




Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Wednesday, May 30, 2018 9:15 am
Linden Administrative Offices
304 East Houston
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 April 25, 2018**
6. **Presentations**
 - A. Linden Head Start Carlin Johnson
 - B. Training Bernadette Harris
7. **Reports**
 - A. Financial Report Shelley Mitchell
 - a. Head Start Financial Report May 2018
 - b. Credit Usage Report May 2018
 - c. CACFP Financial Report May 2018
 - B. Head Start Director Report Bernadette Harris
 - a. Head Start Report May 2018
 - b. PIR Report May 2018
 - C. Executive Director Report Dan Boyd

Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Wednesday, May 30, 2018 9:15 am
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8. Committee Reports

- A. Appoint Committee Member(s)
- B. Committee Meeting Reports
 - a. Health Services Advisory
 - b. School Readiness

9. Action Items

- A. Discuss and/or Approve Head Start Cost Of Living Allowance (COLA) Grant #06CH7174/04 – Total Amount \$121,885(\$97,508 funds and \$24,377 Non-Federal Share)
- B. Discuss and/or Approve \$550 in Kitchen Supplies Line Item Head Start Grant #06CH7174/04 for the disposition of Kitchen Equipment less than \$5,000
- C. Discuss and/or Approve 2018-2019 Calendars
 - a. Atlanta Head Start
 - b. Bloomburg Head Start
 - c. Daingerfield Head Start
 - d. Hughes Springs Head Start
 - e. Linden Head Start
 - f. Naples Head Start
 - g. New Boston Head Start
 - h. Pittsburg Head Start
 - i. Texarkana Head Start
- D. Discuss and/or Approve 2018 - 2019 USDA/CACFP Contract
- E. Discuss and/or Approve 2018 - 2019 Nutrition Menus
- F. Discuss and/or Approve Updated 2016 Annual Report
- G. Discuss and/or Approve 2018-2019 Campus Operating Manual

10. Discussion Items

- A. Discuss 2017-2018 Circle Assessment Wave 3 Data
- B. Discuss 2017-2018 Frog Street Wave 3 Data
- C. Discuss CLASS Spring 2018 Data
- D. Discuss 2017-2018 Circle Assessment School Readiness Performance Data
- E. Discuss 2017-2018 Frog Street School Readiness Performance Data
- F. Discuss Financial Audit

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
Wednesday April 25, 2018 9:15am
Linden Administrative Offices
304 East Houston
Linden, Texas**

PC Attendance	Campus	Title	Sep-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18
Chairperson - Tamaithia Sartor			x	x	x	x	x	x	x
Vice Chairperson - Olivia Woodruff			x	x	x		x	x	
Secretary - Stacy Guerrero			x	x	x	x	x	x	x
Brenda Swisher	Board Liaison/CC	Representative	x	x	x	x	x		x
April Bennett	Morris County	Representative			x	x		x	x
Tamaithia Sartor	Atlanta Head Start	Representative	x	x	x	x	x	x	x
Amber Kimbriel	Atlanta Head Start	Alternate							
Courtney Crow	Bloomburg	Representative		x	x				
Kimberly Jordan	Bloomburg	Alternate				x		x	x
Stacy Guerrero	D/LS	Representative	x	x	x	x	x	x	x
Shayla Peters	D/LS	Alternate							
Tia Goodwin	Hughes Springs	Representative	x		x				
Peggy Peters	Hughes Springs	Alternate				x			
Olivia Woodruff	Linden	Representative	x	x	x		x	x	
Dawn Hansche	Linden	Alternate							
Whitney Williams	Naples	Representative							
Kassi Croley	Naples	Alternate							
Jessica Wilson	New Boston	Representative	x		x	x	x	x	x
Sondra Lyon	New Boston	Alternate							
Liliana Hernandez	Pittsburg	Representative	x	x	x	x			
Martavius Jones	Pittsburg	Representative							x
Dwight White	Pittsburg	Alternate							
Daniela Salazar	Texarkana	Representative	x	x	x	x			x
Gwendolyn "Brandy" Ross	Texarkana	Alternate							

Others in attendance: CSNT Staff: Dan Boyd, Bernadette Harris, Bridgette Grandmaison, Charlotte Hall, Shelley Mitchell, Susan Horner, Misty Van Hooser, Wanda Davis, Natash White, Shiandra Kemp, Christina Horner, Becky Laffey and Daingerfield HS1 Children

1. Call to Order: The meeting was called to order by Tamaithia Sartor, Policy Council Chairperson at 9:14 am April 25, 2018 in the Linden Administrative Conference Room.

2. Recognize New Policy Council Members
Martavius Jones – Pittsburg Head Start Representative

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Jessica Wilson, April Bennett, Brenda Swisher, Tamaithia Sartor, Kimberly Jordan, Martavius Jones, Stacy Guerrero and Daniela Salazar
Tamaithia Sartor left at 10:30 AM and Stacy Guerrero assumed the Chairperson position at 10:30 am on Acton Item 9A

4. Approval of Agenda:

Members reviewed the agenda. April Bennett moved to accept the agenda with moving the Hughes Springs/Daingerfield presentation after the meeting was called to order. The motion was seconded by Stacy Guerrero. 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 March 28, 2018:

April Bennett moved to approve the minutes of the March 28, 2018 meeting as presented. The motion was seconded by Stacy Guerrero. 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. Hughes Springs/Daingerfield Head Start

Natash White, Hughes Springs/Daingerfield Head Start, Campus Director introduced the Daingerfield Head Start children and staff for a presentation. The children performed Pete the Cat – Button Song, the Farmer and the Dell Song and a play with the Three Little Pigs.

B. Training

Bernadette Harris trained the members on roles and responsibilities.

7. Reports:

A. Financial Report – Shelley Mitchell

Shelley Mitchell gave the Financial Report as presented.

B. Head Start Director Report – Bernadette Harris

Bernadette Harris gave the Head Start Director report as presented.

C. Executive Directors Report

Dan Boyd explained to the members the history on the word kids. He also invited all the members to attend the poverty simulation training on May 31, 2018 or June 1, 2018. He also appreciated the members for volunteering. The members were given a CSNT band and a pedometer.

8. Committee Report:

A. Appoint Committee Members

None

2017-2018 List of Committees

Self-Assessment

Martavius Jones– Policy Council
Tia Goodwin– Policy Council
Donna Early – Governing Board
Gus Gustafson– Governing Board

Community Assessment

Olivia Woodruff– Policy Council
Gus Gustafson – Governing Board
April Bennett– Governing Board

Finance Committee

April Bennett - Policy Council
Donna Early – Governing Board
Kim Cook– Governing Board
Brant Allen – Governing Board

School Readiness Committee

Daniela Salazar - Policy Council
Tia Goodwin – Policy Council
Judge Munkres– Governing Board
Gus Gustafson – Governing Board
Donna Early – Governing Board
Raegan Lee - Governing Board
Brenda Swisher – Governing Board

ERSEA Committee

Tia Goodwin - Policy Council
Kim Cook – Governing Board
Gus Gustafson – Governing Board
April Bennett – Governing Board

Strategic Planning Committee

Jessica Wilson– Policy Council
Ross Hyde– Governing Board
Gus Gustafson – Governing Board

Health Advisory Committee

Olivia Woodruff– Policy Council
Martavius Jones - Policy Council
Ross Hyde – Governing Board
Donna Early – Governing Board
Brant Allen– Governing Board

- Tamaithia Sartor – Policy Council Chairperson is invited to serve on all committees

9. Action Items:

A. Discuss and/ or Approve 2018 Self-Assessment Report

Martavius Jones moved to approve the 2018 Self-Assessment Report as presented. The motion was seconded by Jessica Wilson. 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 \$550 in Kitchen Supplies Line Item Head Start Grant #06CH7174/04 for the disposition of Kitchen Equipment less than \$5,000

Brenda Swisher moved to table the approval \$550 in Kitchen Supplies Line Item Head Start Grant #06CH7174/04 for the disposition of Kitchen Equipment less than \$5,000 to next month because the receipt amount was incorrect. 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 ERSEA Committee Meeting Recommendations

- a. **Selection Criteria**
- b. **Medical/Dental Home**
- c. **Receipt of Handbook**
- d. **Family Partnership Profile**
- e. **Family Outcomes**

Misty Van Hooser reviewed the ERSEA forms. Martavius Jones moved to approve the ERSEA Committee Meeting Recommendations as presented. The motion was seconded by Daniela Salazar. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

10. Discussion Items:

None

11. Audience Comments:

Martavius Jones asked about caps and gowns. Bernadette Harris, Misty Van Hooser and Bridgette Grandmaison stated they would talk to the Campus Staff and have them get back with him.

12. Executive Session:

Martavius Jones moved for Policy Council to go into Executive Session at 11:04 am. Daniela Salazar seconded the motion.

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

Brenda Swisher made a motion to come back into regular session at 11:19 am. Martavius Jones seconded the motion.

13. Required Action from Executive Session:

A motion was made by Brenda Swisher to accept new hires, transfers, and terminations as presented. The motion was seconded by April Bennett. 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 Jessica Wilson at 11:21 am. The motion was seconded by Martavius Jones.

Minutes Submitted by: Bridgette Grandmaison

Minutes approved by:

Head Start

Financial Report for the month of May 2018

(April 2018 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 11-30-2018</i>							
Personnel	\$2,382,989.00	\$182,713.44	\$862,926.39	\$1,520,062.61	\$198,582.42	\$992,912.08	\$129,985.69
Fringe Benefits	\$613,858.00	\$51,518.75	\$257,827.43	\$356,030.57	\$51,154.83	\$255,774.17	(\$2,053.26)
Travel (4120)	\$22,150.00	\$2,656.52	\$12,057.58	\$10,092.42	\$1,845.83	\$9,229.17	(\$2,828.41)
Equipment	\$56,000.00	\$0.00	\$0.00	\$56,000.00	\$4,666.67	\$23,333.33	\$23,333.33
Supplies	\$144,726.00	\$7,884.25	\$29,006.44	\$115,719.56	\$12,060.50	\$60,302.50	\$31,296.06
Contractual	\$17,838.00	\$0.00	\$0.00	\$17,838.00	\$1,486.50	\$7,432.50	\$7,432.50
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$22,724.00	\$5.00	\$7,077.53	\$15,646.47	\$1,893.67	\$9,468.33	\$2,390.80
Other (4122)	\$505,499.00	\$44,229.57	\$235,546.29	\$269,952.71	\$42,124.92	\$210,624.58	(\$24,921.71)
Total	\$3,765,784.00	\$289,007.53	\$1,404,441.66	\$2,361,342.34	\$313,815.33	\$1,569,076.67	\$164,635.01
T&TA	\$44,874.00	\$2,661.52	\$19,135.11	\$25,738.89	\$3,739.50	\$18,697.50	(\$437.61)
Total							
USDA Reimbursements through March 2018							\$49,805.12
Estimated USDA Reimbursement for April 2018							\$15,897.05
							<u>\$230,337.18</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual = \$49,000.00

Further Analysis	
Number of children	516
Number of classrooms	24

	<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	\$156,907.67	\$12,041.98	\$58,518.40	\$13,075.64	\$65,378.19	\$6,859.79
Per Child	\$7,298.03	\$560.09	\$2,721.79	\$608.17	\$3,040.85	\$319.06

IN-KIND (Non-Federal Share)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$941,446.00	\$133,034.43	\$710,524.96	\$230,921.04

Head Start

Financial Report for the month of January 2018

(November 2017 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 11-30-2017</i>							
Personnel	\$2,360,038.00	\$311,062.09	\$2,420,711.16	(\$60,673.16)	\$196,669.83	\$2,360,038.00	(\$60,673.16)
Fringe Benefits	\$681,300.00	\$57,709.68	\$613,694.39	\$67,605.61	\$56,775.00	\$681,300.00	\$67,605.61
Travel (4120)	\$22,150.00	\$1,380.38	\$25,657.84	(\$3,507.84)	\$1,845.83	\$22,150.00	(\$3,507.84)
Equipment	\$27,500.00	\$0.00	\$25,974.87	\$1,525.13	\$2,291.67	\$27,500.00	\$1,525.13
Supplies	\$125,500.00	\$37,101.89	\$132,617.27	(\$7,117.27)	\$10,458.33	\$125,500.00	(\$7,117.27)
Contractual	\$17,838.00	\$7,491.96	\$17,838.00	\$0.00	\$1,486.50	\$17,838.00	\$0.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$22,724.00	\$3,245.68	\$19,216.16	\$3,507.84	\$1,893.67	\$22,724.00	\$3,507.84
Other (4122)	\$508,734.00	\$73,754.52	\$603,329.02	(\$94,595.02)	\$42,394.50	\$508,734.00	(\$94,595.02)
Total	\$3,765,784.00	\$491,746.20	\$3,859,038.71	(\$93,254.71)	\$313,815.33	\$3,765,784.00	(\$93,254.71)
T&TA	\$44,874.00	\$4,626.06	\$44,874.00	\$0.00	\$3,739.50	\$44,874.00	\$0.00
Total							
USDA Reimbursements through November 2017							\$136,792.78
Estimated USDA Reimbursement for							\$0.00
							<u>\$43,538.07</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual = 140,000.00

Further Analysis	
Number of children	516
Number of classrooms	24

	<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	\$156,907.67	\$20,489.43	\$160,793.28	\$13,075.64	\$156,907.67	(\$3,885.61)
Per Child	\$7,298.03	\$953.00	\$7,478.76	\$608.17	\$7,298.03	(\$180.73)

IN-KIND (Non-Federal Share)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$941,446.00	\$130,340.06	\$1,366,530.22	(\$425,084.22)

Community Services of Northeast Texas, Inc.

Credit Usage Report

Board Report -May 2018

Capital One Credit Card

Purchases for March 2018		2,762.31
	Pd on 04/18/2018	(1,713.39)
Payment due by 04/30/2018	Pd on 04/25/2018	<u>(1,048.92)</u>
Balance		-

Lowe's Credit Card

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

Sam's Club Credit Card

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

Line of Credit

Program	CSBG B	CSBG SP D	LOCAL ADMIN	
Highest April 2018 balance	17,244.44	395.00	17,977.00	-
Current balance	-	-	-	-
Exp pay off date				

In House Line of Credit

Program	CSBG	ETCOG	CEAP	UPSHUR RURAL	
Highest April 2018 balance	141,082.52	107,021.06	127.88	826.20	-
Current balance	81,740.00	107,021.06	-	826.20	-
Exp pay off date	-	-		5/31/18	

Capital One Bank Loans



Capital One, N.A.
Corporate Card Statement



25200950 - 000956 - 0001 - 0002 - 7

CAPITAL ONE CARD SERVICES
CORPORATE CARD
PO BOX 60024
NEW ORLEANS LA 70160-0024

CAPITAL ONE, N.A.
CORPORATE CARD
P.O. BOX 60024
NEW ORLEANS LA 70160-0024

COMMUNITY SERVICES
CSNT INC
PO BOX 427
LINDEN TX 75563-0427

**T0001142

ACCOUNT NUMBER [REDACTED]
PAYMENT DUE DATE 04-30-18
MINIMUM PAYMENT \$2,762.31
NEW BALANCE \$2,762.31

AMOUNT
ENCLOSED \$



Please tear payment coupon at perforation.

RECEIVED
APR 12 2018
BY: *AH*

CORPORATE ACCOUNT SUMMARY

CORPORATE ACCOUNT NUMBER
[REDACTED]

CLOSING DATE	04-05-18	PREVIOUS BALANCE	3,968.23
PAYMENT DUE DATE	04-30-18	PURCHASES AND OTHER CHARGES	2,752.28
CREDIT LIMIT	10,000	CASH ADVANCES	.00
AVAILABLE CREDIT		CREDITS	43.07
FOR CUSTOMER SERVICE CALL:		PAYMENTS	3,968.23-
1-866-772-4497		LATE PAYMENT CHARGES	.00
SEND BILLING INQUIRIES TO:		CASH ADVANCE FEE	.00
CAP ONE COMMERCIAL MASTERCARD P.O. BOX 84012 COLUMBUS GA 31908-4012		FINANCE CHARGES	53.10
		OVERLIMIT FEES	.00
		NEW BALANCE	2,762.31
		MINIMUM PAYMENT DUE	2,762.31
		DISPUTED AMOUNT	.00



25200950 - 000956 - 0002 - 0002 - 7

ACCT. NUMBER:	[REDACTED]		
CREDIT LIMIT	10,000.00	CASH ADVANCE BALANCE	.00
NEW BALANCE	2,762.31	MINIMUM PAYMENT DUE	2,762.31
AVAILABLE CREDIT	7,237.69	PAYMENT DUE DATE	04-30-18

FINANCE CHARGE SUMMARY

	AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	CORRESPONDING ANNUAL PERCENTAGE RATE	PERIODIC FINANCE CHARGE
PURCHASES	\$5,428.54	0.9783%	11.74%	\$53.10
CASH ADVANCES	\$0.00	1.4992%	17.99%	\$0.00

ANNUAL PERCENTAGE RATE*: 11.74%
 Periodic rates may vary
 Number of days in billing cycle: 31

* Cash Advance Fees will cause the APR for Cash Advances & Checks to appear overstated.

CORPORATE ACCOUNT ACTIVITY

COMMUNITY SERVICES OF NORTHEAS				TOTAL CORPORATE ACTIVITY
[REDACTED]				\$3,915.13 CR
Post Date	Trans Date	Reference Number	Transaction Description	Amount
04-02	04-02	75528028092025000050015	PAYMENT RECEIVED -- THANK YOU	3,968.23 PY
04-05	04-05		PURCHASE *FINANCE CHARGE*	53.10

INDIVIDUAL CARDHOLDER ACTIVITY

DAN LUCKY BOYD		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]		\$43.07	\$2,752.28	\$0.00	\$2,709.21
Post Date	Trans Date	Reference Number	Transaction Description	Amount	
03-09	03-07	55536078067816721819342	CANDLEWOOD SUITES DALLAS TX 21149583 ARRIVAL: 03-04-18	391.46	
03-09	03-07	55536078067816721937441	CANDLEWOOD SUITES DALLAS TX 11149584 ARRIVAL: 03-04-18	361.46	
03-09	03-07	85504998067900016277905	TTAS WEB 270-7456380 KY	790.00	
03-12	03-10	05587458069000000016541	RBT CANDLEWOOD SUITES EASYSAVINGS NY	14.45 CR	
03-12	03-10	05587458069000000016558	RBT CANDLEWOOD SUITES EASYSAVINGS NY	15.65 CR	
03-19	03-18	05587458077000000014702	RBT WYNDHAM RIVERFRONT EASYSAVINGS NY	12.97 CR	
03-19	03-16	55309598076036035356235	WYNDHAM RIVERFRONT L-R NORTH LITTLE AR 3535623 ARRIVAL: 03-13-18	324.30	
03-20	03-16	55310208078708736891451	ASTOR CROWNE PLAZA NEW NEW ORLEANS LA 1558217 ARRIVAL: 04-03-18	279.48	
03-20	03-16	553102080787087368913354	ASTOR CROWNE PLAZA NEW NEW ORLEANS LA 1558216 ARRIVAL: 04-03-18	279.48	
03-26	03-23	55432868082200950115849	SPRINGHILL SUITES FT W FT WORTH TX 082003 ARRIVAL: 03-23-18	163.05	
03-26	03-23	55432868082200950115856	SPRINGHILL SUITES FT W FT WORTH TX 082004 ARRIVAL: 03-23-18	163.05	

HEAD START NUTRITION PROGRAM

Financial Report

For the month of April 2018

CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 6,187.00	\$ 45,178.64
Administrative Labor	846.65	\$ 5,815.88
Food	3,002.11	\$ 53,149.40
Supplies & Equipment	238.06	\$ 3,089.95
Purchased Services	-	\$ -
Financial Costs	-	\$ -
Media Costs	-	\$ -
Operating Org Cost	-	\$ 360.00
Total	<u>\$ 10,273.82</u>	<u>\$107,593.87</u>

TDHS REVENUE 15,897.05 96,068.08 (Income Starts October 2017)

CSNT Head Start Monthly Report

Program Year 04 2018 06CH7174/04

2018

CSNT HS Report
Revised 2/21/17

Attendance/Enrollment

	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment	516	516	516	516	516							
# additional students (partnerships)	11	12	12	13	14							
% with Special Needs	8%	8%	8%	10%	11%							
ADA Funded Enrolled* (516)	92%	92%	93%	95%	97%							
Enrollment (w/additional students)	90%	90%	91%	93%	95%							
Present/ Absent	474/53	473/55	479/49	490/39	500/30							
* If below 85% (Why) -	NA	N/A	N/A	NA	NA	NA	NA	NA	NA	NA	NA	NA

Non-Federal Share

\$941,446 \$230,922 \$710,524 25% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
\$710,524	\$ 126,784	\$ 153,367	\$ 150,591	\$ 146,748	\$ 133,034							

Adimin Expenditures (including non-federal share)

*Should not be above 15%												
13%	\$ 43,518	\$ 101,577	\$ 171,656	\$ 230,464	\$ 279,334							

Meals/Reimbursements

\$65,702	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	14	17	20	16	20							
# of meals served	4,868	5,768	7,266	6,014	7,659							
CACFP Reimbursement	\$ 10,168	\$ 11,993	\$ 15,080	\$ 12,563	\$ 15,897	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	87	121	411	198	350							
# Classrooms Observed	54	42	64	77	61							
Incomes Verified	0	7	3	0	3							
# Parents Interviewed	5	5	5	5	5							
# of Staff interviewed	5	4	3	9	16							
# Bus Routes Observed	1	1	2	1	1							
# Staff Files Reviewed	15	8	0	0	0							
# Community Contacts	15	30	40	50	53							
# of Findings Corrected	25	55	37	23	23							

Annual Detailed Monitoring Findings

Date: Week of 2/13/2017 Completed

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	11	11	12	12	11							
# findings corrected	11	11	1	1	2							
# findings remaining	0	0	11	11	10							

Program Updates

Preparing for Summer
Completing COLA Amended Grant Application
Completing Continuation Grant Application

HEAD START DIRECTOR – MONITORING REPORT

MONTH OF: MAY 2018

7

**# of Sites
Monitored**

**Number of
Non-
Compliant
Findings**

23

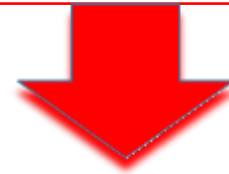
Findings Completed

15%

**Detailed
Monitoring**

**Self-
Assessment**

0%



% Non-Compliant By Area

➤ Safe Environment	4%
➤ Campus Directors	13%
➤ Disability/MH	4%
➤ Classrooms - ED	0%
➤ Child Files - ED	0%
➤ ERSEA	0%
➤ PFCE	0%
➤ Health	33%
➤ IT	9%
➤ Human Resources	0%
➤ Nutrition	0%
➤ Transportation	0%
➤ Checklist – Child File	0%
➤ ADA	0%
➤ CACFP	9%
➤ Inventory	0%
➤ Management Systems	0%
➤ CLASS	4%
➤ PBC	0%
➤ Personnel Files	0%

PIR Snapshot	Total	Percentage
Report: Head Start PIR Snapshot (Grid)		
PIR: Head Start 2017-2018		
Section: a. Total Funded Enrollment		
Number of enrollment slots that the program is funded to serve.	516	100%
Section: b. Funded Enrollment by Program Option		
Center-Based	516	100%
Home-Based	0	0%
Combination	0	0%
Family Child Care	0	0%
Locally Designed	0	0%
Section: c. Detail - Center-based Funded Enrollment		
Center-based Part Day (4 days per week)	0	0% of Center-based Total
Center-based Full Day (4 days per week > 6 Hours per Day)	0	0% of Center-based Total
Center-based Part Day (5 days per week)	516	100% of Center-based Total
Center-based Full Day (5 days per week > 6 Hours per Day)	0	0% of Center-based Total
Section: d. Total Cumulative Enrollment		
Actual number of children served by the program throughout the entire year, inclusive of enrollees who left during the program year and the enrollees who filled those empty places. Due to turnover, more children and families may receive Head Start services cumulatively throughout the program year (all of whom are reported)	565	100% of participants
Section: e. Participants By Age		
Two Years Old	0	0% of cumulative enrollment
Three Years Old	245	43.36% of cumulative enrollment
Four Years Old	320	56.64% of cumulative enrollment
Five Years Old and Older	0	0% of cumulative enrollment
Section: f. Homelessness Services		
Total Number of children experiencing homelessness that were served during the enrollment year	27	4.78% of cumulative enrollment
Section: g. Foster Care		
Total number of enrolled children who were in foster care at any point in the program year	12	2.12% of cumulative enrollment
Section: h. Prior Enrollment of Children		
Second Year	175	30.97% of cumulative enrollment

Three (or more) Years	0	0% of cumulative enrollment
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Section: i. Ethnicity

Hispanic or Latino Origin	88	15.58% of cumulative enrollment
Non-Hispanic or Non-Latino Origin	477	84.42% of cumulative enrollment

Section: j. Race

American Indian or Alaska Native	5	0.88% of cumulative enrollment
Asian	3	0.53% of cumulative enrollment
Black or African American	285	50.44% of cumulative enrollment
Native Hawaiian or Pacific Islander	1	0.18% of cumulative enrollment
White	172	30.44% of cumulative enrollment
Biracial or Multi-Racial	52	9.2% of cumulative enrollment
Other Race	47	8.32% of cumulative enrollment
Unspecified Race	0	0% of cumulative enrollment

Section: k. Language

English	511	90.44% of cumulative enrollment
Spanish	47	8.32% of cumulative enrollment
Central American, South American, or Mexican Languages	0	0% of cumulative enrollment
Caribbean Languages	0	0% of cumulative enrollment
Middle Eastern or South Asian Languages	0	0% of cumulative enrollment
East Asian	0	0% of cumulative enrollment
Native North American or Alaska Native Languages	0	0% of cumulative enrollment
Pacific Island Languages	0	0% of cumulative enrollment
European or Slavic Languages	0	0% of cumulative enrollment
African Languages	0	0% of cumulative enrollment
Other Languages	0	0% of cumulative enrollment
Unspecified Language	7	1.24% of cumulative enrollment

Section: l. Health Services

Children With Health Insurance At Start of Enrollment	549	63.72% of cumulative enrollment
Children With Health Insurance At End of Enrollment	360	63.72% of cumulative enrollment
Children With A Medical Home At Start of Enrollment	552	97.7% of cumulative enrollment
Children With A Medical Home At End of Enrollment	435	76.99% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	555	98.23% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	555	98.23% of cumulative enrollment
Children with a dental home at start of enrollment	526	93.1% of cumulative enrollment
Children with a dental home at end of enrollment	426	75.4% of cumulative enrollment

Section: m. Disability Services

Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	54	9.56% of cumulative enrollment
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Section: n. Family Services

Total Number of Families	532	100% of total families
Families Who Received at Least One Family Service	417	78.38% of total families

Section: o. Specific Services

Emergency or Crisis Intervention	30	5.64% of total families
Housing Assistance	12	2.26% of total families
Mental Health Services	21	3.95% of total families
English as a Second Language (ESL) Training	17	3.2% of total families
Adult Education	44	8.27% of total families
Job Training	10	1.88% of total families
Substance Abuse Prevention	0	0% of total families
Substance Abuse Treatment	1	0.19% of total families
Child Abuse and Neglect Services	37	6.95% of total families
Domestic Violence Services	4	0.75% of total families
Child Support Assistance	0	0% of total families
Health Education	371	69.74% of total families
Assistance to Families of Incarcerated Individuals	0	0% of total families
Parenting Education	380	71.43% of total families
Relationship or Marriage Education	1	0.19% of total families

2018 Head Start Cost of Living Adjustment

Grant #06CH7174/04 Supplement

Detailed Justification

Every employee paid out of the Head Start Grant will receive at least a 2.6% COLA increase in their wages except the Executive Director. This salary is negotiated on a regular basis with the Governing Board. The remaining \$9,986 will be used to hire a Head Start Office Coordinator. By adding this additional position, the Program Manager will be able to assume more of the responsibility for analyzing program data for quality and improvement during the grant project period.

An additional \$764 was added to the Training and Technical Assistance Line-Item. These additional funds will be used for purchasing supplies for staff trainings and professional development activities.

Base Pay Scale

Attached is a copy of the Base Pay Scale (17 Position Base-Rates Increased)

2.6% COLA Budget Justification Narrative

Grantee #06CH7174/04

Section 1: Budget and Budget Justification Narrative

Personnel (\$77,398): CSNT Head Start employs an estimated 94 full-time and allocated employees that implement the Head Start Program at nine campuses located in four rural Northeast Texas Counties.

