



CONCHO VALLEY
COUNCIL OF GOVERNMENTS



Head Start/Early Head Start

Policy Council Meeting Announcement

August 13th 2025 11am

Microsoft Teams Information

Join the Meeting

Meeting ID: 284 870 202 882

Passcode: GtSbgX



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Agenda Packet Arrival: Date 8-6-2025

NOTICE OF A Public Meeting: August 13th 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 July Minutes |
| 2. Approval of | Personnel Variations |
| 3. Approval of | CVCOG Summary Budget Comparison Grant H07, Head Start 24-25 From 6/1/2024 Through 6/30/2025 |
| 4. Approval of | CVCOG Summary Budget Comparison Grant H09, Head Start 25-26 From 6/1/2025 Through 6/30/2025 |
| 5. Approval of | CVCOG Summary Budget Comparison Grant H08, Head Start Nutrition 24-25 From 10/1/2024 Through 6/30/2025 |
| 6. Approval of | Head Start Credit Card/Open Account Transactions Summary June 2025 |
| 7. Approval of | Emergency Response Plans <ul style="list-style-type: none"> • Ozona Head Start • San Jacinto Head Start |
| 8. Approval of | Head Start/Early Head Start CVCOG Policy Council By-Laws |
| 9. Approval of | Head Start/Early Head Start Parent Handbook |



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|---------------------------|----------------------|
| 10. Reports & Information | 1. Director's Report |
|---------------------------|----------------------|

Carolina Raymond Head Start Director

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.



Agenda Item 1

WELCOME



SCHOOL

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|---|--|---|
| Date & Time: July 10 th 2025 | Meeting called to order at and by Lauren Haller @ 11:01 | Meeting concluded at and by Lauren @ 11:31 |
|---|--|---|

| Items on Agenda - Quorum Met 5 Quorum Not Met | 1 st Motion | 2 nd Motion | All in Favor | Any Opposed |
|--|---------------------------------|---------------------------------|--------------|-------------|
| 1. Approval of • <i>Policy Council May Minutes</i> | Christina Day HS | Pat Community Rep | X | None |
| 2. Approval of • <i>Personnel Variations</i> | Christina Day HS | Cathy Community Rep | X | None |
| 3. Approval of • <i>CVCOG Summary Budget Comparison Grant H07, Head Start 24-25 From 6/1/2024 Through 4/30/2025</i> | Judge Dillard Exec Committee | Christina Day HS | X | None |
| 4. Approval of • <i>CVCOG Summary Budget Comparison Grant H08, Head Start Nutrition 24-25 From 10/1/2024 Through 4/30/2025</i> | Judge Dillard Exec Committee | Cathy Community Rep | X | None |
| 5. Approval of • <i>Head Start Credit Card/Open Account Transactions Summary April 2025</i> | Christina Day HS | Pat Community Rep | X | None |
| 6. Approval of <i>CVCOG Summary Budget Comparison Grant H07, Head Start 24-25 From 6/1/2024 Through 5/31/2025</i> | Christina Day HS | Judge Dillard Exec Committee | X | None |
| 7. Approval of <i>CVCOG Summary Budget Comparison Grant H08, Head Start Nutrition 24-25 From 10/1/2024 5/31/2025</i> | Cathy Community Rep | Christina Day HS | X | None |
| 8. Approval of • <i>Head Start Credit Card/Open Account Transactions Summary May 2025</i> | Christina Day HS | Pat Community Rep | X | None |

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|---|---------------------------------|------------------------|---|------|
| 9. Approval of <i>Policies and Procedures</i> <ul style="list-style-type: none"> • <i>Program Governance 1301</i> • <i>Family and Community Engagement Program Services 1302.50, 1302.52, 1302.53</i> • <i>Education HS & EHS 1302.33</i> • <i>ERSEA 1302.11, 1302.12, 1302.14, 1302.15, 1302.16, 1302.17</i> • <i>Health 1302.41, 1302.42, 1302.44, 1302.45, 1302.46, 1302.47</i> • <i>Program Structure 1302.20, 1302.21</i> • <i>Management Systems 1302.101</i> • <i>Human Resources 1302.91, 1302.92</i> | Cathy Community Rep | Christina Day HS | X | None |
| 10. Approval of <ul style="list-style-type: none"> • <i>Non- Federal Share Waiver</i> | Judge Dillard Exec Committee | Christina Day HS | X | None |
| 11. Approval of <ul style="list-style-type: none"> • <i>Disability Waiver</i> | Christina Day HS | Pat Community Rep | X | None |
| 12. Approval of <ul style="list-style-type: none"> • <i>Parent Handbook</i> | Christina Day HS | Cathy Community Rep | X | None |
| 13. Approval of <ul style="list-style-type: none"> • <i>Supplemental Fund Request</i> | Christina Day HS | Pat Community Rep | X | None |
| 14. 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

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|---|
| Any Motions: |
| 1. <i>Policy Council March Minutes-</i> 15. No Discussion |
| 2. <i>Personnel Variations</i> <ul style="list-style-type: none"> • We have some people retire that have been with us many years and promoted several people right now we have a few more openings we are trying to fill before the school year starts so if you know anyone that could be interested, please send them our way. |

3. *HO7- Main Operating Grant*

- This is our main operating grant H07 and we are in our 11th month of operation and should be at 91.63% expenditure. We are currently in line with HS expenditures at 79.82% and EHS at 89.71%. Some of the HS Playground will show up next month. Will explain the remainder balance in agenda item 13 when we discuss the supplemental fund request.

4. *HO8 – Nutrition*

- This is the 7th month of our Nutrition grant HO8 which displays our CACFP reimbursement. We are showing a \$17,551.78 balance.

5. *Credit Card Summary*

- Credit Card Transactions for the month of April are \$70,270.07. Expenditures are a little higher towards the end of the year as we are trying to finish out and spend our remaining budget funds.

6. *HO7- Main Operating Grant*

- This is our main operating grant H07 and we are in our 12th month of operation and should be at 100% expenditure. We are currently in line with HS expenditures at 87.10% and EHS at 98.13%. Still paying bills through August so will be seeing HO7 for a couple of more months as well as the addition of HO9 which will be our new main operating grant.

7. *HO8 – Nutrition*

- This is the 8th month of our Nutrition grant HO8 which displays our CACFP reimbursement. We are showing a \$23,959.41 balance.

8. *Credit Card Summary*

- Credit Card Transactions for the month of May are \$97,620.67. Expenditures are a bit higher than normal this month as we approached the end of the year. We also had \$40,000 in purchase for CACFP for the new kitchen at San Jacinto.

9. *Policies and Procedures*

- We update our policies and procedures as OHS or Licensing standards changes occur however this year our biggest changes came from changing our new software program and how were initiated those changes into our program. New additions to ERSEA as we are cracking down on our attendance for the 2025-2026 school to provide more structure for families and the classrooms. Staff will be trained on all these changes during Inservice training and at the beginning on the school year.

10. *Non -Federal Share Waiver Submission*

- This year we were not able to make our non-federal share or in-kind we fell short \$71, 301.00 sadly. We are requesting approval to submit a waiver to request an exemption for the remaining \$ 71, 301.00 shortage for the 2024-2025 school year.

11. Disability Waiver Submission

- This year we were also not able to hit our 10% disability enrollment. Falling short at 7% . We are requesting approval to submit a waiver to request an exemption. We will continue to try to recruit children with disabilities.

12. Parent Handbook

- We made our yearly updates to include the new attendance policies as well as the new software.

13. Supplemental Funds Request

- In May we approved a carryover now we are in a new grant and we had to send the 280,000 back so we have to request the funds again. This is allowing us to requested a bit more. If he had allocated the funds prior to the end of the year we would have been okay but our procurement dept would not allow it with their procedures. So we are requesting an approval to resubmit a request for funds.

14. Director's Report

- April Enrollment - HS 93.67% EHS 100% May Enrollment – HS 92.70% EHS 100%
- Disability April 6% May 7%
- CACFP April – 22,555 meals served \$ 67, 227 reimbursement May – 18,207 meals served \$ 54, 325.55 reimbursement
- We celebrated Head Starts 60th birthday. All across the program, we were in the paper on the new and it was an amazing time and we had lots of great publicity for our program. Lastly. We have our job postings please send people our way.
- Teachers start back next week.
- We have our new program software going and our new employee training software going which we are very excited about.
- We are working with the office of HS on our under-enrollment plan. We will be meeting with them in August and will have to stay fully enrolled during the school calendar year 2025-2026.
- Our deficient findings during the 2024-2025 school year have been cleared.

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

Stacy Walker FAMCO Manager out on 7-16-2025

 Policy Council Chairman

 Date

Agenda Item 2

WELCOME



SCHOOL

August 2025

New Hires/Employee Change of Status

| Employee Name: | Hire Date | Position | Former Position | School |
|------------------|------------|----------------------|----------------------|------------------------|
| Arthur Martinez | 07/11/2025 | Custodian | | San Jacinto Head Start |
| Janna Morris | 07/11/2025 | HS Teacher | | San Jacinto Head Start |
| Zoe Jones | 07/11/2025 | Substitute | | Universal |
| Reyna Palencia | 07/11/2025 | HS Teacher | | San Jacinto Head Start |
| Cynthia Martinez | 08/01/2025 | HS Teacher | HS Teacher Assistant | Day Head Start |
| Yadira Saucedo | 08/01/2025 | HS Teacher Assistant | Classroom Floater | Day Head Start |
| | | | | |
| | | | | |
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| | | | | |

Termed

| Employee Name: | Hire Date | Termed Date | School/Position |
|------------------|------------|-------------|-----------------------|
| Ciera Lopez | 08/05/2024 | 07/01/2025 | Rio Vista Teacher |
| Alexis Hammond | 12/02/2024 | 07/14/2025 | Universal Substitute |
| Zoe Jones | 07/11/2025 | 07/23/2025 | Universal Substitute |
| Martina Falcon | 09/26/2022 | 07/31/2025 | Day Teacher Assistant |
| Aundrea Rutledge | 8/14/2023 | 07/31/2025 | Day EHS Teacher |
| | | | |
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Agenda Item 3

WELCOME



SCHOOL

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

| 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 | 7,489,815.50 | 7,489,815.50 | (415,261.50) | 94.74% |
| 4411000 | IK Contributions | 1,853,365.00 | 1,725,337.22 | 1,725,337.22 | (128,027.78) | 93.09% |
| 4523000 | Local Revenue | 9,201.11 | 7,889.39 | 7,889.39 | (1,311.72) | 85.74% |
| Total 004 | Revenue | 9,767,643.11 | 9,223,042.11 | 9,223,042.11 | (544,601.00) | 94.42% |
| 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 | 39,138.83 | 39,138.83 | (3,262.83) | 109.09% |
| 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 | 97,095.59 | 95,345.73 | 95,345.73 | 1,749.86 | 98.19% |
| 5451000 | Facility Allocation | 70,129.98 | 50,722.79 | 50,722.79 | 19,407.19 | 72.32% |
| 5453000 | HS Site Center Bldg Maint | 101,051.90 | 88,144.70 | 88,144.70 | 12,907.20 | 87.22% |
| 5506000 | Janitorial and Facility Supplies | 15,624.61 | 0.00 | 0.00 | 15,624.61 | 0.00% |
| 5509000 | HS Delegate Supplies | 12,749.58 | 0.00 | 0.00 | 12,749.58 | 0.00% |

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

| Account Code | Account Title | YTD Budget \$ - Original | YTD Actual | Current Period Actual | YTD Budget \$ Variance - Original | Percent Total Budget Used - Original |
|------------------|--|-----------------------------|-----------------------|-----------------------|---|--|
| 5510000 | Supplies | 33,871.32 | 33,653.40 | 33,653.40 | 217.92 | 99.35% |
| 5512000 | HS Class Room Supplies | 99,871.89 | 89,849.23 | 89,849.23 | 10,022.66 | 89.96% |
| 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 | 98,821.74 | 98,821.74 | 1.90 | 99.99% |
| 5632000 | Copier | 29,674.03 | 29,182.04 | 29,182.04 | 491.99 | 98.34% |
| 5711000 | Insurance | 7,817.60 | 5,360.18 | 5,360.18 | 2,457.42 | 68.56% |
| 5721000 | Printing | 1,530.70 | 0.00 | 0.00 | 1,530.70 | 0.00% |
| 5722000 | Ads & Promotions | 1,913.61 | 621.33 | 621.33 | 1,292.28 | 32.46% |
| 5734000 | HS Capital Playground | 521,620.00 | 236,098.06 | 236,098.06 | 285,521.94 | 45.26% |
| 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 | 20,509.42 | 20,509.42 | 102.12 | 99.50% |
| 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) | (5,097,178.34) | (5,097,178.34) | 374,669.55 | 93.15% |
| 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 | 140,201.00 | 140,200.53 | 140,200.53 | 0.47 | 99.99% |
| 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% |
| 5291000 | Contract Services | 10,703.85 | 9,038.92 | 9,038.92 | 1,664.93 | 84.44% |
| 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% |

CVCOG

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

| Account Code | Account Title | YTD Budget \$ - Original | YTD Actual | Current Period Actual | YTD Budget \$ Variance - Original | Percent Total Budget Used - Original |
|------------------|---|-----------------------------|-----------------------|-----------------------|---|--|
| 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 | 20,212.30 | 20,212.30 | 9,138.66 | 68.86% |
| 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 | 25,295.59 | 25,295.59 | 6,304.96 | 80.04% |
| 5506000 | Janitorial and Facility Supplies | 52.80 | 0.00 | 0.00 | 52.80 | 0.00% |
| 5510000 | Supplies | 11,544.01 | 9,709.78 | 9,709.78 | 1,834.23 | 84.11% |
| 5512000 | HS Class Room Supplies | 22,550.52 | 22,459.84 | 22,459.84 | 90.68 | 99.59% |
| 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 | 16,950.24 | 16,950.24 | 0.00 | 100.00% |
| 5632000 | Copier | 7,165.28 | 5,200.10 | 5,200.10 | 1,965.18 | 72.57% |
| 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 | 3,533.26 | 3,533.26 | 1,716.07 | 67.30% |
| 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) | (2,296,801.75) | (2,296,801.75) | 33,143.60 | 98.58% |
| 402 | Head Start T&TA CAN NO 9-G064120 | | | | | |
| 5308000 | Head Start T & T A | 56,824.00 | 56,377.92 | 56,377.92 | 446.08 | 99.21% |
| Total 402 | Head Start T&TA CAN NO 9-G064120 | (56,824.00) | (56,377.92) | (56,377.92) | 446.08 | 99.21% |
| 403 | Early Head Start T&TA CAN NO 9-G064121 | | | | | |
| 5308000 | Head Start T & T A | 28,858.00 | 25,808.96 | 25,808.96 | 3,049.04 | 89.43% |
| Total 403 | Early Head Start T&TA CAN NO 9-G064121 | (28,858.00) | (25,808.96) | (25,808.96) | 3,049.04 | 89.43% |
| 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% |

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

| Account Code | Account Title | YTD Budget \$ - Original | YTD Actual | Current Period Actual | YTD Budget \$ Variance - Original | Percent Total Budget Used - Original |
|---------------------------|-----------------------------|-----------------------------|-----------------------|-----------------------|---|--|
| 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 | 1,725,337.22 | 1,725,337.22 | 128,027.78 | 93.09% |
| Total 409 | Head Start InKind | (1,853,365.00) | (1,725,337.22) | (1,725,337.22) | 128,027.78 | 93.09% |
| 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) | (9,226,915.50) | (9,226,915.50) | 94.46% | |

| | | | | |
|---|-----------------------|------------------------|------------------------|----------------|
| Head Start (Project 400, 402) | (5,528,671.89) | (7,393,980.09) | (7,393,980.09) | 133.74% |
| Early Head Start (Project 401, 403) | (2,358,803.35) | (2,322,610.71) | (2,322,610.71) | 98.47% |
| CACFP (Project 407) | (17,601.76) | (17,521.92) | (17,521.92) | 99.55% |
| Total Federal | (7,905,077.00) | (9,734,112.72) | (9,734,112.72) | 123.14% |
| Total Non-Federal, includes any Local Funds | (1,862,566.11) | (1,733,226.61) | (1,733,226.61) | 93.06% |
| Grand Total Head Start Expenditures | (9,767,643.11) | (11,467,339.33) | (11,467,339.33) | 117.40% |
| Expenditures | 15.11% | match of 20% | | |
| Head Start Admin Expenditures | 3,873.39 | | | |
| Administrative Indirect Expenditures | 400,382.16 | | | |
| Total Administrative Costs | 404,255.55 | | | |
| Budget | 3.53% | max of 15% | | |

