**CONTRACTED SERVICES AGREEMENT**

BLANK Head Start Agency and the ANYPLACE Community Schools (Provider) wish to enter into an agreement under which Provider shall furnish certain designated services necessary to implementation of BLANK Head Start Agency’s program operations funded by a U.S. Department of Health and Human Services Grant. For the purposes of this Agreement, the following terms shall be used:

| **Term** | **Definition** |
| --- | --- |
| BLANK Head Start Agency | BLANK Head Start Agency Official Name |
| BLANK Head Start Agency Address | 123 Main Street  PO Box 666  Anyplace, US 99999-9999 |
| Provider | ANYPLACE Community Schools |
| Provider Address | 321 Main Street  Anyplace, US 99999-9999 |
| Site Locations | ABC Elementary School  123 A Avenue  Anyplace, US 99999-9999  DEF Elementary School  123 B Avenue  Anyplace, US 99999-9999  GHI Elementary School  123 C Avenue  Anyplace, US 99999-9999  2 classrooms |
| Applicable DHS Award No. | 99CH9999 |
| Locations for Provision of Services: | ABC Elementary School  123 A Avenue  Anyplace, US 99999-9999  DEF Elementary School  123 B Avenue  Anyplace, US 99999-9999  GHI Elementary School  123 C Avenue  Anyplace, US 99999-9999  2 classrooms |
| Covered Primary Services: | Health, Education, Nutrition, and Disabilities portions of Center Based Head Start Programming |
| Required Service Group  for Primary Services: | FOR EACH CLASSROOM AND SITE LOCATION:  Subject to maximum funding limitations below, Provider will serve a minimum of twelve (12) and a maximum of 16 children in each classroom for nine months. All children must be 100% income eligible children. |
| Minimum Service for Primary Services: | 4 hours per day, 5 days per week, 36 weeks per year exclusive of school holidays and weather-related closings for the site location. A minimum of 165 child contact days must be provided. |
| Maximum Funding for Primary Services: | $???? to serve children at the identified site locations. BLANK Head Start Agency will provide 1FTE Assistant teacher for each classroom and provide for Family Services to occur at each location. A maximum of 152 children will be served through this contract. |
| Term of Agreement: | August 25, 2008- June 2, 2009 |

The parties agree to abide by the specific terms and provisions of the following attachments, which are incorporated into this agreement by reference and made a part of it:

Basic Contract Provisions

ANYPLACE School Calendar

Compliance Checklist

Insurance Requirements

Signature Page

Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Provider:** **BLANK Head Start Agency:**

ANYPLACE Community Schools BLANK Head Start Agency Official Name

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, Board President Name, Board Chairperson

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, Secretary

**BASIC CONTRACT PROVISIONS**

1. PURPOSE AND SCOPE OF CONTRACT

The purpose of this contract is to set out the terms and conditions of the agreement between BLANK Head Start Agency and Provider to furnish certain services required under the Applicable HHS Award and to meet all HHS requirements for a written agreement and mandated terms.

Achievement of the goals and objectives of the Head Start program requires commitment from all levels and persons involved in the program. Policies, regulations and guidelines contribute to the effective and efficient process necessary for goal attainment. BLANK Head Start Agency encourages and expects philosophical commitment to the Head Start goals, as well as compliance with the approved grant application, Provider Agreement for Contracted Services, all policies, regulations, and guidelines of the HHS/ACF and the Grantee.

The services to be provided under this Agreement are designed to provide the following services at the same site setting, subject to availability of funding:

1. Education, health, disabilities and nutrition services to Head Start eligible children in an integrated environment;
2. Access for Head Start Families to full participation in classroom and appropriate building activities.
3. Transition planning and implementation for children and families into the K-12 ANYPLACE School District system.
4. PROVIDER SERVICE RESPONSIBILITIES

Provider shall provide the specified Covered Primary Services and Covered Secondary Services at the designated Location(s) of Services for the specified Term of Agreement in accordance with Head Start Performance Standards.

Provider shall provide those services for the Required Service Group(s) at least at the level of Minimum Service. Provider shall also notify BLANK Head Start Agency if the number of funded students being served is reduced below the number set out as the Required Service Group. That notice shall be given within three working days.

In addition to the specific provisions of this Agreement, Provider shall comply with all applicable state, federal, and local laws, rules, and regulations.