All employees will receive at least 2.6% COLA except the Executive Director. This salary is negotiated with the Governing Board and was recently increased. (See Additional Supporting Documents: CSNT Head Start Salaries & Fringe, Base Salary Scale and Employee Compensation Cap)

Fringe Benefits (\$19,346): The estimated amount that will be paid for fringe benefits is based on 25% of the total spent for personnel. This amount includes health, dental and vision insurance as well as FICA related expenses. This amount also includes the estimated costs in Health Insurance premiums that will be paid by the program. Expenses in the “Other” box below are for the Employees Assistance Program and “Fresh Bennies,” an on-line benefit program. Listed below are the estimated percentages:

7.65%	2.33%	11.58%	0.08%	1.35%	1.97%	0.04%
FICA	UIC	Health	Life	Vis/Dent	W/C	Other

Other (\$764): Estimated amount that will be used to provide supplies for professional development trainings and activities.

NON-FEDERAL RESOURCES (**\$24,377**)

LISTED BELOW ARE THE TYPES OF NON-FEDERAL SHARE AND THE VALUE FOR EACH CATEGORY

1. **Total Personnel/Fringe – \$ (Personnel \$22,573 & Fringe \$1,804)**

Personnel – GABI Line-item \$22,382

4 School Nursing Assistants spend one-fourth of their time working with Head Start Children and parents

Average ISD Administrative Salary \$22,707 (fourth=\$5,677)

\$5,677 (fourth of salary) X 4 Admin. Assts. = \$22,708

\$22,708 X 25% fringe = \$5,677

\$22,708 + \$5,677 = \$28,385

Fringe – GABI Line-Item \$1,804



Office of Head Start

06CH7174 - COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.
FY2018 - 12/01/2017-11/30/2018 - Supplement

Head Start - Summary

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Line Item Budget Total	\$96,744	\$764	\$24,377	94.78

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Personnel Total	\$77,398	\$0	\$22,573	94.78

Personnel: Child Health and Development Personnel

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Program Managers and Content Area Experts	\$8,385	\$0	\$0	10
Teachers / Infant Toddler Teachers	\$12,792	\$0	\$0	17
Teacher Aides and Other Education Personnel	\$15,494	\$0	\$0	25
Health / Mental Health Services Personnel	\$1,548	\$0	\$22,573	2
Disabilities Services Personnel	\$886	\$0	\$0	1
Nutrition Services Personnel	\$2,579	\$0	\$0	5
Total	\$41,684	\$0	\$22,573	60

Personnel: Family and Community Partnership Personnel

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Program Managers and Content Area Experts	\$926	\$0	\$0	1
Other Family and Community Partnerships Personnel - Family Service Workers	\$10,462	\$0	\$0	14.75
Total	\$11,388	\$0	\$0	15.75

Personnel: Program Design and Management Personnel

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Head Start / Early Head Start Director	\$1,835	\$0	\$0	1
Managers - Program Manager	\$788	\$0	\$0	1

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Clerical Personnel	\$11,204	\$0	\$0	1.96
Fiscal Personnel	\$3,158	\$0	\$0	3.44
Other Administrative Personnel - Human Resources Director	\$801	\$0	\$0	0.85
Total	\$17,786	\$0	\$0	8.25

Personnel: Other Personnel

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Maintenance Personnel	\$4,457	\$0	\$0	7.64
Transportation Personnel	\$797	\$0	\$0	1.35
Other Personnel - Program Monitor	\$675	\$0	\$0	1
Other Personnel - Project Coordinator	\$611	\$0	\$0	0.79
Total	\$6,540	\$0	\$0	10.78

Fringe Benefits

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$9,248	\$0	\$1,804	
Health / Dental / Life Insurance	\$10,066	\$0	\$0	
Retirement	\$32	\$0	\$0	
Total	\$19,346	\$0	\$1,804	

Other

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Training or Staff Development	\$0	\$764	\$0	

Direct Costs

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Direct Costs Total	\$96,744	\$764	\$24,377	94.78



Office of Head Start

06CH7174 - COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.
FY2018 - 12/01/2017-11/30/2018 - Supplement

Head Start - Budget Categories

<i>Budget Category</i>	<i>Program Operations</i>	<i>Training Technical Assistance</i>	<i>Non-Federal Share</i>
Personnel	\$77,398	\$0	\$22,573
Fringe Benefits	\$19,346	\$0	\$1,804
Travel	\$0	\$0	\$0
Equipment	\$0	\$0	\$0
Supplies	\$0	\$764	\$0
Contractual	\$0	\$0	\$0
Construction	\$0	\$0	\$0
Other	\$0	\$0	\$0
Total Direct Charges	\$96,744	\$764	\$24,377
Indirect Charges	\$0	\$0	\$0
Total	\$96,744	\$764	\$24,377

Note: This report only includes values specified in the Budget tab.

**Documentation of Disposition of Head Start Kitchen
Equipment**

Head Start Grant #06CH7174/04

Date	Description of Item(s)	Cost of Sales	Budget Line Item
4/11/2018	(1) Used Vulcan Electric Oven @\$275.00 (1) Used Artic Air Single Door Freezer @\$275.00	\$275.00 \$275.00	Kitchen Supplies (Split between Naples, New Boston, Pittsburg, and Hughes Springs Head Starts)
	Total	\$550.00	

SALES RECEIPT

SOLD TO
Phillips & Sons Refrigeration
Tax Permit 1-75-1304325-1
1102 Bowie
Texarkana, Texas 75503
1-800-947-0292

PAYMENT METHOD	CHECK NO.	JOB
Check	28043	TK Depot Head Start

QTY	ITEM #	DESCRIPTION	UNIT PRICE
1	2743	Vulcan Electric Oven	\$275.00
1	1877	Artic Air Single Door Freezer	\$275.00



Community Services of
Northeast Texas, Inc.
304 East Houston Street
P.O. Box 427
Linden, Texas 75563
Phone 903-756-5596
Fax 903-756-7294
www.csntexas.org

Total Amount Paid

\$550.00

2018-2019 Calendar



Atlanta Head Start



Student Days:

Full Day—7:30-3:20

Student Days-1267 hrs

Staff Training/ Students out

- August 1-17
- Oct. 12
- Dec. 21

Early Release

- December 20
- May 23

Student & Staff Holidays

- Labor Day - Sept. 3
- Thanksgiving - Nov. 19-23
- Christmas - Dec. 21-Jan. 4
- Martin Luther King- Jan. 21
- Spring Break- March 11-15

Weather Days

- April 19
- May 24

Preservice

August 7-10

Staff Last Work Day

T, TA, Cook -
May 29
CD, FSW & Custodian—
May 31
Specialists, Managers
& Monitors -
June 10

Campus Director:
Catherine Early

Family Services:
Erin Coats
Angela Thompson

Contact Number:
(903)796-4119
(903)796-4118

August 2018							September 2018							October 2018						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													
November 2018							December 2018							January 2019						
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	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
							30	31												
February 2019							March 2019							April 2019						
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		1	2	3	4	5	6
3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28			24	25	26	27	28	29	30	28	29	30				
							31													
May 2019							June 2019							July 2019						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

School Starts: August 20

School Ends: May 23

2018-2019 Calendar



Bloomburg Pre-K Academy



Student Days:
Full Day—7:30-2:30

Student Days-1204 hrs

Staff Training/ Students out

- August 1-14
- Oct. 8
- Dec. 19
- Mar. 17
- Jan 28, 29

Staff Work Days/Students out

- Nov. 15,16
- Dec. 20

Student & Staff Holidays

- Labor Day - Sept. 3
- Thanksgiving - Nov. 19-23
- Christmas - Dec. 20-Jan. 4
- Martin Luther King— Jan. 21
- President's Day—Feb. 18
- Spring Break - Mar 11-15
- Memorial Day - May 27

Weather Days

- Mar. 8
- April 19

Preservice
August 7-10

Staff Last Work Day

T, TA, Cook -
May 28
CD, FSW & Custodian—
May 30
Specialists, Managers
& Monitors -
June

Campus Director:
Candie Harris

Family Services:
Candie Harris

August 2018							September 2018							October 2018						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													
November 2018							December 2018							January 2019						
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	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
							30	31												
February 2019							March 2019							April 2019						
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		1	2	3	4	5	6
3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28			24	25	26	27	28	29	30	28	29	30				
							31													
May 2019							June 2019							July 2019						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

School Starts: August 15

School Ends: May 22

2018-2019 Calendar



Daingerfield-Lone Star Head Start



Student Days:
Full Day—7:50-3:15

Student Days-1297 hrs

Staff Training/ Students out

- August 1-18
- Oct. 1
- Nov. 19, 20, 21
- Feb. 25

Early Release

- Dec. 19
- May 24

Student & Staff Holidays

- Labor Day - Sept. 3
- Thanksgiving - Nov. 23-24
- Christmas - Dec. 20-Jan. 4
- Martin Luther King- Jan. 21
- Spring Break-Mar 11-15
- Good Friday - Apr. 19
- Memorial Day - May 27

Weather Days

- April 22
- May 28, 29

Preservice

August 7-10

Staff Last Work Day

T, TA, Cook -
May 30
CD, FSW & Custodian—
June 3
Specialists, Managers
& Monitors -
June 10

Campus Director:
NaTash White

Family Services:
MaRenda Traylor

Contact Number:
(903)645-2901

August 2018							September 2018							October 2018						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													
November 2018							December 2018							January 2019						
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	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
							30	31												
February 2019							March 2019							April 2019						
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		1	2	3	4	5	6
3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28			24	25	26	27	28	29	30	28	29	30				
							31													
May 2019							June 2019							July 2019						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

School Starts: August 20

School Ends: May 24

2018-2019 Calendar



Hughes Springs Head Start



Student Days:

Full Day—7:15-3:00

Student Days-1297 hrs

Staff Training/ Students out

- July 30-Aug 17
- Oct. 1
- Nov. 2
- Jan. 7
- Feb. 18
- April 5

Early Release

- December 20
- May 23

Student & Staff Holidays

- Labor Day - Sept. 3
- Thanksgiving - Nov. 19-23
- Christmas - Dec. 24-Jan. 4
- Martin Luther King- Jan. 21
- Spring Break-Mar 11-15
- Holiday-April 19
- Memorial Day - May 27

Preservice

August 7-10

Staff Last Work Day

T, TA, Cook -
May 29
CD, FSW & Custodian—
May 31
Specialists, Managers
& Monitors -
June 10

Campus Director:
NaTash White

Family Services:
Rachel Sprague-Morano
Bobbie Summers

Contact Number:
(903) 639-1914
(903) 639-1784

August 2018							September 2018							October 2018						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													
November 2018							December 2018							January 2019						
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	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
							30	31												
February 2019							March 2019							April 2019						
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		1	2	3	4	5	6
3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28			24	25	26	27	28	29	30	28	29	30				
							31													
May 2019							June 2019							July 2019						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

School Starts: August 16

School Ends: May 23

2018-2019 Calendar



Linden-Kildare Head Start



Student Days:
Full Day—7:30-3:15

Student Days-1297 hrs

Staff Training/ Students out

- August 1-17
- Oct. 22
- Jan. 7
- March 18

Early Release

- Dec. 19
- May 24

Student & Staff Holidays

- Labor Day - Sept. 3
- Thanksgiving - Nov. 23-24
- Christmas - Dec. 20-Jan. 4
- Martin Luther King- Jan. 21
- Spring Break-Mar 11-15
- Memorial Day - May 27

Weather Days

- April 19, 22

Preservice

August 7-10

Staff Last Work Day

T, TA, Cook -
May 30
CD, FSW & Custodian—
June 3
Specialists, Managers
& Monitors -
June 10

Campus Director:
Carlin Johnson

Family Services:
Carlin Johnson
Patricia Richardson

Contact Number:
(903)756-7248

August 2018							September 2018							October 2018						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													
November 2018							December 2018							January 2019						
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	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
							30	31												
February 2019							March 2019							April 2019						
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		1	2	3	4	5	6
3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28			24	25	26	27	28	29	30	28	29	30				
							31													
May 2019							June 2019							July 2019						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

School Starts: August 20

School Ends: May 23

2018-2019 Calendar



Naples Head Start



Student Days:
Full Day—7:50-3:15

Student Days-1297 hrs

Staff Training/ Students out

- July 30-Aug 17
- Oct. 8
- Jan. 4, 7
- May 28, 29

Early Release

- Oct. 5
- December 20
- May 24

Student & Staff Holidays

- Labor Day - Sept. 3
- Thanksgiving - Nov. 23-24
- Christmas - Dec. 20-Jan. 4
- Martin Luther King- Jan. 21
- Spring Break-Mar 11-15
- Memorial Day - May 27

Weather Days

- April 19

Preservice

August 7-10

Staff Last Work Day

T, TA, Cook -
May 30
CD, FSW & Custodian—
June 3
Specialists, Managers
& Monitors -
June 10

Campus Director:
Felicia Williams

Family Services:
Felicia Williams

Contact Number:
(903)897-0318

August 2018							September 2018							October 2018						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													
November 2018							December 2018							January 2019						
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	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
							30	31												
February 2019							March 2019							April 2019						
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		1	2	3	4	5	6
3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28			24	25	26	27	28	29	30	28	29	30				
							31													
May 2019							June 2019							July 2019						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

School Starts: August 20

School Ends: May 24

2018-2019 Calendar



New Boston Head Start



Student Days:

Full Day—7:30-3:00

Student Days-1297 hrs

Staff Training/ Students out

- July 30-Aug 17
- Oct. 8
- Jan. 7-8

Early Release

- December 21
- May 24

Student & Staff Holidays

- Labor Day - Sept. 3
- Thanksgiving - Nov. 19-23
- Christmas - Dec. 24-Jan. 4
- Martin Luther King- Jan. 21
- Holiday—Feb. 18
- Spring Break-Mar 11-15
- Memorial Day - May 27

Weather Days

- April 19
- May 28

Preservice

August 7-10

Staff Last Work Day

T, TA, Cook -
May 29
CD, FSW & Custodian—
June 3
Specialists, Managers
& Monitors -
June 10

Campus Director:
Venus Hornbuckle

Family Services:
Jennifer Campbell

Contact Number:
(903)628-5621

August 2018							September 2018							October 2018						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													
November 2018							December 2018							January 2019						
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	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
							30	31												
February 2019							March 2019							April 2019						
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		1	2	3	4	5	6
3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28			24	25	26	27	28	29	30	28	29	30				
							31													
May 2019							June 2019							July 2019						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

School Starts: August 16

School Ends: May 24

2018-2019 Calendar



Pittsburg Head Start



Student Days:

Full Day—7:30-3:00

Student Days-1297 hrs

Staff Training/ Students out

- July 30-Aug 17
- Jan 7

Early Release

- Oct. 30
- December 19
- March 21
- May 24

Student & Staff Holidays

- Labor Day - Sept. 3
- Thanksgiving - Nov. 19-23
- Christmas - Dec. 20-Jan. 4
- Martin Luther King- Jan. 21
- Spring Break-Mar 11-15
- Memorial Day - May 27

Weather Days

- Feb. 18
- May 28

Preservice

August 7-10

Staff Last Work Day

T, TA, Cook -
May 30
CD, FSW & Custodian—
June 3
Specialists, Managers
& Monitors -
June 10

Campus Director:
Kaye Nelms

Family Services:
Claudia Salinas
Donna Sheppard

Contact Number:
(903)856-1245
(903)856-1246

August 2018							September 2018							October 2018						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4						1		1	2	3	4	5	6	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													
November 2018							December 2018							January 2019						
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	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
							30	31												
February 2019							March 2019							April 2019						
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		1	2	3	4	5	6
3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28			24	25	26	27	28	29	30	28	29	30				
							31													
May 2019							June 2019							July 2019						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4						1		1	2	3	4	5	6	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

School Starts: August 20

School Ends: May 24

2018-2019 Calendar



Texarkana Head Start



Student Days:

Full Day—7:15-3:00

Student Days-1297 hrs

Staff Training/ Students out

- July 30-Aug 17
- Oct. 8-9
- Oct. 26
- Nov. 5
- Jan. 7-8
- Feb. 25

Early Release

- Sept. 27
- December 21
- May 23

Student & Staff Holidays

- Labor Day - Sept. 3
- Thanksgiving - Nov. 19-23
- Christmas - Dec. 24-Jan. 4
- Martin Luther King- Jan. 21
- Spring Break-Mar 11-15
- Memorial Day - May 27

Weather Days

- April 19
- May 24

Preservice

August 7-10

Staff Last Work Day

T, TA, Cook -
May 29
CD, FSW & Custodian—
May 31
Specialists, Managers
& Monitors -
June 10

Campus Director:
Deborah Jackson

Family Services:
Corinthia Edwards
Cheanietta George
Debra Goodnight-Bryd
Alisha Oliver

Contact Number:
(903) 255-3295

August 2018							September 2018							October 2018						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													
November 2018							December 2018							January 2019						
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	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
							30	31												
February 2019							March 2019							April 2019						
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		1	2	3	4	5	6
3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28			24	25	26	27	28	29	30	28	29	30				
							31													
May 2019							June 2019							July 2019						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

School Starts: August 15

School Ends: May 23

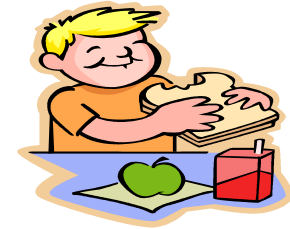


Community Services Head Start 2018/2019 Menu

Cycle One

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	EGG PATTY 1/2 C PEACHES 1/2 PT 1% MILK	1/2 OF WHOLE GRAIN BAGEL 1/2 C PEARS 1/2 PT 1% MILK	1/2 GRILLED CHEESE SANDWICH 1/2 C FRESH FRUIT 1/2 PT 1% MILK	PANCAKE ON A STICK ** 1/2 C ORANGE WEDGES* 1/2 PT 1% MILK	1 OZ WAFFLE STICK** 1/2 C BERRIES* 1/2 PT 1% MILK
LUNCH	CHICKEN CHALUPA 1/4 C APPLE WEDGES* 1/2 PT 1% MILK	1.5 OZ BEAN & CHEESE BURRITO 1/4 C GREEN SALAD w/diced tomato* 1/4 C APRICOTS*+ 1/2 PT 1% MILK	1.5 OZ BBQ BAKED CHICKEN 1/4 C CORN w/diced bell peppers 1/4 C MANGO *+ 1 CORNBREAD MUFFIN 1/2 PT 1% MILK	1.5 OZ FISH ** 1/4 C PINTO BEANS 1/4 C MANDARIN ORANGES*+ 1/4 C BROWN RICE 1/2 PT 1% MILK	3/4 C CHICKEN SPAGHETTI 1/4 C PEAS & CARROTS*+ 1/4 C PEARS 1/2 PT 1% MILK
PM SNACK	1/2 C BROCCOLI & CAULIFLOWER ** 2 OZ YOGURT DIP 1/2 C WATER	1 OZ DRY CEREAL 1/4 C DRY FRUIT 1/2 C WATER	1/2 C CUCUMBER AND TOMATO* 2 OZ YOGURT DIP 1/2 C WATER	1 OZ WHEAT THINS 1/2 C BABY CARROTS*+ 1/2 C WATER	1/2 C APPLE SLICES* 1T SUN BUTTER 1/2 C WATER

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

** CN Product

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

The Milk we serve is 1/2 pint of 1% Unflavored, white. (Lactose free milk is served for children with milk allergies that have a Doctor statement)

Milk is served with Breakfast and Lunch. Meat/Meat Alt. can be used in place of Grains at Breakfast up to THREE times a week

We serve 1/2 cup of water with our pm snack

1 whole bagel = 2 servings of grain



Community Services Head Start 2018/2019 Menu

Cycle Two

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	HASHBROWN* EGG PATTY 1/2 PT 1% MILK	1 OZ CEREAL 1/2 C BANANA 1/2 PT 1% MILK	1/2 C GOLDEN PORRIDGE 1/2 C COOKED APPLES* 1/2 PT 1% MILK	1 SLICE OF CINNAMON TOAST 1/2 C PEACHES 1/2 PT 1% MILK	2 OZ YOGURT 1/2 C ORANGE WEDGES* 1/2 PT 1% MILK
LUNCH	1.5 OZ BAKED CHICKEN 1/4 C BUNNY STICKS*+ 1/4 C GREEN BEANS 1 CORNBREAD MUFFIN 1/2 PT 1% MILK	3/4 C PASTITSIO 1/4 C SPINACH SALAD w/diced tomatoes*+ 1/4 C MELON+ 1/2 PT 1% MILK	1.5 OZ TURKEY & CHEESE ROLL UP 1/4 C BELL PEPPER, LETTUCE & TOMATO*+ 1/4 C APRICOTS+ 1/2 PT 1% MILK	3/4 C SUMMER SIZZLER+ 1/4 ROSIE PINEAPPLE TIDBITS* 1/4 C BROWN RICE 1/2 PT 1% MILK	1.5 OZ BURGER ON WHEAT BUN 1/4 C LETTUCE, TOMATOES & PICKLE 1/4 C PINTO BEANS 1/2 PT 1% MILK
PM SNACK	3/4 C SUPER DRINK* 2 CT WHEAT CRACKERS 1/2 C WATER	1/2 OZ CHEESE CUBES 1/2 C BROCCOLI & CAULIFLOWER SALAD*+ 1/2 C WATER	1/2 OZ BEAN DIP 1 OZ CORN CHIP 1/2 C WATER	1/2 C MONKEY SNACK 1 OZ GRAHAM CRACKER 1/2 C WATER	1/2 C TOOTIE FRUIT DIP* 1/2 WHOLE GRAIN PITA POCKET 1/2 C WATER

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

** CN Product

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

The Milk we serve is 1/2 pint of 1% Unflavored, white. (Lactose free milk is served for children with milk allergies that have a Doctor statement)

Milk is served with Breakfast and Lunch. Meat/Meat Alt. can be used in place of Grains at Breakfast up to THREE times a week

We serve 1/2 cup of water with our pm snack

1 whole bagel = 2 servings of grain



Community Services Head Start 2018/2019 Menu

Cycle Three

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	1 OZ WAFFLE STICK** 1/2 C PEACHES 1/2 PT 1% MILK	1/2 GRILLED CHEESE SANDWICH HASHBROWN 1/2 PT 1% MILK	1 OZ CEREAL 1/2 C BANANA 1/2 PT 1% MILK	1/2 OF WHOLE GRAIN BAGEL 1/2 C COOKED APPLES* 1/2 PT 1% MILK	EGG PATTY 1/2 C MANDARIN ORANGES*+ 1/2 PT 1% MILK
LUNCH	3/4 C CHICKEN CURRY CASSEROLE+ 1/4 C APPLE WEDGES* 1/2 PT 1% MILK	BEEF & BEAN TAMALES* 1/8 C GREEN SALAD 1/4 C CORN 1/2 PT 1% MILK	CHICKEN SALAD / PITA POCKET 1/4 C BROCCOLI* 1/4 C MANGO *+ 1/2 PT 1% MILK	1.5 OZ FISH** 1/4 C PINTO BEANS 1/4 C ORANGE WEDGES* CORNBREAD MUFFIN 1/2 PT 1% MILK	2/3 C GROUND BEEF & SPANISH RICE 1/4 C GREEN BEANS 1/4 C MIXED BERRIES*+ 1/2 PT 1% MILK
PM SNACK	1/2 C FRUIT-ASTIC SALSA* 1 OZ GRAHAM CRACKERS 1/2 C WATER	1 OZ CARROTS* 1 T SUN BUTTER 1/2 C WATER	1/2 C PINEAPPLE TIDBITS 1 OZ WHEAT THINS 1/2 C WATER	1/2 OZ CHEESE CUBES 1/2 C FRESH FRUIT 1/2 C WATER	SCOOP IT UP CHEESE SPREAD 1/2 C FRESH VEGETABLES* 1/2 C WATER

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

** CN Product

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

The Milk we serve is 1/2 pint of 1% Unflavored, white. (Lactose free milk is served for children with milk allergies that have a Doctor statement)

Milk is served with Breakfast and Lunch.

Meat/Meat Alt. can be used in place of Grains at Breakfast up to THREE times a week

We serve 1/2 cup of water with our pm snack

1 whole bagel = 2 servings of grain

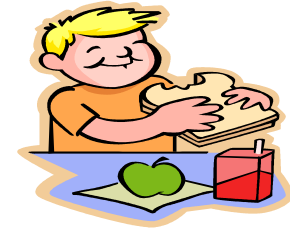


Community Services Head Start 2018/2019 Menu

Cycle Four

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	1/2 WHOLE GRAIN BAGEL 1/2 C PEARS 1/2 PT 1% MILK	PANCAKE ON A STICK** 1/2 C FRESH FRUIT 1/2 PT 1% MILK	1/2 C TOOTIE FRUIT DIP* 1/2 WHOLE GRAIN PITA POCKET 1/2 PT 1% MILK	1/2 C GOLDEN PORRIDGE 1/2 C MANDARIN ORANGES* 1/2 PT 1% MILK	2 OZ YOGURT 1/2 C FRUIT 1/2 PT 1% MILK
LUNCH	1 1/4 C JAMMIN JAMBALAYA* 1/4 C MANGO*+ 1/2 PT 1% MILK	1.5 OZ BEAN & CHEESE BURRITO 1/4 C GREEN SALAD w/diced tomato*+ 1/4 C CORN 1/2 PT 1% MILK	1.5 OZ BAKED CHICKEN 1/4 C BUNNY STICKS+ 1/4 C BERRY/PINEAPPLE TIDBIT* 1/4 C BROWN RICE 1/2 C 1% MILK	3/4 C PASTITSIO 1/4 C SPINACH SALAD w/diced tomatoes*+ 1/4 C PEACHES 1/2 PT 1% MILK	1 BEAUTIFUL BUTTERFLY *+ 1/4 C APPLE WEDGES* 1/2 PT 1% MILK
PM SNACK	1/2 C CELERY, CARROTS & CUCUMBERS* 2 OZ YOGURT DIP 1/2 C WATER	3/4 C SUPER DRINK* 2 CT WHEAT CRACKERS 1/2 C WATER	1/2 WHOLE GRAIN BAGEL 1 T SUN BUTTER 1/2 C WATER	1/2 C MONKEY SNACK 1 OZ GRAHAM CRACKER 1/2 C WATER	1/2 OZ BEAN DIP 1 OZ CORN CHIP 1/2 C WATER

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

** CN Product

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

The Milk we serve is 1/2 pint of 1% Unflavored, white. (Lactose free milk is served for children with milk allergies that have a Doctor statement)

Milk is served with Breakfast and Lunch. Meat/Meat Alt. can be used in place of Grains at Breakfast up to THREE times a week

We serve 1/2 cup of water with our pm snack

1 whole bagel = 2 servings of grain



Community Services Head Start 2018/2019 Menu

Cycle Five

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	HASHBROWN* EGG PATTY 1/2 PT 1% MILK	1/2 SLICE WHOLE GRAIN BAGEL 1/2 C APPLE WEDGES* 1/2 PT 1% MILK	1 OZ WAFFLE STICK** 1/2 C FRESH FRUIT 1/2 PT 1 % MILK	1/2 C GOLDREN PORRIDGE 1/4 C DRY FRUIT* 1/2 PT 1% MILK	1/2 GRILLED CHEESE SANDWICH 1/2 C APRICOTS+ 1/2 PT 1% MILK
LUNCH	CHICKEN CHALUPA 1/4 C BERRIES* 1/2 PT 1% MILK	1.5 OZ BURGER ON WHEAT BUN 1/4 C LETTUCE, TOMATOES AND PICKLE 1/4 C CORN 1/2 PT 1% MILK	1.5 OZ FISH ** 1/4 C PINTO BEANS 1/4 C ROASTED BROCCOLI & CAULIFLOWER*+ CORNBREAD MUFFIN 1/2 C 1% MILK	1.5 OZ TURKEY & CHEESE ROLL UP 1/4 C BELL PEPPER, LETTUCE & TOMATOES *+ 1/4 C ROSIE PEARS 1/2 PT 1% MILK	3/4 C CHICKEN ALFREDO w/twist 1/4 C SPINACH SALAD w/diced tomatoes*+ 1/4 C MANGO *+ 1/2 PT 1% MILK
PM SNACK	SCOOP IT UP CHEESE SPREAD 1/2 C CARROTS, BELL PEPPERS & CELERY* 1/2 C WATER	1/2 C APRICOTS+ 1 OZ GRAHAM CRACKERS 1/2 C WATER	1/2 C TOOTIE FRUIT DIP* 1/2 WHOLE GRAIN PITA POCKET 1/2 C WATER	1/2 C APPLE WEDGES* 1 T SUN BUTTER 1/2 C WATER	1 OZ DRY CEREAL 1/4 C DRY FRUIT 1/2 C WATER

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

** CN Product

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

The Milk we serve is 1/2 pint of 1% Unflavored, white. (Lactose free milk is served for children with milk allergies that have a Doctor statement)

Milk is served with Breakfast and Lunch. Meat/Meat Alt. can be used in place of Grains at Breakfast up to THREE times a week

We serve 1/2 cup of water with our pm snack

1 whole bagel = 2 servings of grain



Community Services Head Start 2018/2019 Menu

Cycle Six

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	PANCAKE ON A STICK ** 1/2 C ORANGE WEDGES* 1/2 PT 1% MILK	1 OZ CEREAL 1/2 C BANANA 1/2 PT 1% MILK	EGG PATTY HASH BROWN 1/2 PT 1% MILK	1/2 GRILLED CHEESE SANDWICH 1/2 C ROSIE PEARS 1/2 PT 1% MILK	1/2 SLICE OF CINNAMON TOAST 1/2 C BERRY/PINEAPPLE TIDBITS* 1/2 PT 1% MILK
LUNCH	1.5 OZ BBQ BAKED CHICKEN 1/4 C PEAS & CARROTS*+ 1/4 BERRY MIX* 1/2 SLICE OF WHEAT BREAD 1/2 PT 1% MILK	BEEF & BEAN TAMALES* 1/8 C GREEN SALAD w/diced tomatoes+ 1/4 C APPLE WEDGES* 1/2 PT 1% MILK	1 1/4 C JAMMIN JAMBALAYA* 1/4 C PEACHES 1/2 PT 1% MILK	2/3 C GROUND BEEF & SPANISH RICE 1/4 C GREEN BEANS 1/4 C MANGO*+ 1/2 PT 1% MILK	3/4 C CHICKEN CURRY CASSEROLE+ 1/4 C APPLE WEDGES* 1/2 PT 1% MILK
PM SNACK	1/2 C BUNNY STICKS** 1 OZ WHEAT THINS 1/2 C WATER	1/2 C TOOTIE FRUIT DIP* 1 OZ GRAHAM CRACKER 1/2 C WATER	1/2 C BABY CARROTS*+ 1/2 C BEAN DIP 1/2 C WATER	2 OZ YOGURT 1/4 C DRY FRUIT 1/2 C WATER	3/4 C SUPER DRINK* 2 CT WHEAT CRACKERS 1/2 C WATER

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

** CN Product

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

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Milk is served with Breakfast and Lunch. Meat/Meat Alt. can be used in place of Grains at Breakfast up to THREE times a week

We serve 1/2 cup of water with our pm snack

1 whole bagel = 2 servings of grain



Community Services of Northeast Texas, Inc.