Agenda Item 4

WELCOME



SCHOOL

CVCOG
Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26
From 6/1/2025 Through 6/30/2025

| Account Code | Account Title | YTD Budget \$ - Original | YTD Actual | Current Period Actual | YTD Budget \$ Variance - Original | Percent Total Budget Used - Original |
|--------------------|---|-----------------------------|-------------------|-----------------------|---|---|
| H09 004 | HHS Grant H09, Head Start FY 25-26 Revenue | | | | | |
| 4173000 | HHS-ACF Head Start CFDA 93.600 | 7,413,457.00 | 572,141.25 | 572,141.25 | (6,841,315.75) | 7.71% |
| 4411000 | IK Contributions | 1,853,365.00 | 0.00 | 0.00 | (1,853,365.00) | 0.00% |
| 4523000 | Local Revenue | 250.00 | 0.00 | 0.00 | (250.00) | 0.00% |
| Total 004 | Revenue | 9,267,072.00 | 572,141.25 | 572,141.25 | (8,694,930.75) | 6.17% |
| 400 | Head Start CAN NO 9-G064122 | | | | | |
| 5110000 | General Wages | 2,517,168.80 | 198,179.01 | 198,179.01 | 2,318,989.79 | 7.87% |
| 5150000 | Vacation Time Allocation | 13,597.30 | 2,362.35 | 2,362.35 | 11,234.95 | 17.37% |
| 5151000 | Medicare Tax | 55,165.07 | 2,758.95 | 2,758.95 | 52,406.12 | 5.00% |
| 5172000 | Workers Comp Insurance | 126,141.50 | 2,857.47 | 2,857.47 | 123,284.03 | 2.26% |
| 5173000 | SUTA | 6,175.16 | 24.28 | 24.28 | 6,150.88 | 0.39% |
| 5174000 | Health Insurance Benefit | 471,360.34 | 63,021.32 | 63,021.32 | 408,339.02 | 13.37% |
| 5175000 | Dental Insurance Benefit | 17,096.56 | 2,161.29 | 2,161.29 | 14,935.27 | 12.64% |
| 5176000 | Life Insurance Benefit | 11,527.12 | 1,513.10 | 1,513.10 | 10,014.02 | 13.12% |
| 5177000 | HSA Insurance Benefit | 19,591.30 | 227.85 | 227.85 | 19,363.45 | 1.16% |
| 5181000 | Retirement | 418,493.62 | 21,799.68 | 21,799.68 | 396,693.94 | 5.20% |
| 5199000 | Indirect Allocation | 287,630.68 | 21,233.24 | 21,233.24 | 266,397.44 | 7.38% |
| 5200000 | Employee Health and Welfare | 7,423.51 | 0.00 | 0.00 | 7,423.51 | 0.00% |
| 5206000 | HR Service Center | 136,624.44 | 13,649.16 | 13,649.16 | 122,975.28 | 9.99% |
| 5207000 | Procurement Service Center | 54,483.20 | 12,918.25 | 12,918.25 | 41,564.95 | 23.71% |
| 5208000 | Information Technology Service Center | 77,351.79 | 7,619.34 | 7,619.34 | 69,732.45 | 9.85% |
| 5291000 | Contract Services | 45,000.00 | 0.00 | 0.00 | 45,000.00 | 0.00% |
| 5293000 | HS Health & Disab Svc | 200.00 | 0.00 | 0.00 | 200.00 | 0.00% |
| 5294000 | HS Policy Council | 2,121.72 | 0.00 | 0.00 | 2,121.72 | 0.00% |
| 5295000 | HS Nutrition Service | 15,952.77 | 0.00 | 0.00 | 15,952.77 | 0.00% |
| 5296000 | HS Parent Service | 4,500.00 | 512.12 | 512.12 | 3,987.88 | 11.38% |
| 5309000 | Travel-In Region | 5,055.35 | 0.00 | 0.00 | 5,055.35 | 0.00% |
| 5351000 | Fuel | 1,000.00 | 74.14 | 74.14 | 925.86 | 7.41% |
| 5361000 | Vehicle Maintenance | 550.00 | 0.00 | 0.00 | 550.00 | 0.00% |
| 5413000 | HS Site Rent | 107,878.80 | 2,377.02 | 2,377.02 | 105,501.78 | 2.20% |
| 5433000 | HS Site Center Utilities | 81,892.51 | 3,192.95 | 3,192.95 | 78,699.56 | 3.89% |
| 5451000 | Facility Allocation | 57,149.90 | 4,198.66 | 4,198.66 | 52,951.24 | 7.34% |
| 5453000 | HS Site Center Bldg Maint | 131,876.94 | 8,561.32 | 8,561.32 | 123,315.62 | 6.49% |
| 5510000 | Supplies | 51,304.98 | 5,742.25 | 5,742.25 | 45,562.73 | 11.19% |
| 5512000 | HS Class Room Supplies | 140,197.72 | 235.93 | 235.93 | 139,961.79 | 0.16% |
| 5514000 | HS Medical Supplies | 3,370.23 | 0.00 | 0.00 | 3,370.23 | 0.00% |
| 5515000 | HS Disability Supplies | 3,370.23 | 0.00 | 0.00 | 3,370.23 | 0.00% |

CVCOG
Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26
From 6/1/2025 Through 6/30/2025

| Account Code | Account Title | YTD Budget \$ - Original | YTD Actual | Current Period Actual | YTD Budget \$ Variance - Original | Percent Total Budget Used - Original |
|------------------|--|-----------------------------|---------------------|-----------------------|---|---|
| 5518000 | HS Diapers and Wipes | 7,250.00 | 0.00 | 0.00 | 7,250.00 | 0.00% |
| 5622000 | Internal Computer/Software | 41,641.24 | 0.00 | 0.00 | 41,641.24 | 0.00% |
| 5632000 | Copier | 31,664.61 | 1,708.94 | 1,708.94 | 29,955.67 | 5.39% |
| 5711000 | Insurance | 9,476.79 | 0.00 | 0.00 | 9,476.79 | 0.00% |
| 5721000 | Printing | 3,791.51 | 0.00 | 0.00 | 3,791.51 | 0.00% |
| 5722000 | Ads & Promotions | 2,106.40 | 0.00 | 0.00 | 2,106.40 | 0.00% |
| 5753000 | Dues and fees | 2,171.06 | 46.85 | 46.85 | 2,124.21 | 2.15% |
| 5760000 | HS Site Center Communications | 21,798.04 | 1,462.73 | 1,462.73 | 20,335.31 | 6.71% |
| 5762000 | Postage/freight | 1,263.84 | 32.48 | 32.48 | 1,231.36 | 2.56% |
| 5796000 | Safety | 1,828.97 | 45.38 | 45.38 | 1,783.59 | 2.48% |
| Total 400 | Head Start CAN NO 9-G064122 | (4,994,244.00) | (378,516.06) | (378,516.06) | 4,615,727.94 | 7.58% |
| 401 | Early Head Start CAN NO 9-G064122 | | | | | |
| 5110000 | General Wages | 1,291,918.18 | 103,224.63 | 103,224.63 | 1,188,693.55 | 7.99% |
| 5150000 | Vacation Time Allocation | 7,095.46 | 420.53 | 420.53 | 6,674.93 | 5.92% |
| 5151000 | Medicare Tax | 28,786.70 | 1,434.58 | 1,434.58 | 27,352.12 | 4.98% |
| 5172000 | Workers Comp Insurance | 65,824.21 | 1,327.16 | 1,327.16 | 64,497.05 | 2.01% |
| 5173000 | SUTA | 3,222.37 | 27.55 | 27.55 | 3,194.82 | 0.85% |
| 5174000 | Health Insurance Benefit | 245,969.19 | 30,989.74 | 30,989.74 | 214,979.45 | 12.59% |
| 5175000 | Dental Insurance Benefit | 8,921.47 | 1,120.77 | 1,120.77 | 7,800.70 | 12.56% |
| 5176000 | Life Insurance Benefit | 6,015.18 | 786.96 | 786.96 | 5,228.22 | 13.08% |
| 5177000 | HSA Insurance Benefit | 10,223.30 | 137.08 | 137.08 | 10,086.22 | 1.34% |
| 5181000 | Retirement | 218,381.84 | 11,354.70 | 11,354.70 | 207,027.14 | 5.19% |
| 5199000 | Indirect Allocation | 148,393.71 | 10,859.28 | 10,859.28 | 137,534.43 | 7.31% |
| 5200000 | Employee Health and Welfare | 5,212.01 | 0.00 | 0.00 | 5,212.01 | 0.00% |
| 5206000 | HR Service Center | 49,784.56 | 1,204.34 | 1,204.34 | 48,580.22 | 2.41% |
| 5207000 | Procurement Service Center | 10,180.80 | 1,139.85 | 1,139.85 | 9,040.95 | 11.19% |
| 5208000 | Information Technology Service Center | 28,186.21 | 672.30 | 672.30 | 27,513.91 | 2.38% |
| 5291000 | Contract Services | 49,400.00 | 0.00 | 0.00 | 49,400.00 | 0.00% |
| 5293000 | HS Health & Disab Svc | 50.00 | 0.00 | 0.00 | 50.00 | 0.00% |
| 5294000 | HS Policy Council | 56.68 | 0.00 | 0.00 | 56.68 | 0.00% |
| 5295000 | HS Nutrition Service | 47.23 | 0.00 | 0.00 | 47.23 | 0.00% |
| 5296000 | HS Parent Service | 500.00 | 73.72 | 73.72 | 426.28 | 14.74% |
| 5309000 | Travel-In Region | 894.65 | 0.00 | 0.00 | 894.65 | 0.00% |
| 5351000 | Fuel | 100.00 | 51.32 | 51.32 | 48.68 | 51.32% |
| 5413000 | HS Site Rent | 1,388.79 | 172.98 | 172.98 | 1,215.81 | 12.45% |
| 5433000 | HS Site Center Utilities | 27,798.08 | 457.96 | 457.96 | 27,340.12 | 1.64% |
| 5451000 | Facility Allocation | 10,679.10 | 370.47 | 370.47 | 10,308.63 | 3.46% |
| 5453000 | HS Site Center Bldg Maint | 45,617.95 | 1,272.03 | 1,272.03 | 44,345.92 | 2.78% |

CVCOG
Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26
From 6/1/2025 Through 6/30/2025

| Account Code | Account Title | YTD Budget \$ - Original | YTD Actual | Current Period Actual | YTD Budget \$ Variance - Original | Percent Total Budget Used - Original |
|---------------------------|---|-----------------------------|---------------------|-----------------------|---|---|
| 5510000 | Supplies | 18,695.02 | 631.90 | 631.90 | 18,063.12 | 3.38% |
| 5512000 | HS Class Room Supplies | 24,052.28 | 190.58 | 190.58 | 23,861.70 | 0.79% |
| 5514000 | HS Medical Supplies | 629.77 | 0.00 | 0.00 | 629.77 | 0.00% |
| 5515000 | HS Disability Supplies | 629.77 | 0.00 | 0.00 | 629.77 | 0.00% |
| 5518000 | HS Diapers and Wipes | 3,500.00 | 0.00 | 0.00 | 3,500.00 | 0.00% |
| 5622000 | Internal Computer/Software | 6,327.68 | 2,967.60 | 2,967.60 | 3,360.08 | 46.89% |
| 5632000 | Copier | 6,600.39 | 187.13 | 187.13 | 6,413.26 | 2.83% |
| 5711000 | Insurance | 1,811.49 | 0.00 | 0.00 | 1,811.49 | 0.00% |
| 5721000 | Printing | 708.49 | 0.00 | 0.00 | 708.49 | 0.00% |
| 5722000 | Ads & Promotions | 393.60 | 0.00 | 0.00 | 393.60 | 0.00% |
| 5753000 | Dues and fees | 604.19 | 5.05 | 5.05 | 599.14 | 0.83% |
| 5760000 | HS Site Center Communications | 3,931.36 | 206.75 | 206.75 | 3,724.61 | 5.25% |
| 5762000 | Postage/freight | 236.16 | 0.00 | 0.00 | 236.16 | 0.00% |
| 5796000 | Safety | 763.13 | 0.57 | 0.57 | 762.56 | 0.07% |
| Total 401 | Early Head Start CAN NO 9-G064122 | (2,333,531.00) | (171,287.53) | (171,287.53) | 2,162,243.47 | 7.34% |
| 402 | Head Start T&TA CAN NO 9-G064120 | | | | | |
| 5308000 | Head Start T & T A | 56,824.00 | 19,566.86 | 19,566.86 | 37,257.14 | 34.43% |
| Total 402 | Head Start T&TA CAN NO 9-G064120 | (56,824.00) | (19,566.86) | (19,566.86) | 37,257.14 | 34.43% |
| 403 | Early Head Start T&TA CAN NO 9-G064121 | | | | | |
| 5308000 | Head Start T & T A | 28,858.00 | 2,770.80 | 2,770.80 | 26,087.20 | 9.60% |
| Total 403 | Early Head Start T&TA CAN NO 9-G064121 | (28,858.00) | (2,770.80) | (2,770.80) | 26,087.20 | 9.60% |
| 409 | Head Start InKind | | | | | |
| 6791000 | InKind Other | 1,853,365.00 | 0.00 | 0.00 | 1,853,365.00 | 0.00% |
| Total 409 | Head Start InKind | (1,853,365.00) | 0.00 | 0.00 | 1,853,365.00 | 0.00% |
| 997 | Non Project | | | | | |
| 5510000 | Supplies | 250.00 | 0.00 | 0.00 | 250.00 | 0.00% |
| Total 997 | Non Project | (250.00) | 0.00 | 0.00 | 250.00 | 0.00% |
| Total Expenditures | | (9,267,072.00) | (572,141.25) | (572,141.25) | 6.17% | |

CVCOG
Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26
From 6/1/2025 Through 6/30/2025

| Account Code | Account Title | YTD Budget \$ - Original | YTD Actual | Current Period Actual | YTD Budget \$ Variance - Original | Percent Total Budget Used - Original |
|--------------|---|-----------------------------|---------------------|-----------------------|---|---|
| | Head Start (Project 400, 402) | (5,051,068.00) | (398,082.92) | (398,082.92) | 7.88% | |
| | Early Head Start (Project 401, 403) | (2,362,389.00) | (174,058.33) | (174,058.33) | 7.37% | |
| | CACFP (Project 407) | | | | #DIV/0! | |
| | Total Federal | (7,413,457.00) | (572,141.25) | (572,141.25) | 7.72% | |
| | Total Non-Federal, includes any Local Funds | (1,853,615.00) | - | - | 0.00% | |
| | Grand Total Head Start Expenditures | (9,267,072.00) | (572,141.25) | (572,141.25) | 6.17% | |
| | Non-Federal Percentage of Total | 0.00% | match of 20% | | | |
| | Head Start Admin Expenditures | 63,363.88 | | | | |
| | Administrative Indirect Expenditures | 32,092.52 | | | | |
| | Total Administrative Costs | 95,456.40 | | | | |
| | Administrative Percentage of Approved Budget | 16.68% | max of 15% | | | |