III FUNDING

BLANK Head Start Agency shall provide no more than the specified Maximum Funding level in federal funds to implement the Head Start Program as set out in the Program Budget, which is part of this Agreement. It is expressly understood and agreed that in no event will the total amount paid under this Agreement exceed the Maximum Funding level for full and complete performance unless additional funding is specifically authorized in writing by BLANK Head Start Agency.

1. PROVIDER METHOD FOR FISCAL MANAGEMENT

Provider shall maintain such records and accounts, including property, personnel, and financial, as are deemed necessary by BLANK Head Start Agency or the Department of Health and Human Service/Administration for Child and Families (HHS/ACF) to assure proper accounting for all federal funds provided for this program. These records will be made available for audit purposes to BLANK Head Start Agency, HHS/ACF, and the Comptroller General of the United States or any authorized representative of them and will be retained for four(4) years after the expiration date of this contract and any renewals of it, unless permission to destroy them is granted by both BLANK Head Start Agency and HHS/ACF.

Provider shall specifically provide the following specified reports and conform to the following fiscal management guidelines:

1. Semester financial reports on the program shall be submitted to BLANK Head Start Agency within fifteen (15) calendar days of the beginning of each semester.
2. An end of fiscal year financial report on the program shall be submitted on or before June 15 each year.
3. No contract funds shall be used for:
   1. Expenditures other than those necessary to meet the performance requirements of this contract as determined by BLANK Head Start Agency.
   2. The purchase of real property or construction of real property.
   3. Costs exceeding, or not reflected in, the Program Budget, which is part of this Agreement, or any written amendments to that Program Budget.
   4. Expenditures resulting from failure of the Provider obtaining and documenting “other related assistance” funds identified in BLANK Head Start Agency’s approved Head Start budget (such as CACFP, AEA, Title XIX, and the like.)

Disallowed expenses shall be the sole responsibility of the Provider.

1. The costs of developing and administering the Head Start program provided under this Agreement shall not exceed fifteen percent (15%) of the total costs of the program. Provider shall be entitled to appropriate allocations from the funds provided under this Agreement for its administrative services, which shall not exceed fifteen percent (15%) and shall conform to the Program Budget, which is part of this Agreement. Provider shall provide BLANK Head Start Agency with supporting documentation for certification of these limits on administrative costs.
2. If alternate funding sources are available for nutrition and educational services, Head Start dollars shall be the last dollars spent. It is specifically required that benefits from the United States Department of Agriculture (USDA) (CACFP or School Lunch program or the like) will be utilized fully before Head Start Funds are used to support food costs. Provider shall maintain documentation of its receipt and application of alternative food and educational funding sources.
3. Provider agrees to secure and keep in force for the duration of this Agreement adequate insurance coverage to protect against losses. Coverage must include student accident, general liability, and fidelity bonding. Insurance against Head Start property damage/loss/theft is required. Copies of the cover sheet of the policies, or a summary of the applicable insurance coverage, shall be submitted by Provider as evidence of current coverage. BLANK Head Start Agency must also be included as an additional named insured on all applicable policies. Required insurance shall be at least in the amount set out in the Insurance Requirements, which are part of this Agreement. Should transportation become part of required or provided services, vehicle coverage (collision and liability) for any vehicle used for Head Start program purposes must be provided in the same manner.
4. Provider agrees to protect all Head Start purchased equipment/property in its care, custody and control and to reimburse BLANK Head Start Agency for all loss and/or damage to that property of whatever kind, excluding only normal depreciation and wear and tear.
5. All information shall be provided on the forms provided by BLANK Head Start Agency, if such forms are provided.
6. PROVIDER PERSONNEL MANAGEMENT

Provider shall assure:

1. There is a personnel management system covering its staff, which is consistent with the Administration for Children and Families Regulations and shall provide a copy of its personnel policies and procedures to BLANK Head Start Agency. This shall include, but not be limited to, a current organizational chart for Provider’s program and those sections of Provider’s policies, which cover performance appraisals.
2. Compliance with HHS/BLANK Head Start Agency’s requirements regarding staff certification, training, and technical assistance.
3. Maintenance of personnel records of each of Provider’s employees providing services under this Agreement, which personnel records shall include the documents specified on BLANK Head Start Agency’s personnel checklist.
4. All subcontracts with third party businesses or individuals to conduct any activity under this Agreement and to be paid with funds acquired under this Agreement must meet Head Start Standards, the standards specifically set out in this Agreement, and shall be properly documented, including specific data describing work to be performed and expected outcomes, and time sheets maintained to support the contractual agreement.

