



Head Start Bulletin

November 8, 2010

In partnership with the community, Community Action assists low-income people to achieve self-determination.

1. Message from the Director of Child Development

Dear Head Start Staff: As you are all aware, the Head Start Federal Monitoring Review is scheduled for the week of December 5-10. We are glad that we received the notification in advance; this will help us coordinate review activities in an organized manner. There will be two independent reviews: one for our existing Head Start and Early Head Start programs and the other for the 24 Early Head Start ARRA Expansion children. A team of ten people will arrive on Sunday, December 5, and will spend the week in our program. Their activities will include site visits, interviews, and record reviews. Here is the preliminary information regarding the review week. More information will be made available later.

- Meet and Greet: Review team members meet with Head Start CDLT and Community Action Directors
- CLASS observations in four classrooms; three 20-minute observations per class (total 12 observations)
- Safe Environments observations in 20% of classrooms and review of child files
- Classroom observations in 25% of classrooms and review of child files
- Review of 20 IFSP files
- Bus inspections and interviews with bus drivers
- EHS Home Based program: Two Home Visits and one Socialization
- EHS ARRA Home Based program: Two Home Visits and one Socialization
- Teachers group interview (4-6 teachers)
- Family Support Teachers group interview (4-6 Family Support Teachers)
- Parent group interview (6-8 parents who are not on Policy Council)
- Board of Directors interview
- Policy Council interview
- Content Area Coordinators interview
- Head Start Director's interview
- Human Resources: review of personnel files, including 15 hours of documented training, Professional Development Plans for all full time staff who work with children, evidence of mandatory trainings, evidence of teacher credentials, and Criminal History Registry information.
- Fiscal checklist: review of audits, reports, time sheets, fiscal policies and procedures, and many other fiscal records.

It will be a very busy week, but we are ready for this review. We have many strengths in our program and this is an opportunity for us to share the quality work we do with the children and families. We are committed to continuously evaluating our systems and services, developing and implementing correction plans, and monitoring the outcomes. If there are any areas where our systems and service delivery are not connected and consistent, we will amend those areas as soon as possible. Please feel free to contact us if you have any questions or concerns.

2. A few reminders about our Medication Administration policy and procedure

- Medication given by inhalation, injection, via gastrostomy tube, or into the ear, eye, or nose require special instructions from a registered nurse. A nurse must also provide training for staff about any child with a serious medical condition such as seizures.
- **Site staff** are responsible for informing the Health Coordinator that special instructions are needed for their sites.
- **Parents/guardians** must complete a Medication Permission Form before any medication is given and medication must be accompanied by a doctor's note that includes child's name, the name of the medication, and directions for administration.
- **Medications** must be stored away from children in a locked medication box. If refrigeration is required, it must be in a covered container on the top shelf clearly marked MEDICATION.
- **Staff** administering medications must observe children to ensure that medication is swallowed and must also record the administration in the Medication Log which is signed by both parents and staff.

All of this information can be found in the Medication Administration Policy and Procedure. If there are any questions please contact the Health Coordinator, Shauna Sauer, at 971.563.8003 or ssauer@caowash.org.



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3. Message from the Family Services Coordinator

A few procedural questions have come up about the new structure for Parent Site Meetings.

- If Site Presidents attend Policy Council meetings as a substitute for the elected PC representative, the substitutes have the full rights and responsibilities of the representative. They are temporarily representing. Therefore, they can vote.
- If a parent has children in two different program models and sites, that person is able to represent both sites at Policy Council and can vote twice. This parent must let the Policy Council know when they will be casting two votes. We do not anticipate this will be much of an issue, but you just never know.
- I would suggest that all Family Support Teachers begin to prepare their parents for questions they may get from the reviewers, especially those parents who participate in both Policy Council and the Parent Site Meetings. I have included more questions for your consideration this week.

Federal Review Questions from Coordinators

4. From the Disabilities/Mental Health Coordinator:

How are you supported in the work you do with children who may be exhibiting behavioral concerns in your classroom?

- The program has a contract with LifeWorks NW. We have a mental health consultant assigned to our classroom who does general observations of the class but is also available for individual observations. Parents must sign a Release of Information form prior to observation. A Referral Form is completed and sent to the Referral Team. The consultant writes up the observation with suggestions and the information is shared with the parent. We use Positive Behavioral Intervention Strategies (PBIS) in our class and have a PBIS plan that can be written for individual children if needed. The Behavior Specialist is involved in completing Functional Assessments and writing PBIS plans with the mental health consultant.

5. From the Part Day/Pre-K Education Coordinator:

What do you do to encourage children to respect the rights and feelings of others?

- Teach and practice PBIS strategies

Tell me about the cultural and linguistic backgrounds of the individual children you work with. How do you know this information?

- We review the Family Information sheet or application and talk with the parents at the Enrollment visit and Orientation.

6. From the CACFP Coordinator:

If a child arrives late to the Head Start classroom and has not had breakfast, does the program provide breakfast to the child?

- Yes. Children that arrive after the breakfast meal has ended and have not received breakfast will be served a nutritious breakfast. Refer to the **CACFP Requirements Policy & Procedure** for additional information.

7. From the Transportation Supervisor:

How often do you conduct a pre-trip inspection of the vehicle? What happens if something does not pass the pre-trip inspection? Describe how the inspection ensures that the vehicle is in safe operating condition.

- We perform inspections daily or whenever the bus is used. If there is a problem, we complete a defect report and make a phone call to the Transportation Supervisor describing the problem. We use the vehicle inspection report as a reference to ensure that all aspects of the vehicle are reviewed for safe operation: tires, brakes, engine, chassis, electrical system, and interior and exterior body.

Can you describe the preventive maintenance done for each vehicle?

- There is an annual inspection and lube, oil and filter service completed every 3000 or 5000 miles depending on the size of the bus.

What type of classroom and behind-the-wheel training have you received?

- Core classes, reference driving, driving in poor weather conditions, loading and unloading children, responding to accidents, and defensive driving practices.



Head Start Scheduled Trainings

November 2010

DATE	DESCRIPTION	ADDRESS	TIME	EHS or HS	TRAINER	NOTES
11/12/10	Overview Trainings: 8:30 am Health/Nutrition 10:00 Disabilities/Mental Health 11:15 Education EHS & HS 1:15 Family Services 3:00 CACFP/Civil Rights	Beaverton Office 12350 SW 5th Beaverton	8:30-4:00	HS & EHS New staff	All Content Area Coordinators	
11/17/10	PBIS Module 3 Description: Learn how to develop a Positive Behavioral Intervention & Support Plan. This will include prevention strategies, gathering information, identifying goals, developing a hypothesis and implementing and monitoring outcomes of the plan.	Beaverton Office 12350 SW 5th Beaverton	8:30-10:30 or 2:30-4:30pm	HS Teachers/ FST's as referred by PAS	Christy Sweany	- In Focus
11/19/10	Federal Review Protocol training	TBD	9:00-12:00	All Part-day PreK HS Teachers & FST's; Home- based Teachers; Coffee Creek Teacher & FST; HCDC Combo Teacher & FST	All Content Area Coordinators	
11/22/10	Federal Review Protocol training	TBD	1:00-3:00	All FDFY EHS & HS Teachers and FST's at HCDC (Infants, Toddlers & PreK 2)	All Content Area Coordinators	
11/24/10	Child Abuse & Neglect training.	Beaverton Office 12350 SW 5th Beaverton	8:30-10:30 or 1:30-3:30 PM	HS & EHS All new staff	Connie Bowen	