

**LAMAR COUNTY HEAD START
PROGRAM GOALS & PERFORMANCE OBJECTIVES
2011/2012**

HUMAN RESOURCES MANAGEMENT

GOAL STATEMENT: 1304.52 To establish and maintain an organizational structure that supports the accomplishment of program goals.

OBJECTIVE	STRATEGY	PERSON RESPONSIBLE	COMPLETION DATE
GOAL STATEMENT: 1301.31 To establish and maintain staff recruitment and selection procedures. Grantee will recruit, hire and maintain staff who have the qualifications, skills, knowledge and experience to perform their assigned functions responsibly. Grantee will give preference to former Head Start parents for employment vacancies for which they are qualified. Insure that hiring procedures adhere to declarations exclusions outlined by CFR CS 1301.31 d 1,2,3,4. Paris ISD will obtain a criminal history background check on all employees prior to employment. 1301.31 (b) (iii) Program will maintain job descriptions outlining roles and responsibilities, relevant qualifications as well as documentation of salary range and employee benefits.	The Grantee personnel department will maintain updated employment applications on line to utilize when job vacancy announcements are made. Applications submitted by applicants seeking employment for an advertised position will be reviewed for consideration. An interview team consisting of two or more Head Start employees will interview selected candidates and submit recommendations to the Policy Council for consideration. Recommendations with Policy Council endorsement will be forwarded to the Personnel Director for additional State and District required documentation prior to being submitted to the PISD School Board for action. Paris ISD personnel department staff will obtain a criminal history background check on all Paris ISD employees prior to staff beginning employment. 1301.31 (b) (iii) Staff hired for the Head Start Program will receive a criminal background check/scan utilizing the School Check In criminal background check process. Staff hired for the Head Start Program will provide a statement from a physician indicating that are in good health prior to working with the students. Staff will participate in a periodic health re-examination as recommended by their health care provider or as mandated by state or local laws. Update job descriptions as appropriate.	Head Start Director PISD Personnel Director	On-going

GOAL STATEMENT: 1304.52 To establish and maintain an organizational structure that supports the accomplishment of program goals.

To provide a probationary employment period for all new employees. 1301.31 (e)	Adhere to policy as outlined in Paris ISD Personnel Policy and Procedure manual.	Head Start Director	On-going
Grantee Personnel policies (Standards of Conduct) will be reviewed with by the Policy Council on an annual basis. 1304.52 (h) (1)	Standard of Conduct Policy will be reviewed with and discussed with the Policy Council annually.	Head Start Director	Annually
Grantee Personnel Policies will contain procedures for recruitment, selection and termination of employees.	Update procedures as required by state and federal laws and PISD Board policy.	PISD Personnel Director	As needed
Grantee Policies will contain employee standards of conduct. 1304.52 (h) (1) Program will maintain Standard of Conducts specific to Head Start Employees and review Standards annually.	Update procedures as required by state and federal laws and PISD Board Policy. Review Head Start Standards of Conduct as a part of August Staff Development training.	PISD Personnel Director Head Start Director	As needed
All staff will be provided on-going opportunities for training, development and advancement. 1304.52 (k)	Utilize Training and Technical Assistance funding to provide access to relevant component training and on-going staff development. Annual evaluations for staff will include their assessment of their training needs and goals.	Head Start Director All Components	On-going
	Participate in the Texas School Ready! Program training as a member in the Region 8 ESC Grant.	Head Start Director Education Coordinator	On-going
	Provide access to computers for staff to participate in College courses, on-line early childhood training and developmental workshops.	Head Start Director	On-going
	Provide opportunities for staff to attend a variety of training opportunities that includes information in all areas which is pertinent to the success of the program.	Head Start Director	
Paris ISD will be an equal opportunity employer.	Paris ISD Policies and hiring procedures will reflect non-discrimination on the basis of gender, race, ethnicity, religion or disability.	PISD Personnel Director	On-going
Paris ISD Personnel policies will include employee management relations procedures including employee grievance procedures.	Policies available for all staff access at parisisd.net on-line Board Policy. Paper copy of Board Policy will be available to staff in Head Start Office.	PISD Personnel Director	As needed

GOAL STATEMENT: 1304.52 To establish and maintain an organizational structure that supports the accomplishment of program goals.

Paris ISD will hire qualified staff. 1301.31(e) (1)	Interview applicants who present qualifications and or experience requested by job announcement and/or can be utilized to enhance job performance.	Head Start Director	As needed
	Advertise openings on parisisd.net employment website and post job openings on the Head Start Information Board and on other campuses throughout the school district.	Head Start Director	As needed
Paris ISD will verify references. 1301.31 (e) (2)	Obtain personal and professional employment references prior to employment.	Head Start Director	As needed
A declaration statement is included on all employment applications.	All current and prospective employees must sign a declaration prior to employment that lists all pending and prior criminal arrests and charges related to child sexual abuse and their disposition; convictions related to child abuse and neglect and all convictions of violent felonies.	PISD Personnel Director	On-going
Report suspected child abuse and neglect in accordance with the provisions.	Maintain and adhere to state and local program procedures for reporting suspected child abuse inside or outside the program.	Head Start Director	On-going
	Provide annual staff in-service on reporting suspected child abuse and neglect.	Social Service Specialist	Annual
Frequent program volunteers will receive criminal history background checks utilizing the programs School Check In Criminal Background Check software.	Persons (non-student family members) who frequently volunteer on site will be subject to criminal history background checks. Family members may also be subject to background check if circumstances dictate the need for such.	Head Start Director PISD Assistant Superintendent Parent Involvement Spec.	On-going

**LAMAR COUNTY HEADSTART PROGRAM
PROGRAM GOALS & PERFORMANCE OBJECTIVES
2011/2012**

PROGRAM GOVERNANCE

GOAL STATEMENT: 1304.50 To ensure parental involvement in Program Governance. [Subpart D- Program Design and Management]

OBJECTIVE	STRATEGY	PERSON RESPONSIBLE	COMPLETION DATE
Grantee will establish and maintain a formal structure of shared governance, which includes a Policy Council and Parent Committee 1304.50(a)	Recruit parent/guardian participation on the Policy Council by sending home written information and holding an interest meeting to inform parents/guardians of the duties and responsibilities involved in serving on the Policy Council.	Parent Involvement Spec. Data Enrollment Specialist Program Wide Translator Head Start Director	Sept. – Oct. 2011
	Review, revise as necessary and approve policy council recruitment and election procedures.	Head Start Director	As needed
	Notify all parents/guardians of Parent Committees role in Head Start by sending home monthly calendars, flyers and placing dates on Program Web page.	Parent Involvement Spec.	On-going
	Schedule and conduct Parent Committee Planning meetings.	Parent Involvement Spec. Program Wide Translator	On-going
	Conduct a series of Parent Interest surveys to gather input regarding the interests of Head Start Parents/Guardians in the Fall, Winter and Spring.	Parent Involvement Spec.	Quarterly
	Support the Parent Committee in scheduling and carrying out activities planned according to information received from Parent Interest Surveys.	Parent Involvement Spec. Program Wide Translator	On-going
	Provide opportunities for training in the following areas for Policy Council: 1) A Governance and Management Responsibilities 2) Council By Laws 3) Roberts rules of Order 4) Program Goals and Objectives 5) Relevant Grantee policies	Head Start Director Parent Involvement Spec. Program Wide Translator Data Enrollment Clerk	Nov. - Dec. 2011
	Conduct a minimum of one (1) Policy Council meeting per month during the school year and as needed in the summer months.	Council Chair Person Head Start Director Parent Involvement Spec. Data Enrollment Clerk Program Wide Translator	Monthly

GOAL STATEMENT: 1304.50 To ensure parental involvement in Program Governance. [Subpart D- Program Design and Management]

Policy Council will be elected at the beginning of each program year. 1304.50 (b)	Hold Program wide elections to place a minimum of one parent/guardian representative for each classroom and two community representatives.	Parent Involvement Spec. Head Start Director Data Enrollment Clerk Program Wide Translator	Sept. 2011
	Ensure that 2 nd year Council members stand for re-election if they so choose.	Parent Involvement Spec. Head Start Director Data Enrollment Clerk Program Wide Translator	Sept. 2011
	Pursue Community Representatives to serve on the Policy Council.	Policy Council Head Start Staff	On-going
Policy Groups will work in partnership with staff to ensure the success of the program. 1304.50 (c) & (D)	Provide on going opportunities and training to enable all Policy Group members to be full participants in the planning and decision making process. Assist Parent Committee members in scheduling and carrying out a minimum of one planning session each month.	Head Start Director Social Service Specialist Transition Specialist Parent Involvement Spec. Health Specialist Program Wide Translator Policy Council Chair Data Enrollment Clerk	On-going
Policy Council will review and provide input into all Head Start funding applications prior to submission to the Board of Trustees. 1304.50 (d) (1) (I)	Provide opportunities for Policy Council to have input in application process and final approval prior to submission to the Board of Trustees.	Parent Involvement Spec. Head Start Director Data Enrollment Clerk Program Wide Translator	On-going
Policy Council and Board of Trustees will engage in shared decision making. 1304.50 (D) (1) (ii)	All relevant decisions regarding management of staff and funding will require input from Policy Council prior to submission to the Board for final action.	Head Start Director Superintendent	On-going
Policy Council will actively participate in various aspects of program planning. 1304.50 (d) (1) (iii) & (iv)	Policy Council will review and provide input into Program Goals and Objectives.	Head Start Director Program Wide Translator Parent Inv. Specialist Data Enrollment Clerk Chair Person	Nov. - Dec. 2011
	Parent Committee will plan program activities based upon Program Goals and Objectives and results of Parent Interest Survey.	Parent Involvement Spec. Program Wide Translator	On-going
	Policy Council will overview and provide input into the budget development during the refunding application process.	Head Start Director Parent Inv. Specialist Data Enrollment Clerk Program Wide Translator	Annually