ANNUAL REPORT

Fiscal Year Ending September 30, 2016



In accordance with Section 644 of the
2007 Head Start Reauthorization Act,
the following annual report is hereby released
as the official information regarding activities of
Community Services of Northeast Texas, Inc.

Community Services of Northeast Texas, Inc. (CSNT) is a private non-profit Community Action Agency which exists as part of the original War on Poverty. Since 1965, CSNT has fought the causes and conditions of poverty throughout Northeast Texas.

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 Mission

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

Community Services of Northeast Texas, Inc.

304 E. Houston St.
P.O. Box 427
Linden, Texas 75563

IMPORTANT PHONE NUMBERS

MAIN NUMBER

903-756-5596

This is our main phone number. You can reach any of our offices in our entire service area with one number.

TOLL FREE

1-866-940-CSNT

If you would like to call toll-free, this number will connect you to our main phone number in Linden.

FAX

903-756-7294

This is our main facsimile phone number. It can receive a fax at any hour of the day or night.

WHISTLEBLOWER

1-800-959-6143

This number is not answered by a person. Use it ONLY if you know of any illegal or inappropriate activity which you feel must be reported to CSNT's Board of Directors.

Every recorded message is taken very seriously.

DISASTER INFORMATION

1-888-LINDEN-0

When a disaster threatens our service area, we answer this line to provide as much information as possible.

Our Vision

Our Community Services Vision

To be the leading organization in our region
which empowers families to be
self-reliant, educated, and healthy

Our Head Start Vision

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

Our Adult Nutrition Vision

To allow our homebound citizens to live
nourished lives with
dignity and independence

Our Core Values

A great team needs good pitchers and good catchers

P	Professionalism	Compassion	C
I	Integrity	Accountability	A
T	Teamwork	Transparency	T
C	Character	Courtesy	C
H	Honesty	Humility	H
E	Ethics	Empathy	E
R	Respect	Reliability	R



Board Members

Brant Allen, Chairman

Democratically selected by New Boston Housing Authority • Poverty Sector

Ross Hyde, Vice-Chairman

Representing State Representative, Gary VanDeaver • Public Sector

Brenda Swisher, Secretary

Representing Cass County Mayor Clarence Burns • Public Sector

Donna Early, Treasurer

Representing Cass County Judge Becky Wilbanks • Public Sector

April Bennett

Democratically selected by Head Start Policy Council • Poverty Sector

Kimberly Cook

Representing Woodforest Bank • Private Sector

Stacia Waters

Democratically selected by Atlanta Property Management • Poverty Sector

Judge Lynda Munkres

Morris County Judge • Public Sector

Kellie Burns

Representing Linden-Kildare CISD • Private Sector

LEADERSHIP TEAM

Dan 'Lucky' Boyd, CCAP, NCRT
Executive Director

De Anna House
Director of Operations

Bernadette 'Berny' Harris, M.A.
Head Start Director

Shelley Mitchell, B.A.
Finance Director

Charlotte Hall, B.B.A, SHRM-CP
Human Resources Director

Sheryl Alden
Director of Client Services

Tommy Hooper
Service Department Manager

Programs operated and counties served:

Head Start

Operated in four counties

Bowie Camp Cass Morris

Children/Adult Care Food Program

Operated in four counties

Bowie Camp Cass Morris

Community Services Block Grant

Operated in twelve counties

Bowie Camp Cass Delta Franklin Hopkins Lamar Marion Morris Rains Red River Titus

CEAP - Energy Assistance Program

Operated in twelve counties

Bowie Camp Cass Delta Franklin Hopkins Lamar Marion Morris Rains Red River Titus

Food Banks

Operated in four counties

Camp Cass Marion Titus

Salvation Army

Operated in four counties

Camp Cass Marion Morris

Home Delivered Meals

Operated in six counties

Camp Cass Marion Morris

* also Harrison and Panola, which are not in the main service area

Targeting Local Communities (TLC)

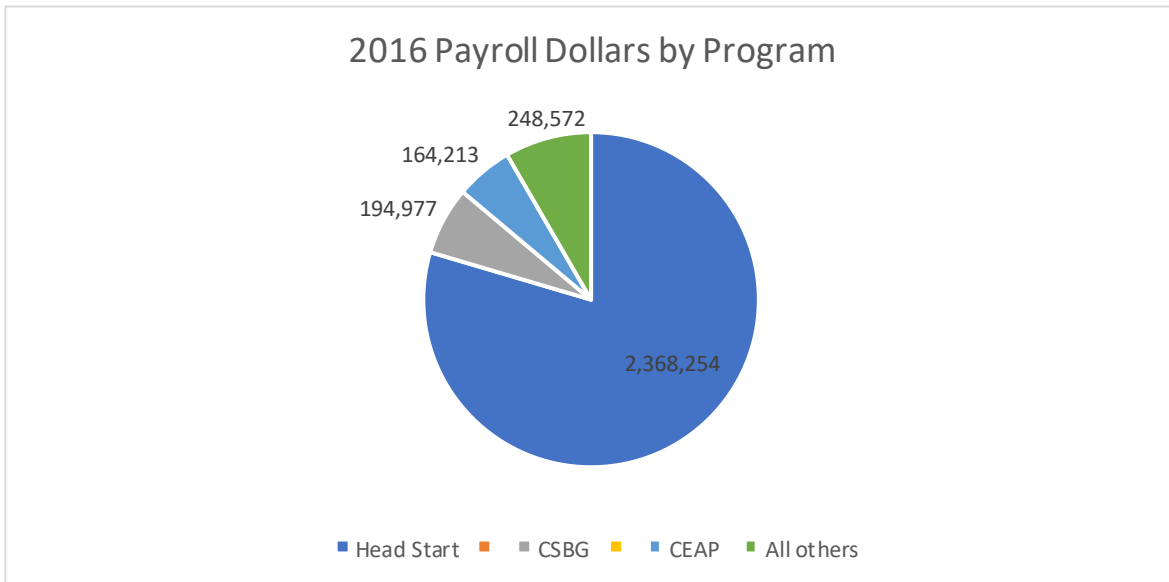
Operated in five counties

Bowie Camp Cass Marion Morris

Offices, occupied buildings, and locations of operation in the following cities:

Atlanta	Hughes Springs	Mt Pleasant
Bloomburg	Linden	Sulphur Springs
Naples	New Boston	Paris
Daingerfield	Texarkana	
Pittsburg	Jefferson	

PAYROLL



AGENCY EXPENSES

Expenditures

	Head Start	CSBG	CEAP	All others	Org. Total
Personnel	2,368,254	194,977	164,213	248,572	2,976,017
Fringe Benefits	600,669	28,444	22,766	73,517	725,397
Travel	8,139	15,731	1,090	1,284	26,245
Equipment ¹	0	47,207	1,792	5,814	54,812
Supplies ²	234,133	28,876	1,345	72,574	336,928
Contractual services ³					
Other (rent, utilities, operating expenses) ⁴	2,109,207	1,092,917	37,479	1,666,680	1,572,923
Direct assistance services to, or on behalf of clients		7,626	1,363,474		1,371,100
					7,063,423

¹ For Head Start, this line item includes vehicles and equipment over the cost of \$5,000

² Supplies in 'all others' includes all consumable and food costs for the nutrition programs

³ This line item is for contracted services outside the normal scope of program operation

⁴ The 'Other' category is used for all programs to include non-delineable items including, but not limited to rent, space costs, utilities, telephone, publications, fees, printing, legal, audit, insurance, fuel, repairs, travel costs not previously stated, building maintenance, safety costs, memberships, and all other standard operating costs.

Note: Revenue amounts represent program funding; expense amounts represent fiscal year amounts and may not equal entire program funding amounts

PROPOSED 2017 BUDGETS

PROPOSED BUDGETS

Head Start

Personnel	\$	2,382,989
Fringe Benefits		613,858
Travel (4120)		12,150
Equipment		56,000
Supplies		144,272
Contractual		17,838
Facilities / Construction		0
Other (4120)		32,724
Other (4122)		<u>505,953</u>
<i>Total</i>	\$	3,765,784

Nutrition and Meal Delivery: DADS, United Health Care, and Cigna Health Spring

Salaries	\$	239,136
Fringe Benefits		75,866
Travel		1,300
Raw Food		593,895
Supplies		4,002
Equipment		4,883
Vehicle Costs		53,961
Other		<u>19,547</u>
<i>Total</i>	\$	1,016,282

Community Services Block Grant

Personnel	\$	194,977
Fringe Benefits		33,107
Travel		15,264
Equipment		42,375
Supplies		28,414
Contractual		4,451
Other		63,298
Indirect Costs		<u>0</u>
<i>Total</i>	\$	381,885

Comprehensive Energy Assistance Program

Administration	\$	119,685
Household Crisis		210,105
Utility Assistance		1,140,521
Program Services		120,648
Travel		<u>1,200</u>
<i>Total</i>	\$	1,592,160

HEAD START SERVICE DATA

Total number of children to be served based on Head Start funding	516
Average number of children served daily	524
Average monthly enrollment (as a percentage of funded enrollment)	92%
Percentage of eligible children served	92%

What does this mean?

- CSNT receives funding to serve only 516 children in four counties
- However, CSNT uses its resources and partnerships to serve 524 children within the service area
- CSNT is required by law to maintain 85% attendance within the program. That means that at least 85% of our children must show up every day. Head Start, the way CSNT administers it, has partnerships with school districts in every county, and thus, our attendance percentage is 92%, well above the standard.
- CSNT is required to determine how many children are eligible for Head Start in our service area. Then we must determine how many of them we are serving. The data shows that we are serving 92% of the eligible children in our four county service area. We only wish we could serve 100%!

OUR 'PITCHER' VALUES

Professionalism

I exhibit professionalism in every level of my actions allowing myself and those around me to be mission-driven.

Integrity

I conduct myself in a manner of integrity regardless of whether I am working alone or with others.

Teamwork

I work with all members of my team toward the realization of our goals, acknowledging that each member of the team is vital to our success.

Character

I am a person of moral distinction and I always take the highest position possible in matters of character.

Honesty

I understand the value of truth and accept it as the only option in my daily activities.

Ethics

I am guided by the highest ethical standards and the Agency's mantra, "We do things the right way, the first time."

Respect

I understand respect is an essential part of professional relationships. I get respect when I give respect.

OUR RECENT REVIEWS

The most recent review of the Head Start program revealed the following findings:

CSSR - Comprehensive Services and School Readiness
(no areas of non-compliance)

Health & Safety - (No areas of non-compliance - one concern (1304.53(a)(10)(xiv) (bathroom flooring was replaced)

Classroom Assessment Scoring System - Results within the benchmarks set by Head Start

Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA)
(no areas of non-compliance)

Leadership, Governance, and Management Systems - will be reviewed in the future

The most recent audit of Community Services of Northeast Texas, Inc. revealed the following:

Material weakness identified in financial reporting	NO
Material weakness identified in control over federal awards	NO
Significant deficiencies identified	NONE
Audit findings required to be reported under A-133	NONE
Auditee qualified as a low-risk auditee	NO
Financial findings and questioned costs	NONE

Auditor:

**Jarred, Gilmore & Phillips,
PA
Certified Public Account-
ants
1815 S. Santa Fe
P.O. Box 779
Chanute, Kansas 66720
620-431-6342**

OUR 'CATCHER' VALUES

Compassion

I will embrace the human condition, acknowledge when only kind efforts will suffice, and lead by example.

Accountability

I know that all my actions will be viewed by others, and as such, I am committed to excellence and accuracy.

Transparency

I believe my actions and the actions of my team are pure, and will withstand public scrutiny.

Courtesy

I know that all issues are more easily solved with courteous efforts. When deciding to either win a debate on principle or to be kind, I choose kindness every time.

Humility

I know that I am no better nor worse than anyone. I try to see myself as others see me.

Empathy

I seek to understand. When I can see issues from another's perspective, I can be a greater help to them.

Reliability

I maintain reliable standards, keeping appointments and promises, and never letting anyone down.

MORE HEAD START INFORMATION

HEAD START MEDICAL AND DENTAL SERVICE INFORMATION

Percentage of enrolled children up-to-date on schedule of age appropriate preventive and primary health care	75%
Percentage of enrolled children receiving dental exams	85%
Percentage of enrolled children with up-to-date immunizations	98%
Percentage of enrolled children with an IEP	10%

PARENT ENGAGEMENT ACTIVITIES

CSNT, Inc. Head Start coordinates the following activities to promote parent involvement:

- Parent Committee meetings
- Parent Trainings and Activities
- Monthly Policy Council meetings
- Volunteering in classrooms
- Stress management training
- Job search and counseling from local colleges
- EMS basic first aid training
- Local college and university financial aid training
- Cooperation with the TOYS FOR TOTS program
- Implementation of the FRED (Families Reading Every Day) program
- Implementation of Walk Across Texas - Parents walking with their children

PREPARING CHILDREN FOR KINDERGARTEN

CSNT, Inc. Head Start engages in the following efforts to prepare children for public school:

- Provide a variety of learning styles and skill levels for school readiness
- Provide opportunities for children to be independent and self-directed
- Provide 'hands-on' activities
- Establish healthy eating habits and proper lunchroom procedures
- Provide orientation to Kindergarten Campus (when applicable)
- Track and analyze data on each child's development using state-adopted, research-based assessments
- Allow children to make a smooth transition into kindergarten
- Coordinate with school districts and receiving programs for records needed
- Initiate communication between Head Start and receiving program staff
- Initiate joint training with Head Start teachers and receiving program staff
- Provide parent-teacher communication for children making transition
- Comply with new Head Start Program Performance Standards

EFFORTS IN BUILDING SCHOOL READINESS

CSNT, Inc. Head Start engages in the following efforts to prepare children for public school:

- Participation in the Texas Kindergarten Readiness System
- Implementation of the Texas Pre-K Guidelines and the Head Start Framework
- Implementation of a state-adopted, developmentally appropriate, research-based curriculum
- At least 15 hours of classroom-focused professional development annually for teachers
- Implementation of the Classroom Assessment Scoring System
- Implementation of Campus School Readiness Teams
- Monitoring of school readiness goals
- Partnerships with local education agencies
- Assessment systems that track data on a student's progress on a continuum
- Creation of student progress reports based on data

2017 / 2018 SCHOOL READINESS GOALS

Social & Emotional Development	Children will use basic problem-solving skills to resolve conflicts with other children.
Perceptual, Motor, and Physical Development	Children will demonstrate effective and efficient use of large and small muscles.
Approaches to Learning	Children will demonstrate initiative and independence.
Language and Literacy	Children will comprehend language and vocabulary.
	Children will name letters of the alphabet and produce correct sounds associated with letters.
Cognitive Mathematics Development	Children will recognize the number of objects in a small set.
Parent Involvement Goals	Families will exercise together to improve health and use this time to improve quality family time.

Student Achievement / Progress in School Readiness 2016/2017				
	% Proficient at end of school year in each area			
	4-yr-old	3-yr-old	Disability	Dual Language
Rapid Letter Naming	50%	30%	35%	37%
Rapid Vocabulary	50%	38%	42%	33%
Phonological Awareness	76%	69%	62%	64%
Mathematics	71%	61%	64%	59%
Social-Emotional	91%	85%	85%	87%
Science	88%	82%	82%	83%
Social Studies	84%	80%	76%	76%
Approaches to Learning	88%	82%	82%	85%
Perceptual Motor/Physical	95%	91%	92%	91%

MORE CSNT INFORMATION

Number of persons receiving salary more than \$50,000: Three

Federal minimum wage	\$ 7.25 per hour
Agency internal minimum wage	\$ 7.50 per hour
Head Start internal minimum wage	\$ 9.00 per hour
Agency-wide average hourly wage	\$12.64 per hour

Community Service Division

Clients served: (numbers reported for full year 2015)

Home delivered meals	192,135
CSBG—Family Assistance/Case Management	3,922
Energy Assistance	6,241
Salvation Army	135
Food Banks	876

CSNT, Inc. is an equal opportunity employer.

For an employment application, visit our website: www.csntexas.org

COMMUNITY INFORMATION

DEMOGRAPHICS (Head Start Service area)

Population under 4 years of age	6.3%
Population considered Hispanic	7.9%
Population living in rural area	49%
Population over 5 with Limited English	2.9%

HOMELESSNESS (Head Start Service Area)

Region 8 ESC Homeless Students	1.3%
CSNT Head Start Homeless Students	4.0%

FOSTER CARE (Head Start Service Area)

Children in Foster Care	69
CSNT Students in Foster Care	2.6%

CHILDREN WITH DISABILITIES (Head Start Service Area)

CSNT Students with a disability	11.0%
Population with a disability	16.4%

SOCIO-ECONOMIC FACTORS (Head Start Service Area)

Unemployment Rate	6.3%
Population receiving SNAP Benefits	15.9%
Children receiving Medicaid Benefits	24.0%

COMMUNITY INFORMATION

CHILD CARE PROGRAMS (Head Start Service area)

Licensed Child Care Centers	44
Children enrolled in Subsidized Child Care	227
Children enrolled in ISD Partnerships	480
School Districts	23

HOUSING NEEDS (Head Start Service Area)

Substandard Housing Units	29%
Housing Units overcrowded	4.4%
Rental Units vacant	10%

GENERAL INFORMATION (HEAD Start Service Area)

Transportation:

CSNT Head Start partners with ISDs to transport students

Preferred Services:

Center-based - full day

Program Schedule:

Align with public school districts

Barriers to Participation:

Rural areas and language

School Readiness:

Partnership Districts perform well on STARR (State of Texas Academic Assessment Report)



Our mantra:

We do things the right way, the first time.

Our rule:

The Grandmother Rule: It doesn't matter who is right, it only matters what is right.

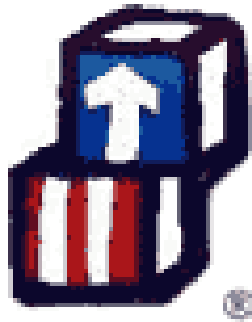
Our four gospels:

1. It must be legal.
2. It must be according to the regulations.
3. It must be good for the program and the families and children we serve.
4. It must be good for our employees.

**Community Services
of
Northeast Texas, Inc.**



**Linden
Head Start**



**2018-2019
Campus Operating Manual
(Includes: Parent Handbook,
USDA Parent Resource Guide,
Volunteer Handbook, & Resource Directory)**

Policy Council Approval: May 30, 2018

Governing Board Approval: May 30, 2018

Table of Contents

Program Information

CSNT Head Start Campus Directory	1-1
CSNT Administrative Directory	1-2
Child Care Licensing Division	1-3
Child Abuse	1-3
Gang Free Zone	1-3
About Us	1-4
Educational Philosophy of Head Start	1-4
CSNT Head Start Mission Statement	1-4
Board And Policy Council	1-5
Discipline / Guidance Policy	1-5
Campus Calendar	1-5
Emergency and First Aid Procedure	1-5
Parent Code of Conduct	1-6
Confidentiality Policy	1-6
Emergency Evacuation Sites	1-7

Education

ESI-P Screening	2-1
Curriculum Overview	2-1
Classroom Engagement	2-1
Parent /Teacher Conferences/Home Visit	2-2
Individualism	2-2
Daily Transitions	2-2
I Am Moving I Am Learning	2-2
Field Trips	2-2
Animals at the Campus	2-2
Water Activities	2-2
Classroom Daily Schedule	2-3
My Notes	2-5

Family Services

Program Description and Eligibility	3-1
Enrollment	3-1
Head Start Standards Requirements	3-1
Hours of Operation	3-2
Absenteeism	3-2
Release of a Child	3-2
Late Pick-Up	3-2
Arrival and Greeting Time	3-2
Sign-In / Sign-Out	3-2
Visitors Sign-In /Sign-Out	3-2
Up-To-Date Information	3-3
Campus Visits	3-3
Denial of Campus	3-3
Parent Concern	3-3
Home Visits	3-3

Health

Health Overview	4-1
CSNT Pediculosis Procedures	4-2
Head Start Re-Entry Criteria	4-2
What are head lice?	4-2
How are head lice spread?	4-2
What are the signs and symptoms of head lice?	4-2
How can I treat a head lice infestation?	4-3
Treat the infested person	4-3
Treat the household	4-3
Prevent Re-infestation	4-3
Sick Child	4-4
Injured Child	4-4
Medical Conditions	4-4
Medications	4-4
Daily Health Guidelines	4-4
Policy for Communicable (Contagious)	
Diseases	4-4
Campus Check-In Procedure	4-5
Emergencies	4-5
Immunization Record	4-5
Footwear	4-5
Dental Examination	4-5
Recommended Immunization Schedule Birth through 6 Years Old	4-6

Nutrition

Identification of each child's needs	5-1
Nutritional Services	5-1
Family Assistance	5-1
Breakfast / Lunch / Snack Time	5-1
Birthday Parties	5-1
Food Allergies	5-2
Food Experiences	5-2
Field Trip Meals	5-2
Classroom Nutrition Activities	5-2
Candy Policy	5-2
Anemia Testing	5-2
Overweight /Underweight /Short Structure	5-3

Table of Contents

USDA Parent Resource Guide

Parent/Guardian Civil rights Policy Statement	6-1
Parent/Guardian Civil Rights Complaint Procedure	6-2
USDA Parent Letter– English	6-4
USDA Parent Letter—Spanish	6-5
WIC Income Guidelines 2015	6-6

Disability / Mental Health

Disability / Mental Health Overview	7-1
Identification of Needs and Assessments	7-2
Identification of Special Service	7-2
The Referral Process	7-2

Transportation

What is the EPIC Transportation Safety	8-1
Education Curriculum	8-1
EPIC Transportation Safety Education Concepts	8-1
Transportation Rules	8-2
Bus Disciplinary Procedures	8-3

Parent In-Involvement

Head Start Parent Responsibilities	9-1
My Rights as a Head Start Parent	9-1
Parent In-Evolved Component	9-2
Social Services Component	9-2
Policy Council Members	9-2
Head Start Policy Council Members	9-2
Policy Council	9-2
Policy Council Responsibilities	9-2
Policy Council Training	9-3
What is In-Kind?	9-3
How Can Parents & Volunteers Help with In-Kind	9-3
How Do We Keep Track of In-Kind?	9-3

Volunteer Handbook

National Head Start Program	10-1
Grantee Relationship	10-1
Local Program Options	10-1
Head Start Program Performance Standards	10-1
Federal Policy Regarding Volunteers	10-1
Why Are Volunteers Important to Head Start	10-2
Requirements For Regular Volunteers	10-2
What Volunteers Can Do In Head Start	10-2
How To Be The Best Volunteer You Can Be	10-3
Insurance and Liability	10-5
Time Keeping	10-5
Appendix “A” Volunteer Application	
Appendix “B” Volunteer Job Description	
Appendix “C” Volunteer Time Sheet	

Resource Directory

Community Services Offices
Toll Free Numbers
Resources

CSNT Head Start Campus Directory

Atlanta Head Start

Atlanta Primary

505 Rabbit Blvd
Atlanta, Texas 75551
903-796-8115 Fax 903-796-4110

Bloomburg Head Start

Bloomburg Pre-K Academy

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 FSW 903-639-1914
Fax 903-639-1783

Linden Head Start

Linden Elementary

107 South Kaufman
Linden, Texas 75563
903-756-7248 Fax 903-756-8818

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

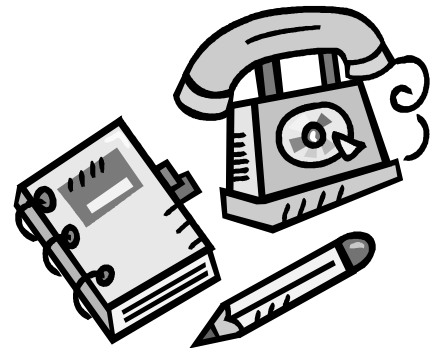
Pittsburg Head Start

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 Center

2315 West 10th Street
Texarkana, Texas 75503
903-255-3295
Fax 903-255-3294



Community Services of Northeast Texas, Inc. Head Start

Community Services of Northeast Texas, Inc. Head Start is located in Linden, Texas. If you have any questions about the Head Start program that your Campus staff is not able to answer, or if you have any concerns about the program, please feel free to contact any of the following staff:

Administrative Office	903-756-5596 or 1-800-945-4255
Dan Boyd	Executive Director
Berny Harris	Head Start Director
Bridgette Grandmaison	Head Start Program Manager
Alma Harrison	Executive Assistant
Charlotte Hall	Human Resources Director
Shelley Mitchell	Finance Director
Jim Howard	Payroll Specialist
John Fant	Transportation Coordinator
John Young	Facilities Maintenance
Suzanne Weems	Project Coordinator
Kennessa Pratt	Curriculum Director
Frances Evans	Education Specialist
Wanda Davis	Practice Based Coach
Michele Rowe	CLASS Specialist
Eva Lee	Health Specialist
Sharon Anderson	Program Monitor
Sharda Barber	Head Start Office Coordinator
Shirley Baker	Mental Health/Disability Specialist
Susan Horner	Nutrition Manager
Rhonda Shirley	Health Assistant
Ashleigh Richardson	Teaching Assistant
Misty Van Hooser	Family Service Specialist

Department of Family and Protective Services

Child Care Licensing Division

You are entitled to see the following information. You may ask the Campus Director to show you the most recent copy of:

- The Minimum Standards for this Licensed Child Care Campus (also available on the web at www.dfps.state.tx.us or at your local Licensing office),
- The most recent Department of Family and Protective Services Inspection / Investigation Report, (compliance information is also available on the web at www.dfps.state.tx.us or from your local Licensing office),
- Documentation of liability insurance that complies with Human Resources Code, Section 42.0491,
- The most recent 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`

Longview

Julie Thomas

2130 Alpine Road
Longview, Texas 75601
903-233-5233

Child Abuse

All staff members are mandated child abuse reporters. Therefore, any suspected child abuse will be reported. Parents may also report child abuse if the parent suspects child abuse. The Child Abuse Hotline number is 1-800-252-5400. You may also make your report through the Texas Abuse Hotline secure web site at www.txabusehotline.org and you will receive a response within 24 hours. Parents are not required to give their name when they report.

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.

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 500 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

The mission of Community Services Head Start is to prepare eligible children ages 3-5 for successful transition into the school system and to help their families become self-sufficient.

BOARD AND POLICY COUNCIL MEMBERS

Head Start Policy Council Members – The membership of the Policy Council shall consist of at least 51% parents of children currently enrolled in the Head Start program who are democratically elected by the parents. One parent representative and one alternate shall be elected from each Campus. Policy Council also consist of persons from the community that are interested in the education and development of the children served by Head Start and who can make some contribution to the program by virtue of their profession or experiences. There should be (4) community representatives ideally (1) from each county in which Community Services Head Start serves.

Community Services Board of Directors – The board shall consist of at least (15) but not more than (51) members. Members should be composed of the following:

(a) Elected public officials holding office on the date of selection. (b) Representatives of low-income individuals and families selected to represent a specific community and reside in the community. (c) Officials or members of business, industry, labor, religious, law enforcement, education, or other major groups interest in the community served. Community Services is responsible for selection and composition of the board as described above. A member of the board must serve as a community representative on the Policy Council as a liaison between the two.

DISCIPLINE/GUIDANCE POLICY

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

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's 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.