Agenda Item 5

WELCOME



SCHOOL

CVCOG
Summary Budget Comparison - DIR-Grant H08, CACFP Head Start Nutrition 24-25
From 10/1/2024 Through 6/30/2025

| 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 | 452,249.98 | 452,249.98 | (316,923.62) | 58.79% |
| Total 004 | Revenue | 769,173.60 | 452,249.98 | 452,249.98 | (316,923.62) | 58.80% |
| 407 | Head Start Nutrition | | | | | |
| 5110000 | General Wages | 89,114.62 | 42,504.23 | 42,504.23 | 46,610.39 | 47.69% |
| 5151000 | Medicare Tax | 1,292.00 | 537.68 | 537.68 | 754.32 | 41.61% |
| 5172000 | Workers Comp Insurance | 3,433.00 | 2,141.84 | 2,141.84 | 1,291.16 | 62.38% |
| 5173000 | SUTA | 281.00 | 293.22 | 293.22 | (12.22) | 104.34% |
| 5174000 | Health Insurance Benefit | 35,448.00 | 11,735.97 | 11,735.97 | 23,712.03 | 33.10% |
| 5175000 | Dental Insurance Benefit | 1,462.00 | 411.27 | 411.27 | 1,050.73 | 28.13% |
| 5176000 | Life Insurance Benefit | 706.00 | 205.53 | 205.53 | 500.47 | 29.11% |
| 5177000 | HSA Insurance Benefit | 3,868.00 | 73.11 | 73.11 | 3,794.89 | 1.89% |
| 5181000 | Retirement | 9,912.00 | 4,675.50 | 4,675.50 | 5,236.50 | 47.17% |
| 5199000 | Indirect Allocation | 5,025.00 | 4,505.70 | 4,505.70 | 519.30 | 89.66% |
| 5291000 | Contract Services | 35,000.00 | 150.00 | 150.00 | 34,850.00 | 0.42% |
| 5295000 | HS Nutrition Service | 482,431.98 | 296,645.35 | 296,645.35 | 185,786.63 | 61.48% |
| 5513000 | HS Food Serv Sup | 101,000.00 | 68,048.70 | 68,048.70 | 32,951.30 | 67.37% |
| 5761000 | Communications | 200.00 | 0.00 | 0.00 | 200.00 | 0.00% |
| Total 407 | Head Start Nutrition | (769,173.60) | (431,928.10) | (431,928.10) | 337,245.50 | 56.15% |
| Report Difference | | 0.00 | 20,321.88 | 20,321.88 | 20,321.88 | 100.00% |

Agenda Item 6

WELCOME



SCHOOL

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

| Head Start Transactions | June, 2025 |
|--------------------------------|---------------------|
| Citibank P-Card | 20,379.23 |
| Dean's Dairy | 1,658.95 |
| First Financial Credit Card | - |
| Lowes Pay and Save | 162.67 |
| Sysco Food Services | 7,350.36 |
| LakeShore Learning | 25,650.52 |
| West Texas Fire Extinguisher | 116.96 |
| | <u>\$ 55,318.69</u> |

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 6/1/2025 Through 6/30/2025

| Line Item Code | Line Item Title | Document Date | Document Number | Document Description | Expenses |
|----------------|-------------------------------|---------------|----------------------|--|----------|
| 5433000 | HS Site Center Utilities | 5/12/2025 | 221727-180106 04-25 | Day HS/EHS water utility service from 04/08/25 to 05/07/25 (acct# 221727-180106) CBG | 208.24 |
| 5433000 | HS Site Center Utilities | 5/31/2025 | 0691-001366685 | Rio Vista HS/EHS trash service for acct# 3-0691-2402993 from 06/01/25 to 06/30/25, including waste/recycling overage on 05/28/25 CBG | 36.65 |
| 5433000 | HS Site Center Utilities | 6/4/2025 | 221727-179684 05-25 | Rio Vista HS/EHS water utility service from 04/29/25 to 05/29/25 (acct# 221727-179684) CBG | 806.88 |
| 5433000 | HS Site Center Utilities | 6/18/2025 | 05-0560-02 05-25 | Eden HS water, garbage, and sewer service from 05/15/25 to 06/15/25 CBG | 126.25 |
| 5510000 | Supplies | 6/3/2025 | 7582576-5492210 CM | Rio Vista HS/EHS credit for returned supplies (pencil sharpener, binder rings, sticky notes, laminating sheets, and card pockets) CBG2 | (245.95) |
| 5510000 | Supplies | 6/18/2025 | 9254646-0417842 | Rio Vista HS/EHS repurchase of office supplies not received due to being returned by carrier CBG2 | 250.96 |
| 5512000 | HS Class Room Supplies | 6/16/2025 | CINV000250700 | Head Start purchase of toothpaste (8 cases) for centers CBG2 | 627.12 |
| 5622000 | Internal Computer/Software | 5/27/2025 | 2986805-3476203 | Head Start purchase of cases, HDMI cables, and screen shields new tablets CBG2 | 1,136.48 |
| 5760000 | HS Site Center Communications | 5/8/2025 | 0708195 05-25 | Head Start rural phone/internet service from 05/08/25 to 06/07/25 CBG | 347.50 |
| 5760000 | HS Site Center Communications | 5/25/2025 | 07710150503019 05-25 | Rio Vista HS/EHS internet service for acct# 07710-150503-01-9 from 05/15/25 to 06/14/25 CBG | 177.76 |
| 5760000 | HS Site Center Communications | 5/25/2025 | 07710150505015 05-25 | Day HS/EHS phone/internet service for acct# 07710-150505-01-5 from 05/15/25 to 06/14/25 CBG | 201.76 |
| 5760000 | HS Site Center Communications | 6/10/2025 | 07710150890010 06-25 | Day HS/EHS phone service for acct# 07710-150890-01-0 from 05/25/25 to 06/24/25 CBG | 59.64 |

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 6/1/2025 Through 6/30/2025

| <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> |
|---------------------------|------------------------|--------------------------|------------------------|---|-----------------|
| | | | | | 3,733.29 |
| | | | | Total H07 - HHS-ACF Grant H07, Head Start FY 24-25 | 3,733.29 |

CVCOG
Vendor Activity - Head Start Citibank P-Card
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 6/1/2025 Through 6/30/2025

| <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 | 6/4/2025 | 061037 | Day EHS purchase of nutrition items and bottle nipples CB HS2 | 34.85 |
| 5295000 | HS Nutrition Service | 6/6/2025 | 084158 | Day EHS purchase of formula CB HS2 | 32.47 |
| 5295000 | HS Nutrition Service | 6/9/2025 | 034256 | Day EHS purchase of formula and bottles CB HS2 | 97.41 |
| 5295000 | HS Nutrition Service | 6/16/2025 | 030046 | Rio Vista EHS purchase of lactose free and oat milk CB HS | 19.52 |
| 5295000 | HS Nutrition Service | 6/23/2025 | 010380 | Rio Vista EHS purchase of whole and soy milk CB HS2 | 7.35 |
| 5513000 | HS Food Serv Sup | 6/4/2025 | 0171266-9797037 | Day HS/EHS purchase of cutting board rack CBG2 | 27.30 |
| 5513000 | HS Food Serv Sup | 6/4/2025 | 061037 | Day EHS purchase of nutrition items and bottle nipples CB HS2 | 3.98 |
| 5513000 | HS Food Serv Sup | 6/5/2025 | 043601 | Day EHS purchase of bottles and nipples CB HS2 | 35.93 |
| 5513000 | HS Food Serv Sup | 6/5/2025 | 075301 | Day EHS purchase of bottle nipples CB HS2 | 5.98 |
| 5513000 | HS Food Serv Sup | 6/9/2025 | 034256 | Day EHS purchase of formula and bottles CB HS2 | 18.98 |
| 5513000 | HS Food Serv Sup | 6/9/2025 | 5596957-8085841 | Day EHS purchase of baby bottle 4-pack CBG2 | 22.78 |
| 5513000 | HS Food Serv Sup | 6/25/2025 | 016654 | Rio Vista HS/EHS purchase of tape for move and nutrition supplies CB HS2 | 11.07 |
| 5513000 | HS Food Serv Sup | 6/29/2025 | 48345 | San Jacinto HS purchase of kitchen deep clean and floor scrub service CBG2 | 1,005.00 |
| | | | | Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25 | 1,322.62 |

CVCOG
Vendor Activity - Head Start Citibank P-Card
H09 - HHS Grant H09, Head Start FY 25-26
From 6/1/2025 Through 6/30/2025

| <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 | 6/3/2025 | 037732 | Head Start purchase of drinks for registration CB HS | 43.98 |
| 5296000 | HS Parent Service | 6/4/2025 | 018634 | Head Start purchase of snacks for registration CB HS2 | 44.67 |
| 5296000 | HS Parent Service | 6/4/2025 | 9290912 | Head Start purchase of lunch for registration and pre-service committee meeting CB HS2 | 245.19 |
| 5296000 | HS Parent Service | 6/5/2025 | 0016227 | Head Start purchase of lunch for registration CB HS2 | 252.00 |
| 5308000 | Head Start T & T A | 6/3/2025 | AD 06-03-2025 | Head Start purchase of breakfast for GoEngage health training CB HS | 35.97 |
| 5308000 | Head Start T & T A | 6/4/2025 | 9290912 | Head Start purchase of lunch for registration and pre-service committee meeting CB HS2 | 245.19 |
| 5308000 | Head Start T & T A | 6/12/2025 | 1864217 | Day EHS Infant Toddler - CDA initial application fee for O.R. CB HS | 425.00 |
| 5308000 | Head Start T & T A | 6/18/2025 | 202506180951-1... | Menard HS/EHS purchase of Texas Directors Course for M.W. CB HS2 | 280.00 |
| 5308000 | Head Start T & T A | 6/27/2025 | AC2005353-1 | Rio Vista HS payment of tuition and fees for teacher S. Lopez CBG2 | 1,867.00 |
| 5351000 | Fuel | 6/17/2025 | 111462 | Head Start purchase of fuel for program vehicle CB HS2 | 41.25 |
| 5351000 | Fuel | 6/20/2025 | WM 06202025 | Head Start purchase of fuel for program vehicle #1 CB RS | 46.58 |
| 5351000 | Fuel | 6/24/2025 | 038395 | Head Start purchase of fuel for program vehicle #2 CB RS | 37.63 |
| 5433000 | HS Site Center Utilities | 5/31/2025 | 0691-001366685 | Rio Vista HS/EHS trash service for acct# 3-0691-2402993 from 06/01/25 to 06/30/25, including waste/recycling overage on 05/28/25 CBG | 585.13 |
| 5433000 | HS Site Center Utilities | 5/31/2025 | 0691-001367040 | Day HS/EHS trash service for acct# 3-0691-2405694 from 06/01/25 to 06/30/25 CBG | 947.94 |
| 5433000 | HS Site Center Utilities | 6/18/2025 | 05-0560-02 05-25 | Eden HS water, garbage, and sewer service from 05/15/25 to 06/15/25 CBG | 111.39 |

CVCOG
Vendor Activity - Head Start Citibank P-Card
H09 - HHS Grant H09, Head Start FY 25-26
From 6/1/2025 Through 6/30/2025

| Line Item Code | Line Item Title | Document Date | Document Number | Document Description | Expenses |
|----------------|---------------------------|---------------|-----------------|--|----------|
| 5433000 | HS Site Center Utilities | 6/26/2025 | 517630916052 | San Jacinto HS/EHS deposit of one month's payment to set up new service CBG | 902.80 |
| 5453000 | HS Site Center Bldg Maint | 6/1/2025 | e9hbcd0cegas | Professional Commercial Security Monitoring, Fire Alarm Monitoring, and Commercial Security Service Agreement for Day (Invoice I199928) and Rio Vista (Invoice I199945) Head Start sites from 06/01/25 to 06/30/25 CBG | 155.00 |
| 5453000 | HS Site Center Bldg Maint | 6/4/2025 | 038667 | Menard HS/EHS purchase of carpet cleaning machine, wet/dry vacuum, and carpet shampoo CB HS2 | 298.92 |
| 5453000 | HS Site Center Bldg Maint | 6/10/2025 | 71620 | San Jacinto HS/EHS purchase of supplies to remove projector hardware and whiteboards CB FAC | 59.65 |
| 5453000 | HS Site Center Bldg Maint | 6/11/2025 | 047321 | San Jacinto HS purchase of master key set with stamps CB HS | 116.25 |
| 5453000 | HS Site Center Bldg Maint | 6/18/2025 | 23157 | San Jacinto HS/EHS purchase of supplies to repair office wall, clean floors, and repair cove base CB FAC | 241.83 |
| 5453000 | HS Site Center Bldg Maint | 6/18/2025 | 79586 | San Jacinto HS/EHS purchase of supplies for repairs CB RS | 183.40 |
| 5453000 | HS Site Center Bldg Maint | 6/20/2025 | 27695 | San Jacinto HS/EHS purchase of supplies to repair wall and wash sidewalk CB FAC | 78.40 |
| 5453000 | HS Site Center Bldg Maint | 6/23/2025 | 1724232 | San Jacinto HS/EHS disposal of shelves CB FAC | 46.56 |
| 5453000 | HS Site Center Bldg Maint | 6/25/2025 | 07673 | San Jacinto HS/EHS purchase of supplies to repair wall CB FAC | 123.08 |
| 5453000 | HS Site Center Bldg Maint | 6/25/2025 | 097809 | Rio Vista HS/EHS purchase of tape for move CB HS2 | 24.85 |
| 5510000 | Supplies | 6/2/2025 | 004387 | San Jacinto HS purchase of spray paint to delineate playground areas CB HS | 4.88 |
| 5510000 | Supplies | 6/2/2025 | 55147 | Rio Vista HS/EHS purchase of moving boxes CBG | 211.00 |

CVCOG
Vendor Activity - Head Start Citibank P-Card
H09 - HHS Grant H09, Head Start FY 25-26
From 6/1/2025 Through 6/30/2025

| <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 | 6/2/2025 | 76949790 | Rio Vista HS/EHS purchase of paper packing tape for move CBG | 69.50 |
| 5510000 | Supplies | 6/4/2025 | 3713083-3465842 | Rio Vista HS/EHS purchase of banker boxes for moving CBG2 | 179.85 |
| 5510000 | Supplies | 6/6/2025 | 040801 | San Jacinto HS purchase of ice cream for farewell event for staff CB HS2 | 17.63 |
| 5510000 | Supplies | 6/10/2025 | 78060563 | Rio Vista HS/EHS purchase of paper packing tape for move - 15 rolls CBG | 104.25 |
| 5510000 | Supplies | 6/10/2025 | H6807-240956 | Rio Vista HS/EHS purchase of 150 medium moving boxes CBG | 342.00 |
| 5510000 | Supplies | 6/11/2025 | 73337 | Rio Vista HS/EHS purchase of stretch wrap for move CBG | 119.80 |
| 5510000 | Supplies | 6/12/2025 | 30090216325478... | San Jacinto HS/EHS purchase of stacked washer and dryer and connection supplies CBG2 | 2,611.80 |
| 5510000 | Supplies | 6/13/2025 | 5542166-2352208 | San Jacinto HS purchase of enclosed bulletin board display cabinets (2) CBG2 | 1,177.98 |
| 5510000 | Supplies | 6/13/2025 | 9197927-6213013 | Day HS and San Jacinto HS purchase of sharing library boxes (4) CBG2 | 599.96 |
| 5510000 | Supplies | 6/20/2025 | 9463143-6315438 | Head Start purchase of planner, refill pages, and pocket dividers for Admin staff member use CBG2 | 74.97 |
| 5510000 | Supplies | 6/27/2025 | 020094 | Head Start purchase of push pins for parent board material CB HS | 8.96 |
| 5510000 | Supplies | 6/27/2025 | 26668609 | San Jacinto HS/EHS purchase of utility cart for laminating station CBG2 | 416.25 |
| 5512000 | HS Class Room Supplies | 6/16/2025 | 8328188-6735469 | Day HS/EHS purchase of classroom backpacks (7) CBG2 | 118.93 |
| 5512000 | HS Class Room Supplies | 6/26/2025 | 80258914 | Rio Vista HS purchase of paper packing tape for move CB HS2 | 34.75 |
| 5513000 | HS Food Serv Sup | 6/25/2025 | 016654 | Rio Vista HS/EHS purchase of tape for move and nutrition supplies CB HS2 | 23.82 |
| 5753000 | Dues and fees | 6/3/2025 | 766702408 | Rio Vista HS/EHS - TX HHSC Child Care Licensing Fee CB HS2 | 26.84 |

