


Human Resources Management

Policies and Procedures-LCHS/EHS

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	<p>Lauderdale County Head Start Early Head Start</p> <p>Standard Operating Procedures</p>
<p>Program Performance Standards and Other Regulations:</p>	<p>1304.52 (a) (1)</p>
<p>Title: HR-1</p>	<p>Organizational Chart</p>
<p>Program Design and Management</p>	<p>Human Resources</p>
<p>Relevant Forms:</p>	<p>Organizational Chart Template</p>
<p>Revision Date:</p>	<p>7/26/12</p>
<p>Policy Council Approval Date:</p>	<p>1/3/13</p>

Purpose: 1304.52 (a) (1)

The Lauderdale County Head Start/Early Head Start organizational structure shall be outlined, establishing clear lines of communication and supervision, helping individuals understand their jobs and assisting them in smooth operation of the Lauderdale County Head Start/Early Head start. Annually, the organizational structure will be reviewed and revised as necessary.

Procedures:


Florence City Schools serves as the Head Start/Early Head start Grantee Agency. The school system central office is divided into the following departments: Curriculum, Business, Special Education, Child Nutrition, Media/Technology, Career/Technical/Transportation, Maintenance, Federal Programs, Superintendent/ Personnel, and Public Relations.

There are six schools in the system-Harlan, Forest Hills, and Weeden Elementary Schools (grade K-4th grade), Hibbett Middle School (5th and 6th grade), Florence Middle School (7th and 8th grade), Florence Freshman Center (9th grade), and Florence High School (10th-12th grade).

The Head Start/Early Head Start Program Director and Program Managers for Health, Family and Community Partnerships, Education, Early Head Start, and Disabilities are Head Start employees and are housed at the Head Start Center. The Florence City Schools CNP manager serves as the Head start nutrition Manager. (The Mental Health Coordinator serves as the liaison between Head Start and the Riverbend Mental Health Center). Note: See Organizational Chart

Other school system program supervisors will assist Head Start/Early Head Start on an as-needed basis. Job descriptions for all Head Start/Early Head Start employees are on file in the Superintendent's Office.

	<p>Lauderdale County Head Start</p>
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	<p align="center">Early Head Start</p> <p align="center">Standard Operating Procedures</p>
<p align="center">Program Performance Standards and Other Regulations:</p>	<p align="center">1304.52 I; 1304.52 (d) (1) – (8)</p>
<p align="center">Title: HR-2</p>	<p align="center">Staff Qualifications and Attributes</p>
<p align="center">Program Design and Management</p>	<p align="center">Human Resources</p>
<p align="center">Relevant Forms:</p>	
<p align="center">Revision Date:</p>	<p align="center">7/26/12</p>
<p align="center">Policy Council Approval Date:</p>	<p align="center">1/3/13</p>

Purpose: 1304.52 I; 1304.52 (d) (1) –(8)

The Lauderdale County Head Start/Early Head Start Program must ensure that staff and consultants have the knowledge, skills and experience they need to perform their assigned functions responsibly. In addition, the program must ensure that only candidates with qualifications specified in this part and in 45 CFR 1306.21 are hired.

Procedures:

Staff Requirements and Attributes

Head Start/Early Head Start Director

Requirements – The Head Start/Early Head Start Director shall have a minimum of a bachelor’s degree and administrative experience, or endorsement in leadership, program administration, or a related field. Experience working in the area of early childhood with low-income families is preferred.

Attributes – The Lauderdale County Head Start/Early Head Start Director shall possess the following attributes:

- leadership ability,
- good interpersonal and communication skills,
- the ability to develop and manage a budget in conjunction with the finance officer,
- experience in human services program management, including program planning, operations, and evaluation, and the use of management information systems, and

- an understanding of the Head Start philosophy and the ability to implement its principle of shared authority and decision-making.

All Program Managers

Requirements – A degree, endorsement, or certification in the program area is required. Experience working in this program area with low-income families is preferred.

Attributes – The Lauderdale County Head Start/Early Head Start Program Managers shall have the ability to:

- plan and administer the required program of services for children and families,
- coordinate their program of activities with staff in other content areas and in other community agencies,
- engage in ongoing assessment of the quality of services provided,
- communicate effectively with others, including giving and receiving feedback on the quality of program services,
- cooperate successfully as a member of a team,
- provide staff training and development, including on-site consultation, coaching, and mentoring to staff,
- furnish supervision for ongoing program development, and
- meet any specific program area requirements.

Education and Child Development Program Manager

Requirements – The Education and Child Development Program Manager shall have a minimum of a bachelor's degree in early childhood education. Experience in the area and previous work with low-income families are preferable.

Attributes – The Lauderdale County Head Start/Early Head Start Education and Child Development Program Manager shall have the ability to:

- guide the planning and implementation of a comprehensive child development, program that meets the Head Start definition of curriculum in all program options and settings,
- put into practice theories and sound principles of child growth and development
- embrace the role of the parent as the primary educator of the child and promote and support attachment between parent and child.

Health Manager

Requirements – The Health Manager shall be licensed as a Practical Nurse and shall have nursing experience, preferably with low-income children and their families.

Attributes – The Lauderdale County Head Start/Early Head Start Health Manager shall have the ability to:

- link families with an ongoing system of health care providers, counsel them about child or family health problems, and promote parents involvement in all aspects of the health program,
- negotiate with the Health Services Advisory Committee and local health care professionals and service providers to ensure that services are available and accessible for children and families,
- review, evaluate, and interpret health records and other vital health service data, and
- promote health and safety practices in the program and coordinate safety and sanitation procedures, first aid, and emergency medical procedures

Nutrition Program Manager

Requirements –The Nutrition Program Manager shall be supported by individuals who are registered dietitians or nutritionists, if he/she is not registered in one of these areas.

Attributes – The Lauderdale County Head Start/Early Head Start Nutrition Program Manager shall have the ability to:

- plan menus, including the purchasing of the appropriate quantity, quality, and variety of food necessary to meet USDA and Head Start standards,
- interpret nutrition assessment data, provide nutrition counseling for families, and in other ways promote good nutrition habits among children and families, and
- assist staff in dealing with children with feeding problems or special nutritional needs.

Early Head Start Manager

Requirements- The Early Head Start Manager shall oversee the delivery of services to Early Head Start children and families enrolled in the center-base and home-base program option.

Attributes- The Early Head Start Manager shall have the ability to:

- guide the planning and implementation of the home-base education program for children, parents, and expectant families.
- embrace the role of the parent as the primary educator of the child and promote and support attachment between parent and child.
- work with infant/toddler staff to oversee program expectations in delivery of early services.

Mental Health Coordinator

Requirements – The Mental Health Coordinator shall be supported by consultants who are licensed or certified mental health professionals with experience and expertise in serving young children and families, if the program manager does not hold these qualifications.

Attributes – The Lauderdale County Mental Health Coordinator in consultation with a Mental Health Consultant shall have the ability to:

- identify treatment strategies in the areas of child behavior management and family crisis intervention,
- work with families in a supportive manner throughout the diagnostic and referral processes,
- work with staff to improve their own health and they, in turn, provide supportive services to families, and
- coordinate the services or to provide counseling and treatment for children and families with diagnosed problems.

Family and Community Partnerships Manager

Requirements – Family and Community Partnership/Parent Involvement Program Manager shall have the minimum of a bachelor's degree and experience in a field related to social, human, or family services and have skills in assisting the parents of young children in advocating a decision making for their families.

Attributes – The Lauderdale County Family and Community Partnership/Parent Involvement Program Manager shall have the ability to:

- develop referral systems and procedures and coordinate social service referrals and follow-ups
- coordinate and monitor the family service workers,
- provide on-site consultation to family and community partnerships staff,
- oversee transition services,
- conduct advocacy work,
- oversee the recruitment, training, and scheduling of parent volunteers,
- work with the Policy Council and Policy Committee, and serve as a resource to the Parent Committee,

- assist parents in developing and scheduling their own social and developmental activities and encourage and support parents in addressing community needs, and
- keep other agency staff apprised of parent issues, and assist staff in designing and implementing a comprehensive, well-integrated plan for parent involvement that crosses all service areas.

Disability Program Managers

Requirements – The Disability Program Manager shall manage and provide oversight for disability services. The Disabilities Manager shall have a bachelor’s degree in a field related to early childhood education and must demonstrate knowledge experience in securing and individualizing needed services for children with disabilities.

Attributes – The Lauderdale County Head Start/Early Head Start Disability Program Managers shall have the ability to:

- coordinate the disabilities services and develop the service plan,
- abide by the federal IDEA law,
- coordinate the assessment of children,
- work closely with the health staff during the health assessments and follow-up activities,
- work closely with the mental health staff to identify children who show signs of problems,
- actively support the IEP and IFSP process, and
- coordinate with the nutrition staff to ensure that the nutritional needs of children with disabilities are met.

Fiscal Officer

Requirements – The Fiscal Officer shall be trained and experienced as a fiscal officer.

Attributes – The Lauderdale County Head Start/Early Head Start Fiscal Officer shall have the ability to:

- develop, monitor, evaluate, and report on financial control programs and procedures, including compensation and benefits, to policy groups and staff;
- prepare and amend budgets, working with the Head Start Director and staff,
- develop and maintain accurate charts of accounts, including the allocation of program income and outlays and in-kind contributions,
- initiate and direct, in coordination with other staff and parents, cost studies and comparative analyses of alternative operating strategies, and
- assist in the resolution of audit exceptions and the implementation of auditors’ recommendations, reporting all findings to management staff and governing bodies.

