





**Community Services of Northeast Texas, Inc.**  
**Head Start**  
**Policy Council Meeting**  
**Tuesday, May 25, 2021 9:00 am**  
**Linden Administrative Kaufman Building Offices**  
**123 Kaufman**  
**Linden, Texas**  
**ZOOM Video/Call**  
**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 27, 2021**
6. **Presentations**
  - A. Training Bernadette Harris
7. **Reports**
  - A. Financial Report Shelley Mitchell
    - a. Head Start and Early Head Start Financial Report May 2021
    - b. Credit Usage Report May 2021
    - c. CACFP Financial Report May 2021
  - B. Head Start Director Report Bernadette Harris
    - a. Head Start and Early Head Start Report May 2021
    - b. PIR Head Start and Early Head Start Report May 2021
  - C. Executive Director Report Dan Boyd

**Community Services of Northeast Texas, Inc.**  
**Head Start**  
**Policy Council Meeting**  
**Tuesday, May 25, 2021 9:00 am**  
**Linden Administrative Kaufman Building Offices**  
**123 Kaufman**  
**Linden, Texas**  
**ZOOM Video/Call**

**8. Committee Reports**

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

**9. Action Items**

- A. Discuss and/or Approve Head Start/Early Head Start Continuation Grant #06CH011282/03 \$5,244,808 (\$4,195,846 Non Federal Share \$1,048,962)
  - a. Head Start \$4,949,069 (\$3,959,256 Non-Federal Share - \$989,814)
  - b. Early Head Start \$295,740 (\$236,592 Non-Federal Share \$59,148)
- B. Discuss and/or Approve Contracted Teaching Services (School Districts) Manual Grantee 06CH011252/02
- C. Discuss and/or Approve Disposition of Head Start Vehicles Grant#06CH011282/02
- D. Discuss and/or Approve 2021-2022 Parent Handbook
- E. Discuss and/or Approve Program Goals 2021 – 2022
  - 1. Program Goals 2021 – 2022
  - 2. PFCE Goals 2021-2022
  - 3. School Readiness Goals 2021-2022
- F. Discuss and/or Approve Nutrition Menus 2021 - 2022
- G. Discuss and/or Approve 2021 – 2022 School Calendars
- H. Discuss and/or Approve School Readiness Committee Action Items
  - 1. Frog Street 2020
  - 2. Move and Learn with Choosy (I am Moving I am Learning)

**10. Discussion Items**

- A. Discuss 2020-2021 School Readiness Performance Data
- B. Discuss PFCE Goals Progress 2020-2021
- C. Discuss Program Goals Progress 2020-2021
- D. Discuss CLASS Data Spring 2020-2021
- E. Discuss Circle Assessment Wave 3 Data Spring 2020-2021
- F. Discuss Program Options 2021-2022
- G. Discuss Financial Audit FY 2020

**11. Audience Comments**

**12. Executive Session**

**A. Personnel**

**1. New hires and terminations**

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

**13. Required Action from Executive Session**

**14. Adjourn**

**Community Services of Northeast Texas, Inc.  
Head Start Policy Council Meeting Minutes  
Tuesday, April 27, 2021 9:00 am  
Linden Head Start Management Building - ZOOM  
124 North Main Street  
Linden, Texas**

PC Attendance	Campus	Title	Sep-20	Oct-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21
<b>Chairperson - Cecelia Huff</b>			x	x	x	x	No Meeting due to Inclement Weather	x	x
<b>Vice Chairperson - Ashley Roberts</b>			x						
<b>Secretary - Marsha Luong</b>			x	x					
Brenda Swisher	Board Liaison/CC	Representative	x	x					
Cecelia Huff	Bowie County	Representative	x	x	x	x		x	x
Marsha Luong	Atlanta	Representative	x	x					
Whitney Graham(03/23/21)	Atlanta	Representative						x	
Audrey Maxie	Atlanta	Alternate			x				
Anita Sullivan	Bloomburg	Representative		x		x			x
Courtney Stewart	Bloomburg	Alternate							
Amber White	D/LS	Representative							
Peggy Peters	D/LS	Alternate			x	x		x	
Tanesha Jones	Hughes Springs	Representative							
Matthew Bonaparte	Hughes Springs	Alternate							
Ashley Roberts	Naples	Representative	x		x				
Alvita Moore	Naples	Alternate							
Raven Martinez	New Boston	Representative	x	x	x				x
Karlisha Bland	New Boston	Alternate							
Gisel Garcia	Pittsburg	Representative		x				x	x
Jessica Butler 12-8-2020	Pittsburg	Alternate			x				
Charmaine Jones	Texarkana	Representative							
Dneishia Bruce	Texarkana	Alternate							

**Others in attendance: CSNT Staff:** Bernadette Harris, Bridgette Parton, Dan Boyd, Michelle Morehead, Sarah Wilson, Misty Van Hooser, Charlotte Hall and Shelley Mitchell

**1. Call to Order:** The meeting was called to order by Cecelia Huff, Policy Council Chairperson, April 27, 2021 at 9:07 am, on the Zoom Virtual Call.

**2. Recognize New Policy Council Members:**  
None

**3. Establishment of Quorum:**  
Quorum was established with the following Policy Council Members present: Cecelia Huff, Gisel Garcia and Anita Sullivan. Raven Martinez came on at 9:13 am.

**4. Approval of Agenda:**  
Members reviewed the agenda. Anita Sullivan moved to accept the agenda as presented. This motion was seconded by Gisel Garcia. 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 23, 2021:**

Gisel Garcia moved to accept the minutes of March 23, 2021 meeting as presented. The motion was seconded by Anita Sullivan. 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. Policy Council Question**

Bernadette Harris asked the members questions about ERSEA. She then explained to the members what ERSEA is according to the Head Start Performance Standards.

## **7. Reports:**

### **A. Financial Report**

Shelly Mitchell gave the Financial Report as presented.

### **B. Head Start Report**

Bernadette Harris gave the Head Start Report as presented.

### **C. Executive Directors Report**

Dan Boyd stated that the Agency is keeping the COVID precautions in place until May 30, 2021. He also explained the other Programs in the Agency. He introduced Michelle Morehead the new Deputy Executive Director.

## **8. Committee Reports:**

### **A. Appoint Committee Members**

### **B. Committee Report**

#### **a. ERSEA Committee Report**

Misty Van Hooser stated she would review it during the action items.

## **9. Action Items:**

### **A. Discuss and/or Approve Head Start HVAC Replacement – Pittsburg Campus Move \$8,000 from Personnel and Fringe to Equipment Grantee 06CH011282/02**

Bernadette Harris reviewed the Justification for the HVAC Replacement as presented. Gisel Garcia moved to approve the Head Start HVAC Replacement – Pittsburg Campus Move \$8,000 from Personnel and Fringe to Equipment Grantee 06CH011282/02. Raven Martinez seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

### **B. Discuss and/or Approve Head Start Partnership Teacher Contract Move \$22,100 from Personnel and Fringe to Contractual Grantee 06CH011282/02**

Bernadette Harris reviewed the Justification for the Partnership Teacher Contract as presented. Anita Sullivan moved to approve the Head Start Partnership Teacher Contract Move \$22,100 from Personnel and Fringe to Contractual Grantee 06CH011282/02 as presented. Raven Martinez seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

**C. Discuss and/or Approve Staff Development and Training Standard Operating Manual Update – Early Head Start Lead Teacher Credentials**

Bernadette Harris reviewed the Justification for the Early Head Start Lead Teacher Credential Policy as presented. Anita Sullivan moved to approve Staff Development and Training Standard Operating Manual Update – Early Head Start Lead Teacher Credentials as presented. Raven Martinez seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

**D. Discuss and/or Approve ERSEA Action Items**

- 1. Early Head Start Selection Criteria 2021-2022**
- 2. Head Start Selection Criteria 2021-2022**
- 3. Disability/Mental Health File Checklist**
- 4. Disability Child Find Form**
- 5. Disability/Mental Health Parent Observation Child Find Form**
- 6. Disability Data Intervention Form**
- 7. Mental Health Campus Intervention Team Information Form**
- 8. Mental Health Child Find Form**
- 9. Head Start Transportation Consent Form**

Misty Van Hooser reviewed the form changes from the ERSEA Committee Meeting as presented. Gisel Garcia moved to approve the ERSEA Action Items as presented. Anita Sullivan seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

**E. Discuss and/or Approve CLASS Action Forms**

- 1. Early Head Start Infant**
- 2. Early Head Start Toddler**

Bridgette Parton reviewed the CLASS Action Forms as presented. Anita Sullivan moved to approve the CLASS Action Forms as presented. Raven Martinez seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

**F. Discuss and/or Approve 2021-2022 USDA/CACFP Contract**

Bernadette Harris stated that this is permission to proceed with obtaining the USDA/CACFP Contract for next school year. Anita Sullivan moved to approve 2021-2022 USDA/CACFP Contract as presented. Raven Martinez seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

**10. Discussion Items:**

**None**

**11. Audience Comments:**

**None**

**12. Executive Session:**

Anita Sullivan moved for Policy Council to go into Executive Session at 9:49 am. Raven Martinez seconded the motion.

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

Raven Martinez made a motion to come back into regular session at 9:52 am. Gisel Garcia seconded the motion.

**13. Required Action from Executive Session:**

A motion was made by Gisel Garcia to accept new hires, transfers, and terminations as presented. The motion was seconded by Raven Martinez. 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 Raven Martinez at 9:53 am. The motion was seconded by Gisel Garcia.

**Minutes Submitted by: Bridgette Parton**

**Minutes approved by:**

# Head Start

## Financial Report for the month of May 2021

(November 2020 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 11-30-2020</i>							
Personnel	\$2,553,812.00	\$245,987.94	\$2,484,922.93	\$68,889.07	\$212,817.67	\$2,553,812.00	\$68,889.07
Fringe Benefits	\$638,629.00	\$47,739.21	\$605,712.50	\$32,916.50	\$53,219.08	\$638,629.00	\$32,916.50
Travel (4120)	\$22,150.00	\$0.00	\$6,608.45	\$15,541.55	\$1,845.83	\$22,150.00	\$15,541.55
Equipment	\$73,638.00	\$0.00	\$63,621.75	\$10,016.25	\$6,136.50	\$73,638.00	\$10,016.25
Supplies	\$446,833.00	\$53,236.12	\$237,925.10	\$208,907.90	\$37,236.08	\$446,833.00	\$208,907.90
Contractual	\$18,330.00	\$111,887.10	\$122,330.00	(\$104,000.00)	\$1,527.50	\$18,330.00	(\$104,000.00)
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$23,488.00	\$9,755.15	\$39,029.55	(\$15,541.55)	\$1,957.33	\$23,488.00	(\$15,541.55)
Other (4122)	\$754,854.00	\$105,800.01	\$869,112.78	(\$114,258.78)	\$62,904.50	\$754,854.00	(\$114,258.78)
<b>Total</b>	<b>\$4,531,734.00</b>	<b>\$574,405.53</b>	<b>\$4,429,263.06</b>	<b>\$102,470.94</b>	<b>\$377,644.50</b>	<b>\$4,531,734.00</b>	<b>\$102,470.94</b>
T&TA	\$45,638.00	\$9,755.15	\$45,638.00	\$0.00	\$3,803.17	\$45,638.00	\$0.00
<b>Total</b>							<b>\$94,465.89</b>
USDA Reimbursements through November 2020							\$0.00
Estimated USDA Reimbursement for							<u>\$196,936.83</u>
							<u>Resulting (over)/under with USDA</u>

\* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual

\$4.00

<b>Further Analysis</b>	
Number of children	465
Number of classrooms	26

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$174,297.46	\$22,092.52	\$170,356.27	\$14,524.79	\$174,297.46	\$3,941.19
Per Child	\$9,745.66	\$1,235.28	\$9,525.30	\$812.14	\$9,745.66	\$220.37

<b>IN-KIND (Non-Federal Share)</b>				
	Needed	This month	Total	Still need
	\$1,019,567.00	\$114,654.08	\$1,439,026.02	(\$419,459.02)

# Head Start

## Financial Report for the month of May 2021

(April 2021 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 11-30-2021</i>							
Personnel	\$2,275,326.00	\$265,418.48	\$917,871.55	\$1,357,454.45	\$189,610.50	\$948,052.50	\$30,180.95
Fringe Benefits	\$568,831.00	\$51,965.16	\$235,351.59	\$333,479.41	\$47,402.58	\$237,012.92	\$1,661.33
Travel (4120)	\$10,000.00	\$181.17	\$247.09	\$9,752.91	\$833.33	\$4,166.67	\$3,919.58
Equipment	\$93,000.00	\$0.00	\$0.00	\$93,000.00	\$7,750.00	\$38,750.00	\$38,750.00
Supplies	\$200,250.00	\$8,503.99	\$25,361.52	\$174,888.48	\$16,687.50	\$83,437.50	\$58,075.98
Contractual	\$227,370.00	\$0.00	\$0.00	\$227,370.00	\$18,947.50	\$94,737.50	\$94,737.50
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$1,228.40	\$13,471.45	\$16,909.55	\$2,531.75	\$12,658.75	(\$812.70)
Other (4122)	\$506,863.00	\$55,410.47	\$252,229.55	\$254,633.45	\$42,238.58	\$211,192.92	(\$41,036.63)
<b>Total</b>	<b>\$3,912,021.00</b>	<b>\$382,707.67</b>	<b>\$1,444,532.75</b>	<b>\$2,467,488.25</b>	<b>\$326,001.75</b>	<b>\$1,630,008.75</b>	<b>\$185,476.00</b>
T&TA	\$40,381.00	\$1,409.57	\$13,718.54	\$26,662.46	\$3,365.08	\$16,825.42	\$3,106.88
<b>Total</b>							<b>\$52,549.48</b>
USDA Reimbursements through March 2021							\$16,088.06
Estimated USDA Reimbursement for April 2021							<u>\$254,113.54</u>
					Resulting (over)/under with USDA		

\* Total Over/Under without USDA

**Accruals:**

Actual year end payroll accrual \$70,000.00

\$4.00

<b>Further Analysis</b>	
Number of children	465
Number of classrooms	26

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$150,462.35	\$14,719.53	\$55,558.95	\$12,538.53	\$62,692.64	\$7,133.69
Per Child	\$8,412.95	\$823.03	\$3,106.52	\$701.08	\$3,505.40	\$398.87

IN-KIND (Non-Federal Share)				
	Needed	This month	Total	Still need
	\$978,006.00	\$132,086.29	\$658,998.01	\$319,007.99



# Early Head Start

## Financial Report for the month of May 2021

(November 2020 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 11-30-2020</i>							
Personnel	\$22,833.00	\$2,076.00	\$2,076.00	\$20,757.00	\$1,902.75	\$22,833.00	\$20,757.00
Fringe Benefits	\$5,708.00	\$147.32	\$147.32	\$5,560.68	\$475.67	\$5,708.00	\$5,560.68
Travel (4120)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$28,057.00	\$13,199.81	\$13,199.81	\$14,857.19	\$2,338.08	\$28,057.00	\$14,857.19
Supplies	\$9,513.00	\$10,173.62	\$10,173.62	(\$660.62)	\$792.75	\$9,513.00	(\$660.62)
Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4122)	\$1,445.00	\$3,688.36	\$3,688.36	(\$2,243.36)	\$120.42	\$1,445.00	(\$2,243.36)
<b>Total</b>	<b>\$67,556.00</b>	<b>\$29,285.11</b>	<b>\$29,285.11</b>	<b>\$38,270.89</b>	<b>\$5,629.67</b>	<b>\$67,556.00</b>	<b>\$38,270.89</b>
T&TA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>							\$0.00
USDA Reimbursements through							\$0.00
Estimated USDA Reimbursement for							\$0.00
							<u>\$38,270.89</u>
							Resulting (over)/under with USDA

\* Total Over/Under without USDA

### Accruals:

Actual year end payroll accrual

	<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	\$33,778.00	\$14,642.56	\$14,642.56	\$2,814.83	\$33,778.00	\$19,135.45
Per Child	\$4,222.25	\$1,830.32	\$1,830.32	\$351.85	\$4,222.25	\$2,391.93

<b>Further Analysis</b>	
Number of children	16
Number of classrooms	2

<b>IN-KIND (Non-Federal Share)</b>				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$16,889.00	\$17,033.00	\$17,033.00	(\$144.00)

# Early Head Start

## Financial Report for the month of May 2021

(April 2021 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 11-30-2020</i>							
Personnel	\$144,990.00	\$13,593.02	\$50,970.51	\$94,019.49	\$12,082.50	\$60,412.50	\$9,441.99
Fringe Benefits	\$36,247.00	\$3,157.04	\$14,188.96	\$22,058.04	\$3,020.58	\$15,102.92	\$913.96
Travel (4120)	\$2,190.00	\$0.00	\$0.00	\$2,190.00	\$182.50	\$912.50	\$912.50
Equipment	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$500.00	\$2,500.00	\$2,500.00
Supplies	\$18,857.00	\$632.98	\$4,817.49	\$14,039.51	\$1,571.42	\$7,857.08	\$3,039.59
Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$3,067.00	\$128.29	\$235.08	\$2,831.92	\$255.58	\$1,277.92	\$1,042.84
Other (4122)	\$22,453.00	\$1,709.65	\$5,317.03	\$17,135.97	\$1,871.08	\$9,355.42	\$4,038.39
<b>Total</b>	<b>\$233,804.00</b>	<b>\$19,220.98</b>	<b>\$75,529.07</b>	<b>\$158,274.93</b>	<b>\$19,483.67</b>	<b>\$97,418.33</b>	<b>\$21,889.26</b>
T&TA	\$5,257.00	\$128.29	\$235.08	\$5,021.92	\$438.08	\$2,190.42	\$1,955.34
<b>Total</b>							
USDA Reimbursements through March 2021							\$3,217.37
Estimated USDA Reimbursement for April 2021							\$1,869.08
							<u>\$26,975.71</u>
							Resulting (over)/under with USDA

\* Total Over/Under without USDA

### Accruals:

Actual year end payroll accrual \$5,000.00

\$4.00

<b>Further Analysis</b>	
Number of children	16
Number of classrooms	2

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$116,902.00	\$9,610.49	\$37,764.54	\$9,741.83	\$48,709.17	\$10,944.63
Per Child	\$14,612.75	\$1,201.31	\$4,720.57	\$1,217.73	\$6,088.65	\$1,368.08

IN-KIND (Non-Federal Share)				
	Needed	This month	Total	Still need
	\$58,451.00	\$3,684.30	\$8,998.79	\$49,452.21

**Community Services of Northeast Texas, Inc.**  
*Credit Usage Report*

**Board Report - May 2021**

Sam's Club

Purchases for April 2021		228.49
Payment due by 04/28/2021	Paid on 04/15/2021	<u>(228.49)</u>
Balance		-

Line of Credit

Program	<b>CSBG A</b>	<b>CSBG Cares</b>	<b>CEAP A</b>
Highest April 2021 Balance	13,150.00	33,700.00	19,100.00
Current balance	16,500.00	9,510.00	14,170.00
Exp pay off date	5/31/2021	5/31/2021	5/31/2021

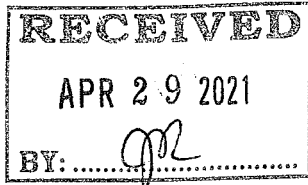
In House Line of Credit

Program	<b>CEAP CARES</b>	<b>CSBG A</b>	<b>CSBG CARES</b>	<b>Early Head Start</b>
Highest April 2021 Balance	21,800.00	37,970.00	8,400.00	100.00
Current balance	39,000.00	19,170.00	8,400.00	100.00
Exp pay off date	6/30/2021	6/30/2021	6/30/2021	

U.S. SMALL BUSINESS ADMINISTRATION LOAN

\$150,000

SYNCHRONY BANK  
P.O. Box 965004  
Orlando, FL 32896-5004



1888  
Q304



COMMUNITY COUNCIL OF CASS  
KAY PHILLIPS  
PO BOX 427  
LINDEN TX 75563-0427



04/21/2021

**Account Number Ending In: 7789**

Hello COMMUNITY COUNCIL OF CASS,

We have approved your fraud claim on your Sam's Club® Business Credit account based on the information we have so far.

Please note, this claim status may change within 60 days if we find you authorized these transactions. We will notify you in writing if this occurs.

**Additional steps we've taken:**

- **Credited your account for the transactions you indicated as fraudulent.** You should see the credit within 10 business days.
- **Notified the major credit bureaus.** We have directed Equifax, Experian, Innovis, and TransUnion to reflect this status. It may take up to 60 days for the credit bureaus to complete this process. For your convenience, we've included contact information for the credit bureaus that report this account.

If you have any questions, please contact us at the number below.

We appreciate your business and hope you continue to enjoy your Sam's Club Business Credit.

Sincerely,

Your Synchrony Fraud Solutions Team  
1-800-268-9131

Find more information on how to protect yourself at  
[synchrony.com/protect](http://synchrony.com/protect)

**Credit Bureau Contact Information:**

**Equifax**

P.O. Box 740256  
Atlanta, GA 30374  
1-888-766-0008  
[equifax.com](http://equifax.com)

**Experian**

P.O. Box 9554  
Allen, TX 75013  
1-888-397-3742  
[experian.com](http://experian.com)

**Innovis Consumer Assistance**

P.O. Box 26  
Pittsburgh, PA 15230  
1-800-540-2505  
[innovis.com](http://innovis.com)

**TransUnion**

P.O. Box 2000  
Chester, PA 19016  
1-800-680-7289  
[transunion.com](http://transunion.com)

SYNCHRONY BANK  
P.O. Box 965004  
Orlando, FL 32896-5004

RECEIVED  
MAR 01 2021  
BY: *gjk*

2627  
Q302



COMMUNITY COUNCIL OF CASS  
KAY PHILLIPS  
PO BOX 427  
LINDEN TX 75563-0427



02/24/2021

RE: Sam's Club® Business Credit

Account Number Ending in: 7789

Hello COMMUNITY COUNCIL OF CASS,

We understand experiencing fraud can be upsetting and we want to assure you the Synchrony Fraud Team is here to help. With our \$0 Fraud Liability benefit, you're never responsible for unauthorized charges.

**Here's what we've done:**

- **Immediately canceled your card.** Your new card is on its way.
- **Opened a claim for the unauthorized activity.** If we need additional information, we may send you a form to complete and return to us.
- **Temporarily credited the disputed amount.** You're not responsible for this amount while our review is underway.
- **Notified the major credit bureaus.** We have directed Equifax, TransUnion, Experian, and Innovis to update their records with the new account information. Please note it may take the credit bureaus up to 60 days to complete their processes.

**It would be a good idea for you to...**

- Update any online saved profiles or automatic/recurring payments.
- Review your billing statements. Contact us immediately if you discover any additional unauthorized charges.
- Check your other credit accounts to ensure there is no unauthorized activity.

When your claim is resolved, which may take up to 60 days, we will send you a letter explaining the outcome.

If you have any questions, let us know. We value your business and are here to help when you need us.

Sincerely,

Your Synchrony Fraud Solutions Team

**We're Here to Help**  
1.888.345.0518

**Credit Bureau Contact Information:**

**Equifax**

P.O. Box 740256  
Atlanta, GA 30374  
1-888-766-0008  
equifax.com

**Experian**

P.O. Box 9554  
Allen, TX 75013  
1-888-397-3742  
experian.com

**Innovis Consumer Assistance**

P.O. Box 26  
Pittsburgh, PA 15230  
1-800-540-2505  
innovis.com

**TransUnion**

P.O. Box 2000  
Chester, PA 19016  
1-800-680-7289  
transunion.com

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07 210224 PAGE 00001 OF 00001 CF49

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COMMUNITY COUNCIL OF CASS  
Account Number ending in 7789



PAGE 1 of 7

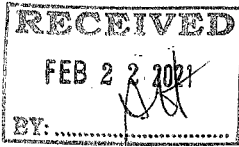
**Payment Information**

**\$** New Balance: **\$916.27**  
Total Minimum Payment Due: **\$50.00**  
Payment Due Date: **02/28/2021**

Payments must be received by 5pm ET on 02/28/2021 if mailed, or by 11:59pm ET on 02/28/2021 for online and phone payments.

MEMBER SERVICE: For Account Information log on to SamsClubCredit.com/businesscard. This account is registered. See your online Administrator to get a User ID & Password. Or call toll-free 1-800-203-5764

To make a payment, please visit us online or mail your payment using the coupon below. Payments are also accepted at your local CheckFreePay\* or MoneyGram locations\*. \* Fees may apply.



**Account Summary**

Previous Balance as of 01/09/2021	\$1,148.42	Credit Limit	\$5,500
Payments	- 1,148.42	Available Credit	\$3,678
Purchases/Debits	+ 916.27		
<b>New Balance as of 02/08/2021</b>	<b>\$916.27</b>		

31 Day Billing Cycle from 01/09/2021 to 02/08/2021

**Transaction Detail**

Date	Reference #	Description	Amount
Payments			- \$1,148.42
01/26	P928000V01TSL10X	PAYMENT - THANK YOU	- \$1,148.42
Purchases and Other Debits			\$916.27
02/03	P92800013014R1R0Q	SAMS CLUB.COM 006279 BENTONVILLE AR SAM'S/WAL-MART PURCHASE(S)	\$45.00
02/05	P92800016014X5PFN	SAMS CLUB.COM 006279 BENTONVILLE AR SAM'S/WAL-MART PURCHASE(S) Total for COMMUNITY COUNCIL OF CASS	\$376.49 \$421.49
01/28	P928000X018AKP0Q	SAM'S CLUB 006615 FOUNTAIN VALL.CA SAM'S/WAL-MART PURCHASE(S)	\$30.95
02/01	P92800011018TR9XT	SAM'S CLUB 006615 FOUNTAIN VALL.CA SAM'S/WAL-MART PURCHASE(S) Total for CASS LINDEN	\$68.51 \$99.46

(Continued on next page)

**Skip the checkout line with Scan & Go.**

Use the Sam's Club® app to scan and pay as you shop in club. Just show your digital receipt on the way out!

Download the Sam's Club app and Scan & Go today.

Scan & Go has a \$750 pre-tax, pre-instant savings, per transaction limit and there are certain items, e.g. tires, that cannot be purchased using Scan & Go. Go to SamsClub.com/scanandgo or see a Club associate for more details.

Synchrony Bank does not provide, endorse or guarantee any Sam's Club services or policies.

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Google Play and the Google Play logo are trademarks of Google LLC.

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Use blue or black ink, detach & mail with your check.

Account Number	6046 0020 3930 7789
New Balance	\$916.27
Total Minimum Payment Due	\$50.00
Payment Due Date	02/28/2021
Amount Enclosed	\$

No other correspondence please.  
Print new address or email changes on back.

**VIEW AND PAY YOUR BILL ONLINE!**  
SamsClubCredit.com/businesscard

COMMUNITY COUNCIL OF CASS  
KAY PHILLIPS  
PO BOX 427  
LINDEN TX 75563-0427

16330  
Q301



Make SAM'S CLUB/SYNCHRONY BANK  
Payment P.O. BOX 530981  
to: ATLANTA, GA 30353-0981



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PAGE 07

Transaction Detail (Continued)

Date	Reference #	Description	Amount
02/02	P92800012018WK3MF	SAM'S CLUB 006615 FOUNTAIN VALL CA SAM'S/WAL-MART PURCHASE(S)	\$22.87
		Total for Danh Nguyen	\$22.87
01/29	P9280000Z018EVZ1G	SAM'S CLUB 006615 FOUNTAIN VALL CA SAM'S/WAL-MART PURCHASE(S)	\$7.75
01/29	P9280000Z018EVZ1R	SAM'S CLUB 006615 FOUNTAIN VALL CA SAM'S/WAL-MART PURCHASE(S)	\$32.16
01/29	P9280000Z018EVZ2A	SAM'S CLUB 006615 FOUNTAIN VALL CA SAM'S/WAL-MART PURCHASE(S)	\$50.00
02/01	P92800011018TR9XH	SAM'S CLUB 006615 FOUNTAIN VALL CA SAM'S/WAL-MART PURCHASE(S)	\$41.00
02/02	P92800012018V8VD4	SAM'S CLUB 006615 FOUNTAIN VALL CA SAM'S/WAL-MART PURCHASE(S)	\$43.95
02/02	P92800012018XF4QR	SAM'S CLUB 006615 FOUNTAIN VALL CA SAM'S/WAL-MART PURCHASE(S)	\$48.97
02/05	P928000160196W13A	SAM'S CLUB 006615 FOUNTAIN VALL CA SAM'S/WAL-MART PURCHASE(S)	\$46.63
02/05	P928000160196W132	SAM'S CLUB 006615 FOUNTAIN VALL CA SAM'S/WAL-MART PURCHASE(S)	\$26.04
02/07	P92800017019F22SX	SAM'S CLUB 006615 FOUNTAIN VALL CA SAM'S/WAL-MART PURCHASE(S)	\$42.14
02/07	P92800017019G5L2P	SAM'S CLUB 006615 FOUNTAIN VALL CA SAM'S/WAL-MART PURCHASE(S)	\$33.81
		Total for RAMON CARRILLO	\$372.45
Total Fees Charged This Period			\$0.00
Total Interest Charged This Period			\$0.00

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account. (v) = Variable Rate

Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject to Interest Rate	Interest Charge	Balance Method
Purchases	N/A	22.90% (v)	\$0.00	\$0.00	2D

Cardholder News and Information

Reminder about purchases. We charge interest on all purchases from the date you make the purchase until you pay the purchase in full. For more information on when we charge interest, including exceptions, please see your account terms.  
NOTICE: We may convert your payment into an electronic debit. See back of page one for details. Billing Rights and other important information.

