





Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, May 24, 2022 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 26, 2022**
6. **Presentations**
 - A. Training Bernadette Harris
7. **Reports**
 - A. Financial Report Shelley Mitchell
 - a. Head Start and Early Head Start Financial Report May 2022
 - b. Credit Usage Report May 2022
 - c. CACFP Financial Report May 2022
 - B. Head Start Director Report Bernadette Harris
 - a. Head Start and Early Head Start Report May 2022
 - b. PIR Head Start and Early Head Start Report May 2022
 - C. Executive Director Report Dan Boyd

Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, May 24, 2022 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. Health Services Advisory

9. Action Items

- A. Discuss and/or Approve Head Start/Early Head Start 2.28% COLA Increase #06CH011282/03 \$94,624 (Head Start \$89,350) and (Early Head Start \$5,274)
- B. Discuss and/or Approve Head Start/Early Head Start Quality Funds #06CH011282/03 \$25,472 (Head Start \$24,200) and (Early Head Start \$1,272)
- C. Discuss and/or Approve Head Start/Early Head Start Continuation Grant #06CH011282/04 \$5,394,929 (\$4,270,305, \$45,638 T&TA, Non Federal Share \$1,078,986)
 - a. Head Start \$5,091,006 (\$4,072,805, \$40,381 T&TA, Non-Federal Share - \$1,018,201)
 - b. Early Head Start \$303,923 (\$243,138, \$5,257 T&TA, Non-Federal Share \$60,785)
- D. Discuss and/or Approve 2022-2023 Parent Handbook
- E. Discuss and/or Approve Nutrition Menus 2022 - 2023
- F. Discuss and/or Approve 2022 – 2023 School Calendars
 - 1. New Boston Head Start
 - 2. Hughes Springs Early Head Start
- G. Discuss and/or Approve Cost Allocation Plan

10. Discussion Items

- A. Discuss Hughes Springs Early Head Start Calendar 2021-2022
- B. Discuss Circle Assessment/Frog Street AIM Wave 3 Data Spring 2021-2022
- C. Discuss School Readiness Performance Data Spring 2021-2022
- D. Discuss PFCE Goals Progress Spring 2021-2022
- E. Discuss Program Goals Progress Spring 2021-2022
- F. Discuss Financial Audit FY 2021
- G. Discuss ERSEA Operating Manual Change

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 26, 2022 9:00 am
Linden Head Start Management Building - ZOOM
124 North Main Street
Linden, Texas

PC Attendance	Campus	Title	Sep-21	Oct-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22		
Chairperson - Cecelia Huff			x	x	NO Meeting	x	NO Meeting	x	x		
Vice Chairperson - Destiny Whatley			x						x	x	
Secretary - Brittany Lee			x								
Cecelia Huff	Bowie County	Representative	x	x				x		x	x
Harmony Roberson	Atlanta	Representative	x	x				x		x	x
Whitney Graham	Atlanta	Alternate									
LaToya Jones	Bloomburg	Representative	x	x				x			x
Heather Lundy	Bloomburg	Alternate									
Brittany Lee	D/LS	Representative	x								
Meagan Monkhouse	D/LS	Alternate									
Payton Wertz	Hughes Springs	Representative	x								
Simone Frazier	Hughes Springs	Alternate									
Catrice Boyd	Hughes Springs	Representative	x	x							
	Hughes Springs	Alternate									
Robyn Goins(10/26/2021)	Naples	Representative		x							x
Robyn Goins	Naples	Alternate	x								
Destiney Whatley	New Boston	Representative	x							x	x
Dora Doyle	New Boston	Alternate									
Shanequa Harris	Pittsburg	Representative	x	x				x	x		
Deidra Wilkerson	Pittsburg	Alternate									
Kia Hamilton	Texarkana	Representative									
Jessica Martinez	Texarkana	Alternate									

Others in attendance: CSNT Staff: Bernadette Harris, Bridgette Parton, Michelle Morehead, Charlotte Hall, Susan Horner, Shelley Mitchell and Felicia Williams

1. Call to Order:

The meeting was called to order by Cecelia Huff, Policy Council Chairperson, March 22, 2022 at 9:00 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, Shanequa Harris, Destiney Whatley, Latoya Jones, Robyn Goins and Harmon Roberson (arrived at 9:33 AM).

4. Approval of Agenda:

Shanequa Harris moved to accept the agenda as presented. This motion was seconded by Destiney Whatley. 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 22, 2022:

Shanequa Harris moved to accept the minutes of March 22, 2022 meeting as presented. The motion was seconded by Destiney Whatley. 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 how Policy Council Members participate in Head Start Planning and Evaluation.

7. Reports:

A. Financial Report

Shelley Mitchell and Bernadette Harris gave the Financial Report as presented.

B. Head Start Report

Bernadette Harris gave the Head Start Report as presented.

C. Executive Directors Report

None

8. Committee Reports:

A. Appoint Committee Members

None

9. Action Items:

A. Discuss and/or Approve Recruiting and Hiring Operating Manual

Bernadette Harris reviewed the Recruiting and Hiring Operating Manual as presented. Destiney Whatley moved to approve the Recruiting and Hiring Operating Manual as presented. Latoya Jones 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 School Calendars 2022-2023

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

Bridgette Parton reviewed the School Calendars as presented. She stated the end date at the bottom of the Hughes Springs Early Head Start Calendar should say June 1 instead of June 7. Shanequa Harris moved to approve School Calendars 2022-2023 with the change to the Hughes Springs Early Head Start Calendar. Destiney Whatley 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 2.28% COLA Grant #06CH011282/03 \$94,624 Early Head Start \$5,274 & Head Start \$89,350

Bernadette Harris reviewed the 2.28% COLA as presented. Shanequa Harris moved to approve the 2.28% COLA Grant #06CH011282/03 \$94,624 Early Head Start \$5,274 & Head Start \$89,350 as presented. Destiney Whatley 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 Quality Funds Grant #06CH011282/03 \$25,472 Early Head Start \$1,272 & Head Start \$24,200

Bernadette Harris reviewed the Quality Funds as presented. She stated the Quality Funds would be used to increase staff salaries for staff retention. Destiney Whatley moved to approve the Quality Funds Grant #06CH011282/03 \$25,472 Early Head Start \$1,272 & Head Start \$24,200 as presented. Shanequa Harris 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 USDA/CACFP Contract

Susan Horner reviewed the USDA/CACFP Contract approval as presented. Shanequa Harris moved to approve to continue to pursue the USDA/CACFP Contract as presented. Destiney Whatley seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

10. Discussion Items:

A. Discuss CLASS Spring Data 2022

Bridgette Parton reviewed the CLASS Data as presented.

11. Audience Comments:

None

12. Executive Session:

Destiney Whatley moved for Policy Council to go into Executive Session at 9:35 am.

Shanequa Harris seconded the motion.

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

Shanequa Harris made a motion to come back into regular session at 9:38 am. Destiney Whatley seconded the motion.

13. Required Action from Executive Session:

A motion was made by Shanequa Harris to accept new hires, transfers, and terminations as presented. The motion was seconded by Destiney Whatley. 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 Destiney Whatley at 9:39 am. The motion was seconded by Shanequa Harris.

Minutes Submitted by: Bridgette Parton

Minutes approved by:

Head Start

Financial Report for the month of May 2022

April 2022 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 11-30-2022</i>							
Personnel	\$2,090,056.00	\$0.00	\$536,470.77	\$1,553,585.23	\$174,171.33	\$870,856.67	\$334,385.90
Fringe Benefits	\$512,064.00	\$52,109.17	\$205,293.08	\$306,770.92	\$42,672.00	\$213,360.00	\$8,066.92
Travel (4120)	\$10,000.00	\$254.69	\$254.69	\$9,745.31	\$833.33	\$4,166.67	\$3,911.98
Equipment	\$35,000.00	\$0.00	\$0.00	\$35,000.00	\$2,916.67	\$14,583.33	\$14,583.33
Supplies	\$174,635.00	\$9,643.61	\$39,550.27	\$135,084.73	\$14,552.92	\$72,764.58	\$33,214.31
Contractual	\$276,650.00	\$0.00	\$0.00	\$276,650.00	\$23,054.17	\$115,270.83	\$115,270.83
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$275.00	\$6,007.93	\$24,373.07	\$2,531.75	\$12,658.75	\$6,650.82
Other (4122)	\$830,469.00	\$103,216.94	\$369,607.48	\$460,861.52	\$69,205.75	\$346,028.75	(\$23,578.73)
Total	\$3,959,255.00	\$165,499.41	\$1,157,184.22	\$2,802,070.78	\$329,937.92	\$1,649,689.58	\$492,505.36
T&TA	\$40,381.00	\$529.69	\$6,262.62	\$34,118.38	\$3,365.08	\$16,825.42	\$10,562.80
Total							
USDA Reimbursements through March 2022							\$39,705.78
Estimated USDA Reimbursement for April 2022							\$13,050.47
							<u>\$545,261.61</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$74,000.00

\$4.00

Further Analysis	
Number of children	465
Number of classrooms	26

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$152,279.04	\$6,365.36	\$44,507.09	\$12,689.92	\$63,449.60	\$18,942.51
Per Child	\$8,514.53	\$355.91	\$2,488.57	\$709.54	\$3,547.72	\$1,059.15

IN-KIND (Non-Federal Share)				
	Needed	This month	Total	Still need
	\$989,814.00	\$148,559.33	\$726,804.07	\$263,009.93

Head Start C5

Financial Report for the month of May 2022

(April 2022 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
<i>program ending 03/31/2023</i>				
Supplies	\$59,327.00	\$0.00	\$60,737.16	(\$3,297.11)
Other	\$78,200.00	\$1,835.35	\$62,624.11	\$17,462.84
Total	\$137,527.00	\$1,835.35	\$123,361.27	\$14,165.73

Head Start C6

Financial Report for the month of May 2022

(April 2022 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
<i>program ending 03/31/2023</i>				
Personnel	\$254,594.00	\$0.00	\$225,856.81	\$28,737.19
Supplies	\$111,556.00	\$0.00	\$560.88	\$110,995.12
Other	\$180,591.00	\$0.00	\$0.00	\$180,591.00
Total	\$546,741.00	\$0.00	\$226,417.69	\$320,323.31

Early Head Start

Financial Report for the month of May 2022

(April 2022 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 11-30-2022</i>							
Personnel	\$132,084.00	\$0.00	\$30,276.42	\$101,807.58	\$11,007.00	\$55,035.00	\$24,758.58
Fringe Benefits	\$32,361.00	\$6,408.56	\$22,712.63	\$9,648.37	\$2,696.75	\$13,483.75	(\$9,228.88)
Travel (4120)	\$2,190.00	\$0.00	\$0.00	\$2,190.00	\$182.50	\$912.50	\$912.50
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$19,000.00	\$522.10	\$1,889.43	\$17,110.57	\$1,583.33	\$7,916.67	\$6,027.24
Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$3,067.00	\$0.00	\$1,562.87	\$1,504.13	\$255.58	\$1,277.92	(\$284.95)
Other (4122)	\$47,890.00	\$2,801.32	\$11,454.16	\$36,435.84	\$3,990.83	\$19,954.17	\$8,500.01
Total	\$236,592.00	\$9,731.98	\$67,895.51	\$168,696.49	\$19,716.00	\$98,580.00	\$30,684.49
T&TA	\$5,257.00	\$0.00	\$1,562.87	\$3,694.13	\$438.08	\$2,190.42	\$627.55
Total							
USDA Reimbursements through March 2022							\$4,715.95
Estimated USDA Reimbursement for April 2022							\$1,697.65
							<u>\$37,098.09</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$4,800.00

\$4.00

Further Analysis	
Number of children	16
Number of classrooms	2

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$118,296.00	\$4,865.99	\$33,947.76	\$9,858.00	\$49,290.00	\$15,342.25
Per Child	\$14,787.00	\$608.25	\$4,243.47	\$1,232.25	\$6,161.25	\$1,917.78

IN-KIND (Non-Federal Share)				
	Needed	This month	Total	Still need
	\$59,148.00	\$2,093.28	\$10,570.79	\$48,577.21

Early Head Start C5

Financial Report for the month of May 2022

(April 2022 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
<i>program ending 03/31/2023</i>				
Supplies	\$2,239.00	\$0.00	\$799.33	\$1,439.67
Other	\$5,000.00	\$56.95	\$1,958.66	\$3,041.34
Total	\$7,239.00	\$56.95	\$2,757.99	\$4,481.01

Early Head Start C6

Financial Report for the month of May 2022

(April 2022 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
<i>program ending 03/31/2023</i>				
Personnel	\$12,606.00	\$0.00	\$13,555.35	(\$949.35)
Supplies	\$6,761.00	\$0.00	\$0.00	\$6,761.00
Other	\$9,409.00	\$0.00	\$0.00	\$9,409.00
Total	\$28,776.00	\$0.00	\$13,555.35	\$15,220.65

Community Services of Northeast Texas, Inc.
Credit Usage Report

Board Report - May 2022

Sam's Club

Purchases for		
Payment due by		
Balance		-

American Express

Purchases for March 2022		5,912.50
Payment due by	Pd on 04/20/2022	(5,912.50)
Balance		-

Line of Credit

Program	CSBG A	CEAP A	VSN
Highest April 2022 Balance	-	-	-
Current balance	-	-	-
Exp pay off date			

In House Line of Credit

Program	CEAP CARES	CSBG B	
Highest April 2022 Balance	5,741.00	18,450.00	-
Current balance	5,741.00	7,350.00	-
Exp pay off date		6/30/2022	

U.S. SMALL BUSINESS ADMINISTRATION LOAN

\$150,000



Corporate Purchasing Cardmember Report

**Sign-up For Online
Statements**

www.americanexpress.com/gopaperless

Prepared For
**DAN BOYD
CSNT INC**

Account Number
XXXX-XXXX-21009

Closing Date
03/30/22

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$ Do Not Pay
1,381.23	5,912.50	0.00	1,404.30	0.00	5,889.43

For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbill or call Customer Service at 1-800-492-4920.

Activity

Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
XXXX-XXXX-21009		
03/13/22 PAYMENT RECEIVED - THANK YOU 03/13 05609000000		-1,404.30
03/09/22 EB *COMMUNITY ACTION SAN FRANCISCO CA 250.00 ✓ REF# 05FBMVB 8014137200 03/09/22		
03/30/22 MENER HOTEL 502005 SAN ANTONIO TX 439.74 ✓ FOL# 0000193028 LODGING 03/29/22 ARRIVAL DATE DEPARTURE DATE 03/28/22 03/29/22 00 ROC NUMBER 0000193028	00001930280	
03/30/22 MENER HOTEL 502005 SAN ANTONIO TX 439.74 ✓ FOL# 0000193036 LODGING 03/29/22 ARRIVAL DATE DEPARTURE DATE 03/28/22 03/29/22 00 ROC NUMBER 0000193036	00001930360	
03/30/22 MENER HOTEL 502005 SAN ANTONIO TX 439.74 ✓ FOL# 0000193053 LODGING 03/29/22 ARRIVAL DATE DEPARTURE DATE 03/28/22 03/29/22 00 ROC NUMBER 0000193053	00001930530	
03/30/22 MENER HOTEL 502005 SAN ANTONIO TX 439.74 ✓ FOL# 0000193066 LODGING 03/29/22 ARRIVAL DATE DEPARTURE DATE 03/28/22 03/29/22 00 ROC NUMBER 0000193066	00001930660	

Continued on Page 3

Do not staple or use paper clips

Payment Coupon

Account Number Enter 15 digit account
3796-565931-21009 number on all payments.

MB 01 000256 22581 H 3 A



DAN BOYD
CSNT INC
304 E HOUSTON BX 427
LINDEN TX 75563-5600

See reverse side for instructions on how to update your address, phone number, or email.



