




Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, April 23, 2024 9:00 am
Linden Administrative Office
304 East Houston Street
Linden, Texas


CALL TO ASSEMBLY


Please rise.

 **Pledge of Allegiance (US)** – *I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.*

 **Pledge of Allegiance (TX)** – *Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*

 **Community Action Promise** - *Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to Helping People Help themselves and each other.*

 **Our CSNT Mission** – *CSNT applies all available strategies enabling Northeast Texas families to lead improved, empowered, and self-reliant lives.*

 **Our Head Start Vision** – *To provide a system of education and encouragement which results in school-readiness for young children and their families.*

Invocation

1. **Call Meeting to Order**
2. **Recognize New Policy Council Members**
3. **Establishment of Quorum**
4. **Approval of Agenda**
5. **Approval of Minutes for March 26, 2024**
6. **Presentations**
7. **Policy Council Question** **Bernadette Harris**
7. **Reports**
- A. **Financial Report** **Shelley Mitchell**
 1. **Head Start Financial Report April 2024**
 2. **Early Head Start Report April 2024**
 3. **Credit Usage Report April 2024**
 4. **CACFP Financial Report April 2024**
- B. **Head Start Director Report** **Bernadette Harris**
 1. **Head Start/Early Head Start Report April 2024**
 2. **Head Start/Early Head Start PIR April 2024**
- C. **Executive Director Report** **Michelle Morehead**
8. **Committee Reports**

Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, April 23, 2024 9:00 am
Linden Administrative Office
304 East Houston Street
Linden, Texas

A. Appoint Committee Member(s)

9. Action Items

A. Discuss and/or Approve CSNT School Calendars 2024-2025

- 1. Atlanta Head Start**
- 2. Bloomburg Head Start**
- 3. Daingerfield Head Start**
- 4. Hughes Springs Early Head Start**
- 5. Hughes Springs Head Start**
- 6. Naples Head Start**
- 7. New Boston Head Start**
- 8. Pittsburg Head Start**
- 9. Texarkana Head Start**

B. Discuss and/or Approve Parent Handbook 2024 - 2025

C. Discuss and/or Approve Nutrition Menus 2024-2025

D. Discuss and/or Approve Pursuing the USDA/CACFP Contract for 2024-2025

E. Discuss and/or Approve Selection Criteria 2024-2025

- 1. Head Start**
- 2. Early Head Start including ages**

10. Discussion Items

None

11. Audience Comments

12. Executive Session

A. Personnel

1. New hires and terminations

Discussion with respect to any matter specifically made confidential by law or regulation. Topics may include, but are not limited to: Approval of new hires, terminations, and employee matters of a confidential nature.

13. Required Action from Executive Session

14. Adjourn

**Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, March 26, 2024 9:00 am
Head Start Management Building
124 North Main Street
Linden, Texas 75563**

PC Attendance	Campus	Title	Sep-23	Oct-23	Dec-23	Jan-24	Feb-24	Mar-24
Chairperson - Martavius Jones			x	x	x	x	x	x
Vice Chairperson - Megan Hervey			x	x	x	x		x
Secretary - Cristal Smith			x	x	x		x	x
Cecelia Huff - Outgoing Chairperson	Bowie County	Representative	x					
Teresa Thompson (10/24/23)	Morris County	Representative		x	x		x	x
Evelyn Benjamin	Atlanta	Representative	x	x		x	x	
Jessica Nansen	Atlanta	Alternate						
Megan Hervey	Bloomburg	Representative	x	x	x	x		
Gina Chambless	Bloomburg	Alternate						
Krizia Linwood	D/LS	Representative	x	x	x			x
Casandra Freeman	D/LS	Alternate						
Cristal Smith	Hughes Springs	Representative	x	x	x		x	
Brittany Smith	Hughes Springs	Alternate			x			
Alicia Brown	Hughes Springs EHS	Representative				x		
	Hughes Springs EHS	Alternate						
Ashley Roberts	Naples	Representative						
Ashley Tucker	Naples	Alternate						
Taylor Adcock	New Boston	Representative	x	x		x		
Tammy Wells	New Boston	Alternate						
Martavius Jones	Pittsburg	Representative	x	x	x	x	x	
David Chustz	Pittsburg	Alternate						
Jeremy Booker (10/24/23)	Texarkana	Representative		x	x			x
Kyndall Edwards (10/24/23)	Texarkana	Alternate		x	x			x

Others in attendance: CSNT Staff: Michelle Morehead, Bernadette Harris, Bridgette Parton, Misty Van Hooser, Charlotte Hall, and Shelley Mitchell.

1. Call to Order:

The meeting was called to order by Teresa Thompson, Policy Council Representative at 9:07 am, March 26, 2024, in the Head Start Management Building Conference Room.

2. Recognize New Policy Council Members:

None

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Teresa Thompson, Krizia Linwood and Jeremy Booker.
Alternate Present: Kyndall Edwards

4. Approval of Agenda:

Members reviewed the agenda. Jeremy Booker moved to accept the agenda as presented. This motion was seconded by Krizia Linwood. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

5. Approval of Minutes from February 27, 2024:

Jeremy Booker moved to accept the minutes of February 27, 2024 meeting as presented. The motion was seconded by Krizia Linwood. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

6. Presentations:

A. New Boston Head Start – Venus Hornbuckle

Venus Hornbuckle prepared a video presentation for the members to view of New Boston parent involvement activities that have been completed since the beginning of school. Bridgette Parton shared the presentation with the members.

B. Policy Council Question – Bernadette Harris

Bernadette Harris asked the members questions about Self-Assessment and their responsibilities.

7. Reports:

A. Financial Report

Shelley Mitchell gave the Financial Report as presented.

B. Head Start Report

Bernadette Harris gave the Head Start Report as presented.

C. Executive Directors Report

Michelle Morehead explained the Bridge Builder event for Cass and Marion counties. The purpose of the meeting is to allow the community members to have a voice in the community. She invited the members to attend.

8. Committee Reports:

A. Appoint Committee Members

None

B. Self-Assessment Committee Meeting

It was discussed during the action item.

9. Action Items:

A. Discuss and/or Approve Self-Assessment Results 2024

Bernadette Harris reviewed the Self-Assessment Results as presented. Jeremy Booker moved to approve the Self-Assessment Results 2024 with the correction to the grammatical error on the last page of the word “site”. Krizia Linwood seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

- B. Discuss and/or Approve Policy Manual Changes**
 - 1. Mental Health Behavior Concern Procedure**
 - 2. Self-Assessment Procedures**
 - 3. iPad Policy**
 - 4. Field Trip Procedures**

Bernadette Harris reviewed each policy change as presented. Jeremy Booker moved to approve the Policy Manual Changes as presented. Krizia Linwood seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

- C. Discuss and/or Approve Disposition of Portable AC Units used during COVID Grant#06CH011282/05**

Bernadette Harris reviewed the Disposition of Portable AC Units used during COVID Grant#06CH011282/05 as presented. Jeremy Booker moved to approve the Disposition of Portable AC Units used during COVID Grant#06CH011282/05 as presented. Krizia Linwood seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

10. Discussion Items:

- A. Discuss Winter Progress on Head Start Goals**
 - 1. Head Start Program Goals 2023-2024**
 - 2. Parent, Family and Community Engagement 2023-2024**
 - 3. School Readiness Performance Data 2023-2024**

Bridgette Parton reviewed the Head Start Program Goals as presented. Misty Van Hooser reviewed the Parent, Family and Community Engagement Goals as presented. Bernadette Harris reviewed the School Readiness Performance Data as presented.

- B. Discuss Financial Audit**

Michelle Morehead stated that the Financial Audit was presented to the Governing Board last month and there were zero findings.

11. Audience Comments:

None

12. Executive Session:

Jeremy Booker moved for Policy Council to go into Executive Session at 9:50 am. Krizia Linwood seconded the motion.

Discuss new hires, terminations, transfers and employee matters of a confidential nature.

Jeremy Booker made a motion to come back into regular session at 9:53 am. Krizia Linwood seconded the motion.

13. Required Action from Executive Session:

A motion was made by Jeremy Booker to accept new hires, transfers, and terminations as presented. The motion was seconded by Krizia Linwood. There was no discussion of the matter. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

14. Adjourn:

A motion to adjourn was made by Jeremy Booker at 9:54 am. The motion was seconded by Krizia Linwood.

Minutes Submitted by: Bridgette Parton

Minutes approved by:

Head Start

Financial Report for the month of April 2024

(March 2024 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>12 month program ending 11-30-2024</i>							
Personnel	\$2,189,058.00	\$242,402.26	\$672,959.00	\$1,516,099.00	\$182,421.50	\$729,686.00	\$56,727.00
Fringe Benefits	\$536,319.00	\$47,435.53	\$167,673.67	\$368,645.33	\$44,693.25	\$178,773.00	\$11,099.33
Travel (4120)	\$10,000.00	\$813.73	\$3,328.30	\$6,671.70	\$833.33	\$3,333.33	\$5.03
Equipment	\$48,000.00	\$0.00	\$0.00	\$48,000.00	\$4,000.00	\$16,000.00	\$16,000.00
Supplies	\$245,000.00	\$13,910.74	\$40,651.34	\$204,348.66	\$20,416.67	\$81,666.67	\$41,015.33
Contractual	\$291,066.00	\$0.00	\$0.00	\$291,066.00	\$24,255.50	\$97,022.00	\$97,022.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$400.00	\$1,785.00	\$28,596.00	\$2,531.75	\$10,127.00	\$8,342.00
Other (4122)	\$1,040,021.00	\$141,545.00	\$294,682.59	\$745,338.41	\$86,668.42	\$346,673.67	\$51,991.08
Total	\$4,389,845.00	\$446,507.26	\$1,181,079.90	\$3,208,765.10	\$365,820.42	\$1,463,281.67	\$282,201.77
T&TA	\$40,381.00	\$1,213.73	\$5,113.30	\$35,267.70	\$3,365.08	\$13,460.33	\$8,347.03
Total							
USDA Reimbursements through February 2024							\$32,652.56
Estimated USDA Reimbursement for March 2024							\$10,293.02
							<u>\$325,147.35</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals: \$4.00
 Actual year end payroll accrual \$95,000.00

Further Analysis	
Number of children	465
Number of classrooms	26

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$168,840.19	\$17,173.36	\$45,426.15	\$14,070.02	\$56,280.06	\$10,853.91
Per Child	\$9,440.53	\$960.23	\$2,539.96	\$786.71	\$3,146.84	\$606.89

IN-KIND (Non-Federal Share)				
	Needed	This month	Total	Still need
	\$1,107,557.00	\$142,120.32	\$561,501.16	\$546,055.84

Early Head Start

Financial Report for the month of April 2024

(March 2024 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>12 month program ending 11-30-2024</i>							
Personnel	\$146,166.00	\$14,956.84	\$40,651.77	\$105,514.23	\$12,180.50	\$48,722.00	\$8,070.23
Fringe Benefits	\$35,811.00	\$2,638.77	\$9,273.32	\$26,537.68	\$2,984.25	\$11,937.00	\$2,663.68
Travel (4120)	\$2,190.00	\$0.00	\$0.37	\$2,189.63	\$182.50	\$730.00	\$729.63
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$15,250.00	\$395.56	\$1,349.38	\$13,900.62	\$1,270.83	\$5,083.33	\$3,733.95
Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$3,067.00	\$0.00	\$0.00	\$3,067.00	\$255.58	\$1,022.33	\$1,022.33
Other (4122)	\$55,465.00	\$5,329.34	\$9,319.20	\$46,145.80	\$4,622.08	\$18,488.33	\$9,169.13
Total	\$257,949.00	\$23,320.51	\$60,594.04	\$197,354.96	\$21,495.75	\$85,983.00	\$25,388.96
T&TA	\$5,257.00	\$0.00	\$0.37	\$5,256.63	\$438.08	\$1,752.33	\$1,751.96
Total							
USDA Reimbursements through February 2024							\$4,281.24
Estimated USDA Reimbursement for March 2024							\$1,607.46
							<u>\$31,277.66</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$5,900.00

Further Analysis	
Number of children	16
Number of classrooms	2

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$128,974.50	\$11,660.26	\$30,297.02	\$10,747.88	\$42,991.50	\$12,694.48
Per Child	\$16,121.81	\$1,457.53	\$3,787.13	\$1,343.48	\$5,373.94	\$1,586.81

IN-KIND (Non-Federal Share)				
	Needed	This month	Total	Still need
	\$65,802.00	\$2,068.69	\$8,237.73	\$57,564.27

Community Services of Northeast Texas, Inc.
Credit Usage Report

Board Report -April 2024

Sam's Club

Purchases for		-
Payment due by	Pd on	-
Balance		<u>-</u>

American Express

Purchases for December 2023 & January 2024		931.89
Payment due by ---	Pd on 03/13/2024	<u>(931.89)</u>
Balance		-

Line of Credit

Program	CEAP B	CSBG B
Highest March 2024 Balance	27,570.00	29,390.00
Current balance		29,390.00
Exp pay off date		5/31/2024

In House Line of Credit

Program	CSBG A	CSBG B	CEAP B	VSN
Highest March 2024 Balance	24,001.00	125.00	20,911.00	29,786.00
Current balance	16,165.00	17,620.00	-	36,366.00
Exp pay off date	5/31/2024	5/31/2024		5/31/2024

AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

MICHELLE MOREHEAD
 CSNT INC
 304 E. HOUSTON ST.
 LINDEN, TX, 75563

Statement Date: 02/28/2024

Load Number: 113096
 Remittance Account Number: 3735-966748-91000
 Corporate ID: 102313

Account Summary

TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT

Previous Balance	Charges (+)	Credits (-)	Other Charges (+)	Debit Adjustment (+)	Other Credits (-)	Current Due	Payments (-)	Debit Remittances for Credit Balances (+)
\$8,470.74	\$1,587.37	(\$655.48)	\$0.00	\$0.00	\$0.00	\$931.89	(\$8,470.74)	\$0.00

TERMS - PAYABLE IN FULL UPON RECEIPT PER CORPORATE CONTRACT

Payment Due Date: 03/13/2024

Account Aging Summary

Current Due	\$931.89
30 Days Past Due	\$0.00
60 Days Past Due	\$0.00
90 + Days Past Due	\$0.00

Past due

\$0.00

Total Due Payable in US Dollars

By: 03/13/2024

\$931.89

Historical Balance Summary

Month	Balance
January	\$8,470.74
December	\$9,177.90
November	\$17,088.36

CPC Statement Contains

- Remittance Advice 4
- List of Accounts 5
- Transaction Details 6
- Important Account Information 8

AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

MICHELLE MOREHEAD
CSNT INC
304 E. HOUSTON ST.
LINDEN, TX, 75563

Statement Date: 02/28/2024

Load Number: 113096
Remittance Account Number: ~~8965-9927-10231000~~
Corporate ID: 102313

Remittance Advice

TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT

Account Name	Employee ID	Cost Center	Account Aging	Account Number	Balance Due
CREW DYKES			30	3796-566037-81008	\$330.00
MICHELLE MOREHEAD			60	3796-573232-41000	\$601.89
			90+	BCA Subtotal:3785-964758-91009	\$931.89

Total Accounts: 2

Remittance Account Total: \$931.89

Amount Owed (\$): \$931.89

Payment Due Date: 03/13/2024

Amount Paid (\$) \$

AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

MICHELLE MOREHEAD
 CSNT INC
 304 E. HOUSTON ST.
 LINDEN, TX, 75563

Statement Date: 02/28/2024

Load Number: 113096
 Remittance Account Number: 3785-964758-91009
 Corporate ID: 102313

List of Accounts

TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT

Account Number	Account Name	Previous Balance	Charges	Credits	Debit Adjustment (+)	Current Due	Payments	Debit Remittances
			Other Charges (+)	Other Credits (-)			(-)	For
3785-964758-91009	CREW DYKES	\$529.91	\$330.00	\$0.00	\$0.00	\$330.00	(\$529.91)	Credit Balances (+)
3796-573232-41000	MICHELLE MOREHEAD	\$7,940.83	\$1,257.37	(\$655.48)	\$0.00	\$601.89	(\$7,940.83)	\$0.00
						BCA Subtotal:	3785-964758-91009	\$931.89

Total Accounts: 2

Remittance Account Total: \$931.89

Payment Due Date: 03/13/2024

Remittance Account Number: 3755-957743-9100

AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

Account Number: **028-56027-31028**

Account Name: **CREW DYKES**

Employee ID:

Universal ID:

Statement Date: **02/28/2024**

Previous Balance: \$529.91

Cost Center:

Spending Limit / Type: \$50,000.00 / TRN,

\$50,000.00 /MTH

Transaction Details

TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT

Service Establishment Name & Address	Ref. #	Supplier Ref.	Cardmember Ref #	Transaction Date	Processing Date	Transaction Amount
TARLINK INTERNET 06 HAWTHORNE	0073011004042			02/09/2024	02/11/2024	\$120.00
TECHSOUP 000000001 SAN FRANCISCO	566055c0-a1			02/11/2024	02/12/2024	\$20.00
CORPORATE REMITTANCE RECEIVED	0005604000000			02/13/2024	02/13/2024	(\$529.91)
TECHSOUP 000000001 SAN FRANCISCO	5fe25e99-f2			02/14/2024	02/15/2024	\$70.00
HUMBLEFAX RIDGEWOOD	NT_PE6Q9XP8			02/28/2024	02/28/2024	\$120.00

Transaction Total for CREW DYKES - ~~018256027-31008~~ **\$330.00**

AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

Account Number: ~~0062828222000~~
 Account Name: MICHELLE MOREHEAD
 Employee ID:
 Universal ID:

Statement Date: 02/28/2024

Previous Balance: \$7,940.83
 Cost Center:
 Spending Limit / Type: \$50,000.00 /TRN,
 \$50,000.00 /MTH

TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT

Transaction Details

Service Establishment Name & Address	Ref. #	Supplier Ref.	Cardmember Ref #	Transaction Date	Processing Date	Transaction Amount
RESIDENTS INN DENTON DENTON TX76210	000000000000	C5 65131	65131	02/10/2024	02/10/2024	\$161.00
RESIDENTS INN DENTON DENTON TX76210	000000000000	C5 65129	65129	02/10/2024	02/10/2024	\$161.00
RESIDENTS INN DENTON DENTON TX76210	000000000000	C5 65130	65130	02/10/2024	02/10/2024	\$161.00
CORPORATE REMITTANCE RECEIVED	0005604000000			02/13/2024	02/13/2024	(\$7,940.83)
SOUTHWEST AIRLINES (DALLAS	5262256562858			02/13/2024	02/14/2024	\$1.16
SOUTHWEST AIRLINES (DALLAS	5262256562859			02/13/2024	02/14/2024	\$1.16
OMNI BARTON CREEK OM AUSTIN	0070211200500			02/19/2024	02/20/2024	\$327.74
OMNI BARTON CREEK OM AUSTIN	0070211200600			02/19/2024	02/20/2024	\$327.74
CAMBRIA HOTEL AUSTIN AUSTIN	0012108446000			02/21/2024	02/21/2024	\$29.97
OMNI BARTON CREEK RE AUSTIN	0000020702000			02/23/2024	02/24/2024	(\$655.48)
OMNI BARTON CREEK RE AUSTIN	0000021510000			02/27/2024	02/28/2024	\$43.30
OMNI BARTON CREEK RE AUSTIN	0000022270000			02/27/2024	02/28/2024	\$43.30

Transaction Total for MICHELLE MOREHEAD - ~~6282828222000~~ \$601.89

HEAD START and EHS NUTRITION PROGRAM

April 2024 Financial Report

For the month of March 2024

CACFP

		<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$	8,321.64	43,861.83
Administrative Labor		1,917.39	7,153.44
Food		12,377.93	61,914.58
Supplies & Equipment		1,713.13	5,171.67
Purchased Services		-	0.00
Financial Costs		-	0.00
Media Costs		-	0.00
Operating Org Cost		1.16	151.16
Other		-	0.00
Total	\$	24,331.25	\$ 118,252.68

TDHS REVENUE		11,900.48	79,284.93
		(Income Starts October 2023)	

CSNT Head Start Director's Report PY05/FY24

April Report/March Data



How Are We Doing?

HEAD START Attendance - March 2024

- ✓ **457** Actual Enrollment (Under/Over 0 Student(s)) – Funded **465**
- ✓ **7.9%** Disability Students – **10%** Target
- ✓ **89%** Average Daily Attendance



HEAD START NFS/Indirect Costs/Admin Expenses Rate

- ✓ **\$561,410** NFS Collected – **\$1,107,557** NFS Needed
- ✓ **\$70,897** Indirect Costs Collected
- ✓ **9%** Admin Expense Rate



HEAD START CACFP Meals/Reimbursements

- ✓ **\$10,293** Reimbursed This Month - **\$42,946** Reimbursed This Year
- ✓ **16** days of Service – **3,770** Meals Served

Listen with Curocity
Speak with Honesty
Act with Integrity



HEAD START Quality Assurance

- ✓ **195** Files Reviewed/**34** Classrooms Observed/**1** Route Observed
- ✓ **4** Incomes Verified/**0** Interviews/**47** Community Contacts
- ✓ **Self-Assessment** – **4** Findings/**4** Corrections/**0** Remaining
- ✓ **Annual Detailed Monitoring** – **7** Findings/**3** Corrections/**4** Remaining

ANNOUNCEMENTS:

Completing Tasks for End of School Year
Preparing New Five Year Grant Project Period Grant Application

CSNT Early Head Start Director's Report PY05/FY24

April Report/March Data



How Are We Doing?

EARLY HEAD START Attendance - March 2024

- ✓ **16** Actual Enrollment (Under/Over - 0 Student(s)) – Funded **16**
- ✓ **18.8%** Disability Students – **10%** Target
- ✓ **82%** Average Daily Attendance (**Cold/Flu Symptoms**)



EARLY HEAD START NFS/Indirect Costs/Admin Expenses Rate

- ✓ **\$8,241** NFS Collected - **\$65,802** NFS Needed
- ✓ **\$3,687** Indirect Costs Collected
- ✓ **2%** Admin Expense Rate



HEAD START CACFP Meals/Reimbursements

- ✓ **\$1,607** Reimbursed This Month **\$5,888** Reimbursed This Year
- ✓ **16** days of Service – **590** Meals Served

Listen with Curocity
Speak with Honesty
Act with Integrity



HEAD START Quality Assurance

- ✓ **17** Files Reviewed/**12** Classrooms Observed
- ✓ **0** Incomes Verified/**0** Interviews/**3** Community Contacts
- ✓ **Self-Assessment** – **4** Findings/**4** Corrections/**0** Remaining
- ✓ **Annual Detailed Monitoring** – **7** Findings/**3** Corrections/**4** Remaining

ANNOUNCEMENTS:

Completing Tasks for End of School Year
Preparing New Five Year Grant Project Period Grant Application



Office of Head Start - Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2023-2024)

Date

4/9/2024

Funded Enrollment

Number of enrollment slots the program is funded to serve.

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Total Funded Enrollment	465	100.00%

Funded Enrollment by Program Option

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Center-based	465	100.00%
Home-based	0	0%
Family Child Care	0	0%
Locally Designed	0	0%

Detail - Center-based Funded Enrollment

	<i># of center-based funded enrollment slots</i>	<i>% of center-based funded enrollment slots</i>
Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	457	98.28%
Of these, the number that are available for the full-working-day and full-calendar-year	0	
Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0	0%
Of these, the number that are available for 3.5 hours per day for 128 days	0	
Of these, the number that are available for a full working day	0	

Total Cummulative Enrollment

	<i># of participants</i>	<i>% of participants over Funded Enrollment</i>
Total Cumulative Enrollment	524	12.69%

Participants by Age

	<i># of participants</i>	<i>% of participants</i>
1 Year Old	0	0.00%
2 Years Old	5	0.95%
3 Years Old	260	49.62%
4 Years Old	259	49.43%
5 Years Old	0	0.00%

Homelessness Services

	<i># of children</i>	<i>% of children</i>
Total number of children experiencing homelessness that were served during the enrollment year	33	6.30%

Foster Care

	<i># of children</i>	<i>% of children</i>
Total number of enrolled children who were in foster care at any point in the program year	21	4.01%

Prior Enrollment of Children

	<i># of children</i>	<i>% of children</i>
The second year	146	27.86%
Three or more years	9	1.72%

Ethnicity And Race

	<i># of Hispanic or Latino Origin participants</i>	<i>% of Hispanic or Latino Origin participants</i>	<i># of Non-Hispanic or Non-Latino Origin participants</i>	<i>% of Non-Hispanic or Non-Latino Origin participants</i>
American Indian or Alaska Native	0	0.00%	2	0.38%
Asian	0	0.00%	2	0.38%
Black or African American	6	1.15%	268	51.15%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	23	4.39%	143	27.29%
Biracial or Multi-Racial	6	1.15%	40	7.63%
Other Race	33	6.30%	1	0.19%
Unspecified Race	0	0.00%	0	0.00%

Primary Language of Parents at Home

	<i># of children</i>	<i>% of children</i>
English	495	94.47%
Of these, the number of children acquiring/learning another language in addition to English	14	
Spanish	29	5.53%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian Languages	0	0.00%
Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
American Sign Language	0	0.00%
Other Languages	0	0.00%
Unspecified Languages	0	0.00%

Health Services

<i>Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)</i>	<i># at Beginning of Enrollment Year</i>	<i>% at Beginning of Enrollment Year</i>	<i># at End of Enrollment Year</i>	<i>% at End of Enrollment Year</i>
Children with health insurance	491	93.70%	396	75.57%
Children with accessible health care	472	90.08%	373	71.18%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	483	92.18%	317	60.50%
Children with accessible dental care	451	86.07%	361	68.89%

Disabilities Services

	<i># of children</i>	<i>% of children</i>
Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	37	7.96%

Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	495	100.00%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	466	94.14%

Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	7	1.41%
Housing Assistance	6	1.21%
Asset Building Services	124	25.05%
Mental Health Services	14	2.83%
Substance Misuse Prevention	1	0.20%
Substance Misuse Treatment	4	0.81%
English as a Second Language (ESL) Training	20	4.04%
Assistance in enrolling into an education or job training program	59	11.92%
Research-based parenting curriculum	336	67.88%
Involvement in discussing their child's screening and assessment results and their child's progress	441	89.09%
Supporting transitions between programs	410	82.83%
Education on preventive medical and oral health	430	86.87%
Education on health and developmental consequences of tobacco product use	198	40.00%
Education on nutrition	457	92.32%
Education on postpartum care	3	0.61%
Education on relationship/marriage	7	1.41%
Assistance to families of incarcerated individuals	3	0.61%



Office of Head Start - Early Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2023-2024)

Date

4/16/2024

Funded Enrollment

Number of enrollment slots the program is funded to serve.

