I. Welcome & Introductions  Adrian Alfonso
   A. Roll Call
II. Approval of Minutes  Adrian Alfonso
   A. Motion to approve the October 2019 Board of Directors Meeting minutes.
III. Chairman’s Report  Adrian Alfonso
IV. Representative Erin Grall – District 54
V. Executive Committee Report  Adrian Alfonso
   A. Resolution 11042019-01
   B. EFS Mod Review
   C. EHS Policies & Procedures
VI. Finance Committee Meeting Report  Bob Eadie
   A. Resolution 12022019-01 – Approve the Evaluation Committee’s recommendation to award a contract for RFO#ELCMDM2019-05 (Developmental Services), and authorize the President and CEO to negotiate and execute a contract with the selected vendor.
   B. Resolution 12022019-02 – Approve the Evaluation Committee’s recommendation to award a contract for RFP#ELCMDM2019-06 (Phone Service Support and Maintenance), and authorize the President and CEO to negotiate and execute a contract with the selected vendor.
   C. Resolution 12022019-03 – Approve the Evaluation Committee’s recommendation to award a contract for RFP#ELCMDM2019-07 (General Contracting Services), and authorize the President and CEO to negotiate and execute a contract with selected vendor.
   D. Resolution 12022019-04 – Authorize the President and CEO to release a Request for Proposal (RFP) for Quality Materials for Miami-Dade and Monroe Counties.
   E. Resolution 12022019-05 – Authorize the President and CEO to release a Request for Proposal (RFP) for Curriculum Materials for Miami-Dade and Monroe Counties.
   F. Resolution 12022019-06 – Authorize the President and CEO to release a Request for Proposal (RFP) for Provider Portal Housing and Dashboard Services for Miami-Dade and Monroe Counties.
   G. Resolution 12022019-07 – Authorize the President and CEO to release a Request for Proposal (RFP) for Enterprise Network Support and Hosting Services for Miami-Dade and Monroe Counties.
H. Resolution 12022019-08 – Authorize the President and CEO to release an Invitation to Negotiate (ITN) for Office Furniture. This resolution also requests authorization and approval for the President and CEO to negotiate and execute a contract with the selected vendors.

I. Update on EFS Modernization

J. Update Cybersecurity Committee

K. EHS Credit Card Report

VII. Provider Services Committee Report

A. A Small World Learning Center Academy
B. Sheyes of Miami
C. Cherry Blossom Learning Center
D. Children of Destiny Learning Academy
E. Olive Tree Academy
F. Magic Moments Child Care & Preschool
G. Celia Gonzalez Family Day Care Home
H. Gentle Hugz Preschool and Childcare
I. The Children’s Place Child Care
J. The Teaching Heart Foundation

VIII. Programs & Strategy Committee Report

A. ASQ Delinquency Policy
B. Strategic Planning Initiatives
C. Early Head Start
   i. Federal Food Program & Attendance
   ii. Self-Assessment Plan
   iii. Parent Activity Funds Procedure

IX. The Children’s Trust/Thrive by 5

X. CEO Report

XI. Public Comments

XII. Adjourn

Mission: To promote high-quality school readiness, voluntary pre-kindergarten and after school programs, thus increasing all children’s chances of achieving future educational success and becoming productive members of society. The Coalition seeks to further the physical, social, emotional and intellectual needs of Miami-Dade and Monroe County children with a priority toward the ages before birth through age 5.
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- R = Representative on behalf of

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rev. 6.26.17
I. Welcome and Introductions

- A. Alfonso called the meeting to order and welcomed everyone.

- L. Sanabria called roll and a quorum was established with twelve (12) voting members.

- A. Alfonso stated that the ELC annual meeting would be held today and the strategic planning retreat. It will start with regular board business and then ELC staff will provide a status report on the Strategic Plan. The staff presentations will be follow by a report and discussion by Strategic Planning Committee Chair Loreen Chant. At the last retreat it was decided to create a five year plan, today’s discussion will focus on updates and minor edits of the plan.

- A. Alfonso stated that there would be a discussion later regarding recruitment of board members. There are a number of vacancies that need to be filled. A. Alfonso stated that he needed the board members to suggest someone to the nominating committee who can serve on the board. A. Alfonso asked Commissioner Carruthers to chair the Nominating Committee meeting. A. Alfonso stated that the composition of the board is prescribed in statute and board member recruitment is extremely important to keep a good balance.

- A. Alfonso stated that the slideshow being displayed was an event he attended on September 25, the PFP Tiered Payment event where The Children’s Trust awarded 105 providers with bonuses for having quality
A. Alfonso thanked Jim Haj, his team, and the Trust board for their leadership and for helping to break barriers to high quality early care and education.

- A. Alfonso stated that due to a pending litigation against the ELC involving an incident involving a child who was left in a van and passed away, he was establishing a litigation committee consisting of the members of the Executive Committee, plus board members Aaron Slavens and Gerald Schwartz. B. de la Fuente stated the following:
  - The ELC has to name every party that will be attending the shade (not in the Sunshine – attorney/client privileged) meeting by name in the public notice. The requirements are:
    - The request for the shade meeting must be made at a public meeting first
    - The entity shall give reasonable public notice of the time and date of the attorney-client session and the names of persons who will be attending the session. The session shall commence at an open meeting at which the persons chairing the meeting shall announce the commencement and estimated length of the attorney-client session and the names of the persons attending. At the conclusion of the attorney-client session, the meeting shall be reopened, and the person chairing the meeting shall announce the termination of the session.

- A. Alfonso stated that according to the Appointment and Terms of Office section of our bylaws, except for the Chair, who is appointed for a four-year term, each Officer shall be appointed for a three-year term. No Officer may hold the same office for more than two consecutive terms. Whenever possible, terms of office shall coincide with the Coalition's Fiscal Year. Except as set forth in the third paragraph of this Article VI, the term of office for a given Member, as an officer shall not exceed the term of that Member's membership as provided herein. A. Alfonso stated that they do not have to reappoint any officers at this moment because their terms expire in 2021.

II. Approval of Minutes

- A. Alfonso called for the approval of the meeting minutes from August 2019.
  - L. Chant moved to approve the minutes.
  - M. Diaz seconded the motion.
  - Motion was passed unanimously.

III. Finance Committee Report

- B. Eadie stated that Finance Committee meet on October 2, reviewed, and approved two resolution.
  - Resolution 10072019-01 - Authorize the President and CEO to submit a request for repurposing the funds from 2018-2019 that are still pending completion of activities in order to cover a 2018-2019 deficit.
  - Resolution 10072019-02 - Authorize the President and CEO to request, receive and use a supplemental funding for the 2019-2020 budget of the Early Head Start Program.
• B. Eadie moved to approve the resolutions in a block vote.
• M. Bruno seconded the motion.
• Motion unanimously passed.

• B. Eadie stated that a third resolution was added after the meeting took place:
  o Resolution 10072019-03 - Authorizes the President and CEO to negotiate and execute an amendment to Contract PSA 19-13 with Teaching Strategies, LLC.

  • B. Eadie moved to approve the resolution.
  • H. Carruthers seconded the motion.
  • Motion unanimously passed.

• B. Eadie stated that the EHS credit card report was included in the packet for board members to review.

• B. Eadie stated that he need a motion from the board to approve donation of furniture that will not be needed once we move.

  • B. Eadie moved to approve the authority of disposition.
  • H. Carruthers seconded the motion.
  • Motion unanimously passed.

IV. Governance & Bylaws Committee Report

Evelio Torres

• E. Torres stated that Governance and Bylaws Committee met on September 10 and discussed the following:

  o Their bylaws indicate that there should be five board members from Monroe County, but there has always been just four members. As a result, the ELC had a finding on the last OEL monitoring report. At the last bylaws committee meeting a recommendation was made to reduce the number on the bylaws to the actual number of members we have had on the board, particularly because it has been quite difficult to find replacements. The proposed changes were sent to all board members as required by the bylaws prior to this meeting.

  o H. Carruthers requested that the number remain at five and offered to take an active role, as a member of the nominating committee, in filling the two private sector vacancies.

  o E. Torres stated that if there were no objections, the committee’s recommendation will be amended to leave the number at five and take a vote on the other proposed edit to the bylaws. Sections 8.3, 8.3.1, 8.3.6 and 8.35 which pertain to adding the subcommittee, Cybersecurity to our Finance Committee.

    • B. Eadie moved to approve changes made to the bylaws.
    • H. Carruthers seconded the motion.
    • Motion unanimously passed.
V. Board Member Recruitment Heather Caruthers

- H. Carruthers stated that the ELC is having a difficult time recruiting board members from Monroe County. An ad was placed in the Keys Weekly and the Chambers have been contacted. Over 20 people have been approached and asked to join but most did not meet the requirements, which are:
  
  - An owner having at least 10% ownership interest in the business entity; or
  - The chief executive or operating officer of the business entity; or
  - A business executive or employee of the business entity who is at the management level or higher with optimum policymaking or hiring authority; or
  - An individual who previously met one of the above criteria but who is retired from the business entity

VI. Monroe County Advisory Committee Meeting Report Heather Carruthers

- H. Carruthers stated that the Monroe Advisory Committee met on September 20th and the following items were discussed:
  
  - Theresa Axford was presented with a plaque by CEO Evelio Torres and Chair Heather Carruthers for her time on the board. She accepted to be the interim Superintendent of Monroe County Schools.
  
  - 474 approved VPK certificates were issued. There is no waitlist for School Readiness and applications are being accepted. We continue to send invitations to families to enroll their children.
  
  - During the last provider orientation they took the opportunity to speak to some of the providers who were participating in the VPK Initiative and some expressed their concerns about providing their information. They all had different reasons why.
  
  - Currently there are nine private centers and seven school based that have signed on for the VPK initiatives, for a total of 30 classrooms. Class assessments started this week and should be completed by next week. The goal is to have every classroom screening done by October 31st.

VII. Provider Services Committee Report Abilio Rodriguez

- A. Rodriguez stated that the Provider Service’s Committee met on September 26 and reviewed the following cases:
  
  - Growing Up Day Care - on 07/16/2019, the provider’s insurance company advised that they had not renewed their policy. Subsequently, the provider submitted a copy of a renewed Certificate of Insurance but the insurance provider verified that they had not had a policy with their company since 07/07/2018, indicating that the current policy as well as the previous policy submitted to ELC by the Provider were altered. After reviewing all documents and hearing, the providers’ testimony the committee voted to terminate the provider’s contracts and revoke eligibility for 5 years.
  
  - St. Justin Martyr Pre-School – received a class 1 violation for a form of discipline used by staff that included the use of spanking or other form of physical punishment. The child’s arms were held while
The teacher instructed another child to hit the child. The teacher did not hit the child. After reviewing all documents and hearing the providers’ testimony, the committee, voted to place the provider on a one year Corrective Action Plan, if the provider receives any class 1 or 2 violation they void the right to appeal and will have eligibility revoked for 5 years.

VIII. Monroe County Providers: Challenges and Opportunities

- SueEllen Bennet and Keith LaFountain discussed the challenges Monroe County has faced after Hurricane Irma

IX. Strategic Planning Committee Report


X. Public Comments

Adrian Alfonso

XI. Adjourn

Adrian Alfonso
Action Requested: Modify the fiscal impact and funding source for Construction Services Agreement 18-04 awarded for Early Head Start playgrounds to the selected vendor.

Fiscal Impact: The contract is for an approximate amount of $632,540.00 until January 31, 2020, which is subject to the availability of funding.

Funding Source: Florida Office of Early Learning, Department of Health and Human Services, Administration for Children and Families

Strategic Goal: ☑ Neediest Children ☑ Providers  
☑ Youngest Children ☐ Internal Capacity  
☐ Educate All ☐ Funding

RESOLUTION: 11042019-01

MODIFY THE FISCAL IMPACT AND FUNDING SOURCE FOR CONSTRUCTION SERVICES AGREEMENT 18-04 AWARDED FOR EARLY HEAD START PLAYGROUNDS TO THE SELECTED VENDOR.

WHEREAS, the Executive Committee of the Early Learning Coalition of Miami-Dade/Monroe, Inc. has been apprised of the program goals through the attached narrative, hereby incorporated by reference and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action and has presented said action to the Executive Committee for adoption and approval;

WHEREAS, the Executive Committee approves the adoption of this action;

NOW, THEREFORE, be it resolved by the Executive Committee to authorize the President and CEO to modify the fiscal impact and funding source for Construction Services Agreement 18-04 awarded for Early Head State playgrounds to the selected vendor.
The foregoing resolution and attachment was offered by ___________, who moved its approval. The motion was seconded by ___________, and upon being put to a vote, the vote was as follows: 
_______________________.

The vote was recorded as listed in the attached roll sheet.

The chairperson thereupon declared this resolution duly passed and adopted this 4th day of November, 2019.

EARLY LEARNING COALITION
OF MIAMI-DADE/MONROE, INC,

By: ___________________________
Executive Committee Secretary
Background:

Resolution #04012019-05 authorized the President and CEO to release a Request for Proposal (RFP) for Early Head Start Playgrounds. On May 6th, 2019, the Early Learning Coalition’s Executive/Finance Committee approved the award to Kaplan Early Learning Company. Due to recent analysis we determined that School Readiness children dually enrolled in the Early Head Start Program use the play area. Therefore, we should be able to allocate a percentage to the Florida Office of Early Learning funding source.
Policies and Procedures

BOARD APPROVAL:

POLICY COUNCIL APPROVAL:
## Approvals of New or Modified Policies and Procedures:

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Bloodborne Pathogens
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Communicable Disease Protocol
Communication- Parents with Impairments
Continuity of Care
Curriculum
Dental Prevention Care
Determination of Health Status
Disinfecting and Sanitizing Solutions
Emergency Closings
Enrollment and Re-enrollment
Entering EHS Staff in the Information Management System
Entering Parent Conferences and Home Visits in the Information Management System
Excessive Absences
Exclusion of Sick Children
Expenditure Reports
Expulsion
Family Goal Setting
Family Needs Assessments
Family Support Services for Nutrition
Financial Reporting
Governance Structure
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Head Lice
Health Insurance
Health Services Advisory Committee
Health Status of Staff
Holidays and Closure
Home Visits (Education)
Home Visits (Family Services)
In-kind (Non-Federal Share)
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Meal Claims
Mealtime Implementation
Medical and Dental Home
Medication Administration
Mental Health Consultations
Menu Planning
Monitoring (Contracts and Program)
Monitoring (Family Services)
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Parent Committee Communication
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Referral Procedure (Disabilities) Early Steps to Early Head Start
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Screenings – Refusal
Selection
Self-Assessment
Sexual Harassment
Special Diet
Toothbrushing
Transition
Use of Funds (Child Health)
Use of Funds (Child Nutrition)
ANNUAL REPORT

Regulation Reference:
The Head Start Act Section 644(a)(2) (42 U.S.C. 9839)

Policy:
The Neighborhood Place for Early Head Start will produce an annual report to share information about the program with the Board, the Policy Council, and the public.

Procedure:

1. The Neighborhood Place for Early Head Start’s Vice President is responsible for outsourcing or assigning staff to produce the annual report.

2. The annual report will be shared with the Early Learning Coalition of Miami-Dade/Monroe Board and the Neighborhood Place for Early Head Start Policy Council.

3. The annual report will be made available on the agency’s web site.

The annual report shall be completed using information from the on the previous program year and will include, but not limited to:

1. Total amount of public and private funds received and the amount from each source.

2. Explanation of budgetary expenditures and proposed budget for the fiscal year.

3. Total number of children and families served, average monthly enrollment (as a percentage of funded enrollment), and percentage of eligible children served.

4. The results of the most recent review by the Office of Head Start and the financial audit.

5. Percentage of enrolled children who received medical and dental exams.

6. Information about parent involvement activities.

7. The agency’s efforts to prepare children for kindergarten.

8. Any other information required by the Department of Health and Human Services Secretary.
ATTENDANCE

Regulation Reference:
Head Start Performance Standard 1302.16 (a)

Policy:
All families are encouraged to maintain regular attendance in Early Head Start. All staff will support families in identifying barriers to regular attendance and will initiate supports as appropriate.

Procedure:
1. Each childcare provider will have the Program’s information management system downloaded onto their business computer to access the attendance reporting section of the software.
   a. Each childcare provider will only have access to the attendance portion for the enrolled children in their respective centers.
   b. As children are enrolled and assigned to a classroom by The Neighborhood Place for Early Start’s Director of Family and Community Engagement, the child’s name will appear on the classroom list in the attendance section of the Program’s information management system.

2. Childcare providers must identify a primary person in their centers who will be responsible for entering daily attendance into the Program’s information management system. A secondary data enterer also should be identified. This person will enter the daily attendance when the primary person is not available.

3. The attendance must be entered by the close of business (COB) each day in the Attendance Module under the Entry Express tab.
   a. Under the column “Att.”, the letter “P” will be entered for all children who are present for the day.
   b. Under the column “Att.”, the letter “E” will be entered for all children who are absent for the day and have a known excused absence.
      i. Excused absences include:
         1. Transportation issues
         2. Doctor’s note
         3. Doctor’s appointment
         4. Dentist appointment
         5. Other factors that can be excused by legal documentation
      ii. For absences due to communicable diseases, please refer to the policy on Communicable Disease Protocol.
      iii. If the absence(s) of a child are not deemed as excused, the designated Family Advocate will contact the family for clarification on the child(ren) absences.
   c. Under the column “Att.”, the letter “U” will be entered for all children who are absent for the day and for whom the reason for the absence is unknown. Continuous follow-up will be conducted by the Family Advocate or center staff to obtain a reason for unknown absences. Once the excuse for the absence is obtained the attendance reason will be updated on the Program’s information management system.
4. Parents are encouraged to call or send a note when requested to account for each day their child did not attend class or sent home.

5. When a child has not arrived within one hour of the program’s starting time and no call or note has been received, the provider must attempt to contact the parent to ensure the child’s well-being.
   a. Reason(s) for absence are to be documented in the Attendance Module of the Program’s information management system under the Absence column.
   b. Absence notes must be uploaded in the Attendance Module.

6. Upon the second consecutive day of an unexplained absence, the childcare center is to contact their designated Family Advocate and the Director of Family and Community Engagement to report the absences.
   a. On the second day of the consecutive absence, the Family Advocate will make at least 3 calls with a 4-hour span between calls. The calls must be started and completed on the second day of the unexplained absence. More calls can be made.
   b. If contact cannot be made with the parent and the child continues to be absent, a home visit must be completed before 12 noon on the third day of the consecutive absences. (see Attendance Home Visit Procedure) – make sure it covers FA home visits.
   c. Once contact is made with the parent, Family Advocate will schedule a meeting with the parent(s) and childcare provider to discuss the absences.
   d. During the meeting, the attendance success plan will be revisited. If the success plan has not been implemented, the parent will explain the reasons for not implementing the success plan and amendments will be made as required. The meeting will be documented in the Family Services Module as an event. At a minimum, the notes must include who was present at the meeting, the concern, reasons as to why the success plan was not implemented or working, what the parent will do to ensure that the concern is resolved, any support that the program will provide, and how the progress of attendance will be monitored, (e.g. have a follow-up meeting to see the progress).

7. For Excessive Absences, please refer to the Excessive Absences Procedure

8. On the last working day of the month, each childcare provider is to upload each child’s daily sign-in form in ChildPlus.
   a. Daily sign-in forms are to be uploaded in the Attendance Module of the Entry Express tab in ChildPlus.
   b. Each upload’s description will include the Classroom name and month and of the completed sign-in form.

9. On the third business day of each month, the previous month’s attendance will be locked and no changes can be made after that time.

10. Each center is to maintain a monthly, average daily attendance, rate of at least 85%.
    a. At the end of each work day, the Family Advocate will review the attendance for their site to ensure it has been entered by the provider.
    b. The ERSEA Clerk will review attendance every morning before noon to ensure attendance was entered for each site the previous day.
c. The ERSEA Clerk will send out a notification to all providers pending attendance; providers who fail to enter attendance three times in a month will be out of compliance and forwarded to contracts.

d. The Family Advocate supervisor will review each childcare center’s daily attendance on the Program’s information management system using report **2305 – Monthly Attendance**; all cases below 85% will be staffed with the Director of Family and Community Engagement.

e. The Director of Family and Community Engagement will review each childcare center’s monthly attendance reports.
**BACKGROUND CHECK AND VERIFICATIONS**

**Regulation Reference:**
Head Start Performance Standards 1302.90(b)
Florida Statutes Section 402.302(3)

**Policy:**
Employees, contractors and volunteers will abide by federal, state, and local background and hiring requirements as conditions for employment.

**Procedure:**
1. **Level II background checks are required for:**
   a. Individuals being considered employment by The Neighborhood Place for Early Head Start. Background checks must be conducted and results obtained prior to starting employment.
   b. Companies/organizations/businesses entering into a contract with the Neighborhood Place for Early Head Start.
   c. Volunteers who assist more than 10 hours per month in the childcare center.
   d. Interns working in the program.

2. **Drug Test are required for:**
   a. Individuals being considered for employment by The Neighborhood Place for Early Head Start. Drug test must be conducted and results obtained prior to starting employment.
   b. Random drug testing may be performed during employment.

3. **Employment History Check are required for:**
   a. Individuals being considered for employment by The Neighborhood Place for Early Head Start. Employment History check is conducted prior to starting employment.

4. **Driving Check are required for:**
   a. Individuals being considered for employment by The Neighborhood Place for Early Head Start. Driving Check will be conducted and results obtained prior to starting employment for individuals who are applying for a position that requires more than 30% of driving time to perform job.

5. Individuals, volunteers, or intern who leave and return to the organization for more than a 90-day period will be required to undergo another level II background check.

6. Employees, contractors, interns, and volunteers who volunteer more than 10 hours per month shall be rescreened every five years.
BLOODBORNE PATHOGENS

Regulation Reference:
Head Start Performance Standard 1302.47(b)(6)

Policy:
All staff systematically and routinely must implement hygiene practices that at a minimum ensure exposure to blood and bloody fluids are handled consistent with standard of the Occupational Safety Health Administration. Refer to Caring for Our Children: National Health and Safety Performance Standards Cleaning Up Body Fluids.

Procedure:
1. Work Practice Controls include but are not limited to the following:
   a. Universal Precautions will be used by all staff. All blood or other potentially infectious materials will be presumed to be a source of infectious agents, regardless of the perceived status of the person. All staff should avoid direct skin contact with body fluids (blood, mucous, breast milk, etc.).
   b. Hand-washing facilities will be readily accessible to staff. In event that such facilities are not available, first aid kits will be available with hand sanitizers. Staff will wash their hands or any other potentially contaminated skin area or clothing immediately or as soon as feasible after removal of gloves or other protective equipment. Skin or mucous membranes that have been exposed should be washed or flushed with warm water and antiseptic soap as soon as possible.
2. Procedures for Clean-Up, Handling, Disposing of Potentially Infectious Materials
   a. Follow Universal Precautions at all times. That is, all staff, volunteers, parents and children approach infection control as if all direct contact with human body or other body fluids is infectious for HIV, Hepatitis B and/or other blood borne pathogens.
   b. Gloves are required for all tasks in which a staff member, consultant or a volunteer may come into contact with blood or other body fluids.
   c. Complete and effective handwashing with soap and warm water for at least twenty seconds duration should follow any first aid or healthcare given to a child or after any contact with potentially infectious material.
   d. If exposure to blood or other potentially infectious material occurs through coughing up or vomiting of blood or body fluids, first aid response, or through contact with open sore or break in the skin, thorough washing, preferably with soap and warm water is necessary.
   e. In the event handwashing facilities are not readily available, thorough cleaning with an hand sanitizer is necessary. Then, hands must be washed with soap and running warm water as soon as they are available.
   f. Any surface contaminated with blood or other bodily fluids must be cleaned after each use and at the end of the day with soap and water and then rinsed with a disinfectant solution.
   g. An Environmental Protection Agency (EPA) disinfectant must be used when cleaning bodily fluids from the floor or other surfaces. Hydrogen Peroxide will be used to clean carpet surfaces that have been contaminated with blood or other bodily fluids.
   h. Contaminated laundry must be placed and transported in clearly labeled bags and containers.
   i. Needles, syringes, broken glass and other sharp objects that may be contaminated with body fluids that are found on Early Head Start property must not be picked up by children at any time, nor by staff without appropriate puncture-proof gloves or mechanical devices such as a sharps container,
broom, brush, or dust pan. Any such items found must be disposed of in closable puncture resistant, leak proof container that is appropriately labeled or color-coded in red.

j. Items that are only slightly soiled (e.g. bandages, paper towels, etc.) with infectious fluids must be placed in a sealed plastic bag and put in the trash can.

k. For blood soaked (e.g. bandages, paper-towels, etc.) it is necessary to label bag as "Bio-hazard."

l. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner and disposed of daily.

m. Plastic bags will be used for blood-soaked clothing and picked up by parent.
CHILD ABUSE AND NEGLECT

**Regulation Reference:**
- Head Start Performance Standards 1302.47(b)(5)(i)
- Head Start Performance Standards 1302.92(b)(2)
- Florida Statutes 827.03
- Florida Department of Children and Families – Child Abuse

**Policy:**
Cases of suspected or known child abuse and neglect will be handled in compliance with applicable Federal, State, or Tribal Laws. The Neighborhood Place for Early Head Start will abide by the Florida Department of Children and Families’ guidelines as to reporting procedures of child abuse and neglect.

**Procedure:**

1. Every employee and contractor of The Neighborhood Place for Early Head Start is a mandated reporter and must strictly follow Florida Department of Children and Families (DCF) guidelines for reporting abuse and neglect. No exceptions to this policy are permitted.
2. All cases of child abuse incidents initiated on an Early Head Start child must be reported to EHShotline@elcmdm.org.
3. Indicators of child abuse may include, but are not limited to the following: Unexplained marks or bruises; immersion burns; acting out sexually inappropriate behavior; withdrawn or overly emotional behavior; changes in school performance or attendance; and changes in behavior.
4. Indicators of child neglect may include, but are not limited to deprivation of basic food, shelter or medical treatment as well as exposure to conditions that may present danger to a child’s physical and/or emotional well-being.
5. All reports are considered confidential and access to reports is limited by specific Florida Statutes criteria. A list of occupations is specified in the Florida Law as mandatory reporters. A mandatory reporter’s name is maintained on a confidential basis.
6. Reporters are required to contact the Florida Abuse Hotline when reasonable suspicion occurs. Reporters can use the following methods to make a report:
   - Telephone 1 (800) 962-2873
   - Fax 1 (800) 914-0004
   - TDD 1 (800) 453-5145
   - Online: [https://reportabuse.dcf.state.fl.us/account-manager/false-reporting-disclaimer/](https://reportabuse.dcf.state.fl.us/account-manager/false-reporting-disclaimer/)

Florida state laws are specific regarding child and vulnerable adult abuse and neglect. For this reason, every employee is responsible for having knowledge of and reading the following document located at [http://www.dcf.state.fl.us/abuse/definitions.shtml](http://www.dcf.state.fl.us/abuse/definitions.shtml). Click on Mandated Reporters – Who is required to report abuse? This document answers detailed questions regarding the State of Florida’s legal criteria and reporting procedures.
CODE OF CONDUCT

Regulation Reference:
Head Start Performance Standards 1302.90(c)

Policy:
All staff, partners, contractors, consultants, and volunteers are required to understand and abide by the Codes of Conduct set forth in the Neighborhood Place for Early Head Start Program. The following Standards comprise the Code of Conduct:

1. The unique identify of each child and family will be respected and promoted. Stereotyping on the basis of gender, race, ethnicity, culture, religion, disability, sexual orientation or gender identity will not be permitted.

2. Confidentiality of information and records will be maintained to ensure the privacy of children, families and staff members.

3. Positive methods of child guidance will be used. Methods that involve corporal punishment, emotional, verbal or physical abuse, humiliation, isolation or the use of food as punishment or reward, or the denial of basic needs will not be used under any circumstances.

4. A child will not be removed from the presence of staff unless the child is accompanied by her/his own parent or guardian or another authorized person.

5. No gratuities, favors, or anything of significant value will be solicited or accepted for personal use or enrichment from contractors/vendors or potential contractors/vendors who have been awarded contracts or provide services or materials for The Neighborhood Place for Early Head Start.

6. Staff must maintain professional boundaries with Early Head Start children and families at all times. Staff are expected to keep their personal lives separate from those of the children/families, and shall have only limited contact outside of work time and/or work-related activities. Staff are to discuss with their supervisor any situations/relationships with enrolled children/families that are unclear or questionable.
COMMON ACCOUNTING NUMBERS (C.A.N.)

**Regulation Reference:**
45 CFR 75.302

**Policy:**
The Neighborhood Place for Early Head Start will set up the Common Accounting Numbers (C.A.N.) in the accounting system to track the use of funds as specified in our Notice of Award.

**Procedure:**
1. The Fiscal Manager will identify the C.A.N for each grant program function or activity based on the Notice of Award.

2. For each C.A.N, the Fiscal Manager will request the creation of another Cost Accumulator (OCA) code in the accounting information system from the agency’s Controller.

3. The Fiscal Manager will upload the budget for each OCA code.
COMMUNICABLE DISEASE PROTOCOL

Regulation Reference:
Head Start Performance Standard 1302.47(b)(4)(i)(A)

Policy:
A program will follow a system of health and safety practices that ensure the prevention and control of infectious diseases.

Procedure:
The Early Head Start Health Manager must be notified in writing and by phone when a child is diagnosed with any of the conditions listed below. If a child is diagnosed with a disease not listed below, the Health Manager should be contacted for more information.

1. Chicken Pox
   Disease Description
   Illness caused by virus with sudden fever, tiredness, and skin rash. Rash begins as a small blister and leaves a scab in three to four days.
   Incubation Period
   11 to 20 days
   Infectious Period
   Up to five days before rash appears until six days after first blisters appear.
   Ways to Limit Spread
   Spread through contact with blisters and by sneezing and coughing. Separate ill child from others who have not had the disease.
   School/Childcare Protocol
   Because Chicken Pox in some people can be quite severe, exclude the child or staff from the Early Head Start Center until all skin blisters have crusted and there are no weeping blisters (about five to seven days from the start of the rash). Notify other families of illness. Contacts who are pregnant and have not had Chicken Pox should consult their health providers.
   Notify Director of Community and Family Wellness by telephone. Director of Community and Family Wellness will notify health personnel.

2. Colds
   Disease Description
   Illness caused by virus with cough, watery eyes, chills, sneezing, sore throat or stuffy/runny nose, and sometimes a fever.
   Incubation Period
   Usually 12 to 72 hours, but can be up to six to seven days.
   Infectious Period
   One day before beginning of symptoms and until a week or more after symptoms appear.
   Ways to Limit Spread
   Avoid sharing cups, foods, and tissues. Cover mouth when coughing or sneezing. Wash hands after contact with nose or throat discharge.
   School/Childcare Protocol
Exclude or separate child or staff only if he or she seems too ill to keep up with the usual activities. Exclusion rarely prevents colds from spreading.

