



CONCHO VALLEY
COUNCIL OF GOVERNMENTS



Head Start/Early Head Start

Policy Council Meeting Announcement

July 9th 2025 11am

Microsoft Teams Information

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Meeting ID: 284 870 202 882

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Agenda Packet Arrival: Date 7-3-2025

NOTICE OF A Public Meeting: July 10th 2025 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.

<i>Business</i>	<i>Posted in accordance with <u>CVCOG Head Start By-Laws</u> on July 10th, 2024</i>
Determination of	Quorum
Public Comment	
1. Approval of	Policy Council May Minutes
2. Approval of	Personnel Variations
3. Approval of	CVCOG Summary Budget Comparison Grant H07, Head Start 24-25 From 6/1/2024 Through 4/30/2025
4. Approval of	CVCOG Summary Budget Comparison Grant H08, Head Start Nutrition 24-25 From 10/1/2024 Through 4/30/2025
5. Approval of	Head Start Credit Card/Open Account Transactions Summary April 2025
6. Approval of	CVCOG Summary Budget Comparison Grant H07, Head Start 24-25 From 6/1/2024 Through 5/31/2025
7. Approval of	CVCOG Summary Budget Comparison Grant H08, Head Start Nutrition 24-25 From 10/1/2024 Through 5/31/2025
8. Approval of	Head Start Credit Card/Open Account Transactions Summary May 2025

9. Approval of	Policies and Procedures <ul style="list-style-type: none"> • Program Governance 1301 • Family and Community Engagement Program Services 1302.50, 1302.52, 1302.53 • Education HS & EHS 1302.33 • ERSEA 1302.11, 1302.12, 1302.14, 1302.15, 1302.16, 1302.17 • Health 1302.41, 1302.42, 1302.44, 1302.45, 1302.46, 1302.47 • Program Structure 1302.20, 1302.21 • Management Systems 1302.101 • Human Resources 1302.91, 1302.92
10. Approval of	Non-Federal Share Waiver
11. Approval of	Disability Waiver
12. Approval of	Parent Handbook
13. Approval of	Supplemental Fund Request
14. Reports & Information	1. Director's Report

 Carolina Raymond Head Start Director



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Agenda Item 1



Date & Time: May 14th 2025	Meeting called to order at and by Lauren Haller Chairman @ 11:05	Meeting concluded at and by Lauren Haller Chairman @ 11:22
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Items on Agenda - Quorum Met 6 Quorum Not Met	1 st Motion	2 nd Motion	All in Favor	Any Opposed
1. Approval of • <i>Policy Council April Minutes</i>	Christina McGuirre Day HS	Pat Hill Community Rep	X	None
2. Approval of • <i>Personnel Variations</i>	Judge Dillard Executive Committee	Christina McGuirre Day HS	X	None
3. Approval of • <i>CVCOG Summary Budget Comparison Grant H07, Head Start 24-25 From 6/1/2024 Through 3/31/2025</i>	Judge Dillard Executive Committee	Christina McGuirre Day HS	X	None
4. Approval of • <i>CVCOG Summary Budget Comparison Grant H08, Head Start Nutrition 24-25 From 10/1/2024 Through 3/31/2025</i>	Judge Dillard Executive Committee	Pat Hill Community Rep	X	None
5. Approval of • <i>Head Start Credit Card/Open Account Transactions Summary March 2025</i>	Christina McGuirre Day HS	Pat Hill Community Rep	X	None
6. Consider and Take Appropriate Action • <i>Policy Council Community Member Update</i>	Christina McGuirre Day HS	Pat Hill Community Rep	X	None
7. Approval of • <i>CVCOG Head Start Location Move</i>	Christina McGuirre Day HS	Pat Hill Community Rep	X	None
8. Approval of • <i>CVCOG Head Start Reallocation of Supplemental Funds</i>	Judge Dillard Executive Committee	Christina McGuirre Day HS	X	None

9. Approval of <ul style="list-style-type: none"> <i>CVCOG Head Start Carryover of Reallocated Funds to the 2025-2026 Budget Year</i> 	Judge Dillard Executive Committee	Christina McGuire Day HS	X	None
10. Information and Reports <ul style="list-style-type: none"> <i>Director's Report</i> 				

Meeting Minutes: (NOTES PERTAINING ITEM LETTER WITH EACH DISCUSSION) Notes Taken by: Stacy Walker and Carolina Raymond

Any Motions:
1. Policy Council March Minutes- <ul style="list-style-type: none"> No Discussion
2. Personnel Variations <ul style="list-style-type: none"> We are always trying to hire great substitutes and have promoted a longtime teacher into the Family Service Worker Position and she is doing a wonder job in her new position.
3. HO7- Main Operating Grant <ul style="list-style-type: none"> This is our main operating grant H07 and we are in our 10th month of operation and should be at 83.33% expenditure. We are currently in line with HS expenditures at 72.71% and EHS at 82.19%. Just a reminder that HS is a bit low because of the playground funds sitting in the account and the closure of the two classrooms one at Day and one at Rio.
4. HO8 – Nutrition <ul style="list-style-type: none"> This is the 6th month of our Nutrition grant HO8 which displays our CACFP reimbursement. We are showing a \$11,762.19 balance.
5. Credit Card Summary <ul style="list-style-type: none"> Credit Card Transactions for the month of March are \$52,736.17. No expenditures out of the ordinary.

6. *Policy Council Community Member Update*

- We are sad to see Sarah leave us as she is no longer with CVCAA and is pursuing other avenues we are so sorry to lose her but so excited to have Cathy Love join us from the CAC who is a very sweet lady and has a passion for Head Start.

7. *CVCOG Head Start Location Move*

- One of our grant goals was to improve facility function. In partnership with SAISD we have located a new location that save us both funds and provide new services for our students.

8. *CVCOG Head Start Reallocation of Supplemental Funds*

- These are funds of \$250K moved from Eden and Day to San Jacinto for new Playground facilities.

9. *CVCOG Head Start Carryover of Reallocated Funds to the 2025-2026 Budget Year*

- These are the funds discussed above being moved transferred from the 2024-2025 calendar year ending May 31st to the 2025-2026 calendar year beginning June 1st.

10. *CVCOG Head Start Carryover of Reallocated Funds to the 2025-2026 Budget Year*

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- Family Service Workers are concluding the EOY Family Partnership Process and following up on goals developed at the beginning of the year.
- We have begun and have successfully registered with our new software program for the 2025-2026 school year and are continuing ongoing training.
- We are continuing discussions with SAISD on facility partnerships.
- Our pictures show a celebration of National Reading Month with some of our Amazing Community Partners from Around the Community as we read a book called Scribble Stones and completed an activity. We were blessed to have a person from August Pfluger's office join us.

Policy Council minutes were sent out to the sites for posting on the Parent Boards

Stacy Walker FAMCO Manager out on 5-14-2025

Policy Council Chairman

Date

Agenda Item 2



New Hires/Promotion/Employee Changes – June/July 2025

Employee Name:	Hire Date	Position	Former Position	School
McGinty, Georgette	5/7/2025	EHS Teacher		Rio Vista Head Start
Baker, Wendy	6/2/2025	Universal Substitute		San Angelo

Change of Status

Employee Name:	Hire Date	Termed Date	School/Position
Allison, Elizabeth	9/1/2023	5/9/2025	Universal Substitute
Herrera, Destany	8/19/2024	5/9/2025	Universal Substitute
Velasquez, Velvet	12/2/2024	5/9/2025	Universal Substitute
Temple, Argentina	7/15/2019	5/15/2025	EHS Teacher Rio Vista
Waggoner, Donna	8/23/2012	5/16/2025	Menard Cook Menard
Stamps, Amanda	1/2/2023	6/4/2025	Day Head Start
McGinty, Georgette	5/7/2025	6/6/2025	Rio Vista Head Start
Geary, Kristy	7/31/2019	6/25/2025	Rio Vista Head Start
Ramos, Maria	08/02/2019	6/20/2025	Rio Vista Head Start
Ayala, Selena	07/25/2022	6/7/2025	Rio Vista Head Start
Bejil, Mikala	12/2/202	6/27/2025	Day Head Start
Gomez, Cristiana	07/31/2019	6/27/2025	Day Head Start
Petty, Cydney	06/01/2025		Menard EHS Teacher
Perez, Adelina	06/01/2025		Rio Vista EHS Teacher
Wallace, Marsha	06/01/2025		Menard Site Supervisor
Andrade, Eloina	06/01/2025		Day HS Teacher

Agenda Item 3



CVCOG

Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25
From 6/1/2024 Through 4/30/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
H07 004	HHS-ACF Grant H07, Head Start FY 24- Revenue				
4173000	HHS-ACF Head Start CFDA 93.600	7,905,077.00	6,545,297.25	(1,359,779.75)	82.79%
4411000	IK Contributions	1,853,365.00	1,324,704.47	(528,660.53)	71.47%
4523000	Local Revenue	9,201.11	7,060.64	(2,140.47)	76.73%
Total 004	Revenue	9,767,643.11	7,877,062.36	(1,890,580.75)	80.64%
400	Head Start CAN NO 9-G064122				
5110000	General Wages	2,408,115.00	2,234,812.25	173,302.75	92.80%
5119000	Holiday Work Time	3,160.02	1,435.10	1,724.92	45.41%
5150000	Vacation Time Allocation	27,297.70	26,131.85	1,165.85	95.72%
5151000	Medicare Tax	34,188.36	31,176.22	3,012.14	91.18%
5172000	Workers Comp Insurance	33,696.02	31,727.42	1,968.60	94.15%
5173000	SUTA	9,145.85	9,144.91	0.94	99.98%
5174000	Health Insurance Benefit	722,798.82	683,553.43	39,245.39	94.57%
5175000	Dental Insurance Benefit	25,892.54	23,213.21	2,679.33	89.65%
5176000	Life Insurance Benefit	17,047.55	16,225.51	822.04	95.17%
5177000	HSA Insurance Benefit	30,041.92	5,616.82	24,425.10	18.69%
5181000	Retirement	277,232.22	245,992.67	31,239.55	88.73%
5199000	Indirect Allocation	256,596.00	238,253.63	18,342.37	92.85%
5200000	Employee Health and Welfare	8,741.29	0.00	8,741.29	0.00%
5206000	HR Service Center	138,813.04	138,812.52	0.52	99.99%
5207000	Procurement Service Center	68,044.43	49,263.05	18,781.38	72.39%
5208000	Information Technology Service Center	116,582.16	116,582.03	0.13	99.99%
5291000	Contract Services	49,545.00	33,551.06	15,993.94	67.71%
5293000	HS Health & Disab Svc	6,383.18	132.66	6,250.52	2.07%
5294000	HS Policy Council	897.69	0.00	897.69	0.00%
5295000	HS Nutrition Service	5,253.40	0.00	5,253.40	0.00%
5296000	HS Parent Service	4,895.43	4,654.25	241.18	95.07%
5309000	Travel-In Region	1,872.68	354.80	1,517.88	18.94%
5310000	Travel-Out of Region	2,288.32	0.00	2,288.32	0.00%
5351000	Fuel	1,100.75	955.34	145.41	86.78%
5361000	Vehicle Maintenance	571.75	539.21	32.54	94.30%
5413000	HS Site Rent	84,500.15	78,851.46	5,648.69	93.31%
5433000	HS Site Center Utilities	84,715.59	81,522.68	3,192.91	96.23%
5451000	Facility Allocation	74,185.98	46,896.46	27,289.52	63.21%
5453000	HS Site Center Bldg Maint	104,551.90	79,360.35	25,191.55	75.90%

CVCOG

Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25

From 6/1/2024 Through 4/30/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance	Percent Total Budget Used - Original
5506000	Janitorial and Facility Supplies	15,624.61	0.00	15,624.61	0.00%
5509000	HS Delegate Supplies	27,249.58	0.00	27,249.58	0.00%
5510000	Supplies	30,571.32	25,155.98	5,415.34	82.28%
5512000	HS Class Room Supplies	89,871.89	49,007.88	40,864.01	54.53%
5514000	HS Medical Supplies	6,491.42	2,765.09	3,726.33	42.59%
5515000	HS Disability Supplies	3,160.56	650.79	2,509.77	20.59%
5518000	HS Diapers and Wipes	16,441.06	6,350.58	10,090.48	38.62%
5622000	Internal Computer/Software	93,573.64	50,862.75	42,710.89	54.35%
5632000	Copier	28,874.03	25,721.33	3,152.70	89.08%
5711000	Insurance	8,617.60	5,360.18	3,257.42	62.20%
5721000	Printing	1,530.70	0.00	1,530.70	0.00%
5722000	Ads & Promotions	1,913.61	360.33	1,553.28	18.82%
5734000	HS Capital Playground	521,620.00	0.00	521,620.00	0.00%
5753000	Dues and fees	2,449.36	1,973.42	475.94	80.56%
5760000	HS Site Center Communications	19,876.54	18,769.34	1,107.20	94.42%
5762000	Postage/freight	1,148.71	507.88	640.83	44.21%
5791000	Other	3,071.89	0.00	3,071.89	0.00%
5796000	Safety	1,606.63	1,194.04	412.59	74.31%
Total 400	Head Start CAN NO 9-G064122	(5,471,847.89)	(4,367,438.48)	1,104,409.41	79.82%
401	Early Head Start CAN NO 9-G064122				
5110000	General Wages	1,323,896.89	1,214,039.08	109,857.81	91.70%
5119000	Holiday Work Time	1,232.11	540.82	691.29	43.89%
5150000	Vacation Time Allocation	6,044.79	5,251.59	793.20	86.87%
5151000	Medicare Tax	18,463.17	16,818.77	1,644.40	91.09%
5172000	Workers Comp Insurance	16,608.87	15,364.47	1,244.40	92.50%
5173000	SUTA	5,105.74	4,745.01	360.73	92.93%
5174000	Health Insurance Benefit	389,452.69	367,625.29	21,827.40	94.39%
5175000	Dental Insurance Benefit	13,417.18	12,925.81	491.37	96.33%
5176000	Life Insurance Benefit	9,623.00	9,210.46	412.54	95.71%
5177000	HSA Insurance Benefit	5,569.35	3,123.53	2,445.82	56.08%
5181000	Retirement	146,018.22	133,603.52	12,414.70	91.49%
5199000	Indirect Allocation	139,288.00	128,393.87	10,894.13	92.17%
5200000	Employee Health and Welfare	1,544.58	0.00	1,544.58	0.00%
5206000	HR Service Center	24,018.44	21,830.95	2,187.49	90.89%
5207000	Procurement Service Center	11,260.01	8,892.79	2,367.22	78.97%
5208000	Information Technology Service Center	28,906.96	22,378.79	6,528.17	77.41%

CVCOG

Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25

From 6/1/2024 Through 4/30/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance	Percent Total Budget Used - Original
5291000	Contract Services	13,304.85	7,986.64	5,318.21	60.02%
5293000	HS Health & Disab Svc	46.85	46.85	0.00	100.00%
5294000	HS Policy Council	11.01	0.00	11.01	0.00%
5295000	HS Nutrition Service	42.23	0.00	42.23	0.00%
5296000	HS Parent Service	1,192.25	521.92	670.33	43.77%
5309000	Travel-In Region	88.03	14.34	73.69	16.28%
5310000	Travel-Out of Region	41.52	0.00	41.52	0.00%
5351000	Fuel	57.34	49.81	7.53	86.86%
5413000	HS Site Rent	31,111.09	27,477.54	3,633.55	88.32%
5433000	HS Site Center Utilities	29,350.96	18,962.68	10,388.28	64.60%
5451000	Facility Allocation	8,451.55	6,960.17	1,491.38	82.35%
5453000	HS Site Center Bldg Maint	31,600.55	21,063.29	10,537.26	66.65%
5506000	Janitorial and Facility Supplies	52.80	0.00	52.80	0.00%
5510000	Supplies	11,544.01	8,643.98	2,900.03	74.87%
5512000	HS Class Room Supplies	20,000.52	7,569.99	12,430.53	37.84%
5514000	HS Medical Supplies	680.91	609.01	71.90	89.44%
5515000	HS Disability Supplies	247.20	81.70	165.50	33.05%
5518000	HS Diapers and Wipes	3,440.48	2,967.47	473.01	86.25%
5622000	Internal Computer/Software	19,000.24	12,515.95	6,484.29	65.87%
5632000	Copier	7,665.28	4,873.34	2,791.94	63.57%
5711000	Insurance	1,615.20	633.97	981.23	39.25%
5721000	Printing	1,625.53	677.23	948.30	41.66%
5722000	Ads & Promotions	606.64	4.70	601.94	0.77%
5753000	Dues and fees	763.17	206.83	556.34	27.10%
5760000	HS Site Center Communications	5,249.33	3,414.68	1,834.65	65.04%
5762000	Postage/freight	664.42	0.00	664.42	0.00%
5796000	Safety	1,041.39	232.93	808.46	22.36%
Total 401	Early Head Start CAN NO 9-G064122	(2,329,945.35)	(2,090,259.77)	239,685.58	89.71%
402	Head Start T&TA CAN NO 9-G064120				
5308000	Head Start T & T A	56,824.00	52,451.19	4,372.81	92.30%
Total 402	Head Start T&TA CAN NO 9-G064120	(56,824.00)	(52,451.19)	4,372.81	92.30%
403	Early Head Start T&TA CAN NO 9-G064121				
5308000	Head Start T & T A	28,858.00	17,625.89	11,232.11	61.07%

CVCOG

Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25

From 6/1/2024 Through 4/30/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance	Percent Total Budget Used - Original
Total 403	Early Head Start T&TA CAN NO 9-G064121	(28,858.00)	(17,625.89)	11,232.11	61.07%
407	Head Start Nutrition				
5295000	HS Nutrition Service	200.00	120.16	79.84	60.08%
5513000	HS Food Serv Sup	17,401.76	17,401.76	0.00	100.00%
Total 407	Head Start Nutrition	(17,601.76)	(17,521.92)	79.84	99.55%
409	Head Start InKind				
6791000	InKind Other	1,853,365.00	1,324,704.47	528,660.53	71.47%
Total 409	Head Start InKind	(1,853,365.00)	(1,324,704.47)	528,660.53	71.48%
997	Non Project				
5200000	Employee Health and Welfare	4,099.20	2,049.60	2,049.60	50.00%
5510000	Supplies	251.92	163.71	88.21	64.98%
5512000	HS Class Room Supplies	4,829.99	4,829.99	0.00	100.00%
5753000	Dues and fees	20.00	17.34	2.66	86.70%
Total 997	Non Project	(9,201.11)	(7,060.64)	2,140.47	76.73%
Total Expenditures		(9,738,785.11)	(1,291,584.25)	558,511.07	13.26%

Head Start (Project 400, 402)	(5,528,671.89)	(4,419,889.67)	1,108,782.22	79.94%
Early Head Start (Project 401, 403)	(2,358,803.35)	(2,107,885.66)	250,917.69	89.36%
CACFP (Project 407)	(17,601.76)	(17,521.92)	79.84	99.55%
Total Federal	(7,905,077.00)	(6,545,297.25)	1,359,779.75	82.80%
Total Non-Federal, includes any	(1,862,566.11)	(1,331,765.11)	530,801.00	71.50%
Grand Total Head Start Expenditures	(9,767,643.11)	(7,877,062.36)	1,890,580.75	80.64%
Non-Federal Percentage of Total	16.91%	match of 20%		
Head Start Admin Expenditures	652,190.73			
Administrative Indirect Expenditures	366,647.50			
Total Administrative Costs	1,018,838.23			
Administrative Percentage of Total	12.93%	max of 15%		

Agenda Item 4



CVCOG

Summary Budget Comparison - DIR-Grant H08, CACFP Head Start Nutrition 24-25

From 10/1/2024 Through 4/30/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
H08	Grant H08, CACFP Head Start Nutrition FY 24-25				
004	Revenue				
4221000	CACFP Nutrition CFDA 10.558	769,173.60	385,215.52	(383,958.08)	50.08%
Total 004	Revenue	769,173.60	385,215.52	(383,958.08)	50.08%
407	Head Start Nutrition				
5110000	General Wages	89,114.62	34,391.16	54,723.46	38.59%
5151000	Medicare Tax	1,292.00	421.28	870.72	32.60%
5172000	Workers Comp Insurance	3,433.00	1,736.56	1,696.44	50.58%
5173000	SUTA	256.00	253.20	2.80	98.90%
5174000	Health Insurance Benefit	35,473.00	8,962.63	26,510.37	25.26%
5175000	Dental Insurance Benefit	1,462.00	314.27	1,147.73	21.49%
5176000	Life Insurance Benefit	706.00	156.23	549.77	22.12%
5177000	HSA Insurance Benefit	3,868.00	61.57	3,806.43	1.59%
5181000	Retirement	9,912.00	3,783.05	6,128.95	38.16%
5199000	Indirect Allocation	5,025.00	3,605.81	1,419.19	71.75%
5291000	Contract Services	35,000.00	150.00	34,850.00	0.42%
5295000	HS Nutrition Service	482,431.98	255,235.12	227,196.86	52.90%
5513000	HS Food Serv Sup	101,000.00	58,592.86	42,407.14	58.01%
5761000	Communications	200.00	0.00	200.00	0.00%
Total 407	Head Start Nutrition	(769,173.60)	(367,663.74)	401,509.86	47.80%
Report Difference		0.00	17,551.78	17,551.78	100.00%

Agenda Item 5



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

Head Start Transactions	April, 2025
Citibank P-Card	17,319.61
Dean's Dairy	7,449.57
First Financial Credit Card	-
Lowes Pay and Save	669.97
Sysco Food Services	40,802.75
West Texas Fire Extinguisher	4,028.17
	<u>\$ 70,270.07</u>

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 4/1/2025 Through 4/30/2025

<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	4/8/2025	022534	Day HS and Rio Vista HS purchase of food for April parent meeting CB HS	52.72
5296000	HS Parent Service	4/14/2025	095649	Head Start purchase of snacks for open enrollment CB HS	97.66
5296000	HS Parent Service	4/16/2025	023745	Head Start purchase of meals for staff working open enrollment CB HS	162.20
5296000	HS Parent Service	4/24/2025	062777	Head Start purchase of meals for staff working open enrollment CB HS2	202.13
5308000	Head Start T & T A	4/1/2025	173274	Observer recertification for S.W. CB HS2	135.00
5308000	Head Start T & T A	4/3/2025	2026836	Head Start purchase of E-Courses Responding to Anger & Rage and Handling Upset (1 year) for M.M. CB HS2	898.00
5308000	Head Start T & T A	4/3/2025	2026839	Head Start purchase of E-Courses Responding to Anger & Rage and Handling Upset (1 year) for M.R. CB HS2	898.00
5308000	Head Start T & T A	4/3/2025	2325196	Day HS CDA renewal fee for K.M. CB HS2	125.00
5308000	Head Start T & T A	4/3/2025	MCKEE 04-03-25	Eldorado HS purchase of 2025 Business Courses Bundle 6 for supervisor's management hours CB HS	50.00
5308000	Head Start T & T A	4/4/2025	045927	Head Start purchase of snacks for ERSEA training CB HS2	97.05
5308000	Head Start T & T A	4/7/2025	1842638	Eden HS Preschool/FCC - English CDA initial application fee for B.G. CB HS2	425.00
5308000	Head Start T & T A	4/15/2025	HGJA 04-15-25	Conference fee for TXHSA Leadership Summit May 1-2, 2025 for C.R. CB HS2	625.00
5308000	Head Start T & T A	4/17/2025	410948	Head Start purchase of food for Health/Mental Health Advisory Committee meeting CB HS	250.05
5308000	Head Start T & T A	4/17/2025	83064814	Head Start purchase of drinks for Health/Mental Health Advisory Committee meeting CB HS	16.49
5309000	Travel-In Region	4/7/2025	077094	Head Start purchase of fuel for travel to sites CB HS	35.78

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 4/1/2025 Through 4/30/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5351000	Fuel	4/7/2025	34663	Head Start purchase of fuel for program vehicle CB HS2	41.58
5351000	Fuel	4/9/2025	36878	Head Start purchase of fuel for program vehicle CB HS2	49.01
5433000	HS Site Center Utilities	3/13/2025	221727-180106 02-25	Day HS/EHS water utility service from 02/07/25 to 03/11/25 (acct# 221727-180106) CBG	193.84
5433000	HS Site Center Utilities	3/31/2025	0691-001354014	Rio Vista HS/EHS trash service for acct# 3-0691-2402993 from 04/01/25 to 04/30/25, including waste/recycling overages from 03/14/25 to 03/28/25 CBG	698.74
5433000	HS Site Center Utilities	3/31/2025	0691-001354370	Day HS/EHS trash service for acct# 3-0691-2405694 from 04/01/25 to 04/30/25 CBG	947.94
5433000	HS Site Center Utilities	4/4/2025	221727-179684 03-25	Rio Vista HS/EHS water utility service from 02/27/25 to 03/28/25 (acct# 221727-179684) CBG	432.48
5433000	HS Site Center Utilities	4/22/2025	05-0560-02 03-25	Eden HS water, garbage, and sewer service from 03/15/25 to 04/17/25 CBG	239.85
5453000	HS Site Center Bldg Maint	3/31/2025	0691-001353448	Day HS/EHS trash service for temporary dumpster acct# 3-0691-0024923 from 03/17/25 to 03/31/25 and container removal fee CBG2	319.03
5453000	HS Site Center Bldg Maint	4/1/2025	76rkf255getz	Professional Commercial Security Monitoring, Fire Alarm Monitoring, and Commercial Security Service Agreement for Day (Invoice I191893) and Rio Vista (Invoice I191891) Head Start sites from 04/01/25 to 04/30/25 CBG	155.00
5453000	HS Site Center Bldg Maint	4/7/2025	2791	Rio Vista EHS service to repair sink in room 4 (installed faucet, p-trap, and protective wrap) CVG2	716.09
5453000	HS Site Center Bldg Maint	4/10/2025	4307658-8532235	Rio Vista HS/EHS purchase of carabiners for playground gates CBG2	7.99

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 4/1/2025 Through 4/30/2025

<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	4/14/2025	2066816-4867409	Rio Vista HS/EHS purchase of wasp spray (4 cans) CBG2	31.96
5453000	HS Site Center Bldg Maint	4/21/2025	5345440-0121067 CM	Rio Vista HS/EHS refund for exchanged pedestrian crosswalk sign (1 of 2) CBG2	(183.05)
5453000	HS Site Center Bldg Maint	4/22/2025	5345440-0121067 CM-1	Rio Vista HS/EHS refund for exchanged pedestrian crosswalk sign (2 of 2) CBG2	(143.07)
5453000	HS Site Center Bldg Maint	4/28/2025	62136	Head Start purchase of leaf vacuum tool, 40V battery, and charger for outdoor playground maintenance CB Reg Svcs	367.00
5510000	Supplies	4/1/2025	060518	Head Start purchase of pens, highlighters, planner, and sticky notes CB HS2	59.35
5510000	Supplies	4/14/2025	6572067-1077028	Ozona HS purchase of dividers, staplers & staples, tape, markers, musical toys, staple removers, dry erase sleeves, erasers, glue, dry erase boards, label tape, wall hooks & clips, chair pockets, storage bins, scissors, and box cutters CBG2	20.85
5510000	Supplies	4/14/2025	9341905-2915459	Eden HS purchase of drum for printer CBG2	113.00
5510000	Supplies	4/15/2025	083218	Head Start purchase of laminating pouches CB HS	62.14
5510000	Supplies	4/15/2025	5876320-8445012	Head Start ERSEA purchase of mailing labels CBG2	14.06
5510000	Supplies	4/22/2025	8948197-8481803	Day HS/EHS purchase of laptop stand for data clerk CBG2	47.49
5510000	Supplies	4/23/2025	1362322-7832257	Head Start purchase of disinfecting wipes, desk organizers, mouse pad, markers, and chalkboard cleaner and organizer CBG2	151.79
5510000	Supplies	4/23/2025	9716556-4080224	Head Start purchase of sanitizer CBG2	39.98

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 4/1/2025 Through 4/30/2025

<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	4/25/2025	3016573-8191420	Day HS purchase of replacement keyboard and mouse for HS family service worker CBG2	85.01
5510000	Supplies	4/29/2025	6186558-6883459	Eldorado HS purchase of filing cabinet CBG2	181.98
5512000	HS Class Room Supplies	3/31/2025	1664422-4074622	Eden HS purchase of ink cartridges CBG2	58.00
5512000	HS Class Room Supplies	4/1/2025	3363563-0660215	Rio Vista HS/EHS purchase of 3 2-packs laminating film CBG2	211.14
5512000	HS Class Room Supplies	4/8/2025	10283269501	Rio Vista EHS purchase of Tide Pods (6) CBG2	179.88
5512000	HS Class Room Supplies	4/14/2025	1726712-8195414	Ozona HS purchase of permanent markers CBG2	18.98
5512000	HS Class Room Supplies	4/14/2025	6572067-1077028	Ozona HS purchase of dividers, staplers & staples, tape, markers, musical toys, staple removers, dry erase sleeves, erasers, glue, dry erase boards, label tape, wall hooks & clips, chair pockets, storage bins, scissors, and box cutters CBG2	610.09
5632000	Copier	2/24/2025	38639823	HS copier lease and usage - initial billing 1/60 CBG2	1,436.94
5632000	Copier	3/26/2025	38860833	HS copier lease and usage 02/20/25 to 03/19/25 2/60 CBG2	2,520.00
5753000	Dues and fees	4/7/2025	226VR15668901B	Head Start purchase of registration renewal for 2 Chevrolet Traverses CBG2	19.00
5760000	HS Site Center Communications	3/8/2025	0708195 03-25	Head Start rural phone/internet service from 03/08/25 to 04/07/25 CBG	448.41
5760000	HS Site Center Communications	4/10/2025	07710150890010 04-25	Day HS/EHS phone service for acct# 07710-150890-01-0 from 03/25/25 to 04/24/25 CBG	263.93
5760000	HS Site Center Communications	4/12/2025	49965-94 04-25	Eldorado HS, Menard HS/EHS, and Ozona HS internet service for acct# ACC-3331567-37502-10 from 04/12/25 to 05/12/25 CBG2	420.00

