

2007-2010
Early Head Start / Head Start / Migrant Seasonal Head Start
PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA FAMILY CHILD CARE HOME OPTION

PERFORMANCE STANDARD	STRATEGY	TIME FRAME	DOCUMENTATION
<p>§ 1306 Head Start Staffing Requirements and Program Options</p> <p>1306.3(n) Definitions Family child care is care and education provided to children in a private home or other family-like setting. Head Start family child care means Head Start and Early Head Start comprehensive services provided to a small group of children through their enrollment in family child care.</p>	Does not apply		
<p>1306.3(o) Family child care program option means Head Start and Early Head Start and child care services provided to children receiving child care primarily in the home of a family child care provider or other family-like setting, such as space in a public housing complex which has been licensed by the state and set aside specifically for the provision of or purpose of providing family child care.</p>	Family Child Care Provider must maintain and post a valid State license for operating a Family Child Care Home.	On going During operating period	Department of Social Services Family Child Care license
<p>1306.3(p) Family child care provider means the provider of Early Head Start or Head Start services in his or her place of residence or in another family-like setting.</p>	Does not apply		
<p>1306.20(g) Program staffing patterns Grantee and delegate agencies offering the family child care program option must ensure that in each family child care home where Head Start children are enrolled, the group size does not exceed the limits specified in this paragraph. Whenever present, not at school or with another care provider, the family child care provider's own children under the age of six years must be included in the count.</p>	<ol style="list-style-type: none"> 1) When there is one family child care provider, the maximum group size is six children and no more than two of the six may be under two years of age. When there is a provider and an assistant, the maximum group size is twelve children with no more than four of the twelve children under two years of age. 2) One family child care provider may care for up to four infants and toddlers, with no more than two of the four children under the age of 18 months. 3) Additional assistance or smaller group size may be necessary when serving children with special needs who require additional care. 	On going See Section 102416.5 of Department of Social Services Family Child Care Home regulations (henceforth referenced as "Licensing - Title 22") for details; Under Title 22, references are included under Health & Safety Code Sections 1597.44 and 1597.465	Parents' Sign In Sheets Monitoring documentation

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<p>1306.20(h) Grantee and delegate agencies offering the family child care program option must provide support for family child care providers through a child development specialist or other Head Start or delegate agency staff member with responsibilities related to the provision of comprehensive Head Start and Early Head Start services.</p>	<ol style="list-style-type: none"> 1) The grantee or delegate agency will assign responsibilities to the child development specialist and other agency staff to support and ensure the provision of quality Head Start services at each family child care home. These responsibilities must include both regular announced and unannounced visits to each home. The duration and timing of such visits will be planned in accordance with the needs of each home but shall occur not less than once every two weeks. 2) During visits to family child care homes the child development specialist (or other staff, such as Family Child Care Home Specialist, Family Child Care Home Coordinator) will periodically verify compliance with either contract requirements or agency policy depending on the nature of the relationship; facilitate ongoing communication between grantee or delegate agency staff, family child care providers, and Head Start and Early Head Start families; provide recommendations for technical assistance; and support the family child care provider in developing collegial or mentoring relationships with other child care professionals. 	<p>On going</p>	<p>Monitoring documentation</p>
<p>1306.20(i) Head Start, Early Head Start and delegate agencies must ensure that children in the Head Start family child care option receive comprehensive services as specified in 45 CFR Parts 1304 and 1308.</p>	<p>See Program Area Plans/locally-adapted plans and procedures.</p>	<p>As per Program Area Plans and locally adapted plans and procedures</p>	<p>Other child/family records Local plans and procedures</p>