Prepared For
DAN BOYD
CSNT INC

Account Number
 XXXX-XXXXX **021009**

Closing Date
 03/30/22

Page 3 of 3

Activity Continued

				Reference Code	Amount \$
03/30/22	MENGER HOTEL 502005 SAN ANTONIO TX			00001930730	439.74 ✓
	FOL# 0000193073 LODGING 03/29/22				
	ARRIVAL DATE DEPARTURE DATE				
	03/28/22 03/29/22 00				
	ROC NUMBER 0000193073				
03/30/22	MENGER HOTEL 502005 SAN ANTONIO TX			00001930860	439.74 ✓
	FOL# 0000193086 LODGING 03/29/22				
	ARRIVAL DATE DEPARTURE DATE				
	03/28/22 03/29/22 00				
	ROC NUMBER 0000193086				
03/30/22	MENGER HOTEL 502005 SAN ANTONIO TX			00001930990	439.74 ✓
	FOL# 0000193099 LODGING 03/29/22				
	ARRIVAL DATE DEPARTURE DATE				
	03/28/22 03/29/22 00				
	ROC NUMBER 0000193099				
03/09/22	SHRM HOUSING800.906. PLANO TX			80704313090	968.82 ✓
	REF# 8070431309 972-349-7300 03/08/22				
	TOURS/TICKETS				
	ROC NUMBER 8070431309				
03/22/22	SOCIETYFORHUMANRESOU ALEXANDRIA VA				1,615.50 ✓
	REF# CS1377086 8002837476 03/21/22				
	Professional Association				
	ROC NUMBER CS1377086				

Total for DAN BOYD

New Charges/Other Debits 5,912.50
 Payments/Other Credits -1,404.30

RECEIVED
 APR 04 2022
 BY: *CHA*

7/2 627700
 1010

HEAD START and EHS NUTRITION PROGRAM

May 2022 Financial Report

For the month of April 2022

CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ -	42,334.92
Administrative Labor	-	4,037.97
Food	11,293.10	62,503.14
Supplies & Equipment	967.62	7,321.77
Purchased Services	-	0.00
Financial Costs	-	0.00
Media Costs	-	0.00
Operating Org Cost	-	859.00
Other	-	0.00
Total	<u>\$ 12,260.72</u>	<u>\$ 117,056.80</u>

****Operating Labor includes C5 and C6 money****

TDHS REVENUE	14,748.12	87,242.19
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(Income Starts October 2021)

CSNT Head Start Monthly Report

Program Year 03 2022 06CH011282/03

2022

Data Month **April**

CSNT HS Report
Revised 1/19/22

Head Start Attendance/Enrollment

Report Month	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment HS	465	465	465	465	465							
Over/Under Enrollment HS	-10	-16	-21	-25	-34							
% with Special Needs	6%	8%	9%	10%	11%							
ADA Funded Enrolled* (465)	86%	80%	80%	82%	83%							
Enrollment (acutal students)	89%	85%	86%	86%	90%							
Present/ Absent	399/56	379/70	377/60	390/62	400/34							
* If below 85% (Why) -	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

Non-Federal Share

Head Start	\$989,814		\$263,010	\$726,804	27% Needed		Grant Total	70.10% Received		\$735,281		
	December	January	February	March	April	May	June	July	August	September	October	November
\$	726,804	\$ 138,762	\$ 143,161	\$ 146,855	\$ 149,467	\$ 148,559						

Indirect Cost Pool Expenditures (including % Admin)

ICP	\$ 391,886		\$ 271,950	Grant Total	\$ 415,021		Expended	\$ 125,009				
*Grant should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
HS Total 11%	\$ 16,125	\$ 21,947	\$ 25,668	\$ 24,175	\$ 32,021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$	119,936	\$ 16,125	\$ 21,947	\$ 25,668	\$ 24,175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Meals/Reimbursements

	December	January	February	March	April	May	June	July	August	September	October	November
\$ 52,757												
# of service days	13	16	18	22	20							
# of meals served	3,696	3,677	4,436	5,202	5,593							
CACFP Reimbursement	\$ 8,619	\$ 8,613	\$ 10,356	\$ 12,119	\$ 13,050							

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	152	46	46	466	215							
# Classrooms Observed	48	22	22	112	59							
Incomes Verified	10	6	8	4	4							
# Parents Interviewed	12	12	0	0	27							
# of Staff interviewed	5	14	17	10	3							
# Bus Routes Observed	0	0	0	0	0							
# Staff Files Reviewed	0	0	0	0	0							
# Community Contacts	63	50	43	134	51							
# of Findings	11	57	38	38	29							

Annual Self-Assessment Findings

Date:	Week of		3/3/2022		Completed		NA					
	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	2	2	4	4	4							
# findings corrected	2	2	0	2	3							
# findings remaining	0	0	4	2	1							

Annual Detailed Monitoring Findings

	Week of		1/24/2022		Completed		NA					
	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	7	7	7	7	7							
# findings corrected	7	2	2	4	5							
# findings remaining	0	5	5	3	2							

Program Updates

Campuses Preparing for End-of-Year
Enrolling for the 2022-2023 School Year

CSNT Early Head Start Monthly Report

Program Year 03 2022 06CH011282/03

2022

Data Month April

CSNT Early HS Report
Revised 1/19/22

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	16	16							
Over/Under Enrollment EHS	0	0	-2	0	0							
% with Special Needs	12.50%	12.50%	12.50%	12.50%	12.50%							
ADA Funded Enrolled* (16)	84%	64%	73%	76%	81%							
Enrollment (acutal students)	84%	73%	83%	78%	81%							
Present/ Absent	13/3	012/2	012/2	012/4	013/3							
* If below 85% (Why) -	COVID Cases	COVID/Flu-Like Cases	COVID/Flu-Like Cases	COVID/Flu-Like Cases	COVID/Flu-Like Cases							

Non-Federal Share

	December	January	February	March	April	May	June	July	August	September	October	November
Early HS	\$59,148	\$48,578	\$10,570	82% Needed	Grant Total	70.30% Received	\$737,375					
\$	10,570	\$ 2,165	\$ 2,054	\$ 2,165	\$ 2,093	\$ 2,093						

Indirect Cost Pool Expenditures (including % Admin)

	December	January	February	March	April	May	June	July	August	September	October	November
ICP	\$ 23,135	\$ 16,427	Grant Total	\$ 415,021	Expended	\$ 126,644						
*Grant hould not be above 15%												
EHS Total 0%	\$ 942	\$ 1,413	\$ 1,435	\$ 1,283	\$ 1,635							
\$	6,708	\$ 942	\$ 1,413	\$ 1,435	\$ 1,283	\$ 1,635						

Meals/Reimbursements

	December	January	February	March	April	May	June	July	August	September	October	November
\$	6,414											
# of service days	13	16	18	17	20							
# of meals served	481	347	593	603	727							
CACFP Reimbursement	\$ 1,113	\$ 812	\$ 1,393	\$ 1,398	\$ 1,698							

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	10	27	16	8	25							
# Classrooms Observed	12	6	6	8	14							
Incomes Verified	0	0	0	0	0							
# Parents Interviewed	0	0	0	0	0							
# of Staff interviewed	2	0	0	0	3							
# Bus Routes Observed	0	0	0	0	0							
# Staff Files Reviewed	0	0	0	0	0							
# Community Contacts	8	3	5	3	5							
# of Findings/# Corrected	4	0	0	0	2							

Annual Self-Assessment Findings

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	2	2	4	4	4							
# findings corrected	2	2	0	2	3							
# findings remaining	0	0	4	2	1							

Annual Detailed Monitoring Findings

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	7	7	7	7	7							
# findings corrected	7	2	2	4	5							
# findings remaining	0	5	5	3	2							

Program Updates

Campuses Preparing for End-of-Year
Enrolling for the 2022-2023 School Year

5/10/22 9:40 AM	9803 - HEAD START PIR Snapshot (Grid)	1 of 4	
		Total	Percentage

Report: Head Start PIR Snapshot (Grid)
 PIR: Head Start 2021-2022
 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)	431	92.69%
Center-based Full Day (5 days per week > 6 Hours per Day)	0	0% of Center-based Total

Section: d. Total Cumulative Enrollment

<p>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.</p>	512	100% of participants
---	-----	----------------------

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

Two Years Old	2	0.39%
Three Years Old	237	46.29%

Four Years Old	273	53.32%
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	33	6.45%
--	----	-------

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	16	3.13%
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Section: h. Prior Enrollment of Children (Percentage of Cumulative Enrollment)

Second Year	123	24.02%
Three (or more) Years	0	0.00%

Section: i. Ethnicity (Percentage of Cumulative Enrollment)

Hispanic or Latino Origin	74	14.45%
Non-Hispanic or Non-Latino Origin	438	85.55%

Section: j. Race (Percentage of Cumulative Enrollment)

American Indian or Alaska Native	1	0.20%
Asian	7	1.37%
Black or African American	266	51.95%
Native Hawaiian or Pacific Islander	0	0.00%
White	159	31.05%
Biracial or Multi-Racial	50	9.77%
Other Race	29	5.66%
Unspecified Race	0	0.00%

Section: k. Language (Percentage of Cumulative Enrollment)

English	481	93.95%
Spanish	27	5.27%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%

Middle Eastern or South Asian Languages	1	0.20%
East Asian	3	0.59%
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	93.55%
Children With Health Insurance At End of Enrollment	335	65.43%
Children With A Medical Home At Start of Enrollment	462	90.23%
Children With A Medical Home At End of Enrollment	328	64.06%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	480	93.75%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	459	89.65%
Children with a dental home at start of enrollment	433	84.57%
Children with a dental home at end of enrollment	316	61.72%

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	483	100.00%
Families Who Received at Least One Family Service	434	89.86%

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

Emergency or Crisis Intervention	57	11.80%
Housing Assistance	7	1.45%

Asset building services (Financial Education)	77	15.94%
Mental Health Services	16	3.31%
Substance Abuse Prevention	5	1.04%
Substance Abuse Treatment	4	0.83%
English as a Second Language (ESL) Training	7	1.45%
Assistance enrolling in Education or Job Training	48	9.94%
Research-Based Parenting Curriculum	280	57.97%
Involvement in their child's screening and assessment results and their child's progress	330	68.32%
Supporting transitions between programs (i.e., EHS to HS, HS to Kindergarten)	251	51.97%
Education on preventative medical and oral health	395	81.78%
Education on health and developmental consequences of tobacco product use	170	35.20%
Education on Nutrition	420	86.96%
Education on postpartum care (e.g. breastfeeding support)	4	0.83%
Education on relationship/marriage	4	0.83%
Assistance to Families of Incarcerated Individuals	6	1.24%

5/10/22
9:40 AM

9803 - EARLY HEAD START PIR Snapshot (Grid)

1 of 4

Total

Percentage

Report: Head Start PIR Snapshot (Grid)

PIR: Head Start 2021-2022

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

100.00%

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.

20

100% of participants

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

Under One Year

0

0.00%

One Year Old	10	50.00%
Two Years Old	10	50.00%
Three Years Old	0	0.00%

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

Total Number of children experiencing homelessness that were served during the enrollment year	2	10.00%
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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	2	10.00%
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Section: h. Prior Enrollment of Children (Percentage of Cumulative Enrollment)

Second Year	11	55.00%
Three (or more) Years	0	0.00%

Section: i. Ethnicity (Percentage of Cumulative Enrollment)

Hispanic or Latino Origin	2	10.00%
Non-Hispanic or Non-Latino Origin	18	90.00%

Section: j. Race (Percentage of Cumulative Enrollment)

American Indian or Alaska Native	1	5.00%
Asian	0	0.00%
Black or African American	15	75.00%
Native Hawaiian or Pacific Islander	0	0.00%
White	2	10.00%
Biracial or Multi-Racial	1	5.00%
Other Race	1	5.00%
Unspecified Race	0	0.00%

Section: k. Language (Percentage of Cumulative Enrollment)

English	19	95.00%
Spanish	1	5.00%

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	18	90.00%
Children With Health Insurance At End of Enrollment	13	65.00%
Children With A Medical Home At Start of Enrollment	18	90.00%
Children With A Medical Home At End of Enrollment	11	55.00%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	20	100.00%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	11	55.00%
Children with a dental home at start of enrollment	16	80.00%
Children with a dental home at end of enrollment	9	45.00%

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	2	12.50%
--	---	--------

Section: n. Family Services (Percentage of Total Families)

Total Number of Families	18	100.00%
Families Who Received at Least One Family Service	13	72.22%

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	6	33.33%
Involvement in their child's screening and assessment results and their child's progress	5	27.78%
Supporting transitions between programs (i.e., EHS to HS, HS to Kindergarten)	0	0.00%
Education on preventative medical and oral health	13	72.22%
Education on health and developmental consequences of tobacco product use	0	0.00%
Education on Nutrition	12	66.67%
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%

Justification
Head Start/Early Head Start
2.28% COLA Increase
Grantee 06CH011282/03

Date	Description
5/24/2022	<p>CSNT Head Start is requesting approval to submit a Supplemental Grant Application for Head Start COLA (\$89,350) & Early Head Start COLA (\$5,274)</p> <p>2.28% COLA Funding = \$94,624 \$9,462 – Indirect Cost Rate \$4,125 – (HS Fringe Benefits Line-item Open Positions)</p>

2.28% COLA Funding

Increase staff salaries 2.28% and add one additional position (Teaching Assistant)
 CSNT will schedule a date and time to analyze all of the Agency job positions and base pay rates including job descriptions

# of employees receiving 2.28% COLA	Estimated annual Increase to Personnel Budgets	Estimated annual Increase to Fringe Budget	Estimated Total Increase to Head Start Budget
74	\$71,721	\$13,441	\$85,162

Requesting a wavier for NFS for COLA Funds
 Estimated \$4,081 HS and \$44 EHS added from Fringe Benefits Line-Item – Open Positions

COMMUNITY SERVICES OF NORTHEAST TEXAS,
INC.

HEAD START/EARLY HEAD START
(GRANT #06CH011282/03)

2.28% COLA GRANT PROPOSAL
PROGRAM YEAR 3 Fiscal Year 2022
Application Type – Supplemental

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Supporting Documents*

*Uploaded into the Supporting Documents Tab in the HSES

CSNT HS/EHS Salaries & Fringe

Personnel Salary Schedule

Base Pay Scale

COLA Justification Document

Employee Compensation Cap

HEAD START/EARLY HEAD START (GRANT #06CH011282/03)
2.28% COLA SUPPLEMENTAL GRANT NARRATIVE
PROGRAM YEAR 3 FISCAL YEAR 2022
Application Type – Supplemental

Section I: Program Justification for 2.28% COLA Increase

Community Services of Northeast Texas, Inc. (CSNT) is requesting a 2.28% Cost of Living Increase for CSNT Head Start staff. All Head Start/Early Head Start staff will receive an increase in their hourly pay due to this COLA increase.

CSNT will analyze the base rates for all Agency Job Positions including Head Start and Early Head Start in order to raise base rates to recruit staff. All positions will be analyzed and compared with other Agencies with the same positions. CSNT will attempt to align the Agency base rates with other similar positions in the service area.

The COLA increase will help CSNT Head Start and Early Head Start recruit and retain staff as well as add an additional Teaching Assistant Position to assist in Classrooms with open positions. COLA will be retroactive to December 1, 2021, the beginning of the PY03 Grant Year. Employees will receive back COLA payments in the form of a lump sum amount added to their paychecks.

Section II: Budget Justification Narrative

Personnel (HS \$67,868/EHS \$3,851): CSNT Head Start/Early Head Start employs an estimated 81 employees that implement the Head Start/Early Head Start Programs at eight campuses located in four rural Northeast Texas Counties. Among these employees are 14 Teachers, 19 Teacher Assistants, 8 Campus Directors, 13 Family Service Workers, 2 Mental Health Advocates, 5 nutrition staff (4 reimbursed through CACFP), 7 custodians, 1 Non-CDL Bus Driver, and an estimated 12 management staff. No

employee meets or exceeds the \$203,700 compensation cap. (See Supporting Documents in the HS for the CSNT Head Start Salaries & Fringe, Personnel Salary Schedule, Base Salary Scale and the Employee Compensation Cap)

Fringe Benefits (HS \$12,547/EHS \$896): The estimated amount paid for fringe benefits is based on an estimated 25.00% of the total spent for personnel. This amount includes health, dental and vision insurance as well as FICA related expenses. This amount also includes the estimated costs of Health Insurance premiums due in the 2022 program year. Expenses in the “Other” box below are for the “TeleDoc” electronic health management system and Employee Wellness Programs. Listed below are the estimated percentages. CSNT will add the additional amount needed in fringe through open positions during the 2021-2022 school year that includes \$4,081 Head Start and \$44 EHS.

7.65%	1.66%	11.37%	0.11%	1.15%	2.46%	0.60%
FICA	UIC	Health	Life	Vis/Dent	W/C	Other

Indirect Charges (HS \$8,935/EHS \$527): The estimated amount paid to the Indirect Cost Pool.

Section III – 5. Non-Federal Resources and Valuation

NON-FEDERAL RESOURCES (\$0) – (HS \$0/EHS \$0)

CSNT is asking for a Non Federal Share waiver for this funding due to the pandemic.

**Justification
Head Start/Early Head Start
Quality Funds
Grantee 06CH011282/03**

Date	Description
5/24/2022	<p>CSNT Head Start is requesting approval to submit a Supplemental Grant Application for Head Start Quality Funds (\$24,200) & Early Head Start COLA (\$1,272)</p> <p>Quality Funding = \$25,472 \$2,547 – Indirect Cost Rate</p>

Quality Funding

Increase staff salaries for Positions over 15 years of service above the 2.28% COLA. Estimated average per year per employee 0.26%. Adding the additional funds per year will help retain staff.

# of employees receiving Quality Funds	Estimated annual Increase to HS & EHS Personnel Budgets	Estimated Total Increase to Head Start/EHS Budgets
20	Head Start \$21,780/EHS \$1,145	\$22,950

These funds will help the Head Start Program retain staff.

COMMUNITY SERVICES OF NORTHEAST TEXAS,
INC.

HEAD START/EARLY HEAD START
(GRANT #06CH011282/03)

QUALITY MONEY GRANT PROPOSAL
PROGRAM YEAR 3 Fiscal Year 2022
Application Type – Supplemental

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Supporting Documents*

*Uploaded into the Supporting Documents Tab in the HSES

CSNT HS/EHS Salaries & Fringe

Personnel Salary Schedule

Base Pay Scale

COLA Justification Document

Employee Compensation Cap

HEAD START/EARLY HEAD START (GRANT #06CH011282/03)
QUALITY FUNDS SUPPLEMENTAL GRANT NARRATIVE
PROGRAM YEAR 3 FISCAL YEAR 2022
Application Type – Supplemental

Section I: Program Justification for Quality Funds Increase

Community Services of Northeast Texas, Inc. (CSNT) is requesting Quality Funds to increase salaries for CSNT Head Start staff. Twenty CSNT Head Start/Early Head Start staff will receive an increase in their hourly pay due to these funds. To assist with staff retention, CSNT Head Start and Early Head Start staff that have been with CSNT Head Start and/or Early Head Start over 15 years will receive an additional increase above the 2.28% COLA. They will receive .26% for each year over 15 years with CSNT Head Start and/or Early Head Start.

Quality Funds will help CSNT Head Start and Early Head Start recruit and retain staff. Any increases in staff hourly pay rates will be retroactive to December 1, 2021, the beginning of the PY03 Grant Year. Employees will receive back pay in the form of a lump sum amount added to their paychecks.

Section II: Budget Justification Narrative

Personnel (HS \$17,756/EHS \$920): CSNT Head Start/Early Head Start employs an estimated 81 employees that implement the Head Start/Early Head Start Programs at eight campuses located in four rural Northeast Texas Counties. Among these employees, (20) will receive an increase to their hourly pay rates to help CSNT hire and retain staff. No employee will meet or exceed the \$203,700 compensation cap. (See Supporting Documents in the HSES for the CSNT Head Start Salaries & Fringe, Personnel Salary Schedule, Base Salary Scale and the Employee Compensation Cap)

Fringe Benefits (HS \$4,024/EHS \$225): The estimated amount paid for fringe benefits is based on an estimated 25.00% of the total spent for personnel. This amount includes health, dental and vision insurance as well as FICA related expenses. This amount also includes the estimated costs of Health Insurance premiums due in the 2022 program year. Expenses in the “Other” box below are for the “TeleDoc” electronic health management system and Employee Wellness Programs. Listed below are the estimated percentages.

