOTIONS AND DEMOTIONS

All internal job transfers, promotions and demotions are handled on the same non-discriminatory basis as new hires. CVCOG will not discriminate against applicants or employees based on a person's protected status such as race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, disability status, veteran status, genetic information or other protected group status. All internal job transfers, promotions and demotions will be subject to a 90-day probationary period. If an employee is within their 90-day probationary period, their transfer, promotion or demotion will be subject to the Department Director's discretion with the approval of the Executive Director.

A **transfer** is an assignment to another job of equal pay, status, or benefits. A transfer is not a promotion. Transfers to other positions can be requested by you, the Department Director, or both. The purpose of a transfer may be: to relocate you in a more suitable position; to achieve better scheduling; to address personal issues; to be able to retain you if you might otherwise have to leave; or to train you in other tasks so that you can ultimately make a more significant contribution to the organization and our clients.

A **promotion** occurs when you move to a new position with more pay or status. Promotions will always put the best-qualified person into a job that demands more skills, knowledge and judgment. There are no scheduled promotions or raises at CVCOG.

Previous performance management discussions and seniority are important considerations for both transfers and promotions. Any employee wishing to be considered for a promotion or transfer must notify the Department Director and submit an updated resume and online application to HR.

A **demotion** may occur in your best interest, in the best interest of CVCOG, or both. A demotion is a move to a job with lesser pay or status.

POLYGRAPH EXAMINATIONS

In the event of an investigation, or other CVCOG required event, you may be asked to submit to a polygraph examination. Any polygraph examination will be limited solely to inquiries related to CVCOG's business affairs. You will not be asked about your personal or private affairs unrelated to CVCOG's business affairs. Any polygraph examinations are conducted in compliance with the "Employee Polygraph Protection Act of 1988."

PHYSICAL EXAMINATIONS

With the exception of CVT and the Head Start Department, CVCOG does not generally conduct health-related inquiries or medical examinations on job applicants, although there are certain positions in CVCOG which may require agility

testing prior to starting work. Any physical examination, including agility testing, is conducted in accordance with the guidelines of the Americans with Disabilities Act and EEO Laws.

LICENSES, CERTIFICATIONS AND REGISTRATIONS

Some jobs require a license, certification or registration as a condition of being able to legally and ethically perform the job. In these cases, it is your responsibility to provide proper documentation prior to being allowed to perform any duties of the job or work with your supervisor on obtaining certifications in a timely manner. All licenses, certifications and registrations are verified prior to any performance of job duties.

MEDICAL STATEMENT

All Full-Time, Part Time, Substitutes, and Volunteers will be required to have a physical and a Tuberculosis (TB) Screening prior to reporting to work or volunteering in the classroom. If Tuberculosis Screening is positive the employee will not be allowed to report for work until released by a physician. The physical and TB must be kept up-to-date based on the most current Head Start Standards and guidelines.

JOB DESCRIPTIONS

A job description has been prepared for each position, including general duties and responsibilities, minimum qualifications, and reporting and supervisory information.

You will be presented with your specific job description, which will remain available for you to review. You must sign a copy of your job description.

Job descriptions are reviewed periodically for content and accuracy. Job descriptions are updated as needed; revisions and updates to your job description do not necessarily give reason for a pay raise.

ORIENTATION

On your first day, you will be given a general orientation to CVCOG. Safety issues and training will be given to you during this time. During your first few weeks and months your supervisor will work closely with you to help you learn your duties quickly and to provide you with guidance as you need it.

Feel free to ask your immediate supervisor or Department Director for understanding and clarification of any new words, terms, or concepts you do not understand. Questions can also be directed to HR.

PERFORMANCE MANAGEMENT

When you have completed the 90-day introductory period, you will receive a review of your performance. This is to determine early on how you are performing. During this review, we will point out job functions that you are performing satisfactorily. Any areas that may need further development will be discussed and documented for your benefit. At this time, and anytime throughout your employment, the employee and CVCOG have the right to terminate employment.

Your supervisor does have the discretion to meet with you sooner to discuss early interventions for any behaviors and or performance issues that require immediate action. In this case, the disciplinary process may be applied.

Subsequent performance management will be conducted semi-annually via discussions with your supervisor. This provides semi-annually evaluations on your performance, development, satisfaction of your job requirements, job knowledge, growth plans and needs. These annual performance management sessions will become part of your permanent record of performance and may be taken into consideration for pay increases, promotions, etc.

See Disciplinary Issues and Procedures section for more information.

TRAINING AND PROFESSIONAL DEVELOPMENT

CVCOG provides several avenues for you to advance your knowledge. This starts with the new skills you learn to perform the basics of your job functions. Depending on your position, there may be opportunities for you to attend job-related programs. Some trainings may be optional and be supplemental to the in-house training you receive at COG, however, there are some trainings that may be a requirement for a particular position.

If CVCOG authorizes or requires you to attend any educational or training course, conference, or seminar related to your role or department, CVCOG will adjust your schedule to allow for the necessary time off, with pay, and will reimburse you for associated costs (including tuition or registration fees and authorized travel, meals, and lodging). When appropriate, CVCOG may prepay registration fees, hotel costs, and/or airline or other public transportation costs directly to the entity involved.

See the Travel Policy for additional information regarding more detailed travel instructions.

EDUCATION ASSISTANCE POLICY

Concho Valley Council of Governments (CVCOG) strives to be a desired and competitive workplace and to hire the most qualified of applicants. Various factors contribute to an applicant's decision to work for CVCOG, but benefits are high on the list. This Education Assistance Policy would be an additional benefit to working at CVCOG and is established to allow CVCOG to offer, when appropriate and authorized by funding agencies, the opportunity for employees to receive assistance in higher education expenses. CVCOG does not guarantee issuance of assistance. This policy would not only offer an additional benefit, but support CVCOG in succession planning. Employees advancing their education increases their skill and knowledge base, which in turn, benefits their program and CVCOG as a whole.

Eligibility: This policy applies to full-time and part-time employees. Temporary and seasonal employees, along with interns, are not eligible for any type of Education Assistance. For the purposes of this policy, program and department will be used synonymously.

Guidelines: Education assistance will be specific to each department and or program. CVCOG administers a various number of programs with each program having its own set of requirements and regulations. Some programs may ask employees to show proof of Free Application for Federal Student Aid (FAFSA) application completion to determine if they may qualify for grants or other assistance. In addition to program requirements, CVCOG also includes the following criteria for an employee to be eligible to request education assistance;

- Employee's program and/or funding agency must allow for such expenses.
- Education assistance is contingent on availability of funds within the program budget.
- Employee must have been employed for six months (unless program requirements specify otherwise).
- Employees must be in good standing and not have received any type of disciplinary reprimand in the last six months.
- Degree or certification sought must be relevant to their current position or as a component of a documented department succession plan.
- The employee must complete their department specific form and include a statement stating their purpose and commitment.
- Classes should be scheduled per the availability of the employee, with minimal disturbance to their regular work schedule.
- No more than two hours per week of paid worked time are allowed for coursework.
- For graded courses, employees must maintain a GPA of 2.5 or higher at all times.

- Departments will specify their individual allowances and requirements every fiscal year or upon the implementation of their plan.
- Once coursework is completed, the employee must stay employed with CVCOG for a minimum of three years or will be required to pay back a pro-rated amount of the assistance provided.
 - An exception would be in the event of an involuntary termination.
- The maximum amount of assistance, regardless of department, will be \$3500 unless authorized by the Executive Director.
- Departments will have different individual requirements to meet but may require monies be returned in the event of a failing grade or termination of employment, (whether voluntary or involuntary) prior to designated time.

Types of Education Authorized:

- Required program certifications
- Associate degree programs
- Bachelor degree programs
- Graduate degree programs
- Any other degree or certification required by the program

Approval: Department Directors will approve the initial employee request, then submit to the Executive Director for final approval. Education Assistance forms are located on the CVCOG team site or may be requested from your supervisor/director.

Changes to Education Assistance Policy: The Executive Director, with approval from the Executive Committee, reserves the right to alter, modify, delete, change, add, or interpret this Education Assistance Policy as needed. Notification of changes will be made to all appropriate employees.

RULES OF CONDUCT

The purpose of this section is to provide you with the rules, or expectations, that are common to all of us. Hopefully, CVCOG can answer many of your questions regarding how to conduct business and the behavior required of all employees. Our purpose is to point out what can cause you problems so that inappropriate conduct can be avoided.

OPEN DOOR POLICY

Our "Open Door" Policy states that your supervisor, Department Director, HR and the Executive Director are accessible to discuss issues. Should you have a personal or business need to discuss, please feel free to do so. CVCOG wants you to enjoy a full, productive and healthy work relationship with us. If CVCOG can assist you, please approach us and give us the opportunity to help you.

CVCOG does request you respect the "chain of command" when needing to discuss matters of concern. However, if you are unable to discuss your concern with your immediate supervisor or Department Director, you may also contact HR. If HR is not available, you may contact the Executive Director. If neither is available and your situation is such that a response is required immediately, you may also contact another Department Director.

EMPLOYEE INVESTIGATIONS

There are times during the operations of any business, including ours, when investigations for various reasons and purposes are necessary. CVCOG will attempt to keep sensitive information discovered during such necessary investigations confidential; however, this does not equate to total secrecy. Although our efforts and intents are to achieve confidentiality during investigations, CVCOG cannot guarantee total confidentiality.

PROBLEM - SOLVING PROCEDURE

The first step is to review with your immediate supervisor what is of concern to you, unless there is a concern about talking with your supervisor. If there is a concern, another member of management may be sought out. The supervisor or management team member will receive your problem/concern, and seek to resolve the issue within a reasonable period of time.

If you do not believe you have received a satisfactory solution, you may then speak with any other member of management or the Department Director. At this point you will be asked to submit your issue in writing. This extra step will further ensure the Department Director understands clearly the exact nature of your concern.

The Department Director, with assistance from HR, will need a reasonable amount of time to investigate this issue, research options for a solution and get back to you with an answer.

We ask that you do not speak with anyone, who is not a member of management, regarding the concern as this could be considered as perpetuating gossip or rumors.

Should you feel you still are not satisfied with a resolution to your problem/concern, you have another avenue of assistance: you may request to discuss it with the Executive Director. As in the prior steps, the Executive Director will need a reasonable amount of time to study, obtain necessary facts and opinions, conduct research and finally provide you with an answer to your inquiry.

It is critical to realize that having had adequate appeals steps, the decision of the Executive Director will be final and there is no other appeal or avenue to take for resolution.

During this entire problem-solving procedure, you are free to consult with HR. This person can assist you in: submitting your problem/concern in writing and articulating the issue clearly; explaining the steps in the procedure and answering questions for you; possibly arranging the meetings with your immediate supervisor, Department Director and the Executive Director; interpreting the resolution; and ensuring all the steps are conducted in a non-discriminatory manner.

DISCIPLINARY ISSUES AND PROCEDURES

There are times when corrective action becomes necessary. In most instances, an attempt will be made to correct the behavior that causes disciplinary action. However, sometimes a behavior or an action will be deemed serious enough to justify immediate termination.

Examples that would call for immediate termination include but are not limited to: theft, drug or alcohol use/abuse, insubordination, misconduct, physical violence, sexual harassment, other forms of harassment, dishonesty, breach of business ethics, incorrect treatment of our employees, certain forms of outside activity, mistreatment of fellow employees, abusive behavior, inappropriate language, lack of productivity, or an inability to meet goals.

Our preferred course of action is coaching and training. For acts not resulting in immediate termination, the employee will be verbally counseled. This will include demonstrating for and discussing with the employee their incorrect action(s) and what changes are expected. The manager will document the occurrence of the verbal counseling. All verbal counseling documentation will be removed from an employee's personnel file after one year if the employee has corrected the action and no additional disciplinary proceedings occurred.

Should further violations occur, or if the violation is severe enough and verbal counseling is not appropriate, the employee will be given a formal written warning. Again, the behavior, action, practice, policy or principle involved will be pointed out and explained for the employee's benefit.

If further infractions occur, the employee will receive a formal write-up. At this time, the Director and Executive Director will have the option of probation, suspension or termination. The employee may be suspended, with or without pay, for up to 30 days. During this time the employee will be asked to consider if they truly want to work for CVCOG.

Probation can be set for a term of 30, 60, 90, or other situation-appropriate number of days, and must be approved by both HR and the Executive Director. During the set time, an employee must meet all goals set by their supervisor. Supervisors will closely work with the employee and meet no less than twice a month. At the end of the probation period, the employee will be evaluated and a decision will be made regarding the employee's future with CVCOG.

Suspension can be effective immediately, and be set for one to thirty (30) days. Suspensions are for more serious infractions that would be cause for immediate termination, immediate removal from the work place, or an immediate investigation. This will give CVCOG time to make a well-informed decision regarding corrective action and future employment with our organization.

After a suspension, CVCOG may deem it necessary to terminate employment based on information acquired through an investigation, or from receiving clarification on the violation. If CVCOG believes the behaviors or actions can be remedied or prevented in the future, an employee may continue employment if the employee indicates the desire to work for CVCOG and follow its policies, practices, and corrective actions. However, if the employee decides they do not agree with CVCOG'S purpose, practices, policies and beliefs, they will be terminated or given the opportunity to resign. If, following suspension, the employee further violates our policies, practices, and/or beliefs, the employee will be terminated. Should management decide suspension would not accomplish any purpose, they may terminate the employee immediately.

Supervisors and Department Directors are not required to use above mentioned coaching and training method. Nor are they required to place an employee on probation or suspension. CVCOG has the right to terminate an employee when it

is the best course of action for CVCOG, its employees and clients. All final decisions require HR review and approval from the Executive Director.

Employees have the option to appeal any disciplinary action they receive. The employee will need to contact the Director of Human Resources and may be asked to complete the Disciplinary Action Appeal Form. Submission of an appeal, verbally or in writing, should occur no later than five (5) business days after receiving the disciplinary action. If the Director of Human Resources upholds the disciplinary action, the employee may then take their appeal to the Executive Director. The Executive Director will make the final decision regarding the disciplinary action.

FIREARMS & WEAPONS

Employees are only permitted to carry firearms in a concealed manner while on the COG's premises, while conducting company business, or while acting as a company representative at any work-related activity, meeting, or function. This prohibition against the possession or carrying of firearms applies even if the employee is licensed to carry a concealed handgun or to openly carry a handgun by the state of Texas. This policy is intended to comply with all applicable state laws concerning employee rights to possess and carry firearms and shall be interpreted and enforced accordingly.

Firearms and any other form of weapons are not permitted at any Head Start / Early Head Start location.

HORSEPLAY

It is impossible to list all the possible forms of horseplay. Examples of horseplay include: exploding fireworks; throwing things around the work area; tampering with food; pulling a chair out from under a person who is about to sit down or any other behavior that could be perceived as dangerous or cause potential harm to employees and or the facility. Horseplay has been shown to be insulting, dangerous and unsafe.

THEFT

Theft can occur in many different ways. Stealing property of any kind from a coworker, visitor, vendor, client or CVCOG is considered theft. All manner of theft is prohibited and will be dealt with quickly.

ABUSIVE, PROFANE, OR OBSCENE LANGUAGE

This type of language is unacceptable in the workplace. It is not acceptable, for any reason, to direct this type language towards clients, visitors, or fellow employees, and it will not be tolerated.

VIOLENCE IN THE WORKPLACE

CVCOG seeks to provide a safe workplace for all of its employees and visitors. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this Workplace Violence Policy.

Prohibited Conduct: CVCOG does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

The following list, while not all inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury in another person, or subjects another person to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Use of any weapon, illegal or legal, while on CVCOG property or while on CVCOG business;

- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Reporting Procedure: Any potentially dangerous situation must be reported **immediately** to a supervisor or HR. Reports can be made anonymously; all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. CVCOG will actively intervene at any indication of a possibly hostile or violent situation.

Risk Reduction Measures

Hiring: CVCOG takes reasonable measures to review candidates' backgrounds and conduct background investigations so as to reduce the risk of hiring individuals with a history of violent behavior.

Safety: CVCOG conducts inspections of the premises to evaluate and determine any vulnerability to workplace violence or other hazards. If you become aware of any dangerous situations or areas notify any manager immediately. Any necessary corrective action will be taken to reduce risk.

Individual Situations: While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform any member of management if any employee exhibits behavior which could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace;
- Displaying overt signs of extreme stress, resentment, hostility, or anger;
- Making threatening remarks;
- Sudden or significant deterioration of performance;
- Displaying irrational or inappropriate behavior;
- Cordial and ethical relationships improve our business, and our feelings towards each other. At no time will fighting or altercations, physical or verbal, be tolerated.

Employees at Risk: CVCOG will identify employees, roles, or positions which have been determined to be at risk for becoming victims of violence because of the nature of their job or because they are subject to harassment, violence, or threats from a non-employee. Management will design a plan with at-risk employees to prepare for possible emergency situations.

Enforcement: Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts is in violation of CVCOG policy. Non-employees engaged in violent acts on the employer's premises may be removed immediately or reported to the proper authorities and fully prosecuted.