CVCOG
Vendor Activity - Head Start Citibank P-Card
H09 - HHS Grant H09, Head Start FY 25-26
From 6/1/2025 Through 6/30/2025

| Line Item Code | Line Item Title | Document Date | Document Number | Document Description | Expenses |
|----------------|-------------------------------|---------------|----------------------|---|----------|
| 5753000 | Dues and fees | 6/3/2025 | 766706196 | Day HS/EHS - TX HHSC Child Care Licensing Fee CB HS2 | 20.71 |
| 5753000 | Dues and fees | 6/11/2025 | 768648786 | Ozona HS - TX HHSC Child Care Licensing Fee CB HS2 | 4.35 |
| 5760000 | HS Site Center Communications | 5/8/2025 | 0708195 05-25 | Head Start rural phone/internet service from 05/08/25 to 06/07/25 CBG | 101.34 |
| 5760000 | HS Site Center Communications | 5/25/2025 | 07710150503019 05-25 | Rio Vista HS/EHS internet service for acct# 07710-150503-01-9 from 05/15/25 to 06/14/25 CBG | 146.39 |
| 5760000 | HS Site Center Communications | 5/25/2025 | 07710150505015 05-25 | Day HS/EHS phone/internet service for acct# 07710-150505-01-5 from 05/15/25 to 06/14/25 CBG | 166.16 |
| 5760000 | HS Site Center Communications | 6/10/2025 | 07710150890010 06-25 | Day HS/EHS phone service for acct# 07710-150890-01-0 from 05/25/25 to 06/24/25 CBG | 204.46 |
| 5760000 | HS Site Center Communications | 6/12/2025 | 11739-0 06-25 | Eldorado HS, Menard HS/EHS, and Ozona HS internet service for acct# ACC-3331567-37502-10 from 06/12/25 to 07/12/25 CBG2 | 195.00 |
| 5760000 | HS Site Center Communications | 6/17/2025 | 07710150887017 06-25 | Rio Vista HS/EHS internet/phone service for acct# 07710-150887-01-7 from 06/01/25 to 06/30/25 CBG | 164.06 |
| 5760000 | HS Site Center Communications | 6/25/2025 | 07710150503019 06-25 | Rio Vista HS/EHS internet service for acct# 07710-150503-01-9 from 06/15/25 to 07/14/25 CBG | 324.15 |
| 5760000 | HS Site Center Communications | 6/25/2025 | 07710150505015 06-25 | Day HS/EHS phone/internet service for acct# 07710-150505-01-5 from 06/15/25 to 07/14/25 CBG | 367.92 |
| 5796000 | Safety | 6/3/2025 | 405SP0000592606 | Criminal history search for prospective new employee on R.P. (Rio Vista HS) CB HR | 3.32 |
| 5796000 | Safety | 6/10/2025 | 405SP0000596788 | Criminal history search for prospective new employee on M.E. (Menard HS/EHS) CB HR | 3.32 |

CVCOG
Vendor Activity - Head Start Citibank P-Card
H09 - HHS Grant H09, Head Start FY 25-26
From 6/1/2025 Through 6/30/2025

| <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 | 6/25/2025 | UZTX649HS9 | Daycare licensing (fingerprinting) for prospective Head Start employee M.E. (Menard HS) CB HR | 39.31 |
| | | | | Total H09 - HHS Grant H09, Head Start FY 25-26 | 15,323.32 |
| Report Opening/Current Balance | | | | | |
| Report Transaction Totals | | | | | 20,379.23 |
| Report Current Balances | | | | | |

CVCOG
Vendor Activity - Head Start Deans Dairy Corporate
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 6/1/2025 Through 6/30/2025

| Line Item Code | Line Item Title | Document Date | Document Number | Document Description | Expenses |
|----------------|----------------------|---------------|-----------------|--|----------------------|
| 5295000 | HS Nutrition Service | 6/2/2025 | 652283731 | Day HS/EHS purchase of milk for children - 18 whole 9/CS, 45 1% 9/CS, and 6 1% lactose free 6BX | 214.75 |
| 5295000 | HS Nutrition Service | 6/3/2025 | 650687617 | Menard HS/EHS purchase of milk for children - 7 1% 9/CS | 20.94 |
| 5295000 | HS Nutrition Service | 6/3/2025 | 652086168 | Rio Vista EHS purchase of milk for children - 36 whole 9/CS | 106.11 |
| 5295000 | HS Nutrition Service | 6/3/2025 | 652284062 | Day EHS purchase of milk for children - 9 whole 9/CS | 26.53 |
| 5295000 | HS Nutrition Service | 6/9/2025 | 652284033 | Day HS/EHS purchase of milk for children - 45 whole 9/CS, 45 1% 9/CS, and 6 2% lactose free 6BX | 294.20 |
| 5295000 | HS Nutrition Service | 6/10/2025 | 650687991 | Menard HS/EHS purchase of milk for children - 2 whole 9/CS and 9 1% 9/CS | 32.82 |
| 5295000 | HS Nutrition Service | 6/10/2025 | 650687993 | Menard HS/EHS credit for returned milk - 6 1% 9/CS | (17.94) |
| 5295000 | HS Nutrition Service | 6/10/2025 | 652086400 | Rio Vista HS/EHS purchase of milk for children - 54 1% 9/CS, and 6 1% lactose free 6BX | 188.60 |
| 5295000 | HS Nutrition Service | 6/12/2025 | 652284421 | Day HS/EHS purchase of milk for children - 2 2% lactose free 6BX | 8.99 |
| 5295000 | HS Nutrition Service | 6/16/2025 | 652284347 | Day HS/EHS purchase of milk for children - 45 whole 9/CS, 45 1% 9/CS, and 12 2% lactose free 6BX | 321.16 |
| 5295000 | HS Nutrition Service | 6/17/2025 | 650688377 | Menard HS/EHS purchase of milk for children - 2 whole 9/CS and 9 1% 9/CS | 32.82 |
| 5295000 | HS Nutrition Service | 6/17/2025 | 652086684 | Rio Vista HS/EHS purchase of milk for children - 27 whole 9/CS, 54 1% 9/CS, and 12 1% lactose free 6BX | 295.29 |
| 5295000 | HS Nutrition Service | 6/23/2025 | 652284659 | Day HS/EHS purchase of milk for children - 27 1% 9/CS and 12 2% lactose free 6BX | 134.68 |
| | | | | | <hr/> 1,658.95 <hr/> |

CVCOG
Vendor Activity - Head Start Deans Dairy Corporate
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 6/1/2025 Through 6/30/2025

| <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 H08 - Grant H08, CACFP Head Start Nutrition FY 24-25 | 1,658.95 |
| | Report Opening/Current Balance | | | | |
| | Report Transaction Totals | | | | 1,658.95 |
| | Report Current Balances | | | | |

CVCOG
Vendor Activity - Head Start Lowes Pay and Save
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 6/1/2025 Through 6/30/2025

| <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 | 5/7/2025 | 250507-428-1-1-43 | Menard HS/EHS purchase of nutrition items | 62.07 |
| 5295000 | HS Nutrition Service | 5/8/2025 | 250508-120-1-1-27 | Eldorado HS purchase of nutrition items | 19.27 |
| 5295000 | HS Nutrition Service | 5/12/2025 | 250512-120-1-1-27 | Eldorado HS purchase of nutrition items | 12.94 |
| 5295000 | HS Nutrition Service | 5/14/2025 | 250514-120-1-1-40 | Eldorado HS purchase of nutrition items | 5.17 |
| 5295000 | HS Nutrition Service | 5/19/2025 | 250519-399-1-1-37 | Menard HS/EHS purchase of nutrition items | 3.98 |
| 5295000 | HS Nutrition Service | 5/21/2025 | 250521-120-1-1-2 | Eldorado HS purchase of nutrition items | 13.98 |
| 5295000 | HS Nutrition Service | 5/21/2025 | 250521-428-1-1-47 | Menard HS/EHS purchase of nutrition items | 18.94 |
| 5295000 | HS Nutrition Service | 5/30/2025 | 250530-382-3-3-3 | Menard HS/EHS purchase of nutrition items | 10.44 |
| 5295000 | HS Nutrition Service | 6/9/2025 | 250609-399-1-1-73 | Menard HS/EHS purchase of nutrition items | 12.69 |
| 5295000 | HS Nutrition Service | 6/12/2025 | 250612-420-2-2-32 | Menard HS/EHS purchase of nutrition items | 3.19 |
| | | | | | <hr/> |
| | | | | | 162.67 |
| | | | | | <hr/> |
| | | | | | 162.67 |
| | | | | | <hr/> |
| Report Opening/Current Balance | | | | | |
| | | | | | <hr/> |
| Report Transaction Totals | | | | | 162.67 |
| | | | | | <hr/> |
| Report Current Balances | | | | | <hr/> |
| | | | | | <hr/> |

CVCOG
Vendor Activity - Head Start Sysco
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 6/1/2025 Through 6/30/2025

| <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 | 5/23/2025 | 378118855 | Day HS/EHS credit - Customer Incentive Program | (14.28) |
| 5295000 | HS Nutrition Service | 5/23/2025 | 378118856 | Day HS/EHS credit - Customer Incentive Program | (62.91) |
| 5295000 | HS Nutrition Service | 5/23/2025 | 378118857 | Rio Vista HS/EHS credit - Customer Incentive Program | (15.52) |
| 5295000 | HS Nutrition Service | 5/23/2025 | 378118858 | Rio Vista HS/EHS credit - Customer Incentive Program | (50.39) |
| 5295000 | HS Nutrition Service | 5/23/2025 | 378118867 | Eldorado HS credit - Customer Incentive Program | (2.13) |
| 5295000 | HS Nutrition Service | 5/23/2025 | 378118868 | Eldorado HS credit - Customer Incentive Program | (7.20) |
| 5295000 | HS Nutrition Service | 5/23/2025 | 378118869 | Menard HS/EHS credit - Customer Incentive Program | (4.37) |
| 5295000 | HS Nutrition Service | 5/23/2025 | 378118870 | Menard HS/EHS credit - Customer Incentive Program | (9.73) |
| 5295000 | HS Nutrition Service | 5/23/2025 | 378118871 | Ozona HS credit - Customer Incentive Program | (4.03) |
| 5295000 | HS Nutrition Service | 5/23/2025 | 378118872 | Ozona HS credit - Customer Incentive Program | (2.87) |
| 5295000 | HS Nutrition Service | 5/23/2025 | 378118873 | Eden HS credit - Customer Incentive Program | (2.23) |
| 5295000 | HS Nutrition Service | 5/23/2025 | 378118874 | Eden HS credit - Customer Incentive Program | (4.64) |
| 5295000 | HS Nutrition Service | 6/3/2025 | 378126783 | Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies | 554.49 |
| 5295000 | HS Nutrition Service | 6/5/2025 | 378127970 | Day HS/EHS purchase of nutrition items for children and kitchen supplies | 1,323.71 |
| 5295000 | HS Nutrition Service | 6/5/2025 | 378128016 | Menard HS/EHS purchase of nutrition items for children | 585.02 |
| 5295000 | HS Nutrition Service | 6/10/2025 | 378130742 | Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies | 657.98 |
| 5295000 | HS Nutrition Service | 6/12/2025 | 378131706 | Rio Vista HS/EHS credit for blueberries damaged on truck and bananas short on truck | (55.97) |

CVCOG
Vendor Activity - Head Start Sysco
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 6/1/2025 Through 6/30/2025

| Line Item Code | Line Item Title | Document Date | Document Number | Document Description | Expenses |
|--------------------------------|----------------------|---------------|-----------------|--|--|
| 5295000 | HS Nutrition Service | 6/12/2025 | 378131879 | Day HS/EHS purchase of nutrition items for children and kitchen supplies | 1,657.04 |
| 5295000 | HS Nutrition Service | 6/17/2025 | 378134670 | Rio Vista HS/EHS purchase of nutrition items for children | 744.33 |
| 5295000 | HS Nutrition Service | 6/19/2025 | 378135779 | Day HS/EHS purchase of nutrition items for children and kitchen supplies | 1,391.93 |
| 5295000 | HS Nutrition Service | 6/24/2025 | 378138524 | Rio Vista HS/EHS purchase of nutrition items for children | 108.55 |
| 5513000 | HS Food Serv Sup | 6/3/2025 | 378126783 | Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies | 170.38 |
| 5513000 | HS Food Serv Sup | 6/5/2025 | 378127864 | Rio Vista HS/EHS credit for plastic forks short on truck | (29.96) |
| 5513000 | HS Food Serv Sup | 6/5/2025 | 378127970 | Day HS/EHS purchase of nutrition items for children and kitchen supplies | 30.18 |
| 5513000 | HS Food Serv Sup | 6/10/2025 | 378130742 | Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies | 49.38 |
| 5513000 | HS Food Serv Sup | 6/12/2025 | 378131879 | Day HS/EHS purchase of nutrition items for children and kitchen supplies | 103.09 |
| 5513000 | HS Food Serv Sup | 6/19/2025 | 378135779 | Day HS/EHS purchase of nutrition items for children and kitchen supplies | 240.51 |
| | | | | | <hr/> |
| | | | | | 7,350.36 |
| | | | | | <hr/> |
| | | | | | Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25 |
| | | | | | 7,350.36 |
| | | | | | <hr/> |
| Report Opening/Current Balance | | | | | |
| | | | | | <hr/> |
| Report Transaction Totals | | | | | 7,350.36 |
| | | | | | <hr/> |

CVCOG
Vendor Activity - Head Start Sysco
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 6/1/2025 Through 6/30/2025

| <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 West Texas Fire Extinguisher
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 6/1/2025 Through 6/30/2025

| <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 | 6/4/2025 | 318489 | Eden HS semi-annual vent and hood inspection (single system) | 100.00 |
| 5513000 | HS Food Serv Sup | 6/17/2025 | 318853 | Menard HS/EHS purchase of paper towels and bleach | 16.96 |
| | | | | | <hr/> |
| | | | | | 116.96 |
| | | | | | <hr/> |
| Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25 | | | | | 116.96 |

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H09 - HHS Grant H09, Head Start FY 25-26
From 6/1/2025 Through 6/30/2025

| Line Item Code | Line Item Title | Document Date | Document Number | Document Description | Expenses |
|--|---------------------------|---------------|-----------------|--|----------|
| 5453000 | HS Site Center Bldg Maint | 6/10/2025 | 318747 | Day HS/EHS annual fire extinguisher inspection, maintenance, and recharge, and 4 Amerex 5lb fire extinguishers | 674.00 |
| 5510000 | Supplies | 6/4/2025 | 318504 | Day EHS purchase of mop handle, trash can liners, and carpet cleaner | 77.94 |
| 5510000 | Supplies | 6/11/2025 | 318562 | Day HS/EHS purchase of bowl fresheners | 34.26 |
| 5510000 | Supplies | 6/17/2025 | 318853 | Menard HS/EHS purchase of paper towels and bleach | 16.96 |
| 5510000 | Supplies | 6/17/2025 | 319157 | Rio Vista EHS purchase of trash can liners and disinfecting wipes | 133.64 |
| 5512000 | HS Class Room Supplies | 6/17/2025 | 318853 | Menard HS/EHS purchase of paper towels and bleach | 13.75 |
| 5512000 | HS Class Room Supplies | 6/17/2025 | 319157 | Rio Vista EHS purchase of trash can liners and disinfecting wipes | 133.64 |
| Total H09 - HHS Grant H09, Head Start FY 25-26 | | | | | 1,084.19 |
| Report Opening/Current Balance | | | | | |
| Report Transaction Totals | | | | | 1,201.15 |
| Report Current Balances | | | | | |