7.65%	1.66%	11.37%	0.11%	1.15%	2.46%	0.60%
FICA	UIC	Health	Life	Vis/Dent	W/C	Other

CSNT will add the additional amount needed in fringe through open positions during the 2021-2022 school year that includes \$327 Head Start.

Indirect Charges (HS \$2,420/EHS \$127): The estimated amount paid to the Indirect Cost Pool.

Section III – 5. Non-Federal Resources and Valuation

NON-FEDERAL RESOURCES (\$0) – (HS \$0/EHS \$0)

CSNT is requesting for a Non-Federal Share waiver for this funding due to the pandemic.

Justification
Head Start/Early Head Start Continuation Grant
#06CH011282/04

Date	Description
5/24/2022	<p>CSNT Head Start is requesting approval to submit the Continuation Grant Application for Head Start/Early Head Start for a total of \$5,394,929.</p> <p>\$4,270,305 Program Expenditures \$ 45,638 Training and Technical Assistance <u>\$1,078,986 NFS</u> \$5,394,929 Total Budget Amount \$ 427,030 – Indirect Cost Pool</p>

Budget Line Items by Program

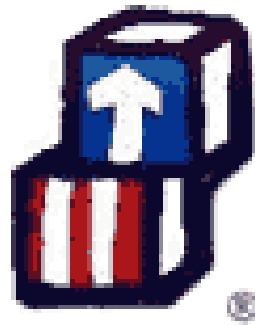
Budget Category	Head Start Budget Amount	Early Head Start Budget Amount	Total Budget Amount
Personnel	\$2,142,878	\$135,602	\$2,278,480
Fringe	\$525,005	\$33,223	\$558,228
Travel (4120)	\$10,000	\$2,190	\$12,190
Equipment	\$35,000	\$0	\$35,000
Supplies	\$194,077	\$19,550	\$213,627
Contractual	\$275,350	\$0	\$275,350
Facilities/ Construction	\$0	\$0	\$0
Other (4120)	\$29,750	\$2,867	\$32,617
Other (4122)	\$457,503	\$25,918	\$483,421
Indirect Costs	\$403,242	\$23,788	\$427,030
	HS	EHS	TOTAL
Expenditures	\$4,072,805	\$243,138	\$4,315,943
Total (T&TA)	\$40,381	\$5,257	\$45,638
NFS	\$1,018,201	\$60,785	\$1,078,986
Total Budget	\$5,091,006	\$303,923	\$5,394,929

*Approving purchase of (1) SUV
 Approving replacement of (2) HVAC Unit – Pittsburg Head Start Portables*

Community Services of
Northeast Texas, Inc.



Head Start/ Early Head Start



2022-2023 Parent Handbook

Policy Council Approval: May 24, 2022

Governing Board Approval: May 24, 2022



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

Hughes Springs Early Head Start

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

Naples/Omaha Head Start

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

New Boston Head Start

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

Pittsburg Head Start

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

Texarkana Head Start

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

Department of Health and Human Services Child Care Licensing Division

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

Local Child Care Licensing Offices

Texarkana

Jamee Mars

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

Paris

Emily Lipe

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

Gang Free Zone

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

Staff Immunizations

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

Emergency Preparedness Plan

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

Child Abuse

Preventing and Responding to Abuse and Neglect of Child

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

Emergency Evacuation Plan

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

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

Attendance Site	Relocation Site	Relocation Address	Relocation Telephone #
Atlanta Head Start	AISD Bus Pen	HWY 43 Atlanta, TX	903-796-4194
Bloomburg Pre-K Academy	Queen City 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.

Indoor/Outdoor Play

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

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

THE TEACHER'S RESPONSIBILITY IS TO:

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

Sample Schedule

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

YOUR CHILD NEEDS:

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

Field Trips

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

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

Technology/Screen Time

Technology is important to your child's education. Technology may be used to supplement an activity or learning experience that your child has the classroom. In order to use technology, it must be a planned activity that meets an educational goal, is age-

appropriate, does not exceed one hour per day, is not used during mealtime, snack times, naptimes, or rest times, does not include advertisements or violence and is turned off when not in use.

Animals at the Campus

What steps are taken to have animals at each Campus?

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

Water Activities

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

Family Services

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

Program Description and Eligibility/Enrollment

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

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

Availability of the age-appropriate classroom slot

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

Drop Off and Pick Up Procedures:

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

Hours of Operation

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

Late Pick-Up

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

Severe Weather Conditions

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

Absenteeism

Regular school attendance is essential to your child's development. Excessive absenteeism could result in your child not mastering the instructional materials and jeopardize your child's enrollment in Head Start. Parents should make every effort to

avoid unnecessary absences. If your child is going to be absent, it is the responsibility of the parent or guardian to inform the Campus Director or Campus Staff as soon as possible.

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

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

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

Up-To-Date Information

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

Campus Visits

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

Denial of Campus

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

Parent Concern

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

Suspension and Expulsion

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

Transition Tips—Head Start

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

Children may feel....

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

Parents may feel....

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

Health and Nutritional Services

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

Vision and hearing screenings

Hemoglobin/Lead Screening

Blood Pressure

Height and weight measurements are completed twice during the year

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

Child nutrition screening

Family nutritional counseling

Required Screenings

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

Masks

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

Accidents/Illness

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

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

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

Physical Examination

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

Physical Exam Schedule

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

Dental Exam

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

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

Daily Health Observations

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

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

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

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

Medical Conditions

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

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

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

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

- Catheterization—Physician’s directive required
- Tube Feedings—Physician’s directive required
- Seizures—Physician’s directive required
- Diabetes—Physician’s directive required

Medications

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

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

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

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

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

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

FOOTWEAR

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

Immunizations (Shots)

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

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

Nutrition

Meals

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

Policy for Children Requiring Medically Based Diets or Special Dietary Requirements

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

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

BREAKFAST/LUNCH/SNACK TIME

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

Birthday Parties/Special Occasions

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

USDA/CACFP Monitor:

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

Disability Services

Since 1972, Head Start has operated under the requirements of a congressional mandate to make available, at a minimum, ten percent of its enrollment opportunities to children with disabilities. Head Start staff plays an important role in helping to identify children who may need special services. Staff actively recruits families and offers enrollment

opportunities for children with disabilities. The Program collaborates with other agencies that assist children with disabilities to ensure that children are identified and provided a full range of services to meet individual needs. Head Start's philosophy of inclusion supports the rights of all children to be active participants in natural settings within their communities.

Children with Special Needs

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

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

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

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

Mental Health Services

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

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

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

Transportation

Early Head Start DOES NOT provide transportation*

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

Bus Safety

Riding on the Bus

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

Unloading from the Bus

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

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

In-Kind

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

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

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

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

Head Start Parent Responsibilities

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

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



Community Services

Head Start 2022/ 2023 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
Milk - 3/4 c / 1/2 pt. Fruit/vegetable - 1/2 c Grain - 1/2 oz. eq. Meat/ma - may be served 3 times a week in place of grain	BREAKFAST	MILK CINNAMON PEARS SAUSAGE BISCUIT**	MILK ROSIE APPLESAUCE WW PANCAKE**	MILK PEACHES MINI BAGEL**	MILK BANANA WG CEREAL	MILK MIX FRUIT CINNAMON TOAST
Milk - 3/4 c or 1/2 pt. Vegetable - 1/4 c Fruit - 1/4 c Grain - 1/2 oz eq. Meat/ma - 1 1/2 oz eq.	LUNCH	MILK MEXICAN CORN* BERRIES*+ BEEF TACO	MILK BROCCOLI* MANGOS*+ CHICKEN ALFREDO	MILK COLESLAW*+ PINTO BEANS CORNBREAD FISH**	MILK SLICED TOMATOES AND CUCUMBERS* MANDARIN ORANGES* BREADSTICK BBQ CHICKEN	MILK ROSIE PINEAPPLE MONSTER MARINARA*
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	WG CHEEZ-IT CRACKERS** CHEESE STICK WATER	ORANGE SMILES* BUG BITES GRAHAM** WATER	CARROT STICKS* SUNBUTTER WATER	WHEAT THIN CRACKERS** 1/2 BOILED EGG WATER	DRY FRUIT* DRY 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 serve 1/2 cup water with our pm snacks



Community Services

Head Start 2022/ 2023 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
BREAKFAST	MILK PINEAPPLE BERRIE MIX*+ PANCAKE ON A STICK**	MILK BERRY BANANA SPLIT*+	MILK MANDARIN ORANGES* WW TOAST	MILK ROSIE APRICOT* + WG CEREAL	MILK DRY FRUIT* GOLDEN PORRIDGE
LUNCH	MILK SPINACH SALAD/ diced tomatoes*+ ROLL BEEF TATER TOT CASSEROLE	MILK SWEET POTATO FRIES CHEESY BROCCOLI* CHICKEN SLIDDERS	MILK RAINBOW BELL PEPPERS*+ PEACHES CHILI CORN CHIP CASSEROLE	MILK CARROTS* APPLE SMILES* CHICKEN & WAFFLE	MILK PIZZA GREEN BEANS* PEARS PIZZA STICK** CHEESE STICK
PM SNACK	FRESH VEGETABLES YOGURT DIP WATER	ROSIE PEARS TEDDY GRAHAMS** WATER	SUPER DRINK*+ CORN MUFFIN WATER	CELERY STICKS CHEESE WATER	APPLESAUCE 1/2 WW TOAST 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 serve 1/2 cup water with our pm snacks



Community Services Head Start 2022/ 2023 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
Milk - 3/4 c / 1/2 pt. Fruit/vegetable - 1/2 c Grain - 1/2 oz. eq. Meat/ma - may be served 3 times a week in place of grain	BREAKFAST	MILK APRICOTS*+ 1/2 WW TOAST 1/2 BOILED EGG	MILK PINEAPPLE BERRIE MIX*+ WW PANCAKE**	MILK FRESH FRUIT WG CEREAL	MILK MIX FRUIT MINI BAGEL**	MILK TROPICAL FRUIT*+ SAUSAGE BISCUIT**
Milk - 3/4 c or 1/2 pt. Vegetable - 1/4 c Fruit - 1/4 c Grain - 1/2 oz eq. Meat/ma - 1 1/2 oz eq.	LUNCH	MILK APPLE SMILES* TORTILLA CHIPS MEXICALI TACO BOAT*+	MILK SPINACH SALAD MIX w/ diced tomatoes*+ BROWN RICE PINEAPPLE CHICKEN*	MILK PINTO BEANS TOMATO & CUCUMBER*+ CORNBREAD FISH**	MILK MANGOS*+ BROWN RICE JAMMIN' JAMBALAYA*	MILK PEAS & CARROTS*+ SWEET POTATO FRIES SLOPPY JOE
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	BUG BITES GRAHAM** YOGURT GO-GURT** WATER	1/2 GRILLED CHEESE SANDWICH WATER	MANDARIN ORANGES* TEDDY GRAHAM** WATER	CARROTS* BOILED EGG 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 serve 1/2 cup water with our pm snacks



Community Services

Head Start 2022/ 2023 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
Milk - 3/4 c / 1/2 pt. Fruit/vegetable - 1/2 c Grain - 1/2 oz. eq. Meat/ma - may be served 3 times a week in place of grain	BREAKFAST	MILK PEACHES PANCAKE ON A STICK**	MILK DRY FRUIT* GOLDEN PORRIDGE	MILK BANANA WG CEREAL	MILK TROPICAL FRUIT*+ SAUSAGE BISCUIT**	MILK PINEAPPLE MINI BAGEL**
Milk - 3/4 c or 1/2 pt. Vegetable - 1/4 c Fruit - 1/4 c Grain - 1/2 oz eq. Meat/ma - 1 1/2 oz eq.	LUNCH	MILK GREEN SALAD MIX w/tomatoes*+ TATER TOTS CRABBY PATTY** BURGER	MILK RAINBOW BELL PEPPER SLICES*+ FRESH FRUIT* TURKEY & CHEESE SLIDDER	MILK GREEN SALAD w/spinach & tomatoes*+ PEARS BEEF & CHEESE NACHOS	MILK BROCCOLLI*+ MIXED FRUIT CHICKEN ALFREDO	MILK SWEET POTATO FRIES ORANGE SMILES* CHILI DOGS
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	WHEAT THIN CRACKERS** CHEESE WATER	FRESH VEGGIE STICKS SUNBUTTER WATER	TOMATO SALSA*+ TORTILLA CHIPS WATER	APPLESAUCE BREADSTICK WATER	SUPER DRINK WW CHEEZ-IT 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 serve 1/2 cup water with our pm snacks



Community Services

Head Start 2022/ 2023 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
Milk - 3/4 c / 1/2 pt. Fruit/vegetable - 1/2 c Grain - 1/2 oz. eq. Meat/ma - may be served 3 times a week in place of grain	BREAKFAST	MILK BERRIES*+ WW PANCAKE**	MILK MANDARIN ORANGES* WG CEREAL	MILK BERRY BANANA SPLIT*+	MILK PEACHES CINNAMON TOAST	MILK CINNAMON PEARS SAUSAGE BISCUIT**
Milk - 3/4 c or 1/2 pt. Vegetable - 1/4 c Fruit - 1/4 c Grain - 1/2 oz eq. Meat/ma - 1 1/2 oz eq.	LUNCH	MILK ROSIE MIX FRUIT CHICKEN FAJITA*+	MILK SPINACH SALAD w/ tomato*+ BREADSTICK BEEF TATER TOT CASSEROLE	MILK PEAS & CARROTS*+ PINEAPPLE CHICKEN & WAFFLE	MILK MEXICAN CORN TROPICAL FRUIT*+ BEEF TACO	MILK PINTO BEANS COLESLAW*+ CORNBREAD FISH**
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	DRY FRUIT* WG CEREAL WATER	APPLE SMILES* YOGURT GO-GURT*** WATER	WHEAT THIN CRACKERS** CHEESE CUBES WATER	TOMATO SALSA*+ CORN CHIPS WATER	CARROTS* CHEESE STICK 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 serve 1/2 cup water with our pm snacks



Community Services

Head Start 2022/ 2023 Menu



Cycle Six

+ MEANS A GOOD SOURCE OF VITAMIN A

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

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Milk - 3/4 c / 1/2 pt. Fruit/vegetable - 1/2 c Grain - 1/2 oz. eq. Meat/ma - may be served 3 times a week in place of grain	BREAKFAST	MILK BANANA WG CEREAL	MILK APRICOTS*+ CINNAMON TOAST	MILK ROSIE APPLESAUCE PANCAKE**	MILK DRY FRUIT* YOGURT DIP	MILK PEARS 1/2 TOAST 1/2 BOILED EGG
Milk - 3/4 c or 1/2 pt. Vegetable - 1/4 c Fruit - 1/4 c Grain - 1/2 oz eq. Meat/ma - 1 1/2 oz eq.	LUNCH	MILK PIZZA GREEN BEANS+ MANGOS*+ PIZZA STICK ** CHEESE STICK	MILK GREEN SALAD w/ tomatoes*+ TATER TOTS CRABBY PATTY** BURGER	MILK CHEESY BROCCOLI* BERRIES*+ CHICKEN SLIDDER	MILK GREEN SALADw/ spinach & tomatoes*+ SWEET POTATO FRIES SLOPPY JOE	MILK ORANGE SMILES* BROWN RICE JAMMIN' JAMBALAYA*
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	1/2 SUNBUTTER SANDWICH WATER	MANDARIN ORANGES* BOILED EGG WATER	PEACHES BUG BITES GRAHAM** WATER	APPLE SMILES* SUNBUTTER WATER	1/2 GRILLED CHEESE 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 serve 1/2 cup water with our pm snacks



Community Services

Early Head Start 2022/ 2023 Menu

Cycle One



+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C

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

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Milk - 1/2 c Fruit/vegetable - 1/ 4c Grain- 1/2 oz. eq. Meat/ma- may be served 3 times a week in place of grain	BREAKFAST	MILK CINNAMON PEARS 1/2 SAUSAGE BISCUIT **	MILK ROSIE APPLESAUCE WW PANCAKE**	MILK PEACHES MINI BAGEL**	MILK BANANA WG CEREAL	MILK MIX FRUIT 1/2 CINNAMON TOAST
Milk - 1/2c Vegetable- 1/8 c Fruit- 1/8 c Grain- 1/2 oz eq. Meat/ma - 1 oz eq.	LUNCH	MILK MEXICAN CORN* BERRIES*+ BEEF TACO	MILK BROCCOLI * MANGOS*+ CHICKEN ALFREDO	MILK COLESLAW*+ PINTO BEANS CORNBREAD FISH**	MILK SLICED TOMATOES AND CUCUMBERS* MANDARIN ORANGES* BREADSTICK BBQ CHICKEN	MILK ROSIE PINEAPPLE MONSTER MARINARA*
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	WG CHEEZ-IT CRACKERS CHEESE WATER	ORANGE SMILES* BUG BITES GRAHAM** WATER	CARROT * SUNBUTTER WATER	WHEAT THIN CRACKERS 1/2 BOILED EGG WATER	DRY FRUIT* 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, Pineapple, Orange, Nectarine, Mango, Kiwi, or Plum