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 4/1/2025 Through 4/30/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5760000	HS Site Center Communications	4/17/2025	07710150887017 04-25	Rio Vista HS/EHS internet/phone service for acct# 07710-150887-01-7 from 04/01/25 to 04/30/25 CBG	164.06
5760000	HS Site Center Communications	4/25/2025	07710150503019 04-25	Rio Vista HS/EHS internet service for acct# 07710-150503-01-9 from 04/15/25 to 05/14/25 CBG	324.15
5760000	HS Site Center Communications	4/25/2025	07710150505015 04-25	Day HS/EHS phone/internet service for acct# 07710-150505-01-5 from 04/15/25 to 05/14/25 CBG	367.92
5796000	Safety	3/28/2025	UZTX5ZSBQT	Daycare licensing (fingerprinting) for prospective Head Start employee T.O. (Day HS/EHS and Rio Vista HS/EHS) CB HR	39.31
5796000	Safety	4/7/2025	UZTX616BVT	Daycare licensing (fingerprinting) for prospective Head Start employee B.A. (Day HS/EHS and Rio Vista HS/EHS) CB HR	39.31
5796000	Safety	4/9/2025	UZTX61K7ZZ	Daycare licensing (fingerprinting) for prospective Head Start employee D.R. (Day HS/EHS and Rio Vista HS/EHS) CB HR	39.31
5796000	Safety	4/11/2025	UZTX61FSNH	Daycare licensing (fingerprinting) for prospective Head Start employee W.B. (Day HS/EHS and Rio Vista HS/EHS) CB HR	39.31
5796000	Safety	4/14/2025	405SP0000561130	Criminal history search for prospective new employee on B.A. (Day HS/EHS and Rio Vista HS/EHS) CB HR	3.32
5796000	Safety	4/14/2025	405SP0000561145	Criminal history search for prospective new employee on W.B. (Day HS/EHS and Rio Vista HS/EHS) CB HR	3.32
5796000	Safety	4/14/2025	405SP0000561169	Criminal history search for prospective new employee on S.B. (Day HS/EHS and Rio Vista HS/EHS) CB HR	3.32

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 4/1/2025 Through 4/30/2025

<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>
5796000	Safety	4/14/2025	405SP0000561188	Criminal history search for prospective new employee on K.M. (Day HS/EHS and Rio Vista HS/EHS) CB HR	6.39
5796000	Safety	4/14/2025	405SP0000561203	Criminal history search for prospective new employee on D.R. (Day HS/EHS and Rio Vista HS/EHS) CB HR	3.32
5796000	Safety	4/16/2025	UZX61RFZ2	Daycare licensing (fingerprinting) for prospective Head Start employee K.M. (Day HS/EHS and Rio Vista HS/EHS) CB HR	39.31
5796000	Safety	4/30/2025	405SP0000571410	Criminal history search for prospective new employee on G.G. (Rio Vista EHS) CB HR	12.53
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Total H07 - HHS-ACF Grant H07, Head Start FY 24-25					15,991.37

CVCOG
Vendor Activity - Head Start Citibank P-Card
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 4/1/2025 Through 4/30/2025

<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	4/2/2025	0168246-7759456	Day HS/EHS and Rio Vista HS/EHS purchase of food serving baskets CBG2	267.80
5295000	HS Nutrition Service	4/3/2025	5169389-6015440	Rio Vista HS/EHS purchase of food serving baskets (12) CBG2	28.32
5295000	HS Nutrition Service	4/11/2025	070283	Day HS and Rio Vista EHS purchase of oat milk and Pediasure CB HS2	69.42
5295000	HS Nutrition Service	4/16/2025	096616	Rio Vista EHS purchase of formula CB HS2	104.91
5295000	HS Nutrition Service	4/21/2025	026017	Day HS purchase of nutrition items for special dietary needs CB HS2	59.89
5295000	HS Nutrition Service	4/22/2025	098221	Day HS purchase of nutrition items for special dietary needs CB HS2	14.55
5295000	HS Nutrition Service	4/24/2025	030355	Day EHS purchase of lactose free whole milk and formula CB HS2	132.70
5295000	HS Nutrition Service	4/25/2025	008112	Day EHS purchase of formula CB HS2	139.44
5295000	HS Nutrition Service	4/28/2025	4818299-2977826	Day EHS purchase of gelmix infant thickener CBG	47.90
5295000	HS Nutrition Service	4/30/2025	085660	Rio Vista HS/EHS purchase of plant based milk CB HS2	19.48
5513000	HS Food Serv Sup	4/2/2025	163771	Rio Vista HS/EHS purchase of tongs (9) and colander CB HS	49.08
5513000	HS Food Serv Sup	4/16/2025	11818	Rio Vista HS/EHS quarterly RO system filter maintenance CBG	199.00
5513000	HS Food Serv Sup	4/17/2025	6456789-5093827	Eden HS purchase of heavy duty saucepan with lid CBG2	139.99
5513000	HS Food Serv Sup	4/29/2025	75047004	Rio Vista EHS purchase of sippy cups for room 5 CBG	55.76
Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25					1,328.24
Report Opening/Current Balance					

CVCOG
Vendor Activity - Head Start Citibank P-Card
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 4/1/2025 Through 4/30/2025

<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 Transaction Totals					17,319.61
Report Current Balances					

CVCOG
Vendor Activity - Head Start Deans Dairy Corporate
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 4/1/2025 Through 4/30/2025

<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	3/31/2025	652281124	Day HS/EHS purchase of milk for children - 45 whole 9/CS, 180 1% 9/CS, and 12 2% lactose free 6BX	756.32
5295000	HS Nutrition Service	4/1/2025	650684063	Eden HS purchase of milk for children - 15 1% 9/CS	46.19
5295000	HS Nutrition Service	4/1/2025	650684065	Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 24 1% 9/CS	83.02
5295000	HS Nutrition Service	4/1/2025	652083710	Rio Vista HS/EHS purchase of milk for children - 18 whole 9/CS, 180 1% 9/CS, and 30 1% lactose free 6BX	747.11
5295000	HS Nutrition Service	4/2/2025	650684075	Eldorado HS purchase of milk for children - 12 1% 9/CS	36.95
5295000	HS Nutrition Service	4/2/2025	652281158	Ozona HS purchase of milk for children - 18 1% 9/CS	55.42
5295000	HS Nutrition Service	4/7/2025	652281431	Day HS/EHS purchase of milk for children - 36 whole 9/CS, 180 1% 9/CS, and 18 2% lactose free 6BX	746.14
5295000	HS Nutrition Service	4/8/2025	650684446	Eden HS purchase of milk for children - 15 1% 9/CS	46.19
5295000	HS Nutrition Service	4/8/2025	650684449	Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 24 1% 9/CS	83.02
5295000	HS Nutrition Service	4/8/2025	652083993	Rio Vista HS/EHS purchase of milk for children - 27 whole 9/CS, 198 1% 9/CS, and 30 1% lactose free 6BX	829.87
5295000	HS Nutrition Service	4/9/2025	650684455	Eldorado HS purchase of milk for children - 12 1% 9/CS	36.95
5295000	HS Nutrition Service	4/9/2025	652281464	Ozona HS purchase of milk for children - 18 1% 9/CS	55.42
5295000	HS Nutrition Service	4/14/2025	652281734	Day HS/EHS purchase of milk for children - 45 whole 9/CS, 135 1% 9/CS, and 18 2% lactose free 6BX	634.93
5295000	HS Nutrition Service	4/15/2025	650684828	Eden HS purchase of milk for children - 5 1% 9/CS	15.40
5295000	HS Nutrition Service	4/15/2025	650684831	Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 18 1% 9/CS	64.54

CVCOG
Vendor Activity - Head Start Deans Dairy Corporate
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 4/1/2025 Through 4/30/2025

<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	4/15/2025	652084282	Rio Vista HS/EHS purchase of milk for children - 27 whole 9/CS, 135 1% 9/CS, and 12 1% lactose free 6BX	552.99
5295000	HS Nutrition Service	4/16/2025	650684837	Eldorado HS purchase of milk for children - 7 1% 9/CS	21.55
5295000	HS Nutrition Service	4/16/2025	652281768	Ozona HS purchase of milk for children - 18 1% 9/CS	55.42
5295000	HS Nutrition Service	4/21/2025	650685198	Eden HS purchase of milk for children - 15 1% 9/CS	46.19
5295000	HS Nutrition Service	4/21/2025	652282031	Day HS/EHS purchase of milk for children - 36 whole 9/CS, 108 1% 9/CS, and 12 2% lactose free 6BX	496.94
5295000	HS Nutrition Service	4/22/2025	650685221	Eldorado HS purchase of milk for children - 12 1% 9/CS	36.95
5295000	HS Nutrition Service	4/22/2025	650685241	Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 18 1% 9/CS	64.54
5295000	HS Nutrition Service	4/22/2025	652084571	Rio Vista HS/EHS purchase of milk for children - 18 whole 9/CS and 144 1% 9/CS	498.09
5295000	HS Nutrition Service	4/23/2025	652282063	Ozona HS purchase of milk for children - 18 1% 9/CS	55.42
5295000	HS Nutrition Service	4/28/2025	652282332	Day HS/EHS purchase of milk for children - 18 whole 9/CS, 126 1% 9/CS, and 9 2% lactose free 6BX	483.93
5295000	HS Nutrition Service	4/29/2025	650685696	Eden HS purchase of milk for children - 15 1% 9/CS	46.19
5295000	HS Nutrition Service	4/29/2025	652084894	Rio Vista HS/EHS purchase of milk for children - 27 whole 9/CS, 144 1% 9/CS, and 6 1% lactose free 6BX	553.06
5295000	HS Nutrition Service	4/30/2025	650685705	Menard HS/EHS purchase of milk for children - 2 whole 9/CS and 24 1% 9/CS	79.98
5295000	HS Nutrition Service	4/30/2025	650685707	Eldorado HS purchase of milk for children - 9 1% 9/CS	27.71

CVCOG
Vendor Activity - Head Start Deans Dairy Corporate
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 4/1/2025 Through 4/30/2025

<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	4/30/2025	652084924	Rio Vista HS/EHS purchase of milk for children - 6 whole lactose free 6BX and 24 1% lactose free 6BX	137.72
5295000	HS Nutrition Service	4/30/2025	652282378	Ozona HS purchase of milk for children - 18 1% 9/CS	55.42
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					7,449.57
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					Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
					7,449.57
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Report Opening/Current Balance					
					<hr/>
Report Transaction Totals					7,449.57
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Report Current Balances					<hr/>
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CVCOG
Vendor Activity - Head Start Lowes Pay and Save
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 4/1/2025 Through 4/30/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5295000	HS Nutrition Service	3/4/2025	250304-120-1-1-17	Eldorado HS purchase of nutrition items	15.47
5295000	HS Nutrition Service	3/18/2025	250318-120-1-1-32	Eldorado HS purchase of nutrition items	23.64
5295000	HS Nutrition Service	3/26/2025	250326-168-1-1-27	Eldorado HS purchase of nutrition items	21.64
5295000	HS Nutrition Service	3/31/2025	250331-118-2-2-7	Eldorado HS purchase of nutrition items	27.28
5295000	HS Nutrition Service	3/31/2025	250331-239-3-3-26	Ozona HS purchase of nutrition items	78.11
5295000	HS Nutrition Service	4/1/2025	250401-422-2-2-...	Menard HS/EHS purchase of nutrition items	46.56
5295000	HS Nutrition Service	4/7/2025	250407-205-2-2-8	Eden HS purchase of nutrition items	42.81
5295000	HS Nutrition Service	4/7/2025	250407-239-3-3-21	Ozona HS purchase of nutrition items	70.14
5295000	HS Nutrition Service	4/7/2025	250407-399-3-3-22	Menard HS/EHS purchase of nutrition items	32.57
5295000	HS Nutrition Service	4/14/2025	250414-239-3-3-24	Ozona HS purchase of nutrition items	66.84
5295000	HS Nutrition Service	4/15/2025	250415-203-2-2-24	Eden HS purchase of nutrition items	23.64
5295000	HS Nutrition Service	4/16/2025	250416-239-3-3-42	Ozona HS purchase of nutrition items	28.00
5295000	HS Nutrition Service	4/16/2025	250416-422-2-2-27	Menard HS/EHS purchase of nutrition items	5.34
5295000	HS Nutrition Service	4/21/2025	250421-191-2-2-45	Eden HS purchase of nutrition items	78.56
5295000	HS Nutrition Service	4/23/2025	250423-382-2-2-3	Menard HS/EHS purchase of nutrition items	14.12
5295000	HS Nutrition Service	4/28/2025	250428-206-2-2-11	Eden HS purchase of nutrition items	68.17
5295000	HS Nutrition Service	4/28/2025	250428-399-1-1-49	Menard HS/EHS purchase of nutrition items	27.08
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					669.97
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					Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
					669.97
					<hr/>
Report Opening/Current Balance					
					<hr/>
Report Transaction Totals					669.97

CVCOG
Vendor Activity - Head Start Lowes Pay and Save
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 4/1/2025 Through 4/30/2025

<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 Current Balances					

CVCOG
Vendor Activity - Head Start Sysco
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 4/1/2025 Through 4/30/2025

<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	4/1/2025	378082048	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	4,421.66
5295000	HS Nutrition Service	4/3/2025	378083741	Day HS/EHS purchase of nutrition items for children and kitchen supplies	4,073.25
5295000	HS Nutrition Service	4/3/2025	378083761	Eden HS purchase of nutrition items for children and kitchen supplies	738.57
5295000	HS Nutrition Service	4/4/2025	378084301	Day HS/EHS purchase of nutrition items for children	173.16
5295000	HS Nutrition Service	4/5/2025	378085363	Eden HS credit for sales error on steak fingers and green beans	(90.31)
5295000	HS Nutrition Service	4/8/2025	378087150	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	3,957.35
5295000	HS Nutrition Service	4/9/2025	378087614	Rio Vista HS/EHS credit for sales errors on cranberry juice and crushed pineapple	(87.04)
5295000	HS Nutrition Service	4/10/2025	378088238	Day HS/EHS purchase of nutrition items	19.73
5295000	HS Nutrition Service	4/10/2025	378088623	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,547.06
5295000	HS Nutrition Service	4/10/2025	378088653	Menard HS/EHS purchase of nutrition items for children	1,079.48
5295000	HS Nutrition Service	4/10/2025	378088662	Eldorado HS purchase of nutrition items for children and kitchen supplies	619.21
5295000	HS Nutrition Service	4/12/2025	378090071	Ozona HS credit - Customer Incentive Program	(2.06)
5295000	HS Nutrition Service	4/12/2025	378091098	Rio Vista HS/EHS purchase of nutrition items for children	86.58
5295000	HS Nutrition Service	4/15/2025	378091941	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	2,964.12
5295000	HS Nutrition Service	4/17/2025	378093583	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,535.16
5295000	HS Nutrition Service	4/21/2025	378096491	Day HS/EHS purchase of nutrition items for children	26.64
5295000	HS Nutrition Service	4/22/2025	378096726	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	3,468.57

CVCOG
Vendor Activity - Head Start Sysco
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 4/1/2025 Through 4/30/2025

<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	4/24/2025	378098212	Eldorado HS purchase of nutrition items for children	417.88
5295000	HS Nutrition Service	4/24/2025	378098269	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,665.02
5295000	HS Nutrition Service	4/26/2025	378100634	Rio Vista HS/EHS purchase of nutrition items for children	88.56
5295000	HS Nutrition Service	4/28/2025	378101232	Rio Vista HS/EHS purchase of nutrition items for children	88.56
5295000	HS Nutrition Service	4/29/2025	378101475	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	3,740.62
5513000	HS Food Serv Sup	4/1/2025	378082048	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	400.93
5513000	HS Food Serv Sup	4/3/2025	378083741	Day HS/EHS purchase of nutrition items for children and kitchen supplies	336.16
5513000	HS Food Serv Sup	4/3/2025	378083761	Eden HS purchase of nutrition items for children and kitchen supplies	110.64
5513000	HS Food Serv Sup	4/5/2025	378085360	Day HS/EHS credit for foam plates short on truck	(19.93)
5513000	HS Food Serv Sup	4/7/2025	378086221	Day HS/EHS purchase of kitchen supplies	127.08
5513000	HS Food Serv Sup	4/8/2025	378087150	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	675.89
5513000	HS Food Serv Sup	4/10/2025	378088623	Day HS/EHS purchase of nutrition items for children and kitchen supplies	439.28
5513000	HS Food Serv Sup	4/10/2025	378088662	Eldorado HS purchase of nutrition items for children and kitchen supplies	62.25
5513000	HS Food Serv Sup	4/15/2025	378091941	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	599.92
5513000	HS Food Serv Sup	4/17/2025	378093583	Day HS/EHS purchase of nutrition items for children and kitchen supplies	589.83
5513000	HS Food Serv Sup	4/22/2025	378096726	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	212.79
5513000	HS Food Serv Sup	4/24/2025	378098269	Day HS/EHS purchase of nutrition items for children and kitchen supplies	278.87

CVCOG
Vendor Activity - Head Start Sysco
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 4/1/2025 Through 4/30/2025

<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	4/28/2025	378101196	Day HS/EHS purchase of kitchen supplies	5.84
5513000	HS Food Serv Sup	4/29/2025	378101475	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	451.43
					<hr/>
					40,802.75
					<hr/>
					Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
					40,802.75
					<hr/>
Report Opening/Current Balance					
					<hr/>
Report Transaction Totals					40,802.75
					<hr/>
Report Current Balances					<hr/>
					<hr/>

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 4/1/2025 Through 4/30/2025

<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	4/1/2025	314815	Rio Vista HS/EHS purchase of replacement mop kit and credit for broken mop	(26.39)
5510000	Supplies	4/2/2025	314482-01	Rio Vista HS/EHS purchase of hand cleaner (1 case)	31.60
5510000	Supplies	4/2/2025	314970	Rio Vista HS/EHS purchase of toilet brushes and holders, broom, and vacuum bags	45.03
5510000	Supplies	4/3/2025	314970-01	Rio Vista HS/EHS purchase of paper towels	20.62
5510000	Supplies	4/8/2025	315135	Menard HS/EHS purchase of toilet tissue, plastic cups, nitrile gloves, trash can liners, disinfectants, and paper towels	161.47
5510000	Supplies	4/8/2025	315274	Day HS/EHS purchase of bowl cleaner, disinfectant cleaners and wipes, dish soap, furniture polish, nitrile gloves, glass and carpet cleaners, trash can liners, hand soap, and paper towels	1,342.89
5510000	Supplies	4/8/2025	315311	Rio Vista HS/EHS purchase of disinfecting wipes, facial tissue, trash can liners, and disposable gloves	203.16
5510000	Supplies	4/9/2025	315344	Rio Vista HS/EHS purchase of paper towels (3 cases)	96.73
5510000	Supplies	4/10/2025	315135-01	Menard HS/EHS purchase of paper napkins	18.53
5510000	Supplies	4/11/2025	313338	Rio Vista HS/EHS purchase of paper towel dispenser for room 10	49.61
5510000	Supplies	4/11/2025	315274-01	Day HS/EHS purchase of disinfectant cleaner and toilet tissue	251.75
5510000	Supplies	4/11/2025	315311-01	Rio Vista HS/EHS purchase of toilet tissue (2 cases)	43.87

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 4/1/2025 Through 4/30/2025

<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	4/15/2025	315737	Rio Vista HS/EHS purchase of paper and reusable towels, toilet tissue, cleaner, trash can liners, and sponges and credit for returned trash can liners	220.96
5510000	Supplies	4/22/2025	313935-01	Ozona HS purchase of deck mops (2)	18.54
5512000	HS Class Room Supplies	4/1/2025	314815	Rio Vista HS/EHS purchase of replacement mop kit and credit for broken mop	(26.39)
5512000	HS Class Room Supplies	4/2/2025	314482-01	Rio Vista HS/EHS purchase of hand cleaner (1 case)	31.60
5512000	HS Class Room Supplies	4/2/2025	314970	Rio Vista HS/EHS purchase of toilet brushes and holders, broom, and vacuum bags	45.03
5512000	HS Class Room Supplies	4/3/2025	314970-01	Rio Vista HS/EHS purchase of paper towels	20.62
5512000	HS Class Room Supplies	4/8/2025	315135	Menard HS/EHS purchase of toilet tissue, plastic cups, nitrile gloves, trash can liners, disinfectants, and paper towels	140.29
5512000	HS Class Room Supplies	4/8/2025	315311	Rio Vista HS/EHS purchase of disinfecting wipes, facial tissue, trash can liners, and disposable gloves	203.16
5512000	HS Class Room Supplies	4/9/2025	315344	Rio Vista HS/EHS purchase of paper towels (3 cases)	96.74
5512000	HS Class Room Supplies	4/11/2025	315311-01	Rio Vista HS/EHS purchase of toilet tissue (2 cases)	43.87
5512000	HS Class Room Supplies	4/15/2025	315737	Rio Vista HS/EHS purchase of paper and reusable towels, toilet tissue, cleaner, trash can liners, and sponges and credit for returned trash can liners	220.97
5512000	HS Class Room Supplies	4/23/2025	316056	Day HS/EHS purchase of shop rags - 10 cases	180.00
					<hr/> 3,434.26 <hr/>

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 4/1/2025 Through 4/30/2025

<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>
				Total H07 - HHS-ACF Grant H07, Head Start FY 24-25	3,434.26

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 4/1/2025 Through 4/30/2025

<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	4/2/2025	314970	Rio Vista HS/EHS purchase of toilet brushes and holders, broom, and vacuum bags	11.70
5513000	HS Food Serv Sup	4/8/2025	315135	Menard HS/EHS purchase of toilet tissue, plastic cups, nitrile gloves, trash can liners, disinfectants, and paper towels	97.59
5513000	HS Food Serv Sup	4/10/2025	315135-01	Menard HS/EHS purchase of paper napkins	18.54
5513000	HS Food Serv Sup	4/14/2025	315634	Menard HS/EHS semi-annual vent and hood inspection (single system) and Ansul fusible links	168.00
5513000	HS Food Serv Sup	4/15/2025	315737	Rio Vista HS/EHS purchase of paper and reusable towels, toilet tissue, cleaner, trash can liners, and sponges and credit for returned trash can liners	276.85
5513000	HS Food Serv Sup	4/16/2025	314483	Rio Vista HS/EHS purchase of self-wringing mop for kitchen	21.23
Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25					593.91
Report Opening/Current Balance					
Report Transaction Totals					4,028.17
Report Current Balances					

Agenda Item 6



CVCOG
Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25
From 6/1/2024 Through 5/31/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
H07	HHS-ACF Grant H07, Head Start FY 24-25					
004	Revenue					
4173000	HHS-ACF Head Start CFDA 93.600	7,905,077.00	7,145,298.91	7,145,298.91	(759,778.09)	90.38%
4411000	IK Contributions	1,853,365.00	1,483,348.00	1,483,348.00	(370,017.00)	80.03%
4523000	Local Revenue					
Total 004	Revenue	9,767,643.11	8,636,536.30	8,636,536.30	(1,131,106.81)	88.42%
400	Head Start CAN NO 9-G064122					
5110000	General Wages	2,438,497.00	2,438,496.48	2,438,496.48	0.52	99.99%
5119000	Holiday Work Time	1,987.02	1,435.10	1,435.10	551.92	72.22%
5150000	Vacation Time Allocation	28,500.70	28,499.78	28,499.78	0.92	99.99%
5151000	Medicare Tax	34,018.36	34,016.98	34,016.98	1.38	99.99%
5172000	Workers Comp Insurance	34,647.02	34,646.64	34,646.64	0.38	99.99%
5173000	SUTA	9,195.85	9,195.12	9,195.12	0.73	99.99%
5174000	Health Insurance Benefit	749,788.82	749,788.67	749,788.67	0.15	99.99%
5175000	Dental Insurance Benefit	25,472.54	25,470.52	25,470.52	2.02	99.99%
5176000	Life Insurance Benefit	17,777.55	17,776.79	17,776.79	0.76	99.99%
5177000	HSA Insurance Benefit	5,861.92	5,861.21	5,861.21	0.71	99.98%
5181000	Retirement	268,402.22	268,398.02	268,398.02	4.20	99.99%
5199000	Indirect Allocation	260,182.00	260,181.63	260,181.63	0.37	99.99%
5200000	Employee Health and Welfare	1.29	0.00	0.00	1.29	0.00%
5206000	HR Service Center	152,108.04	152,107.67	152,107.67	0.37	99.99%
5207000	Procurement Service Center	55,966.43	55,965.85	55,965.85	0.58	99.99%
5208000	Information Technology Service Center	125,024.16	125,024.05	125,024.05	0.11	99.99%
5291000	Contract Services	35,876.00	35,875.27	35,875.27	0.73	99.99%
5293000	HS Health & Disab Svc	133.18	132.66	132.66	0.52	99.60%
5294000	HS Policy Council	0.69	0.00	0.00	0.69	0.00%
5295000	HS Nutrition Service	0.40	0.00	0.00	0.40	0.00%
5296000	HS Parent Service	4,981.43	4,980.72	4,980.72	0.71	99.98%
5309000	Travel-In Region	632.68	632.18	632.18	0.50	99.92%
5310000	Travel-Out of Region	0.32	0.00	0.00	0.32	0.00%
5351000	Fuel	1,100.75	1,040.11	1,040.11	60.64	94.49%
5361000	Vehicle Maintenance	571.75	539.21	539.21	32.54	94.30%
5413000	HS Site Rent	80,349.15	80,348.83	80,348.83	0.32	99.99%
5433000	HS Site Center Utilities	91,395.59	89,395.16	89,395.16	2,000.43	97.81%
5451000	Facility Allocation	71,129.98	50,722.79	50,722.79	20,407.19	71.31%
5453000	HS Site Center Bldg Maint	104,551.90	83,540.19	83,540.19	21,011.71	79.90%

CVCOG
Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25
From 6/1/2024 Through 5/31/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variz	Percent Total Budget
5506000	Janitorial and Facility Supplies	15,624.61	0.00	0.00	15,624.61	0.00%
5509000	HS Delegate Supplies	23,949.58	0.00	0.00	23,949.58	0.00%
5510000	Supplies	33,871.32	33,552.67	33,552.67	318.65	99.05%
5512000	HS Class Room Supplies	89,871.89	57,478.58	57,478.58	32,393.31	63.95%
5514000	HS Medical Supplies	6,491.42	3,001.09	3,001.09	3,490.33	46.23%
5515000	HS Disability Supplies	3,160.56	650.79	650.79	2,509.77	20.59%
5518000	HS Diapers and Wipes	11,191.06	7,372.12	7,372.12	3,818.94	65.87%
5622000	Internal Computer/Software	98,823.64	51,810.89	51,810.89	47,012.75	52.42%
5632000	Copier	28,874.03	28,427.55	28,427.55	446.48	98.45%
5711000	Insurance	8,617.60	5,360.18	5,360.18	3,257.42	62.20%
5721000	Printing	1,530.70	0.00	0.00	1,530.70	0.00%
5722000	Ads & Promotions	1,913.61	360.33	360.33	1,553.28	18.82%
5734000	HS Capital Playground	521,620.00	0.00	0.00	521,620.00	0.00%
5753000	Dues and fees	2,449.36	2,379.64	2,379.64	69.72	97.15%
5760000	HS Site Center Communications	20,611.54	19,777.49	19,777.49	834.05	95.95%
5762000	Postage/freight	1,148.71	559.35	559.35	589.36	48.69%
5791000	Other	2,336.89	0.00	0.00	2,336.89	0.00%
5796000	Safety	1,606.63	1,229.68	1,229.68	376.95	76.53%
Total 400	Head Start CAN NO 9-G064122	(5,471,847.89)	(4,766,031.99)	(4,766,031.99)	705,815.90	87.10%
401	Early Head Start CAN NO 9-G064122					
5110000	General Wages	1,326,585.89	1,326,585.41	1,326,585.41	0.48	99.99%
5119000	Holiday Work Time	541.11	540.82	540.82	0.29	99.94%
5150000	Vacation Time Allocation	5,733.79	5,733.05	5,733.05	0.74	99.98%
5151000	Medicare Tax	18,376.17	18,375.41	18,375.41	0.76	99.99%
5172000	Workers Comp Insurance	16,942.87	16,942.33	16,942.33	0.54	99.99%
5173000	SUTA	4,810.74	4,810.02	4,810.02	0.72	99.98%
5174000	Health Insurance Benefit	400,822.69	400,822.35	400,822.35	0.34	99.99%
5175000	Dental Insurance Benefit	14,126.18	14,125.61	14,125.61	0.57	99.99%
5176000	Life Insurance Benefit	10,049.00	10,048.90	10,048.90	0.10	99.99%
5177000	HSA Insurance Benefit	3,263.35	3,262.57	3,262.57	0.78	99.97%
5181000	Retirement	145,984.22	145,983.52	145,983.52	0.70	99.99%
5199000	Indirect Allocation	139,275.00	140,200.53	140,200.53	(925.53)	100.66%
5200000	Employee Health and Welfare	0.58	0.00	0.00	0.58	0.00%
5206000	HR Service Center	23,004.44	23,004.05	23,004.05	0.39	99.99%
5207000	Procurement Service Center	9,485.01	9,484.21	9,484.21	0.80	99.99%
5208000	Information Technology Service Center	23,123.96	23,123.67	23,123.67	0.29	99.99%

