

LATIN AMERICAN COMMUNITY CENTER
La Fiesta II Early Development Center ECAP
SERVICE AREA PLAN

Child Health and Developmental Services

Head Start Performance Standard	Implementation Activities	Person(s) Responsible	Resources	Time Line	Method of Monitoring
1304.20(a)(1)(i)	At enrollment interview, parent will be assessed to ensure that the child has: <ul style="list-style-type: none"> • health coverage • current vision test results • current hearing test results • current physical including lead, hemoglobin, and immunizations • dental screenings 	Family Services Coordinator (FSC)	Enrollment application packages Local health clinics WIC Health professionals	45 days from entry 90 days from entry	At the beginning of each program year, a Children's Health Check List is created and Microsoft Outlook calendar will alert staff of on going monitoring and follow up of all screenings.
1304.20(a)(1)(ii)	Review health documents and advise parents in writing of any missing information. Parents will be assisted with making the appointment and/or transportation.	FSC	Enrollment application packages Local health clinics WIC Health professionals	45 days from entry 90 days from entry	Microsoft Outlook calendar will alert staff of on going monitoring and follow up of all screenings.
1304.20(a)(1)(ii)(A)	Staff refers to National Immunization Program guidelines for recommended childhood immunization	FSC	National Immunization Program web site (www.cdc.gov/nip/)	45 days from entry 90 days from	Microsoft Outlook Calendar to track deadlines

	schedule. Assistance is provided through referrals, transportation, and making appointments.	FSC		entry	Children's Health Check List
1304.20(a)(1)(ii)(B)	Keep parents informed of any medical updates and any physical check ups that need to be updated before entering Kindergarten.	FSC Outcome Specialist	Child's file Microsoft Outlook calendar Children's Health Check List	At enrollment Quarterly throughout the school year	Microsoft Outlook calendar to track deadlines
1304.20(a)(1)(ii)(C)	Identify any needed preventive and corrective care and assure that such care is arranged, follow-up and completed in a timely manner. Children's Health Check List is created and Microsoft Outlook calendar will alert staff of on going monitoring and follow up of all screenings. Ensure that records indicate progress in completing treatment for all conditions needing follow-up.			At enrollment Quarterly throughout the school year	
1304.20(a)(1)(iii)& (iv)	When staff suspects medical or developmental problems with a child, staff will notify parent of the observation and will assist parent in obtaining the appropriate referrals or follow-up.	Teaching Staff OS FSC	Local Health Agencies Local Child Find Health Consultant Mental Health Consultants	During the school year within a week of identifying and documenting a concern	DECA Dial III Screenings CC Assessments Classroom Observations

1304.20(a)(2)	N/A Program is more than 90 days.				
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1304.20(b)(1)	Red Clay School District will perform developmental screenings on children. In the event that the school district is not able to perform screenings, the staff will conduct DIAL III Developmental Screening. Any children that enter the program after the initial Red Clay screening period, will receive screening by our staff within 45 days of the child's entry date.	Red Clay School District ECAP Staff	Child Find Screening Results DIAL III	Within 45 days of enrollment	Follow-ups, referrals, on-going observations & home visits
	Teachers will conduct social-emotional screenings on all children in the program/ DECA. In the event that additional services will be needed, the mental health consultant will be contacted.	Teaching Staff M H Consultant	Devereux Early Childhood Assessment Program (DECA) Mental Health Consultant Action Plan	Within 45 days of enrollment and as needed	Follow-up from screening, referrals, on-going observations & home visits
	Parents will ensure that child's hearing and vision screenings are completed when physical are conducted.	Parents Health Care Professionals OS	Physical Form	Within 45 days of enrollment	Follow-ups, referrals, on-going observations & home visits
1304.20(b)(2)	Staff will work cooperatively with parents to address mental health concerns. Staff will secure services of mental health professionals to enable timely and effective identification and intervention.	Teaching Staff M H Consultant OS FSC	DECA Screening Mental Health Consultant Action Plan	Within 45 days of enrollment	Follow-ups, referrals, on-going observations & home visits

	Staff will support parents' participation in any needed mental health intervention and help them to understand any issues. Staff will encourage parents to complete DECA to help identify areas of concern, during the first 45 days.				
1304.20(b)(3)	Staff will work in collaboration with parents to obtain developmental history and DECA questionnaires.	FSC OS Parents	Enrollment Application DECA	Upon enrollment At home visits Within 45 days	On-going follow-ups observations & home visit notes
1304.20(c)(1) & (2)	Staff will communicate with parents to discuss and compare observations, address concerns about any follow-up services needed. Staff will document progress towards completion of treatment for conditions needing follow-up. Staff will assist parents to communicate and work with health care professionals to ensure that children receive needed health services.	FSC OS Parents	PIE Tools National Immunization Program web site (www.cdc.gov/nip/)	At least quarterly, at home visits and during parent conferences	Case notes in child files MH and Health Consultant Observations Parent Observations Teacher Observations
1304.20(c)(3)(i)(ii)	Staff provides a Dental Care form in the enrollment package. Parent must visit a licensed dentist for evaluation and completion of form within 90 days. Staff will ensure that students brush their teeth	FSC Teaching Staff OS Parents	Dental Professionals Parents Teachers	Within 90 days of enrollment	Dental Care Form Microsoft Outlook Calendar to track deadline

	after breakfast and lunch with toothpaste that contains fluoride.					
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1304.20(c)(4)	Staff will ensure that health concerns within the IEP are addressed with parents and health care professionals by making appropriate adjustments to the environment, lesson plans, treatments and making referrals to appropriate internal and external services.	FSC OS Parents LEA	IEP Health Professionals	Immediately following IEP Meeting At least quarterly	IEP Meeting notes Case notes in child files Lesson Plan Individualization Parent Conference Notes
1304.20(c)(5)	Staff will assist parents with obtaining any medical services that may be needed through referral or free services that may be available. ECAP will provide payment funds are needed.	FSC	Local Health Agencies	At enrollment and throughout the school year as needed	Case notes in child files Observations Parent Interviews
1304.20(d)	Staff will maintain and implement ongoing procedures for identifying any new or recurring medical, dental or developmental concerns so that referrals can be done as soon as possible.	FSC Program Coordinator (PC) Parents Teaching Staff	Illness report form Medication Administration Form	Weekly or as medical conditions surface	Case Notes in child file Physical Form Dental Care Form Illness report follow-up
1304.20(e)(1)	Review health documents, and advise parents in writing of any missing information. Parents will be assisted with making the appointment and/or transportation. Identify any needed preventive and corrective	FSC OS	Physical Form Dental Care Form Health Care Professionals	At enrollment As new conditions arise	Case Notes Physical Form Dental Care Form Enrollment Package

	care and assure that such care is arranged, follow-up and completed in a timely manner. Staff will ensure that records indicate progress in follow-up treatment for all conditions which require treatment.			
1304.20(e)(2)	Written permission from the parent or guardian will be obtained in advance for any procedures. Staff will explain the results of diagnostics and treatment procedures through home visits, teacher conferences or phone conferences.	OS FSC Teachers Parents	Authorization forms	At enrollment As situations arise Notes in child files Reports kept by OS Official documents
1304.20(e)(3)	Ensure parents are familiar with all the procedures their child will receive during the orientation phase.	FSC ECAP Staff	Parent Handbook	August
1304.20(e)(4)	Training and educational materials through meetings and home visits to understand what the procedure results mean for their child's health and development. Assist parents to be knowledgeable through training to all health related procedures so they will know what questions to ask their health care providers.	FSC	DOE National Immunization Program web site (www.cdc.gov/nip/)	Monthly Twice a year Agenda Case Notes Parent Meeting Minutes