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



Community Services

Early Head Start 2022/ 2023 Menu

Cycle Two



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

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

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Milk - 1/2 c Fruit/vegetable - 1/ 4c Grain - 1/2 oz. eq. Meat/ma - may be served 3 times a week in place of grain	BREAKFAST	MILK PINEAPPLE BERRIE MIX*+ WW PANCAKE**	MILK BERRY BANANA SPLIT*+	MILK MANDARIN ORANGES* 1/2 WW TOAST	MILK ROSIE APRICOTS*+ WG CEREAL	MILK DRY FRUIT* GOLDEN PORRIDGE
Milk - 1/2c Vegetable - 1/8 c Fruit - 1/8 c Grain - 1/2 oz eq. Meat/ma - 1 oz eq.	LUNCH	MILK SPINACH SALAD w/ diced tomatoes*+ ROLL BEEF TATER TOT CASSEROLE	MILK SWEET POTATO FRIES CHEESY BROCCOLI* MINI CHICKEN SLIDDER	MILK RAINBOW BELL PEPPERS*+ PEACHES CHILI CORN CHIP CASSEROLE	MILK CARROTS* APPLE SMILES* CHICKEN & WAFFLE	MILK PIZZA GREEN BEANS* PEARS PIZZA STICK
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	FRESH VEGETABLES YOGURT DIP WATER	ROSIE PEARS TEDDY GRAHAM** WATER	SUPER DRINK*+ CORNBREAD MUFFIN WATER	CELERY STICK CHEESE WATER	APPLESAUCE 1/2 WW TOAST WATER

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

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

** CN Product

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

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



Community Services

Early Head Start 2022/ 2023 Menu

Cycle Three



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

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Milk - 1/2 c Fruit/vegetable - 1/ 4c Grain - 1/2 oz. eq. Meat/ma - may be served 3 times a week in place of grain	BREAKFAST	MILK APRICOTS*+ 1/2 WW TAOST 1/2 BOILED EGG	MILK PINEAPPLE BERRIE MIX*+ WW PANCAKES**	MILK FRESH FRUIT WG CEREAL	MILK MIX FRUIT MINI BAGEL**	MILK TROPICAL FRUIT*+ SAUSAGE BISCUIT**
Milk - 1/2c Vegetable - 1/8 c Fruit - 1/8 c Grain - 1/2 oz eq. Meat/ma - 1 oz eq.	LUNCH	MILK APPLE SMILES* FRITO CHIPS MEXICALI TACO BOAT*+	MILK SPINACH SALAD MIX w/ diced tomatoes*+ BROWN RICE PINEAPPLE CHICKEN*	MILK PINTO BEANS TOMATO & CUCUMBER*+ CORNBREAD FISH**	MILK MANGOS*+ BROWN RICE JAMMIN' JAMBALYA*	MILK PEAS & CARROTS*+ SWEET POTOTOE FRIES MINI SLOPPY JOE
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	BUG BITES GRAHAM** YOGURT GO-GURT** WATER	1/2 GRILLED CHEESE SANDWICH WATER	MANDARIN ORANGES* TEDDY GRAHAM** WATER	CARROTS* 1/2 BOILED EGG 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 serve 1/2 cup water with our pm snacks



Community Services

Early Head Start 2022/ 2023 Menu

Cycle Four



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

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

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Milk - 1/2 c Fruit/vegetable - 1/ 4c Grain- 1/2 oz. eq. Meat/ma- may be served 3 times a week in place of grain	BREAKFAST	MILK PEACHES WW TOAST w/jelly	MILK DRY FRUIT* GOLDEN PORRIDGE	MILK BANANA WG CEREAL	MILK TROCICAL FRUIT*+ 1/2 SAUSAGE BISCUIT**	MILK PINEAPPLE WG MINI BAGEL**
Milk - 1/2c Vegetable- 1/8 c Fruit- 1/8 c Grain- 1/2 oz eq. Meat/ma - 1 oz eq.	LUNCH	MILK GREEN SALAD MIX w/tomatoes*+ TATER TOTS CRABBY PATTY** BURGER	MILK RAINBOW BELL PEPPER SLICES*+ FRESH FRUIT* MINI TURKEY & CHEESE SLIDDER	MILK PEARS GREEN SALAD w/ spinach & diced tomatoes*+ BEEF & CHEESE NACHOS	MILK BROCCOLLI *+ MIXED FRUIT CHICKEN ALFREDO	MILK SWEET POTATO FRIES ORANGE SMILES* CHILI DOG
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	WHEAT THIN CRACKERS** CHEESE WATER	FRESH VEGGIE STICKS SUNBUTTER WATER	TOMATO SALSA*+ FRITOS WATER	APPLESAUCE BREADSTICK WATER	SUPER DRINK WG CHEEZ-IT 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 serve 1/2 cup water with our pm snacks



Community Services Early Head Start 2022/ 2023 Menu



Cycle Five

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C

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

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Milk - 1/2 c Fruit/vegetable - 1/ 4c Grain- 1/2 oz. eq. Meat/ma- may be served 3 times a week in place of grain	BREAKFAST	MILK BERRIES*+ WW PANCAKE**	MILK MANDARIN ORANGES* WG CEREAL	MILK BERRY BANANA SPLIT*+	MILK PEACHES 1/2 CINNAMON TOAST	MILK CINNAMON PEARS 1/2 SAUSAGE BISCUIT **
Milk - 1/2c Vegetable- 1/8 c Fruit- 1/8 c Grain- 1/2 oz eq. Meat/ma - 1 oz eq.	LUNCH	MILK ROSIE MIX FRUIT CHICKEN FAJITA*+	MILK SPINACH SALAD w/tomato*+ BREADSTICK BEEF TATER TOT CASSEROLE	MILK PEAS & CARROTS*+ PINEAPPLE CHICKEN & WAFFLE	MILK MEXICAN CORN TROPICAL FRUIT*+ BEEF TACO	MILK PINTO BEANS COLESLAW*+ CORNBREAD FISH**
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	DRY FRUIT* WG CEREAL WATER	APPLE SMILES* YOGURT GO-GURT** WATER	WHEAT THINS** CHEESE WATER	TOMATO SALSA*+ CORN CHIPS WATER	CARROTS* TEDDY GRAHAM** WATER

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

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

** CN Product

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

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



Community Services

Early Head Start 2022/ 2023 Menu

Cycle Six



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

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

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Milk - 1/2 c Fruit/vegetable - 1/ 4c Grain - 1/2 oz. eq. Meat/ma - may be served 3 times a week in place of grain	BREAKFAST	MILK BANANA WG CEREAL	MILK APRICOTS*+ 1/2 CINNAMON TOAST	MILK ROSIE APPLESAUCE WW PANCAKE**	MILK DRY FRUIT* YOGURT DIP	MILK PEARS 1/2 CINNAMON TOAST 1/2 BOILED EGG
Milk - 1/2c Vegetable - 1/8 c Fruit - 1/8 c Grain - 1/2 oz eq. Meat/ma - 1 oz eq.	LUNCH	MILK PIZZA GREEN BEANS+ MANGOS*+ PIZZA STICK**	MILK GREEN SALAD w/tomatoes*+ TATER TOTS CRABBY PATTY** BURGER	MILK BERRIES*+ CHEESY BROCCOLI* MINI CHICKEN SLIDDER	MILK GREEN SALAD w/spinach & tomatoes*+ SWEET POTATO FRIES MINI SLOPPY JOE	MILK ORANGE SMILES* BROWN RICE JAMMIN' JAMBALAYA*
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	1/2 SUNBUTTER SANDWICH WATER	MANDARIN ORANGES* 1/2 BOILED EGG WATER	PEACHES BUG BITES GRAHAM** WATER	APPLE SMILES* SUNBUTTER WATER	1/2 GRILL CHEESE 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, Pineapple, Orange, Nectarine, Mango, Kiwi, or Plum

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

2022-2023 Calendar



New Boston Head Start



Student Days:

Full Day—7:30-3:00

Student Hours-1290

Staff Training/ Students out

- August 1-5
- Oct 7, Nov 18, Jan 3, Feb 10, Apr 21

Student & Staff Holidays

- Labor Day - Sept. 5
- Thanksgiving - Nov 21-25
- Christmas - Dec 21-Jan 3
- Martin Luther King- Jan 16
- Spring Break - Mar 13-17
- Good Friday—Apr 7
- Spring Holiday—Apr 17

Early Release @ 11:30

- Nov 18
- Dec 16
- Mar 10
- May 25

Campus Director:
Venus Hornbuckle

Family Services:
Venus Hornbuckle

Contact Number:
(903) 628-5621

August 2022							September 2022							October 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							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
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28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					
November 2022							December 2022							January 2023						
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	1	2	3	4	5	6	7
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27	28	29	30				25	26	27	28	29	30	31	29	30	31				
February 2023							March 2023							April 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4				1	2	3	4							1
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26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
May 2023							June 2023							July 2023						
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							1
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28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

School Starts: August 8

School Ends: May 25

2022-2023 Calendar



Hughes Springs Early Head Start



Student Days:

Full Day—7:30-3:00

Student Hours - 1387.50

Staff Training/ Students out

- August 1-10
- Oct. 10
- Jan. 3 & 4

Student & Staff Holidays

- Labor Day - Sept. 5
- Thanksgiving - Nov. 21-25
- Christmas - Dec. 20-Jan. 4
- Martin Luther King- Jan. 17
- Winter Break - Feb 20—24
- Spring Break - Apr. 3 - 7
- Memorial Day— May 29
- Juneteenth— Jun 19

Early Release Day @ 11:30 AM

- Mar. 10
- May 19
- Jun 22

Staff Return August 1st

Campus Director:
Carlin Johnson

Assistant Campus Director/
Family Services:
Rachel Moreno

Contact Number:
(903) 639-1914

August 2022							September 2022							October 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							1
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28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					
November 2022							December 2022							January 2023						
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							
6	7	8	9	10	11	12	4	5	6	7	8	9	10	1	2	3	4	5	6	7
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27	28	29	30				25	26	27	28	29	30	31	22	23	24	25	26	27	28
														29	30	31				
February 2023							March 2023							April 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4				1	2	3	4							1
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26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
May 2023							June 2023							July 2023						
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							1
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28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

School Starts: August 11

School Ends: June 22

2021-2022 Calendar



Hughes Springs Early Head Start



Student Days:

Full Day—8:00-3:30

Student Hours-1458

Staff Training/ Students out

- August 2-11
- Oct. 11, Jan. 4, Feb. 21
- Mar 11, June 9

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
- Juneteenth—June 20

Preservice

August 3-6

Staff Last Work Day

T, TA, Cook -
June 24
CD, FSW & Custodian—
June 24

Campus Director:
Carlin Johnson

Family Services:
Carlin Johnson

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
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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
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29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

School Starts: August 12

School Ends: June 23



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

Total Students Participating:	423
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Students Age

Three Year Old :	40%	Four Year Old:	60%
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Gender

Male:	43%	Female:	57%
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Race

White: 30%	Black/African American: 54%	Two or more: 8%
	Other: 8%	Not Specified: 0%

Language*

English: 95%	Spanish 5%	Unknown: 0%
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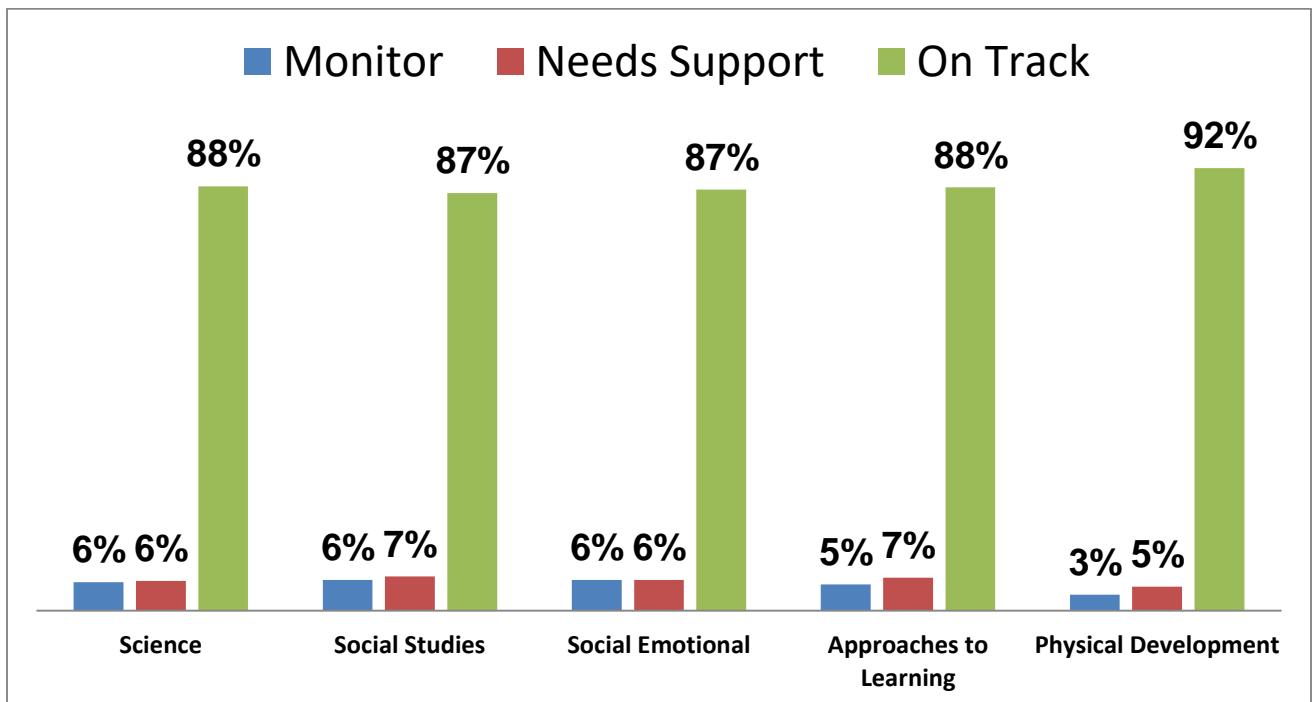
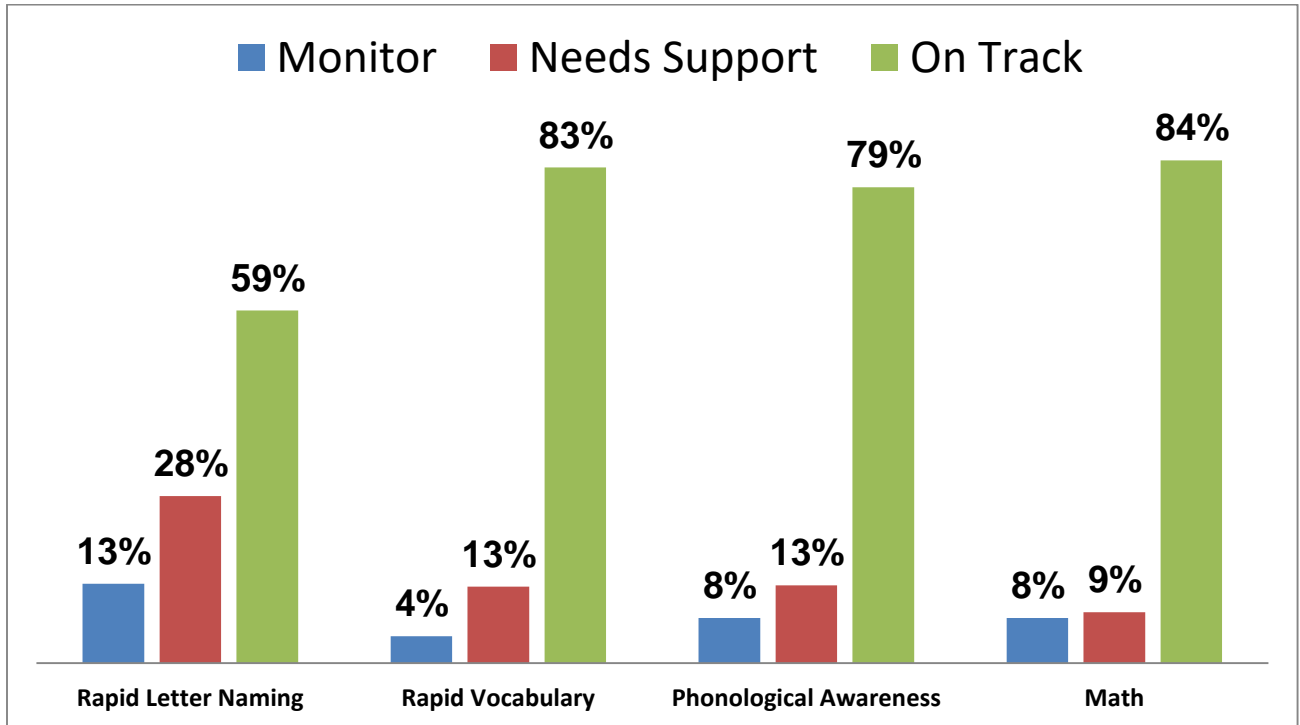
Disabilities

Yes:	10%	No:	90%
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CSNT Head Start