CVCOG
Vendor Activity - Head Start Lakeshore Learning
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 6/1/2025 Through 6/30/2025

| <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> |
|-----------------------|------------------------|----------------------|------------------------|---|-----------------|
| 5512000 | HS Class Room Supplies | 5/19/2025 | 90855423 | Day EHS purchase of peel & stick magnetic tape for rm 22 | 95.94 |
| 5512000 | HS Class Room Supplies | 5/20/2025 | 90862141 | Rio Vista EHS purchase of toddler color changing light table for rm 4 | 455.05 |
| 5512000 | HS Class Room Supplies | 5/21/2025 | 90869077 | Rio Vista EHS purchase of board book themed libraries set for rm 1 | 217.55 |
| 5512000 | HS Class Room Supplies | 5/21/2025 | 90869078 | Day EHS purchase of board book set for rm 22 | 84.54 |
| 5512000 | HS Class Room Supplies | 6/2/2025 | 90928593 | Day HS purchase of magnetic counting maze for rm 1 | 28.49 |
| 5512000 | HS Class Room Supplies | 6/4/2025 | 90945253 | Menard HS purchase of dough sets, paper rolls, arts & crafts supplies, cot sheets, sand, CD/cassette player & CD, and playground balls for rm 1 | 1,228.42 |
| 5512000 | HS Class Room Supplies | 6/4/2025 | 90945254 | Day HS purchase of learning toys, arts & crafts supplies, dough sets, sensory items, and classroom supplies for rm 9 | 1,271.86 |
| 5512000 | HS Class Room Supplies | 6/4/2025 | 90945255 | Day HS purchase of cot sheets, dough sets, classroom supplies, sensory items, floor seats, and learning toys for rm 4 | 1,031.15 |
| 5512000 | HS Class Room Supplies | 6/4/2025 | 90945256 | Day HS purchase of learning toys, dough sets, arts & crafts supplies, play carpet, and classroom supplies for rm 12 | 1,246.62 |
| 5512000 | HS Class Room Supplies | 6/4/2025 | 90945257 | Day HS purchase of arts & crafts supplies, dough set, classroom supplies, learning toys, sensory items, and CD/cassette player for rm 2 | 1,203.65 |
| 5512000 | HS Class Room Supplies | 6/4/2025 | 90945258 | Day HS purchase of dough sets, classroom supplies, learning toys, sensory items, and floor puzzle for rm 3 | 1,435.23 |
| 5512000 | HS Class Room Supplies | 6/4/2025 | 90945259 | Day HS purchase of floor seat, learning toys, sensory items, dough set, arts & crafts supplies, and classroom supplies for rm 1 | 1,317.57 |

CVCOG
Vendor Activity - Head Start Lakeshore Learning
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 6/1/2025 Through 6/30/2025

| Line Item Code | Line Item Title | Document Date | Document Number | Document Description | Expenses |
|----------------|------------------------|---------------|-----------------|--|----------|
| 5512000 | HS Class Room Supplies | 6/5/2025 | 90951836 | Rio Vista EHS purchase of play & learn smartphones for rm 2 | 37.98 |
| 5512000 | HS Class Room Supplies | 6/7/2025 | 90965899 | Day HS purchase of books, storage boxes, learning toys, dough & mats, and arts & crafts supplies for rm 10 | 698.68 |
| 5512000 | HS Class Room Supplies | 6/7/2025 | 90965900 | Day EHS purchase of personalized lab coat for rm 17 | 26.59 |
| 5512000 | HS Class Room Supplies | 6/7/2025 | 90965901 | Day HS purchase of washable tempera paint for rm 9 | 41.33 |
| 5512000 | HS Class Room Supplies | 6/7/2025 | 90965902 | Day HS purchase of washable tempera paint for rm 1 | 41.33 |
| 5512000 | HS Class Room Supplies | 6/7/2025 | 90965903 | Day HS purchase of washable tempera paint for rm 12 | 41.33 |
| 5512000 | HS Class Room Supplies | 6/9/2025 | 90975921 | Day HS purchase of kid-sized flashlight set for rm 9 | 18.99 |
| 5512000 | HS Class Room Supplies | 6/10/2025 | 90982885 | Day HS purchase of arts & crafts supplies for rm 9 (items from 2025 CV Arts & Craft Consumable Kit) | 595.80 |
| 5512000 | HS Class Room Supplies | 6/10/2025 | 90984251 | Menard HS purchase of arts & crafts supplies for rm 1 (2025 CV Arts & Craft Consumable Kit) | 704.04 |
| 5512000 | HS Class Room Supplies | 6/10/2025 | 90984252 | Day HS purchase of arts & crafts supplies for rm 1 (2025 CV Arts & Craft Consumable Kit) | 704.04 |
| 5512000 | HS Class Room Supplies | 6/10/2025 | 90984253 | Day HS purchase of arts & crafts supplies for rm 4 (2025 CV Arts & Craft Consumable Kit) | 704.04 |
| 5512000 | HS Class Room Supplies | 6/10/2025 | 90984254 | Day HS purchase of arts & crafts supplies for rm 12 (2025 CV Arts & Craft Consumable Kit) | 704.04 |
| 5512000 | HS Class Room Supplies | 6/10/2025 | 90984255 | Day HS purchase of arts & crafts supplies for rm 2 (2025 CV Arts & Craft Consumable Kit) | 704.04 |

CVCOG
Vendor Activity - Head Start Lakeshore Learning
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 6/1/2025 Through 6/30/2025

| Line Item Code | Line Item Title | Document Date | Document Number | Document Description | Expenses |
|----------------|------------------------|---------------|-----------------|---|----------|
| 5512000 | HS Class Room Supplies | 6/10/2025 | 90984256 | Day HS purchase of arts & crafts supplies for rm 9 (items from 2025 CV Arts & Craft Consumable Kit) | 108.24 |
| 5512000 | HS Class Room Supplies | 6/11/2025 | 90993728 | Day HS purchase of specimen viewers for rm 4 | 28.49 |
| 5512000 | HS Class Room Supplies | 6/11/2025 | 90993729 | Menard HS purchase of classroom laminating machine for rm 1 | 122.55 |
| 5512000 | HS Class Room Supplies | 6/11/2025 | 90993730 | Rio Vista HS purchase of holiday sticker variety packs | 75.95 |
| 5512000 | HS Class Room Supplies | 6/12/2025 | 90999306 | Rio Vista HS purchase of construction paper and school glue | 87.87 |
| 5512000 | HS Class Room Supplies | 6/12/2025 | 90999308 | Day HS purchase of school glue for rm 1 | 15.19 |
| 5512000 | HS Class Room Supplies | 6/12/2025 | 90999309 | Day HS purchase of school glue for rm 12 | 15.19 |
| 5512000 | HS Class Room Supplies | 6/12/2025 | 90999311 | Day HS purchase of school glue for rm 2 | 15.19 |
| 5512000 | HS Class Room Supplies | 6/13/2025 | 91006762 | Day HS purchase of peel and stick foam sheets for rm 2 | 22.39 |
| 5512000 | HS Class Room Supplies | 6/24/2025 | 91069873 | Menard HS purchase of peel & stick magnetic tape for rm 1 | 18.99 |
| 5512000 | HS Class Room Supplies | 6/27/2025 | 91092150 | Day HS purchase of arts & crafts supplies for rm 3 (2025 CV Arts & Craft Consumable Kit) | 704.04 |
| 5512000 | HS Class Room Supplies | 6/27/2025 | 91092152 | Day HS purchase of arts & crafts supplies for rm 10 (2025 CV Arts & Craft Consumable Kit) | 704.04 |
| 5512000 | HS Class Room Supplies | 6/27/2025 | 91092156 | San Jacinto HS purchase of alphabet centers and books for rm 38 | 117.31 |
| 5512000 | HS Class Room Supplies | 6/27/2025 | 91092157 | San Jacinto HS purchase of magnetic design board | 179.55 |
| 5512000 | HS Class Room Supplies | 6/28/2025 | 91096528 | Rio Vista EHS purchase of science books for rm 2 | 128.25 |
| 5512000 | HS Class Room Supplies | 6/28/2025 | 91096529 | San Jacinto HS purchase of jumbo pencil set for rm 33 | 18.99 |

CVCOG
Vendor Activity - Head Start Lakeshore Learning
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 6/1/2025 Through 6/30/2025

| <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> |
|-----------------------|------------------------|----------------------|------------------------|---|-----------------------|
| 5512000 | HS Class Room Supplies | 6/28/2025 | 91096530 | San Jacinto HS purchase of magnet discovery board and sensory rings for rm 35 | 56.98 |
| 5512000 | HS Class Room Supplies | 6/28/2025 | 91096531 | San Jacinto HS purchase of book set and color changing touch board for rm 32 | 117.32 |
| 5512000 | HS Class Room Supplies | 6/28/2025 | 91096532 | San Jacinto HS purchase of books, sensory items, and classroom supplies for rm 37 | 221.26 |
| 5512000 | HS Class Room Supplies | 6/28/2025 | 91096533 | San Jacinto HS purchase of magnetic maze, blocks, microscope, and markers for rm 30 | 163.36 |
| 5512000 | HS Class Room Supplies | 6/28/2025 | 91096534 | San Jacinto HS purchase of colored sensory sand and washable markers for rm 34 | 132.97 |
| 5512000 | HS Class Room Supplies | 6/28/2025 | 91096535 | Day HS purchase of lesson plan book for rm 1 | 34.18 |
| 5512000 | HS Class Room Supplies | 6/29/2025 | 91103415 | San Jacinto HS purchase of 10 tricycles and 6 step stools | 3,879.80 |
| 5512000 | HS Class Room Supplies | 6/29/2025 | 91103416 | San Jacinto HS purchase of learning toys, arts & crafts supplies, sensory items, and classroom supplies for rm 33 | 477.55 |
| 5512000 | HS Class Room Supplies | 6/29/2025 | 91103417 | San Jacinto HS purchase of learning toys, arts & crafts supplies, books, and classroom supplies for rm 35 | 1,501.47 |
| 5512000 | HS Class Room Supplies | 6/29/2025 | 91103418 | San Jacinto HS purchase of learning toys, sensory items, classroom supplies, and arts & crafts supplies for rm 32 | 1,651.32 |
| 5512000 | HS Class Room Supplies | 6/29/2025 | 91103423 | San Jacinto HS purchase of learning toys, paper squares, and reusable write-on pockets | 300.73 |
| 5512000 | HS Class Room Supplies | 6/30/2025 | 91108492 | San Jacinto HS purchase of light table manipulative center | 113.05 |
| | | | | | <hr/> 25,650.52 <hr/> |

CVCOG
Vendor Activity - Head Start Lakeshore Learning
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 6/1/2025 Through 6/30/2025

| <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 | 25,650.52 |
| | Report Opening/Current Balance | | | | |
| | Report Transaction Totals | | | | 25,650.52 |
| | Report Current Balances | | | | |

Agenda Item 7

WELCOME



SCHOOL

Concho Valley Council of Governments Ozona Head Start

EMERGENCY RESPONSE PLAN



1310 Ave G
Ozona, TX 76943

Updated July 2025

For Official Use Only

| | | |
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II. INTRODUCTION

A. Introduction:

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

B. Purpose:

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

C. Plan Maintenance:

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

| | |
|----------------------|----------------------------|
| Director | Food Service staff |
| Office Staff | Monitor / Safety personnel |
| Maintenance | Teachers / Caregivers |
| Parents / Volunteers | |

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

| | |
|----------------------|--------------------------|
| Law Enforcement | Fire / Emergency Medical |
| Emergency Management | County Health Department |

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

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

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

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

D. Approval Statement:

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

Executive Director _____ Date _____

Agency Director _____ Date _____

Health Manager _____ Date _____

State Collaborator _____ Date _____

D. Approval Statement:

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

Site Administrator Date

Law Enforcement Date

Fire / EMS (if applicable) Date

Local Emergency Date
Management (if applicable)

County Health Department Date
(if applicable)

[] Date
other

III. BASIC PLAN

A. Situation:

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

B. Assumptions:

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

C. Command and Communications:

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

D. Staff Response Roles:

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

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

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

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

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

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

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

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

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

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

E. Debriefing:

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

F. Deactivation:

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

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

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

G. Recovery

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

EMERGENCY PROCEDURES ANNEXES

A. ANIMALS

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

B. ASSAULT / FIGHT

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

C. BOMB THREAT

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

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

Evacuation procedures:

- ☐ Site Supervisor warns students and staff. Do not mention "Bomb Threat". Use standard fire drill procedures.
- ☐ Direct students to take their belongings.
- ☐ Students and staff must be evacuated to a safe distance outside of center building(s). Site Supervisor may move students to Crockett County Library, 1201 Ave G if weather is inclement or building is damaged. Primary relocation center
(500 feet is general rule. Consult with local bomb disposal unit)
- ☐ Teachers take roll after being evacuated.
- ☐ No one may re-enter the building(s) until fire or police personnel declare them safe.
- ☐ Site Supervisor notifies students and staff of termination of emergency. Resume normal operations.

C. BOMB THREAT CHECKLIST

Description Detail Report

Questions to ask:

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

Exact wording of the threat: _____

Sex of Caller: _____ Race: _____

Length of call: _____ Age: _____

Date: _____ Time: _____

Number at which call was received: _____

Notes:

Callers Voice - Circle as applicable:

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

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

Background Sounds:

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

Threat Language:

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

Remarks: _____

D. BUS INCIDENT

Bus Driver / Monitor

Not Applicable

E. EVACUATION

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

1. Teachers / Teachers Assistances:

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

2. Relocation Centers

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

Primary Relocation Center

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

Secondary Relocation Center

Crockett County Fire and EMS
105 Medical Dr./ 325-226-4808

F. FIRE

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

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

G. GAS LEAK

If gas odor has been detected in the building:

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

If gas odor has been detected outside the building:

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

H. GENERAL EMERGENCY

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

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

I. HAZARDOUS MATERIALS EVENT

Incident occurred in center:

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

Incident occurred near center property:

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

J. INFECTION CONTROL ACTIONS

I.

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

II.

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

III.

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

IV.

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

V.

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

VI.

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

VII.

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

VIII.

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

IX.

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

K. INTRUDER / HOSTAGE

Intruder- An unauthorized person who enters Center property:

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

If intruder refuses to leave:

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

Hostage:

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

If taken hostage:

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

L. LOCKDOWN / SHELTER-IN-PLACE

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

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

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

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

M. MEDICAL EMERGENCY

Incident in center:

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

Incident outside of center:

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

Post-crisis intervention:

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

M. Incident / Illness Report Form 7239

Appendix O

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

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

N. RADIOLOGICAL EVENT

Not Applicable:
None within 10-mile

O. SHELTERING PROCEDURES

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

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

P. SUICIDE

Suicide Attempt in Center:

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

Suicidal Death / Serious Injury:

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

Post-crisis Intervention:

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

Q. TERRORIST EVENT

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

Nuclear:

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

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

Biological:

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

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

Chemical:

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

Conventional:

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

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

If the center is the target:

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

R. WEAPONS

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

S. WEATHER

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

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

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

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

SUPPORT APPENDICIES

A. STAFF ASSIGNMENTS

Administrative Group:

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

Support Group:

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

Teachers Group:

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

B. TRAINING MATRIX

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

C. EQUIPMENT INVENTORY

-INSERT RESOURCE INVENTORY OF EMERGENCY EQUIPMENT-

INCLUDE:

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

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

D. DRILL LOG

Texas Dept of Family
and Protective Services

FIRE SAFETY PRACTICES

Form 7263
May 2011

LOCATION OF FIRE EXTINGUISHERS

SEVERE WEATHER DRILLS (Every 3 Mos.)