Member News and Information

Interested in changing your due date for your Sam's Club® credit card account? Call the Credit Customer Service phone number, located on your billing statement and on the back of your Sam's Club® credit card, to determine eligibility and discuss available options.  
Go green and support the environment with paperless statements! All you have to do is visit [SamsClubCredit.com/businesscard](http://SamsClubCredit.com/businesscard) to sign up. Register today to start receiving your statements online.

Sandi  
Samantha 7-10 letter

**Go Paperless.  
Reduce Clutter.**

Enroll to receive electronic statements.



Log in or register at  
**SamsClubCredit.com/BusinessCard**  
to enroll in paperless today.

COMMUNITY COUNCIL OF CASS

ACCOUNT #: 6046 0020 3930 7789      DATE OF SALE #: 210128      P.O. #:  
 INVOICE#: 000000      AUTHORIZATION #: 000807      CLUB #: 6615  
 REFERENCE #: P9280000X018AKP0Q      TRANSACTION #: 0      REGISTER #: 88

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
003135693	PREMIUM	10.280	EA	\$3.0107	\$30.95
SUB \$30.95		TAX \$0.00		TOTAL INVOICE	\$30.95
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$30.95

COMMUNITY COUNCIL OF CASS

ACCOUNT #: 6046 0020 3930 7789      DATE OF SALE #: 210129      P.O. #:  
 INVOICE#: 000000      AUTHORIZATION #: 000808      CLUB #: 6615  
 REFERENCE #: P9280000Z018EVZ1G      TRANSACTION #: 0      REGISTER #: 88

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
003135693	PREMIUM	2.570	EA	\$3.0155	\$7.75
SUB \$7.75		TAX \$0.00		TOTAL INVOICE	\$7.75
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$7.75

COMMUNITY COUNCIL OF CASS

ACCOUNT #: 6046 0020 3930 7789      DATE OF SALE #: 210129      P.O. #:  
 INVOICE#: 000000      AUTHORIZATION #: 000808      CLUB #: 6615  
 REFERENCE #: P9280000Z018EVZ1R      TRANSACTION #: 0      REGISTER #: 88

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
003135693	PREMIUM	10.680	EA	\$3.0112	\$32.16
SUB \$32.16		TAX \$0.00		TOTAL INVOICE	\$32.16
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$32.16

COMMUNITY COUNCIL OF CASS

ACCOUNT #: 6046 0020 3930 7789      DATE OF SALE #: 210129      P.O. #:  
 INVOICE#: 000000      AUTHORIZATION #: 000808      CLUB #: 6615  
 REFERENCE #: P9280000Z018EVZ2A      TRANSACTION #: 0      REGISTER #: 88

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
003135693	PREMIUM	16.610	EA	\$3.0102	\$50.00
SUB \$50.00		TAX \$0.00		TOTAL INVOICE	\$50.00
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$50.00

COMMUNITY COUNCIL OF CASS

ACCOUNT #: 6046 0020 3930 7789      DATE OF SALE #: 210201      P.O. #:  
 INVOICE#: 000000      AUTHORIZATION #: 000811      CLUB #: 6615  
 REFERENCE #: P92800011018TR9XH      TRANSACTION #: 0      REGISTER #: 88

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
003135693	PREMIUM	13.580	EA	\$3.0191	\$41.00
SUB \$41.00		TAX \$0.00		TOTAL INVOICE	\$41.00
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$41.00

COMMUNITY COUNCIL OF CASS

ACCOUNT #: 6046 0020 3930 7789      DATE OF SALE #: 210201      P.O. #:  
 INVOICE#: 000000      AUTHORIZATION #: 000811      CLUB #: 6615  
 REFERENCE #: P92800011018TR9XT      TRANSACTION #: 0      REGISTER #: 88

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00



S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
003135693	PREMIUM	22.690	EA	\$3.0193	\$68.51
SUB \$68.51		TAX \$0.00		TOTAL INVOICE	\$68.51
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$68.51

COMMUNITY COUNCIL OF CASS					
ACCOUNT #: 6046 0020 3930 7789		DATE OF SALE #: 210202		P.O. #:	
INVOICE#: 000000		AUTHORIZATION #: 000812		CLUB #: 6615	
REFERENCE #: P92800012018V8VD4		TRANSACTION #: 0		REGISTER #: 88	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
003135693	PREMIUM	14.510	EA	\$3.0289	\$43.95
SUB \$43.95		TAX \$0.00		TOTAL INVOICE	\$43.95
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$43.95

COMMUNITY COUNCIL OF CASS					
ACCOUNT #: 6046 0020 3930 7789		DATE OF SALE #: 210202		P.O. #:	
INVOICE#: 000000		AUTHORIZATION #: 000812		CLUB #: 6615	
REFERENCE #: P92800012018WK3MF		TRANSACTION #: 0		REGISTER #: 88	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
003135693	PREMIUM	7.550	EA	\$3.0291	\$22.87
SUB \$22.87		TAX \$0.00		TOTAL INVOICE	\$22.87
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$22.87

COMMUNITY COUNCIL OF CASS					
ACCOUNT #: 6046 0020 3930 7789		DATE OF SALE #: 210202		P.O. #:	
INVOICE#: 000000		AUTHORIZATION #: 000812		CLUB #: 6615	
REFERENCE #: P92800012018XF4QR		TRANSACTION #: 0		REGISTER #: 88	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
003135693	PREMIUM	16.160	EA	\$3.0303	\$48.97
SUB \$48.97		TAX \$0.00		TOTAL INVOICE	\$48.97
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$48.97

COMMUNITY COUNCIL OF CASS					
ACCOUNT #: 6046 0020 3930 7789		DATE OF SALE #: 210203		P.O. #:	
INVOICE#: 000000		AUTHORIZATION #: 000851		CLUB #: 6279	
REFERENCE #: P92800013014R1ROQ		TRANSACTION #: 0		REGISTER #: 89	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
000010046	NEW PRIMARY	1.000	EA	\$45.0000	\$45.00
SUB \$45.00		TAX \$0.00		TOTAL INVOICE	\$45.00
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$45.00

COMMUNITY COUNCIL OF CASS					
ACCOUNT #: 6046 0020 3930 7789		DATE OF SALE #: 210205		P.O. #:	
INVOICE#: 000000		AUTHORIZATION #: 001192		CLUB #: 6279	
REFERENCE #: P92800016014X5PFN		TRANSACTION #: 0		REGISTER #: 89	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$29.28
004686910	RED BULL	1.000	EA	\$33.9800	\$33.98
004805426	DEEP DISH SINGLES	1.000	EA	\$9.9700	\$9.97
005609753	BB SNACK ON THE RUN	1.000	EA	\$10.9800	\$10.98
031129744	STEAK CHIMICHANGA	1.000	EA	\$12.3800	\$12.38
031410172	BB CHICKEN SOTR	1.000	EA	\$10.9800	\$10.98
052452866	CHEF BOYARDEE VTY PK	1.000	EA	\$9.9800	\$9.98



S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
053693242	PETITE TENDER	1.000	EA	\$22.7700	\$22.77
053962619	KERN'S VARIETY PACK	1.000	EA	\$11.4900	\$11.49
053981843	LG 29 ULTRAWIDE	1.000	EA	\$189.9600	\$189.96
053996156	MM GREEN SMOOTHIE	2.000	EA	\$5.9800	\$11.96
054128445	3 MEAT STROMBOLI	1.000	EA	\$9.9800	\$9.98
056080494	COCONUT CURRY CHKN	1.000	EA	\$12.7800	\$12.78
<b>SUB \$347.21</b>		<b>TAX \$29.28</b>		<b>TOTAL INVOICE</b>	<b>\$376.49</b>
				<b>CREDITS TOTAL</b>	<b>\$0.00</b>
				<b>BALANCE DUE</b>	<b>\$376.49</b>

COMMUNITY COUNCIL OF CASS

ACCOUNT #: 6046 0020 3930 7789      DATE OF SALE #: 210205      P.O. #:

INVOICE#: 000000      AUTHORIZATION #: 000815      CLUB #: 6615

REFERENCE #: P928000160196W13A      TRANSACTION #: 0      REGISTER #: 88

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
003135693	PREMIUM	15.140	EA	\$3.0799	\$46.63
<b>SUB \$46.63</b>		<b>TAX \$0.00</b>		<b>TOTAL INVOICE</b>	<b>\$46.63</b>
				<b>CREDITS TOTAL</b>	<b>\$0.00</b>
				<b>BALANCE DUE</b>	<b>\$46.63</b>

COMMUNITY COUNCIL OF CASS

ACCOUNT #: 6046 0020 3930 7789      DATE OF SALE #: 210205      P.O. #:

INVOICE#: 000000      AUTHORIZATION #: 000815      CLUB #: 6615

REFERENCE #: P928000160196W132      TRANSACTION #: 0      REGISTER #: 88

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
003135693	PREMIUM	8.450	EA	\$3.0816	\$26.04
<b>SUB \$26.04</b>		<b>TAX \$0.00</b>		<b>TOTAL INVOICE</b>	<b>\$26.04</b>
				<b>CREDITS TOTAL</b>	<b>\$0.00</b>
				<b>BALANCE DUE</b>	<b>\$26.04</b>

COMMUNITY COUNCIL OF CASS

ACCOUNT #: 6046 0020 3930 7789      DATE OF SALE #: 210207      P.O. #:

INVOICE#: 000000      AUTHORIZATION #: 000817      CLUB #: 6615

REFERENCE #: P92800017019F22SX      TRANSACTION #: 0      REGISTER #: 88

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
003135693	PREMIUM	13.550	EA	\$3.1099	\$42.14
<b>SUB \$42.14</b>		<b>TAX \$0.00</b>		<b>TOTAL INVOICE</b>	<b>\$42.14</b>
				<b>CREDITS TOTAL</b>	<b>\$0.00</b>
				<b>BALANCE DUE</b>	<b>\$42.14</b>

COMMUNITY COUNCIL OF CASS

ACCOUNT #: 6046 0020 3930 7789      DATE OF SALE #: 210207      P.O. #:

INVOICE#: 000000      AUTHORIZATION #: 000817      CLUB #: 6615

REFERENCE #: P92800017019G5L2P      TRANSACTION #: 0      REGISTER #: 88

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
003135693	PREMIUM	10.870	EA	\$3.1103	\$33.81
<b>SUB \$33.81</b>		<b>TAX \$0.00</b>		<b>TOTAL INVOICE</b>	<b>\$33.81</b>
				<b>CREDITS TOTAL</b>	<b>\$0.00</b>
				<b>BALANCE DUE</b>	<b>\$33.81</b>



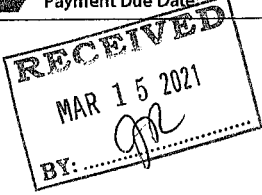
COMMUNITY COUNCIL OF CASS  
Account Number ending in 0674



**Payment Information**

**\$** New Balance: \$22.28  
Total Minimum Payment Due: \$22.28  
Payment Due Date: 03/28/2021

Payments must be received by 5pm ET on 03/28/2021 if mailed, or by 11:59pm ET on 03/28/2021 for online and phone payments.



MEMBER SERVICE: For Account Information log on to SamsClubCredit.com/businesscard. This account is registered. See your online Administrator to get a User ID & Password. Or call toll-free 1-800-203-5764

To make a payment, please visit us online or mail your payment using the coupon below. Payments are also accepted at your local CheckFreePay\* or MoneyGram locations\*. \* Fees may apply.

**Account Summary**

Previous Balance as of 02/09/2021	\$0.00	Credit Limit	\$5,500
Other Credits	- 1,865.73	Available Credit	\$5,477
Purchases/Debits	+ 1,865.73		
Interest Charges	+ 22.28		
<b>New Balance as of 03/08/2021</b>	<b>\$22.28</b>		

28 Day Billing Cycle from 02/09/2021 to 03/08/2021

**Transaction Detail**

Date	Reference #	Description	Amount
Other Credits			-\$1,865.73
03/02	F9280001X000TBEUT	TRANSACTION BALANCE TRANSFER (TB)	-\$7.75
03/02	F9280001X000TBEUT	TRANSACTION BALANCE TRANSFER (TB)	-\$22.87
03/02	F9280001X000TBEUT	TRANSACTION BALANCE TRANSFER (TB)	-\$26.04
03/02	F9280001X000TBEUT	TRANSACTION BALANCE TRANSFER (TB)	-\$30.95
03/02	F9280001X000TBEUT	TRANSACTION BALANCE TRANSFER (TB)	-\$32.16
03/02	F9280001X000TBEUT	TRANSACTION BALANCE TRANSFER (TB)	-\$33.81
03/02	F9280001X000TBEUT	TRANSACTION BALANCE TRANSFER (TB)	-\$41.00
03/02	F9280001X000TBEUT	TRANSACTION BALANCE TRANSFER (TB)	-\$42.14
03/02	F9280001X000TBEUT	TRANSACTION BALANCE TRANSFER (TB)	-\$43.95
03/02	F9280001X000TBEUT	TRANSACTION BALANCE TRANSFER (TB)	-\$45.00
03/02	F9280001X000TBEUT	TRANSACTION BALANCE TRANSFER (TB)	-\$46.63
03/02	F9280001X000TBEUT	TRANSACTION BALANCE TRANSFER (TB)	-\$48.97

(Continued on next page)

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6709 0005 HCJ 1 7 8 210308 PAGE 1 of 5 9280 2000 HP17 01FN6709 15110

Use blue or black ink, detach & mail with your check.	<b>Account Number</b> 6046 0020 3933 0674
	<b>New Balance</b> \$22.28
	<b>Total Minimum Payment Due</b> \$22.28
	<b>Payment Due Date</b> 03/28/2021
<b>Amount Enclosed</b> \$	

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COMMUNITY COUNCIL OF CASS  
KAY PHILLIPS  
PO BOX 427  
LINDEN TX 75563-0427

15110  
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Payment P.O. BOX 530981  
to: ATLANTA, GA 30353-0981



00022280114842 000222800002228 000604600 2039330 67422

Transaction Detail (Continued)

Date	Reference #	Description	Amount
03/02	F9280001X000TBEUT	TRANSACTION BALANCE TRANSFER (TB)	-\$50.00
03/02	F9280001X000TBEUT	TRANSACTION BALANCE TRANSFER (TB)	-\$68.51
03/02	F9280001X000TBEUT	TRANSACTION BALANCE TRANSFER (TB)	-\$376.49
03/02	F9280001X000TBEV3	TRANSACTION BALANCE TRANSFER (TB)	-\$24.77
03/02	F9280001X000TBEV3	TRANSACTION BALANCE TRANSFER (TB)	-\$38.55
03/02	F9280001X000TBEV3	TRANSACTION BALANCE TRANSFER (TB)	-\$40.50
03/02	F9280001X000TBEV3	TRANSACTION BALANCE TRANSFER (TB)	-\$43.04
03/02	F9280001X000TBEV3	TRANSACTION BALANCE TRANSFER (TB)	-\$47.89
03/02	F9280001X000TBEV3	TRANSACTION BALANCE TRANSFER (TB)	-\$50.00
03/02	F9280001X000TBEV3	TRANSACTION BALANCE TRANSFER (TB)	-\$53.19
03/02	F9280001X000TBEV3	TRANSACTION BALANCE TRANSFER (TB)	-\$56.86
03/02	F9280001X000TBEV3	TRANSACTION BALANCE TRANSFER (TB)	-\$68.01
03/02	F9280001X000TBEV3	TRANSACTION BALANCE TRANSFER (TB)	-\$68.72
03/02	F9280001X000TBEV3	TRANSACTION BALANCE TRANSFER (TB)	-\$457.93
03/02	F9280001X000TBEV3	TRANSACTION BALANCE TRANSFER (TB)	-\$1,865.73
<b>Purchases and Other Debits</b>			<b>\$53.19</b>
02/09	P928000190152GA06	SAMS CLUB.COM 006279 BENTONVILLE AR SAM'S/WAL-MART PURCHASE(S)	\$457.93
02/07	P9280001D019G5L31	SAM'S CLUB 006615 FOUNTAIN VALL CA	\$916.27
02/25	00000000000ATNEWA	BALANCE TRANSFER 6046 0020 3930 7789	\$1,427.39
Total for COMMUNITY COUNCIL OF CASS			\$68.01
02/08	P92800018019J3YQF	SAM'S CLUB 006615 FOUNTAIN VALL CA SAM'S/WAL-MART PURCHASE(S)	\$68.01
Total for CASS LINDEN			\$50.00
02/17	P9280001H01AJJTJ4	SAM'S CLUB 006615 FOUNTAIN VALL CA SAM'S/WAL-MART PURCHASE(S)	\$43.04
02/18	P9280001J01AMVBLD	SAM'S CLUB 006615 FOUNTAIN VALL CA SAM'S/WAL-MART PURCHASE(S)	\$40.50
02/19	P9280001L01AP878H	SAM'S CLUB 006615 FOUNTAIN VALL CA SAM'S/WAL-MART PURCHASE(S)	\$47.89
02/19	P9280001L01ATGR5N	SAM'S CLUB 006615 FOUNTAIN VALL CA SAM'S/WAL-MART PURCHASE(S)	\$38.55
02/20	P9280001L01AXGZ8H	SAM'S CLUB 006615 FOUNTAIN VALL CA SAM'S/WAL-MART PURCHASE(S)	\$68.72
02/21	P9280001M01B0XR34	SAM'S CLUB 006613 LONG BEACH CA SAM'S/WAL-MART PURCHASE(S)	\$24.77
02/22	P9280001N01B4N5KX	SAM'S CLUB 006613 LONG BEACH CA SAM'S/WAL-MART PURCHASE(S)	\$56.86
02/23	P9280001P01B8LHRM	SAM'S CLUB 006615 FOUNTAIN VALL CA SAM'S/WAL-MART PURCHASE(S)	\$370.33
Total for RAMON CARRILLO			\$0.00
<b>Total Fees Charged This Period</b>			<b>\$22.28</b>
<b>Total Interest Charged This Period</b>			<b>\$22.28</b>
03/08	*INTEREST CHARGE*	PURCHASES \$22.28	\$22.28

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account. (v) = Variable Rate

Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject to Interest Rate	Interest Charge	Balance Method
Purchases	N/A	22.90% (v)	\$1,268.09	\$22.28	2D

Cardholder News and Information

Reminder about purchases. We charge interest on all purchases from the date you make the purchase until you pay the purchase in full. For more information on when we charge interest, including exceptions, please see your account terms.  
NOTICE: We may convert your payment into an electronic debit. See back of page one for details. Billing Rights and other important information.

Member News and Information

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**SamsClubCredit.com/BusinessCard**  
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COMMUNITY COUNCIL OF CASS

ACCOUNT #: 6046 0020 3933 0674      DATE OF SALE #: 210209      P.O. #:  
 INVOICE#: 000000      AUTHORIZATION #: 000871      CLUB #: 6279  
 REFERENCE #: P928000190152GA06      TRANSACTION #: 0      REGISTER #: 89

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
003572924	UPGRADE PLUS	1.000	EA	\$53.1900	\$53.19
SUB \$53.19		TAX \$0.00		TOTAL INVOICE	\$53.19
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$53.19

COMMUNITY COUNCIL OF CASS

ACCOUNT #: 6046 0020 3933 0674      DATE OF SALE #: 210207      P.O. #:  
 INVOICE#: 000000      AUTHORIZATION #: 001273      CLUB #: 6615  
 REFERENCE #: P9280001D019G5L31      TRANSACTION #: 0      REGISTER #: 83

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
	MERCHANDISE/CONS UMABLES	1.000	EA	\$457.9300	\$457.93
SUB \$457.93		TAX \$0.00		TOTAL INVOICE	\$457.93
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$457.93

COMMUNITY COUNCIL OF CASS

ACCOUNT #: 6046 0020 3933 0674      DATE OF SALE #: 210208      P.O. #:  
 INVOICE#: 000000      AUTHORIZATION #: 000818      CLUB #: 6615  
 REFERENCE #: P92800018019J3YQF      TRANSACTION #: 0      REGISTER #: 88

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
003135693	PREMIUM	21.940	EA	\$3.0998	\$68.01
SUB \$68.01		TAX \$0.00		TOTAL INVOICE	\$68.01
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$68.01

COMMUNITY COUNCIL OF CASS

ACCOUNT #: 6046 0020 3933 0674      DATE OF SALE #: 210217      P.O. #:  
 INVOICE#: 000000      AUTHORIZATION #: 000827      CLUB #: 6615  
 REFERENCE #: P9280001H01AJJTJ4      TRANSACTION #: 0      REGISTER #: 88

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
003135693	PREMIUM	16.030	EA	\$3.1191	\$50.00
SUB \$50.00		TAX \$0.00		TOTAL INVOICE	\$50.00
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$50.00

COMMUNITY COUNCIL OF CASS

ACCOUNT #: 6046 0020 3933 0674      DATE OF SALE #: 210218      P.O. #:  
 INVOICE#: 000000      AUTHORIZATION #: 000828      CLUB #: 6615  
 REFERENCE #: P9280001J01AMVBLD      TRANSACTION #: 0      REGISTER #: 88

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
003135693	PREMIUM	13.710	EA	\$3.1393	\$43.04
SUB \$43.04		TAX \$0.00		TOTAL INVOICE	\$43.04
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$43.04

COMMUNITY COUNCIL OF CASS

ACCOUNT #: 6046 0020 3933 0674      DATE OF SALE #: 210219      P.O. #:  
 INVOICE#: 000000      AUTHORIZATION #: 000829      CLUB #: 6615  
 REFERENCE #: P9280001L01AP878H      TRANSACTION #: 0      REGISTER #: 88

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
003135693	PREMIUM	12.900	EA	\$3.1395	\$40.50
SUB \$40.50		TAX \$0.00		TOTAL INVOICE	\$40.50
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$40.50

COMMUNITY COUNCIL OF CASS					
ACCOUNT #: 6046 0020 3933 0674		DATE OF SALE #: 210219		P.O. #:	
INVOICE#: 000000		AUTHORIZATION #: 000829		CLUB #: 6615	
REFERENCE #: P9280001L01ATGRSN		TRANSACTION #: 0		REGISTER #: 88	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
003135693	PREMIUM	14.600	EA	\$3.2801	\$47.89
SUB \$47.89		TAX \$0.00		TOTAL INVOICE	\$47.89
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$47.89

COMMUNITY COUNCIL OF CASS					
ACCOUNT #: 6046 0020 3933 0674		DATE OF SALE #: 210220		P.O. #:	
INVOICE#: 000000		AUTHORIZATION #: 000830		CLUB #: 6615	
REFERENCE #: P9280001L01AXGZ8H		TRANSACTION #: 0		REGISTER #: 88	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
003135693	PREMIUM	11.510	EA	\$3.3492	\$38.55
SUB \$38.55		TAX \$0.00		TOTAL INVOICE	\$38.55
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$38.55


COMMUNITY COUNCIL OF CASS					
ACCOUNT #: 6046 0020 3933 0674		DATE OF SALE #: 210221		P.O. #:	
INVOICE#: 000000		AUTHORIZATION #: 000831		CLUB #: 6613	
REFERENCE #: P9280001M01B0XR34		TRANSACTION #: 0		REGISTER #: 88	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
003135693	PREMIUM	20.210	EA	\$3.4002	\$68.72
SUB \$68.72		TAX \$0.00		TOTAL INVOICE	\$68.72
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$68.72

COMMUNITY COUNCIL OF CASS					
ACCOUNT #: 6046 0020 3933 0674		DATE OF SALE #: 210222		P.O. #:	
INVOICE#: 000000		AUTHORIZATION #: 000832		CLUB #: 6613	
REFERENCE #: P9280001N01B4N5KX		TRANSACTION #: 0		REGISTER #: 88	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
003135693	PREMIUM	7.280	EA	\$3.4024	\$24.77
SUB \$24.77		TAX \$0.00		TOTAL INVOICE	\$24.77
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$24.77

COMMUNITY COUNCIL OF CASS					
ACCOUNT #: 6046 0020 3933 0674		DATE OF SALE #: 210223		P.O. #:	
INVOICE#: 000000		AUTHORIZATION #: 000833		CLUB #: 6615	
REFERENCE #: P9280001P01B8LHRM		TRANSACTION #: 0		REGISTER #: 88	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
003135693	PREMIUM	16.340	EA	\$3.4798	\$56.86
SUB \$56.86		TAX \$0.00		TOTAL INVOICE	\$56.86
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$56.86

Page 1 of 1      Website: [samsclubcredit.com/businesscard](http://samsclubcredit.com/businesscard)      Call: 1-800-203-5764

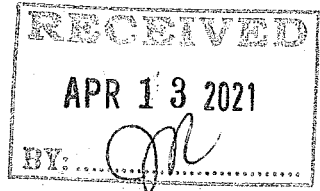
**Payment Information**

	<b>New Balance:</b>	<b>\$228.49</b>
	<b>Amount Past Due:</b>	<b>\$22.28</b>
	<b>Total Minimum Payment Due:</b>	<b>\$72.28</b>
	<b>Payment Due Date:</b>	<b>04/28/2021</b>

Payments must be received by 5pm ET on 04/28/2021 if mailed, or by 11:59pm ET on 04/28/2021 for online and phone payments.

MEMBER SERVICE: For Account Information log on to [SamsClubCredit.com/businesscard](http://SamsClubCredit.com/businesscard). This account is registered. See your online Administrator to get a User ID & Password. Or call toll-free 1-800-203-5764

To make a payment, please visit us online or mail your payment using the coupon below. Payments are also accepted at your local CheckFreePay\* or MoneyGram locations\*. \* Fees may apply.



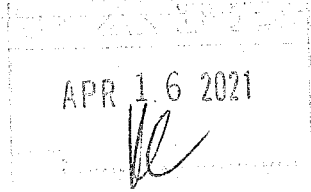
*\* Late Fees for Charges under investigation*  
**Account Summary**

<b>Previous Balance as of 03/09/2021</b>	<b>\$22.28</b>	Credit Limit	\$5,500
Purchases/Debits	+ 205.00	Available Credit	\$5,271
Interest Charges	+ 1.21		
<b>New Balance as of 04/08/2021</b>	<b>\$228.49</b>		

31 Day Billing Cycle from 03/09/2021 to 04/08/2021

**Transaction Detail**

Date	Reference #	Description	Amount
<b>Purchases and Other Debits</b>			
04/03	P9280002Y01G5WLYQ	SAM'S CLUB 008295 TEXARKANA TX ANNUAL MEMBERSHIP FEE Total for SHELLY MITCHELL	\$205.00 \$205.00
<b>Total Fees Charged This Period</b>			<b>\$0.00</b>
<b>Total Interest Charged This Period</b>			<b>\$1.21</b>
04/08	*INTEREST CHARGE*	PURCHASES \$1.21	\$1.21



## A friendly reminder...

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- Call the Credit Service phone number on the back of the card.
- Visit the Member Services Desk at your local Sam's Club.

COMMUNITY COUNCIL OF CASS

ACCOUNT #: 6046 0020 3933 0674

DATE OF SALE #: 210403

P.O. #:

INVOICE #: 999999

AUTHORIZATION #:

CLUB #: 8295

REFERENCE #: P9280002Y01G5WLYQ

TRANSACTION #: 99999

REGISTER #: 99

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
	SALES TAX	1.000		\$0.0000	\$0.00
000000101	ANNUAL MEMBERSHIP FEE	1.000	EA	\$45.0000	\$45.00
000000102	ANNUAL MEMBERSHIP FEE	1.000	EA	\$40.0000	\$40.00
000000102	ANNUAL MEMBERSHIP FEE	1.000	EA	\$40.0000	\$40.00
000000102	ANNUAL MEMBERSHIP FEE	1.000	EA	\$40.0000	\$40.00
000000102	ANNUAL MEMBERSHIP FEE	1.000	EA	\$40.0000	\$40.00
<b>SUB \$205.00</b>		<b>TAX \$0.00</b>		<b>TOTAL INVOICE</b>	<b>\$205.00</b>
				<b>CREDITS TOTAL</b>	<b>\$0.00</b>
				<b>BALANCE DUE</b>	<b>\$205.00</b>

1-2

APR 16 2021  
*[Signature]*



**Interest Charge Calculation**

Your Annual Percentage Rate (APR) is the annual interest rate on your account. (v) = Variable Rate

Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject to Interest Rate	Interest Charge	Balance Method
Purchases	N/A	22.90% (v)	\$62.22	\$1.21	2D

**Cardholder News and Information**

YOUR ACCOUNT IS PAST DUE. PLEASE PAY THE MINIMUM PAYMENT DUE OR CONTACT THIS OFFICE AT THE PHONE NUMBER LISTED ON YOUR STATEMENT.