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Total Funded Enrollment	16	100.00%

Funded Enrollment by Program Option

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Center-based	16	100.00%
Home-based	0	0%
Family Child Care	0	0%
Locally Designed	0	0%

Detail - Center-based Funded Enrollment

	<i># of center-based funded enrollment slots</i>	<i>% of center-based funded enrollment slots</i>
Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	16	100.00%
Of these, the number that are available for the full-working-day and full-calendar-year	0	
Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0	0%
Of these, the number that are available for 3.5 hours per day for 128 days	0	
Of these, the number that are available for a full working day	0	

Total Cumulative Enrollment

	<i># of participants</i>	<i>% of participants</i>
Total Cumulative Enrollment	19	118.75%

Participants by Age

	<i># of participants</i>	<i>% of participants</i>
Under 1 Year Old	1	5.26%
1 Year Old	10	52.63%
2 Years Old	8	42.11%
3 Years Old	0	0.00%
Pregnant Women	0	0.00%

Homelessness Services

	<i># of children</i>	<i>% of children</i>
Total number of children experiencing homelessness that were served during the enrollment year	3	15.79%

Foster Care

	# of children	% of children
Total number of enrolled children who were in foster care at any point in the program year	3	15.79%

Prior Enrollment of Children

	# of children	% of children
The second year	7	36.84%
Three or more years	1	5.26%

Ethnicity And Race

	# of Hispanic or Latino Origin participants	% of Hispanic or Latino Origin participants	# of Non-Hispanic or Non-Latino Origin participants	% of Non-Hispanic or Non-Latino Origin participants
American Indian or Alaska Native	0	0.00%	0	0.00%
Asian	0	0.00%	0	0.00%
Black or African American	0	0.00%	9	47.37%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	0	0.00%	6	31.58%
Biracial or Multi-Racial	1	5.26%	1	5.26%
Other Race	2	10.53%	0	0.00%
Unspecified Race	0	0.00%	0	0.00%

Primary Language of Parents at Home

	# of children	% of children
English	17	89.47%
Of these, the number of children acquiring/learning another language in addition to English	0	0.00%
Spanish	2	10.53%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian Languages	0	0.00%
Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
American Sign Language	0	0.00%
Other Languages	0	0.00%
Unspecified Languages	0	0.00%

Health Services

<i>Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)</i>	# at Beginning of Enrollment Year	% at Beginning of Enrollment Year	# at End of Enrollment Year	% at End of Enrollment Year
Children with health insurance	19	100.00%	16	84.21%
Children with accessible health care	18	94.74%	12	63.16%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	18	94.74%	5	26.32%
Children with accessible dental care	16	84.21%	12	63.16%

Disabilities Services

	<i># of children</i>	<i>% of children</i>
Children with an Individualized Family Service Plan (IFSP), indicating they were determined eligible to receive early intervention services	3	18.75%

Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	18	94.74%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	8	44.44%

Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	1	5.56%
Housing Assistance	0	0.00%
Asset Building Services	1	5.56%
Mental Health Services	1	5.56%
Substance Misuse Prevention	0	0.00%
Substance Misuse Treatment	0	0.00%
English as a Second Language (ESL) Training	2	11.11%
Assistance in enrolling into an education or job training program	6	33.33%
Research-based parenting curriculum	8	44.44%
Involvement in discussing their child's screening and assessment results and their child's progress	7	38.89%
Supporting transitions between programs	6	33.33%
Education on preventive medical and oral health	8	44.44%
Education on health and developmental consequences of tobacco product use	1	5.56%
Education on nutrition	8	44.44%
Education on postpartum care	0	0.00%
Education on relationship/marriage	0	0.00%
Assistance to families of incarcerated individuals	0	0.00%

2024-2025 Calendar



Atlanta Head Start



Student Days:

Full Day—7:50-3:30

Student Hours - 1324.40

Student Days—172

Staff Training/ Students out

- Aug 1—9
- Sept 23
- Nov 4
- Dec 20
- Jan 6
- Feb 24
- May 27—29

Student & Staff Holidays

- Labor Day - Sept 2
- Thanksgiving - Nov 25-29
- Christmas - Dec. 20-Jan 6
- Martin Luther King- Jan 20
- Winter Break - Feb 17-21
- Spring Break - Mar 24-28
- Good Friday - Apr 18
- Memorial Day - May 26
- Juneteenth—Jun 19
- Fourth of July—Jul 4

Early Release

- Nov 22
- Dec 18—19
- May 22—23

Staff Return August 1, 2024

Campus Director:
Alisha Oliver

Family Services:
Alisha Oliver

August 2024							September 2024							October 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	9	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
November 2024							December 2024							January 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	
February 2025							March 2025							April 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1						1			1	2	3	4	5	
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
May 2025							June 2025							July 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

School Starts: August 12

School Ends: May 23

2024-2025 Calendar



Bloomburg Head Start



Student Days:
Full Day—7:30-3:00

Student Hours - 1230
Student Days—164

Staff Training/ Students out

- July 31-Aug 11
- Jan 6-7, Feb 17, Mar 21

Student & Staff Holidays

- Labor Day - Sept 2
- Columbus Day—Oct 11-14
- Thanksgiving - Nov 25-29
- Christmas - Dec 20 -Jan 3
- Martin Luther King— Jan 20
- Winter Break - Feb 5-9
- Spring Break - Mar 25-29
- Memorial Day - May 26
- Juneteenth - Jun 19
- Fourth of July - Jul 4

Staff Return
July 29, 2024

Campus Director:
Candie Harris

Family Services:
Candie Harris

Contact Number:
(903) 728-5880

August 2024							September 2024							October 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
November 2024							December 2024							January 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	
February 2025							March 2025							April 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1						1			1	2	3	4	5	
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
May 2025							June 2025							July 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

School Starts: August 8

School Ends: May 14

2024-2025 Calendar



Daingerfield Head Start



Student Days:

Full Day—7:50-3:30

Student Hours - 1301.30

Student Days—169

Staff Training/ Students out

- Aug 1-Aug 13
- Oct 16
- Jan 6

Student & Staff Holidays

- Labor Day - Sept 2
- Fall Break - Oct 14-15
- Thanksgiving - Nov 23-29
- Christmas - Dec 23-Jan 3
- Martin Luther King- Jan 20
- Winter Break - Feb 3-7
- President's Day—Feb 17
- Spring Break - Mar 17-21
- Good Friday - Apr 18
- Memorial Day - May 26
- Juneteenth - Jun 19
- Fourth of July - Jul 4

Early Release

- Dec 20
- May 23

Staff Return August 1, 2024

Campus Director:
MaRenda Traylor

Family Services:
MaRenda Traylor

August 2024							September 2024							October 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
November 2024							December 2024							January 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	
February 2025							March 2025							April 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1						1			1	2	3	4	5	
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
May 2025							June 2025							July 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

School Starts: August 14

School Ends: May 23

2024-2025 Calendar



Hughes Springs Early Head Start



Student Days:

Full Day—7:30-3:00

Student Hours - 1391.25

Student Days—185.5

Staff Training/ Students out

- July 29-Aug 7
- Oct 17
- Dec 18—19
- Feb 17
- Mar 7

Student & Staff

Holidays

- Labor Day - Sept 2
- Fall Break - Oct 18
- Thanksgiving - Nov 25-29
- Christmas - Dec 20-Jan 3
- Martin Luther King- Jan 20
- Winter Break - Feb 14-17
- Spring Break -Mar 7—14
- Good Friday - Apr 18
- Memorial Day - May 26
- Juneteenth - Jun 19
- Fourth of July—Jul 4

Early Release Day

- Nov 22
- Dec 18
- Mar 6
- May 16
- Jun 6

Staff Return

July 29, 2024

Campus Director:
Carlin Johnson

Family Services:
Jennifer Sullivan
Ellen Smith

Contact Number:

August 2024							September 2024							October 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
November 2024							December 2024							January 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	
February 2025							March 2025							April 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1						1			1	2	3	4	5	
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
May 2025							June 2025							July 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3						1	2			1	2	3	4	5
4	5	6	7	8	9	10	1	2	3	4	5	6	7	6	7	8	9	10	11	12
11	12	13	14	15	16	17	8	9	10	11	12	13	14	13	14	15	16	17	18	19
18	19	20	21	22	23	24	15	16	17	18	19	20	21	20	21	22	23	24	25	26
25	26	27	28	29	30	31	22	23	24	25	26	27	28	27	28	29	30	31		
							29	30												

School Starts: August 8

School Ends: June 6

2024-2025 Calendar



Hughes Springs Head Start



Student Days:

Full Day—7:30-3:00

Student Hours - 1267.50

Student Days—169

Staff Training/ Students out

- July 29-Aug 7
- Oct 17
- Dec 18—19
- Feb 17
- Mar 7

Student & Staff

Holidays

- Labor Day - Sept 2
- Fall Break - Oct 18
- Thanksgiving - Nov 25-29
- Christmas - Dec 20-Jan 3
- Martin Luther King- Jan 20
- Winter Break - Feb 14-17
- Spring Break -Mar 7—14
- Good Friday - Apr 18
- Memorial Day - May 26
- Juneteenth - Jun 19
- Fourth of July - Jul 4

Early Release Day

- Nov 22
- Dec 18
- Mar 6
- May 16

Staff Return July 29, 2024

Campus Director:
Carlin Johnson

Family Services:
Jennifer Sullivan
Ellen Smith

Contact Number:
(903) 639-1914

August 2024							September 2024							October 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
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18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
November 2024							December 2024							January 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	
February 2025							March 2025							April 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1						1			1	2	3	4	5	
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
May 2025							June 2025							July 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	1	2	3	4	5	6	7	6	7	8	9	10	11	12
11	12	13	14	15	16	17	8	9	10	11	12	13	14	13	14	15	16	17	18	19
18	19	20	21	22	23	24	15	16	17	18	19	20	21	20	21	22	23	24	25	26
25	26	27	28	29	30	31	22	23	24	25	26	27	28	27	28	29	30	31		
							29	30												

School Starts: August 8

School Ends: May 16

2024-2025 Calendar



Naples Head Start



Student Days:
Full Day—7:30-3:00

Student Hours - 1316.25
Student Days—175.5

Staff Training/ Students out
■ Jan 6

Student & Staff Holidays

- Labor Day - Sept 2
- Sept Break—Sept 27
- Fall Break—Oct 4
- Thanksgiving - Nov 22-29
- Christmas - Dec 20 -Jan 3
- Martin Luther King— Jan 20
- Winter Break - Feb 14
- Spring Break - Mar 14-21
- Good Friday - Apr 18
- May Break—May 2
- Memorial Day—May 26
- Juneteenth—Jun 19
- Fourth of July—Jul 4

Early Release Day
■ May 22

Staff Return
July 31, 2024

Campus Director:
Felicia Williams

Family Services:
Felicia Williams

Contact Number:

August 2024							September 2024							October 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
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18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
November 2024							December 2024							January 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	
February 2025							March 2025							April 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1						1			1	2	3	4	5	
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
May 2025							June 2025							July 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

School Starts: August 7

School Ends: May 22

2024-2025 Calendar



New Boston Head Start



Student Days:

Full Day—7:30-3:00

Student Hours - 1327.5

Student Days—177

Staff Training/ Students out

- Dec 20

Student & Staff Holidays

- Labor Day - Sept 2
- Sept Break—Sept 27
- Fall Break—Oct 25
- Thanksgiving - Nov 25-29
- Christmas - Dec 23-Jan 3
- Martin Luther King— Jan 20
- Winter Break - Feb 14
- Spring Break - Mar 7-14
- Good Friday - Apr 18
- May Break—May 2
- Memorial Day—May 26
- Juneteenth—Jun 19
- Forth of July—Jul 4

Early Release Day

- Dec. 19
- May 22

Staff Return

July 29, 2024

Campus Director:
Venus Hornbuckle

Family Services:
Venus Hornbuckle

August 2024 September 2024 October 2024

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

November 2024 December 2024 January 2025

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	

February 2025 March 2025 April 2025

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
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2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
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23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

May 2025 June 2025 July 2025

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

School Starts: August 5

School Ends: May 22

2024-2025 Calendar



Pittsburg Head Start



Student Days:

Full Day—7:30-3:00

Student Hours - 1207.50

Student Days—161

Staff Training/ Students out

- Oct 21
- Jan 8
- Feb 14
- Mar 31
- May 16

Student & Staff Holidays

- Labor Day - Sept 2
- Fall Break - Oct 4 and Nov 4
- Thanksgiving - Nov 25-29
- Christmas - Dec 23-Jan 7
- Martin Luther King- Jan 20
- President's Day - Feb 17
- Spring Break - Mar 17-21
- Good Friday - Apr 18
- Memorial Day - May 26
- Juneteenth - Jun 19
- 4th of July - Jul 4

Early Release Day

- Sept 27
- Nov 22
- Dec 20
- Mar 14
- Apr 17
- May 15

Staff Return August 1, 2024

Campus Director:
Kaye Nelms

Family Services:
Claudia Salinas

Contact Number:
(903) 856-1245

August 2024							September 2024							October 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
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18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
November 2024							December 2024							January 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	22	23	24	25	26
24	25	26	27	28	29	30	29	30	31					27	28	29	30	31		
February 2025							March 2025							April 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1						1			1	2	3	4	5	
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
May 2025							June 2025							July 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
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18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

School Starts: August 14

School Ends: May 15

2024-2025 Calendar



Texarkana Head Start



Student Days:

Full Day—7:30-3:00

Student Hours - 1263.75

Student Days—168.50

Staff Training/ Students out

- July 29-Aug 6
- Oct 14 & 15
- Jan 4 & 5
- Mar 17 & 18

Student & Staff Holidays

- Labor Day - Sept 2
- Thanksgiving - Nov 20-24
- Christmas - Dec 23-Jan 3
- Martin Luther King- Jan 20
- Winter Break - Feb 17-21
- Spring Break - Apr 7-11
- Memorial Day—May 26
- Juneteenth—Jun 19
- Fourth of July—Jul 4

Early Release Day

- Sept 26
- Dec 19 & 20
- May 22 & 23

Staff Return July 29, 2024

Campus Director:
Era Moore-Collins

Family Services:
Quintessa Pierce
Keundra Riser
Bridget Jannise
Wanda Davis

August 2024							September 2024							October 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
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25	26	27	28	29	30	31	29	30						27	28	29	30	31		
November 2024							December 2024							January 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
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17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	
February 2025							March 2025							April 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1						1			1	2	3	4	5	
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
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23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
May 2025							June 2025							July 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3						1		1	2	3	4	5	6	
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25	26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31			
							30													

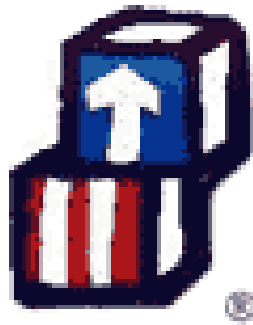
School Starts: August 7

School Ends: May 23

Community Services of
Northeast Texas, Inc.