ARRESTS AND INCARCERATIONS

CVCOG reserves the right to respond to any employee being arrested and/or incarcerated as it sees fit. Employees are required to report the information and appropriate details to their supervisor regarding any arrest or incarceration as soon as possible following the incident. Depending on the offense and potential negative impact on CVCOG's position in the community, CVCOG reserves the right to apply the disciplinary process up to and including suspension during the incarcerated time period or during an investigation and termination. If a resulting guilty charge or verdict does not meet CVCOG or awarding agency background requirements, CVCOG will immediately process a termination.

INSUBORDINATION

Insubordination includes the following behaviors: willfully disobeying one's supervisor; showing disregard for instructions that are reasonable management directives; actions that could have a negative impact on our productivity and service to our clients; or abusive conduct or language toward a supervisor. Insubordination will not be tolerated.

CONFLICT OF CONSCIENCE

You may have religious or other personal beliefs and convictions that may put you in conflict with our business purposes and policies. If you feel such a condition might exist, you are encouraged to inform your supervisor or other member of management in order to seek a resolution if possible. Regardless of your held beliefs, all CVCOG policies must still be followed.

DUTY OF LOYALTY

CVCOG has valid ethical and business reasons to expect and require duty of loyalty from our employees. Employees' duty of loyalty includes maintaining confidentiality both during and after their employment with CVCOG and always making decisions, acting and behaving in a manner conducive with the values and ethics CVCOG strives to maintain. Employees can neither use nor disclose confidential or proprietary information they have obtained as a result of working for CVCOG. This confidentiality applies both during and after employment with CVCOG/CVT.

Current employees may not gather confidential information with the goal of disclosing that information after their employment with CVCOG has terminated. An employee is also prohibited from diverting business opportunities that would otherwise benefit CVCOG. Employees are expected to aggressively continue to pursue business opportunities for CVCOG with both current and potential clients.

The revelation or use of any confidential product information, data on decisions, plans, or any other information which might be contrary to the interest of CVCOG (not in conflict with the Freedom of Information Act or Open Information Act) without prior authorization, is prohibited. The misuse, unauthorized access to, or mishandling of confidential information, particularly personnel information, is strictly prohibited.

CVCOG will pursue all remedies against any employee (current or former) who violated this confidentiality. In addition, CVCOG will seek remedy from this employee's future employer who caused or allowed such a violation to occur.

See the CVCOG Privacy Policy for additional information regarding confidentiality.

FALSIFICATION OF RECORDS/FACTS

Falsification includes knowingly not stating the truth; knowingly not stating the truth fully; knowingly providing incorrect information to members of the public, CVCOG staff, board members or stake holders; knowingly entering or submitting incorrect information on time sheets or other CVCOG, local, State or Federal required forms; omission of important details; and deceptive Statements. Such behavior will not be tolerated.

FOOD PREPARATION AND STORAGE

An employee who prepares, eats or stores food on CVCOG property is responsible for cleaning the area immediately after preparation and/or eating. Additionally, any food stored needs to be kept in a sealed container to help protect against pests.

CACFP

GAMBLING

CVCOG prohibits most forms of gambling in the workplace, including professional or organized gambling activities. Where federal, state and local gambling laws allow, the company may allow exceptions to this policy for CVCOG sponsored events supporting a charitable or other fundraising cause. Employees must seek the approval of the Executive Director prior to engaging in any gambling activities. Failure to comply with this policy may result in disciplinary action, up to and including termination.

SMOKING AND TOBACCO USE

There will be no smoking or tobacco use in any form (i.e., snuff, dipping, smoking, or vaping) in CVCOG owned vehicles, facilities, in high pedestrian traffic areas such as any of the exterior doors, or while conducting CVCOG business. Smoking and tobacco use is restricted to designated outside areas only.

Head Start/Early Head Start is smoke-free environment and prohibits e-cigarette, vaporizer, or tobacco product or use any tobacco product on the premises, on the premises, on the playground, or during field trips.

Employees who require breaks to smoke, vape, etc. should communicate this need with their supervisor. Breaks should be minimal and not interfere with the employee's productivity.

GANGS

Head Start is a Gang-free zone which prohibits gang related criminal activity or engaging in organized criminal activities within 1,000 feet from the Head Start/Early Head Start Program. Any of these activities is a violation of this law and is therefore subject to increased penalty under state law.

STANDARDS OF DRESS AND GROOMING

CVCOG strives to maintain a workplace environment that functions well and is free from unnecessary distractions and annoyances. As part of that effort, CVT requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. The Site Supervisor and Head Start Department Directors may determine and enforce guidelines for workplace-appropriate attire and grooming & hygiene for their areas; guidelines may limit natural or artificial scents that could be distracting or annoying to others.

~~Supervisors should communicate any department-specific workplace attire and grooming/hygiene guidelines to staff members during new-hire orientation and evaluation periods. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor.~~

Regardless of the specific dress code, each employee shall be neatly and appropriately dressed as specified for their particular job. All dress and appearance will be in good taste and utilize good judgment. No dress or personal appearance will be provocative or in bad taste. Your Department Director, HR, and the Executive Director will be the interpreters of what is defined as provocative attire and what attire is in bad taste.

Without unduly restricting an individual's tastes, the following personal appearance guidelines and dress code should be adhered to at all times:

- Clothing such as midriff baring tops, "muscle" shirts, sweatpants, workout leggings, tights as pants, shorts of any kind, short skirts (anything above the knee), short dresses (anything above the knee), t-shirts (unless it is a Head Start/ Early Head Start or CVCOG T-shirt), jeans with holes and low-slung pants are never allowed.
- Shoes must be appropriate for your role and environment.
- Mustaches, beards, and other facial hair must be clean, well-trimmed, and neat.
- Hairstyles are expected to be in good taste and present an appropriate professional appearance.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Perfume, cologne, and aftershave lotion should be used moderately as some individuals may be sensitive to strong fragrances.

In addition,

Standards of dress and hygiene also include the following:

- All site supervisors, office personnel, family service workers, and teaching staff are expected to wear professional attire at all times.

- Classroom staff are expected to interact with children and should dress in clothing that is professional yet, are able to move around with the children. They should wear shoes with straps across the heel, no slip-ons or “flip-flops”.
- Staff working directly with children must keep their fingernails short, and the undersides should be cleaned frequently with soap and water. Because of their length, longer fingernails can harbor more dirt and bacteria than short nails, thus potentially contributing to the spread of infection.
- Staff working directly with children, may not wear earrings that dangle or have piercings that can be determined a safety hazard for the children or the employee.
- T-Shirts must be a Head Start/ Early Head Start or CVCOG shirt. On Fridays you may wear your local districts game day t-shirts/ and or seasonal t-shirts. Also, t-shirts must **NOT** have any logos, advertisements, or other characters.
- Work appropriate leggings may worn, but must be accompanied with a dress or tunic that reached mid-thigh.
- Kitchen staff/Custodial staff is expected to wear clothing suitable to cooking and cleaning and to wear an apron over these clothes. They should wear comfortable, enclosed-toe shoes.
- Employees must adhere to all standards applicable to dress and hygiene (for example hairnets and gloves for food handlers) required by federal, state or local law.

Any staff member who does not exhibit safe and reasonable standards of personal hygiene or appear for work in inappropriately clothing or fingernails will be subject to corrective action and may be asked to leave the premises to change clothing or tend to their hygiene. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming/hygiene standards. In compliance with Federal and State Laws, medical accommodations will be provided with appropriate medical documentation.

PERSONAL TELEPHONE CALLS AND CELLULAR PHONE USAGE

~~It is understood that personal calls are occasionally necessary; however, use of telephones for local personal calls/texting/e-mailing/web surfing or any other smart phone option is permitted only if the number and length of “calls” are kept to a minimum. The Executive Director of CVCOG will be the sole interpreter of “minimum” and violation of phone privileges may result in loss of telephone use for personal reasons.~~

Personal use of CVCOG phones: COG telephones are to be used for COG business. It is understood that occasionally personal calls are necessary; however, use of COG telephones for local personal calls are permitted only if the number and length of calls are kept to a minimum.

~~**Personal cellular phones:** While at work, you are to exercise the same discretion in using personal cellular phones as you do for CVCOG phones. Regardless of the phone used, excessive personal calls/e-mailing/texting/ web surfing or any other smart phone function during the workday interfere with employee productivity and are distracting to your co-workers. CVCOG encourages a reasonable standard of limiting personal calls/e-mailing/texting/ web surfing or any other smart phone function. We ask that you make personal calls/e-mailing/texting/ web surfing or any other smart phone function on non-work time when possible, and that you make sure that your family and friends are aware of this CVCOG policy.~~

Cell phones **are not** allowed in the classroom while the children are present. Smart watches with texting and calling capabilities are also prohibited in the classroom. All Teaching staff must keep their cell phones in their car or in the front office while children are present. Violations of this policy may result in disciplinary action, up to and including termination.

CVCOG is not liable for the loss, damage or theft of personal cellular phones brought into the workplace.

~~**Personal use of CVCOG-provided cellular phones:** If job or business needs require that you have immediate telephone access, CVCOG may issue a business cell phone to you for work related communications. To protect you from incurring a tax liability for the personal use of this equipment, business cell phones are to be used **for business reasons only**, otherwise, you must keep a precise log of your personal use of the cell phone and are liable for any taxes related to non-~~

~~business use of the cell phone. Some departments of CVCOG may elect to reimburse you for any business-related calls made on your personal cell phone.~~

~~If you are issued a business cell phone or other equipment by CVCOG, you are expected to guard the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time at our request, you may be asked to produce the phone or other equipment for inspection or return. If you are unable to present the phone or other equipment in good working condition within the specified reasonable time period, you may be required to bear the cost of repair or replacement.~~

~~Employees who separate from employment with outstanding debts for equipment loss or other unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.~~

~~**Business use of personal cell phones:** CVCOG may provide a monthly reimbursement of up to \$30.00 for any authorized employees who are regularly required to use their own personal cell phone in relationship to business calls. Reimbursements for less than the allowable amount, will be reimbursed only the lower amount. Employees are responsible for ensuring that supervisors have the most current cell phone number.~~

~~To receive the cell phone reimbursement, employees are required to: complete the Expense Reimbursement form in its entirety; include a copy of the month's statement (from the cell phone provider) with the employee's name & phone number associated; sign the form and have it signed by your immediate supervisor; and must be submitted no later than the last day of the month in which you are seeking reimbursement. Supervisors will not be reminding employees to submit the reimbursement forms and it is the employee's responsibility to submit all requests within the allotted time to be eligible for reimbursement. CVCOG may opt out of this or any other reimbursement at any time.~~

Driver safety and cell phone use: If your job responsibilities include regular or occasional driving, and you have been issued a cell phone for business use, you are expected to refrain from using the cell phone while driving. **Safety comes before all other concerns.** If your job responsibilities include regular driving while making or accepting business calls, provisions (such as hands-free equipment) and/or practices will be implemented to allow you to comply with the policy.

If your job responsibilities do not specifically include driving as an essential function, and you are issued a cell phone for business use, you are expected to abide by the provisions above. **Under no circumstances are you allowed to place yourself or others at risk to fulfill business needs.**

Employees who are charged with traffic violations as a result of cell phone use while driving will be solely responsible for all liabilities that result from this behavior.

CLIENT AND GUEST RELATIONS

Interactions with our clients and guests are of primary importance. Honesty, courtesy, and satisfaction of our clients' expectations are our goals.

Our clients are extremely valuable to us. Whether you are speaking with a person on the telephone or in person, please follow these client relations rules:

- If you know their name, address them by their name
- Identify yourself to them
- Smile as you speak with our clients
- Listen and concentrate on what they need
- Either give them the assistance they need or get the help for them with a minimum of delay
- Always be courteous, polite, and professional

VISITORS AND VOLUNTEERS

It is understood that occasionally personal visits are necessary; however, such personal visits are permitted only if the number and length of the visits are kept to a minimum. Former employees are permitted, with approval of the Executive Director, and must have an employee escort with them at all times.

~~Volunteers, while having the privilege of not having to sign in, must still be monitored. As such, volunteers who come in for a specific event, will need to stay with that event. Should they need to see other staff members, they must be announced and escorted as other guests.~~

CHILDREN IN THE WORKPLACE

If an employee has a child enrolled in Head Start/ Early Head Start the employee may bring their child with them at 7:30, however, the child must be picked up during regular dismissal from Head Start/ Early Head Start.

If bringing a child to work with the employee is unavoidable, the employee must first contact his or her supervisor as soon as possible to discuss the situation and obtain permission from the Director or Assistant Director to have the child at the employee's site while working. Such occasions should be very unusual and very infrequent. Factors that supervisors may consider are: the age of the child, how long the child needs to be present, the work environment in the employee's area, if school is in session, and any possible disruption to the employee's and co-workers' work. Children with an illness should not come to work with the employee.

A child brought to the workplace in unavoidable situations will be the responsibility of the employee and must be accompanied and remain under the direct supervision of the parent at all times.

This policy has been designed to minimize potential liability to CVCOG, risk of harm to children and decreased employee productivity due to distractions and disruptions.

This policy is not intended to prohibit children or other minors and family members from being in the workplace during CVCOG sponsored events.

POLITICAL ACTIVITY

Employees of CVCOG are encouraged to vote and to exercise other prerogatives of citizenship consistent with State and Federal law and these policies. An employee **may not**:

1. Use his or her official authority or influence to interfere with or affect the result of an election or nomination for office.
2. Directly or indirectly coerce, attempt to coerce, command, or advise a local or State officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political purpose.

No CVCOG owned property, vehicle, building, and/or office may be used for displaying campaign materials or for conducting any partisan political activity. CVT and the use of "bus wraps" are specifically addressed in the CVCOG Handbook for CVT Employees.

Any CVCOG employee who is subject to the provisions of the Federal Hatch Act may not be a candidate for elective office in a partisan election. (A partisan election is an election in which candidates are to be nominated or elected to represent a party whose candidates for presidential electors received votes in the last preceding election in which presidential electors were selected). CVCOG employees are subject to this additional Federal Hatch Act restriction if their principal employment is in connection with an activity which is financed in whole or in part by loans or grants made by the Federal government.

An employee's political activity or affiliation, not in violation of this section, shall not be considered in determining his or her compensation, eligibility for promotion or demotion, work assignment, leave or travel request, or in applying any other employment practices to the employee.

CVCOG follows Government Code Chapter 556 Political Activities by Certain Public Entities and Individuals. Violation of this policy could put CVCOG, its funding, and employees at risk and will not be tolerated.

RESTRICTING PRODUCTIVITY/OUTPUT

CVCOG strives to be good stewards of its funding and always maintain high levels of efficiency where productivity and client services are concerned. Employees may not engage in any activity that restricts output of services to our clients or general work productivity. Examples of activities that could interfere with productivity/output include, but are not limited to: excessive cell phone usage, conversations with co-workers, social media or internet browsing (not related to work), excessive smoke or snack breaks, and napping.

SOLICITATION

Solicitation is prohibited in CVCOG public areas; including client service areas, lounges for clients and sales areas. Additionally, we do not allow solicitation during work time. Generally, we frown on solicitation in the workplace.

CVCOG prohibits the solicitation, distribution and posting of materials on or at CVCOG property by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by the Executive Director and CVCOG sponsored programs related to CVCOG products and services.

Non-employees may not solicit employees or distribute literature of any kind on CVCOG premises at any time.

Employees may not distribute literature of any kind during work times, or in any work area at any time, except in connection with a CVCOG-sponsored event. The posting of materials or electronic announcements are permitted with approval from Executive Director.

SUGGESTIONS AND CLIENT FEEDBACK

We constantly strive to improve our products and services. We welcome input from our clients that can result in improvement. CVCOG encourages feedback that you think will allow us to improve and increase our services to the Concho Valley.

UNACCEPTABLE PERFORMANCE

It is CVCOG'S belief that when you came to work here you wanted to be a productive member of the CVCOG team. As mentioned in the Policies section of this Handbook, you will receive feedback on your performance periodically. CVCOG will not tolerate unacceptable performance.

Unacceptable performance includes but is not limited to, repeated or similar mistakes, carelessness in performance or decision making, poor performance in general, not meeting minimum job standards & expectations, diminishing morale with a poor attitude, and perpetuating gossip or rumors. Engaging in behaviors that have a negative impact on COG employees, stakeholders, or members of the public is also considered to be unacceptable performance. Violation of this policy will not be tolerated.

~~NON-COMPETE COVENANTS~~

~~Certain individuals may occupy positions of a particularly sensitive nature for the success of CVCOG. These positions will be familiar with sensitive data about our client's business, possess critical information about our operations/plans and be difficult to replace or affect our competitive position. Individuals in these positions may be required to enter into a separate, personal, and non-compete covenant that is not a part of this Handbook and general policies.~~

TERMINATION OF EMPLOYMENT

There are two primary ways to end the employment relationship:

- **Voluntary Termination:** you, the employee, terminate the employment relationship by submitting a resignation, an intention to cease work, or behave in a way interpreted to have resigned or quit work.
- **Involuntary Termination:** the employer terminates the relationship.

As a reminder, employment is by mutual consent. We are an employment-at-will employer. Therefore, an employee is free to resign at any time and the employer is free to terminate an employee at any time, with or without cause.