1304.20(e)(5)	Staff will obtain authorization through the enrollment package. Staff will explain parent of the importance of obtaining health services. If parent refuses the services that are needed, staff will obtain a written explanation as to why services are being rejected and file document in child's file.	FSC	Enrollment Package Parent	Upon Enrollment	Child's File
1304.20(f)(1)	Staff will use results from the DECA, Dial-3, Mental Health Consultant Observation notes, parent observation, medical and dental evaluation to individualize plan and implement activities in the daily curriculum.	Teachers	Child Find DECA Mental Health Consultant Health Professionals	Ongoing	Classroom observation notes Child's educational portfolio Lesson plans
1304.20(f)(2)(i)	Infant and toddlers not applicable to this grantee.				
1304.20(f)(2)(ii)	Infant and toddlers not applicable to this grantee.				
1304.20(f)(2)(iii)	Infant and toddlers not applicable to this grantee.				
1304.20(f)(2)(iv)	Infant and toddlers not				

	applicable to this grantee.						
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**LACC La Fiestra I EDC ECAP
SERVICE PLAN for EDUCATION and EARLY CHILDHOOD DEVELOPMENT**

HEAD START PERFORMANCE STANDARD	IMPLEMENTATION ACTIVITIES	PERSON RESPONSIBLE	RESOURCES	TIMELINE	MONITORING
1304.21(a)(1)(i)	Our program will provide continuous opportunities for children of all developmental stages and abilities to experience success through the Creative Curriculum. Teachers will: Observe children and record observations. Collect work samples in child portfolio. Plan goals for each child based on assessment information. Parents will be included in planning. Dates for assessment reports will be established three times throughout the year. The Outcome Specialist will monitor the Child Outcome process.	OS PC Teachers	Creative Curriculum Assessment Toolkit Training on Creative Curriculum Assessment	Ongoing Quarterly	Lesson Plans Observational Notes Assessments
1304.21(a)(1)(ii)	Our program will be inclusive of children with disabilities. Teachers will: Through room set up and arrangement, ensure that all materials and organization are appropriate Work towards goals & objectives on individualization plan Have appropriate materials in classroom	Teachers PC	Curative Curriculum Assessment Kit	Ongoing	Lesson plans Classroom observations Actual Assessment
1304.21(a)(1)(iii)	Our program will avoid activities & materials that stereotype or limit children according to their gender, age, disability, race, ethnicity, or family composition. This will be achieved by a variety of learning material available, through organizing & planning and by providing information in the primary language of the population.	Teachers	ECAP Staff Classroom materials Creative Curriculum	Ongoing	Classroom observation notes Materials inventory sheet
1304.21(a)(1)(iv)	Staff will create daily routine schedule and weekly lesson plans.	Curriculum Coordinator (CC) Teachers	Curriculum books Library Internet websites Curriculum theme booklets	Weekly	Educational Specialist Training and Technical support
1304.21(a)(1)(v)	Our program will positively reinforce developmentally appropriate toilet training through communicating with parents and by developing cooperative efforts and methods of toilet training with parents.	Parents Teachers	Change of clothes Parent meetings Home visits	Ongoing	Classroom observation notes Parent contact notes

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1304.21(a)(2)(i)	Our program will review the curriculum on a regular basis through parent meetings, parent/teacher conferences and through the program self-assessment.	Teachers Parents PC and CC	Performance Standards Manual Creative Curriculum Self-Assessment	Monthly Quarterly Yearly	Parent Meeting Minutes Parent/Teacher conference summary sheets Self-Assessment Report
1304.21(a)(2)(ii) 1304.21(a)(2)(iii)	Teachers will communicate regularly with parents about their children's everyday routines through daily preschool reports, monthly newsletters and home visits.	Teachers	Home visit questionnaire Daily preschool reports Monthly newsletters	Ongoing	Daily Monthly Twice a year
1304.21(a)(3)(i)(A)	Teaching staff will provide a secure relationship with children by: Having consistent caregivers Consistent scheduling of the days' events Providing a nurturing environment Providing new challenges from observation and planning	Teachers	Creative Curriculum Handbook	Ongoing	Lesson plans Observation & monitoring
1304.21(a)(3)(i)(B)	Teaching staff will encourage the development of self-help skills by: Brushing teeth, washing hands, wiping spills & setting the table Providing materials through reinforcement & modeling	Teachers	Classroom materials Teachers Volunteers	Ongoing	Classroom monitoring and observations
1304.21(a)(3)(i)(C)	Teaching staff will assist children to develop age appropriate problems solving skills through: Guiding them & modeling how to solve Problems & how to resolve differences. Observing, anticipating & redirecting. Developmentally-appropriate planning.	CC Teachers	Creative Curriculum Classroom materials	Ongoing	Lesson plans Classroom observation
1304.21(a)(3)(i)(D)	Program will encourage and foster positive social behaviors through: Modeling & reinforcement appropriate behaviors. Observing & planning. Communicating with parents.	All Staff	Lesson Plans Classroom materials	Ongoing	Classroom observations Site visit report
1304.21(a)(3)(i)(E)	Program will respect all culture, social backgrounds and languages of the family by: Providing materials that reflect families' home language or culture.	All Staff	Classroom materials Translator	Ongoing	Classroom observations & monitoring Newsletters Information sent to parents
1304.21(a)(3)(ii)	Teaching staff will allow enough time so that	Teachers	Teachers	Ongoing	Classroom

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	<p>routines & transitions are unhurried by: Giving prior notices before moving to the next activity.</p> <p>Discussing the days' activities.</p>		Daily classroom schedule Monitoring tool		observations Site visit report
1304.21(a)(4)(i)	<p>Program will provide children with a rich environment by: Having staff participate in an orientation before the school year begins. Staff will receive professional development on how to facilitate children's learning and provide a variety of learning activities. Staff will visit other centers to observe appropriate classroom arrangement and other teaching strategies. Staff will set up yearly goals for improving their skills in the areas of planning & observing children engaging in activities and designing learning spaces and environment to provide various mediums in which to learn.</p>	<p>CC</p> <p>Teachers PC</p>	<p>Creative curriculum Classroom materials Other ECAP program areas Family & Work Place Connection</p>	<p>August Ongoing</p>	<p>Classroom observations Site visit report</p>
1304.21(a)(4)(ii) 1304.21(a)(4)(iii)	<p>Teaching staff will engage in dialogs to enhance communication skills and to expand vocabulary by providing literacy, opportunities, through weekly library and Read A Loud activities. Lesson plans will focus in all areas of development according to the Creative Curriculum.</p>	<p>CC</p> <p>Teachers</p>	<p>Creative Curriculum Wilmington Public Library Lesson Plans Read Aloud Classroom Materials</p>	<p>Ongoing</p>	<p>Classroom Observations Lesson Plans</p>
1304.21(a)(4)(iv)	<p>Teaching staff will support children's awareness of emerging skills with letters and numbers by: Reading & discussing stories every day. Have reading & writing materials accessible. Through classroom environment. Neighborhood walks</p>	Teachers	<p>Wilmington Public Library Read Aloud Classroom Materials</p>	Ongoing	Lesson Plans Classroom Observations
1304.21(a)(5)(i)	<p>Staff will provide sufficient time for indoor and outdoor activities by allotting ½ hour for outdoor play and ½ hour for indoor play.</p>	Teachers	<p>LACC Gym LACC Playground Equipment</p>	Ongoing	Lesson Plans Classroom Observations Daily Schedule
1304.21(a)(5)(ii)	<p>Teaching staff will engage in dialogs to enhance communication skills and to expand vocabulary by providing literacy, opportunities, through weekly library and Read A Loud activities. Lesson plans will focus in all areas of development according to the Creative Curriculum.</p>	Teachers	<p>Creative Curriculum Wilmington Public Library Lesson Plans Read Aloud Classroom Materials</p>	Ongoing	Classroom Observations Lesson Plans