CIRCLE Assessment 2021-2022

Wave 3 Program Report



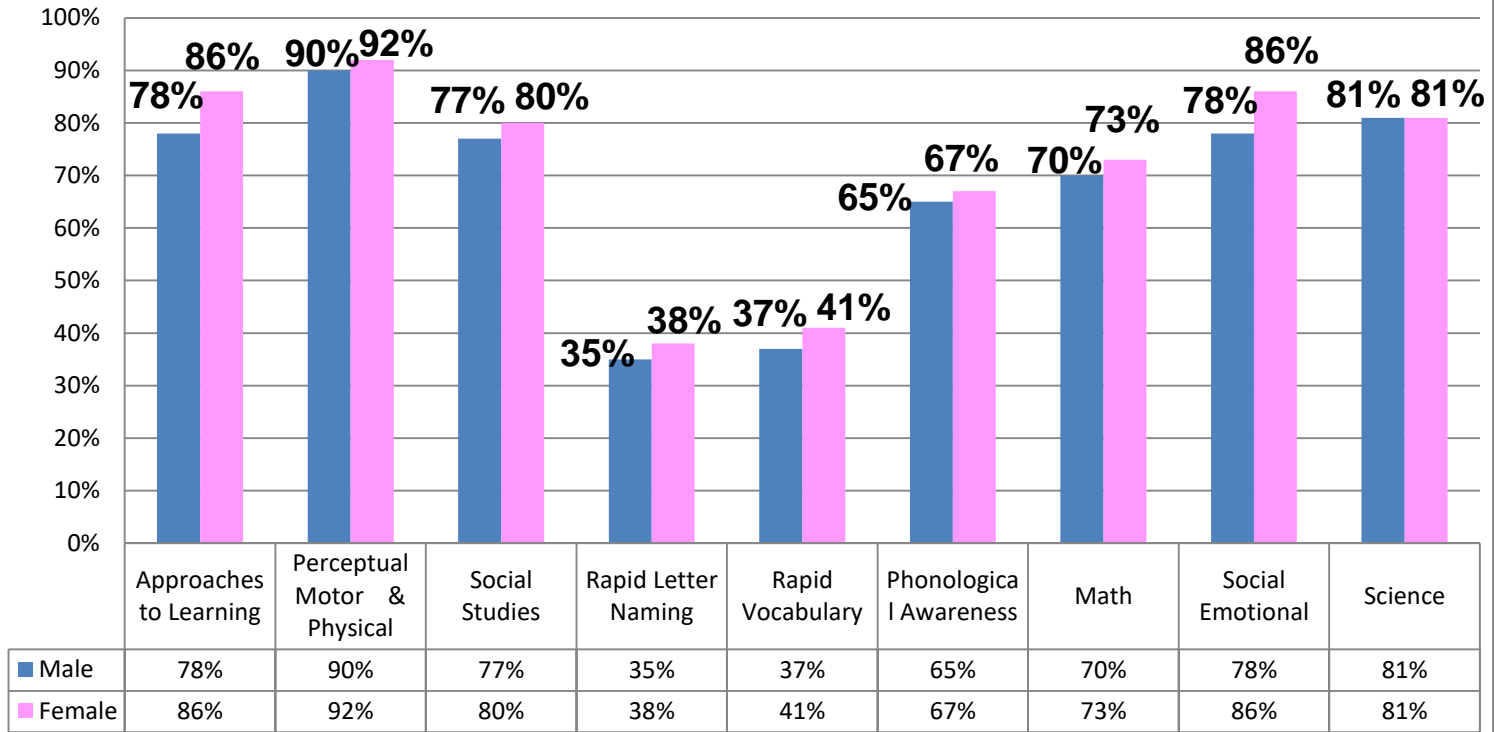
CSNT Head Start – CIRCLE Assessment
On-Track Comparison Data 2021-2022

	Wave 1	Wave 2	Wave 3
Rapid Letter Naming	32%	53%	59%
Rapid Vocabulary	65%	81%	83%
Phonological Awareness	83%	83%	79%
Math	81%	82%	84%
Science	88%	88%	88%
Social Studies	92%	88%	87%
Social Emotional	97%	90%	87%
Approaches to Learning	91%	87%	88%
Physical Development	88%	86%	92%
Total Students Tested	418	429	423

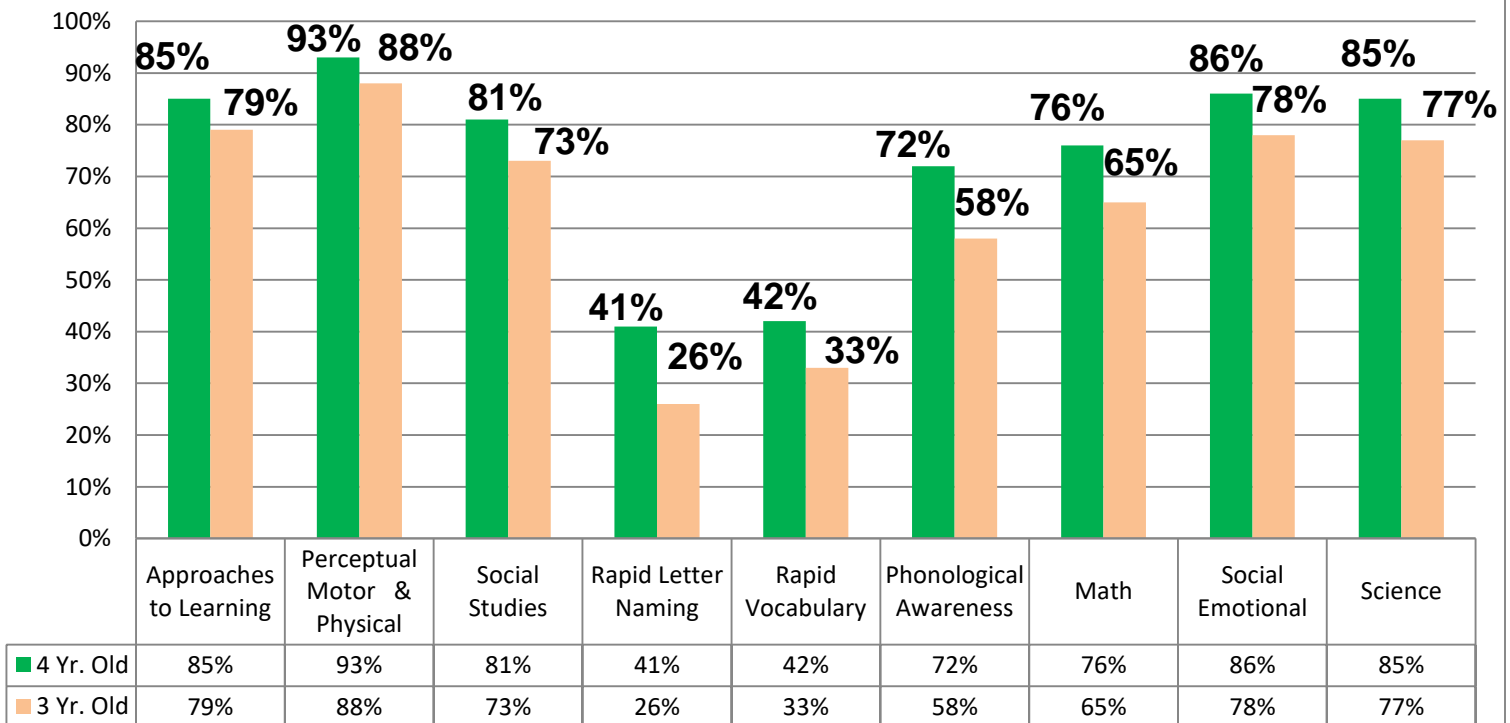
CSNT Head Start – CIRCLE Assessment

Wave 3 Comparison Data 2021-2022

Male / Female Comparison



Age Comparison



CSNT Head Start – CIRCLE Assessment

Wave 3 Race Comparison Data 2021-2022

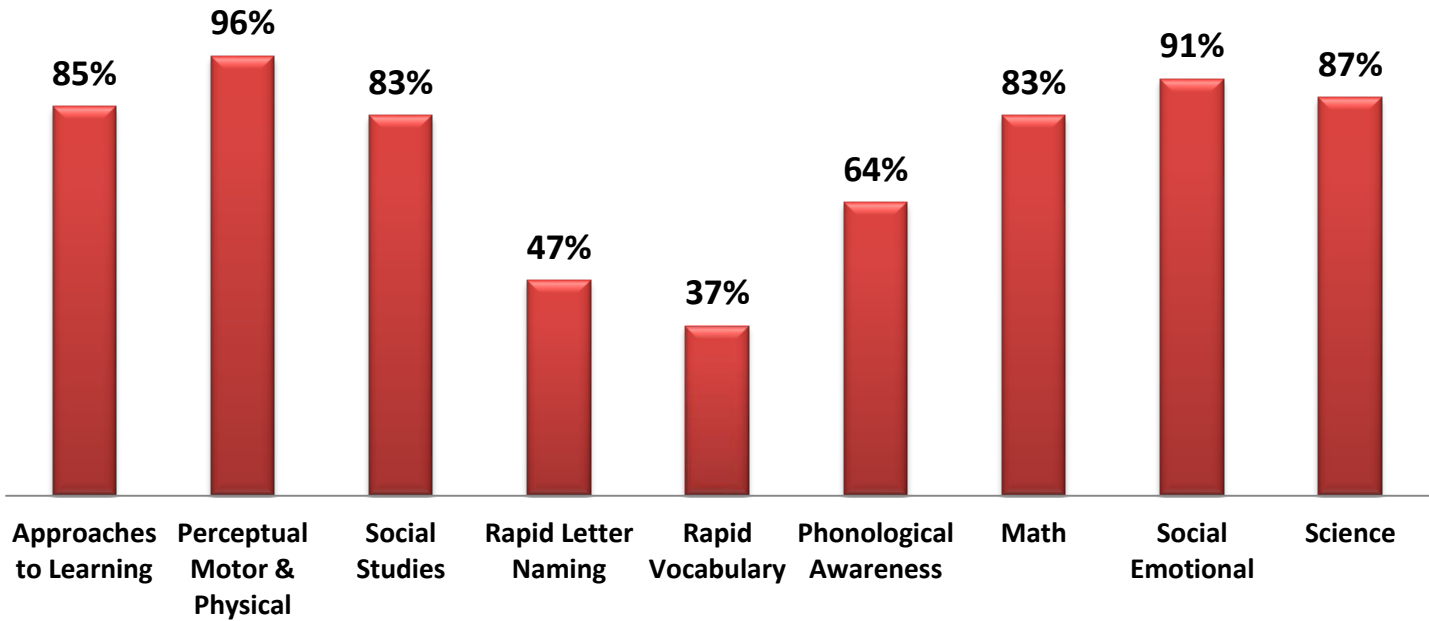
	White	Black / African American	Other	2 or More Races
Approaches to Learning	84%	78%	87%	83%
Perceptual Motor/Physical	92%	90%	95%	90%
Social Studies	81%	76%	81%	76%
Rapid Letter Naming	37%	35%	38%	39%
Rapid Vocabulary	39%	39%	36%	39%
Phonological Awareness	68%	68%	67%	66%
Math	73%	71%	83%	71%
Social Emotional	83%	80%	87%	83%
Science	84%	81%	84%	81%
Total Students Tested	128	227	32	36

Percentage represents total number of correct responses for each domain.

CSNT Head Start – CIRCLE Assessment

Dual Language learners 2021-2022

Wave 3



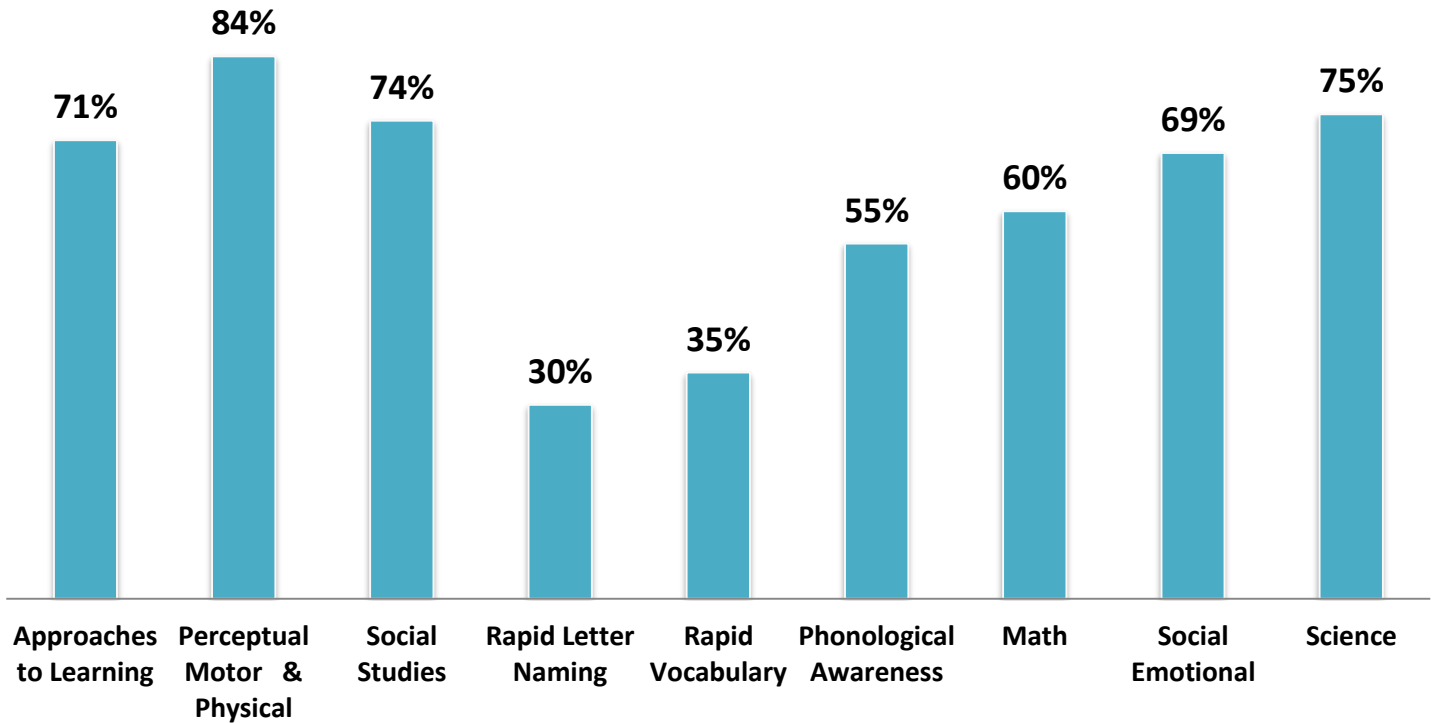
Comparison

	Wave 1	Wave 2	Wave 3
Approaches to Learning	46%	67%	85%
Perceptual Motor & Physical	62%	76%	96%
Social Studies	60%	77%	83%
Rapid Letter Naming	10%	24%	47%
Rapid Vocabulary	20%	31%	37%
Phonological Awareness	38%	55%	64%
Math	49%	67%	83%
Social Emotional	57%	71%	91%
Science	70%	80%	87%

CSNT Head Start – CIRCLE Assessment

Disability 2021-2022

Wave 3



Comparison

	Wave 1	Wave 2	Wave 3
Approaches to Learning	62%	62%	71%
Perceptual Motor & Physical	70%	74%	84%
Social Studies	69%	69%	74%
Rapid Letter Naming	21%	25%	30%
Rapid Vocabulary	32%	33%	35%
Phonological Awareness	46%	54%	55%
Math	56%	57%	60%
Social Emotional	69%	65%	69%
Science	72%	73%	75%



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

Total Students Participating:	8 - Infants
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Students Age

12 to 18 Months : 50%	19 to 24 Months: 50%
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Gender

Male: 63%	Female: 37%
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Race

White: 13%	Black/African American: 74%	Two or more: 13%
	Other: 0%	Not Specified: 0%

