

Head Start Standard Operating Manuals and Forms

- a. Education –
 - General Timelines*
 - CIRCLE ASSESSMENT**
 - Developmental Screening (Speed DIAL-4 & Ages And Stages)*
 - Home Visits*
 - Assessment*
 - Interactive Boards/ I-pads/ MP3 Player and Speakers*
 - Classroom Assessment Scoring System*
- b. Family and Community Engagement - none
- c. Health –
 - Vision**
 - PROCEDURE: SPOT Screener*
 - A SPOT Screener is a portable Auto refraction Device used to quickly and easily identify refractive errors and ocular misalignment. Early detection and treatment of vision problems are critical to help prevent permanent vision loss. The American Academy of Pediatrics now recommends photo screening for children aged 12 months to 5 years.*
 - 1. After you power on the screener the Home screen will appear. Select age range and enter personal data for child to be screened.*
 - 2. Select GO and begin screening process. Follow the instructions as they appear on the screen until screening is completed.*
 - 3. The SPOT Screener will tell you if the child passed/failed complete exam required*
 - 4. Print a copy of examination results to put in the child's file and a copy to send to the vision exam.*
 - Updated Table of Content.**
- d. Mental Health-Disabilities – *Updated to add Mental Health Advocates in the Disability and Mental Health Referral Process.*
- e. Non Federal Share Operating Manual – *added Ready Rosie Home Activities during a Pandemic*
- f. Nutrition - none
- g. On-going Monitoring - none
- h. Staff Development – Training - none
- i. Strategic Plan – *Updated Program Goals*