

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Shared Governance		
<b>Policy Number:</b>	1.1	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	Shared Governance		
<b>Regulation References:</b>	45CFR 1304.50		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

SC First Steps' Early Head Start -Child Care Partnership Program (SCFS EHS-CCP) will maintain a shared governance structure through which parents will participate alongside program staff, community members and the South Carolina First Steps Board of Trustees (BOT, in its capacity as the grantee Governing Board) in policymaking and in other program decisions. South Carolina First Steps to School Readiness (hereafter "First Steps"), as the Grantee Agency, will have ultimate legal responsibility and authority for managing Early Head Start grants and for ensuring the federally-compliant provision of Early Head Start services within the service area. Responsibility and authority for program direction and policy development will be shared between the First Steps Board of Trustees (via its designated Early Head Start Governance Council) and the Policy Council.

### DEFINITIONS

SCFS: South Carolina First Steps

SCFS EHS-CCP: South Carolina First Steps Early Head Start Child Care Partnership

BOT: South Carolina First Steps Board of Trustees

### REFERENCED PROCEDURES

PROCEDURE 1.1: SHARED GOVERNANCE

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Grantee Agency		
<b>Policy Number:</b>	1.2	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	Procedure 1.2 - Responsibilities of the Grantee Agency		
<b>Regulation References:</b>	45CFR1301.13		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

The SC First Steps to School Readiness Board of Trustees (BOT) is the statutorily-authorized governing board of the grantee agency. This Board is composed of 25 ex-officio and appointed members designated by the Governor, the Speaker of the SC House of Representatives and the President Pro Tempore of the Senate. All oversight responsibilities – including the purchase of real property - will be the purview of the SC First Steps to School Readiness Board of Trustees.

The SC First Steps Board of Trustees will assume the legal and fiscal responsibility for ensuring compliance with federal laws and regulations, including Early Head Start Performance Standards and state and local laws and regulations. As part of its legal and fiscal responsibility for the Early Head Start (EHS) program, South Carolina First Steps to School Readiness will maintain an internal control system to safeguard federal funds and to comply with laws and regulations that impact financial statements [45CFR1301.13].

### DEFINITIONS

BOT: South Carolina First Steps Board of Trustees  
EHS: Early Head Start

### REFERENCED PROCEDURES

PROCEDURE 1.2 – RESPONSIBILITIES OF THE GRANTEE AGENCY

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Grantee Board		
<b>Policy Number:</b>	1.3	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	1.3 – Major Duties of the Grantee Board		
<b>Regulation References:</b>	45CFR 1304.50		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

South Carolina First Steps Board of Trustees (BOT), as the Grantee Agency's statutorily authorized governing body shall be responsible for all governance responsibilities detailed in the Head Start Act. In order to ensure that these duties are executed comprehensively, the Board has delegated certain day-to-day governance responsibilities to a formally-chartered Early Head Start Governance Council (EHSGC), which will serve as a standing committee of the Board. In addition to Trustees, the EHSGC will include appointed members drawn from the local community, along with at least one parent/grandparent member of Policy Council who will serve as a liaison between the two groups. Actions of the EHSGC will be communicated to and ratified by the SC First Steps Board of Trustees, which will retain ultimate responsibility for all fiscal, legal and logistical operations and will approve or disapprove program activities as detailed in Appendix A [45CFR 1304.50] of the Head Start Performance Standards.

### DEFINITIONS

SCFS: South Carolina First Steps  
EHS: Early Head Start  
BOT: SC First Steps Board of Trustees  
EHSGC: Early Head Start Governance Council

### REFERENCED PROCEDURES

1.3 – MAJOR DUTIES OF THE GRANTEE BOARD

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Policy Council		
<b>Policy Number:</b>	1.4	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	1.4 – Policy Council		
<b>Regulation References:</b>	45CFR 1304.50(b)(6)		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

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South Carolina First Steps to School Readiness (SCFS) will establish a grantee-level Policy Council responsible for interpreting the needs of the community. At least 51% of Policy Council members must be parents of currently enrolled children. Membership on the Policy Council will be limited to a total of three, one-year terms. In order to avoid conflict of interest, no staff member of SCFS, nor members of their immediate families, may serve on the Policy Council in a voting capacity. Parents who occasionally serve as substitutes may continue to serve on Policy Council.

### DEFINITIONS

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SCFS: South Carolina First Steps to School Readiness

### REFERENCED PROCEDURES

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1.4 – POLICY COUNCIL

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Internal Dispute Resolution		
<b>Policy Number:</b>	1.5	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	1.5 – Internal Dispute Resolution		
<b>Regulation References:</b>	45 CFR Part(s): 1304.50(d)(2)(v)		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

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Impasse is defined as a deadlock that occurs when a Grantee Agency and its Policy Council cannot reach agreement on a proposed action. The First Steps Board of Trustees (BOT), representing the Grantee Agency, and the Policy Council will make a good faith effort to resolve any differences on an amicable basis so as to avoid impasse and having to enter into mediation procedures provided below. In the event that mediation becomes necessary, the BOT and the Policy Council are committed to cooperate fully and completely in all respects with the Mediation Committee's efforts to resolve the impasse. The Regional Head Start Office will be notified as soon as possible that there is a conflict between the Grantee Agency and the Policy Council, especially when the conflict if not resolved, could lead to termination, or denial of funding, of the Early Head Start grant.

### DEFINITIONS

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BOT: SC First Steps Board of Trustees

### REFERENCED PROCEDURES

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1.5 – INTERNAL DISPUTE RESOLUTION

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Community Grievance		
<b>Policy Number:</b>	1.6	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	1.6 – Community Grievance		
<b>Regulation References:</b>	45 CFR Part(s): 1304.50(d)(2)(v)		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

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SC First Steps will make every effort to resolve differences of opinion that may occur between the program and enrolled families or citizens of the community. Unresolved concerns will be brought to the Policy Council and First Steps Board of Trustees for resolution of the problem.

### DEFINITIONS

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N/A

### REFERENCED PROCEDURES

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1.6 – COMMUNITY GRIEVANCE

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Parent Center Committee		
<b>Policy Number:</b>	1.7	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	1.7 – Parent Center Committee		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

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A Parent Center Committee will be established in each center to provide all parents of children enrolled in the Early Head Start program with a broad range of opportunities to participate in the shared decision-making process. Only parents of children currently enrolled in an Early Head Start classroom will have voting privileges in a Center Committee.

### DEFINITIONS

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N/A

### REFERENCED PROCEDURES

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1.7 – PARENT CENTER COMMITTEE

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Parent Reimbursement		
<b>Policy Number:</b>	1.8	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	1.8 – Parent Reimbursement		
<b>Regulation References:</b>	<insert Head Start Regulations, Standards this Policy covers>		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

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In order to enable low-income parents to participate fully in their group responsibilities, reimbursement will be provided, if necessary, for reasonable expenses incurred by members of policy and parent groups in the performance of their official Early Head Start duties.