	Lauderdale County Head Start
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	Early Head Start Standard Operating Procedures
Program Performance Standards and Other Regulations:	1304.52 (a) (2) (i)
Title: HR-3	Staff Qualifications-Head Start/EHS Director
Program Design and Management	Human Resources
Relevant Forms:	Request for Job/Supplement Posting (FCS) Recommendation for Employment Form (FCS)
Revision Date:	7/26/12
Policy Council Approval Date:	1/3/13

Purpose: 1304.52 (a) (2) (i)

The Lauderdale County Head Start/Early Head Start Agency shall designate someone as Head Start/Early Head Start Director. Lauderdale County Head Start/Early Head Start must ensure that the program management functions are formally assigned to and adopted by the Head Start/EHS Program Director within the program. The Head Start/Early Head Start Program Director provides the program with vision and leadership, and ensures management functions are properly carried out.

Procedures:

1. The responsibilities of the Head Start/Early Head Start Director will align with the organizational needs and shall include, but not be limited to:
 - communication with the executive director, program managers, board members, Policy Council members, parents, and community partners,
 - program planning,
 - day-to-day program management and operations, including personnel administration and supervision,
 - staff training and development, coaching, and mentoring,
 - administration and maintenance of facilities, materials, and equipment,
 - financial administration,
 - assessment of staff and program operations, and
 - community relations and advocacy.
2. The Lauderdale County Head Start/Early Head Start Program Director will be hired according to the established policies and procedures of Florence City Schools.
3. A Request for Job/Supplement Posting Form will be completed by the FCS administrative staff. The position will be posted on the FCS and the Teach in Alabama website. Applications for the

position are received by the Florence City Schools Board of Education and screened to ensure candidates meet minimum qualifications.

4. Performance based interview questions are designed by the Florence City Schools Superintendent of Education with preference given to current and former Head Start parents who meet the minimum qualifications.
 5. Interviews are conducted by the Superintendent of Education with an interview panel consisting of Head Start Policy Council members, Head Start management personnel, and Head Start/Early Head Start staff members.
 6. The Interview Committee makes a recommendation to hire the HS/EHS Program Director.
 7. The Superintendent of Education will check all references and complete the Recommendation for Employment form and file the package of applications, questions, interview notes, scoring matrix in the Central office files. The Policy Council will then approve or disapprove of the recommended candidate. Upon Policy Council approval of the candidate, the candidate's name will be forwarded to the Florence City Board of Education for approval.
- Note: All candidates working directly with children must complete a background check.

	Early Head Start Standard Operating Procedures
Program Performance Standards and Other Regulations:	1304.52(a)(2)(ii)
Title: HR-4	Hiring Qualified Service Area Managers
Program Design and Management	Human Resources
Relevant Forms:	Request for Job/Supplement Posting Recommendation for Employment Form (FCS)
Revision Date:	7/26/12
Policy Council Approval Date:	1/3/13


Purpose: 1304.52(a)(2)(ii)

Lauderdale County Head Start/Early Head Start must ensure that the following program management functions are formally assigned to and adopted by staff within the program: Education/Disabilities Manager/Family Services Manager/Health Manager, Nutrition Manager/ Early Head Start Manager and Mental Health Coordinator.

Procedures:

- A. When management positions become available, the Program Director completes a Request for Job/Supplement Posting form and sends it to the Florence City Schools Superintendent of Education
- B. The Secretary to the Superintendent of FCS posts the position on the FCS and on the Teach in Alabama website.
- C. Applications for the position are received by Florence City Schools and screened to ensure candidates meet minimum qualifications.
- D. Routed applications are then screened and selected for interviews, with preference given to current and former Head Start parents who meet the qualifications.
- E. Performance based interview questions are designed by the Program Director.
- F. Interviews are conducted by the Program Director and Management staff members and a representative of the Policy Council.

- G. The Interview Committee then makes recommendations to hire specific individuals as program managers.
- H. The Program Director must complete employment reference checks and criminal background checks before making a recommendation for employment.
- I. The Program Director compiles the packages, with Policy Council recommendations, the routing sheet, questions, answers and interview notes, and completes the Recommendation for Employment Form and sends it to the Florence City Schools Central office. The recommended candidate is presented to the Florence City Schools Board of Education for their approval.

	<p align="center">Lauderdale County Head Start Early Head Start</p> <p align="center">Standard Operating Procedures</p>
<p align="center">Program Performance Standards and Other Regulations:</p>	<p align="center">1304.52 (b) (1) & (2)</p>
<p align="center">Title: HR-5</p>	<p align="center">Hiring Qualified Staff Teaching Teams-EHS Home Visitors</p>
<p align="center">Program Design and Management</p>	<p align="center">Human Resources</p>
<p align="center">Relevant Forms:</p>	<p align="center">Request for Job/Supplement Posting Recommendation for Employment Form (FCS)</p>
<p align="center">Revision Date:</p>	<p align="center">7/26/12</p>
<p align="center">Policy Council Approval Date:</p>	<p align="center">1/3/13</p>

Purpose: 1304.52 (b) (1) & (2)

Lauderdale County Head Start/Early Head Start must ensure that staff and consultants have the knowledge, skills and experience they need to perform their assigned functions responsibly.

1306.21

Lauderdale County Head Start/Early Head Start must comply with section 648A of the Head Start Act and any subsequent amendments regarding the qualifications of classroom teachers.

Procedures:

- J. Teacher and Teacher Assistant positions are under the purview of the Program Education Manager with the Education Manager assisting in the recruitment, selection, and hiring of all teaching staff. Early Head Start home Visitors are under the purview of the Education Manager and the Early Head Start Manager.
- K. When teaching and/or home visitor positions become available, the Program Director completes a Request for Job/Supplement Posting form and sends it to the Florence City Schools Superintendent of Education
- L. The Secretary to the Superintendent of FCS posts the position on the FCS and on the Teach in Alabama website.
- M. Applications for the position are received by Florence City Schools and screened to ensure candidates meet minimum qualifications.

- N. Routed applications are then screened and selected for interviews, with preference given to current and former Head Start parents who meet the qualifications.
- O. Teachers: After 2011, teachers are required to have, at a minimum an A.A. or A.S. in Early Childhood Education or a related field with eighteen (18) credit hours of coursework leading to a degree in Early Childhood Education.
- P. Teachers are strongly encouraged to continue their education in the light of proposed amendments to the Improving Head Start Act of 2007.
- Q. Teacher Assistants: By 2011, teacher assistants are required to have, at a minimum a National Child Development Associate Credential (C.D.A.). Teacher assistants are strongly encouraged to continue their education in the light of proposed amendments to the Improving Head Start Act of 2007.
- R. Performance based interview questions are designed by the Program Director and/or Education Manager.
- S. Interviews are conducted by the Program Director and Education Management staff, parent representatives and education staff.
- T. The Program Director must complete employment references and criminal background checks before making a recommendation to hire specific individuals as teachers and teacher assistants.
- U. The Interview Committee then makes recommendations to hire specific individuals as teachers, teacher assistants.
- V. The Program Director compiles the packages, with Policy Council recommendations, the routing sheet, questions, answers and interview notes, and completes the Recommendation for Employment Form and sends it to the Florence City Schools Central office. The recommended candidate is presented to the Florence City Schools Board of Education for their approval.

	<p style="text-align: center;">Lauderdale County Head Start Early Head Start</p> <p style="text-align: center;">Standard Operating Procedures</p>
<p style="text-align: center;">Program Performance Standards and Other Regulations:</p>	<p style="text-align: center;">1304.52 (b) (1) & (2)</p>
<p style="text-align: center;">Title: HR-6</p>	<p style="text-align: center;">Hiring Qualified Family Services/Support Staff</p>
<p style="text-align: center;">Program Design and Management</p>	<p style="text-align: center;">Human Resources</p>
<p style="text-align: center;">Relevant Forms:</p>	<p style="text-align: center;">Request for Job/Supplement Posting Recommendation for Employment Form (FCS)</p>
<p style="text-align: center;">Revision Date:</p>	<p style="text-align: center;">7/26/12</p>
<p style="text-align: center;">Policy Council Approval Date:</p>	<p style="text-align: center;">1/3/13</p>


Purpose: 1304.52 (b) (1) & (2)

Lauderdale County Head Start/Early Head Start must ensure that staff and consultants have the knowledge, skills and experience they need to perform their assigned functions responsibly.

Procedures

- A. Family Service Assistants are under the purview of the Family Services Manager with the Family Services Manager assisting in the recruitment, selection, and hiring of all family services staff. Health Assistants are under the purview of the Health Manager. Secretary and Secretary Book Keeper are under the purview of the Program Director. Early Head Start Floating Assistants are under the purview of the Early Head Start Manager.
- B. When family services or support positions become available, the Program Director completes a Request for job/Supplement Posting form and sends it to the Florence City Schools Superintendent of Education
- C. The Secretary to the Superintendent of FCS posts the position on the FCS and on the Teach in Alabama website.
- D. Applications for the position are received by Florence City Schools and screened to ensure candidates meet minimum qualifications.
- E. Routed applications are then screened and selected for interviews, with preference given to current and former Head Start parents who meet the qualifications.

- F. Performance based interview questions are designed by the Program Director and/or Family Services Manager.
- G. Interviews are conducted by the Program Director, Management staff, and staff members.
- H. The Interview Committee then makes recommendations to hire specific individuals as family services assistants secretarial or other support staff.
- I. The Program Director must complete employment reference checks and criminal background checks before making a recommendation to hire specific individuals as teachers and teacher assistants.
- J. The Program Director compiles the packages, with Policy Council recommendations, the routing sheet, questions, answers and interview notes, and completes the Recommendation for Employment Form and sends it to the Florence City Schools Central office. The recommended candidate is presented to the Florence City Schools Board of Education for their approval.