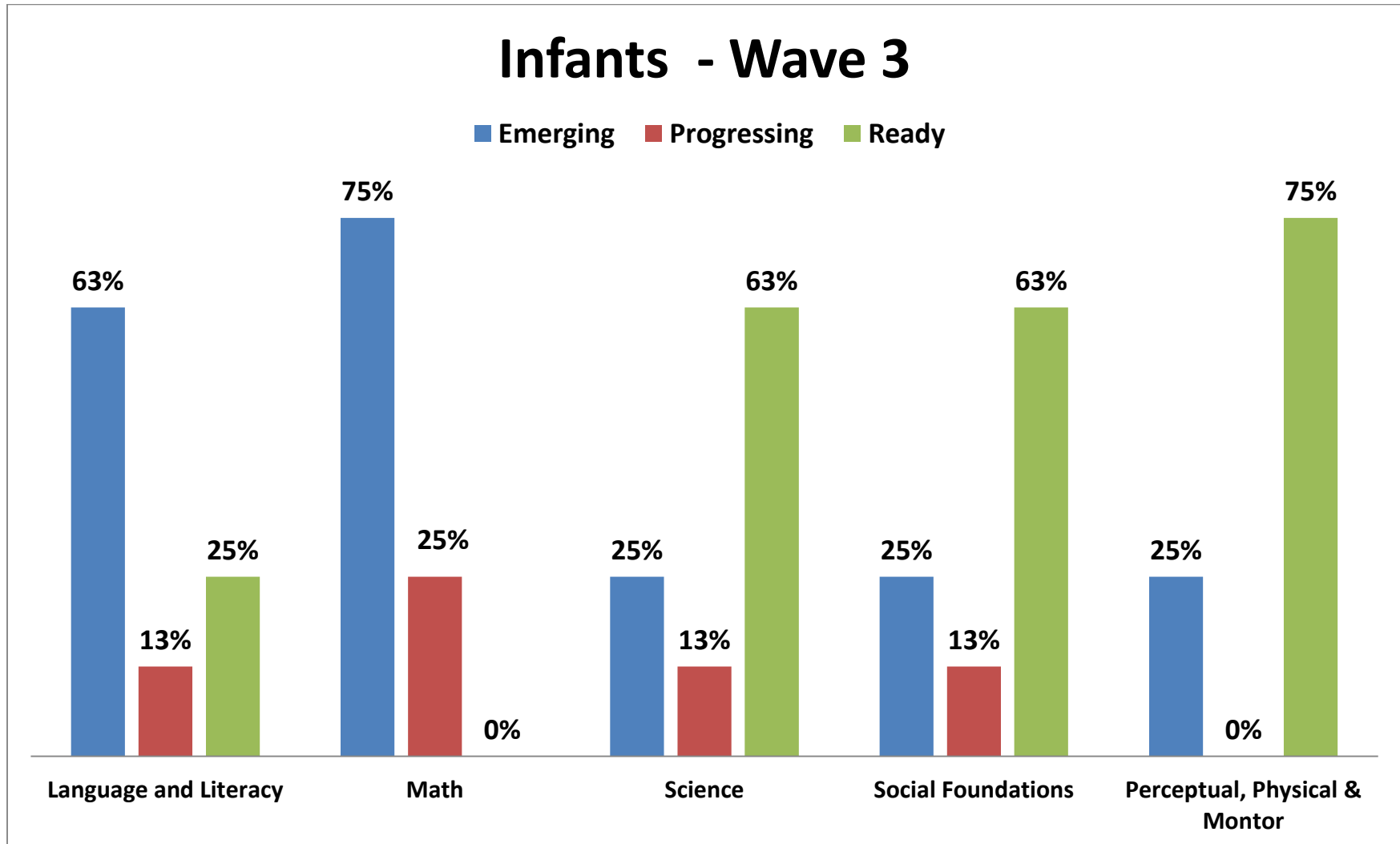
Language

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

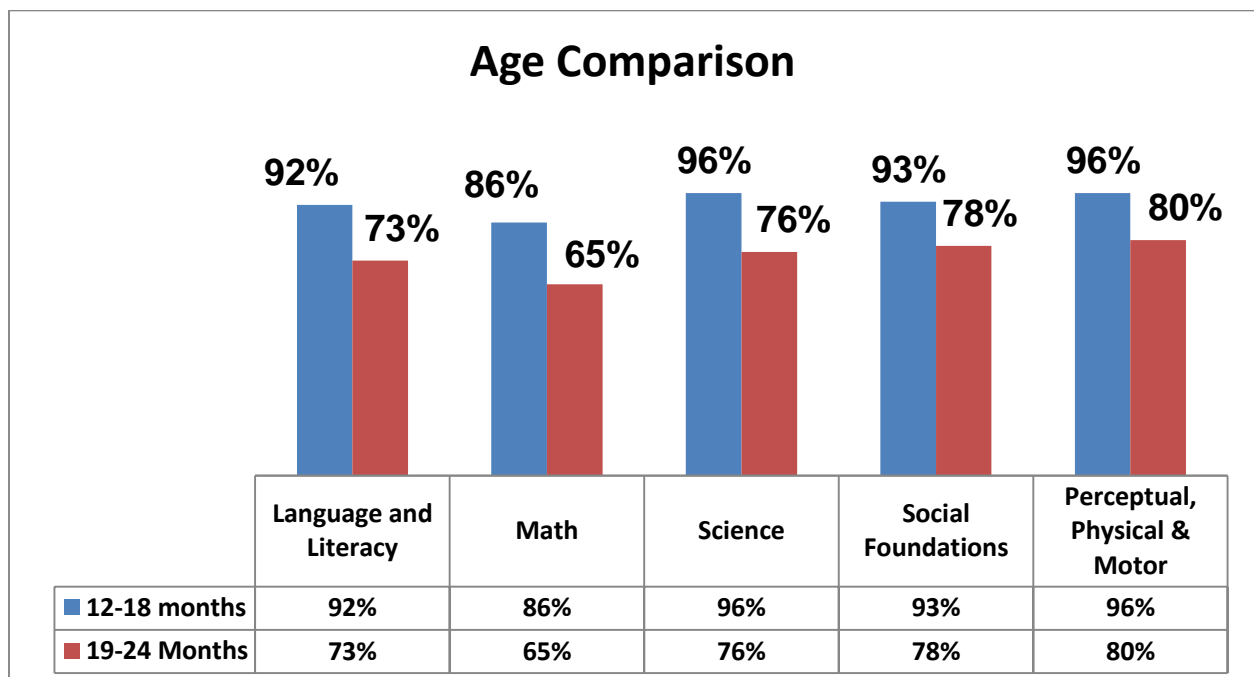
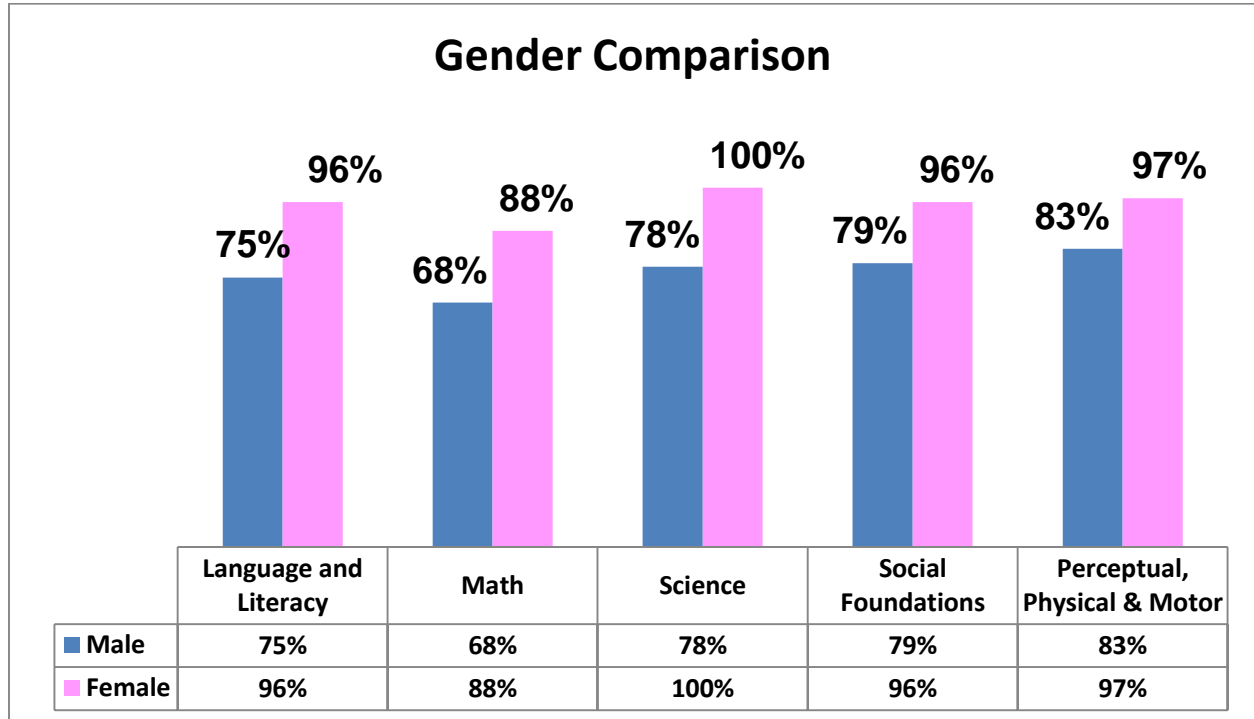
Yes: 13%	No: 87%
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CSNT Early Head Start 2021-2022 - Frog Street AIM



CSNT Early Head Start – Frog Street AIM – Wave 3

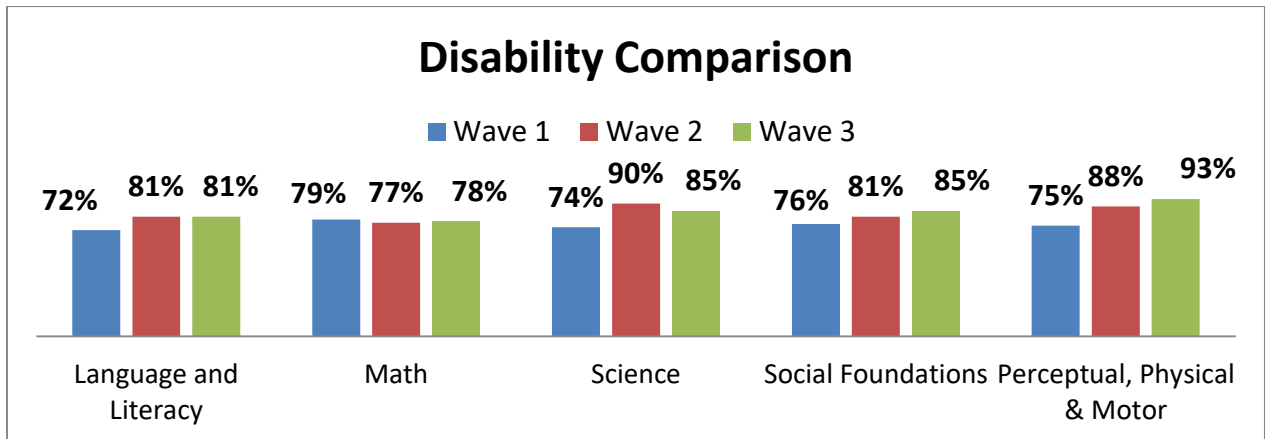
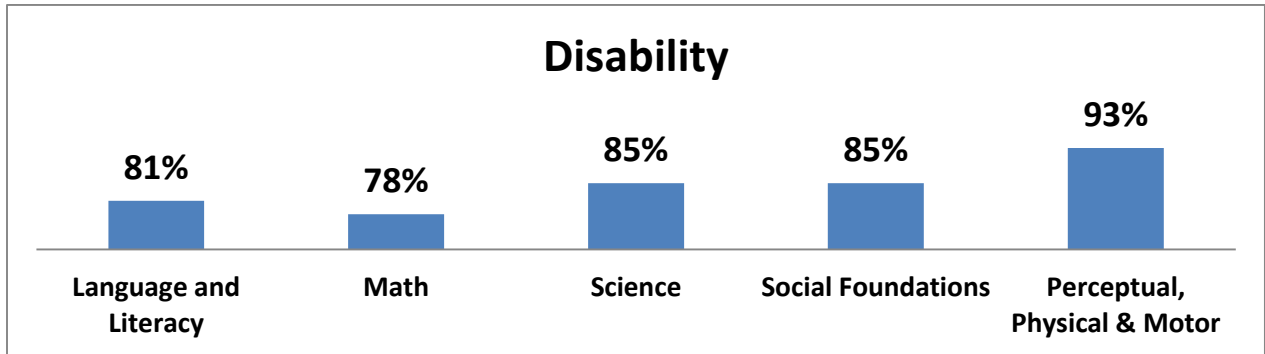
Comparison Data 2021-2022 – Infants



*Age Comparison for 19-24 months has one student with IFSP.

CSNT Early Head Start - Frog Street AIM

Wave 3 Comparison Data 2021-2021 – Infants



*No Dual Language Learners Data for Infants.

Race	White	Black/ African American	Other	2 or More Races
Language and Literacy	94%	78%	0%	97%
Mathematics	75%	72%	0%	95%
Science	100%	82%	0%	100%
Social Foundations	96%	82%	0%	97%
Perceptual, Physical & Motor	78%	85%	0%	97%
Total Students Observed	1	6	0	1



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

Total Students Participating:	2– Toddlers
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Students Age

25 to 30 Months :	100%	31 to 36 Months:	0%
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Gender

Male:	0%	Female:	100%
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Race

White: 0%	Black/African American: 50%	Two or more: 0%
	Other: 50%	Not Specified: 0%

Language

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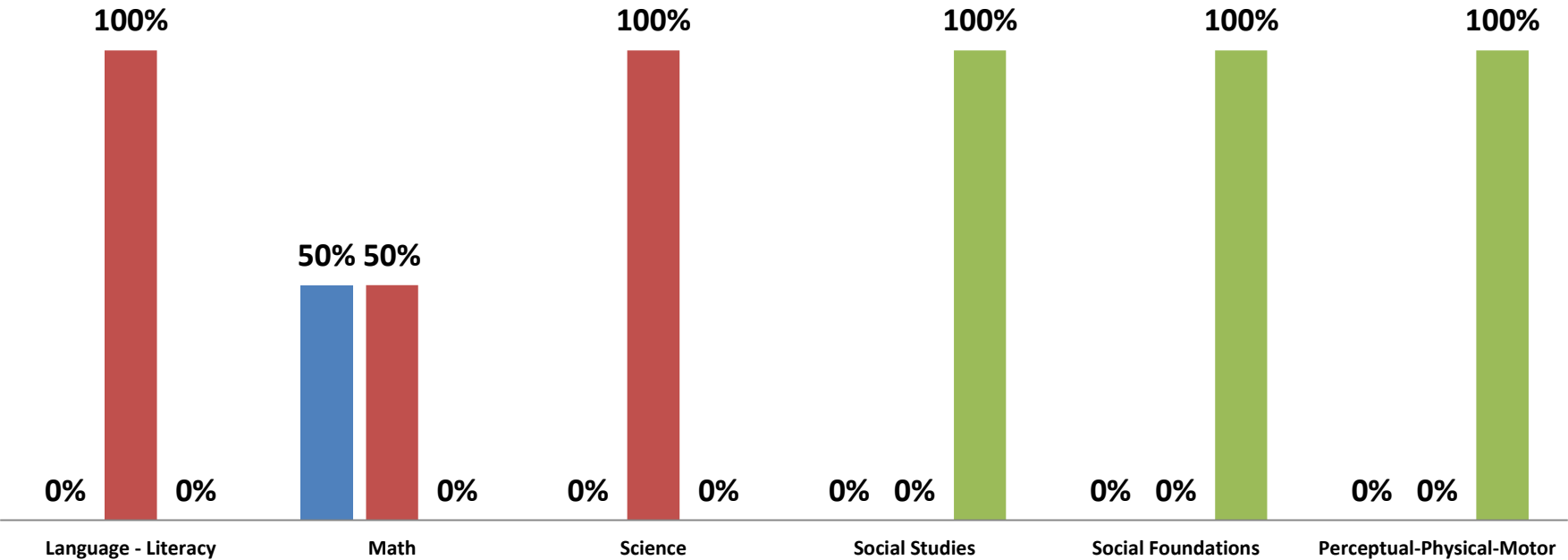
Disabilities

Yes:	50%	No:	50%
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CSNT Early Head Start 2021-2022 - Frog Street AIM

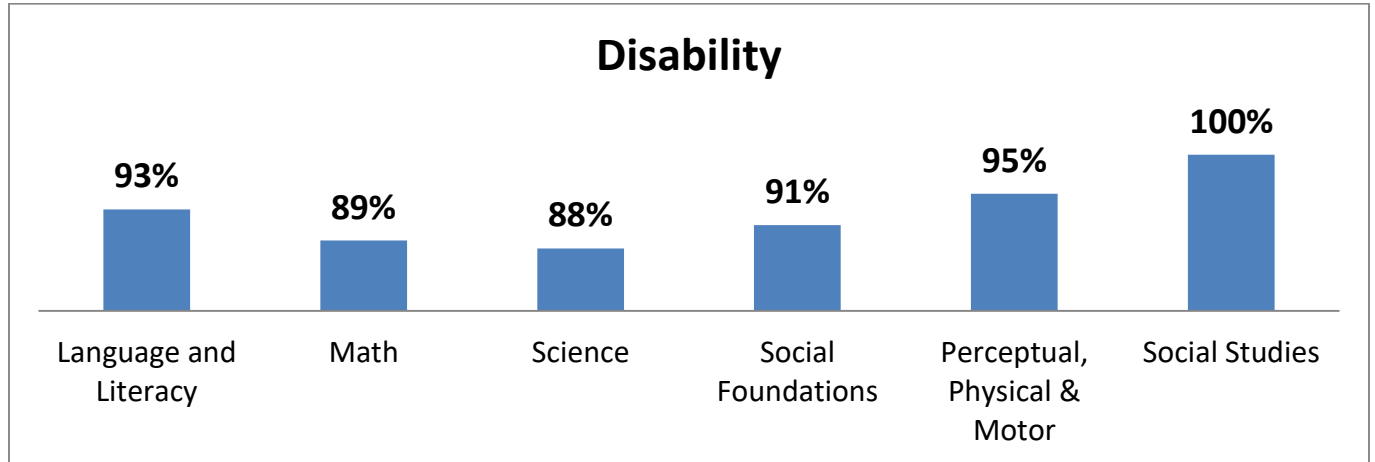
Toddlers - Wave 3

■ Emerging ■ Progressing ■ Ready



CSNT Early Head Start – Frog Street AIM – Wave 3

Comparison Data 2021-2022 – Toddlers



Race	White	Black/ African American	Other	2 or More Races
Language and Literacy	0%	89%	93%	0%
Mathematics	0%	84%	89%	0%
Science	0%	84%	88%	0%
Social Foundations	0%	88%	91%	0%
Perceptual, Physical & Motor	0%	94%	95%	0%
Social Studies	0%	92%	100%	0%
Total Students Observed	0	1	1	0

*No Age Comparison Data for Toddlers - both students fall in the same age group.

* No Gender Comparison – both students are female.

*No Dual Language Learners Data for Toddlers



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

Total Students Participating:	6 Pre-School Entry
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Students Age

25 to 30 Months :	0%	31 to 36 Months:	100%
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Gender

Male:	100%	Female:	0%
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Race

White: 0%	Black/African American: 67%	Two or more: 0%
	Other: 33%	Not Specified: 0%

Language

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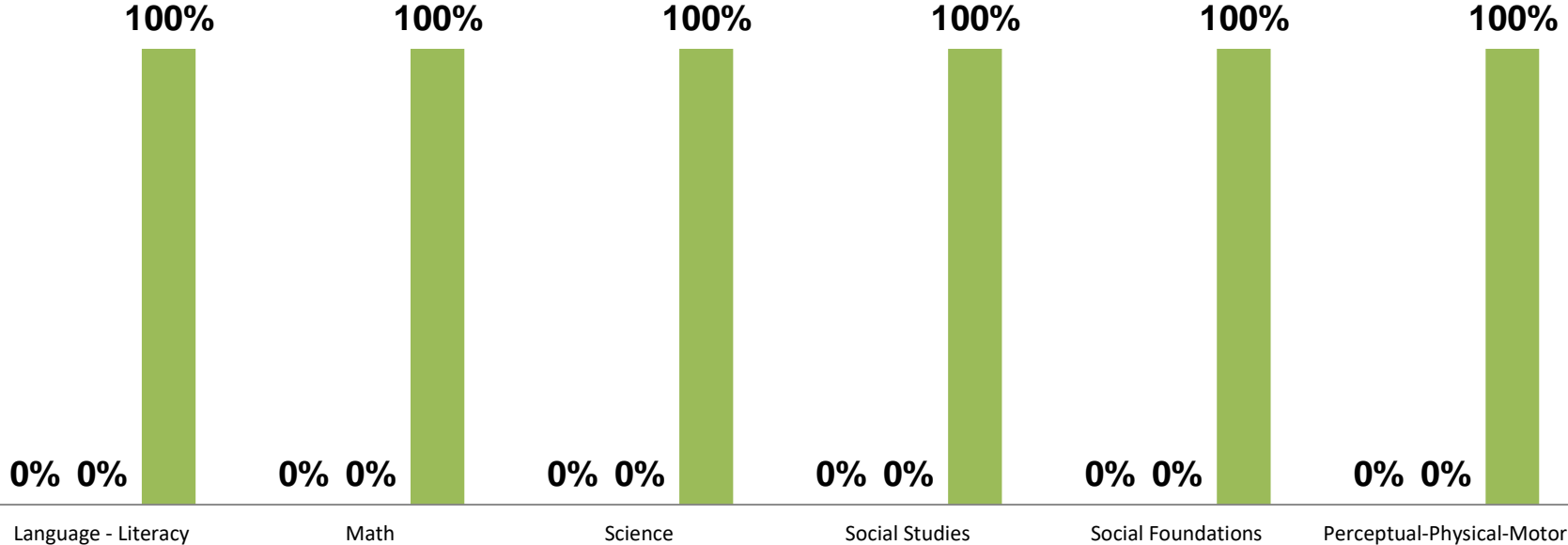
Disabilities

Yes:	0%	No:	100%
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CSNT Early Head Start 2021-2022 - Frog Street AIM

Pre-School Entry - Wave 3

■ Emerging ■ Progressing ■ Ready



CSNT Early Head Start – Frog Street AIM – Wave 3
Comparison Data 2021-2022 – Pre-School Entry

Race	White	Black/ African American	Other	2 or More Races
Language and Literacy	0%	93%	94%	0%
Mathematics	0%	89%	90%	0%
Science	0%	88%	86%	0%
Social Foundations	0%	94%	97%	0%
Perceptual, Physical & Motor	0%	94%	96%	0%
Social Studies	0%	92%	93%	0%
Total Students Observed	0	5	1	0

No Gender Comparison Data for Pre-School Entry – all six students are male.