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# HEAD START and EHS NUTRITION PROGRAM

## May 2021 Financial Report

For the month of April 2021

### CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 9,990.44	46,720.98
Administrative Labor	2,291.43	9,185.95
Food	12,302.85	59,385.89
Supplies & Equipment	789.01	11,324.23
Purchased Services	-	0.00
Financial Costs	-	0.00
Media Costs	-	0.00
Operating Org Cost	-	0.00
Other	-	0.00
Total	<u>\$ 25,373.73</u>	<u>\$ 126,617.05</u>

TDHS REVENUE                      16,088.06              94,325.54 (Income Starts October 2020)

# CSNT Head Start Monthly Report

Program Year 02 2021

06CH011282/02

2021

Data Month **April**

CSNT HS Report  
Revised 1/8/21

## Head Start Attendance/Enrollment

Report Month	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment HS	465/-34	465/-17	465/-18	465/-18	465/-14							
# additional students (partnerships)	0	0	0	0	0							
% with Special Needs	6%	6%	7%	9%	10%							
ADA Funded Enrolled* (465)	84%	84%	87%	87%	87%							
Enrollment (acutal students)	92%	90%	92%	92%	92%							
Present/ Absent	393/38	391/57	408/39	417/35	444/36							
* If below 85% (Why) -	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

## Non-Federal Share

\$978,005 **\$319,008** \$658,997 33% Needed **Grant Total** 63.68% Received \$667,996

	December	January	February	March	April	May	June	July	August	September	October	November
<b>\$ 658,997</b>	\$ 129,455	\$ 132,664	\$ 131,993	\$132,799	\$ 132,086							

## Adimin Expenditures (including non-federal share)

*Grant Should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
<b>HS Total 11%</b>	\$ 30,433	\$ 75,492	\$ 128,470	\$ 172,150	\$ 230,893							
<b>Grant Total 11%</b>	NA	NA	\$ 1,174,169	\$ 1,588,737	\$ 2,103,531							

## Meals/Reimbursements

\$	December	January	February	March	April	May	June	July	August	September	October	November
68,632												
# of service days	16	18	15	22	20							
# of meals served	5,056	5,960	5,470	7,072	7,243							
CACFP Reimbursement	\$ 11,339	\$ 13,264	\$ 12,149	\$ 15,792	\$ 16,088							

## Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	102	68	158	237	340							
# Classrooms Observed	54	31	51	79	56							
Incomes Verified	10	10	10	10	50							
# Parents Interviewed	53	0	0	19	3							
# of Staff interviewed	2	17	12	12	11							
# Bus Routes Observed	0	0	0	0	0							
# Staff Files Reviewed	0	6	0	0	0							
# Community Contacts	38	40	63	40	78							
# of Findings	24	49	28	32	14							

## Annual Self-Assessment Findings

Date: **Week of 2/18/2020 Completed 3/10/2021**

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	2	2	2	3	3							
# findings corrected	2	2	2	0	0							
# findings remaining	0	0	0	3	3							

## Annual Detailed Monitoring Findings

Week of **12/1/2020 Completed 2/8/2021**

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	7	6	6	6	6							
# findings corrected	7	0	4	4	6							
# findings remaining	0	6	2	2	0							

## Program Updates

Starting Enrollment Round-ups for New School Year  
Preparing for End of Year Activities



# CSNT Early Head Start Monthly Report

Program Year 02 2021 06CH011282/02

2021

Data Month **March**

CSNT Early HS Report  
Revised 1/8/21

## Early Head Start Attendance/Enrollment

Report Month	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment EHS	16/-16	16/-2	16/-1	16	16							
# additional students (partnerships)	NA	NA	NA	NA	NA							
% with Special Needs	NA	14%	14%	19%	19%							
ADA Funded Enrolled* (516)	NA	60%	70%	80%	90%							
Enrollment (acutal students)	NA	80%	80%	92%	90%							
Present/ Absent	NA	14/11	14/11	16/14	16/14							
* If below 85% (Why) -	NA	Sickness	Sickness	NA	NA							

## Non-Federal Share

\$58,451 **\$49,453** \$8,998 85% Needed **Grant Total** 63.68% Received \$667,996

	December	January	February	March	April	May	June	July	August	September	October	November
<b>\$ 8,998</b>	\$ 1,052	\$ 1,052	\$ 1,052	\$ 2,158	\$ 3,684							

## Adimin Expenditures (including non-federal share)

*Grant Should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
<b>EHS Total 11%</b>	\$ 1,515	\$ 4,873	\$ 7,368	\$ 8,117	\$ 9,037							
<b>Grant Total 11%</b>	NA	NA	\$ 45,883	\$ 61,623	\$ 84,258							

## Meals/Reimbursements

\$	December	January	February	March	April	May	June	July	August	September	October	November
5,087												
# of service days	0	9	14	17	20							
# of meals served	0	295	484	674	844							
CACFP Reimbursement	\$ -	\$ 654	\$ 1,073	\$ 1,491	\$ 1,869							

## Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	NA	0	6	6	6							
# Classrooms Observed	NA	1	6	6	7							
Incomes Verified	NA	14	14	0	0							
# Parents Interviewed	NA	0	0	1	1							
# of Staff interviewed	NA	0	0	0	0							
# Bus Routes Observed	NA	0	NA	NA	NA							
# Staff Files Reviewed	NA	0	0	0	0							
# Community Contacts	NA	1	0	5	5							
# of Findings/# Corrected	NA	2	3	0	0							

## Annual Self-Assessment Findings

Date: **Week of 2/18/2020** Completed **3/8/2021**

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	NA	NA	NA	3	3							
# findings corrected	NA	NA	NA	0	0							
# findings remaining	NA	NA	NA	3	3							

## Annual Detailed Monitoring Findings

Week of **2/8/2021** Completed **NA**

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	NA	6	6	6	6							
# findings corrected	NA	0	4	4	6							
# findings remaining	NA	6	2	2	0							

## Program Updates

EHS is Enrolling for New School Year  
Preparing for End of School Activities



5/6/21 2:25 PM	<b>9803 - HEAD START PIR Snapshot (Grid)</b>	1 of 4	
		Total	Percentage

Report: Head Start PIR Snapshot (Grid)  
 PIR: Head Start 2020-2021  
 Section: a. Total Funded Enrollment

Number of enrollment slots that the program is funded to serve.	465	100%
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Section: b. Funded Enrollment by Program Option

Center-Based	465	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)	465	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 in the PIR) than indicated by the funded enrollment numbers.	502	100% of participants
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Section: e. Participants By Age (Percentage of Cumulative Enrollment)

Two Years Old	9	1.79%
Three Years Old	209	41.63%
Four Years Old	284	56.57%
Five Years Old and Older	0	0.00%

Section: f. Homelessness Services (Percentage of Cumulative Enrollment)

Total Number of children experiencing homelessness that were served during the enrollment year	26	5.18%
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Section: g. Foster Care (Percentage of Cumulative Enrollment)

Total number of enrolled children who were in foster care at any point in the program year	26	5.18%
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Section: h. Prior Enrollment of Children (Percentage of Cumulative Enrollment)

Second Year	154	30.68%
Three (or more) Years	0	0.00%

Section: i. Ethnicity (Percentage of Cumulative Enrollment)

Hispanic or Latino Origin	88	17.53%
Non-Hispanic or Non-Latino Origin	414	82.47%

Section: j. Race (Percentage of Cumulative Enrollment)

American Indian or Alaska Native	3	0.60%
Asian	4	0.80%
Black or African American	229	45.62%
Native Hawaiian or Pacific Islander	1	0.20%
White	168	33.47%
Biracial or Multi-Racial	63	12.55%
Other Race	34	6.77%
Unspecified Race	0	0.00%

Section: k. Language (Percentage of Cumulative Enrollment)

English	453	90.24%
Spanish	46	9.16%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian	3	0.60%
Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%



European or Slavic Languages	0	0.00%
African Languages	0	0.00%
Other Languages	0	0.00%
Unspecified Language	0	0.00%

#### Section: l. Health Services (Percentage of Cumulative Enrollment)

Children With Health Insurance At Start of Enrollment	479	95.42%
Children With Health Insurance At End of Enrollment	308	61.35%
Children With A Medical Home At Start of Enrollment	443	88.25%
Children With A Medical Home At End of Enrollment	196	39.04%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	474	94.42%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	299	59.56%
Children with a dental home at start of enrollment	426	84.86%
Children with a dental home at end of enrollment	191	38.05%

#### Section: m. Disability Services (Percentage of Actual Enrollment)

Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	47	10.59%
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#### Section: n. Family Services (Percentage of Total Families)

Total Number of Families	470	100.00%
Families Who Received at Least One Family Service	410	87.23%

#### Section: o. Specific Services (Percentage of Total Families)

Emergency or Crisis Intervention	22	4.68%
Housing Assistance	1	0.21%
Asset building services (Financial Education)	72	15.32%
Mental Health Services	5	1.06%
Substance Abuse Prevention	3	0.64%
Substance Abuse Treatment	1	0.21%
English as a Second Language (ESL) Training	18	3.83%

Assistance enrolling in Education or Job Training	25	5.32%
Research-Based Parenting Curriculum	351	74.68%
Involvement in their child's screening and assessment results and their child's progress	285	60.64%
Supporting transitions between programs (i.e., EHS to HS, HS to Kindergarten)	277	58.94%
Education on preventative medical and oral health	391	83.19%
Education on health and developmental consequences of tobacco product use	82	17.45%
Education on Nutrition	307	65.32%
Education on postpartum care (e.g. breastfeeding support)	10	2.13%
Education on relationship/marriage	6	1.28%
Assistance to Families of Incarcerated Individuals	2	0.43%

# 9802 - PIR Performance Indicators (Grid) HEAD START

Number	PIR Performance Indicator	Total	Percentage
Report: PIR Performance Indicators (Grid)			
PIR: Head Start 2020-2021			
Section: Enrollment			
101	Percentage (%) of children enrolled for multiple years	154	30.68%
102	Percentage (%) of children enrolled less than 45 days	15	2.99%
103	Percentage (%) of children and pregnant women (if EHS) who left the program and did not re-enroll	57	11.35%
Section: Family Services			
141	Percentage (%) of families who received at least one of the family services reported in the PIR	410	81.67%
142	Percentage (%) of families experiencing homelessness during the enrollment year that acquired housing during the enrollment year	2	0.40%
Section: Infant/Toddler Staff (EHS and Migrant/Seasonal infants/toddler staff only)			
161	Percentage (%) of infant and toddler classroom teachers that meet the degree/credential requirements of Section 645A.(h) (CDA/equivalent or higher) that became effective September, 2010	3	100.00%
Section: Preschool Staff and Classes (Head Start and Migrant/Seasonal preschool staff only)			
151	Percentage (%) of preschool classroom teachers that meet the degree/credential requirements of Section 648A.(2)(A) (BA or higher - ECE/related) that will become effective September, 2013	25	96.15%
152	Percentage (%) of preschool classes in which at least one teacher meets the degree/credential requirements of Section 648A.(3)(B) (AA or higher – ECE/related) that became effective October, 2011	26	100.00%
153	Percentage (%) of preschool classroom assistant teachers with a CDA/equivalent or higher, or are enrolled in a CDA or ECE degree program	25	100.00%
Section: Services to All Children (based on Cumulative Enrollment)			
121	Percentage (%) of children with an IFSP or IEP	47	10.59%

122	Percentage (%) of children up-to-date on a schedule of preventive and primary health care per the state's EPSDT schedule, at end of enrollment year	393	78.29%
123	* Of the children up-to-date on health screenings, the percentage (%) of children diagnosed with a chronic condition needing medical treatment	47	11.96%
124	** Of the children diagnosed with a chronic condition needing medical treatment, the percentage (%) of children who received medical treatment	23	48.94%

Section: Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)

111-1	Percentage (%) of children with health insurance, at beginning of enrollment year	479	95.42%
111-2	Percentage (%) of children with health insurance, at end of enrollment year	308	61.35%
112-1	Percentage (%) of children with a medical home, at beginning of enrollment year	443	88.25%
112-2	Percentage (%) of children with a medical home, at end of enrollment year	196	39.04%
113-1	Percentage (%) of children with up-to-date immunizations, all possible immunizations to date, or exempt, at beginning of enrollment year	474	94.42%
113-2	Percentage (%) of children with up-to-date immunizations, all possible immunizations to date, or exempt, at end of enrollment year	299	59.56%
114-1	Percentage (%) of children with a dental home, at beginning of enrollment year	426	84.86%
114-2	Percentage (%) of children with a dental home, at end of enrollment year	191	38.05%

Section: Services to Preschool Children (based on Cumulative Enrollment)

131	Percentage (%) of preschool children with an IEP for one of the primary disabilities reported in the PIR, that received special education or related services for those disabilities	47	100.00%
132	Percentage (%) of preschool children completing professional dental exams	330	65.74%
133	* Of the preschool children receiving professional dental exams, the percentage (%) of preschool children needing professional dental treatment	36	10.91%
134	** Of the preschool children needing dental treatment, the percentage (%) of preschool children who received dental treatment	25	69.44%

5/6/21  
2:25 PM

# 9803 - EARLY HEAD START PIR Snapshot (Grid)

1 of 4

Total

Percentage

Report: Head Start PIR Snapshot (Grid)

PIR: Head Start 2020-2021

Section: a. Total Funded Enrollment

Number of enrollment slots that the program is funded to serve.

16

100%

## Section: b. Funded Enrollment by Program Option

Center-Based

16

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)

16

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 in the PIR) than indicated by the funded enrollment numbers.

19

100% of participants

## Section: e. Participants By Age (Percentage of Cumulative Enrollment)

Under One Year

3

15.79%

One Year Old

10

52.63%

Two Years Old

6

31.58%

Three Years Old	0	0.00%
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Section: f. Homelessness Services (Percentage of Cumulative Enrollment)

Total Number of children experiencing homelessness that were served during the enrollment year	1	5.26%
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Section: g. Foster Care (Percentage of Cumulative Enrollment)

Total number of enrolled children who were in foster care at any point in the program year	1	5.26%
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Section: h. Prior Enrollment of Children (Percentage of Cumulative Enrollment)

Second Year	0	0.00%
Three (or more) Years	0	0.00%

Section: i. Ethnicity (Percentage of Cumulative Enrollment)

Hispanic or Latino Origin	5	26.32%
Non-Hispanic or Non-Latino Origin	14	73.68%

Section: j. Race (Percentage of Cumulative Enrollment)

American Indian or Alaska Native	0	0.00%
Asian	0	0.00%
Black or African American	13	68.42%
Native Hawaiian or Pacific Islander	0	0.00%
White	1	5.26%
Biracial or Multi-Racial	2	10.53%
Other Race	2	10.53%
Unspecified Race	0	0.00%

Section: k. Language (Percentage of Cumulative Enrollment)

English	18	94.74%
Spanish	1	5.26%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%

East Asian	0	0.00%
Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
Other Languages	0	0.00%
Unspecified Language	0	0.00%

Section: l. Health Services (Percentage of Cumulative Enrollment)

Children With Health Insurance At Start of Enrollment	19	100.00%
Children With Health Insurance At End of Enrollment	1	5.26%
Children With A Medical Home At Start of Enrollment	19	100.00%
Children With A Medical Home At End of Enrollment	4	21.05%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	18	94.74%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	13	68.42%
Children with a dental home at start of enrollment	7	36.84%
Children with a dental home at end of enrollment	0	0.00%

Section: m. Disability Services (Percentage of Actual Enrollment)

Children with an Individualized Education Program (IFSP), indicating they were determined eligible to receive special education and related services	3	18.75%
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Section: n. Family Services (Percentage of Total Families)

Total Number of Families	15	100.00%
Families Who Received at Least One Family Service	15	100.00%

Section: o. Specific Services (Percentage of Total Families)

Emergency or Crisis Intervention	0	0.00%
Housing Assistance	0	0.00%
Asset building services (Financial Education)	0	0.00%

Mental Health Services	0	0.00%
Substance Abuse Prevention	0	0.00%
Substance Abuse Treatment	0	0.00%
English as a Second Language (ESL) Training	0	0.00%
Assistance enrolling in Education or Job Training	0	0.00%
Research-Based Parenting Curriculum	4	26.67%
Involvement in their child's screening and assessment results and their child's progress	3	20.00%
Supporting transitions between programs (i.e., EHS to HS, HS to Kindergarten)	0	0.00%
Education on preventative medical and oral health	15	100.00%
Education on health and developmental consequences of tobacco product use	1	6.67%
Education on Nutrition	14	93.33%
Education on postpartum care (e.g. breastfeeding support)	0	0.00%
Education on relationship/marriage	0	0.00%
Assistance to Families of Incarcerated Individuals	0	0.00%



# 9802 - PIR Performance Indicators (Grid) EARLY HEAD START

Number	PIR Performance Indicator	Total	Percentage
Report: PIR Performance Indicators (Grid)			
PIR: Head Start 2020-2021			
Section: Enrollment			
101	Percentage (%) of children enrolled for multiple years	0	0.00%
102	Percentage (%) of children enrolled less than 45 days	1	5.26%
103	Percentage (%) of children and pregnant women (if EHS) who left the program and did not re-enroll	3	15.79%
Section: Family Services			
141	Percentage (%) of families who received at least one of the family services reported in the PIR	15	78.95%
142	Percentage (%) of families experiencing homelessness during the enrollment year that acquired housing during the enrollment year	0	0.00%
Section: Infant/Toddler Staff (EHS and Migrant/Seasonal infants/toddler staff only)			
161	Percentage (%) of infant and toddler classroom teachers that meet the degree/credential requirements of Section 645A.(h) (CDA/equivalent or higher) that became effective September, 2010	3	100.00%
Section: Preschool Staff and Classes (Head Start and Migrant/Seasonal preschool staff only)			
151	Percentage (%) of preschool classroom teachers that meet the degree/credential requirements of Section 648A.(2)(A) (BA or higher - ECE/related) that will become effective September, 2013	25	96.15%
152	Percentage (%) of preschool classes in which at least one teacher meets the degree/credential requirements of Section 648A.(3)(B) (AA or higher – ECE/related) that became effective October, 2011	26	100.00%
153	Percentage (%) of preschool classroom assistant teachers with a CDA/equivalent or higher, or are enrolled in a CDA or ECE degree program	25	100.00%
Section: Services to All Children (based on Cumulative Enrollment)			
121	Percentage (%) of children with an IFSP or IEP	3	18.75%
122	Percentage (%) of children up-to-date on a schedule of preventive and primary health care per the state's EPSDT schedule, at end of enrollment year	9	47.37%

123	* Of the children up-to-date on health screenings, the percentage (%) of children diagnosed with a chronic condition needing medical treatment	0	0.00%
124	** Of the children diagnosed with a chronic condition needing medical treatment, the percentage (%) of children who received medical treatment	0	0.00%

Section: Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)

111-1	Percentage (%) of children with health insurance, at beginning of enrollment year	19	100.00%
111-2	Percentage (%) of children with health insurance, at end of enrollment year	1	5.26%
112-1	Percentage (%) of children with a medical home, at beginning of enrollment year	19	100.00%
112-2	Percentage (%) of children with a medical home, at end of enrollment year	4	21.05%
113-1	Percentage (%) of children with up-to-date immunizations, all possible immunizations to date, or exempt, at beginning of enrollment year	18	94.74%
113-2	Percentage (%) of children with up-to-date immunizations, all possible immunizations to date, or exempt, at end of enrollment year	13	68.42%
114-1	Percentage (%) of children with a dental home, at beginning of enrollment year	7	36.84%
114-2	Percentage (%) of children with a dental home, at end of enrollment year	0	0.00%

Section: Services to Preschool Children (based on Cumulative Enrollment)

131	Percentage (%) of children with an IFSP for one of the primary disabilities reported in the PIR, that received special education or related services for those disabilities	3	100.00%
132	Percentage (%) of EHS children completing professional dental exams	5	26.32%
133	* Of the preschool children receiving professional dental exams, the percentage (%) of preschool children needing professional dental treatment	NA	NA
134	** Of the preschool children needing dental treatment, the percentage (%) of preschool children who received dental treatment	NA	NA

**Justification**  
**Head Start/Early Head Start Continuation Grant**  
**#06CH011282/03**

Date	Description
5/25/2021	<p>CSNT Head Start is requesting approval to submit the Continuation Grant Application for Head Start/Early Head Start for a total of \$5,244,808.</p> <p>\$4,150,208 Program Expenditures            \$ 45,638 Training and Technical Assistance  <u>\$1,048,962 NFS</u>            \$5,244,809 Total Budget Amount</p>

**Budget Line Items by Program**

Budget Category	Head Start Budget Amount	Early Head Start Budget Amount	Total Budget Amount
Personnel	\$2,431,705	\$149,928	\$2,491,623
Fringe	\$585,426	\$37,482	\$622,908
Travel (4120)	\$10,000	\$2,190	\$12,190
Equipment	\$42,500	\$23,025	\$42,500
Supplies	\$177,881	\$17,200	\$195,081
Contractual	\$276,650	\$0	\$276,650
Facilities/ Construction	\$0	\$0	\$0
Other (4120)	\$29,750	\$2,867	\$32,617
Other (4122)	\$495,342	\$26,925	\$522,267
	<b>HS</b>	<b>EHS</b>	<b>TOTAL</b>
<b>Expenditures</b>	<b>\$3,918,875</b>	<b>\$231,335</b>	<b>\$4,150,208</b>
<b>Total (T&amp;TA)</b>	<b>\$40,381</b>	<b>\$5,257</b>	<b>\$45,638</b>
<b>NFS</b>	<b>\$989,814</b>	<b>\$59,148</b>	<b>\$1,048,962</b>
<b>Total Budget</b>	<b>\$4,949,069</b>	<b>\$295,740</b>	<b>\$5,244,809</b>

**Justification**  
**Contracted Teaching Services (School Districts)**  
**Grantee 06CH011282/02**

Date	Description
5/4/2021	CSNT created Standard Operating Policies and Procedures to oversee the implementation of contracted teaching services with partnership School Districts. This manual will be used as a guide for future contracts with school districts.
<b>See Standard Operating Manuals – Contracted Teaching Services</b>	



# Contracted Teaching Services

## Standard Operating Procedures Manual

*Aligned with the 2016 Head Start  
Program Performance Standards  
(Standards 1302.90 – 1302.94)*

Revision 5/4/2021



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# INTRODUCTION

The following policies and procedures are intended to provide an overview of the contractual teaching services provided by Independent School Districts for CSNT Head Start/Early Head Start classrooms. The primary purpose of these policies and procedures is to document all the parts that are included in the teaching services contracts. These parts assure that CSNT follows the requirements of the Head Start Program Performance Standards and the OMB Circulars when utilizing contracted teaching services.

These policies and procedures have been approved by the Governing Board and the Policy Council. All teaching services contracts are to align with these policies and procedures and will be monitored for compliance.



# OVERVIEW

The purpose of these policies and procedures is to provide clear guidance on creating a teaching services contract with the local school district. There are times when teaching services between the Head Start Program and the School District overlap. One example of this is when the local school district and the Head Start Program have a detailed Memorandum of Understanding that describes the implementation of educational services at either a Head Start Campus or on the School District Campus.

# BACKGROUND

CSNT and the local independent school districts within the Head Start service area have a long history of working together to provide exemplary educational services to the children that enroll in the Head Start Program and the School District. As these partnerships have progressed and grown CSNT and the local School Districts have found ways to blend services that are being implemented in partnership classrooms. One of the ways that the partnerships have grown is in the ability to contract teaching services where applicable and available.

To consider contracting services, there must be a partnership classroom that follows the school district calendar and that implements a state adopted curriculum.

## Purpose of Contracted Teaching Services

The main purpose for creating a contract for teaching services is to blend Head Start and school district services into one classroom where children receive exemplary services that meets and or exceeds the regulations for both programs.

All parts of the contract must be negotiated by the school district and the Head Start Program. All regulations must be considered, and monitoring must be included to make sure that all parts of the teaching services contract are implemented properly.

Once all the parts of the contract are negotiated, the Executive Director of the Agency and the Superintendent of the school district must sign the contract for it to be implemented. The costs associated with the contract are

agreed upon by both parties. It is a negotiated cost that stems from amounts being paid for similar services within the Head Start Program and/or the school district along with other costs that may occur as part of the Memorandum of Understanding between the school district and the Head Start Program.

## **Contracted Teaching Services**

Head Start Program Performance Standards require programs to collaborate with their local school districts to provide efficient and effective teaching services to children within the Head Start Program service area.

It is the intent of CSNT to develop and implement an integrated process to meet or exceed the requirements set forth by local, state, and federal education requirements. The CSNT Head Start program works closely with the funding agency and the independent school district to provide support necessary to ensure that the Head Start/Early Head Start Program meets or exceeds expectations.

The negotiated teaching services contract is typically set for a one year term. The terms of the contract run for one school year beginning on the first day of August and ending on the last day of July. The contract is negotiated every spring and is signed and in place prior to the last day of June.

Listed in the contract are consequences of not following the contract by both parties. The contracted teaching services are monitored on a regular basis as part of the CSNT Head Start On-Going Monitoring process and as part of the school district oversight.

If there are concerns with the teaching services being implemented in the classroom, the Campus Director and the Principal along with the Curriculum Director, will meet to discuss the concerns and agree on procedures to correct the specific issues. If the issues are not corrected in a timely manner, the specific issues will be discussed with the Head Start Director, the Principal, the Curriculum Director, and the Superintendent, as necessary.

If the identified issues are still not corrected in a timely manner and either party is not satisfied with the outcome, the issue will go to the Superintendent and the Executive Director for resolution.

Concerns with payment or billing will be handled by the Chief Financial Officer, the Head Start Director, and the Business Manager at the District. There will be contact and correspondence on how to fix the issues. If the issues are not fixed to the satisfaction of either party, the issue will be discussed with the Superintendent and the Executive Director.

Listed below are the sections of the contract with explanations surrounding the section and the type of information that can go in each section. Once again this is just a sample, and each contract can be different depending on the negotiated items that make it into the contract by both parties.

### **Section 1 of the Contract – Parties to the Contract**

Lists the names of the entities that are a part of the contract.

### **Section 2 of the Contract – Period of Agreement**

Lists the effective period for the contract. Most contracts start the first day of August and run through the last day of July. This encompasses a complete school year. Each year in the springs, a new contract is negotiated and signed before the end of June.

### **Section 3 of the Contract – Teacher/Teaching Assistant Performance**

Will include at least the agreed upon tasks listed below:

- Where the teaching services will be performed by the contracted Teacher/Teaching Assistant
- How many hours per day, days per week, and weeks per year the contracted Teacher/Teaching assistant will provide the services
- Start and end date of contracted teaching services
- Types of teaching instruction to be provided (example: hands-on, in-person, one-on-one, small group, large group, etc.)
- Duties to be provided (example: classroom management, behavior management, lesson planning, classroom arrangement etc.)
- Any regulations that must be implemented per state or federal law such as the 45 minute teacher planning period regulated by the state and the Standard Code of Conduct set forth by

### Federal Head Start Regulations

- Classroom Assessment Scoring System (CLASS) will be implemented in the contracted classroom
- All Head Start program adopted behavior strategies will be followed in the contracted classroom
- Contracted Teaching staff will adhere to the State and Federal guidelines set forth by the Head Start Program Performance Standards for a Head Start Lead Teacher including a five-year background check that includes a State Criminal History Check, a Federal Bureau of Investigation Fingerprint, a Sex Offender Registry Check, a Child Abuse and Neglect State Registry Check, obtain and keep a current CPR/FA certification, and attend Annual Child Abuse Training
- Contracted Teachers will obtain at least 15 hours of professional development annually in early childhood education
- Contracted Teachers/Teaching Assistant will follow and train on the Head Start Program Performance Standards on a regular basis
- Contracting District will submit an invoice twice per school year:
  1. The amount of the contracted services for 5 or less teaching staff will be determined using the CSNT Head Start Base Salary Scale by position(s) with the appropriate degree and/or certifications along with the current fringe benefit percentage.
  2. The amount will be derived using the determined hourly rate multiplied by 2080 hours. The total will then be multiplied by the current fringe benefit percentage and added to the total.
  3. This total will be divided by half and this amount will be the contracted teaching services amount per contracted teaching staff up to (5) total. The contracted amount will not exceed this amount per contracted staff.
  4. For contracts with more than (5) teaching staff, there will be a negotiated amount. This amount will be based on the impact to the budget. This amount will never exceed more than the Base Salary Scale amount for the contracted position.
  5. The District will submit an invoice for contracted teaching services for the fall semester by the end of November and will send an invoice for the spring semester by the end of July.
- Contracted Teachers/Teaching Assistants will work with the Head Start Curriculum Director to develop and implement approved lesson plans through the school year.

- Contracted Teachers/Teaching Assistants will be evaluated by the Campus Director and the Principal throughout the school year. Areas of improvement documented on the Performance Evaluations will be discussed by the Principal and the Campus Director. Training will be implemented, if needed.

## **Section 4 of the Contract – Time of Performance**

Specify the beginning and ending dates for the work to be conducted. Include the school year for the contract.

## **Section 5 of the Contract – Financial Obligations**

Specify contractual expectation of the contract that includes:

- There will be no draws or advances beyond the initial
- There will be a total of two payments
- The first invoice will be due by November 30<sup>th</sup> with payment by December 31<sup>st</sup> and the second invoice will be due by June 30<sup>th</sup> with the second payment by July 31<sup>st</sup>.
- Disbursement for work that has been completed in a satisfactory manner
- Sole obligation for CSNT is limited to the work described in the contract
- Payments will be processed within 31 days after receipt of the invoice
- Refunds shall be obtained within (15) days after request for any sum of money that has been determined to be an overpayment

## **Section 6 of the Contract – Intentionally Omitted**

## **Section 7 of the Contract – Terms and Conditions**

Terms of this contract cannot be subcontracted without prior approval by both parties. Contracted staff will not be a part of any IRS qualified benefits for CSNT and shall not qualify for any CSNT fringe benefits including but not limited to health, medical, or pension benefits. The contracted teaching staff shall not commit any act or make any statements that would be harmful to CSNT's reputation and good will or to any of CSNT's affiliates.

## **Section 8 of the Contract – Legal Remedies**

Breeches or violations of the teaching services contract gives CSNT the right to

apply administrative, contractual, or legal remedies. CSNT may choose to suspend all parts of this contract temporarily to give time for corrective action by the ISD or CSNT may terminate the contract at that time.

## **Section 9 of the Contract – No Waivers**

There will be no waivers as part of this contract.

## **Section 10 of the Contract – Termination and Suspension**

CSNT may terminate in writing, part or all the teaching services contract, at any time there is a cause for termination. The contract cannot be terminated without written notice of the following circumstances:

1. Contracted Teaching staff do not deliver satisfactory services in a timely manner
2. ISD/School District is adjudged bankrupt and/or is deemed insolvent
3. ISD/School District attempts to obligate CSNT to any financial responsibility for contractual services or materials
4. ISD/School District commits a willful violation of public laws or ordinances that a direct effect on the contracted agreement

CSNT has the authority to withhold payment and immediately suspend the ISD Teaching services of this contract if CSNT identifies possible instances of fraud, abuse, waste, fiscal mismanagement or other serious deficiencies in the services provided. Suspension shall be a temporary measure pending either corrective action or a decision by CSNT to terminate the contract.