CVCOG

Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25

From 6/1/2024 Through 5/31/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variz	Percent Total Budget
5291000	Contract Services	11,629.85	8,429.09	8,429.09	3,200.76	72.47%
5293000	HS Health & Disab Svc	46.85	46.85	46.85	0.00	100.00%
5294000	HS Policy Council	11.01	0.00	0.00	11.01	0.00%
5295000	HS Nutrition Service	42.23	0.00	0.00	42.23	0.00%
5296000	HS Parent Service	1,192.25	545.27	545.27	646.98	45.73%
5309000	Travel-In Region	88.03	14.34	14.34	73.69	16.28%
5310000	Travel-Out of Region	41.52	0.00	0.00	41.52	0.00%
5351000	Fuel	57.34	49.81	49.81	7.53	86.86%
5413000	HS Site Rent	31,111.09	27,530.17	27,530.17	3,580.92	88.48%
5433000	HS Site Center Utilities	29,350.96	19,690.32	19,690.32	9,660.64	67.08%
5451000	Facility Allocation	8,451.55	7,297.79	7,297.79	1,153.76	86.34%
5453000	HS Site Center Bldg Maint	31,600.55	21,219.56	21,219.56	10,380.99	67.14%
5506000	Janitorial and Facility Supplies	52.80	0.00	0.00	52.80	0.00%
5510000	Supplies	11,544.01	9,701.00	9,701.00	1,843.01	84.03%
5512000	HS Class Room Supplies	22,550.52	21,413.94	21,413.94	1,136.58	94.95%
5514000	HS Medical Supplies	680.91	679.52	679.52	1.39	99.79%
5515000	HS Disability Supplies	247.20	81.70	81.70	165.50	33.05%
5518000	HS Diapers and Wipes	3,440.48	3,343.51	3,343.51	96.97	97.18%
5622000	Internal Computer/Software	16,950.24	12,847.81	12,847.81	4,102.43	75.79%
5632000	Copier	7,165.28	5,118.03	5,118.03	2,047.25	71.42%
5711000	Insurance	1,615.20	633.97	633.97	981.23	39.25%
5721000	Printing	1,625.53	677.23	677.23	948.30	41.66%
5722000	Ads & Promotions	606.64	4.70	4.70	601.94	0.77%
5753000	Dues and fees	763.17	217.81	217.81	545.36	28.54%
5760000	HS Site Center Communications	5,249.33	3,478.53	3,478.53	1,770.80	66.26%
5762000	Postage/freight	664.42	0.00	0.00	664.42	0.00%
5796000	Safety	1,041.39	236.60	236.60	804.79	22.71%
Total 401	Early Head Start CAN NO 9-G064122	(2,329,945.35)	(2,286,300.00)	(2,286,300.00)	43,645.35	98.13%
402	Head Start T&TA CAN NO 9-G064120					
5308000	Head Start T & T A	56,824.00	56,272.04	56,272.04	551.96	99.02%
Total 402	Head Start T&TA CAN NO 9-G064120	(56,824.00)	(56,272.04)	(56,272.04)	551.96	99.03%
403	Early Head Start T&TA CAN NO 9-G064121					
5308000	Head Start T & T A	28,858.00	19,172.96	19,172.96	9,685.04	66.43%
Total 403	Early Head Start T&TA CAN NO 9-G064121	(28,858.00)	(19,172.96)	(19,172.96)	9,685.04	66.44%

CVCOG

Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25
From 6/1/2024 Through 5/31/2025

407	Head Start Nutrition					
5295000	HS Nutrition Service	200.00	120.16	120.16	79.84	60.08%
5513000	HS Food Serv Sup	17,401.76	17,401.76	17,401.76	0.00	100.00%
Total 407	Head Start Nutrition	(17,601.76)	(17,521.92)	(17,521.92)	79.84	99.55%
409	Head Start InKind					
6791000	InKind Other	1,853,365.00	1,483,348.00	1,483,348.00	370,017.00	80.03%
Total 409	Head Start InKind	(1,853,365.00)	(1,483,348.00)	(1,483,348.00)	370,017.00	80.04%
997	Non Project					
5200000	Employee Health and Welfare	4,099.20	2,878.35	2,878.35	1,220.85	70.21%
5510000	Supplies	251.92	163.71	163.71	88.21	64.98%
5512000	HS Class Room Supplies	4,829.99	4,829.99	4,829.99	0.00	100.00%
5753000	Dues and fees	20.00	17.34	17.34	2.66	86.70%
Total 997	Non Project	(9,201.11)	(7,889.39)	(7,889.39)	1,311.72	85.74%
Total Expenditures		(9,767,643.11)	(8,636,536.30)	(8,636,536.30)	88.42%	

CVCOG

Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25
From 6/1/2024 Through 5/31/2025

Head Start (Project 400, 402)	(7,801,793.24)	(7,052,331.99)	(7,052,331.99)	90.39%
Early Head Start (Project 401, 403)	(2,358,803.35)	(2,305,472.96)	19,177.66	97.74%
CACFP (Project 407)	(17,601.76)	(17,521.92)	(17,521.92)	99.55%
Total Federal	(10,178,198.35)	(9,375,326.87)	(7,050,676.25)	92.11%
Total Non-Federal, includes any Local Funds	(1,862,566.11)	(1,491,237.39)	(1,491,237.39)	80.06%
Grand Total Head Start Expenditures	(12,040,764.46)	(10,866,564.26)	(8,541,913.64)	90.25%
Non-Federal Percentage of Total Expenditur	13.72%	match of 20%		
Head Start Admin Expenditures	709,228.21			
Administrative Indirect Expenditures	400,382.16			
Total Administrative Costs	1,109,610.37			
Administrative Percentage of Approved Bud	10.21%	max of 15%		

Agenda Item 7



CVCOG

Summary Budget Comparison - DIR-Grant H08, CACFP Head Start Nutrition 24-25

From 10/1/2024 Through 5/31/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
H08	Grant H08, CACFP Head Start Nutrition FY 24-25					
004	Revenue					
4221000	CACFP Nutrition CFDA 10.558	769,173.60	439,542.07	439,542.07	(329,631.53)	57.14%
Total 004	Revenue	769,173.60	439,542.07	439,542.07	(329,631.53)	57.14%
407	Head Start Nutrition					
5110000	General Wages	89,114.62	40,142.01	40,142.01	48,972.61	45.04%
5151000	Medicare Tax	1,292.00	504.02	504.02	787.98	39.01%
5172000	Workers Comp Insurance	3,433.00	2,025.65	2,025.65	1,407.35	59.00%
5173000	SUTA	281.00	280.38	280.38	0.62	99.77%
5174000	Health Insurance Benefit	35,448.00	10,688.58	10,688.58	24,759.42	30.15%
5175000	Dental Insurance Benefit	1,462.00	374.71	374.71	1,087.29	25.62%
5176000	Life Insurance Benefit	706.00	186.64	186.64	519.36	26.43%
5177000	HSA Insurance Benefit	3,868.00	70.84	70.84	3,797.16	1.83%
5181000	Retirement	9,912.00	4,415.65	4,415.65	5,496.35	44.54%
5199000	Indirect Allocation	5,025.00	4,225.63	4,225.63	799.37	84.09%
5291000	Contract Services	35,000.00	150.00	150.00	34,850.00	0.42%
5295000	HS Nutrition Service	482,431.98	287,845.35	287,845.35	194,586.63	59.66%
5513000	HS Food Serv Sup	101,000.00	64,673.20	64,673.20	36,326.80	64.03%
5761000	Communications	200.00	0.00	0.00	200.00	0.00%
Total 407	Head Start Nutrition	(769,173.60)	(415,582.66)	(415,582.66)	353,590.94	54.03%
Report Difference		0.00	23,959.41	23,959.41	23,959.41	100.00%

Agenda Item 8



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

Head Start Transactions	May, 2025
Citibank P-Card	20,625.63
Dean's Dairy	4,493.34
First Financial Credit Card	323.28
Lowes Pay and Save	768.91
Sysco Food Services	40,802.75
West Texas Fire Extinguisher	30,606.76
	<u>\$ 97,620.67</u>

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 5/1/2025 Through 5/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5200000	Employee Health and Welfare	5/6/2025	003904	Head Start purchase of decorations and ribbon for teacher appreciation CB HS	89.68
5200000	Employee Health and Welfare	5/6/2025	033743	Head Start purchase of teacher appreciation gift cards CB HS	680.00
5200000	Employee Health and Welfare	5/6/2025	063228	Head Start purchase of teacher appreciation gift cards CB HS	80.00
5200000	Employee Health and Welfare	5/7/2025	015068	Head Start credit for returned decorations for teacher appreciation CB HS	(20.93)
5296000	HS Parent Service	5/6/2025	032575	Day HS/EHS and Rio Vista HS/EHS purchase of supplies & decorations for HS 60th birthday party CB HS2	34.94
5296000	HS Parent Service	5/7/2025	082550	Head Start purchase of birthday bulletin board decorations CB HS	68.61
5296000	HS Parent Service	5/12/2025	010868	Day HS purchase of snacks and drinks for May parent meeting CB HS	38.92
5296000	HS Parent Service	5/12/2025	096443	Day HS/EHS and Rio Vista HS/EHS purchase of cupcakes for HS 60th birthday party CB HS2	207.35
5308000	Head Start T & T A	5/14/2025	1854959	Day EHS Infant Toddler - CDA initial application fee for B.D. CB HS	425.00
5308000	Head Start T & T A	5/15/2025	1825087	Early Head Start purchase of CDA Course Set: Infant/Toddler Center-Based CB HS	398.00
5308000	Head Start T & T A	5/27/2025	2041174	Head Start purchase of E-courses Responding to Anger & Rage, Handling Upset, & Start Strong (1 yr) & Understanding Trauma Webinar (3 yr) CB HS2	1,749.45
5308000	Head Start T & T A	5/29/2025	16N9780401	Day HS/EHS purchase of ServSafe Manager online course CB HS2	125.00
5308000	Head Start T & T A	5/29/2025	16N9780470	Ozona HS purchase of ServSafe Manager online course CB HS2	125.00

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 5/1/2025 Through 5/31/2025

<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>
5308000	Head Start T & T A	5/29/2025	16N9780571	Head Start purchase of ServSafe Allergens course and exam for managers and food handlers CB HS2	25.00
5308000	Head Start T & T A	5/29/2025	16N9780581	Rio Vista HS/EHS purchase of ServSafe Allergens course and exam for managers and food handlers CB HS2	25.00
5308000	Head Start T & T A	5/29/2025	16N9780594	Rio Vista HS/EHS purchase of ServSafe Allergens course and exam for managers and food handlers CB HS2	25.00
5308000	Head Start T & T A	5/29/2025	16N9780611	Day HS/EHS purchase of ServSafe Allergens course and exam for managers and food handlers CB HS2	25.00
5308000	Head Start T & T A	5/29/2025	16N9780635	Day HS/EHS purchase of ServSafe Allergens course and exam for managers and food handlers CB HS2	25.00
5308000	Head Start T & T A	5/29/2025	16N9780646	Eldorado HS purchase of ServSafe Allergens course and exam for managers and food handlers CB HS2	25.00
5308000	Head Start T & T A	5/29/2025	16N9780659	Ozona HS purchase of ServSafe Allergens course and exam for managers and food handlers CB HS2	25.00
5308000	Head Start T & T A	5/29/2025	16N9780676	Rio Vista HS/EHS purchase of ServSafe Allergens course and exam for managers and food handlers CB HS2	25.00
5308000	Head Start T & T A	5/29/2025	16N9780691	Menard HS/EHS purchase of ServSafe Allergens course and exam for managers and food handlers CB HS2	25.00
5308000	Head Start T & T A	5/29/2025	16N9781089	Menard HS/EHS purchase of ServSafe Manager online course CB HS2	125.00
5308000	Head Start T & T A	5/29/2025	61960	Head Start purchase of Chef Fundamentals online training course for kitchen staff CB HS2	711.00
5308000	Head Start T & T A	5/29/2025	61963	Rio Vista HS/EHS purchase of ServSafe Manager Certification online course for J.H. CB HS2	189.90

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 5/1/2025 Through 5/31/2025

<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>
5308000	Head Start T & T A	5/30/2025	01010853	Head Start purchase of infant/toddler/preschool online training courses CB HS2	138.00
5308000	Head Start T & T A	5/30/2025	1860268	Early Head Start purchase of CDA Competency Standards Book: Infant and Toddler Edition (10) CB HS2	316.00
5308000	Head Start T & T A	5/30/2025	1860330	Ozona HS CDA renewal fee for E.T. CB HS2	125.00
5351000	Fuel	5/21/2025	092154	Head Start purchase of fuel for program vehicle CB HS2	43.72
5433000	HS Site Center Utilities	4/11/2025	221727-180106 03-25	Day HS/EHS water utility service from 03/11/25 to 04/08/25 (acct# 221727-180106) CBG	193.84
5433000	HS Site Center Utilities	4/30/2025	0691-001359759	Day HS/EHS temporary dumpster service for acct# 3-0691-0024923 from 04/01/25 to 04/10/25, including tax credit from invoice 0691-001353448 CBG2	11.59
5433000	HS Site Center Utilities	4/30/2025	0691-001360405	Rio Vista HS/EHS trash service for acct# 3-0691-2402993 from 05/01/25 to 05/31/25, including waste/recycling overages from 04/02/25 to 04/21/25 CBG	737.22
5433000	HS Site Center Utilities	4/30/2025	0691-001360762	Day HS/EHS trash service for acct# 3-0691-2405694 from 05/01/25 to 05/31/25 CBG	947.94
5433000	HS Site Center Utilities	5/2/2025	221727-179684 04-25	Rio Vista HS/EHS water utility service from 03/28/25 to 04/29/25 (acct# 221727-179684) CBG	648.48
5433000	HS Site Center Utilities	5/8/2025	512876849052	Rio Vista HS/EHS temporary 30-yard dumpster rental and trash service for cleaning before move CBG	438.38
5433000	HS Site Center Utilities	5/19/2025	05-0560-02 04-25	Eden HS water, garbage, and sewer service from 04/17/25 to 05/15/25 CBG	238.43

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 5/1/2025 Through 5/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5433000	HS Site Center Utilities	5/22/2025	514144414052	Rio Vista HS/EHS temporary dumpster service for cleaning before move CBG	80.59
5453000	HS Site Center Bldg Maint	5/1/2025	tg2ryfr3vj90	Professional Commercial Security Monitoring, Fire Alarm Monitoring, and Commercial Security Service Agreement for Day (Invoice I195977) and Rio Vista (Invoice I195921) Head Start sites from 05/01/25 to 05/31/25 CBG	155.00
5453000	HS Site Center Bldg Maint	5/23/2025	61003	Ozona HS purchase of supplies for repairs CB FAC	71.23
5453000	HS Site Center Bldg Maint	5/27/2025	B683322	Ozona HS purchase of paint CB FAC	25.86
5453000	HS Site Center Bldg Maint	5/28/2025	021332	Day HS/EHS purchase of Pediasure and Rio Vista HS purchase of stretch wrap for move CB HS	119.52
5453000	HS Site Center Bldg Maint	5/28/2025	87654	Day HS purchase of 2 56V 7.5AH batteries and 2 56V 550W chargers for blowers CB HS	1,096.00
5510000	Supplies	5/1/2025	047759	Head Start purchase of tray drawers for Admin use CB HS2	45.94
5510000	Supplies	5/2/2025	0938224-0117834	Day HS and Rio Vista HS purchase of birthday decorations, dot markers, crayons, and rubbing plates CBG2	217.72
5510000	Supplies	5/8/2025	9503331-7105836	Rio Vista HS/EHS purchase of 36 rolls packing tape w/ 6 dispensers CBG2	89.70
5510000	Supplies	5/8/2025	WN16916004	Rio Vista HS/EHS purchase of 150 moving boxes CBG	324.90
5510000	Supplies	5/9/2025	033133	Head Start purchase of candy for teacher appreciation CB HS	164.92
5510000	Supplies	5/12/2025	027949	Day HS/EHS purchase of staples for parent board CB HS	7.88
5510000	Supplies	5/14/2025	089367	Rio Vista HS purchase of stretch wrap for packing CB HS2	44.80
5510000	Supplies	5/15/2025	018851	Head Start Admin purchase of office planner, notebook, and pens CB HS2	57.47

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 5/1/2025 Through 5/31/2025

<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	5/19/2025	5183180-8837052	Head Start purchase of file jackets (4 50 packs) CBG2	121.48
5510000	Supplies	5/22/2025	6401675-7973026	Rio Vista HS/EHS purchase of banker boxes and file folder jackets CBG2	237.90
5510000	Supplies	5/23/2025	WG89812094	Rio Vista HS/EHS purchase of 50 small and 200 medium moving boxes CBG	545.00
5510000	Supplies	5/27/2025	76002007	Rio Vista HS/EHS purchase of moving boxes and tape CB HS	109.15
5510000	Supplies	5/27/2025	76054169	Rio Vista HS/EHS purchase of paper packing tape - 20 rolls CBG	139.00
5510000	Supplies	5/27/2025	76067421	Rio Vista HS/EHS purchase of tape dispensers (3) CBG	29.85
5510000	Supplies	5/27/2025	9203002-7441861	Rio Vista HS purchase of charger for HS staff member laptop CBG2	25.99
5510000	Supplies	5/28/2025	0190045-1684262	Rio Vista HS/EHS purchase of outlet covers CBG2	79.90
5510000	Supplies	5/28/2025	1715624-8668245	Rio Vista HS/EHS purchase of highlighters CBG2	40.36
5510000	Supplies	5/28/2025	6009411-8696236	Rio Vista HS/EHS purchase of packaging, invisible, and labeling tape CBG2	172.93
5510000	Supplies	5/28/2025	6103946-6841830	Rio Vista HS/EHS purchase of color labeling system refills CBG2	109.86
5510000	Supplies	5/28/2025	7582576-5492210	Rio Vista HS/EHS purchase of pens, markers, label tape & arrows, pencil sharpener, stapler & staples, binders & rings, laminating sheets, sticky notes, boxes, and pocket sleeves CBG2	880.46
5510000	Supplies	5/28/2025	9548186-5185805	Rio Vista HS/EHS purchase of binder dividers and commercial staplers CBG2	223.18
5510000	Supplies	5/29/2025	7445015-1921045	Rio Vista HS/EHS purchase of classification folders and file jackets CBG2	181.83

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 5/1/2025 Through 5/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5510000	Supplies	5/29/2025	76338689	Rio Vista HS/EHS purchase of 50 small and 140 medium boxes and 20 rolls tape CBG	464.40
5510000	Supplies	5/30/2025	5023144-8682617	Day Head Start Center Banker boxes for 2024-2025 file storage CBG2	44.98
5512000	HS Class Room Supplies	5/2/2025	5775469-7794636	Day HS purchase of 120 pull down projection screen CBG2	104.49
5512000	HS Class Room Supplies	5/20/2025	1000527360	Early Head Start purchase of fluoride free tooth paste (2 cases) CBG2	391.84
5512000	HS Class Room Supplies	5/21/2025	1000527360 CM	Early Head Start credit for tax and discount on fluoride free toothpaste CBG 2	(76.52)
5514000	HS Medical Supplies	5/20/2025	3978278-1853024	Head Start purchase of alcohol pads CBG2	119.40
5514000	HS Medical Supplies	5/20/2025	3978278-185302...	Head Start purchase of adhesive bandages and stickers CBG2	187.11
5518000	HS Diapers and Wipes	5/1/2025	10292081814	Rio Vista EHS purchase of size 3 diapers (5 boxes) CBG2	231.90
5518000	HS Diapers and Wipes	5/5/2025	10293725939	Menard HS/EHS purchase of assorted size diapers and wipes CBG2	345.08
5518000	HS Diapers and Wipes	5/21/2025	10299725228	Day HS/EHS purchase of assorted size diapers and wipes CBG	820.60
5753000	Dues and fees	5/27/2025	ED-SFMO 05-25	Eden Head Start site fire safety inspection CB HS	104.30
5753000	Dues and fees	5/27/2025	EL-SFMO 05-25	Eldorado Head Start site fire safety inspection CB HS	104.30
5753000	Dues and fees	5/27/2025	MN-SFMO 05-25	Menard Head Start site fire safety inspection CB HS	104.30
5753000	Dues and fees	5/27/2025	OZ-SFMO 05-25	Ozona Head Start site fire safety inspection CB HS	104.30
5760000	HS Site Center Communications	4/8/2025	0708195 04-25	Head Start rural phone/internet service from 04/08/25 to 05/07/25 CBG	448.84
5760000	HS Site Center Communications	5/11/2025	07710150890010 05-25	Day HS/EHS phone service for acct# 07710-150890-01-0 from 04/25/25 to 05/24/25 CBG	264.10

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 5/1/2025 Through 5/31/2025

<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	5/12/2025	43971-90 05-25	Eldorado HS, Menard HS/EHS, and Ozona HS internet service for acct# ACC-3331567-37502-10 from 05/12/25 to 06/12/25 CBG2	195.00
5760000	HS Site Center Communications	5/17/2025	07710150887017 05-25	Rio Vista HS/EHS internet/phone service for acct# 07710-150887-01-7 from 05/01/25 to 05/31/25 CBG	164.06
5796000	Safety	5/5/2025	UZX61S2YS	Daycare licensing (fingerprinting) for prospective Head Start employee S.B. (Day HS/EHS and Rio Vista HS/EHS) CB HR	39.31
					<hr/> 18,650.73
Total H07 - HHS-ACF Grant H07, Head Start FY 24-25					<hr/> 18,650.73

CVCOG
Vendor Activity - Head Start Citibank P-Card
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 5/1/2025 Through 5/31/2025

<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	5/1/2025	051124	Day HS purchase of Pediasure CB HS2	59.28
5295000	HS Nutrition Service	5/9/2025	5445664-3376240	Day EHS purchase of plant based (4) and hypoallergenic (6) baby formula CBG2	378.02
5295000	HS Nutrition Service	5/13/2025	016580	Rio Vista HS/EHS purchase of plant based milk CB HS	6.22
5295000	HS Nutrition Service	5/19/2025	67887281	Day EHS purchase of formula (3 Enfamil Optimum 20.5 oz.) CBG2	140.61
5295000	HS Nutrition Service	5/19/2025	7449060-3189823	Day EHS purchase of gelmix infant thickener CBG2	47.90
5295000	HS Nutrition Service	5/20/2025	4449252-5036262	Day EHS purchase of gelmix infant thickener for rm 23 CBG2	71.85
5295000	HS Nutrition Service	5/22/2025	004921	Rio Vista EHS purchase of soy milk CB HS	8.24
5295000	HS Nutrition Service	5/22/2025	038672	Day EHS purchase of oat milk CB HS	6.76
5295000	HS Nutrition Service	5/28/2025	021332	Day HS/EHS purchase of Pediasure and Rio Vista HS purchase of stretch wrap for move CB HS	59.28
5513000	HS Food Serv Sup	5/29/2025	16N9780264	Rio Vista HS/EHS purchase of ServSafe Manager online course and exam for E.Y. CB HS2	179.00
5513000	HS Food Serv Sup	5/29/2025	16N9780295	Eldorado HS purchase of ServSafe Manager online course and exam for J.A. CB HS2	179.00
5513000	HS Food Serv Sup	5/29/2025	16N9780379	Day HS/EHS purchase of ServSafe Manager online course and exam for M.B. CB HS2	179.00
5513000	HS Food Serv Sup	5/29/2025	6594814-3356249	Day HS/EHS and Rio Vista HS/EHS purchase of food service tongs CBG2	98.16
5513000	HS Food Serv Sup	5/29/2025	7584788-9203465	Day HS/EHS, Rio Vista HS/EHS, and Menard EHS purchase of measuring cups and serving spoon sets CBG2	561.58

CVCOG
Vendor Activity - Head Start Citibank P-Card
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 5/1/2025 Through 5/31/2025

<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>
				Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25	1,974.90
	Report Opening/Current Balance				
	Report Transaction Totals				20,625.63
	Report Current Balances				

CVCOG
Vendor Activity - Head Start Deans Dairy Corporate
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 5/1/2025 Through 5/31/2025

<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	5/5/2025	652282695	Day HS/EHS purchase of milk for children - 45 whole 9/CS, 135 1% 9/CS, and 12 2% lactose free 6BX	596.90
5295000	HS Nutrition Service	5/6/2025	650686085	Eden HS purchase of milk for children - 11 1% 9/CS	33.26
5295000	HS Nutrition Service	5/6/2025	652084950	Rio Vista HS/EHS purchase of milk for children - 36 whole 9/CS, 150 1% 9/CS, and 24 1% lactose free 6BX	670.23
5295000	HS Nutrition Service	5/7/2025	650686093	Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 20 1% 9/CS	69.43
5295000	HS Nutrition Service	5/7/2025	650686097	Eldorado HS purchase of milk for children - 10 1% 9/CS	30.24
5295000	HS Nutrition Service	5/7/2025	652282379	Ozona HS purchase of milk for children - 18 1% 9/CS	54.42
5295000	HS Nutrition Service	5/12/2025	652282696	Day HS/EHS purchase of milk for children - 45 whole 9/CS, 162 1% 9/CS, and 18 2% lactose free 6BX	705.71
5295000	HS Nutrition Service	5/13/2025	650686475	Eden HS purchase of milk for children - 13 1% 9/CS	39.31
5295000	HS Nutrition Service	5/13/2025	652085245	Rio Vista HS/EHS purchase of milk for children - 18 whole 9/CS, 162 1% 9/CS, and 24 1% lactose free 6BX	652.76
5295000	HS Nutrition Service	5/14/2025	650686483	Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 22 1% 9/CS	75.48
5295000	HS Nutrition Service	5/14/2025	650686485	Eldorado HS purchase of milk for children - 12 1% 9/CS	36.28
5295000	HS Nutrition Service	5/14/2025	652282732	Ozona HS purchase of milk for children - 18 1% 9/CS	54.42
5295000	HS Nutrition Service	5/19/2025	652283002	Day HS/EHS purchase of milk for children - 27 whole 9/CS, 108 1% 9/CS, and 6 2% lactose free 6BX	434.34
5295000	HS Nutrition Service	5/20/2025	650686855	Eden HS purchase of milk for children - 9 1% 9/CS	27.21

CVCOG
Vendor Activity - Head Start Deans Dairy Corporate
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 5/1/2025 Through 5/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5295000	HS Nutrition Service	5/20/2025	652085540	Rio Vista HS/EHS purchase of milk for children - 161 1% 9/CS, 6 whole lactose free 6BX, 24 1% lactose free 6BX, and 6 2% lactose free 6 BX	650.03
5295000	HS Nutrition Service	5/22/2025	650686885	Menard HS/EHS purchase of milk for children - 2 whole 9/CS and 10 1% 9/CS	36.21
5295000	HS Nutrition Service	5/23/2025	652085867	Rio Vista HS/EHS purchase of milk for children - 27 whole 9/CS	80.62
5295000	HS Nutrition Service	5/27/2025	650687237	Menard EHS purchase of milk for children - 2 whole 9/CS	5.97
5295000	HS Nutrition Service	5/27/2025	652085807	Rio Vista HS/EHS purchase of milk for children - 18 whole 9/CS and 44 1% 9/CS	186.78
5295000	HS Nutrition Service	5/27/2025	652283730	Day EHS purchase of milk for children - 9 whole 9/CS	26.87
5295000	HS Nutrition Service	5/27/2025	652283732	Day EHS purchase of milk for children - 6 whole lactose free 6BX	26.87
					<hr/>
					4,493.34
					<hr/>
					Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
					<hr/>
Report Opening/Current Balance					
					<hr/>
Report Transaction Totals					4,493.34
					<hr/>
Report Current Balances					<hr/>
					<hr/>

CVCOG
Vendor Activity - Head Start First Financial Credit Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 5/1/2025 Through 5/31/2025

<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>
5308000	Head Start T & T A	5/2/2025	50689	Hotel stay to attend TXHSA Leadership Summit May 1-2, 2025 for C.R. CR FF	207.54
5308000	Head Start T & T A	5/2/2025	50689-1	Hotel garage vehicle parking for TXHSA Leadership Summit May 1-2, 2025 for C.R. CR FF	74.69
5351000	Fuel	5/1/2025	2671	Head Start purchase of fuel for program vehicle CM FF	41.05
					<hr/>
					323.28
					<hr/>
					Total H07 - HHS-ACF Grant H07, Head Start FY 24-25
					323.28
					<hr/>
Report Opening/Current Balance					
					<hr/>
Report Transaction Totals					323.28
					<hr/>
Report Current Balances					<hr/>
					<hr/>

CVCOG
Vendor Activity - Head Start Lowes Pay and Save
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 5/1/2025 Through 5/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5295000	HS Nutrition Service	4/9/2025	250409-207-1-1-24	Eldorado HS purchase of nutrition items	27.63
5295000	HS Nutrition Service	4/16/2025	250416-207-1-1-27	Eldorado HS purchase of nutrition items	11.20
5295000	HS Nutrition Service	4/21/2025	250421-168-1-1-29	Eldorado HS purchase of nutrition items	17.65
5295000	HS Nutrition Service	4/22/2025	250422-239-1-1-16	Ozona HS purchase of nutrition items	87.66
5295000	HS Nutrition Service	4/28/2025	250428-239-3-3-26	Ozona HS purchase of nutrition items	139.83
5295000	HS Nutrition Service	4/29/2025	250429-120-1-1-41	Eldorado HS purchase of nutrition items	13.48
5295000	HS Nutrition Service	5/1/2025	250501-428-1-1-42	Menard HS/EHS purchase of nutrition items	16.10
5295000	HS Nutrition Service	5/2/2025	250502-239-3-3-9	Ozona HS purchase of nutrition items	4.73
5295000	HS Nutrition Service	5/5/2025	250505-206-2-2-34	Eden HS purchase of nutrition items	57.22
5295000	HS Nutrition Service	5/5/2025	250505-239-3-3-27	Ozona HS purchase of nutrition items	139.95
5295000	HS Nutrition Service	5/7/2025	250507-239-3-3-17	Ozona HS purchase of nutrition items	10.15
5295000	HS Nutrition Service	5/8/2025	250508-206-2-2-18	Eden HS purchase of nutrition items	17.34
5295000	HS Nutrition Service	5/9/2025	250509-169-2-2-62	Ozona HS purchase of nutrition items	138.18
5295000	HS Nutrition Service	5/12/2025	250512-206-2-2-54	Eden HS purchase of nutrition items	32.93
5295000	HS Nutrition Service	5/12/2025	250512-206-2-2-56	Eden HS purchase of nutrition items	11.96
5295000	HS Nutrition Service	5/19/2025	250519-206-2-2-16	Eden HS purchase of nutrition items	42.90
					<hr/>
					768.91
					<hr/>
					Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
					768.91
					<hr/>
Report Opening/Current Balance					
					<hr/>
Report Transaction Totals					768.91
					<hr/>
Report Current Balances					<hr/>
					<hr/>

