




**Community Services of Northeast Texas, Inc.**  
**Head Start**  
**Policy Council Meeting**  
**Tuesday, April 22, 2025 at 9:00 am**  
**Head Start Management Building**  
**124 North Main**  
**Linden, Texas 75563**


**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 March 25, 2025**
6. **Presentations**
  - A. None
7. **Reports**
  - A. Financial Report Shelley Mitchell
    - a. Head Start Financial Report March 2025
    - b. Credit Usage Report March 2025
    - c. CACFP Financial Report March 2025
  - B. Head Start Director Report Bernadette Harris
    - a. Head Start Report March 2025
    - b. PIR March 2025
  - C. Executive Director Report Michelle Morehead

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**Head Start**  
**Policy Council Meeting**  
**Tuesday, April 22, 2025 at 9:00 am**  
**Head Start Management Building**  
**124 North Main**  
**Linden, Texas 75563**

**8. Committee Reports**

- A. Appoint Committee Member(s)
- B. Committee Reports

**9. Action Items**

- A. Discuss and/or Approve School Calendars for 2025-2026 School Year
  - 1. Atlanta
  - 2. Bloomburg
  - 3. Daingerfield
  - 4. Hughes Springs
  - 5. Naples
  - 6. Pittsburg
  - 7. Texarkana
  - 8. Hughes Springs Early Head Start
- B. Discuss and/or Approve Parent Handbook 2025-2026

**10. Discussion Items**

- 1. Discuss May 27, 2025 Policy Council Meeting

**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, March 25, 2025 9:00 am**  
**Head Start Management Building**  
**124 N Main St**  
**Linden, Texas**

PC Attendance	Campus	Title	Sep-24	Oct-24	Dec-24	Jan-25	Feb-25	Mar-25
<b>Chairperson - Teresa Thompson</b>			x	x	x		x	X
<b>Vice Chairperson - Emily Capps</b>			x		x			X
<b>Secretary - Jasmine Collier</b>			x	x	x			
Teresa Thompson	Morris County	Representative	x	x	x		x	X
Martavius Jones	Camp County	Representative		x			x	
Lauren English	Atlanta	Representative					x	
VACANT	Atlanta	Alternate						
Heather Lundy	Bloomburg	Representative	x		X			
Makenzie Kidd	Bloomburg	Alternate						
T'yana Rider	D/LS	Representative		x	x		x	X
Makahila Reeves	D/LS	Alternate						
Nellie McKelvy	Hughes Springs	Representative						
Jessica Benton (10/22/24)	Hughes Springs	Representative		x	x			
Sara Martinez	Hughes Springs	Alternate					X	
Tamerra Jackson	Hughes Springs EHS	Representative						
Suzanne Taber	Hughes Springs EHS	Alternate						
Lauren Pace	Hughes Springs ISD	Representative			x			
Lindsey High	Hughes Springs ISD	Alternate						
Jasmine Collier	Naples	Representative	x	x	x			
Robyn Goins	Naples	Alternate						
Emily Capps	New Boston	Representative	x		x			X
Crystal Nabors	New Boston	Alternate						
Cherie Hooks	New Boston	Alternate						
Barbara Hill-Pipkens	Pittsburg	Representative						X
David Chustz	Pittsburg	Alternate						
Quaezsha Arnold	Texarkana	Representative			x			
VACANT	Texarkana	Alternate						

**Others in attendance: CSNT Staff:** Bernadette Harris, Bernard Yancey, Susan Horner, Shelley Mitchell, Misty Van Hooser, Frances Evans

**1. Call to Order:**

The meeting was called to order by Teresa Thompson, Policy Council Chairperson at 9:05 am, March 25, 2025, in the Head Start Management Building Conference Room.

**2. Recognize New Policy Council Members:**

Barbara Hill-Pipkins – Pittsburgh Head Start Representative

**3. Establishment of Quorum:**

Quorum was established with the following Policy Council Members present: Teresa Thompson, Emily Capps, Barbara Hill-Pipkins, T'yana Rider

**4. Approval of Agenda:**

Members reviewed the agenda. Barbara Hill-Pipkins moved to accept the agenda as presented with the changes to training. This motion was seconded by T'yana Rider. 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 December 10, 2024:**

Barbara Hill-Pipkins moved to accept the minutes of the Feb. 25, 2025 meeting as presented. The motion was seconded by T'yana Rider. 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 Self-Assessment Facts – Bernadette Harris**

Bernadette spoke on the importance of Self-Assessment. It is a chance to look at ourselves to see what is going well and an opportunity for staff to make recommendations for improvements. It also finds any areas of weakness and allows the program to follow-up and correct. The Self-Assessment goes with the completed Grant application.

**7. Reports:**

**A. Financial Report**

Shelley Mitchell gave the financial report as presented.

**B. Head Start Report**

Bernadette Harris gave the Head Start Report as presented.

**C. Executive Directors Report**

Bernie Yancey, Deputy Executive Director stated there were no reports at this time.

## **8. Committee Report:**

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

None

### **B. Committee Reports**

#### **1. ERSEA Committee Meeting –**

Misty Van Hooser gave report on meeting. All new forms were voted on at this meetings and will be voted on later in this meeting.

#### **2. Self-Assessment Committee Meeting -**

Bernadette Harris gave report on meeting. Some small editing was made to self-assessment report. Went through each step of Self-Assessment. Final report will be discussed late on the agenda.

## **9. Action Items:**

### **A. Discuss and/or Approve Self-Assesment Results 2025**

Bernadette Harris Discussed and Reviewed the Self-Assessment Results. Barbara Hill-Pipkens moved to approve the Self-Assessment Results as presented. The motion was seconded by T'yana Rider. 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 ERSEA form changes**

Misty Van Hooser discussed and reviewed the ERSEA form changes. T'yana Rider moved to approve the ERSEA form changes as presented. The motion was seconded by Emily Capps. The motion was put to a vote with a majority of members in favor by signaling aye. The motion carried.