3. **E. Coli 0157**
   **Disease Description**
   Bacterial infection which causes diarrhea, especially bloody diarrhea. May cause life threatening blood and kidney problems.
   **Incubation Period**
   12 to 72 hours.
   **Infectious Period**
   Not known. Maybe several weeks.
   **Ways to Limit Spread**
   Spread through the stool. Good handwashing after diaper changing and toileting, after handling animals, and before fixing food will decrease the risk of spread.
   **School/Childcare Protocol**
   Exclude persons until their diarrhea is gone and when they have a negative stool specimen. Notify other families of illness.
   Notify Director of Community and Family Wellness by telephone. Director of Community and Family Wellness will notify health personnel.

4. **Diarrhea**
   **Disease Description**- An increased number of watery stools in a 24-hour period
   **Incubation Period**- Some cases of diarrhea are contagious and some are not. If the following symptoms exist the child is more likely to have a communicable disease;
   - a. Child does not look or act as though they are well.
   - b. Blood in stool that is bright red or coffee colored.
   - c. Pus in stool
   - d. Fever
   - e. Weight loss or failure to gain weight
   - f. Signs of dehydration-this symptom is life threatening and may include the following:
     - i. no urination for several hours
     - ii. tongue, lips and inside of mouth dry
     - iii. no tears when child cries
     - iv. excessive thirst
     - v. dry and possibly hot skin
     - vi. sunken eyes and soft spots on heads of infants
     - vii. child/infant lacks energy and responsiveness to surroundings
     - viii. child may complain of sudden headache
   **Ways to Limit Spread**-Handwashing after toileting/diapering and exclusion from center until stools are solid.
   **School/Childcare Protocol**
   Exclude if child or staff has two to three runny bowel movements within last 24 hours and instruct parent to keep child home until bowel movements become solid for 24 hours and if signs of a communicable disease are present the parent must bring a note from their provider indicating that their child does not have a communicable disease or is no longer contagious. Other families and staff should be notified if it is determined that the child or staff had a communicable disease.
Notify Director of Community and Family Wellness by telephone if two or more children are affected. Director of Community and Family Wellness will notify health personnel.

5. Flu (Influenza)
   
   **Disease Description**
   Mild to severe infection caused by virus with sudden fever, chills, cough, sore throat, and aching muscles. Also, may have headache, runny nose, and feel tired.
   
   **Incubation Period**
   Twenty-four to seventy-two hours.
   
   **Infectious Period**
   Three days.
   
   **Ways to Limit Spread**
   Please see Section on “colds” above
   
   **School/Childcare Protocol**
   Since flu can be a serious illness, exclude child or staff from the Early Head Start Center until they are well (fever, congestion cough is gone or minimal) to prevent complications.

6. Herpes Simplex

   **Disease Description**
   Viral infection that causes cold sores or fever blister and is prone to recurrence. Usually occurs before the fifth year of life. Sores commonly last seven to ten days.
   
   **Incubation Period**
   Two to twelve days.
   
   **Infectious Period**
   As long as the virus is present in body secretions. Very commonly present in body secretions.
   
   **Ways to Limit Spread**
   Spread by direct contact with secretions from the nose, throat, and sores. Wash hands thoroughly after handling body secretions. Discourage people from sharing items that they have put in or around their mouths.
   
   **School/Childcare Protocol**
   People with active herpes simplex sores should stay away from newborn babies, children with skin problems or burns, and people with impaired immunity to prevent serious infections from occurring. Notify Director of Community and Family Wellness by telephone. Director of Community and Family Wellness will notify health personnel.

7. Measles (Red measles, rubeola, hard measles, eight‐ten‐day measles)

   **Disease Description**
   Serious disease that starts with cold‐like symptoms. After about three days, small white spots appear in the mouth. Then a red, raise rash begins, usually on the race and spreads quickly over the upper body, then to the back and legs. Symptoms include high fever and cough, eyes which are red, itching, and sensitivity to light.
   
   **Incubation Period**
   Seven to fourteen days.
   
   **Infectious Period**
   Up to seven days before and usually four days after the rash begins.
   
   **Ways to Limit Spread**
Spread by coughing and sneezing and contact with nose and throat discharge. Avoid sharing cups and tissues. Use good handwashing practices.

**School/Childcare Protocol**
Exclude child or staff until seven days after rash develops to prevent the spread of this serious illness. Notify other families of illness. Review staff’s and students’ immunization records for protection against measles.

**Notify Director of Community and Family Wellness by telephone. Director of Community and Family Wellness will notify health personnel.**

8. **Mononucleosis**

**Disease Description**
A viral infection that causes fatigue, fever, swollen glands, and sometimes causes the liver or spleen to become inflamed.

**Incubation Period**
Thirty to fifty days.

**Infectious Period**
Several weeks to months.

**Ways to Limit Spread**
Spread person-to-person by items that may have saliva or nasal discharge on them.

**School/Childcare Protocol**
Avoid mouth kissing. Avoid sharing dishes, toothbrushes, food, drink, toys. Promptly dispose of soiled tissues or towels. Notify other families of illness.

**Notify Director of Community and Family Wellness by telephone. Director of Community and Family Wellness will notify health personnel.**

9. **Pink Eye (Conjunctivitis)**

**Disease Description**
Common infection caused by bacteria or virus with irritated, watery eyes, swollen lids and a clear or yellow discharge that makes eyelashes sticky. One or both eyes may be affected.

**Incubation Period**
Twenty-four to seventy-two hours.

**Infectious Period**
During active infection.

**Ways to Limit Spread**
Spread through contact with eye discharge. Avoid touching the eyes and use good handwashing practices.

**School/Childcare Protocol**
If the pink eye is thought to be caused by a bacterium, exclude the child or staff for twenty-four hours after antibiotic treatment is started. Symptoms should subside rapidly. If they don’t it is most likely that the pink eye is being caused by a virus, therefore, the child should be excluded until there is no drainage, in order to prevent the spread of this illness. Notify other families of the illness.

**Notify Director of Community and Family Wellness by telephone. Director of Community and Family Wellness will notify health personnel.**

10. **Pinworms**

**Disease Description**
Caused by small roundworm in intestines. Signs include rectal (bottom) itching, especially at night.  

**Incubation Period**  
Four to six weeks.

**Infectious Period**  
As long as pinworm eggs are present.

**Ways to Limit Spread**  
Pinworm eggs are spread from stool to mouth by hand or from clothing and bedding. Handwashing after diapering and toileting may decrease spread.

**School/Childcare Protocol**  
Child may return to center once treatment is started. Observe others for signs of illness. Notify other families of the illness.

11. **Rubella** (German Measles, Three Day Measles, Light Measles)  

**Disease Description**  
Mild illness caused by virus. First sign may be swollen, tender neck glands and low fever. Then pink toned spots appear on the face and spread quickly to the rest of the body. Mild itching may occur.

**Incubation Period**  
Fourteen to twenty-one days.

**Infectious Period**  
From seven days before to five days after rash begins.

**Ways to Limit Spread**  
Spread by contact with nose and throat discharge. Wash hands carefully and avoid sharing cups and tissues to decrease spread. Pregnant women must avoid contact with child with rubella.

**School/Childcare Protocol**  
Exclude child or staff while symptoms are present and until five days after rash begin to prevent spread. Review immunization records. Exclude other children who develop rash or fever until seen by healthcare provider. Notify parents and staff of illness. Pregnant women who have been exposed should contact their health care provider. Notify Director of Community and Family Wellness by telephone. Director of Community and Family Wellness will notify health personnel.

12. **Scarlet Fever and Strep Throat** (Streptococcal infections)  

**Disease Description**  
Caused by bacteria. Infection with sore throat, fever, and sometimes a rash.

**Incubation Period**  
One to three days.

**Infectious Period**  
Ten to twenty-one days.

**Ways to Limit Spread**  
Spread by contact with nose and mouth discharge. Use good handwashing practices and avoid sharing cups and tissues.

**School/Childcare Protocol**  
Exclude child or staff until twenty-four hours after starting antibiotic treatment to allow enough time to get rid of the bacteria. Inform other families of illness and encourage them to seek care if symptoms occur.
13. **Whooping Cough** (Pertussis)
   
   **Disease Description**
   Highly contagious respiratory infection caused by bacteria. Begins with cold-like symptoms and cough which get worse within one to two weeks. The cough is followed by a “whooping” sound, sweating, exhaustion, vomiting, and thick mucus. The cough persists for one to two months.
   
   **Incubation Period**
   Usually seven to ten days, but can be as long as twenty-one days.
   
   **Infectious Period**
   Most contagious during cold-like stage; seldom contagious after the fifth week of disease.
   
   **Ways to Limit Spread**
   Spread with direct contact with or coughing from person with illness. Use good handwashing practices and avoid sharing cups and tissues.
   
   **School/Childcare Protocol**
   Exclude child or staff for the first seven days of antibiotic treatment to allow enough time to get rid of the bacteria. Observe children who have been exposed. If signs of cold-like illness develop, separate the child until it can be determined if child has whooping cough. Review child's immunization records for protection against Pertussis. Notify other families of illness.
   
   **Notify Director of Community and Family Wellness by telephone. Director of Community and Family Wellness will notify health personnel.**

14. **Vomiting**

   **School/Childcare Protocol**
   Exclude if child or staff vomits more than two times and ask parent to keep the child home until free of vomiting for a full twenty-four hours and if signs of a communicable disease are present ask family take child to health provider.
COMMUNICATION – PARENTS WITH IMPAIRMENTS

Regulation Reference:
Head Start Program Performance Standards 1302.50(b)(2)
Florida Statute 427.702
28 CFR Part 35 Subpart E (Communications)

Policy:

The Neighborhood Place for Early Head Start will make necessary accommodations to communicate with parents who have a disability, at no cost to the parent.

Procedure:

1. Parents will inform Early Head Start staff of any hearing, vision or speech impairments through the Early Head Start enrollment application or at any thereafter.

2. Early Head Start staff will obtain necessary support in order to communicate with parents who have sensory impairments.

3. To request a sign language interpreter for family members with a hearing impairment, staff can access services from Florida Relay by dialing 711.

4. For vision impairment, staff will read all information to the parent/client and when possible have information available in Braille.

5. For speech impairments written material, computers and other available devices will be used to help communicate.

6. Parents have the option to use family, friends and Early Head Start staff to help interpret material for them.
CONTINUITY OF CARE

Regulation Reference:
Head Start Program Performance Standards 1302.21(b)(2)

Policy:
Each Early Head Start Child Care Partner must promote primary caregiving to build strong relationships between the family and the child’s teacher and to minimize the number of transitions in teachers that children experience by implementing Continuity of Care

Procedure:
1. Each of The Neighborhood Place’s child care partners must follow the children’s classroom assignments provided by The Neighborhood Place.
2. Children and their primary caregiver shall remain together over the course of their enrollment in Early Head Start
3. As children transition from the EHS program, the child that replaces the transitioning child shall assume the same primary caregiver. This may result in a mixed-age group setting.
4. The teacher, or primary caregiver, will:
   a. conduct screenings;
   b. conduct parent-teacher conferences and home visits;
   c. observe and document child progress;
   d. complete daily reports;
   e. interact and care for children;
   f. plan activities that support continued growth; and
   g. any other teacher related tasks and requirements
Regulation Reference:
Head Start Program Performance Standards 1302.32(a)

Policy:
The program will implement a developmentally appropriate, research-based curriculum, including curricular enhancements as needed.

Procedures:
1. The childcare partners of The Neighborhood Place for Early Head Start will implement the Creative Curriculum for Infants, Toddlers and Twos. Childcare partners will not be allowed to substitute the identified curriculum.
2. Curricular enhancements may be initiated by The Neighborhood Place for Early Head Start or by the childcare partners. In the latter case, The Neighborhood Place must approve the enhancement before it is initiated. The childcare partner must submit the request in writing to the Director of Child Development and Education Support Services. The request must include:
   a. The name of the curriculum;
   b. Proof that it is research based;
   c. Which classroom the enhancement curriculum will be implemented;
   d. Justification for implementing the curriculum enhancement;
   e. A description for ages and background of children served; and
   f. The curriculum’s organized developmental scope and sequence
3. The Neighborhood Place will provide training in the implementation of the Creative Curriculum at least once per year. Additional sessions may be scheduled if there is a critical mass of new teachers who need the training.
4. The curriculum will be reviewed during the baseline application to ensure it is aligned with the program’s goals and that it is appropriate for the ages and backgrounds of the children served. To ensure fidelity of the curriculum, teachers will be selected annually on a tier-based schedule and receive intense coaching focused on the implementation of the curriculum.
DENTAL PREVENTATIVE CARE

Regulation Reference:
Head Start Performance Standard 1302.42(b)(i)
Head Start Performance Standard 1302.43

Policy:
The program will promote preventive dental and oral care of children in the program.

Procedure:

Dental Home
A dental home is an ongoing relationship between the dentist and parent of the child, inclusive of all aspects of oral health care delivered in a comprehensive, continuously accessible, coordinated, and family-centered way, as stated by the American Academy of Pediatric Dentistry.
1. During enrollment interview, the Family Advocate will determine if the family has a dental home.
2. Family Advocates will work with families that don’t have a dental home to identify a dental office that is conveniently located and affordable for the family.

Preventative Dental Care
1. Preventative care will be provided by the child’s dentist at the dental home or by the mobile dental bus utilized by the Florida Department of Health.
2. Dental care shall begin:
   a. When the child turns one year of age.
   b. Within six months of the eruption of the first tooth.
3. In the classroom, teacher will promote the habit of regular toothbrushing.
   a. See Tooth Brushing Policy and Procedure

Dental Care Follow-Up
1. Follow-up will take place with the family when documentation from the dental care provider states such care is necessary.
2. The assigned Family Advocate will work with the family to refer to a dentist if needed, or assist in scheduling an appointment at the child’s dental home.
3. All efforts will be documented in ChildPlus.
4. The program may use funds to pay for dental services when the cost of the dental services is not covered by any other insurance and causes a hardship on the parents. See Use of Funds (Child Health) Policy and Procedure.
DETERMINATION OF HEALTH STATUS

Regulation Reference:
Head Start Performance Standard 1302.42(b)(1)

Policy:

The program must obtain determinations from medical and oral health care professionals as to whether or not a child is up-to-date on a schedule of age appropriate preventive and primary medical and oral health care. The determination will be based on:

- well-child visits;
- dental periodicity schedules as prescribed by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program of the Medicaid;
- immunization recommendations issued by the Centers for Disease Control and Prevention; and
- any additional recommendations from the local Health Services Advisory Committee that are based on prevalent community health problems.

Procedure:

1. Determination of each child’s health status must be completed within the first 90 days following the child’s first day in attendance. Assessment will be conducted utilizing the EHS Health Status Determination Date Module in the program’s Information Management System to address the following:
   a. Immunizations recommended by the Centers for Disease Control and Prevention
   b. A well-child checkup following the Florida EPSDT
   c. A dental exam (dependent upon the age of the child)
   d. A copy of each medical form will be provided to The Neighborhood Place for Early Head Start and to the child care center

2. The EHS Health Status Determination Date Module will be completed by the Family Advocate (FA) or other designated The Neighborhood Place staff member with the parent to ensure all needed documentation is retrieved and the parent is aware of any documentation that is missing.
   a. The FA will make a determination as to whether or not each child has an ongoing source of continuous, accessible health care (a “medical home”) and a source of funding for health services (e.g. private insurance, Medicaid, etc.) in order to assure prompt and complete assessment of the child’s health status. If the family does not have any source of funding, the FA will work with the family to find a source.
   b. FAs, Heath Manager, and other designated staff will work with the families to submit referrals on behalf of the parent and provide linkages to resources that will aid in the child accessing health care, while also becoming up-to-date on health requirements.

3. Services provided to the parents, as well as referrals, will be written as a note in the Information Management System for accessibility in follow-up.

4. A child cannot be temporarily excluded from attending classes because they are not up-to-date on a schedule of well child care, immunizations, or dental exams. However, if Florida Child Care Licensing
Requirements prohibits a child from entering a child care center until they have such health documentation, the program would have no choice but to not allow the child to attend classes until the child had received the required examination(s).
Regulation Reference:
Regulation Reference: Performance Standard 1302.47(b)(1) and (2)

Policy:
All environments, including surfaces, will be regularly disinfected and sanitized using properly prepared solutions.

Procedure:
1. Child care partners will prepare or purchase commercial cleaning, disinfecting and/or sanitizing solutions for use as per manufacturers’ guidelines and instructions.
   a. Sanitizer is a product that reduces but does not eliminate germs on inanimate surfaces to levels considered safe by public health codes or regulations. A sanitizer may be appropriate to use on food contact surfaces (dishes, utensils, cutting boards, high chair trays), toys that children may place in their mouths, and pacifiers.
   b. Disinfectant is a product that destroys or inactivates germs (but not spores) on an inanimate object. A disinfectant may be appropriate to use on hard, non-porous surfaces such as diaper change tables, counter tops, door & cabinet handles, and toilets and other bathroom surfaces.
2. All solutions mixed by staff must be in containers labeled with type of solution and strength.
3. Bleach must be mixed fresh daily.
4. There must be separate solutions for the food/eating areas and the toileting/diapering areas. In all cases, the solutions should be sprayed on, spread with a clean cloth and allowed to air dry.
5. Any leftover solution should be discarded at the end of the day.

For a Routine Schedule for Cleaning, Sanitizing, and Disinfecting, see the pages to follow.¹

¹ Caring for Our Children: National Health and Safety Performance Standards
## Routine Schedule** for Cleaning, Sanitizing, and Disinfecting

<table>
<thead>
<tr>
<th>Areas</th>
<th>Before Each Use</th>
<th>After Each Use</th>
<th>Daily (At the End of the Day)</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Food Areas</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>• Food preparation surfaces</td>
<td>Clean, Sanitize</td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td></td>
<td>Use a sanitizer safe for food contact</td>
</tr>
<tr>
<td>• Eating utensils &amp; dishes</td>
<td></td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td></td>
<td>If washing the dishes and utensils by hand, use a sanitizer safe for food contact as the final step in the process; Use of an automated dishwasher will sanitize</td>
</tr>
<tr>
<td>• Tables &amp; highchar trays</td>
<td>Clean, Sanitize</td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
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<tr>
<td>• Countertops</td>
<td></td>
<td>Clean</td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td>Use a sanitizer safe for food contact</td>
</tr>
<tr>
<td>• Food preparation appliances</td>
<td></td>
<td>Clean</td>
<td>Clean, Sanitize</td>
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<tr>
<td>• Mixed use tables</td>
<td>Clean, Sanitize</td>
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<td></td>
<td>Before serving food</td>
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<tr>
<td>• Refrigerator</td>
<td></td>
<td>Clean</td>
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<tr>
<td><strong>Child Care Areas</strong></td>
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<tr>
<td>• Plastic mouthed toys</td>
<td>Clean</td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td></td>
<td>Reserve for use by only one child; Use dishwasher or boil for one minute</td>
</tr>
<tr>
<td>• Pacifiers</td>
<td>Clean</td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Hats</td>
<td></td>
<td>Clean</td>
<td></td>
<td></td>
<td></td>
<td>Clean after each use if head lice present</td>
</tr>
<tr>
<td>• Door &amp; cabinet handles</td>
<td></td>
<td>Clean, Disinfect</td>
<td></td>
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</tr>
</tbody>
</table>

**Corrected to "Routine Schedule" from "Guide" in second printing, August 2011.
## Caring for Our Children: National Health and Safety Performance Standards

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<thead>
<tr>
<th><strong>K</strong></th>
<th><strong>Caring for Our Children: National Health and Safety Performance Standards</strong></th>
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<tbody>
<tr>
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<td><strong>Floors</strong></td>
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<td><strong>Machine washable cloth toys</strong></td>
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<td><strong>Dress-up clothes</strong></td>
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<td><strong>Play activity centers</strong></td>
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<td><strong>Drinking Fountains</strong></td>
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<td><strong>Computer keyboards</strong></td>
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<td><strong>Phone receivers</strong></td>
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<td><strong>Toilet &amp; Diapering Areas</strong></td>
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<td><strong>Changing tables</strong></td>
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<td></td>
<td><strong>Potty chairs</strong></td>
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<td><strong>Handwashing sinks &amp; faucets</strong></td>
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<td><strong>Countertops</strong></td>
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<td></td>
<td><strong>Toilets</strong></td>
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<td><strong>Diaper pails</strong></td>
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<td></td>
<td><strong>Floors</strong></td>
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<td><strong>Sleeping Areas</strong></td>
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<td></td>
<td><strong>Bed sheets &amp; pillow cases</strong></td>
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<td></td>
<td><strong>Cribs, cots, &amp; mats</strong></td>
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<tr>
<td></td>
<td><strong>Blankets</strong></td>
</tr>
</tbody>
</table>
EMERGENCY CLOSINGS

Regulation Reference:
Head Start Program Performance Standard 1302.47
Florida Department of Children and Families Handbook 3.8

Policy:

The Neighborhood Place for the Early Head Start will align with the Early Learning Coalition of Miami-Dade/Monroe County regarding emergency closings.

Procedure:
Early Learning Coalition Staff:
1. Emergencies such as severe weather, fires, power failures, or hurricanes can disrupt the EHS’s operations. In extreme cases, these circumstances may require the closing of the office. The EHS will follow the guidelines of the Continuity of Operations Plan (http://www.floridadisaster.org/documents/COOP/COOP%20Implementation%20Guidance.pdf) as referenced by the State of Florida’s Division of Emergency Management (http://www.floridadisaster.org/index.asp).
2. Staff are to be available via phone to determine if they will need to report to their office location or relocate to a different Early Learning Coalition of Miami-Dade/Monroe location.
3. When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.
4. Employees on vacation during an “Emergency Closing,” will not be entitled for extra time off due to the closing of the office.

Child Care Partners:
1. All childcare partners must have an Emergency Preparedness Plan as required by the Florida Department of Children and Families (DCF). Emergency Preparedness Plan Requirements
2. If children are in school during an emergency situation, priority will be given to ensuring children are safe and accounted for.
3. Parents, legal guardians, or emergency contact will be called to explain about the situation and to pick up their children if it can be done safely. Parents must be advised of a safe area to pick up child.
4. Providers will need to email EHSpartners@elcmdm.org to advise of the emergency situation and the condition of the structure and all EHS children and staff.
5. After a fire or natural disaster, the owner must notify DCF licensing and EHSpartners@elcmdm.org with 24 hours regarding the operational status. At a minimum, structure must be safe for children, have power, operable phone, and running and drinkable water.
ENROLLMENT AND RE-ENROLLMENT

Regulation Reference:
Head Start Performance Standard 1302.15

Policy:
The program will maintain funded enrollment throughout the year and fill vacancies within 30 calendar days.

Procedure:
Enrollment:
Once a family has been selected:

1. The Family Advocate will send out an email notification to the provider, all Directors and Managers and the Technical Assistance Specialist notifying the incoming child and their assigned classroom.
2. The Family Advocate will follow up with the Childcare Provider to confirm whether the accepted applicant started on the selected enrolled date.
   a. If the applicant’s entry date is confirmed, the Family Advocate will enroll the applicant in the Information Management System.
   b. If the applicant did not start on the selected enrolled date, the Childcare Provider will inform the Family Advocate, Family Advocate Supervisor, and Director of Family and Community Engagement. The Family Advocate will do a follow-up with the family within 24 hours to obtain reason for non-attendance.
   c. Depending on the reason for the child’s non-attendance on the selected enrolled date, a new start date will be issued not to exceed 5 working days. If the child does not attend on the new enrollment date, the child will be placed back on the waiting list and another child will be given the opportunity for enrollment.

Re-enrollment
1. Each enrolled child that is found to be income eligible and participating in the program will remain income eligible to continue in the program.
2. Family Advocate will conduct a Re-enrollment Interview to update family’s information.
ENTERING EHS STAFF IN INFORMATION MANAGEMENT SYSTEM

Regulation Reference:
Head Start Program Performance Standards 1303.20
Head Start Program Performance Standards 1303.21

Policy:
Each Early Head Start Teacher must be entered into ChildPlus to report Program Information Report Requirements

Procedure:
1. Refer to the Program Information Report (PIR) Form for information required to be entered.
2. Log in to ChildPlus
3. Select the “Management” (4th tab from the far left)
4. Select the “personnel” subtab
5. Select “Add New Personnel” at the bottom left
6. After selecting “add new personnel”, the box below will pop up.

   - Enter the last name, first name, and birthday of the staff you are entering.
- The social security number is not required.
- If the staff is already in the system, the following will pop up:

```
Add New Personnel -- Possible Duplicate People Found
The individual you have chosen to add may already be in the system. If his/her appears in the list below, select
him/her and choose "Select Person". Otherwise, select "Add Person" to add a brand new person.
```

- This means the staff has been entered before. The staff could be a family member (applicant or parent) or personnel (active in the system as an employee at a school).
- In most cases, you will “Select Existing Person” to confirm if this individual is the same.
- If person is the same, update record with information on the PIR form.
- If the person is not the same, do not update the record. Repeat process to add staff (go back to number 4), and select “Add New Person” this time.

7. After the name and birthday is entered, the following screen will appear. The first tab is “General”. All fields that have the red PIR symbol next to them are required. Also, all highlighted items are required in the screenshots below.
Tips for the General Tab:

- You may omit the phone number if it is not listed on the form
- The training language choice is the language selected as primary.

8. The second tab is “Employment”. All fields that have the red PIR symbol next to them are required. Also, all highlighted items are required in the screenshots below.
Tips for the Employment Tab:

- All staff listed as teachers are considered full-time and permanent, unless otherwise stated.
- The field for works directly with families should be marked “yes” for all teachers.
- Select the site on the teacher’s PIR form
  - If the teacher is already in the system, select the new school and add a note that states where the teachers was previously employed and the date they were terminated. You may also have to deselect the termination box and return to the employment tab to make the staff active.
- Wage allocation should be entered for each teacher. Then select “Add Funding” at the bottom of the screen. The screenshot below will appear.

**Personnel Funding**

- Funding: Early Head Start - 04HP00007.200 - EHS Childcare Partnership Grant - E...
- Percentage: 100%
- Primary Funding
- Cost Center ID

- Enter the highlighted fields as pictured above.
9. The third tab is “Education”. All fields that have the red PIR symbol next to them are required. Also, all highlighted items are required in the screenshots below.

- **Education Level** will be the highest degree indicated on the PIR form.
- **ECE or Related Degree** should only be selected if staff has an Early Childhood Education degree. Otherwise, “No Degree” should be selected.
- For Highest Level of FCP Education and Enrolled in FCP or Related Program, “none” should be selected.

- If staff has an FCCPC, both Preschool and Infant/Toddler CDA fields should be “Has CDA Assessment”. The CDA appropriate box should also be marked.
- If staff has a National CDA with a Preschool Endorsement, only the Preschool CDA field should be “Has CDA Assessment”. The CDA appropriate box should not be checked.
- If staff has a National CDA with an Infant and Toddler Endorsement, only the Infant/Toddler CDA field should be “Has CDA Assessment”. The CDA appropriate box should be checked.
- The CDA Obtained date should be the date on their certificate and/or on the PIR form.
ENTERING PARENT CONFERENCES & HOME VISITS IN THE INFORMATION MANAGEMENT SYSTEM

Regulation Reference:
Head Start Program Performance Standards 1302.34(b)(7)

Policy: Each Parent-Teacher Conference and Home Visit will be entered into Information Management System.

Procedure:
1. Log in to ChildPlus
2. Select the “Services” tab in the far left corner
3. Select “Change List” to filter and only see the school you are working with
4. Select School(s) you’d like to see. Ensure you have the correct program year selected. Once all selections are made, hit “Find” in the bottom right corner.
5. Select the child’s name in the list on the left
6. Select the “Education” tab

7. Select the green “Add Event” tab

8. Select the corresponding event. If you are unsure of which event to select, consult with the Director of Education.

9. If it is a Parent Conference, the scheduled and event date will be the same. Once all information is entered hit “Add Action” at the bottom right.

(b) If it is a Home Visit, the scheduled date can be found on the Home Visit Request form. The event date will be on the Home Visit Report form. Once all information is entered hit “Save” at the bottom right.
Event Notes should follow the sample below. Be sure to hit the clock above the Event Notes box to time stamp your entry.

Sample Event Notes for Parent Teacher Conferences/Home Visits
(name of child)’s Home Visit/Parent Teacher Conference was completed with (parent’s name) by (teacher’s name) on (date of event). Home Visit/Parent Teacher Conference form was submitted on (date it was uploaded to portal).

10. Once documentation is completed, select the Attachments tab. Select the green “Add Attachment”. Select the appropriate file to attach and click “open”.

11. Complete the box to label the attachment appropriately. The Notes section is not required unless there is specific information about the attachment a CP user should consider when viewing the document. Select the green “Save”.
EXCESSIVE ABSENCES

Regulation Reference:
Head Start Performance Standard 1302.16(a)(3)

Policy:
The Program will make every effort to ensure child attends school. In circumstances where excessive absences persist and it does not seem feasible to include the child in either the same or a different program option, the child's slot must be considered an enrollment vacancy.

Procedure:
Excessive is defined as any child whose monthly average attendance continues to fall below 85% for one month after revisiting the attendance success plan. An Attendance Intervention Plan will be conducted with the parent, The Family Advocate and all other parties to discuss the importance of attendance and execute an agreed upon plan.

1. The assigned Family Advocate will work with the childcare provider/staff to arrange an attendance intervention meeting with the child’s parent/guardian(s) to discuss the importance of attendance, issues surrounding the continued absentee and ways to improve the child’s attendance.
   a. Family Advocate will inform the parent/guardian of the intent of the attendance intervention meeting and possible consequences for the excessive absence.
   b. All communication will be documented in the Information Management System; the family Advocate will create an event In the Family service module of the in the Program’s information management system.
2. Staff must document in the Information Management System if the parent or guardian does not participate in the scheduled attendance intervention meeting.
3. The parent should be given a second meeting date, if the parent fails to show or make contact to reschedule and the attendance problems persist a recommendation should be made to withdraw the child from the program.
4. Family Advocate should indicate by attaching Information Management System records and selecting the appropriate reason the Attendance Intervention is being requested.
5. At the Attendance Intervention a discussion should be had as to why the child hasn’t been able to attend class regularly and the importance of early childhood education.
6. The Family Advocate and parent will develop measurable attendance goals for the Intervention plan.
7. At the conclusion of the initial meeting, the goals will be shared with the site director and classroom teacher. The parent/guardian(s), Teacher, Director, Family Advocate and if necessary The Mental Health and Disabilities Manager will sign the document.
8. The Family Advocate will maintain weekly contact with the family to ensure that they are receiving all support outlined in the Attendance Intervention Plan.
9. All plans must have a completion date. Plans must also include a completion review date, not to exceed one week of the completion date, to determine whether the plan was adhered to or if further steps need to be taken.
10. All completed Attendance Intervention Plans should be submitted to the Family Advocate Supervisor for Approval.
11. If a parent does not agree to the Intervention Plan, the Family Advocate should make a recommendation to the Family Advocate Supervisor that the child be withdrawn from the program. The Decision to dis-enroll children will be made by the Director of Family and Community Engagement.