Head Start/ Early Head Start



Parent Handbook

Policy Council Approval:
Governing Board Approval:



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About Us

Head Start is a comprehensive child development program which focuses on preparing children for entry into kindergarten. The program serves income eligible children ages 3-5 and their families by providing educational, health, dental and social services free of charge.

The educational component focuses on pre-reading skills, phonemic awareness, numeric development and social skills. All children are screened at the beginning of the program year to assess their development. All children receive physicals annually and any needed medical attention is obtained through their insurance or provided by Head Start. Children diagnosed with disabilities are fully included in all aspects of the program.

In addition, each child's family is case studied to determine their strengths and needs and a Family Partnership Agreement is developed to ensure that each child and their family receive the maximum amount of success from the services that are available.

Head Start currently serves more than 481 children in Bowie, Camp, Cass, and Morris counties.

Educational Philosophy of Head Start

Head Start adheres to the philosophy that parents are the prime educators of their children. The Educational Program provides parents with the opportunity to learn additional parenting skills, and also an opportunity to learn how to work more effectively with their own children.

Head Start works to enrich children with a learning environment and varied experiences appropriate to their age, stage of development and cultural background, which will help them to develop socially, intellectually, physically and emotionally.

CSNT Mission Statement

CSNT applies all available strategies enabling Northeast Texas families to lead improved, empowered, and self-reliant lives.

CSNT Head Start Vision Statement

To provide a system of education and encouragement which results in school-readiness for young children and their families.

CSNT Head Start Campus Directory

Atlanta Head Start

Atlanta Primary

505 Rabbit Blvd
Atlanta, Texas 75551
903-796-4118 Fax 903-796-4110

Bloomburg Head Start

201 W. Cypress
Bloomburg, Texas 75556
903-728-5880
Fax 903-728-5870

Daingerfield-Lone Star Head Start

West Elementary

305 West Watson
Daingerfield, Texas 75638
903-645-2901

Hughes Springs Head Start

903 E. 1st Street
Hughes Springs, Texas 75656
903-639-1914
Fax 903-639-1783

Hughes Springs Early Head Start

903 E. 1st Street
Hughes Springs, Texas 75656
903-639-1914
903-639-1783

Naples/Omaha Head Start

412 WL Doc Dodson Blvd.
Naples, Texas 75568
903-897-0318 Fax 903-897-0898

New Boston Head Start

117 Robertson
New Boston, Texas 75570
903-628-5621
Fax 903-628-3680

Pittsburg Head Start

404 Broach Street
Pittsburg, Texas 75686
903-856-1245 FSW 903-856-1246
Fax 903-856-6310

Texarkana Head Start

Paul Laurence Dunbar Early Education
2315 West 10th Street
Texarkana, Texas 75503
903-255-3295
Fax 903-255-3294

Department of Health and Human Services Child Care Licensing Division

You are entitled to see the required postings from Texas Child Care Licensing. You may ask the Campus Director to view: The Minimum Standards for this Licensed Child Care Campus (also available on the web at <https://hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing/minimum-standards> or at your local Licensing office), Inspection / Investigation Report, (compliance information is also available on the web at http://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/default.asp or from your local Licensing office), Documentation of liability insurance, Fire Marshal's Inspection Report, The most recent Health Department's Sanitation Inspection Report, The most recent Gas Pipe Inspection report, and the Child-Care Campus's operational policies.

Local Child Care Licensing Offices

Texarkana

Jamee Mars

3103 Summerhill Road
Texarkana, Texas 75503
903-791-3406

Paris

Emily Lipe

143019 19th Street NW
Paris, Texas 75460
903-737-0338

Gang Free Zone

Under the Texas Penal Code, any area within 1,000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. You can find this information on your parent board at your campus.

Staff Immunizations

Community Services of Northeast Texas, Inc. does not require staff to obtain Hep A, Influenza and Pertussis, and COVID.

Emergency Preparedness Plan

Each Licensed Campus will have their Emergency Preparedness Plan posted in the entry way to the Campus. This will be available for parents to view at any time. This provides the details of our evacuation plans, as well as, procedures for shelter in place. Our relocation sites are listed on page 7.

Child Abuse

Preventing and Responding to Abuse and Neglect of Child

- A. Employees are required annually to obtain a minimum of one hour training on preventing and responding to neglect of children.
- B. Methods used for increasing employee and parent awareness of issues regarding child abuse and neglect warning signs that a child may be a victim of abuse or neglect are as follows:
 - 1. Printed materials are available for parents and staff relating to increasing employee and parent awareness regarding child abuse and neglect, including warning signs that a child may be a victim of abuse.
 - 2. Poster “Keeping Children Safe” located on parent information board.
 - 3. Refer parent to Child Abuse Hotline at 800-252-5400 or www.dfps.state.tx.us
- C. Methods used for increasing employee and parent awareness of prevention techniques for child abuse as follows:
 - 1. Printed materials are available for parents and staff relating to increasing employee and parent awareness regarding child abuse and neglect, including warning signs that a child may be a victim of abuse.
 - 2. Poster “Keeping Children Safe” located on parent information board.
 - 3. Refer parent to Child Abuse Hotline at 800-252-5400 or www.dfps.state.tx.us
- D. Strategies for coordination between the campus and appropriate community organizations include:
 - 1. Open communication between communities between community organizations by mail, email or telephone.
 - 2. Attending meetings and/or trainings with community organizations.
 - 3. 3. Refer parent to Child Abuse Hotline at 800-252-5400 or www.dfps.state.tx.us
- E. Actions that the parent of the child who is a victim of abuse or neglect should take to obtain assistance are as follows:
 - 1. Refer parent to information on poster “Keeping Children Safe” located on the parent information board.
 - 2. Refer parent to Child Abuse Hotline at 800-252-5400 or www.hhs.state.tx.us
 - 3. Refer parent to local police department or 911.
- F. Parent Education and Resources
 - 1. www.parenttoolkit.com
 - 2. www.discoveryeducations.com/parents/
 - 3. www.pbs.org/parents/
 - 4. www.choosemyplate.gov

Emergency Evacuation Plan

In the event of a situation requiring relocation outside the local area of the facility such as hazardous spill, brush or forest fire or other dangers threatening the safety of the occupants of the immediate area of the facility, all staff and children will relocate as a group to the pre-designated relocation site unless otherwise directed by emergency services personnel. The Campus Director/Designated Staff will notify the Administrative Office of the situation and buses will be dispatched to transport children and staff to pre-designated locations. Program Staff as assigned by the Curriculum Director will contact the parents to inform them of the situation and directions to the relocation site. Telephone numbers will be obtained from the Family Service Workers

Campus Directors/Designated Staff will be responsible for up the emergency pack, parent contact information and ensuring the notification posted is attached to the facility entrance providing the relocation site and contact information. Children will not be released except to an identified authorized pick-up person. **Pre-designated relocations (to verify or ask questions contact your Campus Director)**

Attendance Site	Relocation Site	Relocation Address	Relocation Telephone #
Atlanta Head Start	AISD Bus Pen	HWY 43 Atlanta, TX	903-796-4194
Bloomburg Pre-K Academy	Queen City High School Football Field	905 Houston Street Queen City, TX	903-796-8259
Daingerfield Head Start	Daingerfield Church of Christ	818 West Watson Blvd. Daingerfield, TX	903-645-2896
Hughes Springs Head Start/Early Head Start	1st Location—Hughes Springs Community Center 2nd Location—Hughes Springs Elementary Gym	1st Location—902 East 1t Street Hughes Springs, TX 2ns Location—809 Russell Street Hughes Springs, TX	1st Location—903-639-4484 2nd Location—903-639-3881
Naples Head Start	1st Location—Pewitt Elementary School Cafeteria 2nd Location—Pewitt High School	1st Location—374 CR 4318 Omaha, TX 2nd Location - 1216 US Highway 67 West Omaha, TX	1st Location—903-884-2404 2nd Location—903-884-2293
New Boston Head Start	1st Location—Oakview Primary 2nd Location—Industrial Air Systems	1st Location—530 Hospital Drive New Boston, TX 2nd Location - 107 HWY 82 West New Boston, TX	1st Location—903-628-8901 2nd Location—903-628-5276
Pittsburg Head Start	1st Location—Pittsburg Primary 2nd Location—First United Methodist Church	1st Location—405 Broach Street Pittsburg, TX 2nd Location - 109 College Street Pittsburg, TX	1st Location—903-856-6482 2nd Location—903-856-2839
Paul Laurence Dunbar Early Education Center	Mount Orange Baptist Church	2510 W 10th Street Texarkana TX	903-792-6001

Parent Committee and Policy Group Participation

You will have an opportunity to serve in the following capacities:

1. Parent Committee: This committee is set up at the local campus level and is composed of all parents with children enrolled in the Head Start (HS)/ Early Head Start (EHS) Program. As a HS/EHS parent you automatically become a member of this committee.
2. Head Start Policy Council: This group is set up at the agency level and is composed of at least 51% parents, plus community representatives. The parents are elected from the local parent groups annually.
3. Board of Directors: This is the grantee agency for the operation of the Head Start Program. The Agency has a 12– member Board of Directors, including one member from Policy Council.

DISCIPLINE/GUIDANCE POLICY

Each Campus has a copy of *MINIMUM STANDARDS RULES for LICENSED CHILD-CARE CENTERS* which contains reasonable standards for childcare facilities in Texas. All staff and volunteers are required to undergo training on minimum standards to ensure safe childcare.

The following is a short, but important, list of discipline and guidance policy that Head Start expects every staff and volunteer to know: The Campus's staff must ensure that discipline and guidance are consistent, are based on an understanding of individual's needs and development and promote self-discipline and acceptable behavior.

- There must be no cruel, harsh, or unusual punishment/treatment.
 - Staff or volunteers must not shake, bite or hit the children.
 - The staff must not put anything in or on a child's mouth as punishment.
 - The Campus's staff may use brief, supervised separation of children from the group if necessary, but the staff must not place children in a locked or dark room with the door closed.
- Use your "inside voice" when speaking to the children. Remember, it is not always WHAT you say but HOW you say it. Your tone of voice should reflect respect for the children and concern for their well-being.
- "No" and "Don't" are not Head Start words. Use positive statements to obtain the behavior you are seeking. For example, instead of "Don't run," try "Use your walking feet" Instead of "Don't throw rocks," try "Let us leave the rocks on the ground".
- You are a role model for the children. Using "Please" and "Thank You" as much as possible will teach them to use these positive words, too.

EMERGENCY AND FIRST AID PROCEDURES

Each Campus has an emergency/evacuation plan for response to fire and/or natural disasters. This plan includes procedures for evacuations for fire and sheltering/severe weather, which includes an alternate location. Fire drills will be conducted monthly; sheltering/severe weather drills are done once every three months.

A copy of the plan is posted in each classroom, Family Service Worker and Campus

Director Offices. Information on dates and times of drills are posted, this plan is available for review at any time through your Campus Director. The Campus Director will go over these procedures with volunteers.

First aid kits and fire extinguishers are in the Campus and on all buses. Staff are the personnel who can administer first aid to the children. Should a child become injured, report it immediately to the classroom teacher.

No unassigned EPI pens are kept on campus.

What can the Head Start/Early Head Start Program Offer to Your Family?

- ✓ The program provides children with activities that help them grow mentally, socially, emotionally, and physically.
- ✓ Staff members offer a nurturing environment, and understanding, the opportunity to learn and to experience success. Your child will leave this program more prepared for kindergarten, excited about learning and ready to succeed.
- ✓ We provide health and developmental screenings/assessments for your children and any follow-up services needed.
- ✓ Head Start/Early Head Start Program offers you a sense of belonging, other support services, and a chance to be involved in activities to help your whole family.