No Age Comparison Date – all six students fall in same age group.

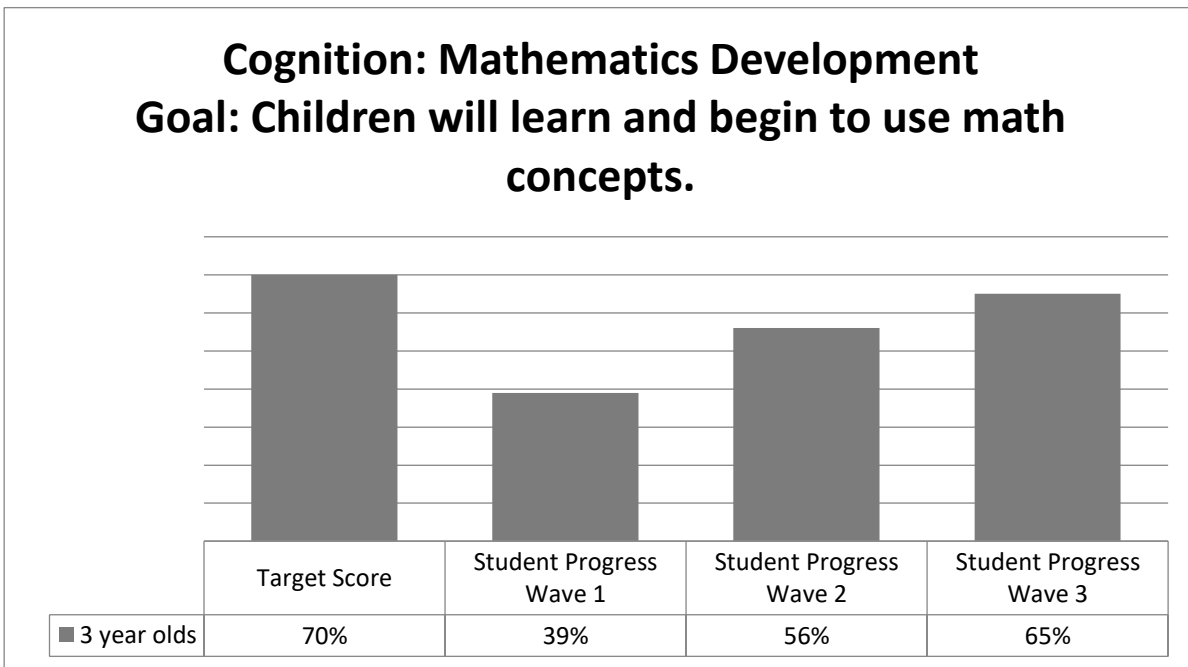
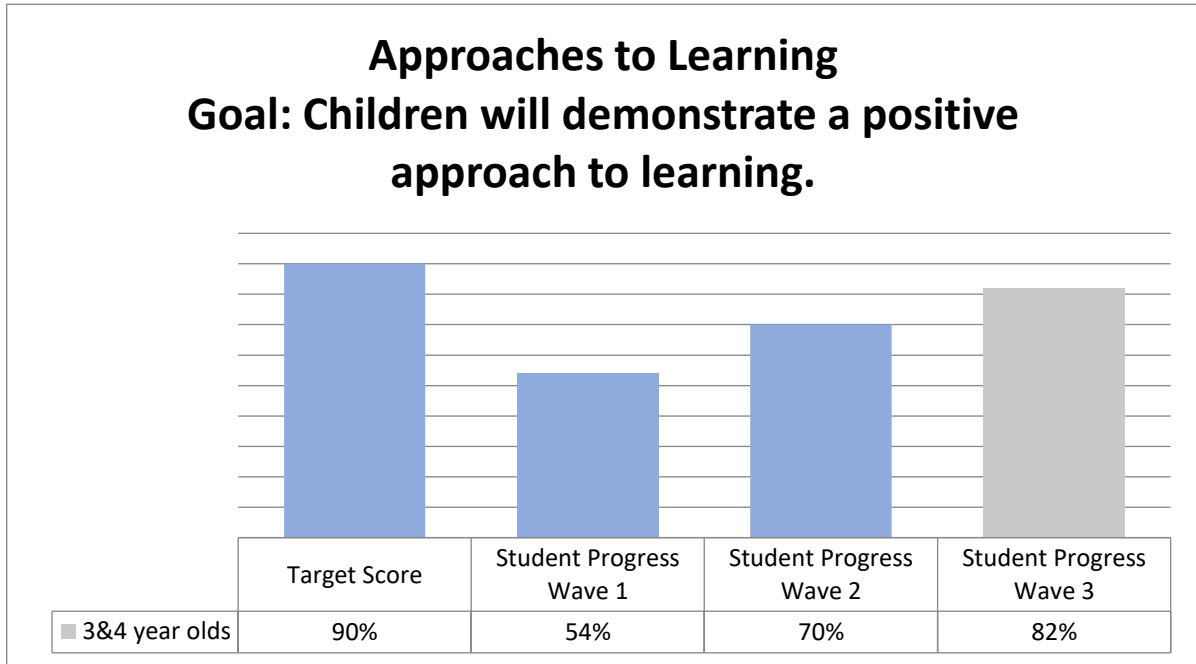
No Dual Language Learners Data for Pre-School Entry student.

No Disability students.

CSNT Head Start

School Readiness Performance Data Report

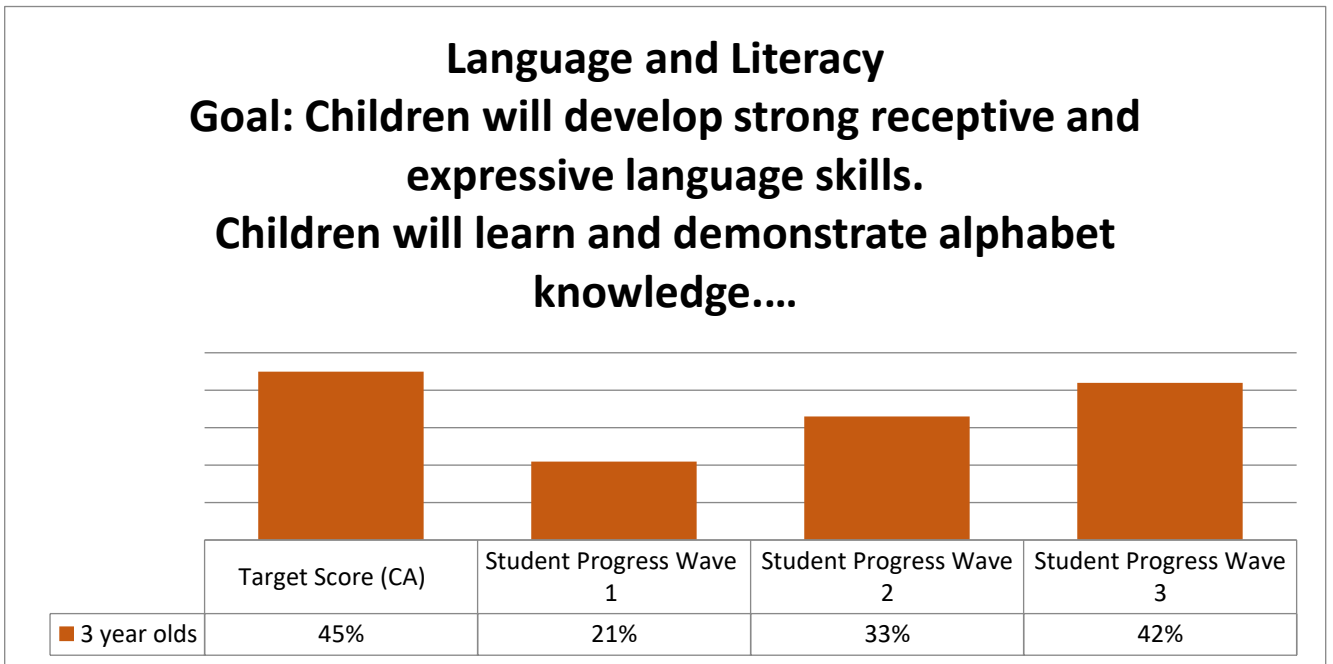
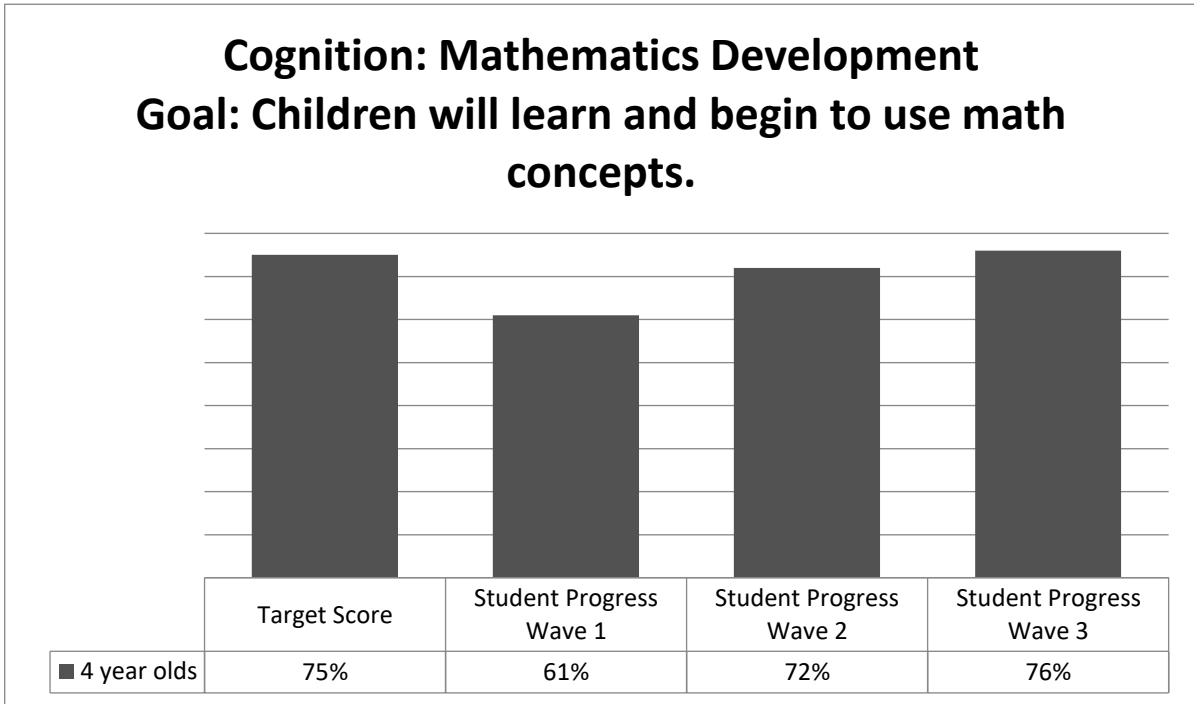
2021-2022



CSNT Head Start

School Readiness Performance Data Report

2021-2022

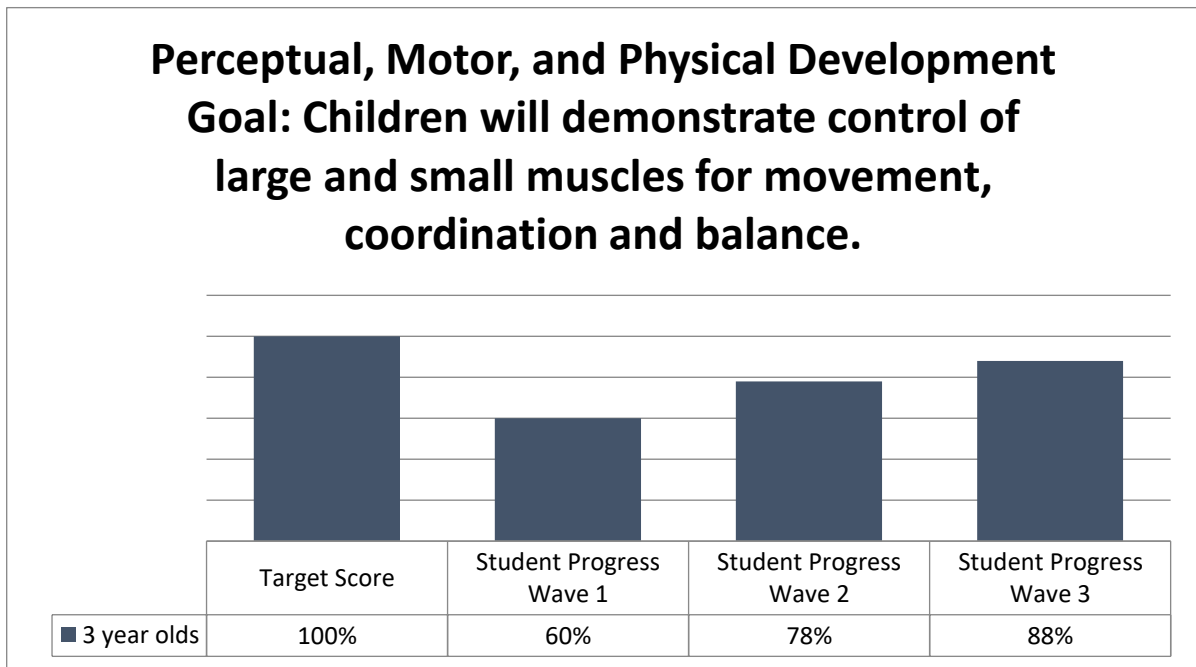
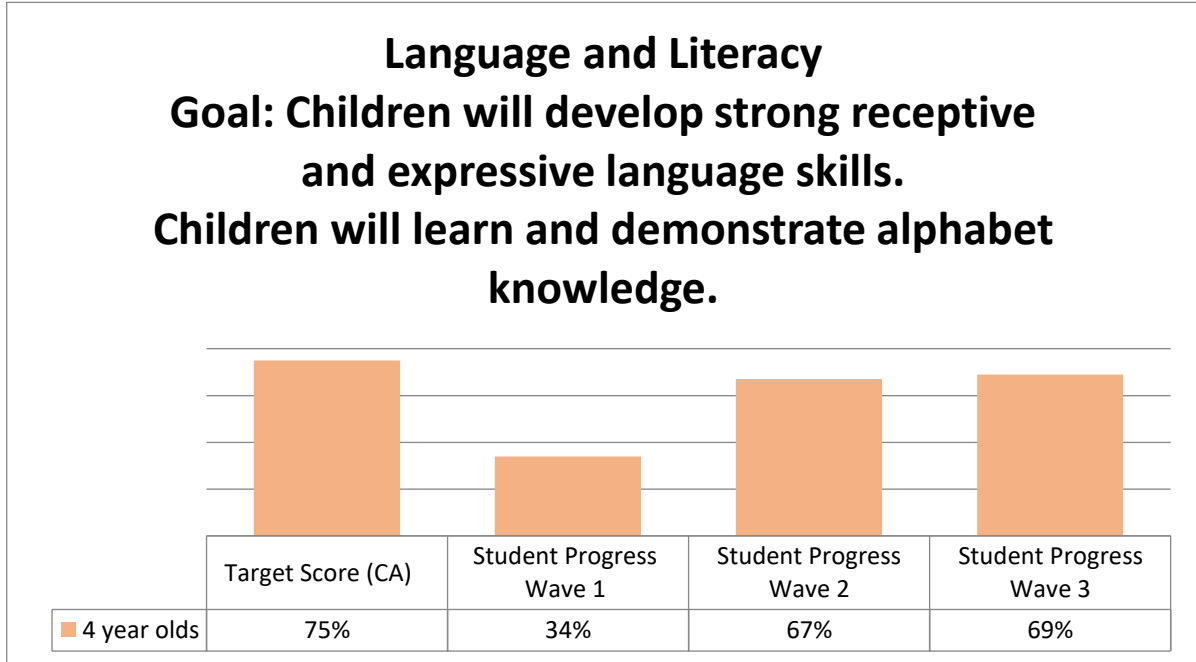


Percentages are based on actual data from Frog Street/Circle Assessment.