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1304.21(a)(v)(iii)	Staff will ensure that the environment is inclusive to support the needs of all children. Staff will provide spaces that make play equipment and materials accessible to all children. Adapt materials and equipment so that all children can share in activities. Adapt activities, make accommodations, and use other strategies that integrate children socially and enable them to participate in all activities, regardless of abilities.	Teachers	Parents Performance Standards Delacare Regs. U of D	Ongoing	Enrollment Package Classroom Observations Site visit report
1304.21(a)(6)	Home based program is not applicable to this grantee.				
1304.21(b)(1)(i)	Infants and toddlers not applicable to this grantee.				
1304.21(b)(1)(ii)					
1304.21(b)(1)(iii)					
1304.21(b)(2)(i)	Infants and toddlers not applicable to this grantee.				
1304.21(b)(2)(ii)					
1304.21(b)(3)(i)	Infants and toddlers not applicable to this grantee.				
1304.21(b)(3)(ii)					
1304.21(c)(1)	Creative Curriculum will be used to ensure that all lesson plans are developmentally appropriate and in accordance with Head Start Regulations. Staff will be given Head Start regulations so they can become familiar with them.	CC Teachers Parents PC	Creative Curriculum Head Start Regulations	Ongoing	Teacher observations Classroom observations Creative Curriculum Assessments
1304.21(c)(1)(i)	Each child will be provided with individualized lesson plans, equipment and materials appropriate for their individual developmental. Each classroom will have clearly defined interest areas	CC Teachers Parents PC	Creative Curriculum Assessments Individual Plans Dial III results DECA results Informal classroom assessment	August during class set up Ongoing as situations arise	Individualized Plans Classroom Observations Child Observations
1304.21(c)(1)(ii)	A learning environment that offers children the opportunity to expand their knowledge and skills	Teachers	Creative Curriculum	Ongoing	Child observations

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	through a variety of experiences and interactions with other children and adults will be available to each child. Each child's cognitive growth will be supported and enhanced through the use of materials such as books, games and computers as well as interactions with other children and adults.	Parents Volunteers PC	Assessments Individual Plans Dial III results		Classroom observations Individualized plans
1304.21(c)(1)(iii)	The health, nutrition and mental health aspects of the Head Start Performance Standards will be incorporated regularly through implementation of hand washing, brushing teeth, preparing food, and talking about feelings. Teachers and other adults will model proper health practices by discussing them openly with the children and by providing proper materials such as books and learning experiences such as dramatic play.	CC Teachers Volunteers PC	Head Start Performance Standards Community Health Professionals	Ongoing	Yearly License Renewal Tooth-brushing Charts
1304.21(c)(1)(iv)	A respectful environment free of judgment and discrimination will be offered to each child to ensure that they can openly share their feelings and freely communicate and develop peer relationships with others. Children will be encouraged to participate in conflict resolution with adult support if necessary and also encouraged to manage stressful situations and events.	Teachers Volunteers PC	<u>Justice for All</u> Posters DECA III results	Ongoing	Classroom observations Child observations
1304.21(c)(1)(v-vii)	Teachers will provide opportunities for social-emotional development, small group and indoor and outdoor activities. Teachers will measure progress in these skills.	Teachers ECAP Staff	Creative Curriculum DECA	On-Going	Classroom Observations Teacher Observations Lesson Plans DECA and CC Results
1304.21(c)(2)	Teachers will provide opportunities for cognitive development in the classroom. Teachers will measure progress in these skills.	Teachers ECAP Staff	Creative Curriculum	On-Going	Classroom Observations Teacher Observations Lesson Plans CC Results

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**LACC La Fies and II EDC ECAP
Child Health and Safety Service Plan**

PERFORMANCE STANDARD	IMPLEMENTATION ACTIVITIES	PERSON(S) RESPONSIBLE	RESOURCES	TIMELINE	METHOD OF MONITORING
1304.22(a)	Policies and procedures for proper response to medical and dental health emergencies will be implemented. Staff will be trained in these policies and procedures.	EDC Director PC, FSC, OS Teaching Staff	Emergency Providers CPR & First Aid Instructors	Staff trainings in August Revise Annually	Classroom observations Hold occasional drills to ensure policies are being followed
1304.22(a)(1) 1304.22(a)(2)	Mandatory postings of procedures and plans of action in every classroom and center for staff quick response to emergencies that need immediate medical or dental attention.	PC, OS	LACC Facilities	Revise policies and postings annually	Monthly inspections of center to ensure postings are correct and up to date Constant contact with parents to validate information
1304.22(a)(3)	Ensure the mandatory postings of locations and telephone numbers of emergency response systems (911, Poison Control etc.) in all classrooms and centers in a recognized location by monitoring.	CC	Health Advisory Board	Monthly inspections	

**LACC La Fies... II EDC ECAP
Child Health and Safety Service Plan**

1304.22(a)(4)	Maintain and have readily available up-to-date family contact information and parental authorization for emergency care for each child. Have written plans for emergency evacuation routes and other safety procedures for emergencies. (fire, floods, weather related emergencies etc.). Have a Primary and Secondary route for evacuating every area in the Centers. Have unannounced evacuation drills at every center at least once a month, making sure that the times that they are held vary. Centers will also have one fire drill annually, which is coordinated with the local fire department. Maintain evacuation logs for on-site inspection and review of the building inspection.	FSC	Office of Child Care Licensing	Occasional drills to ensure policies are being followed
			Emergency Care Providers	Update monitoring logs when new information becomes available
			CPR & First Aid Instructors	
			Local Fire Dept.	

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Child Health and Safety Service Plan**

1304.22(a)(5)	Ensure that parents are notified immediately by telephone in the event that their child is involved in an emergency.	Poison Control Center		
	An Accident/Incident Form and an Illness Report must be completed every time an incident occurs.	Fire Inspector		
	Be trained on identifying and reporting signs and symptoms of and suspected cases of child abuse and neglect.	Office of Child Care License & Inspection	In Service training in August	Training agendas
	As mandated reporters, we will intervene and report all suspected cases of abuse and neglect.	Child Protective Services	Annual training on Child Abuse	Individual child notes
	Ensure that staff has not been suspected of child abuse and neglect.	Teaching Staff	Child abuse registry	Background checks on staff and volunteers
	Offer parent training on the signs and symptoms of abuse and neglect in their children.	Volunteers, Parents		Signing of mandatory reporter form

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Child Health and Safety Service Plan**

	Maintain communication with Child Protective Services for reporting cases of abuse and neglect.				
	Maintain individual confidentiality at all times when reporting cases of abuse and neglect.				
1304.22(b)(1)	Develop and implement policies and procedures for excluding a child with a short-term injury or an acute or short-term Inform parents of the policy upon their child's enrollment in the program so that they can understand and adhere to the policy, which will protect the affected child, other children and staff.	PC	EDC Personnel Handbook	Ongoing	Physicians notes/letters
	Readmit a child to the program when the physician or local health care provider has sent clearance for the child to return to school or all symptoms have resolved.	OS	Parent Handbook		
		FSC	Physician notes		Notes in files

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Child Health and Safety Service Plan**

	Teachers	Office of Child Care Licensing Regs.		
	Be trained to recognize signs and symptoms of short-term illnesses.	Health Advisory Board	Recruitment	Child Health History Record
1304.22(b) (2)	<p>No eligible child will be denied acceptance into the program because of special health or medication requirements.</p> <p>Every child will be included in all program activities unless there is a significant risk to the health and safety of the child or anyone who comes in contact with the child.</p> <p>We will ensure that parents and physicians give staff clear specific instructions on the best way to care for the child.</p> <p>Adequate health policies, staff training, supplies and equipment will be provided to perform necessary health procedures.</p> <p>The privacy of the affected child and his/her family will be protected</p>	<p>PC</p> <p>OS</p> <p>Teachers</p> <p>Parents</p> <p>Child's Health Care Provider</p> <p>Center for Disease Control and Prevention</p>	<p>Enrollment</p> <p>Ongoing</p>	<p>Physical/ Immunization Record</p> <p>IEP</p> <p>IFSP</p>

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Child Health and Safety Service Plan

	Individual plans will be developed and implemented to accommodate a child's health and safety concerns before services begin or soon after the concern are identified.	OS, FSC, Parents, Teachers	Enrollment Health Forms, Child's Health Care Provider	Parent-Teacher Conferences, On-going	Child Health History Record, IEP, IFSP
1304.22(c)	Written procedures will be established and maintained on administering, handling and storing medication for every child.	PC	Parents	Revise Annually	Authorization for Medication Form
1304.22(c)(1)	All medication will be stored in a separate cabinet or in refrigerator in a designated labeled drawer, outside of the reach of children and locked.	OS			