CVCOG
Vendor Activity - Head Start Sysco
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 5/1/2025 Through 5/31/2025

<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	4/19/2025	378094870	Day HS/EHS credit - Customer Incentive Program	(34.61)
5295000	HS Nutrition Service	4/19/2025	378094872	Rio Vista HS/EHS credit - Customer Incentive Program	(29.40)
5295000	HS Nutrition Service	4/19/2025	378094893	Eldorado HS credit - Customer Incentive Program	(1.73)
5295000	HS Nutrition Service	4/19/2025	378094894	Menard HS/EHS credit - Customer Incentive Program	(2.07)
5295000	HS Nutrition Service	4/19/2025	378094895	Ozona HS credit - Customer Incentive Program	(3.58)
5295000	HS Nutrition Service	5/1/2025	378104738	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	494.66
5295000	HS Nutrition Service	5/1/2025	378104764	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,767.37
5295000	HS Nutrition Service	5/3/2025	378106348	Menard HS/EHS credit for canned pineapple short on truck	(44.75)
5295000	HS Nutrition Service	5/6/2025	378107981	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	3,682.84
5295000	HS Nutrition Service	5/8/2025	378109464	Menard HS/EHS purchase of nutrition items for children	305.59
5295000	HS Nutrition Service	5/8/2025	378109522	Day HS/EHS purchase of nutrition items for children and kitchen supplies	4,096.28
5295000	HS Nutrition Service	5/13/2025	378112590	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	3,917.61
5295000	HS Nutrition Service	5/15/2025	378114099	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,875.53
5295000	HS Nutrition Service	5/20/2025	378117147	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	2,973.18
5295000	HS Nutrition Service	5/22/2025	378118341	Day HS/EHS purchase of nutrition items for children and kitchen supplies	1,582.75
5295000	HS Nutrition Service	5/27/2025	378121106	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	820.37
5295000	HS Nutrition Service	5/29/2025	378122203	Day HS/EHS purchase of nutrition items for children and kitchen supplies	1,083.20

CVCOG
Vendor Activity - Head Start Sysco
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 5/1/2025 Through 5/31/2025

<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	5/30/2025	378122611	Day HS/EHS purchase of nutrition items-cereal	86.58
5513000	HS Food Serv Sup	5/1/2025	378104738	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	105.07
5513000	HS Food Serv Sup	5/1/2025	378104764	Day HS/EHS purchase of nutrition items for children and kitchen supplies	829.05
5513000	HS Food Serv Sup	5/6/2025	378107981	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	730.49
5513000	HS Food Serv Sup	5/7/2025	378109116	Rio Vista HS/EHS credit for wiper towels damaged on truck	(42.14)
5513000	HS Food Serv Sup	5/8/2025	378109522	Day HS/EHS purchase of nutrition items for children and kitchen supplies	430.39
5513000	HS Food Serv Sup	5/13/2025	378112590	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	375.59
5513000	HS Food Serv Sup	5/15/2025	378114099	Day HS/EHS purchase of nutrition items for children and kitchen supplies	483.63
5513000	HS Food Serv Sup	5/17/2025	378115691	Day HS/EHS purchase of kitchen supplies	36.06
5513000	HS Food Serv Sup	5/20/2025	378117147	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	433.00
5513000	HS Food Serv Sup	5/22/2025	378118341	Day HS/EHS purchase of nutrition items for children and kitchen supplies	140.59
5513000	HS Food Serv Sup	5/24/2025	378120516	Rio Vista HS/EHS purchase of kitchen supplies	1.54
5513000	HS Food Serv Sup	5/27/2025	378121106	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	299.49
5513000	HS Food Serv Sup	5/29/2025	378122203	Day HS/EHS purchase of nutrition items for children and kitchen supplies	214.18
					<hr/>
					30,606.76
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Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25					30,606.76
					<hr/>

CVCOG
Vendor Activity - Head Start Sysco
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 5/1/2025 Through 5/31/2025

<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					<u>30,606.76</u>
Report Current Balances					<u><u> </u></u>

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 5/1/2025 Through 5/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5453000	HS Site Center Bldg Maint	5/28/2025	318188	Annual fire extinguisher inspection for Eden Head Start Center	25.50
5510000	Supplies	5/6/2025	316476	Ozona HS purchase of disinfectant and multi-purpose cleaners, paper towels, and trash can liners	207.99
5510000	Supplies	5/7/2025	316924	Rio Vista HS/EHS purchase of reusable & paper towels, glass cleaner, laundry & dish detergents, and disinfectant	199.53
5510000	Supplies	5/14/2025	317428	Rio Vista HS/EHS purchase of trash can liners, toilet tissue, and dish detergent	98.04
5510000	Supplies	5/21/2025	317793	Day EHS purchase of disinfecting wipes & cleaners, nitrile gloves, trash can liners, paper & reusable towels, and toilet tissue	798.05
5512000	HS Class Room Supplies	5/7/2025	316924	Rio Vista HS/EHS purchase of reusable & paper towels, glass cleaner, laundry & dish detergents, and disinfectant	199.53
5512000	HS Class Room Supplies	5/9/2025	317197	Day HS/EHS purchase of broom, dust pan, and nitrile gloves	229.08
5512000	HS Class Room Supplies	5/12/2025	316056-01	Day HS/EHS purchase of shop rags - 10 boxes	180.00
5512000	HS Class Room Supplies	5/14/2025	317428	Rio Vista HS/EHS purchase of trash can liners, toilet tissue, and dish detergent	98.05
					<hr/> 2,035.77
Total H07 - HHS-ACF Grant H07, Head Start FY 24-25					<hr/> 2,035.77

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 5/1/2025 Through 5/31/2025

<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	5/7/2025	316924	Rio Vista HS/EHS purchase of reusable & paper towels, glass cleaner, laundry & dish detergents, and disinfectant	39.57
5513000	HS Food Serv Sup	5/8/2025	317093	Day HS/EHS purchase of eyewash bottle for kitchen	21.82
5513000	HS Food Serv Sup	5/9/2025	317197	Day HS/EHS purchase of broom, dust pan, and nitrile gloves	29.28
5513000	HS Food Serv Sup	5/12/2025	316924-01	Rio Vista HS/EHS purchase of degreaser	32.91
5513000	HS Food Serv Sup	5/14/2025	317501	Rio Vista HS/EHS credit for returned dish detergent	(28.96)
				Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25	94.62
Report Opening/Current Balance					
Report Transaction Totals					2,130.39
Report Current Balances					

Agenda Item 9





REFERENCE		1301 Program Governance		
APPROVAL/EFFECTIVE		July 10 th , 2024 / July 10, 2024/ July 9 th 2025		Pages: 1
SUBJECT	Training	STANDARD	1301.5	

Training

- The Head Start director, FAMCO Manager, and other appropriate trainers will provide training to Policy Council, Community Representatives, and CVCOG Executive Committee members. Our current training for Executive Committee and Policy Council follows our program **Policy Council By-Laws** and will occur within the required 180 days of the beginning of the new term and follow the outline below. Training methods can vary from instructor led, online training, mentoring, and or workshops.
- Executive Committee members will be training every two years or within the 180-day requirement upon entrance into the committee. They will receive training in these key areas to effectively oversee the program: program overview, roles and responsibilities, Head Start Performance Standards, fiscal responsibility and budget oversight, data and program outcomes, selection criteria, monitoring/risk management, and mandated reporting. Additional training will be provided as needed.
- All new Policy Council members training will occur yearly within the required 180 days of the beginning of the term. Current re-elected members are required to attending training every other year. They will receive training in these key areas to effectively oversee the program: governance overview, Head Start Performance Standards, roles and responsibilities, fiscal and budget oversight, monitoring/continuous improvement, and mandated reporting. Additional training will be provided as needed.
- All PC and EC members will sign the **Policy Council Standards of Conduct** form beginning their service presenting and training members on confidentiality, professional, and standard codes of conduct. FAMCO Manager will track all paperwork completion and member terms.



REFERENCE		1302 Subpart E Family and Community Engagement Program Services	
APPROVAL/EFFECTIVE		July 10 th , 2024 / July 10 th , 2024/ July 9 th 2025 /July 9 th 2025	Pages: 1
SUBJECT	Family Engagement	STANDARD	1302.50

Family Engagement Approach

Parents as Children's Primary Teachers

- Teaching staff will provide homework activities for parents to lead at home learning that correlates with classroom curriculum.
- The **Family Engagement Approach** is a comprehensive plan developed by the FAMCO Manager to foster meaningful connections between families and the Head Start program. This plan outlines strategies and activities that promote family well-being, strengthen parent-child relationships, and support ongoing learning and development at home and in the classroom throughout the school year. Teachers will implement this approach in their classroom throughout the year and will receive training on the **Family Engagement Approach** during In-Service and On-boarding.
- Teaching staff will share child portfolios and assessment reports with parents to engage, inform, and strengthen parental abilities to measure their child's learning and developmental progress.
- Parents are asked to volunteer at the sites on the **Parent Education/Volunteer Survey** and share cultural enrichment traditions, languages, and stories with classrooms to promote cultural responsiveness, and empower parents to play active roles in their child's education.

Relationships with Parents

- Staff will approach families with respect, care, and lay aside personal opinions, feelings and or differences.
- Open-door policy is practiced by emphasizing transparency, accessibility, and inclusivity.
- Parent Education/Volunteer Survey** completed during enrollment opens the door for us to work side by side and server together with our families to inspire trust by fostering respect, understanding, empathy, inclusivity, and build lasting relationships with our Head Starts.

Initial Family Partnership Agreement

- Family Service Workers (FSW) will invite all families entering the program from June 1st to April 15th to participate in the Family Partnership Agreement. Families entering after April 1st will have a **Family Needs Assessment** completed.

Parent Opportunities to Participate

- FSWs will encourage parents to fill out the **Parent Education/Volunteer Survey** at enrollment which discusses and promotes program volunteer opportunities. Parents that consistently volunteer more than 8 hours weekly must fill out a **Volunteer Packet** provided in the Head Start office or FSW office.
- All FSWs and teachers will continuously promote parent participation by monthly newsletters, calendars, flyers, and sticker reminders. Current job openings will be posted on site boards, in site



newsletters, and in the **Director's Report** monthly. All current Head Start parents will receive preference for employment vacancies for which they are qualified.

Preferred Language and Safe Environments

- Interpreters will be provided, if possible, or other communication tools will be used for all non-English speaking families. Materials will be translated into the family's native language, when applicable.
- An area will be provided for any or all communications with families. Families may choose an alternate location if desired.

Procedures for sharing information:

- Follow Standards and Implementations – 1303 Subpart C – Protections for the Privacy of Child Record



REFERENCE		1302 Subpart E Family and Community Engagement Program Services		
APPROVAL/EFFECTIVE		July 10 th , 2024 / July 10, 2024/ July 9 th 2025/July 9 th 2025		Pages: 1-2
SUBJECT	Family Partnership Services/Process	STANDARD	1302.52	

Family Partnership Process

- Family Partnership Agreement will begin in September/October. Family Service Worker (FSW) will schedule a meeting with families at their selected locations. Family Partnership Agreements will be conducted within 60 days of the students first day of attendance.
- FSW will invite families entering the program during the school calendar year prior to April 30th to participate in the Family Partnership Agreement. Families entering after April 30th will have a **Family Needs Assessment** completed so services can be provided if needed and family will begin the full Family Partnership Process the next calendar school year. Early Head Start dates will vary due to full time status. Please consult FAMCO Manager for time schedules.
- The Family Partnership Agreement will include the following tasks: **Family Needs Assessment, IFPA-Goal Setting and Follow-up, Family Skills Inventory, and, Internal/External Referrals**. Staff will join in the process together with families to help them achieve individualized family established goals.

Individualize Family Partnership Completion

- All forms/processes below are part of the Family Partnership Process. Families without access to technology will be provided with the necessary tools to complete forms, or they may choose to complete them on paper
 - **Needs Assessment** -Identification of family strengths and needs based off of Head Start Family and Community Engagement Framework. Complete on paper, enter into GoEngage, and scan into GoEngage.
 - **IFPA Goal Setting and Follow up**- Establish goals review individual progress, revise goals, evaluate and track whether identified needs and goals are met, and adjust strategies on an ongoing basis, as necessary. Completed in and document with signatures in GoEngage.
 - **Family Skills Inventory** – Identifies interests, goals, strengths, and aspirations of the family. Complete on paper and scan into GoEngage.
 - **Internal/External Referrals** – An outreach of services from within our organization and with community partner, based on urgency and intensity of identified family needs and goals. Complete in GoEngage and document with signatures.
- FAMCO Manger will access GoEngage to confirm completion of all Family Partnership Agreements and analyze aggravated data throughout the year.



REFERENCE		1302 Subpart E Family and Community Engagement Program Services	
APPROVAL/EFFECTIVE		July 10 th , 2024 / July 10, 2024/ July 9 th 2025/July 9 th 2025	Page: 1
SUBJECT	Community Partnerships and Coordination	STANDARD	1302.53

Community Partnerships

- Site Supervisor/ Family Service Workers (FSW) will establish 5-year and 1-year **Memorandum of Understanding (MOU)** agreements and partnerships with community agencies and organizations yearly and every new grant period.
- Site Supervisors / FSWs will conduct annual follow-ups with all organizations, checking on services and new programs offered, while recording data on the **MOU Tracking Update Form**.
- Training will be provided annually for the current year's expectations by the FAMCO Manager.
- **FAMCO Manager will upload all new Memorandum of Understandings and MOU Tracking Update Forms yearly into GoEngage for program access.**
- We will establish necessary collaborative relationships and partnerships with the following community organizations:
 - ✓ Health care provider, mental health providers, Medicaid managed care networks, dentists, other health professionals, nutritional service providers, and substance abuse treatment providers.
 - ✓ Agencies that provide services to children with disabilities and their families, elementary schools, state preschool providers, and providers of childcare services.
 - ✓ Family preservation and support services, child protective services and other agencies to which child abuse must be reported.
 - ✓ Educational and cultural intuitions and libraries for both children and families.
 - ✓ TANF nutrition assistance agencies, workforce development and training programs, adult or family literacy, adult education and post-secondary education institutions, and agencies or financial institutions.
 - ✓ Housing assistance agencies and providers.
 - ✓ Domestic violence prevention and support providers.
 - ✓ Organizations or businesses that provide support and resources to families.

Coordination with Other Programs

- We will follow 1303 Subpart C – Protecting the Privacy of Child Records

Education MOU

- Education Manager establishes MOU/Collaborative Partnerships with the Local Education Agency (LEA) in our service area.



REFERENCE	1302 Subpart C Education and Child Development Program Services		
APPROVAL/EFFECTIVE	July 10, 2024/ July 10, 2024, June 23, 2025		Pages: 1-3
SUBJECT	Child screenings and assessments for Head Start	STANDARD	1302.33

Screening

1. Family Service Workers (FSW) inform parents/guardians of the types and purpose of all screenings to be administered during the enrollment process.
2. Parents/guardians give written consent for screenings during the enrollment process.
3. If a parent/guardian does not give consent, FSW will follow the decline of service policy.
4. Concho Valley Council of Governments (CVCOG) Head Start uses the Learning Accomplishment Profile-Diagnostic (LAP-D) developmental screening tool for ages three through five to identify concerns regarding a child's motor, cognitive and language development.
5. All newly enrolled, first-year children will have a developmental screening administered within 45-calendar days of the child's entry into the program. A second- or third-year child may be rescreened if developmental concerns are suspected. (See 1302.45 screening to identify concerns related to behavioral, social and emotional concerns)
6. A letter explaining the program's requirement for administering a developmental screening (LAP-D) and the importance of their child's attendance, will be given to the parents/guardians of the children for whom the teachers will be administering the LAP-D.
7. The LAP-D screening tool provides a systematic method for observing children's functioning in the thirty-to-seventy-two-month range and is designed for children with typical and atypical development. The LAP-D kit contains a standardized set of materials necessary to administer each item.
8. Teaching staff use the appropriate LAP-D scoring sheet for the child's age.
9. Teaching staff will follow the directions outlined in the LAP-D user guide to administer the screening.
10. If the child's total score is greater than the primary cut-off score, circle "P" for pass; no further testing is required.
11. If the child's total score is equal to or less than the primary cut-off score, circle "R" for Rescreen. The child will be rescreened in 4 to 6 weeks. This time will give the child an opportunity to learn new skills.
12. Teaching staff will record the initial score in **GoEngage**. If a rescreen is required, a collaboration note will be sent to the Disability Manager, letting her know the results of the initial LAP-D.
13. If the child fails the rescreening, with parents/guardians' permission, an internal referral will be sent to the Disability Manager. The Disability Manager will initiate an external referral to the local education agency (LEA).
14. All LAP-D scoring sheets will be uploaded into **GoEngage**.
15. If a child is determined eligible for services under the Individuals with Disabilities Education Act (IDEA), the Disability Manager will obtain a copy of the child's Individualized Education Program (IEP). The LEA



will be responsible for implementing the Individuals with Disabilities Education Act (IDEA) and the delivery of services.

16. If a child is determined not eligible for services, the Disability Manager will consult with the representative from the LEA to determine if 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. If the child has a significant delay, in consultation with parents/guardians, the Disability Manager will discuss options for other services and initiate an external referral to the appropriate agency. Such services 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 according to the Rehabilitation Act. If the child satisfies the definition in the Rehabilitation Act, the child will not be excluded from the program.
17. CVCOG Head Start funds may be used for services and support when no other sources of funding are available.
18. Data obtained from the LAP-D screening, observations, assessments and information obtained from parents/guardians will be used to establish goals and plan individual instruction for each child.

Assessment for Individualization

1. CVCOG Head Start uses **Desired Results Developmental Profile (DRDP)** to conduct standardized and structured ongoing developmental assessments three times during the program year.
2. DRDP is correlated to the Head Start Early Learning Outcomes Framework (ELOF). The Texas PreK Guidelines require measurement at the beginning, middle, and end of year in core domains using a commissioner-approved instrument. The DRDP is on Texas's approved list for this purpose and is frequently used by districts.
3. Depending on the child's entry date, some children may receive fewer assessments. The Education Manager will provide teaching staff with an annual schedule indicating assessments required based on the month of the child's entry. (Wave 1 – Fall, Wave 2 – Winter, Wave 3 – Spring)
4. Teaching staff observe children in different settings throughout the day and document using **anecdotal notes/observations**. This data is used to complete developmental assessments for each child.
5. Teaching staff is required to have one anecdotal/observation note for each measure outlined in the DRDP assessment tool for each child.
6. Teaching staff use assessment data, observation notes, and information gathered from parents and guardians – through home visits and parent-teacher conferences - to develop individualized goals that support each child's progress toward school readiness. These goals guide planned activities that are tailored to:
 - individualize instruction for each child
 - small group learning
 - large group experiences
7. Teaching staff analyze assessment data to determine children's areas of strength and weaknesses and to determine progress made toward meeting school readiness goals.



8. Children are assessed in their home language whenever possible. When necessary, program staff will make every effort to identify an individual who speaks and understands the child's language and culture to conduct the assessment. If all reasonable efforts to find such an individual has been exhausted, the screening and assessment may be conducted in English. In these cases, teaching staff will supplement the assessment with additional information, including structured observations over time and input gathered from the family in the child's home language, to accurately evaluate the child's development and progress.
9. If warranted by the assessment data, and with consent from parents/guardians, an internal referral will be sent to the Disability Manager; the Disability Manager will initiate an external referral to the (LEA).
10. Assessment results are shared with parents/guardians during home visits and parent/teacher conferences.
11. Screening data is never used to exclude a child or family from participating in the program.
12. The Education Manager analyzes children's assessment data at least three times a year including subgroups, such as dual language learners and children with disabilities, and shares data with the Executive Committee, Policy Council and teaching staff. This data is used to establish program goals and for continuous program improvement.



REFERENCE	1302 Education and Child Development Program Services		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024		Pages 1-3
SUBJECT	EHS Child screenings and assessment steps	STANDARD	1302.33

Policy: Teaching staff will utilize the selected ongoing assessment tool in assessing, promoting, and supporting a child’s educational progress within 30 calendar days for Early Head Start children and 45 calendar days for Head Start children.

Brigance Screens III-Brigance III is a screening instrument utilized to identify developmental needs quickly and accurately in Head Start/Early Head Start, which allow teachers to easily identify potential developmental delays and giftedness in language, motor, self-help, social-emotional, and cognitive skills—all in 10–15 minutes per child.

1. Family Service Workers (FSW) will inform parent/guardian of the types and purpose of all screenings **administered** prior to the developmental screening.
2. FSW’s will receive parental consent for developmental screening during the enrollment process.
3. If parent/guardian decline consent for developmental screening, the FSW will follow the Decline of Service Policy.
4. Early Head Start (EHS) teachers will complete an initial developmental screening using the **Brigance Screens III** on each child within 30 calendar days of enrollment and every 6 months thereafter. One month prior to the child turning three years old, teaching staff will complete **Brigance Screens III** to understand where the child is developmentally prior to their transition out of Early Head Start.
 - Teachers will **plan** and become familiar with the directions and scoring procedures before screening a child.
 - Only one teacher at a time (per classroom) can screen a child.
 - Teachers will organize materials before screening a child, making sure all tools needed are available. **Doing so** will allow the teaching staff to focus their attention on the child and administer the screening effectively.
 - Teachers will determine the child’s chronological age by following the instructions given in the **Brigance Screens III Technical Manuel** or by using the chronological age calculator at www.BRIGRANCE.com.
 - Teachers will use the appropriate Brigance III scoring sheet for the child's age.
 - Once the basal (the point in the assessment at which the teacher is confident that the child would receive credit for all earlier items), is established, the child will receive credit for all items below the basal.
 - Teachers will give enough time for the child to perform the skill but not too much time that he/she becomes bored waiting for the next direction.
 - If the child offers a correct response or demonstrates ability to do the item, the teaching staff will circle the **correct answer or item demonstrated**.



- If the child offers an incorrect response or is unable to demonstrate the skill **required**, the teaching staff will slash through the number.
- If the child's skill mastery is marginal, emerging, or inconsistent, credit for that skill will not be given.
- To obtain a child's Total Score, teachers will record the number of correct responses for each assessment in the "Number Correct" column. Teachers will not count any correct responses above the discontinued point.
- Teachers will multiply the "Number Correct" by the assigned "Point Value." This number will then be recorded in the "Child's Score" column.
- Teachers will calculate the "Total Score" by adding the numbers in the "Child's Score" column.
- If there are any next steps or recommendations regarding referrals, the teacher will note this on the "Next Steps" section of the form.
- If a child scores low in the first screening, a second **screening** will be conducted within four to six weeks.
- Recommendations for referrals will be made based on the cutoff scores and on analysis of the child's areas of weakness.
- For children who are bilingual, teachers will follow the recommendations in the Brigance Screens III guide.
- If a referral is needed, teachers will follow the "Referral Policy and Procedures."
- Data obtained from the screening will be used to **individualize each child** and for lesson planning.
- Scores from the screening will be uploaded into the Brigance Online Management System by the teacher or the Early Head Start Education Manager.
- **Teachers will submit a copy of the screening to the Early Head Start Manager within two weeks of completion. EHS Education Manager will input the score in GoEngage. If a referral is required, a "collaboration" note will be sent to the Disability Manager.**
- **The date of completion will be documented on the Education and Health Tracking by the 15th of each month.**
- The original screening will be reviewed with the child's parents during the next Home Visit by the teacher.
- A copy of the child's screening will be filed in each child's Education Federal File by the teacher.
- Another copy of the child's screening will be filed in an Individualization Notebook/Folder kept in the classroom.
- Teaching staff analyze assessment data to determine children's areas of strength and weaknesses and to determine progress made toward meeting school readiness goals.

Assessments for Individualization

Concho Valley Council of Governments Early Head Start uses Teaching Strategies Gold (TSG) online to conduct Checkpoints for each child four times during the program year. Teachers will also use TSG online to complete Anecdotal Notes for each child. TSG online offers a revolutionary approach to early childhood assessment. It is



an assessment tool available to teachers that is user-friendly and inclusive—one that enables them to increase the effectiveness of their assessments while **spending more time with children.**

- Teachers will collect observations ongoing **to** complete each child's Checkpoint.
- **Checkpoints** will be completed in TSG four times a year (fall, winter, spring, and summer) by the teacher.
- Checkpoints will be printed from TSG once completed and filed in the child's Education File.
- Checkpoint completion date will be documented on the **Education and Health Tracking by the 15th of each month.**
- Teachers will obtain at least one anecdotal observation per week for each child.
- Anecdotal observations will be uploaded into TSG online.
- Anecdotal notes will be printed off by the teacher each month and placed in the Education section of the child's Federal File **no later than the 10th of each month.**
- Data obtained from the anecdotal notes and from the Checkpoints will be used to **individualize** each child and for lesson planning.
- Teachers will analyze assessment data to determine children's areas of strength and weaknesses and to determine progress made toward meeting school readiness goals.



REFERENCE	1302 Subpart A-Eligibility, Recruitment, Selection, Enrollment, and Attendance	
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, July 9, 2025/July 9, 2025	Pages:1

SUBJECT	Determining Community Strengths & Needs.	STANDARD	1302.11; Head Start Act Sec. 642 (b)(11)(e)(1)
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Policy:

The **Head Start Program** will conduct a Community Assessment once over the five-year grant period with annual updates.

Results from the Community Assessment will be used to reassess goals, service areas, program options, services provided, site locations, and determination of selection criteria points.

The Community Assessment and updates will include information related to:

- Number of children experiencing homelessness and foster care
- Availability of publicly funded full day pre-k
- Availability of early childhood programs in the community
- Availability of state and other publicly funded preschool
- Demographic data on Head Start eligible children and families
- Children with disabilities, including types of disabilities and services
- Education, health, nutrition, and social service needs of Head Start eligible children and their families including prevalent social and economic factors impacting their well-being
- Typical work, school, and training schedules of parents with eligible children
- Child development, childcare centers, and family childcare programs that serve eligible children, including home visiting, publicly funded state and local re-schools, and the approximate number of eligible children served
- Resources that are available in the community to address the needs of eligible children and their families
- Strengths of the communities

If resources are determined to be inadequate to meet the needs of the entire service area, the Head Start Program will select the areas that have the greatest need for the Head Start Program services.

The Community Assessment and all updates will be approved by Policy Council and Executive Committee.



(REFERENCE)	1302 Subpart A-Eligibility, Recruitment, Selection, Enrollment, and Attendance		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, November 13, 2024 / November 13, 2024, July 9, 2025/July 9, 2025		Pages: 1-4
SUBJECT	Determining, verifying, and documenting eligibility.	STANDARD	1302.12

Policy:

Process overview: Family Service Worker's (FSW) will complete a face-to-face application with legal guardian of the child enrolling. An over the phone application may be completed when every effort has been made, and documentation of those efforts is on the **Enrollment Status** to complete a face-to-face application.

The application process must be completed prior to determining a child's eligibility in the Head Start Program and include requirements described below:

○ **Age:**

Head Start Preschool: Children must be three years old prior to September 1st and be no older than the age of five by September 1st.

Early Head Start: Children must be four weeks old and not older than 3 years old

Age will be determined by verifying one of the following documents; legal birth certificate, Baptismal certificate (with seal), Medicaid card, Passport or shot record. If the family cannot provide one of the above documents and doing so creates a barrier for the family to enroll the child, no documentation is required.

○ **Income:**

- Family's income is equal to or below the 100% poverty guidelines; or
- Family is eligible for or in the absence of childcare would be potentially eligible for public assistance, including TANF child only payments; or
- Children who are in foster/kinship care or children who are homeless as defined in the McKinney-Vento Act are eligible for the Head Start program regardless of income.
- If a child transitions from Early Head Start Program to Head Start Program, the family's income must be re-verified.
- Parents/guardians with an income above 130% of the Federal Poverty Guidelines may be eligible for enrollment in the Head Start program when the applicant is the highest-scoring applicant on the Waiting List. The total number of applicants with an income above 130% of the Federal Poverty Guidelines must not exceed 10% of total funded enrollment. Children accepted above the 130% of the Federal Poverty Guidelines must be approved by the ERSEA Manager.

Income will be determined by verifying one of the following documents;

- Current money wages or salary before deductions; except from net income from non-farm self-employment & net income from farm self-employment



- Check stubs (Gross Income)
- Current W-2, Income Tax Forms from previous year (Total Income)
- Unemployment compensation, worker' compensation, social security, supplemental security income,
- Public assistance or welfare payments including TANF and/or SNAP
- Veterans' payments
- Survivor benefits
- Disability benefits
- Pension or retirement income, Interest income, Dividends; Rents, royalties and estates and trusts,
- Educational assistance
- Child support and/or Alimony
- Financial assistance from outside of the household
- Military income (including pay and allowances)
- Foreign government pensions
- Other sources when approved by the ERSEA Manager.

A family's gross income can be adjusted for excessive housing costs, when the family spends more than 30 percent of their total gross income on housing costs. The following documents must be verified and kept:

- Bills (Water, Gas, Electric, Mortgage statement, Renter's statement, House Insurance, Renter's Insurance)
- Bank statements can be used, when the above statements cannot be provided. The information must clearly specify what the cost is for.