Notification of Termination: Written and advance notice of 2-4 weeks is the preferred resignation method. This allows us time to find a suitable replacement and work out a smooth transition. CVCOG reserves the right to waive your advance notice and take your resignation effective immediately if it is more beneficial to CVCOG or the employee or if CVCOG thinks there is any threat to our security or operations.

Exit Interview: You and your supervisor may be asked to complete an exit interview. An exit interview helps CVCOG to obtain information that may be useful in improving employee relations and provide a rehire status that may or may not be used for future employment opportunities with CVCOG. This notification will also allow us to give you information on the pension plan, benefit end dates, Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and will help expedite your final check.

Reduction in Force: An employee may be separated when his or her position is abolished, or when there is either a lack of funds or a lack of work. When reductions in force are necessary, decisions on individual separations will be made after considering (1) the relative importance of each position to the organization, (2) the performance record of each employee, (3) qualifications of the employee for remaining positions with CVCOG, and (4) the employee's length of service. Prior to separation, employees may apply for other CVCOG positions for which they may be qualified; applying does not guarantee an employee will be selected per CVCOG's hiring process.

Upon termination, whether voluntary or involuntary, any CVCOG issued uniforms, keys, devices, equipment, etc. should be returned to your supervisor, Department Director, or someone in HR. Items should be returned at the time of

termination but no later than one (1) business day. In accordance with local, state, & federal laws, failure to return any CVCOG issued items could result in deductions from the employee's final paycheck.

RETIREMENT

If you plan to retire, please notify HR so you can be provided with information regarding the Texas Counties and Districts Retirement System (TCDRS) as well as general information regarding retirement.

Employees will retire on a voluntary basis, and will not be asked by members of CVCOG to retire at a particular time. Upon retirement, there will be no expectation to return to your previous position or any other position with CVCOG. Once an employee has retired and withdrawn money or has begun to receive monthly payments from TCDRS, said employee is not eligible for rehire for 3 full calendar months. There will be no exceptions.

For more information, see TCDRS under the Benefits Section.

ACCESS TO PERSONNEL RECORDS

All employees of CVCOG are allowed reasonable access to their individual personnel files. Although personnel files are the property of CVCOG, you may see your own file by making an appointment with the HR, during normal working hours.

Since personnel files are the property of CVCOG, you will be allowed to review your own file only while in the presence of your supervisor, manager or HR. Although you have access to review your personnel file, you may not alter, modify, change, delete, remove, or mark on any of the material in your file.

It is to our mutual benefit to see that personnel files are kept current and accurate. You are required to let us know if there are any changes to your official name, address, marital status, telephone number and other contact information, emergency contact information, and any changes regarding your dependents. Keeping your information up to date prevents errors regarding your benefits and tax records, and lets us know how to contact you in case of an emergency.

Lastly, information in your personnel file will only be released by legally required release orders, such as a court order, or by your specific written permission.

PAY

PAY POLICIES

CVCOG uses a Pay Period in Reserve Policy. Any work performed during the 1st thru the 15th of the month will be paid on the last day of the month. Work performed from the 16th thru the last day of the month will be paid on the 15th of the following month. If the 15th or last day of the month falls on a Saturday, Sunday or holiday, employees will receive pay checks the business day preceding said day. Direct Deposit is the preferred method for an employee to receive their compensation. For employees receiving a paper check, they are required to deposit or cash said check within 30 days of employee receiving the check. This is in order to maintain compliance with funding agency requirements.

Certain deductions from your pay will automatically and routinely be withheld. These withholdings include FICA (for temporary and seasonal employees who do not qualify for participation in the retirement system), retirement (for all other employees who do qualify for participation in the retirement system), Medicare, deferred compensation, and Federal income tax. Other payments that may be deducted from your pay are United Way, and any legally required garnishments such as child support payments and IRS bankruptcy or student loan garnishments. Elected benefit deductions will occur semi-monthly. Other deductions may be approved by you and CVCOG, if required. *See the Benefits section of the CVCOG Handbook for more information.*

Employees are responsible for submitting all time sheets, missed punch requests, and leave requests through our electronic Time Reporting System (TRS) accurately and in a timely fashion. Failure to do so may result in delayed pay, as well as denial of compensation for leave taken without proper documentation or approval. Employees will have 3 business days after a pay period to electronically submit time sheets. When time sheets are submitted without correct information or missing hours, and they are NOT submitted within the 3-day grace period, there will be one pay period delay on the incorrect hours. You will receive the remainder of your paycheck as scheduled.

Included in the 3-day grace period is approval on all Paid Time Off (PTO). If there is an extenuating circumstance, an employee will be granted a one pay period grace period to have leave requests submitted electronically. If the one pay period grace period has ended, leave will not be paid out and those hours will remain on your balance.

CVCOG'S pay policies do not allow advances on your potential pay.

CLASSIFICATION OF EMPLOYEES

Regular Full Time: An employee who works an average 30-40-hour workweek on a regularly-scheduled basis.

Regular Part Time: An employee who works an average of less than 30 hours a work week, either on a regularly-scheduled basis or on an irregular basis.

Temporary: An employee who is hired for a specific, limited purpose to work on a non-regular basis that is less than 12 months.

Seasonal: An employee who is hired for a specific, limited purpose for less than 6 months and generally beginning around the same time of the calendar year.

Every position is classified as either exempt or non-exempt. An **exempt** (salaried) position is usually of a managerial, administrative or professional nature, and is exempt from overtime calculation and payments. A **non-exempt** (hourly) position is usually of a clerical, technical, or service nature, and is eligible for overtime. Overtime pay is explained in the Pay Policy.

NON-EXEMPT EMPLOYEE TIME AND PAY

According to FLSA regulations, an employee classified as non-exempt (or paid hourly) is entitled to overtime pay and is usually of a clerical, technical, or service nature. Overtime shall include all time actually worked for CVCOG in excess of 40 hours in any workweek. Leave are not hours worked and are not counted when determining overtime.

According to the provisions of the FLSA, overtime hours are paid at one-and one-half times your base pay, or will be recorded as "comp time" (compensatory time). Comp time is time off, with pay, at a rate of one and one-half (1 ½) times the amount of overtime worked. CVCOG will work with supervisors and directors to determine whether to payout the overtime or to classify it as comp time. Overtime hours must be approved **in advance** by your supervisor. Unapproved overtime is not allowed. It is understood and agreed that all employees may be required to work additional time in excess of our normally scheduled hours based on operational or service need.

~~**Comp Time:** With the exception of emergency or extenuating circumstances, comp time must be used within the pay period earned or the next pay period. The maximum amount of unused comp time an employee shall be allowed to accrue will not exceed 40 hours. Accrued comp time should be used first by employees to cover absences from work for sick or vacation time. Once accrued comp time is exhausted, any remaining absence will be charged to sick leave or vacation, as appropriate. CVCOG shall have the right to require employees to use earned comp time at the convenience of their department or CVCOG.~~

~~CVCOG retains the right to "buy back" all or part of an employee's unused comp time by paying the employee for that time at the employee's current overtime rate of one and one-half the employee's regular hourly rate of pay. This "buy back" will be used to return an employee's comp time accrual below the maximum of 40 hours; whenever CVCOG management deems it in the best interest of CVCOG; or as required by the FLSA, upon termination of the employee.~~

~~**Meal Breaks:** You are not allowed to be working during your meal time. Make sure you are away from your work area and not working while eating your meal.~~ Due to the nature of their jobs, most Head Start employees do not receive a separate lunch break, such as CVT drivers and Head Start staff who as their job entails eating with the children. The pay of CVT and Head Start employees makes provisions for their meal breaks. ~~Specific information regarding CVT and Head Start pay policies are located in their respective addendum or handbook.~~

All records for payments of wages are important documents. You will be asked to complete certain paperwork involving your pay: We expect accurate and timely completion of this paperwork to help us maintain payroll records that are required by law. Your help and compliance are appreciated.

CVCOG is an equal pay employer. CVCOG does not discriminate in amounts of pay, or in the application of our pay policies, based on a person's protected status such as race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, disability status, veteran status, genetic information, sexual orientation, gender identity, or any other protected group status.

EXEMPT EMPLOYEE PAY

An exempt (or salaried) position is exempt from overtime pay provisions and is usually of a managerial, administrative or professional nature. In accordance with Fair Labor Standards Act regulations, exempt employees who are paid on a

salaried basis may not have their pay reduced for variations in the quantity or quality of work performed. CVCOG follows the following regulations when processing payroll.

Exempt employees normally must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. However, exempt employees need not be paid for any workweek in which they perform NO work at all for the organization.

Deductions from pay cannot be made as a result of absences due to the circumstances listed below. These improper pay deductions are specifically prohibited by CVCOG, regardless of the circumstances. Managers or supervisors violating this policy will be subject to investigation of their pay practices and appropriate corrective action will be taken.

- Jury duty (Please note: documentation will be required)
- Attendance as a witness in a court of law or other legal hearing (Please note: documentation will be required)
- Temporary military leave (Please note: documentation will be required)
- Absences caused by CVCOG
- Absences caused by the operating requirements of CVCOG
- Partial-day amounts other than those specifically discussed below

The few exceptions to the requirement to pay exempt employees on a salaried basis are listed below. In these cases, deductions may be permissible as long as they are consistent with other CVCOG policies and practices:

- Absences of one or more full days, for personal reasons other than sickness or disability, such as leave of absence without pay (partial days must be paid)
- Absences of one or more full days due to sickness or disability
- Fees received by the employee for jury or witness duty or military leave may be applied to offset the pay otherwise due to the employee for the week. However, no payroll deductions can be made for failure to work for these reasons
- Penalties imposed by infractions of safety rules of major significance
- Unpaid disciplinary suspensions of one or more full days in accordance with CVCOG'S disciplinary policies
- Deductions for the first and last week of employment, when only part of the week is worked by the employee, as long as this practice is consistently applied to all exempt employees in the same circumstances
- Deductions for unpaid taken in accordance with a legitimate absence under the Family and Medical Leave Act

In order to comply with federal, State, local, and awarding agency requirements, CVCOG employees classified as exempt will meet the following requirements:

- Exempt employees are paid using a "daily rate" basis determined by an employee's annual salary
- Exempt employees are required to complete personnel activity reports (time sheets) that document worked hours in order to submit charges to Federal or State awards

These personnel activity reports, as per the Uniform Grant Management Standards, will meet the following standards:

- Reflect an after-the-fact distribution of the actual activity of each employee
- Account for the total activity for which each employee is compensated
- Coincide with each pay period
- Be signed by the employee and the supervisory official having firsthand knowledge of the work performed by the employee
- Budget estimates and other distribution percentages determined before the services are performed to do not qualify as support for charges to Federal or State awards
- Salaries and wages of employees used in meeting cost sharing or matching requirements of Federal or State awards will be supported in the same manner as those claimed as allowable costs under Federal or State awards

Employees must account for a minimum of 8 hours a day or 40 hours per work week total activity. Any available ~~accrued~~ leave must be applied if the 8-hour day or 40-hour week is not met. CVCOG will always follow DOL regulations in determining if an exempt employee's pay needs to be adjusted based on full days or weeks with no worked hours.

Applying or exhausting leave balances will occur before deductions are considered for employees who miss full days or weeks.

In times of federally declared natural disasters, federal agencies such as the Federal Emergency Management Agency (FEMA) allow for salaried exempt employees who are performing job duties which are out of the scope of their regular job descriptions to be compensated for time in excess of their normal work hours. CVCOG will allow for these expenses as well, to the extent that agencies such as FEMA reimburses the expenses, and all time will be tracked separate and apart from normal timesheets.

PROCESS FOR COMPLAINTS REGARDING PAY

If you believe that your pay has been reduced improperly, please contact your supervisor or the Payroll Department immediately to request an investigation. You will be asked to specify, in writing, the circumstances of the pay deduction, and whether it has occurred on other occasions. We will review pay records and interview the supervisor or manager, and payroll representatives handling the payroll to determine if the allegation is correct. If the deduction was in fact improper, you will be reimbursed as promptly as possible (but in no case longer than one pay period from the identification of the problem).

The individual(s) responsible for the error will be investigated further to determine if this was an isolated incident or a pattern of conduct that requires further action on the part of CVCOG. If warranted, the responsible person(s) will be held accountable for the error(s), consistent with CVCOG disciplinary policy. The resolution of the situation will be documented (including your confirmation that the situation has been resolved) and kept with your payroll records.

RECORDING OF WORK AND NON-WORK TIME

You will be shown how to record your work time accurately. CVCOG uses different methods for accurately recording time worked throughout the various programs. Depending on where you work, you may be required to accurately record your actual time worked by one of the following methods: time clock, electronic time sheet on a computer or tablet. In some areas, exempt employees may also be required to record their actual work time.

It is very important that you record your time in and out as shown to you. Your pay is based on the hours you work. We are required by law to maintain accurate records of when you work. Should a mistake occur when using any of our time recording methods, let your immediate supervisor know about it immediately, and submit the proper electronic documentation.

Time worked and/or not worked must be recorded accurately and legally. Non-exempt employees should not be checking, sending or responding to emails, or performing other work duties outside of their regularly scheduled work week. Circumstances in which an hourly employee must check, send, or respond to work emails, or perform other duties will do so only at the request or approval of their immediate supervisor. In the event an employee needs to take such action, the employee is responsible for recording this time in TRS in 15-minute increments.

Employees who fall under the punch system must clock in and out at the beginning and end of every shift. Lunch breaks also require a punch in and punch out. Punch errors should be non-existent or very limited and will be required to have a valid reason for supervisor approval. Excessive punch errors may result in disciplinary action.

Also, please remember that once you are clocked in you are to be productive. Supervisors are free to use discretion in disciplinary actions when employees have various, albeit repeated, offenses to the timekeeping policy or procedure.

Failure to report time accurately, knowingly reporting incorrect time worked, or punching in for another employee is a violation of CVCOG's Falsification or Records/Facts Policy. Any questions about whether your time is being accurately

recorded and reported for pay purposes should be directed immediately to your supervisor, Department Director, or payroll/finance staff.

INCENTIVE PAY

When appropriate, and when budgets allow, Department Directors may provide incentive compensation to CVCOG employees based on cost reduction, efficient performance, suggestion awards, safety awards or program improvement plans, per 2CFR Part 200.430. All incentives must be determined then approved by the Executive Director. Employees will receive details prior to the distribution of said incentive compensation and provide written acknowledgment of receipt of incentive requirements.

BAD WEATHER AND UNEXPECTED OR EXTRAORDINARY CIRCUMSTANCES POLICY

In the event of a time of crisis, such as a natural disaster, pandemic, or any other socially disruptive event, the Executive Director has the authority to enact Unexpected or Extraordinary Circumstances (UEC) conditions. During UEC conditions, the Executive Director is authorized to issue UEC leave in accordance with local, state, and federal laws and requirements.

In the event of closures or reduced staff during UEC conditions, all employees should remain available in the event they must report to work and/or work from home. UEC leave will not be given to employees that are not scheduled to work at times when UEC is authorized. During UEC conditions, the following positions are deemed essential core functions:

- Board Executive Leadership
- Executive Director
- Finance (selected employees)
- Human Resources (selected employees)
- Information Technology
- Maintenance/ Facility staff
- Program Directors
- Other staff as required based on operational need

BENEFITS

CVCOG offers a variety of mandated benefits in addition to many elective benefits. CVCOG follows all current Affordable Care Act (ACA) regulations on the benefits CVCOG offers to its employees. Benefits, the laws and regulations that impact benefits administration and the desirability of specific benefits change from time to time. It is important to remember that all of the following benefits are subject to change, modification, amendment or elimination. Benefit costs will vary year to year. Specific employer and employee costs can be located in the benefit manual provided to employees every year during open enrollment.

ELIGIBILITY CRITERIA

Full time CVCOG employees, per ACA regulations, are eligible for medical, dental, vision, MASA, and life insurance coverage on the 1st of the month immediately following 60 days of employment. All coverage is optional to the eligible employee, and acceptance or request for coverage has no bearing on future employment status, promotions, pay, or termination decisions.

CVCOG follows ACA requirements on determining classification of employees regarding full time or part time status. Part time employees are not eligible for medical, dental, vision, or life insurance. If in question, CVCOG uses the ACA approved look back method of 12 months to determine if an employee meets full time status requirements which would make the employee eligible for coverage.

CVCOG also offers a Pension and 457 plans that do not require the same 60 day waiting period mentioned above. See *Deferred Compensation section for more information.*

Deductions for benefits will occur on a semi-monthly schedule beginning the first check of the month an employee is eligible. Employees will need to register for benefits with HR prior to the month an employee is eligible. Only benefit deductions that have been selected and approved by the employee will be deducted from their semi-monthly pay checks.

LEAVE

All time off (other than FMLA leave) taken by CVCOG employees must be submitted electronically for supervisor approval via TRS. Supervisors and Department Directors are responsible for keeping track of time off requests from their employees to ensure proper department coverage. Leave requests can be made up to one year in advance. Employees are responsible for ensuring they have adequate leave accrued to accommodate their requests.

Employees will not be allowed to use leave when they are out for an extended period, and are receiving long-term disability income.

Employees who work 40 hours within the workweek, or more, will not enter leave time & this will be treated similar to flex time. Example: If an employee out on ~~vacation~~ leave for 8 hours on Monday and makes up these 8 hours on Saturday, the employee would not enter 8 hours of ~~vacation~~ leave on that Monday. Actual hours worked will be entered on the days worked.