EXCLUSION OF SICK CHILDREN

Regulation Reference:
Head Start Program Performance Standard 1302.47(b)(7)(iii)

Policy:

Programs establish, follow, and practice, as appropriate, procedures for at a minimum, protection from contagious disease, including appropriate inclusion and exclusion policies for when a child is ill, and from an infectious disease outbreak, including appropriate notifications of any reportable illness.

The childcare centers who partner with The Neighborhood Place for Early Head Start must operate a “well-child care facility” in an effort to not risk other children and staff to exposure of the illness. For short-term contagious illnesses that cannot be readily accommodated, the child must be temporarily excluded from program participation.

Procedure:

1. Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices.

2. Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be contacted. If the parents cannot be reached the emergency contact will be called to pick-up the child.

3. Key criteria for exclusion of children who are ill:
   a. When a child becomes ill but does not require immediate medical help, a determination must be made regarding whether the child should be sent home (i.e., should be temporarily “excluded” from child care). Most illnesses do not require exclusion. The caregiver/teacher should determine if the illness:
      i. Prevents the child from participating comfortably in activities
      ii. Results in a need for care that is greater than the staff can provide without compromising the health and safety of other children
      iii. Poses a risk of spread of harmful diseases to others
   b. If any of the above criteria are met, the child should be excluded, regardless of the type of illness. The child should be removed from direct contact with other children and should be monitored and supervised by a single staff member known to the child until dismissed from care to the care of a parent/guardian or a primary care provider. The area should be where the toys, equipment, and surfaces will not be used by other children or adults until after the ill child leaves and after the surfaces and toys have been cleaned and disinfected.

4. Temporary exclusion is recommended when the child has any of the conditions:
   a. The illness prevents the child from participating comfortably in activities
   b. The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.
c. An acute change in behavior, such as lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing, or having a quickly-spreading rash

d. Fever (temperature above 101 degrees Fahrenheit orally; above 102 degrees rectally, or 100 degrees or higher taken axillary (armpit) and behavior change or other signs and symptoms (e.g. sore throat, rash, vomiting, diarrhea).

e. Diarrhea is defined by watery stools or decreased form of stool that is not associated with changes in diet. Exclusion is required for all diapered children whose stool is not contained in the diaper and toilet-trained children if the diarrhea is causing soiled pants or clothing. In addition, diapered children with diarrhea should be excluded if the stool frequency exceeds two or more stools above normal for that child.

f. Blood or mucus in the stools not explained by dietary change, medication, or hard stools

g. Vomiting more than two times in the previous twenty-four hours, unless the vomiting is determined to be caused by a non-infectious condition and the child remains adequately hydrated

h. Abdominal pain that continues for more than two hours, or intermittent pain associated with fever or other signs or symptoms of illness.

i. Mouth sores with drooling, unless the child’s primary care provider or local health department authority states that the child is noninfectious

j. Rash with fever or behavioral changes, until the primary care provider has determined that the illness is not an infectious disease

k. Active tuberculosis, until the child’s primary care provider or local health department states child is on appropriate treatment and can return

l. Impetigo, until treatment has been started

m. Head lice until after the first treatment (exclusion is not necessary before the end of the program day)

n. Scabies, until after treatment has been given

o. Chicken pox (varicella), until all lesions have dried or crusted (usually six days after onset of rash)

p. Rubella, until six days after the rash appears

q. Pertussis, until five days of appropriate antibiotic treatment

r. Mumps, until five days after onset of parotid gland swelling

s. Measles, until four days after onset of rash

t. Any child determined by the local health department to be contributing to the transmission of illness during an outbreak
EXPENDITURE REPORTS

Regulation Reference:
45 CFR 75.302

Policy:
The Neighborhood Place for Early Head Start will ensure funds issued to providers are expended according to contractual obligations.

Procedure:
1. Providers are trained on how to complete the expenditure report on an annual and as needed basis.

2. Expenditures reports are completed by providers based on their monthly EHS income and expenses. Where appropriate, overhead costs are allocated to EHS expenses.

3. The Expenditure Report is submitted to EHS Expenditure Reports folder in the ELC Provider Portal.

4. The Expenditure Report is submitted according to the schedule provided in the EHS Provider Contract.

5. The EHS Accounting Clerk tracks submission of Expenditure Report and reviews for accuracy.

6. If errors or inaccuracies are found on the Expenditure Report, the EHS Accounting Clerk will contact provider to make corrections.

7. The EHS Accounting Clerk will email providers if reports are not submitted and will copy the EHS Contract Manager.
Regulation Reference:
Head Start Program Performance Standard 1302.17(b)

Policy: The Neighborhood Place for Early Head Start will work with child care partners and their teachers and directors to prevent expulsion of children enrolled in the Early Head Start Program.

Procedure:

1. Prior to considering suspension, The Neighborhood Place and child care partner staff will meet with the EHS parents and other consultants as appropriate (e.g. Mental Health Consultants) to determine what program and/or home modifications can be made to support the child’s adjustment to the EHS environment.

2. Suspensions will only be used when there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications to the environment and/or the program’s schedule of activities.

3. Suspensions require the written approval of The Neighborhood Place’s Vice President.

4. After a suspension, the staff must help the child return to full program participation as soon as possible, while ensuring the safety of all children.

5. A child cannot be expelled or unenrolled from the EHS program because of her/his behavior. If all the steps described in the Performance Standards 1302.17(b) have been exhausted and the staff/parent/mental health consultant team determines that the child’s continued presence poses a serious threat to her/himself and/or other children, that team should find a more appropriate early childhood placement for the child.

6. The Neighborhood Place’s Vice President must give written approval to the plan for transitioning the child to another program.

7. A child cannot be expelled or unenrolled from the EHS program because of their parent’s behavior. In situations where a parent/legal guardian/relative has been disrespectful in any way, including but not limited to using foul language and yelling, the director with the family advocate will meet with the parent to address the situation. Extreme cases, including when someone has been physically or verbally threatened, will be referred to The Neighborhood Place’s Leadership Team.
FAMILY GOAL SETTING

Regulation Reference:
Head Start Program Performance Standards 1302.50

Policy:

1. The Neighborhood Place for Early Head Start will offer parents the opportunity to develop and implement Individualized Family Partnership Agreements (IFPA). The IFPAs will take into account the family strengths, necessary services, and other supports as foundation for developing family goals. For each goal families and Family Advocate will identify actions, people responsible, timetables and strategies for achieving these goals as well as progress in achieving them.

Procedure:

1. Family advocates will meet with each parent(s) within 45 days from the date of enrollment.

2. Family advocates will engage in conversations to build trust and help parents to identify family goals, strengths, necessary services and other supports. Family advocates will take into account each family’s readiness and willingness to participate in the process.

3. The Family Advocate may use the Family Snapshot to begin the IFPA process and help families identify potential goals.

4. Once a family has identified a goal, the Family Advocate will assist families in establishing an IFPA by identifying the tasks necessary to attain their goal, people responsible, timeframe for completing, and the available resources for each task.

5. The IFPA will be entered in the Program’s information management system

At a minimum, Family Advocates will conduct monthly follow-ups on each individualized family partnership agreements (IFPA). Each IFPA will document progress of family goals in the Program’s information management system

6. Once the IFPA goal has been attained, Family Advocates will meet with families to identify a new goal.

7. Documentation will be maintained in the Family Service module of the Program’s Information Management System.

8. In order to avoid duplication of effort with other education and human service programs who may have developed a service plan with the family, The Neighborhood Place will build upon as appropriate, an IFPA that is obtained from the family and other community agencies to support the accomplishment of goals in the preexisting plan.
FAMILY NEEDS ASSESSMENTS

Regulation Reference:
Head Start Performance Standards 1302.52

Policy:
The Neighborhood Place for Early Head Start will offer parents the opportunity to complete a Family Strength/Needs assessment to indicate areas of expressed strengths and interests. The needs assessment will be used to identify trainings and potential partnerships with community organizations that will improve the family’s wellbeing.

Procedure:
Family Needs Assessments will be given to families twice a year; the initial assessment will be used to identify the family’s needs. The second assessment will be used to track the gains and losses from the Initial assessment.

1. Family advocates will assess the needs and strengths of families through application information, conversation with parents, Family Strength/Interest Record, and parent requests.

2. The Family advocates will meet with each parent(s) within 45 days from the date of enrollment to complete the initial assessment.

3. Family Advocate Supervisors will run report 4220 using the Program Information’s Management System to track the completion of all needs assessments on an ongoing basis to ensure compliance of the 45th day deadline.

4. The Director of Family and Community Engagement will analyze the results of assessments to coordinate ongoing partnerships with community organizations that can conduct trainings aligned with the identified needs of the families.

5. Family Advocates will meet with families to complete the final assessment. The final assessment will measure the strengths of our families and highlight areas for additional improvement.

6. All assessments will be due the second to last week in July.
FAMILY SUPPORT SERVICES FOR NUTRITION

Regulation Reference:
Head Start Program Performance Standards 1302.46(a) & (b)(1)(i-v)

Policy:
The Neighborhood Place for Early Head Start provides parents with appropriate resources and information regarding nutrition wellness and concerns.

Procedure:
1. The Nutrition Manager will provide parents with the following information: the nutrition status of their children; importance of physical activity for young children; healthy eating strategies; nutrition trends; and options for selecting and preparing nutritious foods that meet the family’s budget constraints. This information will be provided in the Wellness and Nutrition Education Newsletters, nutrition presentations during Parent Committee meetings, nutrition counseling, and letters to parents.
2. Parents will be given assistance in understanding the results of nutritional diagnostic and treatment procedures as well as plans for ongoing care appropriate by each professional discipline staff or consultant.
3. Parents will be involved in evaluating the nutritional services through participation in the annual self-assessment, Policy Council, and parent surveys.
FINANCIAL REPORTING

Regulation Reference:
45 CFR 75.341
ACF-PI-HS-1703
ACF-PI-HS-1704

Policy:
The Neighborhood Place for Early Head Start will collect and report financial information to the awarding agency according to the required timeframes.

Procedure:
The Neighborhood Place for Early Head Start will be required to submit SF-425, SF-428, and SF-429 using the process below:

The SF-425 (Federal Financial Report):
1. The EHS Finance Manager will review the General Ledger to determine the amount of federal and non-federal amounts spent compared to the Notice of Award.
2. The EHS Finance Manager will complete the SF-425 using information from General Ledger.
3. Any unobligated amount still remaining, can be requested for a carryover by providing a breakdown of total federal expenditure for each Common Accounting Numbers (C.A.N.).
4. Once completed, the SF-425 must have an authorized signature and be uploaded in the specified folders in the Grant Notes section of GrantsSolution.gov with copy to the EHS Regional Office via the correspondence tab in Head Start Enterprise (HSES).
5. The SF-425 will be submitted as follows:
   a. Semi-Annual Report due April 30 of the grant year
   b. Annual Report due October 30 of the grant year
   c. Final Report due October 30 of the grant year

The SF-428 and SF-428A (Tangible Personal Property Report):
1. The EHS Finance Manager will request EHS inventory report from IT.
2. The information reported will coincide with information requested on the SF-428 – S.
3. Report will be completed and submitted by October 30 of the grant year.
4. Once completed, the SF-428 must have an authorized signature and be uploaded in the specified folders in the Grant Notes section of GrantsSolution.gov with copy to the EHS Regional Office via the correspondence tab in Head Start Enterprise (HSES).

The SF-429 (Real Property Standard Form):
1. The EHS Finance Manager will complete the SF-429 cover sheet, identify if the program has real or no real property, and complete the corresponding form.
2. The EHS Finance Manager will complete the SF-429A if the program has no real property.
3. The EHS Finance Manager will complete the SF-429B if the program has real property.
GOVERNANCE STRUCTURE

Regulation Reference:
Head Start Performance Standard 1301.1
Head Start Performance Standard 1301.2
Head Start Performance Standard 1301.3
Head Start Performance Standard 1301.4

Policy:
The program must establish and maintain a formal structure for program governance that includes a governing body, a policy council at the agency level and a parent committee at the center level.

Procedure:

Establishment of Parent Committees:
1. All parents or legal guardians of currently enrolled children are invited to attend the Parent Committee at their child’s site and will have voting rights at the center.
2. Family Advocates will coordinate with childcare staff on the best date and time to conduct the organizational Parent Committee meeting during the last two weeks of August.
3. Family Advocates will inform parents of the organizational Parent Committee meeting within two weeks after the start of the school year.
4. The purpose of the organizational Parent Committee meeting will be to explain the opportunities available through active participation in the Parent Committee, and to elect the officers for the current school year.
5. At a minimum, officers shall include:
   • Chairperson
   • Vice Chairperson
   • Secretary
   • Policy Council Representative
   Parents may elect to create other offices for their Parent Committee. The Policy Council Representative may hold a maximum of one other office.
6. By a majority vote, each center shall elect a chair, vice chair secretary, a Policy Council representative
7. No staff or relative of a staff member working permanently for the Neighborhood Place for Early Head Start shall hold an officer position if they are employed by the center for which they are a parent committee member.
8. No staff or relative of a staff member permanently working with the Neighborhood Place for Early Head Start program shall hold the Policy Council representative position, regardless of whether or not they are employed at the site for which they are running for office. Employees who work for the Partner Centers and are not working with the Neighborhood Place for Early Head Start program can serve as a Policy Council representative.
9. The Parent Committee meetings shall abide by the approved Parent Committee Bylaws. They may be amended by the procedures spelled out in those by-laws.
10. Parents shall elect the date and time for the meeting most convenient for the majority of the parents.
11. Parents/legal guardians can serve a one-year term of office and must stand for re-election every year.
12. Parents/legal guardians can hold offices up to a maximum of five (5) one-year terms. This includes Policy Council representatives.

Establishment of the Policy Council:
1. The first Policy Council meeting will be held on the third Wednesday in September.
2. The purpose of the first meeting shall be to explore the roles and responsibilities of the Council, and to elect the officers.
3. The officers for the Policy Council shall be elected by a majority of votes at the September meeting. The officers to be elected are chair, vice chair, secretary, vice secretary, treasurer, and parliamentarian.
4. No staff or relative working for The Neighborhood Place for Early Head Start program shall serve on the Policy Council.
5. Each Policy Council representative shall be a voting member of the Policy Council.
6. The other officers at each center will serve as alternates in the absences of the Policy Council Representative for their respective center.
7. Alternates shall only vote if their center’s representative is not present at the meeting.
8. The Policy Council shall have voting members who represent the community.
9. One member from the Early Learning Coalition of Miami-Dade/Monroe Board shall be a voting member on the policy council.
10. Community representatives will be elected by the Policy Council at the October meeting.
11. Policy council meeting shall take place on the 3rd Wednesday of each month at 5:30 p.m.
12. No meetings will be held in the months of December and July.
13. Policy council members can serve a one-year term and must stand for re-election every year.
14. Policy council members can serve up to a maximum of five (5) one-year terms.
15. The policy council meetings shall abide by the approved Policy Council Bylaws, which can be amended through procedures explained in those by-laws.

Establishment of the Early Learning Coalition of Miami-Dade/Monroe (ELCMDM) Board:
The composition of the ELCMDM Board shall abide by the ELCMDM by-laws.
HANDLING OF BREAST MILK AND BREASTFEEDING SUPPORT

Regulation Reference:
Head Start Program Performance Standards 1302.44(2)(viii)

Policy:
Child care partners will provide a safe environment for the storage and use of breast milk.

Procedure:
1. An area will be identified for mothers to breast feed during program hours. Referrals to lactation consultants/counselors will be provided upon request.

2. Breast milk received will be labeled with child’s first and last name, date of collection by parent, and refrigerated until used. The child care partner is responsible for providing the labels.

3. Breast milk will be handled in a sanitary manner according guidelines set by the Center for Disease Control and Prevention and parental instructions will be followed.

4. Breastmilk that has been frozen by the parent will not be defrosted by microwave. The breastmilk will be defrosted in the refrigerator or by holding under room temperature running tap water.

5. The breastmilk may be served cold. However, if the infant refuses cold breastmilk, it should be placed under room temperature running tap water for a few minutes to increase to cool, not warm.

6. Microwave ovens should not be used to heat bottles and solid foods due to uneven heating that can burn infant’s mouth.
HEAD LICE

**Regulation Reference:**
Head Start Performance Standard 1302.47(b)(7)(iii)

**Policy:**
According to the Centers for Disease Control and Prevention, students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

Unnecessary absenteeism for children and their parents can create a burden that outweighs the risks associated with head lice.

**Procedure:**

1. “No-nit” policies that require a child to be free of nits before they can return to schools will not be in place for the childcare centers who are part of Neighborhood Place’s EHS program.

2. There is no need to exclude a child that is found with head lice before the end of the program day
   a. A child may return to school after the first treatment
   b. Before the child goes home, ensure child with lice is not putting their head to another child’s head and that they are not sharing items for the head (i.e. hats, dramatic play, etc.)

3. Should a child be deemed to have head lice, the parents can be referred to the CDC website to learn ways for treatment at [http://www.cdc.gov/parasites/lice/head/treatment.html](http://www.cdc.gov/parasites/lice/head/treatment.html) or Caring for Our Children: National Health and Safety Performance Standard 7.5.8 *Pediculosis Capitis (Head Lice)*
HEALTH INSURANCE

Regulation Reference:
Head Start Performance Standard 1302.42(a)(1)

Policy:
The Neighborhood Place for Early head Start will make a determination as to whether or not each child has an ongoing source of continuous, accessible health care. This shall include ensuring children have ongoing and accessible health insurance while enrolled in the Early Head Start program.

Procedure:

1. The Neighborhood Place for Early Head Start Family Advocate will make a determination about the child’s health insurance status upon enrollment.
   a. The assigned Family Advocate will complete the ‘Medical Home’ form which requests the health insurance information of the enrolling child.
   b. Should the family state their child does not have health insurance, the Family Advocate will assist the family with obtaining health insurance, if available for the child’s status, or assist the family in completing documentation in determining eligibility and applying for benefits at [http://www.myflorida.com/accessflorida/](http://www.myflorida.com/accessflorida/)

2. Family Advocate will stay abreast of the child’s health insurance status and will assist the family as needed should there be a lapse in coverage.
HEALTH SERVICES ADVISORY COMMITTEE

Regulation Reference:
Head Start Performance Standard 1302.40(b)

Policy:
A program must establish and maintain a Health Services Advisory Committee that includes Head Start parents, professionals, and other volunteers from the community.

Procedure:
1. Health Services Advisory Committee (HSAC) will meet a minimum of two times between August 1st and July 31st of each year. It will participate in the planning, operation and review of the Neighborhood Place for Early Head Start’s health services and practices. It will identify disability, medical, oral and mental health and nutrition providers in the community, and help the program to establish or expand relationships with these providers. Members will provide guidance about current and possibly controversial local health issues.

2. Each member will be encouraged to review documents sent prior to the scheduled meetings to provide recommendations concerning health issues and have such comments followed-up by Early Head Start staff.

3. Each member will be sent a copy of all documents and minutes from the meeting.

4. Every effort will be made to notify members in advance of upcoming meeting.
   a. Each member will be given notification that allows him or her planning time to attend the upcoming meetings.
HEALTH STATUS OF STAFF

Regulation Reference:
Head Start Performance Standard 1302.93(a)

Policy:
A program must ensure each staff member has an initial health examination and a periodic re-examination as recommended by their health care provider in accordance with state, tribal, or local requirements that include screeners or tests for communicable diseases, as appropriate. The program must ensure staff do not, because of communicable diseases, pose a significant risk to the health or safety of others in the program that cannot be eliminated or reduced by reasonable accommodation, in accordance with the Americans with Disabilities Act and section 504 of the Rehabilitation Act.

Procedure:

1. Upon hire, new staff must provide required health documentation to demonstrate they are free of communicable disease that may affect their work with the children.
   a. Staff will have a health examination every two years.
   b. Staff will provide documentation stating such health examinations/screenings took place and they are cleared to work in a school setting.
   c. Such documentation will be provided to the Health Manager.

2. Any staff member who has a diagnosis of a contagious disease or symptoms consistent with a contagious disease which might spread through the centers should immediately notify their immediate supervisor and the Health Manager.
   a. If a staff member has been in close contact with someone with a contagious disease (i.e. household member, family member, etc.), or was told by a health care provider that they may be at risk for a contagious disease which could spread to others should notify their immediate supervisor and the Health Manager.
   b. Contagious diseases may include, but is not limited to:
      i. Tuberculosis
      ii. Flu
      iii. Chicken Pox
      iv. Cholera
      v. Measles
      vi. H7N9 Influenza A

3. If staff has an illness that will keep them off site for a period of time, their immediate supervisor should be made aware so that adjustments can be made in the staff’s absence.
   a. Confidentiality will be maintained and the staff will dictate the limitations of what is shared with others.
HOLIDAYS AND CLOSURE

Policy:

1. The Neighborhood Place for the Early Head Start will observe the holidays listed below. The main office will be closed on the following days:
   - New Year’s Day (Jan. 1)
   - Martin Luther King, Jr Day (3rd Monday in January)
   - Presidents’ Day (3rd Monday in February)
   - Memorial Day (last Monday in May)
   - Independence Day (July 4)
   - Labor Day (1st Monday in September)
   - Columbus Day (2nd Monday in October)
   - Veteran’s Day (Nov. 11)
   - Thanksgiving Day (4th Thursday in November)
   - The Friday after Thanksgiving
   - Christmas Day (Dec. 25)

2. If a legal holiday falls on a Saturday, that holiday will be observed on the Friday before the holiday. If the legal holiday falls on a Sunday, the holiday will be observed the Monday after the holiday.

3. An employee on an unpaid leave of absence will not receive holiday pay.

4. Full-time regular employees will receive holiday pay equivalent to one day’s pay at their regular rate (full-time, non-exempt employees receive 8 hours pay at their regular rate). All holiday pay for part-time regular employees who are non-exempt is prorated in proportion to the number of hours they normally are scheduled to work.

5. Exempt employees will receive holiday pay in compliance with Federal wage and hour laws.

6. Time paid for holidays will not be counted as time worked for purposes of calculating overtime for the week.

Childcare Partners:

1. Annually childcare partners will submit with their contract a schedule for holidays and school closure.

2. Number of holidays and school closure cannot impede 48 weeks of operation.

3. The list will be shared with parents at the time of enrollment.
**HOME VISITS (EDUCATION)**

**Regulation Reference:**  
*Head Start Program Performance Standards 1302.34(b)(7)(b)*

**Policy:** All Early Head Start (EHS) teachers must conduct at least two home visits per program year in the enrolled child’s home. However, if the parent requests to have it outside of the home, the center director must accommodate such visits at another safe location that affords privacy to the parent (EHS center library, teacher room, or conference room, etc....) and safety to both EHS teachers and parents. The following forms are required:

- **Home Visit Request:** This form is used to schedule the date and time of the visits. The request date must be at a minimum between five to seven days prior to the home visit date to allow sufficient time for planning. The bottom part of this form needs to be returned to the teacher and attached to the Home Visit report.

- **Home Visit Report:** This form is used to document any topic discussed and/or home learning activities provided during the visits. The domains for development and learning covered in the Creative Curriculum can also be selected to discuss with parents. Teacher and parent signatures are required.

**Procedure:**

1. **Prior to the Home Visit**
   - Complete the Home Visit Report Form in advance to prepare what you will discuss.
   - Take two copies of the form so that you can issue a copy to the parent.
   - Prior to leaving the school, call to confirm parent is available for the scheduled visit.
   - Home visits should be conducted in pairs, when possible.
   - Based on area, schedule visits during safest part of day. Avoid scheduling after dark.
   - Take a cellular phone with you.
   - Leave daily schedule of home visits with the director or office staff.
   - Leave valuables at home or in the trunk before leaving school.

2. **During the Home Visit**
   - Maintain eye contact with family members.
   - Focus on the strengths of the family and child.
   - Use family-friendly language.
   - Remember to be sensitive to parents’ reading and writing abilities.

3. **Home Visit Discussion**
   - **Newly enrolled children** - Ages and Stages Questionnaires (ASQ-3 and ASQ-SE) should be completed with the parent/guardian (if not completed during a parent-teacher conference).
   - **Returning children** - The results of Teaching Strategies Gold assessments (see Ongoing Assessment Policy Procedure) and teacher observations should be shared/discussed. This is also an opportunity for both teachers and parents to discuss and develop individual plans and/or goals for children to support child development.
   - Suggest activities that can be done at home to further child’s development.
4. **After the Home Visit**

- Home Visit Requests and Home Visit Report forms should be scanned and uploaded to the EHS folder in the Program’s Portal by the due date stated in the deliverables section of the provider contract.
- An email should be sent to the assigned Technical Assistance Specialist and Director of Child Development and Education Support Services to provide notification that the upload has been completed.
HOME VISITS (FAMILY SERVICES)

**Regulation Reference:**
Head Start Performance Standard 1302.34,
Head Start Performance Standard 1302.50
Head Start Performance Standard 1302.16

**Policy:**
Family Advocates, will conduct home visits at least four times per year to integrate parent and family engagement strategies to support family well-being and promote children’s learning and development. The home visits will be designed to deepen relationships with families, learn more about children’s experiences at home, their cultural and ethnic backgrounds as well as ensure the child’s well-being when excessive absences occur.

**Procedure:**
Family Advocates must complete a minimum of four home visits in a year. Home visits can be for family engagement, education, or the child’s well-being if excessive absences occur.

1. **Home visits for family engagement:** Family Advocates can elect to complete home visits for enrollment interviews, Partnership agreements, transition meetings, etc. to establish rapport with the family.
   a. Family Advocates will meet in the parent’s home or agreed space to follow up with the family.
   b. The Family Advocate can attend the meeting using their “buddy system” if they do not feel comfortable attending alone.
   c. Family Advocates will complete the Home Visit form (Attachment 3) during the home visit.
   d. Home visits for family engagement at a minimum should last for 30 minutes.
   e. Visits cancelled by staff need to be rescheduled as needed to meet the required minimum.
   f. When conducting home visits with an interpreter, staff will go over material to be discussed with the interpreter before the visit takes place.
   g. Notify the Family Advocate supervisor of completed home visit

2. **Home visits for excessive absences:** Family Advocates will conduct a home visit or make other direct contact with a child’s parents if a child has multiple unexplained absences to reengage families and to resume attendance.
   a. Home visits will be conducted for children who have fallen below the 85-percentile for two consecutive months.
   b. The Family Advocate will revisit the attendance success plan with the family and discuss the importance of regular attendance.
   c. The Family Advocate and the parent will identify additional supports to assist in improving the overall child’s attendance.
   d. During the home visit, the Family Advocate will explore any barriers the family might have while attempting to minimize the reoccurring absences and discuss possible solutions.
   e. The document must be signed by the parent for acknowledgement as well as all other parties involved.
   f. If the parent does not agree to the terms the Family Advocate will inform the Family Advocate Supervisor and the case will be reviewed for an amendment to the intervention plan or termination.
g. The Family Advocate must document completed home visits in Information Management System by creating an event in the family services module.

3. Home visits should occur in the enrolled child’s home unless the parents expressly forbid such visits or such a visit is not safe for the Family Advocate.
   a. If the home visit cannot take place in the child’s home, the visit may take place at a neutral location.

4. The Family Advocate cannot conduct home visits with only babysitters or other temporary caregivers in attendance.
   a. The results of the home visit must be documented in the Program’s Information Management System
      i. At a minimum, the notes must include:
         1. who was present for the visit;
         2. the nature surrounding the visit, i.e., family engagement visits or attendance concern;
         3. the next steps;
         4. any supports the program will provide to the family; and
         5. follow up needed to take place.

5. The content of the home visit should be driven by the interest and needs of the parents. Topics may include an update of the child’s progress, home activities and teaching strategies that will build on the child’s classroom experiences and other concerns that parents may have about their child’s experiences.
**IN-KIND (NON-FEDERAL SHARE)**

**Regulation Reference:**
*Head Start Performance Standard 1303.4*

**Policy:**
Eighty percent (80%) of the program’s operation will be funded by the Early Head Start federal share. The remaining 20% will utilize available nonfederal resources to enhance services through monetary, goods, and/or services. All services and goods applied as a nonfederal share must meet or further the purpose of the program by being reasonable, allowable, allocable, and necessary.

**Procedure:**

1. The non-federal share (NFS) represents 20% of the total award amount. Below is the calculation to determine the required NFS amount:
   
   \[ \text{Total federal share (FS)} \times 25\% = \text{NFS} \]
   
   **For example**
   
   - **Award Computation:**
     \[ $1,000,000 \times 25\% = $250,000 \text{ (NFS)} \]
   
   - **Reconciliation of Award Computation:**
     \[ \text{Total Program Cost} - \$1,000,000 + \$250,000 = \$1,250,000 \]
     \[ \text{Federal Share} - \frac{\$1,000,000}{\$1,250,000} = 80\% \]
     \[ \text{Non-Federal Share} - \frac{\$250,000}{\$1,250,000} = 20\% \]

2. **Goods and Services Contribution Guidelines** and **Form** will be provided to individuals and organizations providing services for The Neighborhood Place for Early Head Start. Proof of contribution may be documented on a company letterhead indicating the type of contribution, date of contribution, and total dollar amount of contribution. All letters must be signed by an agent of the contributing company.

3. A volunteer form will be provided to all volunteers who provide services that support the operation of the center and benefits Early Head Start children. All forms will be obtained by the 15th of each month. Forms will be emailed to the NFS@eclmdm.org.

4. All NFS forms will be verified by the program staff who coordinated or received the contribution by inserting an electronic signature. For contributions documented on a company letterhead, the program staff will verify receipt of the goods and services by inserting an electronic signature on the contribution letter and typing “Verified.”

5. All NFS forms will be reviewed by the Accounting Clerk or designee to ensure the contribution is allowable, reasonable, allocable, and necessary.

6. If NFS is approved, the Accounting Clerk or designee will check off “Approved” and electronically sign the contribution form. If the contribution is documented on a company letterhead, the Accounting Clerk or designee will insert an electronic signature on the contribution letter and type “Approved.”

7. If NFS is not approved, the Accounting Clerk or designee will check off “Denied” and electronically sign the contribution form. If the contribution is documented on a company letterhead, the Accounting Clerk or designee will insert an electronic signature on the contribution letter and type “Denied.”
Accounting Clerk or designee will type on the letter if the denial is due to being unreasonable, unallowable, non-allocable, and/or unnecessary.

8. If the NFS is denied for being unreasonable, the Accounting Clerk will return the form or letter to the company to adjust the contribution value.