Parent Code of Conduct

Standards of Conduct: All Parents/Guardians and Volunteers will:

- ✓ Respect and promote the unique identity of each child and family and refrain from stereotyping based on gender, race, ethnicity, culture, religion or disability.
- ✓ Follow program confidentiality policies concerning information about children, families, and staff members.
- ✓ Not allow a child to be left alone or unsupervised while under their care.
- ✓ Use positive methods of child guidance and not engage in corporal punishment, emotional, or physical abuse, or humiliation; not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs; do not bind or tie a child to restrict movement, or tape a child's mouth; use physical activity or outdoor time as a punishment or reward.
- ✓ Conduct themselves in a manner that reflects positively upon the program's reputation and upon the children and families the program serves. Compliance with CSNT Code of Conduct is the responsibility of Head Start parents/guardians, volunteers, or anyone else involved with the program. To ensure orderly operations and provide the best possible learning environment, CSNT expects parents/guardians to follow this Parent Code of Conduct.
- ✓ It is not possible to list all the forms of behavior that are considered unacceptable. The following are examples of violations of rules of conduct.

- ✓ Threats to staff, parents or children
- ✓ Physical or verbal punishment of a child
- ✓ Swearing or cursing
- ✓ Smoking
- ✓ Quarreling, verbal fighting, loud shouting and display of anger
- ✓ Bringing drugs, alcohol or weapons to program sites or events
- ✓ Physical violence
- ✓ Inappropriate or excessive displays of physical affection between adults
- ✓ Inappropriate dress, including for example, low-cut tops, bare midriff or clothes with words or pictures inappropriate for young children

A parent or guardian of a child at a child care facility has the right to:

- (1) enter and examine the child care facility during the facility's hours of operation without advanced notice;
- (2) review the child care facility's publicly accessible records;
- (3) receive inspection reports for the child care facility and information about how to access the facility's online compliance history;
- (4) obtain a copy of the child care facility's policies and procedures;
- (5) review, at the request of the parent or guardian, the facility's:
 - (A) staff training records; and
 - (B) any in-house staff training curriculum used by the facility;
- (6) review the child care facility's written records concerning the parent's or guardian's child;
- (7) inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
 - (A) video recordings of the alleged incident are available;
 - (B) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own;
 and
 - (C) the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
- (8) have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;
- (9) be provided the contact information for the child care facility's local Child Care Regulation office;
- (10) file a complaint against the child care facility by contacting the local Child Care Regulation office; and
- (11) be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's rights.

CONFIDENTIALITY POLICY—Protection of Child’s Record

Head Start establishes procedures for the protection of confidential records and information on the families and children we serve. We follow the Family Educational Rights and Privacy Act (FERPA). *Disclosure with parental consent Parents will complete a form for Release of Confidential Information during orientation or when a record is requested from a child’s campus. *Disclosure without parental consent

Files can be accessed by certain entities without parental consent. This would be a review by the Federal Auditors, Fiscal Auditors, USDA audit, Contractors of the program, Appropriate parties in an emergency, records that are subpoenaed by a judicial order, or records requested by Child Protective Services.

All files remain locked in the file cabinet in your child’s Family Service Workers office.

Parental Rights

Parents have the right to inspect child’s records. Only information relating to your child will be disclosed when requested. This request must be completed in writing. If a parent feels the information is incorrect, they can request that the record be amended. Parent has the right to appeal any record within the child’s file by contacting the Family Service Administrator at 903-756-5596 ext. 218.

Education

Early Head Start/ Head Start will provide your child with an individualized educational program based upon Frog Street 2020/Three's/ Infant/ Toddler. A lesson plan will be developed for your child on a weekly basis. Frog Street Curriculum addresses the Head Start Child Development and Early Learning Framework.

This means that your child's needs will be met in a responsive manner by his/her primary teacher. Infants and toddlers learn through play and exploring their environment. Your child's teacher will be provided activities and materials that encourage your child's development. Activities for children in the room will vary according to their own needs.

Early Head Start children will be provided a daily report on your child about your child's days. A minimum of two parent conferences and two home visits will be scheduled during the year to discuss your child's progress. However, your child's teacher is available to meet with you at any time if you have a question or concern.

Head Start/ Early Head Start staff provide an initial developmental, vision and hearing screening for your child. This screening is conducted within 45 days of enrollment into the Program. Early Head Start Developmental screening is Ages and Stages. Head Start uses Dial 4. The results are used to begin individual planning for each child.

Indoor/Outdoor Play

Early Head Start/ Head Start will promote indoor and outdoor physical activity throughout the day. A minimum of two daily opportunities for outdoor play, weather permitting, in which a child makes use of both small and large muscles for a total of 60 minutes daily. A balance of active and quiet play that incorporates group and individual activities, both indoors and outdoors for a minimum of 60 minutes daily for toddlers and 90 minutes daily for pre-kindergarten age children. There will be child initiated activities that include equipment, materials and supplies needed that are within reach of the child and the child will be able to choose the activity. The Teacher will also plan at least two activities daily to promote movement.

Outdoor play provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement. Outdoor play also extends opportunities for large muscle development, social-emotional development, and small muscle development by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space. I am moving, I am Learning is a program we use to address obesity. This will include activities in the CSNT Head Start Classroom for indoor play that is a nutritious program that emphasizes healthy choices and movement.

THE TEACHER'S RESPONSIBILITY IS TO:

- Interact with your Child.
- Develop a relationship with your child.
- Consistently respond to your child's needs
- Know your child individual schedule.
- Know your child's moods and best way to comfort.
- Work with you to ensure that your child's needs are met.
- Ensure that you and your child are happy and comfortable in our program.

Sample Schedule

7:30-8:30 – Arrival Time/Handwashing/ Breakfast/ Tooth Brushing/ Free Choice Activities
8:30-8:50 - Circle Time/ Preview Centers/ Music/ Conscious Discipline Strategies
8:50-9:15 – Learning Centers/ Individualization/ Small Group
9:15-9:35 – Circle Time/ Language and Literacy
9:35- 9:50 – Learning Centers/ Individualization/Small Group
9:50- 10:20 – Outdoor Activities/ IMIL (I'm Moving, I'm Learning)
10:20-10:35 – Circle Time/ Math
10:35- 10:50 – Learning Centers/ Individualization/ Small Group
10:50- 11:00 – Cognitive Transition/ Restroom/ Hand Washing/ Prepare for Lunch.
11:00- 11:30 – Family Style Lunch
11:30- 11: 45 – Read Aloud/ Transitions from ISD Teacher to Head Start
11:45- 12:00 – Cognitive Transition/ Restroom/ Hand Washing/ Prepare for rest/ Read Aloud.
12:00- 1:00 – Rest/ Quiet Time/ Nap
1:00 – 1:15 – Cognitive Transition/ Restroom/ Hand Washing/ Music
1:15- 1:30 – Circle Time/ Science/ Social Studies
1:30- 2:00 – Outdoor Activities
2:00- 2:15 – Learning Centers/ Individualization/ Small Group
2:15- 2:30 – Snack
2:30- 3:00 – Circle Time/ Health Nutrition/ IMIL/ Recap/ Dismissal
3:00-4:00 – Teacher Planning Time

YOUR CHILD NEEDS:

- To build close trusting relationships.
- To explore a room that is safe and inviting.
- To engage in stimulating age-appropriate activities.

Field Trips

Field trips are a fun and important part of the Head Start experiences. We encourage parents to participate whenever possible. Please notify your child's teacher if you would like to be a chaperone. Parent chaperones must follow the same nutritional guidelines children are offered during the field trips. The purchase of outside food is not allowed while on the field trip. All food provided for children will also be provided for the chaperones. If you have a food allergy, please notify your child's teacher ahead of time so we can provide a substitute. Parent are asked to complete a request form giving permission for their child to participate prior to all field trips.

Field trips support the classroom educational experience, current curriculum, and the developmental level of the children. Head Start/Early Head Start is prohibited from asking parents for money for a field trip, therefore community sponsorships are welcomed.

Technology/Screen Time

Technology is important to your child's education. Technology may be used to supplement an activity or learning experience that your child has in the classroom. In order to use technology, it must be a planned activity that meets an educational goal, is age-appropriate, does not exceed one hour per day, is not used during mealtime, snack times, naptimes, or rest times, does not include advertisements or violence and is turned off when not in use.

Animals at the Campus

What steps are taken to have animals at each Campus?

- Notify parents in writing when animals are scheduled to be present
- Ensure the animals do not create unsafe or unsanitary conditions
- Ensure that children do not handle any animal that shows signs of illness, such as lethargy or diarrhea
- Ensure that caregivers and children practice good hygiene and hand washing after handling or coming in contact with an animal and items used by an animal, such as water bowls, food bowls, and cages.
- Ensure that all vaccinations for the animals are up to date by the Texas Health and Safety Code.

Water Activities

We do not have water activities for our Head Start children. The only water activities that the children have are a sand and water table inside the Campus.

Family Services

The focus of the Family Services/Parent Involvement Program is on the child, the family, and the community as a group of interacting personalities. The role of the staff is to provide support to the child and family. Family Service Workers also serve as a resource to the family by serving as a liaison between the Head Start Campus, the Family, and the Community. Out of this interaction, empowerment, enhancement of problem-solving skills, and self-reliance is the desired outcome for each family system.

Program Description and Eligibility/Enrollment

Enrollment in the Head Start/Early Head Start Program is limited to:

Families that met Federal Head Start/Early Head Start eligibility requirements.

Availability of the age-appropriate classroom slot Parents will be notified in writing of changes to eligibility and enrollment criteria.

Drop Off and Pick Up Procedures:

- ⇒ Sign in sheets will be available at the drop off location or in each child's classroom. When dropping off your child in the mornings, please sign your child in. Daily sheets for parent/teacher communication are located in the classroom for Early Head Start students. The parent portion needs to be filled in completely. This includes who will pick up your child.
- ⇒ When picking up your child, be sure to sign your child out.
- ⇒ Your child will be released only to the parents or a person (18 years of age or older) designated by the parent on the Enrollment information form.
- ⇒ If it is necessary for a child to be picked up by someone other than those designated, the parent must call the Campus giving permission. A photo ID will be required. Whenever possible, we will ask you to notify us in writing by fax or email if someone else picks up your child.
- ⇒ Once your child is signed out of the Campus and left the classroom, the parent or person picking the child up assumes responsibility for the child.

Hours of Operation

- All Campuses are open Monday thru Friday from 7:30 am to 4:00 pm
- All Campuses are open from August to June.
- All Campuses will have emergency contact numbers posted.
- All information listed above will be posted in all Campuses.
- No child is accepted in the Campus after 8:30 a.m., unless approved by the Campus Director or other designated staff person.

Late Pick-Up

Children will look forward to going home daily. All children are to be picked up no later than 3:30 p.m. Children left after this time will worry about being picked up by their parents. If the parent is not there to pick up the child, staff will begin calling emergency phone numbers. If no response is received, the legal authorities (Child Protective Services/Police) will be contacted. The classroom Teacher or Family Service Worker will review the late pick-up policy with the parents.

Severe Weather Conditions

Head Start/Early Head Start classes abide by the public districts decision to keep schools open or to close them. Please tune into your local radio or television broadcasts. If your local school district cancels school, then your Head Start/Early Head Start classes will also be cancelled.

Absenteeism

Regular school attendance is essential to your child's development. Excessive absenteeism could result in your child not mastering the instructional materials and jeopardize your child's enrollment in Head Start. Parents should make every effort to avoid unnecessary absences. If your child is going to be absent, it is the responsibility of the parent or guardian to inform the Campus Director or Campus Staff as soon as possible.

All dually enrolled children are required to follow the Texas Education Code 25.085: Compulsory School Attendance, which states once a parent enrolls a child in Kindergarten or Pre-Kindergarten, the child is required to attend school regularly. According to Texas Education Code 25.092, a child must attend 90% of the school year. Penalties against parents may be imposed if a school aged student is deliberately not attending school.

If your child is out 3 times, parent must meet with the Family Service Worker. Continual absenteeism without a documented reason may result in your child being dropped from the Program after 10 consecutive days. We do not wish to drop any child from the program; however, there is a waiting list of children who would like to attend school and are willing to attend sessions on a regular basis.

Please make every effort to send your child to school daily. If you have any Questions, please contact the Campus Director.

Up-To-Date Information

IMPORTANT In order to ensure timely communication in case of an emergency, late pick up, or early release, we must keep all children's information current. Please notify your child's Teacher, Campus Director or Family Service Worker immediately if any change in your current address, telephone numbers, emergency contact, and/or name change.

Campus Visits

Parents have the right to enter and inspect the Head Start Campus without advance notice to the teachers during the school hours.

Denial of Campus

Parents may be denied Campus visits if they pose a risk to the children in the Campus. A non-custodial parent may be denied visitation if the custodial parent has a court document and presents a written request not to permit the non-custodial parent access to the child.

Parent Concern

Any parent may file a written or verbal complaint about the Head Start Program. To address any complaint or problem, please follow the chain of command. Report to the lead teacher. If no response report to the Campus Director. If no response report to the Head Start Program Manager at 903-756-5596 ext. 213.

Suspension and Expulsion

No child will be suspended or expelled from the program unless necessary for the safety of the children. All measures will be taken to ensure the child can remain in the classroom.