	<p style="text-align: center;">Lauderdale County Head Start Early Head Start</p> <p style="text-align: center;">Standard Operating Procedures</p>
<p style="text-align: center;">Program Performance Standards and Other Regulations:</p>	<p style="text-align: center;">1304.52(b)(3)</p>
<p style="text-align: center;">Title: HR-7</p>	<p style="text-align: center;">Hiring Practices</p>
<p style="text-align: center;">Program Design and Management</p>	<p style="text-align: center;">Human Resources</p>
<p style="text-align: center;">Relevant Forms:</p>	
<p style="text-align: center;">Revision Date:</p>	<p style="text-align: center;">7/26/12</p>
<p style="text-align: center;">Policy Council Approval Date:</p>	<p style="text-align: center;">1/3/13</p>


Purpose: 1304.52(b)(3)

Current and former Head Start/Early Head Start parents must receive preference for employment vacancies for which they are qualified. Head Start is an important place for employment opportunities for parents and a vehicle for providing additional skills for parents who are seeking employment.

Procedures

- A. Lauderdale County Head Start/Early Head Start provides opportunities to receive skill-development or on-the-job training as part of parent involvement activities.
- B. Skill development and on-the-job training is provided through partnerships with local agencies as part of parent involvement activities.
- C. Skill development and on-the-job training are also provided directly in Head Start by encouraging parents to volunteer in the classroom and attend Child Development Associate Credential (CDA) classes.
- D. Current and former Head Start parents who apply for a job with Lauderdale County Head Start/Early Head Start, and meet the minimum qualifications of the position, are given preference in the selection process.

Family Service Assistants, as part of parental involvement and Family Partnership Agreement discussions, describe the various positions in Head Start as well as outlining the ways parents can become qualified for program positions.

	<p>Lauderdale County Head Start Early Head Start</p> <p>Standard Operating Procedures</p>
<p>Program Performance Standards and Other Regulations:</p>	<p>1304.52</p>
<p>Title: HR-8</p>	<p>Employee Personnel Files</p>
<p>Program Design and Management</p>	<p>Human Resources</p>
<p>Relevant Forms:</p>	<p>Personnel File Checklist</p>
<p>Revision Date:</p>	<p>7/10/12</p>
<p>Policy Council Approval Date:</p>	<p>1/3/13</p>

Purpose: 1304.52

During the period of employment 3 separate personnel files will be maintained for each employee. The following data shall be maintained in each personnel file:

Personnel File (Central Office)

- original teaching certificate
- verification of all teaching experience
- official transcript(s) of all college coursework
- report of TB test or chest x-ray
- signed acknowledgement of Drug-Free Workplace brochure
- 19 form
- Copy of Social Security card
- Copy of driver's license
- Criminal background clearance
- Verification of Highly Qualified Teacher status
- Verification of Lee vs. Macon training (Certified Only)
- Acknowledgement of important policies
- Signed employment application
- New Employee information
- Information technology (email account) form
- Use of Information Technologies form (assurance of compliance with Policy IFAC)
- Directory Information card
- E-verify
- Disciplinary Incidents

Payroll File

- W-4 forms
- Retirement registration
- Other applicable payroll information

Confidential File (Handy Site)


- Record of physical exam/tuberculosis screen
- Criminal background clearance through ABI
- Personnel Evaluations
- Professional Development Certificates
- Policy Manual Access Signed
- CPR/First Aid Certification (Associates/Assistants)
- Confidentiality Statement
- Standard of Conduct Statement

Any changes in name, address, phone, or other pertinent information must be reported to the Central office.

Although most information in personnel files is a matter of public record, only verification of employment may be provided by telephone request. Any other information about an employee should be requested in writing and addressed to the appropriate authorized employee.

All personnel files will remain confidential under lock and key. Only those with legitimate needs may examine personnel files. The following are guidelines instituted to maintain confidentiality:

- You may examine your file in the presence of another staff person.
- Supervisors and Managers may examine personnel files of the employees they supervise.
- Personnel files may not under any circumstances be taken from the premises.
- No item in the individual's personnel file may be removed from that file.
- Staff members may appeal documented items in their personnel file.


	<p>Lauderdale County Head Start Early Head Start</p> <p>Standard Operating Procedures</p>
<p>Program Performance Standards and Other Regulations:</p>	<p>1304.52(b)(3)</p>
<p>Title: HR-9</p>	<p>Cultural Diversity</p>
<p>Program Design and Management</p>	<p>Human Resources</p>
<p>Relevant Forms:</p>	
<p>Revision Date:</p>	<p>7/26/12</p>
<p>Policy Council Approval Date:</p>	<p>1/3/13</p>

Purpose 1304.52(b)(4)

Staff and program consultants must be familiar with the ethnic background and heritage of families in the program and must be able to serve and effectively communicate, to the extent feasible, with children and families with no or limited English proficiency.

Procedures:

- A. Lauderdale County Head Start/Early Head Start makes a significant effort to hire qualified, bilingual staff and consultants who are culturally and ethnically diverse, ensuring the appropriate representation of the ethnicities and cultures of enrolled families.
- B. Current and former parents and staff are resources for understanding different cultures, through translations and training on different cultural expectations.
- C. Lauderdale County Head Start conducts field trips to museums and libraries, and encourages visitations from a variety of artists, poets, writer, storytellers and musicians to help staff and parents appreciate and enjoy diverse cultures.
- D. Lauderdale County Head Start/Early Head Start makes every attempt to translate brochures, fact sheets, information about Head Start and parental questionnaires in the primary language of the families served.
- E. Lauderdale County Head Start/Early Head Start staff who are bi-lingual, often act as interpreters; Lauderdale County Head Start/Early Head Start will also contract for the services of a trained translator when the need arises.

	<p>Lauderdale County Head Start Early Head Start</p> <p>Standard Operating Procedures</p>
<p>Program Performance Standards and Other Regulations:</p>	<p>1304.52(b)(3)</p>
<p>Title: HR-10</p>	<p>Standards of Conduct</p>
<p>Program Design and Management</p>	<p>Human Resources</p>
<p>Relevant Forms:</p>	<p>NAEYC Code of Conduct; Alabama Educator Code of Ethics; Alabama Minimum Standards; Employee Code of Conduct Statement Forms</p>
<p>Revision Date:</p>	<p>7/26/12</p>
<p>Policy Council Approval Date:</p>	<p>1/3/13</p>

Purpose: 1304.52 (h) (1) – (3)

The Lauderdale County Head Start/Early Head Start Program will ensure that all staff, consultants, and volunteers abide by the Head Start Performance Standards, the Alabama Educator Code of Ethics, NAEYC Code of Conduct and the Alabama Minimum Standards for child care providers.

Procedures:

The Head Start Performance Standards state that:

1. The unique identify of each child and family will be respected, preventing stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
2. Program confidentiality policies concerning information about children, families, and other staff members shall be followed.
3. Children will be kept under sight and sound supervision at all times.
4. Positive methods of child guidance shall be used.

5. No corporal punishment, emotional or physical abuse, or humiliation shall be tolerated.
6. No student shall be isolated, punished, or rewarded with food, or denied basic needs.
7. All employees who engage in the award or administration of contracts or other financial awards shall sign statements stating that they will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.

Appropriate penalties shall be imposed for employees who violate any standards of conduct.



Program Philosophy
Head Start Employees and Volunteers
Code of Conduct and Confidentiality Pledge

Parents have the right to know that their child will not be left alone or unattended. Children enrolled in Lauderdale County Head Start/Early Head Start are our greatest asset. Our priority is that children are protected and not harmed in any way.

Every individual has the right to maintain his or her own identity, while acquiring the skills that help to function in our diverse society. We recognize that stereotypes and misinformation interfere with communication, growth, and respect. The cultural groups that are represented in the Lauderdale County community and the families of each child enrolled in Lauderdale County Head Start/Early Head Start will be acknowledged and appreciated.

Differences such as disabilities, gender, age, educational level, personal values and ways of thinking need to be considered, understood, and appreciated. Adult family members that have been traditionally under-involved in programs, including fathers, father figures, and grandparents are invited and welcomed into Lauderdale County Head Start/Early Head Start classrooms and program opportunities.

Head Start families have the right to expect that personal information about a child or family that is held by the program remains secure. ***We are responsible for maintaining confidentiality, and we respect each person's right to privacy.*** We refrain from disclosure of confidential information and undue intrusion into family's lives.

1. As an employee, or a Board member or volunteer of the Lauderdale County Head Start/Early Head Start program, I certify that while working with the program, I will abide by the Lauderdale County Head Start/Early Head Start Code of Conduct and demonstrate:
 1. Commitment to the safety and well being of all children in my care.
 - a. I will not leave a child alone or unattended.
 - b. I will not allow practices that are disrespectful, denigrating, intimidating, psychologically destructive or physically harmful to children.
 - c. I will be familiar with the signs of child abuse and/or neglect and implement program and State procedures for reporting abuse and/or neglect.
 - d. I will be aware of and follow program safety and emergency procedures.
 2. Respect for the unique identity of each child and family.
 - a. I will refrain from stereotyping any child or family based on gender, race, ethnicity, culture, religion, or ability.
 - b. I will make the Head Start or Early Head Start classroom a welcoming environment for all children and parents.
 - c. I will provide both boys and girls equal opportunities to participate in all activities.
 - d. I will use toys, books, musical activities, and decorations that reflect diversity.
 3. Use of Positive Guidance
 - a. I will always use positive methods of child guidance.
 - b. I will NOT engage in any corporal punishment, emotional or physical abuse, humiliation or any discipline that involves isolation or denial of a child's basic needs.
 - c. I will not use food as a reward or punishment.
 - d. I will set clear and reasonable classroom rules and apply them consistently.
 - e. I will involve children in the rulemaking process.
 - f. I will give children opportunities to ask questions, make decisions, and solve their own problems, using their words.
 - g. I will participate in training and mentoring to learn and refine appropriate disciplinary techniques. I will implement the training provided by the Head Start program.
 4. Compliance with Program Confidentiality Procedures
 - a. As a condition of employment, I agree to keep confidential information secure even after I leave Head Start.
 - b. I will respect all confidential information about any Head Start/Early Head Start child, family or other staff member. Family and child information will only be shared with other paid staff that needs the information to do their jobs in caring for the same children.
 - c. I will not disclose information on any Head Start/Early Head Start child or family member, outside the program, without a signed release.
 - d. I understand that parents have access to the child's Head Start/Early Head Start generated records upon request. Such requests can be made to the child's teacher or the Lauderdale County Head Start/Early Head Start Management Team.