9. Donations of services and goods may include but are not limited to:

   A. Services is:
      a. The value of time and services provided by program volunteers to assist the agency in meeting or furthering the Head Start Program Performance Standards, program goals, objectives and/or written plans should be counted as in-kind. These contributions will be valued at a dollar amount comparable to that paid to EHS staff for the same or similar work, or the value of the work in the open marketplace based on skill level and knowledge, including fringe benefits. The information must be documented using the Volunteer In-Kind Form. Examples include, but not limited to volunteers who:
         i. Assist teachers in the classroom
         ii. Perform clerical/office work
         iii. Assist in the provision of required services to families or children enrolled in the EHS program
         iv. Assist children and/or staff in the course of implementing IFSP’s or other areas of established curriculum
         v. Assist in non-classroom program related functions (i.e., meeting or training set-up and/or registration)
         vi. Parent time spent working at home with their (center-based) children to implement written instructions based on the classroom lesson plan (related to the program’s curriculum) and provided by the teacher.
         vii. Attending Parent Committee or Policy Council meetings
      
      b. The value of professional services, which is provided by third parties (individuals, organizations or companies) who donate, or discount, their time and/or expertise to benefit the EHS program, include but are not limited to:
         i. Early Head Start program consultants
         ii. Medical/dental services
         iii. Psychological services
         iv. Legal services
         v. Accounting/audit services
         vi. Computer/technology services
         vii. Community assessment services
         viii. Painter, electricians, plumbers, landscapers, etc.
         ix. Printing/reprographic services

   c. Value of agency staff members who donate their time to the HS/EHS program will be assigned according to number 9 of this Policy and Procedure. The following must be considered when staff volunteer their time:
i. In order to be allowable as non-federal share, a particular cost would have to be allowable as federal share. That is, these costs would have to be expended on an activity that is consistent with all relevant laws and regulations.

ii. The activity being done by the Early Head Start staff must not in any way be part of the person’s job responsibilities.

iii. The work must truly be voluntary; there can be no hint that the employee was in any way made to feel that there was no choice in the matter of volunteering. In addition, an employee cannot earn comp time or other benefits in exchange for, or as a reward for, volunteering.

B. Goods:
If a third party donates supplies, the contribution shall be valued at the market value of the supplies at the time of the donation. If a third party donates the use of equipment or space in a building but retains title, the contribution shall be valued at the fair rental rate of the equipment or space. New goods are valued at the actual cost of the items. Used goods are valued at fair market value.
Examples of goods include but are not limited to:

a. Food for meetings and/or trainings
b. Training or meeting space
c. Discounts specific to the program.
d. Donated supplies and loaned equipment or space including classroom supplies such as:
   i. Books and toys
   ii. Art materials
   iii. Clothing used in the dramatic play area
   iv. Furniture
   v. Computers
   vi. Playground supplies such as outdoor toys, sand, grass seed, etc.
   vii. Office supplies and equipment such as computers/software, furniture, telephone equipment, video equipment, etc.
   viii. Classroom, office, storage, conference/meeting space, and donated use of AV equipment at conferences/meetings.
   ix. The value of donated equipment, buildings or land, including: facilities for classrooms, office storage or other facilities (classroom, office, storage, etc.), and land.
LOCAL TRAVEL

Regulation Reference:
Head Start Performance Standard 1302.44

Policy:
The Neighborhood Place staff members will be reimbursed for in-town mileage accrued during work-related activities. The per/mile reimbursement rate will vary as gas and other costs rise and fall. The most current rate can be obtained from the Finance Department.

Procedure:
The following procedures will apply regardless of the time of day a staff member is traveling.

1. Travel from a staff member’s home to the home office is considered daily commute to work, and the mileage is not reimbursable.

2. Travel to a staff member’s home from the /home office location is considered daily commute from work, and the mileage is not reimbursable.

3. Mileage from one work-related location to another work-related location is reimbursable.

4. Reimbursement will be based on the shorter distance regardless of the time traveled.

5. Mileage must not be claimed to and from a staff member’s home office, if the purpose of the trip is solely to eat lunch at the staff member’s home office.

6. To receive mileage reimbursement, staff members must complete a “Local Travel Reimbursement Request.”
   a. The report must be submitted to the immediate supervisor for review and signature no later than 30 days from the first date of travel on the form.
   b. The document is found on the N-drive; Finance Forms; Travel Forms & Procedures; Local Travel
   c. Scanned images of the original parking receipts must be submitted with the request
   d. Proof of tolls charged for a qualifying activity shall be submitted along with the Local Travel Reimbursement Request and parking receipts.
   e. All travel is to be converted to a PDF.
   f. The Local Travel Template must be completed and signed. Once signed the Local Travel Template and travel form converted to PDF with supporting documents must be submitted to the supervisor for review and signature.
   g. Forms with supervisor signatures from the Family and Community Engagement Supervisors will be submitted to the Director of Family and Community Engagement for an Authorized Signature.
   h. Forms with supervisor signature from a Director or Manager will be submitted to the VP for EHS for an Authorized Signature.
   i. The Excel travel, Local Travel Template, PDF travel, and all supporting documents will be emailed to EHSTravel@elcmdm.org

7. Lost Receipts will be handled as follows:
   a. The traveler will complete and sign the Lost Receipt Form.
   b. The supervisor will sign the form.

8. Local Reimbursement Travel will be paid electronically.
   a. Staff must complete, scan, and email the Employee Direct Deposit Form located in the N-drive; Finance Forms; Travel Forms & Procedures; Local Travel
   b. Employee Direct Deposit Form must be emailed to: Elctravel@elcmdm.org
MEAL CLAIMS

**Regulation Reference:**
Head Start Performance Standard 1302.44

**Policy:**
The childcare partners will use funds from USDA's Child Care Food Program (CCFP) as the primary source of payment for meal service for Early Head Start meals.

**Procedure:**
8. Childcare partners will provide a copy of their CCFP contract to the nutrition manager.

9. Each meal will be recorded daily in the attendance module of the Information Management System by the designated childcare staff.

10. The only meals recorded will be those served to children and an allowable CCFP reimbursement.

11. The Nutrition Manager will analyze the monthly meal count compared to the number of children in attendance.

12. The Nutrition Manager will work with center staff and Family Advocates to address issues of children not being claimed on the meal count.

13. Monthly meal count per location will be reported to the Early Learning Coalition of Miami-Dade/Monroe Board and the Neighborhood Place for Early Head Start Policy Council.
MEALTIME IMPLEMENTATION

Regulation Reference:
Head Start Program Performance Standards 1302.31(e)(2)

Policy:
Snack and meal times shall be implemented in ways that support development and learning.

Procedure:
1. The window for meal service for older toddlers shall be at least 30 minutes for breakfast and snack and one (1) hour for lunch.
2. Infants and young toddlers will be fed on demand.
3. Caregivers will hold bottle-fed infants during feeding to support socialization.
4. Children will wash their hands before and after meal service.
5. At lunchtime family style meal service will be implemented to the extent possible and when developmentally appropriate. Children will be involved in table setting, placing napkins and utensils, table clean-up after meals. Cold menu items, side dishes and hand-held items like bread rolls/slices will be placed in communal bowls for children to pass around and serve themselves/help serve their peers. Appropriately sized utensils and measuring spoons will be provided. During snack and meal times, children and caregivers will interact through conversations that contribute to a child’s learning, development, and socialization. This includes general conversations, discussing table manners and foods on the table.
6. Each child and caregiver will eat from the same menu, as appropriate.
7. Children will have the freedom to eat their food as desired. All foods on the menu will be served at the same time. There will be no restriction on which food is consumed first on the plate.
8. Children will be asked if he/she is finished before removing the plate, even when the plate is full.
9. Children will not be forced to finish their food.
10. Food will not be used as a punishment or reward.
11. All feeding utensils, such as infant bottles with nipples and sippy cups must be provided by the childcare partner.
12. Breakfast will be served to every child upon arrival to the program.
13. Potable drinking water will be available throughout the program day.
14. No food/beverages should be brought into the Center without prior approval from the Nutrition Manager. This is to protect the integrity of the food service program and potential liability for the center.

15. The menu planned will indicate ‘cut in bite size pieces’ when appropriate and have alternate menu items appropriate for toddlers when necessary. This will be indicated with an asterisk on the menu. Unflavored whole milk will be provided to children ages twelve to twenty-three months and unflavored skim or reduced-fat (1%) milk will be provided to children ages twenty-four to thirty-six months.

16. The Nutrition Manager will visit each provider site for monitoring of nutrition services and meal observation at least once every four (4) months throughout the school year.
REGULATION REFERENCE:
Head Start Performance Standard 1302.42(a)(1)

POLICY:

The program must help parents continue to follow recommended schedules of well-child and oral health care. A program must implement periodic observations or other appropriate strategies for program staff and parents to identify any new or recurring developmental, medical, oral, or mental health concerns. A program must facilitate and monitor necessary oral health preventive care, treatment and follow-up, including topical fluoride treatments. In communities where there is a lack of adequate fluoride available through the water supply and for every child with moderate to severe tooth decay, a program must also facilitate fluoride supplements, and other necessary preventive measures, and further oral health treatment as recommended by the oral health professional.

PROCEDURE:

1. Family Advocate (FA) Responsibilities:
   a. Assess whether the child has a medical and dental home. This should initially occur when the parent completes an application.
      i. If so, the names of those providers and any insurance information should be entered into Information Management System.
   b. Upon enrollment, if the child does not have a medical or dental home, the FA should try to ascertain barriers and note these in Information Management System.
      i. If the child does not have insurance, refer to Health Insurance Policy and Procedure.
      ii. If the child does not have a medical and/or dental home, or is not up-to-date on required initial screenings, the FA is to speak with the parent about available health resources in the community and refer as needed.

2. Child Care Provider Responsibilities:
   a. Each child care provider, with the support of The Neighborhood Place staff, will obtain up-to-date medical and/or dental documentation from the parent(s).
      i. The provider and FA will maintain their own individual file for the child.
   b. As new documentation is provided by the parent the child care provider will provide a copy of such documentation to the child’s FA.
      i. The FA will enter the new information into Information Management System.
   c. If the provider learns of the parent does not or no longer has a medical/dental home, such information is to be shared with the FA.

3. Health Manager Responsibilities:
   a. The Health Manager will coordinate efforts with contracted health care agencies and other programs/organizations to provide medical and dental services for children and families enrolled in The Neighborhood Place’s EHS Program.
MEDICATION ADMINISTRATION

Regulation Reference:
Head Start Performance Standard 1302.47 (b)(4)(i)(C)

Policy:

All staff with regular child contact will be trained within three months of hire and on an ongoing basis on administration of medication, consistent with standards for parental consent and the handling, storage, administration, and record of administration of medication

Procedure:

1. Each provider will have a policy which outlines dispensing medication to children at their site.
   a. A template for the outline and required information will be provided to all providers dispensing medications.

2. The policy will include the following required information on:
   a. Labeling and storing, under lock and key, and refrigeration, if necessary, all medications, including those required for staff and volunteers.
      i. Emergency medications will not be stored under lock and key (e.g. Epi-pens).
   b. Designating a trained staff member(s) to administer, handle and store child medications.
   c. Obtaining physicians' instructions & written parent or guardian authorizations for all medications administered by staff.
      i. Over-the-counter medications must be stored in original containers, and the child care partner must have written orders from a physician that include dosage and frequency with which the medicine will be administered. All medications must be within their dates of expiration.
      ii. Prescribed medications must be stored in original containers with original prescription labels. All medications must be within their dates of expiration.
   d. Maintaining an individual record of all medications dispensed, and reviewing the record regularly with the child's parents.
   e. Recording changes in a child's behavior that may have implications for drug dosage or type, and assisting parents in communicating with their physician regarding the effect of the medication on the child.
   f. Ensuring that appropriate staff members can demonstrate proper techniques for administering, handling, and storing medication, including the use of any necessary equipment to administer medication.

3. Providers will input their respective information of how this policy aligns with their site, while including the specified information in the policy template.
MENTAL HEALTH CONSULTATIONS

Regulation Reference:
Head Start Program Performance Standard 1302.45

Policy: The Neighborhood Place for Early Head Start and/or contracted provider will provide consultations to parents and/or teachers to support children with challenging behaviors and other social, emotional, and mental health concerns. Tasks for the consultants may include follow-up observations of children whose ASQ or other screenings indicate concerns with developmental progress, mental health observations in classrooms, training sessions for parents and/or teachers, and technical assistance to support teachers’ and parents’ interactions with individual infants and toddlers. All mental health consultants will be Florida licensed mental health professionals.

Procedure:

1. A mental health referral for consultations is initiated by a screening or by parents, teachers, directors, and EHS staff. For referrals by a screening, refer to section “Referral Procedure to Social Emotional Support.”

2. Consent for mental health consultations must be signed by parent and submitted to Mental Health Manager.

3. Mental Health Manager will contact parent to review referral and assign to staff and/or a contracted mental health provider.

4. Mental Health Staff and/or Mental Health Consultant will provide consultations to parents and/or teachers related to child’s social, emotional, and mental health concerns.
MENU PLANNING

Regulation Reference:
Head Start Program Performance Standards 1302.44

Policy:
The program will develop menus that consider children's dietary needs, preferences, and culture including special diets.

Procedure:
1. The Nutrition Manager will plan a four-week cycle menu with an insert for holidays to address the culture of the population served. To ensure that two thirds of the child’s daily nutritional needs is provided, a nutrient analysis will be completed on the menu.
2. The planned menu will be submitted to the State of Florida Department of Health Child Care Food Program for approval. This will ensure conformity to USDA requirements.
3. The menu planned will be low in fat, sugar, and salt as per USDA requirements. It will feature meal patterns outlined by USDA.
4. The planned menu will not have pork, peanuts or other nuts included. Each program site will be declared as a “No Pork, No Peanut/Nuts” site as stated on the menu. For special diets, refer to the Special Diet Policy and Procedure.
5. Menus will be posted at each facility and will be accessible to parents. Copies will be available for parents upon request.
6. The Nutrition Manager will plan an emergency menu. Emergency menu will consist of nonperishable foods and will be used when food from the four-cycle menu is unavailable, during unforeseeable circumstances (e.g. power outage, natural disaster, etc.), or when contracted caterer fails to supply the food in accordance with the menu.
MONITORING (CONTRACTS AND PROGRAM)

Regulation Reference:
Head Start Performance Standard 1302.102(b)
Improving Head Start for School Readiness Act of 2007, 641(A)(g)(3)
45 CFR 75.327(b)

Policy:
The Neighborhood Place for Early Head Start shall conduct ongoing monitoring to ensure the condition of the child care partner’s contract are complied with.

Procedure:

1. The compliance manager or designated staff will conduct quarterly monitoring every program year (August 1 – July 31).
   a. The childcare provider and other vendors are monitored based on the contractual requirements of the EHS contract which are aligned to federal, state, and local regulations. The most stringent regulation will apply.
   b. Program monitoring will be based on Head Start Regulations, as well as state and local regulations where applicable.
   c. Monitoring time periods and focus will be:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Focus</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1 – October 31</td>
<td>Child Care Partner Contracts</td>
</tr>
<tr>
<td>November 1 – January 31</td>
<td>Vendor Contracts/ Child Care Partner Contract Follow-up</td>
</tr>
<tr>
<td>February 1 – April 30</td>
<td>Child Care Partner Contracts</td>
</tr>
<tr>
<td>May 1 – July 31</td>
<td>Grantee Fiscal and Administrative Monitoring/Child Care Partner Contract Follow-up</td>
</tr>
</tbody>
</table>

2. A notice is sent approximately two weeks prior to an unannounced visit. A copy of the monitoring tool will be included in the notice sent.

3. Once complete, the monitoring results are reviewed with the entity being monitored and any follow-up or corrective action is addressed.

4. Monitoring results will be saved in the EHS drive (Leadership folder).

5. At the end of each quarter, the Compliance Manager or designated staff will submit a cumulative report of the quarter’s monitoring results.

6. Cumulative reports will be shared with EHS and Early Learning Coalition of Miami-Dade/Monroe Leadership and a summary will be shared with the Policy Council and Governing Board.
MONITORING (FAMILY SERVICE)

Regulation Reference:
Head Start Performance Standards 1302.102(b)(1)

Policy:
The purpose of monitoring and coaching is to identify the strengths and area of improvement of staff to ensure caseload compliance.

Procedure:
The Director of Family and Community Engagement and Family Advocate Supervisors will conduct internal monitoring to prepare for individual coaching sessions with Family Advocates. Prior to hosting individual coaching sessions, the Program’s information management system will be used to run individual reports. The below reports will be reviewed as data to measure compliance.

<p>| Caseload Compliance | | | |
|---------------------|-----------------|-----------------|-------------------|-------------------|
| Report Name         | Purpose                      | Location                  | Frequency        | Responsible Party |
| Outlook Calendar Review | Review staff productivity | Outlook                  | Weekly           | FA Supervisors    |
| ChildPlus Report SR201 | Review dually enrolled children with upcoming REDE dates | Program’s Information Management System | Bi-Weekly | FA Supervisors    |
| ChildPlus Report 2125 | View families with pending SR events View Families with Pending Transition events View upcoming Transitioning families | Program’s Information Management System | First week of the month | FA Supervisors |
| ChildPlus Report 2330 | Review consecutive absences Does the FA have follow-up notes for those families? Are there intervention plans for families that have excessive absences | Program’s Information Management System | First week of the month | FA Supervisors |
| ChildPlus Report 4220 | Review Assessment Completion status | Program’s Information Management System | Weekly | FA Supervisors |</p>
<table>
<thead>
<tr>
<th>ChildPlus Report 4130</th>
<th>Review the status of goal follow up</th>
<th>Program’s Information Management System</th>
<th>First week of the month</th>
<th>FA Supervisors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment</td>
<td>Review corrections</td>
<td>Program’s Information Management System</td>
<td></td>
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</table>

Coaching opportunities will take place the last week of the month to follow up on the status of assigned tasks and findings on the reports.

- Family Advocates will need to complete an action plan within 48 hours of their individual coaching session to address findings.
NON-DISCRIMINATION

Regulation Reference:
Head Start Performance Standard 1302.90(c)(1)(iii)

Policy:

The Neighborhood Place for Early Head Start (TNPEHS) does not exclude, deny benefits to, or otherwise discriminate against any person on the grounds of race, color, national origin, or on the basis of disability, age or sexual preference in admission to, participation in, or receipt of the services and benefits under any of its programs and activities, whether carried out by TNPEHS directly or through a contractor or any other entity with which TNPEHS arranges to carry out its programs and activities.

This statement is in accordance with the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Regulations of the U.S. Department of Health and Human Services issued pursuant to these statutes at Title 45 Code of Federal regulations Parts 80, 84, and 91.
NUTRITION ASSESSMENT

Regulation Reference:
Head Start Program Performance Standards 1302.41(a)
Head Start Program Performance Standards 1302.42(b)(4)
Head Start Program Performance Standards 1302.44(a)(1)
Head Start Program Performance Standards 1302.46(b)(1)(ii)
Head Start Program Performance Standards 1302.47(b)(4)(j)(D)

Policy:
Each child’s nutritional needs will be identified based on available health information, including the child’s health records, family and staff concerns and special dietary requirements.

Procedure:
1. The Nutrition Manager will identify each child’s nutritional needs by completing a nutrition assessment.

2. The nutrition assessment will include review of the physical examination, the Nutrition Interview Questionnaire, referrals, growth charts, lab data, conversations with teachers/ caregivers, physician notes or medical statement form, parent letters, and child observations.

3. The assessment and follow up services provided will be documented in the Program’s information management system.

4. Parents/legal guardians of children with identified nutritional concern will be given a letter addressing their child’s nutrition related health status. Nutrition and health information will be attached to the letter.

5. The letter will indicate how the parent/legal guardian can schedule a meeting with the Nutrition Manager if desired.

6. When further follow up is needed, the Nutrition Manager will request a conference with the parent/legal guardian.

7. The Nutrition Manager will refer to the Health Manager and/or family advocate if follow up is needed by the physician.
**NUTRITION FOLLOW-UP**

**Regulation Reference:**
*Head Start Program Performance Standards 1302.42 (d) (1-3)*
*Head Start Program Performance Standards 1302.91(8)(iii)*

**Policy:**
The Neighborhood Place for Early Head Start will facilitate further diagnostic testing, evaluation, treatment, and follow up.

**Procedure:**
1. The Health Manager and/or family advocates will refer children for further diagnostic testing, evaluation, treatment, and follow up when appropriate.

2. Children with growth charts 95% and above or 5% and below weight for height, hemoglobin below 10.9, hematocrit below 34, Lead above 5, and food allergies will have follow-up by the Nutrition Manager.

3. Food intolerances or sensitivities are not considered a disability and may be supported by the Nutrition Manager’s documentation. Parents will not be required to obtain a note from the physician. For diagnosed allergies a prescription from the physician will be required.

4. A follow up nutrition assessment will be done by the Nutrition Manager for children with developmental concerns (height and weight) and abnormal lab values.

5. The Nutrition Manager will use the reports in the Program’s management information system to track referrals and provision of monthly nutrition services.

6. The Nutrition Manager may refer children with dietary needs to other licensed nutrition professionals as needed.
**Ongoing Assessment**

**Regulation Reference:**
*Head Start Program Performance Standards 1302.33(b)(1)*

**Policy:** Each Early Head Start teacher must utilize MyTeachingStrategies to conduct observation-based ongoing assessments for each Early Head Start child to which they are assigned as the primary caregiver. Each teacher shall be responsible for entering data for up to four children, unless otherwise directed.

**Procedure:**
1. Three checkpoints will be established annually to monitor children’s developmental progress. The checkpoints will be the last working day of December, March, and June.

2. Each teacher shall enter child observation data into the MyTeachingStrategies portal at least weekly. Observation data includes, but is not limited to:
   - Anecdotal notes
   - Photographs with caption
   - Video Recordings

3. Teachers shall refer to the Objectives for Development and Learning and select each applicable objective and dimension for each data entry.

4. Teachers shall assign preliminary levels to each data entry.

5. At the end of each checkpoint period, teachers shall review the documentation entered and preliminary levels assigned to determine a final level for each objective and dimension.

6. Teachers can finalize checkpoints by using Checkpoint by Area, Checkpoint by Objective, Checkpoint by Child, or Checkpoint by Multiple Children.
OUT-OF-TOWN TRAVEL

Regulation Reference:
Florida Statutes Sec. 112.061

Policy:
Staff from the Neighborhood Place for Early Head Start who travel out of town for business purposes will be reimbursed for appropriate expenses established by the State of Florida.

Procedures:

9. EHS Leadership Staff Request form:
   a. EHS Staff traveling out of town for business purposes must complete the travel request form, Florida Department of Education Travel Authorization Request Form and submit to their supervisor.
   b. The travel reimbursement form will be signed by the VP of EHS, the ELC Director of Budget, and Agency Head.

10. Non-Leadership EHS Staff Request form:
   a. EHS Staff traveling out of town for business purposes must complete the travel request form, Florida Department of Education Travel Authorization Request Form and submit to their supervisor.
   b. The supervisor will complete and submit the Request for Trainings and Travel Form and all of the Florida Department of Education Travel Authorization Request Forms to the VP for EHS for approval.
   c. The Request for Trainings and Travel form will be signed by the VP of EHS.
   d. The Florida Department of Education Travel Authorization Request form will be submitted to the ELC Director of Budget and the Agency Head for approval.

11. Traveler will receive the Out-of-Town Checklist with instructions of documents that must be submitted.

12. Upon return, the traveler will complete the travel reimbursement form, State of Florida Department of Education Travel Voucher and attach the following to the reimbursement form:
   c. transportation receipts;
   d. parking receipts;
   e. boarding pass if travel is by plane;
   f. luggage fees if travel is by plane; and
   g. hotel receipt with zero balance and charged to the Early Learning Coalition of Miami-Dade/Monroe’s credit card.

13. The travel reimbursement form will be signed by the Supervisor and the ELC Director of Budget.

14. Lost Receipts will be handled as follows:
   c. The traveler will complete and sign the Lost Receipt Form.
   d. The supervisor will sign the form.
PACIFIER USE

Regulation Reference:
Head Start Performance Standard 1302.47(b)(1)(iv)

Policy:
The use of pacifiers in the program will be limited to prevent the transmission of infectious diseases, risks of choking and, dental problems which may affect the structure of the child’s mouth, teeth development and speech.

Procedure:
Allowing children to use a pacifier in the school will be at the discretion of each school. If a pacifier is allowed, it may be allowed for children who are 12 months and under. Children older than 12 months will give their pacifier to their parents upon arrival to take home.

1. American Academy of Pediatrics Recommendations
   a. Consider offering a pacifier when placing the infant down for a nap and sleep time
   b. If an infant refuses the pacifier, s/he should not be forced to take it
   c. If a child falls asleep and the pacifier falls out of the infant’s mouth, the pacifier should be removed from the crib.

2. Education of Parents regarding Pacifier Use
   a. Pacifier use has been associated with an increased risk of ear infections and oral health issues
   b. Caregivers/teachers should work with parents/guardians to wean infants from pacifiers as the suck reflex diminishes between three and twelve months of age

3. Pacifier Use
   a. Pacifier use outside of a crib in rooms and programs where there are mobile infants or toddlers is prohibited
   b. Pacifiers with attachments should not be allowed; pacifiers should not be clipped, pinned, or tied to an infant’s clothing, and they should not be tied around an infant’s neck, wrist, or other body part

4. Sanitation of Pacifier
   a. Staff should inspect each pacifier for tears or cracks (and to see if there is unknown fluid in the nipple) before each use
      i. Pacifiers should not be coated in any sweet solution
   b. Pacifiers should be cleaned and stored out of children’s reach in a place that is open to air flow and is separate from the diapering area, diapering items, or other children’s personal items.
   c. Pacifiers must be legibly labeled with each child’s name.
PARENT COMMITTEE COMMUNICATION

Regulation Reference:
Head Start Performance Standard 1301.4

Policy:

The Neighborhood Place for Early Head Start staff will use a variety of communication methods to ensure parents are informed of opportunities, events (at the center and in the community), meetings, updates (about the program and center), and their child’s progress. Parent committee communication through the use of the parent bulletin board.

Procedure:

1. Family Advocates will be responsible for creating and maintaining a parent bulletin board.

2. With the approval of the owner/center director, the parent bulletin board will be placed in a conspicuous location.

3. Family Advocates may recruit parent volunteers to assist in updating the parent bulletin board.

4. At minimum, parent bulletin boards must be updated on the first week of each month.

5. The use of a parent newsletter is optional. Parents may volunteer to serve as the newsletter editors and complete the newsletter each month. The editor will gather information from each Head Start classroom and prepare articles for inclusion in the newsletter. The family services staff or designee will proofread all articles and edit, as appropriate. The editors are encouraged to attend the Parent Leadership training with their elected parent committee officers; however, individual training is available.
PARENT-TEACHER CONFERENCES

Regulation Reference:
Head Start Program Performance 1302.34(b)(3)

Policy: Parent-teacher conferences shall occur at least two times per year. Conferences should occur at the school site; however, the parent’s needs must be taken into consideration. The following forms are required:

- Parent-Teacher Conference Report: This form is used to document what is discussed during the conference. Teacher and parent signatures are required.
- Parent-Teacher Conference Log: This form is used to document the conferences for all eight children enrolled in the EHS classroom. Each Early Head Start (EHS) classroom must complete a Parent-Teacher Conference Log for each period.

Procedure:

1. Schedule parent-teacher conference based on time options and day the parent is available to meet.

2. Complete the Parent-Teacher Conference Report in advance to prepare what you will discuss.

3. The following must be included about the child during each conference and documented on the report:
   a. Strengths
   b. Opportunities for improvement
   c. Ideas for parents to support the child’s strengths and/or opportunities for improvement

4. For newly enrolled children, Ages and Stages Questionnaires (ASQ-3 and ASQ-SE) should be completed with the parent/guardian (if not completed during a home visit).

5. Document any input or comments parents may have in regards to the conference.

6. Teacher and parent shall sign the bottom of the report to acknowledge the conference took place.

7. Parent-Teacher Conference Logs and Parent-Teacher Conference Reports are to be scanned and uploaded to the EHS folder in the Program’s Portal by the due date stated in the deliverables section of the provider contract.

8. An email should be sent to the assigned Technical Assistance Specialist and Director of Child Development and Education Support Services to provide notification that the upload has been complete.
PARENTAL AUTHORIZATION FOR MEDICAL/DENTAL SERVICES

Regulation Reference:
Performance Standard 1302.41(b)

Policy:
The Neighborhood Place for Early Head Start and its child care partners will collaborate with parents as partners in the well-being of their children, especially during emergencies.

Procedure:
1. The Family Advocates will obtain prior written consent from the parent to facilitate medical and dental services to their child. Consents will be provided by the outside agency offering services.

2. Parents will be assured that their child will not receive any medical or dental services without prior consent, except in the case of emergencies.

3. The specific health or dental emergencies that require an immediate health response will be shared with parents, as will the response options.
PAYMENTS AND DRAWDOWN

Regulation Reference:
45 CFR 75.305

Policy:
The Neighborhood Place for Early Head Start will ensure a sufficient cash flow to meet all of its day-to-day obligations.

Procedure:
To calculate bi-weekly drawdown amount:

1. The Finance Manager runs a GL Report from MIP Accounting Software.
   a. The report timeframe is from the beginning of the fiscal year to date.
   b. The report is run the Friday before payroll.
   c. Direct pay for the period is estimated and included in the exported report on a bi-weekly basis. Final provider payment will be added to the exported report monthly.
2. The Finance Manager sends an email to the ELC Director of Budget to request a drawdown on Payment Management System (PMS).

Provider Payment
1. The Finance Manager will run the Enrollment Duration and Attendance Counts report (CP2012) from the program’s Information Management System.
2. The report is exported to Excel to adjust for holidays and any unpaid days (e.g. Professional Development Days).
3. Total payment by provider is calculated.
4. Final report is sent to Sr. Financial Manager with copies to the Controller and Billing Manager for processing.

Vendor Payment
1. Invoices are uploaded to Microix.
2. Approval will follow a pre-determined workflow that ensures internal controls for individual vendors.
**PERSONAL IDENTIFIABLE INFORMATION (PII)**

**Regulation Reference:**
Head Start Performance Standard 1303.20
Head Start Performance Standard 1303.21

**Policy:**
It is the policy of the Neighborhood Place for Early Head Start to protect a child’s information and that of their family by limiting the personal identifying information being shared on the child and/or family.

**Procedure:**

1. To ensure confidentiality and the protection of children’s information, staff will use the following method for identifying the child:
   a. First two letters of the child’s first name (all capital letters);
   b. First two letters of the child’s last name (all capital letters);
   c. ChildPlus Identification number; and/or
   d. A capital “S” if the child has a special need (this should only be placed if pertinent to the communication).

   For a child named John Smith with ChildPlus ID#0275038 who has a special need, we will identify the child in the following way:

   **JO S M 0275038S**

   **If the child does not have a special need, the “S” will not appear at the end. The identification will only read – BETO275038**

2. When documents are shared electronically, staff must password protect the documents. See Attachment 2 for instructions on password securing the following formats: PDF, Excel, and Word.

3. Correspondence sent to providers must be protected with the predesignated password list located in the EHS R drive in the folder [Personally Identifier Information (PII)]. The corresponding provider password will be used for the provider receiving the document.