GOAL STATEMENT: 1304.50 To ensure parental involvement in Program Governance. [Subpart D Program Design and Management]

	Policy Council will receive monthly reports during formal meetings regarding the current year budget.	Head Start Director Parent Inv. Specialist Data Enrollment Clerk Program Wide Translator Fiscal clerk	Monthly
	Policy Council will receive monthly component reports outlining progress of goals and objectives from program specialists.	Head Start Director Parent Inv. Specialist Program Wide Translator Data Enrollment Clerk	Monthly
Policy Council will provide input into the Program Recruitment, Selection and Enrollment Policy. 1304.50 (d) (1) (vii)	Policy Council will annually review the Recruitment, Selection and Enrollment Policy and update as program need dictate.	Head Start Director Program Wide Translator Data Enrollment Clerk Parent Inv. Specialist	Annually
Policy Council will have an active role in the Annual Self Assessment. 1304.50 (d) (1) (viii)	Policy Council Members will serve on the self-assessment team.	Head Start Director	Annually
Policy Council shall be aware of Grantees District Policy and Procedures regarding personnel. 1304.50 (d) (1) (ix)	Will provide Policy Council with an overview of District Personnel Policy and Procedure.	Head Start Director	Oct. 2011
Policy Council will review and provide action on all recommendations for hiring or termination. 1304.50 (d) (1) (x) & (xi)	All recommendations for hiring or terminating any Head Start employee will be brought before the Policy Council for review and action prior to submission to Board of Trustees.	Head Start Director	On-going
Policy Council will serve as a link between parent committees, grantee governing body, and the community. 1304.50 (d) (2) (I)	Policy Council and Policy group members will participate in various other community groups, attend various Program functions and maintain on-going contact with other Head Start parents/guardians.	Parent Involvement Spec. Head Start Director Program Wide Translator Data Enrollment Clerk	On-going
Parent Committee meetings will be provided to insure on-going opportunities for all Head Start parents/guardians to understand their rights, responsibilities and opportunities provided by the program. 1304.50 (d) (2) (ii)	Parent Committee will offer numerous opportunities for Head Start parents/guardians to participate in Head Start activities geared toward parent involvement.	Parent Involvement Spec. Program Wide Translator	On –going
Staff will assist parent committee in planning, coordinating and organizing activities for parents/guardians. 1304.50 (d) (2) (iii)	Monthly Parent Committee planning meetings will be held.	Parent Involvement Spec. Program Wide Translator	Monthly

GOAL STATEMENT: 1304.50 To ensure parental involvement in Program Governance. [Subpart D Program Governance and Management]

	Funds for Parent Committee activities will be budgeted each program year in the Parent Involvement Budget function code.	Head Start Director	Annually
Policy Groups will assist in the recruitment of program volunteers and assist in mobilizing community resources. 1304.50 (d) (2) (iv)	Policy Group members will actively recruit other parents and community members to volunteer goods and services to the program.	Parent Involvement Spec. Program Wide Translator	On-going
The Policy Council will adhere to Grantee existing policy and procedure for resolving community complaints. 1304.50 (d) (2) (v)	Adhere to District Policy and Procedure entitled Community Relations Public Grievances EFA, GA, and GF.	Head Start Director Superintendent of Schools	On-going
The parent Committee will contribute to on going program development to ensure activities are meaningful for families. 1304.50 (e) (1) & (3)	Parent Committee members will participate in two formal lesson-planning sessions each program year.	Education Specialist Parent Involvement Spec. Teachers Program Wide Translator	Bi-Annual
	Teacher Weekly lesson plans will be placed on the Parent Board of Each Classroom for parent/guardian review and input.	Teachers	On-going
	Parent Committee meetings will be held at a minimum of once monthly to plan and assist in carrying out program wide activities.	Parent Involvement Spec. Program Wide Translator	On-going
Council and Committee members will be provided appropriate reimbursement to allow them to participate in training opportunities.	Program will provide funding for parents/guardians to attend Parent Conference and other activities appropriate to the needs and goals of the program.	Head Start Director Parent Involvement Spec.	On-going

GOAL STATEMENT: 1304.50 Grantee and Delegate Agencies will provide oversight of the implementation and ongoing adherence to program policies and procedures. (Subpart D Program Governance and Management)

OBJECTIVE	STRATEGY	RESPONSIBLE PERSON	COMPLETION DATE
Grantee will have written policy and procedure defining governing body roles and responsibilities.	The Governing body will adhere to responsibilities as outlined in the District Policy and Procedure manual Section B Local School Governance.	Board of Trustees Deputy Superintendent	On-going
The Paris ISD School Board will engage in over site of Lamar County Head Start in order to insure the implementation of a high quality program.	Review monthly Policy Council minutes.	Deputy Superintendent	Monthly
	Review monthly program progress report.	Deputy Superintendent	Monthly
	Review monthly student enrollment data.	Deputy Superintendent	Monthly

GOAL STATEMENT: 1304.50 Grantee and Delegate Agencies will provide oversight of the implementation and ongoing adherence to program policies and procedures. (Subpart D Program Governance and Management)

	Annual review and approval of the Lamar County Head Start Program Goals and Objectives.	Deputy Superintendent	Annual
	Review, input and approval of the Continuation application submission.	Deputy Superintendent	Annual
	Review, input and approval of the Lamar County Head Start Enrollment criteria	Deputy Superintendent	Annual
	Amended calendar for school year 2011/2012.	Deputy Superintendent	Annual
	Budget Workshop for 2011/2012	Deputy Superintendent	Annual
	Review, input and approval of the COLA application	Deputy Superintendent	As needed
	Review, input and approval of all grant applications prior to submissions.	Deputy Superintendent	As needed
	Approve all hiring and dismissals of Head Start Staff.	Assistant Superintendent of Personnel	As needed
	Review and approve Self Assessment 2011/2012	Deputy Superintendent	Annual
	Review and approve annual program budget.	Director of Finance	Annual
	Review and approve budget revisions as needed.	Director of Finance	As needed
	Review monthly finance report.	Director of Finance	Monthly
	Annual review and revision as needed of the program's Internal Dispute Resolution/Impasse Procedures.	Deputy Superintendent	Annual
	Monthly Review of Program Progress Report	Head Start Director	Monthly
	Joint governance training with the Policy Council.	Head Start Director	As scheduled
	A Board member or designee will attend one local, state or national governance training each year.	Deputy Superintendent	Annually
Appropriate internal controls will be established and updated as needed to safeguard federal funds in accordance with 45CFR 1301.13.	Head Start will maintain appropriate fiscal procedures as mandated by state and federal law outlined in District Policy and Procedure manual Section C: Business and Support Services.	Business Manager Compliance Officer Head Start Director Fiscal Secretary	On-going
Provide written procedures for internal dispute resolution. 1304.50(h)	The Governing Board will adhere to District policy GE legal and GE local outlining the involvement of Parent Groups in the school district.	Head Start Director Superintendent of Schools	Annual
	The Governing Board will Review and approve the Paris ISD Head Start Impasse Procedure.	Head Start Director Superintendent of Schools	Annual

**LAMAR COUNTY HEAD START
PROGRAM GOALS & PERFORMANCE OBJECTIVES
2011/2012**

CHILD HEALTH AND DEVELOPMENT SERVICES

GOAL STATEMENT: 1304.2 To perform or obtain developmental, sensory and behavioral screenings for each child enrolled in Head Start.