- e. Confidential information regarding Head Start/Early Head Start staff members will not be shared without permission, except with staff members having a specific need to the information to perform their job.
5. Compliance with all applicable laws, standards, policies and procedures
- a. No staff member or volunteer shall purport to speak to the press on behalf of Lauderdale County Head Start/Early Head Start, unless they have been given the authority by the Florence City Schools Superintendent of Education.
 - b. If a member expresses disagreement with a policy or procedure he/she must clearly state that the view is personal, and must not harm the integrity of the Lauderdale County Head Start/Early Head Start Program.
 - c. Board and Policy Council members shall always conduct their business in a manner that does not conflict with the public interest and dignity of the individual and with respect and commitment for the rights of Head Start and Early Head Start children, parents, staff, and community.

I have read and agree to abide by the Lauderdale County Head Start/Early Head Start Program's Code of Conduct and Confidentiality Pledge.

Signature: _____

Date: _____

Position: _____

	<p align="center">Lauderdale County Head Start Early Head Start</p> <p align="center">Standard Operating Procedures</p>
<p align="center">Program Performance Standards and Other Regulations:</p>	<p align="center">1304.51</p>
<p align="center">Title: HR-11</p>	<p align="center">Program Standards/Staff Conduct</p>
<p align="center">Program Design and Management</p>	<p align="center">Human Resources</p>
<p align="center">Relevant Forms:</p>	
<p align="center">Revision Date:</p>	<p align="center">8/2/12</p>
<p align="center">Policy Council Approval Date:</p>	<p align="center">1/3/13</p>

Purpose: 1304.51

All employees of Lauderdale County Head Start/Early Head Start shall abide by the standards of conduct as follows:

Standards of Conduct


Violating the standards of conduct will result in penalties, up to and including termination. The Standards of Conduct include, but are not limited to, the following:

- Children and families are respected, and we refrain from stereotyping. We respect the child and family and will not refer to them in any form of stereotyping on the basis of the gender, race, ethnicity, culture, religion, or disability.
- Confidentiality policies must be followed and are strictly enforced. The confidentiality concerning information about the child, family or other staff members should be closely observed. Any employee, volunteer or consultant who violated the "Confidentiality Policy" may be removed from the program.
- Children are always supervised. When assigned to the supervision of children, the adult under no circumstances will be allowed to leave the child unsupervised.
- Positive methods of guidance and discipline are used. The employees, volunteers, and consultants are expected to adhere to the "Discipline Policy". This policy states that positive methods of child guidance will be used thus prohibiting the use of corporal punishment, emotional or physical abuse, or humiliation. Isolating the child is inappropriate and

unacceptable in this facility. In addition, food is not to be used as a form of reward or punishment.

- Prohibition of kick-backs. All employees engaged in the award and administration of contracts or other financial awards will assure that no form of gratuity, favor or any form of monetary value will be solicited in exchange for granting a contract. The program ensures that all employees engaged in the award or administration of contracts or other financial awards sign this Code of Conduct which serves as their statements that they will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.
- Clothing of employees on the job should be in good taste, neat, clean, and appropriate for the duties to be performed.
- Each employee must cooperate with fellow workers and the public in order to set a high standard of work performance. Unwillingness or failure to cooperate shall be cause for disciplinary action.
- Employees must be **punctual** in reporting for duty at the time and place designated. Repeated failure to report promptly at the time directed will be deemed neglect of duty and subject to disciplinary action.
- When you cannot report to work, call Kelly Services immediately. Also, call the office and leave a message on the phone, no later than your expected work time.
- Each staff member (assistant) is responsible for keeping an up-to-date list of substitutes in their area and making every possible effort to arrange for their own volunteers/substitutes.
- All appointments and community activities should be arranged around scheduled work hours.
- You have agreed to be a team member at one of our sites.
- The effectiveness of our program depends upon your commitment to be at work **CONSISTENTLY**.
- Each staff member is a reflection of Florence City Schools and our Head Start Program. You must conduct yourself accordingly.
- Staff members will be knowledgeable of fire, tornado, and other weather-related safety procedures, and all emergency preparedness procedures. Policies and plans for action for emergencies will be posted. Emergency evacuation routes should be posted. Emergency procedures (fire drills, etc.) should be practiced regularly. Up-to-date family contact information and authorization for emergency care for each child will be readily available.
- False reporting shall be subject to disciplinary action (i.e. time sheets, travel vouchers, etc.)

- Employees should never be discourteous or argumentative with program participants and, if conflicts develop, should immediately make the supervisor aware of the conflict.
- All employees are urged to make any suggestions they feel will be of benefit to the program.
- Employees may be granted authorization to be reimbursed (mileage) for using their private vehicles when use of private is essential in the performance of the work required.
- All complaints on behalf of the public are handled courteously and promptly and in accordance the Florence City School Policy Manual.
- Employees will discourage personal gifts and will not accept any gift or other valuable things offered in the course of work or in connection with it when such a gift is given in the hope or expectation of receiving a favor or better treatment than accorded other persons.
- Employees shall not accept nor receive money the form of tips or rewards for services rendered.
- Solicitation of funds from employees or the public is not permitted with the expectation of parent fundraising. Employees desiring to solicit or to have someone else solicit, either directly or indirectly money or materials of any kind, including prizes, for the purpose of assisting in the promotion of any program area or activity must secure approval before starting such solicitation.

	<p style="text-align: center;">Lauderdale County Head Start Early Head Start</p> <p style="text-align: center;">Standard Operating Procedures</p>
<p style="text-align: center;">Program Performance Standards and Other Regulations:</p>	<p style="text-align: center;">1304.51 (g); 1308.6 (e) (4)</p>
<p style="text-align: center;">Title: HR-12</p>	<p style="text-align: center;">Confidentiality</p>
<p style="text-align: center;">Program Design and Management</p>	<p style="text-align: center;">Human Resources</p>
<p style="text-align: center;">Relevant Forms:</p>	<p style="text-align: center;">Confidentiality Agreement</p>
<p style="text-align: center;">Revision Date:</p>	<p style="text-align: center;">8/2/12</p>
<p style="text-align: center;">Policy Council Approval Date:</p>	<p style="text-align: center;">1/3/13</p>


Purpose: 1304.51 (g); 1308.6 (e) (4)

Lauderdale County Head Start/Early Head Start shall establish and implement procedures that ensure compliance with all applicable federal, state, and local statutes for the protection of confidential records, including electronic data.

Procedures:

1. The Lauderdale County Head Start/Early Head Start Program must establish and maintain efficient and effective record-keeping systems to provide accurate and timely information regarding children, families, and staff and must ensure appropriate confidentiality of this information.
2. The Lauderdale County Head Start/Early Head Start Program will follow procedural safeguards to protect the individual confidentiality of all records. Any information in a child's file is confidential and is not to be discussed with anyone unless information is essential for reasons clearly related to program services. Information shall not be shared unless it is deemed that another person has the "need to know" (e.g., reporting child abuse to the designated person in the center or reporting a child's health problem to the nurse).
3. Information regarding individual children, their families, or other staff members shall be held confidential by staff and volunteers. All information about children and families is confidential. No information about a child or family is to be released or shared without written parental informed consent if the material is personally identifiable.

4. The policies and procedures in this matter bind Head Start/Early Head employees who have access to confidential information. Staff shall not use information about a child or family (i.e., phone numbers, address) for any purpose other than work-related.
5. Volunteers must not have access to confidential information. Staff must not discuss confidential information in the presence of volunteers, parents, or children.
6. Personally identifiable information is defined as that information about a child or family, which would make it possible to identify the family or the child with reasonable certainty. This includes any information that has on it the child's name, parent's name, address, telephone number, Medicaid number, or any other data that can readily identify the child or family.
7. Examples of general information that can be released without written consent includes number of disabled children, number of children by age, etc.
8. Any staff person discussing confidential information with anyone other than on a "need to know" basis will face disciplinary action. Diagnostic service contractors must adhere to program confidentiality policies and procedures as follows:
 - a. All staff will sign a "Code of Confidentiality Agreement." This form is included in the employment personnel package.
 - b. All Policy Council members will sign a "Confidentiality Agreement" statement.
 - c. All confidential records shall be kept in a locked file cabinet, with only appropriate staff members having access to the cabinet.
 - d. Files shall never be left unattended on a desk or elsewhere.
 - e. Staff using computers and who have access to Child Plus and Teaching Strategies Gold System will have confidential passwords for access into Child Plus.
 - f. Computers with access to Child Plus and Teaching Strategies Gold System open shall never be left unattended.
 - g. Volunteers do not have access to classroom files. In no case will a volunteer be allowed access to the files of children.
 - h. Staff must not discuss confidential information in the presence of volunteers, parents, or children.