VI PROVIDER SUBMISSION OF REPORTS, RECORDS AND EVALUATIONS

Provider agrees to prepare, retain and permit BLANK Head Start Agency to inspect, as BLANK Head Start Agency considers necessary, all records required for this program by HHS and BLANK Head Start Agency regulations. Provider further agrees BLANK Head Start Agency may carry out monitoring and evaluation activities to include, as a minimum, periodic observations of the daily program, conferring with staff and parents, validation of the Provider self-assessment procedures and on- site visits to conduct specific activities. Provider shall insure the cooperation of Provider’s employees, contractors, policy groups and board members in those efforts.

Provider further agrees to submit to BLANK Head Start Agency such reports as may be required by HHS/ACF directives or by the BLANK Head Start Agency, including (but not exclusive of) computer and Quarterly reports, monthly attendance reports, monthly enrollment reports, Program Information Reports, Self Assessment Instruments, improvement plans and monthly financial reports. BLANK Head Start Agency’s representative shall have the right to inspect all such records and reports whether related to Provider’s Head Start Program or any other activity conducted by Provider as BLANK Head Start Agency reasonably determines.

VII BLANK HEAD START AGENCY GENERAL RESPONSIBILITY FOR SERVICE

BLANK Head Start Agency shall monitor, evaluate, and make assistance available to Provider in conducting all activities under this Agreement.

VIII BLANK HEAD START AGENCY SPECIFIC RESPONSIBILITIES FOR SERVICE

BLANK Head Start Agency shall provide the following services:

1. Direct grant requirement monitoring of Provider program activities through scheduled site visited by designated BLANK Head Start Agency staff and analysis of computerized program activity data.
2. Assist in assuring education program improvement through routine site visits and provision of consulting services.
3. Systematically provide information and consultation to Provider about HHS rules and regulations to facilitate and support compliance efforts.
4. Evaluate budgets and fiscal reports.
5. Assist in assuring overall program quality and performance standard training requirements by providing regularly scheduled pre-service and in-service training and other career opportunities.
6. Provide the specific personnel specified in the Maximum Funding for Services, which personnel shall report directly to BLANK Head Start Agency or its designee.
7. DISCRIMINATION CLAUSE

The Provider will not discriminate against any person employed in the performance of this contract, or against any applicant for employment because of race, sex, age, creed, religion, color, national origin, sexual orientation, political affiliation, veteran’s status, or handicapping condition. This requirement shall apply to, but not be limited to the following: employment, upgrading, demotion or transfer, selection for training, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and all other privileges, terms and conditions of employment.

No person shall, on the grounds of race, religion, sex, creed, color, national origin, sexual orientation, political affiliation, veteran’s status, or handicapping condition be excluded from participation in, be denied the benefits of, or be subject to discrimination in the performance of this contract.

1. DRUG-FREE ENVIRONMENT

Provider shall not permit use of drugs, alcohol, or tobacco by its employees or contractors at any Location used for providing Primary Services or Secondary Services in any motor vehicle owned or provided by BLANK Head Start Agency or otherwise used in conjunction with providing Primary or Secondary Services, or in any manner in the presence or view of the children and families being served under this Agreement.

1. POLITICAL ACTIVITY PROHIBITED

None of the funds, materials, property, services contributed by BLANK Head Start Agency or the Provider under this contract shall be used for any partisan political activity, (1) to further the election or defeat of any candidate for public office, or to pay directly or indirectly, the salary or expenses of either party to this contract or their agent, to engage in any activity designed to influence legislation or appropriations pending before Congress, (2) to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election or (3) to assist any voter registration activity. Nothing in the above statement is intended in any way to inhibit or discourage any party from exercising its lawful rights to attempt to influence legislation pending before Congress as long as the costs are not charged to this Head Start Program.

XII. COMPLIANCE WITH APPROVED PROGRAM

The Provider agrees to perform all activities authorized by this agreement in accordance with the approved work program, the approved budget, and the grant conditions inclusive of Head Start Performance Standards, Program Instructions, CFR 45 (Administration of Grants), Audit Guide, Head Start guidelines and all other HHS/ACF directives.

If BLANK Head Start Agency determines the Provider’s program is not operating in compliance, it will notify Provider of the manner in which it is out of compliance and BLANK Head Start Agency shall assist in developing an improvement plan. Provider shall then come into compliance within a specified period to be determined by BLANK Head Start Agency and specified in the improvement plan.

Non-compliance may result in financial reimbursement being withheld and probationary status imposed immediately upon determination of non-compliance. Programs remaining out-of-compliance beyond the specified deadline shall be defunded and BLANK Head Start Agency may at its sole option terminate this contract without further notice or liability under this Agreement.

