

Head Start Standard Operating Procedures Changes

- a. Administrative Requirements – No Changes
- b. Disability Services – *Added Mental Health Advocates to the process of assisting children and families needing Disability services.*
- c. Education and Child Development – None
- d. ERSEA Policies –
 - Recruitment*
 1. *All Head Start flyers will encourage the enrollment of children with disabilities.*
 2. *Head Start staff will work closely with ECI/other agencies to ensure enrollment of children with disabilities.*
 3. *When available, Family Service Staff will advertise in the local newspaper.*
 4. *When available, Family Service Staff will contact ISD to post flyer and round up information on the ISD website/Facebook.*
 - Process Overview*
 1. *During a pandemic, interviews will be contacted via virtual platform or phone calls.*
 - Training Overview*
 1. *Governing Board and Policy Council Members receive training regarding changes to the ERSEA requirements and plans within 180 days of each new school term.*
- e. Family and Community Engagement –
 - Parenting Activities*

Remove - Parent/Guardian(s) will participate in the FRED literacy program each school year. (We no longer participate every school year).

 1. *Parenting education training will be done with research-based curriculum and provided by Ready Rosie.*
 2. *Each parent will be sent a weekly text message/email from Ready Rosie that will provide them with weekly parent curriculum videos and parent activities.*
 - Home Visits*
 1. *Family Partnership Agreements will be taken on the first home visit in August. Family Service staff and parent/guardian(s) will jointly develop a plan on how to assist the family with achieving these goals and inform parent/guardian(s) of any resources that may be available to them.*
 2. *Home Visits will be entered into Child Plus, along with each goal the family has, with a plan of action outlining the steps that both the parent/guardian and Family Service staff.*
 3. *A follow up phone call will be conducted in November.*
 4. *A final home visit will be conducted in February and any goal adjustments will be made at this time.*
 5. *A final follow-up phone call will be conducted in May.*
 6. *During a pandemic, Home Visits may be conducted by virtual platforms or phone conferences.*
- f. Financial Requirements - None
- g. Health Program Services - None
- h. Human Resources Management - None
- i. Program Governance - None
- j. Program Management and Quality Improvement - None
- k. Program Structure - None
- l. Protections for the Privacy of Child Records – *Added Policy for staff working on Child Plus at home.*
- m. Transition Services - None
- n. Transportation - None