CSNT Head Start

School Readiness Performance Data Report

2021-2022

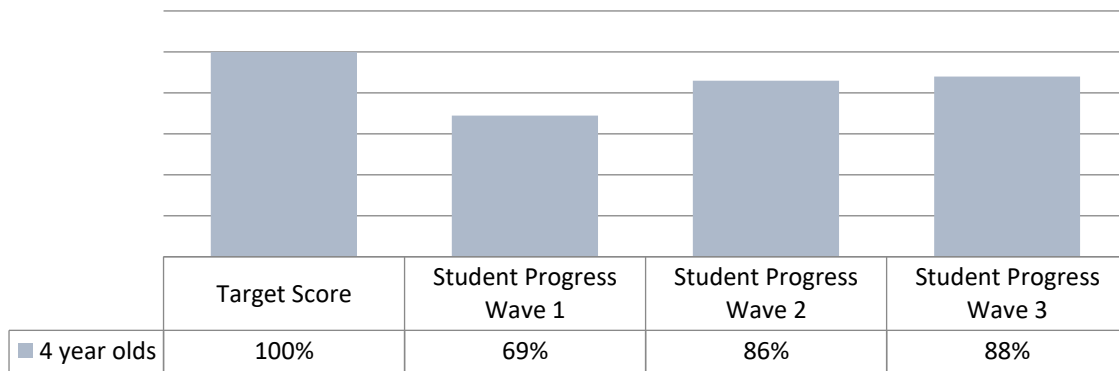


CSNT Head Start

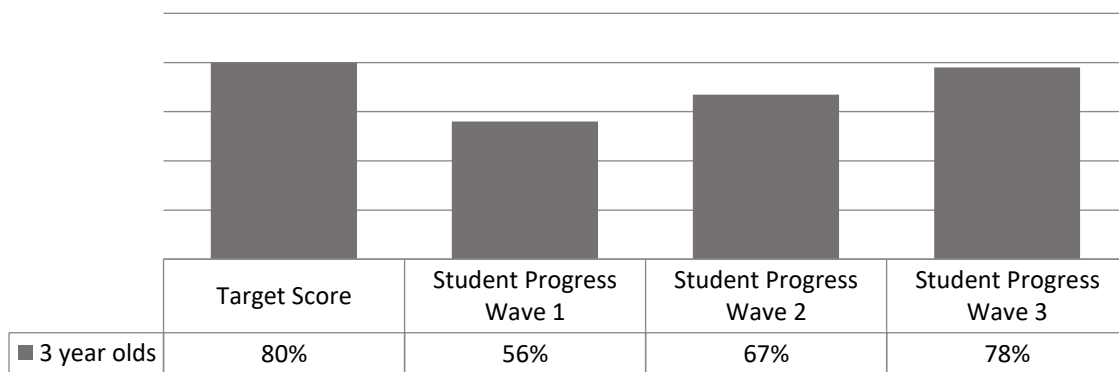
School Readiness Performance Data Report

2021-2022

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.

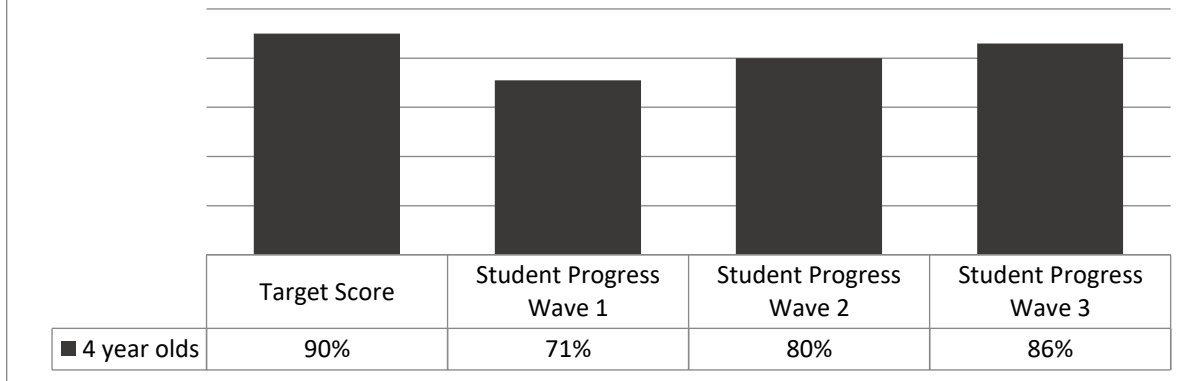


CSNT Head Start

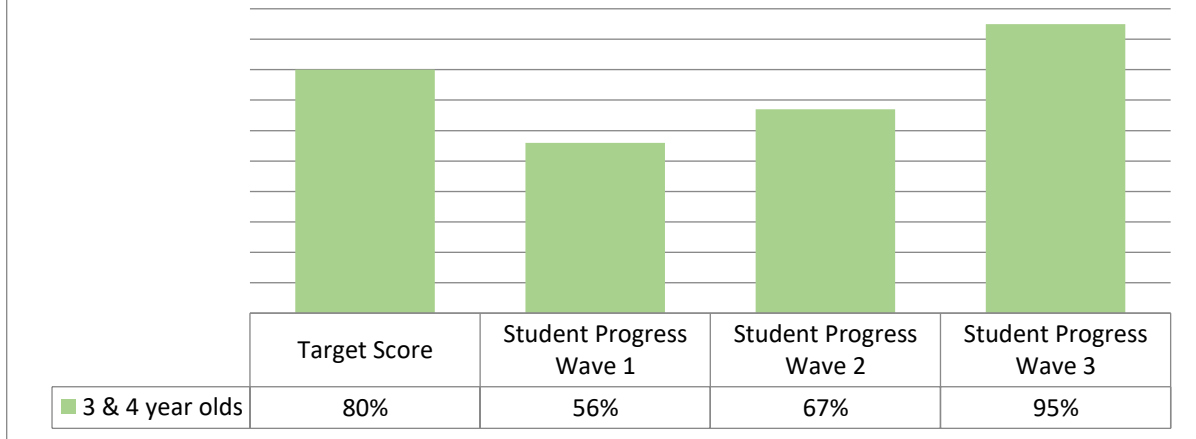
School Readiness Performance Data Report

2021-2022

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.



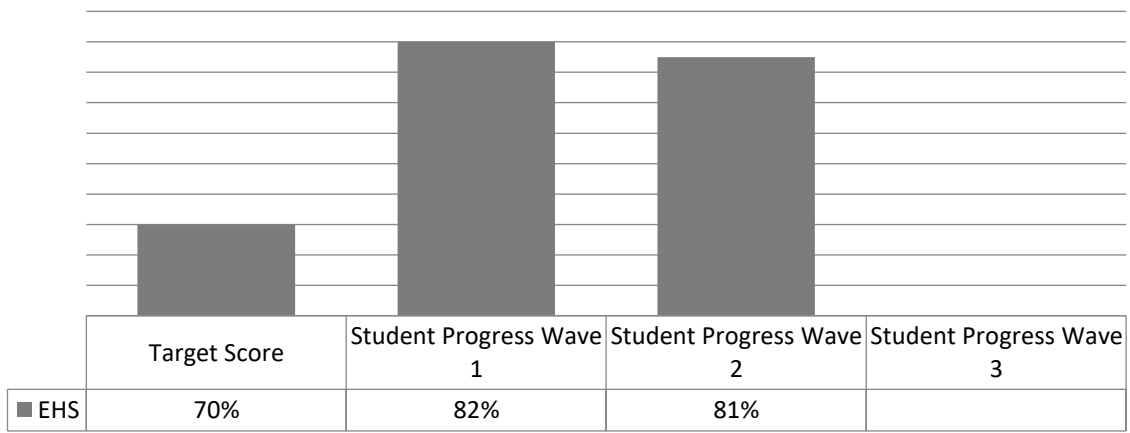
CSNT Head Start

School Readiness Performance Data Report

2021-2022

Cognition: Mathematics Development

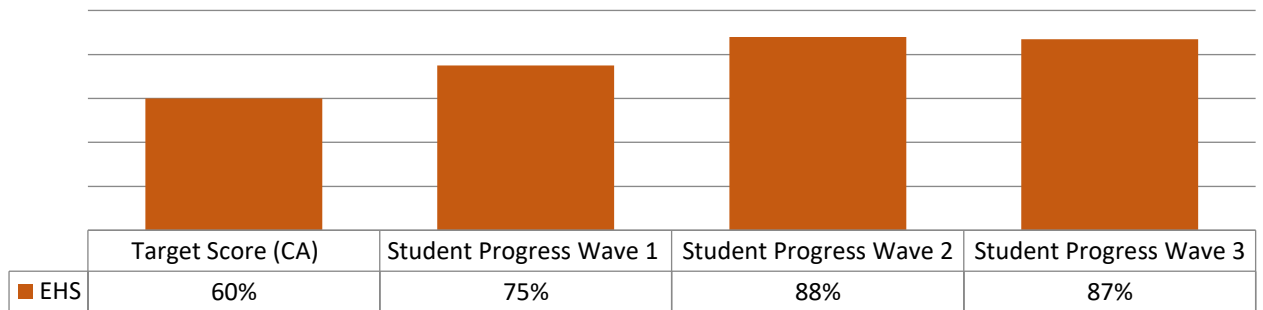
Goal: Children will learn and begin to use math concepts.



Language and Literacy

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

Children will learn and demonstrate alphabet knowledge....

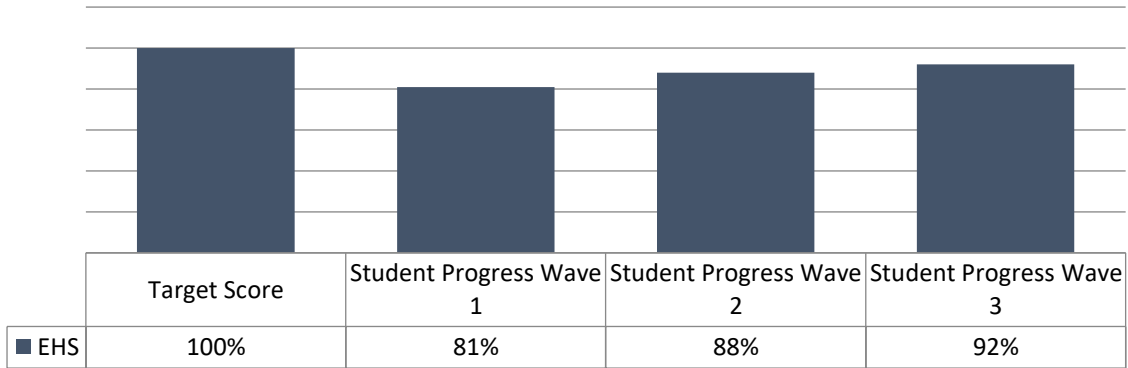


CSNT Head Start

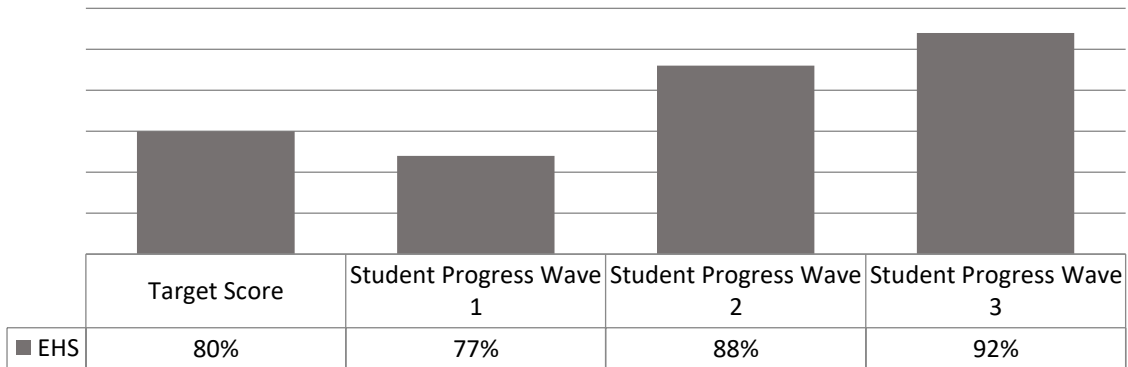
School Readiness Performance Data Report

2021-2022

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



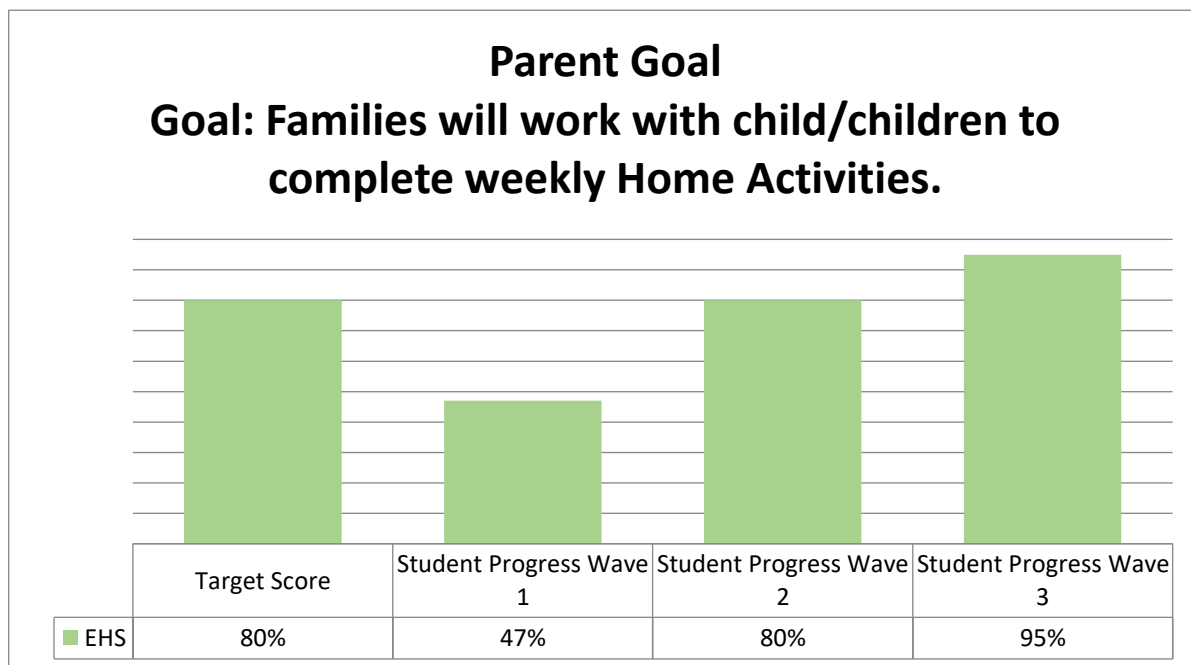
Social and Emotional Development
Goal: Children will demonstrate interact with peers, cooperating and solving social problems.



CSNT Head Start

School Readiness Performance Data Report

2021-2022



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. **81% HS 81% EHS**

Action Steps:

1. 87% compliance of all EPTSD physical requirements. - **88% HS 85% EHS**
2. 92% Compliance on initial physicals. – **88% HS 95% EHS**
3. 87% Compliance on all six month dentals. – **76% HS 70% EHS**
4. 85% compliance on lead and hemoglobin. – **71% HS 75% EHS**

2. Goal: Parents will increase family engagement skills.

Objective: 80% of Parents will participate in Family Engagement Activities. **70%**

Action Steps:

1. 40% Parent Meeting Attendance -**19%**
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 – **61%**

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. **76%**

Action Steps:

1. 85% parent participation in Home Visits and Parent Teacher Conferences. - **94%**
2. 80% completion of home activities. **95%**
3. 40% participation at the end of the year transition parent meeting. **38%**

Updated: 5/12/2022

CSNT Head Start 2021-2022 Program Goals Progress Report

Program Goal 1: Strengthen comprehensive Health Services for enrolled children and their families					
Year Three Objective One Outcome: 85% of parents will obtain (EPDST) health requirements for their children					
Fall Progress	HS 71% EHS 92%	Winter Progress	HS 71% EHS 76%	Spring Progress	HS 81% EHS 81%
Program Goal 1 Challenges: Parents understanding the importance of getting this done					

Program Goal 2: Provide Comprehensive School Readiness					
Year Three Objective One Outcome: 66% of Head Start children will name upper and lowercase letters					
Fall Progress	32%	Winter Progress	52%	Spring Progress	62%
Program Goal 2 Challenges: Teachers individualizing according to the data in the child assessment system					

Program Goal 2: Provide Comprehensive School Readiness					
Year Three Objective Two Outcome: 81% of children will sequence count to 50					
Fall Progress	12%	Winter Progress	34%	Spring Progress	50%
Program Goal 2 Challenges: Teachers individualizing according to the data in the child assessment system					

Program Goal 2: Provide Comprehensive School Readiness.					
Year Three Objective Three Outcome: <u>Head Start</u> - .5 increase in CLASS Emotional Support (ES) and Classroom Organization (CO) and .2 increase in Instructional Support (IS) <u>Early Head Start</u> – Emotional & Behavior score of 6 and Engaged Learning score of 6 and Responsive Caregiving score of 6					
Fall Progress	ES .19 decrease CO .35 decrease IS .75 decrease EB .10 decrease EL .22 decrease RC .56 decrease	Winter Progress	ES .90 increase CO .55 increase IS .75 increase EB .90 increase EL .17 decrease RC .75 increase	Spring Progress	ES .03 increase CO .44 increase IS .64 increase EB .01 decrease EL same RC .19 decrease
Program Goal 2 Challenges: Staff turnover, Teacher motivation, lack of understanding concepts					

Program Goal 2: Provide Comprehensive School Readiness					
Year Three Objective Four Outcome: 45% of Early Head Start children will demonstrate interactions with their peers					
Fall Progress	77%	Winter Progress	89%	Spring Progress	84%
Program Goal 2 Challenges: Teachers individualizing according to the data in the child assessment system					

Program Goal 3: Increase Parent Involvement in the Head Start Program					
Year Three Objective One Outcome: 45% of parents will be involved in their child's education					
Fall Progress	40%	Winter Progress	68%	Spring Progress	61%
Program Goal 3 Challenges: Parent's ability to participate in activities due to other commitments such as work or family responsibilities					