### DEFINITIONS

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N/A

### REFERENCED PROCEDURES

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1.8 – PARENT REIMBURSEMENT



## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Program Planning – Community Assessment Self-Assessment, Improvement Plan, Strategic Plan, Technical Assistance Plan		
<b>Policy Number:</b>	2.1	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	2.1 – Program Planning		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

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SCFS will implement a systematic, ongoing process of program planning that involves program staff, parents, Policy Council, the EHSGC, SCFS BOT and the community. Information will be gathered from a variety of sources, analyzed and used to inform the direction of program services. Program planning efforts will focus on providing quality services in the most cost-effective manner.

### DEFINITIONS

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SCFS: South Carolina First Steps  
EHSGC: Early Head Start Governance Council  
BOT: Board of Trustees

### REFERENCED PROCEDURES

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2.1 – PROGRAM PLANNING

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Communication		
<b>Policy Number:</b>	2.2	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	2.2 - Communication		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

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SCFS will ensure that timely and accurate information is provided to parents, staff, Policy Council, the EHSGC, the SCFS BOT and relevant community partners, and that effective, comprehensive two-way communication is carried on between program staff and parents on a regular basis. Whenever possible, communication with families will be carried out in the parent's primary language, and every attempt will be made to provide communication assistance to individuals with sensory impairments.

### DEFINITIONS

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SCFS: South Carolina First Steps  
EHSGC: Early Head Start Governance Council  
BOT: Board of Trustees

### REFERENCED PROCEDURES

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2.2 - COMMUNICATION

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Record-Keeping and Reporting		
<b>Policy Number:</b>	2.3	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	2.3 – Record-Keeping and Reporting		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

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SCFS will maintain a record-keeping system that will document the status of all program activities and direct staff action in accordance with Performance Standards, program work plans and policies. Personally identifiable information about enrolled children and families will be limited to data that is essential for the assessment, planning, service provision, and evaluation of progress made by children and families toward achievement of identified goals or developmental milestones. Information will be documented, stored, and accessed in a manner that will provide appropriate program staff with accurate and timely information to ensure the provision of quality services and to demonstrate program accountability.

Statistical data will be used in a way that does not permit personal identification of parents or students. All information will be kept in confidence. SCFS will not disclose any personally identifiable information without the parent's prior written consent (signed and dated), except as otherwise stipulated in Policy.

Responsibility and accountability for the maintenance of specific records is assigned to program staff based on Job Description and content-area expertise.

SCFS will maintain data collection and reporting systems to ensure fiscal accountability, program quality and accountability, and inform governing bodies and program staff of program status and progress. This reporting system will be sufficient to generate official reports for federal, state, and local authorities, as required by applicable law.

See Policy 17.0 for fiscal reporting procedures.

### DEFINITIONS

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SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

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#### 2.3 – RECORD-KEEPING AND REPORTING

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Supervision and Monitoring		
<b>Policy Number:</b>	2.4	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	2.4 – Supervision and Monitoring		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

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SCFS will implement a system of supervision and monitoring throughout all levels of program operation designed to foster reflective practice. The roles of Teacher Mentors and Family Advocates will be emphasized to foster team-building across a large program geography and minimize isolation.

### DEFINITIONS

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SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

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2.4 – SUPERVISION AND MONITORING

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Record Retention Guidelines		
<b>Policy Number:</b>	2.5	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	2.5 – Record Retention Guidelines		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

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All EHS policies and procedures, personnel, fiscal, and governance records will be maintained by SCFS in an orderly, safe, and confidential manner. Records for child care partners will be maintained both centrally at the SCFS office and at the child care sites.

### DEFINITIONS

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EHS: Early Head Start

SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

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2.5 – RECORD RETENTION GUIDELINES

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Staff Qualifications		
<b>Policy Number:</b>	5.1	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	5.1 – Staff Qualifications		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

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SCFS will recruit and select dynamic, well-qualified individuals that demonstrate the knowledge, skills and experience needed to provide high quality, comprehensive, and culturally sensitive services to enrolled children and families.

### DEFINITIONS

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SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

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5.1 – Staff Qualifications

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Staff Development Approach		
<b>Policy Number:</b>	5.2	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	5.2 – Staff Development Approach		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

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Program staff will be provided with continuous learning opportunities that meet the changing needs of the children and families served, and that ensure the existence of a well-trained, qualified staff in the classroom, in support positions, and on a management level.

### DEFINITIONS

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SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

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5.2 – Staff Development Approach

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Head Start Requirements for Staff Qualifications		
<b>Policy Number:</b>	5.3	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	5.3 – Head Start Requirements for Staff Qualifications		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

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SCFS will ensure that all program staff will meet minimum qualifications established established within the federal HSPPS.

### DEFINITIONS

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SCFS: South Carolina First Steps

HSPPS: Head Start Program Performance Standards

### REFERENCED PROCEDURES

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5.3 – Head Start Requirements for Staff Qualifications



## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Definitions (ERSEA)		
<b>Policy Number:</b>	6.1	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	6.1 - Definitions		
<b>Regulation References:</b>	1305.3		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

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If fulfilling its ERSEA responsibilities, SCFS will recognize specific terms as defined by the Office of Head Start in accordance with 45 CFR 1305.2.

### DEFINITIONS

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ERSEA: Eligibility-Recruitment-Selection-Enrollment-Attendance

### REFERENCED PROCEDURES

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6.1 – Definitions (ERSEA)

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Eligibility, Age/Income Verification (ERSEA)		
<b>Policy Number:</b>	6.1	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	6.1 - Eligibility, Age/Income Verification (ERSEA)		
<b>Regulation References:</b>	1305.3		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

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Early Head Start accepts children according to Federal age/income eligibility criteria.

### DEFINITIONS

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N/A

### REFERENCED PROCEDURES

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6.1 - ELIGIBILITY, AGE/INCOME VERIFICATION (ERSEA)

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Recruitment		
<b>Policy Number:</b>	6.3	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	6.3 - Recruitment		
<b>Regulation References:</b>	<insert Head Start Regulations, Standards this Policy covers>		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

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SCFS EHS actively recruits eligible children and families within its federally-defined service area. SCFS will develop a recruitment plan each year to systematically identify families whose children may be eligible for EHS services, inform them of services, and encourage them to apply for enrollment into the program.

### DEFINITIONS

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SCFS: South Carolina First Steps to School Readiness  
EHS: Early Head Start

### REFERENCED PROCEDURES

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6.3 - RECRUITMENT

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Selection		
<b>Policy Number:</b>	6.4	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	6.4 - Selection		
<b>Regulation References:</b>	<insert Head Start Regulations, Standards this Policy covers>		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

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SCFS will establish and annually review the program selection criteria. Informed by the Community Assessment, the selection criteria will consider all applicants based on the needs of their families and will include the age of the child, and the extent to which his/her family meets the criteria established. Children with the higher needs will be accepted for enrollment. Ten percent of enrollment opportunities each year will be made available to children with disabilities.

### DEFINITIONS

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SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

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6.4 - SELECTION

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Enrollment		
<b>Policy Number:</b>	6.5	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	6.5 - Enrollment		
<b>Regulation References:</b>	1305.4, 1305.5, 1305.7, 1305.9		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

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SCFS will maintain an enrollment level of not less than the enrollment level funded by the grant award with no more than thirty (30) calendar days elapsing before a program vacancy is filled.