OBJECTIVE	STRATEGY	PERSON RESPONSIBLE	COMPLETION DATE
To obtain consent from parent or guardian of each child prior to completing educational, health, mental health, dental and speech screenings.	Consent forms will be completed as part of the enrollment process. 1) Brigance consent form 2) Speech screening consent 3) Mental Health screening 4) Medical and Dental screenings	Data Enrollment Clerk Specialist Completing Registration Packet	On-going
To obtain and record medical, dental and developmental history for each child enrolled in Head Start.	Staff will obtain developmental histories for each child through parent interviews during enrollment process.	Data Enrollment Clerk Specialist Completing Registration Packet	On-going
To provide age appropriate developmental, sensory and behavioral screenings.	The following screenings will be administrated to each child within 45 days of enrollment. 1) Brigance Pre School Screen 2) Dental Screening 3) Mental Health Screening/observation 4) Speech & Language 5) Health 6) Vision 7) Hearing	Education Specialist Classroom Teacher Health Specialist Disabilities Specialist Contracted With Private Provider ISD Special Services Dept.	September – Oct. 2011 On-going for new students
To obtain information about each child enrolled in the program regarding behavior and social/emotional development.	Obtain data regarding each child's development and behavior from family, former teachers and other relevant staff who are familiar with the child's typical behavior.	Education Specialist Teacher Health Specialist	March – May 2012 On-going for new students

GOAL STATEMENT: 1304.2 To determine health status of each child enrolled in Head Start

OBJECTIVE	STRATEGY	PERSON RESPONSIBLE	COMPLETION DATE
To conduct Parent/Guardian interviews regarding child's health status.	Complete health packet as part of the enrollment process.	Health Specialist Specialist Completing Registration Packet	On-going
To obtain a health physical within 45 days of enrollment for each eligible child.	Each child will receive a physical assessment with Primary Care Associates or physician of parent's/guardians choice within 45 days of enrollment or as stipulated by State Medicaid Well Child Assessment guidelines.	Health Specialist	Within 45 days of enrollment

GOAL STATEMENT: 1304.2 To determine health status of each child enrolled in Head Start

	Contract with Primary Health Care Associates to provide health assessments on site for children who have not received an assessment utilizing the services of their family physician.	Health Specialist	September 28, 2011
Each enrolled student will receive a dental screening within 45 days of enrollment into the Head Start Program. .	Dr. Keith Green and staff will provide on-site dental screenings for enrolled children in September. Children not screened by Dr. Green will be assisted in obtaining screenings with the Dentist of the family's choice. Parents/Guardians will schedule appointments and accompany the child to the dental appointment. Transportation will be provided as needed. Reminder of appointment slips will be sent home to each family with the child prior to the appointment date.	Health Specialist	On-going
To obtain information about each child enrolled in the program regarding behavior and development.	Obtain input regarding child's development and behavior from family members, teachers and other relevant staff. Teachers assess social skill development using on-going assessment Teaching Strategies Gold Online Assessment System. Program contracts with TX A&M Dept. of Social Work for twice yearly student behavioral screenings.	Director Education Specialist Teachers Health Specialist	On-going

GOAL STATEMENT: 1304.20 To create and implement extended follow-up and treatment for Head Start Children

OBJECTIVE	STRATEGY	PERSON RESPONSIBLE	COMPLETION DATE
To establish a system of on-going communication with the parents/guardians of children with identified health, dental and mental health needs to facilitate the implementation of the follow-up plan.	Parents/Guardians may be informed of screening results by a variety of methods which may include telephone contact, results letters, office visits and home visits.	Health Specialist Social Services Specialist	On-going as needed
To provide assistance to the parents/guardians to aide them in obtaining any prescribed medications, aides or equipment required to address medical and dental conditions.	Social Services and Health Specialist will contact families and assist parents/guardians in obtaining needed resources.	Health Specialist Social Services Specialist	On-going
To Promote dental health preventative measures in the classroom.	Twice daily tooth brushing will take place in the classrooms each day. Head Start Dental Health Curriculum and additional materials will be used to teach healthy dental habits.	Classroom Teacher Health Specialist	On-going

GOAL STATEMENT: 1304.20 To create and implement extended follow-up and treatment for Head Start Children

OBJECTIVE	STRATEGY	PERSON RESPONSIBLE	COMPLETION DATE
To utilize the application of topical fluoride in our levels of public water supply.	The City of Paris Water Supply is fluoridated at a rate of 0.750 mg/L. Obtain verification letter from City of Paris Re: Average Fluoride Concentration.	City of Paris Water Treatment Plant Health Specialist	Sept. 18, 2011
Establish a Medical Home for each child.	Provide assistance to parent/guardians to establish a family medical home and payment source.	Health Specialist Social Services Team	On-going
To utilize Head Start funds for professional medical and dental services when no other source of funding is available and all community resources and third party payment for which each child is eligible have been used.	Assist parent/guardians in pursuing financial resources to address medical, dental and mental health needs.	Health Specialist Social Services Specialists	On-going
To assist eligible families in obtaining Medicaid and CHIPS benefits and/or private insurance.	Staff will determine the Medicaid, Chip and Insurance status of each child during the program application process. Families will be assisted in filing applications for Medicaid, CHIP and other available Community resources as needed.	Specialist Completing Registration Packet	March/April Application Process or as needed upon application. On-going
To identify any new or recurring medical, dental, or developmental concerns and make appropriate referrals on a timely basis.	Information about examinations and treatments will be obtained from physicians, clinics, etc. with parent consent as previously described. Health staff will engage in tracking of student records to ensure that health services are addressed through completion for each child	Health Specialist	On-going
To notify parents/guardians of suspected health issues or developmental problems identified during screenings.	Summary letter sent to parents/guardians with results of health, mental health and dental screening. Timely meetings held with parents to address abnormal findings.	Health Specialist	On-going
To inform parent/guardian of the use of and rationale for all health, dental, mental health and developmental screenings.	Prior to performance of Developmental Assessments, written consent will be obtained from Parent/Guardian.	Health Specialist Disabilities Specialist Specialist Completing Registration Packet	On-going
To familiarize children with dental screening procedures prior to the procedures taking place.	Provide a demonstration to familiarize children with the equipment they might see during the screening.	Health Specialist	Annual

GOAL STATEMENT: 1304.21 The program will be individualized for each child enrolled in Head Start.

OBJECTIVE	STRATEGY	PERSON RESPONSIBLE	COMPLETION DATE
To utilize screening results in developing a School Readiness Plan of Service for each child.	Classroom staffing meetings will be held to gather and review screenings results on each child to be used in carrying out service for students.	Education Specialist Social Service Specialist Health Specialist Nurse Teacher	Oct. 2011 – April 2012

GOAL STATEMENT: 1304.21 The program will be individualized for each child enrolled in Head Start.

Parents/Guardians are encouraged to participate in an ongoing family health care system and encouraged to be active in their children's health care process.	Assist families in establishing medical & dental homes. Provide assistance as necessary with scheduling appointments, transportation and identifying financial resources for health care.	Health Specialist Social Service Specialist	On-going
To obtain written documents of refusal of parental authorization for services for those persons not in agreement with follow-up services to address health care needs.	Refusal of services form is completed by parents/guardians and maintained on file.	Health Specialist	On-going
School Readiness Plan will be developed for each child in the program	Information from all screenings will be used to determine how the program can best build upon each child's individual characteristics, strengths and needs. Teachers and Parents/Guardians use Brigance screening, observation and parent input to develop educational goals.	All Components	Within 45 days of enrollment On-going

**LAMAR COUNTY HEAD START
PROGRAM GOALS & PERFORMANCE OBJECTIVES
2011/2012**

EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

GOAL STATEMENT: 1304.21 To use a variety of strategies to promote and support children's learning and developmental progress.

OBJECTIVE	STRATEGY	PERSON RESPONSIBLE	COMPLETION DATE
Teachers will use on-going assessment of each child to ensure progress of children.	Teachers will screen children to determine developmental strengths and needs twice per year using Brigance preschool screen.	Education Specialist Teachers	Sept. – Oct. 2011 March - April 2012
	Teachers will conduct on-going assessment of each child using paper portfolios, the Teaching strategies Online Gold Assessment and the M-Class CIRCLE Assessment	Education Specialist Teachers	On-going
	Program will generate Head Start Outcomes report three times per year for each student. The data will be used to provide targeted individualized learning experiences for students.	Education Specialist Teacher	Oct. 2011 Jan. 2012 May 2012
	Assessment Committee will review Outcomes reports and develop a classroom Action plan for improving areas of need.	Education Specialist Teachers	Oct. 2011 Jan. 2012 May 2012

GOAL STATEMENT: 1304.21 To help children gain the confidence and skills necessary for success in school and life.

OBJECTIVE	STRATEGY	PERSON RESPONSIBLE	COMPLETION DATE
To provide an environment of acceptance, which builds ethnic pride, develops positive self-concepts, enhances individual strengths, and teaches interpersonal skills.	Each child will be addressed by name. Each family member will be addressed with courtesy and respect.	All Staff	On-going Daily
	Staff will provide an environment in which all children are greeted in a positive manner each school day and receive positive and affirming interactions with staff throughout the school year.	All Staff	On-going Daily
	The classroom activities encourages self-expression in all aspects of the daily learning process.	Education Specialist Teachers/Assistants	On-going Daily
	Books, pictures, games, and other ethnic materials are used to teach acceptance, and emphasize uniqueness of each child.	Education Specialist Teachers/Assistants	On-going Daily
	Staff will promote pride in students' cultural backgrounds through program wide activities, classroom activities, curriculum and role modeling. (Creative Curriculum System For Pre School and the Great Body Workshop Curriculum).	Education Specialist Teachers/Assistants	On-going Daily

GOAL STATEMENT: 1304.21 To help children gain the confidence and skills necessary for success in school and life.