Transition Tips—Head Start

Is your child starting preschool? During transitions, children often need a little extra time, attention and support from their parents. School transitions also signal a new stage of family life for everyone.

Children may feel....

- Sadness at the loss of the old school, friends, neighbors (and if a preschooler or kindergartner, separation from parents)
- Anxiety about the unknown
- Fear of not making friends, being accepted
- Apprehension about their ability to do their work or master the logistics involved (getting lost, getting lunch, learning the rules, finding the bathrooms, etc.).

Parents may feel....

- Sadness about their child growing up and moving on to the next stage
- Anxiety about whether the new school and/or teacher are the best for their child
- Uncertainty about what their own role should be in the new setting and how the new school views parent involvement
- Awareness that their child's growing up is linked to a new stage of life for parents too, and that family will change.

Health and Nutritional Services

Health, wellness, safety, and nutrition education for families and children

Vision and hearing screenings

Hemoglobin/Lead Screening

Blood Pressure

Height and weight measurements are completed twice during the year

Nutritious breakfast, snack (standalone Campuses only) and lunch served to each class daily. ISD Campuses will receive a supplemental snack if the child is hungry after lunch before leaving for the day. Daily menus and nutrition education are provided.

Child nutrition screening

Family nutritional counseling

Required Screenings

Occasionally you may receive a notice that your child will be screened. Head Start/Early Head Start is required to track height, weight, hearing, vision, nutrition, anemia, developmental and speech/language screenings. It is your responsibility as a parent to review the results for your child and follow-up with any necessary referrals or appointments for your child as requested by Head Start/Early Head Start. Your Family

Service Worker is available to assist you.

Masks

All children, over the age of two, and all staff must wear a CDC approved masks while in the center. Masks will not be worn while eating or drinking, napping, and playing outside when social distancing is allowed.

Accidents/Illness

In the event of an accident, illness or an emergency, the Head Start/Early Head Start program will notify you and provide detailed information, including a written report. If a critical illness or emergency requires the immediate attention of a physician, the HS/EHS Staff will:

- Call 911 for emergency medical services to assess and transport your child to the nearest emergency room, if required;
- Give your child first aid treatment or CPR, if required;
- Contact the physician of record in your child's record;
- Ensure supervision of all other children in your child's group.

Physical Examination

Before your child can enter the classroom, parents must provide a copy of the child's last physical exam signed by the doctor/clinic to the Family Service Worker. The exam must be appropriate to the child's age as recommended by the Texas Health Steps and Texas Department of State Health Services schedule (see below):

Physical Exam Schedule

12 months Exam	30 months Exam
15 months Exam	36 months Exam
18 months Exam	4 year Exam
24 months Exam	5 year Exam

Dental Exam

Dental exams are required at age 1 year and every 6 months after. Parents are responsible for providing a copy of this exam to your child's Family Service Worker and complete all follow-up appointments.

If you are having difficulty obtaining a copy of your child's exam, please notify the Family Service Worker at your Campus and we will work well with you to get one.

Daily Health Observations

A daily health check of each child is made upon arrival in the presence of the parent or caregiver. Communication between teachers and parents about the child's health status is vital to identify any specific signs or symptoms of illness and to prevent the spread of infection.

Head Start and Early Head Start Children with any symptoms of illness will not be allowed to remain in the campus and will not be allowed back on campus until fever/symptom free for 24 hours.

Temperature over 100 degrees and also has pain, behavior changes, or other symptoms of illness will not be allowed to remain in the Campus.

An unexplained rash	Conjunctivitis or pink eye, exclude with additional symptoms
Vomiting (in the past 24 hours)	Lice or nits
Diarrhea (in the past 24 hours)	A contagious disease (ex. Chicken Pox, Flu, Strep Throat, Corona Virus)
Blood or mucus in stools	Mouth sores with drooling

Medical Conditions

Children diagnosed with medical conditions may require medications and/or medical procedures during school hours.

Medical conditions must be reported to the Campus Director and/or Family services staff. Some medical conditions will require further documentation and/or Physician's directives that will ensure proper care is given/taken when indicated.

The following Medical Conditions that will or may require further documentation and/or physician's directives are:

- Asthma—Asthma Action Plan must be completed by parent or primary care physician if indicated
- Allergies requiring EPI Pen usage—Physician's directive required. (Food, medication or Chemical allergies, insect bites, etc.)
- Catheterization—Physician's directive required
- Tube Feedings—Physician's directive required
- Seizures—Physician's directive required
- Diabetes—Physician's directive required

Medications

No medication will be given without a parent/guardian's written permission and a physician's written request. An Authorization for Medication Administration form can be obtained in the health office.

The following information must be on file in the school health office before ANY medication is given including sunscreen and insect repellent:

- a. Name of the medication
- b. Amount of medication to be administered
- c. Time of day or circumstance the medication is to be administered.
- d. Length of time the medication is to be administered (e.g., 1 day, 7 days or all school year, etc.)

All medication must be in the original container and be properly labeled.

Head Start Staff will work in collaboration with ISD Partnerships, accepting their requirements for administration and storage of medications when Head Start classrooms are located on their campus.

Students are not allowed to carry medication or self-medicate during the school day except as specified by state law.

FOOTWEAR

Children are not allowed to wear open-toed shoes or sandals for safety reasons. A child is allowed to wear modified footwear as deemed necessary by the parent. The parent must submit a written request/authorization to verify qualifying condition. After three (3) days a doctor's statement is required for the child to continue to wear the modified footwear.

Immunizations (Shots)

Before the child can enter the classroom or receive direct services (for example, home visits or center-based services) immunizations must be current and appropriate to the age as recommended by Texas Department of State Health Services schedule.

Parents are required to submit updated immunization records after each appointment to the Family Service Worker.

Nutrition

Meals

Nutritional needs and requirements are met by a variety of healthy foods, which are adequate in all nutrients. Meals are funded by USDA. USDA guidelines are followed to ensure each child gets 2/3 of the daily requirements (breakfast, lunch and an afternoon snack). Children are not to bring food from home. No homemade or home baked foods

can be allowed due to health concerns.

Policy for Children Requiring Medically Based Diets or Special Dietary Requirements

1. Children who have certified medical or special dietary needs will be served appropriate substitutions. This includes children with food intolerance (s).
2. The parent/guardian of the child must provide a licensed medical authority's signed statement that includes the following:
3. The medical or special dietary needs that restricts the child's diet.
4. The major life activity affected by the disability.
5. The foods that must not be served to the child.
6. The foods that must be substituted.
7. The Food Allergy Action Form will be used to obtain special diet information needed from the child's medical doctor, as stated in the policy on special diets.

Breastfeeding mothers have the right and are encouraged to come to the program setting to feed their children when possible. The program will provide a comfortable place with a seat that enables a mother to breastfeed her child.

BREAKFAST/LUNCH/SNACK TIME

Breakfast will be served from 7:30 am until 8:30 am. Children who arrive after 8:30 and are hungry will receive a nutritious supplement meeting USDA requirements and licensed dietician approval.

Birthday Parties/Special Occasions

The Campus Director can designate one day a month for all birthdays to be observed. This day will not fall on any one child's birthday. Healthy food is greatly encouraged for special occasions. Parents may donate store bought mini cupcakes/cookies or baked chips for these occasion. A healthy/low fat snack will be served. Example: sugar free Jello with cool whip, fruit parfait, fruit-kabob.

USDA/CACFP Monitor:

A USDA Monitoring of the Campus will be conducted three times a year by the Nutrition Manager.

Disability Services

Since 1972, Head Start has operated under the requirements of a congressional mandate to make available, at a minimum, ten percent of its enrollment opportunities to children with disabilities. Head Start staff plays an important role in helping to identify children who may need special services. Staff actively recruits families and offers enrollment opportunities for children with disabilities. The Program collaborates with other agencies that assist children with disabilities to ensure that children are identified and provided a full range of services to meet individual needs. Head Start's philosophy of inclusion supports the rights of all children to be active participants in natural settings within their communities.

Children with Special Needs

All children enrolled in the Head Start/Early Head Start program will receive a Developmental Screening within forty-five (45) days of the child's enrollment date with parental consent.

The purpose of the Dial 4 Screener is to obtain a snapshot of a child's development in order to identify the children who may need more comprehensive evaluation. When the decision is made to refer a child for further assessment because of failed screening assessments and/or previous services, the classroom teacher will conduct a conference with the parent of the child and discuss the developmental screenings and assessments.

Children, ages six weeks to three years, also receive the Ages and Stages Screener. Any child needing further assessments will be referred to Opportunities, Inc. upon written permission from the parent. The Mental Health Advocate will assist the family throughout this process.

Children three to five years of ages with suspected disabilities are referred to the Local Educational Agencies (LEA's), once the parental consent has been obtained. Services will be provided to address developmental needs through the implementation of an Individual Educational Plan (IEP).

Mental Health Services

In the over-arching goal of Head start/Early Head Start to aid in the development of growth of the whole child, we strive to monitor, assess, and provide intervention related to the social, emotional, and behavioral learning needs of participating children. All Head Start/Early Head Start children will receive a social emotional screening within the first 45 days of entry using the Ages and Stages Social Emotional Screener.

We focus on developing healthy relationships with children and their caregivers, creating a supportive, nurturing, safe environment, and using age appropriate social/emotional curriculum to help children develop greater awareness and improved social functioning.

These strategies are typically effective at helping children reach social, emotional, and behavioral milestones, but for those children and families identified through early screening, teacher or parent referrals as needing additional support, more intensive individual and family interventions are available from trained mental health professionals and paraprofessionals, including observations, screenings, assessments, and treatment services for the child and family.

Transportation

Early Head Start DOES NOT provide transportation*

Head Start Transportation is very limited. Transportation to the Head Start Campus is provided only to those children with no transportation, or transportation issues. No bus services will be provided for children with adequate means of transportation. Families that are found with adequate transportation will be denied bus services or dropped from

the bus route.

Bus Safety

Riding on the Bus

- ⇒ Students must go to a seat and be seated immediately upon boarding.
- ⇒ The bus will not move until all children are seated and buckled.
- ⇒ Students must remain seated while the bus is moving.
- ⇒ Students should keep arms, hands, legs and heads inside the bus at all times.
- ⇒ Fighting, scuffling and the use of profane or inappropriate language is not allowed.
- ⇒ The emergency doors and exit window controls should be used only during drills or actual emergencies.

Unloading from the Bus

- ⇒ All students will remain seated until the bus comes to a complete stop. **DO NOT RUSH!**
- ⇒ All students and Bus Monitor will move away from the bus immediately upon leaving the bus.
- ⇒ If a child must cross the street or road after getting off the bus, he/she should walk to the front of the crossing arm, then stop and look to the driver for a signal to cross in front of the bus with the Bus Monitor.

Children riding ISD school buses will follow the policies and procedures of the district.

In-Kind

The Federal Government requires that twenty percent (20%) of the Head Start grant will be matched with contributions from parents and the community. These contributions are called “in-kind” and consist of volunteering, attending Head Start activities, donating materials, working on your child’s educational goals at home, serving on Policy Council or Head Start Committee’s and many other ways. You will be asked to fill out an “in-kind” form when services or materials are provided to the Head Start /Early Head Start Program. If goods or materials are purchased, please submit receipt.

Volunteering or becoming active at the campus or with home activities is a great way to be engaged in your child’s education and is included with the Head Start Performance Standards. All of the activities listed) but not limited to) in this handbook are ways for parents to lend a helping hand and volunteer. The activities also count a “In-Kind” for the program. See chart below

Classroom of Campus Activities	Non-Classroom Activities	Home Activities
Reading or telling stories to children	Working on parent or classroom bulletin boards	Cutting out items for collages, arts and crafts items

Assisting the teacher in preparing a class activity (large or small group)	Attending Parent Committee, Policy Council and Agency Committee Meetings	Typing Campus meeting minutes
Participating in Circle Time	Attending Parent Training	Scheduling Reading Time in the Home
Assisting with office task or call other parents to encourage engagement	Chaperone Field Trips	Telling your neighbors about Head Start/posting flyers in your Community
Working on the Newsletter	Assisting with Annual Self—Assessment	Completing Home Activities with your child

If you want to volunteer on a consistent basis we will need you to complete a background screening and a TB skin test. *

Head Start Parent Responsibilities

My responsibilities as a parent/guardian in the Head Start/ Early Head Start program includes;

1. Ensure my child attends the program consistently and on time to support his/her development.
2. Participate actively in the program and take advantage of the opportunities that the program offers.
3. Work with teachers, faculty, and other families in a cooperative manner.
4. Be open to new ideas and experiences that can benefit me and my children.
5. Help make the HS/HS program better by offering my opinions, constructive criticism, and suggestions.
6. Ask questions of my child's Teacher, Family Service Worker, and the Campus Director or other members of the staff.
7. Reinforces what my child learns at the program by working with my child at home.
8. Ensure that my child is up to date on all required medical and dental needs.
9. Participate in two home visits each year with my child's Teacher and Family Service Worker.
10. Participate in two Parent/Teacher Conferences per year.
11. Ensure that my child has extra clothing at the center and has items for nap time.