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Child Health and Safety Service Plan**

1304.22(c)(2)	Written authorization will be obtained by the parent/guardian before any medication is administered. If prescribed by doctor then the medication must be presented in the original packaging with prescription on it and the doctor's instructions will be followed. If over the counter drugs are to be administered then written consent from parent/guardian is still obtained and medication, which should be in original packaging, will be administered according to the labeling and instructions of said medication.	FSC	Delacare Regs.	Physicians Note
1304.22(c)(3)	Ensure that all medication brought into the program is stored properly in plastic storage bags under lock and key and refrigerated if required.	Teachers		

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1304.22(c)(4)	Have designated certified staff member to administer, handle and store children's medication.	Physician	Prescription Label
1304.22(c)(5)	Give medication for emergency treatment only if the local poison control center or a physician authorizes it.		
1304.22(c)(6)	<p>Maintain well</p> <p>—documented individual medication logs for each child needing medication to ensure that the administration of medication is accurate and used for its intended purpose being sure to include the time, date and the name of the person administering each dose. Also, any changes in the child's behavior or physical being will be documented and discussed with parent/guardian</p>	Pharmacist	Medication Logs

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	Only trained and certified staff can administer medication to the child. Such staff members will be trained in the proper administration, storage and handling of all medications	Office of Child Care Licensing		Home Visits
1304.22(d)(1) & (2)	<p>All children will be supervised at all times to prevent injury to the highest degree possible</p> <p>Proper child restraints will be used on all vehicles that transport children.</p> <p>Medication and all other hazardous materials will be kept locked away and out of reach from all children.</p> <p>Train staff and parents on safety practices in the home and at school.</p> <p>Involve children in making and using rules of safety.</p> <p>Utilize all teachable moments to discuss safety to prevent injury and teach children what to do in an emergency</p>	<p>Teachers</p> <p>Trainings</p>	<p>Ongoing</p>	<p>Classroom observations</p>
		Lesson Plans	Enrollment	Safety inspections
		Parent Meetings	Annual trainings	Training agendas

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Child Health and Safety Service Plan

				Ongoing	Classroom observations
1304.22(e)(1) & (2)	and where to go get help. Ensure that all staff, volunteers and children wash their hands with soap and running water for at least 20 seconds.	PC	Health Advisory Board		
	Implement hand washing before and after diapering, toilet use, food preparation, handling, consumption, giving medication, treating a wound, (gloves must be worn if blood is evident), after handling pets or other animals and after assisting a child with toilet use.	Teachers			
	Train on proper hand washing and sanitation procedures as needed.	CC	Public Health Centers, OSHA, Center for Disease Control		Posters on Hand washing
1304.22(e)(4)	Staff will use universal precautions at all times when dealing with any bodily fluids as set forth by OSHA.	PC	OSHA	Ongoing	Classroom Visits

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	Any and all spills of bodily fluids will be cleaned and disinfected immediately and any tools used to clean or disinfect must also be cleaned and disinfected immediately following use.	Teachers			
	All hazardous material will be kept securely away from the reach of children.	LACC Facilities staff	Dept. of Public Health, Center for Disease Control		
1304.22(e)(5)	All staff will be trained on and utilize the diapering policy for all children in the program which require it.	PC	DeLaCare Regs.	Ongoing	Classroom Visits
1304.22(e)(6)	The staff will make sure to wash their hands before and after every diaper change and wear gloves each time	Teachers			
	Assisting a child with diapers will be done within close proximity to a water source such as a				
	Diapers are to be disposed in a lined container to be use only for this purpose.				
1304.22(e)(7)	Infants and toddlers not applicable to this grantee.				

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1304.22(f)(1)	Well supplied first aid kits will be available for use for all staff members. Individual easy to transport kits will be maintained for use when away from the center such as on field trips.	PC	American Red Cross	Monthly – as needed	Inventory Check List
1304.22(f)(2)	Staff will receive first aid training. Kits will be checked and monitored frequently to ensure that they are fully stacked with proper materials and supplies will be ordered accordingly.	CC Teaching staff	Medical Supply Company		

Latin American Community Center
La Fiesta Early Development Center ECAP
Service Plan

Child Nutrition

Performance Standard	Implementation Activities	Person (s) Responsible	Resources	Timeline	Method of Monitoring
1304.23(a)(1-4) (note: 1304.23(a)(3) does not apply because grantee does not have infant/toddler program)	At enrollment, staff member conducting the enrollment will fill out the Nutritional Assessment with each parent/guardian to identify any nutritional concerns that may exist for the child. Questions on the assessment cover information ranging from allergies and eating habits to food preferences. The child's physical will also be reviewed and assessed for important nutritional information such as height and weight and this information will be looked at on a per child basis. Teachers will monitor child's eating habits and patterns and communicate any changes or worries to the family services coordinator and program coordinator. Constant communication will be maintained with parents/guardians to verify whether changes in the child have occurred. Foods will be prepared according to CACFP requirements and special meals will be prepared if needed to accommodate any child who cannot consume regular menu due to medical, personal and/or religious reasons.	PC FSC OS Teachers Parents/guardians	Nutritional Assessment Child and Adult Food Program USDA Child's Physician Nutritionist	Enrollment Ongoing	Classroom Observations/ Monitoring Child and Adult Food Program Staff feedback
1304.23(b) (1)	Five week cycle menus are prepared in compliance with CACFP nutritional requirements to ensure that each child receives at least two balanced, healthy meals while at the center. Any child requiring menu adjustments for any reason will receive meals according to their needs. Menus will be prepared to reflect the populations served by the LACC. Cultural foods will be prepared and introduced in the	PC FSC Teachers Parents/guardians	Nutritional Assessment Child and Adult Food Program USDA Child's Physician	October and April for menus Ongoing	Staff Feedback CACFP monitoring Parent conferences

	classrooms. Children will be encouraged, not forced, to try new foods.		Nutritionist		
1304.23(b) (1) (i)	Food expenses are covered by funds granted by the USDA CACFP and all menus are submitted to CACFP and approved by them. If additional funds are required, due to special meal requirements or additional served meals, then EECAP funds can be used	PC LACC Facilities	CACFP	Ongoing	CACFP forms LACC menus and reimbursement forms
1304.23(b) (1) (ii-iii)	Every child that is enrolled in a part day program will receive two meals (breakfast and lunch if in the morning class and lunch and snack if in the afternoon class) which will provide at least 1/3 of a child's daily nutritional needs. If a child attends all day, then he/she will receive breakfast, lunch and a snack which will provide ½ to 2/3 of a child's nutritional daily need. Any child who arrives after a meal has been served, will be served a nourishing meal upon arrival.	PC LACC Facilities Teachers	USDA	Ongoing	CACFP requirements and monitoring forms Meal Count Form
1304.23(b) (1) (iv)	Not applicable to this grantee.				
1304.23(b)(1)(v)	Kitchen staff and teachers will ensure that each child is receiving the proper portion size designated for the age by CACFP. Specific serving utensils will be used so serving sizes can be measured accurately during family style serving.	PC Teachers LACC Facilities	CACFP	Ongoing	CACFP requirements Meal time observations
1304.23(b) (1) (vi)	LACC EECAP will serve foods low in fat, sugar, and salt; and high in nutrients. To ensure this no fats, sugar or salt is placed out on tables and low fat foods will be served. In addition, fresh fruits and vegetables will be served, when available, along with more whole grain products to provide proper nutrition.	PC LACC Facilities Teachers	CACFP requirements and recipes The Food Guideline Pyramid Nutritionist	Ongoing	CACFP Monitoring Staff feedback Meal time observations
1304.23(b) (1) (vii)	Meals and snacks will be served daily at the same times, considering that extenuating events do not interfere (i.e. field trips). The scheduled meal times will be in compliance with the USDA guideline for appropriate meal timing. Schedules are adjusted to meet individual needs whenever necessary.	PC LACC Facilities Teachers	USDA Class schedules	Ongoing	CACFP Monitoring Form Staff feedback Meal time observations