CSNT shall not be liable for any costs incurred by the ISD/School District or teaching staff after the contract has been suspended or terminated. If contract is terminated, CNST can withhold any pending payments due to the ISD/School District until damages owed to CSNT have been determined and paid.

## **Section 11 of the Contract – Special Compliance Provisions**

The ISD/School District shall comply with all the applicable laws and regulations set forth by a federal contract including but not limited to the following:

1. Copeland “Anti-Kickback” Act
2. Fair Labor Standards Act
3. Worker’s Compensation Act
4. The Privacy Act of 1974
5. Sections 103 & 107 of the Control Work Hours and Safety Standards Act (as supplemented by Agency of Labor regulations)
6. The Davis-Bacon Act, where applicable

For contracts exceeding \$100,000 the following requirements apply:

1. Clean Air Act
2. Clean Water Act
3. Executive Order 11738 (Clean Air Act and Environmental Protection Agency regulations)
4. All other required regulations, as required (List any that may apply in the contract)

### **Section 12 of the Contract – Independent Contractor**

CSNT is entering into a contract with an independent contractor and cannot be held liable for claims against the contracted teaching staff by any third party. It must be stated that no employee/employer relationship exists between CSNT and the contracted teaching staff and there are no restrictions regarding the teaching staff providing services to other agencies. Although there is no employee/employer relationship, the teaching staff are required to adhere to CSNT's business hours to maximize the time spent with those who will receive instruction and training as part of the contract.

### **Section 13 of the Contract – Conflict of Interest/Nepotism**

ISD/School District will comply with CSNT's No Discrimination/No Harassment Policy. CSNT will monitor possible conflicts of interest and/or nepotism pertaining to all aspects of the contract.

### **Section 14 of the Contract – Sectarian Activity**

ISD/School District shall ensure that no funds under the contract are used for religious or anti-religious activity including worship or instruction.

### **Section 15 of the Contract – Political Activity and Lobbying Prohibited**

None of the funds used for this contract can be used for influencing the outcome of an election including legislative measures. No funds from this contract can be used to hire employees that are candidates for the legislature, judicial, or executive branches of government for the United States. None of the funds from this contract can be used to influence an officer or employee of any agency, member of Congress, an officer or employee of Congress. None of the funds from this contract can be used for lobbying in any form.

### **Section 16 of the Contract – Prevention of Fraud and**

## **Abuse**

ISD/School District shall establish and maintain internal control systems to prevent, detect, and correct incidents of waste, fraud, and abuse. CSNT will have access to records and documents, if necessary.

## **Section 17 of the Contract – Changes and Amendments**

Any changes to Federal or State law or regulations will automatically be incorporated into the contract on the effective date of the regulation. No other changes shall be admissible without being amended in writing and signed by both parties.

## **Section 18 of the Contract – Record Keeping Requirements**

ISD/District will give access to Federal/State funding agencies, CSNT and/or their designee to records pertaining to this contract. These records may be reproduced, if necessary.

## **Section 19 of the Contract – Non-Discrimination and Equal Opportunity**

ISD/District shall comply with all laws regarding discrimination and equal opportunity.

## **Section 20 of the Contract – Insurance Requirements**

ISD/District will comply with all laws regarding maintenance and proper insurance coverage while doing business under the contract.

## **Section 21 of the Contract – Use of Alcoholic Beverages**

Contracted teaching staff must abide by CSNT's zero tolerance of drug and alcohol use while representing or involved in activities that create the assumption of representation of CSNT.

## **Section 22 of the Contract – Litigation and Claims**

ISD/District will give CSNT immediate written notice of any claim or action filed in a court of law or administrative agency against any the contracted teaching staff. CSNT will receive copies of all pertinent papers received by the



contracted teaching staff.

### **Section 23 of the Contract – Prior Oral and Written Agreements**

All prior oral and written agreements between the ISD/District and CSNT regarding the contracted teaching staff are null and void.

### **Section 24 of the Contract – Severability**

If any portion of the teaching services contract becomes invalid by a court of competent jurisdiction, the remaining contract shall be valid and binding.

### **Section 25 of the Contract – Legal Authority**

The contract must be signed by the legal representative of each entity and both signatories must have the authority to implement legal contracts by both CSNT and the ISD/District providing the teaching services.

### **Monitoring Requirements**

The teaching services provided by the contract and the terms of the teaching services contract will be monitored as part of the CSNT Head Start On-Going Monitoring System. The teaching services and the terms of the teaching services contract will also be monitored by the School District on a regular basis.

Any issues with any of the terms and conditions of the contract shall be discussed by the appropriate parties and corrective actions will be implemented. If the corrective actions do not fix the issues to either party's satisfaction, the issue will be addressed through the proper channels including and up to the Executive Director and the Superintendent of the School District.

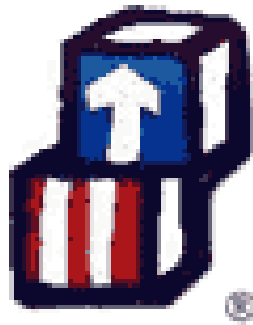
**Documentation of Request for Disposition  
Head Start Vehicles  
Head Start Grant #06CH011282/02**

Date	Description of Item(s)	Disposition/ Estimated Value	Budget Line Item
5/25/2021	Vehicle #31 – VIN#2GWT55k669109627 2006 Chevrolet Impala 132,000 miles	Sealed Bid \$1,000.00	Vehicle Repairs (Split between Naples, New Boston, Pittsburg, and Hughes Springs Head Starts)
5/25/2021	Vehicle #32 – VIN#1GDHG31R6Y1179398 2000 GMC/Thomas 14 Passenger Bus 66,400 miles	Sealed Bid \$500 to \$1,000	
5/25/2021	Vehicle #25 – VIN#4DRBRABM33A956376 2003 International 26 Passenger Bus 53,000 miles	Sealed Bid \$500 to \$1,000	
	Estimated Total Value	\$3,000.00	

Community Services of  
Northeast Texas, Inc.



Head Start/  
Early Head Start



2021-2022  
Parent Handbook

Policy Council Approval: May 25, 2021

Governing Board Approval: May 25, 2021

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## About Us

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

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

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

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

## Educational Philosophy of Head Start

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

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

## CSNT Mission Statement

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

## CSNT Head Start Vision Statement

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

## CSNT Head Start Campus Directory

### **Atlanta Head Start**

#### **Atlanta Primary**

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

### **Bloomburg Head Start**

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

### **Daingerfield-Lone Star Head Start**

#### **West Elementary**

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

### **Hughes Springs Head Start**

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

### **Hughes Springs Early Head Start**

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

### **Naples/Omaha Head Start**

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

### **New Boston Head Start**

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

### **Pittsburg Head Start**

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

### **Texarkana Head Start**

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

## Department of Health and Human Services Child Care Licensing Division

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

### Local Child Care Licensing Offices

#### **Texarkana**

##### **Jamee Mars**

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

#### **Longview**

##### **Tina Pickens**

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

### Gang Free Zone

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

### Staff Immunizations

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



## Child Abuse

### Preventing and Responding to Abuse and Neglect of Child

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

## Emergency Evacuation Plan

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

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

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

## Parent Committee and Policy Group Participation

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

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

### DISCIPLINE/GUIDANCE POLICY

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

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

There must be no cruel, harsh, or unusual punishment/treatment.

-Staff or volunteers must not shake, bite or hit the children.

-The staff must not put anything in or on a child's mouth as punishment.

-The Campus's staff may use brief, supervised separation of children from the group if necessary, but the staff must not place children in a locked or dark room with the door closed.

Use your "inside voice" when speaking to the children. Remember, it is not always WHAT you say but HOW you say it. Your tone of voice should reflect respect for the children and concern for their well-being.

"No" and "Don't" are not Head Start words. Use positive statements to obtain the behavior you are seeking. For example, instead of "Don't run," try "Use your walking feet" Instead of "Don't throw rocks," try "Let us leave the rocks on the ground".

You are a role model for the children. Using "Please" and "Thank You" as much as possible will teach them to use these positive words, too.

### EMERGENCY AND FIRST AID PROCEDURES

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

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

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

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

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

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

#### Parent Code of Conduct

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

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

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

#### CONFIDENTIALITY POLICY—Protection of Child’s Record

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

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

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

#### Parental Rights

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

## Education

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

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

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

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

### THE TEACHER'S RESPONSIBILITY IS TO:

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

### Sample Schedule

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

### YOUR CHILD NEEDS:

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

## Field Trips

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

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

## 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.

## 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.

## Family Services

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

### Program Description and Eligibility/Enrollment

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

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

Availability of the age-appropriate classroom slot

Parents will be notified in writing of changes to eligibility and enrollment criteria.

### Drop Off and Pick Up Procedures:

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

## Hours of Operation

All Campuses are open Monday thru Friday from 7:30 am to 4:00 pm

All Campuses are open from August to June.

All Campuses will have emergency contact numbers posted.

All information listed above will be posted in all Campuses.

No child is accepted in the Campus after 8:30 a.m., unless approved by the Campus Director or other designated staff person.



## Late Pick-Up

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

## Severe Weather Conditions

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

## Absenteeism

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

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

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

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

## Up-To-Date Information

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

## Campus Visits

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

## Denial of Campus

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

## Parent Concern

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

## Suspension and Expulsion

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

## Transition Tips—Head Start

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

Children may feel....

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

Parents may feel....

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

## Health and Nutritional Services

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

Vision and hearing screenings

Hemoglobin/Lead Screening

Blood Pressure

Height and weight measurements are completed twice during the year

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

Child nutrition screening

Family nutritional counseling

### Required Screenings

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

### Accidents/Illness

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

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

Ensure supervision of all other children in your child's group.

## Physical Examination

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

### Physical Exam Schedule

<b>12 months Exam</b>	<b>30 months Exam</b>
15 months Exam	36 months Exam
18 months Exam	4 year Exam
24 months Exam	5 year Exam

### Dental Exam

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

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

## Daily Health Observations

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

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

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

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

## Medical Conditions

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

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

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

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

## Medications

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

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

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

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

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

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

## FOOTWEAR

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

### Immunizations (Shots)

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

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

## Nutrition

### Meals

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

### Policy for Children Requiring Medically Based Diets or Special Dietary Requirements

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

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

### BREAKFAST/LUNCH/SNACK TIME

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

### [Birthday Parties/Special Occasions](#)

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

### [USDA/CACFP Monitor:](#)

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

### [Disability Services](#)

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

### [Children with Special Needs](#)

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

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

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

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

## Mental Health Services

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

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

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

## Transportation

Early Head Start DOES NOT provide transportation\*

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

### Bus Safety

#### Riding on the Bus

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

#### Unloading from the Bus

- All students will remain seated until the bus comes to a complete stop. **DO NOT RUSH!**
- All students and Bus Monitor will move away from the bus immediately upon leaving



the bus.

▫ If a child must cross the street or road after getting off the bus, he/she should walk to the front of the crossing arm, then stop and look to the driver for a signal to cross in front of the bus with the Bus Monitor.

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

## In-Kind

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

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

<b>Classroom of Campus Activities</b>	<b>Non-Classroom Activities</b>	<b>Home Activities</b>
Reading or telling stories to children	Working on parent or classroom bulletin boards	Cutting out items for collages, arts and crafts items
Assisting the teacher in preparing a class activity (large or small group)	Attending Parent Committee, Policy Council and Agency Committee Meetings	Typing Campus meeting minutes
Participating in Circle Time	Attending Parent Training	Scheduling Reading Time in the Home
Assisting with office task or call other parents to encourage engagement	Chaperone Field Trips	Telling your neighbors about Head Start/posting flyers in your Community
Working on the Newsletter	Assisting with Annual Self—Assessment	Completing Home Activities with your child

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

\*  
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## Head Start Parent Responsibilities

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

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

# 2021-2022 CSNT Head Start Program Goals

**Program Goal 1:** Strengthen comprehensive Health Services for Head Start children and their families.

**Objective 1:** 85% of parents will obtain (EPDST) health requirements for their children

**Program Goal 2:** Provide comprehensive school readiness

**Objective 1:** 66% of Head Start children will name upper and lowercase letters

**Objective 2:** 81% of Head Start children will sequence count

**Objective 3:** Increase in CLASS Scores as follows:

ES .5% increase

CO .5% increase

IS .2% increase

Emotional and Behavioral Support maintains a score of 6

Engage Support for Learning maintains a score of 6

Responsive Caregiving maintains a score of 6

**Objective 4:** 45% of Early Head Start children will demonstrate interactions with peers.

**Program Goal 3:** Increase Parent Involvement in the Head Start Program

**Objective 1:** 45% of parents will be involved in their child's education

# Parent, Family, and Community Engagement Framework School Readiness Goals 2021-2022

**1. Goal:** Parents will ensure that all children are healthy.

**Objective:** 87% of all students will complete health requirements.

**Action Steps:**

1. 87% compliance of all EPTSD physical requirements.
2. 92% Compliance on initial physicals.
3. 87% Compliance on all six month dentals.
4. 85% compliance on lead and hemoglobin.

**2. Goal:** Parents will increase family engagement skills.

**Objective:** 80% of Parents will participate in Family Engagement Activities.

**Action Steps:**

1. 40% Parent Meeting Attendance
2. 75% participation in Literacy Program/Walk Across Texas. –
3. 100% of parents needing a GED will receive information/resources to complete GED program.
4. 80% Ready Rosie Parent Participation

**3. Goal:** Parents will be prepared for transition into Kindergarten.

**Objective:** 80% of parents will complete activities that will ensure their child is ready to transition to ISD campus.

**Action Steps:**

1. 85% parent participation in Home Visits and Parent Teacher Conferences.
2. 80% completion of home activities.
3. 40% participation at the end of the year transition parent meeting.

# Community Services of Northeast Texas

## School Readiness Goals

### 2021 - 2022

## Approaches to Learning

**Goal: Children will demonstrate initiative and independence.**

*Early Learning Outcomes Framework: Approaches To Learning Domain: Goal Infant/Toddler-ATL-6 thru Goal IT-ATL-9;  
Goal Preschool-ATL-10 thru Goal P-ATL-13*

*Texas Pre- Kindergarten Guidelines: Social and Emotional Domain: Goal I.A.4.*

**Objective:** 90% of the children will meet or exceed expectations demonstrating an interest in various topics and activities.

### Implementation Strategies

- Staff provides manipulatives, toys and other equipment and games that are of interest.
- Staff rotates materials often to create interest.
- Staff model deliberate, strategic engagement in activities.

## Cognitive Mathematics Development

**Goal: Children will learn and begin to use Math Concepts.**

*Early Learning Outcomes Framework: Mathematics Development Domain: Goal Infant/Toddler-C-8 thru Goal IT-C-10;  
Goal Preschool-Math-1 thru Goal P- Math-10*

*Texas Pre- Kindergarten Guidelines: Mathematics Domain: Goal V.A.4. – Goal V.E.3.*

**Objective:** 70% of Infants/Toddlers will meet or exceed expectations in naming numbers and sequence counting.  
70% of the 3 year old children will meet or exceed expectations in naming numbers and sequence counting.  
75% of the 4 year old children will meet or exceed expectations in naming numbers and sequence counting.

### Implementation Strategies

# Community Services of Northeast Texas

## School Readiness Goals

### 2021 - 2022

- Staff will utilize a variety of materials for children to count.
- Staff model counting out loud by starting with 1 and counting throughout the day.

## Language and Literacy

**Language Goal: Children will develop strong receptive and expressive language skills.**

*Early Learning Outcomes Framework: Language and Communication Domain: Goal Infants/Toddlers-LC-7 thru IT-LC-8;  
Goal Preschool-LC-7*

*Texas Pre- Kindergarten Guidelines: Language and Communication Domain: Goal II.D.3.*

**Literacy Goal: Children will learn and demonstrate alphabet knowledge.**

*Early Learning Outcomes Framework: Emergent Literacy Domain: Goal Infant/Toddlers-LC-13;  
Literacy Domain Goal Preschool-Lit-3*

*Texas Pre- Kindergarten Guidelines: Emerging Literacy/Reading Domain: Goal III.C.1.*

**Objective:** *75% of the Infants/Toddlers will point to words in a book or make marks or scribbles on paper.*

*75% of the 3 year old children will name 15 upper/13 lowercase and produce sounds associated with letters.*

*90% of the 4 year old children will name 20 upper/17 lower case letters and produce sounds associated with letters.*

*45% of the 3 year old children will name 15 upper/13 lowercase and produce sounds associated with letters.*

*60% of the 4 year old children will name 20 upper/17 lower case letters and produce sounds associated with letters.*

## Implementation Strategies

- Staff will look at individual child data to drive small group instruction and use CIRCLE activities for language and literacy.
- Staff utilizes the letter wall with advanced vocabulary for theme units.
- Staff give children opportunities to play with words and sounds in songs.

# Community Services of Northeast Texas

## School Readiness Goals

### 2021 - 2022

## Perceptual, Motor, and Physical Development

**Goal: Children will demonstrate control of large and small muscles for movement, coordination and balance.**

*Early Learning Outcomes Framework: Perceptual, Motor, and Physical Development Domain: Goal Infants/Toddlers-PMP 3;  
Goal Preschool-PMP 1*

*Texas Pre- Kindergarten Guidelines: Physical Development Domain: Goal IX.A.2.*

**Objective:** *100% of Infants/Toddlers will coordinate movement and action with a purpose.*

*100% of the 3 year old children will meet or exceed expectations demonstrating control, movement, coordination and balance of large and small muscles.*

*100% of the 4 year old children will meet or exceed expectations demonstrating control, movement, coordination and balance of large and small muscles.*

### Implementation Strategies

- Staff uses a variety of gross motor activities in the classroom.
- Staff will utilize *I Am Moving, I Am Learning*.
- Staff will spend time engaged in gross motor play in the classroom, gym and outdoors to gain gross motor manipulative skills.
- Staff will guide children on the process of how to open and close hands (e.g. by using clothes pins, stress balls and/or tongs leading to cutting with scissors).

## Social and Emotional Development

**Goal: Children will demonstrate interact with peers, cooperating and solving social problems.**

*Early Learning Outcomes Framework: Social and Emotional Development Domain: Goal Infants/Toddlers-SE-4  
Goal Preschool-SE 3*

# Community Services of Northeast Texas

## School Readiness Goals

### 2021 - 2022

*Texas Pre- Kindergarten Guidelines: Social and Emotional Development Domain: Goal I.B 1.c*

**Objective:** 70% of Infants/Toddlers will show increasing interest in interacting with other children.

80% of the 3 year old children will meet or exceed expectations in demonstrating self- regulating skills with occasional reminders or assistance from the teacher.

90% of the 4 year old children will meet or exceed expectations in demonstrating self- regulating skills with occasional reminders or assistance from the teacher.

#### Implementation Strategies

- Staff plans activities with the children that promote connection and self control, including Conscious Discipline Strategies (Example: Feeling buddies, I Love You Rituals, Shubert Books).
- Staff establishes consistent and developmentally appropriate classroom routines and rules with children input.

## Parent Goal

**Goal: Families will work with child/children to complete weekly Home Activities.**

*Early Learning Outcomes Framework: Social And Emotional Development Domain: Goal Infants/Toddlers-SE-1;*

*Goal Preschool-SE 1*

*Texas Pre- Kindergarten Guidelines: Social and Emotional Development Domain: Goal I.C.3.*

**Objective:** 80% of all parents will work with their child/children to complete Home Activities.

#### Implementation Strategies

- Staff will send Activities home on Tuesday and Thursday of each week.
- Parents will sign how many minutes spent with child.
- Parents will sign Home Activities Form indicating activity has been completed.





# Community Services

## Head Start 2021/ 2022 Menu



### Cycle One

+ MEANS A GOOD SOURCE OF VITAMIN A

\* MEANS A GOOD SOURCE OF VITAMIN C

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

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Milk</b> - 3/4 c / 1/2 pt. <b>Fruit/vegetable</b> - 1/2 c <b>Grain</b> - 1/2 oz. eq. <b>Meat/ma</b> - maybe served 3 times a week in place of grain	BREAKFAST	MILK PEARS CHEESE OMELET**	MILK MANDARIN ORANGES* CINNAMON TOAST	MILK BERRIES* MINI CAKES**	MILK BANANA WG CEREAL	MILK PEACHES SAUSAGE BISCUIT
<b>Milk</b> - 3/4 c or 1/2 pt. <b>Vegetable</b> - 1/4 c <b>Fruit</b> - 1/4 c <b>Grain</b> - 1/2 oz eq. <b>Meat/ma</b> - 1 1/2 oz eq.	LUNCH	MILK PEAS & CARROTS*+ APPLE SLICES* SLOPPY JOE	MILK BUNNY STICKS*+ GREEN BEANS BREAD STICK** BBQ BAKED CHICKEN	MILK GREEN SALAD MIX w/ diced tomatoes*+ ROSIE APPLESAUCE BEEF/CHEESE NACHOS	MILK ORANGE SLICES* JAMMIN' JAMBALAYA*	MILK GREEN SALAD MIX w/ diced tomatoes*+ TROPICAL FRUIT* PIZZA STICK**
<b>Serve 2 of the 5</b> <b>Milk</b> - 1/2 c <b>Vegetable</b> - 1/2 c <b>Fruit</b> - 1/2 c <b>Grain</b> -1/2 oz eq. <b>Meat/ma</b> - 1/2 oz	PM SNACK	CHOW MEIN NOODLES CHEESE STICK WATER	FRESH VEGETABLES* HONEY YOGURT DIP WATER	TOMATO SALSA*+ CORN CHIPS WATER	1/2 SUNBUTTER SANDWICH WATER	BERRY BANANA SPLIT* WATER

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

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

\*\* CN Product

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

\*\*\* We served 1/2 cup water with our pm snacks



# Community Services

## Head Start 2021/ 2022 Menu



### Cycle Two

+ MEANS A GOOD SOURCE OF VITAMIN A

\* MEANS A GOOD SOURCE OF VITAMIN C

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

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Milk</b> - 3/4 c / 1/2 pt. <b>Fruit/vegetable</b> - 1/2 c <b>Grain</b> - 1/2 oz. eq. <b>Meat/ma</b> - maybe served 3 times a week in place of grain	BREAKFAST	MILK APRICOTS*+ BISCUIT / jelly	MILK PEACHES WG MINI BAGEL**	MILK FRESH FRUIT WG CEREAL	MILK STRAWBERRIES* GOLDEN PORRIDGE	MILK MANDARIN ORANGES* TOAST / jelly
<b>Milk</b> - 3/4 c or 1/2 pt. <b>Vegetable</b> - 1/4 c <b>Fruit</b> - 1/4 c <b>Grain</b> - 1/2 oz eq. <b>Meat/ma</b> - 1 1/2 oz eq.	LUNCH	MILK POP'S POTATOES CHEESY BROCCOLI* CHICKEN SLIDDER	MILK COLESLAW*+ PINTO BEANS CORNBREAD FISH**	MILK PINEAPPLE TIDBITS MONSTER MARINARA*	MILK ROSIE MIX FRUIT ASIAN CHICKEN WRAP*+	MILK MIXED BELL PEPPER w/ ranch*+ MANGOS*+ CHILI CORN CHIP BAKE
<b>Serve 2 of the 5</b> <b>Milk</b> - 1/2 c <b>Vegetable</b> - 1/2 c <b>Fruit</b> - 1/2 c <b>Grain</b> -1/2 oz eq. <b>Meat/ma</b> - 1/2 oz	PM SNACK	APPLESAUCE TEDDY GRAHAM WATER	CHEESY TOAST WATER	CUCUMBER TOMATO SALAD*+ CHEESE WATER	1/2 OZ DRY WG CEREAL DRY FRUIT WATER	BOILED EGG WW CRACKERS WATER

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

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

\*\* CN Product

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

\*\*\* We served 1/2 cup water with our pm snacks



# Community Services

## Head Start 2021/ 2022 Menu



### Cycle Three

+ MEANS A GOOD SOURCE OF VITAMIN A

\* MEANS A GOOD SOURCE OF VITAMIN C

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

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Milk</b> - 3/4 c / 1/2 pt. <b>Fruit/vegetable</b> - 1/2 c <b>Grain</b> - 1/2 oz. eq. <b>Meat/ma</b> - maybe served 3 times a week in place of grain	BREAKFAST	MILK TROPICAL FRUIT*+ SAUSAGE BISCUIT	MILK BERRY BANANA SPLIT*+	MILK BANANA WG CEREAL	MILK MANGOS*+ MINI CAKES**	MILK APPLE SLICES* CHEESE OMELET**
<b>Milk</b> - 3/4 c or 1/2 pt. <b>Vegetable</b> - 1/4 c <b>Fruit</b> - 1/4 c <b>Grain</b> - 1/2 oz eq. <b>Meat/ma</b> - 1 1/2 oz eq.	LUNCH	MILK PEACHES BROWN RICE SUMMER SIZZLER*	MILK GREEN SALAD w/ toatoes*+ MANADRIN ORANGES* BEEF SOFT TACOS	MILK GREEN BEANS BERRY MIX*+ CHICKEN SPAGHETTI	MILK GREEN SALAD w/ diced tomatoes*+ TATOR TOTS CRABBY PATTY BURGER	MILK MIXED VEGETABLES*+ PEARS BBQ PORK RIB SLIDDER
<b>Serve 2 of the 5</b> <b>Milk</b> - 1/2 c <b>Vegetable</b> - 1/2 c <b>Fruit</b> - 1/2 c <b>Grain</b> -1/2 oz eq. <b>Meat/ma</b> - 1/2 oz	PM SNACK	FRESH VEGETABLES* SUNBUTTER WATER	TOMATO SALSA*+ CORN CHIPS WATER	MIXED FRUIT GOLDFISH CRACKERS WATER	BROCCOLI & CAULIFLOWER SALAD*+ CHEESE WATER	SUPER DRINK* CRACKER WATER

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

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

\*\* CN Product

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

\*\*\* We served 1/2 cup water with our pm snacks



# Community Services

## Head Start 2021/ 2022 Menu



### Cycle Four

+ MEANS A GOOD SOURCE OF VITAMIN A

\* MEANS A GOOD SOURCE OF VITAMIN C

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

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Milk</b> - 3/4 c / 1/2 pt. <b>Fruit/vegetable</b> - 1/2 c <b>Grain</b> - 1/2 oz. eq. <b>Meat/ma</b> - maybe served 3 times a week in place of grain	BREAKFAST	MILK MIX FRUIT WG CEREAL	MILK ORANGES SLICES* 1/2 CINNAMON TOAST 1/2 BOILED EGG	MILK PEACHES GOLDEN PORRIDGE	MILK MANGO* SAUSAGE BISCUIT	MILK APPLESAUCE MINI BAGEL**
<b>Milk</b> - 3/4 c or 1/2 pt. <b>Vegetable</b> - 1/4 c <b>Fruit</b> - 1/4 c <b>Grain</b> - 1/2 oz eq. <b>Meat/ma</b> - 1 1/2 oz eq.	LUNCH	MILK FIESTA CORN TROPICAL FRUIT*+ CHICKEN & CHEESE QUESADILLA	MILK PEPPER*+ w/ranch BELL PINEAPPLE TIDBITS WG ROLL CHILI	MILK COLESLAW*+ BUNNY STICKS*+ CORNBREAD FISH**	MILK CARROTS* PEARS TURKEY & CHEESE SUB	MILK GREEN SALAD MIX w/ diced tomatoes*+ MANDARIN ORANGES* PIZZA STICK**
<b>Serve 2 of the 5</b> <b>Milk</b> - 1/2 c <b>Vegetable</b> - 1/2 c <b>Fruit</b> - 1/2 c <b>Grain</b> -1/2 oz eq. <b>Meat/ma</b> - 1/2 oz	PM SNACK	CUCUMBER TOMATO SALAD*+ WG CRACKERS WATER	CHOW MEIN NOODLES CHEESE WATER	CHEESY TOAST WATER	ROSIE APRICOTS*+ TEDDY GRAHAMS WATER	1/2 SUNBUTTER SANDWICH WATER

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

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

\*\* CN Product

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

\*\*\* We served 1/2 cup water with our pm snacks



# Community Services

## Head Start 2021/ 2022 Menu



### Cycle Five

+ MEANS A GOOD SOURCE OF VITAMIN A

\* MEANS A GOOD SOURCE OF VITAMIN C

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

Component size	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
<b>Milk</b> - 3/4 c / 1/2 pt. <b>Fruit/vegetable</b> - 1/2 c <b>Grain</b> - 1/2 oz. eq. <b>Meat/ma</b> - maybe served 3 times a week in place of grain	<b>BREAKFAST</b>	MILK MANDARIN ORANGES* MINI CAKES**	MILK TROPICAL FRUIT*+ CHEESE OMELET**	MILK BANANA WG CEREAL	MILK APRICOTS*+ CINNAMON TOAST	MILK PEARS BISCUIT w/ jelly
<b>Milk</b> - 3/4 c or 1/2 pt. <b>Vegetable</b> - 1/4 c <b>Fruit</b> - 1/4 c <b>Grain</b> - 1/2 oz eq. <b>Meat/ma</b> - 1 1/2 oz eq.	<b>LUNCH</b>	MILK PEAS & CARROTS*+ ROSIE PEARS CHICKEN SALAD BOAT	MILK CARROTS* BERRIES*+ SLOPPY JOE	MILK BUNNY STICKS*+ GREEN BEANS BREAD STICK** BBQ CHICKEN	MILK GREEN SALAD MIX w/ diced tomatoes*+ PINEAPPLE TIDBITS BEEF / CHEESE NACHOS	MILK ORANGE SLICES* ASIAN CHICKEN WRAP*+
<b>Serve 2 of the 5</b> <b>Milk</b> - 1/2 c <b>Vegetable</b> - 1/2 c <b>Fruit</b> - 1/2 c <b>Grain</b> -1/2 oz eq. <b>Meat/ma</b> - 1/2 oz	<b>PM SNACK</b>	APPLE SLICES* CHEESE WATER	GOLDFISH CRACKERS PEACHES WATER	FRESH VEGETABLES* SUNBUTTER WATER	BOILED EGG WG CRACKERS WATER	DRY FRUIT* HONEY YOGURT DIP WATER