Note: Head Start Administrative Staff will follow CVCOG's Leave Policies and Procedures.

VACATION-PAID TIME OFF LEAVE (PTO)

~~You become eligible to use vacation leave when you complete 180 days of service. Vacation leave will not be paid to any employee upon separation during the 180-day waiting period. After completion of the 180-day waiting period, vacation leave accrued will be credited to a regular full time employee's vacation leave time account on the first available pay period immediately following the 180-day waiting period.~~

~~All eligible employees earn vacation leave on all regular time (overtime hours are not used to calculate leave) as follows:~~

<u>Length of Service</u>	<u>Vacation Leave Earned</u>
1-2 years:	3.847% per hour worked (approx. 10 days per year)
3-9 years:	5.770% per hour worked (approx. 15 days per year)
10 years or longer:	6.920% per hour worked (approx. 18 days per year)

~~**NOTE:** Part time, Temporary, and Seasonal employees do not accrue vacation leave time.~~

~~**NOTE:** Due to the nature of their jobs, Head Start employees should refer to the Head Start Personnel Policies Addendum for more information regarding vacation leave guidelines.~~

~~You are encouraged to use your accrued vacation leave each year as it is earned. You may take earned vacation leave in increments of 15 minutes.~~

Site Supervisors, Family Service Workers, Teachers, Teacher Assistants, Cooks, Custodians, and receptionists will receive the following:

Head Start

Head Start employees will receive 56 hours of PTO leave every year on June 1st. This leave is accessible until the end of the grant year on May 31st. Any unused leave does NOT roll over and will be cleared. Then a new pool of leave will be issued on the following June 1st.

Employees that are not employed on June will receive pro-rated rates. Head Start employees will receive rates based on how many pay periods are left in the grant year. The Head Start Director will determine these hours prior to the start of the fiscal year and disseminate this information to their employees. ~~Each pay period is worth 2.3 hours of leave.~~

~~(Example: employees hired January 3rd start their count on the first pay date they receive a check (January 31st in this example) and count the remaining pay periods through May. This would be 9, therefore the employee would receive a pro-rated leave balance of 21 hours.~~

Early Head Start

Early Head Start will receive 64 hours of PTO leave every year on June 1st. This leave is accessible until the end of the grant year on May 31st. Any unused leave does NOT roll over and will be cleared. Then a new pool of leave will be issued on the following June 1st.

Employees that are not employed on June will receive pro-rated rates. Early Head Start employees will receive rates based on how many pay periods are left in the grant year. The Head Start Director will determine these hours prior to the start of the fiscal year and disseminate this information to their employees.

Head Start and Early Head Start Leave guidelines:

- No pay shall be received for unused PTO during employment and/or resignation or termination of employment.
- Leave without pay will NOT be authorized until all PTO has been exhausted and has Director approval.

- Once a leave pool is exhausted, employees will be placed on Leave Without Pay (LWOP) at the discretion and upon approval from the Site Supervisor and Department Director.
- An employee that terminates voluntarily or involuntarily, within 6 months of the beginning of the grant year, ~~AND that has exhausted all PTO~~, will be required to pay back the used leave at the same pro-rated amount used for new hires of 2.3 hours (for Head Start) or 2.6 hours (for Early Head Start) ~~per~~ for each remaining pay period. (CVCOG will comply with all DOL and Texas Payday Laws)
- Once an employee has exhausted their leave pool, after 5 days, or 40 hours, of LWOP, an employee will be charged with an unexcused absence.
 - o If an employee has been absent for three consecutive or non-consecutive days, with or without notification, CVCOG has the right to process a termination of that employee, effective the date of the first absence. Any such termination is considered voluntary and an abandonment of the job.
 - o Leave will not be authorized to instructional staff during in-service days unless approved by the Head Start Director.
 - o Please see the full EHS/HS calendar for a list of all blackout days.

***Please remember that non-compliance with our attendance expectations has a direct impact on other members of our team and on the children and families we serve.**

Employees should request all leave through TRS and notify their Site Supervisor immediately in order to ensure proper classroom coverage. A request for leave is not a guarantee of approval and is subject to review by the Site Supervisor, Director, HR, and Executive Director.

You are encouraged to **schedule your ~~vacations~~ PTO and request ~~vacation~~ PTO leave well in advance.** ~~Vacation~~ Leave scheduling must accommodate CVCOG'S work schedules. If there is a conflict in vacation schedules involving two or more employees, employees are granted their preference on a "first come, first served" basis. If two requests are received at approximately the same time and cover the same requested vacation period, the employees will be granted their preference at the discretion of the Department Director. If the desired leave schedules conflict with CVCOG requirements, CVCOG'S requirements will be given first consideration.

Medical Statement: **PTO** lasting three (3) full days or longer may require you to furnish written verification by a physician of the existence of a medical condition which prevents you from reporting for work, or allows you to return to work. Your failure to provide such verification when requested may be considered a policy violation.

If an employee is out, ~~on sick leave~~, either consecutively or individually, for three (3) or more full days within a calendar month, written verification by a physician of the existence of a medical condition which prevents you from reporting for work or allows you to return to work may be required.

Chronic Conditions/FMLA: Any employee requiring **leave that lasts** two (2) weeks or longer ~~of sick leave~~ will be required to apply for and use FMLA. If an employee has a chronic condition that requires them to be out for several days of the year, they may be required to provide documentation for absences. Please see HR for more information.

Exhaustion of PTO: If you have exhausted your **PTO** leave, ~~earned sick leave benefits~~, you will be required to use ~~accumulated vacation leave or may request~~ LWOP. No advance of unearned ~~sick~~ **PTO** leave benefits will be made for any reason. ~~No pay shall be received for accrued and unused sick leave during employment.~~

~~**Illness While on Vacation Leave:** If illness or physical incapacity occurs during your vacation leave, accrued sick leave may be granted to cover the period of illness or incapacity and the charge against vacation leave reduced accordingly. Application for such substitution must be supported by a medical certificate or other acceptable evidence if requested.~~

If you submit a request for leave and an event occurs that prevents you from taking your requested leave, notify your supervisor within 48 hours of requested leave date so they may make suitable arrangements in regards to staffing and coverage.

~~**Vacation Leave Carryover:** Unused vacation leave can be carried over to the next fiscal year. The maximum allowable accumulation of unused vacation leave is the number of hours which you would accumulate in 1 full year at your current accrual rate. Employees with 1-2 years of service will have an 80-hour maximum carryover. Employees with 3-9 years of service will have a 120-hour maximum carryover. Employees with 10 years or higher will have a 144-hour maximum carry over. Each September 30, any vacation leave balance in excess of the maximum is cleared and reduced down to the maximum allowed carryover amount.~~

**Leave pools, amounts, and carry over rules are subject to budget restrictions and may be modified in the event funding in a new grant year cannot accommodate the current PTO policy.*

~~Upon departure from the service of CVCOG, unused vacation leave is forfeited when an employee is involuntarily terminated. Employees who are laid off for economic reasons, or who supply an adequate two-week notice, will be paid for accrued but unused vacation leave. The rate of pay will be determined by your salary rate in effect at the time of separation.~~

HOLIDAYS

Head Start employees will have approximately 18-22 Holidays a year. This time includes winter break, spring break and other miscellaneous holidays throughout the school year and will vary from site to site and from year to year. Please see the calendar issued by the ERSEA Manager or visit with your Site Supervisor regarding holidays specific to your site.

**Holidays are subject to change based on operation need or local closures, weather events and other miscellaneous world events that may cause changes to the school year calendar.*

Summer Vacation:

Head Start employees will have approximately 2-5 weeks of summer vacation. This varies by site and is dependent on program calendars as well as start and end dates of the current and next school year. Summer vacation will vary from year to year.

Early Head Start employees will have approximately 2 weeks. May vary by site and is dependent on program calendars as well as start and end dates of the current and next school year. Summer vacation will vary from year to year.

~~Paid holidays are established by the Executive Committee. The following are normally observed as paid holidays for our employees:~~

~~_____ New Year's Day
_____ President's Day
_____ MLK Day
_____ Good Friday
_____ Memorial Day
_____ Juneteenth
_____ Independence Day
_____ Labor Day
_____ Veteran's Day
_____ Thanksgiving Day and the Friday following Thanksgiving~~

~~Christmas Week (depending on the days of the week Christmas and Christmas Eve fall, the Executive Director will assign 3-5 holidays to employees. This may include closing COG offices for no more than one week.)~~

Full time employees will receive 8 hours on an established holiday. Part time employees will receive a set number of hours established for their entire department and may vary depending on the position. These hours are determined by the Department Director and ~~specific to each department~~ are based on normally scheduled hours for that day in which the established holiday falls. ~~Each~~ The Department Director will determine these hours prior to the start of the fiscal year and disseminate this information to their employees. If an official holiday falls within your scheduled vacation, you will be granted the holiday and not charged for a day of vacation.

See below for additional information regarding holidays:

- An employee who is absent without approval on the workday immediately preceding or following a holiday will not be paid for the holiday
- Whenever an approved holiday falls on a Saturday or Sunday, it will be observed on the Friday preceding or the Monday following, as determined by the Executive Director
- Employees who work on a holiday will only get paid for the number of hours worked unless the time worked does not meet the number of holiday hours they would have received, if not working. *(Example: If a full-time employee works 6 hours, they will only be given 2 hours of holiday pay)*
- Non-exempt employees get paid time and a half for worked hours on a holiday; employees must have approval from their supervisor to work on a holiday
- Whenever an approved holiday falls on a day in which the employee is normally scheduled be off, the employee will not be paid for the holiday
- Seasonal or Temporary employees will not be paid for the holiday
- Employees on approved FMLA will be paid for the holiday
- Employees on Worker's Compensation Leave will not be paid for the holiday

SICK LEAVE

~~You become eligible to use sick leave when you complete 180 days of service. Sick leave will not be paid to any employee upon separation during or before the 180-day waiting period. After completion of the 180-day waiting period, sick leave accrued will be credited to a regular full-time employee's sick leave time account on the first available pay period immediately following the 180-day waiting period.~~

~~All eligible employees earn sick leave on all regular time (overtime hours are not used to calculate leave) as follows:~~

~~4.615% per hour worked (approx. 12 days a year for full-time employees)~~

~~**NOTE:** Part time, Temporary, and Seasonal employees do not accrue sick leave time.~~

~~**NOTE:** Due to the nature of their jobs, Head Start employees are not eligible for sick leave, and should refer to the Head Start Personnel Policies Addendum for more information regarding leave.~~

~~You may use accrued sick leave if you are absent from work due to:~~

- ~~Personal illness or physical or mental incapacity;~~
- ~~Medical, dental, or optical examinations or treatments; or~~
 - ~~Actual travel time to and from qualified appointments~~
- ~~Medical quarantine resulting from exposure to a contagious disease;~~
- ~~Illness, examination, treatment or quarantine of a member of your immediate family who requires your personal care and attention. For this purpose, immediate family is defined as:~~

- ~~○ spouse~~
- ~~○ child(ren)~~
- ~~○ parents~~
- ~~○ siblings~~
- ~~○ or anyone who permanently resides in your household~~

~~No advance of unearned sick leave benefits will be made for any reason. Sick leave may be carried over from one fiscal year to the next. However, no employee may carry forward more than 480 hours at the end of a fiscal year.~~

~~**Notification Requirements:** You must obtain approval from your supervisor and Department Director at least three days in advance for sick leave for non-emergency medical, dental, or optical appointments. For all other use of sick leave, unless emergency conditions exist, you must communicate with your supervisor and/or Department Director DIRECTLY not less than 30 minutes before you are scheduled to begin work. Some departments, such as Head Start and CVT, may require earlier advance notification. You must also call your supervisor and/or Department Director on each subsequent day you will be out on sick leave unless other arrangements are made. You should speak directly with your supervisor or Department Director whenever possible. Failure to provide the required notice may result in your being placed on leave without pay (LWOP) status and may be considered a policy violation. You are expected to return to work as soon as the circumstances of your sick leave have been resolved.~~

Medical Statement: Sick Leave lasting three (3) full days or longer may require you to furnish written verification by a physician of the existence of a medical condition which prevents you from reporting for work, or allows you to return to work. Your failure to provide such verification when requested may be considered a policy violation.

If an employee is out on sick leave, either consecutively or individually, for three (3) or more full days within a calendar month, written verification by a physician of the existence of a medical condition which prevents you from reporting for work or allows you to return to work may be required.

Chronic Conditions/FMLA: Any employee requiring two (2) weeks or longer of sick leave will be required to apply for and use FMLA. If an employee has a chronic condition that requires them to be out for several days of the year, they may be required to provide documentation for absences. Please see HR for more information.

Exhaustion of Sick Leave: If you have exhausted your earned sick leave benefits, you will be required to use accumulated vacation leave or may request LWOP. No advance of unearned sick leave benefits will be made for any reason. No pay shall be received for accrued and unused sick leave during employment.

Illness While on Vacation Leave: If illness or physical incapacity occurs during your vacation leave, accrued sick leave may be granted to cover the period of illness or incapacity and the charge against vacation leave reduced accordingly. Application for such substitution must be supported by a medical certificate or other acceptable evidence if requested.

Cancellation Upon Termination: Accrued and unused sick leave is forfeited upon termination of employment without compensation.

FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act (FMLA) provides eligible employees with up to 12 weeks (or 480 hours) of unpaid leave in the event of a serious health condition affecting the employee or the employee's immediate family (defined as a spouse, children, or parents), or for the birth or adoption of a child. CVCOG tracks all FMLA on a rolling year. A rolling year is defined as a 12-month period measured backward from the date the employee takes FMLA leave. The leave may be taken in one consecutive period of time, intermittently, or via reduced schedule, as needed.

All FMLA requests will go to HR immediately. From date of notification, CVCOG has 7 days to provide employee with proper paperwork. The employee then has 15 days from receipt of paperwork to return to HR in order to receive a designation notice to inform the employee if the leave was approved.

Eligible employees must:

- have worked for a total of 12 months;
- have worked at least 1,250 hours over the previous 12 months;
- And have worked where at least 50 employees are employed by the employer within 75 miles.

"Key" employees, defined as a "highly compensated employee" may be affected by other stipulations in the Family and Medical Leave Act, which will be addressed as the situations arise.

Unless an emergency situation occurs, you are required to inform CVCOG at least thirty (30) days in advance of your intended leave date. We will need to discuss continuation of your health and/or dental insurance benefits during your absence. CVCOG will continue to pay for the employer portion of your benefits. You will be responsible for the employee portion of insurance premiums while on leave regardless if your FMLA is covered by accrued vacation or sick leave. This includes but is not limited to medical, dental, vision, and life insurance. Please contact the Payroll Department to make payment arrangements. Failure to do so could result in cancellation of insurance.

As allowed under FMLA, employees are required to use their ~~accumulated sick and vacation~~ PTO leave concurrently with their FMLA leave. Employees that have exhausted their ~~accrued~~ leave or do not have a sufficient amount of leave accrued to cover approved FMLA time off, will be on LWOP but will still be covered under FMLA regulations.

Upon return to work, CVCOG will attempt to place you in the same or equivalent job you had when your leave began. Medical release documentation will be required, informing CVCOG that you are clear to return to work. If a doctor provides a release of "light duty," CVCOG will accommodate this request if such a position or work is available. CVCOG will not create a special position or role to accommodate "light duty." If "light duty" is not available, an employee will not be able to return to work until a full medical release is obtained. Each department has different levels of physicality; therefore, each "light duty" request will be determined based on position and department need.

An employee that has exhausted their 12 weeks (or 480 hours) of FMLA, and still has not returned to work, will be placed on a Leave of Absence (LOA). This LOA will not exceed 30 days beyond the exhaustion of FMLA. If the employee is still not able to return to work at the end of their FMLA, and LOA, CVCOG will move forward with a termination. The termination will be effective on the last day of the month after the employee has exhausted FMLA and the Leave of Absence.

In accordance with provisions of the National Defense Authorization Act and its amendments to the requirements of the Family and Medical Leave Act and the Americans with Disabilities Act, FMLA may be extended for up to 26 workweeks of unpaid leave, during a single 12-month period, for qualifying emergencies arising out of the fact that an employee's spouse, son, daughter, or parent is on active duty in the Armed Forces or for employees who are caregivers for a spouse, son, daughter, parent, or next of kin of who is a seriously injured service member. Up to 12 of the 26 weeks may be for an FMLA-qualifying reason other than military caregiver leave. *For example, if an employee uses 10 weeks of FMLA leave for his or her own serious health condition during the single 12-month period, the employee has up to 16 weeks of FMLA leave left for military caregiver leave.*

PLEASE CONTACT HR WITH ANY QUESTIONS OR AS SOON AS YOU BELIEVE YOU MAY HAVE FMLA ELIGIBLE LEAVE.