	Acknowledging individual interests through various center play and classroom activities.	Education Specialist Teachers/Assistants	On-going Daily
To provide an educational program that is inclusive of children with disabilities.	Instruction consistent with each child's Individualized Family Services Plan and/or Individualized Education Plan (IEP).	Education Specialist Teachers/Assistants Disabilities Specialist	On-going Daily
To provide a program of balanced learning opportunities.	Daily learning program of child-initiated and adult-directed activities including individual and small group activities.	Education Specialist Teachers/Assistants	On-going Daily

GOAL STATEMENT: 1304.21 To collaborate with parents/guardians on the education of their child.

OBJECTIVE	STRATEGY	PERSON RESPONSIBLE	COMPLETION DATE
Parents/Guardians will be integrally involved in the development of the program's curriculum.	Parents/Guardians are invited to attend two 2 parent-teacher planning sessions per year.	Education Specialist Teachers/Assistants Parents Parent Inv. Specialist	Nov. 2011 Jan. 2012
	Parents/guardians will be provided the opportunity to review and provide input in student activities by reading weekly lesson plans posted on the Parent Board in each classroom .	Education Specialist Teachers/Assistants Parents	Weekly On-going
	Parents/Guardians are used as a resource to assist people in the classroom.	Education Specialist Teacher/Assistants Parents	On-going
Provide opportunities for parents/guardians to become more knowledgeable and increase their child's observation skills.	Home visits will be made at least three times per year.	Education Specialist Teacher/Assistants Parents	Sept. 2011 – Oct. 2011 Jan. 2012 – Feb. 2012 April 2012 – May 2012
	Staff –Parent/Guardian conferences at least three times per year, and as needed.	Education Specialist Teacher/Assistants Parents	Oct. 2011 Jan. 2012 Feb. 2012
	Enrichment Classes will be offered to parents/guardians of children who score 69 or below on the Brigance Preschool Screen.	Education Specialist Parents Parent Inv. Specialist	October 24,25,26, 2011
	Parents/Guardians are encouraged to accompany their child on educational field trips. Information is provided through flyers, newsletters and personal contact information.	Education Specialist Teacher/Assistants Parent Inv. Spec.	Monthly
	Child Development Workshops will be offered.	All Components	On-going

GOAL STATEMENT: 1304.21 Educational opportunities will be provided to promote social and emotional skills, cognitive and language skills, and Physical development.

OBJECTIVE	STRATEGY	PERSON RESPONSIBLE	COMPLETION DATE
To support and foster the social and emotional development of each child.	Small and large group activities utilizing all learning centers in the classroom.	Education Specialist Teachers/Assistants	Daily On-going
	Offer intervention services, small focus group sessions as needed.	All Components	As needed
	Placing emphasis on self-concept using mirrors, child and family drawings, photographs and dedicated stories.	Education Specialist Teachers/Assistants	On-going
To support and foster cognitive and language skills.	On campus Community Helpers and off campus field trips provided regularly.	Education Specialist	On-going
	Utilize the Creative Curriculum for Pre School to obtain student progress as recommended by the Head Start Child Outcomes Framework and TEA Pre-K TEKS guidelines.	Education Specialist Teachers/Assistants	Daily
	Providing special areas for quiet time, individual play and rest.	Education Specialist Teachers/Assistants	Daily
	Allowing children to use self help skills as much as possible, (i.e., family style meals, hanging up clothes, cleaning up after activities, passing out napkins).	Education Specialist Teachers/Assistants	Daily On-going
	Provide an environment of acceptance, which builds ethnic pride, develops positive self-concept, enhances individual strengths, and teaches interpersonal communication skills.	Education Specialist Teachers/Assistants	Daily On-going
	Promote language understanding, and communication between children and adults through activities such as: child-lead story telling, puppet play, multicultural music and books, and share time.	Education Specialist Teachers/Assistants	Daily On-going
	Both teacher-directed and child-directed activities will be included on a daily basis during lesson time, small group time, and center activities with balanced participation in both.	Education Specialist Teachers/Assistants Physical Education Teacher	Daily On-going
To promote each child's physical development by providing adequate space, materials, equipment, and time for the child to use large and small muscles.	Fine motor skills will be developed through writing, tying, puzzles, use of scissors, ball games, etc.	Education Specialist Teachers/Assistants Physical Education Teacher	Daily On-going

GOAL STATEMENT: 1304.21 Educational opportunities will be provided to promote social and emotional skills, cognitive and language skills, and Physical development.

	Gross motor skills will be developed through running, riding, dancing, jumping, crawling, and climbing, using appropriate indoor and outdoor playground equipment.	Education Specialist Teachers/Assistants Physical Education Teacher	Daily On-going
	Each child will participate in 30 minutes each day of structured physical education class.	Physical Education Teacher Teacher/Assistants	Daily On-going
	Staff will be actively involved with children during periods of physical activity providing supervision to ensure safety.	Education Specialist Teachers/Assistants Physical Education Teacher	Daily On-going

GOAL STATEMENT: 1304. 21 To support each child's individual pattern of development and learning.

OBJECTIVE	STRATEGY	PERSON RESPONSIBLE	COMPLETION DATE
To integrate all educational aspects of the Health, Nutrition, Mental Health Services, Parent Involvement, and Social Services into program activities.	Teaching health and dental hygiene habits, tooth brushing, role-playing before and/or after doctor or dentist visits, modeling good dental hygiene habits as well as the presentation of the Great Body Workshop.	Health Specialist	On-going
	A demonstration and discussion of tooth brushing is provided for all students and teachers.	Health Specialist	Sept. 2011
	Presentation of Food Groupies curriculum, family style dining, food experiences & field trips to a restaurant.	Nurse Education Specialist	Sept. 2011
	Implement "Great Body Workshop" to promote social and emotional health.	Education Specialist Health Specialist Physical Education Teacher	On-going
	Provide monthly field trips or parent/guardian /community involved activities.	All Components	Monthly
To provide an environment that helps children develop emotionally, while providing opportunities for success and enhancing each child's understanding of self.	Equipment and materials are suitable for the age, size, skills, and developmental needs of the children including, child-sized furniture, low mounted lavatories and other classroom educational tools.	Education Specialist Head Start Director Teachers	Daily On-going
	Equipment is safe, durable, and maintained in good condition.	Education Specialist Maintenance	On-going
	Materials are consistent with the cultural and ethnic background of the children, including books, pictures, and music.	Education Specialist Teachers	Daily On-going

**LAMAR COUNTY HEAD START
PROGRAM GOALS & PERFORMANCE OBJECTIVES
2011/2012
CHILD HEALTH AND SAFETY**

GOAL STATEMENT: 1304.22 To provide child health and safety by health emergency procedures.

OBJECTIVE	STRATEGY	PERSON RESPONSIBLE	COMPLETION DATE
To maintain a plan of action with established procedures for medical and dental health emergencies.	Staff will be certified in CPR/First Aid for children & adults and will be able to provide emergency treatment.	Health Specialist	Jan. 2012
Emergency policies and plans of action will be readily available for staff for immediate medical or dental attention.	A copy of Emergency Plans and Procedures are posted in each classroom. Teachers, and Teacher's Assistants, receive annual in-service on Emergency Plans and Procedures. Classrooms are checked annually to assure plans and procedures are posted and contain current information.	Health Specialist	On-going
Provide staff with emergency contacts, telephone numbers and up to date information for students. Current student information forms are maintained in student master files. Each file contains signed authorizations for emergency care for student.	Copies of forms are provided to appropriate staff and/or maintained in the students' master file.	Office Manager Teachers	On-going
Provide staff with emergency evacuation routes and other safety procedures for emergencies that are practiced regularly.	Fire Drills are completed on a routine basis and as needed. Emergency Evacuation procedures are posted in all classrooms and offices. Program wide emergency weather drills are completed on the last Friday of each month in conjunction with the city of Paris testing of the storm sirens and as needed.	Office Manager Teachers	On-going
	Fire Drills, Weather Drills and Emergency Evacuation procedures are practiced on a routine basis by each classroom.	Teachers/Assistants	On-going
Parents/Guardians will be notified in the event of an emergency involving their child.	Parents/Guardians will be contacted by phone in case of emergencies. If unable to contact by phone, staff will go to the child's home or the parent's place of employment.	Health Specialist Head Start Nurse	On-going
Provide staff with applicable federal, state, and local contact information reporting cases of suspected or known child abuse and neglect.	Provide annual child abuse prevention and reporting training for all staff. Procedures for reporting suspected abuse and neglect are posted in classrooms and in all offices.	Head Start Director Health Specialist Social Services Specialist	Aug. 2011

GOAL STATEMENT: 1304.22 To provide health and safety for conditions of short-term exclusion and admittance.