### **C. Discuss and/or Approve 2025-2026 School Menus**

Susan Horner Discussed and Reviewed the 2025-2026 School Menus. Emily Capps moved to approve the 2025-2025 School menus as presented. The motion was seconded by Barbara Hill-Pipkens. 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 the Head Start Program Goals 2024-2025**

Bernadette Harris Reviewed and Discussed the Head Start Program Goals 2024-2025

### **B. Discuss Parent, Family, and Community Engagement School Readiness Goals 2024-2025**

Misty Van Hooser Discussed and reviewed the PFCE goals 2024-2025.

### **C. Discuss Head Start School Readiness Performance Data 2024-2025**

France Evans Reviewed and Discussed the School Readiness Performance Data 2024-2025.

### **D. Discuss Financial Audit**

Bernadette Harris discussed the financial audit.

**11. Audience Comments:**

Bernadette Harris discussed changes coming up next school year. She stated more details would be provided at the April meeting. Emily Capps asked if any other districts had been considered to partner with New Boston. Stated parents wanted to help in any way possible. Bernadette Harris and Bernie Yancey answered her question.

**12. Executive Session:**

None

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

None

**14. Adjourn:**

A motion to adjourn was made by Barbara Hill Pipkens at 10:06 am. The motion was seconded by T'yana Rider.

**Minutes Submitted by: Misty Van Hooser**

**Minutes approved by:**

# Head Start

## Financial Report for the month of April 2025

(March 2025 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 11-30-2025</i>								
Personnel		\$2,277,370.00	\$177,707.84	\$685,207.13	\$1,592,162.87	\$189,780.83	\$759,123.33	\$73,916.20
Fringe Benefits		\$659,071.00	\$38,937.31	\$165,843.46	\$493,227.54	\$54,922.58	\$219,690.33	\$53,846.87
Travel (4120)		\$10,000.00	\$1,114.18	\$3,691.64	\$6,308.36	\$833.33	\$3,333.33	(\$358.31)
Equipment		\$10,000.00	\$6,299.00	\$6,299.00	\$3,701.00	\$833.33	\$3,333.33	(\$2,965.67)
Supplies		\$209,369.00	\$11,699.37	\$28,957.11	\$180,411.89	\$17,447.42	\$69,789.67	\$40,832.56
Contractual		\$291,066.00	\$0.00	\$0.00	\$291,066.00	\$24,255.50	\$97,022.00	\$97,022.00
Facilities / Construction		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)		\$30,381.00	\$420.00	\$2,707.77	\$27,673.23	\$2,531.75	\$10,127.00	\$7,419.23
Indirect Cost		\$396,943.00	\$29,138.65	\$80,326.36	\$316,616.64	\$33,078.58	\$132,314.33	\$51,987.97
Other (4122)		\$608,806.00	\$68,377.08	\$241,632.93	\$367,173.07	\$50,733.83	\$202,935.33	(\$38,697.60)
Total		\$4,493,006.00	\$333,693.43	\$1,214,665.40	\$3,278,340.60	\$374,417.17	\$1,497,668.67	\$283,003.27
T&TA		\$40,381.00	\$1,534.18	\$6,399.41	\$33,981.59	\$3,365.08	\$13,460.33	\$7,060.92
Total								

USDA Reimbursements through February 2025

Estimated USDA Reimbursement for March 2025

Resulting (over)/under with USDA

\* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$95,000.00

<i>Further Analysis</i>	
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	\$172,807.92	\$12,834.36	\$46,717.90	\$14,400.66	\$57,602.64	\$10,884.74
Per Child	\$9,662.38	\$717.62	\$2,612.18	\$805.20	\$3,220.79	\$608.61

IN-KIND (Non-Federal Share)

	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$1,133,347.00	\$146,967.06	\$583,337.99	\$550,009.01



# Early Head Start

## Financial Report for the month of April 2025

(March 2025 Expenditures)

Funding Source	Amount Funded	Expenditures	Total To Date	Balance	Monthly Budget	YTD Budget	(Over)/Under
12 month program ending 11-30-2025							
Personnel	\$147,373.00	\$10,406.14	\$41,594.34	\$105,778.66	\$12,281.08	\$49,124.33	\$7,529.99
Fringe Benefits	\$42,650.00	\$1,243.18	\$4,757.32	\$37,892.68	\$3,554.17	\$14,216.67	\$9,459.35
Travel (4120)	\$2,190.00	\$34.46	\$789.04	\$1,400.96	\$182.50	\$730.00	(\$59.04)
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$17,650.00	\$42.86	\$1,404.86	\$16,245.14	\$1,470.83	\$5,883.33	\$4,478.47
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	\$120.00	\$496.23	\$2,570.77	\$255.58	\$1,022.33	\$526.10
Indirect Cost	\$23,737.00	\$1,397.46	\$4,045.74	\$19,691.26	\$1,978.08	\$7,912.33	\$3,866.59
Other (4122)	\$27,344.00	\$2,157.14	\$6,958.14	\$20,385.86	\$2,278.67	\$9,114.67	\$2,156.53
Total	\$264,011.00	\$15,401.24	\$60,045.67	\$203,965.33	\$22,000.92	\$88,003.67	\$27,958.00
T&TA	\$5,257.00	\$154.46	\$1,285.27	\$3,971.73	\$438.08	\$1,752.33	\$467.06
Total							

USDA Reimbursements through February 2025

Estimated USDA Reimbursement for March 2025

Resulting (over)/under with USDA

\* Total Over/Under without USDA

### Accruals:

Actual year end payroll accrual \$6000.00

	Amount Funded	Expenditures	Total To Date	Monthly Budget	YTD Budget	(Over)/Under
Per Classroom	\$132,005.50	\$7,700.62	\$30,022.84	\$11,000.46	\$44,001.83	\$13,979.00
Per Child	\$16,500.69	\$962.58	\$3,752.85	\$1,375.06	\$5,500.23	\$1,747.37

Further Analysis		
Number of children		16
Number of classrooms		2

### IN-KIND (Non-Federal Share)

	Needed	This month	Total	Still need
	\$67,317.00	\$2,088.69	\$8,495.13	\$58,821.87