All parents and staff receive a copy of the written discipline and guidance policy statement that complies with Subchapter L., Discipline and Guidance Page 89-90 of Minimum Standards for Child Care Licensing and Head Start Performance Standards.

CAMPUS CALENDAR

Each Campus posts a Head Start Calendar showing Campus's events, field trips, in-service training sessions, and holidays. The Campus Director or designated staff will make this available.

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

Parent Code of Conduct

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

- A. Respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion or disability;
- B. Follow program confidentiality policies concerning information about children, families and staff members;
- C. Not allow a child to be left alone or unsupervised while under their care;
- D. 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..
- E. 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.

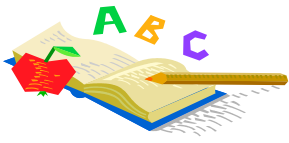
It is not possible to list all the forms of behavior that are considered unacceptable. The following are examples of violations of rules of conduct.

- 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

CONFIDENTIALITY POLICY

Head Start has a no tolerance policy on confidentiality. This is a very serious matter when working with children and should not be taken lightly. Some rules to follow when working with the children are:

- Parents will be the primary source of information about themselves, and information sought from them will be limited to that which is essential for service.
- Parents and volunteers will be prohibited from reviewing files or any records except their own, and staff will be allowed to review records only for specific purpose.
- Children's Enrollment Forms, Health, Education, and Social Services records will be opened only to Head Start staff and Special Consultants on a "need to know" basis. (To the extent necessary to provide services.)
- Families will be informed about information that will be shared with other Head Start staff and the reasons why. When in doubt about releasing information, family member(s) will be consulted
- No information will be released to anyone outside the program without written consent from the family except in reporting suspected child abuse and neglect.
- Other agencies and individuals will be consulted only with the parental consent and within the limits of that consent.
- Children's files will be secured in a locked file cabinet.



Education



Head Start provides young children from low income families with free, high quality child development services. Head Start Children explore and learn in a healthy, nurturing environment, while building self-confidence and social skills. They also receive assistance to complete medical and dental services. Children with special needs are welcomed into the program and receive individual attention from Special Services Staff. CSNT Head Start will also implement the Kindergarten Readiness System (KRS), that has as its goal every child being ready to succeed by being able to function in the areas of early literacy, early math, and social skills. The Classroom Assessment Scoring System (CLASS) will be used to assess the classrooms for school readiness and teacher/child interactions.

Curriculum Overview

CSNT Head Start uses the Frog Street Pre-K/ Frog Street Three curriculum, which is published by Frog Street Press, Inc. Frog Street is a program specifically designed for young children and the educators responsible for helping them learn how to and what to learn. Frog Street curriculum addresses the Head Start Child Development and Early Learning Framework as approved by Policy Council. A panel of School Readiness Committee Members have input in the curriculum selection process. Parent input is gathered through parent meetings. Additional locally designed materials are also used.

ESI-Early Screening Inventory

ESI-Early Screening Inventory is an individually administered developmental screening designed for young children 3 to 5 years of age. All children are screened within the first 45 days of the child's entry into the program. The results of the screening are used for the teacher to begin individual planning of each child. The Parent Questionnaire is a major component of the ESI screening. The result of the screening is given to the parent/guardian during Parent Conferences.

CIRCLE Progress Monitoring Pre-K

Teachers will use the CIRCLE Progress Monitoring Pre-K to assess school readiness of the children in the Head Start Program. Teachers will assess children three times per year. Information from the assessment will be used to assist children in meeting the CSNT Head Start School Readiness Goals.



Parent Teacher Conference/ Home Visits

Parents are scheduled for no less than TWO HOME VISITS and TWO PARENT-TEACHER CONFERENCES during the school year. Parents may request a parent-teacher conference as often as needed. Parents must be informed of the children's educational plan and progress in the classroom on a continuous basis.

Individualism

Adapt and support each child's

S = Strengths

U = Uniqueness

N = Needs

CSNT Head Start defines individualism as a child's development and education approach that recognizes that children have individual rates of development as well as individual interests, temperaments, languages, cultural backgrounds, and learning styles.

Therefore, CSNT Head Start teachers will develop individual learning goals for each child using the child's Strengths, Uniqueness, and Needs.

Daily Transitions

1. The simple task of changing from one activity to another is an opportunity for learning.
2. Songs, finger plays, and simple games are used to transition the children from activity to activity or from place to place.
3. Creative songs, finger plays, and games serve to transition as well as provide continuous educational learning experiences for the children.

I Am Moving I Am Learning

"I am Moving I Am Learning" is a program we use to address obesity. This will include activities in the CSNT Head Start Classroom and a nutritious program that emphasizes healthy choices.

Field Trips

Field trips are a part of the learning experience for Head Start children. Notification for the field trip will be in writing to all parents/guardians within one week of the scheduled field trip and will need permission slips for each child to attend the event. Parents are asked to participate and go with the Campus on any field trip that the Campus offers to the children, providing their own transportation.

Animals at the Campus

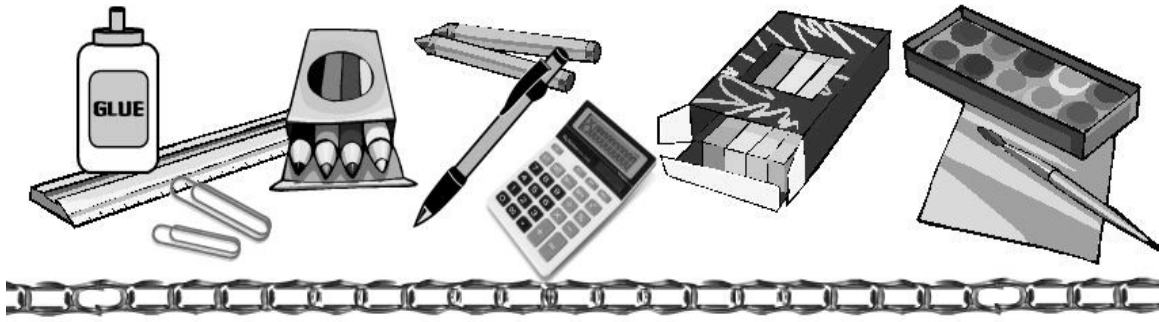
What steps are taken to have animals at each Campus?

- 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.





My Notes:



School
is
Cool!

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

In order to be enrolled in the Head Start program, a child must be three or four years of age on or before September 1 of the school year in which they plan to enroll. CSNT serves all children that meet federal guidelines including children with disabilities.

ENROLLMENT

Parents or legal guardians must complete a Head Start application packet and provide the following information to be considered for participation in this program:

1. **Birth Certificate**
2. **Immunization Record (Up to Date)**
3. **Verification of Family Income**—Income verification is needed for all parents/legal guardians of the child. Acceptable proof of income includes check stubs, income tax returns, social security printouts, TANF letters, Medicaid letters, Social Security, unemployment checks, military LES, or other forms listed in the federal guidelines definition of income.
4. **Social Security Card Copies**
- Child's
5. For those children with a disability who are applying for Head Start, Documentation of the child's disability must be submitted.

Head Start Standards require each child entering the Head Start Program to have:

1. Current Immunization Record
2. Receive an EPSDT Physical and Dental Examination.
3. Hemoglobin Level
4. Lead Test

Hours of Operation

- Each Campus session will last no more than 6 hours.
- All Campuses are open Monday thru Friday from 7:50a.m. to 3:30 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.

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.

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

Release of a Child

For the protection of the children, parents and agency staff, children will only be released to the parent, legal guardian, relative or friend whose names are listed on the release form in the child's folder. In some cases the parent's authorized representative must show a valid ID with picture. No child will be released, even in case of an emergency or late pick up, unless the person's name is listed in the child's file. A non-custodial parent may not receive a child unless their name is listed. The person who picks up or drops off your child must be at least 16 years old.

Your child will not be released to anyone who appears to be under the influence of alcohol or other drugs.

Late Pick-Up

Children 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.

Arrival and Greeting Time

Arrival time is special because the child is learning to separate from the parents for what may be first time.

Each Parent or person bringing a child to the Campus, is to escort the child into the Campus to be checked in by Campus staff. During check in, all articles being brought in by the child will be checked to ensure the safety of all children.

No child is accepted in the Campus after 9:00 a.m., unless approved by the Campus Director or other designated staff person.

Sign-In/Sign-Out

To verify a child's attendance a child must be signed-in and signed-out upon arrival and departure daily by the parent or persons authorized to bring or pick-up the child. The sign-in sheet is located by the entrance. The parent/guardian must sign their own name and time of arrival and departure. Parents signing children in and out of the Campus are not required to wear a visitors badge.

If you have other business to conduct within the Campus, please do so prior to signing your child out.

Once a parent signs his/her child out, they are to be mindful of their child's actions and know the child is no longer the responsibility of Head Start.

Visitors Sign-In / Sign-Out

CSNT welcomes visitors! Visitors / Parents are individuals which include parents conducting business other than bringing their child to class or picking them up. All visitors are expected to report promptly to the Campus Director or designated staff, advise the staff of the purpose of their visit, and obtain a date-sensitive identification badge. It is required that all visitors provide a photo identification with the office and sign in on the visitor log. The visitor will be issued a visitor identification badge. CSNT employees may use their ID badge after following the sign-in procedure. Upon exiting the building, all visitors are required to sign-out, turn in their visitor badge and verify their photo identification before exiting the facility. Visitor badges are available from each CSNT Campus location.

Visitors Badges are excluded for Parent Functions.

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 of 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 Director at 903-756-5596 ext. 213. If no response report to the Executive Director.

Home Visits

Parents are scheduled for at least TWO HOME VISITS and TWO PARENT-TEACHER CONFERENCES during the school year. Parents may request a parent-teacher conference as often as needed. Parents must be informed of the children's educational plan and progress in the classroom on a continuous basis.

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 situation, 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 Specialist at 903-756-5596 ext. 218.



Health

The major aspects of the Head Start Health Services Program are health screenings, dental health, mental health, nutrition, parent involvement, and health education. The five Head Start Components: Health, Literacy, Education, Social Services / Parent Involvement, Special Services and their professional disciplines, work together toward accomplishments of this basic Head Start mission. Such Teamwork and integration are essential to an effective planning and implementation process. This integration takes into account the individual, the family, the community, and the environment.

The Head Start Component's main purpose is to identify and assist parents in the arrangement for treatment of health problems and concerns. The Health Component also incorporates preventive measures such as, early detection of health problems and assisting children to function at their optimal level of health, while encouraging families to assume more responsibility for themselves in all areas.

All children (new and returning) enrolled must provide proof of an up to date immunization status before entering and attending Head Start.

All children are required to provide proof they are up to date with a Texas Health Step physical within 90 calendar days of entering the Campus. Texas Health Step Physicals should provide the following information:

- Health issues or concerns
- Status of immunizations, and dental referrals.

Blood Pressure, Height and Weight, Vision and Hearing, Lead Blood test and Hematocrit/Hemoglobin blood test results

Children whose physicals do not provide the following TX Health steps requirements, will receive a strabismus, vision and pure tone and impedance screening, blood pressure and height and weight screenings within 45 calendar days of entering the Campus. If a child fails his/her initial screening, the child must be rescreened 2 to 3 weeks after the initial screening date for the vision and pure tone impedance.

Children whose physicals do not provide a Hematocrit/Hemoglobin and Lead blood test level will be referred to their Primary Care Physician for completion of these tests. Hematocrit/Hemoglobin results must come from tests done on or after 12 months of age. Lead results must come from tests done on or after 24 months of age. If tests are inconclusive or failed, retest must be completed within 4-6 weeks of notification from Head Start staff.

All children enrolled must receive a physical annually and a dental exam every 6 months.

Children who are deemed needing follow-up treatment from their physical or dental exam will be monitored for completion of treatment.

The physical examination, dental examination and health screenings are utilized to identify children with potential health or dental problems. Medical and Dental treatments must and will be obtained for all problems

CSNT Pediculosis Procedures are as follows:

CSNT Head Start will follow the Communicable Disease Center Pediculosis guidelines and will adhere to the following:

1. Parents are notified of infestation and informed of CSNT Pediculosis procedures.
2. Treatment must be implemented by parents/guardians.
3. CSNT Pediculosis procedures are as follows:
 - A. Pediculosis Referral Letter and initial treatment form give to each parent/guardian at time of pick up and/or sent home with student at end of the day.
4. Short-term exclusion will be implemented with active infection of lice noted after treatment has been received.
5. Watch for signs of head lice such as frequent head scratching and check all children for lice and nits when indicated.
6. Bag items such as stuffed animals and hats for 2 weeks to bring infestation under control.
7. Teaching staff should maintain two sets of these items and rotate usage.
8. Wash all linens in hot water and vacuum all carpets and questionable areas or items if frequently used.
9. Teach and encourage families to treat the child, siblings and all adults who live in the same house.
10. Remember, all lice killing products are PESTICIDES. If suggesting lice products, inform parents/guardians to carefully follow the directions and use with caution.
11. Encourage parents/guardians that Manual Removal of nits is the best option when lice removal products are unsuccessful.
12. HIPPA requires confidentiality. Encourage parents/guardians to inform teachers.
13. Protect our children's self-esteem by monitoring our words and attitudes.

Parents are notified of infestation and informed of CSNT Pediculosis procedures.

CSNT Pediculosis procedures are as follows:

CSNT Head Start will follow the Communicable Disease Chart for Schools published by the Department of State Health Services and will work in conjunction with the ISD Health Team to ensure Exclusion Policies will be based upon requirements and recommendations set forth by the Communicable Disease Chart.

CSNT Head Start staff will examine students who exhibit signs/symptoms of head lice and take to ISD nurse for parent notification process.

Head Start (STAND ALONE) Campus Re-Entry Criteria



1. Students must be brought to school by parent/guardian. Parent/guardian must bring signed initial treatment form along with empty treatment container.
2. Students must be examined before re-entry to class.
3. Upon re-entry exam, if active infestation noted student must return home with parent.
4. Parents/guardians are informed of required 2nd treatment and given 2nd treatment form at time of 1st re-entry.
5. Students must be brought to school after second treatment given.
6. Parent/guardian must bring empty treatment container and signed 2nd treatment form at the time.
7. Upon second treatment exam, if active infestations noted—child must return home with parents.
8. Physician's statement does not indicate clearance to return to class, student must show no signs of active infestation.

What are head lice?

Head lice are parasitic insects that live in the hair and scalp of humans. The scientific name for head louse is *Pediculus humanus capitis*. Another name for infestation with head lice is pediculosis.

Head lice develop in three forms: nits, nymphs, and adult.

Nits: Nits are head lice eggs. They are hard to see and are often mistaken for dandruff or droplets of hairspray. Nits are found firmly attached to the hair shaft. They are oval and usually yellow to white. Nits take about 1 week to hatch.

Nymphs: Nits hatch into nymphs. Nymphs are immature adult lice. Nymphs mature into adults about 7 days after hatching. To live, nymphs must feed on blood.

Adults: An adult louse is about the size of a sesame seed, has six legs, and is tan to grayish-white. In persons with dark hair, adult lice will look darker. Adult lice can live up to 30 days on a person's head. To live, adult lice need to feed on blood. If a louse falls off a person, it dies within 2 days.

How are head lice spread?

1. Head lice are spread easily from person to person by direct contact. People can get head lice by:
 2. Coming into close contact with an already infested person, in children, contact is common during play, while riding the school bus, and during classroom activities in which children sit in groups close to each other.
 3. Wearing infested clothing, such as hats, scarves, coats, sport uniforms, or hair ribbons
 4. Using infested combs, brushes, or towels
 5. Lying on a bed, couch, pillow, carpet, or stuffed animal that has been contaminated
 6. Lice do not jump or fly. Lice are not spread to humans from pets or other animals



How can I treat a head lice infestation?

The most important step in treating a head lice infestation is to treat the person and other family members with head lice with medication to kill the lice. Wash clothing and bedding worn or used by the infested person in the 2-day period just before treatment is started.

Treat the infested person: Requires using an over-the-counter (OTC) or prescription medication. Follow these treatment steps:

1. Before applying treatment, remove all clothing from the waist up.
2. Apply lice medicine, also called pediculicide (peh-DICK-you-luh-side), according to label instructions. If your child has extra long hair (longer than shoulder length), you may need to use a second bottle. Pay special attention to instructions on the bottle regarding how long the medication should be left on and whether rinsing the hair is recommended after treatment.

WARNING: Do not use a cream rinse or combination shampoo/conditioner before using lice medicine. Do not re-wash hair for 1-2 days after treatment.

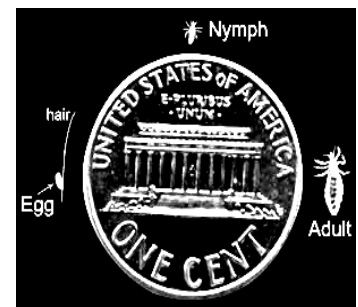
3. Have the infested person put on clean clothing after treatment.
4. If a few live lice are still found 8-12 hours after treatment, but are moving more slowly than before, do not retreat. Comb dead and remaining live lice out of the hair. The medicine may take longer to kill lice.
5. If, after 8-12 hours of treatment, no dead lice are found and lice seem as active as before, the medicine may not be working. See your health care provider for a different medication; follow treatment directions.
6. Nit (head lice egg) combs, often found in lice medicine packages, should be used to comb nits and lice from the hair shaft. Many flea combs made for cats and dogs are also effective.
7. After treatment, check hair and comb with a nit comb to remove nits and lice every 2-3 days. Continue to check for 2-3 weeks until you are sure all lice and nits are gone.
8. If using OTC pediculicides, retreat in 7-10 days. If using the prescription drug malathion, retreat in 7-10 days ONLY if crawling bugs are found.

Treat the household: Head lice do not survive long if they fall off a person and cannot feed. You don't need to spend a lot of time or money on housecleaning activities. Follow these steps to help avoid re-infestation by lice that have recently fallen off the hair or crawled onto clothing or furniture.

1. To kill lice and nits, machine wash all washable clothing and bed linens that the infested person wore or used during the 2 days before treatment. Use the hot water (130°F) cycle. Dry laundry using high heat for at least 20 minutes.
2. Dry clean clothing that is not washable, (coats, hats, scarves, etc.).
OR
Store all clothing, stuffed animals, comforters, etc., that cannot be washed or dry cleaned into a plastic bag; seal for 2 weeks.
3. Soak combs and brushes for 1 hour in rubbing alcohol, Lysol*, or wash with soap and hot (130°F) water.
4. Vacuum the floor and furniture. The risk of getting re-infested from a louse that has fallen onto a carpet or sofa is very small. Don't spend a lot of time on this. Just vacuum the places where the infested person usually sits or lays. Do not use fumigant sprays; they can be toxic if inhaled or absorbed through the skin.

Prevent Re-infestation: Lice are most commonly spread directly by head-to-head contact and much less frequently by lice that have crawled onto clothing or belongings. As a short-term measure to control a head lice outbreak in a community, school, or camp, you can teach children to avoid playtime and other activities that are likely to spread lice.

- Avoid head-to-head contact common during play at school and at home (sports activities, on a playground, slumber parties, at camp).
- Do not share clothing, such as hats, scarves, coats, sports uniforms, or hair ribbons.
- Do not share infested combs, brushes, or towels.
- Do not lie on beds, couches, pillows, carpets, or stuffed animals that have recently been in contact with an infested person.





Sick Child

Sick children must stay at home until they are well enough to attend school. When a child becomes sick at school the parent will be notified by the teacher immediately to pick up their child. Meanwhile the sick child is placed in a supervised Isolated area until the parent arrives to take the child home. If the child's illness could possibly be contagious, a doctor's note will be required for him/her to return. Children sent home with a temperature of 100° or higher must be fever free for 24 hours before returning to school.

Injured Child

All teachers are certified in First Aid and CPR. When a simple injury occurs at school we will administer first aid treatment. If additional treatment is needed, the parent will be notified immediately to take the child to their physician or to a local hospital. In case of a critical emergency, 911 and the parent will be called.

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.)
- Catherzations—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:

- 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.

Daily Heath Guidelines

The Health Component of Community Services of Northeast Texas Head Start is concerned with the health and welfare of each child in our program. The following is a list of guidelines for parents to ensure that the well being of each child is taken into consideration in our daily experiences.

POLICY FOR COMMUNICABLE (CONTAGIOUS) DISEASES

Report all illness to the Campus Director. The Campus Director will be responsible for informing the Health Specialist of any communicable diseases.

Head Start will adhere to and require the same period of isolation and treatment as directed by the Department of State Health Services guideline chart. (Refer to the chart posted in the Campus.)

Some of the communicable diseases that require temporary exclusion and are most common in young children: Head Lice, Impetigo (infected sores), Chicken Pox (Varicella), Streptococcal sore throat (Strep throat) and Scarlet Fever, Conjunctivitis (pink eye) and Ringworm of the body (requires parent statement of treatment given and sites must be covered while at school) and scalp with ringworm of the scalp (requires parent statement of treatment given and a physician clearance to return to school). (Refer to chart posted in the Campus.)



CAMPUS CHECK-IN PROCEDURE

Your child will be observed each morning by the Head Start Staff to see if he/she has a fever, rash or sore throat or any other signs of illness. The reason for this is to reduce the spread of communicable diseases, therefore promoting the health and well being of your child. The parent or person bringing a child to the Campus must come into the Campus and stay until the check-in procedure is complete.

EMERGENCIES

Emergency situations may occur, therefore it is very important that you inform the Head Start Staff of any changes in address and/or telephone number. It is also very important that the Campus have your job telephone number. The emergency room will not treat a child without his/her parents permission. That is why it is so important that we know where you can be reached at all times.

IMMUNIZATION RECORD

Texas Law requires written proof of your child's immunizations. The written proof can be in the form of a physicians office record or the Public Health Records. If your child has not had his/her shots, you must begin them before enrollment in Head Start. Also, after each visit to the doctor or clinic you will need to show the shot record to the Campus Director or the Family Service Worker for our records. Children must have a current or up to date immunizations record before school admittance.

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.

All Head Start children enrolled must receive a dental examination every 6 months. Although a child may be receiving treatment, the second dental examination is due 6 months after the initial dental exam date.

Parents are primarily responsible for setting and keeping appointments. Staff is available to assist in setting appointments and obtaining transportation when needed.

Upon enrollment of your child into Head Start, staff will assess when your child is due for a dental exam and if your family has a Primary Care Dentist.

You will receive a reminder letter one (1) month prior to Head Start requesting an appointment time. You as a parent have one (1) week after the due date to notify Head Start Staff of the appointment time. You as the parent should bring your child's insurance information to the appointment.

A copy of the dental exam is required for your child's file. This is primarily your responsibility as a parent to obtain a copy of the dental record from the provider. The record should indicate what was performed at the time of the appointment, any treatment or follow up needed, any instruction given or needed and whether the exam is complete or not. The record must be signed and dated by the provider.

Head Start provides assistance including obtaining transportation (if needed) for you and your child. You as a parent or parent representative must accompany your child to the appointment. The parent representative must be 18 years or older.

If the appointment is cancelled or missed Head Start staff will contact you the parent to assess for assistance in dental completion.

If your child requires treatment or follow-up you have 2 weeks to set that appointment to begin treatment. Head Start staff will remain available to assist you.

DENTAL EXAMINATION



Insert

Recommended Immunization Schedule for Persons Aged
0-18 Years United States 2017



NUTRITION

Identification of each child's needs:

1. Nutritional & Medical assessments are completed, as a part of the Acceptance Packet.
2. Emergency information including medications taken by the child, food, drink or medication allergies, special diet and religious restrictions, is obtained as a part of the Acceptance Packet and is updated through out the year.
3. A Physicians statement is required for special diets, food/medication allergies or food intolerances.

Nutritional Services:

1. A variety of healthy foods including bread/grains, vegetables, fruits, meat/meat alternatives and milk products will be served.
2. Modifications are made through the ISD for those children with disabilities that require special diets.

Family Assistance:

1. Parents will be provided with education in good nutrition, using:
 - i. One-on one consultation,
 - ii. Parent Meetings
 - iii. Coordination with Community Services
 - iv. Periodic Handouts
- v. Menus
- vi. Other nutritional Information
2. Nutritious foods will be provided at parent functions
3. Referrals will be made to a Register Dietician, as needed.

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 will 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 these events. 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.



Food Allergies and Dietary Restrictions

If your child requires a special diet because of Health or Medical reasons or you may have any questions concerning your child's dietary needs, please inform your Family Service Worker for a consultation with CSNT Nutrition Manager. If a prescription is required for dietary supplements, medication administration policies will be followed and documentation will be noted on medication form.

Written Physician's statements are required for any dietary alterations and statements must be on file for each child with a medical or dietary problem. Individualized care plans will be implemented as indicated. CSNT Head Start cannot accept parent or guardian statements.

Food Experiences

All food served to the children will be nutritious and a variety of foods will be provided in adequate amounts to ensure growth and development. Food experiences will be conducted in the classroom under the instruction of the teaching staff and will be implemented with the classroom curriculum.

All children will be offered nutritious meals. All foods served will be high in nutrients, low in fat, sugar, and salt. Campus staff provide Family Style meals providing encouragement, but children are not forced to eat or taste food.

We serve children's meals Family Style, with both children and teachers seated around the table for one meal and communicate with each other showing good table manners. The policy is to have children taste at least one bite of each food on the table. If they decide they don't like a food, we do not force them to eat more. If the children want to eat their fruit or dessert first and then eat other foods on their plates, they may do so. No food should be or will be a reward or punishment to children. Each child has the opportunity to help set the table and each child cleans up after him/herself with the supervision of teachers and teacher assistants.

Children with special diets will have foods provided to meet their needs.

All staff, children and volunteers must follow good hand washing practices. Staff and volunteers will promote effective dental hygiene in conjunction with a meal.

Field Trip Meals

When a field trip is scheduled, the Lead Teacher must make plans for the children to eat sack lunches. All field trip lunches must have approval from the Nutrition Manager. The ISD will prepare the sack lunches for School District locations.

Classroom Nutrition Activities

Classroom Nutrition Activities will be offered in conjunction with the curriculum once a week. Classroom Food experiences will be offered once a month.

Candy Policy

According to CSNT Nutrition Policy 2a. Parents may not bring food, candy or gum for their child to the school.

Candy, and gum may not be consumed in Head Start classrooms at any time.

(Not even on special occasions, holidays or field trips)

Anemia Testing

Anemia is diminished oxygen-carrying capacity of the blood: a decrease in hemoglobin in the blood. (Mosby, 1994)

Upon enrollment of your child into Head Start a copy of your child's physical is required.

All children enrolled must have results for Hemoglobin and/or Hematocrit within 45 days of entering the classroom. These results must be on or since your child's eighteenth month. (This is required by the THStep Periodicity schedule).

If your child is on the WIC Program these results may be obtained from there. As with all health information, it is your responsibility to provide Family Services with this information.

Any child that does not have this lab within the timeline will have hemoglobin and/or hematocrit screenings within forty-five (45) days of entry into the Campus. The Child is to be referred to their physician for completion of the lab. It is our goal to detect any of our Head Start Children who have low hemoglobin levels and who should be further evaluated by our Nutritionist or Child's physician.

Children whose hematocrit results are <33% or hemoglobin results are < 11 should be re-screened within 4-6 weeks, or follow any recommendations the PCP has ordered.

Overweight/Underweight/Short Stature



Weight, combined with height, is one indicator of a child's development and health. Tracked over time, these measurements can help tell if a child is growing properly. For example, if a child is consistently underweight based on height, it may be a sign of a nutritional deficiency, which could place a child at risk for infection. Overweight may be a gauge of unhealthy dietary or physical activity patterns or other concerns. Children who are overweight are more likely to suffer from high blood pressure, high cholesterol, Type 2 diabetes, asthma, and sleep problems.

Children will be weighed and their heights will be measured once within the first forty five days of enrollment to the program year. The family service workers will utilize heights and weights completed at the doctors office. The results will be graphed on a growth chart. Height and weight screening is the simplest, quickest and one of the most important screenings available. The height and weight of a child provides a baseline of his or her current condition and metabolism, which consist of the various chemical reactions in the body. Changes in these measurements can indicate a problem in general health or normal development.

If it is determined your child is overweight, underweight or short in stature he/she will be referred as follows:

- **The child is “medically sound”, (based on the history, family assessment, and physical exam), refer to the Nutrition Manager for family counseling and education.**
- **If the child is determined to have a health problem, a referral will be sent to the Health Specialist and the child referred to their Primary Care Physician PCP for evaluation.**
- **Parents will receive a BMI parent letter once a year.**



Parent/Guardian Civil Rights Policy Statement

- 1) Community Services of Northeast Texas, Inc. does not discriminate on the basis of race, color, sex, national origin, age, religion, political belief, or disability. To file a complaint of discrimination write to Director, Civil Rights Office, Texas Health and Human Services Commission, P. O. Box 13247, Austin, TX 78711, or the U.S. Department of Agriculture (USDA), Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (Voice and TDD). Note: Discrimination complaints based on religion or political belief must be referred only to the Civil Rights Office, Texas Health and Human Services Commission.