RELOCATION SITE FOR CHILDREN
AND STAFF AFTER EVACUATING
OPERATION:

Date: _____

Date: _____

Time: _____

Time: _____

Exit Time: _____

Exit Time: _____

Staff Initial: _____

Staff Initial: _____

Date: _____

Date: _____

Time: _____

Time: _____

Exit Time: _____

Exit Time: _____

Staff Initial: _____

Staff Initial: _____

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

FIRST AID KIT
LOCATION(S) _____

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

INSPECTIONS: FIRE: _____ HEALTH: _____ GAS: _____

E. SITE PLAN REVIEW

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

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

Notes:

[illegible]

| | | |
|------------------------|------------------|------------------|
| Date of Review: | Reviewer: | Reviewer: |
| | Reviewer: | Reviewer: |

F. EMERGENCY CONTACT NUMBERS

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

G. INFLUENZA PLANNING

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

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

1. Planning and Coordination:

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

2. Student Learning and Program Operations:

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

3. Communications Planning:

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

H. Public Information Release

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

Date: _____ Time: _____

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

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

_____ has just experienced a(n) _____

___ The (students / employees) [(are being) or (have been)] accounted for.

___ No further information is available at this time.

___ Emergency medical services [(are here) or (are on the way) or (are not available to us)].

___ Police [(are here) or (are on the way) or (are not available to us)].

___ Fire Dept. / paramedics [(are here) or (are on the way) or (are not available to us)].

_____ [(are here) or (are on the way) or (are not available to us)].

___ Communication center(s) for parents (is / are) being set up at _____
to answer questions about individual students.

___ Communication center(s) for families (is / are) being set up at _____
to answer questions about individual employees.

___ Injuries have been reported at _____ and are being treated at the site by
(Staff / professional medical responders). (#) _____ reported injured.

___ Students have been taken to a safe area, _____, and are with [(classroom
teachers / staff) or (_____)].

___ (#) Students have been taken to the local emergency room for treatment of serious injury.
Parents of injured students should go to the emergency room at _____

___ (#) Confirmed deaths have been reported at _____
Names cannot be released until families have been notified.

___ Structural damage has been reported at the following sites: _____.

Release restrictions _____ No _____ Yes
If yes, what?

Released to the public as Public Information Release # _____

Date / Time: _____

I. STAFF ROSTER

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

J. CENTER MAPS

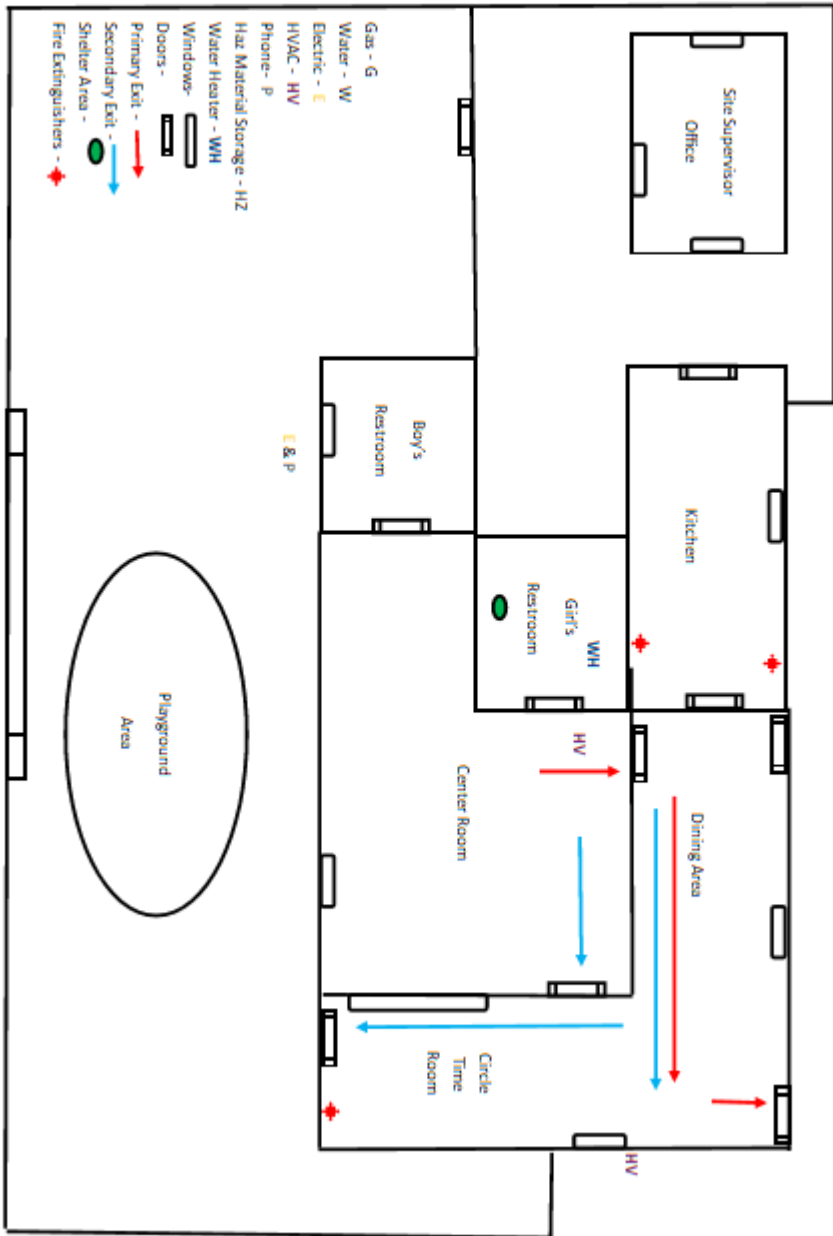
**AT MINIMUM INCLUDE THE FOLLOWING INFORMATION ON THE MAP:
(Primary and Alternate evacuation route maps shall be placed in each room)**

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

NOTE:

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

Ozona Head Start 1310 Ave. G/ PO Box 4029



K. MEDIA

All staff must refer media to site or Agency spokesperson.

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

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

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

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

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

During an emergency, adhere to the following procedures:

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

Media statement

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

L. SITE STATUS REPORT

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

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

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

EMPLOYEE / STUDENT STATUS

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

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

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

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

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

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

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

| |
|---|
| Type of communicable disease contracted by child or employee at this operation: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> |
| Does the communicable disease require exclusion? <input type="radio"/> Yes <input type="radio"/> No |
| Was the Health Department notified? <input type="radio"/> Yes <input type="radio"/> No Date Health Department notified: _____ |

Section V – Employee or Caregiver Certification

I verify that I, the director or person in charge, reviewed the information in this report.

| | | |
|---------------------|--|--------------------|
| Printed Name: _____ | Signature of Director or Person in Charge: _____ | Date Signed: _____ |
|---------------------|--|--------------------|

Section VI – Parent or Guardian Acknowledgment

I verify that the operation appropriately relayed the information concerning the incident described in this report. I have received a copy of this report. (If emailed or distributed electronically, you may attach a copy of the method used.)

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| | | |
|---------------------|--|--------------------|
| Printed Name: _____ | Signature of Parent or Guardian: _____ | Date Signed: _____ |
|---------------------|--|--------------------|

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

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

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

| |
|---|
| Type of communicable disease contracted by child or employee at this operation: _____ |
| Does the communicable disease require exclusion? <input type="radio"/> Yes <input type="radio"/> No |
| Was the Health Department notified? <input type="radio"/> Yes <input type="radio"/> No Date Health Department notified: _____ |

Section V – Employee or Caregiver Certification

I verify that I, the director or person in charge, reviewed the information in this report.

Printed Name: _____ Signature of Director or Person in Charge: _____ Date Signed: _____

Section VI – Parent or Guardian Acknowledgment

I verify that the operation appropriately relayed the information concerning the incident described in this report. I have received a copy of this report. (If emailed or distributed electronically, you may attach a copy of the method used.)

Printed Name: _____ Signature of Parent or Guardian: _____ Date Signed: _____

Concho Valley Council of Governments Head Start

Appendix 1

Active Shooter Response Plan



Updated July 2017

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ACTIVE SHOOTER

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

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

Run

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

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

Hide

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

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

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

Fight

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

Sources:

<https://rem.s.ed.gov/K12ActiveShooterSituations.aspx>

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

NOTIFICATION

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

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

Emergency Documents and Resources

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

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

These items must be quickly available.

***Concho Valley Council of Governments
San Jacinto Head Start &
Early Head Start***

EMERGENCY RESPONSE PLAN



**304 N Pope Street
San Angelo, TX 76903
325-659-3670**

Updated June 2025

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II. INTRODUCTION

A. Introduction:

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

B. Purpose:

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

C. Plan Maintenance:

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

| | |
|----------------------|----------------------------|
| Director | Food Service staff |
| Office Staff | Monitor / Safety personnel |
| Maintenance | Teachers / Caregivers |
| Parents / Volunteers | |

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

| | |
|----------------------|--------------------------|
| Law Enforcement | Fire / Emergency Medical |
| Emergency Management | County Health Department |

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

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

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

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

D. Approval Statement:

The Center Safety Plan for San Jacinto HS/EHS has been reviewed and found to comply with the Head Start Act (other directives?).

Executive Director _____ Date _____

Agency Director _____ Date _____

Health Manager Date

State Collaborator _____ Date _____

Site Administrator _____ Date _____

| | |
|---------------------------------|------|
| Law Enforcement (if applicable) | Date |
|---------------------------------|------|

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

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

| | |
|---|------|
| County Health Department (if applicable) | Date |
|---|------|

| | | |
|-------|---|------|
| [|] | Date |
| other | | |

III. BASIC PLAN

A. Situation:

1. The center sits on at [304 N Pope St. *San Angelo, TX*]. The site consists of several connected buildings. There is an Average Daily Membership of [*142 children*] and [30] staff members.
2. The Head Start Director / Executive Director have the primary responsibility for developing and implementing the site Emergency Response Plan and executing Head Start policies.
3. Site personnel and / or local fire and law enforcement agencies handle most site emergencies.

B. Assumptions.

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

C. Command and Communications:

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

D. Staff Response Roles:

1. How a program manages and responds to a crisis greatly affects the public's perception of the organization.

2. The County Judge (Judge Lane Carter) may make a Declaration of a State or Local Emergency for a disaster or potential disaster in Tom Green County. The declaration would be issued from the Emergency Operations Center.

3. Advisories for internal disasters would be issued by the Head Start / Early Head Start Director, Education Manager, or Health and Facilities Manager. If none of the preceding is present, the Site Supervisor in charge at any program site may declare an emergency and then promptly notify the appropriate Management Team member. The Emergency Response Team will consist of three groups:

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

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

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

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

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

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

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

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

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

E. Child Safety:

1...Children will be accounted for at the times of emergencies before leaving the classroom and after arriving to the designed safe area or alternate shelter.

2. Care for the children will continue as normal. We will provide stimulus and entertainment/education stimulus comparable to the classroom environment and nonperishable drinks and snacks if applicable. Children in need of first aid will receive it as arriving to relocation designation.

3. Site Supervisors and teachers will call primary parent form DHS information and will ask for ID identification at the time of pickup. Parents will sign child out before they pick up.

4...Children under 24 months of age will be evacuated to transportation using evacuation cribs and multi carrier strollers. Additional staff will be added to aid and assist children of 24 months or younger and children who suffer from mental, visual, and or hearing impairments.

F. Debriefing:

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

G. Deactivation:

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

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

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

H. Recovery

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

EMERGENCY PROCEDURES ANNEXES

A. ANIMALS

- ☐ Ensure the safety of students and staff first.
- ☐ Call 911, if necessary. (***Dial 911, Give Site Information: San Jacinto HS/EHS, 304 N. Pope St. San Angelo, TX 76903 (325) -659-3670.***)
- ☐ Call Animal Control {325-657-4224 / *San Angelo Animal Services*}.
- ☐ Notify CPR / first aid certified personnel of medical emergencies (names of CPR / first aid certified persons are listed in Appendix B).
- ☐ Notify Site Supervisor. Site Supervisors assembles Emergency Response Team Members.
- ☐ Seal off area if animal(s) still present.
- ☐ Site Supervisors notify authorities and parents of students involved.
- ☐ Assess counseling needs of victim(s) or witness(s). Implement post-crisis procedures.

B. ASSAULT / FIGHT

- ☐ Ensure the safety of students and staff first.
- ☐ Call 911, if necessary. (***Dial 911, Give Site Information: San Jacinto HS/EHS, 304 N. Pope St. San Angelo, TX 76903 (325) -659-3670.***)
- ☐ Notify CPR / first aid certified persons of medical emergencies (names of CPR / first aid certified persons are listed in Appendix B).
- ☐ Notify the Site Supervisor. Site Supervisor assembles Emergency Response Team Members.
- ☐ Seal off area where assault took place.
- ☐ Defuse situation, if possible.
- ☐ Site Supervisor notifies police if weapon was used, victim has physical injury causing substantial pain or impairment of physical condition, or assault involved sexual contact (intentional touching of anus, breast, buttocks or genitalia of another person in a sexual manner without consent. This includes touching of those areas covered by clothing).
- ☐ Site Supervisor notifies parents of students involved in assault.
- ☐ Document all activities. Ask victim(s) / witness (es) for their account of incident.
- ☐ Assess counseling needs of victim(s) / witness (es). Implement post-crisis procedures.

C. BOMB THREAT

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

- ☐ Use bomb threat checklist (next page).
- ☐ Ask where the bomb is located, when the bomb will go off, what materials are in the bomb, who is calling, why is caller doing this.
- ☐ Listen closely to caller's voice and speech patterns and to noises in background.
- ☐ Do NOT hang up, even if the caller does. **(The police may be able to trace the call)**
- ☐ Notify Site Supervisor or designer.
- ☐ Site Supervisor orders evacuation of all people inside the center building(s).
- ☐ Site Supervisor notifies police (call 911). Site Supervisor must report the incident to police. ***(Dial 911, Give Site Information San Jacinto HS/EHS, 304 N. Pope St. San Angelo, TX 76903 (325) - 659-3670***



Evacuation procedures:

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

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

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

C. BOMB THREAT CHECKLIST

Description Detail Report

Questions to ask:

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

Exact wording of the threat: _____

Sex of Caller: _____ Race: _____

Length of call: _____ Age: _____

Date: _____ Time: _____

Number at which call was received: _____

Notes:

Callers Voice - Circle as applicable:

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

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

Background Sounds:

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

Threat Language:

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

Remarks: _____

D. BUS INCIDENT

Bus Driver / Monitor

Not Applicable

E. EVACUATION

- ☐ Site Supervisor (SS) initiates evacuation procedures.
- ☐ SS determines if students and staff should be evacuated outside of building or to Day HS/EHS 3026 N. Oakes San Angelo, TX 76903 relocation center.
- ☐ Site Supervisor notifies relocation center.
- ☐ Direct students and staff to follow evacuation drill procedures and route. Follow alternate routes if normal route is too dangerous.
- ☐ Support Group secures the building (all windows, doors etc.).
- ☐ Support Group turns off lights, electrical equipment, gas, water faucets, air conditioning and heating system.
- ☐ Support Group personnel assist evacuation process.
- ☐ Child's teacher will be responsible for any disabled and non-English speaking students. Site Supervisor will be responsible for any disabled staff.

1. Teachers / Teachers Assistances:

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

2. Relocation Centers

List primary and secondary student relocation centers: Students will be relocated by SAISD Transportation. (Site Supervisor, Teacher's, Teacher's Aides and Food Service Staff will transport children if necessary.)

Secondary Relocation Center

Transit Annex Building
510 Chadbourne St. San Angelo, TX
325-947-8729

Primary Relocation Center

Day Head Start Early Head Start
3026 N. Oakes San Angelo, TX
325-481-3395

F. FIRE

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

- ☐ Activate fire alarm.
- ☐ Evacuate students and staff to a safe distance outside of the building.
- ☐ Follow a normal fire drill route. Follow alternate routes if normal route is too dangerous.
- ☐ Teachers take class roster & emergency information.
- ☐ Site Supervisor notifies police / fire (call 911). ***Dial 911, Give Site Information: San Jacinto HS/EHS 304 N. Pope St. San Angelo, TX 76903 (325)- 659-3670.***
- ☐ Teachers take roll calls after being evacuated.
- ☐ Site Supervisor may move students to Day HS/EHS if weather is inclement or building is damaged.
Primary relocation center
- ☐ No one may re-enter building(s) until the entire building(s) is declared safe by fire or police personnel.
- ☐ Site Supervisor notifies students and staff of termination of emergency. Resume normal operations.