### DEFINITIONS

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SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

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6.5 - ENROLLMENT

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Attendance		
<b>Policy Number:</b>	6.6	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	6.6 - Attendance		
<b>Regulation References:</b>	1305.8(a)-(c) and 1306.32(b)(5)		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

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All families are encouraged to maintain regular attendance and participation. EHS staff will support families in identifying barriers to regular attendance and will initiate supports as appropriate. If families are not able or willing to participate, another child will be given the opportunity to attend the program.

### DEFINITIONS

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EHS: Early Head Start

### REFERENCED PROCEDURES

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6.6 - ATTENDANCE

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Rights of Parents		
<b>Policy Number:</b>	7.1	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	7.1 – Rights of Parents		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

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SCFS will give full rights to either parent, unless the program has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.

A "parent" of a student is defined as a natural parent, a legally designated guardian authorized in writing to act as a parent in the absence of a parent or guardian. Parents of enrolled students will be provided with annual written notification of their rights regarding their child's education and health records.

Parents have the right to access the records of their minor children. SCFS will permit the parent to inspect and review the education record of the student, unless the education record contains information on more than one student. In that case, the parent may inspect, review, or be informed of only the specific information about his or her own child.

### DEFINITIONS

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SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

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7.1 – Rights of Parents

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Prior Consent to Disclose Information		
<b>Policy Number:</b>	7.2	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	7.2 - Prior Consent to Disclose Information		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

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SCFS will not disclose any personally identifiable information without the parent's prior signed and dated written consent.

SCFS may disclose information from an education record of a student without consent if the disclosure meets one or more of the following conditions:

1. The disclosure is to Head Start staff that has been identified by the program as having legitimate educational interests. This includes, but is not limited to teachers working directly with the child or family, and management or administrative staff with support or monitoring responsibility.
2. The disclosure is to comply with a judicial order or lawfully issued subpoena. SCFS will make a reasonable effort to notify the parent of the order or subpoena in advance of compliance.
3. The disclosure is in connection with a health or safety emergency:
  - a. Information will be disclosed from an education record to law enforcement, child protective services, health care professionals, and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.
  - b. A "health or safety emergency" includes, but is not limited to, law enforcement efforts to locate a child who may be a victim of kidnap, abduction, or custodial interference and law enforcement or child protective services efforts to respond to a report of child abuse or neglect.
4. The disclosure is to the parent of a student under 18 years of age.

In the case of the exceptions about, SCFS will disclose information from an education record only on condition that the party receiving the information makes no further disclosure without the prior consent of the parent. The information may be used only for the purposes for which the disclosure was made.

### DEFINITIONS

---

SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

---

7.2 - Prior Consent to Disclose Information



## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Challenges and Hearings		
<b>Policy Number:</b>	7.3	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	7.3 – Challenges and Hearings		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

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If a parent believes the education record relating to their child contains information that is inaccurate, misleading, or in violation of the student's rights of privacy or other rights, he/she may ask that the record be amended.

### DEFINITIONS

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N/A

### REFERENCED PROCEDURES

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7.3 – Challenges and Hearings

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Record Keeping and Retention		
<b>Policy Number:</b>	7.4	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	7.4 – Record Keeping and Retention		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

The collection and use of information on children and families will be limited to that required to provide educational and family services. Any information obtained in the performance of official duties is to be considered confidential. This includes, but is not limited to, information gained as a result of conversations, conferences, or staff meetings, as well as written documentation. Records will be retained pursuant to grant requirements and state/federal statute.

### DEFINITIONS

---

N/A

### REFERENCED PROCEDURES

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7.4 – Record Keeping and Retention

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Transfer of Student Education Records		
<b>Policy Number:</b>	7.5	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	7.5 – Transfer of Student Education Records		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

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Within ten days of a student seeking enrollment in the SCFS Early Head Start program, the appropriate staff member will ascertain previous school enrollment, if any, and request the child's education records from the former educational agency, if available.

With signed parental consent and upon receipt of a request for student education records relating to a particular student, SCFS Early Head Start will transfer the originals of all requested education records, including the permanent record, to the new educational agency in no less than ten days after receipt of the request.

### DEFINITIONS

---

SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

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7.5 – Transfer of Student Education Records

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Child Abuse and Neglect		
<b>Policy Number:</b>	8.1	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	8.1 – Child Abuse and Neglect		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

All EHS employees who are working directly with children shall be considered mandated reporters as regards possible abuse and/or neglect. SCFS and/or its contracted CCPs will provide training on the indicators of possible child abuse/neglect to staff working directly with children.

As mandated reporters, any employee of SCFS EHS, having reasonable cause to believe that any child with whom that employee comes in contact in an official capacity has suffered abuse, shall report or cause a report to be made immediately to the SC Department of Social Services.

### DEFINITIONS

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SCFS: South Carolina First Steps

CCPs: Child Care Partners

EHS: Early Head Start

### REFERENCED PROCEDURES

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8.1 – Child Abuse and Neglect

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Determining Child Health Status		
<b>Policy Number:</b>	9.1	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	9.1 – Determining Child Health Status		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

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EHS Health Services staff will maintain an efficient and effective record-keeping system to provide accurate and timely medical/dental information for EHS children. Initial intake will include documentation of the child's current health and immunization status, with a child physical and oral assessment to follow. Teaching staff will conduct health checks on a daily basis when children arrive each morning. Each enrolled child's growth is monitored, growth charts will be completed on an ongoing basis. Confidentiality of health records will be maintained to protect EHS children and families. All correspondence, discussions, staffing, and case managements and records will remain confidential. EHS will follow Health Insurance Portability and Availability Act (HIPAA) standards and procedures for keeping child and family information private and secure.

Confidentiality of health records must be maintained to protect EHS children and families. All correspondence, discussions, staffing, and case managements and records are to remain confidential. EHS will follow Health Insurance Portability and Availability Act (HIPAA) standards and procedures for keeping child and family information private and secure.

To respect each family's decision whether or not their child should receive suggested health services, parents/guardians have the right to refuse authorization. A written refusal must be signed by the parent/guardian and kept in the child health files.

### DEFINITIONS

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SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

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9.1 – Determining Child Health Status

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Screening for Developmental, Sensory & Behavioral Concerns		
<b>Policy Number:</b>	9.2	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	9.2 – Screening for Developmental, Sensory & Behavioral Concerns		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS will engage families to ensure all enrolled children have ongoing access to accessible health/dental care and child developmental screenings. Within 45 calendar days of the child's entry into the program, SCFS will receive documentation of age appropriate screening results to identify concerns regarding a child's developmental and sensory (visual and auditory). If these are not available, the SCFS and/or CCP staff will provide applicable screenings. To the extent possible, these screening procedures will be sensitive to the child's cultural background.

SCFS will engage families to ensure all enrolled children have access to ongoing sources of medical and dental care upon entry into child's program. SCFS EHS will determine from health care professionals the health status of each child according to EPSDT.