- 2) Civil rights and complaint policies and procedures are contained in the CSNT Head Start Campus Operating Manual, which is issued to Parents/Guardians by CSNT Family Service Workers during orientation.

- 3) The Family Service Worker will give Parents/Guardians a complaint procedure at the time of registration.

- 4) The Campus Director will assist Parents and/or Guardians with their complaints.

Parent/Guardian Civil Rights Complaint Procedure

Definition: A complaint is defined as a Parent's/Guardian's expressed feeling of dissatisfaction that the Campus has discriminated against a child because of race, sex, color, national origin, age, or handicap in the operation of the Child Care Food Program or other programs at CSNT.

Procedure:

- 1) Aggrieved Parent/Guardian will ensure that the facts presented in the complaint are truthful and accurate to the best of their knowledge.
- 2) The aggrieved Parent/Guardian is responsible for ensuring that their complaint is processed until they are satisfied or their right to appeal is exhausted.

CSNT provides the following procedure to assure all Parents/Guardians that any complaint which relates to the interpretation, application or operation of Child Care Food Program with respect of discrimination are fully considered.

Step 1: Within five working days following the occurrence, bring a written statement of your complaint or problem to the Campus Director, who will respond to you within five working days. *State your complaint below; if necessary attach additional documentation.*

What do you think should be done?

Parent/Guardian Signature	Campus Director Signature
Date	Date

Results of investigation conducted by Campus Director:

Parent/Guardian Civil Rights Complaint Procedure

Step 2: If the Parent/Guardian is not satisfied with the Campus Director’s decision, they may forward all pertinent and written documentation to the Head Start Director and the Executive Director at CSNT, Inc., P.O. Box 427, Linden, TX 75563 within five working days. The Campus Director will assist the Parent/Guardian in this process if the Parent/Guardian requests their assistance. The Head Start Director and the Executive Director will have five working days to respond in writing to the Parent/Guardian.

Date Documentation Received, _____

Date Head Start Director/Executive Director Response sent to Parent/Guardian, _____

Step 3: If the Parent/Guardian is still not satisfied with the decision of the Head Start Director and the Executive Director, the Parent/Guardian should write immediately to TDHS.

- 1) Texas Department of Human Services
Director, Civil Rights Division
P.O. Box 148030
Austin, TX 78714-9030

or

- 2) Secretary of Agriculture
Washington, D.C. 20250

The Campus Director will assist the Parent/Guardian in forwarding the complaint if they are unable to do so.

_____ I do wish to appeal this complaint to Step 3.

_____ I do not wish to appeal this complaint to Step 3.

Parent/Guardian Signature Date

Campus Director Signature Date

Insert USDA Parent Letter
English

Insert USDA Parent Letter
Spanish

WIC: The Special Supplemental Nutrition Program for Women, Infants, and Children

What is WIC?

WIC is a nutrition program for women, infants and children. It teaches young families how to stay healthy through better nutrition and how to stretch a tight food budget. It also provides supplemental foods and helps families access health and medical services. Some WIC clinics provide childhood immunizations, and others can refer families to the nearest shot clinic. WIC educates women about the benefits of breastfeeding, and it offers guidance and support to breastfeeding women.

Who is eligible?

Women who are pregnant, breastfeeding, or have an infant younger than 6 months.

Infants and children younger 5.

Applicants must have a household income at or below 185% of the U.S. poverty level (see the guidelines below), they must be a state resident, and they must qualify nutritionally. U.S. citizenship is not a requirement. WIC applicants who participate in Food Stamps, Medicaid, or TANF automatically meet the income eligibility requirements.

WIC INCOME GUIDELINES Table
185% Federal Poverty Level
Effective July 1, 2017—June 30, 2018

48 Contiguous States, D.C., Guam and Territories					
Persons in Family or Household Size	Annual	Monthly	Twice-Monthly	Bi-Weekly	Weekly
1	\$22,311	\$1,860	\$830	\$859	\$430
2	30,044	2,504	1,252	1,156	578
3	37,777	3,149	1,575	1,453	727
4	45,510	3,793	1,897	1,751	876
5	53,243	4,437	2,219	2,048	1,024
6	60,976	5,082	2,541	2,346	1,173
7	68,709	5,726	2,863	2,643	1,322
8	76,442	6,371	3,186	2,941	1,471
Each Add'l Member Add	+ \$7,733	+ \$645	+ \$323	+ \$298	+ \$149

Disability



- Community Services of Northeast Texas, Inc. provides special services and support in the areas of identification, preventive and remedial treatment to children with special needs and families in accordance with 1302.61.
- CSNT Head Start staff will be working and implementing with our ISD partners thru CIT (Campus Intervention Team) and IDEA (Individuals with Disabilities Education Improvement Act of 2004) promoting improved achievement by all students. 1302.62.
- The goal of the CIT is to improve academic outcomes for all students by intervening early when any student shows signs that he or she is struggling. Data is gathered so that interventions focus on the unique needs of the struggling learner. The student's progress, response to the interventions, is monitored and used in making decision about strategies for the student's success.
- The Head Start Campus Intervention Team (HSCIT) is a support network consisting of the parent, teacher, campus director, education specialist, family service worker, ISD personnel and disability/mental health specialist.
- General guidelines are as follows:
 - A student is identified by the parent's concerns noted on the completed Ages and Stages Questionnaire and Parent/Teacher conferences.
 - The student is having difficulties in learning the age appropriate curriculum.
 - The student exhibits behavioral tendencies that interfere with learning.
 - The identified student may be referred to the Head Start Campus Intervention Team on a completed Data Intervention Form signed by the parent.
 - The team will gather appropriate factual data such as samples of work, child assessment, family input, and observations by teacher and Education Specialist.
 - The team will develop a plan and recommend interventions that may improve academic performance. Classroom teachers will implement intervention and report to CIT success or failure of the interventions. Any required documentation will be sent to the ISD to pursue eligible for services under IDEA, if needed.
- Parents interested in more information concerning services under IDEA should contact the Head Start Disability/ Mental Health Specialist.



Mental Health

- Mental health promotes a child's mental health along with social and emotional well-being.
- Mental health is important because having a positive social emotional well-being makes it easier for children to: have close relationships with family and friends, do well in school, learn new things, solve tough problems, develop patience (or not give up), focus on a task and ask for help.
- When young children are worried, sad, or angry, it can be hard to: make friends, follow directions, express feelings or wishes, follow simple directions, pay attention in class, solve problems in positive ways, and do well in school.
- Mental health professionals provide parents and staff with relevant training that will enable them to receive mental health services and information as needed. As part of the intervention, children and families in crisis receive appropriate referrals from authorized professionals.
- Delivery of mental health services are carried out through Memorandums of Understanding, collaborations, and agreements with mental health professionals, LEA's, and parental consent.
- Community Services of Northeast Texas, Inc. Head Start will assist in the monitoring of guidelines, the training activities for parents/families and staff working with the school districts and outside agencies, and serving on boards whose mission is to work with families who may need services.
- Parents will complete Ages & Stages Mental Health Questionnaire and a Social/Emotional Classroom observation will be complete by a professional Mental Health provider.
- Any questions or concerns on services should be directed to the Disability/ Mental Health Specialist.

Transportation



What is the EPIC Transportation Safety Education Curriculum?

In accordance with Head Start guidelines, Transportation Safety Education is implemented within the first 30 days of school. The curriculum covers vehicle safety and pedestrian safety and is presented as an ongoing part of Head Start education and includes components devoted to classroom activities, bus activities, parent education materials for use in home task, parent meetings, and home visits, to impact the health, safety, and well-being of the entire family.

Five Essential learning concepts of the EPIC Transportation Safety Education Curriculum

- **Safe riding practices**—Establishes safe behavior for riding on the bus to include key concepts of; “Think Safety First”, Find my seat, Buckle-up!, Keep my feet in front keeping aisles clear, and Use a quiet voice.
- **Safety procedures for boarding and leaving the vehicle**—Prepares children for safe loading and unloading on the bus to include key concepts of; Wait for my turn, Wait for the “OK” to load signal (thumbs up), Take one step at a time, and Hold onto the handrail.
- **Safety procedures in crossing the street to and from the vehicle at stops** -Teaches children safe street crossing procedures to include key concepts of; Take ten giant steps forward, STOP! LOOK! LISTEN!, Wait for the “OK” to cross signal (thumbs up), Cross-safely with an adult.
- **Recognition of the danger zones around the vehicle**—Helps children identify the danger zone areas around the bus to include key concepts of; In front of the bus, In rear of the bus, On both sides of the bus, and Anywhere near the wheels.
- **Evacuation procedures, including participating in an emergency evacuation drill conducted on the vehicle the child will be riding**—Involves children in an actual evacuation fire drill off the bus to include key concepts of; Listen to the bus driver, Follow directions, Walk quickly to the rear exit, Exit through the emergency door, and Go to the safe zone.

Transportation Rules

1. WRITTEN NOTICE must be given one day in advance if there is to be a change in pick-up or delivery, except in emergency situations.
2. Parents are requested to notify the Campus when a child will not be attending class
3. Parents are requested to notify the Campus a week in advance of moving.
4. Children must be dressed and ready when the bus arrives. Bus staff will not come to the door. If the child misses the bus, it is the parent's responsibility to carry the child to the Campus.
5. Children will be returned to the place where they were picked-up in the morning. When a child is delivered to his/her destination, the parent or authorized person must be seen so that the staff will know that there is someone to receive the child. Staff will leave children only with persons who have been authorized to receive them.
6. If no authorized person is present when the child reaches his/her destination, the child will be returned to the Campus; and it will be the parent's responsibility to see that the child is picked up at the Campus. The child will not be picked up by the bus again until the parent confers with Campus staff.
7. Drivers are to pull up to the curb or side of the road to load or unload the children. If it is not possible to pull up to the curb or side of the road, the parent and staff both share the responsibility for helping the child board and get off the bus safely.
8. Each child must always wear a seat belt. The seat belt must be in place before the vehicle is in motion. Each seat belt must be used by only one child.
9. Only Head Start children, staff, and volunteers will ride the bus to and from the Campus.
10. There will be no eating, drinking, or smoking on the bus.
11. Toys are not to be sent with the child unless requested by staff for special occasions: show and tell, etc.
12. There will be at least one bus monitor on the bus when children are being transported. Both the driver and the monitor are responsible for the safety and well-being of the children.
13. All staff and volunteers must receive orientation on transportation policy prior to participating in transportation services.
14. Parents or others who transport children to the Campus must accompany the child into the building, sign the daily log, and place the child with staff. Children can arrive at the Campus as early as 7:30 a.m. and should be picked up by 3:00 p.m.
15. Staff may determine if a child is ill at the time he/she boards the bus. A sick child will not be transported to the Campus.
16. Bus routes will run consistently as much as possible. When possible, staff will notify parents in advance if the bus will be at least 10 minutes late. If the child has not arrived at his/her destination within 10 minutes of the usual time, parents or whoever receives the child should call the Campus to make sure the child is on the bus.
17. Upon returning from transporting children, staff will make a complete visual sweep of the bus to insure that all children have exited. Staff will sign the Attendance Sheet to acknowledge that she/he has conducted the visual sweep.

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

Head Start Parent Responsibilities

As a Head Start Parent you assume a number of responsibilities, which include:

- Bringing your child to school each day.
- Keeping sick children at home.
- Bringing your child to the Campus before instruction begins. Breakfast is served between 7:30 am—8:30 am. Children arriving after 8:30 am are offered a supplemental breakfast.
- Picking your child up from the Campus before 2:30 pm Parents are encouraged to pick their child up at 2:30 pm/as Teachers planning and preparation is from 2:30 pm—3:30 pm.
- Call the Campus each day your child is absent.
- Calling the Campus if your child will be late.
- Notifying the Campus in writing if someone other than those listed on the designated pick up list will be picking up your child at the Campus.
- Informing the Campus of any changes in place of employment, home address and telephone number, work number and emergency numbers.
- Informing the teacher of any changes which might affect the child's behavior in the classroom.
- Attending monthly parent meetings and other planned parent trainings and activities.

My Rights as a Head Start Parent:

- To take part in major policy decisions affecting the planning and the operations of the program.
- To help develop adult programs which will improve daily living for my family and me.
- To be welcomed in the classroom.
- To choose whether or not to participate without fear of endangering my child's right to be in the program.
- To be informed regularly about my child's progress in Head Start.
- To always be treated with respect and dignity.
- To expect guidance for my child from Head Start teachers and staff that will help my child's total individual development.
- To be able to learn about the operation of the program.
- To take part in training and to increase my skill in areas of possible employment.
- To be informed about all community resources concerned with health, education and the improvement of family life.



Community Services of Northeast Texas, Inc Head Start

Philosophy is:

Parents are the primary educators of their children.

Parents and the community must become involved in all aspects of Head Start for Head Start to be successful.

In order for the family to be impacted for a lifetime of parent involvement a team comprised of parents, staff, and the community must interface to share ideas, information, resource, and services.

Parent Involvement Component

Parents have always been considered full partners in the Head Start program. Parents must have a full voice in staff selection, budget authorization, and approval of all program plans. Parents fulfill this role as volunteers on the policy council and Campus committees, giving significant amounts of time in the process.

Parents also serve in other capacities. Some work as classroom assistants, lunchroom and kitchen helpers, custodial assistants, bus attendants or office helpers.

Family Services Component

- The family services staff is the main link between the Head Start program, its families, and the larger community. Volunteers can help:
- Identify community groups that may help families meet basic needs, such as housing, food, clothing, and transportation needs.
- Identify community groups that may help families become self-sufficient.
- Recruit Head Start's target population-children from the community's neediest families.

Head Start Policy Council Members

The membership of the Policy Council shall consist of at least 51% parents of children currently enrolled in the Head Start program who are democratically elected by the parents. One parent representative and one alternate shall be elected from each Campus. Policy Council also consist of persons from the community that are interested in the education and development of the children served by Head Start and who can make some contribution to the program by virtue of their profession or experiences. There should be (4) community representatives ideally (1) from each county Head Start serves. Policy Council meets monthly at a date and time set by the Council. Meetings are open to anyone who wants to attend, however, only elected Policy Council members may vote.

POLICY COUNCIL MEMBERS

Each Head Start Campus selects at least one representative and one alternate. The duties of the Policy Council Representative are to:

1. Attend Policy Council meetings whenever held.
2. Notify his/her alternate if unable to attend a meeting.
3. Serve the needs of the Head Start Campus.
4. Attend any and all training sessions and committee meetings to assist the members in understanding their duties to the Policy Council and Head Start Campus.
5. To be informed and keep other parents informed about issues facing Policy Council.
6. To advocate for the best interests of all Head Start families.
7. To attend parent meetings and represent parent concerns to the Council.
8. To share Policy Council reports at the parent meetings.

Policy Council Representatives and Alternates will be :

1. Trained in the duties and responsibilities held by Policy Council.
2. Eligible for childcare supplements, which are offered to attending members.
3. Eligible for travel expenses which are supplemented for those traveling from outlying areas.

In-Kind

Head Start funds come directly from the federal government. However, the government only provides 80% of the funds necessary to operate the program. The other 20% must come from in-kind. In-Kind is the donation of time, space or materials used in the program that would otherwise be purchased. A dollar amount is assigned to all volunteer hours whether in the classroom, at the campus or at home.

Allowable cost must be:

Reasonable

Allocable

Adequately Documented

How Do We Keep Track of In-Kind?

Record ALL your donated time on forms available at the Campuses. Fill out the form each day you are involved or donate goods.

**REMEMBER - THINK IN-KIND
YOUR TIME MEANS \$\$\$ FOR
HEAD START**



Volunteer Hand- book



WHY ARE VOLUNTEERS IMPORTANT TO HEAD START?

Head Start programs have always relied on Head Start parents, citizens, and partnerships with other community agencies for a skilled and diverse volunteer pool. Volunteers provide a wide range of services and support to Head Start children and their families. Community and parent volunteers support and assist in the direct operation of each Head Start program through their involvement as policy council and advisory group members. Their decisions directly affect every aspect of the program including the budget, operating policies, and selection of staff.

The primary aims of having volunteers in the Head Start program are as follows:

- To increase additional staff in all areas of the program, thus increasing the effectiveness of paid staff.
- To give interested local citizens, including parents of the Head Start children, an opportunity to participate in the program.
- To establish a systematic method of mobilizing community resources for the expansion and improvement of the program.
- To build a better understanding for the overall War on Poverty and to stimulate widespread citizen support for improved services in education, health, and welfare for parents and their children. To help with the non-federal portion of the program's funding through volunteer/in-kind. 80% of the program's budget is funded by the federal government while the other 20% is funded with in-kind.
- Volunteer services have a long-range impact on the Head Start program, the child, the family, and the volunteer.

REQUIREMENTS FOR REGULAR VOLUNTEERS



According to Minimum Standards a regular volunteer is someone who volunteers on a recurring scheduled basis.

Requirements for a regular volunteer not counted in child/staff ratio: Background Check, Fingerprint, TB Test, Notarized Affidavit, Orientation to Child-Care Campus and Volunteer Application.

Requirements for a regular volunteer counted in child/staff ratio: Background Check, Fingerprint, TB Test, Notarized Affidavit, and Orientation to Child-Care Campus, Volunteer Application, and 18 years old or older, High School Diploma or Equivalent and Twenty Four Hours Pre-Service Training.

See Appendix "A" for Volunteer Application.

WHAT VOLUNTEERS CAN DO IN HEAD START?

Both community and parent volunteers are used in all areas of the Head Start program, in program administration as well as Head Start components:

Education Component: Volunteers in the classroom greatly extend the amount of adult/child interaction. They read stories to children, extend children's play, and support children's involvement in various activity centers. They also help programs meet various Head Start regulations, for example, that there are three adults in the classroom. One of these individuals is to be a volunteer. Volunteers can work with individual children, oversee learning centers, and make games and toys. In each of these instances the parent or community volunteer is an important part of the Campus staffing.

Volunteers may support the Education Specialist in an advisory capacity as well. Community and parent volunteers serving on an educational advisory committee can help develop the educational component plan, and review new materials.

NATIONAL HEAD START PROGRAM



Head Start is a Comprehensive Child Development Program initiated in 1965 as a part of the Federal Government's War on Poverty. Communities sponsoring the first Head Start programs mobilized parents, students, public, and private agencies, and community residents to assist in getting the program under way. Many of these individuals and groups participated on a voluntary basis and were essential to the successful beginning of Head Start. Head Start now serves over 909,201 children and their families throughout the country.

Head Start is designed for three through five year old preschool children of low-income families along with special needs children.

The overall goal of Head Start is to involve the entire family in an enriched learning process which involves promoting a greater degree of social competence in children of low-income families by strengthening their ability to cope with school and the world around them and by helping to create new opportunities for them and their families.

Head Start recognizes the parent as the prime educator of his/her child because parents are the most important influence on a child's development. So we encourage all parents to be involved in all phases of the program.

GRANTEE RELATIONSHIP

Head Start funding is done by the grantee, Community Services of Northeast TX., Inc. Community Services Head Start offers medical, dental, and psychological screenings of all children and referrals as needed. The agency currently operates Head Start Campuses in Atlanta, Bloomburg, Daingerfield-Lone Star, Hughes Springs, Linden, Naples, New Boston, Pittsburg, and Texarkana.

LOCAL PROGRAM OPTIONS

Community Services Head Start has Nine (9) campuses operating a total twenty (20) class rooms. The number of class(es) offered in each Campus is as follows: Atlanta - 3, Bloomburg - 1, Daingerfield-Lone Star-1, Hughes Springs - 3, Linden - 2, Naples - 1, New Boston - 2, Pittsburg - 3, Texarkana - 4. Each class serves 17 to 20 children. Community Services Head Start hours of operation are from 7:50 a.m. - 3:30 p.m.

HEAD START PROGRAM PERFORMANCE STANDARDS

The *Head Start Performance Standards* are the mandatory regulations that grantees and delegate agencies must implement in order to operate a Head Start program. It covers all the goals of the Head Start program as they may be achieved by the combined attainment of the objectives of the basic components (Education, Health, Mental Health, Nutrition, Social Services, and Parent Involvement) of the program, with emphasis on the program performance standards necessary and required to attain those objectives. The standards define the objectives and features of a quality Head Start program in concrete terms; they articulate a vision of service delivery to young children and families; and they provide a regulatory structure for the monitoring and enforcement of quality standards. Compliance with the performance standards is required as a condition of Federal Head Start funding.

A copy of the *Head Start Performance Standards* are located at each Campus and can be reviewed upon request.

FEDERAL POLICY REGARDING VOLUNTEERS

The first official policy document for Head Start programs was "The Head Start Manual of Policies and Instructions," published in 1967. It presented specific policies for Head Start including volunteers in the program. Some of the policies are as follows:

- Programs are expected to use volunteers to the fullest extent.
- The third person in the classroom is a volunteer.
- Volunteers' services claimed as part of the non-federal share must be documented by the time sheets.
- All personnel, including regular volunteers, who are in contact with children, must be screened for tuberculosis.
- Volunteers who eat with children will not have to pay for their meals.
- Volunteers will be covered with adequate insurance.
- Head Start programs must explore the use of other community resources.

The Head Start program tries to give parents and the community every possible chance to participate in the program.



Health Component: Every grantee is required to have a health advisory committee that includes parents and volunteer health professionals. This group helps the Head Start program to identify resources to meet the health needs of Head Start families and to meet policy requirements.

The health component uses professional volunteers to provide services to Head Start families. A dentist may offer dental cleaning and check-ups, a nutritionist may plan menus, a home economist may offer cooking classes to parents, or a psychologist may provide mental health evaluations.

The health component also uses volunteers in the classroom to support teacher efforts. Volunteers may teach children about personal hygiene, nutrition, and other health-related topics.

Parent Involvement Component: Parents have always been considered full partners in the Head Start program. Parents must have a full voice in staff selection, budget authorization, and approval of all program plans. Parents fulfill this role as volunteers on the policy council and Campus committees, giving significant amounts of time in the process.

Parents also serve in other capacities. Some work as classroom assistants, lunchroom and kitchen helpers, custodial assistant, bus attendants or office helpers.

Social Services Component: The social services staff is the main link between the Head Start program, its families, and the larger community. Volunteers can help:

- Identify community groups that may help families meet basic needs, such as housing, food, clothing, and transportation needs.
- Identify community groups that may help families become self-sufficient.
- Recruit Head Start's target population-children from the community's neediest families.

The social services component also may use volunteers for direct service. A parent or community volunteer may help with recruitment and enrollment activities.

Program Administration: Community and parent volunteers support and assist in the direct operation of each Head Start program through their involvement as policy council and advisory group members. Their decisions directly affect every aspect of the program including the budget, operating policies, and selection of staff.

See Appendix "B" for detailed Volunteer Job Descriptions. These are also available at all Campuses.

HOW TO BE THE BEST VOLUNTEER YOU CAN BE

The volunteer helps mold, shape and cultivate attitudes that encourage "active" learning participation.

THE BEST VOLUNTEER:

- Has respect for the individual child and his/her own unique personality.
- Responds positively to children's feelings.
- Actively listens to children with patience.
- Is mentally alert and poised in handling situations with kindness, fairness and consistency.
- Sincerely praises each child's growth and progress.
- The volunteer helps mold, shape and cultivate attitudes that encourage "active" learning participation.

INSURANCE AND LIABILITY

All employees and volunteers are covered by general liability.

TIME KEEPING

Volunteer's time should be kept on the Volunteer Timesheet (See Appendix "C"). Timesheets should be filled out and signed at the time of service. Completed Volunteer Timesheets are to be turned into the Campus Director for his/her signature by the end of each month. The volunteer should call the Campus Director or the designated staff if he/she is unable to volunteer on the day assigned.

All volunteers must follow the Head Start rules and regulations as the employees.

Appendix “A”

Volunteer Application

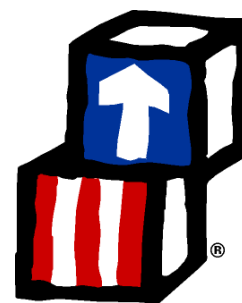
Appendix “B”

Volunteer Job Description

Appendix “C”
Volunteer Time Sheet

Resource Directory





This data reflects demographic information on the students who participated in this assessment session.

Total Students Participating:	382
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Students Age

Three Year Old :	35%	Four Year Old:	65%
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Gender

Male:	55%	Female:	45%
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Race

White: 40%	Black/African American: 38%	Two or more: 10%
	Other: 12%	Not Specified: 0%

Language*

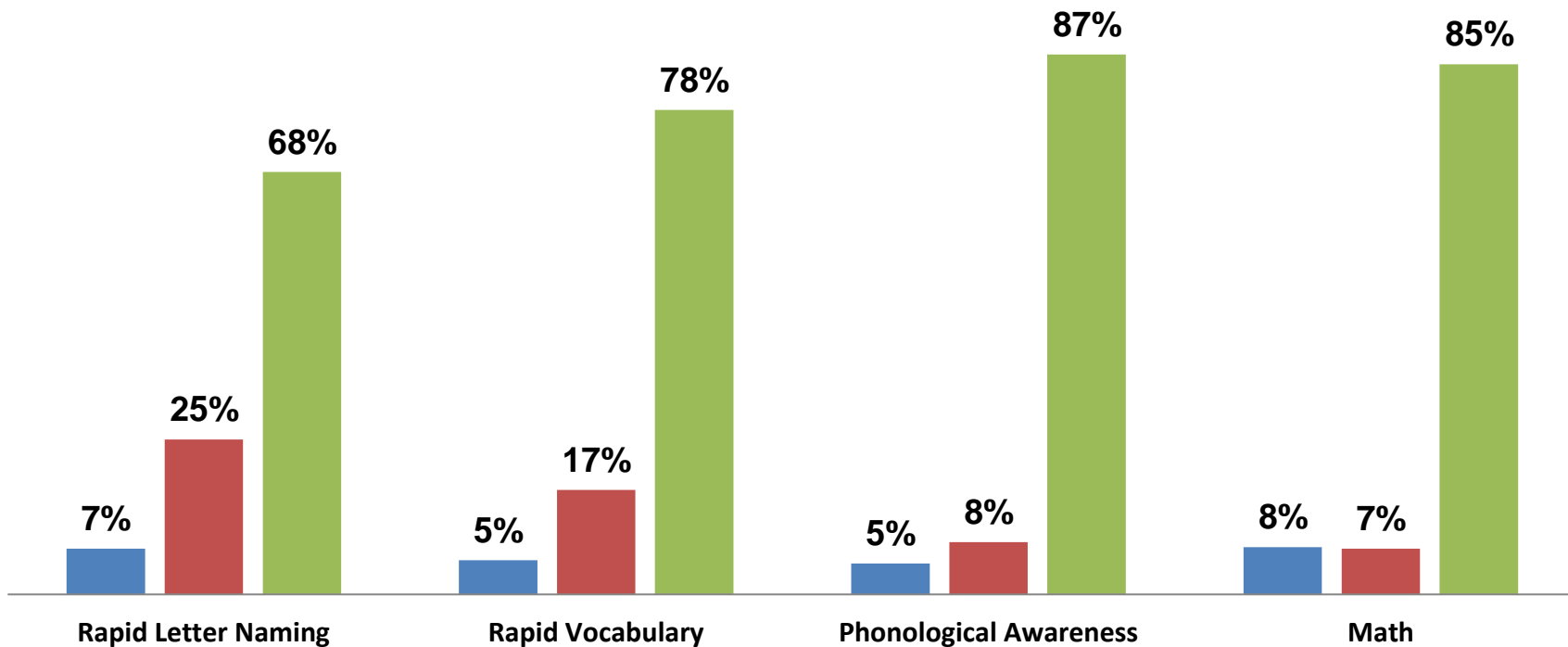
English: 90%	Spanish 10%	Unknown: 0%
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Disabilities

Yes:	12%	No:	88%
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CSNT Head Start CIRCLE Assessment Wave 3 Program Report 2017-2018

■ Monitor ■ Needs Support ■ On Track



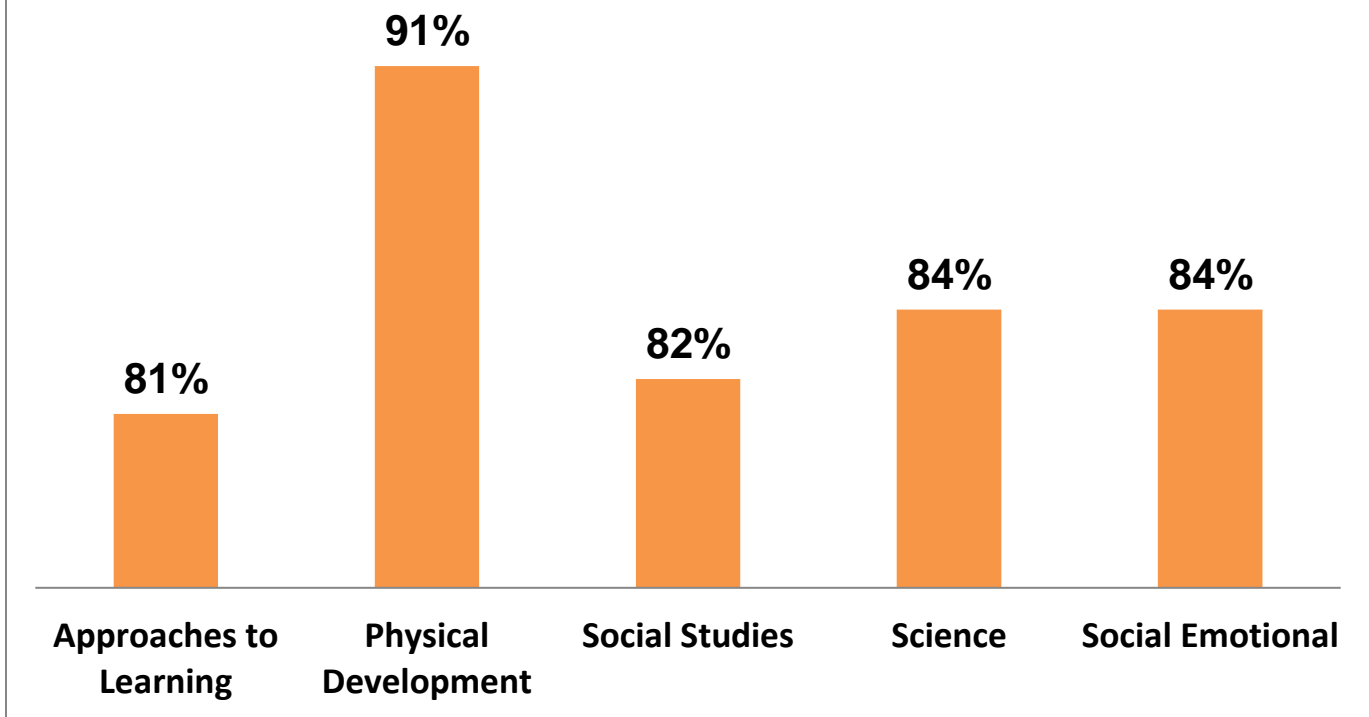
Students were assessed in Math and Phonological Awareness in the following area:

Math: Rote Counting, Shape Naming, Number Discrimination, Number Naming, Shape Discrimination, Counting Sets, Operations and Patterns.