1304.23(b) (2)	Not applicable to this grantee.				
1304.23(b) (3)	Children and parents alike will be taught about the importance of proper dental care. Individually labeled tooth brushes will be given to each child and these will be properly stored to minimize contamination risk. Children will be instructed to properly brush after meals. The toothbrushes are replaced when needed, not to exceed three months. If brushing after a meal is not possible, then each child will be offered water to rinse his/her mouth after meal. Staff will also be responsible for brushing their teeth after meals to serve as proper role models for the children.	PC Teachers OS Parents/guardians	Health Advisory Committee Dental Clinics	Daily	Classroom visits Staff meetings
1304.23(b) (4)	Parents/guardians are involved in the nutritional aspect of ECAP. Each parent/guardian fills out nutritional assessment explaining their child's eating habits and special needs. Menus, which are prepared using the CACFP guidelines, are posted on the parent bulletin board for their review. Parents/guardians are invited and welcomed to assist during meal preparation or during meal times. LACC facilities will ensure that any donated foods meet the CACFP requirements.	PC FSC Teachers Parents/guardians LACC Facilities	CACFP Nutritional Assessment	Enrollment October and April for meal prep Ongoing	CACFP Monitoring Form Staff feedback Meal time observations
1304.23(c)(1-7) (note: 1304.23(c)(5) does not apply to this grantee)	The LACC ECAP will ensure that nutritional services in the center contribute to the development and socialization needs of each child by assuring that: children be introduced to a variety of new foods by incorporating the foods into classroom activities and the facilities will explore new and different food preparation methods; children will be encouraged to try new foods and not forced or punished to do so. Teachers will take each child's eating habits into consideration and will not use food as reward or punishment; meal time will be used as an additional learning time. Meals are to be served family style with teachers and children eating together, and teachers	PC LACC Facilities Teachers Parents/guardians	CACFP Recipes Nutritionist Child's Physician	Ongoing	CACFP Monitoring Staff feedback Meal time observations Lesson plans

	will assist children when necessary; children will be encouraged to relax and pace themselves as conversations take place among the children and teachers; all special dietary needs will be accommodated for each child as needed; and teachers will use food related activities when and where appropriate to teach children valuable lessons about food and nutrition.				
1304.23(d)	All parents are explained the LACC menu and nutritional component of program upon enrollment when the nutritional assessment is completed. Menus are posted for parent's viewing and input. Yearly parent meetings on proper family and child nutrition will be held and conducted by a nutritionist. Pamphlets and informational brochures on nutrition will be made available to each parent.	PC FSC OS Teachers	CACFP LACC facilities Nutritionist USDA	Ongoing Yearly	Home visits Parent conferences Parent meeting agendas Parent and staff feedback
1304.23(e) (1)	LACC ECAP complies with all federal, state, and local food safety and sanitation health regulations. All food is kept and stored in a clean safe manner, recognizing the storage needs/requirements of all food. Food is handled in the appropriate matter and all utensils and material used for food abide by sanitation standards. Food that is received to the center is reviewed by facility to ensure it is in good condition to use and only licensed vendors are to be used.	LACC Facilities PC	Board of Health CACFP Food vendors Health Advisory Committee	Ongoing Quarterly	CACFP reviews Self reviews and inspections Health inspector reports
1304.23(e) (2)	Not applicable to this grantee.				

Latin American Community Center
La Fiesta Early Development Center ECAP
Service Plan for Child Mental Health

PERFORMANCE STANDARD	IMPLEMENTATION ACTIVITIES	PERSON(S) RESPONSIBLE	RESOURCES	TIMELINE	METHOD OF MONITORING
1304.24(a)(1)(i)	Parents/guardians are asked questions regarding their child's development including their behavior and any concerns the parent may or may not have during the enrollment process. Ongoing relationships are formed between the parent/guardian of each child and the ECAP staff and a comfortable, trust worthy environment is established where parents/guardians and staff can confidentially discuss each child's needs. During home visits, parents/guardians are asked to fill out a DECA questionnaire which focuses on the child's development.	FSC Teachers PC Parent/guardian	DECA	Enrollment Home Visit Parent Conferences	DECA outcome Home visit and Parent Conference Report forms
1304.24(a)(1)(ii-iv)	ECAP staff will be sure to maintain consistent relations with parents/guardians so the staff can inform them regarding the child's behavior and development, including separation and attachment. This information will include but is not limited to the typical development of young children and the development of the particular child. The staff will discuss with each parent/guardian their child's individual development and report on any changes. Doing this will allow the staff to help the parents identify appropriate responses to these behaviors such as recognizing the importance of stable safe environments and positive guidance techniques and strengthen nurturing supportive environments and relations at home.	PC FSC Teachers Mental Health Consultant (MHC) Parents/guardians	Creative Curriculum DECA LACC Mental Health Clinic Delaware Guidance Services Individual plans	Ongoing	Creative Curriculum and DECA outcomes Classroom/child observations MHC individual observations
1304.24(a)(1)(v-vi)	ECAP staff will be sure to assist each parent/guardian with understanding any mental health issues their child might have and they will be offered support in the participations of any needed mental health interventions to ensure that the parents/guardians make proper use and value the services being offered.	PC FSC Teachers MHC Social Venture Partners intern (SVP intern) Parents/guardians	Creative Curriculum DECA LACC Mental Health Clinic Delaware	Ongoing	Creative Curriculum and DECA outcomes Classroom/child observations MHC individual observations

			Guidance Services Social Venture Partners		
1304.24(a)(2)	If mental health services are deemed necessary then the ECAP staff will refer the child to one of the two mental health agencies it is contracted to work with (Delaware Guidance Services and LACC Mental Health Clinic) for follow-up services. The mental health specialists will then work with the families in the mental health aspect that the family requires.	PC FSC Teachers MHC Parents/guardians	Individual plans LACC Mental Health Clinic Delaware Guidance Services	Ongoing	MHC recommendations Child observations
1304.24(a)(3)-(3)(i)	Mental health services will maintain regularly scheduled on-site consultations involving the mental health professionals. ECAP staff and parents/guardians that will help all parties design and implement program practices which respond to the identified behavioral and mental health concerns of the child or group of children. The mental health professional will assist staff and parents in helping children develop the skills that foster mentally healthy development. Staff will make any necessary adjustments to the curriculum and daily operations of their classrooms. The mental health professional will also have weekly meetings with the Program Coordinator to update information on children seeing that professional.	MHC PC FSC Teachers Parents/guardians	LACC Mental Health Clinic Delaware Guidance Services Social Venture Partner	Ongoing Weekly	MHC recommendations Child observations
1304.24(a)(3)(ii)	A yearly training will take place by a mental health professional for parents and staff that will help them recognize the normal development of children and on common mental health issues surrounding children. Parents will have the opportunity to meet with ECAP staff or the mental health professional for more personal training. The mental health professional will also be available to have individual or group meetings with staff to address any mental health needs they might need within their classrooms.	MHC SVP intern PC FSC Teachers Parents/guardians	LACC Mental Health Clinic Delaware Guidance Services Social Venture Partner	Yearly Ongoing	Training agendas Meeting minutes
1304.24(a)(3)(iii)	ECAP staff and parents will consult with a mental health consultant when a child or multiple children have atypical behavior of development. The mental health consultant will provide assistance to	MHC SVP intern PC FSC	LACC Mental Health Clinic Delaware	Ongoing	Meeting minutes Conferences