~~BEREAVEMENT/ EMERGENCY LEAVE~~

~~CVCOG will allow all full-time employees up to 40 hours of paid Bereavement or Emergency leave per fiscal year.~~

~~Employees may not take more than three (3) consecutive days of Bereavement per occurrence, unless approved by your Department Director or Executive Director. CVCOG will try to accommodate and approve all requests, however, there is no guarantee of approval, nor should a request for Bereavement Leave come with the expectation of approval. Bereavement leave in excess of the five days per calendar year will be accommodated by vacation leave.~~

~~Emergency Leave is STRICTLY for emergency purposes and is only available for use, when all other leave has been depleted. The length of time granted for Emergency Leave must be approved by your Department Director and the Executive Director and will be dependent upon the circumstances. Emergency Leave will not be granted as an alternative when an employee has exhausted all other leave options. The event must be deemed a true emergency, by the Executive Director, who has sole discretion.~~

MILITARY LEAVE

~~CVCOG encourages members of the National Guard and military reservists to fulfill their training requirements and obligations upon assignment for duty. CVCOG adheres to the provisions allowing fulfillment of those obligations. (Members of the National Guard and military reservists will be required to use available vacation leave time while training or on duty.)~~

~~If you are required to be away for military duty, please let us know of your intention to return to work, based on the following:~~

- ~~• If you will be away for 1-30 days, you should return to work on your next regularly scheduled workday;~~
- ~~• If you will be away for 31-180 days, please let us know within 14 days;~~
- ~~• If you will be away for more than 180 days, we require notification of your intent to return to work within 90 days of finishing your service commitment.~~

LEAVE OF ABSENCE

The Executive Director may grant additional time off without pay to regular full-time employees. This leave is only to be used when no other leave is appropriate, an employee does not qualify for FMLA, or FMLA has been exhausted (*See FMLA section for more information*). The length of time granted as Leave of Absence must be approved by your Department Director and the Executive Director in advance and will depend on the circumstances.

WELLNESS

~~In accordance with State law, employers are permitted to allow each employee 30 minutes during normal working hours to exercise three times a week. If you would like to participate, please discuss this with your supervisor. Some programs may require you to submit a Wellness Request. Your request to participate must be approved by your supervisor and the Executive Director. The following criteria are to be followed~~

- ~~• You must be in good standing, and not be on probation or suspension~~
- ~~• This privilege can be revoked at any time~~
- ~~• Time MUST be broken up into 3 days, and not all 90 minutes can be used at once~~
- ~~• Participation is dependent upon approval from each Department Director. Due to operational needs, funding requirements, or staff availability some departments may not be able to allow participation~~
- ~~• Abuse or misuse of this program will be grounds for loss of privilege~~

JURY DUTY

~~CVCOG supports you in your civic duty of fulfilling your obligations to our community.~~ If you receive notice of jury duty, you will be allowed time off from work to do so. However, if you should not actually be serving jury duty, you are to

report back to work. Please notify your supervisor immediately upon receiving a summons. ~~Exempt and Non-Exempt employees will have their pay continue for the duration of their service and~~ Employees will be given the option to use available PTO or may request LWOP so as not to use PTO but it must be approved by the Head Start Director. ~~we~~ CVCOG will allow you to keep any pay you may receive for jury duty but you will need to provide your Department Director proof of your jury duty requirement.

Should you be required to serve longer than a week, you need to talk with us about your job duties and work coverage. CVCOG may need to adjust the schedule and duties of the affected department to be sure that our clients are well-served and our workflow continues productively.

VOTING RIGHTS

We all have the opportunity to vote in elections to register our preference for candidates and other issues. Ordinarily, voting polls are open early enough and stay open late enough to allow us to vote. Additionally, early voting with absentee status is also an option. ~~However, if our hours of operation cause a problem with your access to voting, please bring this to CVCOG's attention immediately so that we can work out a solution to the problem.~~

SOCIAL SECURITY

CVCOG participates in the Texas County and District Retirement System (TCDRS) in lieu of participating in the Social Security System. However, seasonal and temporary employees do not qualify to participate in the TCDRS System. Therefore, those categories of employees participate in Social Security. Your status will be relayed to you at your employee orientation. Also, employees who were hired on or after March 1, 1986 are required by Federal law to be covered by the Medicare tax.

TEXAS COUNTY AND DISTRICT RETIREMENT SYSTEM

CVCOG is very proud to be a member of the Texas County and District Retirement System (TCDRS). The TCDRS system is a Statewide system created in 1967; it has more than 830 participating counties and districts.

A requirement of our TCDRS membership is that all eligible employees enroll immediately into the TCDRS Plan at the organization's elected rate. There is no waiting period for TCDRS and deductions begin on the 1st pay check. Employees do not have an option to opt out of the TCDRS Plan, as all employees are required to contribute to the TCDRS Plan; a stipulation of CVCOG's membership.

Regular full time and part time employees contribute 7% of their respective compensation. Temporary or seasonal employees do not qualify to participate in TCDRS therefore they participate in Social Security. CVCOG currently matches that amount at a rate of 250%, after vestment. However, it is important to note that one or both of these percentage rates may be changed in the future. Under the TCDRS rules, employees may not contribute more than the established rate.

CVCOG adopted the 10-year vesting with 3 retirement qualifications.

- Age 60 (with vesting) – employee must be 60 years of age and have 10 years of service
- Rule of 80- service years plus age equals or exceeds 80
- At any age- 30 years of service any age

For more information, please contact HR or visit the "Member Benefits Guide" available to all employees at www.tcdrs.org.

DEFERRED COMPENSATION

In addition to our TCDRS Pension Plan, CVCOG provides an optional 457 plan, also known as a deferred compensation plan for its employees. There is no waiting period for the 457 plans, and full-time employees may elect to begin deductions at the time of their choosing. Employees may elect to have a portion of their salaries deferred (not to exceed limits set by Federal law) and placed in one of several investment accounts offered by the trustee. Voluntary contributions to the plan are withheld from employees' paychecks and deposited with the trustee by CVCOG. Participants direct the investment of funds in their accounts and receive periodic statements from the trustee. For information on enrollment, contact HR.

HEALTH SERVICES

If you become ill at work, or somehow injure yourself while at work, CVCOG must know about it so we can help you. CVCOG will be glad to assist you in getting proper medical attention. Contact your supervisor, Department Director or, if they are unavailable, HR, immediately and notify them of any illness or injury that happens at work.

CVCOG may be required by law to maintain a record of your illness/injury on the job. It is important for us to help you and, at the same time, to document the facts involved in your illness or injury. These records will be maintained confidentially in a file separate from your personnel file.

CVCOG encourages employees to return to work as soon as they are able to do so. An employee returning to work may be required to submit a physician's release to return to work. As determined by the Executive Director, at CVCOG's expense, an employee may be required to submit to examination by an independent physician.

WORKERS' COMPENSATION INSURANCE

Employees of CVCOG are covered by workers' compensation. This insurance provides medical expense and salary continuation coverage to employees who receive a bona fide, on-the-job, work-related injury or illness. It is required that you notify CVCOG immediately upon receiving a work-related injury to ensure you are properly taken care of and that proper procedures are followed.

Coordinating with HR is important because CVCOG'S Worker's Compensation Insurance Company maintains a list of eligible health care providers that must be used by employees in non-emergency situations. They also provide prescription services for any medicine that must be purchased for a work-related injury or illness.

If you should get injured while conducting business for CVCOG, whether on or off premise, immediately notify your supervisor and obtain a 1st Report of Injury Form. (If it is an emergency, seek medical treatment immediately.) Once you have filled out the 1st Report of Injury, you may choose to go and visit one of the approved physicians. If you feel your injury does not require a physician visit, you are not required, but must return to work. If you go to a physician, they will provide you with information regarding being able to return to work, or having to take time off. Whichever is the case, you must provide documentation to either return to work or be out.

If you must miss work due to a work-related injury, our insurance provider, TML, will be in contact with you and let you know what steps to take next. Worker's Compensation Insurance may provide Temporary Income Benefits (TIBs) to an employee who misses ~~more than~~ eight (8) or more work days due to a work-related injury. In the interim, an employee will use accumulated ~~sick~~ PTO leave, ~~vacation leave~~ or take LWOP; once the employee meets the 8-day threshold and begins TIB, they will not be allowed or required to utilize any ~~accrued~~ leave.

Employees out for 2 weeks or longer due to a Worker's Compensation Injury will be required to apply for and use FMLA. All FMLA requirements must be met during this time, including paying employee's portion of insurance premiums and updating HR every two weeks.

We will need to discuss continuation of your health and/or dental insurance benefits during your absence. You will be responsible for your portion of insurance premiums while on leave. This includes but is not limited to medical, dental, vision, and life insurance. Please contact the Payroll Department to make payment arrangements. Failure to do so could result in cancellation of insurance.

Before returning to work, employees who have been out due to a work-related injury or illness will be required to provide a full release from their doctor. If a doctor provides a release of "light duty", CVCOG will accommodate this request if such a position or work is available. CVCOG will not create a special position or role to accommodate "light duty". If "light duty" is not available, an employee will not be able to return to work until a full medical release is obtained. Each department has different levels of physicality required; therefore, each "light duty" request will be determined based on position and department need.

At any time, you can contact the representative from TML or HR for more information.

Department of Insurance, Division of Worker's Compensation - Notice to Employees:

You may elect to retain your common law right of action if, no later than five days after you begin employment or within five days after receiving written notice from the employer that the employer has obtained coverage, you notify your employer in writing that you wish to retain your common law right to recover damages for personal injury. If you elect to retain your common law right of action, you cannot obtain worker's compensation income or medical benefits if you are injured.

CONTINUATION OF GROUP INSURANCE (COBRA)

The Federal Consolidated Omnibus Reconciliation Act of 1985 (COBRA) allows certain individuals the option of continuing their group health and/or dental insurance coverage beyond the date on which it would otherwise end, normally at the termination of employment, at the individual's full expense, under specified conditions. An insurance certificate from CVCOG'S group insurance carrier is issued to every employee at the time of employment, which explains continuation of benefit options under CVCOG'S carrier at the time the employee is hired. Any revisions to group insurance coverage are outlined in subsequent insurance certificates distributed to each employee at the time the coverage revision is effective.

At termination, insurance carriers are notified which causes an automatic trigger to mail out COBRA information. In order to qualify for continued coverage, specific deadlines for application must be met, and full premiums must be paid in a timely manner by the employee and/or the applicable spouse or child.

Each covered employee is responsible for notifying CVCOG of any change in family status such as separation from employment, divorce, birth of a child, or a child becoming eligible or ineligible for dependent coverage. If the change causes the employee or a covered dependent to become ineligible for CVCOG-supplemented group insurance, CVCOG or its designee will provide an Insurance Coverage Continuation Form to be completed by the appropriate person(s).

UNEMPLOYMENT INSURANCE

Employees of the CVCOG are covered under the Texas Unemployment Compensation Insurance Program. This program provides payments for unemployed workers in certain circumstances. Texas Workforce Commission Unemployment Benefits Website will provide more information.

POLICIES

WORKING HOURS

The official work week for CVCOG is a seven-day period beginning at 12:01 a.m. on Sunday morning and ending at midnight on the following Saturday. Generally, working hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. with one hour for lunch (12:00p.m. to 1:00 p.m.), for a total of 40 hours per workweek. Due to the nature of their job requirements some CVCOG departments have varying work hours and lunch breaks. General working hours may also be affected by various employment positions and special events such as noon and/or evening meetings, training, conferences, holidays, etc.

Each employee is scheduled for definite hours of work, with the exception of temporary and seasonal employees. These will be communicated to you before your scheduled time of work. Adjustments to the general hours of operation may be made by your supervisor and/or the Department Director, in order to better serve member governments or the public.

FLEXIBLE WORK SCHEDULE

~~In keeping with the modern work setting and, in an effort, to provide an environment most conducive toward productivity while also providing CVCOG employees the flexibility to balance life and work commitments, CVCOG has implemented the option of a "flex" schedule. The following factors set the parameters for the Flex Schedule Policy.~~

Eligibility:

- ~~• Not all positions will be eligible for the flex schedule arrangement. This is not a critique of any particular position or person; rather it is the realization that the business of CVCOG must continue and, as such, some employees and their positions are not suited for a flex schedule arrangement. Your Department Director will notify you of the availability of this option.~~
- ~~• CVCOG's requirement to provide service to our clients supersedes the flex schedule option. As such, the Department Director will determine if the flex schedule option is workable within their department.~~
- ~~• Each schedule is approved on a case-by-case basis and request for a flex schedule does not guarantee approval.~~
- ~~• While it is not required that flexible work schedules be uniformly available to all positions in a department, supervisors are responsible for ensuring the fair and equitable administration to eligible employees.~~

Requesting a Flexible Work Schedule:

- ~~• If an employee wishes consideration for a flexible work schedule, he/she must submit the request in writing to the supervisor, using the Flexible Work Schedule Request Form. The supervisor will review the request and advise the employee of final determination.~~
- ~~• All original Flexible Work Schedule requests must be submitted to the HR Director for review. Final approval will be provided by the Executive Director.~~
- ~~• Forms are available from the CVCOG team site and from your supervisor/director.~~

Guidelines:

- ~~• Adequate supervisory contact and/or employee accountability must be maintained.~~

- ~~No work schedule shall be implemented that results in a full-time employee working less than 40 hours during the work week or does not provide the employee with at least a 30-minute unpaid meal break each day.~~
- ~~Flexible work schedules must be agreed to in advance by the supervisor and the employee, must be in writing and must remain in effect until the written agreement is amended or terminates.~~
- ~~During weeks where the employee is scheduled for travel and/or training for one or more days during a pay period, it is recommended that the flexible work schedule be suspended and that participants revert to a traditional eight-hour schedule. However, if the travel or training is for a short duration, the schedule can be altered to change the non-work day for that pay period. Advance notice of the change in work schedule is not required under this situation.~~
- ~~The flex schedule arrangement DOES NOT supersede, supplant, replace, alter or change any of the other policies currently required by law or policy. For example, you will still be required to submit timesheets, you will still report time accurately, accrue no unauthorized overtime, also FMLA, ADA, FLSA etc. laws must still be adhered to.~~
- ~~During weeks where there is a CVCOG approved holiday, the flexible schedule will be suspended and the employee will revert to a traditional eight-hour schedule.~~
- ~~The policy is for a "flex" schedule and NOT a "floating" schedule. In other words, whatever schedule you and your Department Director arrange will be set. The schedule may not be altered by you to adapt to a week-by-week issue. As an example, you are on a Monday thru Thursday, 10-hour schedule but you get sick on Tuesday, the employee is not allowed to arbitrarily switch their schedule and substitute Friday for the Tuesday in an effort to save their sick time, unless prior Department Director approval has been obtained.~~
- ~~Sick/Vacation/Bereavement Leave taken during a flex schedule work day will be taken at a rate equivalent to the flex schedule work day. As an example, an employee on a Monday thru Thursday, 10-hour schedule gets sick one of those days, that employee has to take 10 hours of sick leave.~~
- ~~The CVCOG reserves the right to suspend, cancel or amend the Flexible Work Schedule Policy at any time. Supervisors have the right to cancel or suspend use of flexible work schedules at any time and to return an employee to his or her standard schedule if the employee's schedule does not allow the department to operate effectively and efficiently.~~

TELEWORK OR REMOTE WORK

Teleworking or working remotely is a way for CVCOG to provide an additional ~~flexible~~ work option, ~~when appropriate. This option can be beneficial as a regular arrangement, or~~ in the event of an emergency or crisis. Teleworking or remote working may be suitable for some employees and roles, but not for others. Teleworking or remote work is designated at the discretion of the Department Director based on the operational needs and requirements of their specific department.

Eligibility:

- Employee's participation as a teleworker is entirely voluntary and is available only to eligible employees, at CVCOG's sole discretion
- **Not all positions** will be eligible to telework or work remotely. This is not a critique of any particular position or person; rather it is the realization that some positions that require an individual to physically be in their office or designated workspace. Your Department Director can clarify what category your position falls.
- CVCOG's requirement to provide service to our clients supersedes the Telework and Remote Work Policy. As such, the Department Director will determine if teleworking or remote work workable within their department. The Department Director and the employee(s) will then determine details of the arrangement which will be submitted to HR and the Executive Director for final approval.
- Each request is approved on a case-by-case basis and a request to telework or work remotely does not guarantee approval.

- While it is not required that teleworking or working remotely be uniformly available to all positions in a department, supervisors are responsible for ensuring the fair and equitable administration to eligible employees.