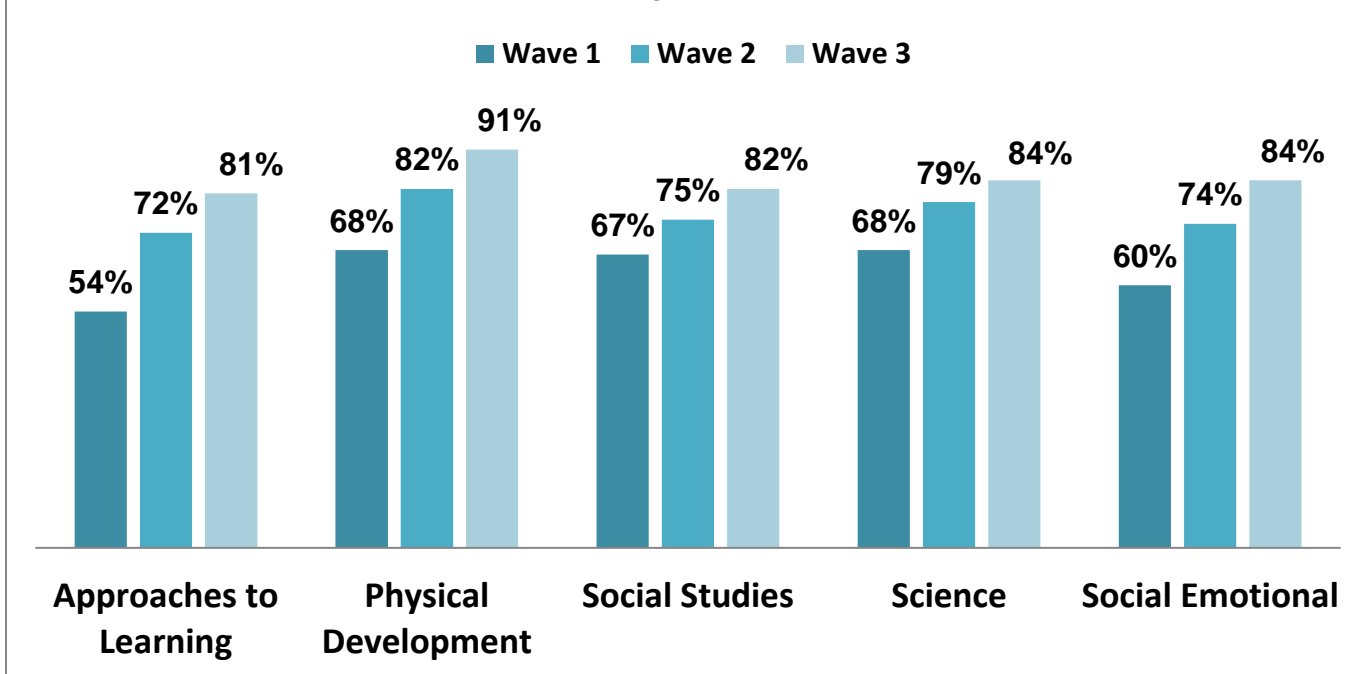
Phonological Awareness: Syllabication, On-set Rime, Alliteration, Rhyming, Listening and Words in a Sentence.

CSNT Head Start Program Report 2017-2018

CIRCLE Assessment - Wave 3



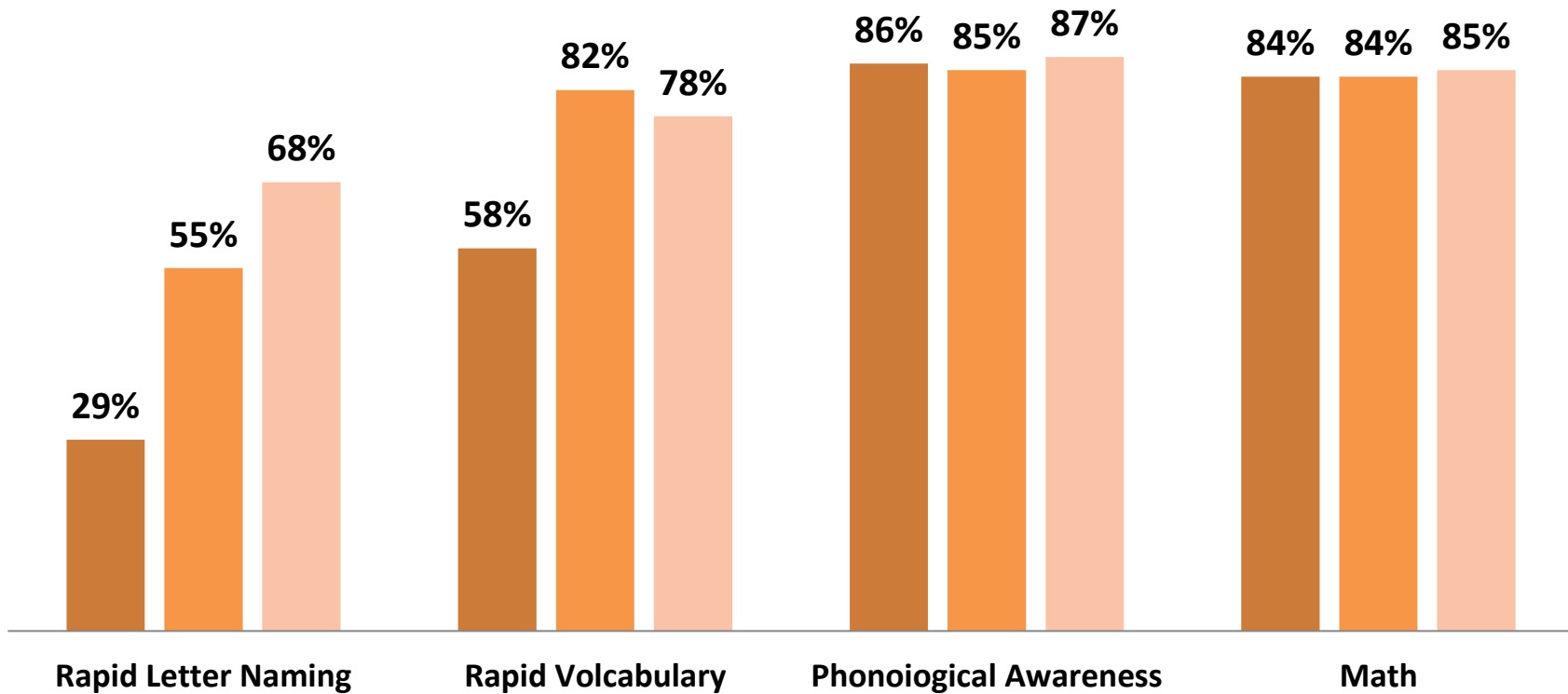
Comparison



Total percentage represents average of correct responses for each domain.

CSNT Head Start - CIRCLE Assessment "On Track" Comparison Report 2017-2018

■ Wave 1 ■ Wave 2 ■ Wave 3



Students were assessed in Math and Phonological Awareness in the following area:

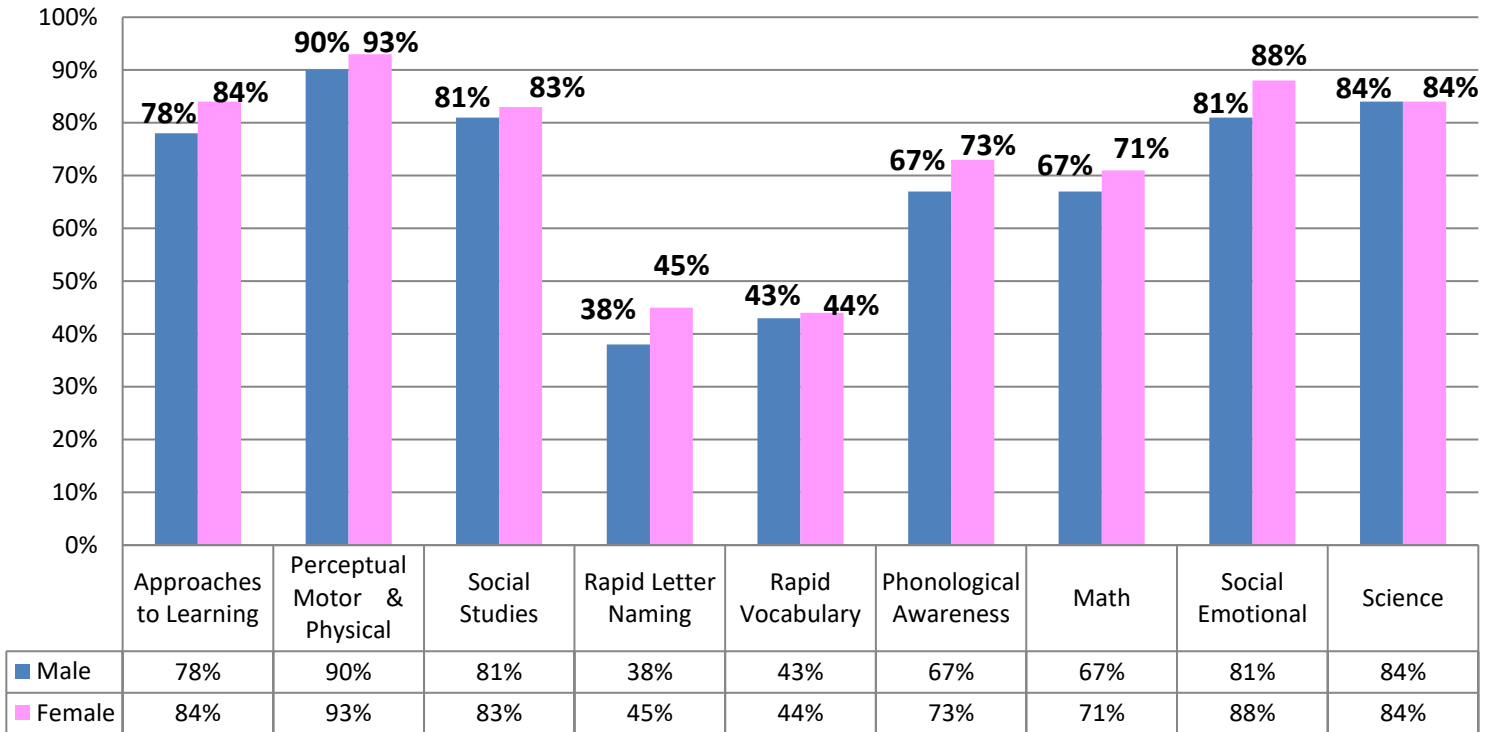
Math: Rote Counting, Shape Naming, Number Discrimination, Number Naming, Shape Discrimination, Counting Sets, Operations and Patterns.

Phonological Awareness: Syllabication, On-set Rime, Alliteration, Rhyming, Listening and Words in a Sentence.

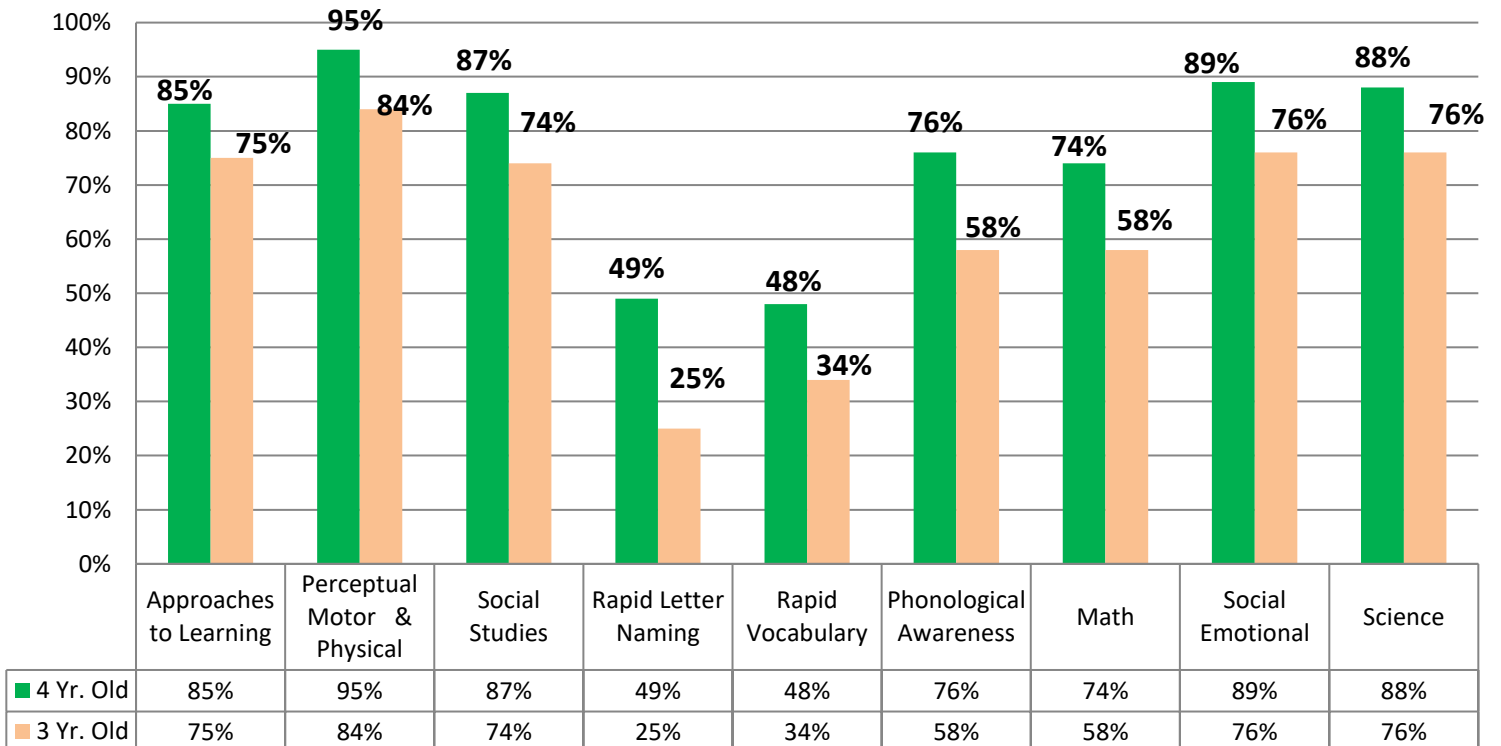
CSNT Head Start – CIRCLE Assessment

Wave 3 Comparison Data 2017-2018

Male / Female Comparison

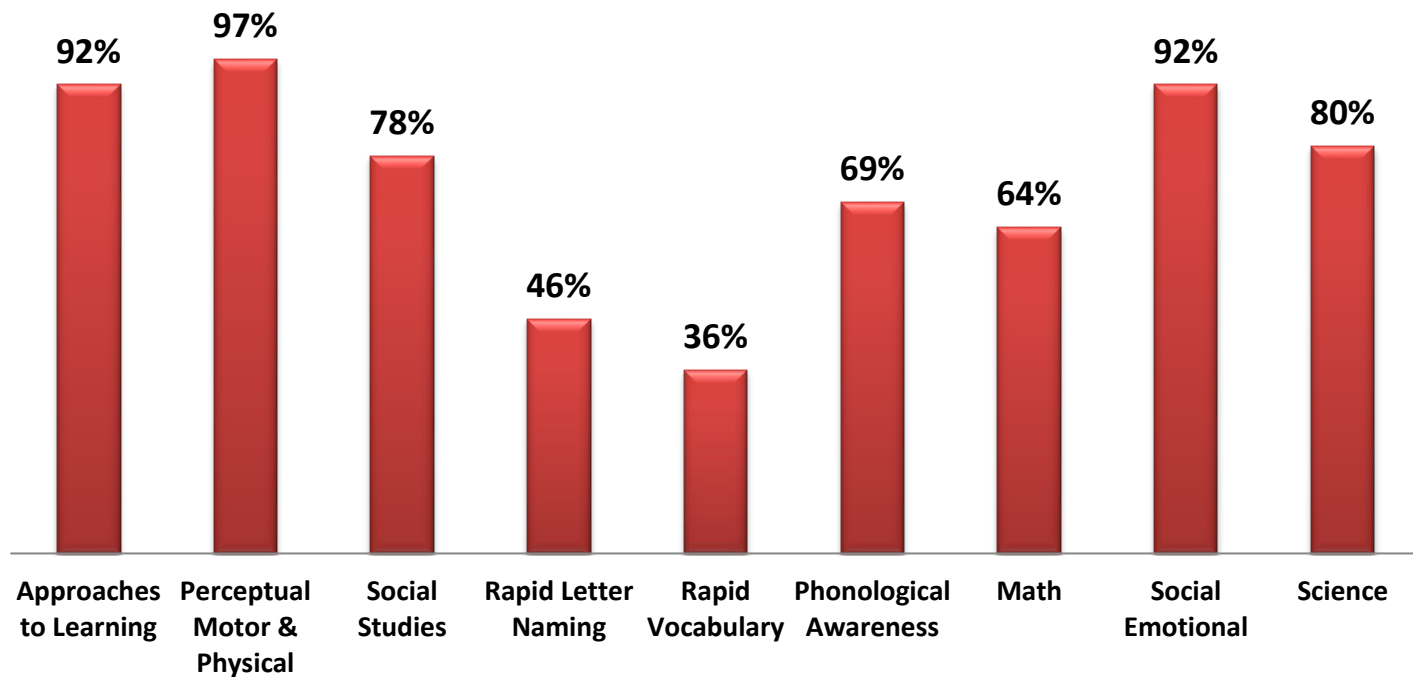


Age Comparison



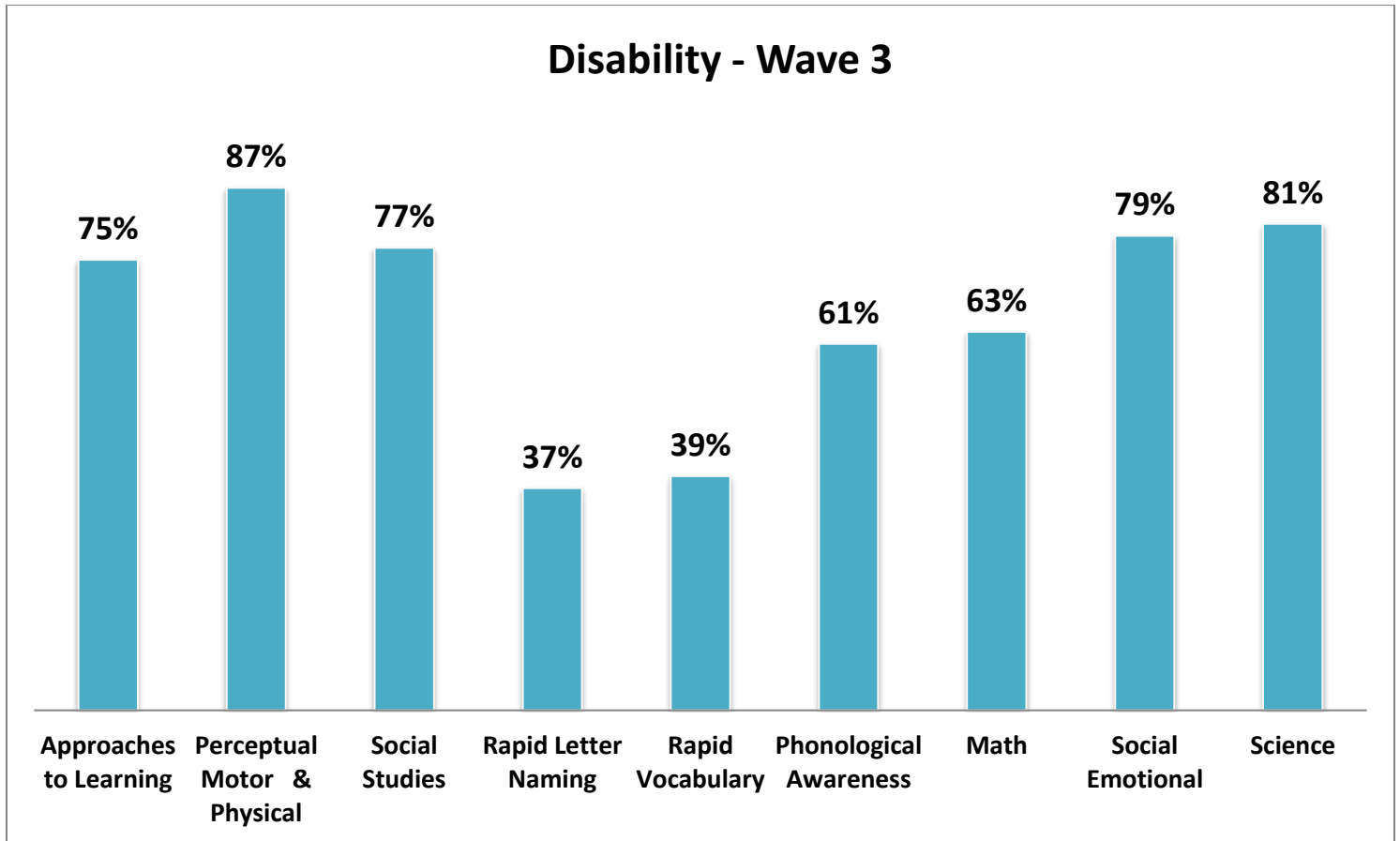
CSNT Head Start – CIRCLE Assessment 2017-2018

Dual Language Learners Wave 3



	Wave 1	Wave 2	Wave 3
Approaches to Learning	39%	62%	92%
Perceptual Motor & Physical	58%	72%	97%
Social Studies	49%	58%	78%
Rapid Letter Naming	18%	30%	46%
Rapid Vocabulary	15%	28%	36%
Phonological Awareness	39%	47%	69%
Math	36%	53%	64%
Social Emotional	51%	66%	92%
Science	52%	64%	80%

CSNT Head Start – CIRCLE Assessment 2017-2018



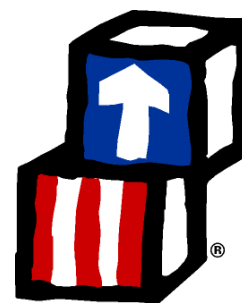
	Wave 1	Wave 2	Wave 3
Approaches to Learning	45%	66%	75%
Perceptual Motor & Physical	59%	81%	87%
Social Studies	67%	76%	77%
Rapid Letter Naming	15%	25%	37%
Rapid Vocabulary	26%	38%	39%
Phonological Awareness	42%	54%	61%
Math	42%	54%	63%
Social Emotional	54%	70%	79%
Science	71%	80%	81%

CSNT Head Start – CIRCLE Assessment

Wave 3 Race Comparison Data 2017-2018

	White	Black / African American	Other	2 or More Races
Approaches to Learning	81%	75%	81%	77%
Perceptual Motor/Physical	87%	90%	95%	91%
Social Studies	84%	78%	67%	85%
Rapid Letter Naming	36%	41%	34%	55%
Rapid Vocabulary	44%	41%	36%	54%
Phonological Awareness	68%	66%	64%	75%
Math	67%	67%	56%	74%
Social Emotional	82%	80%	89%	82%
Science	85%	80%	74%	86%

Percentage represents total number of correct responses for each domain.



This data reflects demographic information on the students who participated in this assessment session.