HEAD START and EARLY HEAD START NUTRITION PROGRAM

April 2025 Financial Report

For the month of March 2025

CACFP

		<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$	6,567.28	40,922.02
Administrative Labor		1,569.24	7,462.54
Food		9,518.61	67,031.18
Supplies & Equipment		602.69	17,812.54
Purchased Services		-	0.00
Financial Costs		-	0.00
Media Costs		-	0.00
Operating Org Cost		-	1,668.70
Other		-	0.00
Total	\$	18,257.82	\$ 134,896.98

TDHS REVENUE	13,620.56	91,576.15
(Income Starts October 2024)		

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

**Board Report -April 2025**

Sam's Club

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

American Express

Purchases for February 2025		10,142.31
Payment due by ---N/A	Pd on 03/05/2025	<u>(10,142.31)</u>
Balance		-

Texana Bank Line of Credit

Program	
Highest March 2025 Balance	
Current balance	-
Exp pay off date	

Local Admin In House Line of Credit

Program	<b>VSN</b>	<b>CEAP B</b>
Highest March 2025 Balance	19,319.00	7,600.00
Current balance	19,319.00	
Exp pay off date		5/31/2025

CSNT Line of Credit

Program	<b>CSBG B</b>	<b>CEAP A</b>	<b>Payroll</b>
Highest March 2025 Balance	8,122.00	52,060.00	29,000.00
Current balance		1,190.00	
Exp pay off date		5/31/2025	



**COPY**



## Corporate Purchasing Cardmember Report

Sign-up For  
Online Statements

[www.americanexpress.com/gopaperless](http://www.americanexpress.com/gopaperless)

Prepared For  
MICHELLE MOREHEAD  
CSNT INC

Account Number

Closing Date  
02/28/25

Page 1 of 4

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Do Not Pay
1,975.86	10,142.31	0.00	1,975.86	0.00	10,142.31	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](http://www.americanexpress.com/checkyourbill) or call Customer Service at 1-800-492-4920.

Do not staple or use paper clips  
**Payment Coupon**

Account Number

MICHELLE MOREHEAD  
CSNT INC  
304 E HOUSTON ST  
LINDEN TX 75563-5600

Enter 15 digit account  
number on all payments.

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

**Payments:** The American Express® Corporate Purchasing Card statement is payable in full by your Company upon receipt. Payments received after 5:00pm may not be credited until the next day. Payments must be made in US currency, with a single draft or check drawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method clearable through the US banking system. The Account number must be included on or with all payments. If payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed. If we accept payment made in a foreign currency, we will choose a conversion rate that is acceptable to us to convert remittance into US currency, unless a particular rate is required by law. Please do not send post-dated checks. They will be deposited upon receipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord and satisfaction without our express prior written approval.

**Authorization for Electronic Debit:** We will process checks electronically, at first presentment and any representations, by transmitting the amount of the check, routing number, account number and check serial number to the financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, Company authorizes us to initiate an electronic debit from its bank or asset account. When we process a check electronically, payment may be debited to the bank or asset account as soon as the same day we receive the check, and that cancelled check will not be received with that bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Purchasing Card, please note that you are eligible to pay your bill online.

**Authorization for Electronic Payments:** By using Pay By Computer, Pay By Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electronic debit to the financial account you specify in the amount you request. Payments received after 5:00pm may not be credited until the next day.

**Transactions Made in Foreign Currencies:** If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, **in each instance increased by 2.5%**. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be billed at the rates such establishments use.

**In Case of Errors or Questions About Your Bill:** If you think your bill is incorrect, or if you need more information about a transaction on your bill, please call 1-800-492-4920 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right. If you have a dispute concerning goods and services purchased with the Corporate Purchasing Card, you should contact the merchant directly. If you are unable to obtain resolution, please contact us at 1-800-492-4920.

**When Contacting Us Regarding Errors or Questions:** We must hear from you no later than 60 days after we send you the first bill on which the error or problem appeared. When contacting us, please give us the following information: 1. Your name and account number; 2. The dollar amount of the suspected error; 3. Describe why you believe there is an error. If you need more information, describe the item you are unsure about.

**Note:** Your corporation, firm or organization may have its own policy or customized program, which takes precedence over any provision stated above.



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Card.

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call 1-800-492-4920.**

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1-336-393-1111

**Hearing Impaired  
Services:**  
Dial Relay 711 and  
1-800-492-4920

**Large Print and Braille  
Statements:**  
1-800-492-4920



**Customer Service**  
P.O. Box 53611  
Phoenix, AZ  
85072-3611

#### **Change of Address, phone number, email**

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- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

**Please do not add any written communication or address change on this stub.**



Prepared For  
**MICHELLE MOREHEAD**  
**CSNT INC**

Account Number  
[REDACTED]