SCFS will ensure every child entering the program is up-to-date on scheduled preventative health care and that children and families have a medical home. All EHS participants (children and expectant mothers) shall remain up-to-date on scheduled preventative health care and maintain a medical home.

### DEFINITIONS

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SCFS: South Carolina First Steps

EHS: Early Head Start

EPSDT: Early and Periodic Screening, Diagnostic and Treatment

### REFERENCED PROCEDURES

---

9.2 – Screening for Developmental, Sensory & Behavioral Concerns

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Dental Screenings and Assessments		
<b>Policy Number:</b>	9.3	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	9.3 – Dental Screenings and Assessments		
<b>Regulation References:</b>	1304.20(f)(1) ; 1304.23(a)(2)		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

In order to promote quality oral health care, the program shall ensure that all children have a dental assessment/screening within 90 days. SCFS EHS Staff will determine existence of a dental home, and assist as needed in regards to securing follow-up care and treatment.

### DEFINITIONS

---

SCFS: South Carolina First Steps

EHS: Early Head Start

### REFERENCED PROCEDURES

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9.3 – Dental Screenings and Assessments

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Child Development and Education Approach		
<b>Policy Number:</b>	10.1	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	10.1 – Child Development and Education Approach		
<b>Regulation References:</b>	1304.21 (b) (I) (ii)(iii)		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

Interactions between children and adults provide opportunities for children to build trust and trusting relationships, to develop an understanding of self and others, and to encourage respect for the feelings and rights of others. All interactions between children and adults will be respectful and supportive of each child's gender, culture, language, ethnicity and family composition

SCFS will seek to optimally nurture each child's cognitive, language, physical and social-emotional development through the establishment of environments and schedule of activities that include opportunities for experimentation, inquiry, observation, play, exploration, self-expression and pro-social interactions with both peers and adults.

### DEFINITIONS

SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

10.1 – Child Development and Education Approach



## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Social and Emotional Development		
<b>Policy Number:</b>	10.2	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	10.2 – Social Emotional Development		
<b>Regulation References:</b>	1304.21 (3i, A, B, C, D, E)		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

Classroom staff will support the social and emotional development of children through the design of the physical environment and a schedule of activities that builds trust; fosters independence; encourages self-control and respect for the feelings and rights of others; and supports each child's home language, culture, and home composition.

### DEFINITIONS

N/A

### REFERENCED PROCEDURES

10.2 – Social and Emotional Development

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	English Language Acquisition		
<b>Policy Number:</b>	10.3	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	10.3 – English Language Acquisition		
<b>Regulation References:</b>	1304.21 (a)(2)(i)(ii)(iii)		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS EHS program supports the home language and culture of every child and family. In addition, SCFS EHS actively promotes English language acquisition for those children for whom English is not their first language, while at the same time providing books, materials, and activities that positively reflect the child's home language and culture.

### DEFINITIONS

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SCFS: South Carolina First Steps  
EHS: Early Head Start

### REFERENCED PROCEDURES

---

10.3 – English Language Acquisition

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Curriculum Development		
<b>Policy Number:</b>	10.4	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	10.4 – Curriculum Development		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS EHS will follow a curriculum that is consistent with the Early Head Start Program Performance Standards and is based on sound child development principles about how children grow and learn.

SCFS EHS shall utilize the Creative Curriculum for Infants, Toddlers and Twos® as the basis for written educational plans. Teachers will use supplemental curriculum resources such as Conscious Discipline® to enhance learning experiences. Supplemental curriculum resources and materials will be made available for staff use in planning and developing specific activities and goals for children.

### DEFINITIONS

---

SCFS: South Carolina First Steps

EHS: Early Head Start

### REFERENCED PROCEDURES

---

10.4 – Curriculum Development

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Individualization		
<b>Policy Number:</b>	10.5	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	10.5 – Individualization		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

EHS services will be individualized to meet each child's unique strengths and patterns of development. Individualization will take place based on classroom observations, ongoing developmental assessment, and/or consultation with the family.

### DEFINITIONS

---

EHS: Early Head Start

### REFERENCED PROCEDURES

---

10.5 – Individualization

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Child Guidance and Behavior Management		
<b>Policy Number:</b>	10.6	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	10.6 – Child Guidance and Behavior Management		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

Child guidance and classroom behavior management will promote positive social skills, foster mutual respect, strengthen self-esteem, and support a safe, nurturing environment.

### DEFINITIONS

---

N/A

### REFERENCED PROCEDURES

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10.6 – Child Guidance and Behavior Management

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Family Role		
<b>Policy Number:</b>	10.7	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	10.7 – Family Role		
<b>Regulation References:</b>	1304.21 (a) (2) (i) (ii) (iii)		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

Parents will be actively involved in helping to develop the program’s curriculum, provided with opportunities to help plan learning experiences, and in regular home visits and teacher conferences.

### DEFINITIONS

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N/A

### REFERENCED PROCEDURES

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10.7 – Family Role

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Family-Teacher Conferences and Home Visits		
<b>Policy Number:</b>	10.8	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	10.8 – Family-Teacher Conferences and Home Visits		
<b>Regulation References:</b>	1304.21 (a2iii)		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS believes that a partnership between families and staff best supports children in their development. Family-teacher conferences and home visits will be planned to provide a natural link between the child's family, home, and school.

### DEFINITIONS

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N/A

### REFERENCED PROCEDURES

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10.8 – Family-Teacher Conferences and Home Visits

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Attendance		
<b>Policy Number:</b>	10.9	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	10.9 – Attendance		
<b>Regulation References:</b>	1304.21 (a2iii)		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

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Children are best able to benefit from their EHS experience if they attend school on a regular basis. EHS staff will regularly discuss the importance of attendance with parents and encourage their cooperation in bringing their children to school on a regular basis. If children are absent without a parent contact for 10 consecutive days, that enrollment slot may be opened up for another eligible applicant. SCFS will make every effort to maintain a monthly average daily attendance rate of 85%.

### DEFINITIONS

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N/A

### REFERENCED PROCEDURES

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10.9 – Attendance



## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Environment		
<b>Policy Number:</b>	10.10	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	10.10 - Environment		
<b>Regulation References:</b>	1304.21 (5) (i) (ii) (iii)		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

The indoor and outdoor physical environments will foster optimal growth and development of the whole child through opportunities for exploration and learning at each child's developmental level.

### DEFINITIONS

---

N/A

### REFERENCED PROCEDURES

---

10.10 - Environment

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Parental Rights		
<b>Policy Number:</b>	11.1	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	11.1 – Parental Rights		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS ensure that the legal guardian(s) of all enrolled children with special needs will be informed of their legal rights regarding services for their children.

### DEFINITIONS

---

SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

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11.1 – Parental Rights

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Transition of Children with Disabilities		
<b>Policy Number:</b>	11.2	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	11.2 – Transition of Children with Disabilities		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS will foster smooth and positive transitions into and out of the Early Head Start program for children with disabilities.