4. Correspondence sent among EHS staff will be protected used the password for the center the child is currently enrolled.
Regulation Reference:
Head Start Program Performance Standards 1301.3(e)

Policy:
The Neighborhood Place for Early Head Start will support the attendance of low-income Policy Council members at all PC committee and monthly meetings.

Procedures:
1. Policy Council members whose incomes fall below 130% of the poverty income guidelines for Early Head Start are eligible to receive reimbursement for expenses incurred for participating in PC meetings and activities. The threshold of 130% is considered as eligible for other assistance such as SNAP and subsidy care.
2. Reimbursement shall be limited to two local, in-person meetings or trainings per month. Reimbursement for travel and childcare will be paid as follows:
   a. Bus token for parents who do not have a car and are traveling by public transportation.
   b. Parents who drive will submit the travel reimbursement form, State of Florida Department of Education Travel Voucher. The travel reimbursement form will be completed by EHS staff and parent will review and sign confirming the information on the form is correct. Local travel will be paid according to the local travel rate paid to Early Head Start staff and will include any parking fees that can be substantiated with a parking receipt. Round trip miles will be paid for each activity. EHS staff will print map showing distance between home and meeting/training place and attach to the travel reimbursement form. The travel reimbursement form will be signed by the VP of EHS and the ELC Director of Budget.
   c. Child care will be paid according to the State’s minimum wage rate. Hours paid will be for time spent at the meeting and half-hour of travel to and from the meeting (for a total of one-hour travel). Childcare reimbursement will be paid per family (not per child). EHS staff will complete the Childcare Reimbursement Form and parent will review and sign confirming the information on the form is correct.
   d. All eligible Policy Council members who request reimbursement must submit a W9 form.
3. Reimbursement for out of town travel, shall be paid as follows:
   a. EHS staff will complete the travel request form, Florida Department of Education Travel Authorization Request Form. The traveler will review and sign the form confirming the information on the form is correct.
   b. The travel reimbursement form will be signed by the VP of EHS, the ELC Director of Budget, and Agency Head.
   c. Traveler will receive the Out-of-Town Checklist with instructions of documents that must be submitted.
   d. Traveler will present to designated EHS staff:
      i. transportation receipts;
      ii. parking receipts;
      iii. boarding pass if travel is by plane;
      iv. luggage fees if travel is by plane; and
      v. hotel receipt with zero balance and charged to the Early Learning Coalition of Miami-Dade/Monroe’s credit card.
e. EHS staff will complete the travel reimbursement form, *State of Florida Department of Education Travel Voucher*. The traveler will review and sign the form confirming the information on the form is correct.

f. The travel reimbursement form will be signed by the VP of EHS and the ELC Director of Budget.

4. Lost Receipts will be handled as follows:
   a. The traveler will complete and sign the *Lost Receipt Form*.
   b. The VP for EHS will sign the form.
Regulation Reference:
Head Start Program Performance Standard 1302.33(a)(3)

Policy: The program will ensure that there is a process for providing early intervention services for children with disabilities and/or developmental concern through a partnership with the local intervention agency (Part C), Early Steps (ES)².

Procedure:

1. Child developmental concerns can be identified through the developmental screening, parent concern, or staff concern.
2. Referrals process will be as follows:

<table>
<thead>
<tr>
<th>Referral Based on Screening Results or Staff Identification:</th>
<th>Referral Based on Parent Concern/Disabilities Questionnaire:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Early If a child is found to have a concern through the developmental screening (ASQ-3) or staff identification, the teacher or center director may complete the referral packet (steps 6-10) or notify the Disabilities Manager (DM)/Mental Health Manager about the concern through an email or ASQ-3 screening.</td>
<td>A. When a parent notifies a program staff about a developmental concern, the Family Advocate (FA) will be informed.</td>
</tr>
<tr>
<td>B. The Disability Manager/Mental Health Manager or designee will inform the Technical Assistance Specialist, Family Advocate (FA), and Center Director of the child(ren) with a concern.</td>
<td>B. The Family Advocate will meet with the parent to discuss the referral process and obtain consent and referral packet.</td>
</tr>
<tr>
<td>C. Once the Technical Assistance Specialist and Family Advocate have been advised of a child with concern, the Family Advocate will initiate a conversation with the teacher and/or center director to determine if a team approach for delivering the results to the parents is needed.</td>
<td>C. The referral packet is submitted to the Disabilities Manager via email or upload in the program’s database.</td>
</tr>
<tr>
<td>D. Team approach will include Family Advocate, Technical Assistance Specialist, teacher, and Center Director/Owner.</td>
<td>D. The Disabilities Manager will review the referral packet for accuracy and forward the referral to Early Steps.</td>
</tr>
<tr>
<td>E. Decision of team approach will be determined based on:</td>
<td>E. The Family Advocate and Center Director will be included in the referral email sent to Early Steps. The referral documentation will be uploaded and documented in the Program’s database.</td>
</tr>
<tr>
<td>➢ level of concerns;</td>
<td></td>
</tr>
<tr>
<td>➢ needs of parent(s)/guardian(s); or</td>
<td></td>
</tr>
<tr>
<td>➢ need of team approach support identified by teacher/Center Director</td>
<td></td>
</tr>
</tbody>
</table>

² Early Steps is the local intervention agency that provides developmental services to children ages birth to three years of age who are eligible for services due to developmental delays and/or an established/diagnosed condition.
Referral Based on Screening Results or Staff Identification:

F. During the delivering of the ASQ-3 results (see Screening Policy and Procedure) or staff concern, the teacher, Family Advocate and/or Center Director will discuss the Early Steps referral with the parents *(this step is to be done using a team approach when applicable).*

G. If parent(s) consent to the referral process, the teacher, Family Advocate and/or Center Director will assist the parent in completing the Early Steps referral/passport and consent for referral. All screeners (if ASQ-3 concern is identified), referrals and forms are to be completed in its entirety.

H. Once the referral has been completed, the Technical Assistance Specialist or center staff will collect the referral along with the ASQ-3 (if ASQ-3 concern is identified) showing concerns and the consent letter authorizing the referral.

I. The Disabilities Manager, or Technical Assistance Specialist will review the ASQ-3 (if ASQ-3 concern is identified), and referral(s) for accuracy. The Technical Assistance Specialist or Disabilities Manager will forward the referral to Early Steps.

J. The Family Advocate and Center Director will be included in the referral email sent to Early Steps. The referral documentation will be uploaded and documented in the Program’s database.

Referral Follow-up:

1. Family Advocate will contact the family within two weeks of referral to ensure that Early Steps and has contacted the family for the appointment.

2. Upon receiving notification from ES of the appointment, the FA will notify the DM of the date and time of the appointment. FA will document the appointment in CP.

3. The FA will follow up with the family to ensure that family attend the ES appointment.

4. Upon completion of the Individualized Family Support Plan (IFSP), the FA will obtain the copy of the IFSP.

5. The Disabilities Manager will continue to monitor the referral process to Early Steps and all follow up via email or by having one-on-one meetings with the Family Advocate (meetings are held every 4-6 weeks).
6. The Disabilities Manager will track and monitor all the referrals to Early Steps through Program’s database and Excel Spreadsheet. The DM will schedule a staff meeting with ES as needed.

**Early Steps (ES) Referral Follow-up Process:**
1. Assigned ES Intake coordinator will contact the family to validate parent concerns and set up an appointment upon receiving the referral.

2. Upon completion of intake paperwork, ES will schedule the family within 45 days of referral and notify the DM of the appointment date and time.

3. After the child has been evaluated and determined eligible and the Individualized Family Support Plan (IFSP) has been completed, the assigned Service Coordinator at ES will forward the IFSP to the FA or Disabilities and Mental Health Manager.

**Referral Through Additional Relevant Information:**
Disabilities Questionnaire is to be completed during the application process in order to identify concerns and established conditions prior to enrollment into the EHS program. It is used to identify children that have a disability or and IFSP, or that may have a developmental delay or at risk of having a developmental delay.

1. The FA will complete the Disabilities Questionnaire during the application process for new children that are applying for EHS. The FAs will complete the Disabilities Questionnaire during Enrollment Interview.

2. When a concern is identified in the Disabilities Questionnaire, the Family Advocate will explain the referral process to Early Steps.

3. If parent consent to the referral process, the Family Advocate will follow the Referral Based on Parent Concern as detailed above.

**Referral Forms:**
- Referral form for Early Steps Agency (South)
- Referral form for Early Steps Agency (North – English)
- Referral form for Early Steps Agency (North – Spanish)
REFERRAL PROCEDURE (DISABILITIES) EARLY STEPS TO EARLY HEAD START

Regulation Reference:
Head Start Program Performance Standards 1032.13
Head Start Program Performance Standards 1032.63(a) & (b)

Policy:
Early Steps Program will identify children needing childcare and refer eligible children to the Early Head Start Program

Procedure
Early Steps Referral to Early Head Start:
1. ES will evaluate children birth to three years of age who have a suspected developmental delay and/or an established condition.

2. Upon qualifying for the Early Steps program and completing the Individualized Family Support Plan (IFSP), ES will identify the needs for additional family services, to include the Early Head Start Program.

3. ES will submit the referral via fax/e-mail with IFSP attachment to the Disabilities Manager (DM).

4. The DM will assign the case to the Family Advocate (FA) based on family need and demographic area.

5. The FA will contact the family in order to assist the family with identifying an Early Head Start site and with completing the EHS application.

EHS Application and Enrollment:
1. Once eligibility has been established and child has been accepted in the EHS program, the family will be assigned to the appropriate Family Advocate (FA) for their selected site and to complete the second part of the application.

2. Once the child has been enrolled, the assigned Technical Assistance Specialists (TA) and FA will ensure that the IFSP goals and services are implemented in the classroom.

Record Keeping and Communication:
1. The DM will verify that all information is entered into ChildPlus and records are up to date.

2. The DM will schedule a staff meeting with Early Steps on an as needed basis.

3. The DM will maintain an open line of communication with Early Steps, Director of Family and Community Support Services, the FA’s and the Education Team.
REFERRAL PROCEDURE (SOCIAL EMOTIONAL)

Regulation Reference:
Head Start Program Performance Standard 1302.33(a)
Head Start Program Performance Standard 1302.41(b)(1)

Policy: The program will ensure that there is a process for providing mental health services for children with social emotional and/or behavioral concerns through direct services or in partnership with a consultant.

Procedure:
2. The teaching staff and/or Center Director will always review the behavioral screener (ASQ:SE-2) results with all parents, regardless of results. Screener results will be reviewed during parent/teacher conference.

3. If/when there are noted concerns, the teacher or Center Director will discuss the referral for social-emotional support with the parents. The teacher or Center Director will complete with parent the Social Emotional Referral Consent Form. The parent will select whether or not they consent to services on the Social Emotional Referral Consent Form.

4. If parent(s) consent to the referral process, the teacher or Center Director will forward the Social Emotional Referral Consent Form to Mental Health Manager, TA, and/or the Family Advocate (FA).

5. The Mental Health Manager or TA will review the ASQ:SE-2 and Consent Form for accuracy. The Mental Health Manager will address internally or forward the referral to Mental Health Consultant.

6. If the concern is addressed through a Mental Health Consultant, the FA and TA will be included in the referral email sent to the consultant.

7. The Mental Health Manager will upload the referral and consent to the Program’s database.

8. The Mental Health Manager will continue to monitor the referral process to the Mental Health Consultant and all follow ups.

9. The Mental Health Manager will track and monitor all the referrals to the Mental Health Consultant with Program’s Database and Excel Spreadsheet.

Mental Health Consultant:
1. The Mental Health Manager, FA, and/or TA will participate in the first consultation with the Mental Health Consultant and parent(s).

2. The Mental Health Consultant will develop a Social Emotional Support Plan and work with parents and teachers regarding child with concerns for eight weeks.

3. If the child’s behavior continues to be of concern after the Social Emotional Support Plan has been completed, the Mental Health Manager will have a staffing with the Mental Health Consultant.
4. The Mental Health Manager will maintain an open line of communication with the Mental Health Consultant, Disabilities Manager, Director of Family and Community Support Services, FAs and the Education Team.
RECRUITMENT

Regulation Reference:
Head Start Performance Standards 1302.13

Policy:
The Neighborhood Place for Early Head Start must develop and implement a recruitment process designed to actively inform all families with Early Head Start eligible children within the recruitment area of the availability of services and encourage them to apply for admission to the program. This process may include canvassing the local community, attending community events, and participating in enrollment drives to actively recruit and engage families identified as the targeted population.

Procedure:
1. During the recruitment process that occurs prior to the beginning of the enrollment year, The Neighborhood Place for Early Head Start staff must participate in a weekly recruitment activity. Both outreach and recruitment strategies will be completed on an ongoing basis. The program identified two transitions dates: January 31st and July 31st to transition three-year (3) old out of the program and identified the Spring and Fall as two recruitment periods to serve as open enrollment. Recruitment periods run from:
   - Spring recruitment will run from the date the first working day in February through the last working day in April.
   - Fall recruitment will run from the first working day in September through the last working day in October.
2. The Recruitment and Selection Plan for the following school year will be presented to Policy Council and the Early Learning Coalition of Miami-Dade/Monroe in February.

Outreach Strategies
Outreach consists of the program’s efforts to collaborate with agencies within the community to spread the word about the services offered to families. Outreach strategies will be initiated in each of the targeted areas. Outreach strategies will include but are not limited to:
   a. Ensuring staff increase their knowledge and understanding of community organizations in their respective areas, so as to identify potential partners and available resources.
   b. Enhancing the community’s general awareness of our program’s mission, goals, and services to grow recognition of the Organization.
   c. Maintaining partnerships in a way that is mutually beneficial to the program and its community partners by creating Memorandums of Understandings (MOU), offering reciprocal training for staff, and combining efforts to organize events that will benefit the community.

Recruitment Strategies
Recruitment is the systematic, year-round process of informing families about the program and inviting them to apply for services. Recruitment is a collaborative effort that addresses community needs and focuses on target populations. Multiple times per month, the program will engage in recruitment activities held in the community by organizations that service the community. Recruitment workstations will be set up at the locations listed below. Recruitment includes but is not be limited to:
   a. Community/Health fairs
   b. video testimonials from parents
c. family events at Miami-Dade County Public Library System

d. low-income housing projects and apartments in the area for applicants

e. Set up displays or presentations at community events, health fair, etc.

f. Post flyers and provide brochures and/or posters in the community

g. Provide brochures in the community

h. Door to door campaign

i. Word of mouth

j. Community organizations that provide services to low income families.

k. Canvassing locations:
   i. Early Learning Coalition of Miami-Dade/Monroe Service Centers
   ii. Childcare Providers in Miami-Dade County, schools & colleges
   iii. Churches
   iv. Medical Centers, Doctor’s offices
   v. Miami Dade County Head Start Program
   vi. United Way Center for Excellence
   vii. local grocery stores, churches, laundromats, convenience stores, and restaurants
   viii. City Halls

2. The Family Advocate Supervisor and the Director of Family and Community Engagement will organize and coordinate upcoming recruitment activities. Recruitment events can occur through Canvassing, Community Event, and/or Enrollment Drive.
   a. Before a recruitment event, the event will be added to the recruitment Calendar on outlook
      i. Assigned staff will be included in the invite to keep track of those who participate in the event.
      ii. During Canvassing events, the Family Advocate must use a recruitment verification form. A business card or signature from the establishment must be attached to the completed recruitment verification form.
      iii. At Community events, Family Advocates will have applications, flyers, inquiry log, and other pertinent recruitment materials. Family Advocates will provide families with an application and have all who receive an application complete the inquiry log.
      iv. During Enrollment Drive events, Family Advocates set up work stations at a community organization and assist families in completing an application.
   b. After any recruitment effort, Family Advocates will upload the inquiry logs and recruitment verification forms to the recruitment tracker in the Program’s Information Management System.
   c. The Family Advocate Supervisor will review the inquiry list and distribute the cases amongst the Family Advocates.
   d. The Family Advocates will assist families with the application process.
      i. Correspondence with families will be documented in the un-entered application module of Program’s Information Management System; once all documents are received, the applicant will be entered on the waitlist as a “new” applicant.
SAFE SLEEP PRACTICES

Regulation Reference:
Head Start Performance Standard 1302.47(b)(5)(ii)

Policy:
All staff and consultants will follow safe sleep practices to reduce the Risk of Sudden Infant Death Syndrome (SIDS), other infant deaths, and spread of communicable diseases.

Procedure:

1. Children in cribs/cots/other sleeping arrangements are to be place at least three feet (36 inches) apart from each other on all sides of the cot or crib.
2. Children in cribs should always have the following sleeping arrangements:
   a. Each child should be alone in the crib.
   b. Each child should be placed on her/his back, unless a physician provides a written prescription for an alternate position.
   c. Infants shall be placed to sleep based on their individual need.
   d. Cribs are for sleep purposes only. No child shall be placed or left in a crib for punishment, play, or while awake.
   e. The following items should not be in the crib:
      i. Blankets
      ii. Pillows
      iii. Bumper pads
      iv. Stuffed animals
      v. Sleep positioners (unless there is an accompanying doctor’s note)
      vi. Toys
3. Caregivers/teachers should never use strings to hang any object, such as a mobile, or a toy or a diaper bag, on or near the crib where a child could become caught in it and be strangled.
4. Crib mattress must be firm covered by a tight-fitting sheet in a safety-approved crib.
5. Crib mattress should fit snugly and be made specifically for the size of the crib.
6. Facilities should have an individual crib, cot, bed, mat, or pad that has not been recalled and meet licensing requirements and U.S. Consumer Product Safety Commission and ASTM safety standards.
   a. No child should simultaneously share a crib, bed, or bedding with another child.
   b. Children one year old and able to walk may transition from a crib to a cot.
7. Clean linens should be provided for each child.
   a. Beds and bedding should be washed between uses if used by different children.
   b. Linen used by the same child shall be washed weekly unless soiled.
   c. Soiled linen should be stored separately from clean linen.
   d. Regardless of age group, bed linens should not be used as rest equipment in place of cots, beds, pads, or similar approved equipment.
   e. Bed linens used under children on cots, cribs, futons, and playpens should be tight-fitting.
   f. No child should sleep on a bare, uncovered surface.
   g. Each child’s pillow, blanket, sheet, and any special sleep item should be stored separately from those of other children.
SCHOOL READINESS PARENT FEE WAIVER

Regulation Reference:
Florida Statute Title XLVIII Section 1002.84(8)
ACF-IM-HS-15-03

Policy:
For those families participating in Florida’s School Readiness voucher program, a co-payment may be temporarily waived on a case-by-case basis for families with income at or below 100 percent of the Federal poverty level during an event that limits a parent’s ability to pay in accordance with Section 1002.84(8), of the Florida Statutes. The program may use Early Head Start funds to pay the cost of the parent co-payment only after it is determined that the parent is financially unable to make the required payment and all other potential funding sources have been explored.

Procedure:
Initial Authorization:
1. A Fee Waiver Request will be initiated for enrolled children at the time the Early Head Start program is notified that the child is receiving School Readiness.
2. Early Head Start will use Early Learning Coalition of Miami-Dade/Monroe provider portal account to upload requests for a School Readiness (SR) parent copayment fee waiver. (Instructions on how to upload documents in the provider portal follow this procedure)
3. Each Family Advocate will complete, sign and date “School Readiness Fee Waiver Request” form. This will serve as written documentation that a fee waiver is being requested for a family at/below 100% FPL.
4. The SR Fee Waiver Request form will be named/saved using the parents’ last name & last four (4) numbers of the parent’s social security.
5. The Family Advocate must identify the qualifying event for each fee waiver request at the time The Neighborhood Place for Early Head Start selects a family for enrollment.
6. At the time of eligibility assessment, SR Eligibility Unit will review the provider portal for potential fee waiver.
7. Eligibility Unit staff from the SR Program will assess each request on a case-by-case basis to determine if the fee waiver will continue to apply.
8. If a fee waiver applies, the form is to be copied to the permanent SR file to support the fee waiver. A case history note is to be added to the SR file identifying fee waiver.

Redetermination:
9. Upon a family’s SR redetermination, each Family Advocate must submit a new and updated School Readiness Fee Waiver Request form.
10. Redetermination staff form the School Readiness Program will re-assess each request on a case-by-case basis to determine if fee waiver will continue to apply.

Termination of EHS services:
1. Upon termination of EHS services, The Neighborhood Place for Early Head Start will upload to their provider portal account a “Fee Waiver Termination Request” form within three (3) business days of the child’s termination from EHS services.

2. The Fee Waiver Termination Request form will be named/saved using the parents’ last name and the last four (4) numbers of the parent’s social security.

3. School Readiness Eligibility Unit will process the request within 10 days.

4. Case history note is to be added to the School Readiness file identifying termination of fee waiver.

Steps for uploading the School Readiness Fee Waiver Request and the Fee Waiver Termination Request form:

Sign on to the Portal with on this website (https://providers.elcmdm.org/Account/Logon)
1. In the "Search" box type "TNPEHS"

2. Once the TNPEHS is typed in the "Search" box it will appear here.

3. Click on "Documents"

In the "Select Folder" drop-down menu click on "ELC Docs"
Click on "+ ADD NEW DOCUMENT"

In the "UPLOAD DOCUMENT", screen click on "Choose File" to upload your document.
Select the location where the document is saved.

Reminder: The name of the document is Parent’s last name + last 4 digits of the

1. In the "Description" type: "School Readiness Fee Waiver" or "Fee Waiver Termination"

2. Click on "UPLOAD DOCUMENT"
SCREENINGS

Regulation Reference: Head Start Performance Standard 1302.42 (a) Screening. (1) In collaboration with each child’s parent and with parental consent, a program must complete or obtain a current developmental screening to identify concerns regarding a child’s developmental, behavioral, motor, language, social, cognitive, and emotional skills within 45 calendar days of when the child first attends the program or, for the home-based program option, receives a home visit. A program that operates for 90 days or less must complete or obtain a current developmental screening within 30 calendar days of when the child first attends the program.

Policy:

Within 45 calendar days of the child first day of attendance the program will obtain or perform evidence-based vision and hearing screenings, and reliable and valid developmental and behavioral screenings.

Procedure:

1. For developmental screenings The Neighborhood Place for Early Head Start will utilize the Ages & Stages Questionnaire (ASQ-3) and for behavioral screenings Ages & Stages Questionnaire—Social Emotional, Second Edition (ASQ:SE-2).
   a. A consent will be obtained from the parent/legal guardian for the screeners to be performed on the enrolled child.
   b. Educational staff will complete the ASQs within 45 days of child’s first day of attendance.
   c. ASQs are available in English or Spanish version.
   d. Once the screener is completed the childcare provider will upload a copy to the Provider Portal.
   e. The respective manager or designee will upload the screener to the Program’s database.
   f. Teaching staff will do the following as it pertains to the ASQ-3 and ASQ-SE-2:
      i. Review the results will all parents. (See Policy and Procedures for Home Visits and Parent-Teacher Conference)
      ii. If/When there are noted concerns, referral process as outlined in the Referral Procedure (Disabilities) Early Head Start (EHS) to Early Steps (ES).
      iii. the staff will obtain parent’s consent for the referral process and submit to the respective manager.
   g. Once consent is obtained, a referral will be sent to the appropriate agency for intervention/support.

2. The evidenced based vision screenings will take place either by a trained EHS staff member, contracted health care system, or the child’s primary care physician.
   a. A consent form will be obtained from the parent/legal guardian for the vision screening to be performed on the enrolled child.
   b. Vision screening will take place within 45 days of the child’s first day of attendance.
   c. Vision screenings will be done on those children that have not produced documentation of a vision screening within 45 days of enrollment.
   d. Vision screening questionnaire for children under 12 months will be completed by the teacher within 45 days of the child’s first day of attendance.
   e. Screening results will be documented in Program’s Information Management System.
f. Family Advocate, along with Health Manager, will assist in the referral process for children who need follow-up care.
g. Children older than 12 months who are uncooperative will be retested within two months.

3. The evidence-based hearing screenings will take place either by a trained EHS staff member, contracted health care system, or the child’s primary care physician.
   a. A consent form will be obtained from the parent/legal guardian for the hearing screening to be performed on the enrolled child.
   b. Hearing screening will take place within 45 days of the child’s first day of attendance.
   c. Hearing screenings will be done on those children that have not produced documentation of a hearing screening within 45 days of enrollment.
   d. Screening results will be documented in Program’s database.
   e. Family Advocate, along with Health Manager, will assist in the referral process for children who need follow-up care.
   f.
   g. Children who are uncooperative will be retested within two months.

4. The family advocate or designee will complete a Health History Assessment with the family upon enrollment in the program.
   a. When the health history assessment is completed, the information will be documented in Information Management System.
   b. An area that is asterisked on the form will be shared with the health manager to follow-up and address with the school the child attends.
   c. Any allergies, seizures, asthma, or other medical issues will be documented on the child Emergency Plan to aid the school in knowing what to do if a situation were to arise.
SCREENINGS - REFUSAL

Regulation Reference:
Head Start Performance Standard 1302.41(b)(1)(2)

Policy:
Obtain advance authorization from the parent or other person with legal authority for all health and developmental procedures administered through the program or by contract or agreement, and, maintain written documentation if they refuse to give authorization for health services; and, share with parents the policies for health emergencies that require rapid response on the part of staff or immediate medical attention.

Procedure:
1. The Family Advocate, Health Manager, or other designee will consult with parent/guardian to discuss the need for health services.
   a. Health services may include, but are not limited to:
      i. Vision Screening
      ii. Hearing Screening
      iii. Developmental Screening
      iv. Social/Emotional Screening
      v. Health History
      vi. Nutrition Interview

2. If parent/guardian refuses to give authorization for health services to be provided by The Neighborhood Place for Early Head Start, designated staff will request written documentation of the refusal.

3. The Parent Refusal of Health Services will be completed, signed, and dated by parent/guardian and family advocate or other designee as documentation of the refusal of services.

4. The refusal form will be uploaded to the Health Section of the Information Management System.

5. The Neighborhood Place for Early Head Start staff will discuss with parent/guardian the option of requesting health services at any time after the refusal is signed.

6. Health services refusal information must be documented in Information Management System in the health portion as a ‘health monitoring’ event.
Regulation Reference:
Head Start Performance Standard 1302.14

Policy:

The Early Head Start program will develop a formal process for establishing selection criteria and for selecting children and families eligible for Early Head Start services.

Procedure:

1. Once an applicant is considered eligible for the Early Head Start program, the applicant must be selected based on the selection criteria that are revised annually and approved by the Policy Council and the Board. The most current selection criteria and the points assigned to each can be accessed on this link:
   (add link to the website)

2. All applications will be entered in the Program’s information management system and scored in the Program’s information management system for selection.

3. All applications will be entered using the listed status below:
   a. New = Used for new applications entered in the Program’s Information Management System
   b. Waitlisted = Children who have enrollment interviews completed
   c. Accepted = Used when a Family Advocate Supervisor has reviewed the initial application and enrollment interview.
   d. Enrollment = child’s first day present in school
   e. Drop/Wait = Used for enrolled families interested in continuing with the program but at a later date.
   f. Drop/Accept = Used for parents who request a transfer and can’t continue at the current site. However, if there is no space available at the requested transfer site. This parent received enrollment priority similar to a transfer
   g. Dropped = Used for children who are age eligible but no longer interested in the program.
   h. Abandoned = Used for waitlist families who are no longer interested in the program or children on the waitlist who have aged out of the program.
   i. Completed = Used for Transitioning children

4. Selection for enrollment interviews will be completed with applicants based on the highest need to enter the Early Head Start program

5. Once the applicant has been selected, the applicant’s status will change from New to Waitlisted after the completion of an enrollment interview.

6. The Family Advocate Supervisor will review the enrollment interview and change the status to accepted

7. Prior to selecting a new child for a vacant slot, the Director of Family and Community Engagement and Family Advocate Supervisor will review the Transfer Request Report. Transfers will receive priority over a new child.
8. If no transfers have been requested for a particular center, the Director of Family and Community Engagement and Family Advocate Supervisor will review the Program’s Information Management System enrollment report 2025 (Enrollment Priority Listing) filtering for families with Accepted and Drop/Accepted status in order to initiate selection for enrollment once a vacancy occurs.

9. Once the applicant is considered Accepted, then the applicant is ready for enrollment when a vacancy becomes available.

10. At the beginning of each enrollment year, The Neighborhood Place for Early Head Start will develop a waiting list that ranks children according to the eligibility selection criteria. The waiting list will be updated monthly to include new approved applications.
**SELF-ASSESSMENT**

**Regulation Reference:**
*Head Start Performance Standard 1302.102(b)(2)*

**Policy:**

The Neighborhood Place for Early Head Start will conduct a program self-assessment annually using monitoring data, Program Information Report, database reports, child outcomes data, and other tools to identify the program’s strengths and mitigate risks.

**Procedure:**

1. The Compliance Manager or designee will develop a plan for conducting the self-assessment. The plan must purpose, participants, and process (e.g. data collection, data analysis, report compilation and Improvement Plan, and report presentation) with timeframes.

2. Directors and Managers for each service area will invite participants to be a part of the self-assessment process.

3. Participants in the self-assessment will include staff, childcare partners, board members, policy council members, parents, and community representatives.

4. A general meeting will be held to provide an overview of the self-assessment.

5. After the general meeting overview, focus groups will break-out to review, analyze, and discuss data.

6. Focus groups will have input in the program strengths, opportunities for improvement, and improvement plans.

7. Focus group leaders will develop a report and improvement plan for their group.

8. The leadership team from The Neighborhood Place for Early Head Start will review the focus group reports and improvement plans to ensure accuracy and make additional recommendations.

9. The final report and improvement plan will be presented to the Board and Policy Council for approval.

10. Once approved by the Board and Policy Council, the report and improvement plan will be submitted through Head Start Enterprise System as part of the grant application process.
SEXUAL HARASSMENT

Policy:

The Neighborhood Place does not tolerate workplace sexual harassment. There is a commitment to a workplace free of sexual harassment.

Sexual harassment of third parties by employees also is prohibited. The purpose of this policy is not to regulate the morality of employees. The purpose of this policy is to define sexual harassment, provide procedures for the investigation of sexual harassment claims, and ensure that violations are remedied fully.

Unlawful sexual harassment is unwanted sexual attention of a persistent or offensive nature that creates a hostile working environment. Sexual harassment includes gender-motivated conduct that is sufficiently pervasive or severe to unreasonably interfere with an employee's job performance or create an intimidating, hostile, or offensive working environment. While sexual harassment encompasses a wide range of conduct and is not easy to define, it includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and/or verbal or physical conduct of a sexual nature including, but not limited to, sexually-related drawings, pictures, jokes, teasing, uninvited touching or sexually-related comments.

Sexual harassment can involve males or females being harassed by members of either sex. Although sexual harassment typically involves a person in a position of greater authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment. Third parties also can cause a hostile work environment.

1. Internal Complaint Procedure. Any employee who believes that s/he is a victim of sexual harassment or retaliated against for complaining of sexual harassment should report the act immediately to the Human Resources Department or any member of management with whom s/he is comfortable

2. Other Available Procedures. The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available to a victim of sexual harassment under state or federal law.