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<p>Family child care program option 1306.35 (a) Grantee and delegate agency implementation Grantee and delegate agencies offering the family child care program option must:</p> <ol style="list-style-type: none"> 1) Hours of operation. Ensure that the family child care option, whether provided directly or via contractual arrangement, operates sufficient hours to meet the child care needs of families. 	<p>Overall funding constraints may limit hours/schedule of operations for all families and services will be tailored to local needs. Programs are to consider available daily hours of operations for similarly-located center operations for families with same service delivery needs.</p>	<p>Ongoing</p>	<p>Attendance rosters Local plans and procedures</p>
<ol style="list-style-type: none"> 2) Serving children with disabilities. <ol style="list-style-type: none"> i. Ensure the availability of family child care homes capable of serving children and families with disabilities affecting mobility as appropriate; and ii. Ensure that children with disabilities enrolled in family child care are provided services which support their participation in the early intervention, special education, and related services required by their individual family service plan (IFSP) or individual education plan (IEP) and that the child's teacher/Provider has appropriate knowledge, training, and support. 3) Program Space-indoor and outdoor. Ensure that each family child care home has sufficient indoor and outdoor space which is usable and available to children. This space must be adequate to allow children to be supervised and safely participate in developmentally appropriate activities and routines that foster their cognitive, socio-emotional, and physical development, including both gross and fine motor. Family child care settings must meet State family child care regulations. 4) Policy Council role. The Policy Council must approve or disapprove the addition of family child care as a Head Start or Early Head Start program option. When families are 	<ol style="list-style-type: none"> 1. Adjustments to the environment shall be implemented to meet the needs of enrolled children with disabilities. Availability of placement for children with disabilities affecting mobility in FCCH's is to be considered along with other placement factors for children in centers and FCCH's. The carrying capacity of each FCCH will be considered and the most appropriate placement will be made according to the needs of the child, family and resources available in FCCH and center settings. 2. Program will arrange for necessary training and technical assistance to support inclusion of children with disabilities into FCCH operations. IFSP/IEP will guide the process. <p>Policy Council will approve the use of the FCCH option.</p>	<p>Prior to attendance/As needed</p> <p>Ongoing</p> <p>Prior to the implementation of the FCCH option</p>	<p>Room environment: Site visit report; monitoring report; IEP/IFSP</p> <p>Training/Technical Assistance records; IEP/IFSP Participant Sign-Ins Agendas Transition Manual</p> <p>Policy Committee/Council Agenda and Minutes</p>

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<p>enrolled in the Head Start or Early Head Start family child care program option, they must have proportionate representation on the Policy Council or policy committee.</p>			<p>or Policy Committee/Council By-laws &/or related Program documents.</p>
<p>1306.35(b) Facilities (1) Safety Plan. Grantees and delegate agencies offering the family child care program option must ensure the health and safety of children enrolled. The family child care home must have a written description of its health, safety, and emergency policies and procedures, and a system for routine inspection to ensure ongoing safety.</p>	<p>Exits will be clearly labeled</p> <p>See Section 102417 (Licensing -Title 22) "Operation of a Family Child Care Home" for various health, safety and emergency information requirements; see Section 102416.2 for reporting requirements for unusual incidents, including injury requiring medical treatment or other situations threatening the physical health or safety of a child.</p>	<p>On going</p>	<p>FCCH Monitoring Instrument Posted Emergency /Disaster Plan Health & Safety Checklist for FCCH; Earthquake & Fire Drill; Program's daily health check/illness exclusion policy/procedure; other program policies/procedures related to health & safety</p>

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<p>(2) Injury prevention. Grantee and delegate agencies must ensure that:</p> <p>(i) Children enrolled in the Head Start family child care program option are protected from potentially hazardous situations. Providers must ensure that children are safe from the potential hazards posed by appliances (stove, refrigerator, microwave, etc). Premises must be free from pests and the use of chemicals or other potentially harmful materials for controlling pests must not occur while children are on premises.</p> <p>(ii) Grantee and delegate agencies must ensure that all homes attended by children enrolled in Head Start and Early Head Start are equipped with functioning and properly located smoke and carbon monoxide detectors.</p> <p>(iii) Radon detectors are installed in family child care homes where there is a basement and such detectors are recommended by local health officials;</p> <p>(iv) Children are supervised at all times. Providers must have systems for assuring the safety of any child not within view for any period (e.g. the provider needs to use the bathroom or an infant is napping in one room while toddlers play in another room);</p> <p>(v) Providers ensure the safety of children whenever any body of water, road, or other potential hazard is present and when children are being transported;</p> <p>(vi) Unsupervised access by children to all water hazards, such as pools or other bodies of water are prevented by a fence;</p> <p>(vii) There are no firearms or other weapons kept in areas occupied or accessible to children;</p> <p>(viii) Alcohol and other drugs are not consumed while children</p>	<ol style="list-style-type: none"> 1. Family Child Care Home providers shall routinely inspect indoor and outdoor premises. 2. Recognized hazards shall be reported and corrected within established timelines. 3. Family Child Care Home providers shall routinely clean classrooms, FCCH, disposing of excess waste and unnecessary items. 4. Maintenance of equipment and indoor/outdoor structures shall include use of lead-free paint. 5. Family Child Care Homes shall meet regulation standards stipulated in State Licensing Requirements for child care operations. 6. All Family Child Care Homes shall maintain a working sewage and liquid waste disposal system as a condition of licensing. 	<p>Daily by Providers</p> <p>As required</p>	<p>Monitoring documentation</p> <p>FCCH Monitoring Instrument/Site Visit Reports Daily Safety Checklist</p> <p>Environment Observation</p>