Community Services Head Start 2024/2025 Menu

Cycle One

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C



The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Food Program

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Milk - 3/4 c / 1/2 pt. Fruit/vegetable - 1/2 c Grain - 1/2 oz. eq. Meat/ma - maybe served 3 times a week in place of grain	BREAKFAST	MILK BANANA WG CEREAL	MILK CHERRY / PINEAPPLES MIX* CINNAMON WW TOAST	MILK APPLESAUCE CHICKEN SAUSAGE BISCUIT**	MILK ORANGE SLICES* FRENCH TOAST STICKS	MILK PEACHES MINI BAGEL**
Milk - 3/4 c or 1/2 pt. Vegetable - 1/4 c Fruit - 1/4 c Grain - 1/2 oz eq. Meat/ma - 1 1/2 oz eq.	LUNCH	MILK BROCCOLI/CAULIFLOWER SALAD*+ TROPICAL FRUIT*+ CHICKEN & WAFFLE	MILK SALAD w/diced tomatoes*+ ROSIE PEARS BEEF/CHEESE TACO	MILK PEACHES JAMMIN' JAMBALAYA *+	MILK GREEN BEANS MASHED POTATO CORNBREAD SALSBURY STEAK**	MILK BUNNY STICKS*+ BERRIES*+ CHICKEN SALAD SANDWICH
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	VEGGIE WHEAT THINS CRACKERS** CHEESE STICK WATER	MEXICAN STREET CORN TORTILLA CHIPS WATER	APPLES SLICES * SUNBUTTER WATER	BUG BITE GRAHAM CRACKERS YOGURT GO-GURT WATER	MANDARIN ORANGES RICE CAKES WATER

EXAMPLE OF SEASONAL FRESH FRUIT : Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

The Milk we serve is 1/2 pint of 1% Unflavored, white.

** CN Product

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with lactose intolerance that have a Doctor statement)

*** We serve 1/2 cup water with our pm snacks

Community Services Head Start 2024/2025 Menu



Cycle Two

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Food Program

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Milk - 3/4 c / 1/2 pt. Fruit/vegetable - 1/2 c Grain - 1/2 oz. eq. Meat/ma - maybe served 3 times a week in place of grain	BREAKFAST	MILK BERRY BANANA SPLIT*+	MILK APRICOTS*+ TOASTED ENGLISH MUFFIN w/cream cheese	MILK PEARS GOLDEN PORRIDGE	MILK FRESH FRUIT WG CEREAL	MILK BREAKFAST PIZZA
Milk - 3/4 c or 1/2 pt. Vegetable - 1/4 c Fruit - 1/4 c Grain - 1/2 oz eq. Meat/ma - 1 1/2 oz eq.	LUNCH	MILK SWEET POTATO FRIES GREEN SALAD w/sliced tomatoes * + CRABBY PATTY BURGER**	MILK MANGO*+ BROWN RICE ASIAN CHICKEN & BROCCOLI *+	MILK PINTO BEANS COLESLAW*+ CORNBREAD FISH**	MILK MASHED POTATO ZUCCHINI / SQUASH *+ BBQ CHICKEN SLIDDER	MILK SPINACH SALAD w/ diced tomatoes*+ ORANGE SLICES* BEEF & CHEESE NACHOS
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	TIGER BITE GRAHAM CRACKER MANDARIN ORANGES WATER	TEDDY BEAR SMOOTHIES* WW CRACKERS WATER	CELERY STICKS, BELL PEPPER SLICES & CARROT SLICES*+ SUNBUTTER DIP WATER	FRUIT-ASTIC SALSA*+ BUG BITE GRAHAM CRACKER WATER	TOASTED ENGLISH MUFFIN w/SUNBUTTER WATER

EXAMPLE OF SEASONAL FRESH FRUIT : Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

The Milk we serve is 1/2 pint of 1% Unflavored, white.

** CN Product

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with lactose intolerance that have a Doctor statement)

*** We serve 1/2 cup water with our pm snacks

Community Services Head Start 2024/2025 Menu

Cycle Three

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C



The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Food Program

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Milk - 3/4 c / 1/2 pt. Fruit/vegetable - 1/2 c Grain - 1/2 oz. eq. Meat/ma - maybe served 3 times a week in place of grain	BREAKFAST	MILK BERRY *+ & YOGURT PARFAIT	MILK COOKED CINNAMON APPLES CHICKEN SAUSAGE BISCUIT**	MILK PEACHES MINI CINNAMON ROLL**	MILK MANDARIN ORANGES FRENCH TOAST STICKS	MILK APPLESAUCE CINNAMON TOAST
Milk - 3/4 c or 1/2 pt. Vegetable - 1/4 c Fruit - 1/4 c Grain - 1/2 oz eq. Meat/ma - 1 1/2 oz eq.	LUNCH	MILK GREEN BEANS PEACHES CHICKEN SPAGHETTI	MILK PEAS & CARROTS*+ PEARS BUGER WONDERLAND*+	MILK FRESH FRUIT MIX SALAD* CHICKEN RAMEN*	MILK SWEET POTATO FRIES PINEAPPLE & CHERRY MIX* SLOPPY JOE	MILK TROPICAL FRUIT*+ JAMMIN JAMBALAYA
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	RICE CAKE YOGURT GO-GURT ** WATER	TROPICAL SMOOTHIE*+ WW CRACKERS WATER	WG CHEEZ- IT CRACKERS ** DELI TURKEY ROLL UP WATER	FRESH VEGETABLE MIX* SUNBUTTER DIP WATER	MINI BAGEL ** BANANA WATER

EXAMPLE OF SEASONAL FRESH FRUIT : Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

The Milk we serve is 1/2 pint of 1% Unflavored, white.

** CN Product

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with lactose intolerance that have a Doctor statement)

*** We serve 1/2 cup water with our pm snacks

Community Services Head Start 2024/2025 Menu



Cycle Four

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Food Program

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Milk - 3/4 c / 1/2 pt. Fruit/vegetable - 1/2 c Grain - 1/2 oz. eq. Meat/ma - maybe served 3 times a week in place of grain	BREAKFAST	MILK BANANA WG CEREAL	MILK CINNAMON PEARS CHEESY TOAST	MILK MIXED BERRIES*+ GOLDEN PORRIDGE	MILK APPLESAUCE MINI CINNAMON ROLL**	MILK MANDARIN ORANGES ENGLISH MUFFIN w/jelly
Milk - 3/4 c or 1/2 pt. Vegetable - 1/4 c Fruit - 1/4 c Grain - 1/2 oz eq. Meat/ma - 1 1/2 oz eq.	LUNCH	MILK BROCCOLI/CAULIFLOWER SALAD*+ BUNNY STICKS*+ WW ROLL BBQ CHICKEN	MILK MANGO*+ TWO HEADED MONSTER MEAL	MILK PINTO BEANS COLESLAW *+ CORNBREAD FISH **	MILK GREEN BEANS TROPICAL FRUIT*+ CHICKEN & WAFFLE	MILK PEAS & CARROTS*+ WW ROLL TATOR TOT CASSEROLE
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	CHERRY & PINEAPPLE MIX* BUG BITE GRAHAM CRACKERS WATER	MEXICAN STREET CORN TORTILLA CHIPS WATER	SUNBUTTER TORTILLA ROLL UP WATER	ORANGE SLICES* RICECAKE WATER	APPLE NACHOS w/ CARMEL YOGURT WATER

EXAMPLE OF SEASONAL FRESH FRUIT : Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

The Milk we serve is 1/2 pint of 1% Unflavored, white.

** CN Product

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with lactose intolerance that have a Doctor statement)

*** We serve 1/2 cup water with our pm snacks

Community Services Head Start 2024/2025 Menu

Cycle Five

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C



The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Food Program

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Milk - 3/4 c / 1/2 pt. Fruit/vegetable - 1/2 c Grain - 1/2 oz. eq. Meat/ma - maybe served 3 times a week in place of grain	BREAKFAST	MILK BERRY BANANA SPLIT*+	MILK APRICOTS*+ FRECH TOAST STICK	MILK PEACHES MINI BAGEL**	MILK MANDARIN ORANGES CHICKEN SAUSAGE BISCUIT**	MILK BREAKFAST PIZZA
Milk - 3/4 c or 1/2 pt. Vegetable - 1/4 c Fruit - 1/4 c Grain - 1/2 oz eq. Meat/ma - 1 1/2 oz eq.	LUNCH	MILK APPLE SLICES* CHICKEN TORTILLA SOUP	MILK TATOR TOTS TROPICAL FRUIT*+ CRABBY PATTY BURGER **	MILK FRESH FRUIT SALAD* BROWN RICE ASIAN CHICKEN & BROCCOLI *+	MILK GREEN SALAD /diced tomatoes*+ COOKED CINNAMON APPLES BEEF & CHEESE TACOS	MILK FRESH VEGETABLES* ORANGE SLICES* TURKEY & CHEESE SANDWICH
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	VEGGIE WHEAT THIN CRACKERS** CHEESE STICK WATER	CHEEZY ENGLISH MUFFIN WATER	WG CHEEZ-IT CRACKERS GOGURT YOGURT WATER	FRUIT-ASTIC SALSA*+ TORTILLA CHIPS WATER	TEDDY BEAR SMOOTHIE* WW CRACKERS WATER

EXAMPLE OF SEASONAL FRESH FRUIT : Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

The Milk we serve is 1/2 pint of 1% Unflavored, white.

** CN Product

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with lactose intolerance that have a Doctor statement)

*** We serve 1/2 cup water with our pm snacks

Community Services Head Start 2024/2025 Menu

Cycle Six

+ MEANS A GOOD SOURCE OF VITAMIN A

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The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Food Program

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Milk - 3/4 c / 1/2 pt. Fruit/vegetable - 1/2 c Grain - 1/2 oz. eq. Meat/ma - maybe served 3 times a week in place of grain	BREAKFAST	MILK PEARS WG CEREAL	MILK COOKED APPLES CINNAMON TOAST	MILK CHERRY & MANGO*+ GOLDEN PORRIDGE	MILK APRICOTS*+ CHICKEN SAUSAGE BISCUIT**	MILK ROSIE APPLESAUCE SUNBUTTER on a WAFFLE
Milk - 3/4 c or 1/2 pt. Vegetable - 1/4 c Fruit - 1/4 c Grain - 1/2 oz eq. Meat/ma - 1 1/2 oz eq.	LUNCH	MILK GREEN BEANS BERRY MIX*+ WW ROLL SALSBURY STEAK**	MILK ZUCCHINI & SQUASH*+ PINEAPPLES WW ROLL BBQ CHICKEN	MILK SPINACH SALAD w/diced tomatoes*+ ORANGE SLICES* BEEF & CHEESE NACHOS	MILK TROPICAL FRUIT*+ CHICKEN RAMEN*	MILK SPINACH SALAD w/ diced tomatoes*+ MANGOES*+ WW ROLL TATOR TOT CASSEROLE
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	TIGER BITE GRAHAM CRACKER TROPICAL FRUIT*+ WATER	FRESH VEGETABLES* SUNBUTTER DIP WATER	MEXICAN STREET CORN TORTILLA CHIPS WATER	CHEEZ-IT CRACKERS ** YOGURT WATER	TOOTIE FRUITY CHIP DIP RICE CAKE WATER

EXAMPLE OF SEASONAL FRESH FRUIT : Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

The Milk we serve is 1/2 pint of 1% Unflavored, white.

** CN Product

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with lactose intolerance that have a Doctor statement)

*** We serve 1/2 cup water with our pm snacks



Community Services

Early Head Start 2024/2025 Menu

Cycle One



+ MEANS A GOOD SOURCE OF VITAMIN A
* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 12 months - 36 months based on the Child and Adult Care Food Program

Component size	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
Milk - 1/2 c Fruit/vegetable - 1/ 4c Grain - 1/2 oz. eq. Meat/ma - may be served 3 times a week in place of grain	BREAKFAST	MILK BANANA WG CEREAL	MILK CHERRY / PINEAPPLES MIX* 1/2 CINNAMON WW TOAST	MILK APPLESAUCE 1/2 CHICKEN SAUSAGE BISCUIT**	MILK ORANGE SLICES* FRENCH TOAST STICKS	MILK PEACHES MINI BAGEL**
Milk - 1/2c Vegetable - 1/8 c Fruit - 1/8 c Grain - 1/2 oz eq. Meat/ma - 1 oz eq.	LUNCH	MILK DICED BROCCOLI / CAULIFLOWER SALAD*+ TROPICAL FRUIT*+ CHICKEN & WAFFLE	MILK SALAD w/diced tomatoes*+ ROSIE PEARS BEEF/CHEESE TACO	MILK PEACHES JAMMIN' JAMBALAYA *+	MILK GREEN BEANS MASHED POTATO CORNBREAD SALSBURY STEAK**	MILK BUNNY STICKS*+ BERRIES*+ MINI CHICKEN SALAD SANDWICH
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	VEGGIE WHEAT THINS CRACKERS** CHEESE STICK WATER	MEXICAN STREET CORN WW CRACKERS WATER	APPLES SLICES* SUNBUTTER WATER	BUG BITE GRAHAM CRACKERS YOGURT GO-GURT WATER	MANDARIN ORANGES RICE CAKES WATER

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with lactose intolerance that have a Doctor's statement)

The Milk we serve is whole unflavored to 1-2 years of age: 2-3 years of age we serve 1% unflavored milk.