### DEFINITIONS

---

SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

---

11.2 – Transition of Children with Disabilities

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	IDEA Part C Participation and Cooperative Agreement		
<b>Policy Number:</b>	11.3	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	11.3 - IDEA Part C Participation and Cooperative Agreement		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

SCFS will ensure close collaboration between EHS and state and local early intervention agencies, and actively seek to connect children to the BabyNet (IDEA, Part C) services for which they may be eligible. The SCFS EHS program will enter into a cooperative agreement with BabyNet to ensure the provision of these services.

### DEFINITIONS

SCFS: South Carolina First Steps

EHS: Early Head Start

BabyNet: South Carolina's early intervention program for infants and toddlers with disabilities and disabilities under Part C of IDEA.

IDEA: Individuals with Disabilities Education Act

### REFERENCED PROCEDURES

11.3 - IDEA Part C Participation and Cooperative Agreement

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Coordination of Services		
<b>Policy Number:</b>	11.4	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	11.4 – Coordination of Services		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS will ensure that the needs of EHS children with special needs are met and appropriate services are provided in coordination with state and local early intervention agencies.

### DEFINITIONS

---

SCFS: South Carolina First Steps  
EHS: Early Head Start

### REFERENCED PROCEDURES

---

11.4 – Coordination of Services

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Coordination of Mental Health Services		
<b>Policy Number:</b>	11.5	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	11.5 – Coordination of Mental Health Services		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

The SCFS EHS Mental Health Consultant will coordinate with teaching staff to ensure that children with mental health needs receive the services they may require.

### DEFINITIONS

---

SCFS: South Carolina First Steps

EHS: Early Head Start

### REFERENCED PROCEDURES

---

11.5 – Coordination of Mental Health Services

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Family Services and Attendance of Children with Disabilities		
<b>Policy Number:</b>	11.6	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	11.6 – Family Services and Attendance of Children with Disabilities		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS will work with the families of children with disabilities (or other special health considerations) to ensure that their children are enrolled, attending and receiving BabyNet services (as identified) within natural environments. It is the intent of SCFS that each child and family receive the full benefit of the program while accommodating for individual needs as appropriate.

### DEFINITIONS

---

SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

---

11.6 – Family Services and Attendance of Children with Disabilities

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Disabilities Service Plan		
<b>Policy Number:</b>	11.7	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	11.7 – Disabilities Service Plan		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS will establish a disabilities service plan, updated annually, to guide the program's efforts to meet the needs of children with disabilities and include them and their families in the full range of EHS services. SCFS will support and participate in the implementation of IFSPs for all children with identified special needs.

### DEFINITIONS

---

SCFS: South Carolina First Steps  
EHS: Early Head Start  
IFSP: Individualized Family Service Plans

### REFERENCED PROCEDURES

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11.7 – Disabilities Service Plan



## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Recruitment, Selection and Enrollment		
<b>Policy Number:</b>	11.8	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	11.8 – Recruitment, Selection and Enrollment		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS will actively recruit and enroll children with special needs and ensure that at least 10% of enrolled children are receiving BabyNet services under Part C of the Individuals with Disabilities Education Act.

### DEFINITIONS

---

SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

---

11.8 – Recruitment, Selection and Enrollment

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Evacuation of Children with Disabilities		
<b>Policy Number:</b>	11.9	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	11.9 – Evacuation of Children with Disabilities		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS will establish and implement written emergency evacuation procedure for children with disabilities.

### DEFINITIONS

---

SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

---

11.9 – Evacuation of Children with Disabilities

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Staffing and Training		
<b>Policy Number:</b>	11.10	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	11.10 – Staffing and Training		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS will provide the staffing and training necessary to meet the needs of the children with special needs. To increase the abilities of staff and parents to meet the needs of children with disabilities, training and technical assistance will be provided.

### DEFINITIONS

---

SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

---

11.10 – Staffing and Training

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Monitoring		
<b>Policy Number:</b>	11.11	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	11.11 - Monitoring		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS will establish and implement ongoing monitoring of disabilities services to ensure compliance with federal regulations.

### DEFINITIONS

---

SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

---

11.11 - Monitoring

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Environment		
<b>Policy Number:</b>	11.12	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	11.12- Environment		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS will provide classroom and playground environments that are conducive to learning and appropriate for children with special needs.

### DEFINITIONS

---

SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

---

11.12- Environment

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Personnel		
<b>Policy Number:</b>	11.13	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	11.13- Personnel		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS will hire qualified staff and consultants and provide services to children with disabilities.

### DEFINITIONS

---

SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

---

11.13- Personnel

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	State and Federal Records Regulation		
<b>Policy Number:</b>	11.14	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	11.14 - State and Federal Records Regulation		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS will maintain confidentiality in accordance with state and federal requirements.

### DEFINITIONS

---

SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

---

11.14 - State and Federal Records Regulation

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Children with Disabilities and Developmental Delays		
<b>Policy Number:</b>	11.15	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	11.15 – Children with Disabilities and Developmental Delays		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

Children with suspected or diagnosed disabilities and/or developmental delays (including, but not limited to, communication (speech or language) impairments, sensory impairments, social/emotional impairments, cognitive and/or orthopedic impairments) shall be referred for special education services via BabyNet.

### DEFINITIONS

---

SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

---

11.15 – Children with Disabilities and Developmental Delays



## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Health Emergencies		
<b>Policy Number:</b>	12.1	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	12.1 – Health Emergencies		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

In emergency situations, direct service staff members will be prepared to act quickly to ensure the health and well being of each child. All contracted Direct Service staff members are required to maintain current first aid and pediatric CPR certification.

In the event of any health emergency, the CCP will notify the parents and Health Services Manager immediately.

### DEFINITIONS

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CPR: Cardio-Pulmonary Resuscitation  
CCP: Child Care Partner site

### REFERENCED PROCEDURES

---

12.1 – Health Emergencies

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Short-Term Exclusion and Admittance		
<b>Policy Number:</b>	12.2	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	12.2 - Short-Term Exclusion and Admittance		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

Children or adults with symptoms of communicable disease will be excluded from the classroom until they are no longer contagious and there is no risk of disease transmission. If the condition has not been professionally diagnosed, and is suspected, the parent will be asked to come and pick up their child and will be encouraged to contact their primary health care provider for diagnosis. A medical clearance from a health care practitioner may be necessary for the child or adult to return to the classroom.

### DEFINITIONS

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N/A

### REFERENCED PROCEDURES

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12.2 - Short-Term Exclusion and Admittance

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Medication Administration		
<b>Policy Number:</b>	12.3	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	12.3 - Medication Administration		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

No SCFS employee or CCP contractor employee will administer any medication or perform any medical procedure to any child in the Head Start environment without a properly completed Medication Authorization form. In-service training by a qualified health care practitioner may be required.

Whenever possible, medication will be administered, and medical procedures will be performed at the child's home, by the child's parent, before or after school. Medication will be given at school only when the student's health would be compromised by not getting the medication during school hours or medical procedures being performed during school hours.

No staff member will be responsible for administering the first dose of any medication. The child must have already experienced taking the medication at home.