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

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

\*\* CN Product

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

\*\*\* We served 1/2 cup water with our pm snacks



# Community Services

## Head Start 2021/ 2022 Menu



### Cycle Six

+ MEANS A GOOD SOURCE OF VITAMIN A

\* MEANS A GOOD SOURCE OF VITAMIN C

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

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>BREAKFAST</b> Milk - 3/4 c / 1/2 pt. Fruit/vegetable - 1/2 c Grain- 1/2 oz. eq. Meat/ma- maybe served 3 times a week in place of grain	<b>BREAKFAST</b>	MILK MIX FRUIT 1/2 BOILED EGG CINNAMON TOAST	MILK FRESH FRUIT WG CEREAL	MILK Apricot*+ WG MINI BAGEL**	MILK ORANGE SLICES* GOLDEN PORRIDGE	MILK BERRIES*+ YOGURT
<b>LUNCH</b> Milk - 3/4 c or 1/2 pt. Vegetable- 1/4 c Fruit- 1/4 c Grain- 1/2 oz eq. Meat/ma - 1 1/2 oz eq.	<b>LUNCH</b>	MILK POPS POTATOES CHEESY BROCCOLI & CAULIFLOWER*+ BBQ PORK RIB SLIDDER	MILK PINEAPPLE / BERRIE MIX*+ BROWN RICE SUMMER SIZZLER*	MILK MANGO*+ MONSTER MARINARA*	MILK MIX BELL PEPPERS*+ w/ ranch dressing PEACHES CHICKEN SLIDDER	MILK TATOR TOTS TROPICAL FRUIT* CRABBY PATTY BURGER
<b>PM SNACK</b> Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	<b>PM SNACK</b>	SUPER DRINK* WW CRACKERS WATER	APPLES SLICES* SUNBUTTER WATER	WW CRACKERS CHEESE STICK WATER	CINNAMON PEARS TEDDY GRAHAMS WATER	DRY FRUIT 1/2 OZ WG CEREAL WATER

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

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

\*\* CN Product

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

\*\*\* We served 1/2 cup water with our pm snacks



# Community Services

## Early Head Start 2021/ 2022 Menu



### Cylce One

+ MEANS A GOOD SOURCE OF VITAMIN A

\* MEANS A GOOD SOURCE OF VITAMIN C

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

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Milk</b> - 1/2 c <b>Fruit/vegetable</b> - 1/ 4c <b>Grain</b> - 1/2 oz. eq. <b>Meat/ma</b> - maybe served 3 times a week in place of grain	<b>BREAKFAST</b>	MILK PEARS CHEESE OMELET **	MILK MANDARIN ORANGES* CINNAMON TOAST	MILK BERRIES* MINI CAKES**	MILK BANANA WG CEREAL	MILK PEACHES 1/2 SAUSAGE BISCUIT
<b>Milk</b> - 1/2c <b>Vegetable</b> - 1/8 c <b>Fruit</b> - 1/8 c <b>Grain</b> - 1/2 oz eq. <b>Meat/ma</b> - 1 oz eq.	<b>LUNCH</b>	MILK PEAS & CARROTS*+ APPLE SLICES* MINI SLOPPY JOE	MILK BUNNY STICKS *+ GREEN BEANS BREAD STICK ** BBQ BAKED CHICKEN	MILK GREEN SALAD MIX w/ diced tomatoes*+ ROSIE APPLESAUCE BEEF/CHEESE NACHOS	MILK ORANGE SLICES* JAMMIN' JAMBALAYA*	MILK GREEN SALAD MIX w/ diced toatoes*+ TROPICAL FRUIT * PIZZA STICK**
<b>Serve 2 of the 5</b> <b>Milk</b> - 1/2 c <b>Vegetable</b> - 1/2 c <b>Fruit</b> - 1/2 c <b>Grain</b> -1/2 oz eq. <b>Meat/ma</b> - 1/2 oz	<b>PM SNACK</b>	WG CHOW MEIN NOODLES CHEESE STICK WATER	FRESH VEGETABLES* HONEY YOGURT DIP WATER	TOMATO SALSA*+ CORN CHIPS WATER	1/2 SUNBUTTER SANDWICH WATER	BERRY BANANA SPLIT* WATER

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

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

\*\* CN Product

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

\*\*\* We served 1/2 cup water with our pm snacks



# Community Services

## Early Head Start 2021/ 2022 Menu



### Cylce Two

+ MEANS A GOOD SOURCE OF VITAMIN A

\* MEANS A GOOD SOURCE OF VITAMIN C

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

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Milk</b> - 1/2 c <b>Fruit/vegetable</b> - 1/ 4c <b>Grain</b> - 1/2 oz. eq. <b>Meat/ma</b> - maybe served 3 times a week in place of grain	<b>BREAKFAST</b>	MILK APRICOTS*+ BISCUIT / jelly	MILK PEACHES WG MINI BAGEL **	MILK FRESH FRUIT WG CEREAL	MILK STRAWBERRIES* GOLDEN PORRIDGE	MILK MANDARIN ORANGES* TOAST / jelly
<b>Milk</b> - 1/2c <b>Vegetable</b> - 1/8 c <b>Fruit</b> - 1/8 c <b>Grain</b> - 1/2 oz eq. <b>Meat/ma</b> - 1 oz eq.	<b>LUNCH</b>	MILK POP'S POTATOES CHEESY BROCCOLI* CHICKEN SLIDDER	MILK COLESLAW*+ PINTO BEANS CORNBREAD FISH**	MILK PINEAPPLE TIDBITS MONSTER MARINARA*	MILK ROSIE MIX FRUIT ASIAN CHICKEN WRAP*+	MILK MIXED BELL PEPPER w/ ranch*+ MANGOS*+ CHILI CORN CHIP BAKE
<b>Serve 2 of the 5</b> <b>Milk</b> - 1/2 c <b>Vegetable</b> - 1/2 c <b>Fruit</b> - 1/2 c <b>Grain</b> -1/2 oz eq. <b>Meat/ma</b> - 1/2 oz	<b>PM SNACK</b>	APPLESAUCE TEDDY GRAHAM WATER	CHEESY TOAST WATER	CUCUMBER TOMATO SALAD*+ CHEESE WATER	1/2 OZ DRY CEREAL DRY FRUIT WATER	BOILED EGG WW CRACKERS WATER

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

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

\*\* CN Product

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

\*\*\* We served 1/2 cup water with our pm snacks





# Community Services

## Early Head Start 2021/ 2022 Menu



### Cylce Three

+ MEANS A GOOD SOURCE OF VITAMIN A

\* MEANS A GOOD SOURCE OF VITAMIN C

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

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Milk</b> - 1/2 c <b>Fruit/vegetable</b> - 1/ 4c <b>Grain</b> - 1/2 oz. eq. <b>Meat/ma</b> - maybe served 3 times a week in place of grain	<b>BREAKFAST</b>	MILK TROPICAL FRUIT*+ SAUSAGE BISCUIT	MILK BERRY BANANA SPLIT*+	MILK BANANA WG CEREAL	MILK MANGOS*+ MINI CAKES**	MILK APPLE SLICES* CHEESE OMELET**
<b>Milk</b> - 1/2c <b>Vegetable</b> - 1/8 c <b>Fruit</b> - 1/8 c <b>Grain</b> - 1/2 oz eq. <b>Meat/ma</b> - 1 oz eq.	<b>LUNCH</b>	MILK PEACHES BROWN RICE SUMMER SIZZLER*	MILK GREEN SALAD w/ toatoes*+ MANADRIN ORANGES* BEEF SOFT TACO	MILK GREEN BEANS BERRY MIX*+ CHICKEN SPAGHETTI	MILK GREEN SALAD w/ diced tomatoes*+ TATOR TOTS CRABBY PATTY BURGER	MILK MIXED VEGETABLES*+ PEARS BBQ PORK RIB SLIDDER
<b>Serve 2 of the 5</b> <b>Milk</b> - 1/2 c <b>Vegetable</b> - 1/2 c <b>Fruit</b> - 1/2 c <b>Grain</b> -1/2 oz eq. <b>Meat/ma</b> - 1/2 oz	<b>PM SNACK</b>	FRESH VEGETABLES* SUNBUTTER WATER	TOMATO SALSA*+ CORN CHIPS WATER	MIXED FRUIT GOLDFISH CRACKERS WATER	BROCCOLI & CAULIFLOWER SALAD*+ CHEESE WATER	SUPER DRINK* CRACKER WATER

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

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

\*\* CN Product

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

\*\*\* We served 1/2 cup water with our pm snacks



# Community Services

## Early Head Start 2021/ 2022 Menu



### Cylce Four

+ MEANS A GOOD SOURCE OF VITAMIN A

\* MEANS A GOOD SOURCE OF VITAMIN C

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

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Milk - 1/2 c</b> <b>Fruit/vegetable - 1/ 4c</b> <b>Grain- 1/2 oz. eq.</b> <b>Meat/ma-</b> maybe served 3 times a week in place of grain	<b>BREAKFAST</b>	MILK MIX FRUIT WG CEREAL	MILK ORANGES SLICES* CINNAMON TOAST	MILK PEACHES GOLDEN PORRIDGE	MILK MANGO* 1/2 SAUSAGE BISCUIT	MILK APPLESAUCE WG MINI BAGEL**
<b>Milk - 1/2c</b> <b>Vegetable- 1/8 c</b> <b>Fruit- 1/8 c</b> <b>Grain- 1/2 oz eq.</b> <b>Meat/ma - 1 oz eq.</b>	<b>LUNCH</b>	MILK FIESTA CORN TROPICAL FRUIT*+ CHICKEN & CHEESE QUESADILLA	MILK BELL PEPPER*+ w/ranch PINEAPPLE TIDBITS WG ROLL CHILI	MILK COLESLAW*+ BUNNY STICKS*+ CORNBREAD FISH**	MILK CARROTS* PEARS TURKEY & CHEESE SUB	MILK GREEN SALAD MIX w/ diced tomatoes*+ MANDARIN ORANGES* PIZZA STICK**
<b>Serve 2 of the 5</b> <b>Milk - 1/2 c</b> <b>Vegetable - 1/2 c</b> <b>Fruit - 1/2 c</b> <b>Grain -1/2 oz eq.</b> <b>Meat/ma - 1/2 oz</b>	<b>PM SNACK</b>	CUCUMBER TOMATO SALAD*+ WG CRAKERS WATER	CHOW MEIN NOODLES CHEESE WATER	CHEESY TOAST WATER	ROSIE APRICOTS*+ TEDDY GRAHAMS WATER	1/2 SUNBUTTER SANDWICH WATER

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

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

\*\* CN Product

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

\*\*\* We served 1/2 cup water with our pm snacks



# Community Services

## Early Head Start 2021/ 2022 Menu



### Cylce Five

+ MEANS A GOOD SOURCE OF VITAMIN A

\* MEANS A GOOD SOURCE OF VITAMIN C

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

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Milk</b> - 1/2 c <b>Fruit/vegetable</b> - 1/ 4c <b>Grain</b> - 1/2 oz. eq. <b>Meat/ma</b> - maybe served 3 times a week in place of grain	<b>BREAKFAST</b>	MILK MANDARIN ORANGES* MINI CAKES**	MILK TROPICAL FRUIT*+ CHEESE OMELET**	MILK BANANA WG CEREAL	MILK APRICOTS*+ CINNAMON TOAST	MILK PEARS BISCUIT w/ jelly
<b>Milk</b> - 1/2c <b>Vegetable</b> - 1/8 c <b>Fruit</b> - 1/8 c <b>Grain</b> - 1/2 oz eq. <b>Meat/ma</b> - 1 oz eq.	<b>LUNCH</b>	MILK PEAS & CARROTS*+ ROSIE PEARS CHICKEN SALAD BOAT	MILK CARROTS* BERRIES*+ MINI SLOPPY JOE	MILK BUNNY STICKS*+ GREEN BEANS BREAD STICK ** BBQ CHICKEN	MILK GREEN SALAD MIX w/ diced tomatoes*+ PINEAPPLE TIDBITS BEEF / CHEESE NACHOS	MILK ORANGE SLICES* ASIAN CHICKEN WRAP*+
<b>Serve 2 of the 5</b> <b>Milk</b> - 1/2 c <b>Vegetable</b> - 1/2 c <b>Fruit</b> - 1/2 c <b>Grain</b> -1/2 oz eq. <b>Meat/ma</b> - 1/2 oz	<b>PM SNACK</b>	APPLE SLICES* CHEESE WATER	GOLDFISH CRACKERS PEACHES WATER	FRESH VEGETABLES* SUNBUTTER WATER	BOILED EGG WG CRACKERS WATER	DRY FRUIT* HONEY YOGURT DIP WATER

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

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

\*\* CN Product

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

\*\*\* We served 1/2 cup water with our pm snacks



# Community Services

## Early Head Start 2021/ 2022 Menu



Cylce Six

+ MEANS A GOOD SOURCE OF VITAMIN A

\* MEANS A GOOD SOURCE OF VITAMIN C

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

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Milk</b> - 1/2 c <b>Fruit/vegetable</b> - 1/ 4c <b>Grain</b> - 1/2 oz. eq. <b>Meat/ma</b> - maybe served 3 times a week in place of grain	<b>BREAKFAST</b>	MILK MIX FRUIT 1/2 BOILED EGG 1/2 CINNAMON TOAST	MILK FRESH FRUIT WG CEREAL	MILK Apricot*+ WG MINI BAGEL **	MILK ORANGE SLICES* GOLDEN PORRIDGE	MILK BERRIES*+ YOGURT
<b>Milk</b> - 1/2c <b>Vegetable</b> - 1/8 c <b>Fruit</b> - 1/8 c <b>Grain</b> - 1/2 oz eq. <b>Meat/ma</b> - 1 oz eq.	<b>LUNCH</b>	MILK POPS POTATOES CHEESY BROCCOLI & CAULIFLOWER*+ BBQ PORK RIB SLIDDER	MILK PINEAPPLE / BERRIE MIX*+ BROWN RICE SUMMER SIZZLER*	MILK MANGO*+ MONSTER MARINARA*	MILK MIX BELL PEPPERS*+ w/ ranch dressing PEACHES CHICKEN SLIDDER	MILK TATOR TOTS TROPICAL FRUIT* CRABBY PATTY BURGER
<b>Serve 2 of the 5</b> <b>Milk</b> - 1/2 c <b>Vegetable</b> - 1/2 c <b>Fruit</b> - 1/2 c <b>Grain</b> -1/2 oz eq. <b>Meat/ma</b> - 1/2 oz	<b>PM SNACK</b>	SUPER DRINK* WW CRACKERS WATER	APPLES SLICES* SUNBUTTER WATER	WW CRACKERS CHEESE WATER	CINNAMON PEARS TEDDY GRAHAMS WATER	DRY FRUIT 1/2 OZ WG CEREAL WATER

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

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

\*\* CN Product

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

\*\*\* We served 1/2 cup water with our pm snacks

# 2021-2022 Calendar



# Atlanta Head Start



### Student Days:

Full Day—7:30-3:00

### Student Days-1275

### Staff Training/ Students out

- August 2-10
- Sept 20, Oct 29, Dec 17, Feb. 18, Mar 18, May 27 & 31

### Student & Staff Holidays

- Labor Day - Sept. 6
- Thanksgiving - Nov. 22-26
- Christmas - Dec. 20-Jan. 3
- Martin Luther King- Jan. 17
- Winter Break—Feb. 21-25
- Spring Break - Apr. 18-22

### Bad Weather Day

- March 21
- May 25

### Early Release

- Dec. 16
- May 25

### Preservice

August 3-6

### Staff Last Work Day

T, TA, Cook -  
May 31  
CD, FSW & Custodian—  
June 2  
Specialists, Managers  
& Monitors -

Campus Director:  
Catherine Early

Family Services:  
Patricia Richardson  
Alisha Oliver

Contact Number:  
(903) 796-4118

August 2021							September 2021							October 2021						
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	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

November 2021							December 2021							January 2022						
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	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30	31					

February 2022							March 2022							April 2022						
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	5			1	2	3	4	5						1	2
6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28						27	28	29	30	31			24	25	26	27	28	29	30

May 2022							June 2022							July 2022						
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	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30			26	27	28	29	30	31	

**School Starts: August 11**

**School Ends: May 25**

# 2021-2022 Calendar



# Bloomburg Head Start



**Student Days:**  
Full Day—7:30-3:00

**Student Hours-1079**

**Staff Training/ Students out**

- August 2-6
- Oct 8-12, Dec 16-17, Jan. 4, Feb. 28, Mar. 21

**Student & Staff Holidays**

- Labor Day - Sept. 6
- Thanksgiving - Nov. 22-26
- Christmas - Dec. 20-Jan. 4
- Martin Luther King- Jan. 17
- Winter Break—Feb. 22-26
- Spring Break - Apr. 18-22

**Preservice**  
August 3-6

**Staff Last Work Day**

T, TA, Cook - May 23  
CD, FSW & Custodian—May 25  
Specialists, Managers & Monitors -

Campus Director:  
Candie Harris

Family Services:  
Candie Harris

Contact Number:  
(903) 728-5880

August 2021							September 2021							October 2021						
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	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						
November 2021							December 2021							January 2022						
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	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30	31					
February 2022							March 2022							April 2022						
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	5			1	2	3	4	5						1	2
6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28						27	28	29	30	31			24	25	26	27	28	29	30
May 2022							June 2022							July 2022						
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	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	21	22	23	24	25	26	27	19	20	21	22	23	24	25
29	30	31					28	29	30					26	27	28	29	30	31	

**School Starts: August 9**

**School Ends: May 18**

# 2021-2022 Calendar



# Daingerfield Head Start



**Student Days:**  
Full Day—7:30-3:00

**Student Hours—1305**

**Staff Training/ Students out**

- August 2-11
- Oct. 18
- Mar 21

**Student & Staff Holidays**

- Labor Day - Sept. 6
- Thanksgiving - Nov. 22-26
- Christmas - Dec. 20-Jan. 4
- Martin Luther King- Jan. 17
- Spring Break - Mar 14-18
- Good Friday—15

**Bad Weather Day**

- April 18

**Preservice**

August 3-6

**Staff Last Work Day**

T, TA, Cook -  
June 2  
CD, FSW & Custodian—  
June 6  
Specialists, Managers  
& Monitors -

Campus Director:  
Natash White

Family Services:  
MaRenda Traylor

Contact Number:  
(903) 645-2901

August 2021							September 2021							October 2021							
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	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	
														31							
November 2021							December 2021							January 2022							
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	5	6				1	2	3	4							1	
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	
														30	31						
February 2022							March 2022							April 2022							
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	5			1	2	3	4	5						1	2	
6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
27	28						27	28	29	30	31			24	25	26	27	28	29	30	
May 2022							June 2022							July 2022							
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	5	6	7				1	2	3	4				1	2	3	4	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	
22	23	24	25	26	27	28	21	22	23	24	25	26	27	19	20	21	22	23	24	25	
29	30	31					28	29	30					26	27	28	29	30	31		

**School Starts: August 19**

**School Ends: May 27**

# 2021-2022 Calendar



# Hughes Springs Head Start



### Student Days:

Full Day—7:30-3:00

### Student Days-1275

### Staff Training/ Students out

- August 2-11
- Oct. 11, Jan. 4, Feb. 21
- Mar 11

### Student & Staff Holidays

- Labor Day - Sept. 6
- Thanksgiving - Nov. 22-26
- Christmas - Dec. 20-Jan. 4
- Martin Luther King- Jan. 17
- Spring Break - Mar 14-18
- Good Friday—April 15

### Preservice

August 3-6

### Staff Last Work Day

T, TA, Cook -  
May 24  
CD, FSW & Custodian—  
May 26  
Specialists, Managers  
& Monitors -

Campus Director:  
Natash White

Family Services:  
Samantha Moores  
Bobbie Summers

Contact Number:  
(903) 639-1914

August 2021							September 2021							October 2021						
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	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						
November 2021							December 2021							January 2022						
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	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30	31					
February 2022							March 2022							April 2022						
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	5			1	2	3	4	5						1	2
6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28						27	28	29	30	31			24	25	26	27	28	29	30
May 2022							June 2022							July 2022						
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	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	21	22	23	24	25	26	27	19	20	21	22	23	24	25
29	30	31					28	29	30					26	27	28	29	30	31	

**School Starts: August 12**

**School Ends: May 19**



# 2021-2022 Calendar



# Naples/Omaha Head Start



**Student Days:**  
Full Day—7:30-3:00

**Student Hours— 1245**

**Staff Training/ Students out**

- August 3-16
- Oct. 8 & 11
- Jan. 4

**Student & Staff Holidays**

- Labor Day - Sept. 6
- Thanksgiving - Nov. 22-26
- Christmas - Dec. 20-Jan. 3
- Martin Luther King— Jan. 17
- Winter Break—Feb. 14-18
- Spring Break - Apr. 11-15

**Bad Weather Day**

- March 11

**Early Release**

- Dec. 17
- May 27

**Preservice**

August 3-6

**Staff Last Work Day**

T, TA, Cook -  
June 2  
CD, FSW & Custodian—  
June 6  
Specialists, Managers  
& Monitors -

Campus Director:  
Felicia Williams

Family Services:  
Felicia Williams

Contact Number:  
(903) 897-0318

August 2021							September 2021							October 2021						
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	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						
November 2021							December 2021							January 2022						
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	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30	31					
February 2022							March 2022							April 2022						
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	5			1	2	3	4	5						1	2
6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28						27	28	29	30	31			24	25	26	27	28	29	30
May 2022							June 2022							July 2022						
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	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30			26	27	28	29	30	31	

**School Starts: August 17**

**School Ends: May 27**

# 2021-2022 Calendar



# New Boston Head Start



### Student Days:

Full Day—7:30-3:00

### Student Days-1290

### Staff Training/ Students out

- August 2-10
- Oct. 11, Nov. 19, Jan 2&3, Mar, 14

### Student & Staff Holidays

- Labor Day - Sept. 6
- Thanksgiving - Nov. 22-26
- Christmas - Dec. 20-Jan. 3
- Martin Luther King— Jan. 17
- Winter Break—Feb. 14-18
- Spring Break - Apr. 11--15

### Bad Weather Day

- March 11

### Early Release

- Oct. 15
- Dec. 17
- May 27

### Preservice

August 3-6

### Staff Last Work Day

T, TA, Cook -  
June 2  
CD, FSW & Custodian—  
June 6  
Specialists, Managers  
& Monitors -

Campus Director:  
Venus Hornbuckle

Family Services:  
Venus Hornbuckle

Contact Number:  
(903) 628-5621

August 2021							September 2021							October 2021						
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	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						
November 2021							December 2021							January 2022						
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	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30	31					
February 2022							March 2022							April 2022						
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	5			1	2	3	4	5						1	2
6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28						27	28	29	30	31			24	25	26	27	28	29	30
May 2022							June 2022							July 2022						
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	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30			26	27	28	29	30	31	

**School Starts: August 11**

**School Ends: May 27**

# 2021-2022 Calendar



# Pittsburg Head Start



### Student Days:

Full Day—7:30-3:00

### Student Hours—1290

### Staff Training/ Students out

- August 2-11
- Oct. 18
- Mar 21

### Student & Staff Holidays

- Labor Day - Sept. 6
- Thanksgiving - Nov. 22-26
- Christmas - Dec. 20-Jan. 4
- Martin Luther King - Jan. 17
- Spring Break - Mar 14-18
- Good Friday—15

### Bad Weather Day

- April 18

### Preservice

August 3-6

### Staff Last Work Day

T, TA, Cook -  
June 2  
CD, FSW & Custodian—  
June 6  
Specialists, Managers  
& Monitors -

Campus Director:  
Kaye Nelms

Family Services:  
Claudia Salinas

Contact Number:  
(903) 856-1245

August 2021							September 2021							October 2021						
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	5	6	7				1	2	3	4						1	2
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29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						
November 2021							December 2021							January 2022						
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	5	6				1	2	3	4							1
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28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30	31					
February 2022							March 2022							April 2022						
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	5			1	2	3	4	5						1	2
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27	28						27	28	29	30	31			24	25	26	27	28	29	30
May 2022							June 2022							July 2022						
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	5	6	7				1	2	3	4				1	2	3	4
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22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30			26	27	28	29	30	31	

**School Starts: August 12**

**School Ends: May 19**

# 2021-2022 Calendar



# Texarkana Head Start



### Student Days:

Full Day—7:30-3:00

### Student Hours-1282.5

### Staff Training/ Students out

- August 2-11
- Oct. 8 & 12
- Feb. 18 & 22
- April 19

### Student & Staff Holidays

- Labor Day - Sept. 6
- Oct. 11
- Thanksgiving - Nov. 22-26
- Christmas - Dec. 20-Jan. 4
- Martin Luther King— Jan. 17
- Feb. 21
- Spring Break - Mar 14-18
- April 18

### Bad Weather Day

- April 15

### Early Release

- October 7
- November 3
- December 16-17
- May 24-25

### Preservice

August 3-6

### Staff Last Work Day

T, TA, Cook - May 31  
CD, FSW & Custodian— June 2  
Specialists, Managers & Monitors -

Campus Director:  
Debra Jackson

Family Services:  
Cheanietta George  
Jessica Rodgers  
Jennifer Lang

Contact Number:  
(903) 794-8112

August 2021							September 2021							October 2021						
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	5	6	7				1	2	3	4						1	2
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29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						
November 2021							December 2021							January 2022						
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	5	6				1	2	3	4							1
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28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30	31					
February 2022							March 2022							April 2022						
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	5			1	2	3	4	5						1	2
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27	28						27	28	29	30	31			24	25	26	27	28	29	30
May 2022							June 2022							July 2022						
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	5	6	7				1	2	3	4				1	2	3	4
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22	23	24	25	26	27	28	21	22	23	24	25	26	27	19	20	21	22	23	24	25
29	30	31					28	29	30					26	27	28	29	30	31	

School Starts: August 12

School Ends: May 19

# 2021-2022 Calendar



# Hughes Springs Early Head Start



### Student Days:

Full Day—7:30-3:00

### Student Days-1395

### Staff Training/ Students out

- August 2-11
- Oct. 11, Jan. 4, Feb. 21
- Mar 11

### Student & Staff Holidays

- Labor Day - Sept. 6
- Thanksgiving - Nov. 22-26
- Christmas - Dec. 20-Jan. 4
- Martin Luther King- Jan. 17
- Spring Break - Mar 14-18
- Good Friday—April 15
- Memorial Day—May 30

### Preservice

August 3-6

### Staff Last Work Day

T, TA, Cook -  
May 24  
CD, FSW & Custodian—  
May 26  
Specialists, Managers  
& Monitors -

Campus Director:  
Carlin Johnson

Family Services:  
Carlin Johnson

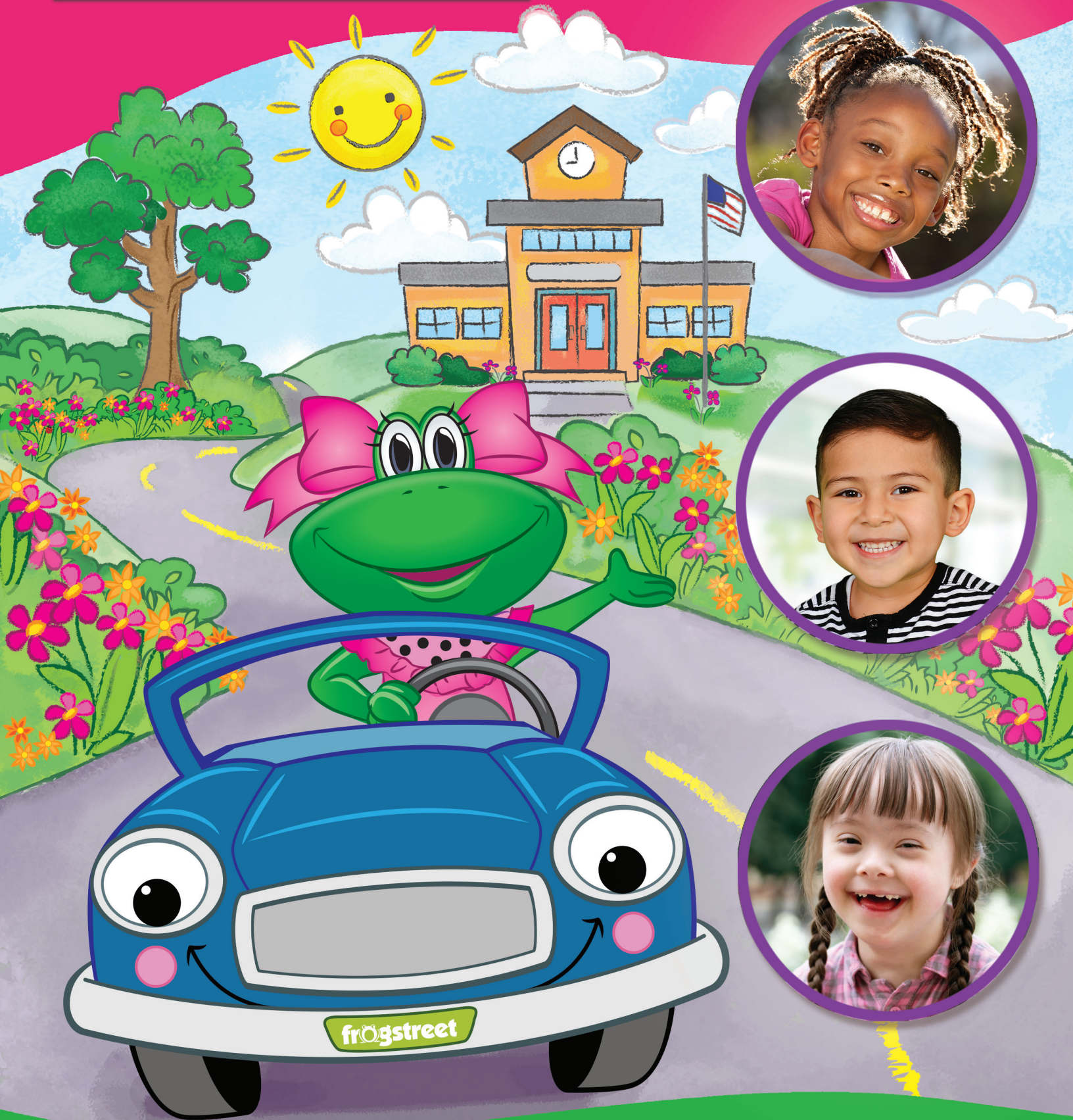
Contact Number:  
(903) 639-1914

August 2021							September 2021							October 2021						
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29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						
November 2021							December 2021							January 2022						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
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28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30	31					
February 2022							March 2022							April 2022						
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	5			1	2	3	4	5						1	2
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20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28						27	28	29	30	31			24	25	26	27	28	29	30
May 2022							June 2022							July 2022						
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	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
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22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	31		26	27	28	29	30	31	

**School Starts: August 12**

**School Ends: June 8**

# frögstreet Pre-K



On the road to successful learning!