	<p>Lauderdale County Head Start Early Head Start</p> <p>Standard Operating Procedures</p>
<p>Program Performance Standards and Other Regulations:</p>	<p>1304.22 (a) (5); 1304.52 (k) (3) (i)</p> <p>Code of Alabama 1975, Section 26-14-1 through 26-14-13</p>
<p>Title: HR-13</p>	<p>Prevention, Identification, and Reporting of Child Abuse and Neglect</p>
<p>Program Design and Management</p>	<p>Human Resources</p>
<p>Relevant Forms:</p>	
<p>Revision Date:</p>	<p>8/1/12</p>
<p>Policy Council Approval Date:</p>	<p>1/3/13</p>

Purpose: 1304.22 (a) (5); 1304.52 (k) (3) (i)

Code of Alabama 1975, Section 26-14-1 through 26-14-13

Staff shall utilize the procedures outlined below to prevent, identify, and report child abuse and neglect.

Procedures:

Prevention:

1. Program staff will receive annual training regarding suspected child abuse and neglect reporting and the need to provide protection for abused and neglected children. The Family Services Manager will be the primary staff member responsible for coordination training efforts with the assistance of the Family Service Assistants.
2. Annual training will be provided for parents regarding the prevention of child abuse and neglect.
3. In addition, the classroom curriculum will include principles based on personal safety.

Mandatory Reporting Laws:

Since 1975, Alabama has had a statute on child abuse and neglect, which among other things, governs reporting child abuse and neglect to duly constituted authorities by certain mandatory reporters. This statute is Code of Alabama 1975, Sections 26-14-1 through 26-14-13.

Section 26-14-1 defines “duly constituted authorities” as chief of police of a municipality; the sheriff, if the observation of child abuse or neglect is in an unincorporated area, or the Department of Human Resources.

Section 26-14-3(b) provides that when a report is made to a law enforcement official, such official subsequently shall inform the Department of Human Resources of the report.

Section 26-14-3(a) lists, among other people, “school teachers and officials” as mandatory reporters and provides that they shall be required to report, or cause a report to be made of the same, orally, either by telephone or direct communication immediately, followed by a written report, to a duly constituted authority.

Section 26-14-9 of this statute provides immunity from liability for actions under the chapter of the law. This section states that any person, firm, corporation or official participating in the making of a report or the removal of a child pursuant to this chapter, or participating in a judicial proceeding resulting therefrom, shall, in so doing, be immune from any liability, civil or criminal, that might otherwise be incurred or imposed.

Section 26-14-13 imposes a penalty for failure to make required reports. This section states that any person who shall knowingly fail to make the report required by this Chapter shall be guilty of a misdemeanor and shall be punished by a sentence of not more than six month’s imprisonment or a fine of not more than \$500.00.


Mandatory Reporting:

1. Any program staff who becomes aware of a risk of immediate harm to a child shall:
 - a. Immediately call the Department of Human Resources (765-4000), the Police Department, or 911.
 - b. Report the risk to the Program Director and/or Family Services Manager.

- c. Follow up with a written report which will be sent by the Family Services Manager to the Department of Human Resources by certified mail.
2. Any program staff who becomes aware of possible suspected child abuse and/or neglect shall:
 - a. Alert the Family Services Manager on the appropriate form giving written documentation of the incident, and listing the evidence on which this judgment is based.
 - b. The Family Service Manager will advise the Program Director regarding the reporting process immediately.
 - c. If the Family Services Manager is not available, the reporting staff member will contact the Center Director with the written documentation.
 - d. After consultation the mandatory reporter shall report the facts of the possible abuse/neglect situation orally to the Department of Human Resources, followed by a written report.
 - e. The written report will be sent by the Family Services Manager to the Department of Human Resources by certified mail.
3. The Family Services Manager will maintain all written documentation regarding reporting of child abuse and neglect under lock and key in order to preserve the family's confidentiality.
4. If the parent/guardian of the child concerned contacts center staff concerning this incident, the staff member will not discuss the incident with the parent, but will refer them to the Department of Human Resources.
5. The highest standards of professionalism shall be maintained and the privacy of the family protected by all parties having knowledge of the report.

Attachments: DHR – Written Report of Suspected Child Abuse

Child Abuse Reporting Law

	<p style="text-align: center;">Lauderdale County Head Start Early Head Start</p> <p style="text-align: center;">Standard Operating Procedures</p>
<p style="text-align: center;">Program Performance Standards and Other Regulations:</p>	<p style="text-align: center;">1304.52 (g) (1) – (3)</p>
<p style="text-align: center;">Title: HR-14</p>	<p style="text-align: center;">Class Size, Ratios and Primary Languages</p>
<p style="text-align: center;">Program Design and Management</p>	<p style="text-align: center;">Human Resources</p>
<p style="text-align: center;">Relevant Forms:</p>	
<p style="text-align: center;">Revision Date:</p>	<p style="text-align: center;">7/26/12</p>
<p style="text-align: center;">Policy Council Approval Date:</p>	<p style="text-align: center;">1/3/13</p>

Purpose: 1304.52 (g) (1) – (3)

The Lauderdale County Head Start/Early Head Start Program will ensure that appropriate child/staff ratios are maintained at all times of the day. Each staff member shall speak the language of the majority of the children in the class, and class sizes will be maintained.

Procedures:

Maintaining Child/Staff Ratios At All Times:

Staffing shall be arranged to ensure that appropriate child staff ratios are maintained at all times of the day, in all locations, and that staff are allowed adequate time for planning, record-keeping, and training.


Languages Spoken by Classroom Staff:

At least one classroom staff member shall speak the language of the majority of the children in the class. To increase the number of qualified adults in the program:

- Professional development to learn the primary language will be provided,
- Volunteers or community members will be used to facilitate communication when necessary,
- Staff who know the majority language will be recruited, and
- Persons will be recruited from community organizations that represent the culture and language of the families served.

Maintaining Classroom Size by Use of Substitute Staff:

Class sizes will be maintained and safety ensured by the use of substitute persons when the regular staff members are absent. The substitutes used must be on the approved Florence City Schools Substitute Teacher list or supplied by Kelly Services. Parents who are on the approved list will be used whenever possible.


	<p style="text-align: center;">Lauderdale County Head Start Early Head Start</p> <p style="text-align: center;">Standard Operating Procedures</p>
<p style="text-align: center;">Program Performance Standards and Other Regulations:</p>	<p style="text-align: center;">1304.52 (j) (1)</p>
<p style="text-align: center;">Title: HR-15</p>	<p style="text-align: center;">Staff Health Screenings</p>
<p style="text-align: center;">Program Design and Management</p>	<p style="text-align: center;">Human Resources</p>
<p style="text-align: center;">Relevant Forms:</p>	<p style="text-align: center;">LCHS/EHS Staff Screening Form</p>
<p style="text-align: center;">Revision Date:</p>	<p style="text-align: center;">8/2/12</p>
<p style="text-align: center;">Policy Council Approval Date:</p>	<p style="text-align: center;">1/3/13</p>

Purpose: 1304.52 (j) (1)

The Lauderdale County Head Start/Early Head Start Program will ensure a safe and healthy environment for children and staff, by requiring employees to demonstrate that they are in good health. Measures shall be taken to ensure that health and wellness information will be available to staff with concerns that may affect job performance.

Procedures:

1. All Lauderdale County Head Start/Early Head Start employees shall have an initial health examination, including a tuberculosis test. Staff members are required to have a tuberculosis rescreen every three years according to Alabama health regulations.
2. Regular volunteers in the program shall be screened for tuberculosis.
3. The Americans with Disabilities Act and Section 504 of the Rehabilitation Act shall be abided by.
4. Staff development trainings and/or information will be provided to the employees on topics such as:
 - a. Coping with job-related stress
 - b. Physical wellness programs
 - c. Community agencies that support wellness (e.g., information on mental health centers, drug rehabilitation programs, and smoking cessation programs)
 - d. Other information, as required or needed by employee

	<p style="text-align: center;">Lauderdale County Head Start Early Head Start</p> <p style="text-align: center;">Standard Operating Procedures</p>
<p style="text-align: center;">Program Performance Standards and Other Regulations:</p>	<p style="text-align: center;">1304.52 (b) (2)</p>
<p style="text-align: center;">Title: HR-16</p>	<p style="text-align: center;">Background Checks</p>
<p style="text-align: center;">Program Design and Management</p>	<p style="text-align: center;">Human Resources</p>
<p style="text-align: center;">Relevant Forms:</p>	
<p style="text-align: center;">Revision Date:</p>	<p style="text-align: center;">8/2/12</p>
<p style="text-align: center;">Policy Council Approval Date:</p>	<p style="text-align: center;">1/3/13</p>

Purpose: 1304.52(b)(2)

To ensure the safety of Head Start children and to comply with state, federal and county regulations, Lauderdale County Head Start/Early Head Start conducts a background screening on all employees.

Procedures:

- A. All Lauderdale County Head Start/Early Head Start employees are subject to a background screening.
- B. All employees will have a background check according to the policies and procedures of Florence City Schools. The Cogent Applicant Fingerprint Registration System for Alabama is used for all background checks by FCS. Head Start also uses the Alabama Interactive LLC for employee background checks.
- C. Head Start parents/guardians who volunteer in Head Start Centers are excluded from screening requirements.

	<p align="center">Lauderdale County Head Start Early Head Start</p> <p align="center">Standard Operating Procedures</p>
<p align="center">Program Performance Standards and Other Regulations:</p>	<p align="center">1304.52 (b) (3)</p>
<p align="center">Title: HR-17</p>	<p align="center">Hiring Practices: Current and Former Head Start Parents</p>
<p align="center">Program Design and Management</p>	<p align="center">Human Resources</p>
<p align="center">Relevant Forms:</p>	
<p align="center">Revision Date:</p>	<p align="center">8/2/12</p>
<p align="center">Policy Council Approval Date:</p>	<p align="center">1/3/13</p>


Purpose: 1304.52(b)(3)

Current and former Head Start parents must receive preference for employment vacancies for which they are qualified. Head Start is an important place for employment opportunities for parents and a vehicle for providing additional skills for parents who are seeking employment.