Requesting to Telework or Work Remotely:

- ~~If an employee wishes consideration to telework or work remotely, he/she must submit the request in writing to the supervisor. The Department Director will review the request and advise the employee to complete CVCOG's Teleworker Agreement. Final approval must be obtained by the Executive Director before implementation.~~
- ~~All original teleworking that lasts beyond 2 weeks must be submitted to the HR Director for review. Final approval will be provided by the Executive Director.~~

Guidelines:

- ~~Participation in the program may be ended at any time, with or without cause, upon reasonable notice and in writing, to the other party~~
- ~~Teleworking and remote work options may be for long periods of time or used as a temporary solution to certain issues~~
- ~~Work hours are not expected to change during the telework/remote work program and employees are still expected to follow all leave policies~~
- ~~Teleworking is not a substitute for dependent care and will not be available during their set schedule to provide dependent care~~
- ~~Employees must work with their Department Director and IT to ensure they have all required equipment and supplies~~
- ~~Employees are responsible for the care of all CVCOG equipment in their possession. Lost, stolen or damaged equipment is the responsibility of the employee~~
- ~~Employees are responsible for keeping any files, passwords and computer access secure~~
- ~~Employees are encouraged to only connect through known secure connections and reliable sources.~~
- ~~Employees are required to utilize the VPN set up by IT~~
- ~~If an employee is ill, it is highly recommended that the employee utilizes their sick PTO leave and focus on their health. In some situations where immediate attention is required or when dealing with an urgent task, solely determined by the Department Director, employees may be authorized to work from home when they are ill.~~
- ~~While teleworking or working remotely, employees continue to have high performance expectations that include meeting deadlines and performing with a high degree of accuracy~~
- ~~Employees must remain in contact with their supervisors and be readily available to respond to all forms of communication~~
- ~~If a teleworking or remote work request is approved but the employee's work begins to suffer, or performance issues arise, the director has the authority to rescind approval and require the employee to return to the office~~
- ~~Employees are still obligated to comply with all of CVCOG's policies, procedures, instructions and the Telework/Remote Work Agreement and, violation of any of these, may result in preclusion from teleworking and any applicable disciplinary action~~

TIMELINESS AND ATTENDANCE

You are expected to be at work each day and be punctual in reporting for work, keeping appointments, and meeting schedules for completion of work. If you expect to be late for, or absent from work, you must communicate the expected tardiness or absence to your **Site Supervisor and/or Department Director (as determined by your departmental needs)**, by 6:00 am, and when possible, 24 hours prior than **no later than 30 minutes before** the time you are scheduled to begin work, unless emergency conditions exist. Staff may communicate absences/tardiness via phone message, text

message, or other method that has been approved by your supervisor. ***You must receive a response indicating your supervisor, or other member of management, is aware of this absence/tardiness.***

Individual employee schedules are based on the site and the employee's position and are as follows:

Rural Centers:

- Teachers and Teacher Assistants work 7:30am to 3:30pm (no lunch)
- Cooks, and Cook/Custodians work 7:15am to 3:15pm
- Site Supervisors work 7:30am to 3:30pm (no lunch)

Note -Site Supervisors are exempt employees and worked hours may deviate outside hours listed above.

San Angelo Centers:

- Site Supervisors work 7:15am to 3:45pm (with a 30 min lunch)
- Teachers, Teacher assistance, and Floaters work 7:30am to 3:30pm (no lunch break)
- Custodians work 8:00am to 5:00pm (one-hour lunch)
- Cooks work 6:00am to 2:30pm (30 min lunch)
- Family Service Workers work 7:30 am to 4:00pm (30 min lunch)
- Receptionists and **Data Clerk** work 7:30 am to 4:00pm (30 min lunch)
- **Part-Time Cooks** work 8:00am to 1:00pm
- **Travel Custodian** works 1:00pm to 5:00pm

**Universal Substitutes will be instructed as to when their workday begins and ends.*

Failure to report to work within the required period may result in leave without pay for the absence. Due to the nature of our work, it is vital to have full communication between you and your supervisor.

If an employee begins to show a pattern of **excessive** absenteeism, regardless if **accrued PTO** leave or LWOP is used, and regardless if multiple forms of physician/provider documentation are provided, the disproportionate absenteeism and the affect it has on the employee's department will be addressed with the employee.

The Department Director will ultimately determine what is considered excessive. CVCOG will follow all local, state, and federal regulations regarding mandated leaves; however, if there is a chronic medical issue, employees should visit with HR about the FMLA Policy and process located in Benefits section of this handbook.

UNEXCUSED ABSENCES FROM WORK

An **unauthorized absence** is one in which an employee is absent from regular duty without permission of a supervisor. Employees are not paid for unauthorized absences and such absences are not permitted.

If an employee has been absent for three (3) consecutive days **without notification**, CVCOG ordinarily has the right to process a termination of that employee, effective the date of the first absence. Any such termination is considered voluntary and an abandonment of the job.

If an employee fails to return from an approved leave of absence within a period of three (3) consecutive days of the scheduled date of return **without notification**, CVCOG ordinarily has the right to process a termination of that employee, effective the date the employee was scheduled to return from the leave of absence. Any such termination is considered voluntary and an abandonment of the job.

Please remember that non-compliance with our attendance expectations has a direct impact on other members of our team.

Again, please be advised that if you are absent for three (3) consecutive days without contacting your supervisor, your actions will be interpreted as quitting work without notice, abandoning your job, and your employment may be terminated immediately.

EMPLOYEE RELATIONS

If you have a relationship with a fellow employee, no display of affection, touching, massaging, etc., is allowed on premises. Work performance is not to be affected. This policy also includes e-mails, faxes and other electronic communications of offensive or pornographic materials. Employees must notify their immediate supervisor and/or HR of inter-work relationships. Relationships amongst supervisors and subordinates are highly discouraged.

SECURITY

For your protection and the protection of our clients and visitors, CVCOG has designated security measures. The first and most prominent of these security measures is the issuance of identification badges. These badges identify the individuals who are permitted on premises. Guests, clients, volunteers, and contractors may be issued temporary badges and/or key cards when necessary. *See the full ID Badge Policy for more information.*

When CVCOG is closed for lunch, or at any other time during regular business hours that the front reception desk is unmanned, the front door will remain locked, for the security of those who remain inside the building.

Your awareness of any unusual or strange action or behavior exhibited by another person is an important part of our security measures.

In order to protect yourself and others, it is necessary to strictly follow all our security procedures. Breaking any of these rules could endanger business, other people and yourself. This is a **personal responsibility** of each employee. Should it become necessary to conduct a search of the premises for any reason, you will be expected to cooperate to the fullest extent with all parts of the search procedure.

INTERNET CONDUCT AND USE

The Internet is provided to employees for the benefit of our organization and our employees; it allows employees to connect to information resources around the world. CVCOG maintains a separate Information Technology Policy & User Guide that contains all relevant computer and internet use guidance. All CVCOG staff should be familiar with the policies and must comply with them.

See the complete IT Policy and User Guide, located on our CVCOG Team Site, for further questions, or seek guidance from your supervisor or HR.

DISCIPLINE AND GUIDANCE POLICY

Head Start has very specific rules regarding how discipline is carried out. Staff are expected implement positive strategies to support children's well-being and prevent and address challenging behavior.

Discipline must be:

- 1) Individualized and consistent for each child;
- 2) Appropriate to the child's level of understanding; and
- 3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- 2) Reminding a child of behavior expectations daily by using clear, positive statements;
- 3) Redirecting behavior using positive statements; and
- 4) Using brief supervised separation or time out from the group, when appropriate, for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- 1) Corporal punishment or threats of corporal punishment;
- 2) Use isolation to discipline a child;
- 3) Bind or tie a child to restrict movement or tape a child's mouth;
- 4) Use or withhold food as a punishment or reward;
- 5) Use toilet learning/training methods that punish, demean, or humiliate a child;
- 6) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
- 7) Physically abuse a child;
- 8) Subjecting a child any form of verbal abuse, including harsh, abusive, profane or sarcastic language, Threats;
- 9) Use physical activity or outdoor time as a punishment or reward;
- 10) Pinching, shaking, or biting a child;
- 11) Hitting a child with a hand or instrument;
- 12) Putting anything in or on a child's mouth;
- 13) Humiliating, ridiculing, rejecting, or yelling at a child;
- 14) Placing a child in a locked or dark room, bathroom, or closet with the door closed or open; and
- 15) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Staff should always respect and promote the unique identity of each child and family. Never make derogatory remarks about the child or child's family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition.

Employees are expected to report any instances in which they observe someone using any of the forms of discipline or guidance mentioned above. CVCOG will conduct a thorough investigation on all complaints and act swiftly and decisively if the allegation(s) is/are confirmed, following the Disciplinary Procedure.

REPORTING CHILD ABUSE OR SEXUAL ABUSE

Head Start/Early Head Start agencies are required to provide comprehensive health, nutritional, social and other services to the children to attain their full potential.

"Child abuse and neglect" means harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare.

Any staff and/or regular volunteers who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed the child being subjected to circumstances or conditions that would result in abuse or neglect, must immediately report such fact to the responsible State Agency, Social Services or Local Law Enforcement Agencies. The Program Director and/or the Family & Community Manager/Specialist must be informed of such suspicion immediately. (Initial Report/Follow-Up Form for Reporting Child Abuse/Neglect case to TDPRS) **Child Abuse Hot Line Number 1-800-252-5400,**

Each staff and/or regular volunteers will receive specific orientation and training on the identification and reporting of child abuse and neglect pursuant to state law and outlining the staff member's personal responsibility to report all suspected incidents of child abuse or neglect according to state law.

Head Start/Early Head Start agencies will preserve the confidentiality of all records pertaining to child abuse or neglect in accordance with applicable State or Local Law.

Head Start/Early Head Start programs will not undertake, on their own, to treat cases of child abuse or neglect. Head Start/Early Head Start program will cooperate fully with child protective service agencies in their communities.

SOCIAL MEDIA

CVCOG recognizes the important role social media plays in distributing information to the public, clients, board members, and stakeholders. CVCOG carries out many services for the Concho Valley, and we want you to be proud to share your work with friends, family and the public. The way you do so is at your sole discretion. However, social media has the potential to cause problems by interfering with an employee's productivity, creating a harassing environment, or harming the reputation of CVCOG or its clients. Whenever you mention CVCOG or the work you do on any social media outlet you must adhere to our Confidentiality Policy, but also stay within the following guidelines;

- Anytime you mention CVCOG make sure all comments and opinions are advertised to be your own voice and not to be interpreted as being a representative of CVCOG
- Never speak derogatorily about any fellow employees or CVCOG itself
- Never mention personal information about clients, employees or other agencies CVCOG works with
- Never comment on settled or on-going legal issues
- Refrain from posting any content that can be perceived as harassment based on a person's protected status such as race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, disability status, veteran status, genetic information, sexual orientation, gender identity, or other protected group
- Social media activities should not interfere with your duties at work, limit use to breaks or lunch hour (CVCOG reserves the right to monitor its facilities to ensure compliance with this restriction)

Business Use of Social Media: CVCOG expects that all employees use good judgment as well as maintain a high level of professionalism, along with following guidelines;

- The Executive Director must approve all CVCOG social media sites before implementation
- Only authorized staff or hired public relations professional will be allowed to create, edit, post or modify to CVCOG social media outlets
- Departments wishing to have content posted on any CVCOG social media outlet should submit their request to HR or the Executive Director following the Social Media Procedures
- Always use proper grammar and correct spelling
- Only use family appropriate photos and refrain from using profane, sexually explicit, harassing or discriminatory images

- Mistakes or incorrect information must be corrected immediately along with an apology for the error

CVCOG reserves the right to restrict, remove, or deny content that is deemed or perceived to be in violation of this policy. CVCOG employees should immediately bring to the attention of management staff any inappropriate content. Failure to abide by these guidelines will not be tolerated.

See the complete Social Media Procedure, located on our CVCOG Team Site, for further questions, or seek guidance from your supervisor or HR.

CVCOG COMMUNIQUEES & MEDIA REPRESENTATIONS

The following is our guide to information and relationships with the outside media:

- Advertisements for newspapers, radio, television, trade journals, magazines, brochures, trade association bulletins, and so forth: All advertisements must comply with official CVCOG formats and specifications and must only be placed through CVCOG approved advertising agencies. These advertisements must be approved in writing by the Executive Director.
- Requests for in-office photographs, videotape footage, and so forth must be previously approved in writing by the Executive Director.
- Requests for sponsorships from civic, professional community and/or other groups must be approved in writing by the Executive Director.
- In the case of matters dealing directly within the scope of an employee's program expertise, the Executive Director and Departmental Director allow employees to speak on program events or matters that are informational in nature, with advanced notice. This allowance is for standard and normal interviews dealing with non-contentious or non-divisive program issues. The Executive Director and Departmental Director reserve the right to withdraw this privilege without notice.
- Other than as allowed above, news articles, inquiries, questions, interviews, editorials, research papers and/or other comments about CVCOG, its business and its employees are to be handled solely and personally by the Executive Director. No other person in CVCOG, unless specifically authorized by the Executive Director, is permitted, authorized or allowed to represent CVCOG to the media, newspaper, magazines, radio-television stations or other similar media organizations.
- Requests for endorsements from machinery, equipment, product vendors, and consultants are not allowed.

ID BADGE

- The ID Badge is the property of CVCOG
- CVCOG governs the use of the ID Badge
- The ID Badge is nontransferable, and lending the badge to anyone else for any purpose may result in disciplinary action
- Must be worn at all times when at work
- Must be clearly visible
- Must not be covered in any way by outside stickers, pins or buttons
- Must not be misused, altered or copied
- You may receive one new badge every calendar year, if needed. If you require more than one replacement in a calendar year, you will be monetarily responsible for the replacements
- Stolen cards will be replaced with the submission of a completed police report. If no report is furnished, the card will be replaced as listed under "lost or damaged"
- Cards replaced due to name changes, job transfers or other similar occurrences will be replaced at no charge

- Upon termination, ID Badges will be returned to CVCOG, failure to do so could result in monetary responsibility on the departing employee

All employees will have their picture taken and be issued an ID Badge, blue sleeve and given the choice of a lanyard, clip or magnet to secure their badge to their clothing. If an employee has a personal preference for a different method of attaching their ID it will be allowed as long as it does not interfere or cover any portion of the ID Badge, is in good taste, and is approved by both the Executive Director and Department Director.

All volunteers will also be issued a badge. They will be issued a green sleeve and given their choice of attachment method. They follow all other protocol regarding the ID Badge.

KEY CARD / KEYS

Key cards and keys are for security purposes as they grant access to specific facilities for employees. Not every employee will receive a key card and or keys. If you receive a key or key card, you must abide by the following:

- The Key Cards, and keys, are the property of CVCOG
- The Key Card, and keys, are nontransferable and lending them ~~Key-Card~~ to anyone else for any purpose is not permitted
- The Key Cards use a proximity sensor to the readers located at the doors providing access to the building. They are not magnetic strip cards and will not have to be removed from the sleeve
- Sliding the Key Card across the face of the card reader will disable the lock (indicator light will turn green) and the employee may enter without ever having to remove the card from the sleeve
- After hours, all central office employees will access the CVCOG Main building thru the door located on the east side of the building. This door is the designated "Employee Entrance". If an employee is accessing the building during regular business hours, they may enter thru the front entrance.
- Upon entering and exiting a CVCOG building, it is the responsibility of each central office employee to ensure that the door closes behind them
- Upon entering and exiting, do not allow others to enter with or behind you unless you are aware that they are a current CVCOG/CVT employee. Ask to see their ID badge if you are not certain
- At no time is an unattended door to be "propped open". Any employee found to have left an unattended door propped open may be subject to disciplinary action. Additionally, if an employee finds an unattended door propped open, it is their responsibility to remove the object and ensure the door closes correctly. The employee should then report the incident to their Departmental Director at the next available opportunity
- An unattended door is defined as a door outside of the clear vision of an employee and the employee not being clearly visible from that door
- If a meeting, class, or other event is planned for after hours (HS Policy Council, one-time police class, etc.) the sponsoring department will be responsible for all guests
- Abuse, neglect, employee performance, or other work issues may result in an employee losing the privilege to access the building outside of normal business hours
- Lost, damaged or stolen Key Cards must be immediately reported to either HR or IT so that the individual Key Card may be disabled. Employees may also be required to notify their Department Director according to Departmental requirements
- CVCOG will pay for the replacement of one lost or damaged key card/fob. If the employee loses or damages the new card/fob, it will be replaced at the cost of \$10.00 to the employee
- Stolen cards will be replaced with the submission of a completed police report. If no report is furnished, the card will be replaced as listed under "lost or damaged"
- Upon termination, the Key Card must be returned to CVCOG, failure to do so could result in monetary responsibility on the departing employee

While it is impossible for any policy document consider every situation that may occur, it is essential that every central office employee understand, commit and use common sense in applying these policies. The emphasis must be to never compromise the intent of this policy.

USE OF COMPANY VEHICLES

Any employee that may be required to operate a CVCOG vehicle during their employment must be authorized to do so. The employee is responsible for ensuring the vehicle is in full operational condition before each use. Employees are required to follow all local, state, and federal laws in regards to operating a motor vehicle.

Due to the nature of their job, certain employees may have to be on-call for emergencies that occur after hours. The Department Director may authorize these staff to keep CVCOG vehicles parked at their home outside of normal business hours. Use of the CVCOG vehicle should be for business purposes. Personal use of CVCOG vehicles may be approved by the Department Director or Executive Director should a rare situation arise, that would warrant such usage. Failure to follow these guidelines, may result in this privilege being revoked and the employee may be subject to disciplinary action.

CVCOG employees should be aware that CVCOG vehicles are always in view of the public and should practice good stewardship regarding use of said vehicles.

ALCOHOL AND DRUG ABUSE AND TESTING

It is clearly the position of CVCOG to not condone, authorize or tolerate alcohol and or drug use during business hours or to engage in any outside illegal drug use. Employees are expected to report for work and remain at work in condition to perform assigned duties free from the effects of alcohol and drugs. Alcohol abuse or illegal drug use, and their physiological effects, present a threat to the well-being and security of employees, and can have an adverse effect on an employee's job performance. It could jeopardize the safety of other employees, the public, or CVCOG equipment and it could also cause extensive damage to CVCOG's reputation, community standing and or effect CVCOG's relations with the public.