XIII. SCHEDULE OF PAYMENT

Subject to receipt of funds from HHS/ACF, BLANK Head Start Agency agrees to reimburse the Provider for authorized expenditures on a not less than monthly basis. In no event shall the Provider receive reimbursement for costs exceeding the Maximum Funding for Services under this Agreement.

XIV. CHANGES IN SERVICE

BLANK Head Start Agency may request changes in the scope of the services to be performed under this Agreement. Mutually agreed upon changes, including any increase or decrease in the amount of the Provider’s compensation or modification of the budget, must be reduced to written form before they shall be enforceable by either party.

XV. COVENANT AGAINST CONTINGENT FEES

Provider warrants no person, selling agency or other organization has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee. For breach or violation of this warrant, the BLANK Head Start Agency shall have the right to annul this contract or otherwise recover the full amount of any such commission, percentage, brokerage or contingent fee, or to seek such other legal remedies as may be available.

XVI. TERMINATION OF AGREEMENT

Except in the case of BLANK Head Start Agency’s loss of funding from HHS, financial assistance under this contract shall not be terminated or reduced, or an application for refunding denied or financial assistance suspended for longer than 30 days unless the Provider has been afforded reasonable notice.

Grantee may terminate this agreement without cause at any time on thirty (30) days prior written notice to the Provider.

XVII. DISSOLUTION CLAUSE

Should termination of this contract/program occur:

A. BLANK Head Start Agency shall notify Provider in writing, no later than 120 days after grant support has been terminated of its intention to transfer equipment purchased with federal funds and having an initial unit purchase price of $500.00 or more and unused supplies, which exceed $500.00 in total aggregate fair market value.

B. Provider shall be entitled to be paid any reasonable resulting shipping cost incurred for the transfer of equipment, supplies, and records.

1. Alternatively, within thirty (30) days following termination, Provider shall have the option to purchase any equipment and supplies at a price mutually agreeable to BLANK Head Start Agency and Provider.
2. Provider shall arrange for immediate transfer of program record reports as required by HHS regulation and/or Grantee.

XVIII. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

A. The Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

1. If the Provider is unable now, or at any time during the term of this agreement to certify to any of the statements in this certification, Provider shall immediately provide an explanation to BLANK Head Start Agency and this contract shall be subject to immediate termination by BLANK Head Start Agency in the event Provider’s participation is disallowed as a result of that debarment or suspension.

XIX RENEWAL

Upon the mutual agreement of the parties, this Agreement may be renewed for a maximum of two one-year periods upon execution of a Renewal Agreement in the format set out in this Agreement.

**INSURANCE REQUIREMENTS**

**Liability:** $1,000,000.00 each occurrence

$2,000,000.00 aggregate

**Umbrella** $1,000,000.00 excess liability

**Sexual Abuse Coverage** $ 50,000.00 each person

$ 250,000.00 maximum

**Bond:**  All persons who control money need to be bonded in an amount sufficient to assure no loss of program funds in the context of all funds handled, including those from other sources.

**BLANK Head Start Agency must be listed as an additional insured on all policies; if self-insured, fiscal responsibility at the above level must be demonstrated and BLANK Head Start Agency must be held harmless for liability.**

Compliance Checklist

2008-2009

| **NUTRITION** | | | |
| --- | --- | --- | --- |
| **Service** | **Requirement Source** | **Frequency** | **Details** |
| Nutritional Assessment | HSPS 1304.23 (a) | 2x during school year | Survey is completed by family with the Family Worker and submitted to the BLANK Head Start Agency Dietician for review. The surveys are returned to the center and placed in the child file where it will be available to the Dietician. |
| Menu | HSPS /USDA  1304.52 (d) (3); 1304.23(b)(1)(i); 1304.23(b)(1)(iii) meeting needs of individual children with special diets;1304.23(b)(1)(v) meet USDA requirements  1304.23(b)(1)(vi) low sugar and low fat | Monthly | To be provided in writing to the BLANK Head Start Agency Dietician 2-4 weeks before production. Any variation from the menu to be reported in writing within two working days. |
| Nutrition Activity | HSPS 1304.23 ( c) (7) | Monthly | Food activities need to be submitted to the BLANK Head Start Agency dietician and receive approval.  Activities need to be noted and available including follow-up evaluation forms for BLANK Head Start Agency Dietician to review. |
| Birthday treats and  Holidays | HSPS 1304.23(b)(1)(v)  HSPS 13.04.23(c)(7) | Yearly | Children are allowed to bring treats once a year. Food can not be home-made; it needs to be in its original store packaging.  Treats are not allowed for holidays, including Halloween, Christmas and Valentine’s Day.  Other healthy options are encouraged. |