The Housing Cost(s) tab in GoEngage will be used to calculate the information and to verify if the family falls in the category for the family's income to be adjusted. A copy of the calculation will be printed and kept with supporting documents in the ERSEA federal file and attached in GoEngage.

The following forms can be used when income documentation is not available:

- **Employment Verification**-Employer must complete when parent/guardian is unable to provide W-2, check stubs, or pay envelopes. Employers must be contacted to verify information and document it on the form.
- **No Income Verification**-FSW must be completed when parents/guardians report no income for the relevant time period. 3rd party must be contacted when family grants permission.
- **Family Residency Verification**-FSW must complete when a statement is provided from the shelter, school provider or service agency that the parents/guardians meet the McKinney-Vento Act or they are self-declaring homelessness, meeting the Mc-Kinney Vento Act. A third party must be contacted when granted permission to verify.
- **Declaration of Income**- parents/guardians must complete when they are unable to provide paystubs, receipts, or other documentation of income. FSW must verify information when contact is available.

Income Calculation Worksheet must be completed when parents/guardians have multiple check stubs, W-2, and/or child support.



Income will be calculated using the following formula, when applicable:

- **Weekly X 52**
- **Every two weeks X 26**
- **Twice a month X 24**
- **Monthly X 12**

Additional Allowance:

- Parents/guardians with an income at or below 130% of the Federal Poverty Guidelines may be eligible for enrollment in the Head Start program when the applicant is the highest-scoring applicant on the Waiting List. The total number of families with an income between 101%-130% of the Federal Poverty Guidelines must not exceed 35% of the total funded enrollment. Children accepted 101%-130% of the Federal Poverty Guidelines must be approved by the ERSEA Manager.

Eligibility Duration

- **Head Start** **Preschool**-The child remains eligible through the end of the succeeding year. 3rd year students must reapply and will be placed on the appropriate **Waiting List** according to their income.
- **Early Head Start**-If a Pregnant Woman enrolls, the infant once enrolled remains eligible until they turn three years old or the date on the **Transition Plan**.
- **Early Head Start**- The child remains eligible until they turn three years old or the date on the **Transition Plan**.

Records

- A copy of all documents used to determine age, income and if applicable, documents to justify points awarded must be kept and placed in the ERSEA Federal File and scanned **into GoEngage**.
- A **Head Start Eligibility Verification Form, Compliance Certification Form, Enrollment Status** and **Head Start/Early Head Start** **Prioritization** **Criteria** and/or **Pregnant Woman Selection Criteria** must be completed on each applicant applying for an enrollment opportunity and placed in ERSEA Federal File.
- All records must be kept for a minimum of 7 years after the child withdraw date.

Violating eligibility determination regulations

The Head Start Program will develop a system to provide training on eligibility, Performance Standards and ERSEA policies and procedures that include at minimum the following:



- **Annual training for Head Start staff who determine Head Start eligibility to include:**

- Methods to collect and complete eligibility information from families and third-party sources;
 - Strategies for treating families with dignity and respect and dealing with possible issues of domestic violence, stigma, and privacy; and,
 - Program policies, procedures, and actions taken against staff, families, or participants who provide false information.
- Training for any staff member who determines Head Start eligibility will be within 90 days of hire;
 - Training for the Executive Committee and Policy Council members will be within 180 days of the beginning of a term; and,
 - All training records, including sign-in sheets, agendas, and training materials, will be maintained.



REFERENCE	1302 Subpart A-Eligibility, Recruitment, Selection, Enrollment, and Attendance		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, November 13, 2024 / November 13, 2024		Pages: 1-2
SUBJECT	Selection Process	STANDARD	1302.14

Policy:

The Concho Valley Council of Governments (CVCOG) Head Start/Early Head Start Program will select children and families with most need for the Head Start services without regard for race, gender, disability, or creed in accordance with Head Start Program Performance Standards, Head Start Act, and CVCOG Head Start Program ERSEA policies.

If a child is declared eligible, their selection will be based on points received from the **prioritization** criteria point system which is developed from the Community Assessment and approved by the Policy Council and the Executive Committee.

At the beginning of each enrollment year, eligible children will be placed on a waiting list and prioritized according to the **prioritization** criteria point system. Each applicant is assigned a score, and the waiting list is ordered from the highest to lowest score.

Procedure:

1. Eligibility Determination

- Family Service Worker (FSWs)/Enrollment staff determine eligibility through income verification and documentation.
- Eligible children are entered into the GoEngage & TEAMS.

2. Placement on Waiting List

- All children are placed on the waiting list.
- ERSEA Manager reviews and approves all applications.
- The list is updated in real-time and reflects the most current applicant data and scores.

3. Notification of Waitlist Status

- Families are notified in writing or verbally that their child has been placed on the waiting list.
- The notification includes the assurance of being contacted when a space becomes available.

4. Vacancy Management

- When a vacancy occurs, staff pull the highest-scoring child from the waiting list.
- FSWs must obtain approval from the **ERSEA Manager** before contacting a family regarding the selection of a child who is considered **over-income**. The ERSEA Manager is responsible for ensuring that the program has not exceeded the **10% over-income enrollment threshold** as allowed by federal regulations.
- FSWs must obtain approval from the **ERSEA Manager** before contacting a family regarding the selection of a child who is considered **130%**. The ERSEA Manager is responsible for ensuring that



the program has not exceeded the **35% 130%-income enrollment threshold** as allowed by federal regulations.

- d. If applicants have the same number of points, priority will be given to the child who is income-eligible unless the child has a diagnosed disability(All IEPs & IFSPs must be reviewed and verified by the Disability Manager. All supporting documentation must be uploaded into GoEngage). If both are income-eligible, the applicant who submitted their application first will be prioritized. If the applications were submitted on the same day, the child from the household with the lower annual income will have priority. If the annual incomes are identical, priority will be given to the youngest child.

5. Contacting Families

- a. Staff contact the family to confirm continued interest and availability.
- b. If the family cannot be reached after 3 documented contact attempts over a 5-day period, the next child is selected.

6. Recordkeeping

- a. All waiting list records, including scoring documentation and Enrollment Status, are maintained in compliance with data privacy and retention policies.
- b. FSWs will maintain ERSEA federal files securely in their office, stored under lock and key.

The waiting list is reviewed and updated monthly.

Children with Disabilities

To comply with Head Start's requirements of having 10 percent of funded enrollment be children with diagnosed disabilities, CVCOG may give priority to children with diagnosed disabilities during the selection process based on **prioritization** criteria point system.

All IEPs & IFSPs must be reviewed and verified by the Disability Manager. All supporting documentation must be uploaded into **GoEngage**.



REFERENCE	1302 Subpart A-Eligibility, Recruitment, Selection, Enrollment, and Attendance		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, November 13, 2024 / November 13, 2024, July 9,2025/July 9,2025		Pages: 1
SUBJECT	Enrollment	STANDARD	1302.15

Policy:

All forms must be completed and all necessary documents obtained prior to enrollment of child in the Head Start programs. Annually Concho Valley Council of Governments (CVCOG) will examine the enrollment process and make necessary improvements to simplify and enhance the experience for families.

Each site will be fully enrolled within 30 days of programs start date and must fill any vacancies within 30 days.

If a Head Start child is determined eligible and is enrolled in the program, he or she remains eligible through that enrollment year and the succeeding enrollment year; however, all children must go through the re-certification process prior to enrolling for a third year.

- Only children with documented disability and Individualized Education Plan (IEP) may maintain enrollment in Head Start for a third year regardless of income.

Concho Valley Council of Governments may reserve slots for children experiencing homelessness and children in foster care when a vacancy occurs. No more than three percent (3%) of funded enrollment slots may be reserved.

- **Head Start** must fill all reserved slots within 30 days. If not filled, the slots become vacant. From the time the reserved slots become vacant, the slots must be filled as soon as possible, not to exceed 30 days.



REFERENCE	1302 Subpart A-Eligibility, Recruitment, Selection, Enrollment, and Attendance		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, July 9, 2025/July 9, 2025	Pages: 1-2	
SUBJECT	Attendance	STANDARD	1302.16

Policy:

The Concho Valley Council of Governments will create a process to provide attendance **at Head Start** on a daily basis. Head Start programs will ensure daily attendance and absence reasons are recorded in **GoEngage**.

PROCEDURE

If absences are a result of illness or if they are well documented absences for other reasons, no special action is required. If, however, the absences result from other factors, including temporary family problems that affect a child's regular attendance, the program must initiate appropriate family support procedure for all children with four or more consecutive unexcused absences. Families must contact the site when their child is absent from the program.

Consecutive Absenteeism:

1. First day of absence: The Receptionist/Site Supervisor will attempt to contact the parent/guardian if the parent/guardian has not contacted the program by 9:00am.
2. Second day of absence: The Receptionist/Site Supervisor will attempt to contact the parent/guardian if the parent/guardian has not contacted the program by 9:00am.
3. Third day of absence: Family Service Worker (FSW) will be required to conduct a home visit or other direct contact with the family. If unable to make contact, FSW will email or leave a letter stating if we do not hear from them by the fourth consecutive day the child will be placed on the waiting list and the child's slot will be considered vacant.
4. Fourth day of absence: If no contact is still not made, the child's slot will be considered vacant.

Chronic Absenteeism:

1. After the fourth day of unexcused absence, the FSW is required to develop an **Attendance Success Plan** that outlines the causes of a child's absenteeism and includes strategies to improve attendance. Follow-up on the **Attendance Success Plan** will occur when the child accumulates three more unexcused absences, with the understanding that the child may be dropped from the program after ten unexcused absences.
2. In cases of chronic absenteeism, where a child has more than ten unexcused absences, the child's slot will be considered vacant with ERSEA Managers approval.

Excused vs. Unexcused Absences



- **Excused absences** include illness, medical appointments, family emergencies, or other valid personal reasons.
- **Unexcused absences** include lack of transportation, oversleeping, or other non-essential reasons.

When the monthly average daily attendance rate falls below 85%, the Site Supervisors and Family Service Workers must analyze the causes of absenteeism and determine the systemic issues contributing to the Site's absentee rate. Site Supervisors and FSWs must implement a process using absenteeism data. This information will be documented in the Below **85% Attendance Analysis**.

If a child is determined homeless, the child is to be enrolled temporarily for 30 days without immunization records. The FSW will work with the families to become Texas state compliant with current immunization requirement of the State of Texas.

- The FSW will assist children experiencing homelessness and unable to attend classes regularly with community transportation where available.



REFERENCE	1302 Subpart A-Eligibility, Recruitment, Selection, Enrollment, and Attendance		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, November 13, 2024 / November 13, 2024, July 9, 2025/ July 9, 2025		Pages: 1
SUBJECT	Suspension and Expulsion	STANDARD	1302.17

Policy:

The Concho Valley Council of Governments **Head Start program** prohibits suspension or expulsion for children from the program due to a child's behavior. Exception to this policy may be considered on a case-by-case basis. Consultation with the Mental Health Manager and Education Manager must be conducted to determine if the child's enrollment presents a safety threat to the child or other enrolled children. These exceptions must be submitted to the Head Start Director for approval prior to any action.

1. Behavior plans are for children who pose a safety threat to children and staff.
2. Behavior notes must be submitted to the Health/Mental Health Manager, Disabilities Manager, and the Classroom Support Specialist.
3. Observations must be conducted by the Mental Health Consultant, Health/Mental Health Manager, and Classroom Support Specialist.
4. If the Mental Health Consultant, Health/Mental Health Manager, Disabilities Manager, and Classroom Support Specialist feel a child needs to be put on a behavior plan, the Family Service Worker (FSW) will set up a time and date to meet with parents/guardians.
5. Health/Mental Health Manager, Classroom Support Specialist, Site Supervisor, FSW and teacher are required to be present at meetings with the parents/guardians.
6. If the child is put on a behavior plan, discussion with parents/guardians will be conducted and recommendations for services will be offered. If parents/guardians agree, a referral will be completed by FSW.
7. If parents/guardians do not seek the services referred to or decline services an addendum will be made to the original behavior plan.
8. After several attempts to work with the parents/guardians, and several addendums to the behavior plan. Only then will suspension and expulsion be considered as a last resort, with the approval of the Head Start Director.
9. All documentation must be provided showing all the attempts to work with the parents/guardians, and the child in question.
10. Suspension and expulsion must have the approval of the Head Start Director.



REFERENCE	1302 Health Program Services Subpart D		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, November 13, 2024 / November 13, 2024/ July 9, 2025/ July 9, 2025		Pages: 1-2
SUBJECT	Collaboration and communications with parents	STANDARD	1302.41

Collaboration and communication with parents/guardians

Family Service Workers (FSW) and/or Teachers will communicate and collaborate with parents/guardians regarding the health and mental health of their children. Staff will effectively discuss a child's health needs, developmental concerns, and any mental health concerns with parents/guardians.

Authorization/Refusal

FSW will obtain prior authorization from parent/guardian for all health and developmental procedures administered through the program by written documentation. If parents/guardians refuse the following must take place:

1. Encourage parents/guardians to discuss reasons for their refusal.
2. FSW will share educational information regarding health and mental health services.
3. FSW will get approval from the Health/Mental Health Manager before requesting the **Decline of Services**.
4. FSW will document efforts made and parents/guardians' responses in obtaining health and mental health services requirements in **GoEngage**.
5. A completed **Decline of Services** form must be uploaded into **GoEngage in the Enrollment Package under the medical records tab** with parent/guardian signature.
6. ~~This form will be attached behind the specific **Health and Development Initial Plan (H&D)** for the service being denied. Documents need to be filed into the child's Federal File.~~

Emergency Response System

Staff will share policies for health and mental health emergencies that require rapid response for staff and children that need immediate medical attention with parents/guardians. This can be found in the Parent Handbook.

The following procedures are in place for emergency response systems:

1. Emergency telephone numbers will be displayed next to each telephone at the site.
2. The caller will be prepared to give emergency response team the following information:
 - a. Name of caller



CONCHO VALLEY COUNCIL OF GOVERNMENTS
HEAD START/EARLY HEAD START
Policies & Procedures



- b. Agency
 - c. Nature of emergency
 - d. Telephone number
 - e. Address
 - f. Directions
 - g. Location of injured person
 - h. Age of the person
 - i. Condition of the person
3. Each teacher, teacher assistant, and substitute are trained on where the children's emergency contact information is kept.
4. Copies of the following information will accompany staff and children when they go outside to play, fire drills, or anytime they leave the classroom:
 - a. Form 2935 **State Admission Information**
5. Form 2935 **State Admission Information** will be updated monthly with parents/guardians using the **Monthly Emergency Updates** and filed in the State files.
6. The Site Supervisor will inform the Head Start Director and/or the Health Manager of the incident.



REFERENCE	1302 Health Program Services Subpart D		
APPROVAL/EFFECTIVE	August 14, 2024, November 13, 2024, December 11, 2024/July 9, 2025/ July 9, 2025		Pages: 1-7
SUBJECT	Child Health Status and Care	STANDARD	1302.42

Source of Health Care

Within 30 calendar days after the child first attends the Concho Valley Council of Governments (CVCOG) Head Start Program will consult with parents/guardians whether each child has ongoing sources of continuous health care and health care insurance.

1. Determine if the child has a health care provider and a dental provider to serve as a medical home.
2. Determine the source of funding for health care.
3. Assist families with access to healthcare.
4. Provide a list of health, dental, oral, and vision providers for parents/guardians in the **Welcome Packet**.
5. Parents will sign stating they received a copy.

Ensuring up-to-date child health status

1. The Head/Early Head Start will follow the **the current guidelines of the Texas Health Steps Medical Checkups Periodicity Schedule (EPSDT)** for children birth through twenty years of age.
2. Will follow the **Center for Disease Prevention Immunization Schedule**.
3. Ask parents/guardians to provide an enrolled child's last immunization, medical, dental, or mental health visit from their health care provider.
4. A case note will be initiated in GoEngage in My Health Workbook in the Dental Home/Medical Home tab every month until follow-up treatment or ongoing care is established.
5. ~~A Health and Developmental Initial Plan (H&D) will be initiated if physical and dental is not obtained by the first day of enrollment. A Family Service Worker (FSW) will update information using the H&D until follow-up treatment is complete or ongoing care is established.~~
6. The FSW will familiarize parents/guardians with the **EPSDT schedule** of preventative care.
7. Parents/guardians will sign a **Parent/Guardian Consent to Exchange Information** form for their health, dental, or mental health care provider if necessary.
8. The FSW will review information from the health care provider to determine if the child is up to date on a schedule of age-appropriate preventive and primary health care providers.
9. If there are any concerns about physicals, dentals, and mental health issues that have not been addressed by the health care professional, **a FSW will initiate a case note in GoEngage under My**



Health Workbook in the Physical/Dental Exam tab and will indicate the concern, and resources will be provided to parents/guardians and referred to appropriate health professional.

10. The FSW will continue to update the H&D using H&D Follow up notes until treatment is complete or on-going care is established in GoEngage.
11. The FSW or designated staff will upload all H&D Follow up notes and the H&D and upload them into Go Engage.
12. If noncompliance is still exhibited after barriers are addressed and resources have been provided, with the approval of the Health Manager, the parent/guardian will be asked to sign the **Decline of Services** form and will be uploaded into GoEngage in the Enrollment Package under the medical records tab.

Policy:

The Head Start Program will develop and implement procedures to ensure high quality health, oral health, mental health, and nutrition services that are developmentally, culturally, and linguistically appropriate, and that will support each child's growth and school readiness.

Procedures must include the system to meet the following:

30- Day Requirement:

- Within 30 calendar days after the child's entry date to the program each year, the Head Start Program must consult with parents/guardians to determine if the child has an ongoing source of continuous health care and health insurance coverage.

45- Day Screenings:

- Each child will have the following screening obtained and completed within 45 days of their entry date: **growth assessment, mental wellness assessment, nutrition assessment, health and behavior form 10, vision and hearing screenings.**
- **Head Start Hearing Screen Procedure:**
 1. Parental consent will be obtained prior to screening.
 2. Screening will be performed by certified staff using the Pure Tone Audiometer or other state-approved equipment.
 3. Results must be documented on the **Vision and Hearing Screener Report**, DHS, and entered into My Health Workbook and uploaded into GoEngage in Enrollment Package under the medical records tab. This must be done by the 5th of next month after the hearing screen is done.
 4. All children who failed the test must be rescreened within 3-4 weeks of the initial test.
 5. If a 3-year-old child fails the rescreen, parents/guardians will complete the questions on the **3-Year-Old Vision and Hearing Screening Report** with a staff member. If parents/guardians answered NO to any of the questions, then a **Health and**



~~Developmental Initial Plan (H&D) will be initiated, and appropriate referral will be done.~~

6. If a 3 or 5-year-old fails the rescreen, a case note in GoEngage under My Health Workbook in the Hearing screen tab will be initiated for the appropriate referral.
7. ~~FSW and/or data clerk will continue to update H&Ds using Health and Developmental Follow-Up Notes until follow up treatment is complete or ongoing care is established in GoEngage.~~
8. The FSW and/or data clerk will initiate an internal referral under the hearing tab.
9. If noncompliance is still exhibited after barriers are addressed and resources have been provided, with the approval of the Health Manager the parent/guardian will be asked to sign the **Decline of Services** form and upload to GoEngage in Enrollment Package under medical records.
10. ~~FSW and/or data clerk will attach H&Ds with the results of hearing screen and u~~
 - **Head Start Vision Screen Procedure:**
 1. Parental consent will be obtained prior to the screening.
 2. Screening will be performed by a certified staff member or trained professional using the 10-foot HOTV Vision Chart or other state approved equipment or chart.
 3. Results must be documented on the **Vision and Hearing Screener Report**, DHS, entered GoEngage under My Health Workbook and uploaded in the Enrollment Package under the medical records tab by the 5th of the next month after the screening is complete.
 4. All children who fail to respond or fail the test using the HOTV Vision Chart will be rescreened 2-3 weeks after the initial test. Children who failed with the Spot Vision Screener do not need to be rescreened.
 5. ~~All failed screening forms will be returned to the FSW for follow up screening.~~
 6. FSW and/or data clerk will initiate a case note in GoEngage in My Health Workbook in the Vision screening tab, and an internal referral will be made under the vision tab. This is for children who fail the rescreening of the HOTV, or the initial Spot Vision Screener.
 7. ~~FSW and/or data clerk will attach H&Ds with the results of the vision screen and file in the appropriate section of the child's federal file.~~
 8. If noncompliance is still exhibited after barriers are addressed and resources have been provided, with the approval of the Health Manager the parent/guardian will be asked to sign the **Decline of Services** form and will be uploaded into GoEngage in the Enrollment Package under the medical records tab.
 - **Growth Assessment**



1. FSW/teachers/teacher aide will obtain the height and weight for each child twice a year. First time within the first 45 days of enrollment, the second will be in January for the following calendar year.
2. If the parents/guardians do not present a physical and/or if the physical is not current, teaching staff will obtain a height and weight within the 45 days.
3. Data clerk/FSW will enter height and weight into GoEngage in My Health Workbook by the 5th of next month after screening is completed.
4. For abnormal BMIs, FSW will initiate a case note in GoEngage in My Health Workbook under Height and Weight screening.
5. Data clerk will initiate an Abnormal Growth Plan for children under/overweight. Parents will sign the Abnormal Growth Plan if they want information from the nutrition specialist.
6. Growth Assessments will be done twice a year, the first one within 45 days, and the second one in January.
7. FSW will print and file growth charts in the child's federal file.
8. If noncompliance is still exhibited after barriers are addressed and resources have been provided, with the approval of the Health Manager the parent/guardian will be asked to sign the **Decline of Services** form and will be uploaded into GoEngage in the Enrollment Package under the medical records tab.

● **Health & Behavioral Form 10**

1. Teachers will fill out the **Health & Behavioral Form 10** within 45 days of the child's entry into the program.
2. Teachers will give the form to the data clerk to enter and upload into GoEngage by the 5th of the month.
3. Data clerk/FSW will return the form to the teacher to file in the child's federal file.
4. If noncompliance is still exhibited after barriers are addressed and resources have been provided, with the approval of the Health Manager the parent/guardian will be asked to sign the **Decline of Services** form and will be attached to the **H&B**.

Early Head Start Hearing Procedure:

1. Early Head Start parents/guardians will complete the **THSteps Hearing Checklist for Parents** within 30 days of enrollment, and then every 6-months continuously while enrolled in the program. Teachers will do hearing forms with their parents.
2. If parents/guardians answer NO to any of the questions on the **THSteps Hearing Checklist for Parents** or if parents/guardians, or staff are concerned the FSW will initiate a case note in GoEngage under My Health Workbook in Hearing screen tab, a referral will be made.



3. The FSW and/or data clerk will initiate an internal referral under the hearing tab.
 4. The case notes will be done monthly until treatment is complete and/or ongoing care has been established.
 5. Teaching staff will turn in **THSteps Hearing Checklist for Parents** to the data clerk to upload and enter and upload to GoEngage under the Enrollment Package in the medical records tab by the 5th of the next month after the screening is completed. Data Clerk will return forms to the teaching staff after entry.
 - ~~6. The teaching staff will file the **THSteps Hearing Checklist for Parents** and the **H&Ds** in the child's federal file.~~
 7. The teaching staff will document all results on the **State Admission Form**.
 8. If noncompliance is still exhibited after barriers are addressed and resources have been provided, with the approval of the Health Manager the parent/guardian will be asked to sign the **Decline of Services** form and will be uploaded into GoEngage under the Enrollment Package in the medical records tab.
- **Early Head Start Vision Procedure:**
 1. Early Head Start parents/guardians will complete a **Vision Questionnaire Form** within 30 days of enrollment, and then every 6 months continuously while enrolled in the program. Teachers will do the vision form with the parents.
 2. If parents/guardians answer No to any of the questions on the **Vision Questionnaire Form** or if parents/guardians, or staff are concerned the FSW will initiate a case note in My Health Workbook in Vision screening and a referral will be made.
 3. FSW and/or data clerk will initiate an internal referral under the vision tab.
 4. The case notes will be done monthly until treatment is complete and/or ongoing care has been established.
 5. Teaching staff will turn in **Vision Questionnaire Form** to the data clerk to enter results in My health Workbook and upload to GoEngage in the Enrollment Package under the medical records tab by the 5th of the next month after the screening is completed. Data clerk will return the forms to the teaching staff after entry.
 - ~~6. The teaching staff will file the **Vision Questionnaire Form** and **H&Ds** in the child's federal file.~~
 7. The teaching staff will document all results on the **State Admissions Form**.



7. If noncompliance is still exhibited after barriers are addressed and resources have been provided; with the approval of the Health Manager the parent/guardian will be asked to sign the **Decline of Services** form and will be uploaded into GoEngage under Enrollment Package under Medical Records.

- **Early Head Start Heights and Weights**

1. Teachers will get the heights, weights and head circumference every 6 months and record them in the health file under screenings-give them to the data clerk to enter in My Health Workbook and upload to GoEngage under Enrollment Package in the medical record tab by the 5th of the next month after the screening is completed.

☐ The Family Service Worker (FSW) will obtain a Decline of Service form within 90 days for physicals, dental exams, lead screenings, and any necessary follow-up treatments. This applies to both currently enrolled and withdrawn children in the program. The FSW will continue to make monthly attempts to collect these documents, documenting efforts through case notes.

If physicals, dental exams, lead screenings, or follow-up treatment documentation are not received by the end of the year, the Decline of Service form will be used in place of these records. It will be uploaded to GoEngage under the Enrollment Package in the Medical Records tab.

Ongoing Care

Policy: CVCOG Head Start will do periodic observations or other appropriate strategies for staff and parent/guardians to identify new or recurring developmental, medical, oral, or mental health concerns.

1. All staff members will welcome parents/guardians every morning.
2. Teaching staff will complete **Daily Well Check** with parents/guardians as the child arrives at school every morning.
3. Teaching staff will document any findings not mentioned in the **Daily Well Check** with the parents/guardians that morning.
4. The teaching staff will describe finding with time and date on the **Daily Well Check**.
5. Teaching staff will notify the Site Supervisor of any findings, and a courtesy call will be made to the parents/guardians or if warranted CPS if needed.
6. The Health Manager will receive water reports to check fluoride levels.
7. Children will brush their teeth twice a day if fluoride levels are low.

Extended Follow Up Care

Policy: CVCOG Head Start will assist parents as needed in obtaining any prescribed medications, aids, or equipment for medical and oral health conditions.



1. All referrals made will be entered into GoEngage as a case note under My Health Workbook. Under the tab, the referral is for FSW.

Use of Funds

Policy:

1. CVCOG Head Start will provide generic brands of diapers and wipes for enrolled children.
2. If a specific brand of diapers and wipes is needed, a doctor's note is required, and the program will purchase accordingly for the program's day.

CVCOG Head Start may use program funds for professional medical and oral health services when no other source of funding is available, and if funding is available through CVCOG

1. FSW will refer family/child/pregnant woman to public health insurance programs.
2. If family/child/pregnant woman is denied for public health insurance, they must provide documentation showing the denial.
3. FSW will contact local community agencies to see if funds are available to help cover the cost.
4. When determined no other funds are available and appropriate documentation has been collected, the FSW will complete a **Request for Payment Services** that contains the following information:
 - a. Name
 - b. Medical/Dental provider
 - c. Type of service needed
 - d. Cost
5. **Request for Payment of Services** will be forwarded to the Head Start Director for approval.

Lead and Anemia Policy:

Head/Early Head Start programs will develop and implement procedures to ensure that all children are up to date with anemia and lead screenings. The State of Texas early and Periodic Screening, Diagnosis, and Treatment (EPSDT) schedule requires children to receive a blood screening at 12 months of age and 24 months (about 2 years) of age. These screenings may be obtained from an outside source such as WIC, THSteps physical, Head Start physical, and others. The Head/Early Start program will provide onsite screenings for any child with missing anemia and lead screenings.

1. Staff will inform parents/guardians of the screening and provide an **Anemia and Lead Consent Form** to be signed before blood is drawn.
2. Parents/guardians will be informed of when the blood will be drawn.
3. Blood screening will be performed on-site by a qualified health staff, provider, or agency.
4. Results will be documented on the **Lead & Anemia Screening Results Form** and sent to the Family Service Workers.
5. FSW and/or data clerk will enter in My Health Workbook and upload results to GoEngage in the Enrollment Package under medical records tab by the 5th of the next month after results have been submitted.



6. Children with abnormal blood results, the data clerk will initiate an internal referral to their medical provider for further evaluation. A FSW and/or data clerk will initiate a case note in GoEngage My Health Workbook under the Lead/Anemia screening that will indicate the blood results, and the referral information.
- ~~7. The designated staff will attach the H&D with the Lead & Anemia Screening Results Form and file it in the appropriate section of the children's federal file.~~

Tuberculosis (TB) Policy:

1. A TB will be completed according to the EPSDT.
2. Head Start/Early Head Start children must have the questionnaire within 45 days of entry into the program. FSW will complete this **TB Questionnaire** with parents/guardians during enrollment in GoEngage under My Program Workbook.
3. If parents/guardians answer "yes" or "I don't know" on the **TB Questionnaire**, FSW will complete a case notes in GoEngage in My Health Workbook under TB screening and provide parents/guardians with information on TB exposure.
4. Child will be required to have a TB skin test if the provider deems it necessary.
5. Designated staff will update information using the case notes monthly in Go Engage under My Health Workbook until treatment is complete or ongoing care is established.
- ~~6. TB Questionnaire will be filed in the child's health federal file.~~
7. If noncompliance is exhibited after barriers are addressed and resources have been provided, with the approval of the Health Manager, the parents/guardians will be asked to sign a **Decline of Services** form and upload into GoEngage under Enrollment Package under the medical records tab.