Procedures:

- A. Lauderdale County Head Start/Early Head Start provides opportunities for parents to receive skill-development or on-the-job training as part of parent involvement activities.
- B. Skill development and on-the-job training is provided through partnerships with local agencies as part of parent involvement activities.
- C. Skill development and on-the-job training are also provided directly in Head Start and Early Head Start by encouraging parents to volunteer in the classroom and attend Child Development Associate Credential (CDA) classes.
- D. Current and former Head Start parents who apply for a job with Lauderdale County Head Start/Early Head Start, and meet the minimum qualifications of the position, are given preference in the selection process.

Community Service workers, as part of parental involvement and family partnership agreement discussions, describe the various positions in Head Start as well as outlining the ways parents can become qualified for these positions.


	<p align="center">Lauderdale County Head Start Early Head Start</p> <p align="center">Standard Operating Procedures</p>
<p align="center">Program Performance Standards and Other Regulations:</p>	<p align="center">1304.52 (j)</p>
<p align="center">Title: HR-18</p>	<p align="center">Staff Performance Appraisals</p>
<p align="center">Program Design and Management</p>	<p align="center">Human Resources</p>
<p align="center">Relevant Forms:</p>	<p align="center">Staff Performance Appraisal</p>
<p align="center">Revision Date:</p>	<p align="center">8/2/12</p>
<p align="center">Policy Council Approval Date:</p>	

Purpose 1304.52(j)

All Head Start/Early Head Start staff should be actively engaged in a process of professional development. As such, reflective supervision provides an opportunity for staff and supervisors to meet, identify staff training and professional development needs, and assist each staff member in improving his or her skills and professional competencies.

Procedures:

- A. Lauderdale County Head/Start/Early Head Start utilizes a standardized performance appraisal to be completed on an annual basis and due during the first semester of the employee's original hire date.
- B. The annual performance appraisal for each employee is completed by the Program Director in collaboration with the designated content area manager for that employee.
- C. If an employee is not performing in a satisfactory manner, the direct supervisor must have written documentation of non-satisfactory performance on file.
- D. The original copy of the Staff Performance Appraisal will be kept on file in the personnel files in the Head Start Office. A copy of the appraisal will be provided to each employee.
- E. Staff Performance Appraisals will be used as one source of assessing training needs at the program level and for individual employees.

	<p align="center">Lauderdale County Head Start Early Head Start</p> <p align="center">Standard Operating Procedures</p>
<p align="center">Program Performance Standards and Other Regulations:</p>	<p align="center">1304.52(l)(1)</p>
<p align="center">Title: HR-19</p>	<p align="center">Orientation: New Employees, Volunteers and Consultants</p>
<p align="center">Program Design and Management</p>	<p align="center">Human Resources</p>
<p align="center">Relevant Forms:</p>	
<p align="center">Revision Date:</p>	<p align="center">8/2/12</p>
<p align="center">Policy Council Approval Date:</p>	<p align="center">1/3/13</p>

Purpose 1304.52(l)(1)

Lauderdale County Head Start/Early Head Start must provide an orientation to all new staff, consultants, and volunteers that includes our mission, vision, philosophy, and values and the ways in which they are implemented by the program.

Procedures – Employees

- A. All new employees will attend Head Start orientation training at the program level, and an additional employee orientation appointment at the Florence City Schools Central Office.
- B. The Head Start training will include an overview of the Head Start program and Performance Standards.
- C. The new staff will be introduced to the management team as part of the orientation process.
- D. Employees are given an information packet that contains:
 1. A copy of the LCHS/EHS Mission and Vision Statement and a copy of the Program Philosophy , Code of Conduct and Confidentiality Statement.
 2. A brief history and description of the Head Start program
 3. A copy of the School Calendar/Schedule


- E. Each service area is responsible for providing orientation to their new staff; each service area is also responsible for providing information to new employees from all service areas on their first day in Head Start.
- F. If an employee does not attend an orientation immediately, this orientation must be provided within thirty (30) days of hire.
- G. After the orientation, new employees will be given training specific to their job position.

II. Procedures – Consultants

- A. Professional consultants will be selected based in part upon their specialty area, and in part based upon their specific knowledge of Head Start Performance Standards.
- B. For new consultants, the orientation to Lauderdale County Head Start/Early Head Start will begin with an initial meeting with the Program Director and appropriate service area staff.
- C. New consultants will receive a Head Start folder with the following information:
 - i. A copy of the Lauderdale County Head Start/Early Head Start Mission, Vision, and a copy of the Program Philosophy , Code of Conduct and Confidentiality Statement
 - 2. A brief history and description of the Head Start program
 - 3. A copy of the School Calendar/Schedule

III. Procedures – Parent Volunteers/Community Volunteers

- A. Parent volunteers will receive an orientation from the Head Start Center Supervisor where they plan to volunteer.
- B. New volunteers will receive a Head Start folder with the following information:
 - i. A copy of the Lauderdale County Head Start/Early Head Start Mission, Vision, and a copy of the Program Philosophy , Code of Conduct and Confidentiality Statement
 - 2. A brief history and description of the Head Start program
 - 3. A copy of the School Calendar/Schedule
- C. Volunteers will be provided with an in-depth orientation to Center operations, the rules and regulations governing early childhood development, and an introduction to completing In-Kind paperwork for Lauderdale County Head Start/Early Head Start non-Federal share.

	<p>Lauderdale County Head Start Early Head Start</p> <p>Standard Operating Procedures</p>
<p>Program Performance Standards and Other Regulations:</p>	<p>1304.52(l)(2)</p>
<p>Title: HR-20</p>	<p>Staff Training Plan (T/TA Plan)</p>
<p>Program Design and Management</p>	<p>Human Resources</p>
<p>Relevant Forms:</p>	<p>TA/TA Agency Plan</p>
<p>Revision Date:</p>	<p>8/2/12</p>
<p>Policy Council Approval Date:</p>	<p>1/3/13</p>


Purpose 1304.52(l)(2)

To ensure that Lauderdale County Head Start/Early Head Start establishes and implements a structured approach to staff training and development, while attaching academic credit whenever possible. This system should be designed to help build relationships among staff and to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities.

Procedures:

- A. Upon completion of the Annual Self-Assessment in February of each year, program year, the Program Director and service area managers will begin the development of the LCHS/EHS Training and Technical Assistance Plan.
- B. The process for developing a Training Plan follows the completion of the Community Assessment or Community Assessment Update and the Strategic Plan as discussed in Section (planning). Completed staff evaluation and professional development forms are also used to assess staff training needs.
- C. The T/TA specialist for the program is notified of the schedule for the formulation of a Training Plan that consists of discretionary training, required training from the Office of Head Start, along with local and state required trainings.

- D. Program Management finalizes the Training Plan in the requisite format, completing the requirements for required Head Start Training, and local and state required training.
- E. Activities are associated with each training goal, along with designation of responsible staff, timelines, and costs associated with each activity.
- F. The Program Director then completes the narrative section of the Training Plan and sends to the T/TA specialist for review and approval.
- G. The Training Plan is a necessary component of the Refunding proposal and must be approved by the T/TA specialist, and then the Policy Council before submission with the Refunding proposal.
- H. Revisions, additions, and modifications are made and the final plan is sent to the Head Start Policy Council for approval.

	<p style="text-align: center;">Lauderdale County Head Start Early Head Start</p> <p style="text-align: center;">Standard Operating Procedures</p>
<p style="text-align: center;">Program Performance Standards and Other Regulations:</p>	<p style="text-align: center;">1304.52(l)(3)</p>
<p style="text-align: center;">Title: HR-21</p>	<p style="text-align: center;">Protocol for Attending Professional Conferences</p>
<p style="text-align: center;">Program Design and Management</p>	<p style="text-align: center;">Human Resources</p>
<p style="text-align: center;">Relevant Forms:</p>	<p style="text-align: center;">TA/TA Agency Plan; Request for Out-of-District Travel Approval Form</p>
<p style="text-align: center;">Revision Date:</p>	<p style="text-align: center;">8/2/12</p>
<p style="text-align: center;">Policy Council Approval Date:</p>	<p style="text-align: center;">1/3/13</p>

Purpose: 1304.52(l)(3)

Lauderdale County Head Start/Early Head Start's annual training plan and budget includes provisions for attending professional conferences so that staff can acquire the knowledge and skills necessary to implement the contents of the Head Start Program Performance Standards.

Procedures:

- A. The Training Plan will identify in conjunction with the Training Budget trainings and/or professional conferences that staff will attend.
- B. A portion of the funds for training are set aside for travel to training and professional conferences.
- C. Each Service area then identifies individuals for attending the training.
- D. The individual requesting training and travel must submit a Request for out-of-District Travel Approval form, with required documents attached, and submit the required form to the Program Director for approval.
- E. The Program Director will then submit the travel request to the Superintendent of Florence City Schools for final approval.
- F. The selected conferences and individuals are noted on the Training Budget that is submitted with the Refunding Application.

- G. When training opportunities arise that were not considered in the Training Budget, the Program Director and Fiscal Officer first makes a determination of the affordability of the training.
- H. The Program Director then makes the final decision on attendees to the conference depending on cost, location, relevance to the program, and adherence to Head Start Performance Standards.