OBJECTIVE	STRATEGY	PERSON RESPONSIBLE	COMPLETION DATE
Consult with child's family about short-term injury, and acute or short-term contagious illness that cannot be readily accommodated by program.	Parents/Guardians are contacted due to the nature of the child's illness or injury that requires a short-term period of absence.	Health Specialist Head Start Director Head Start Nurse	On-going
Lamar County Head Start will not exclude any child due to health or medical needs unless the conditions pose a health and safety risk for the child or anyone in contact that is not acceptable to program policies.	Information regarding contagious illnesses and district requirements regarding child absences are addressed in the Head Start student handbook.	Head Start Director	On-going
Parents/Guardians will provide necessary information to appropriate staff of any health or safety needs of their child enrolled in the Head Start program.	During enrollment, parents/guardians will complete a health history of their child.	Specialist Completing Enrollment Packet	On-going

GOAL STATEMENT: 1304.22 To provide health and safety by medication administration

OBJECTIVE	STRATEGY	PERSON RESPONSIBLE	COMPLETION DATE
Establish and maintain written instructions for administering, handling, and storing of medications for each child.	Written instructions are kept in Health Specialist/Nurses office.	Health Specialist Head Start Nurse	On-going
All medications for children, staff, and volunteers are to be labeled, stored and refrigerated if necessary, under lock and key.	Nurses will store medications properly in the Nurse's office for each child. Staff will store personal medications in proper locked locations.	Health Specialist Head Start Nurse	On-going
Physician's instructions and written parent/guardian authorizations for all medications is obtained by the staff.	Health Specialist or Nurse will administer medications prescribed by physicians with the written consent of parent/guardian and the child's physician.	Health Specialist Head Start Nurse Paris I.S.D. Nurse	On-going
Maintain individual records of all medications dispensed to each child in the nurse's office.	The nurse will keep records of all medications given. Records will be available for parents/guardians to review as needed.	Health Specialist Head Start Nurse	On-going
To document and report to parents/guardians and/or physicians changes in a child's behavior which may be attributed to medication.	The teacher, or Nurse will document any child's behavior change and the nurse will assist the family in informing the doctor of behavioral and/or physical changes.	Health Specialist Head Start Nurse	On-going

GOAL STATEMENT: 1304.22 To provide child health and safety by injury prevention

OBJECTIVE	STRATEGY	PERSON RESPONSIBLE	COMPLETION DATE
To promote injury prevention by providing information on safety awareness.	Promote safety awareness through parent workshops, letters and outside agency collaborative efforts.	Health Specialist Parent Involvement Spec.	On-going

GOAL STATEMENT: 1304.22 To provide child health and safety by teaching and promoting hygiene

OBJECTIVE	STRATEGY	PERSON RESPONSIBLE	COMPLETION DATE
Staff will adhere to professional guidelines regarding spills of bodily fluids and cleaning of any tools or equipment used for this procedure.	Staff will participate in annual training regarding the proper procedures for the clean up of bodily fluids.	Health Specialist Head Start Nurse	Aug. 2011
Children that require diapering are protected for their health and safety by sanitation and hygiene procedures.	Staff will bag diapers after use into plastic bags for disposal.	Health Specialist Head Start Nurse	On-going
	Diaper changes will take place on a sanitized area.	Staff	On-going
	Proper hand washing techniques will be utilized by staff before and after diaper changes.	Staff	On-going

GOAL STATEMENT: 1304.22 to provide child health and safety by providing first aid kits.

OBJECTIVE	STRATEGY	PERSON RESPONSIBLE	COMPLETION DATE
Classrooms will be provided properly supplied first aid kits.	First aid kits are provided for each classroom to be used as needed on/off campus. First Aid Kits will be kept out of reach of children at all times.	Health Specialist Head Start Nurse Teachers	On-going
First Aid Kits are checked and restocked at regular intervals.	Nurse/Health Specialist will keep First Aid Kits supplies restocked as needed.	Health Specialist Head Start Nurse	On-going
Good morning Health Check.	Daily check form, for each classroom, will be used to note significant changes or health problems. Teacher observes each child each morning for changes.	Health Specialist Head Start Nurse Teachers	Daily

**LAMAR COUNTY HEAD START
PROGRAM GOALS & PERFORMANCE OBJECTIVES
2011/2012
CHILD MENTAL HEALTH**

GOAL STATEMENT: 1304.24 Providing children's mental wellness by providing mental health services.

OBJECTIVE	STRATEGY	PERSON RESPONSIBLE	COMPLETION DATE
Solicit parent information or concerns about child's mental health.	Mental health information is provided by the parent/guardian on the Child Health Record, which is completed during registration. Additional information maybe obtained from parents/guardians as needed to assist with specific student concerns.	Specialist Completing Registration Packet	On-going
Provide opportunities for parents/guardians to obtain information about mental wellness.	Provide literature to parents/guardians on various mental health topics, (PIP).	Health Specialist	On-going
	Individual parents/guardians conferences are held as needed to address their child's behavioral and emotional issues.	Health Specialist Social Service Specialist	On-going
Provide on-site mental health screenings and consultation involving contracted professionals, program staff and parents/guardians.	Texas A&M, Department of Social Work and LCHS staff will provide behavioral screenings for all students. Consultants will provide recommendations and/or referrals for intervention for children with atypical behavior or development.	Health Specialist Texas A&M Commerce University Department of Social Work	On-going
	Parent workshops and staff In-services will be provided regarding relevant mental health issues by A&M Consultants.	Health Specialist Texas A&M Commerce University Department of Social Work	On-going

**LAMAR COUNTY HEAD START
PROGRAM GOALS & PERFORMANCE OBJECTIVES
2011/2012
FAMILY AND COMMUNITY PARTNERSHIPS**

GOAL STATEMENT: 1304.4 To create a Family Partnership with each family.

OBJECTIVE	STRATEGY	PERSON RESPONSIBLE	COMPLETION DATE
Assist each Head Start family in setting Goals to achieve family stability and self-sufficiency.	Complete an assessment, which identifies family goals, strengths, necessary services and other supports within 90 days of program enrollment.	Social Services Specialist	Aug.22 – Nov. 18 2011 On-going for new students
	Develop an individualized Family Partnership Agreement within 90 days of enrollment. Assist families to locate resources needed to meet goals.	Social Services Specialist	Aug. 22 – Nov. 18 2011 On-going for new students
To provide a variety of opportunities for families to receive information and training in a variety of topics of interest to them.	Hold Workshops regarding topics of interest to parents/guardians.	All Components	On-going
	Provide opportunities for Parent Committee Meetings.	Parent Involvement Spec. Program Wide Translator	On-going
	Provide opportunities for Policy Council Meetings.	Head Start Director Parent Involvement Spec. Program Wide Translator Data Enrollment Clerk	On-going
Head Start will assist families in accessing community resources.	Services will be provided either directly or indirectly through referrals.	Social Services Specialist	On-going
	Complete annual Community Needs Assessment.	Social Service Specialist	Annually
	Social Workers will meet with each family to complete a family needs assessment within the first 90 days of enrollment	Social Service Specialist	On-going
	Follow up with each family to determine if referrals made met the family needs.	Social Services Specialist	On-going
To provide parent involvement and educational activities that is responsive to the expressed needs of the parents/guardians.	Conduct a parent/guardian interest survey to identify the interests of Head Start Parents/Guardians for future workshops and Parent/Guardian activities for Fall, Winter and Spring.	Parent Involvement Spec.	Sept. 2011 Dec. 2011 April 2012
To provide information and referrals for families to participate in family literacy services.	Identify family literacy goals during assessment.	Social Services Specialist	On-going
	Make referrals to Paris Junior College Adult Educational Program and also to the Educational Opportunity Center.	Social Services Specialist	On-going

GOAL STATEMENT: 1304.4 To create a Family Partnership with each family.