Total Students Participating:	148
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Students Age

Three Year Old :	49%	Four Year Old:	51%
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Gender

Male:	47%	Female:	53%
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Race

White: 5%	Black/African American: 83%	Two or more: 7%
	Other: 5%	Not Specified: 0%

Language

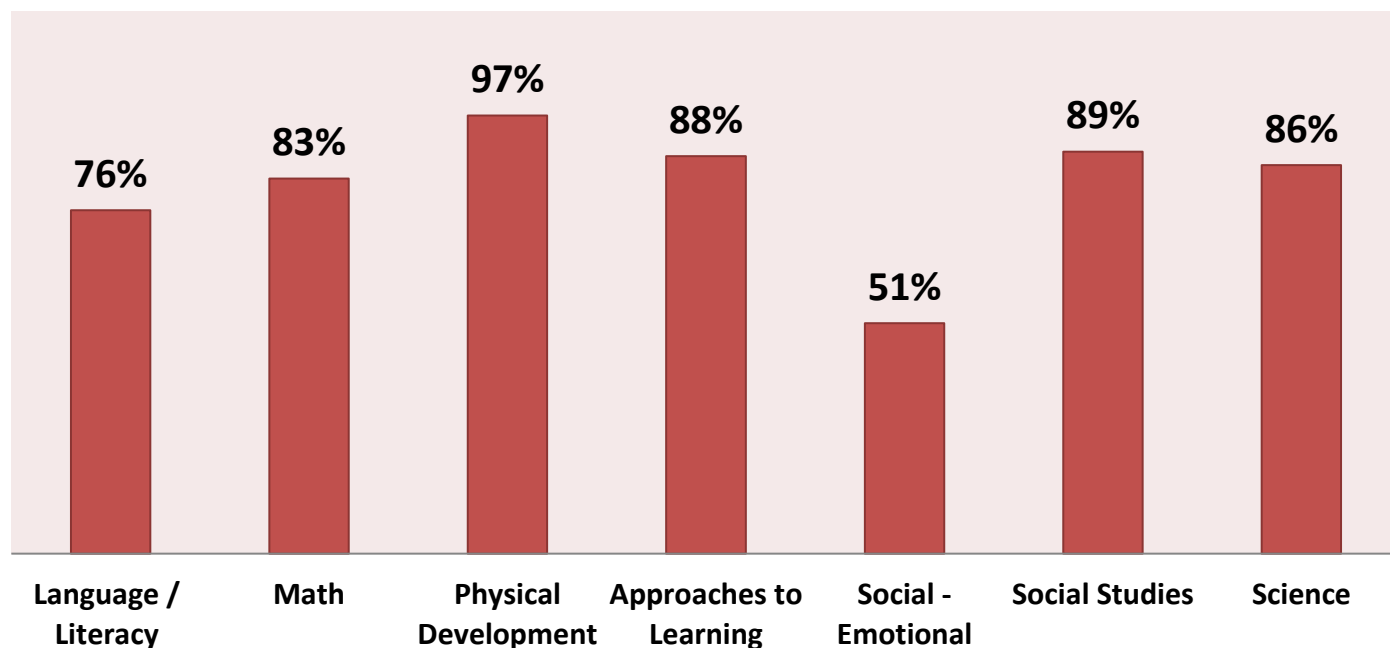
English: 100%	Spanish 0%	Unknown: 0%
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Disabilities

Yes:	4%	No:	96%
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CSNT Head Start Frog Street Assessment 2017-2018

End of Year

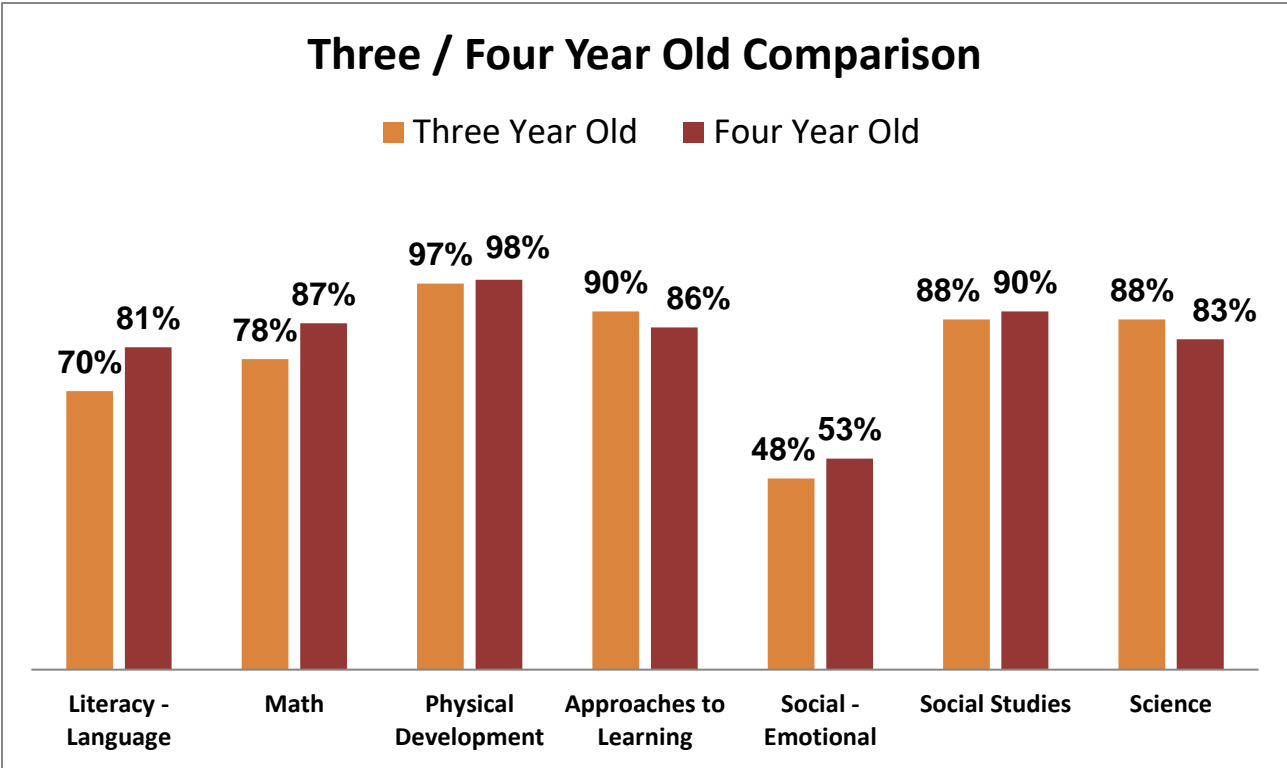
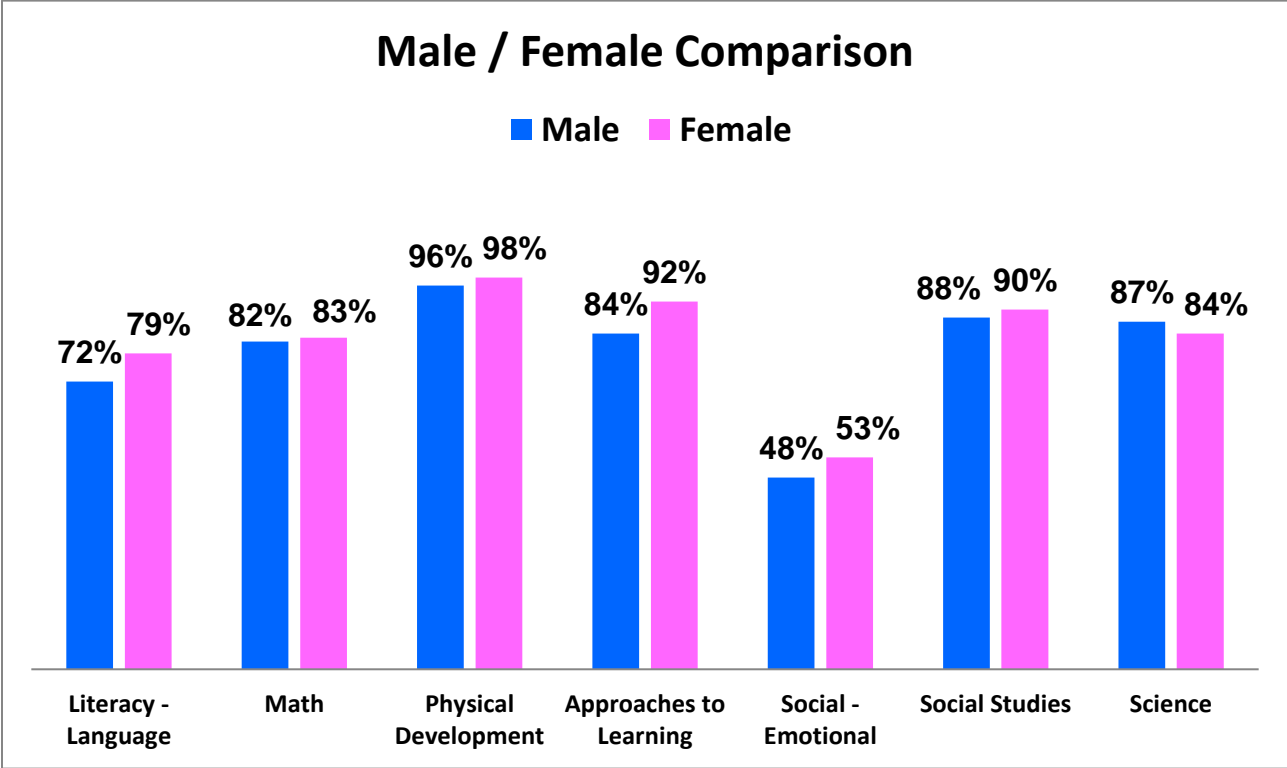


	Beginning of Year	Middle of Year	End of Year
Language / Literacy	43%	59%	76%
Math	46%	68%	83%
Physical Development	78%	92%	97%
Approaches to Learning	69%	79%	88%
Social -Emotional	40%	49%	51%
Social Studies	73%	82%	89%
Science	59%	72%	86%

Percentage represents total number of correct responses for each domain.

CSNT Head Start Frog Street Assessment

Comparison Data – End of Year 2017-2018



Percentage represents total number of correct responses for each domain.

CSNT Head Start – Frog Street Assessment

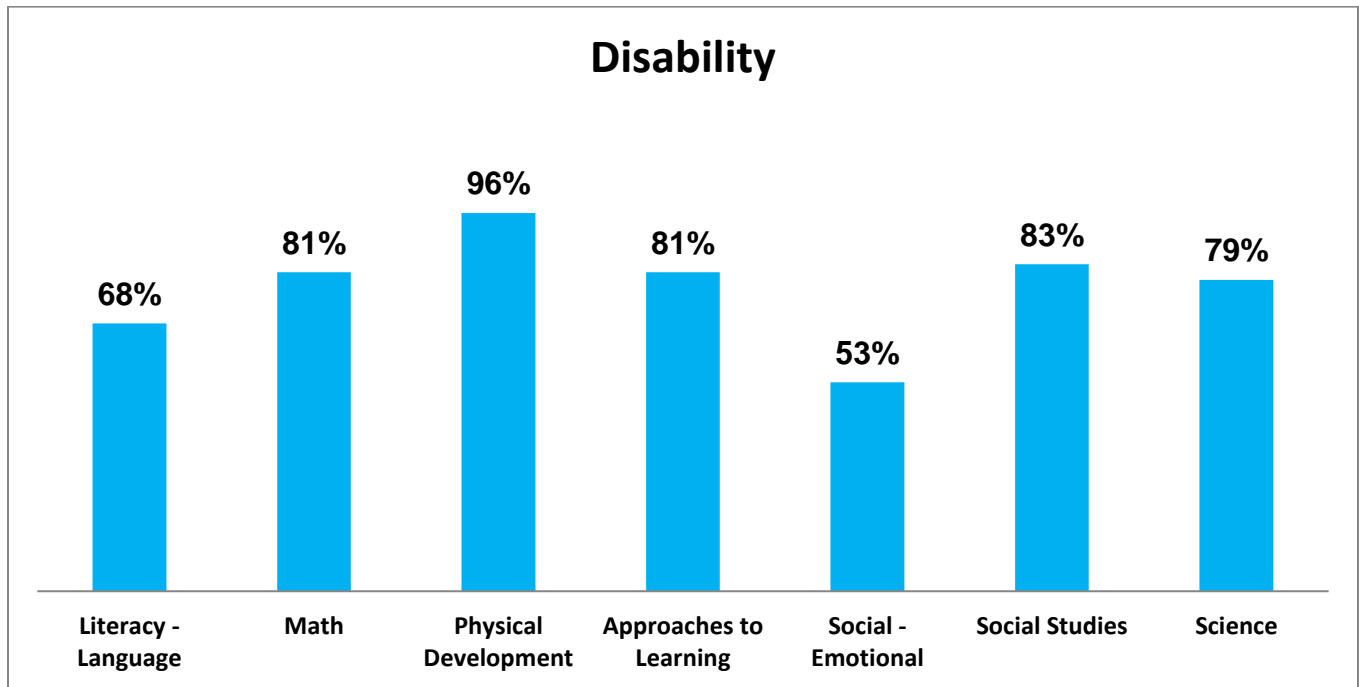
End of Year - Race Comparison Data 2017-2018

	White	Black / African American	Other	2 or More Races
Literacy / Language	72%	75%	70%	87%
Math	88%	82%	74%	92%
Physical Development	100%	97%	96%	99%
Approaches to Learning	91%	86%	100%	95%
Social - Emotional	52%	49%	57%	60%
Social Studies	89%	89%	76%	98%
Science	88%	86%	86%	83%

Percentage represents total number of correct responses for each domain.

CSNT Head Start Frog Street Assessment

End of Year 2017-2018



Disability	BOY	MOY	EOY
Literacy -Language	36%	60%	68%
Math	33%	61%	81%
Physical Development	67%	100%	96%
Approaches to Learning	33%	94%	81%
Social -Emotional	38%	38%	53%
Social Studies	23%	75%	83%
Science	17%	88%	79%

Percentage represents total number of correct responses for each domain.

English Language Acquisition

Texarkana Head Start / ISD have all English speaking students on the Dunbar campus. Texarkana ISD partnership provides a bilingual program at the Nash ISD campus.

CLASS 2017-2018

Emotional Support
 9 of 18 (50%)
 Of Teachers at 6 or Above for Year

Classroom Organization
 5 of 18 (28%)
 Of Teachers at 6 or Above for Year

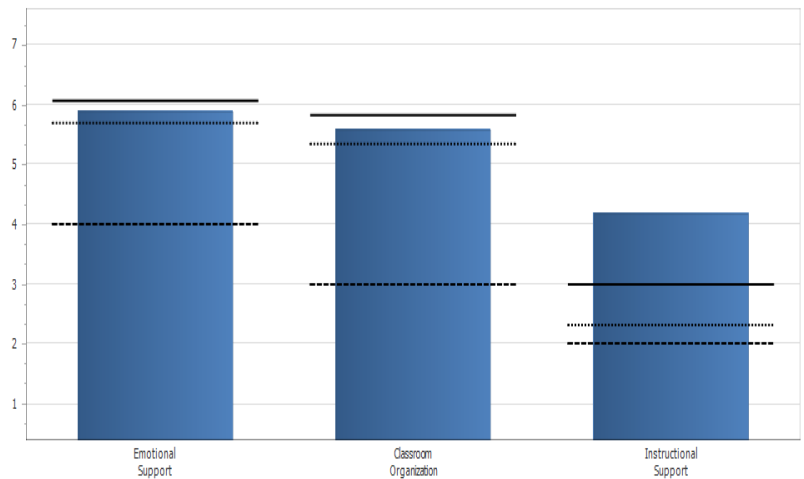
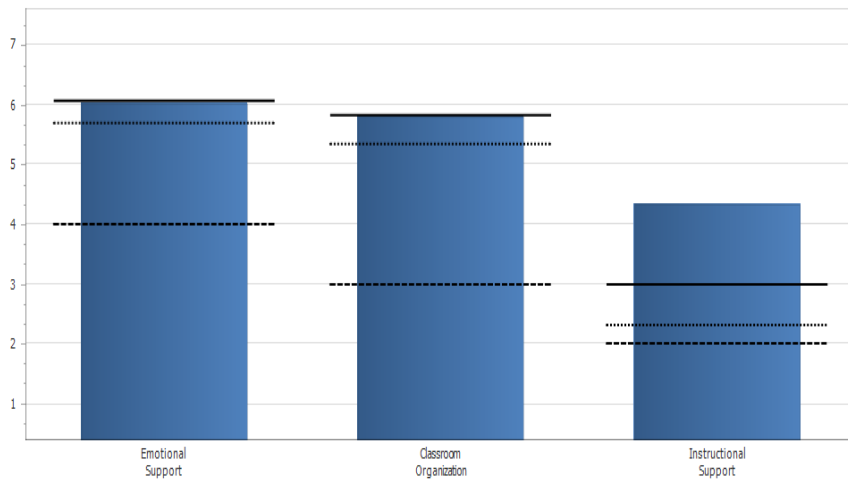
Instructional Support
 11 of 18 (28%)
 Of Teachers at 5 to 5.99 for Year

Emotional Support
 11 of 18 (61%)
 Of Teachers Improved from Fall to Spring

Classroom Organization
 11 of 18 (61%)
 Of Teachers Improved from Fall to Spring

Instructional Support
 16 of 18 (89%)
 Of Teachers Improved from Fall to Spring

Domain	Lowest 10%	Median (50%)	Highest 10%
Emotional Support	5.7024	6.09	6.48
Classroom Organization	5.3264	5.85	6.33
Instructional Support	2.3095	2.97	3.65



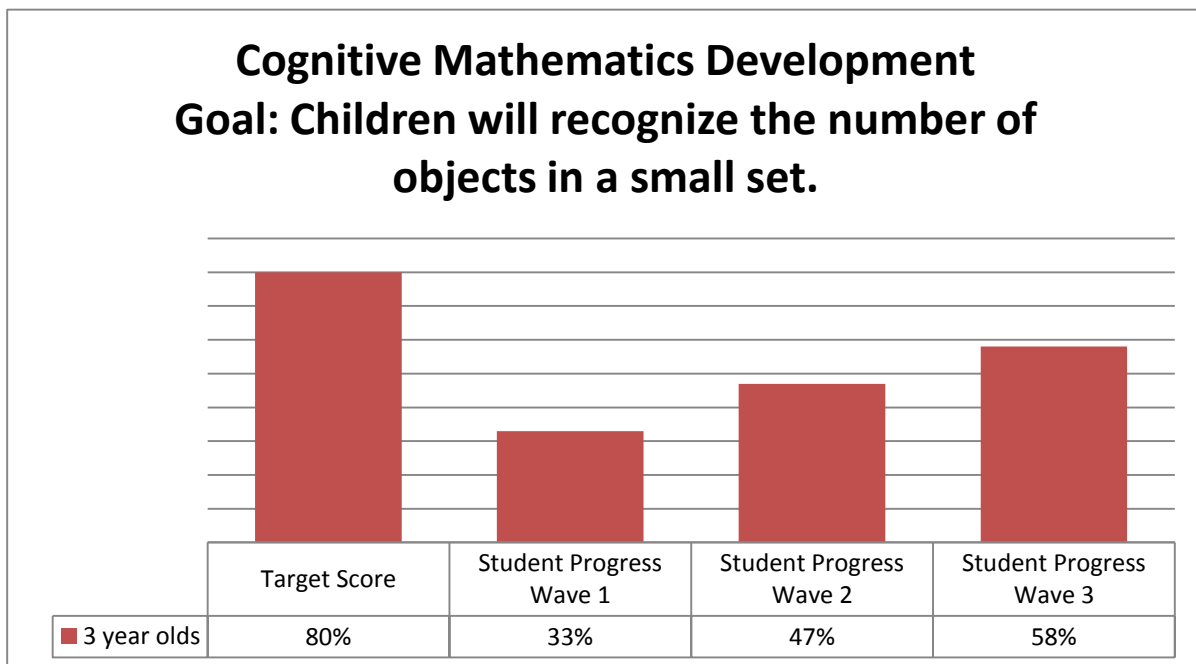
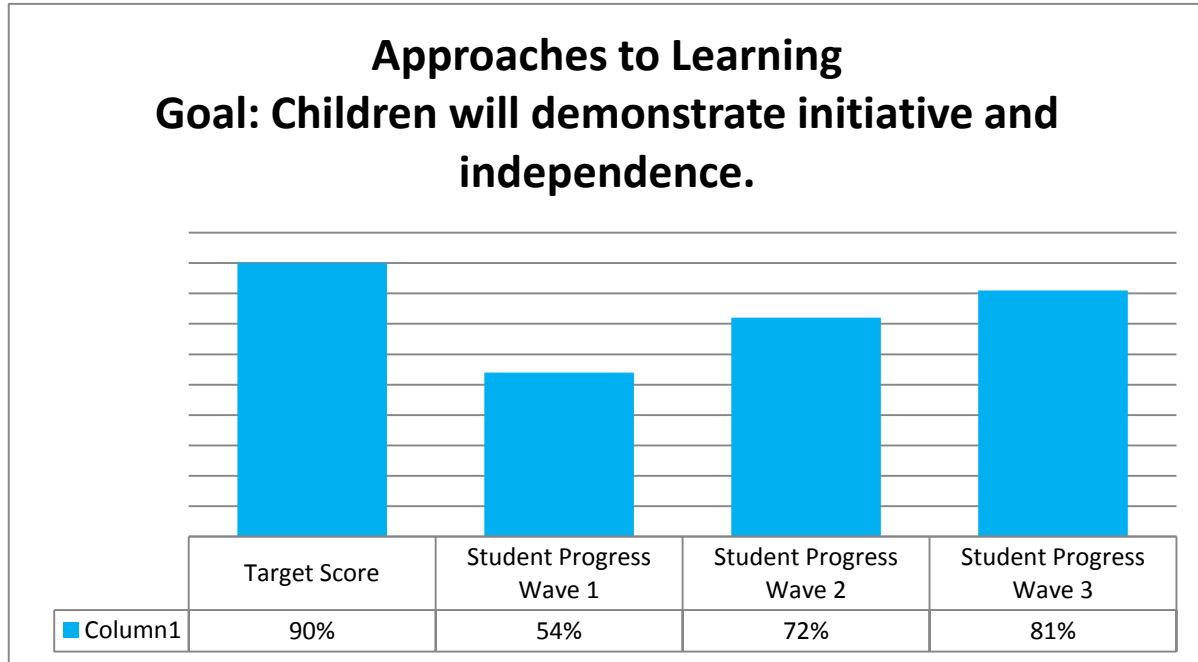
Spring 2018	ES	CO	IS
3/6/18 - 4/4/18	6.02	5.8	4.32

2017 Lowest 10% Nationally
 Re-Competition Level -----
 2017 National Average _____

2017-2018	ES	CO	IS
10/19/17 - 4/4/18	5.89	5.59	4.18

CSNT Head Start
School Readiness Performance Data Report
2017-2018

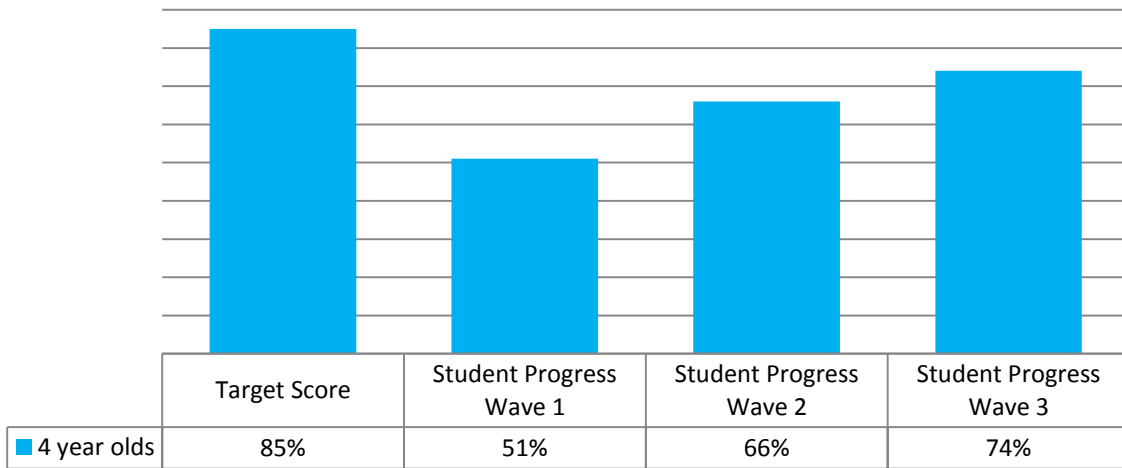
CIRCLE ASSESSMENT



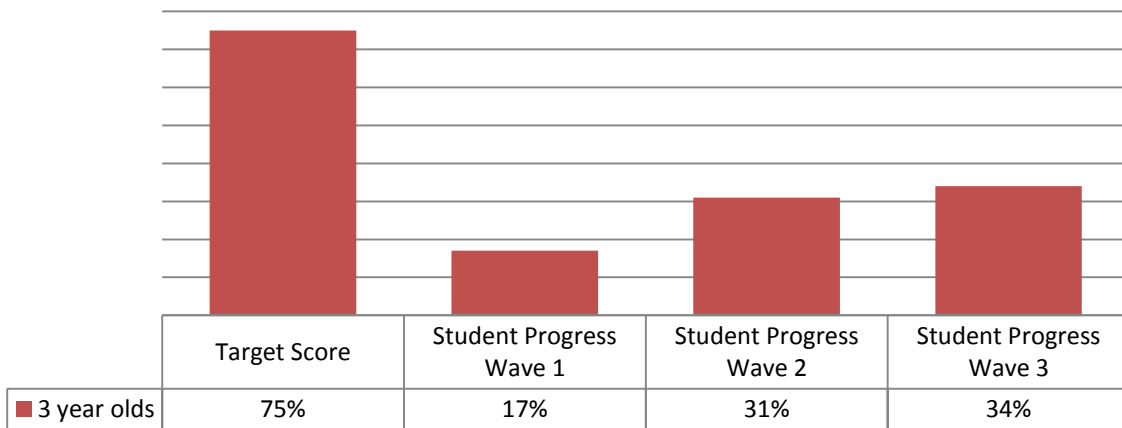
CSNT Head Start
School Readiness Performance Data Report
2017-2018

CIRCLE ASSESSMENT

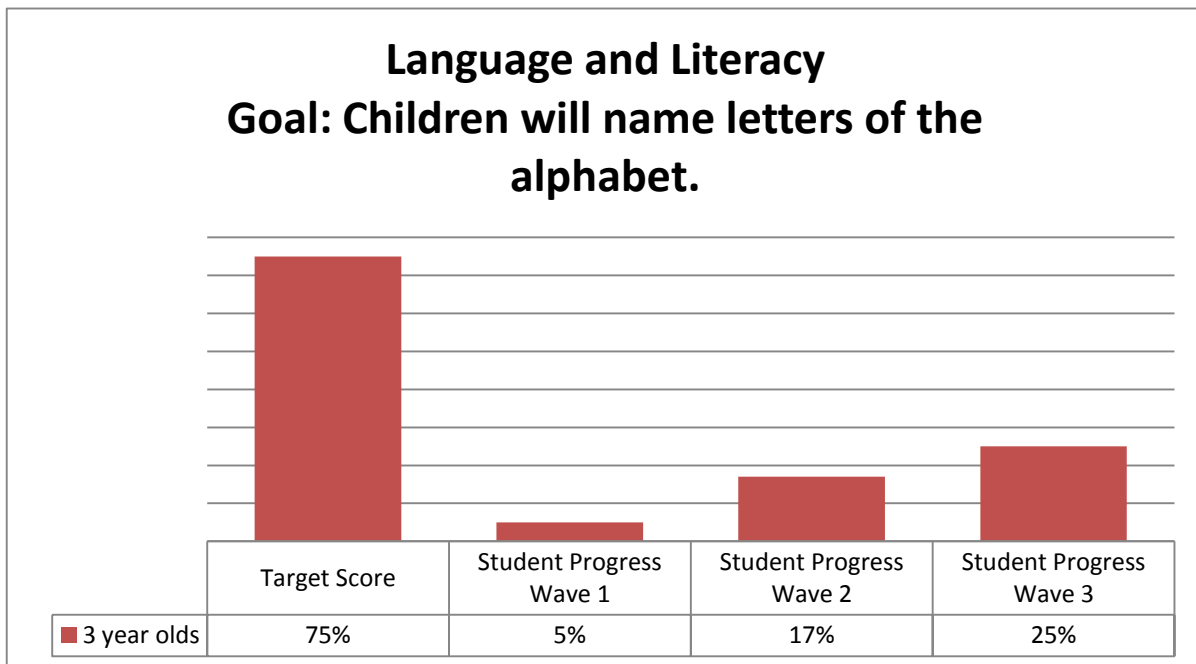
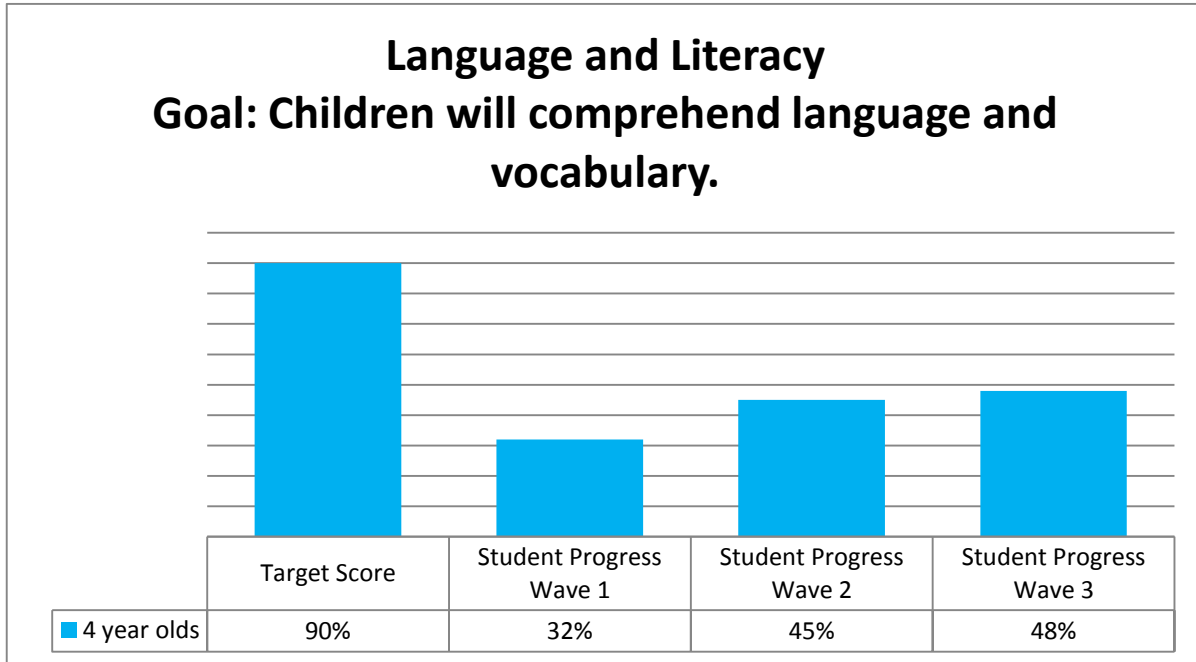
Cognitive Mathematics Development
Goal: Children will recognize the number of objects in a small set.