**LACC La Fiesta I EDC ECAP
FAMILY PARTNERSHIPS SERVICE PLAN**

Performance Standard	Implementation Activities	Person Responsible	Resources	Timeline	Method of Monitoring
1304.40(a)(1)	To ensure that ECAP services continue to be comprehensive and to ensure that all families are receiving the services needed, the staff will meet with each family either during a home visit or other private conference and a partnership will be created. This partnership will respect confidentiality and each family's personal readiness and willingness to participate.	FSC Parents/guardian	Family Partnership Agreement	Within one month of enrollment	ETO Software Home visit and meeting notes Family Partnership Agreement
1304.40(a)(2)	The Family Services Coordinator will give the opportunity to each family to develop individual goals and plans. The FSC will assist those interested in defining the responsibilities and creating the timelines and strategies towards achieving said goals.	FSC Parents/guardian	Family Partnership Agreement LACC resources Community resources	As the need/want arises	ETO Software Home visit and meeting notes Family Partnership Agreement
1304.40(a)(3)	If a child is entering ECAP from another LACC program, their file will be transferred over and all notes and documentation will be shared. The FSC will then look at this file and speak with the family to determine whether or not goals already existed and will work with the family on already existing goals or new goals. If a child comes from another program outside the LACC, the FSC will speak with the parent to see if goals and plans have already been established elsewhere. If yes, the FSC will attempt to get all information possible to continue the work already started.	FSC Parents/guardians	Transition Procedures La Fiesta I Staff FACET Coordinator	Enrollment	ETO Software Home visit and meeting notes Family Partnership Agreement Other agency documentation
1304.40(a)(4 & 5)	Monthly meetings will be held for parents and each meeting shall	FSC PC	Agendas Meeting Minutes	Monthly	Meeting agendas

	have a specific training topic planned. Also, parents will be able to volunteer and participate in several activities throughout the school year such as field trips and special on-location events. Events will be held at varying times to ensure participation of all families. Parents will also be made aware of activities and events not planned by the LACC through the Parent Bulletin Board. The ECAP staff will respect the individuality and uniqueness of each family by planning culturally and diverse activities.	Teachers Parents/guardians	Community Partners	Twice per quarter	Copy of flyers and information sent to parents
1304.40(b)(1)(i-iii)	ECAP is a part of a broader agency, the LACC, which offers holistic, extensive social services to the community. For this reason, all participating members of ECAP are entitled to benefit from the many services offered at the LACC. If the needed services are not offered at the center or if the services offered are not what the family desires, then the FSC must contact other community agencies that can assist the family with their needs.	FSC Parents/guardians	LACC resources Community Partners and Resources	Ongoing as situations arise	LACC resource information Resource book
1304.40(b)(2)	The FSC will keep track of each family's needs and follow up with them as needed. The FSC needs to determine if the services offered met the families' expectations and if any further services are needed.	FSC	Referral forms		ETO Software Family Partnership agreement Referral forms
1304.40(c)(1)(i, ii, iii)	Does not apply to this grantee				
1304.40(c)(2)	Does not apply to this grantee				
1304.40(c)(3)	Does not apply to this grantee	Teachers FSC PC Parents/guardians	Lesson Plans Creative Curriculum	Ongoing	Lesson Plans Creative Curriculum.
1304.40(d)(1)	Parents are always welcome to come into the program and assist the staff. Parents and teachers discuss educational goals and activities during home visits and				

	parent conferences where the parents have the opportunity to suggest and recommend activities and lessons. Weekly lesson plans are also posted on the Parent Bulletin Board and parents are encouraged to review the lesson plans and make recommendations.				
1304.40(d)(2)	Parents are encouraged, not forced, to attend activities. They are also encouraged to attend the program at any time either as volunteers or observers. Not participating in program events will not be held against any child.	PC FSC Parents/guardians	Volunteer Sign In Sheets	Ongoing	Classroom observations
1304.40(d)(3)	All parents will be given the opportunities to participate in program as volunteers or employees if needed. All vacancies will be posted on Parent Bulletin Board and volunteer recruitment will be done through newsletter and parent meetings.	FSC Parents/guardians	Parent Bulletin Board Agency Employment Board Agency Website Workforce Development Office Newsletters Parent Meetings	Ongoing	Employee Files Interview Notes Volunteer Sign-In sheets
1304.40(e)(1)	Parents are informed during the annual Open House of the program and the curriculum the program follows. Weekly lesson plans are posted for parents viewing and for their suggestions. Also, teachers will discuss developmental goals and plans for each child with the parents/guardian and will work together with the parents/guardians towards developing a plan that will work. Home activities will also be available for each family if they are interested in having them.	Teachers FSC Parents/guardians	Lesson plans Creative curriculum	Ongoing	Agendas Meeting Notes
1304.40(e)(2) 1304.40(e)(3)	Does not apply to this grantee Parents/guardians are encouraged to be full advocates and participants in their child's education beginning at	PC FSC Teachers Parents/guardians	Family Partnership Agreement Community	On-going	Training and meeting agendas

	<p>enrollment. Each parent/guardian is explained the importance and the impact an active role can have on a child. Suggestions and recommendations are given to each interested parent on how to be more involved and how to help their child's development by the ECAP staff. Monthly trainings also focus on providing opportunities to parents/guardians to enhance either parenting skills, knowledge and understanding of the educational and developmental needs of their children.</p>		<p>Resources</p> <p>LEA</p> <p>Kindergarten Transition Plan</p>		
1304.40(e)(4)(i & ii)	<p>A yearly training will be offered on the importance of literacy and tips will be provided on how to instill a joy for reading in their child. Parents are encouraged to borrow books from the classroom or the Wilmington Library branch that is located within the LACC. Parents who are in need of literacy training will be referred to an agency that can provide these services. Also, ECAP participates in RIF that has two yearly reading events.</p>	<p>FSC</p> <p>Read Aloud</p> <p>Delaware or other literacy agency</p> <p>RIF</p> <p>Parents/guardians</p>	<p>Books</p> <p>RIF forms</p>	<p>Yearly</p> <p>Ongoing</p>	<p>Training agendas and notes</p>
1304.40(e)(5)	<p>Teachers will conduct a minimum of two parent-teacher conferences per year where each parent/guardian will be informed about the development and education of their child. The teacher will inform the parent/guardian of activities and lesson plans taking place in the classroom and the individual plans the teacher may have for the child.</p>	<p>Teacher</p> <p>Parent/guardian</p>	<p>Creative Curriculum</p> <p>Progress Reports</p> <p>Curriculum Coordinator</p> <p>ECAP Staff</p>	<p>First Quarter</p> <p>Third Quarter</p>	<p>Parent/teacher conference notes</p>
1304.40(f)(1)	<p>Yearly trainings covering mental health and nutrition will take place for staff and families.</p>	<p>FSC</p> <p>Parents/guardians</p>	<p>LACC Mental Health Clinic</p>	<p>Yearly</p> <p>Ongoing</p>	<p>Training agendas</p> <p>Copies of information</p>

	Information in the form of pamphlets and information sessions given by the LACC or other agencies on medical, dental, nutrition and mental health education will be made available to each parent/guardian by posting said information on the Parent Bulletin Board and sending information home with each child.		Delaware Guidance Services Social Venture Partners		sent home to parents
1304.40(f)(2)(i, ii, iii)	Parents enter into a Health Partnership agreement with ECAP which states that they will do everything possible to ensure that their child receives adequate medical and dental attention and that they will do their best to provide their child with a healthy upbringing. During enrollment, health insurance information will be requested for each child and for those who do not have any, the parents/guardians will be assisted in filling out the proper applications if they are determined to be eligible.	FSC Parents/guardians	Health Partnership Agreement	Enrollment	Health Partnership Agreement Child observation
1304.40(f)(3) (i & ii)	Yearly training will be offered that will cover the selection and preparation of foods to meet each family needs and in the management of food budgets by a qualified professional. During enrollment, each parent/guardian discusses with a staff member the nutritional status of their child when filling out the Nutritional Assessment form.	FSC Nutritionist Parents/guardians	Nutrition Assessment form Social Venture Partner	Yearly Enrollment	Nutrition Assessment form Training agendas
1304.40(f)(4)(i, ii, iii)	Parents/guardians have the opportunity to attend yearly meetings on child mental health. Also, parents/guardians have the opportunity to meet with the mental health consultant either through Delaware Guidance Services or the LACC Mental	PC FSC Teachers Parents/guardians	Mental Health Consultants	Ongoing	Training agendas ETO Software Conference/meeting notes