The Neighborhood Place will investigate every reported incident promptly. Any employee, supervisor or agent of the agency who has been found to violate this policy may be subject to appropriate disciplinary action, up to and including immediate discharge.

All inquiries, complaints and investigations are treated as confidentially as possible. Information is revealed strictly on a need-to-know basis. Information contained in a formal complaint is kept as confidential as possible. However, the identity of the complainant usually is revealed to the respondent and witnesses. The Neighborhood Place recognizes that every investigation requires a determination based on all the facts in the matter. We also recognize the serious impact a false accusation can have. We trust that employees will act responsibly.

There will be no adverse action taken against employees who, in good faith, report violations of this policy or participate in the investigation of such violations. It is our policy to encourage discussion of the matter and to help protect others from being subjected to inappropriate behavior.
**SPECIAL DIET**

**Regulation Reference:**
Head Start Program Performance Standards 1302.44  
Head Start Program Performance Standards 1302.42(4)

**Policy:**
The program will develop menus for children with special dietary needs, disabilities, and certain family and/or religious preferences (e.g. vegetarian, no meat, etc.).

**Procedure:**
1. Children who require a special menu will be referred to the Nutrition Manager by the family advocates, director/owner, or teaching staff. Special menus are developed for children with food allergies, sensitivities or intolerances. Doctor’s note is required for food allergies and parent note is required for food intolerances (like lactose intolerance).

2. Menus for children with medical dietary needs, including children with disabilities will be provided by the Nutrition Manager. The Nutrition Manager will provide training as appropriate. The menus will have the child’s initials (first two letters of the first and last name), ChildPlus ID number, and classroom in the heading.

3. In the event of a disability or exposure to food or substances identified to cause an anaphylaxis reaction (severe allergic reaction), program staff will follow plans documented on the Emergency Care Plan. This plan will be completed and provided before the child attends the program or as soon as identified by the physician.

4. Menus for children with religious and personal preferences of parents will be provided, to the extent possible. The menus will have the child’s initials (first two letters of the first and last name), ChildPlus ID number, and classroom in the heading.

5. The special menus along with Allergy Roster and Emergency Care Plan will be placed in a pocket folder which will read Special Menus or Allergies on it (for immediate recognition by the staff) and posted in every classroom for access by program staff. Allergy Roster will contain names of all The Neighborhood Place for Early Head Start children with allergies and food intolerances; names of children for the classroom will be highlighted. Special Menus and Allergy Roster will also be posted in the kitchen.
TOOTHBRUSHING

Regulation Reference:
Head Start Performance Standard 1302.43

Policy:
A program must promote effective oral health hygiene by ensuring all children with teeth are assisted by appropriate staff, or volunteers, if available, in brushing their teeth with toothpaste containing fluoride once daily.

Procedure:

1. Toothbrushing Process
   a. All children with teeth shall brush their teeth at least once, after a meal. The children will rinse their mouths with water during the other two meals.
   b. The caregiver/teacher should either brush the child’s teeth or supervise as the child brushes his/her own teeth. The younger the child, the more the caregiver/teacher needs to be involved.
   c. Disposable gloves should be worn by the caregiver/teacher if contact with a child's oral fluids is anticipated.
   d. To prevent cross contamination, toothpaste shall not be placed directly on the toothbrush from the tube.
      i. Each classroom will be responsible for creating a procedure of distributing the toothpaste in a manner that prevents cross contamination.
      ii. Classroom procedure must ensure that each child picks up only his or her own toothbrush.
   e. Babies with no teeth:
      i. Teachers are to wear disposable gloves and use a clean, moist gauze or adult fingertip toothbrush to clean a baby’s gums.
   f. Babies with at least one tooth and children under three years of age:
      i. The teacher should have children brush their teeth with only a smear (size of a rice grain) of fluoride toothpaste on a child-size brush.
   g. Children over three years of age:
      i. Teachers should use a pea-sized amount of fluoride toothpaste on a child-size toothbrush.

2. Toothbrush Storage
   a. Toothbrushes should never be allowed to touch one another.
   b. Toothbrushes should be rinsed before storing and should be allowed to air dry while in storage.
   c. Regardless of how the toothbrush is stored, the toothbrush should be covered to keep insects from getting to it. It is recommended that netting is used to cover the toothbrushes while allowing air flow.
   d. The storage container itself should be washed/sterilized quarterly.
   e. Each child’s toothbrush should have the child's name on it.
   f. It is preferable to store brushes with the handles down, so the water will run down the handle rather than onto the bristles.
3. Replacement of Toothbrush  
   a. Toothbrushes are to be replaced every three months

4. Early Head Start staff/teachers will receive training on the policies and procedures regarding toothbrushing.
**TRANSITION**

**Regulation Reference**
1302.70 (a-b) Transition from Early Head Start

(a) IMPLEMENTING TRANSITION STRATEGIES AND PRACTICES. An Early Head Start program must implement strategies and practices to support successful transitions for children and their families transitioning out of Early Head Start.

(b) TIMING FOR TRANSITIONS. To ensure the most appropriate placement and service following participation in Early Head Start, such programs must, at least six months prior to each child’s third birthday, implement transition planning for each child and family.

**Policy**
The Program will ensure that children and families enrolled in Early Head Start participate in, are prepared for and provided a smooth transition from Early Head Start into a developmentally appropriate preschool setting of their choice.

**Procedure**

*At twenty-nine (29) months*

Family Advocate will:
- meet with the parent to review the Transition Letter (Live Letter: CP 1012);
- identify a date and time for the thirty-month transition meeting;
- setup a conference line when it is very difficult for a participant to attend the meeting in person. Conference line can be requested at ELCHQReceptionist@elcmdm.org;
- give Head Start (HS) application and a list of all the Head Start locations to parents who have selected to transition their child to the Head Start program;
- confirm the desired Head Start location with parent, within 10 days after issuing the Transition Letter;
- complete Part I of the Transition tab in the Enrollment Module of ChildPlus and upload Follow-up Task Form.
- create a Transition event in ChildPlus under the Family Services Tab to enter notes
- notify the following of the transition meeting date and time (within a week of issuing the Transition Letter):
  - Owner/Director
  - EHS Disability Manager (if applicable)
  - EHS Nutrition Manager (if applicable)
  - EHS Mental Health Manager (if applicable)
  - EHS Health Manager (if applicable)
  - EHS Technical Assistance Specialist
  - HS representative (if parent is applying for HS)

Upon Notification owner/director will:
- identify the transition classroom;
- inform the teacher in the transition classroom of the meeting date and time; and
- plan classroom coverage for the transition meeting.

One week after being notified of the meeting date and time, Early Head Start Teacher will:
• conduct a parent-teacher conference to provide parent with and explain *A Look at My Child’s Development*.
• discuss the importance of transition with the parent.

Three weeks after notification, the EHS Technical Assistance Specialist will:
• ensure the EHS teacher conducted the parent-teacher conference to discuss the importance of transition and provide *A Look at My Child’s Development*.

**At thirty (30) months**

Family Advocate will:

• facilitate the 30-month transition meeting (see *Thirty-Month Transition Meeting Agenda*);
• create an Action Item for the Transition event in ChildPlus under the Family Services Tab to:
  ▪ enter the summary of the 30-month transition meeting; and
  ▪ enter all follow-up items that need to be completed prior to the three-month meeting.
• complete Part II of the Transition tab in the Enrollment Module of ChildPlus
• and upload the 35-month agenda, sign-in sheets, and *Follow-up Task Form*
• If applicable, upload the *Miami-Dade County Transition/Transfer Request* form in Part I of the Transition tab in the Enrollment Module of ChildPlus

For children with an Individualized Family Support Plan (IFSP), the following will be discussed:
• During the IFSP visit completed at age 24 months or older, Early Steps team will determine if the child is eligible for the referral to LEA (Local Education Agency/Miami Dade County Public Schools).
  ▪ Under the umbrella of Florida Diagnostic and Learning Resources System (FDLRS)
• If eligible for referral, Early Steps Service Coordinator will provide the parents with the brochure explaining the referral process for transition from Part C to Part B (Early Steps to MDCPS) services.
• As per parental consent, Early Steps Service Coordinator will send the referral packet to MDCPS

EHS Technical Assistance Specialist will:
• identify appropriate transition schedule, in conjunction with the teacher and parent, on the *Classroom Visit Schedule for Transition*;
• explain the *Classroom Visit Schedule for Transition* to the parent and teacher;
• obtain all appropriate parties’ signatures on the *Classroom Visit Schedule for Transition*;
• give the original *Classroom Visit Schedule for Transition* to the teacher;
• give a copy of the *Classroom Visit Schedule for Transition* to the parent;
• create a Transition Event in the Education Module of ChildPlus, enter notes summarizing the education discussion in the 30-month transition meeting, and upload the *Classroom Visit Schedule for Transition*.
• complete Part II of the Transition tab in the Enrollment Module of ChildPlus

**At thirty-one (31), thirty-two (32), and thirty-three months**

Family Advocate will:
• discuss transition progress during the usual monthly follow-up conversations;
• create an Action Item for the Transition event in ChildPlus under the Family Services Tab for all follow-up conversations concerning transition.

**At thirty-four (34) months** *(if first transition meeting, follow the Thirty-Month Agenda)*

Family Advocate will:
facilitate the 34-month transition meeting (see Thirty-Four Month Transition Meeting Agenda);
create an Action Item for the Transition event in ChildPlus under the Family Services Tab to:
- enter the summary of the 34-month transition meeting; and
- enter all follow-up items that need to be completed prior to the one-month meeting.
complete and upload Part III of the Transition tab in the Enrollment Module of ChildPlus and upload the 34-month agenda, sign-in sheets, and Follow-up Task Form.

For children with an Individualized Family Support Plan (IFSP), the following will be discussed:
- Miami Dade County Public School will send a letter by mail notifying the parent of the date and time of the staffing appointment/development of the Individualized Education Plan (IEP).
- Between the ages of 33 months and 36 months, the child will attend a final evaluation appointment at Early Steps.
  - Must attend appointment in order to have accurate developmental results for the staffing appointment with MDCPS. If final appointment with Early Steps is missed the transition process with Miami-Dade County Public Schools will be delayed.

EHS Technical Assistance Specialist will:
- create an Action item in the Transition event and enter notes summarizing the education discussion in the 34-month transition meeting; and
- upload the updated Classroom Visit Schedule for Transition to the Action item.
- complete Part III of the Transition tab in the Enrollment Module of ChildPlus

At thirty-five (35) months (if first transition meeting, follow the Thirty-Month Agenda) - Optional
Family Advocate will:
- facilitate the 35-month transition meeting (see Thirty five-Month Transition Meeting Agenda);
- create an Action Item under the Transition event to:
  - enter the summary of the 35-month transition meeting; and
  - enter all follow-up items that need to be completed prior to the one-month meeting.
- complete and upload Part IV of the Transition tab in the Enrollment Module of ChildPlus and upload the 35-month agenda, and sign-in sheets.

For children with an Individualized Family Support Plan (IFSP), the following will be discussed:
- Revisit topics discussed during meeting #2.
- Obtain staffing appointment date and time (if available).
- Explain process of extension of services if the staffing has not occurred prior to the child’s third birthday
  - Request extension to ERSEA Manager/Disabilities and Mental Health Manager
- Request copy of IEP. Obtain copy of IEP if already completed.

EHS Technical Assistance Specialist will:
- create an Action item in the Transition event and enter notes summarizing the education discussion in the 35-month transition meeting; and
- upload the updated Classroom Visit Schedule for Transition to the Action item.

Post 35-month meeting
Family Advocate will continue to do monthly contacts with the family until the child leaves the program.

Within 1-week before transition occurs:

EHS Technical Assistance Specialist will:
- support teachers on implementing a Good-Bye Day in current classroom (activity will be documented in *Child Planning Form*)
- complete and upload Part IV of the *Transition* tab in the *Enrollment Module* of ChildPlus

**Family Advocate will:**
- give a copy of *A Look at My Child’s Development* to the new center.
- complete and upload Part V of the *Transition* tab in the *Enrollment Module* of ChildPlus

**Within 1-week after transition occurs:**
*EHS Technical Assistance Specialist will:*
- conduct a final audit of the Education Tab of the child’s chart using the Audit Form
- complete and upload Part VI of the *Transition* tab in the *Enrollment Module* of ChildPlus

**Family Advocate will:**
- finalize “Family Goal” event by changing goal progress to “completed” and adding an action note to close the event.
- close out each content area by uploading documents and adding notes in ChildPlus.
- conduct a final audit of the child’s chart using the Audit Form.
- complete and upload Part VI of the *Transition* tab in the *Enrollment Module* of ChildPlus
USE OF FUNDS (CHILD HEALTH)

**Regulation Reference:**
*Head Start Program Performance Standards 1302.42(e)(2)*

**Policy:**
Program funds may be used to pay for medical and dental services when no other source of funding is available and causes a hardship on the family.

**Procedure:**
1. When a child must receive medical or dental and the child doesn’t have insurance or the necessary funds to cover the cost of the service, a written request will be sent to the Health Manager.
2. The request must include:
   a. A doctor’s note stating the procedure needed and the consequences of not doing the procedure.
   b. Proof of denial of medical/dental insurance, Medicaid or clinic payment plan.
   c. A summary of all the procedures to be done and the cost of each procedure.
   d. Parent’s letter and supporting documents stating why they are unable to pay fully or on a payment plan for the procedure(s) and how this will cause a hardship on the family.
   e. Health Advisory Ad Hoc Committee will be formed to review cases that request the program to pay for the health/dental services.
USE OF FUNDS (CHILD NUTRITION)

Regulation Reference:
Head Start Program Performance Standards 1302.42(e)(1-2)
Head Start Program Performance 1302.44(b)

Policy:
Program funds will be used for purchase formula and allowable food supplies/utensil/adaptive eating devices/equipment when not covered by the United States Department of Agriculture (USDA).

Procedure:
1. When nutrition or food service costs are not covered by USDA, the owner may submit a request for approval to purchase the food and/or equipment.

2. The Nutrition Manager will review the request to ensure it is allowable and necessary for the nutrition services, and can’t be paid using USDA funds.

3. If approved and after purchase, the owner will submit request for reimbursement and receipts to the Nutrition Manager.

4. The Nutrition Manager will review reimbursement request and supporting documents prior to approving.

5. The Nutrition Manager will submit the reimbursement request and supporting documents to the VP of EHS for approval.

6. Once approved by the Nutrition Manager and the VP for EHS, the request and supporting documents will be submitted to finance for payment processing.
ATTACHMENT 1

Click on document below to link to full document
ATTACHMENT 1B

Click on document below to link to full document.
Password Securing a PDF Document:

1. Open document
2. Go to File and select Properties
3. In the Security Tab go to the drop-down arrow for Security Method and select Password Security
Password Securing an Excel Document:

1. Open document
2. Select the File tab.

3. In Info select Protect Workbook
Password Securing a Word Document:

1. Open document
2. Select the File tab.
3. In Info select Protect Document
# Home Visit Form

<table>
<thead>
<tr>
<th>Family Advocate Name:</th>
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<tbody>
<tr>
<td>Date of Home Visit:</td>
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<tr>
<td>Start Time:</td>
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<tr>
<td>End Time:</td>
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<tr>
<td>Parent/Guardian(s):</td>
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<tr>
<td>Child's Name:</td>
</tr>
<tr>
<td>Child's DOB:</td>
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<tr>
<td>Child Plus ID:</td>
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<td>Present at Home Visit:</td>
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<tr>
<td>□ Child</td>
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<td>□ Mother</td>
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<td>□ Father/Partner</td>
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<td>□ Grandparent</td>
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<td>□ Sibling</td>
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<td>□ Other (list all):</td>
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<tr>
<td>Purpose of Home Visit:</td>
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<tr>
<td>Location of Home Visit:</td>
</tr>
<tr>
<td>□ Home</td>
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<tr>
<td>□ Other (explain):</td>
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<tr>
<td>Discussions/ Home Visitor Activities:</td>
</tr>
<tr>
<td>□ Health (Dr. visits, dental, mental health, nutrition, Well Baby’s, immunizations)</td>
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<tr>
<td>□ Attendance (Attendance Intervention Plan, Attendance Checkup, Attendance Success Plan)</td>
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<td>□ Family Services (Goal Setting, Follow up, Needs Assessments)</td>
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<td>Family Goals:</td>
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<td>□ Progress</td>
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<td>Date:</td>
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<tr>
<td>Parent/ Guardian Signature:</td>
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<tr>
<td>Date:</td>
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Goods/Services Contribution Guidelines

Goods Contribution

Goods contribution is a voluntary transfer of tangible items to The Neighborhood Place for Early Head Start, a division of the Early Learning Coalition Miami-Dade/Monroe, transferred without expectation of return. “Without expectation of return” means that nothing of value (i.e., press coverage, sponsor recognition, etc.) is expected in exchange for the gift, though you can of course offer such benefits. Examples of non-cash contributions include but are not limited to classroom materials, toothpaste, toothbrushes, training materials, etc.

Services Contribution

Services contribution is a non-tangible item, which is provided by a donor to The Neighborhood Place for Early Head Start. Examples of services include but are not limited to trainings, conference room use, painting a space, etc.

Guidelines

All goods and services should be reported using the Goods/Services Sponsorship form on page two. The donor is responsible for assigning a value to the goods or services. The Neighborhood Place for Early Head Start is responsible for determining if the goods and services is reasonable, allowable, and necessary.

Up to 100% of your contribution may be tax deductible. Please check with your tax consultant for details. The Neighborhood Place for Early Head Start, a division of the Early Learning Coalition is a 501(c)(3) nonprofit organization.
Goods/Services Sponsorship

Thank you for your goods and/or services contribution to The Neighborhood Place for Early Head Start (TNPEHS). The Neighborhood Place for Early Head Start provides low-income families with comprehensive services for children. Please complete the following information so we may accurately process your commitment.

Organization/Individual Name: __________________________ Title: __________________________
Contact Name: __________________________ Address: __________________________
City: __________________________ State: __________________________ Zip Code: __________________________
Telephone: __________________________ Fax Number: __________________________
Email: __________________________
Signature: __________________________

Please submit this form to NFS@elcmdm.org

Contribution Information:

☐ Goods Contribution  ☐ Services Contribution

Description of Contribution: __________________________

Date of Contribution: ____________  Estimated Value: ____________

By signing this form, you are committing to supply the goods and/or services contribution as noted on this form on or by the written date.

For more information about The Neighborhood Place for Early Head Start, a division of the Early Learning Coalition, please visit www.elcmdm.org.

Office Use Only:
Verified receipt of goods/services by (electronic signature):

Acceptance Determination:
Sponsorship is: ☐ Approved as allowable, reasonable, allocable, and necessary  ☐ Denied
Reason for denial: ☐ Not Allowable  ☐ Not Reasonable  ☐ Not Necessary
If not reasonable, return to donor for a re-evaluation.

Staff's determination signature (electronic signature):
### THE NEIGHBORHOOD PLACE FOR EARLY HEAD START

**Volunteer In-Kind Form**

**Volunteer’s Name:**

**Volunteer’s Address:**

**Phone Number:**

**Child’s Name:**

**Center:**

**Classroom:**

**Month/Year:**

**Parent** □  **Foster Parent** □  **Non-Parent** □  **Agency** □  **Business** □  **Sibling** □  **Intern**

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### Detailed Record of Volunteer Hours Worked

<table>
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<th>Day</th>
<th>Time In</th>
<th>Time Out</th>
<th>Volunteer Hours</th>
<th>Hourly Rate</th>
<th>Total Hours x Rate</th>
<th>Description of Volunteer Service</th>
<th>Volunteer’s Signature</th>
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<td>15 min = 0.25</td>
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<td>Please briefly describe the volunteer services or donation provided to the organization for the current month.</td>
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**Total Volunteer Hours:**

**Total In-kind Amount:**

Receipt of the above described personal service is hereby acknowledged by the undersigned.

**Provider/Staff Signature:**

**Date:**

---

**OFFICE OF HEAD START**

**The Neighborhood Place for Early Head Start**

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# FLORIDA DEPARTMENT OF EDUCATION
## TRAVEL AUTHORIZATION REQUEST

### ATTACHMENT 6

**DEPARTMENT**

**NAME OF TRAVELER**

**STATE OF TRAVEL**

**TRAVEL PURPOSE**

**TRAVEL PERIOD FOR MONTH(S) AND YEAR**

**DESTINATION CITY/TOWN(S)**

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</table>

**ESTIMATED COSTS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
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<tbody>
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</table>

**PURPOSE OF TRAVEL**

Please state statement with "PURPOSE OF TRAVEL IS:

**TRAVELER'S SIGNATURE**

**APPROVED BY SUPERVISOR**

**APPROVED BY BUREAU CHIEF**

**ACCOUNTING H&R RECIEVABLE TRAVEL AUTHORIZATION TO TRAVEL VOUCHER**

**BUDGET REVIEWED AND APPROVED BY:**

**PHONE NUMBER**

**AUDITORS SIGNATURE**

**PAGE 1 OF 2**
This training is a requirement of the Early Head Start Program. In order for Policy Council members to understand and oversee the Head Start grant, they are must be trained on the program and its regulations. The grant allows for reimbursement of reasonable expenses. 1301.3 [e] Reimbursement. A program must enable low-income members to participate fully in their policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.
Out-of-Town Checklist

Traveler’s Name: ___________________________________________________________

Travel Dates: ____________________________________________________________

Dear Traveler,

As you travel on business, please use this checklist and travel envelope to keep all of your documents secure. Upon your return, you will have 5 business days to submit:
- your travel envelope;
- this checklist; and
- all of the original supporting documents to the person below.

Remember to label all of your original supporting documents with your name and keep copies (hard or electronically) for your records.

Original Supporting Documents to submit:
- Printed Boarding Pass, not electronic (if applicable)
- Rental car return receipt (if applicable)
- Transportation receipts, i.e. Uber or Lyft (if applicable)
- Gas, toll and parking receipts when using a rental car or parking at the airport (if applicable)
- Hotel receipt (Important: Hotel receipt must show room total minus taxes, have a $0 balance and charged to ELC’s Amex credit card)
- Conference Summary Form

Submit to:

Staff Name: ____________________________________________________________

Address: ______________________________________________________________

City: ___________________________ Zip Code: ____________________________

Phone Number: _______________________________________________________

For weekend or evening emergencies, please call:

Name: _________________________________________________________________

Phone #: ______________________________________________________________

Wishing you safe travels and a wonderful conference experience!
Ear y Learning Coalition Finance Office

Certification Statement for
Lost Receipt(s)

Traveler Name: 

Department: 

Date of Expense: 

Receipt Amount: 

Type of expense (i.e. hotel, taxi, etc.): 

Reason receipt is lost: 

I hereby certify that the original receipt paid by the ELC is lost but is needed in order to reconcile all Amex charges. I also, hereby certify that the original receipt paid out of pocket will not be submitted for reimbursement or payment through any other reimbursement.

In the event an original hotel receipt is lost the traveler shall contact hotel directly and request a duplicate receipt for reimbursement.

In the event a boarding pass is lost and the airline cannot provide a duplicate the traveler shall provide an additional memo certifying the boarding pass was lost along with original flight confirmation.

In the event the original receipt was incurred by travel a copy of the amount charged on a bank/credit card statement will accompany the lost receipt form.

I understand that the frequent use of the lost receipt form may result in non-approval of future travel request.

Signature of Traveler

Supervisor Signature

Date
# Request Form

**Request for Trainings and Travel**

## Date:

**Requester Name:**

**Department/Program/Grant:**

**Office Location:**

<table>
<thead>
<tr>
<th># of Travelers</th>
<th>Purpose of Travel</th>
<th>Benefit to Coalition</th>
<th>Total SS amount of travel (incl. registration, air, car rentals &amp; hotel for all travelers)</th>
<th>Dates of travel</th>
</tr>
</thead>
<tbody>
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</table>

## NAME OF EACH TRAVELER

<table>
<thead>
<tr>
<th>NAME OF EACH TRAVELER</th>
<th>FUND SOURCE</th>
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<tbody>
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## Administrative Approval

<table>
<thead>
<tr>
<th>Requester Name</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Head of Department Name</th>
<th>Signature</th>
<th>Date</th>
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</table>

## Budget Approval

(This portion is to be filled out by budget dept.)

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>General Ledger Account</th>
<th>Budget Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>65500 – Out of town travel</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Director of Budget</th>
<th>Signature</th>
<th>Date</th>
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</table>

## ELT Approval

<table>
<thead>
<tr>
<th>Chef Operating Officer</th>
<th>Signature</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angelo Parrino</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Approval Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
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</tbody>
</table>
Action Requested: Approve the Evaluation Committee's recommendation to award a contract for RFP#ELCMDM2019-05 (Developmental Services), and authorize the President and CEO to negotiate and execute a contract with the selected vendor.

Fiscal Impact: An approximate amount of $385,000.00 prorated for fiscal year 2019-2020, which is subject to the availability of funding.

Funding Source: Florida Office of Early Learning

Strategic Goal:
- Neediest Children
- Youngest Children
- Educate All
- Providers
- Internal Capacity
- Funding

RESOLUTION: 12022019-01

APPROVE THE EVALUATION COMMITTEE’S RECOMMENDATION TO AWARD A CONTRACT FOR RFP#ELCMDM2019-05 (DEVELOPMENTAL SERVICES), AND AUTHORIZE THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE A CONTRACT WITH THE SELECTED VENDOR.

WHEREAS, the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the “Board”) has been apprised of the program goals through the attached narrative, hereby incorporated by reference and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action and has presented said action to the Board for adoption and approval;

WHEREAS, the Board approves the adoption of this action;

NOW, THEREFORE, be it resolved that the Board shall authorize the approval of the Evaluation Committee’s recommendation to award a contract for RFP#ELCMDM2019-05 (Developmental Services), and authorize the President and CEO to negotiate and execute a contract with the selected vendor.
The foregoing resolution and attachment was offered by __________, who moved its approval. The motion was seconded by __________, and upon being put to a vote, the vote was as follows: ________________________.

The vote was recorded as listed in the attached roll sheet.

The chairperson thereupon declared this resolution duly passed and adopted this 2\textsuperscript{nd} day of December, 2019.

EARLY LEARNING COALITION
OF MIAMI-DADE/MONROE, INC,

By: __________________________
Board Secretary
Background:

Resolution #06032019-01 authorized the President and CEO to release a Request for Proposal (RFP) for Developmental Screenings and Individualized Follow-up. On September 16, 2019, the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the Coalition) released RFP#ELCMDM2019-05 for Developmental Services. On or before October 18, 2019, the Coalition received one (1) proposal from the following vendor:

- Citrus Health Network, Inc.

Legal Counsel reviewed the proposal on October 18, 2019; the proposal was deemed responsive.

On October 25, 2019, the proposal was reviewed by the following four (4) evaluators who made up the Evaluation Committee.

**Evaluation Committee Members:**

| 1. Jennifer Mirabal, Ph.D., Instructor - Florida International University |
| 2. Andrea Adelman, Ph.D., Program Director and Instructor- Florida International University |
| 3. Maria Schrack, Inclusion Manager - Early Learning Coalition of Miami-Dade/Monroe, Inc. |
| 4. Michelle Toral, Head Start Section Manager - Miami-Dade County Community Action and Human Services Department |

On November 12, 2019, at the second Evaluation Committee Meeting, the committee moved and passed a motion to recommend that the Coalition award a contract to Citrus Health Network, Inc. Awarding the contract to the sole proposer is in the Coalition’s best interest because there cannot be a gap in services as these services must be ongoing. Additionally, the proposer received a high rating from the evaluators, and the proposer’s performance in prior years has been satisfactory.

<table>
<thead>
<tr>
<th>Proposer’s Name</th>
<th>Final Rating (Max 400)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citrus Health Network, Inc.</td>
<td>390</td>
</tr>
</tbody>
</table>
### Evaluation Scorecard:

<table>
<thead>
<tr>
<th>RFP # ELCMDM2019-05 Developmental Services</th>
<th>Max. Score</th>
<th>Citrus Health Network, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organizational Capacity</strong></td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>1. The organizational history and background of successful implementation of prior comprehensive projects provides specific indications for success of this program.</td>
<td>7</td>
<td>6</td>
</tr>
<tr>
<td><strong>Program Management</strong></td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>1. Proposal describes in detail program management scheme including an organizational and program flow chart of program's management.</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>2. Narrative clearly describes the parent notification and continued parent engagement protocols for children who are eligible for all types of individualized supports.</td>
<td>15</td>
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</tr>
<tr>
<td>3. Narrative clearly describes the continuum of individualized supports for children whose developmental screening results indicate concern, including but not limited to: Analysis of Concern, Child Plans, Environmental Support Plans, referrals and extended services.</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>4. Narrative details a plan that promotes the importance of developmental screening geared towards parents/guardians and providers.</td>
<td>3</td>
<td>2</td>
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<tr>
<td>5. Provide a plan for project management tracking.</td>
<td>2</td>
<td>2</td>
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<tr>
<td>6. Sample reports.</td>
<td>2</td>
<td>2</td>
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<tr>
<td>7. Narrative provides examples of related agencies and the ability to collaborate with community agencies.</td>
<td>3</td>
<td>3</td>
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<tr>
<td><strong>Staffing</strong></td>
<td>15</td>
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<tr>
<td>1. Staffing narratives provides clear descriptions of each position to be used to implement the work plan.</td>
<td>10</td>
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<tr>
<td>2. Staffing plans indicate exemplary levels of education of identified staff as needed and identified by job responsibilities.</td>
<td>5</td>
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<tr>
<td><strong>Work Plan</strong></td>
<td>23</td>
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<tr>
<td>1. Work plan clearly delineates screening follow-up process for all children whose developmental screening results indicate a concern or fall within the monitor range.</td>
<td>10</td>
<td>10</td>
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<tr>
<td><strong>Budget</strong></td>
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<tr>
<td>1. Budget reflects staffing requirements.</td>
<td>4</td>
<td>4</td>
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<tr>
<td>2. Budget and narrative shows calculations of non-personnel programmatic costs.</td>
<td>3</td>
<td>3</td>
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<tr>
<td>3. Budget is reflective of limitations of indirect allocations</td>
<td>3</td>
<td>3</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>100</td>
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<tr>
<td><strong>TOTAL SUM</strong></td>
<td>490</td>
<td>390</td>
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<tr>
<td><strong>AVERAGE</strong></td>
<td>100</td>
<td>98</td>
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</tbody>
</table>
Action Requested: Approve the Evaluation Committee’s recommendation to award a contract for RFP#ELCMDM2019-06 (Phone Service Support and Maintenance), and authorize the President and CEO to negotiate and execute a contract with the selected vendor.

Fiscal Impact: An approximate amount of $135,000.00 prorated for fiscal year 2019-2020, which is subject to the availability of funding.