### DEFINITIONS

---

SCFS: South Carolina First Steps  
CCP: Child Care Partner

### REFERENCED PROCEDURES

---

12.3 - Medication Administration

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Injury Prevention		
<b>Policy Number:</b>	12.4	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	12.4 – Injury Prevention		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

SCFS will “ensure that staff and volunteers can demonstrate appropriate safety practices; and foster safety awareness among children and parents by incorporating it into child and parent activities.” - Head Start Performance Standard 1304.22(d)(1)&(2)

Injuries often are the result of a mismatch between a child’s abilities and activities, unsafe conditions in the environment, or lack of adult supervision. EHS staff will seek to prevent injuries by providing a safe environment, reduce or eliminate hazards, practice consistent adult supervision, and teach children, parents, and staff members about safety.

### DEFINITIONS

SCFS: South Carolina First Steps  
EHS: Early Head Start

### REFERENCED PROCEDURES

12.4 – Injury Prevention

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Blood Borne Pathogens		
<b>Policy Number:</b>	12.5	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	12.5 – Blood Borne Pathogens		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS recognizes that staff and students incur risk of infection and illness each time they are exposed to blood and/or other potentially infectious materials. While the risk to staff and students of exposure to body fluids due to casual contact with individuals in the school environment is very low, SCFS regards any such risk as serious.

Consequently, SCFS directs adherence to universally recognized precautions. Universally recognized precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HBV, and/or other blood borne pathogens.

All EHS employees will receive annual blood borne pathogens training. These employees, the child's own parent(s), and qualified emergency personnel are the only people authorized to deal with situations involving blood or bodily fluids in the Head Start classroom, on CCP property or on field trips.

### DEFINITIONS

---

SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

---

12.5 – Blood Borne Pathogens

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Hand Washing		
<b>Policy Number:</b>	12.6	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	12.6 – Hand Washing		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

EHS staff, parents and volunteers working in the classroom will teach and model excellent preventative hygiene practices in order to lower the risk of spreading communicable diseases.

### DEFINITIONS

---

SCFS: South Carolina First Steps

EHS: Early Head Start

### REFERENCED PROCEDURES

---

12.6 – Hand Washing

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Dental Hygiene		
<b>Policy Number:</b>	12.7	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	12.7 – Dental Hygiene		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

SCFS encourages dental health and the development of health skills that will last a lifetime. Tooth brushing is one way to promote basic dental hygiene. Teachers regularly brush and/or supervise children's tooth brushing, provide demonstrations and dental health education and model good tooth brushing techniques and dental hygiene in association with meals.

### DEFINITIONS

SCFS: South Carolina First Steps  
EHS: Early Head Start

### REFERENCED PROCEDURES

12.7 – Dental Hygiene

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Diapering		
<b>Policy Number:</b>	12.8	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	12.8 - Diapering		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

Diapering will be implemented in a manner that is safe, secure, respectful of the child, and that enables the child to learn self help skills.

### DEFINITIONS

---

SCFS: South Carolina First Steps

EHS: Early Head Start

### REFERENCED PROCEDURES

---

12.8 - Diapering



## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Cleaning and Disinfecting		
<b>Policy Number:</b>	12.9	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	12.9 – Cleaning and Disinfecting		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

Regular cleaning and disinfecting will occur to reduce germs and the spread of disease in the classroom. Limited assistance with janitorial services will be provided for every center, however it is the responsibility of CCP classroom staff to ensure that sanitation of the classroom and bathrooms occur prior to children entering the classroom each day, and that toys and other surfaces are cleaned and disinfected on a regular basis. It is likewise the responsibility of the CCP to ensure that all food service equipment and surfaces are maintained appropriately.

### DEFINITIONS

---

SCFS: South Carolina First Steps  
CCP: Child Care Partner

### REFERENCED PROCEDURES

---

12.9 – Cleaning and Disinfecting

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	First Aid Kits		
<b>Policy Number:</b>	12.10	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	12.10 – First Aid Kits		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

Every Head Start classroom will have a well-supplied first aid kit readily available on site. First Aid Backpacks will be available for use on the playground and on outings away from the site and must be taken on fieldtrips and outdoors when children are on the playground. Each kit must be accessible to staff members at all times, but will be kept out of the reach of children. First aid kits will be restocked after use, and an inventory will be conducted at regular intervals.

### DEFINITIONS

---

SCFS: South Carolina First Steps

CCP: Child Care Partner

### REFERENCED PROCEDURES

---

12.10 – First Aid Kits

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Emergency Closure		
<b>Policy Number:</b>	12.11	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	12.11 – Emergency Closure		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

Each CCP center will establish procedures for canceling class in an emergency situation and assign responsibility for notifying children’s parents/caregivers, and for notifying the EHS Director.

The decision to cancel class and/or close the center may be made based on weather conditions, problems with the building that would make occupancy unsafe or uncomfortable, or other unforeseen circumstance.

### DEFINITIONS

---

SCFS: South Carolina First Steps

CCP: Child Care Partner

### REFERENCED PROCEDURES

---

12.11 – Emergency Closure

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Security of School Premises		
<b>Policy Number:</b>	12.12	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	12.12 – Security of School Premises		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

CCP staff will ensure that the school premises are secured from unauthorized access. All classrooms will be locked during class time and playground gates will be latched. One door in each classroom will be accessible while children are being dropped off and picked up before and after class; a staff person will monitor the entry and exit of children and parents during this period of time. Parents and other authorized individuals may knock at the door and will be admitted to the classroom after being identified by a staff member.

Under extraordinary circumstances, the center and playground may be completely locked down, with children and adults kept inside the locked building. This would happen when local circumstances require extra precautions or if notified by local police departments of hazardous circumstances that could jeopardize the safety of children and adults during school hours.

### DEFINITIONS

---

SCFS: South Carolina First Steps

CCP: Child Care Partner

### REFERENCED PROCEDURES

---

12.12 – Security of School Premises

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Emergency Evacuation		
<b>Policy Number:</b>	12.13	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	12.13 – Emergency Evacuation		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

Every CCP center will develop a site-specific Emergency Evacuation Plan.

### DEFINITIONS

---

SCFS: South Carolina First Steps  
CCP: Child Care Partner

### REFERENCED PROCEDURES

---

12.13 – Emergency Evacuation

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Identification of Nutritional Needs		
<b>Policy Number:</b>	13.1	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	13.1 Identification of Nutritional Needs A. Nutritional Screenings & Assessment B. Child Nutrition Assessment C. Food Allergy D. Special Dietary Needs E. Food/Nutrition Experiences F. Infant & Toddler Nutritional Needs G. Nutrition On-Going Monitoring H. Family Assistance with Nutrition		
<b>Regulation References:</b>	1304.23		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

SCFS will, in partnership with the Child Care Partner sites, assess the nutritional needs of children within the first 45 days of enrollment. Staff and families will work together to identify each child's nutritional needs including, but not limited to, eating patterns, cultural preferences, special dietary requirements, and/or any nutritional-related health problems. Children will be provided regular, nutritious, age-appropriate meals and snacks based on identified needs and serve meals in a "family style environment."

SCFS will support the Child Care Partners in participating in the CACFP which includes the application, implementation, and reimbursement processes. SCFS, in partnership with the CCPs, will support the provision of all nutrition and safety requirements in sites enrolling EHS children. SCFS will maintain an efficient and effective record-keeping system to provide accurate and timely nutrition services and information.