	Health Clinic. ECAP staff and parents/guardians shall discuss the mental health of each child openly and confidentially and referrals shall be made if necessary.				
1304.40(g)(1) & (2)	Parents/guardians are invited to participate in the Parent Committee and Policy Council. Each family is told about the services offered at the LACC and within the community and they are encouraged to become advocates for their children and communities.	FSC Parents/guardians	Policy Council Training Materials Parent Training Materials	Ongoing	Meeting Minutes and Agendas
1304.40(h)(1-4)	A school district representative will be invited to a parent meeting in February or March of each year to prepare the parents/guardians for the transition to a new school. All information will be made available for the parents/guardians and they will be encouraged to advocate for their child's educational needs. Each parent/guardian will be informed of the transition procedure and advocacy needs during the final parent/teacher conference. Visits to local elementary schools will be planned if possible to provide the families with tours of the new schools so they can know what to expect the coming year.	PC FSC OS Parents/guardians	School district applications	March through June	Meeting Minutes and Agendas
1304.40(i)(1-5)	Two home visits will be scheduled yearly between the teacher, FSC and parent/guardian. The importance of the visit will be explained to each parent/guardian and the visit times will be convenient for the parents/guardians. Home visits will not be posed as mandatory and if parent/guardian	FSC Teachers Parents/guardians	Home visit log	Twice a year	Home visit log Visit notes

	do not allow for a visit, even after its importance is explained, or if meeting at the home poses a threat for the staff then alternative meeting places will be offered such as the ECAP building or another neutral location.					
1304.40(i)(6)	Does not apply to this grantee					

LATIN AMERICAN COMMUNITY CENTER
La Fiesta II Early Development Center ECAP
Service Plan Community Partnerships

Performance Standard	Implementation Activities	Person Responsible	Resources	Timeline	Method of Monitoring
1304.41(a)(1)	A community assessment will be used to determine the needs of the community and what resources exist within this community. The LACC will establish and maintain relationships with local service providers to ensure that each client receives the services and attention that is needed. The Program Coordinator will attend monthly meetings for the Hilltop community and stay informed of any available information.	EDC PC	Community Assessment Agreements	Revised Annually	Meeting minutes
1304.41(a)(2)(i-ix)	Memorandums of Understanding will be signed between the LACC and other service agencies so we can enhance the services offered to your clients and provide a broad area of services. Planning and discussions will take place with other local agencies to maximize services while at the same time respecting the confidentiality of each client.	EDC PC	MOU	Revised Annually	Current MOUs
1304.41(a)(3)	ECAP will utilize LACC services and outreach to recruit volunteers and community involvement	PC FSC LACC Staff	LACC Outreach and Community Awareness Department	On-Going	Volunteer Sign-in Sheets Volunteer Applications
1304.41(a)(4)	MOU's will be established with LEAs and their assistance will be requested if special arrangements need to be made for a particular child.	PC LEA	MOU	Revised Annually	MOU's Child Notes
1304.41(b)	The PC and OS will maintain membership to the Northern Delaware Health Advisory Committee. They shall attend	PC OS			Meeting agendas and minutes

	regular meetings and report back to the staff any pertinent information.					
1304.41(c)(1), (i-iv)	See Transition Plan					
1304.41(c)(2)	Does not apply to this grantee					

LACC La Firda EDC ECAP
Service Plan for Eligibility, Recruitment, Selection and Attendance in Head Start (ERSSEA)

PERFORMANCE STANDARD	IMPLEMENTATION ACTIVITIES	PERSON(S) RESPONSIBLE	RESOURCES	TIMELINE	METHOD OF MONITORING
1305.2	The ECAP staff will become familiar with each definition listed under this regulation so they can better serve their community.	PC, OS, FSC Teachers	Head Start Regulations	During orientation	Training Agenda Pre-Service Training and Orientation for FSC
1305.3	ECAP will serve children within Wilmington's city limits and more specifically those residing within the Hilltop Community, since this is the area surrounding the LACC and the area of highest need. A Community Assessment will be created and updated every three years to ensure that the needs within the community are being addressed. Recruiting efforts will take place throughout the year that spans throughout the service area.	PC FSC OS Teachers	Head Start Regulations Community Assessment	Yearly Every three years	Community meetings
1305.4	ECAP will accept children that have turned four years old on or before August 31 of that year. The staff will meet with each family and determine the income eligibility of each child. Out of the 34 children that ECAP has, only 3 shall be over the federal income guidelines. Once the income has been verified, the ECAP employee with sign and date the income eligibility sheet as well as note what form of income proof was used.	PC FSC	Federal Income Guidelines Income Eligibility form	During registration	Child Files
1305.5	Towards the end of every school year and during every summer, the ECAP staff will: distribute flyers throughout the community in both English and Spanish; attend local community meetings and events to distribute information; and use La Fiesta I at the LACC to recruit eligible families. We will assist all families in completing applications for the program and will obtain more applications than the enrollment opportunities available.	PC FSC OS Teachers	Flyers Community Events and Locations	Jan-July of every school year	Record of Staff efforts Monthly Reports to EDC Director
1305.6	Before accepting any child into ECAP, the staff completes the LACC's Early Development	PC FSC	EDC ranking table (See	During Application	Enrollment application

	Center Ranking Points Form that has established a particular amount of points for different criteria such as disability, Hispanic origin, foster child, etc. Children are ranked according to this point system and those will higher points are admitted into program.		Attached) Enrollment application	period As needed	Child s
1305.7	Every child that has been determined eligible for Head Start and becomes enrolled in the program shall remain in the program until the closing date as long as the child is able to continue. If a vacancy occurs throughout the school year, this vacancy shall be filled within thirty days. If there are fewer than sixty calendar days within the school year, ECAP can opt to not fill this vacancy. If a family is considered to be income eligible upon enrollment, they remain income eligible throughout the school year.	PC FSC	ECAP Eligibility Form Enrollment application	During Application period As needed throughout the year	Enrollment application Child Files
1305.8	We will follow all procedures to ensure that attendance does not fall below 85 percent. If attendance does fall below this mark, the staff will analyze and interpret the absences. Once the analysis has been made, and if intervention is deemed necessary for some families (more than four unexcused absences within one month), the family services coordinator will work with each family and provide the services needed so the child's attendance can improve. If intervention does not work and there does not seem to be a feasible solution, then this child's slot may be considered an enrollment vacancy.	PC FSC	Teacher's attendance log ETO software	Ongoing	Attendance logs Sign-in/sign- out sheets
1305.9	ECAP Program will not solicit money or encourage payment of any kind in order to enroll a child. No fee schedule shall be set and no fees will be collected. If a family volunteers to pay for the child's participation in the program then this money can be taken as a volunteer payment and recorded as program income.	PC	ECAP Program Description Parent Orientation	At enrollment and as needed	Completed Enrollment Packets
1305.10	The EDC Director and Program Coordinator will ensure that ECAP follows all requirements set forth by the ERSEA guidelines.	EDC Director PC	HS regulations 1305	Ongoing	Observations

LACC La Fiesta EDC ECAP Service Plan for Children with Disabilities

PERFORMANCE STANDARD	IMPLEMENTATION ACTIVITIES	PERSON (S) RESPONSIBLE	RESOURCES	TIMELINE	METHOD OF MONITORING
1308.4(a-b)	ECAP will develop and implement an effective service plan in which the staff will use community assessment, strategic plans, and performance standards to assist with development of service plans. The Outcome Specialist will: ensure that plans are inclusive to all children and families of varying abilities; make available necessary training and technical assistance to parents and staff as the need arises and ensure that service plans are implemented in the day-to-day operations. The ECAP staff will work closely with the LEA and Child Find to ensure that our children are properly evaluated and receiving proper services. This plan will be updated annually.	PC OS CC Teachers Child Find LEA	Performance Standards Community Assessment IEP IDEA	Reviewed and updated annually.	Service plans Classroom observations Email and contact logs
1308.4(c)	ECAP staff will ensure that all children with disabilities are included in any and all activities and services that are available to Head Start children. Modifications will be made if necessary to ensure the proper and full participation of each student. No information on a child with a disability shall be posted for public view and their information shall remain confidential.	PC OS CC Teachers Child Find LEA	Performance Standards Lesson Plan IEP Classroom set up	Ongoing	Classroom observation Lesson Plans
1308.4(d)	ECAP will ensure that children with special needs are included in all aspects of the program by ensuring that: individualization is being done in all classrooms; and materials needed for children with special needs are available to all classrooms.	PC OS CC Teachers	Performance Standards Lesson Plan Individualized plans, IEP Classroom set up	Ongoing	Review lesson plans and individualized plans Classroom observations
1308.4(e)	ECAP has an Outcomes Specialist whose responsibilities include writing and updating the Service Plan and submitting a budget after consulting with the EDC Director and Program Coordinator.	EDC Director PC OS	Performance Standards	Ongoing	Annual Service Plan Review Annual Budget Revision
1308.4(f)	Developmental screenings will occur within the first 45 days of enrollment either by Child Find or an ECAP staff member. All screening results will be submitted to Child Find for results and follow-up if	PC OS Child Find	Dial-3 IEP	45 Days On-going	Dial-3 results Email and contact log with Child Find