CVCOG prohibits the use of non-prescribed drugs or alcohol during work hours as well as the possession, sale or transfer of alcoholic beverages, illegal drugs, other controlled substances, or improper use of prescription drugs either on CVCOG property or while performing duties of work for CVCOG. For all employees, alcohol consumption is strictly prohibited during the workday, including rest periods and meal periods.

This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

CVCOG will assist and support employees who voluntarily seek help for drug or alcohol addiction before becoming subject to discipline or termination under this or other CVCOG policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and will face possible discipline, up to and including termination.

If an employee comes to work, and is suspected to be under the influence of drugs or alcohol, or is reported to have used drugs or alcohol during work time, this should be reported to the Department Director, the HR Director or HR Supervisor, or the Executive Director immediately. *It should never be shared with co-workers.*

CVCOG reserves the right to request any employee to submit to testing for alcohol or drug usage based on the employee's condition, actions, comments, observations (i.e., smell of alcohol, slurred speech, abnormal movements or behaviors), on input from others, or an accident occurrence. In addition, CVCOG reserves the right to initiate the following types of drug testing in the future should we feel it necessary:

- ~~pre-employment testing~~
- ~~random testing~~
- for cause/reasonable suspicion testing
- safety-related testing
- ~~rehabilitation and follow-up testing~~
- ~~Department of Transportation mandatory tests~~

Such drug and or alcohol testing requests will be made when, in our belief, there is a *legitimate* reason for needing the test results. The test results will be treated as confidential information and only a limited number of people will know the results. These persons will be on a "need to know" basis only.

A full and thorough investigation will be made quickly. CVCOG does reserve the right to inspect the workplace and your work area. This may include desks, lockers, storage areas and packages. (This provision makes allowance for items required by the Criminal Justice Department to conduct legitimate law enforcement training.)

CVCOG will act swiftly and decisively regarding drug or alcohol-related investigations. If necessary, the employee will be disciplined according to the steps outlined in CVCOG's disciplinary procedure.

It is important that you know and understand that compliance with these requests and this action are clearly a **condition of employment** with CVCOG. A refusal to test, refusal to give written permission to test or a "no show" for testing as directed will be interpreted as quitting work on your part, and your resignation will be effective immediately.

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee.

~~Head Start and CVT employees need to refer to the Head Start Addendum for additional requirements.~~

OTHER WORKPLACE ISSUES

COMMUNITY INVOLVEMENT

Employees of CVCOG should be constantly aware that the growth and progress of CVCOG is dependent upon the growth of our community. CVCOG encourages employees to take an active role in support of civic and community projects that make our community a better place in which to live and work.

CVCOG is proud to have its employees involved in such endeavors. If necessary and appropriate, you may be granted time off from your regular work in order to fulfill community involvement commitments.

Please be sure that you have provided written notification to your Department Director, HR and the Executive Director prior to or at the time of undertaking any community involvement activity.

EMPLOYEE INFORMATION SYSTEMS

There are numerous ways we try to communicate and keep our employees informed about activities and information.

CVCOG's bulletin boards located in the employee breakroom contain information important to everyone. (Please note that the bulletin boards are property of CVCOG and information placed on them is subject to our policies and approval.) Notices and other information on the bulletin boards are updated continually, and you will want to check them frequently.

Throughout the year we may issue newsletters with information for you. Newsletters contain information about employees, CVCOG, and other specific issues. Employee meetings are another way we keep you informed. Employee meetings provide you the opportunity to ask questions or make comments that you may not have addressed previously.

Your supervisor and Department Director are also a continual source of information. You are encouraged to speak with them freely and enlist his or her assistance with getting you information important to your job and employment at CVCOG.

Finally, we occasionally send out e-mails, memos and intercom announcements about new issues, decisions and events. These are valuable, quick sources of help and information.

MONITORING EMPLOYEE ACTIVITY

CVCOG employees should be aware that all employee activity is subject to monitoring and there should be no expectation of privacy. CVCOG reserves the right to monitor communications and activity during the work time and at other periods when your actions may reflect on CVCOG practices, procedures and image.

Working premises include the following areas: regular work areas, break areas, hallways, parking lots, passage ways, work rooms, shops, production areas, warehouses, and CVCOG vehicles or vehicles rented or leased.

Please be advised that CVCOG has the right to search all premises. This includes lockers, desks, storage areas, and CVCOG vehicles (owned, leased or rented). Employees using CVCOG provided equipment and furnishing, such as computers, desks and lockers, may have them searched. If you have provided your own locking device for CVCOG

provided equipment, you must provide CVCOG with the combination, password or other means of access so that we can enter the area as needed.

CVCOG may monitor the following activities: fax transmissions, telephone communications, and all Internet and e-mail communications. In addition, we may use cameras and video monitoring to oversee activities at our locations.

You will be informed of the communication devices you have authority to use. Only authorized employees may use any CVCOG communications devices.

The receipt and/or transmission of illegal or pornographic communications are forbidden. Pornographic and any other illicit or illegal activity on the premises is forbidden.

See CVCOG's IT Policy and User Guide for additional information.

RECORDING DEVICES IN THE WORKPLACE

CVCOG prohibits employee use of personal cameras, camera phones, tape recorders, smart watches or other recording devices in the workplace as a preventative step we believe necessary to secure employee privacy, trade secrets and other business information. Recording devices that are permitted include ones owned and operated by CVCOG (i.e., cameras and video recording equipment installed in CVCOG buildings & property).

It is a violation of our policy for an employee to use personal recording devices such as cameras or video recorders without permission of CVCOG. You are also prohibited from arranging for others, including non-employees, to engage in any recording of conversations, phone calls or other activities in our workplace.

Authorization to record an event or proceeding may be granted when a specific business purpose will be served by the use of such a device and when its use will not violate employee privacy. In such a case, all parties to the meeting or conversation that is to be recorded must be informed at its outset that it will be monitored, transcribed, intercepted, or recorded.

You are allowed to bring a recording device that will NOT be used for recording into the workplace, such as a cell phone with a built-in camera. CVCOG may revoke this permission at any time for any reason; at which point you will be given a reasonable opportunity to remove the equipment from the premises.

You should regard this policy as an explicit Statement that CVCOG does not permit the recording of any meetings or discussions without prior authorization, as discussed above. Please contact your Department Director if you have any questions about this policy.

RESTRICTED ITEMS

In order to provide as much protection as possible for our employees and property, certain restricted items will be issued only to those employees whose responsibilities require them.

Examples of restricted items include: security keys, office or room keys, file, desk and cabinet keys, CVCOG-sponsored credit cards, telephone credit cards, and policy and procedures manuals.

All restricted items will be controlled and issued by the proper agent of CVCOG. If you receive restricted items, you may be asked to sign a form indicating that you have received the particular items and understand that they are the property of CVCOG. Duplication of any restricted item (for example, copying a key) is prohibited.

Loss, damage or theft of any restricted item should be reported to the issuing party as soon as the loss, damage or theft is discovered. You may be charged a fee or be asked to replace any lost, damaged or stolen restricted item. Upon leaving employment for any reason, all restricted items must be returned prior to final processing.

PATENTS, COPYRIGHTS AND INTELLECTUAL PROPERTY

CVCOG may occasionally develop certain patents, copyrights and/or intellectual materials which are the property of CVCOG, regardless of whether they were developed by external consultants or internally by compensated employees of CVCOG.

Additionally, any intellectual property, inventions and electronic property developed or generated while one is in the pay or employ of, or is otherwise reimbursed by CVCOG, is the property of CVCOG.

TRAVEL

On July 25, 2001 the CVCOG Executive Committee elected to follow the State travel policies. The Travel Policies will be provided to you as a separate document not included in this handbook. All CVCOG staff should be familiar with the policy and must comply with it in order to have travel expenses paid or reimbursed.

See the complete Travel Policy on the CVCOG Team Website.

WHISTLEBLOWERS

A whistleblower is an employee who reports an issue or activity in the workplace that he/she believes to be illegal, dishonest, or fraudulent. A whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities. Examples of illegal or dishonest activities include violations of Federal, State or local laws; billing for services not performed or for goods not delivered; and fraudulent financial reporting.

If you feel you have knowledge of an illegal or dishonest or fraudulent issue in our workplace, please contact one of the following: your immediate supervisor, your Department Director, HR the Director of Finance, Executive Director, or any member of the Executive Committee.

We ask that you be as certain as possible about the allegation. Any employee who intentionally files a false report of wrongdoing will be subject to disciplinary action up to and including termination.

All reports of illegal and dishonest activities will promptly be submitted to the Executive Director and/or Executive Committee, who are responsible for investigating and coordinating corrective action.

Whistleblowers are protected in two ways:

- Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed in order to conduct a thorough investigation, to comply with the law, or to provide accused individuals their legal right to defense.
- CVCOG does not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, poor

work assignments or threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact his/her immediate supervisor, Department Director, HR the Director of Finance, Executive Director, or any member of the Executive Committee immediately. The right of a whistleblower to protection against retaliation does not include immunity for any proven personal wrongdoing.

Employees with any questions regarding this policy should contact the HR, the Director of Finance, or the Executive Director.

RETALIATION

FLSA (Fair Labor Standards Act) protects employees from retaliation from their employer. CVCOG strives to maintain a work environment free of retaliation. FLSA States that it is a violation for any person to “discharge or in any other manner discriminate against any employee because such employee has filed any complaint or instituted or caused to be instituted any proceeding under or related to this ACT, or has testified or is about to testify in any such proceeding, or has served or is about to serve on an industry committee.”

CVCOG employees, supervisors, managers and directors may not punish any employee for making discrimination or harassment claims or for participating in a CVCOG investigation. This policy extends out to any employee making any type of complaint towards or against their supervisor or any CVCOG team member.

Retaliation are any negative actions that affects one’s job. Observable examples include, but are not limited to, termination, demotion, unreasonable reduction in work, unreasonable addition of work, and reduction in salary. More subtle signs of retaliation can include, but are not limited to, sabotaging a coworker, unreasonable demands, making life difficult for another employee, exclusion (includes emails, events, and meetings), forgetting to return messages, or refusing to speak directly to the employee.

It is clearly the position of CVCOG to not condone, authorize or tolerate retaliation. A thorough investigation on these charges will be made quickly. CVCOG will act quickly and decisively on charges of retaliation.

HARASSMENT, DISCRIMINATION, AND BULLYING

HARASSMENT / DISCRIMINATION

It is clearly the position of CVCOG to not condone, authorize or tolerate harassment. CVCOG is committed to maintaining a work environment that is free of harassment and discrimination of employees by anyone, including supervisors, co-workers, clients, vendors or employees.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status such as race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, disability status, veteran status, genetic information, sexual orientation, gender identity, or any other protected group. This policy includes e-mails, faxes and other electronic communications of offensive/pornographic materials. CVCOG will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment.

Each employee has an obligation to **immediately** report an occurrence of harassment. Your obligation is to let us know about your belief that harassment has occurred. Employees may submit their information to any Director, HR or Executive Director. Submissions may be verbal, but are strongly encouraged to be in written format. Employees may also submit information anonymously, if this makes them more comfortable. An employee is not required to follow the chain of command on any type of harassment allegations. You are **strongly encouraged** to personally (verbally or in writing) inform the person causing the offensive action that you want it stopped.

Managers and supervisors are required to **immediately** report to their Department Director, HR or the Executive Director all reports or observations of harassing behavior regardless if the employee wants the information reported up the chain of command. Managers and Supervisors have an obligation to protect all employees by allowing CVCOG opportunity to thoroughly investigate all claims and take proper action. Failure of a supervisor or manager to report claims of sexual harassment will not be tolerated.

CVCOG policy is to investigate all such complaints thoroughly and promptly. An investigation of these charges will be made quickly, and CVCOG will act swiftly and decisively on charges of harassment. To the fullest extent practicable, CVCOG will keep complaints and the terms of their resolution confidential. If an investigation confirms that harassment has occurred, CVCOG will take corrective action, following the Disciplinary Procedure.

Harassment and Discrimination are protected acts against retaliation. *See CVCOG Retaliation Policy for more information.*

SEXUAL HARASSMENT

It is clearly the position of CVCOG to not condone, authorize or tolerate sexual harassment. CVCOG is committed to maintaining a work environment that is free of sexual harassment of employees by anyone, including supervisors, co-workers, clients, vendors or employees of CVCOG.

Sexual harassment is defined as:

Unwelcome sexual conduct that is a term or condition of employment, when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment...and unwelcome sexual conduct that unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment even if it leads to no tangible or economic job consequences.

There are two types of sexual harassment. "**Quid pro quo**" sexual harassment occurs when an employee/agent of management makes the "submission to or rejection of such conduct" by them as a "basis for employment decisions affecting" the employee. **This type of authority and action is not given to any supervisor, Department Director, Executive Director or agent of CVCOG.** Examples of quid pro quo sexual harassment are:

- submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- submission to or rejection of such conduct by an employee is used as a basis for employment decisions; or
- conduct that has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment.

The second type of sexual harassment is called "**hostile environment.**" Hostile environment occurs when the unwelcome sexual conduct creates an "intimidating, hostile, or offensive working environment." This can be verbal or physical conduct that ridicules or shows hostility or aversion to an individual because of sex or gender that:

- has the purpose of creating an intimidating, hostile or offensive work environment; or
- has the purpose or effect of unreasonably interfering with an individual's work performance or otherwise adversely affects employment opportunities.

Sexually harassing conduct includes, but is not limited to:

- slurs, negative stereotyping, threatening, intimidating or hostile acts that relate to sex or gender;
- written, offensive, graphic material/pictures that ridicules or shows hostility or aversion to an individual because of sex or gender.

Each employee has an obligation to **immediately** report an occurrence of sexual harassment. Your obligation is to let CVCOG know about your belief that sexual harassment has occurred. Also, you are **strongly encouraged** to personally (verbally or in writing) inform the person causing the offensive action that you want it stopped.

Managers and supervisors are required to **immediately** report to their Department Director, HR or the Executive Director all reports or observations of harassing behavior regardless if the employee wants the information reported up the chain of command. Managers and Supervisors have an obligation to protect all employees by allowing CVCOG opportunity to thoroughly investigate all claims and take proper action. Failure of a supervisor or manager to report claims of sexual harassment will not be tolerated.

CVCOG's policy is to investigate all such complaints thoroughly and promptly. An investigation of these charges will be made quickly—and CVCOG will act swiftly and decisively on charges of sexual harassment. To the fullest extent practicable, CVCOG will keep complaints and the terms of their resolution confidential. If an investigation confirms that sexual harassment has occurred, CVCOG will take corrective action, following the Disciplinary Procedure.

Sexual harassment is protected acts against retaliation. *See CVCOG Retaliation Policy for more information.*

BULLYING

It is clearly the position of CVCOG to not condone, authorize or tolerate bullying. CVCOG is committed to maintaining a work environment that is free of bullying of employees by anyone, including supervisors, co-workers, clients, vendors or employees of CVCOG.

Per Texas law, bullying is described as the following:

- engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on CVCOG property, CVCOG sponsored activity, in a vehicle operated by CVCOG; that has or will have the effect of physically harming an employee, damaging an employee's property, or placing an employee in reasonable fear of harm to the employee or of damage to the employee's property
- sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive work environment for the employee
- exploits an imbalance of power between the employee perpetrator and the employee victim through written or verbal expression or physical conduct
- interferes with an employee's daily tasks or substantially disrupts the operation of the organization

Each employee has an obligation to **immediately** report an occurrence of bullying. Your obligation is to let CVCOG know about your belief that bullying has occurred. Also, you are **strongly encouraged** to personally (verbally or in writing) inform the person causing the offensive action that you want it stopped.

Managers and supervisors are required to **immediately** report to their Department Director, HR, or the Executive Director all reports or observations of bullying behavior regardless if the employee wants the information reported up the chain of command. Managers and Supervisors have an obligation to protect all employees by allowing CVCOG opportunity to thoroughly investigate all claims and take proper action. Failure of a supervisor or manager to report claims of sexual harassment will result in disciplinary action, up to and including termination.

CVCOG's policy is to investigate all such complaints thoroughly and promptly. An investigation of these charges will be made quickly, and CVCOG will act swiftly and decisively on charges of bullying. To the fullest extent practicable, CVCOG will keep complaints and the terms of their resolution confidential. If an investigation confirms that bullying has occurred, CVCOG will take corrective action, following the Disciplinary Procedure.

Bullying is protected acts against retaliation. *See CVCOG Retaliation Policy, for more information.*

HIV/AIDS DISCRIMINATION

CVCOG does not discriminate against any employee or applicant afflicted with the HIV virus or AIDS.

We will make reasonable efforts to accommodate any individual afflicted with the HIV virus or AIDS, while at the same time ensuring the health and safety of our other employees.

CVCOG does not require that any of its employees or applicants be tested for the HIV virus or AIDS. Any individual who suspects exposure to the HIV virus or AIDS is encouraged to submit to voluntary testing. Should an individual receive a positive test result, CVCOG encourages, but does not require, consultation with our designated management representative.