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<p>(ix) are present or accessible to children at any time; and Providers secure health certificates for pets to document up to date immunizations and freedom from any disease or condition that poses a threat to children's health. Family child care providers must ensure that pets are appropriately managed to ensure child safety at all times.</p>			
<p>1306.35(c) Emergency plans Grantee and delegate agencies offering the family child care option must ensure that providers have made plans to notify parents in the event of any emergency or unplanned interruption of service. The provider and parent together must develop contingency plans for emergencies. Such plans may include, but are not limited to, the use of alternate providers or the availability of substitute providers. Parents must be informed that they may need to pick the child up and arrange care if the child becomes ill or if an emergency arises.</p>	<p>Grantee/delegate agency staff overseeing Family Child Care operations must be involved in communication regarding emergencies or other unplanned interruption of service.</p>	<p>Upon enrollment</p>	<p>"Disaster Plan for Family Child Care Homes" for each Provider on file; other Program records documenting unplanned interruptions of service.</p>
<p>1306.35(d) Licensing requirements Head Start programs offering the family child care option must ensure that family child care providers meet State, Tribal, and local licensing requirements and possess a license or other document certifying that those requirements have been met. When State, Tribal, or local requirements vary from Head Start requirements, the most stringent provision takes precedence.</p>	<p>Family Child Care Home Providers and Staff should be familiar with state licensing requirements for the operation of the Family Child Care Home Option.</p>	<p>On going</p>	<p>Manual of Policies and Procedures Title 22 Monitoring documentation; posted FCCH license</p>
<p>1304.50(a)(2) Parent Committees must be comprised exclusively of the parents of children currently enrolled at the center level for center-based programs or at the equivalent level for other program options (including Family Child Care Homes) (see 45 CFR 1306.3(h) for a definition of a Head Start parent).</p>	<p>1. All parents of enrolled children are automatically members of a Parent Committee.</p>	<p>Throughout the operating period.</p>	<p>Sign-in Sheets Meeting Agenda/Notes or Program documents related to parent committee formation/assignment.</p>
<p>1304.50(d)(2)(ii) Assist Parent Committees in communicating with parents enrolled in all program options (including Family Child Care Homes) to ensure that they understand their rights, responsibilities, and opportunities in Early Head Start and</p>	<p>1. All parents of enrolled children are automatically members of a Parent Committee.</p>	<p>Ongoing</p>	<p>Parent Committee sign-in sheets; other program documents reflecting assignment</p>

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Head Start and to encourage their participation in the program.			of FCCH parents to local parent committees; Agendas and Report Policy Committee Training Sign-In Sheets
<p>1304.51(a)(1)(ii) The formulation of both multi-year (long-range) program goals and short-term program and financial objectives that address the findings of the Community Assessment, are consistent with the philosophy of Early Head Start and Head Start, and reflect the findings of the program's annual self- assessment;</p>	<p>1. The Grantee shall utilize Community Assessment data to plan for Grantee/Delegate Agency programs and formulate/update the following: Recruitment area to be served Program Area Plans Grantees and/or Delegate Agencies must formulate/update the following: (a) Selection of program options (including FCCH) (b) Program goals and objectives (c) Assessment of progress (e) Local adaptations to Program Area Plans (f) Recruitment and selection policies and procedures.</p>	Ongoing Annually	<p>Community Assessment</p> <p>Community Assessment Summary Grant Application Goals and Objectives Progress Report Recruitment & selection policies and procedures</p>
<p>1304.51(i)(2) Grantees must establish and implement procedures for the ongoing monitoring of their own Early Head Start and Head Start operations, as well as those of each of their delegate agencies, to ensure that these operations effectively implement Federal regulations (including those pertaining to the Family Child Care Home option).</p>	<p>1. Each Delegate Agency and grantee direct operated programs will implement monitoring protocol/procedures as established by grantee.</p> <p>2. Each Delegate Agency will be assigned a support team of Grantee staff for purposes of: (a) Providing technical assistance and training (b) Monitoring compliance with program requirements (c) Detailing actions required to correct identified deficiencies</p> <p>2. Grantee/Delegate staff will discuss and address program issues requiring special attention. A plan</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Through-out year as necessary</p>	<p>Monitoring documentation</p> <p>Monitoring documentation</p> <p>Plan of Action</p>