Immunization Policy:

CVCOG Head Start Program will ensure all children are up to date with immunization recommendations issued by the Centers for Disease Control and Prevention (CDC (Centers for Disease Control)). The program must also ensure children meet the Texas Minimum State Vaccine Requirements.

If a child is not up to date with minimum requirements, they may be excluded from attendance but not un-enrolled from the program.

1. Applicants must submit an official immunization record stating the child's full name and date of birth generated by a state or local health authority.
2. Any child may be placed on the **Waiting List** when immunization is not up to date if they have one of the following:
 - a. Official State Affidavit signed and notarized (pending affidavits will not be accepted).
 - b. Statement from doctor to when immunizations will be up to date.
 - c. Approval from the Health Manager on a case-by-case basis.
3. Children that are in foster care and/or experiencing homelessness will have 30 days to obtain immunization records and/or get a catch-up immunization schedule.
4. The Health Manager will approve all immunizations for applicants.



5. FSW/data clerk will upload the most current immunization record/affidavits in GoEngage in Enrollment Package under the medical records tab and file it in the child's DHS file by the 5th of the next month.
6. If immunizations are not up to date, the Health Manager will complete the **Immunization Notice Form** with an exclusion date. Parents/guardians will have 30 days to get missing immunizations. After the 30 days, the child will exclude attending classes until the child is current with immunizations or has a doctor's note stating why the child is not current and when the child will be current.
7. The Family Service Worker will continue to review the case notes in GoEngage under My Health Workbook under the immunization tab for children that are not up to date.
8. The Family Service Worker will work with families to ensure they are informed and have the resources needed to complete the requirements.
9. FSW and/or data clerk will attach all **H&D** and file in the appropriate section of the child's federal file.
10. FSW and/or data clerk will upload all immunization records and immunization exemptions into GoEngage.



REFERENCE	1302 Health Program Services Subpart D		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, July 9, 2025/ July 9, 2025		Pages: 1-2
SUBJECT	Child Nutrition	STANDARD	1302.44

Nutrition Service Requirements

Concho Valley Council of Governments (CVCOG) will design and implement a culturally and developmentally appropriate nutrition program that, meets the nutritional needs and accommodates the feeding requirements each child, including children with special dietary needs and children with disabilities.

- Family Service Workers (FSWs) will utilize the GoEngage database system to identify and document children's health needs, including cultural, religious, ethnic, and special dietary requirements, particularly for children with nutrition-related health concerns.
- FSW will talk with parents/guardians about any food allergies, special diets or nutrition-related health concerns identified from the GoEngage database system.
- Parents/Guardians will provide the FSW with a doctor's statement expressing any special dietary requirements for the child. If a child drinks lactose free milk, a note will be provided by the parents/guardians.
- FSW will assign the child a number so that the information is kept confidential and will share the information with teaching and kitchen staff to ensure special accommodation is provided.
- If the family has a religious reason for a food substitution, an alternative meal pattern will be discussed with parents/guardians to ensure food substitution meets religious reasons and follows the Child Adult Care Food Program (CACFP) meal requirements.

Menus

1. The Nutrition Manager will use the CACFP meal pattern chart to develop a nutritionally balanced menu and submit the completed menu to the contracted Nutritionist for approval.
 - i. Children will be served a nutritious breakfast regardless of the arrival time.
2. Menus will be posted in the classroom; kitchen, and a copy will be given to parents/guardians with the monthly newsletter.
3. Menu changes will be completed prior to each meal, approved by Nutrition Manger or Site Supervisor and posted in each classroom.
4. Meals provided are 2/3 of the child's daily nutritional needs and conform to the United States Department of Agriculture (USDA) and CACFP regulations.
5. Kitchen staff will follow the **Food Buying Guide** to ensure the proper amount of food is prepared and will prepare extra for children that want seconds.
6. Age-appropriate foods will be on the menu which will prevent choking hazard and meet their proper nutritional needs.

Infant Feeding

1. FSW/Teaching staff will provide the parents/guardians with the **Infant Feeding Schedule** and **CACFP Infant Feeding Preference** form to complete prior to the infants' first day and update as needed.



2. Mothers of breast-fed infants will be provided with an area to feed their infants upon request.
3. Classroom refrigerators will only be used for mother's breast milk, milk, children's snacks provided by the program, and water for staff and children.
4. Formula and breast milk will be properly stored, dated and prepared to ensure that each infant receives his or her own mother's milk or correct formula.
5. The teaching staff will keep a copy of the **Feeding schedule and Feeding preference** forms that were provided by parents/guardians and follow each infant's individual dietary needs.
6. Infants are fed on demand, held, and comforted during feeding time.
7. The program will provide infants/toddlers with formula, including those with dietary restrictions.

Family Style Dining

- Family style dining will be implemented during all meals and snacks. Staff will sit with children, encourage and assist them to serve each component.

Meal Counts

- Teacher/Teacher Assistant will complete **Daily Meal Count and Attendance Record (1535)** form during the designated mealtimes for each meal provided.

Meals provided from home for children on a special diet

- Parents and guardians are required to provide a note from the child's doctor if meals from home are needed due to medical health risks. Our staff is committed to accommodating the child's special dietary needs. Please note that children bringing meals from home will not be included in the **Daily Meal Count**.



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REFERENCE	1302 Health Program Services Subpart D		
APPROVAL/EFFECTIVE	July 10, 2024, August 14, 2024 / August 14, 2024, November 13, 2024 / November 13, 2024, July 9, 2025/ July 9, 2025	Pages:1-2	
SUBJECT	Child Mental Health and Social and Emotional Well-being	STANDARD	1302.45

Policy:

Concho Valley Council of Governments Head Start will promote children's mental health, social and emotional well-being, and overall health. We will provide support for effective classroom management and positive learning environments, supportive teaching practices, strategies for supporting children with challenging behaviors, and other social, emotional, and mental health concerns.

Programs must use a multidisciplinary approach to mental health and mental wellness. Mental health consultations services must be available at a frequency of at least once a month; if a mental health consultant is not available to provide services at least once a month, programs must use other licensed mental health professionals or behavior health support specialists who coordinate with a mental health consultant.

1. Mental Health Manager will secure a contract with a Mental Health Consultant to provide services or consultations to staff, children, and families.
2. Family Service Worker (FSW) will secure Memorandum of Understanding (MOU) with community agencies to help provide mental health services directly or indirectly.
3. **Social Emotional Screening Assessment** will be done two times a year. First time with the FSW enrollment in GoEngage under the My Program Workbook with parents/guardians, and the second time teachers will do one with parents/guardians in January.
4. ~~FSW and/or data clerk will enter Mental Wellness Checklist date completed and uploaded into GoEngage by the 5th of the month. If staff and/or parents/guardians have concerns about a child's mental health, the Mental Health Manager and Mental Health Consultant will be informed.~~
5. Referrals will be made by the FSW, and/or Health/Mental Health Manager for any services regarding mental health and emotional needs for children, families, and staff with parents/guardians' permission.
6. The Mental Health Consultant does observations throughout the year and talks with teaching staff regarding skills that can help them in the classroom.
7. **The FSW will enter a case note information into GoEngage in the My Program Workbook under the Social Emotional Screening Assessment first. If a referral is to be made, an internal referral will be initiated by FSW under the Social Emotional Screening Assessment.**
8. The Health/Mental Health Manager will keep track of referrals in GoEngage.

The implementation of policies to limit suspension and prohibit expulsion as described in 1301.17.

1. **For children with consistent challenging behaviors, Teachers/Teacher Assistants will complete Behavior Observation Notes before a Behavior Plan is concerned.**



2. **Behavior Observation Notes** will be sent to the Mental Health Manager as they occur through email.
3. Information that needs to be included in the Behavior Observation Notes:
 - a. What was the child doing before the behavior occurred? (Jojo was playing with some blocks in the corner).
 - b. Describe the behavior. (Jojo grabbed the toys from Sally and slapped her in the face). Do not add your thoughts (because he was mad, angry, frustrated).
 - c. What happened after the behavior? (I took Jojo to a safe space and let him calm down).
4. The Mental Health Manager will review the notes and send them to the Mental Health Consultant to schedule an observation.
5. The Mental Health Manager, Education Manager and Classroom Support Specialist will make several observations regarding the child in question and give strategies and/or resources to the teaching staff.
6. Once teaching staff have implemented strategies provided by Mental Health Consultant, Education Manager, Health/Mental Health Manager, and Classroom Support Specialist and the child continues to have consistent challenging behaviors, a meeting with the parents/guardians, teacher, teacher assistant, FSW, and Site Supervisor will take place to discuss referral for outside services.
7. If outside services are not obtained, another meeting will be set up with parents/guardians to discuss the child being put on a **Behavior Plan**.
8. Children on a **Behavior Plan** will be reevaluated monthly and/or as needed.
9. **Behavior Plans** will be put in place as needed. Suspension will only be used as a last resort when children and staff are at risk. If suspension is necessary, it will have to be approved by the Head Start Program director.
10. FSW and/or data clerk will upload all notes into GoEngage in My Program Workbook under the Social Emotional Screening Assessment by the 5th of the month.
11. ~~FSW will file Behavior Plans in the child's federal file.~~
12. If a child is hurting other children/staff and the **Behavior Plan** meeting has not been held, staff may send the child home for the day with the approval from Mental Health Manager, or anyone in Admin.
13. If a child needs to be placed on a **Behavior Plan** and staff are unable to contact parents/guardians. Actions for the **Behavior Plan** will proceed.

Early Head Start:

1. FSW will complete a Social Emotional Screening Assessment in GoEngage under the My Program Workbook with the parents every 6 months.
- ~~2. Teachers will file them in the child's federal folder.~~

Mental Health Consultants:



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1. Mental health consultants must be able to provide services to the parents/guardians who have children enrolled in the Head Start Program.
2. Mental health consultants must include social and emotional development in children when providing services to parents/guardians.



REFERENCE	1302 Health Program Services Subpart D		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024 , July 9, 2025/July 9, 2025		Pages: 1
SUBJECT	Family Support Services for Health, Nutrition, and Mental Health	STANDARD	1302.46

Policy:

Head Start/Early Head Start must collaborate with parents to promote children's health and well-being by providing medical, oral, nutrition, and mental health educational support services.

1. Family Service Worker (FSW) will meet with parents/guardians that express concerns about health, nutrition, and mental health services.
2. Parents/guardians will complete a **Social Emotional Screening Assessment** and ~~Nutrition Assessment~~ before entering the program.
3. ~~FSW will help parents/guardians choose healthy choices when completing the Nutrition Assessment.~~
4. Upon entry, parents/guardians will have access to the **Welcome Packet**.
5. Parents/Guardians will complete the **Parent Education Survey**.
6. FSW will share and evaluate a family's health and well-being during the Family Partnership process and provide services as needed.
7. FSW will share information and education with parents/guardians during Family Partnerships Agreements and Parent Education meetings.
8. Upon entry, the FSW will explain to parents/guardians all services and screenings the child will receive while in the program.
9. FSW will help parents/guardians understand any diagnostic and treatment procedures needed for ongoing care.
10. FSW will collaborate with parents/guardians that express concerns about health, nutrition, and mental health services.
11. ~~Parent meetings will include topics of social and emotional development, mental health, good eating choices, vehicle and pedestrian safety, and much more.~~



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REFERENCE	1302 Health Program Services Subpart D		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, November 13, 2024 / November 13, 2024, July 9, 2025 / July 9, 2025		Pages: 1- 12
SUBJECT	Safety Practices	STANDARD	1302.47

Policy:

Concho Valley Council of Governments (CVCOG) Head Start Program will train staff, implement, and enforce a system of health and safety practices that ensure children are always kept safe.

1. Administration staff and Site Supervisors will review safety procedures with new staff members before starting job duties at the site.
2. All staff are trained in safety practices during the annual in-service training.
3. All staff are trained in safety practices annually and as needed during staff training days and meetings.
4. The program will follow State Minimum Standards for Childcare Centers.

Facilities Policy:

All facilities where children are served, including areas for learning, playing, sleeping, toileting, and eating at a minimum:

1. Meet state, tribal, or local licensing requirements, even if exempted by the licensing entity.
2. Head Start/Early Head Start facilities will be treated for pests monthly by a licensed professional.
3. If a problem is noted, appropriate treatment will be given on the advice of the licensed professional.
4. Services will be conducted after children have left and/or on days when children are not present.
5. The Concho Valley Council of Government (CVCOG) Head Start will have tests annually for the presence of lead.
6. CVCOG Head Start will contain any lead found in any building children can access. CVCOG Head Start will contract a professional provider to do any lead containment work.
7. Lead-free paint will always be used in all Head Start/Early Head Start facilities, including painting interior and exterior surfaces.
8. Lead levels in the water will be tested annually in all Head Start/Early Head Start facilities.
9. Excess garbage and food will be removed from the classroom after each meal.
10. Playgrounds will be checked daily and documented on the **Daily Playground Checklist**.
11. Flashlights are placed in each room with children present and are put in an easily accessible designated area.
12. Flashlights will be tested daily and documented on the **Classroom Daily Health and Safety Checklist** and the **Site Daily Health and Safety Checklist**.



13. All classrooms will have safe and effective lighting.
14. Fire extinguishers and carbon monoxide are in each site, checked and recorded monthly on the **Emergency Practices form 7263** by the Site Supervisor and/or custodian.
15. Carbon Monoxide batteries will need to be changed annually in June and as needed.
16. Fire extinguishers are inspected once a year and serviced every 6 years by a fire extinguisher professional. Fire extinguishers must be at least 4 inches off the ground. If the extinguisher weighs less than 40 lbs., it must be installed no more than 5 feet off the ground and if they weigh more than 40 lbs., no more than 3 ft 6 inches off the ground.
17. All First Aid Kits must be:
 - a. Clearly labeled.
 - b. Kept in clean and sanitary conditions.
 - c. Easily accessible to staff.
 - d. Stored in a designated location known to all staff.
 - e. Kept out of the reach of children.
 - f. Must be checked monthly and documented on the **First Aid Checklist and Backpack Monthly Check List** and kept with the first aid kit and in the backpack (due by the 5th of every month).
 - g. Ensure it is fully stocked and not expired.
 - h. Staff will take **first aid supplies in a backpack** whenever they leave the site.
 - i. Site Supervisors will train new staff, substitutes, and volunteers where the first aid kit is located.
18. First Aid Kits and Backpack first-aid Kits must contain the following:
 - a. A guide to first aid and emergency care
 - b. Adhesive tape
 - c. Antiseptic solution or wipes
 - d. Multi-size adhesive band aids
 - e. Scissors
 - f. Sterile gauze pads
 - g. Thermometer
 - h. Tweezers
 - i. Waterproof disposable gloves
19. The Site Supervisor will notify the Health Manager when supplies need to be restocked in the first aid kit.
20. Facilities must be free from firearms or other weapons that are accessible to children.
21. All containers of cleaning products and chemicals must have labels that display their contents and any hazards. Original labels must be kept on the containers of cleaning products.



22. When you take a cleaning product out of the original container and put it into another container, such as a spray bottle, this is a secondary container. The secondary container products must be labeled with:
 - Name of the product and/or chemicals
 - Warnings for health hazards (e.g., eye, ear, skin, respiratory)
 - Physical hazards (e.g., flammable)
 - Name and address of chemical manufacturer
23. SDS must be located where chemicals are stored in a notebook in alphabetical order. All chemicals present must have an SDS sheet.
24. Toilets and hand washing facilities will be adequate, cleaned daily, in working condition, and easily reached by children.
25. Toileting and diapering areas will be separate from areas used for cooking, eating, or other children's activities.
26. The **Classroom Daily Health/Safety Checklist** and **Center Daily Health and Safety Checklist** will be completed daily.
27. If any maintenance or repairs are required, a **Maintenance Request** will be submitted to the Facility Manager by email with a detailed description of the request.
28. If the **Maintenance Request** is not addressed within 1 week, a follow-up email must be sent to the Facility Manager on the same email thread.
29. If the maintenance request is addressed and additional work is required, you must ensure it is completed promptly. An Email must be sent to the Facility Manager with notes.
30. Request and pictures must be emailed to the Facility Manager upon Request and again when repair or maintenance is complete.
31. When work is complete, the Receptionist and/or Site Supervisor must email Facility Manager and procurement stating work was complete and documented on the form.
32. Whoever is responsible for the request must meet with the vendor at the site from the start to finish of the request. (The facility manager should be able to call for updates and the person responsible must know where we are with the request up until the request is complete.)
33. All Request must be kept in binder per school year from June-May.

Equipment and Materials Policy:

Indoor and outdoor play equipment, cribs, cots, feeding chairs, strollers, and other equipment used in the care of enrolled children, and as applicable, other equipment and materials meet standards by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Material, International (ASTM (American Society for Testing and Material)). All equipment and materials must at a minimum:

1. If a child places a toy in their mouth, the toy must be collected immediately after they are done playing with that toy and placed in the soiled toy bin.
2. Contaminated toys (blood, vomit, etc.) will be removed from the child immediately and placed in the soiled toy bin.



3. All materials purchased will be made from non-toxic materials.
4. At the end of every day, contaminated toys will be sanitized with products registered by the Environmental Protection Agency (EPA). You must follow labeling instructions for sanitizing.
5. Staff will provide child-size tables, chairs, equipment, toys, materials, and other furniture that is age appropriate to the children served.
6. Accommodation will be provided as needed for children with disabilities.
7. Under no circumstances will a child be left alone or unsupervised while in the care of staff, that can be counted in child ratio, therapist, and consultants.
8. Head Start/Early Head Start classroom staff must know the children and how many they are responsible for.
9. Head Start/Early Head Start classroom staff must use the classroom **Transition Roll Call** to take roll calls of the children before transitioning to a new location outside of the classroom and upon arrival at the new location, see 1302.31.
10. During outdoor play and/or other activities staff must position themselves at opposite ends of the area and move around as necessary so all children can always be visually supervised.
11. Outdoor playgrounds are enclosed with fences and two exits.
12. During nap/rest time 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.
13. Indoor and outdoor space used by the Early Head Start and Head Start children will be independent of each other.

Safety Training Policy:

1. During the new hire orientation paperwork required will be completed with new staff.
2. Staff will be supplied with all required and appropriate training before entering the site.
3. Site Supervisors will review procedures with new staff prior to staff beginning job duties at the site.
4. Staff will receive annual training during in-service training regardless of the new hire start date.
5. Staff will be trained in procedures periodically and as needed during all staff training, meetings, and individual training if needed. Trainings will include the following:
 - a. The prevention and control of infectious diseases.
 - b. Preventions of sudden infant death syndrome and use of safe sleeping practices (if working with children under 24 months (about 2 years) of age).
 - c. Administration of medication consistent with standards for parental consent.
 - d. Prevention and response to emergencies due to food and allergic reactions.
 - e. Building and physical premises for safety, identification of protection from hazards, bodies of water, and vehicular traffic.
 - f. Emergency preparedness and response.
 - g. Handling and storage of hazardous materials and appropriate disposal of bio contaminants.
 - h. Appropriate precautions in transporting children, if applicable.
 - i. First aid and cardiopulmonary resuscitation.



- j. Recognition and reporting child abuse and neglect.
6. Staff will receive active supervision at least 3 times annually and/or as needed.
7. Training on abuse and neglect will be conducted annually and as needed.

Safety Practices Policy:

All staff, consultants, contractors, and volunteers will follow the appropriate practices to keep children safe during activities. Aligns the definition of child abuse and neglect with Child Abuse Prevention and Treatment Act

Reporting:

1. The staff is trained in what child abuse is, how to identify, and how to report incidents of Child Abuse and Sexual Abuse. All staff members are mandated by reporters.
2. Site Supervisors will ensure that contractors and volunteers are aware and will follow the policies for keeping children safe.
3. Training will occur during our annual in-service and throughout the year as needed.
4. All federal, state, local laws will be followed, and reporting will be completely confidential and solely on the reporting person.

Safe Sleep:

1. Cribs will space three feet apart from head to toe when occupied.
2. All children laying on cots will be placed head to toe.
3. Cribs and cots will be labeled with the child's first name.
4. Children under 12 months of age will use firm mattresses.
5. Children 12 months and older will transition to a cot.
6. Soft bedding, blankets, and toys will not be allowed in the crib.
7. Linens will be washed weekly and/or immediately after an illness, and after an accident.
8. Crib sheets for infants will be washed daily.
9. Cribs, mattresses and cots will be disinfected weekly or as needed.

Active Supervision:

1. All staff will follow appropriate Active Supervision practices in 1302.31 to keep children safe during all activities.
2. All Staff will adhere to and put into practice Active Supervision techniques continuously throughout the day
3. Site Supervisors will provide Active Supervision training at least three times per year and when supervision incidents occur.
4. Compliance records will be monitored for completion by a Compliance Specialist.

Releasing Children:



1. During the registration process, an Admission Information form will be completed with the names of those people authorized to pick up the child.
2. When the gates are closed during pick-up and drop-off, individuals must stop by the office for campus authorization. The Raptor system will verify approval, and a visitor's pass will be printed for all sites.
3. Staff will ask for picture identification of the person picking the child up and verify that person is on the pick-up list. Copy of picture identification must be made and stapled to sign in sheet. This step will continue until the staff is familiar with the people on the pick-up list.
4. If the legal guardian would like to add or remove a person from the pick-up list on the Admission Information Form, the legal guardian must complete an ADD/REMOVE AUTHORIZATION FOR RELEASING A CHILD form in person. (Forms will be submitted to Admission Information form 2935.
5. In cases where the parent wishes to deny access to the non-custodial parent, they will be required to provide the program with appropriate copies of legal documentation (custody decree, restraining order, termination of parental rights).
6. In cases where potential kidnapping or violence is an issue, photographs of the person should be provided to assist staff in identifying these individuals.
7. In cases where there are concerns on the part of the custodial parent, but there is no legal documentation available, the Family Service Workers will make appropriate referrals to legal aid or other legal counsel.
8. If an adult shows up at a site that cannot have access to a child:
 - a. Staff will escort the adult to the office.
 - b. B. Staff will tell this person there is documentation on file prohibiting access to that child.
 - c. Staff will ask adults to leave the site.
 - d. If the adult refuses to leave, staff will inform them that they will need to contact the police,
9. Staff will contact custodial parents and the Family and Community Partnership Manager to inform them of the incident.
10. Individuals on the Registered Sex Offenders list is not allowed on campus unless they are the student's legal guardian. The legal guardian must be accompanied by CVCOG staff while on campus.
11. Please remember your child will be released only to those on the child's pick-up list (Admission Information form). Under no circumstances will letters or phone calls be accepted to make any changes to this list. Any person authorized to pick up a child must be at least 18 years old. It is extremely important that your work and home telephone numbers and the telephone numbers of the authorized pick-up persons are kept current. If we have not been notified by you prior to the designated pick-up time, staff will call the people on your pick-up list.
12. If the staff person in charge observes you or the person designated to pick up your child demonstrating the inability to safely transport your child, we reserve the right, in the interest of safety for you and your child, to express our concern. We suggest contacting another person to transport you and your child. However, if you or the designated pick-up person insists on transporting the child, please be aware that we will notify the local law enforcement of the situation to ensure the safety of the child.

Late Pick-up:



13. If a child is not picked up on time and the site staff has made every attempt to contact those listed on the Admission Information form 2935 and page 2 of the application and have not reached anyone, the Head Start Site will call their Local Police Department.

Standard of Conduct:

See 1302.90(c)

Hygiene Practices Policy:

All staff systematically and routinely implement hygiene practices that at a minimum ensure:

Hand Washing:

1. Training is provided annually for staff; site supervisors will train volunteers.
2. Wash hands with soap and running water for 20 seconds when performing the following (This applies to staff and all children):
 - a. After diapering or toileting.
 - b. Before setting the tables.
 - c. Before handling, preparing, and consuming food.
 - d. After handling animals.
 - e. Before and after dispensing medication for staff members.
 - f. After cleaning or using cleaning products for staff members.
 - g. After arriving at the site daily.
 - h. After outdoor activities.
 - i. Before and after playing on sand/water tables.
3. Place hand washing posters in all restrooms and at all sinks as a reminder.
4. Provide soap and paper towels at every sink for handwashing.

Going to the Toilet:

1. Go to the bathroom.
2. Pull down pants and underwear.
3. Go to the toilet.
 1. Wipe with toilet paper.
 2. Pull up underwear and pants.
 3. Flush the toilet.
 4. Wash your hands with soap and water.
 5. Post and follow the toilet procedures in each restroom.

Diaper Changing:



1. All staff will be trained in Diaper Changing Procedures, and a Diaper Changing Poster will be posted near the diaper changing area.
 - a. A designated area will be established specifically for diapering that is not located in or near any food handling areas.
 - b. Changing tables will be kept clean, mats will be waterproof and free of cracks and tears. Changing tables and mats will always be clear of any objects.
 - c. Only Head Start/Early Head Start staff or the child's parent/guardian will engage in the diapering of a child.

Head Start Procedure:

1. Wash your hands thoroughly.
2. Get supplies ready, including applying gloves.
3. Place the child in a diapering station if applicable.
4. Undress the child with an exposed diaper or pullup.
5. Wipe from front to back using wipes only once.
6. Put soiled wipes in a soiled diaper or pull up.
7. Place soiled diaper or pull up in a lined trash can (if possible, tuck in diaper or pull up in gloves).
8. Dispose of gloves in the trash can and close the lid.
9. Diaper and dress the child.
10. Wash the child's hands.
11. Staff members will wash their hands.
12. Return child to supervised area.

Early Head Start Procedures:

1. Wash your hands thoroughly.
2. Get supplies ready, including applying gloves.
3. Protect the surface with clean disposable paper.
4. Place child on diapering surface always keeping one hand on the child or child safety mechanism. use
5. Undress child to expose the diaper, if clothes are soiled place clothes in a plastic bag.
6. Wipe from front to back using a wipe or soft cloth, put a soiled wipe in the soiled diaper.
7. Place soiled diaper in a lined trash can and/or tuck diaper in gloves.
8. Dispose of gloves in the trash can and close the lid.
9. Diaper and dress the child.
10. Wash the child's hands.
11. Return child to supervised area.
12. If the area becomes soiled, sanitize it.
13. Sanitize with a product that is registered by the EPA.

Safety Food Preparation:



1. Kitchen staff will complete Servsafe Training or Servsafe Management Training before conducting kitchen duties.
2. When food is being prepared, all Headstart/Early Headstart staff and volunteers must wear head coverings while in the kitchen area.
3. Kitchen staff will monitor the temperature of meats to guarantee they are served to the children at the appropriate temperature stated on the Food Temperature Record. The meat temperatures will be recorded on the Food Temperature Record.
4. Every morning, kitchen staff will complete **the Refrigerator/Freezer Temperature Record** to ensure food is kept at the proper temperatures. Teacher/Teacher Assistant will check refrigerators in the classroom to ensure they are at the proper temperature (41 degrees and lower).
5. All staff will follow proper hygiene practices by washing their hands both before and after preparing and serving food.
6. CVCOG Kitchen staff will follow the uploaded Management Plan in TX UMPS.

Exposure to Blood and Bodily Fluids:

1. The following supplies will be used to clean and handle bodily fluids and will be labeled as "Bodily Fluids Only;" broom, mop, dustpan, and bucket.
2. Disposable gloves will be made available to all staff and volunteers.
3. Staff members will wear disposable gloves when handling blood, bodily fluids, or other infectious materials.
4. Clean and disinfect contaminated work surfaces with the recommended liquid EPA approved solution.
5. Clean and disinfect rugs using Super Sorb (do not use vacuum cleaner).
6. Dispose of all contaminated materials in a plastic bio-hazard bag and tie close
7. Staff members will be trained in Bloodborne Pathogens orientation annually.

Administrative Safety Procedures Policy:

CVCOG Head Start will establish and implement, and practice as appropriate for emergencies, fire prevention and response, protection from contagious disease, medication administration, food allergies, disaster preparedness, and safety incidents.

1. The Health Manager will review the Emergency Response Plan, including fire prevention and response with staff before staff starts job duties at the site.
2. Staff are trained in safety practices annually during in-services training and as needed.
3. The **Parent Handbook** will contain a copy of the following guidelines for exclusion from Head Start/Early Head Start classrooms: Texas Departments of State Health Services in 25 TAC 97.7.
4. Staff will complete an **Incident /Illness Report** form **7239** when a child is temporarily excluded from school due to a communicable disease listed in the **Parent Handbook**, and/or when any injury happens on school grounds.
5. For minor illnesses and small incidents, an **Acute Illness Report** will be completed.



6. Receptionist/Site Supervisor will make copies of **ALL Incident/Illness Report** and **Acute Illness Report** for the Health Manager. and filed with the DHS.
7. When a child is excluded for medical reasons, they may return once they have met the proper criteria listed in the **Parent Handbook**.
8. The site can seek guidance from the Health Manager and/or local health officials before returning.
9. The Health Manager may consult with local health officials and/or Texas Department of Family Protective Services (TDFPS) regarding any conditions if applicable.
10. Due to **Incident/Illness Report** and/or **Acute Illness Report** being completed, if a child is absent for four consecutive days an FSW will pull report **2330** from ChildPlus. This will be submitted to the ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance) Manager.