Closing Date  
**02/28/25**

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## Activity

Date reflects either transaction or posting date

Card Number XXXX-XXXX [REDACTED]	Reference Code	Amount \$
02/11/25 CORPORATE REMITTANCE RECEIVED 02/11	05409000000	-1,975.86
02/13/25 CAMBRIA HOTEL AUSTIN AUSTIN TX FOL# 88534837 LODGING 02/07/25 ARRIVAL DATE DEPARTURE DATE 02/06/25 02/07/25 00 ROC NUMBER 88534837	88534837000	762.55
02/13/25 CAMBRIA HOTEL AUSTIN AUSTIN TX FOL# 88534863 LODGING 02/07/25 ARRIVAL DATE DEPARTURE DATE 02/06/25 02/07/25 00 ROC NUMBER 88534863	88534863000	762.55
02/13/25 CAMBRIA HOTEL AUSTIN AUSTIN TX FOL# 88534868 LODGING 02/07/25 ARRIVAL DATE DEPARTURE DATE 02/06/25 02/07/25 00 ROC NUMBER 88534868	88534868000	762.55
02/24/25 CAPLAW.ORG BOSTON MA REF# NT_RPKHGLN10 +16173576915 02/24/25		2,900.00
02/26/25 FAMILY DOLLAR 000008 LINDEN TX REF# 00000007950 7573215000 02/25/25 VARIETY STORES ROC NUMBER 00000007950	00000007950	23.00
02/01/25 HILTON HOTELS HILTON NEW ORLEANS LA FOL# 4382361 HILTON HOTELS 02/01/25 ARRIVAL DATE DEPARTURE DATE 01/27/25 01/31/25 00 ROC NUMBER 4382361	55561004900	1,314.92
02/01/25 HILTON HOTELS HILTON NEW ORLEANS LA FOL# 4382359 HILTON HOTELS 02/01/25 ARRIVAL DATE DEPARTURE DATE 01/27/25 01/31/25 00 ROC NUMBER 4382359	55561005000	1,558.00
02/26/25 NEW V MART 000000000 JEFFERSON TX REF# 000030933 9999999999 02/25/25	00003093300	5.98
02/25/25 RIVERPORT BARBQUE, C JEFFERSON TX REF# 854829850569 903-665-2341 02/24/25 ROC NUMBER 8548298505698002	85482985056	540.00
02/27/25 Sheraton Boston Hote Boston MA FOL# 6149579 SHERATON 02/27/25 ARRIVAL DATE DEPARTURE DATE 05/27/25 05/30/25 00 ROC NUMBER 6149579	61495790000	348.19
02/27/25 Sheraton Boston Hote Boston MA FOL# 6149580 SHERATON 02/27/25 ARRIVAL DATE DEPARTURE DATE 05/27/25 05/30/25 00 ROC NUMBER 6149580	61495800000	348.19
02/27/25 Sheraton Boston Hote Boston MA FOL# 6149400 SHERATON 02/27/25 ARRIVAL DATE DEPARTURE DATE 05/27/25 05/30/25 00 ROC NUMBER 6149400	61494000000	348.19
02/27/25 Sheraton Boston Hote Boston MA FOL# 6149532 SHERATON 02/27/25 ARRIVAL DATE DEPARTURE DATE 05/27/25 05/30/25 00 ROC NUMBER 6149532	61495320000	348.19

Continued on reverse

Prepared For  
MICHELLE MOREHEAD  
CSNT INC

Account Number  
XXXX-XXX [REDACTED]

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Activity Continued				Reference Code	Amount \$
02/03/25	STARLINK INTERNET	HAWTHORNE	CA		120.00
REF# aecf0ead-0e0 COMPUTER NETWORK 02/03/25					
<b>Total for MICHELLE MOREHEAD</b>				New Charges/Other Debits	10,142.31
				Payments/Other Credits	-1,975.86

# CSNT Head Start Director's Report PY01/FY25

## April Report/March Data

### How Are We Doing?



#### HEAD START Preschool Attendance - March 2025

- ✓ **467** Actual Enrollment (Under/Over 2 Student(s)) – Funded **465**
- ✓ **6.4%** Disability Students – **10%** Target
- ✓ **89%** Average Daily Attendance



#### HEAD START Preschool NFS/ICP/Admin Expenses Rate

- ✓ **\$146,787** NFS Collected – **\$1,133,347** NFS Needed
- ✓ **\$80,326** Indirect Costs Collected
- ✓ **11%** Admin Expense Rate



#### HEAD START Preschool CACFP Meals/Reimbursements

- ✓ **\$12,051** Reimbursed This Month - **\$48,729** Reimbursed This Year
- ✓ **17** days of Service – **4244** Meals Served

**Listen with Curocity**  
**Speak with Honesty**  
**Act with Integrity**



#### HEAD START Preschool Quality Assurance

- ✓ **86** Files Reviewed/**41** Classrooms Observed
- ✓ **6** Incomes Verified/**0** Interviews/**35** Community Contacts
- ✓ **Self-Assessment** – **3** Findings/**2** Corrections/**1** Remaining
- ✓ **Annual Detailed Monitoring** – **12** Findings/**6** Corrections/**6** Remaining

#### ANNOUNCEMENTS:

All Campus locations are preparing for Spring Events  
Preparing for end of school year



# CSNT Early Head Start Director's Report PY01/FY25

## April Report/March Data



## How Are We Doing?

### EARLY HEAD START Attendance - March 2025

- ✓ **16** Actual Enrollment (Under/Over - 0 Student(s)) – Funded **16**
- ✓ **6.3%** Disability Students – **10%** Target
- ✓ **81%** Average Daily Attendance



### EARLY HEAD START NFS/Indirect Costs/Admin Expenses Rate

- ✓ **\$8,495** NFS Collected - **\$65,802** NFS Needed
- ✓ **\$4,046** Indirect Costs Collected
- ✓ **7%** Admin Expense Rate



### EARLY HEAD START CACFP Meals/Reimburse

- ✓ **\$1,569** Reimbursed This Month - **\$6,652** Reimbursed This Year
- ✓ **15** days of Service – **552** Meals Served

**Listen with Curocity**  
**Speak with Honesty**  
**Act with Integrity**



### EARLY HEAD START Quality Assurance

- ✓ **2** Files Reviewed/**5** Classrooms Observed
- ✓ **0** Incomes Verified/**0** Interviews/**2** Community Contacts
- ✓ **Self-Assessment** – **3** Findings/**2** Corrections/**1** Remaining
- ✓ **Annual Detailed Monitoring** – **12** Findings/**6** Corrections/**6** Remaining

### ANNOUNCEMENTS:

All Campus locations are preparing for Spring Events  
Preparing for end of school year



# Office of Head Start - Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2024-2025)

Date

4/3/2025

## Funded Enrollment

Number of enrollment slots the program is funded to serve.