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	will be developed as necessary.		
<p>1304.52(h)(1) Grantee and delegate agencies must ensure that family child care providers have previous early child care experience and, at a minimum, enroll in a Child Development Associate (CDA) program or an Associates or Bachelor's degree program in child development or early childhood education within six months of beginning service provision. In addition, such grantee and delegate agencies must ensure that family child care providers acquire the CDA credential or Associate's or Bachelor's degree within two years of beginning service provision.</p>	Staff will review provider experiences and training before initiating arrangements for Head Start Services.	Ongoing	Provider records, which may include college course work or degree; records associated with FCC Accreditation, Program for Infant/Toddler training, pre-service/in-service training; Head Start relevant trainings sponsored by other third parties; Child Development Associate Teacher Permit or higher; CDA credential; Master Training Plan Sign In Sheets
<p>1304.52(h)(2) Family child care providers who enroll Head Start children must have the knowledge and skill necessary to develop consistent, stable, and supportive relationships with young children and their families, and sufficient knowledge to implement the Head Start Performance Standards and other applicable regulations.</p>	Staff will review provider experiences and training before initiating arrangements for Head Start Services.	Ongoing	Provider's Personnel Records Monitoring/site visit records
<p>1304.52(h)(3) Grantee and delegate agencies offering the family child</p>	Provider files will document emergency plans and	Ongoing	Attendance records

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care option must ensure that closures of the family child care setting for reasons of emergency are minimized and that providers work with parents to establish alternate plans when emergencies do occur. Grantees and delegates must also ensure that the family child care home advises parents of planned closures due to vacation, routine maintenance, or other reason well in advance.	contact information for potential substitutes.		
1304.52(h)(4) Substitute staff and assistant providers used in family child care must have necessary training and experience to ensure the continuous provision of quality services to children.	Staff will document training opportunities offered to substitutes and provider assistants.	Ongoing	Provider's Personnel Records
1304.52(h)(5) At the time of hire, the child development specialist must have, at a minimum, an Associate degree in child development or early childhood education.	Staff will review applicant's qualifications before hiring.	Ongoing	Personnel records; professional growth plans or similar records;
1304.52(h)(6) Child development specialists must have knowledge and experience in areas that include the theories and principles of child growth and development, early childhood education (birth to age five), and family support. Child development specialists must have previous early childhood experience, familiarity with the Child Development Associate (CDA) competency standards and knowledge and understanding of the Head Start Program Performance Standards and other applicable regulations.	<ol style="list-style-type: none"> 1. Staff will review applicant's qualifications before hiring. 2. Trainings offered to Specialists will be documented within the training plan. 3. Staff will be provided additional training ongoing and technical assistance as appropriate to perform assigned functions. 	Ongoing	Personnel records; professional growth plan or similar records; evidence of participation in Head Start-related trainings or other certificates of training.
1304.52(k)(5) Training and development. In addition, grantee and delegate agencies offering the family child care program option must make available to family child care providers training on: <ol style="list-style-type: none"> (i) Infant, toddler, and preschool age child development; (ii) Implementation of curriculum (see Sec. 1304.3(a) (5) for the definition of curriculum); (iii) Skill development for working with children with 	Providers will be provided additional training ongoing and technical assistance as appropriate to perform assigned functions.	According to locally-implemented training/technical assistance plan.	Orientation packet Sign-In sheets Flyers Training Plan Agendas or Certificate of Participation

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disabilities; (iv) Effective communication with infants, toddlers, and preschoolers and with their families; (v) Safety, sanitation, hygiene, health practices and certification in, at minimum, infant and child cardiopulmonary resuscitation (CPR); (vi) Identifying and reporting suspected child abuse or neglect; (vii) United States Department of Agriculture's Child and Adult Care Food Program; and (viii) Other areas necessary to increase the knowledge and skills of the family child care providers.			