Funding Source: APOOL*

Strategic Goal: ☑ Neediest Children  ☑ Providers
☑ Youngest Children  ☑ Internal Capacity
☑ Educate All  ☐ Funding

RESOLUTION: 12022019-02

APPROVE THE EVALUATION COMMITTEE’S RECOMMENDATION TO AWARD A CONTRACT FOR RFP#ELCMDM2019-06 (PHONE SERVICE SUPPORT AND MAINTENANCE), AND AUTHORIZE THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE A CONTRACT WITH THE SELECTED VENDOR.

WHEREAS, the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the “Board”) has been apprised of the program goals through the attached narrative, hereby incorporated by reference and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action and has presented said action to the Board for adoption and approval;

WHEREAS, the Board approves the adoption of this action;

NOW, THEREFORE, be it resolved that the Board shall authorize the approval of the Evaluation Committee’s recommendation to award a contract for RFP#ELCMDM2019-06 (Phone Service Support and Maintenance), and authorize the President and CEO to negotiate and execute a contract with the selected vendor.

*APOOL (Specific Funding Sources): Department of Health and Human Services, Administration for Children and Families, Florida Department of Children and Families, Department of Education Office of Early Learning Miami-Dade and Monroe (School Readiness Services, Voluntary Prekindergarten Services), Ocean Reef Community Foundation, Monroe County School District, Teen Parent Program, The Children’s Trust.
The foregoing resolution and attachment was offered by __________, who moved its approval. The motion was seconded by __________, and upon being put to a vote, the vote was as follows: _______________________.

The vote was recorded as listed in the attached roll sheet.

The chairperson thereupon declared this resolution duly passed and adopted this 2nd day of December, 2019.

EARLY LEARNING COALITION
OF MIAMI-DADE/MONROE, INC,

By: __________________________
Board Secretary
Background:

Resolution #06032019-04 authorized the President and CEO to release a Request for Proposal (RFP) for Phone Service Support and Maintenance. On September 16, 2019, the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the Coalition) released RFP#ELCMDM2019-06 for Phone Service Support and Maintenance. On or before October 18, 2019, the Coalition received two (2) proposals from the following vendors:

- Sofla Voice and Data Inc.
- Hotwire Telecom Inc.

Legal Counsel reviewed the proposals on October 18, 2019; the proposals were deemed responsive.

On October 25, 2019, the proposals were reviewed by the following four (4) evaluators who made up the Evaluation Committee.

Evaluation Committee Members:

<table>
<thead>
<tr>
<th>1. Sheryl Borg, IT Director – The Children's Trust</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Hubert Cesar, MSIS, Chief Information Officer – Early Learning Coalition of Broward County, Inc.</td>
</tr>
<tr>
<td>3. Terrence Brennan, SAMIS Director – Children's Services Council</td>
</tr>
</tbody>
</table>

On November 12, 2019, at the second Evaluation Committee Meeting, the committee moved and passed a motion to recommend that the Coalition award a contract to **Sofla Voice and Data Inc.**

<table>
<thead>
<tr>
<th>Proposer’s Name</th>
<th>Final Rating (Max 400)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sofla Voice and Data Inc.</td>
<td>388</td>
</tr>
<tr>
<td>Hotwire Telecom Inc.</td>
<td>261</td>
</tr>
</tbody>
</table>
## Evaluation Scorecard:

<table>
<thead>
<tr>
<th>Category</th>
<th>Vendor</th>
<th>#1</th>
<th>#2</th>
<th>#3</th>
<th>#4</th>
<th>#1</th>
<th>#2</th>
<th>#3</th>
<th>#4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organizational Capacity</strong></td>
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<td></td>
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</tr>
<tr>
<td>1. Does the proposal include software version of the 'phone/dialing' utility (no physical phone required)?</td>
<td>30</td>
<td>10</td>
<td>8</td>
<td>6</td>
<td>8</td>
<td>10</td>
<td>7</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>2. Does the proposal include monthly charges for customisation of the call tree and in Contact Programming?</td>
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<td>10</td>
<td>7</td>
<td>8</td>
<td>6</td>
<td>10</td>
<td>5</td>
<td>7</td>
<td>4</td>
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<tr>
<td>3. Is the system Cloud based?</td>
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<td>9</td>
<td>8</td>
<td>10</td>
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<tr>
<td><strong>Specifications</strong></td>
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<tr>
<td>4. Does the proposal include monthly charges for customisation of the call tree and in Contact Programming?</td>
<td>45</td>
<td>15</td>
<td>10</td>
<td>12</td>
<td>10</td>
<td>15</td>
<td>7</td>
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<tr>
<td>5. Does the proposal include 24/7 tech support?</td>
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<td>15</td>
<td>13</td>
<td>10</td>
<td>10</td>
<td>0</td>
<td>12</td>
<td>1</td>
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<tr>
<td>6. Does the proposal include warranties to replace damaged or defective phone equipment?</td>
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<td>15</td>
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<td>12</td>
<td>5</td>
<td>10</td>
<td>0</td>
<td>12</td>
<td>1</td>
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<tr>
<td><strong>Documentation/Presentation</strong></td>
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<tr>
<td>7. Does the system provide monitoring and measuring tools to provide the Coalition with actionable usage feedback?</td>
<td>20</td>
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<td>10</td>
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<tr>
<td>8. Does the proposal include a description of the system's security?</td>
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<tr>
<td><strong>Pricing</strong></td>
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<tr>
<td>9. Competitive pricing as it relates to all proposing vendors.</td>
<td>25</td>
<td>15</td>
<td>15</td>
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<td>15</td>
<td>15</td>
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<tr>
<td>10. Pricing for 100 Mbps Fiber.</td>
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<tr>
<td><strong>AVERAGE</strong></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>120</td>
<td>98</td>
<td>65</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Action Requested: Approve the Evaluation Committee’s recommendation to award a contract for RFP#ELCMDM2019-07 (General Contracting Services), and authorize the President and CEO to negotiate and execute a contract with the selected vendor.

Fiscal Impact: The contract is for an approximate amount of $100,000.00 for fiscal year 2019-2020, which is subject to the availability of funding.

Funding Source: APOOL*

Strategic Goal:
- □ Neediest Children
- □ Youngest Children
- □ Educate All
- □ Providers
- ✔ Internal Capacity
- □ Funding

RESOLUTION: 12022019-03

APPROVE THE EVALUATION COMMITTEE’S RECOMMENDATION TO AWARD A CONTRACT FOR RFP#ELCMDM2019-07 (GENERAL CONTRACTING SERVICES), AND AUTHORIZE THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE A CONTRACT WITH THE SELECTED VENDOR.

WHEREAS, the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the “Board”) has been apprised of the program goals through the attached narrative, hereby incorporated by reference and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action and has presented said action to the Board for adoption and approval;

WHEREAS, the Board approves the adoption of this action;

NOW, THEREFORE, be it resolved that the Board shall authorize the approval of the Evaluation Committee’s recommendation to award a contract for RFP#ELCMDM2019-07 (General Contracting Services), and authorize the President and CEO to negotiate and execute a contract with the selected vendor.

* APOOL (Specific Funding Sources): Department of Health and Human Services, Administration for Children and Families, Florida Department of Children and Families, Department of Education Office of Early Learning Miami-Dade and Monroe (School Readiness Services, Voluntary Prekindergarten Services), Ocean Reef Community Foundation, Monroe County School District, Teen Parent Program, The Children’s Trust.
The foregoing resolution and attachment was offered by __________, who moved its approval. The motion was seconded by __________, and upon being put to a vote, the vote was as follows: ____________________.

The vote was recorded as listed in the attached roll sheet.

The chairperson thereupon declared this resolution duly passed and adopted this 2nd day of December, 2019.

EARLY LEARNING COALITION
OF MIAMI-DADE/MONROE, INC,

By: __________________________
Board Secretary
Background:

Resolution #08052019-03 authorized the President and CEO to release a Request for Proposal (RFP) for Assessments and General Repairs/Improvements for Early Learning Coalition of Miami-Dade/Monroe, Inc. locations. On September 16, 2019, the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the Coalition) released RFP#ELCMDM2019-07 for General Contracting Services. On or before October 18, 2019, the Coalition received one (1) proposal from the following vendor:

- Builcore Inc.

Legal Counsel reviewed the proposal on October 18, 2019; the proposal was deemed responsive.

On October 25, 2019, the proposal was reviewed by the following three (3) evaluators who made up the Evaluation Committee.

Evaluation Committee Members:

<table>
<thead>
<tr>
<th>1. Fred Hicks, Chief Information Officer - Early Learning Coalition of Miami-Dade/Monroe, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Trish Turner, Vice President of Human Resources and Admin Services - Early Learning Coalition of Miami-Dade/Monroe, Inc.</td>
</tr>
<tr>
<td>3. Hubert Cesar, Chief Information Officer - Early Learning Coalition of Broward County, Inc.</td>
</tr>
</tbody>
</table>

On November 12, 2019, at the second Evaluation Committee Meeting, the committee moved and passed a motion to recommend that the Coalition award a contract to Builcore Inc. Awarding the contract to the sole proposer is in the Coalition’s best interest because ongoing business demands our service centers to be properly maintained in order to facilitate the services provided to our clients. Additionally, the proposer received a high rating from the evaluators, and the proposer complies with the Davis-Bacon Act.

<table>
<thead>
<tr>
<th>Proposer’s Name</th>
<th>Final Rating (Max 300)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Builcore Inc.</td>
<td>276</td>
</tr>
</tbody>
</table>
### Evaluation Scorecard:

<table>
<thead>
<tr>
<th>RFP # ELMCRM2019-07</th>
<th>General Contracting Services</th>
<th>Max Score</th>
<th>Bullcore Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>#1</td>
<td>#2</td>
</tr>
<tr>
<td><strong>Organizational Capacity</strong></td>
<td></td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>1 Has demonstrated knowledge of the Davis-Bacon Act.</td>
<td>5</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>2 Has demonstrated knowledge of the Davis-Bacon Act.</td>
<td>5</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>3 Has a team of qualified employees or subcontractors for the work required.</td>
<td>15</td>
<td>15</td>
<td>12</td>
</tr>
<tr>
<td>4 Ability to provide bonding/or security as required.</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td><strong>Experience</strong></td>
<td></td>
<td>43</td>
<td></td>
</tr>
<tr>
<td>1 Has at least 5 years relevant experience.</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>2 Has demonstrated history of successfully completing projects on time and within budget.</td>
<td>5</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>3 Has demonstrated experience in successfully completing projects of similar size and scope.</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>4 Has demonstrated experience working with non-profit organizations similar to the Early Learning Coalition.</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>5 Has demonstrated experience in working with office location projects.</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>6 Has demonstrated experience working with state and federal grants.</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>7 Has demonstrated experience in meeting the requirements of the Davis-Bacon Act.</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>8 Has received positive recommendations from references on past projects completed.</td>
<td>10</td>
<td>10</td>
<td>9</td>
</tr>
<tr>
<td><strong>Proposal</strong></td>
<td></td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>1 Provided a clear presentation.</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>2 Addressed all items on the RFP.</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>3 Presented a sound and effective methodology and timeframe for completing the multiple work orders simultaneously.</td>
<td>15</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>4 Presented a clear proposal.</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>100</td>
<td>97</td>
</tr>
<tr>
<td><strong>TOTAL SUM</strong></td>
<td></td>
<td>300</td>
<td>276</td>
</tr>
<tr>
<td><strong>AVERAGE</strong></td>
<td></td>
<td>100</td>
<td>92</td>
</tr>
</tbody>
</table>
Action Requested: Authorize the President and CEO to release a Request for Proposal (RFP) for Quality Materials for Miami-Dade and Monroe Counties.

Fiscal Impact: A total amount not to exceed $3,000,000.00 for the fiscal year 2020-2021, which is subject to the availability of funding.

Funding Source: APOOL*

<table>
<thead>
<tr>
<th>Strategic Goal</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Neediest Children</td>
<td></td>
</tr>
<tr>
<td>☑ Youngest Children</td>
<td></td>
</tr>
<tr>
<td>☑ Educate All</td>
<td></td>
</tr>
<tr>
<td>☑ Providers</td>
<td></td>
</tr>
<tr>
<td>□ Internal Capacity</td>
<td></td>
</tr>
<tr>
<td>□ Funding</td>
<td></td>
</tr>
</tbody>
</table>

RESOLUTION: 12022019-04

AUTHORIZE THE PRESIDENT AND CEO TO RELEASE A REQUEST FOR PROPOSAL (RFP) FOR QUALITY MATERIALS FOR MIAMI-DADE AND MONROE COUNTIES.

WHEREAS, the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the “Board”) has been apprised of the program goals through the attached narrative, hereby incorporated by reference and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action and has presented said action to the Board for adoption and approval;

WHEREAS, the Board approves the adoption of this action;

NOW, THEREFORE, be it resolved that the Board shall authorize the President and CEO to release a Request for Proposal (RFP) for Quality Materials for Miami-Dade and Monroe Counties.

*APOLL (Specific Funding Sources): Department of Health and Human Services, Administration for Children and Families, Florida Department of Children and Families, Department of Education Office of Early Learning Miami-Dade and Monroe (School Readiness Services, Voluntary Prekindergarten Services), Ocean Reef Community Foundation, Monroe County School District, Teen Parent Program, The Children’s Trust.
The foregoing resolution and attachment was offered by __________, who moved its approval. The motion was seconded by __________, and upon being put to a vote, the vote was as follows: ____________________.

The vote was recorded as listed in the attached roll sheet.

The chairperson thereupon declared this resolution duly passed and adopted this 2\textsuperscript{nd} day of December, 2019.

EARLY LEARNING COALITION
OF MIAMI-DADE/MONROE, INC,

By: ___________________________
Board Secretary
Background:

Early Learning Coalition of Miami-Dade/Monroe, Inc. (the Coalition) intends to release a Request for Proposal (RFP) to secure multiple vendors to provide educational materials to support the quality of services in early care and education programs. Materials include but are not limited to manipulatives, furniture, cribs, books and other developmentally appropriate materials.

For several years, the Coalition has utilized multiple vendors for quality initiative projects as well as Early Head Start Child Care Partnerships.

The following table illustrates the Request for Proposals and the proposed release dates:

<table>
<thead>
<tr>
<th>RFP Services</th>
<th>Proposed Dollar Not-To-Exceed Amount</th>
<th>Proposed Release Date</th>
<th>Proposed Contract Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality Materials</td>
<td>$3,000,000.00</td>
<td>January 2020</td>
<td>July 2020</td>
</tr>
<tr>
<td><strong>Total RFP amount for 2020-2021</strong></td>
<td>$3,000,000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Action Requested: Authorize the President and CEO to release a Request for Proposal (RFP) for Curriculum Materials for Miami-Dade and Monroe Counties.

Fiscal Impact: A total amount not to exceed $800,000.00 for the fiscal year 2020-2021, which is subject to the availability of funding.

Funding Source: APOOL*

Strategic Goal: ☑ Neediest Children ☑ Youngest Children ☑ Educate All ☑ Providers ☑ Internal Capacity ☑ Funding

RESOLUTION: 12022019-05

AUTHORIZE THE PRESIDENT AND CEO TO RELEASE A REQUEST FOR PROPOSAL (RFP) FOR CURRICULUM MATERIALS FOR MIAMI-DADE AND MONROE COUNTIES.

WHEREAS, the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the “Board”) has been apprised of the program goals through the attached narrative, hereby incorporated by reference and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action and has presented said action to the Board for adoption and approval;

WHEREAS, the Board approves the adoption of this action;

NOW, THEREFORE, be it resolved that the Board shall authorize the President and CEO to release a Request for Proposal (RFP) for Curriculum Materials for Miami-Dade and Monroe Counties.

*APOOL (Specific Funding Sources): Department of Health and Human Services, Administration for Children and Families, Florida Department of Children and Families, Department of Education Office of Early Learning Miami-Dade and Monroe (School Readiness Services, Voluntary Prekindergarten Services), Ocean Reef Community Foundation, Monroe County School District, Teen Parent Program, The Children’s Trust.
The foregoing resolution and attachment was offered by ___________, who moved its approval. The motion was seconded by ___________, and upon being put to a vote, the vote was as follows: ____________________

The vote was recorded as listed in the attached roll sheet.

The chairperson thereupon declared this resolution duly passed and adopted this 2nd day of December, 2019.

EARLY LEARNING COALITION
OF MIAMI-DADE/MONROE, INC,

By: __________________________
Board Secretary
Background:

High-quality early education produces long-lasting benefits for young children. The Early Learning Coalition of Miami-Dade/Monroe, Inc. (the Coalition) recognizes that the implementation of a developmentally appropriate curriculum is the fundamental building block of a high-quality program that improves the school readiness skills of all children. A curriculum includes the objectives for the knowledge and skills to be gained by children and the implementation strategies for learning experiences facilitated by informed parents and educators.

The Coalition intends to provide curricula materials and training to support early learning programs in the implementation of a Coalition approved curriculum that improves the quality of learning experiences for young children. A Request for Proposal (RFP) is needed to secure one or multiple vendors to provide quality curricula materials and training from an approved list of vendors. Curricula materials, training and enhancements include but are not limited to manipulatives, manuals/guides, books, compacts discs, digital video discs, assessments, content expert lecturer, and other developmentally appropriate materials and/or enhancements.

For several years, the Coalition has utilized multiple vendors for the following: Professional Development Institute, Quality Counts, Early Head Start Child Care Partnerships, and other quality initiatives.

The following table illustrates the Request for Proposals and the proposed release dates:

<table>
<thead>
<tr>
<th>RFP Services</th>
<th>Proposed Dollar Not-To-Exceed Amount</th>
<th>Proposed Release Date</th>
<th>Proposed Contract Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curricula Materials, Training, and Enhancements</td>
<td>$800,000.00</td>
<td>January 2020</td>
<td>July 2020</td>
</tr>
<tr>
<td>Total RFP amount for 2020-2021</td>
<td>$800,000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Early Learning Coalition Board of Directors Meeting

December 2, 2019

Resolution: 12022019-06

Action Requested: Authorize the President and CEO to release a Request for Proposal (RFP) for Provider Portal Hosting and Dashboard Services for Miami-Dade and Monroe Counties.

Fiscal Impact: A total amount not to exceed $235,000.00 for the fiscal year 2020-2021, which is subject to the availability of funding.

Funding Source: APOOL*

Strategic Goal: ☑ Neediest Children ☑ Providers
☑ Youngest Children ☑ Internal Capacity
☑ Educate All ☐ Funding

RESOLUTION: 12022019-06

AUTHORIZE THE PRESIDENT AND CEO TO RELEASE A REQUEST FOR PROPOSAL (RFP) FOR PROVIDER PORTAL HOSTING AND DASHBOARD SERVICES FOR MIAMI-DADE AND MONROE COUNTIES.

WHEREAS, the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the “Board”) has been apprised of the program goals through the attached narrative, hereby incorporated by reference and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action and has presented said action to the Board for adoption and approval;

WHEREAS, the Board approves the adoption of this action;

NOW, THEREFORE, be it resolved that the Board shall authorize the President and CEO to release a Request for Proposal (RFP) for Provider Portal Hosting and Dashboard Services for Miami-Dade and Monroe Counties.

*APOOL (Specific Funding Sources): Department of Health and Human Services, Administration for Children and Families, Florida Department of Children and Families, Department of Education Office of Early Learning Miami-Dade and Monroe (School Readiness Services, Voluntary Prekindergarten Services), Ocean Reef Community Foundation, Monroe County School District, Teen Parent Program, The Children’s Trust.
The foregoing resolution and attachment was offered by __________, who moved its approval. The motion was seconded by __________, and upon being put to a vote, the vote was as follows: ______________________.

The vote was recorded as listed in the attached roll sheet.

The chairperson thereupon declared this resolution duly passed and adopted this 2nd day of December, 2019.

EARLY LEARNING COALITION
OF MIAMI-DADE/MONROE, INC,

By: __________________________
Board Secretary
**Background:**

The Early Learning Coalition of Miami-Dade/Monroe, Inc. (the Coalition) is issuing a Request for Proposal (RFP) for Provider Portal Hosting and Dashboard Services for Miami-Dade and Monroe Counties. The current amount for services is $235,000.00 and has remained the same from 2019-2020 fiscal year.

Contractor will develop a website-based performance management dashboard. The dashboard will be developed using the Coalition’s existing SharePoint environment, which will require updates for full implementation. Phase II of the enterprise dashboard will ensure the viability of the organization is on constant display.

Also, the Contractor is responsible for maintaining and enhancing the Web-Based Database Project. Phase one of this project represents the development of School Readiness, Voluntary Pre-Kindergarten, Early Head Start, Ages and Stages Questionnaire (ASQ), Attendance and any other enhancements deemed necessary by the Coalition to the provider portal to enhance communication and services to over 1,600 childcare providers throughout Miami-Dade and Monroe, annually. The Web-Based Database will assist the Coalition with Provider portal enhancement to code, report, host, edit and provide portal fields to sustain necessary transactions for The Children’s Trust scholarship and private pay clients. In addition, the portal will support e-commerce type transactions, facilitate comprehensive project reporting and support transactional applications. The Contractor will also provide the Coalition access, training and support for the Web-Based Database Design Project. The site is providers.elcmdm.org, and during Phase VI the site must be enhanced in accordance to the needs of the Coalition to maintain what is built, prepare for the implementation of the State System or if State System is delayed. Further, the site will see enhancements as seen fit for Early Head Start.
Action Requested: Authorize the President and CEO to release a Request for Proposal (RFP) for Enterprise Network Support and Hosting Services for Miami-Dade and Monroe Counties.

Fiscal Impact: A total amount not to exceed $185,000.00 for the fiscal year 2020-2021, which is subject to the availability of funding.

Funding Source: APOOL*

Strategic Goal: ☑ Neediest Children ☑ Youngest Children ☑ Educate All ☑ Providers ☑ Internal Capacity ☑ Funding

RESOLUTION: 12022019-07

AUTHORIZE THE PRESIDENT AND CEO TO RELEASE A REQUEST FOR PROPOSAL (RFP) FOR ENTERPRISE NETWORK SUPPORT AND HOSTING SERVICES FOR MIAMI-DADE AND MONROE COUNTIES.

WHEREAS, the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the "Board") has been apprised of the program goals through the attached narrative, hereby incorporated by reference and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action and has presented said action to the Board for adoption and approval;

WHEREAS, the Board approves the adoption of this action;

NOW, THEREFORE, be it resolved that the Board shall authorize the President and CEO to release a Request for Proposal (RFP) for Enterprise Network Support and Hosting Services for Miami-Dade and Monroe Counties.

*APOOL (Specific Funding Sources): Department of Health and Human Services, Administration for Children and Families, Florida Department of Children and Families, Department of Education Office of Early Learning Miami-Dade and Monroe (School Readiness Services, Voluntary Prekindergarten Services), Ocean Reef Community Foundation, Monroe County School District, Teen Parent Program, The Children’s Trust.
The foregoing resolution and attachment was offered by __________, who moved its approval. The motion was seconded by __________, and upon being put to a vote, the vote was as follows: ______________________.

The vote was recorded as listed in the attached roll sheet.

The chairperson thereupon declared this resolution duly passed and adopted this 2nd day of December, 2019.

EARLY LEARNING COALITION
OF MIAMI-DADE/MONROE, INC,

By: __________________________
Board Secretary
Background:

The Early Learning Coalition of Miami-Dade/Monroe, Inc. (the Coalition) is issuing a Request for Proposal (RFP) for Enterprise Network Support and Hosting Services for Miami-Dade and Monroe Counties. Based on the current amount for services, $185,000.00 is estimated for the 2020-2021 fiscal year. The Enterprise Network Support and Hosting Services is needed to support the Coalition’s technology infrastructure.

The awarded agency shall provide the following services to the Coalition Management Information Services (MIS):

a. Ensure long term retention of organization’s emails up to ten (10) years.
b. Ensure secure and reliable backup of server configurations and other vital data.
c. Must ensure hosting support for legacy 2003 server.
d. Ensure redundancy for existing virtual images.
e. Must show 8 years of experience in hosting secure cloud services.
f. Ensure safe malware, virus free internet access.
g. Ensure reliable 24/7 access to public websites for clients seeking services.
h. Ensure professional technical assistance for network maintenance including wiring, security, and other network functions key to maintaining interoperability.
i. Plan should not include specifications to host/maintain/install desktop applications such as Microsoft Office.
j. Plan should include plans to support WYSE type devices for at least 100 users.
k. Plan must include cyber security infrastructure and protocols to ensure data, availability, integrity, and confidentiality.
Early Learning Coalition Board of Directors Meeting

December 2, 2019

Resolution: 12022019-08

Action Requested: Authorize the President and CEO to release an Invitation to Negotiate (ITN) for Office Furniture. This resolution also requests authorization and approval for the President and CEO to negotiate and execute a contract with the selected vendor.

Fiscal Impact: The contract is not-to-exceed $250,000.00 for fiscal year 2020-2021, subject to approval for legal sufficiency and form and which is subject to the availability of funding.

Funding Source: APOOL*

Strategic Goal: ☐ Neediest Children ☐ Youngest Children ☐ Educate All ☐ Providers ☐ Internal Capacity ☐ Funding

RESOLUTION: 12022019-08

AUTHORIZE THE PRESIDENT AND CEO TO RELEASE AN INVITATION TO NEGOTIATE (ITN) FOR OFFICE FURNITURE. THIS RESOLUTION ALSO REQUESTS AUTHORIZATION AND APPROVAL FOR THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE A CONTRACT WITH THE SELECTED VENDOR.

WHEREAS, the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the "Board") has been apprised of the program goals through the attached narrative, hereby incorporated by reference and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action and has presented said action to the Board for adoption and approval;

WHEREAS, the Board approves the adoption of this action;

NOW, THEREFORE, be it resolved that the Board shall authorize the President and CEO to release an Invitation to Negotiate (ITN) for Office Furniture. This resolution also requests authorization and approval for the President and CEO to negotiate and execute a contract with the selected vendor.

*APOOL (Specific Funding Sources): Department of Health and Human Services, Administration for Children and Families, Florida Department of Children and Families, Department of Education Office of Early Learning Miami-Dade and Monroe (School Readiness Services, Voluntary Prekindergarten Services), Ocean Reef Community Foundation, Monroe County School District, Teen Parent Program, The Children’s Trust.
The foregoing resolution and attachment was offered by __________, who moved its approval. The motion was seconded by __________, and upon being put to a vote, the vote was as follows: _____________________.

The vote was recorded as listed in the attached roll sheet.

The chairperson thereupon declared this resolution duly passed and adopted this 2nd day of December, 2019.

EARLY LEARNING COALITION
OF MIAMI-DADE/MONROE, INC,

By: ______________________
Board Secretary
Background:

Early Learning Coalition of Miami-Dade/Monroe, Inc. intends to release an Invitation to Negotiate (ITN) or to secure a State of Florida approved third party vendor to provide furniture products, with rental options, and space planning services to Early Learning Coalition locations in Miami-Dade and Monroe Counties.
<table>
<thead>
<tr>
<th>Trans. Date</th>
<th>AMEX Description</th>
<th>Traveler</th>
<th>ELC Description</th>
<th>Amount</th>
<th>Dist Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/12/19</td>
<td>BUDGET RENTAL CAR 800 - 482 - 0159 FL</td>
<td>Eimy Ramirez</td>
<td>Transportation for Eimy Ramirez and Mashonda McClain to attend the Social Services Competency-Based Training in Daytona, Florida, October 6th-12th</td>
<td>$209.14</td>
<td>520EHT</td>
</tr>
<tr>
<td>10/15/19</td>
<td>HARD ROCK HOTEL 386 - 947-7300 FL</td>
<td>Eimy Ramirez</td>
<td>Lodging for Eimy Ramirez to attend Module 3 of the Social Services Competency-Based Training in Daytona, Florida, November 12th-15th</td>
<td>$447.00</td>
<td>520EHT</td>
</tr>
<tr>
<td>10/15/19</td>
<td>HARD ROCK HOTEL 386 - 947-7300 FL</td>
<td>Mashonda McClain</td>
<td>Lodging for Mashonda McClain to attend Module 3 of the Social Services Competency-Based Training in Daytona, Florida, November 12th-15th</td>
<td>$447.00</td>
<td>520EHT</td>
</tr>
<tr>
<td>10/12/19</td>
<td>BUDGET RENTAL CAR 800 - 482 - 0159 FL</td>
<td>Eimy Ramirez</td>
<td>Tolls for Transportation to attend the Social Services Competency-Based Training in Daytona, Florida, October 6th-12th</td>
<td>$26.47</td>
<td>520EHT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Total EHS Credit Card Expenses</strong></td>
<td><strong>1,129.61</strong></td>
<td></td>
</tr>
</tbody>
</table>
**Early Learning Coalition Review Hearing Committee**

**October 31, 2019**

**A Small World Learning Center Academy – C11MD0769**

840 E 25th Street Hialeah, FL 33013-3402

**Action Requested:** The Executive Leadership Team recommends termination of the SR and VPK contracts for the 2019-2020 FY and revocation of eligibility for a period of five (5) years subject to provider testimony and verification of supporting documentation submitted by provider.

---

### Background

<table>
<thead>
<tr>
<th>A Small World Learning Center Academy</th>
</tr>
</thead>
<tbody>
<tr>
<td>• License Capacity: 89</td>
</tr>
<tr>
<td>• Care Level offered: 2 months to 12 years</td>
</tr>
<tr>
<td>• Approximate Children enrolled for SR: 11</td>
</tr>
<tr>
<td>• Approximate Children enrolled for VPK: 7</td>
</tr>
<tr>
<td>• Approximate number of providers within the same zip code offering the same services: 20</td>
</tr>
<tr>
<td>• Accreditations/Gold Seal: N/A</td>
</tr>
<tr>
<td>• Provider has offered services since: 2002</td>
</tr>
<tr>
<td>• 2018-2019 reimbursements:</td>
</tr>
<tr>
<td>Approximately $ 102,244.23</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cancelled General Liability Policy</strong></td>
</tr>
<tr>
<td>• Per the insurance company, the general liability policy was cancelled on 08/28/2019 due to non-payment and as of 10/09/2019 the policy had not been renewed.</td>
</tr>
<tr>
<td>• After the provider requested a hearing, supporting documentation of a liability insurance was submitted with an effective date of 10/17/2019 resulting in a gap.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Provider was presented to the Executive Leadership Team (“ELT”) on 06/12/2019 and placed on a Corrective Action Plan (“CAP”) for failure to renew VPK Director’s Credentials.</td>
</tr>
<tr>
<td>• The CAP period began 6/17/2019 and will end 12/17/2019</td>
</tr>
</tbody>
</table>
Early Learning Coalition Review Hearing Committee

October 31, 2019
Sheyes of Miami – C11MD0069
6043 NW 6th Court Miami, FL. 33127

**Action Requested:** The Executive Leadership Team recommends termination of the EHS Contract for the 2018-2019 FY and SR Contract for the 2019-2020 FY with revocation of eligibility for a period of five (5) years subject to provider testimony and verification of supporting documentation submitted by provider.