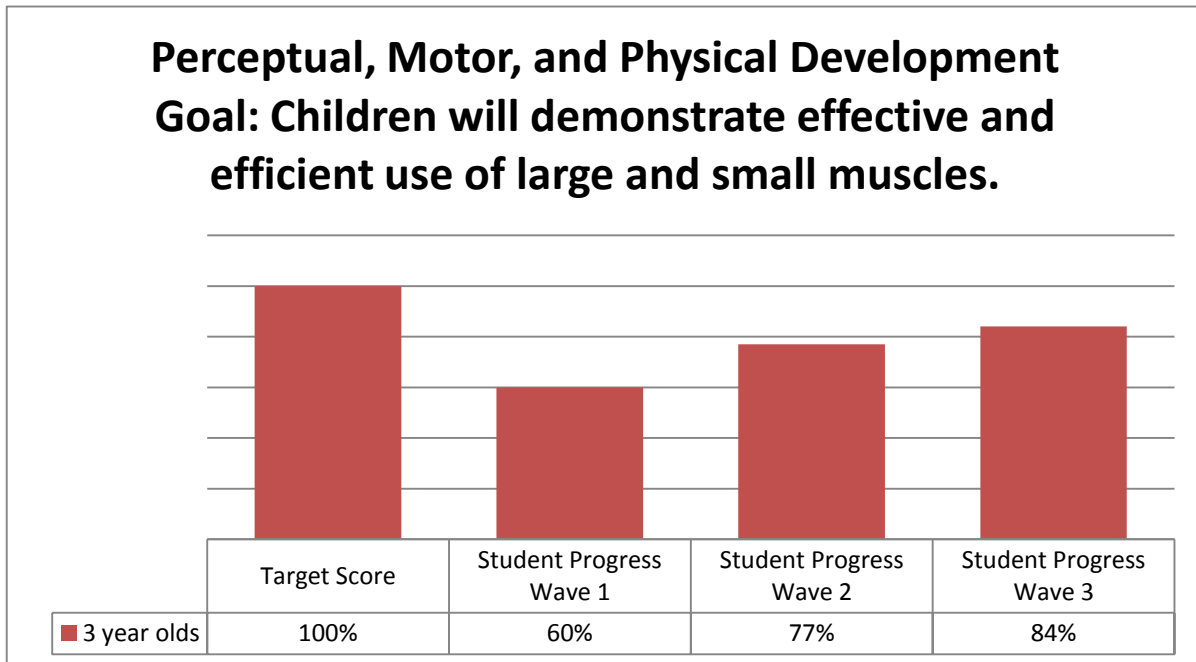
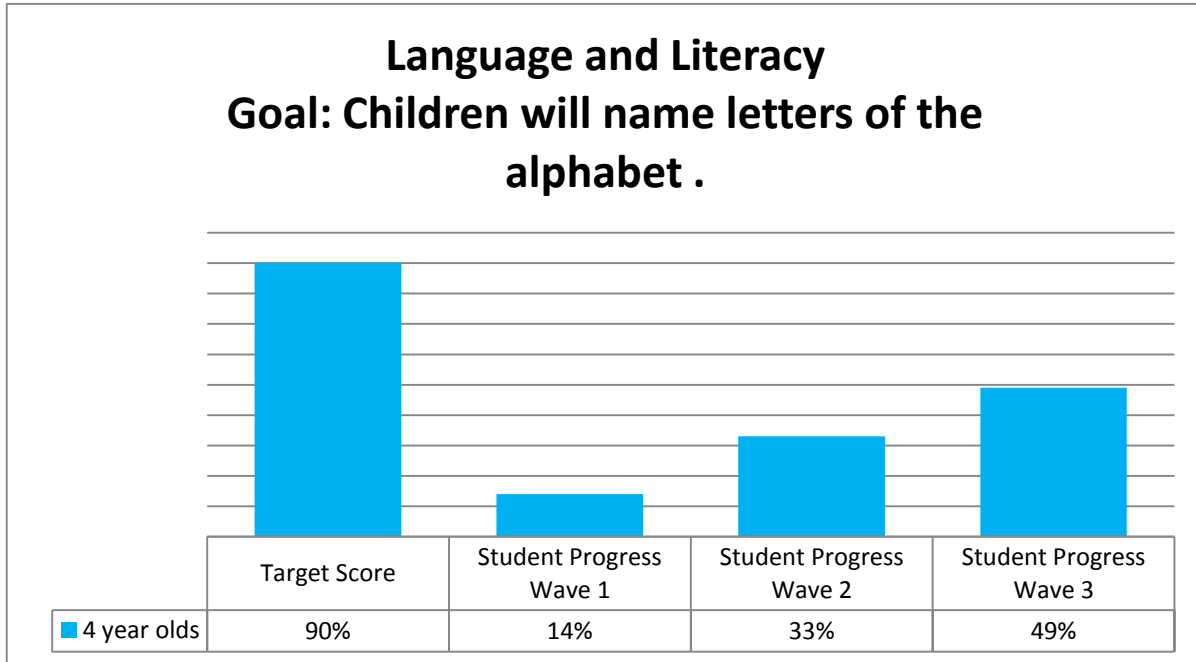
Language and Literacy
Goal: Children will comprehend language and vocabulary.



CSNT Head Start
School Readiness Performance Data Report
2017-2018
CIRCLE ASSESSMENT



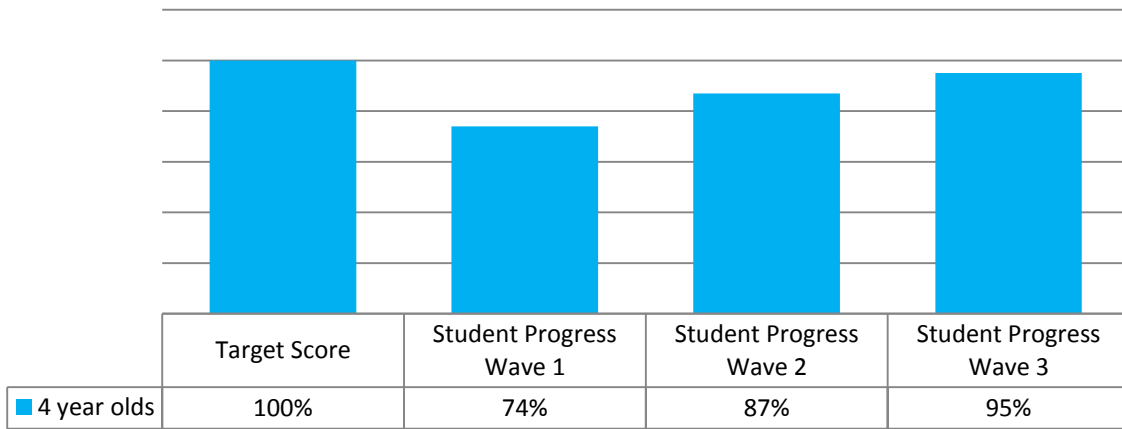
CSNT Head Start
School Readiness Performance Data Report
2017-2018
CIRCLE ASSESSMENT



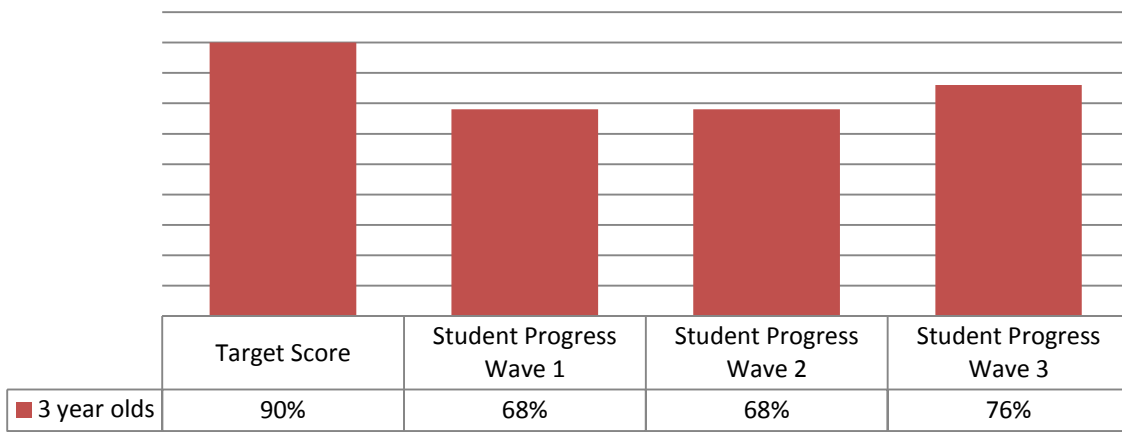
CSNT Head Start
School Readiness Performance Data Report
2017-2018

CIRCLE ASSESSMENT

Perceptual, Motor, and Physical Development
Goal: Children will demonstrate effective and efficient use of large and small muscles.



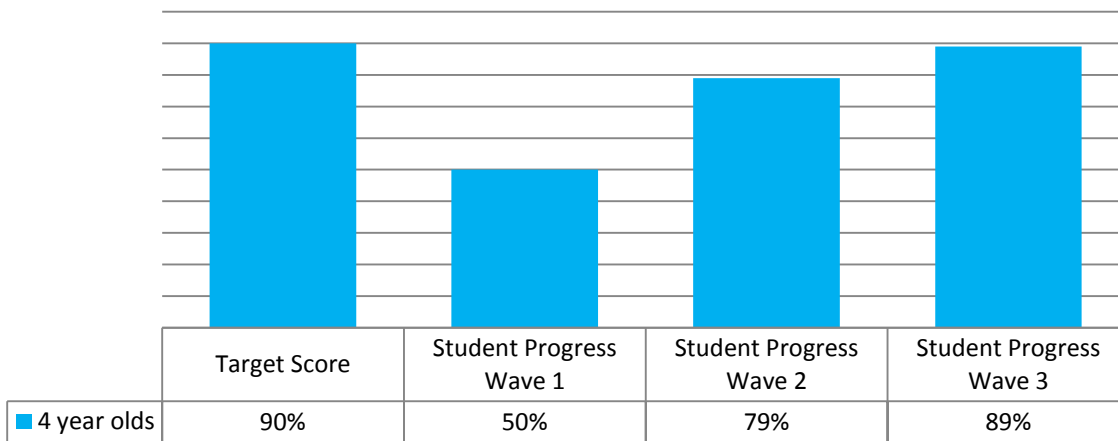
Social and Emotional Development
Goal: Children will use basic problem-solving skills to resolve conflicts with other children.



CSNT Head Start
School Readiness Performance Data Report
2017-2018

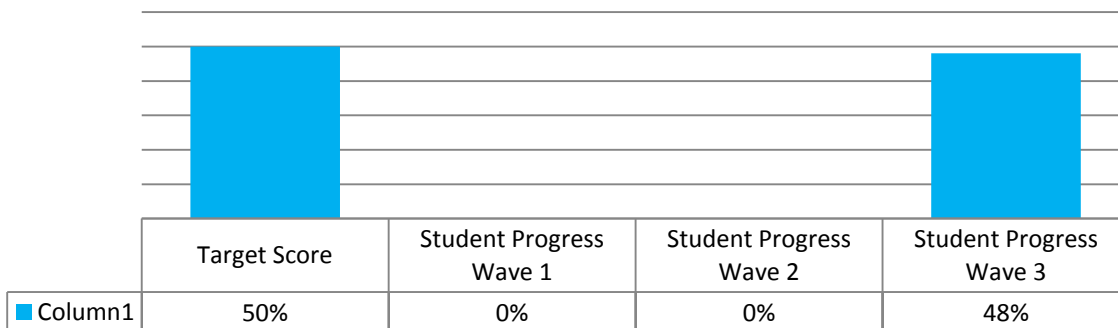
CIRCLE ASSESSMENT

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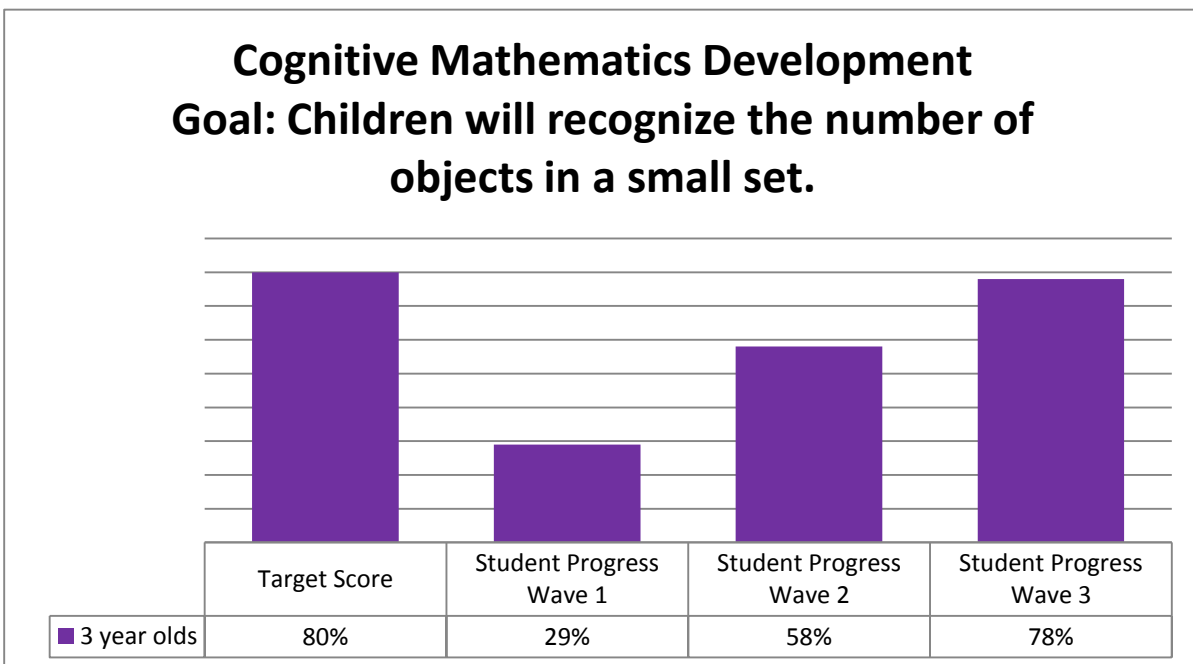
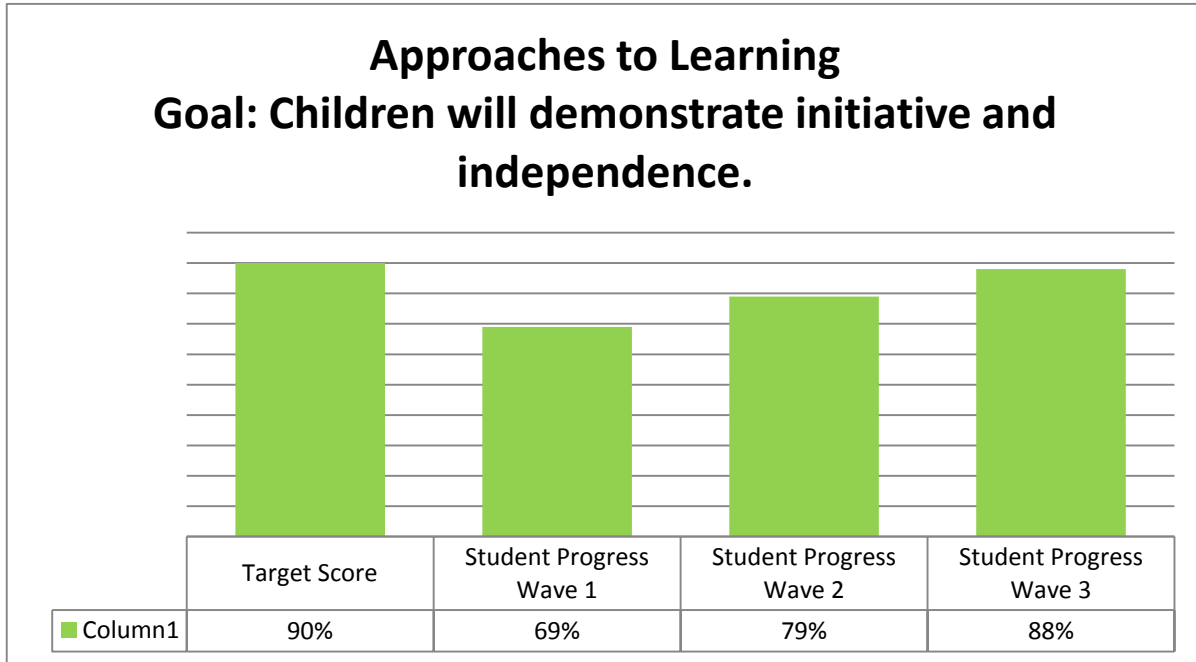


Parent Goal
Goal: Families will exercise together to improve health. Families will use this time to improve quality family time.

(March 18, 2018 thru May 11, 2018)

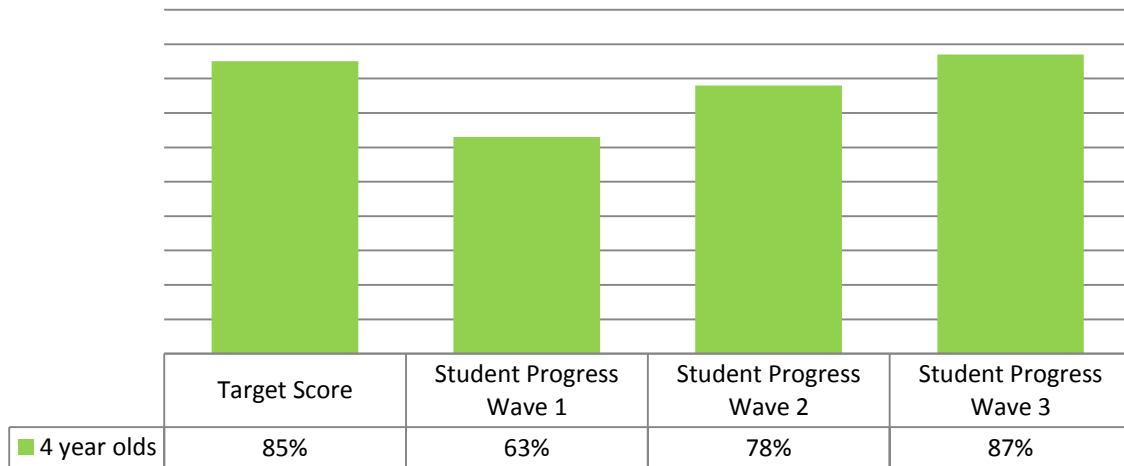


CSNT Head Start
School Readiness Performance Data Report
2017-2018
Frog Street Assessment

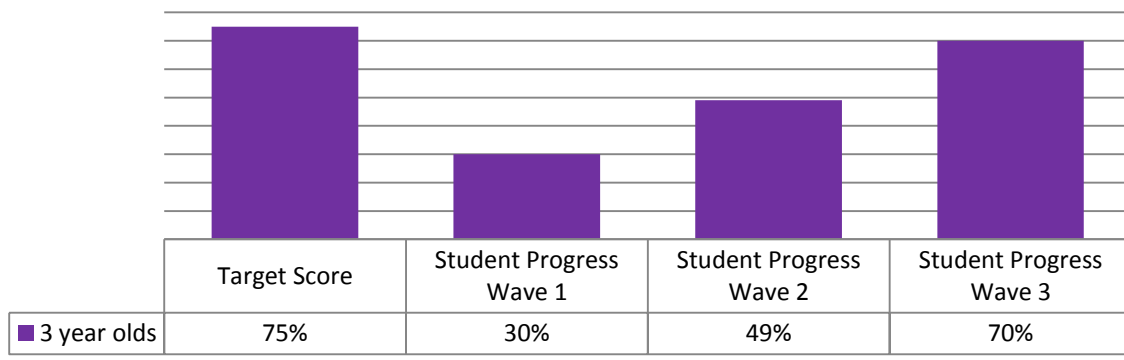


CSNT Head Start
School Readiness Performance Data Report
2017-2018
Frog Street Assessment

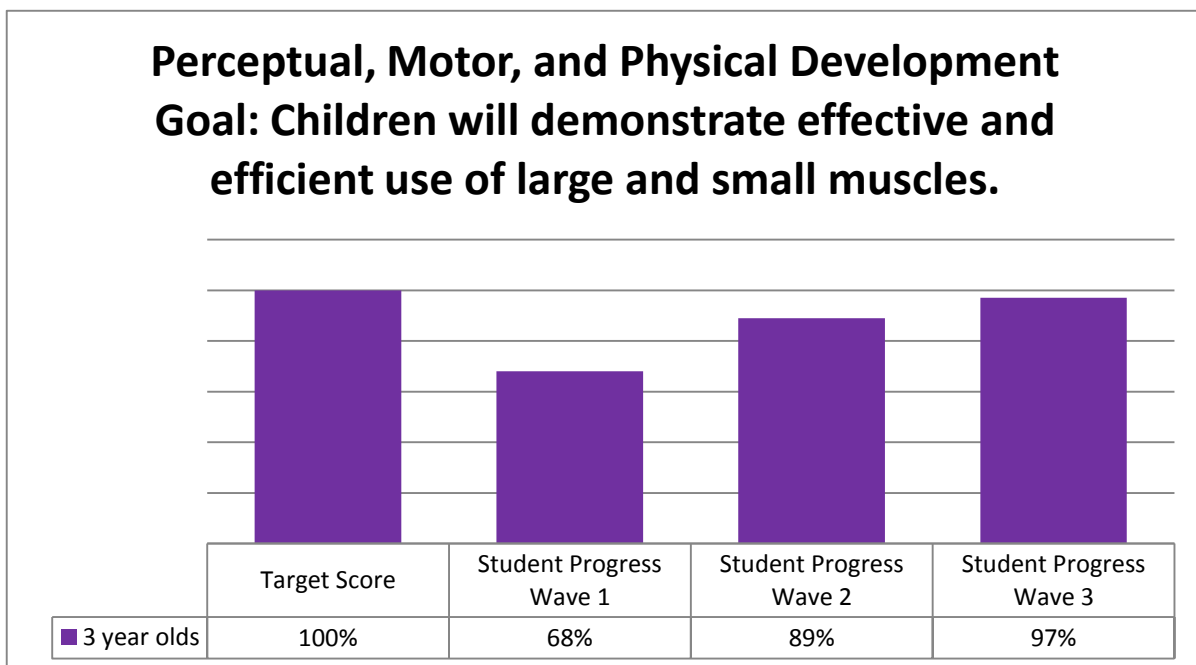
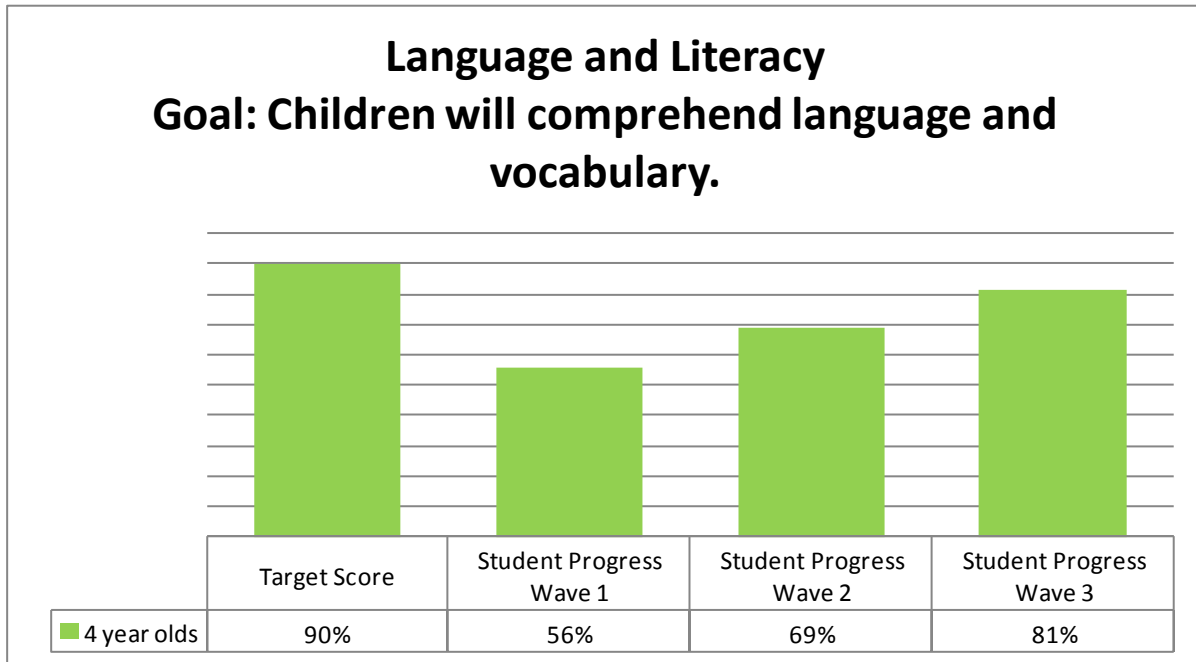
Cognitive Mathematics Development
Goal: Children will recognize the number of objects in a small set.



Language and Literacy
Goal: Children will comprehend language and vocabulary.
Children will name letters of the alphabet and produce correct sounds associated with letters.



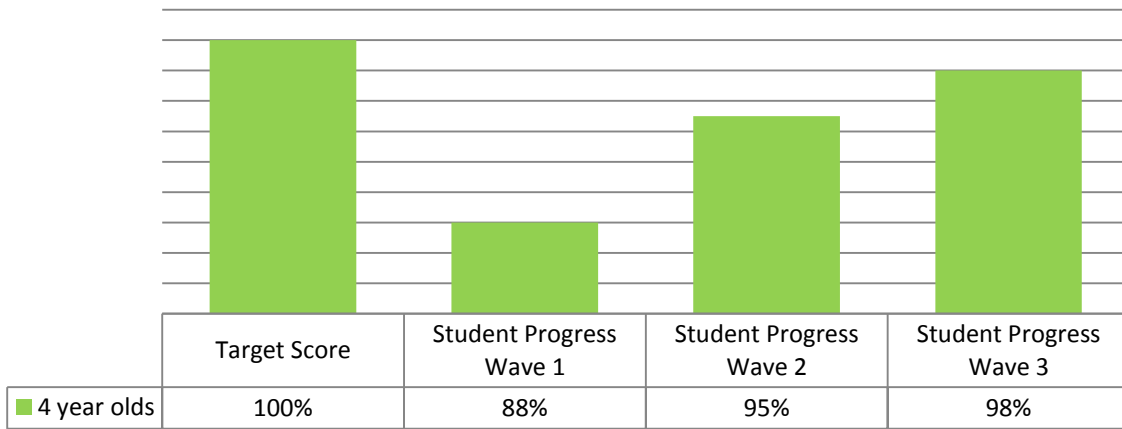
CSNT Head Start
School Readiness Performance Data Report
2017-2018
Frog Street Assessment



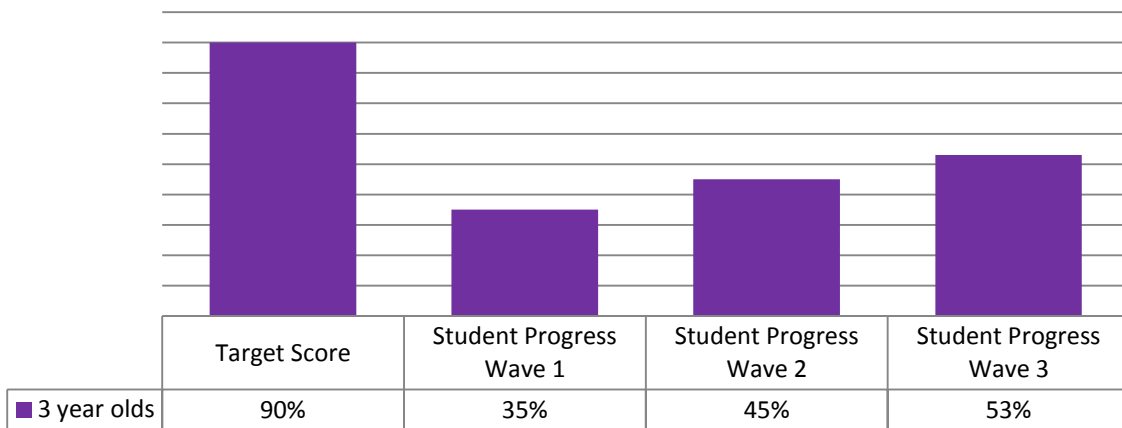
Percentages are based on actual data from Frog Street.

CSNT Head Start
School Readiness Performance Data Report
2017-2018
Frog Street Assessment

Perceptual, Motor, and Physical Development
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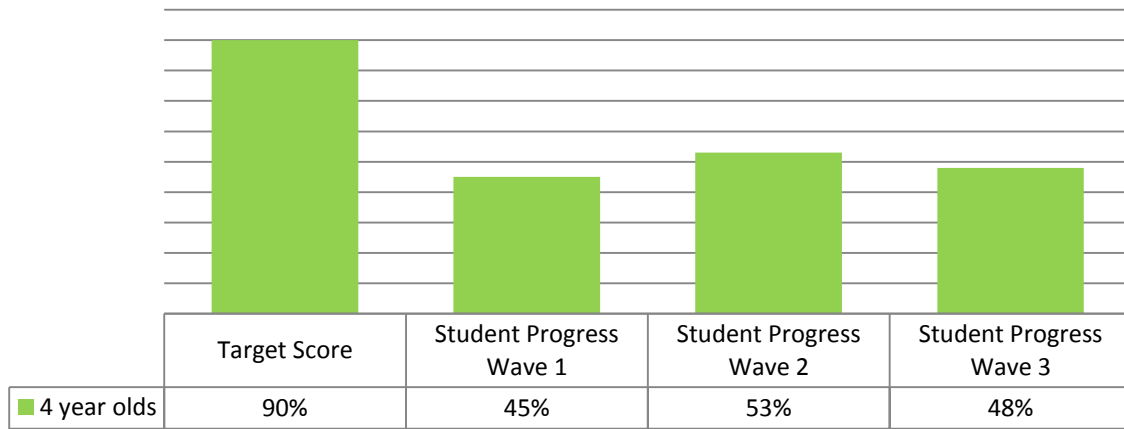


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Frog Street Assessment

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