### DEFINITIONS

SCFS: South Carolina First Steps  
 EHS: Early Head Start  
 CCPs: Child Care Partner sites  
 CACFP: Child and Adult Care Food Program

### REFERENCED PROCEDURES

See header section above for Procedures supporting this policy.

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Meal Service		
<b>Policy Number:</b>	13.2	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	13.2 – Meal Service		
<b>Regulation References:</b>	<insert Head Start Regulations, Standards this Policy covers>		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

EHS CCPs will provide children with regular mealtimes and nutritious foods comprising 1/3 of a child's daily nutritional requirements at each meal. Children and adults will eat together "family style" in a pleasant conversational environment. Menus will be developed to meet specific cultural, ethnic and age-appropriate preferences while introducing new foods. Children will be allowed to serve themselves and determine which foods they will eat, and how much they will eat. Children will receive food appropriate to their nutritional needs, developmental readiness, and feeding skills, as recommended by the USDA/CACFP meal pattern or nutrient standard menu planning requirements. SCFS will provide parents/guardians with information on the benefits of breast feeding.

### DEFINITIONS

SCFS: South Carolina First Steps

EHS: Early Head Start

CCPs: Child Care Partners

USDA: United States Department of Agriculture

CACFP: Child and Adult Care Food Program

### REFERENCED PROCEDURES

13.2 – MEAL SERVICE

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Child & Adult Care Food Program - CACFP		
<b>Policy Number:</b>	13.3	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	13.3 - Child & Adult Care Food Program - CACFP		
<b>Regulation References:</b>	Child Nutrition 1304.23		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

SCFS EHS centers will enroll in - and utilize - the United States Department of Agriculture's (USDA/CACFP) Child and Adult Care Food Program (CACFP) as their primary source of funding meals and snacks. SCFS EHS will not reimburse individual centers for daily meals and snacks as the CACFP program will be utilized for this purpose. CACFP is a nutrition education and reimbursement program for licensed family child care homes and centers. CACFP materials will be used to teach and help establish healthy eating habits. Centers will abide by all the rules and regulations of the CACFP in providing quality meals to enrolled children. Programs participating in the Child and Adult Care Food Program will follow all application procedures, renewal processes, and paperwork requirements.

### DEFINITIONS

SCFS: South Carolina First Steps  
EHS: Early Head Start  
CACFP: Child and Adult Care Food Program  
USDA: United States Department of Agriculture

### REFERENCED PROCEDURES

13.3 – CHILD AND ADULT CARE FOOD PROGRAM



## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Food Safety and Sanitation		
<b>Policy Number:</b>	13.4	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	13.4 – Food Safety and Sanitation		
<b>Regulation References:</b>	<insert Head Start Regulations, Standards this Policy covers>		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

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The food preparation process will include strict observation of personal hygiene, continuous application of sanitary food-handling techniques, destroying harmful bacteria, thorough washing, and minimal handling of food throughout the process.

Only employees and regular volunteers trained in food handling procedures will prepare food for breakfast, lunch, snacks, or cooking projects. Additional parents and volunteers may help with cooking and food-related classroom projects under the supervision of a trained employee or volunteer.

### DEFINITIONS

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N/A

### REFERENCED PROCEDURES

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13.4 – FOOD SAFETY AND SANITATION

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Classroom Observation by a Mental Health Professional		
<b>Policy Number:</b>	14.1	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	14.1 - Classroom Observation by a Mental Health Professional		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

Based on the belief that anticipating and understanding a child's behavior and development helps parents and staff respond to that behavior in a manner more likely to enhance the child's development, SCFS will schedule at least one classroom observation by a qualified Mental Health Professional each year.

The focus of this observation is on teacher-adult interaction, adult-child interaction, and general classroom atmosphere. The consultant meets with the classroom team following observations to make recommendations with regard to the development of emotionally supportive classrooms, curricula and relationships.

The Mental Health Professional will also make a note of the general social-emotional development and behavior of children, and may make recommendations as to appropriate behavioral interventions to better integrate all children in classroom activities. Parents of children with behavioral difficulties will have an opportunity to confer with the Mental Health Professional and/or classroom staff and will participate fully in any behavioral planning for that child.

### DEFINITIONS

---

SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

---

14.1 - Classroom Observation by a Mental Health Professional

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Referral for Mental Health Services		
<b>Policy Number:</b>	14.2	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	14.2 - Referral for Mental Health Services		
<b>Regulation References:</b>			
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

Mental health services at SCFS EHS are based on the belief that child and adult needs should be addressed in a manner that alleviates unnecessary stress and creates avenues for learning to successfully manage life's inevitable challenges. Interactions at EHS seek to instill a sense of confidence. Adults and children are encouraged to participate in experiences that increase their self-awareness and afford them opportunities to relate to others in a safe and supportive environment.

The mental health content area at SCFS reflects a collaborative continuum of services that includes prevention, identification, referral and treatment. When a referral for mental health treatment is indicated, families are fully involved in the process. Head Start collaborates with agencies and individuals in an effort to enrich the services available to families and staff.

### DEFINITIONS

---

SCFS: South Carolina First Steps

EHS: Early Head Start

### REFERENCED PROCEDURES

---

14.2 - Referral for Mental Health Services

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Family Assessment/Goal Setting		
<b>Policy Number:</b>	FCP.1	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	FCP.1 – Family Assessment/Goal Setting		
<b>Regulation References:</b>	1304.40 (a)(1)(2)(3)		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS will engage in a collaborative partnership building with families to establish mutual trust and to identify family goals, strengths, and necessary services and other supports.

### DEFINITIONS

---

SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

---

FCP.1 – FAMILY ASSESSMENT/GOAL SETTING

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Parent Orientation		
<b>Policy Number:</b>	FCP.2	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	FCP.2 – Parent Orientation		
<b>Regulation References:</b>	1304.40 (a)(4)		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

To ensure that parents are informed of the day-to-day activities of the EHS program, parents shall receive an orientation at the time of enrollment, to include their rights and responsibilities within the program.

### DEFINITIONS

---

EHS: Early Head Start

### REFERENCED PROCEDURES

---

FCP.2 – Parent Orientation

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Addressing Diversity in Early Head Start		
<b>Policy Number:</b>	FCP.3	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	FCP.3 – Addressing Diversity in Early Head Start		
<b>Regulation References:</b>	1304.40 (a)(4)-(5)		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS will ensure that interactions with families are respectful of the diversity, culture, and ethnic backgrounds of participating families.

### DEFINITIONS

---

SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

---

FCP.3 – Addressing Diversity in Early Head Start

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Accessing Community Services and Resources		
<b>Policy Number:</b>	FCP.4	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	FCP.4 – Accessing Community Services and Resources		
<b>Regulation References:</b>	1304.40		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS will provide families with comprehensive information about community resources, establish collaborative relationships with community organizations and support families in accessing needed services.