	Provide weekly “Read With Me” Family Literacy projects to promote adult literacy.	Education Specialist Parent Involvement Spec. Program Wide Translator	On-going
	Provide a lending library.	Program Wide Translator	On-going
To encourage parents/guardians to become active partners in their child’s medical and dental health care process.	Encourage parents/guardians to accompany their child to medical and dental health screenings.	Parent Involvement Spec. Health Specialist	On-going
	“Parenting In Progress” points will be awarded for parental pursuit of needed medical and dental treatment.	Parent Involvement Spec.	On-going
	Provide workshops utilizing community members and agencies.	All Components	On-Going
	Lesson Plans are posted on parent/guardian boards in each classroom and class websites. Classroom newsletter is sent home weekly.	Education Specialist Classroom Teachers	Weekly On-going
	Provide Parent Committee meetings for parent/guardian, teacher lesson planning opportunities.	Education Specialist Classroom Teachers.	On-going
To provide opportunities to be involved in their child’s development and education.	Provide a series of activities entitled “Parenting In Progress” (PIP) which will include a wide variety of opportunities for parent involvement.	All Components	On-going
	Provide each new family a Parent Involvement Orientation packet.	Parent Involvement Spec.	On-going
	Encourage parents/guardians to volunteer in their child’s classroom by offering PIP Points.	Parent Involvement Spec.	On-going
	Encourage parents/guardians to participate in the Head Start Program by providing PIP activities.	Parent Involvement Spec.	On-going
	Provide parent/guardian workshops related to child development.	Parent Involvement Spec.	On-going
	Provide a newsletter series of do-at- home activities to families for which parents may obtain PIP Points	Parent Involvement Spec.	On-going

GOAL STATEMENT: 1304.4 To create a Family Partnership with each family.

	Provide transportation to families for program activities.	Parent Involvement Spec.	On-going
To provide information and referrals for families to participate in family literacy services.	Identify family literacy goals during assessment.	Social Services Specialist	On-going
	Make referrals to the Paris Jr. College Adult Literacy Program or the EOC.	Social Services Specialist	On-going
To encourage parents/guardians to become active partners in their child's medical and dental health care.	Encourage parents/guardians to accompany their child to medical and dental health screenings. Send home flyers to all families regarding medical/dental screenings. Provide "Parent In Progress" (PIP) Points to encourage parent involvement.	Parent Involvement Spec. Social Services Specialist Health Specialist	On-going
	Parent In Progress (PIP) Points will be awarded to parents/guardians who keep scheduled appointments for needed medical and dental treatment.	Parent Involvement Spec.	On-going
	Provide transportation, as needed, to medical and dental screenings.	Health Specialist	On-going
	Provide workshops related to medical, dental, and nutritional issues.	Parent Involvement Spec. Health Specialist Head Start Nurse Disabilities	On-going
To provide parents/guardians and staff an opportunity to discuss child mental health issues.	Provide workshops for parents/guardians related to mental health issues.	Contracted Professionals	On-going
	Involve parents/guardians in planning and implementing mental health intervention for their child as needed.	Health Specialist Social Service Specialist	On-going
Parents/Guardians will be encouraged to be an advocate, for their family, within the community.	Provide each parent/guardian with a Family Services Directory.	Social Services Specialist	On-going
	Provide workshops and committee meetings that allow parents/guardians to work with community members a. Head Start Program Advisory Committee b. Head Start Parent Committee c. Head Start Policy Council d. "October Fest" e. "Multi-Cultural Festival"	Social Services Specialist Parent Involvement Spec. Health Specialist Administration	On-going
To involve parents/guardians in transition activities.	Provide group and/or individual meetings to assist parents/guardians in becoming their child's advocate in the transition process.	Transition Specialist Parent Involvement Spec.	On-going

GOAL STATEMENT: 1304.4 To create a Family Partnership with each family.

	Provide a staff-parent/guardian meeting at the end of the program year, to discuss the child's progress while enrolled in Head Start. There will be home visits with teachers to discuss progress.	Education Specialist Social Services Specialist Classroom Teachers	April – May 2012
	Prepare parents/guardians, through workshops and materials, to exercise their rights and responsibilities regarding their child's education. a. Orientation Day b. Parent Teacher Lesson Planning c. Success Starts With You Workshop Part I d. Success Starts With You Workshop Part II e. Success Starts With You Workshop Part III f. Meet the Principal Workshop g. Getting Ready For Kindergarten h. Separation Anxiety	Parent Involvement Specialist All Staff	On-going
To ensure the establishment of family partnerships, Social Workers will visit with each family in their homes or location of the family's choice.	Staff will make home visits to address needs as indicated.	All Components	On-going
	Home visits will be scheduled at times and locations that are convenient for families.	All Components	On-going
	When at all possible visits will be made in the home.	All Components	On-going

GOAL STATEMENT: 1304. 41 To create community partnerships to enhance services to Head Start families

OBJECTIVE	STRATEGY	PERSON RESPONSIBLE	COMPLETION DATE
To be involved with Community Agencies that serve families.	Attendance at Community Council meetings when applicable.	All components	On-going
	Collaborate with a variety of community agencies to provide seamless services for Head Start Families.	Social Services Specialist Transition Specialist	On-going
	Establish Community Partnership Agreements with a wide variety of county agencies, schools and organizations.	Social Services Specialist	On-going
	Provide a Family Services Directory to every Head Start family.	Social Services Specialist	Within 90 days of enrollment
	Share information with community agencies in accordance with Head Start confidentiality policy.	Social Services Specialist	On-going

GOAL STATEMENT: 1304. 41 To create community partnerships to enhance services to Head Start families

Head Start will serve as representatives on various community agency committees to establish ongoing collaborative relationships.	Head Start staff will serve on the following Community Committees: 1. Kid Safe Saturday 2. Paris Junior College Literacy Council 3. National Child Study 4. PISD District Wide Excellence Committee 5. Community Services Meetings	All Components	March 2012
Solicit volunteers from the community to participate in the Head Start program.	Utilize community representatives to present parent/guardians workshops.	Parent Involvement Spec.	On-going
	Recruit community agencies staff to serve on Head Start Advisory committee.	All components	On-going
	Solicit volunteers to assist in implementing “October Festival” and “Multi-Cultural Festival” .	Parent Involvement Spec.	On-going
	Share information about the need for volunteers in Head Start with community organizations.	Parent Involvement Spec.	On-going
	Provide training for community volunteers.	Parent Involvement Spec.	On-going
To establish a partnership with other agencies serving children with disabilities.	Participate in “Child Find” through Region 8 Service Center	Disabilities Specialist	On-going
	Have representatives of agencies serving children with disabilities serve on the Head Start Advisory Committee.	Disabilities Specialist	On-going
	Collaborate with special services of each school district served to ensure all children receive the services needed.	Disabilities Specialist	On-going
Maintain the Head Start Advisory Committee consisting of parent and community representatives.	Health, Parent Involvement, Disabilities, Social Services and Education advisory committee will be established annually.	All Components	On-going
	The Head Start Advisory Committee will meet a minimum of twice each program year.	All Components	On-going
	The Committee will address program services, community partnerships, and help respond to the needs of families.	Social Services Specialist Health Specialist	On-going
	The Head Start Advisory Committee will address the mental health and health needs of Head Start families.	Health Specialist	On-going
	The Advisory Committee will address Educational and Developmental needs of children.	Education Specialist	On-going

GOAL STATEMENT: 1304. 41 To create community partnerships to enhance services to Head Start families

	The Advisory Committee will address program services and available community resources for children with disabilities in the Head Start program.	Disabilities Specialist	On-going
To promote successful transitions for children enrolled in the Head Start program.	Provide “Meet The Teacher” afternoon activity in the week prior to the first day of the school year.	All Components	August 11, 2011
	Provide a “Separation Anxiety” workshop for parents/guardians to address successful student transition to the classroom environment.	Transition Specialist	September 2011
	Provide “Back To School Bash” , at the beginning of the enrollment year, to orient parents/guardians and students to the Head Start program.	All Components	August 25, 2011
	Greet Students each morning as they arrive on school buses and/or in personal transportation.	Assigned staff	Daily
	Encourage parents/guardians to volunteer on campus to promote an atmosphere of emotional security for students.	Parent Inv. Spec.	Daily
	Provide a workshop for parents which helps them to prepare their children for Kindergarten transition.	Transition Specialist	May 2012
	Provide a “Meet The Principal” evening activity so that parents can meet the Principals of the schools In which their children will be attending Kindergarten.	Transition Specialist	May 2012
	Provide field trips for students to Elementary School campuses to meet kindergarten Teachers	All Components	May 2012
	Orientation will be provided for parents/guardians & children to meet the teachers and staff and familiarize the family with the classroom.	All components	August 11, 2011
	All staff will be available to assist children adjust to daily routines.	All components	Aug. 2011 and as needed
	Parents/Guardians will be provided information addressing separation anxiety.	Social Services Specialist Transition Specialist	On-going

GOAL STATEMENT: 1304. 41 To create community partnerships to enhance services to Head Start families