| **EDUCATION** | | | |
| --- | --- | --- | --- |
| **Service** | **Requirement Source** | **Frequency** | **Details** |
| Credentialing | HSPS 1304.52 (b) (1) & (2),  1304.52 (d) (1) | Update annually on the first day of the contract and within five working days of new hire/staff change | The building Principal or designee will provide staff credentials to BLANK Head Start Agency. This is a triennial review year and credentials must be made available to reviewers upon request. |
| Classroom Observations (anecdotal notes, NAEYC tool, HSPS Implementation Checklist, Self-Assessment, ECERS, Health & Safety Checklists or similar tools) | BLANK Head Start Agency  HSPS 1304.21 ( c) (2) ; 1304.50 (d) (1) (viii); 13051 (i) (1)-(3) | As needed but a minimum of 2x per year. | The classroom shall be open for formal observation by BLANK Head Start Agency staff.  The results of observations are shared with the Teacher, District Coordinator, and building Principal for continuous improvement. |
| Brigance II Screen | HSPS 1304.20 (f)(1)  1304.20 (b) (1) | Within 45 days of students enrollment and repeated within 30 days if the student obtains a score less than recommended by age on the initial screen.  Any new children enrolled mid-year must have all screenings within 45 days of enrollment. | The classroom Teacher shall administer the test and make the results including date administered available to BLANK Head Start Agency as well as maintain a copy of the results in the student's file. Computer tracking reports are generated and reviewed by BLANK Head Start Agency Program Manager and shared with the Teacher for follow-up. |
| Speech Screen | HSPS 1304.20 (b) (1) | Within 45 days of student's enrollment | The classroom Teacher shall administer the screen using the NCR form. AEA 267 speech reviews and signs the forms. One copy goes to AEA 267, one for the child’s file and one to EMA for data entry. |
| Performance Standard Implementation Checklist | HSPS 1304.51 (i) (1) (3) | On-going to identify areas of PS compliance. | The Program Manager or identified staff member shall complete the checklist. The checklist will be reviewed with the classroom Teacher, District Coordinator, and building Principal. |
| Kindergarten Transition Assessment | HSPS 1304.40 (c) (1)(i); 1304.41 (c) (1) (iv) | 1X per year | Classroom Teacher completes a transition form. This form and the WSS Progress reports are provided to BLANK Head Start Agency and to parents of student 7 days prior to student's Kindergarten Roundup. |
| ECERS (Early Childhood Environmental Rating Scale) | HSPS1304.50 (d) (1) (viii)  1304.51 (i) (1)- (3; 1304.52 (b) (1) & (2) | As requested by BLANK Head Start Agency or ANYPLACE School District Early Childhood Coordinator or Building Principal | Provided by BLANK Head Start Agency on a yearly basis and done by an outside observation source. The results are shared with Teacher, District Coordinator, and building Principal. An action plan is submitted to the Program Manager for scores under 5. |
| Portfolio  See also the section on Work Sampling System page 10 of this checklist. | HSPS1304.21 ( c) (2); 1304.20 (d); 1304.20 (b) (3) | On-going throughout year | Classroom Teachers are responsible for creating and maintaining a portfolio compilation of each student's work throughout the year, which demonstrates progress in outcome domain areas. The portfolios are made available to the student's family. Alternative sampling formats may be used, if approved in advance, by BLANK Head Start Agency. |
| Lesson Plans | HSPS 1304.21 (a) (4) (ii), 1304.21 (a) (4) (iv), 1304.21 (a) (5) (i) (ii), 1304.21 (a) (3) (ii) 1304.21 (c ) (1) -1304.21 (c) (1) (vii) | Monthly | Classrooms must have a written curriculum and written program of activities. Schedules/plan must be posted and based on Developmentally Appropriate Practices.  Lesson plans are placed in a file or binder for review. |
| Home Visits & Conferences | HSPS 1304.21 (a) (2) (iii), 1304.40 (e) (5), 1304.40 (i) (1) –(5) | At least 2 Home Visits and 2 Conferences per year | Home visits and conferences are scheduled at the family’s convenience. These visits can be done jointly with the Family Worker. Visits are documented on a home visit form and dates are submitted to the Program Manager on a monthly basis. Computer tracking reports are generated by BLANK Head Start Agency and shared with the Teacher or administrator. |
| DECA | HSPS  1304.24 (a) 1304.440 (f) (4) (i)-(3) | 2 times a year | Classroom Teacher completes based on written observations. The Teacher scores the DECA. The classroom profile scores are used to develop classroom strategies. The DECA form is provided by BLANK Head Start Agency |
| Parent/child events | HSPS 1304.40 (e) (3) 1305.50 (a) (2) 1304.21 (a) (2) (i) 1304.40 (a) (4-5) 1304.40 (e) (1) | Monthly | Meetings are planned with the Family Worker & the classroom staff.  The Teacher and the Family Worker hold joint meetings, covering educational and family services. The Assistant Teachers are available to assist with these activities. |
| Individualizing the program | HSPS  1304.21 (c) (1) (i) 1304.20 (f) (1) 1304.21 (a) (4) (i) 1304.21 (a) (4) (iv) | Ongoing | The Teacher must use the information from screenings, observations, and evaluations for individualizing for each child. This would include tailoring activities, adapting the environment and being responsive to the different learning styles. The individualization must be documented in some format either on lesson plans via a code for confidentiality purposes or in anecdotal records. |
| Opportunities to expand knowledge base including field trips. | HSPS 1304.21(a)(4)(i); 1304.21(a)(4)(iv) | Monthly | The classroom Teacher is to incorporate appropriate experiences into the lesson plans. This includes field trips, walking to special events/places or having a special visitor in the classroom. These events must be reflected on lesson plans. |
| Participate in program self-assessment | HSPS  1304.51 (i) (1) | At least once a year | Assist in program self-assessment by providing the items/documentation required to conduct the self-assessment of the program. |
| Child assessments that meet the Head Start mandated domains.  WSS- Work Sampling System | HSPS 1304.21 (c) (2)  1304.40(e)(i); 1304.20(b)(3); 1304.21(a) (2) (i) | At least 3 times per program year | The Teachers use the child’s ongoing documentation to complete the assessment. The results are used in classroom planning and individualizing.  This information is shared with parents and needs to indicate parent goals are incorporated into the process. |