All information regarding any individual afflicted with the HIV virus or AIDS is strictly confidential, and will be disclosed to HR or the Executive Director only. Any improper disclosure regarding any individual afflicted with the HIV virus or AIDS by individual's supervisor, Department Director or other management representative is a violation of CVCOG's Confidentiality Policy.

EQUAL EMPLOYMENT OPPORTUNITIES

CVCOG does not discriminate on the basis of a person's protected status such as race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, disability status, veteran status, genetic information, sexual orientation, gender identity, or any other protected group status.

Decisions about employment and job opportunities are based on workforce compatibility, principle of business necessity, applicant skill, education, experience, credentials, and training. CVCOG seeks to place the best-qualified person in all Council of Government positions. The Executive Director is responsible for reviewing, and authorizes all job postings prior to the posting of the job opening.

CVCOG has an Equal Employment Opportunity (EEO) Policy and Affirmative Action (AA) Plan which ensure that it follows all local, state, and federal laws prohibiting employment discrimination. CVCOG'S EEO Policy and EEO Officer's contact information are posted in conspicuous places in all CVCOG facilities and are also available on CVCOG's Team Website.

The actions of every employee are important to achieving CVCOG's EEO Plan's objectives. Disciplinary action will be taken against any employee found to be deliberately obstructing implementation of the plan or participating in any discriminatory behaviors. Every supervisor is critically important to program success and should be familiar with EEO policies and procedures.

Reasonable Accommodation - In order to provide individuals with disabilities equal access to all employment opportunities, CVCOG is committed to comply with ADA requirement and provide reasonable accommodations to qualified employees or applicants with disabilities, unless to do so would cause undue hardship. "An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such an impairment" (www.ada.gov).

Candidates and employees are considered in relation to the ability to perform the essential elements of the job. We seek to make reasonable accommodations, for applicants and employees as requested, and in compliance with Federal and State laws regarding a barrier-free workplace for all employees and provide a safe, accessible, and comfortable work environment.

If you require a reasonable accommodation, please contact HR to begin the process. Requests can be made orally or in writing and will be reviewed within two (2) business days. Employees will be contacted within ten (10) business days to retrieve additional information and verify that the accommodation would be effective and not cause due hardship. If a disability is not already known, or clearly visible, CVCOG may request medical information from a certified health professional. During this investigative time, a temporary accommodation may be proposed or granted. A final determination or request for additional information will be made within fifteen (15) business days of receiving the initial request. If an accommodation is denied, an employee may appeal to the Executive Director and use the Problem-Solving Procedure or any other means dictated by Federal, State or Local laws.

Religious Discrimination and Accommodation - CVCOG respects the religious beliefs and practices of all its employees and will make, upon request, an accommodation for such religious observances when a reasonable accommodation is available that does not create an undue hardship.

An employee whose religious beliefs or practices conflicts with his/her job, work schedule, or with CVCOG's policy or practice on dress and appearance, or with other aspects of employment and who seeks a religious accommodation must

submit a written request for the accommodation to his/her immediate supervisor. The written request will include the type of religious conflict that exists and the employee's suggested accommodation.

The immediate supervisor, in conjunction with HR, will evaluate the request considering whether a work conflict exists due to a sincerely held religious belief or practice and whether an accommodation is available which is reasonable and which would not create an undue hardship on CVCOG's business. An accommodation may be a change in job, using paid leave or leave without pay, allowing an exception to the dress and appearance code which does not impact safety or uniform requirements, or for other aspects of employment.

The supervisor and employee will meet to discuss the request and decision on an accommodation. If the employee accepts the proposed religious accommodation, the immediate supervisor will implement the decision. If the employee rejects the proposed accommodation, he/she may appeal to HR and use the Problem-Solving Procedure.

See the Equal Employment Opportunity (EEO) Policy and Affirmative Action (AA) Plan for more information.

SAFETY ANNEX

GENERAL SAFETY

It is the responsibility of each employee to see that that all tasks are conducted in a safe and efficient manner, complying with all local, State and Federal safety and health regulations, program-standards, and with any special safety concerns identified by CVCOG. Many safety regulations are consistent throughout each department and program, everyone is expected to identify and become familiar with the safety plan and procedures for your working area.

As a part of New Hire Orientation, employees will be given information regarding various safety procedures. Some employees may also need to attend a briefing on use of the Wellness Center at the Main Office (5430 Link Road) and sign a waiver before utilizing the Wellness Center.

It is also your responsibility to complete a First Report of Injury (DWC Form-001) for each safety and health infraction that occurred or that you witnessed. Failure to report such an infraction may result in employee disciplinary action, up to and including termination.

In order to maintain a safe work environment, please take note of the following items:

General office safety

Workstations

- Designed to reduce excessive bending and stretching
- Good housekeeping is essential
- Never store items under your desk
- Never store items on top of cupboards
- Never leave desk and/or filing cabinet drawers open

Chairs and desks

- Good lower back support
- Adjustable - knees and hips are level
- Chairs on castors must have 5 legs
- If your desk is too high, compensate by raising the seat height of your chair
- Never stand on the chair to reach anything, particular if the chair has wheels or is of the swivel kind

Stacking and storage

- Light objects stored on top and heavy objects in the bottom - also in filing cabinets
- Boxes, files and other heavy articles must not be stacked on top of cabinets, cupboards or window sills
- Keep passages clear and firefighting equipment unobstructed

Electrical safeguarding

- Cables
 - Loose lying cables can cause
 - Tripping hazards
 - Electrocution
 - People can hook on cables and pull expensive equipment from tables
 - They are untidy
 - It is your responsibility to inform the property director so they can be fixed

- No unauthorized person may tamper with any electrical appliance or distribution board.
- Do not use red plugs in the Main Office unless approved by the Director of IT
- Do not overload sockets. When plugging in multiple cords, use a plug bar with surge protection, or ask for an additional point to be installed (if possible).
- If a machine or an electric cable becomes warm to the touch, it must be disconnected and reported without delay.
- Cable and extension cords should not be run unprotected beneath carpeting nor should they span walkways without being secured in an encapsulation device.
- Do carry out your own visual inspections of plugs and leads and get them repaired as necessary.
- Look out for:
 - Physical damage to the cable
 - Damage to the plugs
 - Insecure connections to the plug
- Do switch off equipment before unplugging and before cleaning.

Heat generating equipment

Heat generating equipment, like electrical equipment, can be very safe if used and maintained correctly. However, improper care, storage, or placement of any type of equipment that generates heat can cause a fire, bodily injury, or even death.

Types of Permitted Heat Generating Equipment

- Coffee pot
- Cooling fans
- Mug warmer
- Other electrical equipment

Safe Practices for Heat Generating Equipment

- Nothing can be stored within 30" of electrical panels
- Plug into outlet directly
- Turn-off all items when not in use
- Do not leave equipment unattended

Accident reporting

- Report all injuries on duty to HR on the same day.

Slips, trips and falls

- Prevent them by remembering the following:
 - Do not allow cabling to create a tripping hazard
 - Clear up spillages quickly
 - Do not block passageways
 - Keep office areas clean
 - Keep stacking and storage areas safe watch out for:
 - Worn or loose carpets
 - Broken stair tread edges
 - Chipped floorboards and tiles
 - Watch where you walk!
 - High heels
 - Pick up objects that fall - pencils etc.

Office machines - learn how to operate them safely before you use them

- Learn how to operate them safely before you use them
- Loose clothing, jewelry, long flowing hair to be kept out of machines
- Keep hands and fingers clear of paper inlet at the shredder
- Switch the machine off before trying to clear a blockage

First aid box

- Make sure you know where the box is
- If the box is not stocked, report to the Facilities Manager

EMERGENCY PROCEDURES

Employees who are confronted by or who encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If a supervisor or Department Director can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, you should cooperate and follow any instructions given by the armed or dangerous individual.

ACTIVE SHOOTER

In the unlikely event of an active shooter, all employees should be prepared on how they will respond for different situations. CVCOG advises employees to follow the Department of Homeland Security's recommendations.

1. Evacuate

If there is an escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

Be out of the active shooter's view

- Provide protection if shots are fired in your direction (i.e., an office with a closed or locked door)
- Not trap or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone or pager
- Turn off any source of noise (i.e., radios, televisions)

- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Act against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and or incapacitate the active shooter by:

- Acting as aggressively as possible against him or her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

For more information, please visit the [dhs.gov](https://www.dhs.gov). The above steps have been taken from [dhs.gov](https://www.dhs.gov) from "Active Shooter: How to Respond".

PARKING / PARKING LOT SAFETY

CVCOG provides reasonable parking for our employees. The handicapped parking places and the first-row parking spaces nearest the front door are all reserved for guests and business visitors. Please do not park in the first row of parking spaces. The remaining rows of parking spaces are for our employees. Please, take advantage of this area to maximize convenience for our guests and business visitors.

For the safety of clients and employees, the parking lot speed limit is 10 MPH. Always look before backing out of a spot, and watch for others who are trying to back out as well.

When suspicious persons are observed loitering around the parking lot or building, employees should contact their supervisor or HR. If suspicious persons are observed near parked vehicles, try to obtain the license number as well as the make and color of the vehicle before contacting a supervisor or HR.

CVCOG assumes no liability or responsibility for damage or theft to your vehicle while it is parked on Council of Government premises.

DRIVING SAFETY

The safety and well-being of our clients is of critical importance to our organization. We each have a responsibility to protect, not only ourselves when on the road, but also to do our part to protect those around us. If you are required to drive on CVCOG business at any time, you are expected to consistently apply and follow all the procedures below:

- Employees are expected to wear seat belts at all times while in a moving vehicle being used for CVCOG business, whether they are the driver or a passenger.
- Although use of cell phones under any circumstances is strongly discouraged while driving, the use of hands-free technology may be warranted in unusual or emergency circumstances.
- Use of handheld cell phones, whether personal or business-owned, while behind the wheel of a moving vehicle being used on CVCOG business is strictly prohibited.
- Engaging in other distracting activities including, but not limited to, eating, putting on makeup, reading or changing radio stations or music, is also strongly discouraged while driving, even when in slow-moving traffic.

- Use of alcohol, drugs or other substances, including certain over-the-counter cold or allergy medications that in any way impair driving ability, is strictly prohibited.
- All employees are expected to follow all driving laws and safety rules such as adherence to posted speed limits and directional signs, use of turn signals and avoidance of confrontational or offensive behavior while driving.
- Employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
- Employees who drive commercial vehicles or who are otherwise subject to separate rules and regulations such as those dictated by State or Federal law are also expected to adhere to all policies and regulations associated with the applicable law or regulation.
- Employees must promptly report any accidents to local law enforcement as well as to CVCOG in accordance with established procedures.
- Employees are expected to report any moving or parking violations received while driving on CVCOG business and/or in CVCOG vehicles, personally owned vehicles, and rental vehicles.

INCLEMENT WEATHER PLAN

CVCOG will follow the same rulings as SAISD regarding delays or cancellation of services. If, SAISD is closed, then CVCOG offices will not be open. If SAISD is delayed, CVCOG services will start at the same time. This information can be obtained through local media and department supervisors will be responsible for notifying their staff of delays or closings. If flooding, wintry condition, etc. occur on a SAISD holiday, the decision to delay or close CVCOG services will be at the discretion of the CVCOG Executive Director.

Rural Head Start Employees will follow the School District in which their site is located.

We do want to ensure the safety of CVCOG employees. If you feel it is unsafe to travel to work, or you have questions, please contact your supervisor.

DISASTER PLANNING

Emergencies can occur anytime-anywhere. Violence can happen even in an environment dedicated to children and families. We must ensure that our staff, children and families are prepared to effectively handle a wide range of dangerous situations to continue to provide a safe environment where learning can occur.

A comprehensive Emergency Response Plan has been created for each Head Start site and all staff members will be trained in order to effectively respond during emergencies. In any emergency situation, the Head Start / Early Head Start program's overriding mission is to:

- a. Protect life.
- b. Secure the facilities and infrastructure.
- c. Resume program operations.

The Emergency Response Plan will provide step-by-step guidelines to help deal with emergencies that may occur; however, this plan cannot foresee all possible circumstances of an emergency. Staff must be prepared to evaluate all the circumstances and make sound judgments based on the situation.

Each classroom will be supplied with a classroom Emergency Response Procedures Guide; section IV of this plan that provides instructions on how to respond to specific events as determined by the site emergency planning committee.

When an emergency condition exists, Site Supervisor will notify the necessary personnel to respond to their area of assignment. The methods of communication listed below in descending order will be used with “a” being the primary mode of communication followed by alternative modes.

- a. Telephone
- b. Messenger

In the event of an emergency all staff persons are to assume responsibility for the following actions:

1. Initiation of steps to safeguard the children, staff and property
2. Notification of authorities and center staff
3. Initiation of steps to mitigate or contain the situation
4. Implementation of evacuation procedures

When emergency conditions are stabilized and normal program operations can resume, the Head Start / Early Head Start Director will deactivate the Crisis / Emergency Plan. A formal announcement will be disseminated.

Immediately following the end of an emergency or crisis, a survey of the Emergency Team members and involved staff will be conducted to evaluate the effectiveness of the response.

**This handbook was originally adopted on October 1, 2008. This version supersedes all previous versions and has been revised on the following dates: October 1, 2008, January 1, 2010, January 16, 2013, September 2, 2015, September 9, 2016, August 15, 2017, September 1, 2018, October 1, 2020, September 15, 2021, November 9, 2022, March 15, 2023.*

CVCOG Handbook and Head Start Handbook Addendum combined and continued forward on July 12, 2023

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Agenda Item 12



August 2023



The Head Start office requires our program to report enrollment statistics to determine if programs have achieved and maintained enrollment levels. Enrollment data will be collected every month. This information will be combined enrollment for Head Start and Early Head Start and the Pregnant Mom's Program. – *Ofelia Baron*

Enrollment – June

	Funded Enrollment	Reported Enrollment	Percent Enrollment
Head Start Funded	Closed		
Early Head Start Funded	120	120	100%
Pregnant Moms Funded	8	8	100%

Disability – June

	Current	Actual Enrollment
HS # of Children with IEP	Closed	
Percentage this month		
EHS Children with IFSP	12	112 (children only)
Percentage this month	10.71%	
Total # of children with IEP/IFSP	12	112
Program wide % this month	10.71%	

HEAD START STAFF

Administrative Office
 5430 Link Road
 Phone (325)944-9666

Carolina Raymond
 Director

Stephanie Hernandez
 Assistant Director / Early Head Start
 Education Manager

Cheryl Mayberry
 Education & Disability Manager

Ofelia Barron
 ERSEA & Facility Manager

Mary Husted
 Compliance & Nutrition Specialist

Stacy Walker
 Family & Community, Parent
 Engagement Manager

Melissa Miranda
 Health & Mental Health Manager



Head Start

HEAD START & EARLY HEAD START

HEAD START (HS) promotes school readiness of children under 5 from low-income families through education, health, social and other services.

Early Head Start (EHS) provides intensive comprehensive child development and family support services to low-income infants and toddlers under the age of 3 and their families, and to pregnant women and their families.



To complete an online please contact the following sites below:



School	Director	Family Service Workers	Hours Operation	Phone
Christoval Head Start	Antionette Day	Antionette Day	7:45 am - 3:30 pm	325-896-7281
Day Head Start Early Head Start	Comoshontai Hollis	Cynthia Sosa Nelda Garza Lori Palacios Maida Rojas	7:45 am - 4:00 pm	325-481-3395
Eden Head Start	Mary Torres	Mary Torres	7:45 am - 3:30 pm	325-869-8703
Eldorado Head Start	Abigail Ussery	Abigail Ussery	7:45 am - 3:30 pm	325-853-3366
Menard Head Start Early Head Start	Bertha DeAnda	Bertha DeAnda	7:45 am - 3:30 pm	325-396-2885
Ozona Head Start	Tracy Ybarra	Tracy Ybarra	7:45 am - 3:30 pm	325-392-3429
Rio Vista Head Start Early Head Start	Michelle Aguirre	Kristy Geary Rebecca Salinas Maria Vasquez Emily Ceballos	7:45 am - 4:00 pm	325-659-3670



CONCHO VALLEY
COUNCIL OF GOVERNMENTS



Head Start



Program News

- Turf instillation started at Rio Vista
- New Mulch instillation started at Day
- Waiting on letter of NOA from OHS for Camera System for all Sites
- Working with Technical Assistance regarding lead issues and ANC
- Extension for ANC through August 28th
- All Teachers are back on campus and training has begun for the 23-24 School Year





CONCHO VALLEY
COUNCIL OF GOVERNMENTS



Head Start

CVCOG Head Start/Early Head Start
Job Postings

August 23

HIP-HIP
HOORAY!

WE'RE

HIRING

JOIN OUR TEAM

HIP-HIP
HOORAY!

Job Positions Available

- Head Start Teacher Assistant @ Rio Vista HS/EHS
- Early Head Start Teacher @ Rio Vista HS/EHS
- Substitutes @ San Angelo, Christoval, Eldorado, Menard, Eden, Ozona
- Cook/Custodian Substitute @ San Angelo

CVCOG Head Start/Early Head Start

325-944-9666 / <https://www.cvcog.org/cvcog/>

5430 Link Rd. San Angelo, TX 76903