	<p style="text-align: center;">Lauderdale County Head Start Early Head Start</p> <p style="text-align: center;">Standard Operating Procedures</p>
<p style="text-align: center;">Program Performance Standards and Other Regulations:</p>	<p style="text-align: center;">1304.52(l)(3)(ii)</p>
<p style="text-align: center;">Title: HR-22</p>	<p style="text-align: center;">Training Staff: Transitions</p>
<p style="text-align: center;">Program Design and Management</p>	<p style="text-align: center;">Human Resources</p>
<p style="text-align: center;">Relevant Forms:</p>	<p style="text-align: center;">Transitioning Records Checklist; Child Transition Folder Summary</p>
<p style="text-align: center;">Revision Date:</p>	<p style="text-align: center;">8/2/12</p>
<p style="text-align: center;">Policy Council Approval Date:</p>	<p style="text-align: center;">1/3/13</p>

Purpose: 1304.52(l)(3)(ii)

To ensure that all staff has an understanding and can implement methods for planning for successful child and family transitions to and from the Head Start program.

Procedures

- A. All Head Start staff will be trained to support successful transitions.
- B. Training for transitions will be an on-going occurrence, with an emphasis on transitions during the spring In-Service training.
- C. Training will involve the following strategies and methods:
 - i. Assisting parents in advocating for their children in the public school system
 - ii. Assisting parents in knowing and exercising their rights and responsibilities concerning their children's education
 - iii. Supporting parents in identifying and selecting childcare
- D. Additionally, Lauderdale County Head Start will maintain ongoing communication and cooperation with Florence City and Lauderdale County Schools and other child care settings by:
 - i. Encouraging elementary school teachers to visit Head Start classrooms
 - ii. Encouraging elementary school teachers to attend appropriate Head Start trainings
 - iii. Taking Head Start children on a field trip to a kindergarten class
 - iv. Developing effective method for transferring records.

- A. Records of children who are transitioning from Lauderdale County Head Start to kindergarten will be transferred according to the following procedures:
 - 1. At the end of the program year, classroom staff will transition records and documents according to the Transitioning Records Checklist. Records to be filed at the Head Start center will remain in the child's comprehensive folder. Records being forwarded to the Florence City and Lauderdale County School Systems will be placed in a separate folder.
 - 2. Classroom staff will meet with the Education Manager to transition children's folders. The Education Manager will document the transfer of records on the Record Review Form.
 - 3. The Education Manager will contact representatives of Florence City and Lauderdale County Schools to obtain a list of kindergarten students registered at each school.
 - 4. According to the list provided, the Education Manager will send the appropriate Head Start documents to the school that each Head Start student will be attending as they transition to kindergarten. The Education Manager will sign and date the Child Transition Folder Summary enclosed in each transition record.

	<p style="text-align: center;">Lauderdale County Head Start Early Head Start</p> <p style="text-align: center;">Standard Operating Procedures</p>
<p style="text-align: center;">Program Performance Standards and Other Regulations:</p>	<p style="text-align: center;">1304.52(I)(2)</p>
<p style="text-align: center;">Title: HR-23</p>	<p style="text-align: center;">Staff Professional Development</p>
<p style="text-align: center;">Program Design and Management</p>	<p style="text-align: center;">Human Resources</p>
<p style="text-align: center;">Relevant Forms:</p>	<p style="text-align: center;">Professional Development Plan</p>
<p style="text-align: center;">Revision Date:</p>	<p style="text-align: center;">8/2/12</p>
<p style="text-align: center;">Policy Council Approval Date:</p>	<p style="text-align: center;">1/3/13</p>

Purpose: 1304.52(I)(2)


It is the policy of Lauderdale County Head Start/Early Head Start that all staff must be involved on on-going training to develop knowledge and skill related to providing a child development program of excellence. Training should be related to the staff member's specific responsibilities. All training shall be documented and kept on file in employee files in the Head Start Office and in Child Plus.

Additionally, teaching staff must continue their formal education in accordance with regulatory standards set by Congress.

Procedures:

1. Each member of the staff shall fill out a Professional Development Plan in the fall of each year and get approval from their manager (signature). The service area manager will evaluate the plan, and meet with the employee to recommend or make needed revisions to the plans based on employee performance. During the conference the staff member will go over the previous year's plan with the manager, and indicate what was accomplished and what was not.
2. The Professional Development Plan shall list the coursework and workshops that the staff person plans to attend and shall also list in service trainings that the staff person may request.
3. It is the employee's responsibility to ensure registration and attendance for all required trainings, and trainings suggested by management staff.

4. Copies of the year's completed plan are filed in the manager's office and in the staff member's personnel file in the Head Start Office.
5. Changes to the on-going plan do not need approval.
6. The combined plans are used to develop the T & TA Plan to support the grant application.
7. Required in service trainings shall include Head Start Performance standards, CPR, First Aid, Child Abuse and Neglect, Health and Mental Health, Disabilities and Nutrition, Universal Precautions, as well as other identified training needs.

	<p>Lauderdale County Head Start Early Head Start</p> <p>Standard Operating Procedures</p>
<p>Program Performance Standards and Other Regulations:</p>	<p>1304.52 (b) (1) – (4)</p>
<p>Title: HR-24</p>	<p>Staff Transfers</p>
<p>Program Design and Management</p>	<p>Human Resources</p>
<p>Relevant Forms:</p>	<p>FCS Voluntary Transfer Form; FCS Involuntary Transfer Form</p>
<p>Revision Date:</p>	<p>8/2/12</p>
<p>Policy Council Approval Date:</p>	<p>1/3/13</p>


Purpose: 1304.52 (b) (1) – (4)

Staff transfers shall be designated before June 30 in keeping with Florence City School policy. Transfers shall be from one age group to another, and in the case of Assistants from the room of one teacher to another.

Procedures:

In keeping with Florence City School policy the following procedure shall be followed.

1. The Program Director shall meet with the party being transferred and discuss the proposed transfer. If the transferring party agrees, the teacher or assistant will sign the Florence City School Voluntary Transfer form.
2. In the case that the transferring party does not agree to the transfer, the Program Director has the final decision. If the Director decides that the transfer is necessary and appropriate, and the transferring party still does not agree, the transfer will be made using the Florence City School Involuntary Transfer form.


	<p>Lauderdale County Head Start Early Head Start</p> <p>Standard Operating Procedures</p>
<p>Program Performance Standards and Other Regulations:</p>	<p>1304.52 (j) (3)</p>
<p>Title: HR-25</p>	<p>Staff Wellness</p>
<p>Program Design and Management</p>	<p>Human Resources</p>
<p>Relevant Forms:</p>	
<p>Revision Date:</p>	<p>8/2/12</p>
<p>Policy Council Approval Date:</p>	<p>1/3/13</p>

Purpose: 1304.52 (j) (3)

Program staff will be provided with information on mental health and wellness regarding coping with job-related stress that may affect that staff member's job performance.

Procedures:

1. At least once per year, staff will be provided training on topics regarding on job-related stress and on physical wellness.
2. The Mental Health Coordinator will ensure that staff training related to mental health and wellness is scheduled for program staff.
3. The Health Manager will ensure that staff is trained on physical wellness.
4. Training may be accomplished through workshops and/or written communications.

	<p align="center">Lauderdale County Head Start Early Head Start</p> <p align="center">Standard Operating Procedures</p>
<p align="center">Program Performance Standards and Other Regulations:</p>	<p align="center">1304.52</p>
<p align="center">Title: HR-26</p>	<p align="center">Staff Protocol</p>
<p align="center">Program Design and Management</p>	<p align="center">Human Resources</p>
<p align="center">Relevant Forms:</p>	
<p align="center">Revision Date:</p>	<p align="center">8/2/12</p>
<p align="center">Policy Council Approval Date:</p>	<p align="center">1/3/13</p>

Purpose: 1304.51

Head Start and Early Head Start staff must follow the procedures outlined below:

Procedures:

1. All staff are to be at their duty stations no later than 7:50 A. M., unless on early morning duty in the library.
2. Head Start and Early Head Start staff works 32 hours / week, 6 ½ hours per day. This will normally fall between the hours of 8 and 2:30 on Monday through Friday.
3. Staff must abide by the time clock procedures as required by law. Time clock attendance records will be monitored by the Head Start/Early Head Start Secretary Book Keeper, and reviewed by the Program Director. Violations of time clock requirements are also monitored by FCS personnel.
4. Head Start trainings and staff meetings will normally take place on scheduled in-service and professional development days.
5. Classroom staff must contact the Program Director or the school secretary, by 7 am at the latest if a substitute will be needed for the day. All other staff should call in by 8 am if they will be absent for part or all of the day.

6. Phone calls may be made for work-related purposes before or after the program day. It is not possible to make personal calls while the children are in the building and still maintain the proper staff ratios. Personal calls may be taken for emergencies only. All non-emergency phone messages will be placed in staff mailboxes. Cell phones are to be used for emergency purposes only during classroom hours.
7. Serious discipline problems are the only ones that should be brought to the office, including the family services offices. These should be serious enough that parents need to be called, and the Education Manager should have been consulted first to help identify alternative ways of dealing with the problem.
8. Foster grandparents get a 15 minute break in the morning. Paid classroom staff members do not have breaks at this time.
9. The associate and the assistant are to remain with their children in the cafeteria for the duration of the meal unless there is an emergency.
10. Children waiting in lines (for brushing teeth, going outdoors, etc.) should be engaged in appropriate transition activities. This is a time for learning, not for bored waiting.
11. If any staff member is required to leave the building as part of their job, they are to sign in and out in the office. In case of an emergency, the office staff will know where a person can be reached.


	<p align="center">Lauderdale County Head Start Early Head Start</p> <p align="center">Standard Operating Procedures</p>
<p align="center">Program Performance Standards and Other Regulations:</p>	<p align="center">1304.52</p>
<p align="center">Title: HR-27</p>	<p align="center">Recruiting Parent Volunteers</p>
<p align="center">Program Design and Management</p>	<p align="center">Human Resources</p>
<p align="center">Relevant Forms:</p>	
<p align="center">Revision Date:</p>	<p align="center">8/2/12</p>
<p align="center">Policy Council Approval Date:</p>	<p align="center">1/3/13</p>

Purpose: 1304.52

Lauderdale County Head Start/Early Head Start will actively recruit parent volunteers.