Medication Administration:

1. Head Start/Early Head Start staff are trained at orientation, annually, in-service and as needed on Medication Procedures, the use of Medical Equipment when applicable and side effects.
2. All medication must be in its original container.
3. Pharmacy label and Doctor's instructions must include the following information:
 - a. Child's first and last name.
 - b. Name of the medication.
 - c. The date prescription was filled.
 - d. Name of health care provided by the person who prescribed the medication.
 - e. Medication expiration date.
 - f. Dosage and frequency of medication.
 - g. Storage instructions if available.
4. On the original container, designated staff will write the date the medication was brought to the site.
5. Teaching staff and/or designated staff place a picture of the child within a week on a medication storage box/bag.
6. Parents/guardians must sign and complete the **Authorization for Dispensing Medication** form 7238.
7. Medication will be administered by designated staff members trained in Medication Administration.
8. Designated staff members will be trained in medication administration, handling, and storage of medication per medication instructions.
9. All medication will be in a locked cabinet/box. Emergency medication will be in a lock bag and kept readily available but kept out of the reach of children.
10. Designated staff members will document each time medication is administered on the **Authorization for Dispensing Medication** form 7238.
11. The **Authorization for Dispensing Medication** will be kept in a notebook and kept confidential.
12. Site Supervisor/receptionist will review the **Medication Monthly Verification** at the end of each month for medication in the office. Teaching staff will review the **Medication Monthly**



Verification at the end of each month in the classroom to inform parents/guardians on who much medication is left at the site.

13. If there are any changes in the child's normal behavior after medication is administered, designated staff members will document changes on an **Illness/Incident Report** and the **Authorization for Dispensing Medication** and contact the parents/guardians immediately.
14. If designated staff members make an error on medication administration, they will complete a **Medication Error Report** and an **Incident/Illness Report**. A copy will be given to the parents/guardians for them to share with their pediatrician.
15. If staff members need to take medication during operation hours, they will inform the site supervisor, and the medication will be stored in a locked cabinet or locked box.
16. Only the site supervisor and FSW will be allowed to administer any narcotic medication to a child if prescribed.
17. All medication prescribed and/or over the counter must have a doctor's note if left at the site.
18. All medication must be signed out by parent/guardians on the drop date. If medication is picked up, the site supervisor will collect it and inform the Health Manager.

Food Allergy:

1. Parents/guardians will complete a **Health History** and **Nutrition Assessment** with the FSW at enrollment.
2. If there are any concerns, the FSW will have parents/guardians obtain a **Food Allergy Emergency Plan** and/or doctor's note stating the food allergy from their health care physician.
3. Each child with a food allergy must have a **Serious Allergy Action Plan** provided by the primary physician.
4. A **Serious Allergy Action Plan** must include symptoms if exposed and steps to take if the child has an allergic reaction.
5. A **Food Allergy Emergency Plan** will be obtained prior to the child's entry into the program.
6. A copy of the **Food Allergy Emergency Plan** and **Serious Allergy Action Plan** will be filed in the child's federal file, outdoor backpack.
7. A copy of the **Food Allergy Emergency Plan** will be given to kitchen staff for food preparation and teaching staff for serving food from the site supervisor.
8. The site supervisor will redact the child's name and use the ChildPlus ID number.
9. **The Food Allergy Emergency Plan** will be always posted in the classroom with a confidentiality cover sheet.

Disaster Preparedness Plan:

CVCOG Head Start has all hazards of emergency management/disaster preparedness and response plans for natural disasters, emergencies, or violence in or near the program.

1. **Emergency Response Plans** will be reviewed for updates annually. If no updates are required, **Emergency Response Plans** will remain in use.



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2. If updates are needed, the **Emergency Response Plan** will need to be approved by the Policy Council and Executive Committee, and the Department of Public Safety.
3. The site supervisor will post the **Emergency Response Plans** on Parent Boards at each site.
4. Site Supervisors will report any safety incidents to the Head Start Director that are referenced in 1302.102 under reporting.



REFERENCE	1302 Subpart B – Program Structure	
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, July 9, 2025/ July 9, 2025	Pages: 1

SUBJECT	Program Structure	STANDARD	1302.20
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Program Option

The Concho Valley Council of Governments (CVCOG) Head Start program will offer center-based services. The Head Start **Preschool** program schedule will not exceed six hours per day and the Early Head Start program will not exceed seven hours per day. The CVCOG Head Start program will remain as center-based service program, unless the community assessment shows different data. At that point, CVCOG may look at changing program options.

Conversion

Any conversion or change of scope request will have approval of the Policy Council and Executive Committee prior to submitting the request to the Office of Head Start program specialist. The CVCOG Head Start program will consider the results of the Community Assessment when requesting a conversion or change of scope.



REFERENCE	1302 Subpart B – Program Structure	
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, July 9, 2025/July 9, 2025	Pages: 1-2

SUBJECT	Center-based option	STANDARD	1302.21
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The Concho Valley Council of Governments (CVCOG) Head Start program will offer center-based service that includes education and child development services in a classroom setting.

Ratios and group size

The CVCOG Head Start **Preschool** (HS) and Early Head Start (EHS) will maintain the following ratios in all classrooms at all times. Staff-child ratios and group size maximums will be determined by the age of the majority of children and the needs of children present. This determination will be adjusted as needed during the program year.

Early Head Start:

- A class that serves children under thirty-six months will have no more than eight children with two teachers. Regardless of the number of children present in the classroom, there will be two teachers in the classroom.

Head Start **Preschool**:

- A class that serves a majority of children who are three years old will have no more than 17 children with two staff.
- A class that serves a majority of children who are four and five years old will have no more than twenty children with two staff.

We will maintain appropriate ratios during all hours of operation, except:

- For a brief moment where a teaching staff is out for no more than five minutes.
- During nap time, one teaching staff may be replaced by one staff member that does not meet the teaching qualifications required for the age.

Service Duration

Early Head Start

- EHS will operate a minimum of 198 days per year or 1380 hours of classroom operations.
- EHS will operate August – July.

Head Start **Preschool**

- HS will operate a minimum of 170 days per year or 1,020 hours of classroom operations.



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- HS will operate August – May.
- CVCOG will follow the Local Education Agency calendars as closely as possible. Some dates may vary due to meeting the minimum requirements or required training dates.
- CVCOG will make every effort to schedule makeup days using existing resources if the hours of operation fall short.
- If for any reason a site does not meet the minimum hours required by the Head Start performance standards, the ERSEA manager will document and the Head Start director will inform the Office of Head Start program specialist.

Licensing & Square Footage

- CVCOG Head Start Program is licensed under Texas Health and Human Services Child Care Regulation.
- HS and EHS program will provide a minimum of 35 square feet per child of indoor classroom space and 80 square feet per child of outdoor space.
- HS and EHS will have separate designated outdoor spaces.



REFERENCE	1302 Subpart J – Program Management and Quality Improvement		
APPROVAL/EFFECTIVE	July 10, 2024/ July 10, 2024, July 9, 2025/ July, 9, 2025	Pages: 1	
SUBJECT	Management System	STANDARD	1302.101

Implementation

- A. The Concho Valley Council of Governments (CVCOG) Organizational Chart ensures there is effective oversight in all program areas that promotes the delivery of high-quality services in all program areas.
- B. Staff will complete a **Needs Assessment** annually to identify any needs and needs for professional development.
- C. CLASS observations and monitoring by the Education Managers and Classroom Support Specialist are done throughout the year to support staff.
- D. Budgets are reviewed annually to ensure the budget aids in meeting the program goals and that the CVCOG Head Start/ Early Head Start program is providing high quality services.
- E. CVCOG maintains records in MIP and ~~ChildPlus~~ **GoEngage**.

Coordinated Approaches

Training and professional development is done annually and as needed. See 1302.92.

CVCOG uses data regarding families' primary language to anticipate the primary language of most children in our service area. According to our Community Assessment, the most predominate languages spoken in our service area are English and Spanish.

CVCOG uses a curriculum that includes:

- differentiated learning strategies and materials for a full range of learners including grouping strategies and scaffolding;
- equality of materials and instruction in English and Spanish, including language sensitive adaptations and cultural sensitivity;
- English language learner instruction incorporates research in second language acquisition with classroom strategies

Forty percent of classroom teaching staff speak Spanish as well as English.

CVCOG will ensure all children with disabilities, including but not limited to children eligible for services under Individuals with Disabilities Education Act (IDEA) are included in all program activities, have access to appropriate materials and instruction in the least restrictive environment with their non-disabled peers and are protected from discrimination and have access to all program services and modifications consistent with section 504 of the Rehabilitation Act and the Americans with Disabilities Act.



REFERENCE	1302 Human Resource Management Subpart I		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, November 13, 2024 / November 13, 2024 / June 23, 2025		Pages: 1-2
SUBJECT	Staff qualifications and competency requirements	STANDARD	1302.91

The Head Start Program will ensure all staff, including substitutes, consultants, and contractors have sufficient knowledge, training, and experience, and receive ongoing training and professional development to fulfill their roles and responsibilities, and meet the following criteria:

A. Head Start / Early Head Start Director

- At a minimum; a baccalaureate degree;
- Experience in supervision of staff, fiscal management, and administration.

B. Fiscal Officer

- At a minimum, a baccalaureate degree in accounting, business, fiscal management or a related field.

C. Family, Health, and Disabilities Management

- At a minimum, a baccalaureate degree, preferably related to one or more of the disciplines they oversee.

D. Education Management

- A baccalaureate or advanced degree in early childhood education; or
- A baccalaureate or advanced degree and equivalent coursework in early childhood education with early childhood education teaching experience.

E. Early Head Start Teacher (EHS)*

- Child Development Associate (CDA) credential for Infant and Toddler; or
- Comparable credential and have been trained with a focus on infant and toddler development or;
- Equivalent coursework in early childhood development with a focus on infant and toddler development that meets or exceeds the CDA.
- If we have unsuccessfully been able to recruit and hire an Early Head Start Teacher with the above qualifications, we may hire an EHS Teacher with the understanding that they will obtain their Infant and Toddler CDA withing one year of hire.

F. Head Start Teacher*

- An associate or baccalaureate degree in child development or early childhood education, or related degree with equivalent coursework.
- If an applicant for teacher does not have a degree in child development or early childhood education, they could have an associate or baccalaureate degree in a related field and coursework equivalent to a major relating to early childhood education with experience teaching preschool age children.tz



- Coursework equivalent to a major in early childhood education includes, but is not limited to classes in child development, early childhood education and curriculum, early childhood teaching and assessment, psychology, family development, health and physical development, mathematics for teachers, and children's literature. There must be a minimum of 18 college credits in Education core courses.
- If we are unable to recruit or hire a Head Start teachers with the above qualifications, we may employ a classroom teacher with the understanding that they will obtain a CDA credential – or a state-awarded certificate that meets or exceeds CDA requirements - within six months of hire. Upon receiving the CDA, the teachers must immediately enroll in a program that offers at least an associate degree in Early Childhood Education. A waiver request will then be submitted on their behalf to the OHS Regional Office.

Head Start Teacher Assistant

- CDA credential or enrolled in a program to obtain one within 18 months of hire; **or**
- Hold a Technical Certificate in Early Childhood Studies or Early Childhood Development that meets or exceeds the requirements of a CDA Credential; **or**
- Hold an associate or bachelor's degree in any field or be enrolled in a program that will lead to such a degree within 2 years of hire.

* For teachers and teacher assistants who do not yet meet the qualifications for their position, a **Professional Development Plan (PDP)** will be implemented and reviewed at least quarterly until the appropriate credential is obtained. Failure to make satisfactory progress toward meeting credential requirements or to meet the deadlines outlined in the **PDP** may result in disciplinary action, up to and including termination.

G. Family Service Workers

- Must have within eighteen months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field.

H. Contracted Health Professionals

- Health procedures are performed by a licensed or certified health professional.
- All mental health consultants must be licensed or certified mental health professionals. We will use mental health consultants with knowledge of and experience in serving young children and their families.
- All mental health contractors will provide a copy of their certified mental health care license and a copy of their malpractice insurance when signing/renewing contracts.
- Nutrition consultants must be registered dietitians or nutritionists with appropriate qualifications.

I. Coaches

- Hold a minimum of a baccalaureate degree in early childhood education or a related field.



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REFERENCE	1302 Human Resource Management Subpart I	
APPROVAL/EFFECTIVE	July 10, 2024, July 10, 2024, November 13, 2024 / November 13, 2024 / June 23, 2025	Pages: 1 - 2

SUBJECT	Training and Professional Development	STANDARD	1302.92
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Policy: The Head Start Program will ensure all new staff, consultants, and volunteers receive at a minimum, an orientation that includes the goals and underlying philosophy of Head Start including the Head Start Program Performance Standards, Child Care Regulation Minimum Standards, policies, and procedures. The Head Start Program must provide appropriate training and technical assistance to include orientation to the Executive Committee and Policy Council. The training must include review of program governance and eligibility verification indicated in 1302.12(m). This is to ensure the staff and Executive Committee members understand the information and can effectively oversee the direction of the Head Start Program.

All staff will participate in a new employee orientation and attend in-service annually. This will include professional development designed to assist staff in acquiring or increasing the knowledge and skills needed to provide high-quality, comprehensive services.

- a. Staff complete a minimum of 24 clock hours of professional development per year. For teaching staff, such professional development must meet the requirements described in section 648A(a)(5) of the Act;
- b. All staff will complete annual Child Care Regulation Minimum Standards requirements for training.
- c. Training on methods to handle suspected or known child abuse and neglect cases, that comply with applicable federal, state, local, and tribal laws;
- d. Training on positive strategies to understand and support children's social and emotional development, such as tools for managing children's behavior;
- e. Training for child and family services staff on best practices for implementing family engagement strategies in a systemic way;
- f. Training for child and family services staff, including staff that work on family services, health, and disabilities, that builds their knowledge, experience, and competencies to improve child and family outcomes.
- g. Research-based approaches to professional development for education staff, that are focused on effective curricula implementation, knowledge of the content in Head Start Early Learning Outcomes Framework: Ages Birth to Five, partnering with families, supporting children with disabilities and their families, providing effective and nurturing adult-child interactions, supporting dual language learners as appropriate, addressing challenging behaviors, preparing children and families for transitions, and use of data to individualize learning experiences to improve outcomes for all children.
- h. Training may also be provided based on observations, needs assessments, and personal evaluations.
- i. Education Managers will ensure all full-time staff providing direct services to children have a professional development plan.
- j. All full-time staff must enroll in Academy+ through the Academy at the National Head Start Association. Staff will be given instructions and a program code to self-register. Upon logging in, staff must complete the "A+ Academy+ Start Here" course. Once this course has been completed, staff will gain access to the Academy+



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Course Catalog, which includes dozens of Head Start–specific professional development courses. Each staff member is responsible for monitoring their subscription and completing courses assigned to them.

- k. Education Managers will monitor and document training quarterly, or as needed, to ensure staff are effectively trained, and program standards are met.
- l. Practice-based coaching will be provided for educational staff when appropriate. The identified staff will sign a **Coaching Agreement**.
- m. Mental health and wellness information is available to staff regarding health issues that may affect their job performance. We will provide regularly scheduled opportunities to learn about mental health, wellness, and health education.

Agenda Item 10





To: Executive Committee and Policy Council

From: Carolina Raymond – Director of Head Start

Date: July 9th 2025

Re: Approval of Non-Federal Share Waiver Submission

Carolina Raymond, Director of CVCOG Head Start, respectfully requests approval to submit a waiver to the Office of Head Start for the unmet required Non-Federal Share amount of \$71,301.33 for the 2024–2025 school program year.

Policy Council Chairman

Date

Executive Committee Chairman

Date



June 24, 2025

RE: Non-Federal Share Waiver Request for One-time Supplemental Funds

To Whom It May Concern,

CVCOG Head Start/Early Head Start is requesting a partial waiver for the non-federal share requirement associated with the one-time supplemental funds award. After a thorough review of all eligible non-federal share sources, we have determined that our program is unable to meet the full 20% requirement during the current grant period due to limited community resources. We respectfully request your consideration of the following circumstances in support of our waiver request:

- **Discontinued Partner Support**
The program experienced a significant loss of community contributions when our rural school community partner Christoval ISD chose to take over or establish their own preschool or pre-kindergarten programs. The school district had previously supported our program by providing rent-free or subsidized facility space, contributing to teacher salary, and supplying essential staff such as cooks and custodians. Their withdrawal of support has greatly impacted our ability to meet non-federal share requirements.
- **Lack of Community Resources and Rural or Isolated Areas**
The loss of these partnerships also reduced opportunities for volunteer engagement, homework contributions, and in-kind program donations. Programs located in remote or low-population areas already face challenges in these areas due to a limited number of community organizations, lack of transportation, and a smaller pool of professionals available to donate their time and services.

In light of these challenges, we respectfully request a full waiver for the non-federal share requirement of \$71,301.33 for the One-time Supplemental Funds. We remain committed to seeking additional resources in the 2025-2026 school year to increase our non-federal share and to strategizing ways to build a surplus that could cover any future one-time funding opportunities.

Thank you for your consideration of this request. Should you require any further information, please do not hesitate to contact me.

Carolina Raymond

Carolina Raymond
CVCOG Head Start Director
carolina.raymond@cvcog.org
325-944-9666 Ext. 224

Agenda Item 11





To: Executive Board and Policy Council

From: Carolina Raymond – Director of Head Start

Date: July 9th 2025

Re: Approval of Disability Waiver Submission

Carolina Raymond, Director of CVCOG Head Start, respectfully requests approval to submit a waiver to the Office of Head Start for not meeting the 10% enrollment requirement for children with disabilities for 2024–2025 school program year.

Policy Council Chairman

Date

Executive Committee Chairman

Date



Office of Head Start

07-02-2025

**Concho Valley Council of Governments Waiver Request for 10% Disability Enrollment Requirement 06CH010970
Program Year 2024–2025**

The Concho Valley Council of Governments (CVCOG) respectfully requests a waiver for the 10% enrollment requirement for children with disabilities, as specified in ACF-PI-HS-09-04, for the 2024–2025 program year.

Our funded enrollment for this year includes 411 Head Start children and 120 Early Head Start children, totaling 528. As of the end of the 2024–2025 program year (July 31, 2025), we served 39 children with disabilities – 21 Head Start children and 18 Early Head Start children - representing approximately 7% of our actual enrollment of 528 children.

In comparison, for the 2023–2024 program year, we met the 10% requirement by serving 59 children with disabilities—39 in Head Start and 20 in Early Head Start—representing 11% of our total enrollment. Therefore, a waiver was not requested for that year. CVCOG was granted a waiver during the 2021–2022 program year for not meeting the 10% requirement.

Of the 21 Head Start children with disabilities served this year, 10 entered the program already identified with a disability, and 11 were referred and identified during the year. For Early Head Start, 6 of the 18 children entered with a disability, and the remaining 12 were identified during the year. No children received Response to Intervention (RTI) services from the Local Education Agency (LEA).

We maintain collaborative partnerships with five of the six LEAs in our service area. Although we do not have a formal Memorandum of Understanding (MOU) with San Angelo Independent School District (SAISD), our working relationship remains strong. There have been no issues regarding referrals, evaluations, or provision of services for children residing in that district.

Screening and Referral Process

All newly enrolled children receive a developmental screening within 45 days of enrollment. Children who fail the screening are referred to the appropriate Early Childhood Intervention

(ECI) agency or LEA, with parental consent. Referrals may also be made at any point during the year if developmental concerns arise.

Our team prioritizes early screening in the school year to ensure timely identification and referrals for children needing special education or related services. Occasionally, evaluation timelines for 3-year-olds may be extended by LEAs to allow observation within the classroom setting for up to six months before determining the need for services. During this period, Response to Intervention (RTI) strategies are implemented to support skill development.

Program Staffing and Relationships

Our Disabilities Manager has served in this role for 21 years and holds a bachelor's degree in Early Childhood Education. She maintains strong relationships with both ECI agencies and LEAs throughout our service area, who are aware of and supportive of our efforts to meet the 10% disability enrollment requirement.

We currently have MOUs with all ECI agencies and LEAs in our service area, with the exception of SAISD. These MOUs are reviewed and revised annually to ensure alignment with current practices and regulations.

Ongoing Recruitment Efforts

Our recruitment strategy for children with disabilities includes:

- Posting flyers in high-traffic areas for families with young children.
- Providing enrollment information to ECI caseworkers to share with families of soon-to-be-eligible children.
- Sending welcome letters and program information to families referred by ECI.
- Ensuring Site Supervisors/Family Service Workers inform families of their right to request evaluations and services.
- Collaborating annually with LEAs and ECI agencies to renew MOUs and coordinate referrals.
- Partnering with local physicians, clinics, and Health Advisory Committee members to raise awareness.
- Encouraging Policy Council members to promote the program within their communities.
- Tracking recruitment activities, including placement of materials and community engagement efforts.
- Participating in health fairs and community events to increase visibility and outreach.

Despite our efforts, we recognize there are still areas for improvement. We have since met with SAISD's special education coordinator and director and plan to collaborate in early fall following our developmental screenings to jointly identify students in need of further evaluation.

Conclusion

We remain fully committed to meeting the federal requirement to serve a minimum of 10% of children with disabilities in our Head Start and Early Head Start programs. Although we fell short this program year, we continue to implement, strengthen, and refine recruitment, identification, and referral processes in partnership with our community stakeholders.

We respectfully request approval of this waiver for the 2024–2025 program year and appreciate your continued support of our program.

Sincerely,



Cheryl Mayberry
Education/Disability Manager

Agenda Item 12





CONCHO VALLEY
COUNCIL OF GOVERNMENTS



Head Start

Early Head Start



Parent Handbook

2025-2026 School Year

Hours of Operation:

Administration Team

8:00 am – 5:00 pm

Monday-Friday

Head Start/Early Head Sites

Day, Eldorado, Menard, San Jacinto, & Ozona

7:30 am- 3:30 pm

Monday-Friday

Head Start Classrooms

Day, Eldorado, Menard, San Jacinto, & Ozona

7:45 am- 3:15pm

Monday-Friday

August - May

Early Head Start Classrooms

Day, Menard, & San Jacinto

7:45 am -2:45 pm

Monday-Friday

June - May

Head Start Administration Staff

Carolina Raymond	Director	(325) 944-9666 ext. 224
Stephanie Hernandez	Assistant Director/Early Head Start Education Manager	(325) 944-9666 ext. 273
Cheryl Mayberry	Head Start Education / Disability Manager	(325) 944-9666 ext. 245
Ofelia Barron	ERSEA / Facilities Manager	(325) 944-9666 ext. 250
Stacy Walker	Family & Community Manager	(325) 944-9666 ext. 244
Mary Husted	Nutrition Manger	(325) 944-9666 ext. 248
Melissa Miranda	Health / Mental Health Manager	(325) 944-9666 ext. 266
Maida Rojas	Classroom Specialist	(325) 944-9666 ext. 246

School Operations

Arrival or Departure

Each child must be signed in by a parent, guardian, or adult over the age of 18. It is important for your child to arrive at and leave school on time. Upon arrival, you will be asked to complete a Daily Child Well Check. During the Daily Child Well Check, site staff will conduct a visual or physical assessment of the child to identify potential concerns about the child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance.

Drop off /Pick-up-Appropriate Release of Children

During the registration process, an Admission Information form will be completed with the names of those authorized to pick up the child.

1. When the gates are closed during pick-up and drop-off, individuals must stop by the office for campus authorization. The Raptor system will verify approval, and a visitor's pass will be printed for all sites.
2. Staff will ask for picture identification of the person picking the child up and verify that the person is on the pick-up list. A copy of the picture identification must be made and stapled to the sign-in sheet. This step will continue until the staff is familiar with the people on the pick-up list.
3. If the legal guardian would like to add or remove a person from the pick-up list on the Admission Information Form, the legal guardian must complete an **Add/Remove Authorization for Releasing a Child** form in person. (Forms will be stapled to **Admission Information form 2935**).
4. In cases where the parent wishes to deny access to the non-custodial parent, they will be required to provide the program with appropriate copies of legal documentation (custody decree, restraining order, termination of parental rights).
5. In cases where potential kidnapping or violence is an issue, photographs of the person should be provided to assist staff in identifying these individuals.
6. In cases where there are concerns on the part of the custodial parent, but there is no legal documentation available, the Family Service Workers will make appropriate referrals to legal aid or other legal counsel.
7. If an adult shows up at a site who cannot have access to a child:
 - Staff will escort the adult to the office.
 - Staff will inform this person that there is documentation on file prohibiting access to that child.
 - Staff will ask the adult to leave the site.
 - If the adult refuses to leave, staff will inform them that they will need to contact the police.
 - Staff will contact the custodial parent and the Family and Community Partnership Manager to inform them of the incident.
 - Individuals on the Registered Sex Offenders list is not allowed on campus unless they are the student's legal guardian. The legal guardian must be accompanied by CVCOG staff at all times while on campus.

Please remember your child will be released only to those on the child's pick-up list (**Admission Information form**). Under no circumstances will letters or phone calls be accepted to make any changes to this list. Any person authorized to pick up a child must be at least 18 years old. It is extremely important that your work and home telephone numbers, as well as the telephone numbers of the authorized pick-up persons, are kept current. If we have not been notified by you prior to the designated pick-up time, staff will call the people on your pick-up list. If the staff person in charge observes you or the person designated to pick up your child demonstrating the inability to safely transport your child, we reserve the right, in the interest of

safety for you and your child, to express our concern. We suggest contacting another person to transport you and your child. However, if you or the designated pick-up person insist on transporting the child, please be aware that we will notify local law enforcement of the situation to ensure the safety of the child.

Late Pick-up

If a child is not picked up on time and the site staff has made every effort to contact those listed on page 2 of the Admission Information form without success, the Head Start site will notify the local police department.

Attendance

School attendance is important:

- It helps your child reach his/her full potential.
- It helps your child feel more secure and independent.
- It prepares your child for public education.
- Your child is less likely to experience learning gaps.
- Your child feels confident and excited about his/her learning.

Unless your child is ill, please make every effort to ensure they attend each scheduled class day regularly. Children need schedules and routines, and regular attendance at Head Start/Early Head Start is beneficial for your child. Allowing your child to decide whether or not to attend school can lead to problems later on.

Within the first 60 days of the program year and thereafter, Family Service Workers must conduct an analysis using individual child attendance data to identify children at risk of missing 10% of program days per year. Your FSW must create an Attendance Success Plan that identifies reasons for absenteeism and develops strategies to improve your child's attendance. Strategies will include direct contact or intensive case management with parents/guardians.

Absences

If a child misses school due to illness or other important reasons, please call your child's site to report the absence and the reason as soon as you determine that your child will not attend school.

Your Family Service Worker will conduct a home visit or other direct contact with the child's parents/guardians if a child has two consecutive unexplained absences. A note from a doctor may be required.

When a child's schedule needs to be temporarily modified due to an IEP, custody, or behavioral plan, you must make an Attendance Accommodation Plan with your Family Service Worker. The ERSEA manager must approve the plan for absences to be excused. Accommodations will be approved on a case-by-case basis.

In circumstances where chronic absenteeism persists and the program has made appropriate efforts to reengage the family, but attendance does not resume, with the ERSEA manager's authorization, the child's slot must be considered vacant. The child can be placed back on the waiting list for future reconsideration should the family's circumstances change.

Enrollment

To apply for Head Start or Early Head Start, reach out to the program nearest to your residence or apply online using the QR code provided below. Your local program will supply the necessary forms and address any inquiries you may have. They will arrange a convenient time to complete the application process and inform

you of the documents required for submission. Once approved, your child will be placed on a waiting list. Children are enrolled in Head Start and Early Head Start based on their position on the waiting list, which prioritizes them according to points assigned through established selection criteria.

Enrollment QR Code



School Closings

The program will follow the public-school system's schedule. However, there may be additional school closures due to Head Start/Early Head Start In-Service days. The Site Supervisor will post school closings two (2) days prior to closing the site, when possible. Other decisions regarding closure will be made by the Head Start/Early Head Start Director, based on circumstances affecting the site. The Site Supervisor will call families and/or send texts if a decision is made to close early or if the school district remains open but the site needs to close. Occasionally, it is necessary to cancel school due to inclement weather. Head Start/Early Head Start will follow the decisions of your local school district.

Suspension and Expulsion of Children (ask Site Supervisor for detailed policy)

- No child may be suspended without Head Start Directors Approval.
- Head Start and Early Head Start will prohibit or severely limit the use of suspension due to a child's behavior. If, as a last resort, suspension is necessary, it will only be temporary in nature.
- Temporary suspension will only be used as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications.

Parent/Family Engagement

Family Partnership

The Family Service Worker will collaborate with families and initiate a Family Partnership Meeting in the fall. Family Partnerships are an integral part of the Head Start program. During these meetings, we work together with families to identify interests, strengths, needs, goals, services, and resources that support family well-being, including safety, health, and economic stability. Staff will continue to follow up throughout the school year and work with families to achieve their goals, documenting progress steps along the way. Your Family Service Worker will contact you to arrange a time and place to start the family partnership process. We look forward to working with you to achieve your goals.

Parent /Teacher Conference & Home Visit

Home visits and Parent/Teacher Conferences are important in building relationships with parents. The visits and conferences enhance parent's and teacher's knowledge and understanding of the developmental progress of your child. Teachers must conduct at least two Home Visits and two Parent/Teacher Conferences each year.

Parent/Caregiver Participation on Campus

Parents/caregivers and families are always welcome at the school during operational hours to observe their child, participate in program activities, and follow up on program needs with teachers, family service workers, and site supervisors. Procedures for participation include and initial check in with the office because campus safety is our utmost priority.

Health

Illnesses

A child may not attend if any of the following conditions are present:

- The illness prevents the child from comfortably participating in activities, including outdoor play.
- The illness requires more care than staff can provide without compromising the health, safety, and supervision of other children in care.
- The child exhibits any of the following symptoms (unless a medical evaluation by a healthcare professional clears them for school activities):
 1. Oral temperature above 101 degrees Fahrenheit
 2. Ear temperature above 100 degrees Fahrenheit
 3. Armpit temperature above 100 degrees Fahrenheit
 4. Symptoms indicating possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs suggesting severe illness.
- A healthcare professional has diagnosed the child with a communicable disease, and there is no medical documentation indicating the child is no longer contagious.