Maintain procedures that will promote smooth transition for children leaving the Head Start program and continuing through the third grade year.	At the beginning of the program year, Head Start Staff will meet with staff at area elementary schools to discuss transition services that are available for former Head Start students through the 3 rd grade year.	Transition Specialist	Aug. – Oct. 2011 On-going
	Will provide transition referral forms for area schools.	Transition Specialist	Aug. – Oct. 2011 On-going
	Will assist school staff to set up parent conferences based on referrals received from area schools.	Transition Specialist	On-going
	Will make referrals for parents/guardians in order to access community resources on an as needed basis.	Transition Specialist	On-going
	Feedback is provided to the referring school regarding actions taken with the family.	Transition Specialist	On-going
	Parent/Guardian workshops will be held at the end of the program year to discuss transition activities.	Transition Specialist Parent Involvement Spec.	May 2012
	Provide opportunities for conference with area teachers in regards to addressing individual student issues on an as needed basis.	Transition Specialist	On-going
Maintain a systematic procedure for the transfer of cumulative files for current and former Head Start children to the appropriate school.	Obtain parental permission from parents/guardians for cumulative files to be transferred to the receiving Elementary Schools.	Transition Specialist	April – May 2012
	Cumulative files are transported to the appropriate schools for each student.	Transition Specialist	June 2012
Maintain open communication and promote cooperation among Head Start staff and school/community personnel.	Area schools will be contacted bi-monthly by Head Start staff.	Transition Specialist	On-going
	Meet with area school personnel to discuss collaborative transition efforts.	Transition Specialist	On-going
Create opportunities for joint transition related training.	Transition specialist will work with Head Start teachers each year to provide information needed to insure successful student transitions.	Transition Specialist	April 2012
	Initiate training opportunities for peers in other school and child development settings.	Transition Specialist	On-Going

**LAMAR COUNTY HEAD START
PROGRAM GOALS & PERFORMANCE OBJECTIVES
2011/2012**

DISABILITIES SERVICE PLAN

GOAL STATEMENT: 1308.4 To provide individualized services for children with disabilities enrolled in the Head Start program

OBJECTIVE	STRATEGY	PERSON RESPONSIBLE	COMPLETION DATE
To include children with disabilities in the full range of activities and services normally provided to all Head Start children.	Children with disabilities will be administered the Brigance Preschool Screening required for all Head Start children within 45 days of program enrollment and again in the spring.	Education Specialist Disabilities Specialist	Aug. – Oct. 2011 On-going
	Children with disabilities will receive health and dental screenings within 45 days of program enrollment.	Health Specialist Disabilities Specialist	Aug. – Oct. 2011 On-going
	A mental health assessment will be completed on each child with disabilities within 45 days of program enrollment by the designated mental health provider.	Contracted Professionals Disabilities Specialist Health Specialist	Aug. – Oct. 2011 On-going
	A Family Partnership Agreement will be completed for each family.	Social Services Specialist Disabilities Specialist	Within 90 days of enrollment
	All children with disabilities will participate in all Head Start classroom activities. Accommodations will be made on an individual basis as indicated by staff and as noted in the IEP (Individual Education Plan).	Disabilities Specialist	On-going
To make appropriate referrals for evaluation to determine if a child needs special services.	Identify possible need for Special Services referrals as a result of health screening, educational screening, mental health screenings, teacher observation, and parent/guardian request and speech screenings.	Disabilities Specialist Health Specialist Education Specialist	On-going
	Obtain parental permission for screenings and referrals to special services for further evaluations.	Disabilities Specialist	Upon Registration On-going
	Complete all required paperwork for referrals and forward to the appropriate special services program.	Disabilities Specialist	On-going
To ensure that Head Start facilities are accessible to children with disabilities.	All facilities will be accessible for children with disabilities, and renovations and adjustments will be made as needed.	Administration Paris I.S.D. Maintenance	On-going
	Appropriate special furniture, equipment, and materials are provided as needed or indicated by the child's IEP.	Administration Paris I.S.D. Maintenance Disabilities Specialist	On-going

GOAL STATEMENT: 1308.4 To provide individualized services for children with disabilities enrolled in the Head Start program

To provide transition services for children with disabilities both entering and exiting the Head Start program.	Coordinate services with agencies providing services to children with disabilities entering Head Start.	Disabilities Specialist	On-going
	Attend ARD's and other team meetings to address the needs and services provided to children with disabilities.	Disabilities Specialist	On-going
	Meet with parents/guardians to discuss the needs of the child and services provided with disabilities.	Disabilities Specialist	On-going
	Provide training as needed for staff in order to meet the special needs of children with disabilities.	Disabilities Specialist	On-going
	Continued transition services will be provided as requested to families of children with disabilities through their third grade year.	Transition Specialist Disabilities Specialist	On-going
To provide or procure services necessary to meet the needs of children with disabilities.	Referrals for medical or other professional services will be made as needed or indicated.	Disabilities Specialist Social Service Specialist Health Specialist	On-going
	Coordinate with special services staff to provide necessary therapy's for children with disabilities.	Disabilities Specialist	On-going
	Provide accessible bus transportation for children with disabilities as needed or identified on child's IEP.	Disabilities Specialist Special Services Staff	On-going
	Appropriate special furniture, equipment, and materials will be provided when recommended by the child's IEP, therapist, ARD committee or campus focus committee.	Disabilities Specialist Administration Education Specialist	On-going
Provide Individual Educational Plan (IEP) for each child with disabilities.	Ensure that a written IEP is developed for each child with disabilities and updated annually or as needed/indicated.	Disabilities Specialist	On-going
	Teacher will coordinate incorporate IEP goals and objectives with those outlined in the School Readiness Plan.	Disabilities Specialist Education Specialist	On-going
	Insure that all IEP's include recommendations on the basis of functional assessments for provision of individualized services.	Disabilities Specialist Education Specialist	On-going
To comply with all State, Federal and Local standards regarding personnel in serving children with disabilities.	Each Special Services program will follow state regulations (TEA Guidelines) regarding staff requirements for children with disabilities.	Administration Paris ISD Human Resources	On-going

GOAL STATEMENT: 1308.4 To provide individualized services for children with disabilities enrolled in the Head Start program

Funds will be made available to assure that the special needs of children with disabilities will be met.	Plan and budget for funds to meet the needs of children with disabilities.	Administration Disabilities Specialist	On-going
	Allowable expenditures for items to meet the needs of children with disabilities will be outlined in the budget application.	Administration	On-going
To identify and enroll 3 -5 year old children with disabilities.	To establish a partnership agreement with agencies, providing services to children with disabilities.	Disabilities Specialist	On-going
	Ensure that all recruitment materials state that Lamar County Head Start provides services to children with disabilities.	Administration Disabilities Specialist	On-going
	Ensure all screenings will be provided to children with disabilities who are enrolled in Head Start.	Disabilities Specialist	Aug. – Oct. 2011 On-going
	Appropriate referrals will be made based on screening results.	Disabilities Specialist	On-going
	Ten percent of enrollment slots will be reserved for children with disabilities.	Administration	On-going
	Staff will engage in recruitment and enrollment activities and will be knowledgeable about the provisions of 45 CFR Part 84.	Administration Disabilities Specialist	On-going
Placement will not be denied to any child on the basis of a disability or its severity.	A child will be enrolled in the Head Start program if the parent/guardians wish to enroll him/her. The child meets eligibility criteria and Head Start is an appropriate placement according to the child's IEP and spaces are available.	Administration	On-going
	Placement will not be denied because of staff attitudes and apprehensions, inaccessibility of facilities, need to access additional resources or need for personalized special services.	Administration	On-going
All children enrolled in Head Start will receive developmental, hearing, speech and vision screenings within 45 days of entering into the program.	The Disabilities Specialist will work in conjunction with the Education and Health Specialists in identifying children with suspected disabilities.	Disabilities Specialist Education Specialist Health Specialist	On-going
To arrange for further, formal evaluation of a child who has been identified as possibly having a disability.	The disabilities staff will obtain permission from parents for further evaluation if indicated or requested.	Disabilities Specialist	On-going
	The Disabilities Specialist will complete all paperwork required for the evaluation process accordance to TEA standards.	Disabilities Specialist	On-going

GOAL STATEMENT: 1308.4 To provide individualized services for children with disabilities enrolled in the Head Start program

	Contact appropriate resources, such as Special Services or medical personnel to complete the evaluation process.	Disabilities Specialist	Aug. – Oct. 2011 On-going
	Testing and evaluation procedures are administered by certified educational diagnosticians or psychological diagnosticians assigned by the appropriate Special Services program.	PISD Special Services	On-going
	Appropriate medical practitioners will provide categorical diagnosis for children suspected of having a medical or physical disability.	Physicians Contracted Professionals	On-going
	Confidentiality will be maintained at all times in accordance with federal and state requirements.	All components	On-going
	An ARD meeting will be held to discuss the results of the evaluation and recommendations for services will be made at this time.	PISD Special Services Staff Disabilities Specialist	On-going
Child must meet eligibility criteria to be considered to have a disability.	A child is considered health impaired if the child meets criteria outlined in CFR 1308.7.	Disabilities Specialist	On-going
	A child is considered to have emotional/behavioral disorder if the child meets criteria outlined CFR 1308.8.	Disabilities Specialist	On-going
	A child is considered to have a speech or language impairment if the child meets criteria outlined in CFR 1308.9.	Disabilities Specialist	On-going
	A child is considered to have mental retardation if the child meets criteria outlined in CFR 1308.10.	Disabilities Specialist	On-going
	A child is considered to have a hearing impairment, including deafness, if the child meets criteria outlined in CFR 1308.11.	Disabilities Specialist	On-going
	A child is considered to have an orthopedic impairment if the child meets criteria outlined in CFR 1308.12.	Disabilities Specialist	On-going
	A child is considered to have a visual impairment, including blindness, if the child meets criteria outlined in CFR 1308.13.	Disabilities Specialist	On-going
	A child is considered to have a learning disability if the child meets criteria outlined in CFR 1308.14.	Disabilities Specialist	On-going
	A child is considered to have autism if the child meets criteria outlined in CFR 1308.15.	Disabilities Specialist	On-going
	A child is considered to have traumatic brain injury if the child meets criteria outlined in CFR 1308.16.	Disabilities Specialist	On-going