** CN Product

Example of Seasonal Fresh Fruit: Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mango, Kiwi, or Plum

*** We serve 1/2 cup water with our pm snacks



Community Services

Early Head Start 2024/2025 Menu

Cycle Two



+ MEANS A GOOD SOURCE OF VITAMIN A
* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 12 months - 36 months based on the Child and Adult Care Food Program

Component size	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
Milk - 1/2 c Fruit/vegetable - 1/ 4c Grain - 1/2 oz. eq. Meat/ma - may be served 3 times a week in place of grain	BREAKFAST	MILK BERRY BANANA SPLIT*+	MILK APRICOTS*+ TOASTED ENGLISH MUFFIN w/cream cheese	MILK PEARS GOLDEN PORRIDGE	MILK FRESH FRUIT WG CEREAL	MILK BREAKFAST PIZZA
Milk - 1/2c Vegetable - 1/8 c Fruit - 1/8 c Grain - 1/2 oz eq. Meat/ma - 1 oz eq.	LUNCH	MILK SWEET POTATO FRIES GREEN SALAD w/sliced tomatoes*+ MINI CRABBY PATTY BURGER**	MILK MANGO*+ BROWN RICE ASIAN CHICKEN & BROCCOLI *+	MILK PINTO BEANS COLESLAW*+ CORNBREAD FISH**	MILK MASHED POTATO ZUCCHINI / SQUASH *+ BBQ CHICKEN SLIDDER	MILK SPINACH SALAD w/ diced tomatoes*+ ORANGE SLICES* BEEF & CHEESE NACHOS
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	TIGER BITE GRAHAM CRACKER MANDARIN ORANGES WATER	TEDDY BEAR SMOOTHIES* WW CRACKERS WATER	CUCUMBER SLICES SUNBUTTER DIP WATER	FRUIT-ASTIC SALSA*+ BUG BITE GRAHAM CRACKER WATER	TOASTED ENGLISH MUFFIN w/SUNBUTTER WATER

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with lactose intolerance that have a Doctor's statement)

The Milk we serve is whole unflavored to 1-2 years of age: 2-3 years of age we serve 1% unflavored milk.

** CN Product

Example of Seasonal Fresh Fruit: Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mango, Kiwi, or Plum

*** We serve 1/2 cup water with our pm snacks



Community Services

Early Head Start 2024/2025 Menu

Cycle Three



+ MEANS A GOOD SOURCE OF VITAMIN A
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The quantities of food specified are the minimum serving size for children ages 12 months - 36 months based on the Child and Adult Care Food Program

Component size	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
Milk - 1/2 c Fruit/vegetable - 1/ 4c Grain - 1/2 oz. eq. Meat/ma - may be served 3 times a week in place of grain	BREAKFAST	MILK BERRY ** & YOGURT PARFAIT	MILK COOKED CINNAMON APPLES CHICKEN SAUSAGE BISCUIT	MILK PEACHES MINI CINNAMON ROLL**	MILK MANDARIN ORANGES FRENCH TOAST STICKS	MILK APPLESAUCE 1/2 CINNAMON TOAST
Milk - 1/2c Vegetable - 1/8 c Fruit - 1/8 c Grain - 1/2 oz eq. Meat/ma - 1 oz eq.	LUNCH	MILK GREEN BEANS PEACHES CHICKEN SPAGHETTI	MILK PEAS & CARROTS*+ PEARS BUGER WONDERLAND*+	MILK FRESH FRUIT MIX SALAD* CHICKEN RAMEN*	MILK SWEET POTATO FRIES PINEAPPLE & CHERRY MIX* MINI SLOPPY JOE	MILK TROPICAL FRUIT*+ JAMMIN JAMBALAYA
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	RICE CAKE YOGURT GO-GURT ** WATER	TROPICAL SMOOTHIE*+ WW CRACKERS WATER	WG CHEEZ-IT CRACKERS ** DELI TURKEY ROLL UP WATER	FRESH VEGETABLE MIX* SUNBUTTER DIP WATER	MINI BAGEL ** BANANA WATER

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with lactose intolerance that have a Doctor's statement)

The Milk we serve is whole unflavored to 1-2 years of age: 2-3 years of age we serve 1% unflavored milk.

** CN Product

Example of Seasonal Fresh Fruit: Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mango, Kiwi, or Plum

*** We serve 1/2 cup water with our pm snacks



Community Services

Early Head Start 2024/2025 Menu



Cycle Four

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 12 months - 36 months based on the Child and Adult Care Food Program

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Milk - 1/2 c Fruit/vegetable - 1/ 4c Grain - 1/2 oz. eq. Meat/ma - may be served 3 times a week in place of grain	BREAKFAST	MILK BANANA WG CEREAL	MILK CINNAMON PEARS 1/2 CHEESY TOAST	MILK MIXED BERRIES*+ GOLDEN PORRIDGE	MILK APPLESAUCE MINI CINNAMON ROLL**	MILK MANDARIN ORANGES ENGLISH MUFFIN w/jelly
Milk - 1/2c Vegetable - 1/8 c Fruit - 1/8 c Grain - 1/2 oz eq. Meat/ma - 1 oz eq.	LUNCH	MILK DICED BROCCOLI / CAULIFLOWER SALAD*+ BUNNY STICKS*+ WW ROLL BBQ CHICKEN	MILK MANGO*+ TWO HEADED MONSTER MEAL	MILK PINTO BEANS COLESLAW *+ CORNBREAD FISH**	MILK GREEN BEANS TROPICAL FRUIT*+ CHICKEN & WAFFLE	MILK PEAS & CARROTS*+ WW ROLL TATOR TOT CASSEROLE
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	CHERRY & PINEAPPLE MIX* BUG BITE GRAHAM CRACKERS WATER	MEXICAN STREET CORN WW CRACKERS WATER	SUNBUTTER TORTILLA ROLL UP WATER	ORANGE SLICES* RICECAKE WATER	APPLE NACHOS w/ CARMEL YOGURT WATER

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with lactose intolerance that have a Doctor's statement)

The Milk we serve is whole unflavored to 1-2 years of age: 2-3 years of age we serve 1% unflavored milk.

** CN Product

Example of Seasonal Fresh Fruit: Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mango, Kiwi, or Plum

*** We serve 1/2 cup water with our pm snacks



Community Services

Early Head Start 2024/2025 Menu



Cycle Five

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 12 months - 36 months based on the Child and Adult Care Food Program

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Milk - 1/2 c Fruit/vegetable - 1/ 4c Grain - 1/2 oz. eq. Meat/ma - may be served 3 times a week in place of grain	BREAKFAST	MILK BERRY BANANA SPLIT*+	MILK APRICOTS*+ FRECH TOAST STICK	MILK PEACHES MINI BAGEL**	MILK MANDARIN ORANGES 1/2 CHICKEN SAUSAGE BISCUIT**	MILK BREAKFAST PIZZA
Milk - 1/2c Vegetable - 1/8 c Fruit - 1/8 c Grain - 1/2 oz eq. Meat/ma - 1 oz eq.	LUNCH	MILK APPLE SLICES* CHICKEN TORTILLA SOUP	MILK TATOR TOTS TROPICAL FRUIT*+ MINI CRABBY PATTY BURGER **	MILK FRESH FRUIT SALAD* BROWN RICE ASIAN CHICKEN & BROCCOLI*+	MILK GREEN SALAD /diced tomatoes*+ COOKED CINNAMON APPLES BEEF &CHEESE TACOS	MILK FRESH VEGETABLES* ORANGE SLICES* 1/2 TURKEY & CHEESE SANDWICH
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	VEGGIE WHEAT THIN CRACKERS** CHEESE STICK WATER	CHEEZY ENGLISH MUFFIN WATER	WG CHEEZ-IT CRACKERS YOGURT GO-GURT WATER	FRUIT-ASTIC SALSA* CRACKERS WATER	TEDDY BEAR SMOOTHIE* WW CRACKERS WATER

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with lactose intolerance that have a Doctor's statement)

The Milk we serve is whole unflavored to 1-2 years of age: 2-3 years of age we serve 1% unflavored milk.

** CN Product

Example of Seasonal Fresh Fruit: Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mango, Kiwi, or Plum

*** We serve 1/2 cup water with our pm snacks



Community Services

Early Head Start 2024/2025 Menu

Cycle Six



+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 12 months - 36 months based on the Child and Adult Care Food Program

Component size	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST Milk - 1/2 c Fruit/vegetable - 1/4c Grain- 1/2 oz. eq. Meat/ma- may be served 3 times a week in place of grain	MILK PEARS WG CEREAL	MILK COOKED APPLES 1/2 CINNAMON TOAST	MILK CHERRY & MANGO*+ GOLDEN PORRIDGE	MILK APRICOTS*+ CHICKEN SAUSAGE BISCUIT**	MILK BREEN BEANS BERRY MIX*+ WW ROLL SALSBURY STEAK**
LUNCH Milk - 1/2c Vegetable- 1/8 c Fruit- 1/8 c Grain- 1/2 oz eq. Meat/ma - 1 oz eq.	MILK APPLE SLICES* CHICKEN TORTILLA SOUP	MILK ZUCCHINI & SQUASH*+ PINEAPPLES WW ROLL BBQ CHICKEN	MILK SPINACH SALAD w/diced tomatoes*+ ORANGE SLICES* BEEF & CHEESE NACHOS	MILK TROPICAL FRUIT*+ CHICKEN RAMEN*	MILK SPINACH SALAD w/ diced tomatoes*+ MANGOS*+ WW ROLL TATOR TOT CASSEROLE
PM SNACK Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	TIGER BITE GRAHAM CRACKER TROPICAL FRUIT*+ WATER	CUCUMBER SLICES * SUNBUTTER DIP WATER	MEXICAN STREET CORN WW CRACKERS WATER	WG CHEEZ-IT CRACKERS ** YOGURT GO-GURT WATER	TOOTIE FRUITY CHIP DIP RICE CAKE WATER

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with lactose intolerance that have a Doctor's statement)

The Milk we serve is whole unflavored to 1-2 years of age: 2-3 years of age we serve 1% unflavored milk.

** CN Product

Example of Seasonal Fresh Fruit: Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mango, Kiwi, or Plum

***** We serve 1/2 cup water with our pm snacks**

Community Services Of Northeast Tex Eligibility Configuration

Selection Criteria 2024-2025

Applies to:

- Community Services Of Northeast Tex - Head Start 2023-2024
- Community Services Of Northeast Tex - Head Start 2024-2025

Automatically assign points based on Income

Foster	200
Homeless	200
Public Assistance	200
0 - 50%	85
51 - 75%	75
76 - 100%	65
101 - 130%	15
131 - 150%	10
151 - 400%	5

Automatically assign points based on Class Age

0 - 35 mo	0
36 - 41 mo	65
42 - 47 mo	75
48 - 53 mo	85
54 - 59 mo	95

Participant is not eligible if less than 36 months old on the school-year cut-off date or at the time of enrollment.

Participant is not eligible if 60 months old or older on the school-year cut-off date.

Other Eligibility Criteria

Attending and/or attended Early Head Start or ECI

95 Yes

Medicaid/CHIPS, CCMS, WIC

80 Yes

Parental Status

95 Guardian

90 One Parent/Dad

85 One Parent/Mom

80 Grandparent raising grandchild

75 Two Parent

Disability

100 Diagnosed Disability with IEP

85 Suspected Disability with explanation

0 No Diagnosed Disability

Child with sibling enrolled in the program

70 Yes

Open case with CPS

40 Yes

Over income with a Disability

100 Yes

4 Year old with a disability with an IEP

20 Yes

3 Year old with a disability with an IEP

25 Yes

Homeless, Foster, Kinship, TANF, SSI, SNAP

100 Yes

Community Services Of Northeast Tex

Eligibility Configuration

Selection Criteria 2024-2025

Other Eligibility Criteria

ESL

100 Yes

Active Military

100 Yes

Former Foster Child

100 Yes

Three Year old in Naples/New Boston/Pittsburg

40 Yes

Parent Currently Incarcerated

40 Yes

Parent works for ISD

40 Yes

Domestic Violence Victim

40 Yes

Community Services Of Northeast Tex Eligibility Configuration

EHS Selection Criteria 2024-2025

Applies to:

Community Services Of Northeast Tex - Early Head Start 2024-2025

Automatically assign points based on Income

Foster	200
Homeless	200
Public Assistance	200
0 - 50%	85
51 - 75%	75
76 - 100%	65
101 - 130%	15
131 - 150%	10
151 - 400%	5

Automatically assign points based on Class Age

0 - 11 mo	75
12 - 23 mo	85
24 - 36 mo	95

Participant is not eligible if less than 12 months old on the school-year cut-off date or at the time of enrollment.

Participant is not eligible if 36 months old or older on the school-year cut-off date.

Other Eligibility Criteria

Medicaid/CHIPS, CCMS, WIC

80 Yes

Parental Status

95	Guardian
90	One Parent/Dad
85	One Parent/Mom
80	Grandparent raising grandchild
75	Two Parent

Disability

100	Diagnosed Disability with IEP/IFSP
85	Suspected Disability with explanation
0	No Diagnosed Disability

Child with sibling enrolled in the Head Start program

70 Yes

Open case with CPS

40 Yes

Over income with a Disability

100 Yes

Homeless, Foster, SSI, TANF, SNAP

100 Yes

ESL

100 Yes

Active Military

100 Yes

Former Foster Child

100 Yes

Teen Parent

40 Yes

Community Services Of Northeast Tex

Eligibility Configuration

EHS Selection Criteria 2024-2025

Other Eligibility Criteria

Parent Currently Incarcerated

40 Yes

Domestic Violence Victim

40 Yes