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Total Funded Enrollment	465	100.00%

## Funded Enrollment by Program Option

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Center-based	465	100.00%
Home-based	0	0%
Family Child Care	0	0%
Locally Designed	0	0%

## Detail - Center-based Funded Enrollment

	<i># of center-based funded enrollment slots</i>	<i>% of center-based funded enrollment slots</i>
Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	465	100.00%
Of these, the number that are available for the full-working-day and full-calendar-year	0	
Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0	0%
Of these, the number that are available for 3.5 hours per day for 128 days	0	
Of these, the number that are available for a full working day	0	

## Total Cumulative Enrollment

	<i># of participants</i>	<i>% of participants over Funded Enrollment</i>
Total Cumulative Enrollment	513	10.32%

## Participants by Age

	<i># of participants</i>	<i>% of participants</i>
1 Year Old	0	0.00%
2 Years Old	2	0.39%
3 Years Old	234	45.61%
4 Years Old	276	53.80%
5 Years Old	1	0.19%

## Homelessness Services

	<i># of children</i>	<i>% of children</i>
Total number of children experiencing homelessness that were served during the enrollment year	25	4.87%

## Foster Care

	<i># of children</i>	<i>% of children</i>
Total number of enrolled children who were in foster care at any point in the program year	16	3.12%

## Prior Enrollment of Children

	<i># of children</i>	<i>% of children</i>
The second year	156	30.41%
Three or more years	11	2.14%

## Ethnicity And Race

	<i># of Hispanic or Latino Origin participants</i>	<i>% of Hispanic or Latino Origin participants</i>	<i># of Non-Hispanic or Non-Latino Origin participants</i>	<i>% of Non-Hispanic or Non-Latino Origin participants</i>
American Indian or Alaska Native	0	0.00%	4	0.78%
Asian	1	0.19%	2	0.39%
Black or African American	11	2.14%	234	45.61%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	25	4.87%	136	26.51%
Biracial or Multi-Racial	16	3.12%	45	8.77%
Other Race	36	7.02%	2	0.39%
Unspecified Race	0	0.00%	0	0.00%

## Primary Language of Parents at Home

	<i># of children</i>	<i>% of children</i>
English	477	92.98%
Of these, the number of children acquiring/learning another language in addition to English	18	
Spanish	35	6.82%
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 Languages	1	0.19%
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%
American Sign Language	0	0.00%
Other Languages	0	0.00%
Unspecified Languages	0	0.00%

## Health Services

<i>Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)</i>	<i># at Beginning of Enrollment Year</i>	<i>% at Beginning of Enrollment Year</i>	<i># at End of Enrollment Year</i>	<i>% at End of Enrollment Year</i>
Children with health insurance	462	90.06%	452	88.11%
Children with accessible health care	426	83.04%	392	76.41%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	503	98.05%	504	98.25%
Children with accessible dental care	394	76.80%	360	70.18%

## Disabilities Services

	<i># of children</i>	<i>% of children</i>
Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	29	6.24%

## Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	470	100.00%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	326	69.36%

## Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	14	2.98%
Housing Assistance	5	1.06%
Asset Building Services	71	15.11%
Mental Health Services	8	1.70%
Substance Misuse Prevention	2	0.43%
Substance Misuse Treatment	0	0.00%
English as a Second Language (ESL) Training	11	2.34%
Assistance in enrolling into an education or job training program	21	4.47%
Research-based parenting curriculum	241	51.28%
Involvement in discussing their child's screening and assessment results and their child's progress	318	67.66%
Supporting transitions between programs	314	66.81%
Education on preventive medical and oral health	313	66.60%
Education on health and developmental consequences of tobacco product use	120	25.53%
Education on nutrition	320	68.09%
Education on postpartum care	3	0.64%
Education on relationship/marriage	7	1.49%
Assistance to families of incarcerated individuals	2	0.43%



# Office of Head Start - Early Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2024-2025)

Date

4/3/2025

## Funded Enrollment

Number of enrollment slots the program is funded to serve.

	# of funded enrollment slots	% of funded enrollment slots
Total Funded Enrollment	16	100.00%

## Funded Enrollment by Program Option

	# of funded enrollment slots	% of funded enrollment slots
Center-based	16	100.00%
Home-based	0	0%
Family Child Care	0	0%
Locally Designed	0	0%

## Detail - Center-based Funded Enrollment

	# of center-based funded enrollment slots	% of center-based funded enrollment slots
Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	16	100.00%
Of these, the number that are available for the full-working-day and full-calendar-year	0	
Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0	0%
Of these, the number that are available for 3.5 hours per day for 128 days	0	
Of these, the number that are available for a full working day	0	

## Total Cumulative Enrollment

	# of participants	% of participants
Total Cumulative Enrollment	16	100.00%

## Participants by Age

	# of participants	% of participants
Under 1 Year Old	0	0.00%
1 Year Old	3	18.75%
2 Years Old	13	81.25%
3 Years Old	0	0.00%
Pregnant Women	0	0.00%

## Homelessness Services

	# of children	% of children
Total number of children experiencing homelessness that were served during the enrollment year	2	12.50%

## Foster Care

	# of children	% of children
Total number of enrolled children who were in foster care at any point in the program year	2	12.50%

## Prior Enrollment of Children

	# of children	% of children
The second year	7	43.75%
Three or more years	0	0.00%

## Ethnicity And Race

	# of Hispanic or Latino Origin participants	% of Hispanic or Latino Origin participants	# of Non-Hispanic or Non-Latino Origin participants	% of Non-Hispanic or Non-Latino Origin participants
American Indian or Alaska Native	0	0.00%	0	0.00%
Asian	0	0.00%	0	0.00%
Black or African American	0	0.00%	10	62.50%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	2	12.50%	3	18.75%
Biracial or Multi-Racial	0	0.00%	0	0.00%
Other Race	1	6.25%	0	0.00%
Unspecified Race	0	0.00%	0	0.00%

## Primary Language of Parents at Home

	# of children	% of children
English	14	87.50%
Of these, the number of children acquiring/learning another language in addition to English	0	0.00%
Spanish	2	12.50%
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 Languages	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%
American Sign Language	0	0.00%
Other Languages	0	0.00%
Unspecified Languages	0	0.00%

## Health Services

<i>Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)</i>	# at Beginning of Enrollment Year	% at Beginning of Enrollment Year	# at End of Enrollment Year	% at End of Enrollment Year
Children with health insurance	16	100.00%	15	93.75%
Children with accessible health care	16	100.00%	16	100.00%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	16	100.00%	16	100.00%
Children with accessible dental care	16	100.00%	16	100.00%

## Disabilities Services

	<i># of children</i>	<i>% of children</i>
Children with an Individualized Family Service Plan (IFSP), indicating they were determined eligible to receive early intervention services	1	6.25%

## Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	16	100.00%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	7	43.75%

## Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	0	0.00%
Housing Assistance	0	0.00%
Asset Building Services	0	0.00%
Mental Health Services	0	0.00%
Substance Misuse Prevention	0	0.00%
Substance Misuse Treatment	0	0.00%
English as a Second Language (ESL) Training	1	6.25%
Assistance in enrolling into an education or job training program	0	0.00%
Research-based parenting curriculum	7	43.75%
Involvement in discussing their child's screening and assessment results and their child's progress	7	43.75%
Supporting transitions between programs	7	43.75%
Education on preventive medical and oral health	7	43.75%
Education on health and developmental consequences of tobacco product use	0	0.00%
Education on nutrition	7	43.75%
Education on postpartum care	0	0.00%
Education on relationship/marriage	0	0.00%
Assistance to families of incarcerated individuals	0	0.00%



# 2025-2026 Calendar



## Atlanta Head Start



### Student Days:

Full Day—7:30-3:00

### Student Hours - 1290

Student Days—172

### Staff Training/ Students out

- July 29-Aug 6
- Sept 22
- Oct. 31
- Jan. 5
- Feb. 23

### Student & Staff Holidays

- Labor Day - Sept 1
- Fall Holiday—Oct 10-13
- Thanksgiving - Nov 24-28
- Christmas - Dec 22-Jan 6
- Martin Luther King- Jan 19
- Winter Break—Feb 16-20
- Spring Break - Mar 30-4/3
- Good Friday - April 3

### Early Release Day

- Dec. 18-19
- May 21-22

Campus Director:

Family Services:  
Sharda Barber  
Kimberlee Crawford

Contact Number:  
(903) 796-4118

August 2025							September 2025							October 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				
November 2025							December 2025							January 2026						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
30																				
February 2026							March 2026							April 2026						
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	5	6	7	1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	22	23	24	25	26	27	28	26	27	28	29	30		
							29	30	31											
May 2026							June 2026							July 2026						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2											1	2	3	4
3	4	5	6	7	8	9		1	2	3	4	5	6	5	6	7	8	9	10	11
10	11	12	13	14	15	16	7	8	9	10	11	12	13	12	13	14	15	16	17	18
17	18	19	20	21	22	23	14	15	16	17	18	19	20	19	20	21	22	23	24	25
24	25	26	27	28	29	30	21	22	23	24	25	26	27	26	27	28	29	30	31	
31							28	29	30											

**School Starts: August 7**

**School Ends: May 22**

# 2025-2026 Calendar



*Bloomburg  
Pre-K Academy*



## Student Days:

Full Day—7:30-3:00

Student Hours - 1252.50

Student Days—167

## Staff Training/ Students out

- Aus 1-8
- December 18-19
- May 14-15

## Student & Staff

### Holidays

- Labor Day - Sept 1
- Fall Break—Oct 13-20
- Thanksgiving - Nov 24-28
- Christmas - Dec 22-Jan 6
- Martin Luther King- Jan 19
- Winter Break - Feb 13-16
- Spring Break - Mar 13-20
- Good Friday—April 3

## Staff Return

Campus Director:  
Candie Harris

Family Services:  
Candie Harris

Contact Number:  
(903) 728-5880

August 2025							September 2025							October 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				
November 2025							December 2025							January 2026						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
30																				
February 2026							March 2026							April 2026						
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	5	6	7	1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	22	23	24	25	26	27	28	26	27	28	29	30		
							29	30	31											
May 2026							June 2026							July 2026						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2											1	2	3	4
3	4	5	6	7	8	9		1	2	3	4	5	6	5	6	7	8	9	10	11
10	11	12	13	14	15	16	7	8	9	10	11	12	13	12	13	14	15	16	17	18
17	18	19	20	21	22	23	14	15	16	17	18	19	20	19	20	21	22	23	24	25
24	25	26	27	28	29	30	21	22	23	24	25	26	27	26	27	28	29	30	31	
31							28	29	30											

School Starts: August 11

School Ends: May 13

# 2025-2026 Calendar



## Daingerfield Head Start



### Student Days:

Full Day—7:50-3:30

Student Hours - 1267.50

Student Days—169

### Staff Training/ Students out

- July 29-Aug 6
- Oct 14
- Dec 19
- Jan. 5
- March 13

### Student & Staff Holidays

- Labor Day - Sept 1
- Fall Holiday—Oct 13
- Thanksgiving - Nov 24-28
- Christmas - Dec 22-Jan 2
- Martin Luther King- Jan 19
- Winter Break—Feb 13-16
- Spring Break - Mar 15-20
- Good Friday - April 3

### Make-up Days

(Holiday if not needed)

- May 8
- May 15

Campus Director:  
Kaye Nelms

Family Services:  
Marenda Traylor

Contact Number:  
(903) 645-6036

August 2025							September 2025							October 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				
November 2025							December 2025							January 2026						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
30																				
February 2026							March 2026							April 2026						
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	5	6	7	1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	22	23	24	25	26	27	28	26	27	28	29	30		
							29	30	31											
May 2026							June 2026							July 2026						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2											1	2	3	4
3	4	5	6	7	8	9		1	2	3	4	5	6	5	6	7	8	9	10	11
10	11	12	13	14	15	16	7	8	9	10	11	12	13	12	13	14	15	16	17	18
17	18	19	20	21	22	23	14	15	16	17	18	19	20	19	20	21	22	23	24	25
24	25	26	27	28	29	30	21	22	23	24	25	26	27	26	27	28	29	30	31	
31							28	29	30											

School Starts: August 14

School Ends: May 21

# 2025-2026 Calendar



## Hughes Springs Head Start



### Student Days:

Full Day—7:30-3:00

### Student Hours - 1260

Student Days—168

### Staff Training/ Students out

- Oct 10
- Nov 21 (1pm-4pm)
- Dec 18 (1pm-4pm)
- Dec 19
- Jan 5
- March 16
- May 22 (1pm-4pm)

### Student & Staff Holidays

- Labor Day - Sept 1
- Fall Break—Oct 13-14
- Thanksgiving - Nov 24-28
- Christmas - Dec 12- Jan 2
- Martin Luther King- Jan 19
- Presidents Day—Feb. 16
- Spring Break - March 6-13
- Good Friday—April 3
- Wildflower —Apr il 24