GOAL STATEMENT: 1308.4 To provide individualized services for children with disabilities enrolled in the Head Start program

	A child is considered to have other impairments if the child meets criteria outlined in CFR 1308.17.	Disabilities Specialist	On-going
Coordinate various component services to address the special needs of children with disabilities.	The Disabilities Specialist and Health Specialist will closely work together, in the assessment process and follow up, to assure that the special needs of each child with disabilities are met.	Disabilities Specialist Health Specialist	On-going
	The Disabilities Specialist and the Health Specialist will provide training and information to teachers to help them recognize possible mental health issues.	Disabilities Specialist Health Specialist	On-going
The Health Specialist will supervise the administration of all medications to children with disabilities in accordance with state requirements.	The Health Specialist/Nurse will obtain doctor's prescriptions and parental consent to administer medication, per Head Start and Paris ISD procedures.	Health Specialist Head Start Nurse	On-going
	Individual records of children receiving medication will be maintained by staff and reviewed with the parents/guardians as needed.	Health Specialist Head Start Nurse	On-going
	All medications, including those for staff and volunteers, will be labeled and stored under lock and key.	Health Specialist Head Start Nurse	On-going
Coordinate Speech screenings for enrolled Head Start children.	Screen all students for speech/articulation difficulties using the Texas-Acevedo Bilingual Screening Tool for language and the Brigance II Screening Tool for articulation screenings.	Disabilities Specialist PISD Special Services	Aug. – Oct. 2011 On-going

**LAMAR COUNTY HEAD START
PROGRAM OBJECTIVES & PERFORMANCE OBJECTIVES
2011/2012
RECRUITMENT**

GOAL STATEMENT: 1305.4 The Program will implement an effective recruitment process.

OBJECTIVE	STRATEGY	RESPONSIBLE PERSON	COMPLETION DATE
Head Start will reach those families most in need of services to offer enrollment opportunities.	Program will advertise in the Paris News and local cable station.	Data Enrollment Clerk	March – May 2012
	Enrollment information will be sent home with every child attending elementary schools in Lamar County (Aaron Parker, Aikin, Blossom, Chisum, Deport, Everett, Higgins, Justiss, Roxton, Bailey Middle School)	Data Enrollment Clerk Social Services Specialists	March – May 2012
	Enrollment information will be posted in local stores, churches and other public areas (Kwik Korner, Paris Public Library, Wal-Mart, Park Gardens Apt, Ridgeview Town Homes, Reno Quick Stop, Philpot Donuts, Country Kitchen, Weezies Restaurant, Blossom Food Mart, M&M Food Mart, Pattonville Convenience Store, Northstar Phillips 66, Exxon Convenience Store, Brannan's Bass Pro Shop, Dairy Queen, Chicota Grocery Store, Authur City Superette, Kong Food Mart, Paris Bowling Alley, NETO, Hastings, Scotties, Quik Stop, Ward's Restaurant, Roxton Food Mart/Café, Postal Options, Metro PCS, Daylight Donuts, Convenience Cleaners, Dressing Diva, Safe-T, Walgreens, Medicine Chest, Brookshires, Krogers, Paris Housing Authority).	All Components	March – May 2012
	Area Social Services and medical offices will be provided recruitment information (posters, brochures, flyers) for posting (Texas Dept. Human Services, Lamar County Health Dept., WIC, Salvation Army, Kings Daughters, Primary Care Associates, Co-Ministry, CASA, Lamar County Co-op Special Services, PISD Special Services, Paris Junior College, Lamar County Human Resources, Lakes Regional MHMR, Attorney Generals Office, Children's Advocacy Center, Models of the Maker.	All Components	On-going

GOAL STATEMENT: 1305.4 The Program will implement an effective recruitment process.

	Staff will meet with parent/guardian of currently enrolled 3 year old students to offer opportunities for priority re-enrollment for the following school year.	Data Enrollment Clerk Social Services Specialist Program Wide Translator Parent Inv. Specialist	Feb. – May 2012
	Staff will meet with parent/guardian of currently wait listed 3 year old children to offer opportunities for priority enrollment for the following school year.	Data Enrollment Clerk Office Manager Parent Inv. Specialist Program Wide Translator Social Services Specialists	Feb. – May 2012

**LAMAR COUNTY HEAD START
PROGRAM GOALS & PERFORMANCE OBJECTIVES
2011/2012
ELIGIBILITY**

GOAL STATEMENT: 1305.4 To ensure that age, income and disability guidelines are established and adhered to

OBJECTIVE	STRATEGY	RESPONSIBLE PERSON	COMPLETION DATE
LCHS will enroll children who are three or four years of age on or before September 1 st . of the coming year.	Applicant's birth certificate will be reviewed for age verification prior to the initiation of an enrollment application packet.	Data Enrollment Clerk	March 2012 or as application occurs
Each applicant must have up-to-date required immunizations prior to completing the application process.	An up-to-date immunization record must be presented as part of the application packet.	Data Enrollment Clerk	March 2012 or as application occurs
Each applicant must meet income guidelines as stipulated by current Federal Income Guidelines for Head Start and/or meet guidelines for admission due to a disability.	Proof of Income (tax for 1040, W-2 form, pay stub, pay envelopes, written statements, and evidence of public assistance) must be submitted prior to completion of the application packet and/or documentation of a professionally diagnosed disability.	Data Enrollment Clerk	March 2012 or as application occurs
A minimum of 90% of enrolled children will be from families who meet federal income guidelines. Applicants with income which exceeds the poverty guidelines up to 130% will be considered for application and enrollment. Up to 10 % of the programs enrollment slots may be utilized by applicants who exceed 130% of federal poverty guidelines. A minimum of 10% of the programs enrollment slots will be utilized to provide services for children with disabilities.	Family income will be verified before completing an application packet. Information regarding students with diagnosed or suspected disabilities will be obtained from parents/guardians during the application process. Agreements with area school districts and the Early Childhood Intervention Program will be updated annually outlining referral and services for students with disabilities.	Data Enrollment Clerk	March 2012 or as application occurs

GOAL STATEMENT: 1305.4 To ensure that age, income and disability guidelines are established and adhered to

Each record for children and families must be kept in a safe environment.	All records will be maintained in a locked filing cabinet in the main office and are only accessible to designated staff.	Data Enrollment Clerk	On-going
	Accessibility is limited to the following staff members: a. Head Start Director b. Enrollment Clerk c. Secretary d. Office Manager e. Disabilities Spec. f. Education Spec. g. Health Spec. h. Nurse i. Parent Involvement Spec. j. Program Wide Translator k. Social Service Spec. l. Transition Spec. m. Teachers n. PISD ESL/Federal Programs Staff	Data Enrollment Clerk	On-going
Each record for children and families must be kept in a secure confidential environment.	Persons accessing children's file must sign in and out and the purpose of their access is also recorded.	Data Enrollment Clerk	On-going
	If a parent requests access to his/her child's folder, documentation is checked to verify identity of the parent. Staff will be available to assist parents in reviewing their child's file and address questions as needed.	Data Enrollment Clerk	As Needed
Utilize standardized forms for all record keeping throughout the program.	Every department has standardized forms for documentation that is filed into the student's permanent file.	Data Enrollment Clerk	On-going
Program vacancies are monitored on a daily basis.	Any vacancy that occurs is filled within thirty days with a student from the programs waiting list.	Data Enrollment Clerk	On-going

GOAL STATEMENT: 1305.4 To ensure that age, income and disability guidelines are established and adhered to

Will check absenteeism daily and document attendance utilizing Child Plus and TXEIS PIEMS.	Student absences are monitored on a daily basis. Transition staff will routinely contact families regarding absences. Student handbooks provided to each family upon enrollment outlines program attendance policies.	Transition Specialist Data Enrollment Clerk	On-going
	Maintain on-going documentation of monthly attendance percentages	Data Enrollment Clerk	On-going
To maintain funded enrollment status as required by Federal Regulations.	Maintain full enrollment of 208 students.	Data Enrollment Clerk	On-going

10/1/2011