Communicable Disease

Please follow the following for communicable disease exclusions: TITLE 25 PART1 CHAPTER 97 SUBCHAPTER A RULE §97.7



Texas Department of State
Health Services



The data for national notifiable infectious diseases and conditions are aggregated weekly for all conditions. See cdc.gov/nndss.data-statistics/infectious-tables/index.htm

Conditions of Short-Term Exclusion and Admittance

The above chart contains the following guidelines for exclusion from Head Start/Early Head classrooms: **Texas Department of State Health Services in 25 TAC §97.7** and following procedure will be followed for short-term exclusion and admittance:

- Staff will complete an **Incident/ Illness Report** form 7239 when a child is temporarily excluded due to a short-term injury or acute or short-term contagious illness. A **Health & Developmental Initial Plan** will be initiated to follow-up with parent/guardian on the child's health status. A copy of the **Incident/ Illness Report** and **Health & Developmental Initial Plan** will be sent to the Health Manager and original filed in the Child's State File.
- A child may be readmitted to the program when he or she meets appropriate criteria.

- Some conditions may require approval by a local health official, before re-admittance is possible.
- Staff may consult with local health officials and/or TDFPS regarding these conditions if applicable.
- Staff, volunteers, and substitutes will be trained at orientations.
- After being absent 4 consecutive days a **Daily/4-Consecutive Days Absence Report** along with a copy of the **Incident/Illness Report** will be submitted to the ERSEA.

Dispensing of Medication

We encourage you to schedule your child's medication doses before or after school hours whenever possible.

If your child needs to take prescription or non-prescription medication, including sunscreen and insect repellent, during the school day, the following procedures will be followed:

1. Head Start/Early Head Start Staff will receive training during orientation, in-service sessions, and as needed on Medication Procedures, the use of medical equipment when applicable, and possible side effects.
2. All medication must be kept in its original container.
3. The pharmacy label and/or doctor's instructions must include the following information:
 1. Child's First and Last Name
 2. Name of the Medication
 3. Date the prescription was filled
 4. Name of the Health Care Provider who wrote the prescription
 5. Medication expiration date
 6. Dosage and frequency
 7. Storage instructions, if available
4. Staff will write the date the medication was brought to the site on the original container.
5. The parent/guardian must complete and sign the **Authorization for Dispensing Medication** form 7238.
6. All over-the-counter medications must have a doctor's note with usage instructions.
7. Medication will only be administered by the Health Manager, Site Supervisor, or designated personnel unless an emergency occurs.
8. Designated staff must be knowledgeable about the administration, handling, and storage of children's medications according to instructions.
9. All medications, except emergency medication, must be stored in a locked cabinet or locked box and kept out of reach of children.
10. Head Start/Early Head Start designated staff will document each instance of medication administration on the **Authorization for Dispensing Medication** form 7238.
11. The **Authorization for Dispensing Medication** form 7238 for each child will be kept confidential and stored in a notebook at each Head Start/Early Head Start site.
12. Review the **Authorization for Dispensing Medication** form 7238 with the parent/guardian at the end of the designated period for medication administration.
13. For medications administered over an extended period or emergency medication, the **Authorization for Dispensing Medication** form 7238 will be reviewed with the parent/guardian monthly.
14. Encourage parents/guardians to administer the first dose of medication at home to observe any reactions the child may have.
15. Staff will monitor the child for changes in normal behavior, such as lethargy, mood swings, aggression, difficulty breathing, or physical reactions like rashes.
16. If changes in the child's behavior are noted after medication administration, staff will document these changes on the **Illness and Incident Report** and the **Authorization for Dispensing Medication** form 7238, and promptly inform the parent/guardian. In case of a medication administration error, the administering person must complete a **Medication Error Report**.

17. A copy of the **Incident/Illness Report** will be provided to the parent/guardian, encouraging them to share this information with the physician.
18. If Head Start/Early Head Start classroom staff need to take medication during program hours, they must inform the Site Supervisor/Site Director.
19. Arrangements will be made for staff medication to be stored in a locked cabinet or locked box.
20. Any trained staff member can administer a prescribed epinephrine auto-injector to a child if necessary. All epinephrine auto-injectors must be prescribed by a doctor with instructions on their use.

Medical Emergency

If your child requires medical attention while in our care, the following procedure will be followed:

1. First aid and/or CPR will be immediately administered as necessary by a staff member certified in first aid and CPR.
2. If a child requires immediate medical attention beyond basic first aid, 911 will be called.
3. The child's parent/guardian or other designated emergency contact will be notified as soon as possible.
4. If the child needs to be transported by an emergency medical vehicle, they will be accompanied by a staff member in the absence of the parent/guardian or designated emergency contact. A qualified Head Start/Early Head Start staff member will assist in the classroom to maintain the proper child/staff ratio.
5. The staff member accompanying the child will take the child's State Admission Information form to the medical facility and notify the Health Manager as soon as possible.
6. An Incident/Illness Report must be completed. If medical attention beyond basic first aid was necessary, Day Care Licensing must be notified within 48 hours of the incident. A copy of the Incident/Illness Report will be forwarded to the Health Manager and shared with the parent/guardian.
7. If the incident/illness required medical attention beyond basic first aid, a Health & Developmental Initial Plan will be initiated the day after the incident/illness to follow up with the parent on the status of the child's health. If applicable, the attending physician's report will be stapled to the Incident/Illness Report.

Dental Emergency Plan

The following procedure will be followed when a dental emergency occurs:

1. Assess the type of injury to determine the necessary first aid.
2. Contact the parent immediately if treatment is needed beyond basic first aid. If unable to contact the parent/guardian, call the emergency contact(s) listed on the Admission Information form.
3. A staff member (who is first aid certified) will administer first aid while another staff member supervises the remaining children in the classroom or group.
4. An Incident/Illness Report must be completed. Day Care Licensing must be notified within 48 hours if further dental attention is needed beyond basic first aid. A Health & Developmental Initial Plan will be initiated the day after the incident/illness to follow up with the parent on the child's health status. A copy of the Incident/Illness Report will be given to the Health Manager/Coordinator/Specialist and shared with the parent/guardian.
5. The original Incident/Illness Report is maintained at the site.
 - **Toothache:** Rinse the mouth vigorously with warm water to clean out debris. Take a gauze pad, place it on either side of the tooth, grasp (use dampened gauze pad if necessary) firmly, and wipe the tooth carefully to remove food trapped between the teeth.
 - **Knocked-Out Teeth:** Rinse the tooth gently in cool running water (DO NOT SCRUB IT). Wrap the tooth in moist gauze and place it in a container of cool milk or water. When notifying the parent or authorized person of the emergency, staff will recommend that they take the child to a dentist within the next 30 minutes.

- **Broken Teeth:** Gently clean dirt or debris from the injured area with warm water. Place a cold compress on the face in the area of the broken tooth to minimize swelling.
- **Bitten Tongue or Lip:** Apply direct pressure to the bleeding area with a clean cloth. If swelling is present, apply a cold compress. If bleeding does not stop within 5 to 10 minutes, call the parent or authorized person to take the child to a dentist or emergency room. The child may sip on ice water and/or rinse their mouth with ice water.
- **Object Wedged Between Teeth:** Using a gauze pad, firmly grasp both sides of the tooth and wipe from the gum area to the top of the tooth with one long, firm, and consistent stroke.
- **Possible Fractured Jaw:** Immobilize the jaw by any means (towel, handkerchief, etc.). Apply a cold compress and advise the parent or authorized emergency contact person to take the child to a dental office or emergency room as soon as possible.

Hearing and Vision Screening Requirements

The following procedure will be followed when performing a hearing screening:

1. Head Start/Early Head Start staff will inform parent/guardian of the types and purposes of all screenings/questionnaires to be administered before they are completed.
2. Parental consent for screenings will be obtained prior to the screening. Head Start children will receive a hearing screening using a standardized screening tool within 45 days of entry into the program. Early Head Start staff will complete a Hearing questionnaire for each child within 30 days of entry into the program.
3. Early Head Start staff will complete a Hearing questionnaire every **six** months after the initial Hearing questionnaire on each child.
4. Children 3, 4, and 5 years of age initial screenings will be performed by trained Head Start staff, or other trained professionals using the **Pure Tone Audiometer or other state approved equipment**.
5. Results will be documented on the **Vision and Hearing Screener Report**, and a copy will be attached to the **State Admission Form**.
6. All children failing to respond or failing the test will be re-screened within 3 – 4 weeks of the initial test using the **Pure Tone Audiometer or other state approved equipment**.
- ~~7. If a 3-year-old child fails the rescreen, parent/guardian(s) and staff will complete the questions on the 3-Year-Old Vision and Hearing Screener Report taken from THSteps Hearing Checklist for Parents. If the parents/guardians answered No to any of the questions a Health & Developmental Initial Plan will be developed with the parent/guardian and appropriate referral will be initiated.~~
8. If a 3-to-5-year-old child fails the re-screen or fails to respond to the **Pure Tone Audiometer or other state approved equipment**, an Internal Referral will be initiated by the FSW and/or data clerk with the parent/guardian.
9. Continue to update the Internal Referral using case notes until follow-up treatment is complete or ongoing care is established.

The following procedure will be followed when performing the vision screening:

1. Head Start/Early Head Start staff will inform parent/guardian of the types and purposes of all screenings and questionnaires to be administered before them.
2. Parental consent for screenings will be obtained prior to the screening.
3. Head Start children will receive a vision screening within 45 days of entry into the program.
4. Early Head Start children will receive a vision screening within 30 days of entry into the program.
5. The vision screening for children 3, 4, and 5 years of age will be performed by trained Head Start staff, or other trained professionals using the **10-foot HOTV Vision Chart or other state approved equipment or chart**.

6. Early Head Start staff will perform a Vision questionnaire every **six** months after the initial vision questionnaire for each child.
7. Head Start results will be documented on the **Vision & Hearing Screener Report** form and a copy will be attached to the **State Admission Form**.
8. All children who fail to respond or fail the **10-foot HOTV Vision Chart** test will be re-screened within 2-3 weeks of the initial test. If the Photo Screener device is used to test, the child will not need to be rescreened.
- ~~9. If a 3 to 5 year old fails to respond or fails the rescreening, staff will perform the **Corneal Light Reflex and Cover Test immediately following the rescreen.**~~
10. If a 3- to 5-year-old fails the vision screen using the Photo Screener, or the rescreen on the HOTV Vision Chart the FSW and/or data clerk will initiate an Internal Referral with the parent/guardian.
- ~~11. If a 4 or 5 year old child fails the re-screen or fails to respond after being re-screened, a **Health & Developmental Initial Plan** will be developed with the parent/guardian and a referral will be made to the appropriate health provider.~~
12. Staff will continue to follow up the Internal Referral using the case notes until follow-up treatment is complete or ongoing care is established.
13. If a parent/guardian refuses to authorize treatments, staff will provide parents/guardians with information (education) regarding the services being requested for their child.
14. If noncompliance is exhibited after barriers are addressed and education is provided, the child's parent/guardian will be asked to sign the **Decline of Services** form.
15. Staff will upload the Decline of Service under medical records.

Immunization Requirements

The following procedure will be followed for immunizations:

1. Program applicants must submit an official immunization record stating child's full name and date of birth generated from a state or local health authority, including a registry, with their enrollment application.
2. A new enrollee must have at least one of each age-appropriate mandatory immunization and is on schedule to receive subsequent doses as rapidly as medically feasible according to the **Center for Disease Control and Prevention** and **Texas Department of State Health Services** or an exemption statement authorized by the **Department of State Health Services Immunization Branch** to attend the program.
3. Children may be enrolled provisionally. Child must not be overdue for next dose to be considered provisional. If a child is enrolled provisionally the parent/guardian must provide a statement from the doctor as to when the remaining immunizations will be completed.
4. Any child may be placed on the **Waiting List** regardless of immunization status. At this time parents/guardians will be informed of the immunization requirements and told if the child does not have at least one of each mandatory immunization or an authorized exemption statement it could affect their child's placement into the program.
5. Staff will place a copy of the child's most current immunization record in the child's Head Start/Early Head Start Health File and place a copy in the DHS File.
6. All children attending Head Start/Early Head Start must remain current on all immunizations. Staff will review the immunization status of a provisionally enrolled child every 30 days to ensure continued compliance and completing the required doses of vaccine(s). If appropriate doses have not been received at the end of a 30-day period, the child is no longer in compliance, and will be excluded until the appropriate doses are received.

7. Head Start/Early Head Start staff will communicate with families of a child enrolled provisionally about needed immunizations by completing the **Immunization Notice Form** and give a copy to the parent/guardian.
8. Head Start/Early Head Start staff will provide assistance to ensure parents are informed and have the resources needed to complete or remain current with their child's immunizations.
9. If immunizations are not brought current by the exclusion date staff will complete the **Immunization Notice Form** excluding the child from attending classes until the child is current with immunizations or has a doctor's note stating why the child is not current and when the child will be current.
10. Staff will upload and copy of the updated immunization record or doctor's note to the **Immunization Notice Form** and upload them in the immunization tab and the DHS file.
11. Staff will continue to work with the family until the child is completely up to date on all required age-appropriate immunizations.

Mental Health and Wellness

The Concho Valley Council of Governments Head Start/Early Head Start program contracts with a Mental Health Professional to act as a consultant to the program. This consultant will visit each classroom to observe children's interactions with teachers and peers. They will work with the Head Start/Early Head Start staff and families to implement procedures for children identified as needing intervention to support their mental well-being and promote mental wellness. The consultant will also attend at least one monthly parent meeting to share mental wellness information and will be available to Head Start/Early Head Start parents individually. For more information, please contact your Site Supervisor.

Breast Feeding

Mothers are allowed to breast feed or provide breast milk on campus. Please contact your site supervisor or FSW for our private breastfeeding areas.

Nutrition

Meals/Food Service Practices

The children are served breakfast, lunch and snack. Check with your Site Supervisor or teacher to see what time your child receives their meals. Monthly menus are provided and posted in each classroom.

Mealtimes are an important part of our school day and we want all children to participate. Meals are served family style to promote learning opportunities that support teaching-child interactions and foster communication and conversations that contribute to a child's learning, development, and socialization. Children are encouraged to take small servings of new foods but are not forced to eat something they do not like or clean their plates before a second serving is offered.

Please notify your child's teacher or FSW if your child has or develops a food allergy. Children requiring special diets due to food allergies must have a physician's statement on file that states the food allergy and recommended food substitution. Substitutions for non-medical reasons (religious, vegetarian, etc.) will be evaluated by the Health Manager for approval.

Meals served must meet United States Department of Agricultural Child Care Food Program requirements and must be prepared in kitchens that meet Federal, State, and local food safety and sanitation laws. Food must be

purchased from licensed vendors; therefore, food may not to be prepared and brought into the site to be served at mealtime. Children will be served meals that meet 2/3 of their daily nutritional needs, are high in nutrients and low in fat, sugar and salt.

Outside Foods

Head Start occasionally has activities that requires food consumption during school hours. All food brought into Head Start centers for consumption must be purchased from a licensed vendor or store-bought. Homemade foods will not be allowed at any time.

Policies and Procedures

Parent Code of Conduct

1. **Respectful Behavior**: Parents are expected to treat all school staff, students, and other parents with respect and courtesy at all times.
2. **Positive Communication**: Parents should communicate with school staff in a constructive and respectful manner, whether in person, via phone, or through written correspondence.
3. **Support for School Policies**: Parents are expected to familiarize themselves with school policies and procedures and to support and adhere to them.
4. **Confidentiality**: Parents should respect the confidentiality of sensitive information regarding other students, staff, or school matters that they may become privy to.
5. **Attendance and Punctuality**: Parents are encouraged to ensure their children attend school regularly and arrive on time for classes and school events.
6. **Involvement in Education**: Parents are encouraged to actively participate in their child's education by attending parent-teacher conferences, school events, and volunteering when possible.
7. **Resolving Issues Constructively**: If a parent has a concern or disagreement with a school policy or decision, they are expected to address it through appropriate channels, such as meeting with the teacher or principal, rather than engaging in confrontational behavior.
8. **Safety and Security**: Parents should adhere to any security protocols or procedures implemented by the school to ensure the safety of students and staff.
9. **Supporting Positive Behavior**: Parents are encouraged to reinforce positive behavior and values taught at school within their homes.
10. **Responsible Use of Technology**: If parents are involved in online communication platforms or social media groups related to the school, they are expected to use them responsibly and respectfully.
11. **Financial Responsibilities**: Parents should fulfill any financial obligations related to school fees, fundraising activities, or other contributions as required.
12. **Parental Responsibilities Outside of School**: Parents are encouraged to support their child's education by providing a conducive home environment for learning, ensuring completion of homework, and promoting good study habits.
13. **Compliance with Health and Safety Guidelines**: Parents should adhere to health and safety guidelines set forth by the school, such as vaccination requirements and protocols during health emergencies.

Video Surveillance Monitoring Policy

The Concho Valley Council of Governments (CVCOG) Head Start Program is committed to meeting the health and safety needs of our children, staff, and families. To further ensure safety and security of our children, staff, and families, Head Start sites will be equipped with video surveillance cameras.

1. The location for cameras will include classrooms, playgrounds and some interior and exteriors areas to ensure the safety and security of all children, staff and families.
2. Cameras are not placed to monitor areas where families and staff have a “reasonable expectation of privacy”, i.e. private offices and restrooms.
3. The cameras will be constantly on and recording 24/7. The video data is available for 90 days.
4. Cameras are video only; there is no audio.
5. If there is a reported incident, Head Start Administrators, Site Supervisors, Human Resources, and IT can access the footage with permission of the Head Start Director. Footage will be reviewed, and if needed, reported to the Office of Head Start, Child Care Regulation, and if applicable, a report to Child Protective Services.
6. Law enforcement may ask for video footage through our Open Records procedure.
7. If needed the video will be saved to the agency drive which will be secured.
8. Any requests to obtain copies of video footage or still images will only be released in response to a subpoena, unless it is to one of the agencies listed above. This is for the confidentiality and protection of all children, families and staff.

Parent Notification of Policy Changes

Parents will be notified by the Site Supervisor, Teaching Staff, and/or person in charge of the facility when a policy changes with a copy of the new policy. Policy changes will be posted on the Parent Information Boards at the Head Start Sites.

Procedure for Parents to Review and Discuss Policies and Procedures

Should a parent have questions regarding policies and procedures they should address the concerns with the child’s teacher and/or Site Supervisor. If the teacher and/or Site Supervisor are not able to satisfy the parent’s concerns they should contact the Head Start Program Director (325-944-9666).

Open Door Policy

Our program values parent/guardian engagement and encourages all parent/guardian to visit and or discuss any issue at any time. Parent/guardian should check in at the front office and schedule a meeting with the Site Supervisor.

Gang /Smoke-Free Zone

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. 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.

Community Complaint Procedure

1. Persons filing a community complaint will be given a copy of the Community Complaint Procedures which are posted on the parent board of all Head Start sites and a copy of the **Community Complaint Form** and asked to contact the Head Start Director to attempt to informally resolve the complaint.
2. If the person would like to initiate a formal complaint, he or she will be asked to complete the **Community Complaint Form** and the completed form will be forwarded to the Head Start Director.
3. The Grantee Head Start Director will schedule a meeting with all parties involved.
4. After the meeting a written response outlining the action taken will be completed by the Head Start Director and a copy sent to the complainant.
5. If the complainant is not satisfied with the written response by the Head Start Director, they may request a meeting with the Executive Director whose decision on all matters will be final.

Licensing Inspection and Minimum Standards

The most recent Licensing inspection report will be located on the Center Board. A copy of the Minimum Standards is can be requested at any time from your Site Supervisor. Access is available online 24 hours a day at: <https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf>.

Local Licensing Office, Texas Abuse and Neglect and DFPS Contact Information

To contact the local Licensing office:

622 S. Oakes Suite E, San Angelo TX 76903

432-684-3299

To access the Texas Abuse and Neglect Hotline call 1-800-525-5400 if your situation is urgent and needs to be investigated within 24 hours. To report a situation that does not need to be investigated right away you can process an online report @ www.txabusehotline.org.

To access the Department of Family and Protective Services you can login at <https://dfps.state.tx.us/>.

Preventing and Responding to Abuse and Neglect of Children

All Head Start staff, volunteers, and contracted workers are required to report cases of child abuse and neglect, as they are mandated reporters in the state of Texas.

Remember, abuse and neglect come in many forms:

- Abuse includes mental, emotional, physical, or sexual injury to a child, or failure to prevent such injury.
- Neglect includes failure to provide a child with food, clothing, shelter, and medical care, as well as leaving a child in a situation where they are at risk of harm.

To prevent and respond to abuse and neglect of children, Head Start will:

1. Provide annual training upon entrance into the program and updated training yearly, with additional training as needed.
2. Offer education on abuse and neglect at parent meetings, as well as distribute handouts and post warnings about signs and prevention factors.
3. Partner with community organizations to educate, support, and provide training on child abuse and neglect.
4. As mandated reports Head Start staff member to report cases of suspected or identified child abuse to TDPRS. All reporting is private and confidential, at the discretion of the reporting individual. Parents

needing assistance or intervention for a child who is a victim of abuse or neglect should reach out to their family service worker or site supervisor for resources.

Education

Indoor and Outdoor Physical Activity

Staffs Daily Activity Schedules include teacher-directed and child-initiated activities. Daily Activity Schedules and Lesson Plans are posted in the classroom for your review. Daily Activity Schedules and Lesson Plans include active play indoors and outdoors; at least one outdoor activity is an organized activity lead by the teacher. Active play is defined as moderate to vigorous play. Plans must allow 20 minutes of active play for every three hours children are in care. Children will go outside daily for active play. Schedules may be adjusted or moved indoors due to acclimate weather.

Water Activities

Ensure Child-Staff ratios are maintained during swimming/water activities. Wading/splashing pools two feet or less may be used with children two years old and older. Pools must be stored out of the reach of children when not in use, drained daily and sanitized, and stored so they do not hold water. Wading/splashing pools may not be used away from your child-care center. Splashing pads with no more than 4 inches of accumulated water may be used for children younger than two years old. Sprinklers may be used as long as you ensure that no child uses sprinkler equipment on or near a hard, slippery surface, such as concrete driveway, sidewalk or patio; you must not leave a child alone with the sprinkler equipment; you must store sprinkler equipment and water hoses out of the reach of children when not in use; you must maintain your splash pad/sprinkler play area according to manufacturer's instructions.

Screening and Assessments

All first-year children are required to have a developmental screening within 45 days of their entry into the program. This screening is a snapshot of your child's current level of development. Data from screening and assessments and information from parents/guardians are used to establish goals, individualize instruction and activities for your child. Ongoing developmental assessments are required three times throughout the program year. Fall assessments take place from October to November; Winter assessment take place from January to February; and Spring assessments take place from March to April. Ongoing assessments provide teachers with data on your child's progress toward meeting their goals. It is very important that your child is present and on time for school every day. When absent or late for class, your child misses out on valuable instruction time. Results of screening and assessments are shared with you during home visits and parent/teacher conferences. Home visits and conferences typically take place shortly after the screening and each assessment period. You are encouraged to keep scheduled appointments with your child's teacher.

Screen Time

Screen time activities may not be used for a child under the age of two years. Screen time activities may be used to supplement, but not replace, an activity for children two years old or older. If screen time activities are used staff must ensure that the activity is: related to the planned activities that meet educational goals, is age-appropriate, does not exceed one hour per day, is not used during mealtime, snack time, naptime or rest time, does not include advertising or violence, is turned off when not in use, and must be pre-approved by the Education Manager and listed on the lesson plan.

Clothing

Please send your child in clothing and shoes that are easy for your child to manage alone. Sweaters, jackets, and other clothing should be labeled with your child's name.

In the Head Start/Early Head Start classrooms, children use paint, glue and other messy materials that may get on their clothing. Although children wear smocks while using these materials, we encourage you to send your child in washable play clothes.

For safety reasons, we ask that children wear shoes that cover the entire foot. Open-toed sandals and slip-on shoes are discouraged due to being dangerous when children climb and run.

On the first day of school, we encourage you to send an extra set of clothing for your child. For infants we encourage you to send more than one set of clothing since accidents can happen. As the season changes, please remember to change out the set of extra clothing to provide the appropriate attire. Clothing should be placed in a Ziploc bag with your child's name, if you do not have a bag, one will be provided. These clothes will be used by your child only. When your child is sent home with a bag of clothes due to an accident, please send clean clothes the next day.

Inclusive Services for Children with Special Care Needs

Activities/equipment will be adapted to meet the needs of children with disabilities as recommended in their IEP/IFSP, health-care professional or qualified professional affiliated with the LEA or ECI program, when feasibly possible. Children with special needs are included in all activities with their non-disabled peers.

Safe Sleep for Infants

According to Texas Child Care Minimum Standards, the crib must be bare for an infant younger than 12 months of age, except for a tight-fitting sheet. Please do not send any blankets for the staff to use while your child is in our care. Approved sleep sacks will be provided in the classroom to ensure our infants maintain a comfortable temperature.

If an infant needs accommodations to their sleeping arrangements, such as a restrictive device, a completed Sleep Exception/Health Care Professional Recommendation form must be filled out. This form must include a signed statement from a health-care professional stating that the restrictive device is medically necessary. A copy of this form will be kept in the infant's classroom for easy review by the caregiver and licensing staff.

- All parents of infants under 12 months will complete and sign the Operational Policy on Infant Safe Sleep prior to the first day of enrollment.
- All infants under 12 months will be placed on their back when placed in a crib, even if the child can roll over on their own.

Operational Discipline and Guidance Policy

Purpose: This form provides the required information per minimum standards §744.501(7), §746.501(a)(7), and §747.501(5).

Directions: Parents will review this policy upon enrolling their child. Employees, household members, and volunteers will review this policy at orientation. A copy of the policy is provided in the operational policies.



Operational Discipline and Guidance Policy

This form provides the required information per 26 Texas Administrative Code (TAC) minimum standards Sections 744.501(7), 746.501(a)(7), and 747.501(5).

Directions: Parents will review this policy upon enrolling their child. Employees, household members and volunteers will review this policy at orientation. A copy of the policy is provided in the operational policies.

Discipline and Guidance Policy

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) punishment associated with food, naps or toilet training;
- 3) grabbing or pulling a child;
- 4) putting anything in or on a child's mouth;
- 5) humiliating, ridiculing, rejecting or yelling at a child;
- 6) subjecting a child to harsh, abusive or profane language;
- 7) placing a child in a locked or dark room, bathroom or closet;
- 8) placing a child in a restrictive device for time out;
- 9) withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with 746.2803(4)(D); and
- 10) requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Additional Discipline and Guidance Measures

(Only Applies to Before or After School Program (BAP)/School Age Program (SAP) that Operates under 26 TAC Chapter 744)

A program must take the following steps if it uses disciplinary measures for teaching a skill, talent, ability, expertise or proficiency:

- ensure that the measures are considered commonly accepted teaching or training techniques;
- describe the training and disciplinary measures in writing to parents and employees and include the following information:
 - (A) the disciplinary measures that may be used, such as physical exercise or sparring used in martial arts programs;
 - (B) what behaviors would warrant the use of these measures; and
 - (C) the maximum amount of time the measures would be imposed;
- inform parents that they have the right to ask for additional information; and
- ensure that the disciplinary measures used are not considered abuse, neglect, or exploitation as specified in Texas Family Code Section 261.001 and TAC Chapter 745, Subchapter K, Division 5, of this title (relating to Abuse and Neglect).

Minimum Standards Related to Discipline

- Title 26, Chapter 746 Subchapter L: [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=746&sch=L&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=746&sch=L&rl=Y)
- Title 26, Chapter 747 Subchapter L: [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=747&sch=L&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=747&sch=L&rl=Y)
- Title 26, Chapter 744 Subchapter G: [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=744&sch=G&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=744&sch=G&rl=Y)

Agenda Item 13





To: Executive Committee and Policy Council

From: Carolina Raymond – Director of Head Start

Date: July 9th 2025

Re: Supplemental Funds Request

Carolina Raymond, Director of CVCOG Head Start, respectfully requests approval to apply for supplemental funds up to \$300,000 for playground improvements for Day and San Jacinto Head Start/Early Head Start for the 2025–2026 school program year.

Policy Council Chairman

Date

Executive Committee Chairman

Date

Agenda Item 14





April/May 2025

Director's Report



Attendance- April/May	Funded Enrollment	Reported Enrollment	Percent Enrollment
Head Start Funded	411/411	385/381	93.67%/92.70%
Early Head Start Funded	120/120	120/120	100%/100%
Pregnant Moms Funded	8/8	8/8	100%/100%

*3% of enrollment slots are held for homelessness and foster care students.

Disability – April/May	Current	Funded Enrollment
HS # of Children with IEP	18/21	408/408
Percentage this month	5%/5%	
EHS Children with IFSP	12/14	120/120
Percentage this month	10%/12%	
Total # of children with IEP/IFSP	30/35	528/528
Program wide % this month	6%/7%	

Nutrition -April/May	Meals Served	Reimbursement Amount
	22,555/18,207	\$ 67,227.27/\$54,326.55

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



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 application please contact the following sites below:



School	Director	Family Service Workers	Hours Operation	Phone
Day Head Start Early Head Start	Comoshontai Hollis	Madelyn Herrera Nelda Garza Lori Palacios Ana Rios	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



Program News

- Administration is working hard preparing for the 2025-2026 School Year.
- We are relocating Rio Vista to our new location San Jacinto
- We CELEBRATED "Head Start's 60th Birthday"







CONCHO VALLEY
COUNCIL OF GOVERNMENTS



Head Start



CVCOG Head Start

SCAN ME



Job Positions Available

1. Rio Vista Early Head Start Teacher
2. Eldorado HS Universal Substitute
3. Eden HS Universal Substitute
4. Menard HS Universal Substitute
5. Ozona HS Universal Substitute
6. Head Start/Early Head Start Universal Substitute

To Apply: Scan the QR Code or Contact us at!
CVCOG Head Start/Early Head Start
325-944-9666 / <https://www.cvcog.org/cvcog/>
5430 Link Rd. San Angelo, TX 76903