Procedures:

1. All parent volunteers must attend orientation training and sign all required forms (Confidentiality Statements-Child Safety Policies) prior to volunteering in classrooms.
2. All parent volunteer may apply for substituting with Kelly Services at the same time as they apply for substituting for positions not filled through Kelly Services.
3. All parent volunteers should have a child in the room where they are doing volunteer substituting and will substitute only for a teacher or assistant in that room
4. All volunteer substitutes will need to be scheduled with the office (call or email the Program Director).
5. Parent volunteers will be invited to attend appropriate Head Start trainings.

	<p align="center">Lauderdale County Head Start Early Head Start</p> <p align="center">Standard Operating Procedures</p>
<p align="center">Program Performance Standards and Other Regulations:</p>	<p align="center">LCHS/EHS Policy</p>
<p align="center">Title: HR-28</p>	<p align="center">Progressive Discipline</p>
<p align="center">Program Design and Management</p>	<p align="center">Human Resources</p>
<p align="center">Relevant Forms:</p>	<p align="center">Corrective Action Plan</p>
<p align="center">Revision Date:</p>	<p align="center">8/6/12</p>
<p align="center">Policy Council Approval Date:</p>	<p align="center">1/3/13</p>


Purpose:

Lauderdale County Head Start/Early Head Start makes every effort to ensure all employees receive the necessary training, professional development, and resources to do their job effectively and efficiently. In the event, that an employee cannot or will not perform in a satisfactory manner, progressive discipline may be imposed.

Procedures

- A. Progressive discipline is first and foremost an opportunity to ensure the employee has an adequate understanding of the position requirements, and an accurate and timely method of feedback for non-satisfactory performance.
- B. Progressive discipline is documented on the LCHS/EHS Corrective Action Plan.
- C. Coaching & Counseling: The first step in progressive discipline is Coaching and Counseling in which the direct supervisor in consultation with the Program Director indicates what is not working well and provides an action plan for the employee to improve their skills and behavior.
- D. Verbal/Oral Warning: The second step in progressive discipline is a documented verbal/oral warning. The Program Director provides clear expectations, a discussion of how these expectations have not been met, and a corrective action plan is prepared to bring performance and/or behavior to a satisfactory level.
- E. Written Reprimand: This action can be utilized as the third step in progressive discipline, or if the severity of the infraction requires a more stringent disciplinary action. The Program Director prepares a written reprimand, provides the employee with clear expectations and a corrective action plan to meet these expectations.

- F. Progressive discipline may also include suspension without pay, demotion, or termination.
- G. Infractions regarding the safety of children, including lack of direct supervision and inappropriate or corporal punishment can result in termination.
 - i. The Program Director in consultation with the Federal Programs Director for Florence City Schools will meet with the individuals involved, including all witnesses, and obtain written statements.
 - ii. If there is enough evidence to warrant further action, the Program Director will send a notification to the employee and proceed with the disciplinary action according the policies and procedures of Florence City Schools


	<p>Lauderdale County Head Start Early Head Start</p> <p>Standard Operating Procedures</p>
<p>Program Performance Standards and Other Regulations:</p>	<p>1304.52 (c); 1304.52 (d) (1) – (8)</p>
<p>Title: HR-29</p>	<p>Violation of Head Start Performance Standards</p>
<p>Program Design and Management</p>	<p>Human Resources</p>
<p>Relevant Forms:</p>	<p>Violations of Standards Form</p>
<p>Revision Date:</p>	<p>8/2/12</p>
<p>Policy Council Approval Date:</p>	<p>1/3/13</p>

Purpose:

Lauderdale County Head Start/Early Head Start considers it vital that Head Start staff understand and adhere to Head Start Performance Standards. In the case of any violation of those standards:

Procedures:

1. The person observing the violation must alert the appropriate manager.
2. That manager must investigate the possible violation to determine if an infraction of the standards has occurred.
3. If the manager determines that a Head Start Standard has been violated he/she must report that in writing on the attached form to the Director, including a statement of the standard in question. The form will be placed in the individual's personnel file if the violation is determined to have taken place.
4. The manager in charge of that individual will hold a conference with the person to explain the Head Start Standard and the importance of adhering to all of the standards including the one in question.
5. If a second violation of that standard occurs on the part of the same individual, the manager will report that to the Director, who will in turn report the matter to the Policy Council for possible disciplinary action.

	<p align="center">Lauderdale County Head Start Early Head Start</p> <p align="center">Standard Operating Procedures</p>
<p align="center">Program Performance Standards and Other Regulations:</p>	<p align="center">1304.52 (c); 1304.52 (d) (1) – (8)</p>
<p align="center">Title: HR-30</p>	<p align="center">Tuition Assistance Policy</p>
<p align="center">Program Design and Management</p>	<p align="center">Human Resources</p>
<p align="center">Relevant Forms:</p>	
<p align="center">Revision Date:</p>	<p align="center">7/1/13</p>
<p align="center">Policy Council Approval Date:</p>	<p align="center">7/17/13</p>

Purpose: Employee Tuition Assistance Agreement

Policy & Eligibility

Lauderdale County Head Start/Early Head Start (LCHS/EHS) offers tuition assistance primarily to Head Start Associates /Assistants & EHS Associates in an effort to reach the Federal Mandate expressed in the Head Start Performance Standard and Section 648(a)(2) of the Head Start Act of 2007. Keeping with that directive, the following Employee Tuition Assistance Agreement is to be signed by each recipient of the program.

I, the undersigned party, hereby agree to the following terms of the LCHS/EHS Employee Tuition Assistance Program.

- (I) I will follow the current tuition assistance Policy and procedure. This includes the following:
 - (a) Each recipient must have completed one year in an ongoing regular position in order to qualify for tuition assistance.
 - (b) Each recipient must commit to work with LCHS/EHS for (A) a minimum of (3) years after receiving the degree or (B) repay a prorated amount based on the length of service completed after receiving the degree.
 - (c) Each recipient must apply for Federal Student Aid each year they are enrolled in the program.
 - (d) Each recipient must supply LCHS/EHS with a copy of the award or denial letter regarding Federal Student Aid
 - (e) Each recipient must not request more than two classes per term/semester depending on the college or university program schedule.
 - (f) Each request must be submitted no less than 4 weeks prior to Registration.

- (II) I fully understand that LCHS/EHS is a federally funded program and that at times may need to deny my request for tuition assistance, therefore I will not enroll in any classes until I have full permission or am willing to recompense the full cost myself.
- (III) I must complete and pass each course with a "C" or repay the assistance.

While it is the desire of the program to retain productive and educated employees, LCHS/EHS understands that oftentimes other career opportunities are presented. However, in accordance with Section 648A of the *Improving Head Start for School Readiness Act of 2007*, staff members who accept financial assistance from the LCHS/EHS Program toward college tuition must agree to the following stipulations:

- An employee working as a lead teacher or teacher assistant that obtains a degree via tuition assistance during the tenure with the LCHS/EHS Program and voluntarily departs for another position outside the agency before one (1) year has lapsed from the date of receiving the degree will reimburse LCHS/EHS for the total amount of tuition assistance paid by this Program following the date of this contract.
- An employee working as a lead teacher or teacher assistant that obtains a degree via tuition assistance during the tenure with the LCHS/EHS Program and voluntarily departs for another position outside the agency before two (2) years have lapsed will reimburse LCHS/EHS for said tuition assistance equal to two-thirds (2/3) of the total amount paid by this agency following the date of this contract.
- An employee working as a lead teacher or teacher assistant that obtains a degree via tuition assistance during the tenure with the LCHS/EHS Program and voluntarily departs for another position outside the agency before three (3) years have lapsed will reimburse LCHS/EHS for said tuition assistance equal to one-third (1/3) of the total amount paid by this agency following the date of this contract.

Benefit Amount per Year

Lauderdale County Head Start/Early Head Start will provide tuition assistance within the following parameters per Program Year:

- A total of six (6) Head Start employees and four (4) EHS employees can be assisted within each program year.
- Four (4) of the available six (6) Head Start allowances and three (3) of the four (4) Early Head Start allowances for tuition assistance are reserved for current Associates/Assistants.
- Each allowance will be in the amount of \$500 (per approved class) and each applicant may receive no more than two (2) per semester.

** Due to annual budgetary changes, LCHS/EHS reserves the right to adjust the amount to be dispersed based on the availability of funds. LCHS/EHS pays the institution directly.

Allowable Expenses

The LCHS/EHS Tuition Assistance Program is allowable to undergraduate education leading to a degree in Education, Early Childhood Development or Child Development (only). The allowance is limited to regular tuition and general recurring fees only.

Fees and materials that LCHS/EHS Tuition Assistance Program will **not** reimburse include:

- Certificate programs
- Room and board
- Laboratory breakage fees
- Tutoring fees
- Auditing fees
- Special fees for specific courses
- Late fees
- Transportation and parking

Evidence of Completion

Employees must provide their immediate supervisor and the Director evidence of satisfactory completion no later than four weeks after each course is completed. Such evidence may be an official grade card or transcript from the institution. If that is not possible, written confirmation of course completion from the instructor or institution will be accepted. A grade of C or better, or pass grade in a pass/fail course is required. Less than acceptable performance will result in the employee being ineligible for continued use of the LCHS/EHS Tuition Assistance Program until the course is re-taken and passed with an acceptable grade at the employee's expense or the funds are re-paid by the employee to the Program. In addition, failure to complete the course will result in the employee being required to reimburse LCHS/EHS for the total amount of tuition assistance paid for the abandoned class.

By signing below, I verify that I have read and understand the terms set forth in this agreement.

Employee Signature

Position

Date

Program Director Signature

Date