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**Background**

**Sheyes of Miami**
- License Capacity: 62
- Care Level offered: 1 Month – 10 Years
- Approximate Children enrolled for SR: 28
- Approximate Children enrolled for EHS: 32
- Approximate Children enrolled for VPK: 6
- Approximate Number of providers within the same zip code offering the same services: 4
- Accreditations/Gold Seal: N/A
- Provider has offered services since: 1991
- 2018-2019 Approximate reimbursements: $600,532.85

**Issues**

**EHS Non-Compliances**
- On 7/1/2019, an Early Head Start Technical Assistance Specialist (TA) conducted a visit and noticed that there were 15 children in classroom D with two teachers. The ages of the students were mixed from 5 months to 3 years old. There was an infant in a car seat in the classroom as well. As per the Early Head Start (EHS) Contract, the required ratio for EHS is 1 teacher to 4 children.
- On 7/17/2019, a TA conducted a visit and observed 8 children were sleeping alone with no staff in the classroom.
- Both incidents have been reported to DCF and the child abuse hotline respectively, as of 7/19/2019 no violation has been posted to the DCF CARES website.

Comments: Provider was previously place on a CAP from 10/10/2018-04/10/2019 for two class 1 licensing violations.

Continued on Page 2
Supplemental Information

The facility received the following observed non-compliances during site visits:

- July 23, 2019 - During nap time, teacher in classroom C was alone with 6 children and asleep.
- July 24, 2019 – Classrooms C and A were only had one teacher during lunch time.
- July 25, 2019 – Classrooms A (1:4), B (1:4), C (1:2), and D (1:3) only had one teacher during various times of the day. No oral hygiene was witnessed. No evidence of lesson plan implementation or structured activity. Small Roach seen in the office.
- July 26, 2019 – The lights were off even though some children were not asleep. Four cots in class A were spaced less than 3 feet apart. Classes C (1:7) & D (1:5) were out of ratio from 12:30pm-1:30pm. Class A (1:7) was out of ratio between 12:30pm-2:30pm. Teacher was asleep and alone with 7 children at 12:16 p.m.
- July 29, 2019 – Classrooms A (1:5) and B (1:5) were observed out of ratio. Child left the building unattended.
- August 7, 2019 - Class A observed with a ratio of 1:5 between 1:45pm-1:55pm. One teacher in classroom C was observed taking a nap.
- July 30, 2019 - No oral hygiene observed in any EHS room. Failure to fully staff all classrooms with 2 teachers during staff lunch breaks (Class A 1:2, Class B 1:4). Lights turned off in all rooms, except classroom C, while children were still awake.
- August 1, 2019 – A teacher was observed leaning on a changing table sleeping
- August 2, 2019 – A roach was observed on the sign-in log and another was felt crawling up an EHS staff.
- August 5, 2019 – Two children were observed in classroom C awake and in their cribs for over 5 minutes until addressed by the EHS staff.
- August 7, 2019 – Teacher in Classroom C was observed twice (10:42 a.m. and approximately 2:00 p.m.) in the day sleeping. Classroom A was left with only 1 teacher for 10-15 minutes.
August 8, 2019 – Classroom C was observed to only have one teacher at 8:00 a.m. Teacher in classroom C was observed on her phone and the other teacher nodding off.

August 9, 2019 – Roaches were observed in the office area. No oral hygiene was observed in classrooms A and B. Classroom A was observed out of ratio several times as teacher was observed leaving the classroom several times to go to the office.

August 12, 2019 – Roach was observed crawling up the wall of classroom D.

August 13, 2019 – Floater in Classroom B was observed telling a child in a reprimanding voice, “boy, you better not move... close your eyes and stop moving. I said go to sleep.”

August 14, 2019 – A roach was observed in the office.
Action Requested: The Executive Leadership Team recommends termination of the SR and VPK contracts for the 2019-2020 FY and revocation of eligibility for a period of five (5) years subject to provider testimony and verification of supporting documentation submitted by provider.

Background

Cherry Blossom Learning Center #1

- License Capacity: 86
- Care Level offered: 3 months to 6 years
- Approximate Children enrolled for SR: 7
- Approximate Children enrolled for VPK: 17
- Approximate Number of providers within the same zip code offering the same services: 3
- Accreditations/Gold Seal: Gold Seal Birth to 5/NAEYC
- Provider has offered services since: 2008
- 2018-2019 Approximate reimbursements: $123,201.26

Issues

Workers Compensation and General Liability Insurance Gap

- The Worker’s Compensation policy expired 07/28/2019 and renewed on 08/12/2019 due to provider changing insurance companies from Berkshire Hathaway Guard Insurance Group to DTRT Insurance Group.

- General liability insurance was cancelled for nonpayment on 06/13/2019 and renewed 10/04/2019 due to provider changing insurance companies from OCG & Associates Inc. to Combined Underwriters of Miami.
Early Learning Coalition Review Hearing Committee

October 31, 2019

Children of Destiny Learning Academy – C11MD2392
6030 NW 21st Avenue, Miami FL 33142

Action Requested: The Executive Leadership Team recommends termination of the SR, VPK, and QIS contracts for the 2019-2020 FY and revocation of eligibility for a period of five (5) years subject to provider testimony and verification of supporting documentation submitted by provider.

Background

<table>
<thead>
<tr>
<th>Children of Destiny Learning Academy</th>
<th>Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>• License Capacity: 54</td>
<td>• General liability insurance was cancelled for non-payment on 06/07/2019. Provider currently has coverage as of 10/16/2019.</td>
</tr>
<tr>
<td>• Care Level offered: 2 months to 12 years</td>
<td>• On 3/18/2019 ELT decided CAP for 3 class 2 violations for: Fire Drills &amp; Emergency Preparedness CCF Handbook, Section 3.8. The CAP period 03/25/2019 to 09/25/2019</td>
</tr>
<tr>
<td>• Approximate Children enrolled for SR: 14</td>
<td>During the CAP provider received a Class 2 violation on 06/14/2019 45-02: Documentation of Level 2 Clearinghouse screening clearance was missing for staff. CCF Handbook, Section 7.4.1, C (Section 19.5, number 1) [SR]</td>
</tr>
<tr>
<td>• Approximate Children enrolled for VPK: 0</td>
<td></td>
</tr>
<tr>
<td>• Approximate Children enrolled for QIS:12</td>
<td></td>
</tr>
<tr>
<td>• Approximate Number of providers within the same zip code offering the same services: 21</td>
<td></td>
</tr>
<tr>
<td>• Accreditations/Gold Seal: N/A</td>
<td></td>
</tr>
<tr>
<td>• Provider has offered services since: 2017</td>
<td></td>
</tr>
<tr>
<td>• 2018-2019 Approximate reimbursements: $125,045.27</td>
<td></td>
</tr>
</tbody>
</table>

Continued on page 2
Comments

- Per the DCF Inspection report, DCF observed one of the staff working on premises without proper background screening. Technical assistance was provided in that "A copy of the eligible results, for the Level 2 screening, generated from the Clearinghouse must be on record for each personnel. Due date: 7/5/2019."

- On 4/26/2019, the Provider’s Early Learning Performance Funding Project (ELPFP) contract was terminated for not sustaining 60% of instructors/directors.
Early Learning Coalition Review Hearing Committee

October 31, 2019

Olive Tree Academy – C11MD2862
1071 NW 119th Street Miami, FL 33168

Action Requested: The Executive Leadership Team recommends termination of the SR and VPK contracts for the 2019-2020 FY and revocation of eligibility for a period of five (5) years subject to provider testimony and verification of supporting documentation submitted by provider.

Background

**Olive Tree Academy**
- License Capacity: 35
- Care Level offered: 12 months to 10 years
- Approximate Children enrolled for SR: 1
- Approximate Children enrolled for VPK: 1
- Approximate Number of providers within the same zip code offering the same services: 6
- Accreditations/Gold Seal: N/A
- Provider has offered services since: 2019
- 2018-2019 Approximate reimbursements: $0.00

**Issues**

**Cancelled Liability Insurance & Workers’ Compensation**
- Per the insurance company, the general liability policy was cancelled on 06/27/2019 and the Workers’ compensation was cancelled on 07/21/2019.
- As of 10/28/2019, the policies have not been renewed.
- After the provider requested a hearing, workers’ compensation application was submitted as supporting documentation with an effective date of 10/22/2019.

**Comments:**
- The provider does not have any previous CAP’s, terms, or non-compliances.
Early Learning Coalition Review Hearing Committee

November 21st, 2019

Magic Moments Child Care & Preschool - C11MD2072
1945 Normandy Drive, Miami Beach, FL 33141

**Action Requested:** The Executive Leadership Team recommends termination of the SR and VPK contract for the 2019-2020 FY and revocation of eligibility for a period of five (5) years subject to provider testimony and verification of supporting documentation submitted by provider.

---

**Background**

<table>
<thead>
<tr>
<th>Magic Moments Child Care &amp; Preschool</th>
</tr>
</thead>
<tbody>
<tr>
<td>License Capacity: 28</td>
</tr>
<tr>
<td>Care Level offered: 1 month to 12 Years</td>
</tr>
<tr>
<td>Approximate Children enrolled for SR: 8</td>
</tr>
<tr>
<td>Approximate Children enrolled for VPK: 7</td>
</tr>
<tr>
<td>Approximate Number of providers within the same zip code offering SR: 10</td>
</tr>
<tr>
<td>Approximate Number of providers within the same zip code offering VPK: 9</td>
</tr>
<tr>
<td>Accreditations/Gold Seal: N/A</td>
</tr>
<tr>
<td>Provider has offered services since: 2011</td>
</tr>
<tr>
<td>2018-2019 Approximate reimbursements: $88,213.82</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gap in General Liability Policy</strong></td>
</tr>
<tr>
<td>• Provider’s general liability policy expired 8/13/2019</td>
</tr>
<tr>
<td>• On 9/19/2019, Provider submitted a renewed policy effective 9/16/2019 and stated they switched insurance companies.</td>
</tr>
</tbody>
</table>

**Comments:**
- Provider has no previous CAP’s, terminations, or non-compliances.
**Action Requested:** The Executive Leadership Team recommends termination of the SR contract for the 2019-2020 FY and revocation of eligibility for a period of five (5) years subject to provider testimony and verification of supporting documentation submitted by provider.

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**Background**

**Celia Gonzalez Family Day Care Home**
- License Capacity: 10
- Care Level offered: 9 Months to 7 Years Old
- Approximate Children enrolled for SR: 0
- Approximate Children enrolled for VPK: N/A
- Approximate Number of providers within the same zip code offering SR: 25
- Accreditations/Gold Seal: N/A
- Provider has offered services since: 2019
- 2018-2019 Approximate reimbursements: $0

**Issues**

**Cancelled General Liability Policy**
- Per the insurance company, the general liability policy was cancelled on 06/28/2019 due to non-payment.
- After the provider requested a hearing, supporting documentation of a liability insurance was submitted with an effective date of 10/19/2019 - 10/19/2020, resulting in a 4-month gap.

**Comments:**
- Provider has no previous CAP's, terms, or non-compliances
Early Learning Coalition Review Hearing Committee  

November 21st, 2019  

Gentle Hugz Preschool and Child Care, LLC – 46629  
2861 NW 9th Street, Pompano Beach, FL 33069

Action Requested: The Executive Leadership Team recommends termination of the SR contract for the 2019-2020 FY and revocation of eligibility for a period of five (5) years subject to provider testimony and verification of supporting documentation submitted by provider.

Background

<table>
<thead>
<tr>
<th>Gentle Hugz Preschool and Child Care, LLC</th>
<th>Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>• License Capacity: 47</td>
<td>Gap in General Liability Insurance</td>
</tr>
<tr>
<td>• Care Level offered: 6 weeks to 12 Years-Old</td>
<td>• On 10/09/2019, the insurance carrier confirmed that provider had a lapse in coverage between 7/23/2019 - 08/21/2019 due to non-payment.</td>
</tr>
<tr>
<td>• Approximate Children enrolled for SR: 0</td>
<td>• On 10/08/2019, Provider provided an updated General Liability policy with a new effective date of 08/22/2019-08/22/2020.</td>
</tr>
<tr>
<td>• Approximate Children enrolled for VPK: N/A</td>
<td>• The previous Liability policy dates 05/15/2019-05/15/2020.</td>
</tr>
<tr>
<td>• Approximate Number of providers within the same zip code offering SR: 11</td>
<td>Comments:</td>
</tr>
<tr>
<td>• Accreditations/Gold Seal: N/A</td>
<td>• Provider has no previous CAP’s, terms, or non-compliances.</td>
</tr>
<tr>
<td>• Provider has offered services since: 2018</td>
<td></td>
</tr>
<tr>
<td>• 2018-2019 Approximate reimbursements: $2,858.76</td>
<td></td>
</tr>
</tbody>
</table>

Issues

Gap in General Liability Insurance

• On 10/09/2019, the insurance carrier confirmed that provider had a lapse in coverage between 7/23/2019 - 08/21/2019 due to non-payment.

• On 10/08/2019, Provider provided an updated General Liability policy with a new effective date of 08/22/2019-08/22/2020.

• The previous Liability policy dates 05/15/2019-05/15/2020.

Comments:

• Provider has no previous CAP’s, terms, or non-compliances.
### ActionRequested:
The Executive Leadership Team recommends termination of the SR Contract for the 2019-2020 FY and revocation of eligibility for a period of five (5) years subject to provider testimony and verification of supporting documentation submitted by provider.

### Background

<table>
<thead>
<tr>
<th>The Children's Place Child Care Center</th>
<th>Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>License Capacity: 78</td>
<td>Non-renewal of Liability Policy</td>
</tr>
<tr>
<td>Care Level offered: 1 month to 12 Years</td>
<td></td>
</tr>
<tr>
<td>Approximate Children enrolled for SR: 7</td>
<td></td>
</tr>
<tr>
<td>Approximate Children enrolled for VPK: N/A</td>
<td></td>
</tr>
<tr>
<td>Number of providers within the same zip code offering SR: 16</td>
<td></td>
</tr>
<tr>
<td>Accreditations/Gold Seal: N/A</td>
<td></td>
</tr>
<tr>
<td>Provider has offered services since: 2004</td>
<td></td>
</tr>
<tr>
<td>2018-2019 Approximate reimbursements: $23,996.88</td>
<td></td>
</tr>
</tbody>
</table>

| Provider has not had any previous CAP’s, terms, or non-compliances. |
| Provider is not currently offering VPK. |

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**Early Learning Coalition Review Hearing Committee**

**November 21, 2019**

**The Children's Place Child Care Center- C11MD2561**

**6521 NW 2\textsuperscript{nd} Avenue, Miami, Fl. 33150**

**Non-renewal of Liability Policy**

- Providers liability policy was due to expire 3/13/2019, when staff reached out to the insurance company they confirmed the Provider canceled the policy on 5/3/2018.

- Provider renewed insurance on 4/12/2019.
**Early Learning Coalition Review Hearing Committee**  
November 21st, 2019  
The Teaching Heart Foundation- C11MD2880  
18425 NW 2nd AVE, Suite 100, Miami Gardens, FL. 33169

**Action Requested:** The Executive Leadership Team recommends termination of the SR and VPK contract for the 2019-2020 FY and revocation of eligibility for a period of five (5) years subject to provider testimony and verification of supporting documentation submitted by provider.

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### Background

**The Teaching Heart Foundation**
- License Capacity: 70
- Care Level offered: 4 years to 18 years
- Approximate Children enrolled for SR: 13
- Approximate Children enrolled for VPK: 4
- Approximate Number of providers within the same zip code offering SR: 33
- Approximate Number of providers within the same zip code offering VPK: 30
- Accreditations/Gold Seal: N/A
- Provider has offered services since: 2019
- 2019-2020 Approximate reimbursements: $521.55

### Issues

**Gap in General Liability Policy**
- Provider has a gap in liability coverage from 8/10/2019 to 10/6/2019.
- On 10/3/2019, Provider was asked to submit a copy of the certificate of insurance with the ELC revised suite number and copied the insurance company.
- On 10/10/2019, the insurance company confirmed the policy was cancelled effective 8/9/2019. The policy dates were 4/12/2019 to 4/12/2020.
- On 10/11/2019, The Provider submitted a certificate of insurance with an effective date of 10/7/2019 and ending 10/7/2020 under a different insurance company.

**Comments:**
- Provider has no previous CAP’s, terminations, or non-compliances.
Research and Evaluation  
Assessment and Inclusion

Dr. Anabel Espinosa, Director

Strategic Plan Priority Initiative:

- Neediest Children
- Youngest Children
- Providers
- Funding
2019 Florida Statutes

• 1002.88 School readiness program provider standards; eligibility to deliver the school readiness program.

• (1) (i) Collaborate with the respective early learning coalition to complete initial screening for each child, aged 6 weeks to kindergarten eligibility, within 45 days after the child’s first or subsequent enrollment, to identify a child who may need individualized supports.
The 2019 Florida Statutes

• 1002.84 Early learning coalitions; school readiness powers and duties.— Each early learning coalition shall:

• (5) Establish an age-appropriate screening, for children ages birth to 5 years, of each child’s development and an appropriate referral process for children with identified delays. Such screening shall not be a requirement of entry into the school readiness program and shall be only given with parental consent.
Rule 6M-4.720: Screening of Children in the School Readiness Program

Initial screening. Each early learning coalition shall coordinate with parents or providers to complete initial screening for each child, aged six weeks to age of kindergarten eligibility. Children shall be screened no later than 45 calendar days after:

1. His or her first enrollment in the School Readiness program; or
2. Subsequent enrollment after being terminated or withdrawn from the School Readiness program.
Contract Term 17

• **Developmental Screenings.** PROVIDER acknowledges that
  • is responsible for conducting developmental screenings for each child aged six weeks to kindergarten eligibility in accordance with Rule 6M-4.720, F.A.C. In accordance with s. 1002.88(1)(i), F.S., PROVIDER must collaborate with COALITION to complete initial screening for each child, aged six weeks to kindergarten eligibility, within forty-five (45) days after the child's first or subsequent enrollment, to identify a child who may need individualized supports. PROVIDER acknowledges that COALITION is responsible for initiating individualized supports, including but not limited to providing referrals, based on child screening results. PROVIDER and COALITION acknowledge that pursuant to s. 1002.84(5), F.S., screening shall not be a requirement of entry into the School Readiness Program and shall be only given with parental consent.

• **Subsequent Screenings.** PROVIDER acknowledges that
  • is responsible
  • for subsequent screenings. Subsequent screening will be conducted at a minimum, annually in the month of the child’s birthday or at time of redetermination in accordance with Rule 6M-4.720, F.A.C.
OEL SR-20 Statewide School Readiness Provider Contract

• Termination for Cause.
  • a. Basis of Termination for Cause. PROVIDER agrees that COALITION has the right to terminate this Contract for cause at any time. The following are grounds for termination for cause: (a) Action, or lack of action, which threatens the health, safety or welfare of children or citation for a Class I violation by the Department of Children and Families or local licensing agency, as applicable (b) The material failure to comply with one or more of the terms of this Contract, including, but not limited to, failure to implement the Quality Improvement Plan, corrective action or comply with the terms of probation as described in paragraph 65 above; (c) The refusal to accept any notice described under this Contract which COALITION is required to send to PROVIDER; or (d) Reasonable or probable cause for COALITION to suspect that fraud has been committed by PROVIDER as described in paragraph 74.
Revised Compliance Campaign: New Reports

Automated Email
- 1-Day Past Due: Automated Request for Corrective Action Plan and Past Due Screening

Automated Email
- 10-Days Past Due: Corrective Action Plan and Compliance Required NOW

Targeted Email
- 10 > Past Due: Withhold Payment until all documentation is received
For Approval by Committee and BOD

Current Campaign

- Automated email 2\textsuperscript{nd} Sunday of the month
- 45-Day Grace Period
- Withholding payment
- Retroactive release of payment once screening is complete

Proposed Campaign

- Automated email 1-Day Past Due
- Immediate request for Corrective Action Plan (CAP) and complete screening
- Withhold Payment at 10-Day Past Due
- School Readiness payment withheld until CAP and screening are complete and submitted
## Miami-Dade 24 hour providers:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alegres Cangrejitos Family Day care</td>
<td>12251 SW 188TH ST</td>
<td>MIAMI</td>
<td>33177</td>
</tr>
<tr>
<td>AMERICA’S LITTLE LEADERS CHRISTIAN ACADEMY</td>
<td>2570 NW 152ND TER</td>
<td>MIAMI GARDENS</td>
<td>33054</td>
</tr>
<tr>
<td>ANA D SANTANA LARGE FAMILY CHILD CARE</td>
<td>10520 SW 93RD ST</td>
<td>MIAMI</td>
<td>33176</td>
</tr>
<tr>
<td>ARELIS LAPWORTH LARGE FAMILY CHILD CARE</td>
<td>29265 SW 167TH AVE</td>
<td>HOMESTEAD</td>
<td>33030</td>
</tr>
<tr>
<td>Asia Anderson Children World</td>
<td>18541 N W 8h Road</td>
<td>Miami</td>
<td>33169</td>
</tr>
<tr>
<td>Cecilia Rojas Family Day Care Home</td>
<td>751 NE 1ST PL</td>
<td>HIALEAH</td>
<td>33010</td>
</tr>
<tr>
<td>CELESTE T. LEVELL FDCH</td>
<td>15331 NW 29TH CT</td>
<td>MIAMI</td>
<td>33054</td>
</tr>
<tr>
<td>CHRIST CHILDREN ACADEMY</td>
<td>2900 NW 183rd St</td>
<td>Miami Gardens</td>
<td>33056</td>
</tr>
<tr>
<td>DANISH V. WILLIAMS FAMILY DAY CARE HOME</td>
<td>1932 NW 71ST STREET</td>
<td>MIAMI</td>
<td>33147</td>
</tr>
<tr>
<td>DUNIA FERNANDEZ FAMILY DAY CARE HOME</td>
<td>14300 CARVER DR</td>
<td>MIAMI</td>
<td>33176</td>
</tr>
<tr>
<td>ELITE SCHOLARS LEARNING CENTER</td>
<td>195 NW 156TH ST</td>
<td>MIAMI</td>
<td>33169</td>
</tr>
<tr>
<td>FUTURE LEADERS ACADEMY INC.</td>
<td>540 NW 183RD ST</td>
<td>MIAMI GARDENS</td>
<td>33169</td>
</tr>
<tr>
<td>Future Leaders Academy II Inc</td>
<td>18000 NW 7TH AVE</td>
<td>MIAMI GARDENS</td>
<td>33169</td>
</tr>
<tr>
<td>JOYCE S. LEWIS FAMILY DAY CARE HOME</td>
<td>3051 NW 99TH ST</td>
<td>MIAMI</td>
<td>33147</td>
</tr>
<tr>
<td>JUANA R. RODRIGUEZ LARGE FAMILY CHILD CARE HOME</td>
<td>15975 SW 304TH TER</td>
<td>HOMESTEAD</td>
<td>33033</td>
</tr>
<tr>
<td>K.C. Kiddie Care II</td>
<td>2818 NW 169TH TER</td>
<td>MIAMI</td>
<td>33056</td>
</tr>
<tr>
<td>KATHY JOHNSON FAMILY DAY CARE HOME</td>
<td>3101 NW 164TH ST</td>
<td>OPA LOCKA</td>
<td>33054</td>
</tr>
<tr>
<td>KATY DAY CARE INC</td>
<td>14965 SW 305TH TER</td>
<td>HOMESTEAD</td>
<td>33033</td>
</tr>
<tr>
<td>KNIGHTS LEARNING CENTER</td>
<td>1005 N KROME AVE</td>
<td>HOMESTEAD</td>
<td>33030</td>
</tr>
<tr>
<td>LAS SEMILLAS DE JESUS DAY CARE</td>
<td>9140 NW 33RD AVENUE RD</td>
<td>MIAMI</td>
<td>33147</td>
</tr>
<tr>
<td>LIL' PIRATES LEARNING CENTER</td>
<td>5790 SW 8TH ST</td>
<td>WEST MIAMI</td>
<td>33144</td>
</tr>
<tr>
<td>LISA WILLIAMS LARGE FAMILY DAY CARE HOME</td>
<td>13247 SW 262ND ST</td>
<td>HOMESTEAD</td>
<td>33032</td>
</tr>
<tr>
<td>LITTLE DOLPHIN DAY CARE CENTER INC</td>
<td>1575 NE 205TH TER</td>
<td>MIAMI</td>
<td>33179</td>
</tr>
<tr>
<td>LITTLE LAMBS CHRISTIAN ACADEMY</td>
<td>1200 N FLAGLER AVE</td>
<td>HOMESTEAD</td>
<td>33030</td>
</tr>
<tr>
<td>LITTLE PEOPLE PRESCHOOL&amp;DAYCARE, INC</td>
<td>7020 SW 13TH TER</td>
<td>MIAMI</td>
<td>33144</td>
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The requester of this map acknowledges and accepts the limitations of the data shown, including the fact that the data is dynamic and is in a constant state of maintenance, correction and update. The burden of determining accuracy, completeness and fitness for use rests solely on the requester. Contact ELCMDM for current information or interpretation.

Source: ELC
Updated: 11/26/2019

% children under 6 in or below 150% poverty

- Light blue: 1% - 41%
- Light yellow: 41% - 65%
- Yellow: 65% - 80%
- Orange: 80% - 100%

24 Hour Provider
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Belkis Torres
Vice President for Early Head Start

Strategic Plan Priority Initiative:

- Educate All
- Neediest Children
- Providers
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2019-2020 Parent Activity Fund Procedures

Board Approval:
Policy Council Approval:
Parent Activity Fund Overview

The Parent Activity Fund is money set aside from the program budget to provide parents the opportunity to plan, develop, and implement their own educational project(s). The Parent Activity Fund varies from program to program. While there is no standard formula, the Office of Head Start allows programs to allocate an amount from $3 to $10 per child for this fund. Therefore, a center with an enrollment of 40 children and a $5 per child allotment will have a Parent Activity Fund of $200.

Eligible Activities

The Parent Activity Fund is used to defray the cost of activities in which parents are given the opportunity to participate in educational and cultural activities [Performance Standards 1302.53(a)(2)(iv)]. Meetings and interactions with families must be respectful of each family's diversity and cultural and ethnic background [Head Start Performance Standard 1302.50(b)(2)]. Activities paid using the Parent Activity Funds must be educational in nature and strictly for the use of parent participation.

Activities solely for entertainment purposes are prohibited. Entertainment can be defined as the cost of amusement, diversion, social activities, and any ceremonial and/or incidental costs relating to these types of activities: such as meals, lodging, rentals, transportation, and gratuities.

Specific examples of the kinds of activities supported by the Parent Activity Fund include:

- Identifying a special speaker to present at a Parent Committee meeting and paying his or her fee;
- Paying parents' entrance fees for a field trip that is educational in nature;
- Paying parents’ registration fees for a workshop or conference;
- Purchasing ingredients for a cooking class for parents, such as a class on preparing low-budget nutritious meals or some special food interest; or
- Having a parent picnic or banquet with the primary focus being a parent training or workshop.

Parent Committee Responsibilities

Parents or legal guardians of currently enrolled children will share responsibility in the decision-making process for determining how the Parent Activity Funds will be utilized at their respective center. The final decision regarding the utilization of the Parent Activity Funds will be determined by a majority vote of the members present at the meeting. A quorum will consist of those members who are present at the meeting or the minimum quorum established by the center’s Parent Committee.

Requesting Parent Activity Funds

Once parents have decided how the Parent Activity Funds will be utilized, the following steps will be completed:

1. The Parent Activity Funds Request Form (appendix A) will be completed, including all appropriate signatures.
2. The Parent Activity Funds Request Form will be submitted to the Vice President for the Early Head Start Program for approval, along with the Parent Committee meeting minutes and sign-in.
3. All request must be submitted by the last working day in February.
4. The Early Head Start Fiscal Manager will sign-off on the Parent Activity Funds Request Form as confirmation that funds are available and that the request complies with federal regulations.
5. If necessary, the family advocate assigned to the center will be responsible for coordinating and/or making appropriate reservations. Coordination of activities will include ensuring that all parents are aware of the activity and confirming the number of parents who will attend the activity.
6. Funds utilized for the activity shall not exceed the amount of $7.00 per child enrolled. See appendix C for the allocated Parent Activity Fund per center.

Financial Reporting

Monthly written financial reports regarding the disbursement of the Parent Activity Funds shall be shared at the Policy Council meetings.

Unused Funds

The family advocate for each location must submit Unused Parent Activity Funds form for any request not submitted.
Modification to the Plan

Any recommendations to modify the Parent Activity Procedures must be submitted to the Policy Council in writing for their approval; request for modification of the plan must include the signatures of the Vice President of the Early Head Start Program, and the Early Head Start Fiscal Manager. All modifications will require the approval from the Board and Policy Council.

Annual Review and Approval

An annual review of the Parent Activity Funds Procedures shall be conducted no later than the month of November for the Program Year.
Appendix A
THE NEIGHBORHOOD PLACE FOR EARLY HEAD START
PARENT ACTIVITY FUND REQUEST

Center Name: ____________________________________________________________

Address: __________________________________________________________________

Strategic Initiative: Educate All
Planned Activity (Describe):

Date of Activity:

Description of Activity:

Expected learning outcomes:

How funds will be used:

Vendor Name, if known:

Fiscal:

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<td>C.</td>
<td>Estimated Cost of the Activity:</td>
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<td>D.</td>
<td>Parent Activity Funds Balance (B - C):</td>
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Request must be received by last working day in February.

Supporting Documents:

☐ Minutes

☐ Meeting Sign-In

Parent Committee Chairperson’s Signature ____________________________ Date __________

Family Advocate’s Signature ____________________________ Date __________

EHS Vice President’s Signature ____________________________ Date __________

EHS Fiscal Manager’s Signature ____________________________ Date __________
Appendix B
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Appendix C
Unused Parent Activity Funds

Center Name: ____________________________

Address: ________________________________

Justification for not submitting a Parent Activity Funds Request:

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Appendix D
Parent Activity Suggestions

1. Have a family literacy workshop. If funds allow, use all or a portion of the funds to purchase children’s books. Parents can practice techniques learned at the workshop to encourage a love for reading.

2. Organize a First Aid/CPR course for the parents. If funds allow, use the funds to purchase object choking tester.

3. Organize a home safety workshop. If funds allow, use all or a portion of the funds to purchase small first aid kits for the parents or to purchase items so that parents can create their own safety kits during the workshop. Funds can also be used to purchase outlet covers for the participants, object choking tester, or door alarm.

4. Organize a cooking workshop and use the funds to pay for the ingredients needed to make a dish.

5. Organize a nutrition workshop. If funds allow, use all or a portion of the funds to purchase children’s cookbooks. Parents can use the cookbooks to cook nutritional dishes with their children.

6. Organize a training on dental care. If funds allow, use funds to purchase toothbrushes and toothpaste for parents. Funds can also be used to purchase books to encourage children to brush.

7. Organize a workshop on shopping on a budget. Funds can be used to purchase a coupon organizer.

8. Organize a water safety workshop. Use funds to pay for a speaker.

9. Field Trips:
   a. Fruit and Spice Pak
   b. History Miami
   c. Deering Estate at Cutler
   d. Vizcaya Museum and Gardens