G. GAS LEAK

If gas odor has been detected in the building:

- ☐ Evacuate students and staff to a safe distance outside of the building.
- ☐ Follow a normal fire drill route. Follow alternate routes if normal route is too dangerous.
- ☐ Teachers take class roster & emergency information.
- ☐ Site Supervisor notifies police and fire (call 911). ***Dial 911, Give Site Information: San Jacinto HS/EHS 304 N. Pope St. San Angelo, TX 76903 (325)- 659-3670.***
- ☐ Teachers take roll calls after being evacuated.
- ☐ Site Supervisor may move students to Day HS/EHS, if the weather is inclement or building is damaged.
Primary relocation center
- ☐ No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- ☐ Site Supervisor notifies students and staff of termination of emergency. Resume normal operations.

If gas odor has been detected outside the building:

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

H. GENERAL EMERGENCY

- ☐ Notify 911 (if necessary) and the Site Supervisor. *Dial 911, Give Site Information: **San Jacinto HS/EHS 304 N. Pope St. San Angelo, TX 76903 (325)- 659-3670.***
- ☐ Notify CPR / first aid certified persons in center building of medical emergencies, if necessary. (Names of CPR / first aid certified persons are listed in Appendix B).
- ☐ Seal off high-risk area.
- ☐ Take charge of area until an incident is contained or relieved.
- ☐ Assemble Emergency Response Team.
- ☐ Preserve evidence. Keep detailed notes of the incident.
- ☐ Refer media to

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

I. HAZARDOUS MATERIALS EVENT

Incident occurred in center:

- ☐ Call 911. ***Dial 911, Give Site Information: San Jacinto HS/EHS 304 N. Pope St. San Angelo, TX 76903 (325)- 659-3670.***
Notify Site Supervisor.
- ☐ Mitigate situation (if you safely do so) by sealing off area, utilizing shut of valve
- ☐ Take charge of area until fire personnel contain incident.
- ☐ The fire officer in charge will recommend shelter or evacuation actions.
- ☐ Follow procedures for sheltering or evacuation.
- ☐ Notify parents if students are evacuated. Post sign on entrance to alert others.
- ☐ Resume normal operations after consulting with fire officials.

An incident occurred near the center property:

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

J. INFECTION CONTROL ACTIONS

I.

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

II.

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

III.

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

IV.

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

V.

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

VI.

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

VII.

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

VIII.

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

IX.

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

K. INTRUDER / HOSTAGE

Intruder- An unauthorized person who enters Center property:

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

If an intruder refuses to leave:

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

Hostage:

- ☐ If the hostage taker is unaware of your presence, do not intervene.
- ☐ Call 911 immediately. Give dispatcher details of the situation; ask for assistance from hostage negotiation team. ***Dial 911, Give Site Information: San Jacinto HS/EHS 304 N. Pope St. San Angelo, TX 76903 (325)-659-3670.***
- ☐
- ☐ Seal off area near hostage scene.
- ☐ Notify Site Supervisor.
- ☐ Site Supervisor notifies Director.
- ☐ Give control of scenes to police and hostage negotiation team.
- ☐ Keep detailed notes of events.

If taken hostage:

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

L. LOCKDOWN / SHELTER-IN-PLACE

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

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

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

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

M. MEDICAL EMERGENCY

Incident in center:

- ☐ Call 911 (if necessary). (*Dial 911, Give Site Information: Dial 911, Give Site Information: San Jacinto HS/EHS 304 N. Pope St. San Angelo, TX 76903 (325)- 659-3670.*)
- ☐
- ☐ Notify CPR / first aid certified persons in center building of medical emergencies (names of CPR / first aid certified persons are listed in Appendix B).
- ☐ Utilize blood borne pathogens precautions,
- ☐ If possible, isolate affected student / staff members.
- ☐ Notify Site Supervisor.
- ☐ Site Supervisor notifies Director.
- ☐ Activate center Emergency Response Team. Designate staff person to accompany injured / ill person to hospital.
- ☐ Site Supervisor notifies parent(s) or guardian(s) of affected student.
- ☐ Direct witness (es) to center psychologist / counselor. Contact parents if students are sent to psychologist / counselor.
- ☐ Determine method of notifying students, staff and parents.
- ☐ Refer media to Head Start Director 325-944-9666
Agency Spokesperson Telephone Numbers

Incident outside of center:

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

Post-crisis intervention:

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

M. Incident / Illness Report Form 7239

Appendix O

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

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

N. RADIOLOGICAL EVENT

Not Applicable:

None within 10-mile

O. SHELTERING PROCEDURES

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

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

P. SUICIDE

Suicide Attempt in Center:

- ☐ Verify information.
- ☐ Call 911. ***Dial 911, Give Site Information: San Jacinto HS/EHS 304 N. Pope St. San Angelo, TX 76903 (325)- 659-3670.***
- ☐ Notify center psychologist / counselor, Site Supervisor and MHMR, 424 S. Oaks, San Angelo, TX, 325-658-7750
Child Mental Health Services (students under 18)
or
Crisis Intervention Center, 1(800) 375-8965 or 325-653-5933.
Other suicide intervention service
- ☐ Site Supervisor notifies parent(s) or guardian(s) if suicidal person is student. Site Supervisor may schedule meeting with parents and center psychologist / counselor to determine course of action.
- ☐ Calm suicidal person.
- ☐ Try to isolate suicidal people from other students.
- ☐ Stay with the person until Emergency Personnel arrive. **Do not leave suicidal people alone.**
- ☐ **Determine method of notifying staff, students and parents. Hold daily staff debriefings before and after normal operating hours as needed.**
- ☐ Activate center Emergency Response Team to implement post-crisis intervention. Determine level of intervention.

Suicidal Death / Serious Injury:

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

Post-crisis Intervention:

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

Q. TERRORIST EVENT

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

Nuclear:

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

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

Biological:

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

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

Chemical:

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

Conventional:

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

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

If the center is the target:

- ☐ Evacuate to predesignated off site location(s)

R. WEAPONS

- ☐ Call police if a weapon is suspected to be in the center. ***Dial 911, Give Site Information: San Jacinto HS/EHS 304 N. Pope St. San Angelo, TX 76903 (325)- 659-3670.***
- ☐ Ask another administrator to join you in questioning suspected students or staff members.
- ☐ Accompany the suspect to a private office to wait for the police.
- ☐ Conduct search with police.
- ☐ Keep detailed notes of all events and why search was conducted.
- ☐ Notify parents or guardian(s) if suspect is a student. Explain why the search was conducted and the results of the search.
- ☐ If a suspect threatens you with a weapon, do not try to disarm them. Back away with your arms up. Remain calm.

S. WEATHER

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

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

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

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

SUPPORT APPENDICIES

A. STAFF ASSIGNMENTS

Administrative Group:

- ☐ Verify information.
- ☐ Identify Site Supervisor.
- ☐ Call 911 (if necessary). *Dial 911, Give Site Information: San Jacinto HS/EHS 304 N. Pope St. San Angelo, TX 76903 (325)- 659-3670.*
- ☐ Seal off high-risk area.
- ☐ Convene Emergency Response Team and implement crisis response procedures.
- ☐ Notify students and staff (depending on emergencies; students may be notified by teachers).
- ☐ Evacuate students and staff if necessary.
- ☐ Refer media to Agency spokesperson (or designee).
- ☐ Notify community agencies (if necessary).
- ☐ Implement post-crisis procedures.
- ☐ Keep detailed notes of crisis events.

Support Group:

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

Teachers Group:

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

B. TRAINING MATRIX

| Title | First Aid | CPR | Security | Evacuation | Safety | First Aid List |
|------------------------|-----------|-----|----------|------------|--------|----------------|
| Site Supervisor | X | X | X | X | X | X |
| All Teachers | X | X | X | X | X | X |
| All Teachers Aide | X | X | X | X | X | X |
| Food Service Personnel | X | X | X | X | X | X |

C. EQUIPMENT INVENTORY

-INSERT RESOURCE INVENTORY OF EMERGENCY EQUIPMENT-

INCLUDE:

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

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

D. DRILL LOG



Form 7263
May 2018-E

Emergency Practices

Providers may use this form or their own form to document emergency practices including evacuation, sheltering in place, and lock-down drills.

Directions: To complete this form, the designee documents the dates drills were performed, the exit times, and the dates that smoke detectors and carbon monoxide detectors were inspected. Licensing will review the form at your inspections. If you need additional assistance, email the [Minimum Standards Comments](#) mailbox.

Fire Drill: Evacuating the children and caregivers to a designated safe area in an emergency such as a fire. The children must be able to safely exit the building within three minutes. You must practice a fire drill every month.

Sheltering/Severe Weather: Taking shelter within the center to temporarily protect children and staff from situations such as a tornado. Sheltering can also be used when an endangering person is in the area, though not on the premises. You must practice a sheltering/severe weather drill four times in a calendar year.

Lock-Down Drill: Keeping children and staff in place to protect them from a volatile person on the premises. You must practice a lock-down drill four times in a calendar year.

Battery Powered Lighting is Located in Each Child Care Room – Check the Batteries

| Fire Extinguishers |
|---------------------------------|
| Location of Fire Extinguishers: |

| Relocation Site |
|--|
| Relocation Site for Children and Staff after Evacuating Operation: |

| Sheltering/Severe Weather Drill and Lock-Down Drill (4 times per year) | | | |
|--|---------------|----------------|--|
| Month | Date and Time | Staff Initials | Exit Time S= Shelter SW = Severe Weather LD = Lock-Down |
| January | | | |
| February | | | |
| March | | | |
| April | | | |
| May | | | |
| June | | | |
| July | | | |
| August | | | |
| September | | | |
| October | | | |
| November | | | |
| December | | | |

D. DRILL LOG

Form 7263
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| Fire Drills | | | |
|-------------|---------------|----------------|-----------|
| Month | Date and Time | Staff Initials | Exit Time |
| January | | | |
| February | | | |
| March | | | |
| April | | | |
| May | | | |
| June | | | |
| July | | | |
| August | | | |
| September | | | |
| October | | | |
| November | | | |
| December | | | |

| Carbon Monoxide (CO) Alarm Detector, Smoke Detector Test, and Fire Extinguisher Check | | | |
|---|-----------------------------|--------------------------|-------------------|
| Month | CO Alarm Detector Test Date | Smoke Detector Test Date | Fire Extinguisher |
| January | | | |
| February | | | |
| March | | | |
| April | | | |
| May | | | |
| June | | | |
| July | | | |
| August | | | |
| September | | | |
| October | | | |
| November | | | |
| December | | | |

| First Aid Kit | |
|----------------------------|--|
| Location of First Aid Kit: | |
| | |

| Operation Inspections | | |
|-----------------------|---------|------|
| Fire: | Health: | Gas: |
| | | |

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

E. SITE PLAN REVIEW

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

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

Notes:

[illegible]

| | | |
|------------------------|------------------|------------------|
| Date of Review: | Reviewer: | Reviewer: |
| | Reviewer: | Reviewer: |

F. EMERGENCY CONTACT NUMBERS

| Administration | Number |
|---------------------------------------|--|
| Director / Executive Director | 325-944-9666 |
| Head Start Program Director | 325-944-9666 |
| HS Education & Disability Manager | 325-944-9666 |
| Health, Mental Health & Pregnant Moms | 325-944-9666 |
| Facilities & ERSEA | 325-944-9666 |
| FAMCO | 325-944-9666 |
| Compliance & Nutrition | 325-944-9666 |
| EHS Education Manager | 325-944-9666 |
| Public Safety Agencies | Number |
| General Emergency | 911 |
| Police / Sheriff / Fire | 911 |
| Poison Control | 1-800-362-0101 |
| Local Hospital Emergency Rooms | 325-853-2507 |
| Health Department | 325-657-4214 |
| County Emergency Agency | 325-853-2737 |
| Other Contacts | Number |
| Agency Director / Executive Director | 325-944-9666 |
| Gas Company | 1-800-700-2443 Emergency 1-800-959-5325 |
| Water Company | 325-657-4323* |
| Electric Company | 877-373--4858 |
| State Collaborator | 325-223-6892 |
| | |
| | |
| | |
| | |
| | |

G. INFLUENZA PLANNING

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

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

1. Planning and Coordination:

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

2. Student Learning and Program Operations:

- Plan how you would deal with program closing, staff absences, and gaps in student learning that could occur during a flu pandemic.

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

3. Communications Planning:

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

H. Public Information Release

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

Date: _____ Time: _____

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

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

_____ has just experienced a(n) _____

___ The (students / employees) [are being] or (have been)] accounted for.

___ No further information is available currently.

___ Emergency medical services [are here] or (are on the way) or (are not available to us)].

___ Police [are here] or (are on the way) or (are not available to us)].

___ Fire Dept. / paramedics [(are here) or (are on the way) or (are not available to us)].

_____ [(are here) or (are on the way) or (are not available to us)].

___ Communication center(s) for parents (is / are) being set up at _____
to answer questions about individual students.

___ Communication center(s) for families (is / are) being set up at _____
to answer questions about individual employees.

___ Injuries have been reported at _____ and are being treated at the site by
(Staff / professional medical responders). () _____ reported injured.

___ Students have been taken to a safe area, _____, and are with [classroom
teachers / staff) or ()].

___ (#) Students have been taken to the local emergency room for treatment of serious injury.
Parents of injured students should go to the emergency room at _____

___ () Confirmed deaths have been reported at _____
Names cannot be released until families have been notified.

___ Structural damage has been reported at the following sites: _____.

Release restrictions _____ No _____ Yes
If yes, what?