### Early Release Day

- Nov. 21
- Dec 18
- May 22

### Staff Return

Campus Director:  
Carlin Johnson

Family Services:  
Jennifer Sullivan  
Quaneisha Baker

Contact Number:  
(903) 639-1914

August 2025							September 2025							October 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
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31							28	29	30											

**School Starts: August 14**

**School Ends: May 22**

# 2025-2026 Calendar



*Naples  
Head Start*



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

**Student Hours - 1176**  
**Student Days—147**

**Staff Training/ Students out**

■ Aus 1-8

**Student & Staff Holidays**

- Labor Day - Sept 1
- Thanksgiving - Nov 24-28
- Christmas - Dec 22-Jan 5
- Martin Luther King- Jan 19
- Spring Break - Mar 16-20
- Good Friday—April 3

**Make-Up Days**

- April 3
- April 10
- May 22

**Staff Return**

Campus Director:  
Felicia Williams

Family Services:  
Felicia Williams

Contact Number:  
(903) 897-0318

August 2025							September 2025							October 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
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31							28	29	30											

School Starts: August 11

School Ends: May 13

# 2025-2026 Calendar



*Pittsburgh  
Head Start*



## Student Days:

Full Day—7:30-3:00

**Student Hours - 1252.50**

**Student Days—167**

## Staff Training/ Students out

- July 29-Aug 6
- Oct 13 & 20
- Jan 7
- Mar 30
- May 4

## Student & Staff Holidays

- Labor Day - Sept 1
- Fall Holiday—Oct 3
- Fall Holiday - Nov. 3
- Thanksgiving - Nov 24-28
- Christmas - Dec 22-Jan 6
- Martin Luther King- Jan 19
- President Day—Feb. 16
- Spring Break - Mar 16-20
- Good Friday - April 3

## Early Release Day

- Nov. 21
- Dec 19
- Mar. 13
- Apr 2
- May 14 & 15

Campus Director:  
Kaye Nelms

Family Services:  
Kaye Nelms  
Claudia Salines

Contact Number:  
(903) 856-1245

August 2025							September 2025							October 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
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17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
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16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
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31							28	29	30											

**School Starts: August 13**

**School Ends: May 15**

# 2025-2026 Calendar



*Texarkana  
Head Start*



## Student Days:

Full Day—7:30-3:00

## Student Hours - 1286.25

Student Days—171.50

## Staff Training/ Students out

- July 29-Aug 6
- Oct 13 & 14
- Jan 5 & 6
- Mar 16 & 17

## Student & Staff Holidays

- Labor Day - Sept 1
- Thanksgiving - Nov 24-28
- Christmas - Dec 22-Jan 2
- Martin Luther King- Jan 19
- Winter Break - Feb 16-20
- Spring Break - April 6-10

## Early Release Day

- Sept 25
- Dec 18 & 19
- May 21 & 22

## Staff Return

Campus Director:  
Era Moore-Collins

Family Services:  
Quintessa Pierce  
Keundra Riser  
Bridget Jannise  
Wanda Davis

Contact Number:  
(903) 794-8112

August 2025							September 2025							October 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
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9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
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February 2026							March 2026							April 2026						
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**School Starts: August 7**

**School Ends: May 23**



# 2025-2026 Calendar



## Hughes Springs Early Head Start



### Student Days:

Full Day—7:30-3:00

### Student Hours - 1350

Student Days—180

### Staff Training/ Students out

- Oct 10
- Nov 21 (1pm-4pm)
- Dec 18 (1pm-4pm)
- Dec 19
- Jan 5
- March 16
- May 22 (1pm-4pm)

### Student & Staff Holidays

- Labor Day - Sept 1
- Fall Break—Oct 13-14
- Thanksgiving - Nov 24-28
- Christmas - Dec 12- Jan 2
- Martin Luther King- Jan 19
- Presidents Day—Feb. 16
- Spring Break - March 6-13
- Good Friday—April 3
- Wildflower —Apr il 24

### Early Release Day

- Nov. 21
- Dec 18
- June 5

### Staff Return

Campus Director:  
Carlin Johnson

Family Services:  
Sandy McNeil

Contact Number:  
(903) 639-1914

August 2025							September 2025							October 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
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10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				
November 2025							December 2025							January 2026						
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2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
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16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
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February 2026							March 2026							April 2026						
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8	9	10	11	12	13	14	8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	22	23	24	25	26	27	28	26	27	28	29	30		
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May 2026							June 2026							July 2026						
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17	18	19	20	21	22	23	14	15	16	17	18	19	20	19	20	21	22	23	24	25
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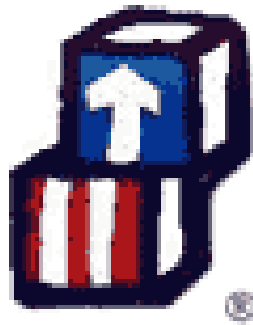
**School Starts: August 14**

**School Ends: June 10**

Community Services of  
Northeast Texas, Inc.



# Head Start/ Early Head Start



# Parent Handbook

Policy Council Approval:  
Governing Board Approval



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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  
903-796-4118 Fax 903-796-4110

### **Bloomburg Head Start**

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

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

#### **West Elementary**

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

### **Hughes Springs Head Start**

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

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

903 E. 1<sup>st</sup> Street  
Hughes Springs, Texas 75656  
903-639-1914  
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  
Fax 903-856-6310

