

**HEAD START POLICIES AND PROCEDURES
CHILD HEALTH AND DEVELOPMENTAL SERVICES**

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SUBJECT: Staffing Meetings

PERFORMANCE OBJECTIVE: The program must utilize multiple sources of information on all aspects of each child's developmental and behavior, including input from family members, teachers, and other relevant staff who are familiar with the child's typical behavior. The program must use the information from the developmental, sensory, and behavioral screenings, the ongoing observations, medical and dental evaluations and treatments, and insights from the child's parents to help staff and parents determine how the program can best respond to each child's individual characteristics, strengths and needs.

OPERATIONAL PROCEDURE:

A staffing meeting will be held for each classroom, with center staff (preferably a teacher and the Family Partnership Assistant) and a management staff member attending, to be scheduled in the fall/winter of the school year. The purpose of the staffing is to ensure that the child's individual needs are being met through all aspects of the program. This is done by reviewing screening results, discussing teacher, parent and other staff observations, identifying unmet needs, and initiating follow-up. Sources of information relating to the child that may be reviewed at the staffing are IEP's (if applicable), developmental screening results, DECA screening results, the physical examination forms, hearing and vision screening results, immunization records, the children's health histories, the Mental Health/Parent Involvement form, attendance records, Family Partnership Agreements, tracking forms, observation notes, and lesson plans showing individualization. Identified needs of the child will be documented on tracking forms. Parental input from the First Conference and any other parent contact is reviewed. Children's individual characteristics, strengths, and needs are identified; and staff ensure that the program is meeting the individual needs of each child.

The dates for staffing meetings will be planned by management staff and will be placed on the Head Start agency calendar. The dates will be scheduled in the fall and winter of the school year after the initial 45 day screening deadline is passed. The initial First Conferences should be completed prior

to the planned staffing day.

The *Staffing Form* will be completed during the staffing meeting. Additional computer generated reports may also be used to summarize the services already provided to the child.

The following documents will be made available to the staffing team at the meeting: the teacher checklist, the FPA checklist, the tracking book, attendance records, the dental control sheet, lesson plans, the book containing observation notes, all developmental screening results, and each child's individual center record.

The *Staffing Form* will be filed with the children's records at the Head Start office.

For a child enrolling after the initial staffing meeting, a staffing meeting will be held by the child's teacher and/or assistant teacher and the center FPA as soon as the child has completed these screenings: hearing and vision, developmental, speech and language, and the initial DECA screening. The First Conference should be completed in order to include parent input. It is highly recommended that a management staff member be present at the meeting. Also the teacher may request computer reports to be reviewed at the staffing meeting. Following the meeting, the *Staffing Form* will be forwarded to the Head Start office to the attention of the Special Services Coordinator.