# FROG STREET PRE-K

is a comprehensive, dual language program designed to meet the needs of diverse learners while supporting 10 learning domains. Features include:

- **RESEARCH-BASED SCOPE & SEQUENCE** for literacy, math and content domains.
- **CONSCIOUS DISCIPLINE®** strategies to build a strong social-emotional foundation from which children can learn to solve conflicts and manage their emotions.
- **STRATEGIES** for differentiated instruction, special needs adaptations, cultural responsiveness, and English Language Learner support.
- **FLEXIBLE & EASY-TO-USE WEEKLY INSTRUCTION FORMAT** to ensure implementation fidelity.

**Frog Street Pre-K** is organized around 9 thematic units integrating literacy, math, science, social studies, social-emotional connections, STEAM, technology, assessment, and family engagement.

## RICH, DIVERSE LITERATURE LIBRARY



Fiction



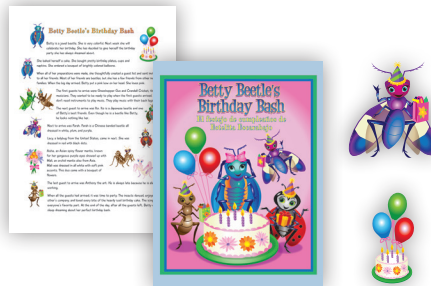
Nonfiction



Trade Titles



Video Books



Story Folders



Poetry



Listening Books



Little Books



Developmental Storybooks

# HANDS-ON EXPLORATION

**STEAM** 1  
Frog-E Programmable Floor Robot

**SCIENCE** 2  
Science Manipulatives

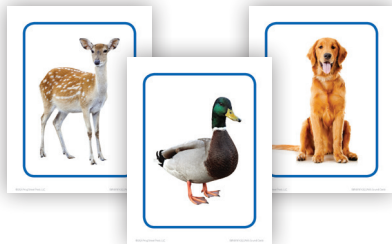
**LITERACY** 3  
Letter Builder Set

**MATH** 4  
Math Manipulatives

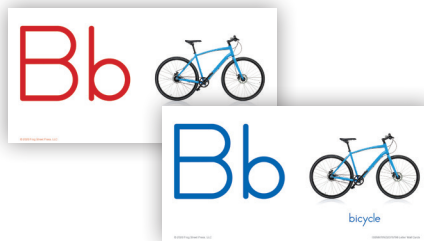
**PROBLEM SOLVING** 5  
Sorting & Sequencing Cards

## Frog Street Pre-K

pairs intentional instruction with meaningful opportunities for children to engage and interact through hands-on explorations.



Card Sets



Letter Wall Cards



Compound Word Cards

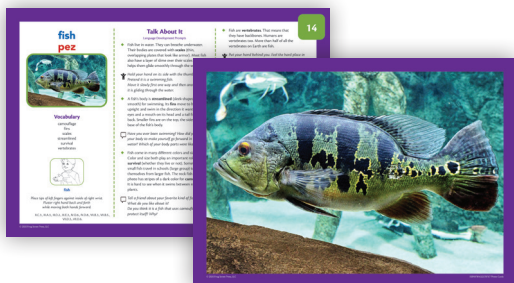
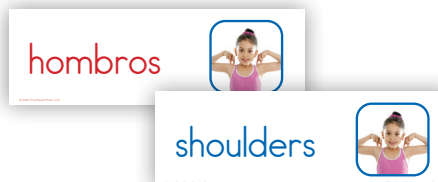


Photo Cards



Vocabulary Cards

## PROFESSIONAL DEVELOPMENT

**Teacher training & support** resides in and throughout the program to build fidelity of instruction and to provide opportunities to monitor children's progress.

## DIGITAL RESOURCES INCLUDE

- AIM Assessment
- Teacher resource portal
- Family Connection resources
- Extensive music library
- ABCmouse® for Schools digital activities





# FROG STREET PRE-K

English and Spanish

## TEACHER GUIDES

Frog Street Pre-K includes 9 thematic teacher guides that offer 36 weeks of instruction.

**Compare and Contrast** | **WEEK AT A GLANCE** | **Week 1: Living and Nonliving**

**WORD OF THE WEEK**: **alive** (something that breathes, eats, drinks, moves, grows, and changes)

**WEEKLY GREETING CIRCLE**: Henry found a rock.

**MORNING MESSAGE**

**MUSIC & MOVEMENT**

**READ-ALOUD #1**: Introduction to *Henry and Harry*

**LITERACY SMALL GROUPS**: **VOCABULARY** Review vocabulary *alive*, *living*, and *nonliving*.

**MATH**: **Shapes Are All Around** Create illustration from construction paper shapes.

**READ-ALOUD #2**: **Is It Alive?** Introduction to *Is It Alive?*

**STEAM**: **Present the Problem** How can we design a robot to make work easier?

**CLOSING CIRCLE**

**Compare and Contrast** | **WEEK AT A GLANCE** | **Week 1: Living and Nonliving**

**BRAIN SMART START**

**Day 2**: A dog and a dolphin are living things. | A nest will not grow. | Henry named his fun rock Harry. | A fence does not grow.

**Phonological Awareness**: Identify rhyming words. **Concepts of Print**: Spaces between words; first word in sentence begins with uppercase letter. **Alphabet Knowledge**: Associate letters with sounds: /d/ /d/, /f/ /f/, /n/ /n/

Choose from these songs and action rhymes for the week: "Dancing Robots," "The Sun," "Trees," and "A Little Seed"

**Day 3**: **Comparing Henry and Harry** Note differences between something alive and not alive. | **What's in a Name?** Name a pet frog counter and note why it is not alive. | **The Great Enormous Rock** Compare this rock with Harry.

**Day 4**: **PHONOLOGICAL AWARENESS** Identify rhyming word pairs. | **SHARED WRITING** Complete sentence stem about pet frog counter. | **GUIDED WRITING** Write and illustrate sentence stem from Day 3. | **ALPHABET KNOWLEDGE** Associate sounds with letters: /d/ /d/, /f/ /f/, /n/ /n/. | **Sorting Shapes** Sort curved shapes, triangles, and quadrilaterals.

**Day 5**: **Is It Alive?** Living or Nonliving Vote to decide if something is living or nonliving. | **Is It Alive?** In the Ocean Note things that are living and nonliving things in the ocean. | **Is It Alive?** In the Air Note living and nonliving things that can fly. | **The Great Enormous Rock** Reenact the story.

**Days 2-4: Exploration** | **Share Discoveries**

**Review and Reflect** Send home "Living and Nonliving" family letter

### WEEKLY LESSON FORMAT

Lessons are designed around an easy-to-use weekly format for whole groups, small groups, and learning centers.

### SOCIAL EMOTIONAL LEARNING

Daily Conscious Discipline Brain Smart® Start lessons offer support for creating safe environments and developing self-regulation skills.

**CONNECT** I.A.1. Follow classroom rules. I.A.3. Register over behaviors. I.A.4. Manage emotions. I.C.1. Associate with peers.

**Absent Child and Welcome Back Rituals** All Fairy Frogs to help identify children who are absent and children who are returning from an absence.

Use the Absent Child and Welcome Back Rituals to send absent children well wishes, and welcome back returning school family members.

Invite volunteers to describe how these rituals are used and why they are important.

**CONSIDER DISCIPLINE IN ACTION** Connect classroom rules with classroom expectations. Invite volunteers to describe how these rituals are used and why they are important. Invite children to describe how they have used these rituals to help themselves and others.

**Activity to Commit** Display the "School Family Agreements" poster with all four agreements posted. Remind children that we each do our job to keep the classroom safe when we choose one agreement to focus on. Invite children to commit to one agreement each day. Remind them that this is a commitment to our School Family.

**Note:** The image of the "School Family Agreements" poster represents the four core agreements and serves as a reminder to limit the choices to only 1 at one time. Be sure to customize this poster with choices that meet the needs of your classroom.

### DIVERSE CLASSROOMS

Special Needs Adaptations and Cultural Responsiveness strategies meet the needs of diverse learners.

**SCIENCE** I.B.1. Observe and describe objects. I.B.2. Compare and contrast objects. I.B.3. Observe and describe changes. I.B.4. Observe and describe the effects of forces and motion.

Encourage children to sort the cards into two groups: living and nonliving.

Invite children to stack the cards and place the disk on the rubber band. Have children turn the cards over one at a time and identify the picture as living or nonliving.

**Reflect:** How do you know if something is alive?

**MIDWEEK OPTION** Challenge children to sort the living things into three groups: animals, and people. Invite children to sort the nonliving things into three groups: shelters, tools, and transportation.

**SPECIAL NEEDS ADAPTATION** Give three large pieces of paper on the floor. Invite children to sort the cards. Talk about the category each paper represents in your classroom setting the cards.

**SENSORY** I.C.1. Use imagination to play. I.B.3. Recognize phenomena and how they change. I.C.2. Engage in dramatic play.

Invite children to care for pet rocks. Suggest they wash and dry their rocks, do a face on them, and draw them in a "shell" (a box with sand for cover).

**Reflect:** In your pet rock alive? How do you know?

**MIDWEEK OPTION** Invite children to bubble, feed, and pet rubber baby dolls. Print out that the baby dolls are not alive.

**Reflect:** Are real babies alive? How do you know?

**Cultural Responsiveness** Discuss cultural baby dolls. Acknowledge that all babies are born in different places and ways. Offer photos of babies in hammocks, cribs, papooses, and other baby beds to share stories.

**SPECIAL NEEDS ADAPTATION** Provide cleaning wipes. Rubbing alcohol. Paper towels. Provide a container of water for children to wash their hands.

**Cultural Responsiveness**  
Use multicultural baby dolls. Acknowledge that all babies sleep in different places and ways. Offer photos of babies in hammocks, cribs, papooses. Read *Global Baby Bedtimes* by Maya Ajmera.

**SPECIAL NEEDS ADAPTATION**  
Provide cleaning wipes for children to wash their rocks and babies if they are hesitant to put their hands in water.





**Comparar y contrastar** **LECTURAS EN VOZ ALTA** **LIBRO #2** **Semana 1: Vivos y no vivos**

**¿ESTÁ VIVO?**

**¿ESTÁ VIVO?**

**MATERIALES**

**VOCABULARIO**

**DÍA 1: INTRODUCCIÓN**

**ANTES**

**DURANTE**

**DESPUÉS**

**RECORDAR** **ENTENDER** **ANALIZAR**

**¿ESTÁ VIVO?**

**¿ESTÁ VIVO?**

**¿ESTÁ VIVO?**

**RECORDAR** Pregunte: ¿Son los perros seres vivos? ¿Son los gatos seres vivos? ¿Es un nido algo vivo?

**ENTENDER** Pregunte: ¿Qué cosas hacen ustedes que demuestran que están vivos?

**ANALIZAR** Diga: Digan el nombre de algo del libro que está vivo. ¿Cómo lo saben?

**TECNOLOGÍA**

Actividades de Lectoescritura y Matemáticas de ABCmouse® que apoyan a los objetivos semanales de aprendizaje.

**Comparar y contrastar** **CENTROS DE PRACTICA SEMANAL** **Semana 1: Vivos y no vivos**

**CENTRO DE TECNOLOGÍA**

**CENTRO DE NARRACIONES**

**ABECEDARIO**

**MATERIALES**

**ADAPTACIÓN PARA NECESIDADES ESPECIALES**

**LECTURAS EN VOZ ALTA**

Textos informativos y literarios que ofrecen desarrollo del vocabulario, estrategias para promover el razonamiento de alto nivel y la instrucción interactiva.

**GRUPOS PEQUEÑOS PARA LECTOESCRITURA Y MATEMÁTICAS**

Enseñanza en grupos pequeños que incluye modificaciones intencionales para la instrucción diferenciada.

**Comparar y contrastar** **Grupos pequeños de Lectoescritura** **Semana 1: Vivos y no vivos**

**DÍA 3: CONCIENCIA COMPARTIDA**

**DÍA 4: ESCRITURA GUIADA**

**DÍA 5: CONOCIMIENTO DEL ALFABETO**

**ENFOQUE** **INSTRUCCIÓN DIFERENCIADA**

**MATERIALES**

**VOCABULARIO**

**INSTRUCCIÓN DIFERENCIADA**

**Apoye** Ayude a los niños escribiendo lo que le dicen. Use la técnica de "mano sobre mano" para ayudarlos a seguir lo escrito con la mano mientras usted lo lee.

**Desafíe** Anime a los niños a escribir más oraciones sobre lo que les gustaría hacer con sus ranitas.

**EVALUACIÓN AIM**

Pautas para la evaluación incluidas en los puntos de uso.

**Comparar y contrastar** **STEAM** **Semana 2: Cuentos**

**INTEGRACIÓN DE CIENCIAS • TECNOLOGÍA • INGENIERÍA • ARTES • MATEMÁTICAS**

**CONSEJOS Y ESTRATEGIAS**

**Hacia adelante significa "sigue a tu nariz"**

**Frog-E se debe cuadrar sobre el tapete cuadrado**

**Observen moverse a Frog-E para identificar el código programado**



**STEAM**

Proyectos STEAM semanales que ofrecen oportunidades para la observación, la investigación y la resolución de problemas, junto con el desarrollo de destrezas iniciales de codificación usando a Frog-E, el robot programable.

**Comparar y contrastar** **Grupos pequeños de Matemáticas** **Semana 1: Vivos y no vivos**

**ENFOQUE**

**DÍA 1: LAS FIGURAS ESTÁN POR TODOS LADOS**

**DÍA 2: CÍRCULOS Y ÓVALOS**

**MATERIALES**

**VOCABULARIO**

English  
and  
Spanish



INCLUDES

**FROG STREET PRE-K**

- Thematic Teacher Guides (9 English, 9 Spanish)
- Welcome Guide for program implementation (English and Spanish)
- Conscious Discipline manual
- Songs and Stories (178 English songs, 176 Spanish songs)
- Bilingual Literature Library (156 books, 14 bilingual Story Folders, 3 Developmental Storybooks, 3 video e-books)
- Little Books (10 titles, 6 copies each, English and Spanish)
- Listening Library (12 titles, 2 copies each, English and Spanish)
- Posters (14 English, 15 Spanish)
- Fanny Frog with clothing changes & house
- Math & Science Manipulatives
- Balance Scale
- Letter Builder Set
- Tabletop pocket chart
- Programmable Frog-E robot & mat

- Cards
  - Letter Cards (52 English, 58 Spanish)
  - Card Sets (32 sets, over 300 cards)
  - Cut-Apart Cards (37 cards)
  - Sound Cards (78 English, 185 Spanish)
  - Syllables (109 cards, Spanish only)
  - Compound Word Cards (11 English, 4 Spanish)
  - Letter Wall Cards (26 English, 27 Spanish)
  - Vocabulary Cards (136 English, 135 Spanish)
  - Photo Cards (191 English, 191 Spanish)
  - Strategy Cards (24 English, 24 Spanish)
- Digital Resources
  - AIM Assessment
  - Teacher resource portal
  - Family Connections letters & books
  - Patterns
  - Extensive music library
  - ABCmouse® for Schools digital activities

**frogstreet**



[www.frogstreet.com](http://www.frogstreet.com)

info@frogstreet.com

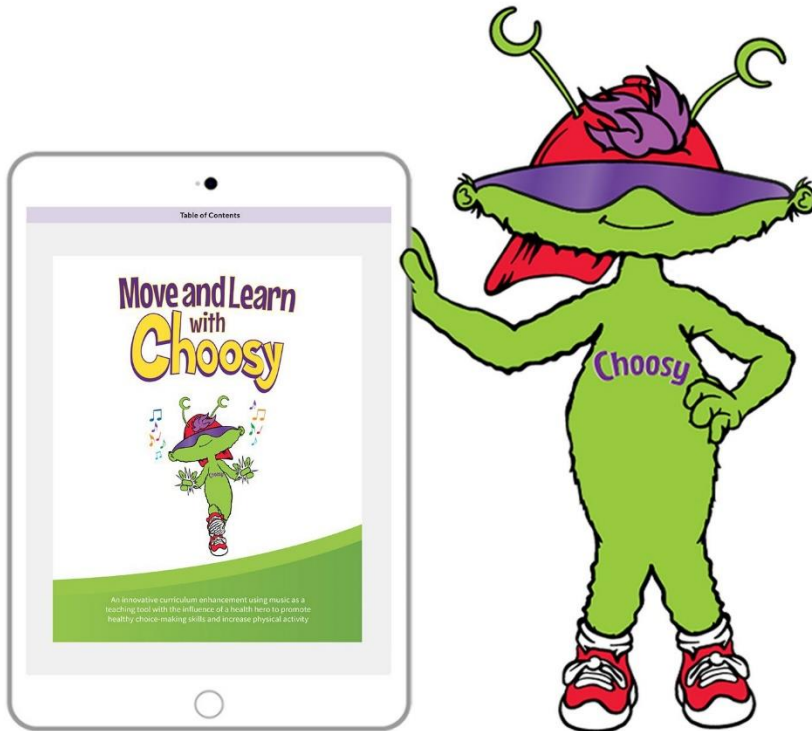
530 S. Nolen Drive, Southlake, TX 76092

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## Move and Learn with Choosy - Print

- \$ 129<sup>00</sup>
- An innovative approach for using music as a teaching tool and lyrics as a literacy resource for promoting physical activity, healthy nutrition, and oral health. Components include: classroom activities, music videos, adventure stories, interactive, quality questions for supporting conversations, family engagement activities, staff wellness suggestions, and of course, Choosy, the health hero loved by children everywhere.
- The system supports initiatives like 5, 2, 1, 0, Healthy Kids Healthy Future, and I Am Moving I Am Learning. It is ideal for Head Start, Child Care, Pre-K, Play Programs, Mommy and Me Programs, After School Programs, and Camps.
- Learn more: <https://www.youtube.com/watch?v=ZbIA83wUcoc>



## Digital Copy

**Take Choosy on the go with the *Move and Learn with Choosy* streaming feature. Enjoy instant unlimited content viewing on any internet-connected device.**

**No subscription needed – one-time purchase for lifetime use**

An innovative approach for using music as a teaching tool and lyrics as a literacy resource for promoting physical activity, healthy nutrition, and oral health. Components include: classroom activities, music videos, adventure stories, interactive quality questions for supporting conversations, family engagement activities, staff wellness suggestions, and of course, Choosy, the health hero loved by children everywhere.

The system supports initiatives like 5, 2, 1, 0, Healthy Kids Healthy Future, and I Am Moving I Am Learning. It is ideal for Head Start, Child Care, Pre-K, Play Programs, Mommy and Me Programs, After School Programs, and Camps.

Explore all of the unique features of this active learning program enhancement:

[WATCH VIDEO](#)

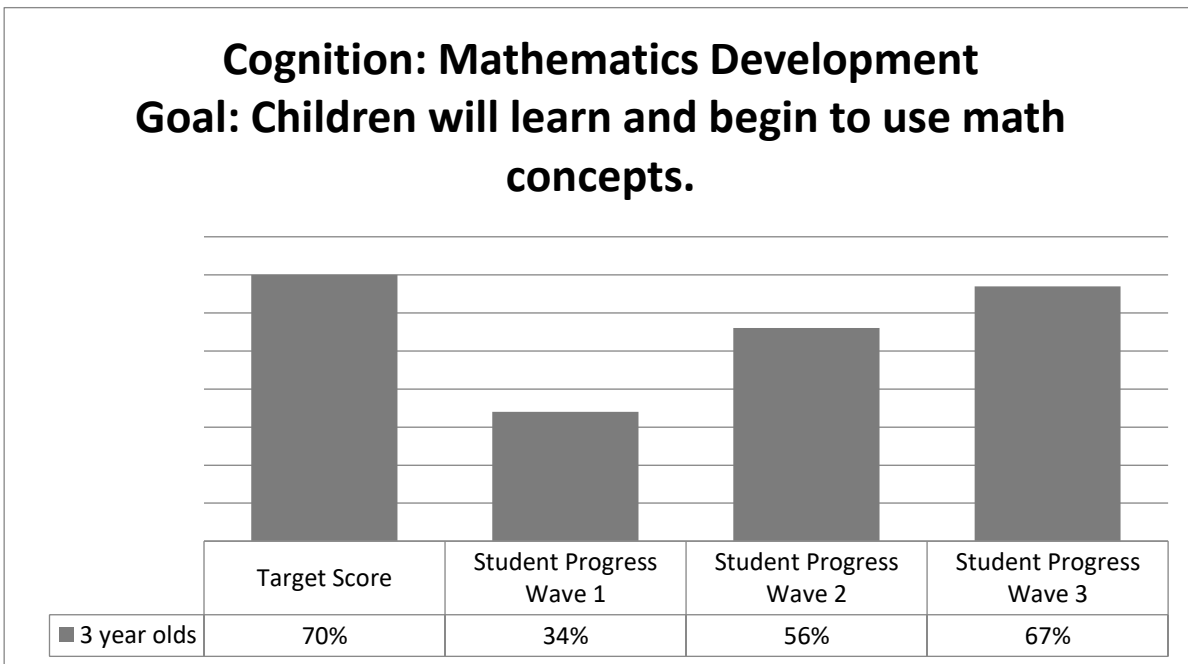
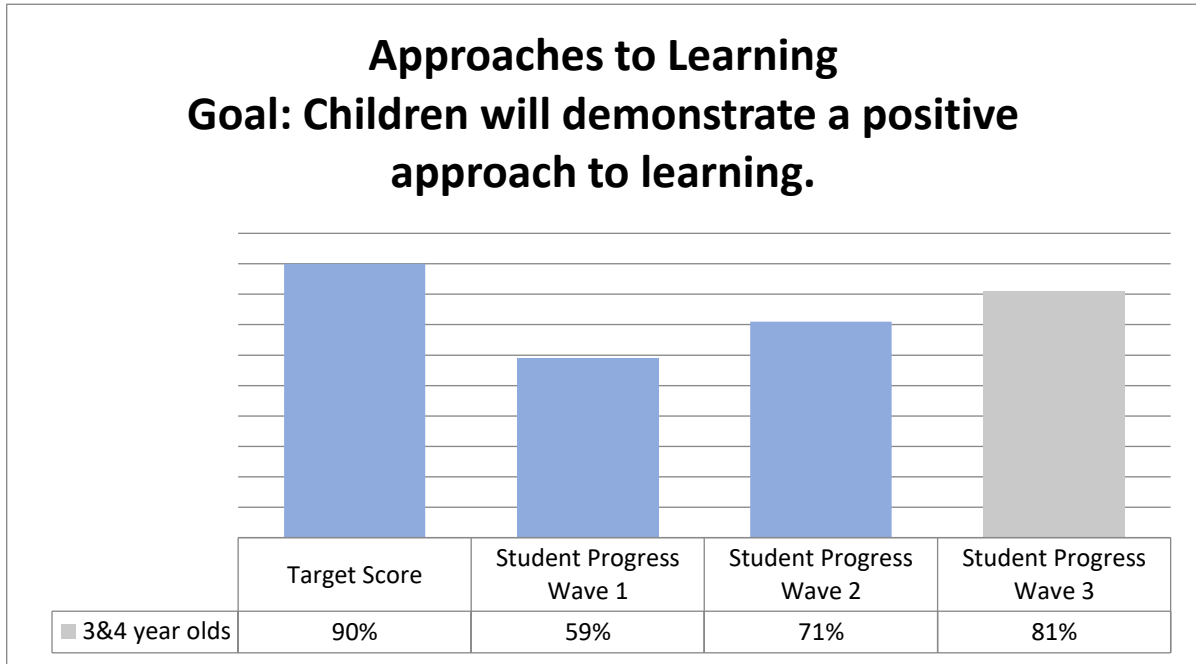




# CSNT Head Start

## School Readiness Performance Data Report

### 2020-2021



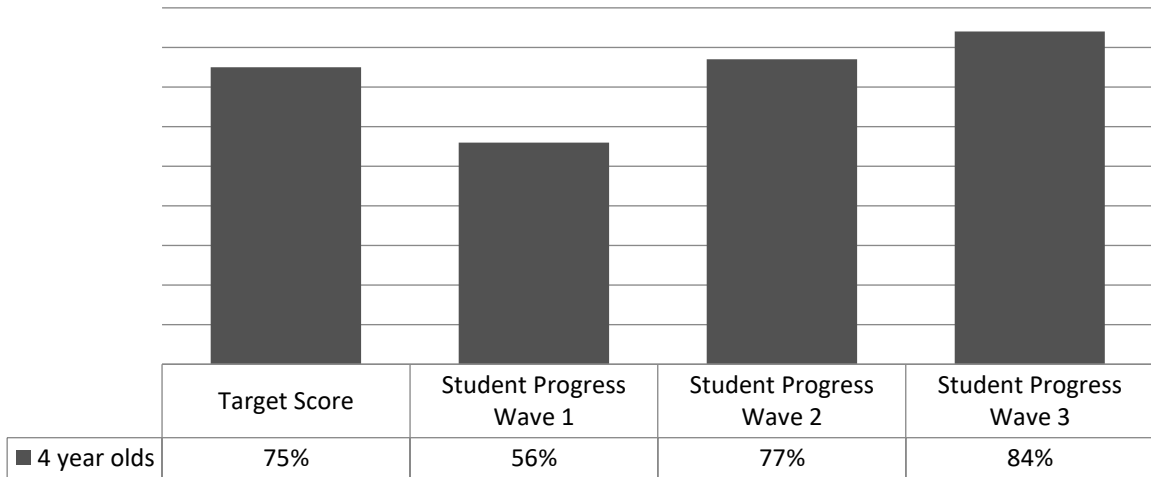
# CSNT Head Start

## School Readiness Performance Data Report

### 2020-2021

#### Cognition: Mathematics Development

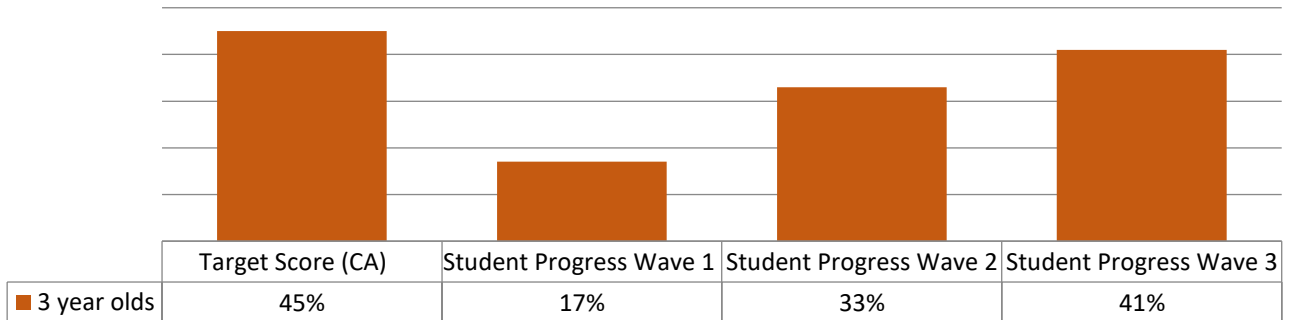
**Goal: Children will learn and begin to use math concepts.**