### **Texarkana Head Start**

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

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

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

### Local Child Care Licensing Offices

#### **Mount Pleasant**

##### **Jamee Mars**

303 East 11<sup>th</sup> Street

Mount Pleasant, Texas 75455

903-490-8259

#### **Paris**

##### **Emily Lipe**

143019 19<sup>th</sup> 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](http://www.dfps.state.tx.us)
- C. Methods used for increasing employee and parent awareness of prevention techniques for child abuse as follows:
  - 1. Printed materials are available for parents and staff relating to increasing employee and parent awareness regarding child abuse and neglect, including warning signs that a child may be a victim of abuse.
  - 2. Poster “Keeping Children Safe” located on parent information board.
  - 3. Refer parent to Child Abuse Hotline at 800-252-5400 or [www.dfps.state.tx.us](http://www.dfps.state.tx.us)
- D. Strategies for coordination between the campus and appropriate community organizations include:
  - 1. Open communication between communities between community organizations by mail, email or telephone.
  - 2. Attending meetings and/or trainings with community organizations.
  - 3. 3. Refer parent to Child Abuse Hotline at 800-252-5400 or [www.dfps.state.tx.us](http://www.dfps.state.tx.us)
- E. Actions that the parent of the child who is a victim of abuse or neglect should take to obtain assistance are as follows:
  - 1. Refer parent to information on poster “Keeping Children Safe” located on the parent information board.
  - 2. Refer parent to Child Abuse Hotline at 800-252-5400 or [www.hhs.state.tx.us](http://www.hhs.state.tx.us)
  - 3. Refer parent to local police department or 911.
- F. Parent Education and Resources
  - 1. [www.parenttoolkit.com](http://www.parenttoolkit.com)
  - 2. [www.discoveryeducations.com/parents/](http://www.discoveryeducations.com/parents/)
  - 3. [www.pbs.org/parents/](http://www.pbs.org/parents/)
  - 4. [www.choosemyplate.gov](http://www.choosemyplate.gov)

## Emergency Evacuation Plan

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

Campus Directors/Designated Staff will be responsible for updating 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 High 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 1st Street Hughes Springs, TX 2nd 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.

No unassigned EPI pens are kept on campus.

#### 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

A parent or guardian of a child at a child care facility has the right to:

- (1) enter and examine the child care facility during the facility's hours of operation without advanced notice;
- (2) review the child care facility's publicly accessible records;
- (3) receive inspection reports for the child care facility and information about how to access the facility's online compliance history;
- (4) obtain a copy of the child care facility's policies and procedures;
- (5) review, at the request of the parent or guardian, the facility's:
  - (A) staff training records; and
  - (B) any in-house staff training curriculum used by the facility;
- (6) review the child care facility's written records concerning the parent's or guardian's child;
- (7) inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
  - (A) video recordings of the alleged incident are available;
  - (B) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own;
 and
  - (C) the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
- (8) have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;
- (9) be provided the contact information for the child care facility's local Child Care Regulation office;
- (10) file a complaint against the child care facility by contacting the local Child Care Regulation office; and
- (11) be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's rights.

## 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 (follow weather chart posted at the operation), 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 in 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, nap times, 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.

### 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 as a “In-Kind” for the program. See chart below

<b>Classroom of Campus Activities</b>	<b>Non-Classroom Activities</b>	<b>Home Activities</b>
Reading or telling stories to children	Working on parent or classroom bulletin boards	Cutting out items for collages, arts and crafts items
Assisting the teacher in preparing a class activity (large or small group)	Attending Parent Committee, Policy Council and Agency Committee Meetings	Typing Campus meeting minutes
Participating in Circle Time	Attending Parent Training	Scheduling Reading Time in the Home

Assisting with office task or call other parents to encourage engagement

Chaperone Field Trips

Telling your neighbors about Head Start/posting flyers in your Community

Working on the Newsletter

Assisting with Annual Self—Assessment

Completing Home Activities with your child

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**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.

# Playground Disposition Form

## Head Start Grantee # 06CH012925/01

Location	Description of Playground	Condition (Poor, Fair, Good, Excellent)	Disposition Process	Policy Council and Governing Board Approval Date	Estimated Fair Market Value
Naples Head Start 412 WL Doc Dodson West Naples, TX 75568	London Bridge Plat Structure (\$26,479.00 when purchased 2014) American Parks Company-for Children Ages 2-5	Good	Leave at Naples Head Start location.		\$0.00
TOTAL COST					It will cost more to move the playground than it's estimated value of \$0
<p style="text-align: center;"><b><u>Justification of disposition (Budget Line-Item)</u></b></p> <p style="text-align: center;"><u>Playground has a 10-year life span. Purchase date of 11/25/2014</u></p>					

# Playground Disposition Form

## Head Start Grantee # 06CH012925/01

Location	Description of Playground	Condition (Poor, Fair, Good, Excellent)	Disposition Process	Policy Council and Governing Board Approval Date	Estimated Fair Market Value
New Boston Head Start 117 Robertson Rd New Boston TX, 75570	London Bridge Plat Structure (\$36,201.00 when purchased in 2016) American Parks Company-for Children Ages 2-5	Good	Leave at New Boston Head Start location		\$390.39
TOTAL COST					It will cost more to move the playground than it's estimated value of \$390.39
<p style="text-align: center;"><b><u>Justification of disposition (Budget Line-Item)</u></b></p> <p style="text-align: center;"><u>Playground has a 10-year life span. Purchase date of 8/17/2016</u></p> <p style="text-align: center;"><u>\$36,201.00 divided by 1020 months = 35.49</u></p> <p style="text-align: center;"><u>11 months remaining 11 x 35.49 = \$390.39</u></p> <p style="text-align: center;"><u>It will cost more to move than it's depreciated value of \$390.39.</u></p>					

# Playground Equipment Disposition Form

## Head Start Grantee # 06CH012925/01

Location	Description of Playground	Condition (Poor, Fair, Good, Excellent)	Disposition Process	Policy Council and Governing Board Approval Date	Estimated Fair Market Value
Texarkana ISD – Dunbar Campus, 2315 West 10 <sup>th</sup> Street, Texarkana, TX 75503	2011 Sun Shade for Playground area <i>(estimated value at time of purchase \$6,000)</i>	Poor Condition, there are worn places in the fabric	Leaving it at the original Dunbar Campus		It has depreciated past its life expectancy of 10 to 12 years.
<b>TOTAL COST</b>					No cost. It has depreciated past its useful life expectancy
<p style="text-align: center;"><b><u>Justification of disposition (Budget Line-Item)</u></b></p> <p>The sun shade was moved from the Texarkana Head Start Capp Street location to the Dunbar Campus as part of the partnership between CSNT Head Start and Texarkana ISD in 2012-2013. The sun shade will be left at the original Dunbar Partnership location. TISD is going to let the community use this building as a community center. It will cost more to move the sun shade than the depreciated value of the sun shade. It has passed its useful life expectancy of 10 to 12 years and has no estimated value remaining.</p>					