Released to the public as Public Information Release # _____

Date / Time: _____

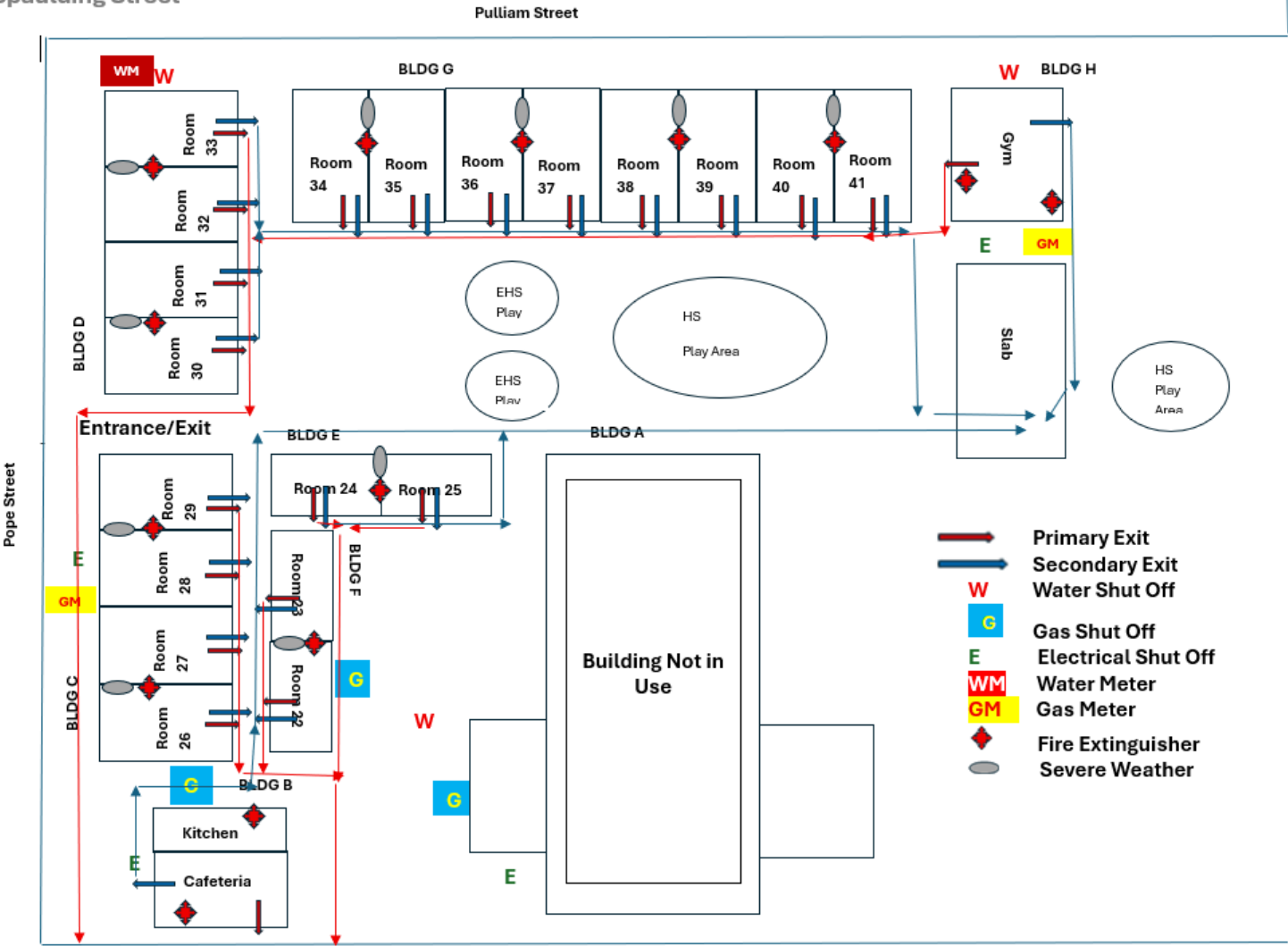
I. STAFF ROSTER

Rio Vista HS/EHS

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

J. CENTER MAPS

San Jacinto Head Start
800 Spaulding Street



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

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

NOTE:

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

K. MEDIA

All staff must refer media to site or Agency spokesperson.

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

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

Agency spokesperson Carolina Raymond 325-944-9666

Name

Telephone Numbers

Alternate Agency spokesperson John Austin Stokes 325-944-9666

Name

Telephone Numbers

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

Center Public Information person Michelle Aguirre

Title

Alternate Public Information person Becky Salinas

Title

During an emergency, adhere to the following procedures:

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

Media statement

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

L. SITE STATUS REPORT

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

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

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

EMPLOYEE / STUDENT STATUS

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

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

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

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

Incident or Illness Report

Operations use this form to record Saved to A: Drive an incident when a child sustains an injury, at the onset of an illness or reportable incident.

Directions

Complete the form as follows:

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

After completing the form:

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

Privacy Statement

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

Section I – General Information

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

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

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

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

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

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

| |
|---|
| Type of communicable disease contracted by child or employee at this operation: _____ |
| Does the communicable disease require exclusion? <input type="radio"/> Yes <input type="radio"/> No |
| Was the Health Department notified? <input type="radio"/> Yes <input type="radio"/> No Date Health Department notified: _____ |

Section V – Employee or Caregiver Certification

I verify that I, the director or person in charge, reviewed the information in this report.

| | | |
|---------------------|--|--------------------|
| Printed Name: _____ | Signature of Director or Person in Charge: _____ | Date Signed: _____ |
|---------------------|--|--------------------|

Section VI – Parent or Guardian Acknowledgment

I verify that the operation appropriately relayed the information concerning the incident described in this report. I have received a copy of this report. (If emailed or distributed electronically, you may attach a copy of the method used.)

| | | |
|---------------------|--|--------------------|
| Printed Name: _____ | Signature of Parent or Guardian: _____ | Date Signed: _____ |
|---------------------|--|--------------------|

Concho Valley Council of Governments Head Start

Appendix 1 Active Shooter Response Plan



Updated July 2017

For Official Use Only

ACTIVE SHOOTER

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

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

Run

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

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

Hide

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

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

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

Fight

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

Sources:

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

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

NOTIFICATION

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

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

Emergency Documents and Resources

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

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

These items must be quickly available.

Agenda Item 8

WELCOME



SCHOOL



CONCHO VALLEY
COUNCIL OF GOVERNMENTS



Head Start Early Head Start

Teaching Children Serving Families

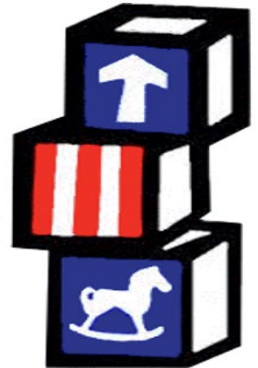


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ARTICLE I: NAME OF POLICY COUNCIL

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

ARTICLE II: PURPOSE

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

ARTICLE III: MEMBERSHIP

Section I - Definition of Members

The Policy Council may consist of a maximum total of fifteen (15) members, as many as nine (8) may be Head Start/Early Head Start Parents, as many as seven (6) may be Community Representatives, and one (1) CVCOG Executive Committee Member may sit on the Policy Council. The Head Start/Early Head Start parents may consist of one body from each Head Start and Early Head Start site. The community representatives will be from groups that have a concern for children of low-income families and are able to contribute to the program, including parents of formerly enrolled children

Section II - Selection of Members

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

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

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

Section III - Terms of Office

Policy Council Members must be elected annually within the first 60 days of school. The term of office for a member of the Policy Council will extend from his/her time of election until the day on which the new Policy Council is elected and seated the following year. If a member intends to serve for another year, they must stand for re-election annually. Length of membership for any voting representative will not exceed a lifetime total of 5 years to include (Center Representatives and Community Volunteers). The CVCOG Executive Board may decide upon length of service of the Executive Committee Member serving on the Policy Council

Section IV - Voting Rights

Voting Rights will be as follows

a. Members

Each parent representative, CVCOG Executive Board Member and each community representative shall have one (1) vote.

b. Alternates

The alternate representative may vote only in the absence of the elected primary representative.

c. Proxy Voting

CVCOG Head Start/Early Head Start does not allow any type of proxy voting.

d) Ballot

The Head Start Director may opt to hold a vote by ballot, if the quorum is not met. If the vote is held by ballot, each member of the policy council will receive an agenda, agenda packet with all documents within, and a ballot to vote for each item on the agenda at least one week prior to ballot due date. The ballots must be turned into Head Start FAMCO Manager by the stated deadline date with policy council member signature to count as a valid vote. A count will be taken from the ballots received and a simple majority of votes will be sufficient to approve the agenda items. The results of the ballot will be disclosed at the next meeting.

Section V – Termination/Resignation/Vacancy of Membership

Any Policy Council representative who misses three consecutive regularly scheduled Policy Council meetings may be subject to termination. Reinstatement can be granted only by the Policy Council by a majority vote.

Resignation/Removal must be voted on and approved by the policy council. Member must present resignation request to FAMCO Manager and Policy Council. If a parent representative vacates his/her position, the center alternate will fill the vacancy. However, if the alternate declines to advance to the vacant position, elections will be held at the Head Start Center as soon as possible. A policy council member vacating their seat must have a successor before leaving.

Section VII – Training

The Head Start director, FAMCO Manager, 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 required 180 days requirement upon entrance with 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.

Section VIII – Conflict of Interest

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

1. Not have a conflict of interest with the Head Start Agency which is defined as a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.
2. Not receive compensation for serving on the policy council or for providing services to the Head Start Agency.
3. Not have an immediate family member employed by CVCOG Head Start. For the purpose of these bylaws the term “immediate family” includes mother, father, grandmother, grandfather, sister, brother, daughter, son or the equivalent in-law or step relationship.

ARTICLE IV – OFFICERS

Section I - Officers Definition

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

Section II - Election and Term of Office

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

Section III – Termination/Resignation/Vacancy from Office

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

Section IV - Duties of the Officers

Duties of the officers shall be as followed:

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

ARTICLE IV – Meetings addition of agenda items

Section I - Regular Meetings

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

Section II - Special Meetings

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

Section III - Location and Type of Meeting

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

Section IV - Notice of Meeting

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

Section V – Minutes

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

Section VI – Quorum

Quorum will be met when five (5) voting members are present this number includes our chairperson or Vice-Chairperson whomever is conducting the current meeting. The Policy Council cannot conduct official business unless quorum is met.

Section VII - Conduct of the Meeting

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

ARTICLE VI – Dispute/Impasse Procédures

Dispute/Impasse Procedures

Disputes concerning the governance and management responsibilities between the Executive Committee and the Policy Council can be addressed by either party initiating this dispute resolution procedure. Both the Policy Council and the Executive Committee aim to resolve all disputes fairly and equitably at the earliest possible stage through this procedure.

Section I – Internal Dispute Resolution

Step 1: The Executive Committee and the Policy Council, with assistance from the Executive Director and the Head Start Director, will first attempt to resolve the dispute informally. The Executive Director will facilitate communication between the two parties to ensure that both sides have sufficient background information to understand each other's positions. If a resolution is reached through this process, the Executive Director will document the resolution in writing to both the Executive Committee and the Policy Council, and both parties will affirm the resolution.

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

Section II - Impasse

Step 3: If Step 2 fails to yield a resolution, the Impasse procedures will be initiated. The Executive Committee and the Policy Council will submit the dispute to a local Dispute Resolution Center/Organization and utilize their professional services. The mediation process conducted by this center will be binding on both the Policy Council and the Executive Committee. Written reports detailing the issues and concerns must be submitted to the mediation center no later than ten (10) days after completing Step 2. The mediation center will issue a final and binding decision within thirty (30) days following the hearing.

ARTICLE VII – Amendments

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

ARTICLE VIII – Miscellaneous

Section I – Parliamentary Authority

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

Section II – Mileage

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

Section III – Special Committees

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

Section IV – Executive Committee

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

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

ARTICLE IV – Amendement/ Adoption Dates

Duly adopted and amended at a meeting of the Head Start Provisional Policy Council on the following dates: August 5th 2004, October 10th 2006; April 25th 2007, October 1st 2007, November 4th, 2008, September 29th, 2011, August 13th 2013, September 12th 2017, October 9th 2018, July 8th 2019, September 18th 2021, February 9th 2022, November 10th 2022, August 9th, 2023, June 12th, 2024, and July 28th, 2025.

Agenda Item 9

WELCOME



SCHOOL



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, Ozona & San Jacinto

7:30 am- 3:30 pm

Monday-Friday

Head Start Classrooms

Day, Eldorado, Menard, Ozona & San Jacinto (3yr) 7:45am – 1:45 pm

San Jacinto (4yr) 7:45 am - 1:45pm (1:45pm - 3:15 pm SAISD)

Monday-Friday

August - May

Early Head Start Classrooms

Day, Menard, & San Jacinto

7:45 am -2:30 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 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 adults 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 people, 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 insists 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 and Absences

Regular attendance is critical to your child's success in the Head Start program. Daily participation helps your child develop social, emotional, and academic skills, and it ensures they receive the full benefit of our comprehensive services.

Daily Attendance Expectations

- Children are expected to attend the program every scheduled day.
- Classrooms hours are as follows, Monday-Friday (consistent with Independent School District calendars):
 - Head Start Preschool 7:45am-1:45pm
 - Head Start Preschool/SAISD 7:45am-3:15pm
 - Early Head Start 7:45am-2:45pm
- Please arrive and pick up your child on time to support a consistent routine.

Reporting an Absence

- If your child is absent, please notify the site as soon as possible, ideally before 9:00 am.
- Call the receptionist at your site or Family Service Worker directly.
- When reporting an absence, please state the reason (illness, family emergency, transportation issues, etc.)

Documentation after Absence

A parent must provide an explanation for any absence upon the child's arrival or return to the site. A written note must be submitted with a date and signature of the parent.

Doctor's Note after an Absence for Illness

Within 3 days of returning to school, the child's absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the absence.

Otherwise, the absence may be considered unexcused.

Certification of Absence Due to Severe Illness or Treatment

If a child is absent because of serious or life-threatening illness or related treatment that makes a child's attendance infeasible, a parent must provide certification from a physician licensed to practice in Texas specifying the child's illness and the anticipated period of absence related to the illness or treatment.

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.

Chronic Absenteeism

- 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.
- 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.

Absences Without Notification

- 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.
- 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.
- 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.

- Fourth day of absence: If no contact is still not made, the child's slot will be considered vacant.

Tardiness

- Arriving late disrupts classroom routines and affects your child's adjustment and participation.
- **To maintain a consistent learning environment and minimize disruptions, children who arrive after 9:00 a.m. will not be permitted to attend class unless the tardy is excused.** Please contact the site as early as possible if your child will be late due to an approved reason.

Examples of Excused Tardies in Head Start:

- **Medical or dental appointments** (especially with a note from the provider)
- **Illness or health-related issues** in the morning
- **Family emergency** (such as car trouble, unexpected situation at home)
- **Transportation delays** beyond the family's control (e.g., bus breakdown, traffic accident)
- **Weather-related delays** (e.g., snow, flooding, unsafe roads)
- **Court appointments or government-related obligations** (e.g., immigration, child welfare)
- **Therapy sessions** (speech, OT, etc.) scheduled during part of the day

Support for Families

We understand that families may face challenges that affect attendance. Our team is here to help. If you are experiencing transportation difficulties, family illness, or other barriers, please reach out to your Family Service Worker so we can work together to find solutions.

Enrollment

To apply for Head, Start, contact the program closest to your home or apply online using the QR code below. Your local program will provide the required forms and answer any questions you may have. They will also schedule a time to complete the application process and let you know which documents are needed. After your application is approved, your child will be placed on the waiting list. Enrollment is determined by your child's position on the list, which is based on points assigned according to established prioritization 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,
- 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 upmost 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 activities.
- 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

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 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-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.
8. 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 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.
10. Staff will continue to follow up the Internal Referral using the case notes until follow-up treatment is complete or ongoing care is established.
11. If a parent/guardian refuses to authorize treatments, staff will provide parents/guardians with information (education) regarding the services being requested for their child.
12. 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.
13. 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 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/>.



Texas Department of State
Health Services



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

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 30 minutes 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.



Form 1099
September 2023

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 10

WELCOME



SCHOOL



June 2025



| Attendance June | Funded Enrollment | Reported Enrollment | Percent Enrollment |
|-------------------------|-------------------|---------------------|--------------------|
| Head Start Funded | 0 | 0 | 0 |
| Early Head Start Funded | 120 | 120 | 100% |
| Pregnant Moms Funded | 8 | 8 | 100% |

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

| Disability – June | Current | Funded Enrollment |
|-----------------------------------|---------|-------------------|
| HS # of Children with IEP | NA | NA |
| Percentage this month | NA | |
| EHS Children with IFSP | 14 | 120 |
| Percentage this month | 12% | |
| Total # of children with IEP/IFSP | 14 | 120 |
| Program wide % this month | 12% | |

| Nutrition -June | Meals Served 4199 | Reimbursement Amount \$12,707.91 |
|-----------------|----------------------|-------------------------------------|
|-----------------|----------------------|-------------------------------------|

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 - 3:30 pm | 325-481-3395 |
| 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 |
| San Jacinto Head Start Early Head Start | Michelle Aguirre | Rebecca Salinas Maria Vasquez Emily Ceballos Mary Torres | 7:45 am - 3:30 pm | 325-659-3670 |



Program News

- Menard update will be temporary relocating due to flooding.
- Eden Head Start Closure
- DJ Batiste Speaking at our 25-26 Professional Development to kick off the school year.





CONCHO VALLEY
COUNCIL OF GOVERNMENTS



Head Start



CVCOG Head Start

SCAN ME



Job Positions Available

1. Day Head Start Teacher Assistant
2. San Jacinto Head Start Custodian
3. Eldorado 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