#### Language and Literacy

**Goal: Children will develop strong receptive and expressive language skills.**

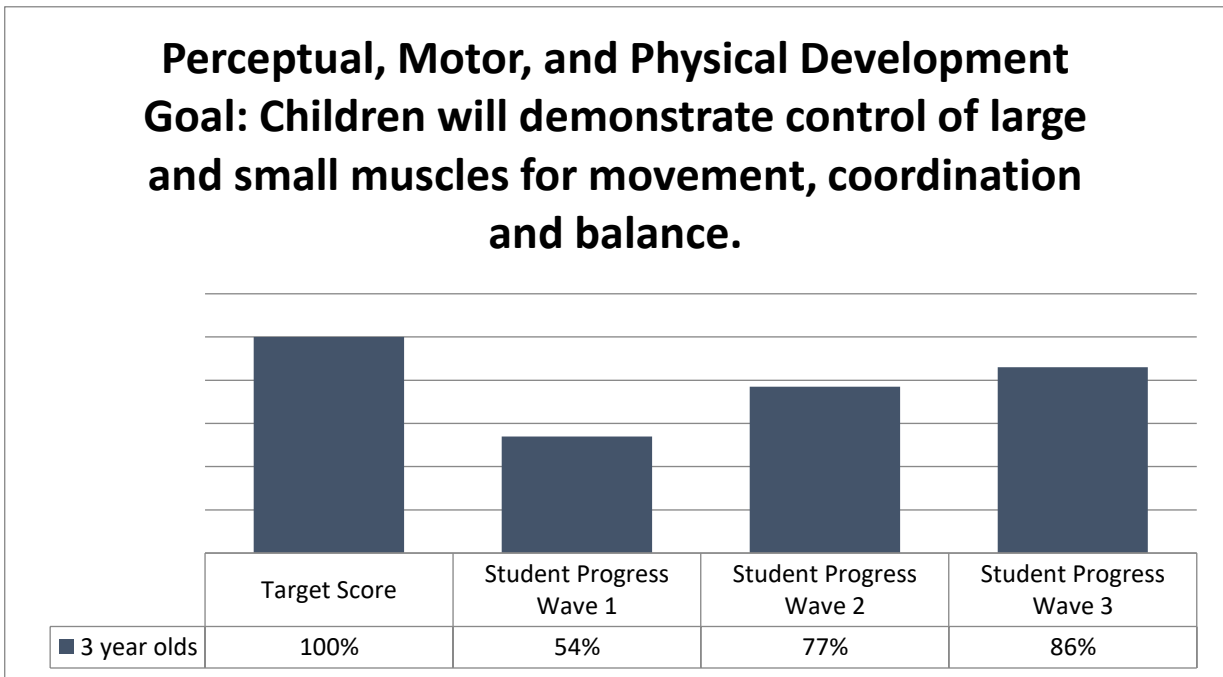
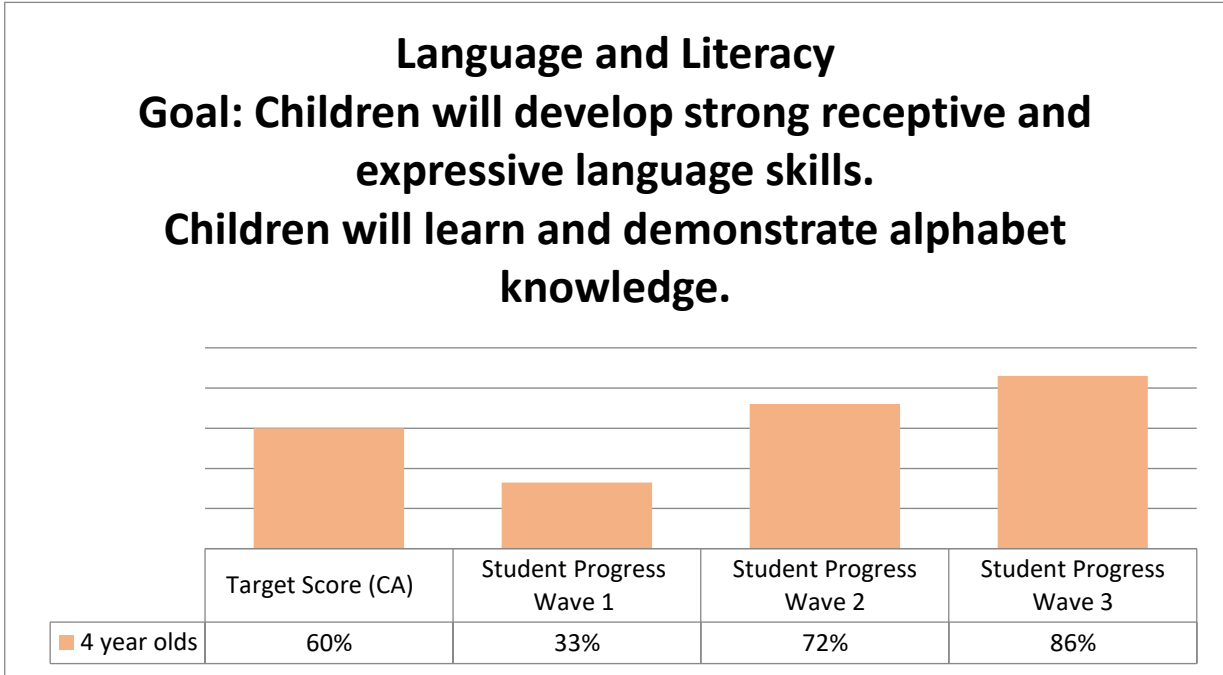
**Children will learn and demonstrate alphabet knowledge....**



# CSNT Head Start

## School Readiness Performance Data Report

### 2020-2021



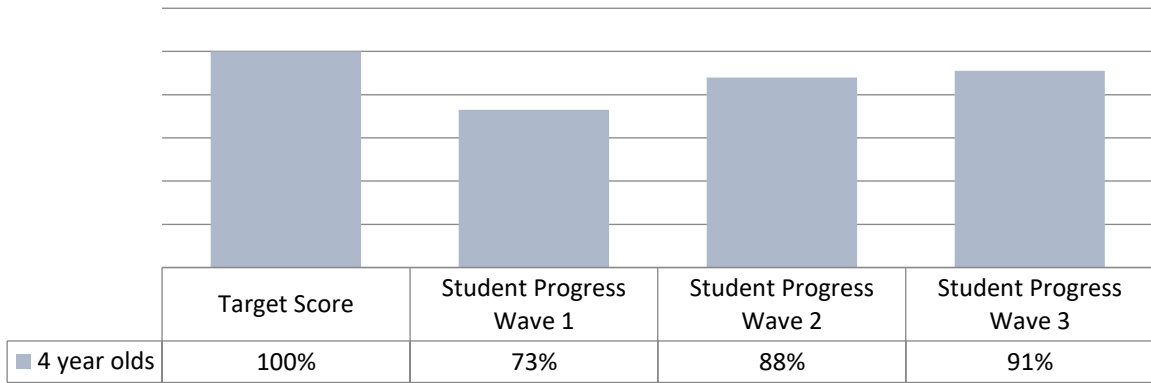
*Percentages are based on actual data from Frog Street/Circle Assessment.*

# **CSNT Head Start**

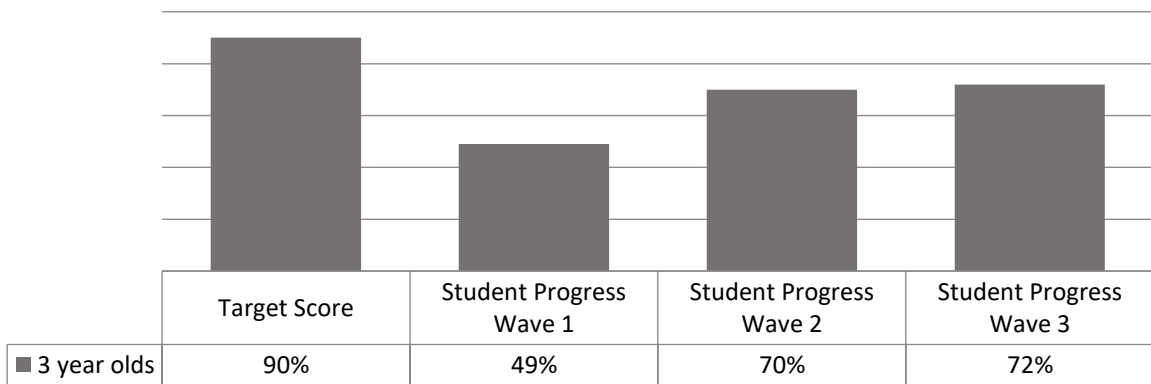
## **School Readiness Performance Data Report**

### **2020-2021**

**Perceptual, Motor, and Physical Development**  
**Goal: Children will control of large and small muscles for movement, coordination and balance.**



**Social and Emotional Development**  
**Goal: Children will demonstrate an increasing ability to manage their own emotions and behaviors.**

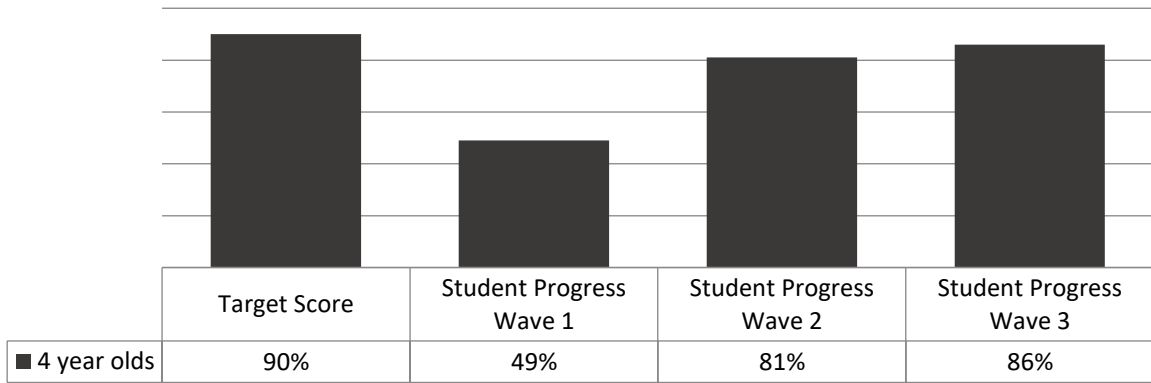


# **CSNT Head Start**

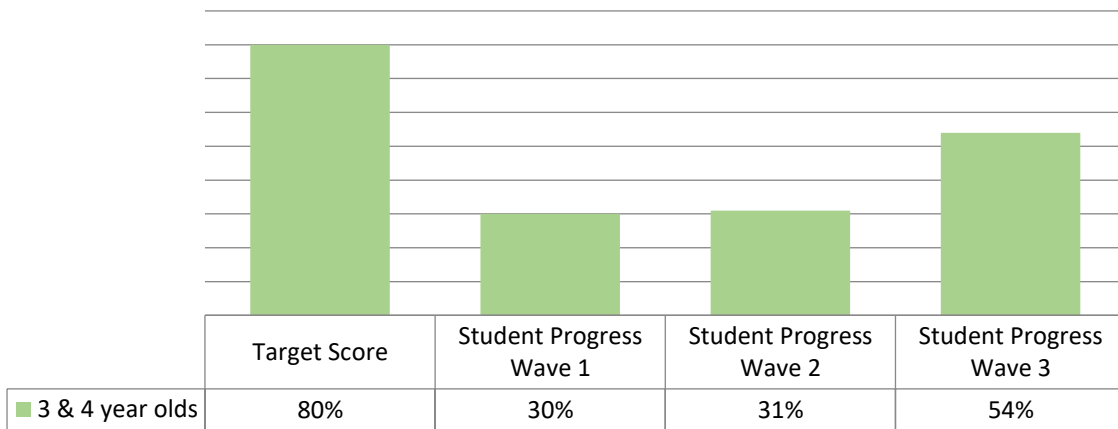
## **School Readiness Performance Data Report**

### **2020-2021**

**Social and Emotional Development**  
**Goal: Children will demonstrate an increasing ability to manage their own emotions and behaviors.**



**Parent Goal**  
**Goal: Families will work with child/children to complete weekly Home Activities.**



# Parent, Family, and Community Engagement Framework School Readiness Goals 2020-2021

**1. Goal:** Parents will ensure that all children are healthy.

**Objective:** 85% of all students will complete health requirements. **-86.00%**  
%

**Action Steps:**

1. 85% compliance of all EPTSD physical requirements. **91%**
2. 90% Compliance on initial physicals. **96%**
3. 85% Compliance on all six month dentals. **71%**
4. 85% compliance on lead and hemoglobin. **86%**

**2. Goal:** Parents will increase family engagement skills.

**Objective:** 80% of Parents will participate in Family Engagement Activities. **-65.5%**

**Action Steps:**

1. 40% Parent Meeting Attendance **16%**
2. 75% participation in Literacy Program/Walk Across Texas. – **100%**
3. 100% of parents needing a GED will receive information/resources to complete GED program. **100%**
4. 80% Ready Rosie Parent Participation-**46%**

**3. Goal:** Parents will be prepared for transition into Kindergarten.

**Objective:** 80% of parents will complete activities that will ensure their child is ready to transition to ISD campus. **54%**

**Action Steps:**

1. 85% parent participation in Home Visits and Parent Teacher Conferences.- **100%**
2. 80% completion of home activities. **46%**
3. 40% participation at the end of the year transition parent meeting. –**16%**

5/14/2021

**CSNT Head Start 2020-2021 Program Goals  
Progress Report**

<b>Program Goal 1:</b> Strengthen comprehensive Health Services for Head Start Children and their families.					
<b>Year Two Objective One Outcome:</b> 81% of parents will obtain health requirements					
Fall Progress	66%	Winter Progress	75%	Spring Progress	86%
<b>Program Goal 1 Challenges:</b> Parents willingness to go to health providers due to COVID-19					

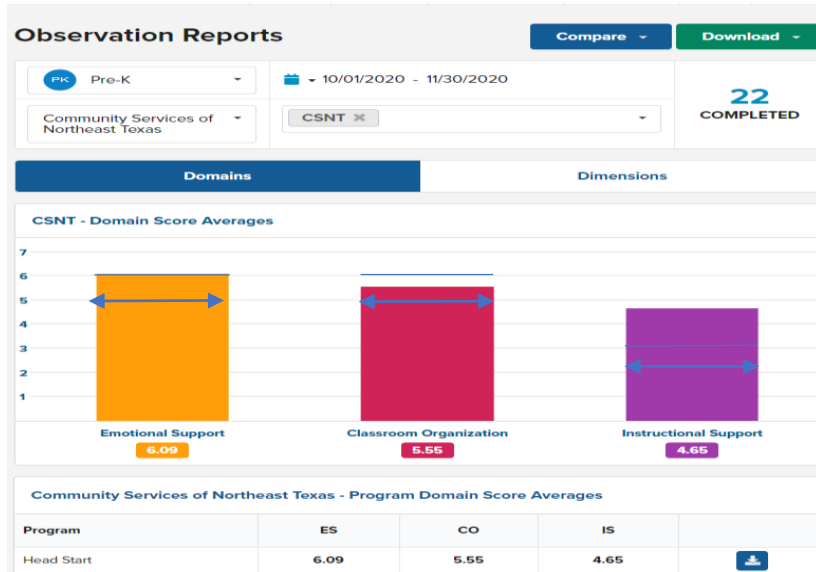
<b>Program Goal 2:</b> Provide Comprehensive School Readiness.					
<b>Year Two Objective One Outcome:</b> 63% of children will name upper and lowercase letters					
Fall Progress	35%	Winter Progress	60%	Spring Progress	71%
<b>Program Goal 2 Challenges:</b> Classroom changes due to COVID-19.					

<b>Program Goal 2:</b> Provide Comprehensive School Readiness.					
<b>Year Two Objective Two Outcome:</b> 78% of children will sequence count to 50					
Fall Progress	48%	Winter Progress	67%	Spring Progress	76%
<b>Program Goal 2 Challenges:</b> Classroom changes due to COVID-19.					

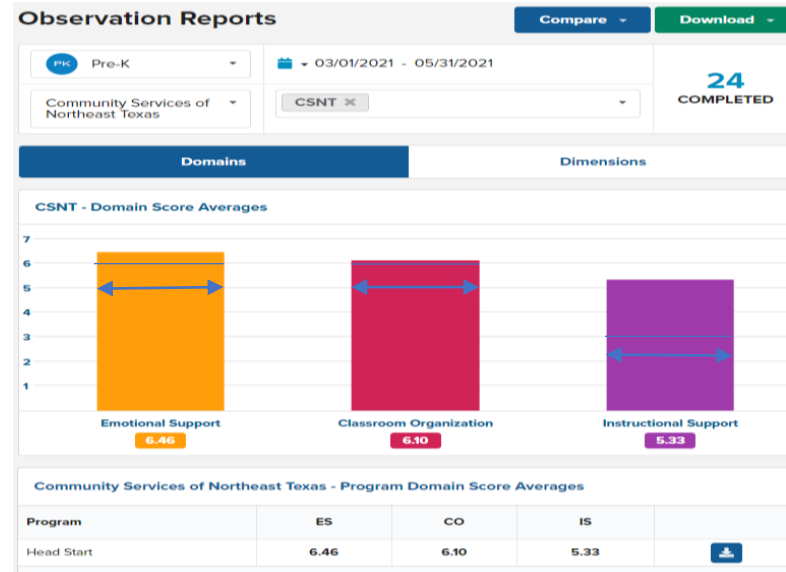
<b>Program Goal 2:</b> Provide Comprehensive School Readiness.					
<b>Year Two Objective Three Outcome:</b> .5 increase in CLASS Emotional Support (ES) and Classroom Organization (CO) and .2 increase in Instructional Support (IS)					
Fall Progress	ES .16 Increase CO .20 Increase IS 1.41 Increase	Winter Progress	ES .43 Increase CO .40 Increase IS .59 Increase	Spring Progress	ES .25 Increase CO .31 Increase IS 1.34 Increase
<b>Program Goal 2 Challenges:</b> Classroom changes due to COVID-19.					

<b>Program Goal 3:</b> Increase Parent Involvement in the Head Start Program.					
<b>Year Two Objective One Outcome:</b> 40% of parents will be involved in their child's education					
Fall Progress	49%	Winter Progress	48%	Spring Progress	54%
<b>Program Goal 3 Challenges:</b> Parents ability to participate in activities due to COVID-19					

# CSNT CLASS 2020-2021



Fall 2020	ES	Co	IS
10/1/2020-11/30/2021	6.09	5.55	4.65



Spring 2021	ES	CO	IS
03/1/2021-5/31/21	6.46	6.10	5.33

Quality Thresholds	Competitive Thresholds
Emotional Support-6	Emotional Support-5
Class Organization-6	Class Organization-5
Instructional Support-3	Instructional Support-2.3

Emotional Support Quality Thresholds    Classroom Organization Quality Thresholds    Instructional Support Quality Thresholds

**Fall 2020-6.09**  
**Spring 2021-6.46**

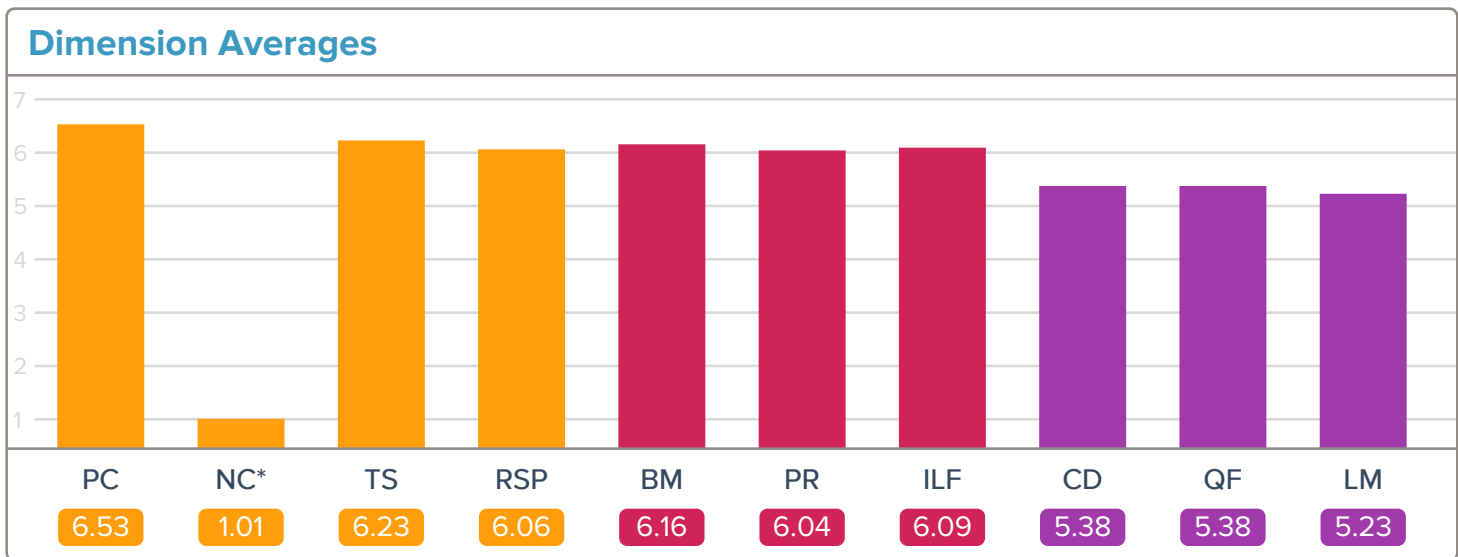
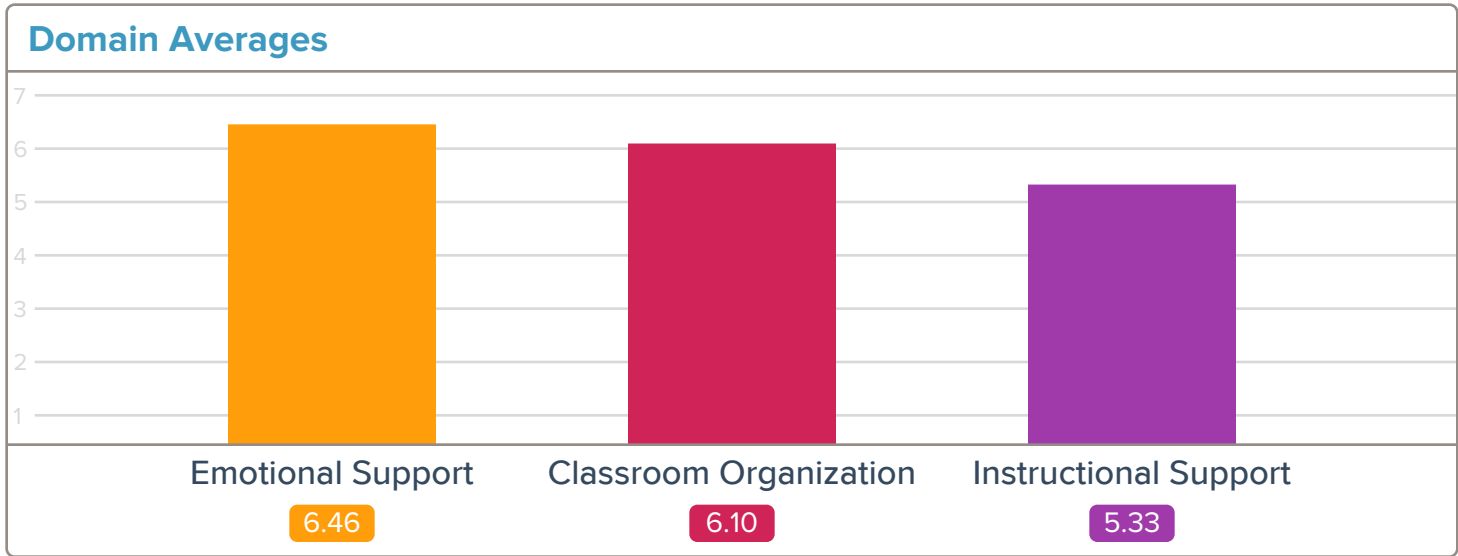
**Fall 2020-5.55**  
**Spring 2021-6.10**

**Fall 2020-4.65**  
**Spring 2021-5.33**

**2 out of 24 Teachers were new to CLASS during the 2020-2021 School Year**



# Overall Program Averages



Positive Climate (PC) Negative Climate (NC) Teacher Sensitivity (TS) Regard for Student Perspectives (RSP)	Behavior Management (BM) Productivity (PR) Instructional Learning Formats (ILF)	Concept Development (CD) Quality of Feedback (QF) Language Modeling (LM)
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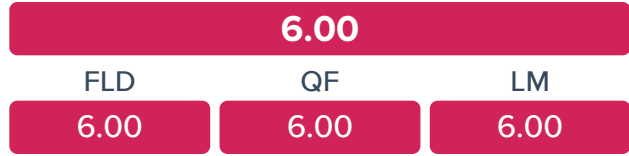
\*Negative Climate (NC) is scored in reverse with lower scores indicating higher quality

# Overall Program Averages

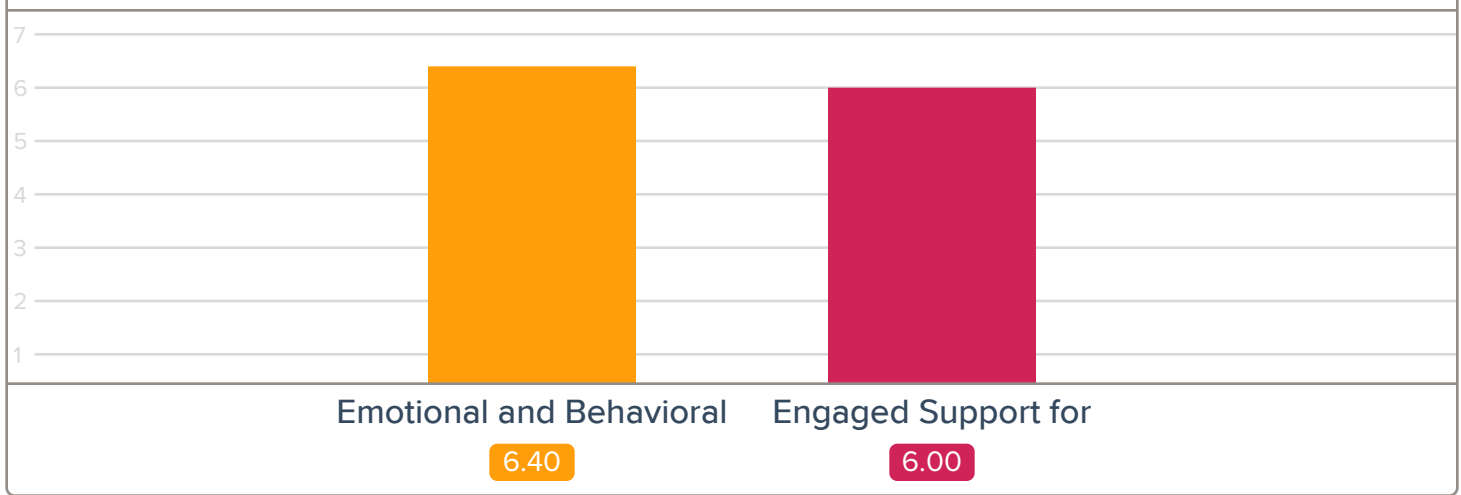
## Emotional and Behavioral Support



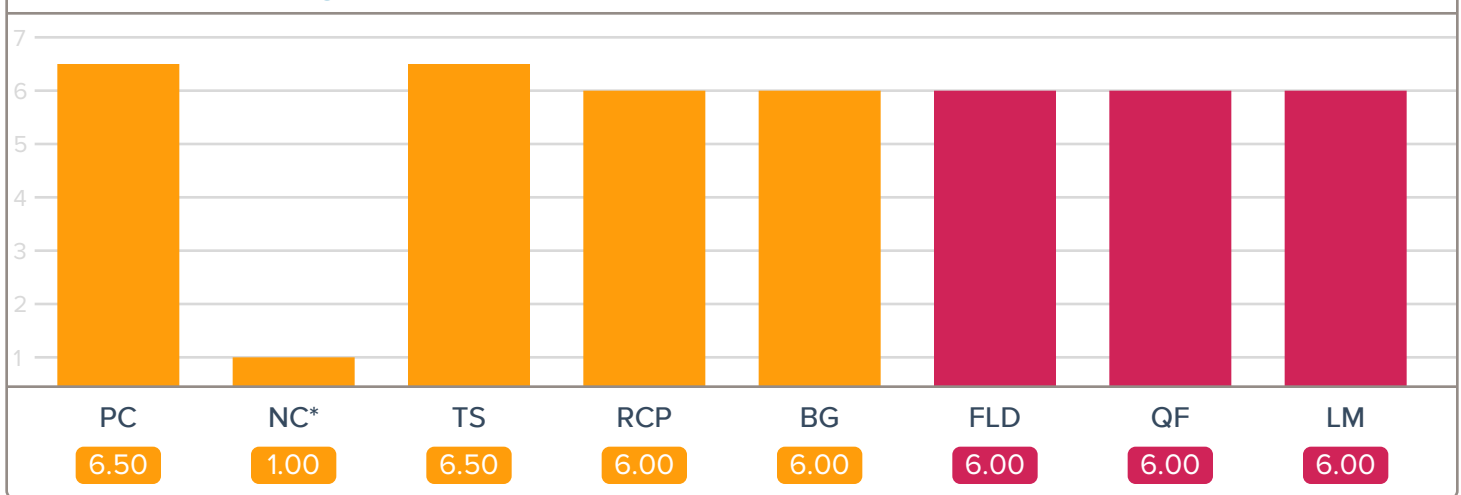
## Engaged Support for Learning



## Domain Averages



## Dimension Averages

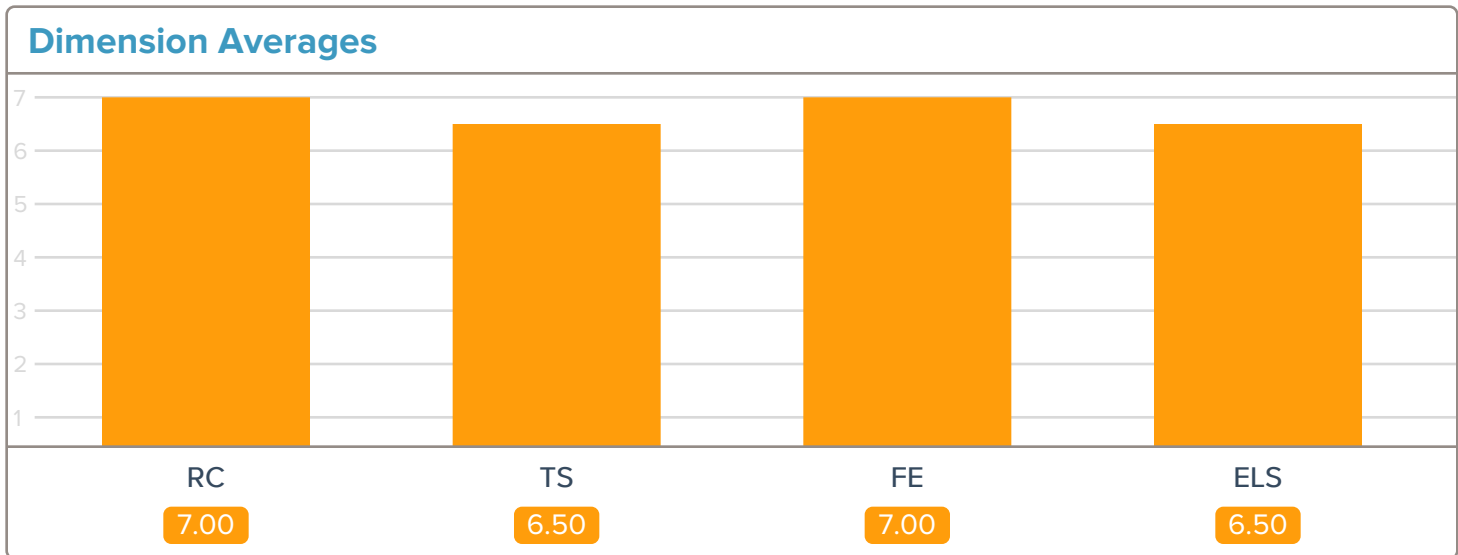
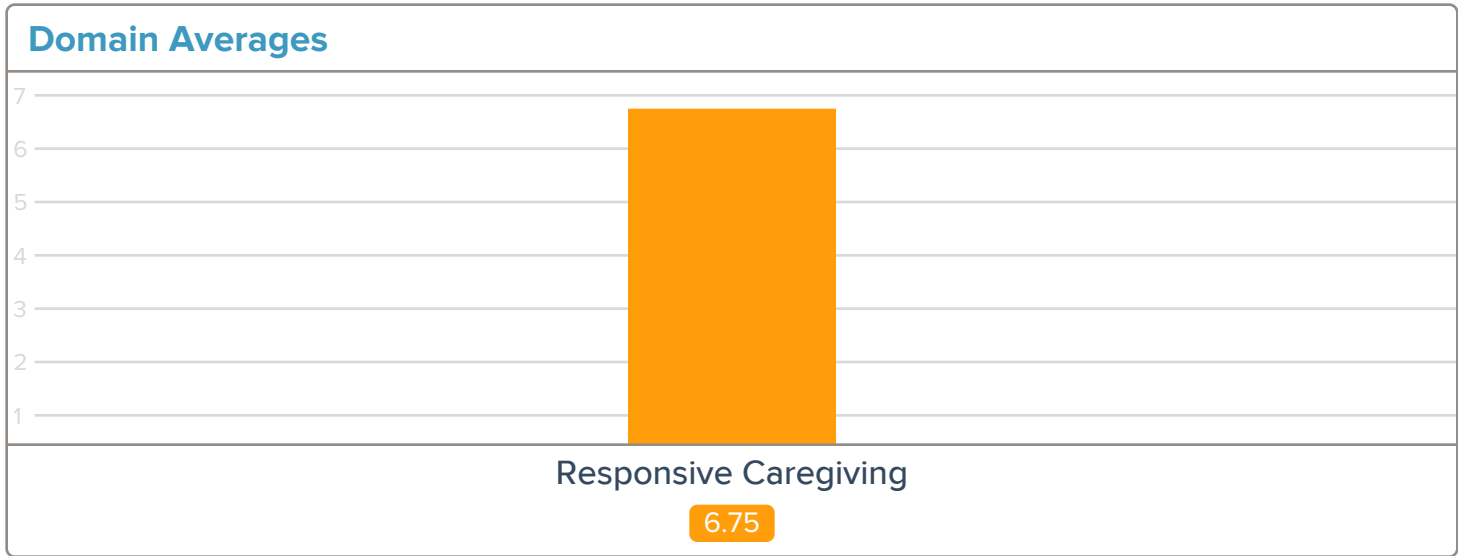
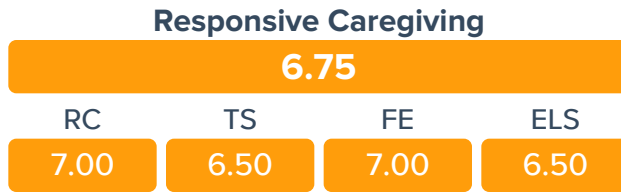