### DEFINITIONS

---

SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

---

FCP.4 – Accessing Community Services and Resources

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Emergency and Crisis Assistance		
<b>Policy Number:</b>	FCP.5	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	FCP.5 – Emergency and Crisis Assistance		
<b>Regulation References:</b>	1304.40 (b)(1)(i)		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS will work collaboratively with participating families to identify and access (either directly or through referral), resources that are responsive to the emergency and family crisis needs of enrolled families.

### DEFINITIONS

---

SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

---

FCP.5 – Emergency and Crisis Assistance



## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Family Contact Case Notes		
<b>Policy Number:</b>	FCP.6	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	FCP.6 – Family Contact Case Notes		
<b>Regulation References:</b>	1304.40 (b)		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

Family Contact Case notes will be used to document contacts made to families. Maintenance of these notes shall be the responsibility of the FA assigned to each family.

### DEFINITIONS

---

FA: Family Advocate

### REFERENCED PROCEDURES

---

FCP.6 – Family Contact Case Notes

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Counseling Programs and Information on Mental Health		
<b>Policy Number:</b>	FCP.7	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	FCP.7 – Counseling Programs and Information on Mental Health		
<b>Regulation References:</b>	1304.40 (b)(1)(ii)		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS will make available a list of counseling programs/mental health resources and information on mental health issues that place families at-risk including substance abuse, child abuse and neglect, and domestic violence.

### DEFINITIONS

---

SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

---

FCP.7 – Counseling Programs and Information on Mental Health

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Community Advocacy		
<b>Policy Number:</b>	FCP.8	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	FCP.8 – Community Advocacy		
<b>Regulation References:</b>	1304.40(g)(1)-(2)		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

EHS staff will serve as advocates for EHS families.

### DEFINITIONS

---

EHS: Early Head Start

### REFERENCED PROCEDURES

---

FCP.8 – Community Advocacy

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Home Visits		
<b>Policy Number:</b>	FCP.9	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	FCP.9 – Home Visits		
<b>Regulation References:</b>	1304.40(i)		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS will make home visits a valuable tool in building respectful relationships with parents and assist program staff in developing a broad understanding of every child in the program.

### DEFINITIONS

---

SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

---

FCP.9 – Home Visits

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Information-Change of Status		
<b>Policy Number:</b>	FCP.10	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	FCP.10 – Information-Change of Status		
<b>Regulation References:</b>	1304.51 (g)		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS will ensure that child and family information changes are documented in a timely manner.

### DEFINITIONS

---

SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

---

FCP.10 – Information-Change of Status

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Community Partnerships		
<b>Policy Number:</b>	FCP.11	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	FCP.11 – Community Partnerships		
<b>Regulation References:</b>	1304.10(a)(1)		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS will collaborate with community partners to provide optimal services to EHS children and families, will foster the development of a continuum of family services, and advocate for a community that shares responsibility for the healthy development of children and families of all cultures.

### DEFINITIONS

---

SCFS: South Carolina First Steps

EHS: Early Head Start

### REFERENCED PROCEDURES

---

FCP.11 – Community Services

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Parent Committees		
<b>Policy Number:</b>	FCP.12 – Parent Committees	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	FCP.12 – Parent Committees		
<b>Regulation References:</b>	1304.40; 1304.50(a)(2)		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

Each CCP participating in the SCFS EHS program will establish a Parent Committee designed to involve parents in collaborative decision-making and joint governance. Each Parent Committee will elect a representative to serve on the Policy Council.

### DEFINITIONS

---

CCP: Child Care Partner site  
SCFS: South Carolina First Steps  
EHS: Early Head Start

### REFERENCED PROCEDURES

---

FCP.12 – Parent Committees

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Parent Feedback		
<b>Policy Number:</b>	FCP.13	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	FCP.13 – Parent Feedback		
<b>Regulation References:</b>	1304.5		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS will ensure that parents are provided opportunities to share feedback on program activities, goals, and learning environments.

### DEFINITIONS

---

SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

---

FCP.13 – Parent Feedback



## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Parent Education and Employment		
<b>Policy Number:</b>	FCP.14	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	FCP.14 – Parent Education and Employment		
<b>Regulation References:</b>	1304.40(b)(1)(iii);(e)(4)		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

Opportunities will be provided to assist enrolled families in identifying and securing access to continuing education, training, and employment opportunities.

### DEFINITIONS

---

N/A

### REFERENCED PROCEDURES

---

FCP.14 – Parent Education and Employment

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Parent Handbook		
<b>Policy Number:</b>	FCP.15	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	FCP.15 – Parent Handbook		
<b>Regulation References:</b>	1304.51 (c) (1)(2)		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

A Parent Handbook will be provided to families as a guide to program services and policies.

### DEFINITIONS

---

N/A

### REFERENCED PROCEDURES

---

FCP.15 – Parent Handbook

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Parent Education and Involvement		
<b>Policy Number:</b>	FCP.16	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	FCP.16 – Parent Education and Involvement		
<b>Regulation References:</b>	1304.40(a) (4-5)		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS will provide opportunities to support parental learning, involvement and interaction throughout the program year.

### DEFINITIONS

---

SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

---

FCP.16 – Parent Education and Involvement

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Parent Activity Funds		
<b>Policy Number:</b>	FCP.17	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	FCP.17 – Parent Activity Funds		
<b>Regulation References:</b>	1304.50(d)(2)(iii)		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS will provide EHS grant funds to support parent activities.

### DEFINITIONS

---

SCFS: South Carolina First Steps

### REFERENCED PROCEDURES

---

FCP.17 – Parent Activity Funds

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Parent-Community Representative Reimbursement		
<b>Policy Number:</b>	FCP.18	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	FCP.18 – Parent-Community Representative Reimbursement		
<b>Regulation References:</b>	1304.50		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS will enable income-eligible parents to participate fully in their EHS responsibilities by providing, if necessary, reimbursement to parents for reasonable expenses incurred.

### DEFINITIONS

---

SCFS: South Carolina First Steps

EHS: Early Head Start

### REFERENCED PROCEDURES

---

FCP.18 – Parent-Community Representative Reimbursement

## SOUTH CAROLINA FIRST STEPS – EARLY HEAD START POLICY

<b>Policy Title:</b>	Transitions		
<b>Policy Number:</b>	FCP.19	<b>Effective Date:</b>	<ENTER DATE>
<b>Related Procedures</b>	FCP.19 – Transitions		
<b>Regulation References:</b>	1304.40(3)(2); 1304.40(h)(1); 1304.41(c)(1)		
<b>SCFS Executive Director Approval Date:</b>	<enter date>	<b>EHS Director Approval Date:</b>	<enter date>
<b>SCFS Board of Trustees Approval Date:</b>	<enter date>	<b>Policy Council Approval Date:</b>	<enter date>
<b>Revisions Dates:</b>			

### POLICY

---

SCFS will involve parents/guardians in their child's transitions into and out of EHS. Every effort will be made to facilitate smooth transitions. Staff will encourage parents to be advocates for their child.

### DEFINITIONS

---

SCFS: South Carolina First Steps

EHS: Early Head Start

### REFERENCED PROCEDURES

---

FCP.19 - Transitions