| **BASIC CARE** | | | |
| --- | --- | --- | --- |
| **Service** | **Requirement Source** | **Frequency** | **Details** |
| Orientation | HSPS 1304.20 (e) (1) (4) | 1 X per child | On or before the first day of attendance the student and the family of the student shall be provided with orientation concerning the programs and site. The orientation process must be planned with the Family Worker from BLANK Head Start Agency. |
| Vision, Blood Pressure & Health Screening | HSPS 1304.20 (1) (c), 1304.20 (d), 1304.20 (b) (1) | 1 X per year | The students will be screened within the first 45 days of enrollment by Head Start contracted Nurses or School Nurses. |
| In-Kind Documentation | HSPS 1301.20  Head Start Act | Weekly | In-kind contributions shall be documented in writing on forms provided by BLANK Head Start Agency and submitted via the BLANK Head Start Agency courier. |
| NRS (National Reporting System) | HS Mandate; Good Start, Grow Smart; Early Childhood Initiative; Head Start Act Section 641A(a)(1)(B); 641A(b)(4); 641A (c)(2)(D); 648(C)(1)(B); 649(B)(4) | Twice per year—if required by the Federal Government | Classroom Teachers are trained as assessors and assess the children. |
| Permanent Removal of Child | BLANK Head Start Agency must be consulted and involved in any removal discussion.  1304.21(a)(3)(i)(D) | As applicable | No Head Start child shall be permanently removed from the school without coordination with Head Start. |
| Health and Safety Emergencies | 1304.22 | At least annually updated as needed | Procedures for Health and Safety emergencies must be posted in the classroom so visitors might access the information. This would include natural disasters, fire, and injured child. |
| First Aid; CPR and Mandatory Reporting for Child Abuse | 1304.22 | Annually or as needed by standard | Teachers and Assistant teachers will maintain current certification in first aid CPR and Mandatory Reporting regarding Child Abuse and Neglect. The documentation for certification will be made available to BLANK Head Start Agency. |
| Incident/Accident Reports | 1304.22 | As needed | The Teacher or Assistant Teacher will provide documentation for the parent of any child who was involved in an incident resulting in injury or exposure. BLANK Head Start Agency will also receive notification of incidents or accidents for tracking and documentation purposes. This tracking information will be shared with the building administrator and the teaching staff on a quarterly basis |

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