Positive Climate (PC)  
 Negative Climate (NC)  
 Teacher Sensitivity (TS)  
 Regard for Child Perspectives (RCP)  
 Behavior Guidance (BG)

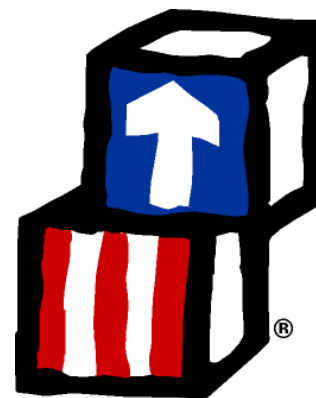
Facilitation of Learning and Development (FLD)  
 Quality of Feedback (QF)  
 Language Modeling (LM)

\*Negative Climate (NC) is scored in reverse with lower scores indicating higher quality

# Overall Program Averages



Relational Climate (RC)  
Teacher Sensitivity (TS)  
Facilitated Exploration (FE)  
Early Language Support (ELS)



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

<b>Total Students Participating:</b>	<b>426 *</b>
--------------------------------------	--------------

**Students Age**

<b>Three Year Old :</b>	<b>37%</b>	<b>Four Year Old:</b>	<b>63%</b>
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**Gender**

<b>Male:</b>	<b>49%</b>	<b>Female:</b>	<b>51%</b>
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**Race**

<b>White:</b> <b>34%</b>	<b>Black/African American:</b> <b>43%</b>	<b>Two or more:</b> <b>14%</b>
	<b>Other:</b> <b>9%</b>	<b>Not Specified:</b> <b>0%</b>

**Language**

<b>English:</b> <b>91%</b>	<b>Spanish</b> <b>9%</b>	<b>Unknown:</b> <b>0%</b>
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**Disabilities**

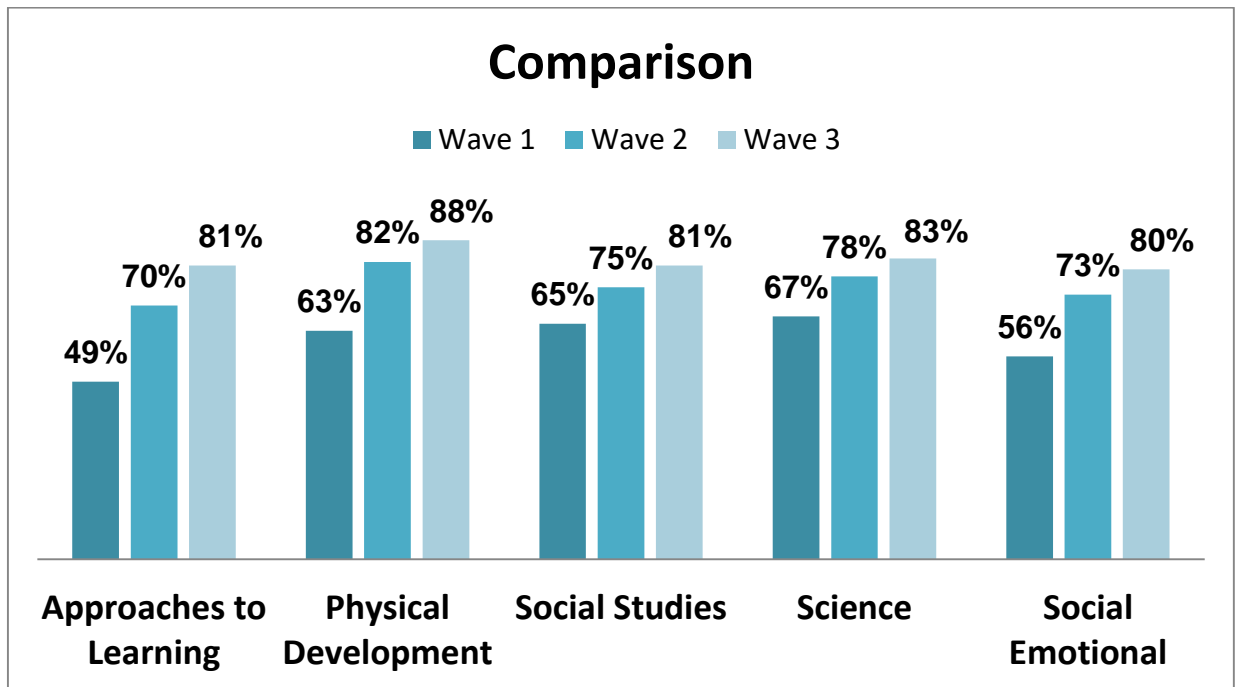
<b>Yes:</b>	<b>8%</b>	<b>No:</b>	<b>92%</b>
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\* 13 Virtual students are not analyzed in this data. These students will have to be analyzed individually.

# CSNT Head Start CIRCLE Assessment

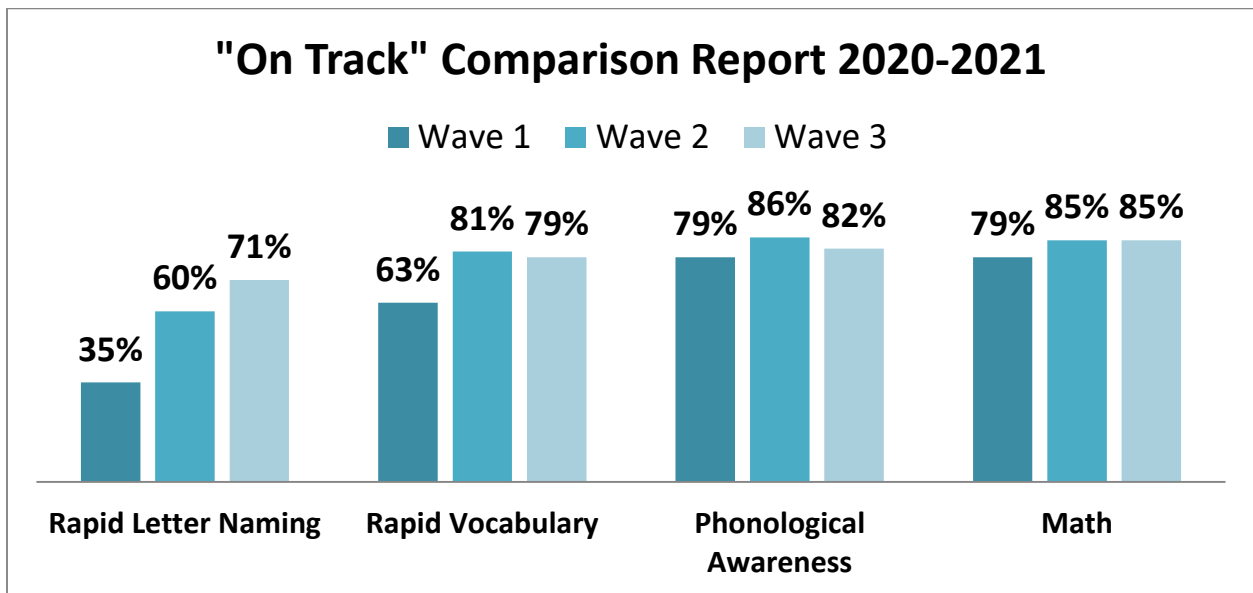
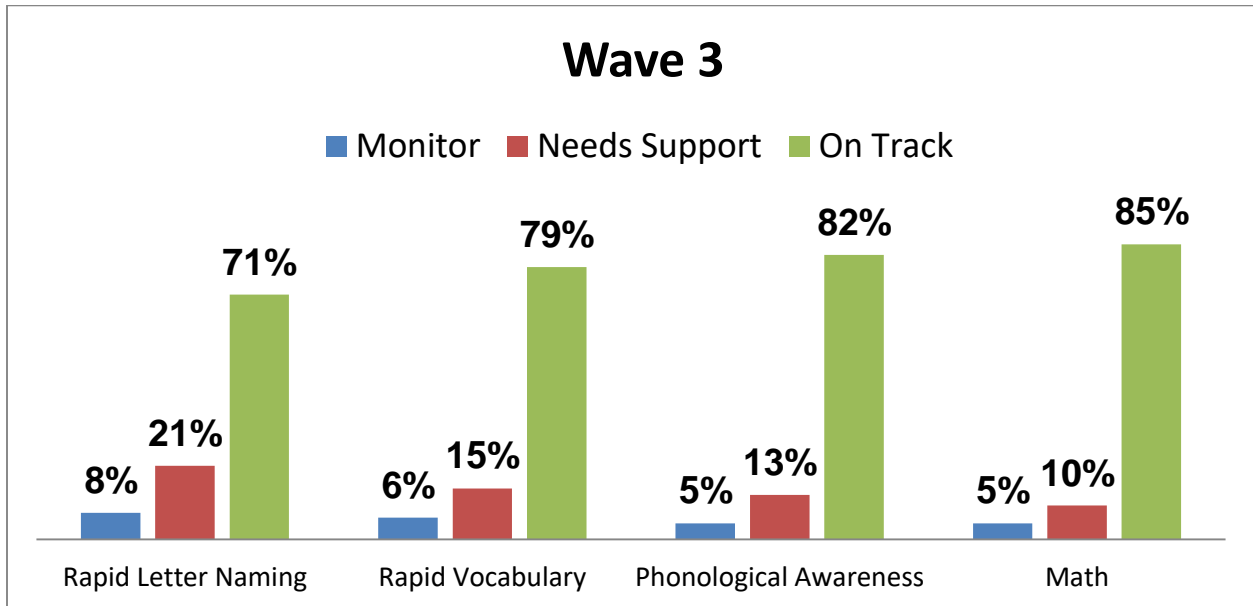
## Program Report - Wave 3 2020 - 2021

Head Start Campus	Approaches to Learning	Physical Development	Social Studies	Science	Social Emotional
Atlanta	73%	87%	80%	85%	75%
Bloomberg	92%	95%	78%	86%	94%
Daingerfield	77%	71%	93%	95%	85%
Hughes Springs	82%	89%	76%	80%	84%
Naples	89%	93%	78%	77%	66%
New Boston	90%	99%	85%	85%	88%
Pittsburg	62%	71%	81%	81%	67%
Texarkana	84%	96%	74%	78%	84%
<b>Average Totals</b>	<b>81%</b>	<b>88%</b>	<b>81%</b>	<b>83%</b>	<b>80%</b>



**Total percentage represents average of correct responses for each domain.**

# CSNT Head Start Circle Assessment Wave 3 Program Report 2020-2021



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

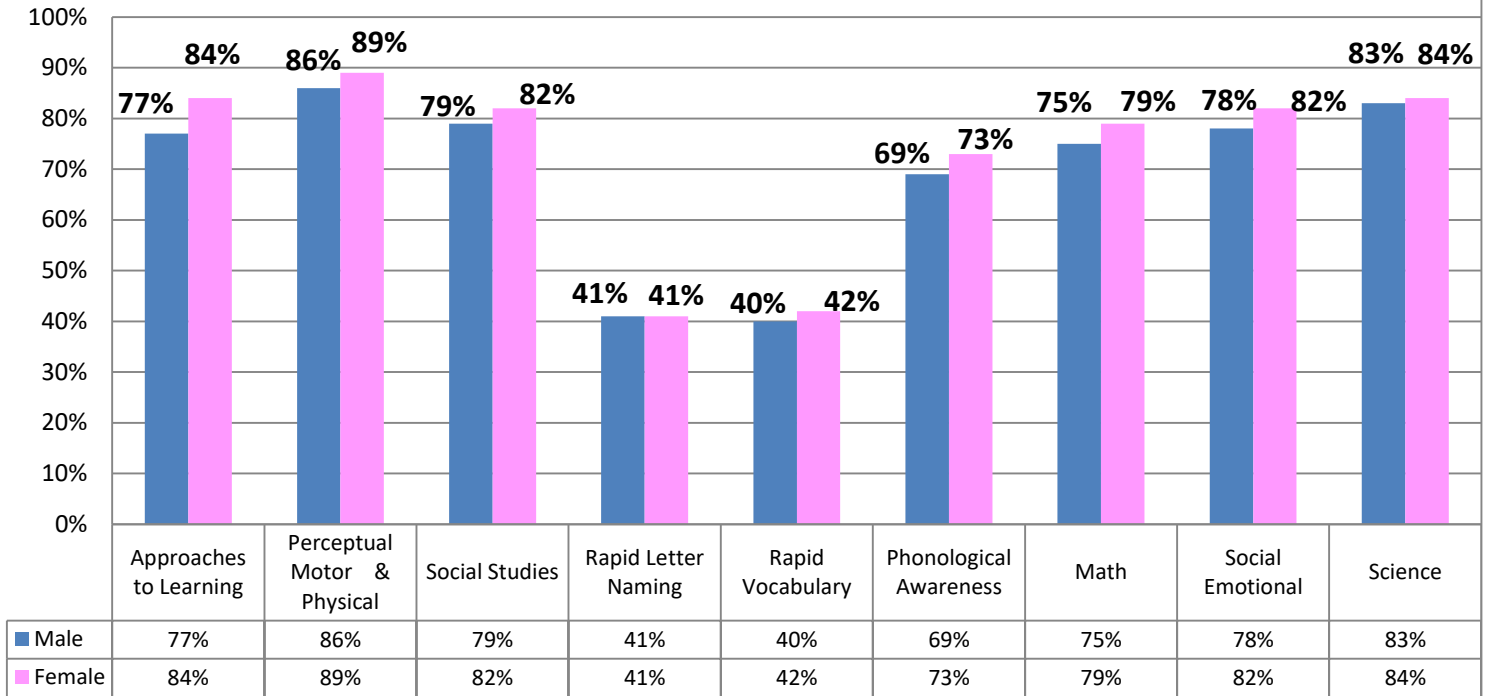
**Math:** Rote Counting, Shape Naming, Number Discrimination, Number Naming, Shape Discrimination, Counting Sets, Operations and Patterns.

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

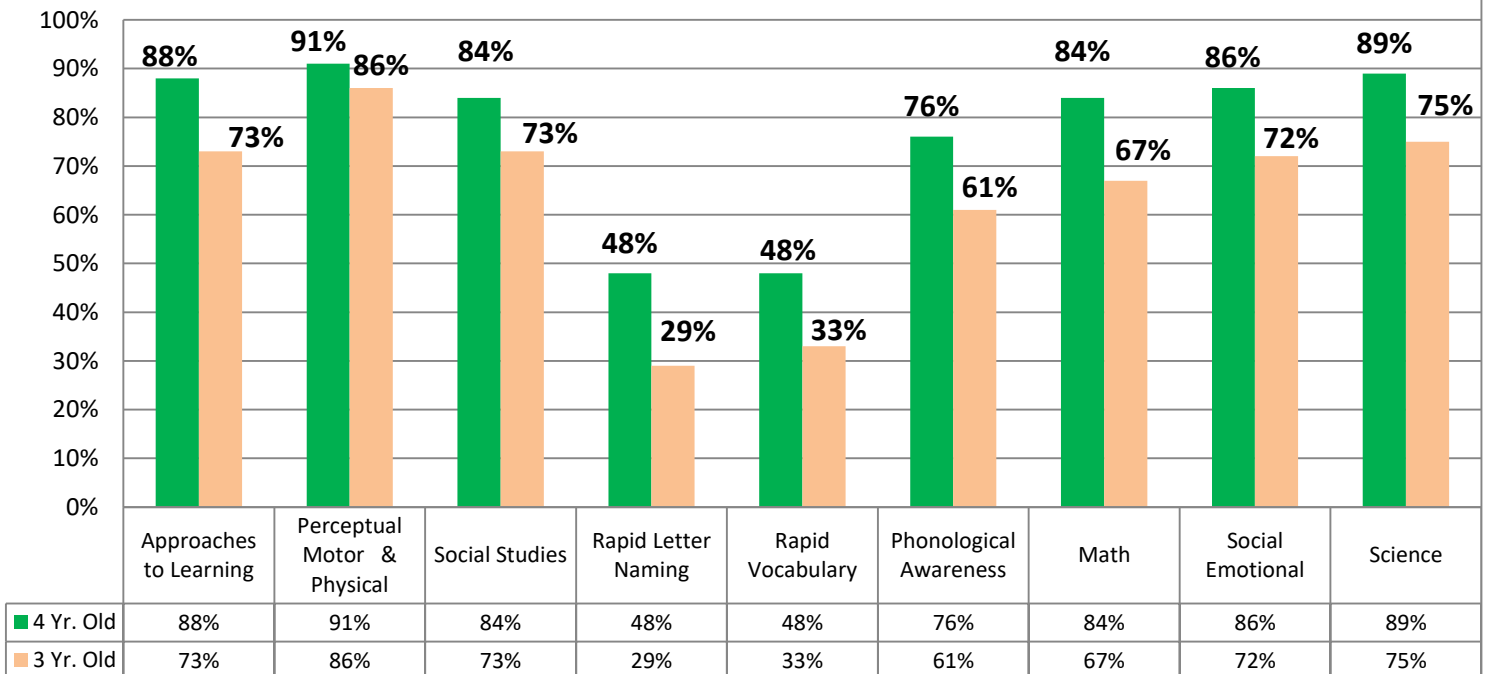
# CSNT Head Start – CIRCLE Assessment

## Wave 3 Comparison Data 2020-2021

### Male / Female Comparison

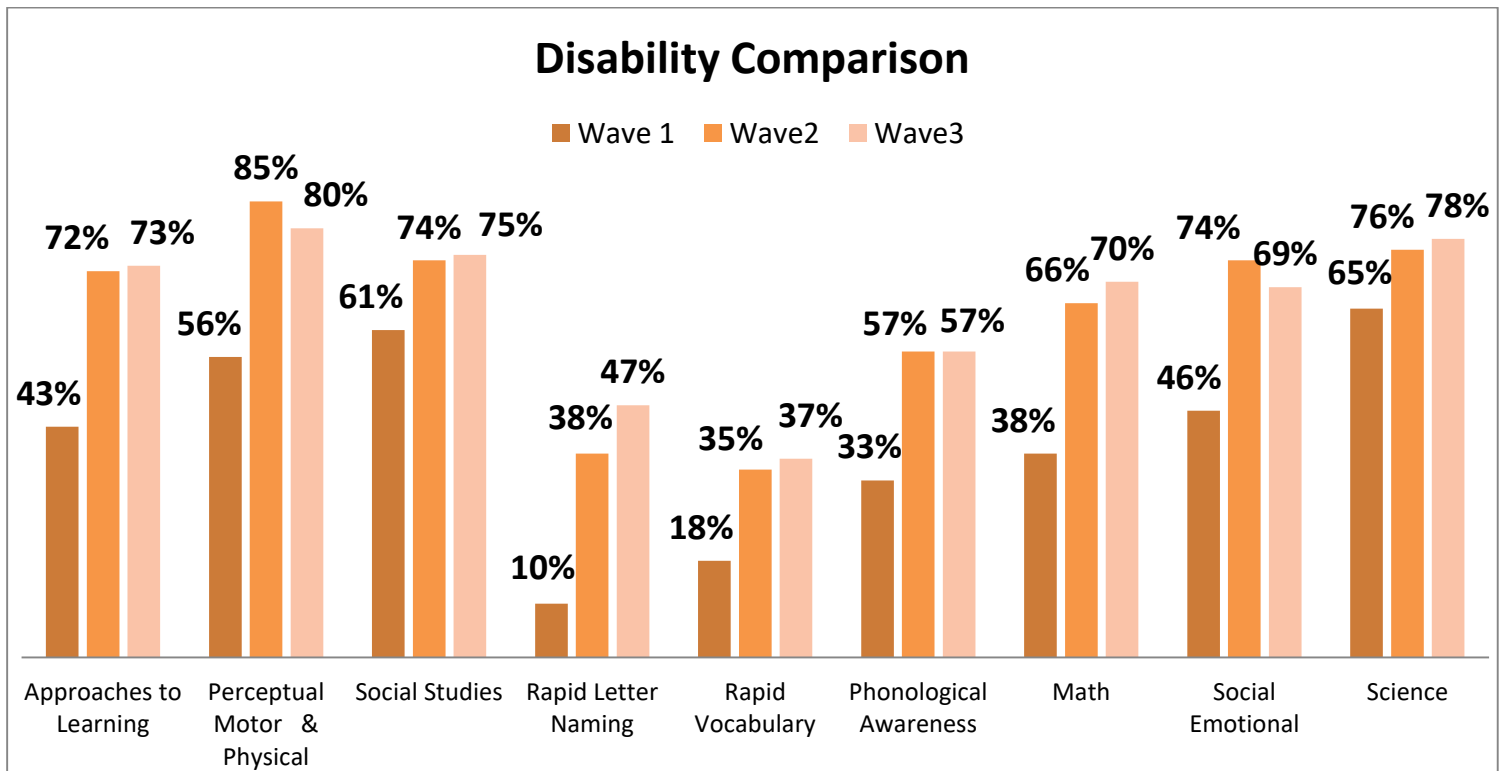
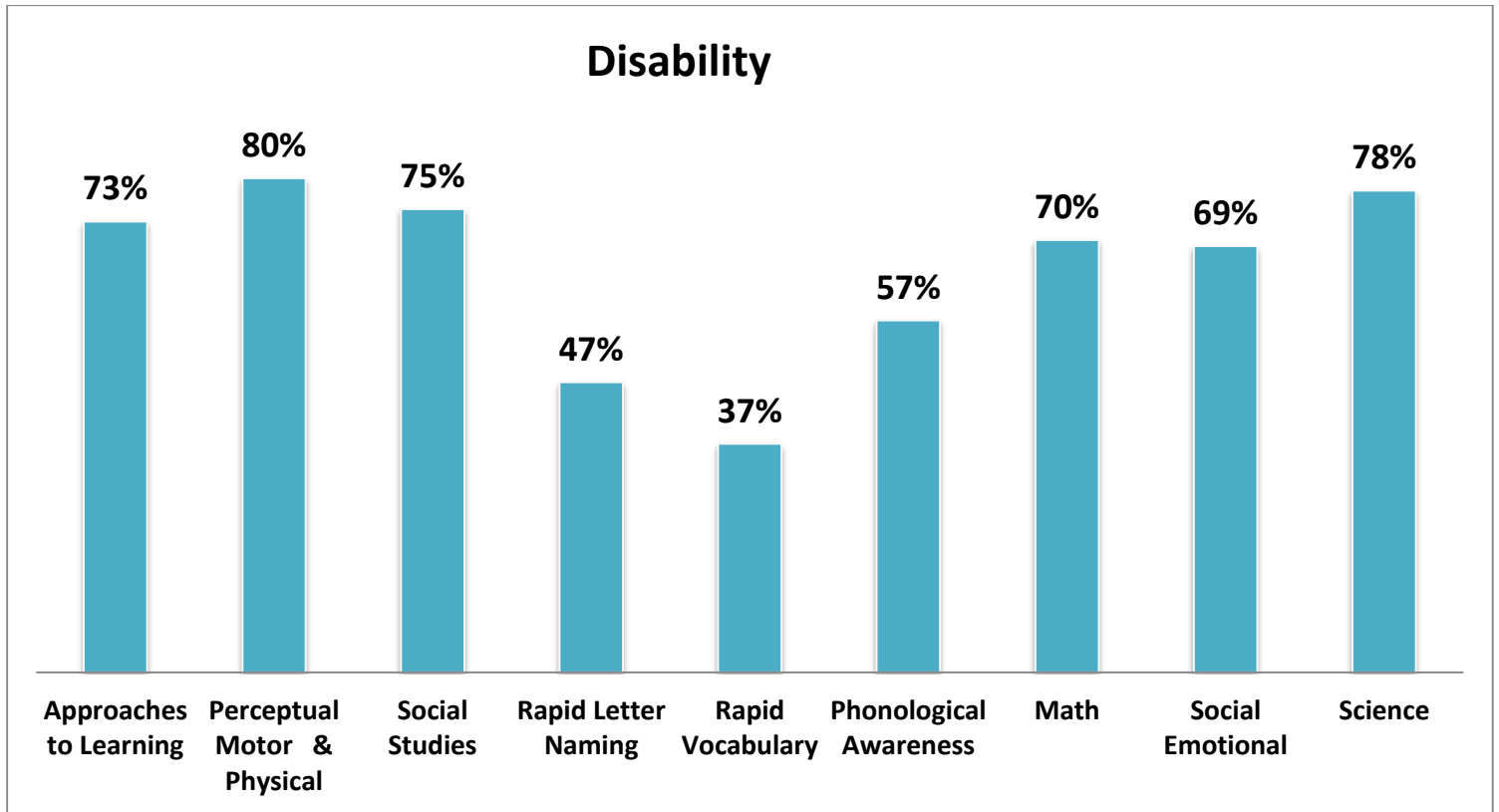


### Age Comparison



# CSNT Head Start – CIRCLE Assessment

## Wave 3 2020-2021





## **CSNT Head Start – CIRCLE Assessment**

### **Wave 3 Race Comparison Data 2020-2021**

	White	Black / African American	Other	2 or More Races
Approaches to Learning	82%	81%	78%	80%
Perceptual Motor/Physical	87%	86%	87%	88%
Social Studies	83%	80%	80%	77%
Rapid Letter Naming	42%	36%	40%	44%
Rapid Vocabulary	43%	40%	36%	42%
Phonological Awareness	72%	69%	66%	75%
Math	78%	73%	76%	80%
Social Emotional	78%	81%	83%	79%
Science	86%	80%	84%	81%
<b>Total Students Tested</b>	<b>143</b>	<b>187</b>	<b>38</b>	<b>58</b>

**Percentage represents total number of correct responses for each domain.**