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	necessary. The OS and PC will maintain contact with Child Find to ensure that necessary follow-up is conducted within an appropriate time frame. If it is determined that a child does have special needs, we will work in conjunction with the IEP to ensure that their needs are being met.				
1308.4(g)	If a child enters the program with an effective IEP, this IEP will be respected and the appropriate attention will be given to ensure that the transition occurs smoothly. When a child with disability leaves the program for either another program or kindergarten, we will provide the new program or school (with the parent's permission) any and all information we may have in reference to the child and the disability.	PC OS	IEP Release of Information consent form	Ongoing	IEP review Classroom/child observation
1308.4(h)	These are provided by the LEA's				
1308.4(i)	Every case will be looked at and worked on at an individual level and if any child requires additional services either from within the LACC or another agency, these services will be made available.	PC OS	IEP	Ongoing	IEP review Child observation
1308.4(j)	All disability services are provided by LEA and ECAP will work with the LEA to ensure that the proper services are being offered. The child will spend half their day at the determined site according to the IEP and the other half at the LACC. ECAP staff members will ensure that the IEP is being followed correctly. The Program Coordinator will take all the necessary steps to make sure the staff has all the appropriate tools to properly serve the child.	PC OS Teachers LEA	IEP Lesson Plans	Ongoing	IEP and lesson plan review Classroom/child observations
1308.4(k)	Disability services are offered by the LEA	LEA	IEP	On-going	Child Observations IEP Meeting Notes
1308.4(l)	ECAP works along with Child Find and other LEA's to ensure that the proper services are being offered.	PC OS Child Find LEA	MOU	Updated Yearly	
1308.4(m)	Funding is allocated for disability services. The Outcome Specialist will report to the EDC Director and Program Coordinator who will in turn work with the Finance department to ensure that all proper services are being offered and special needs are being met.	EDC Director PS OS LACC Finance Director	IEP Annual Budget	Ongoing	Expense reports
1308.4(n)	ECAP will submit the annual grant re-application	EDC Director	Annual Budget	Annually	Service Plan

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	with funding allocated to meet the objectives of the disability service plan.	PC LACC Finance Dir	Annual Grant Re-Application		Expense Report
1308.4(o)	The annual budget will include funding allocated for the allowable expenditures related to the disabilities service plan.	EDC Director, PC LACC Finance Director	Annual Budget Annual Grant Re-Application	Annually	Service Plan Expense Report
1308.5	Recruitment efforts will include efforts to enroll children with disabilities. Recruitment efforts will be maximized towards children within La Fiesta I who already have IEPs or there is a suspicion of a disability. Parents/guardians are asked during the application process if their child has a suspected disability. Relationships are to be established with local disability service providers to maximize the recruitment effort of children with disabilities.	PC, FSC, OS	Transition Procedures Child Find and LEA Staff La Fiesta I staff	Ongoing April- Aug	Recruitment plan and documentation
1308.5(b)	All staff members responsible for recruitment will be made aware of 45 CFR Part 84 and the Americans with Disabilities Act of 1990 before beginning any recruitment effort. All information pertaining to a child's disability will be kept with the Outcome Specialist and each teacher receive a copy of the IEP and progress notes to ensure proper development.	PC FSC OS	45 CFR Part 84 Disabilities Act of 1990	Ongoing	Training sign in sheets and agenda
1308.5(c)	No child will be denied access to our program because of a disability even if the 10% disabilities slots have been filled. If our setting is appropriate for the child according to his/her IEP, the child will be enrolled in the program if there are vacancies.	PC FSC	IEP	Ongoing	Enrollment Application
1308.5(d)	Once a child with a disability is enrolled into the program, their situation will be assessed and any changes or modifications that need to be occur will be done immediately following enrollment. This may include staff training; equipment ordering or hiring of additional staff. ECAP will work with the parents/guardians of the child and the LEA to ensure that we are delivering the proper services.	PC FSC OS Parents/guardians LEA	IEP Lesson Plans	As needed	Review of IEP Classroom/child observations
1308.5(e)	Children with disabilities are subject to same rules and regulations as all other children and are qualified using the same ranking system.	PC FSC	Enrollment application	Ongoing	Review enrollment, application and selection process
1308.5(f)	All efforts are made to recruit children in the community with disabilities who would benefit from our program, regardless of the severity of their disability.	PC FSC	Child Find Staff LEA Staff Outside and Agency Referrals	Ongoing	Child Files Enrollment Applications/ETO
1308.6(a-d)	All children undergo health (if vision and hearing	PC	Dial 3		Screening and

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	<p>screenings were not performed by doctor) and developmental screenings within 45 days of their enrollment by either ECAP staff or Child Find. Teachers perform DECA evaluations three times throughout the school year and Creative Curriculum Assessments to evaluate progress. Those students who are found to have potential delays are referred to Child Find for evaluation and if further services are needed, the Program Coordinator and Outcome Specialist will work closely with Child Find to ensure that services are provided in a timely manner. Parents/guardians sign a permission to screen form during the application process and they are explained the different screenings, assessments and evaluations that take place.</p>	OS Teachers Child Find	DECA Creative Curriculum Assessments	Within 45days of enrollment Three times per year	evaluation results Email and contact log for Child Find
1308.6(e)	<p>ECAP follows a procedure when a child is seen as having a potential delay after screenings: any child who is suspected of having a developmental disability is referred to Red Clay School District Child Find for evaluation immediately. Once referred, Child Find sends an explanation and authorization packet to the parents/guardians and once this is resubmitted, an appointment can be made. If the child is identified with a concern as the result of the assessment done by the teacher in the classroom, the family is informed of the concern and the Outcome Specialist makes a referral for further evaluation to the school district. A referral can also be made if a parent comes to an ECAP staff member and expresses concern about their child. We will sit with the family to explain the results and opinions/suggestions of Child Find and will also assist them to complete any paperwork that may be necessary. Families will be accompanied by either the FSC or OS to ensure that the best services are being offered to them and to assist with translations when needed. Child Find will complete the evaluation according to Federal and State evaluations. Confidentiality will be maintained at all times, and if any additional evaluations are deemed necessary, additional permission will be sought. Only those children who are determined to need special education and/or related services are considered children with disabilities.</p>	PC OS FSC Child Find	Dial 3 Evaluation results IEP	Ongoing	Review results

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1308.18(a)	ECAP has an Outcome Specialist that is responsible for all matters dealing with screenings, assessments, evaluations and disabilities.	OS	Dial III DECA Creative Curriculum	Ongoing	Staff monitoring
1308.18(b)	The Outcome Specialist will work closely with the Program Coordinator and Mental Health Consultant regarding children with mental health concerns and severe behavior issues.	PC OS MHC	IEP Teacher Reports	Ongoing	Staff monitoring
1308.18(c) & (d)	Please see the Health Services plan				
1308.19	LEA and Child Find responsible for IEPs				
1308.19(b)	Any child who requires special education services will have an IEP before the services begin.	OS Child Find	IEP	Ongoing	Evaluation results LEA recommendation IEP Team Recommendation
1308.19(c)	Each family that is participating in an IEP meeting will be accompanied by the child's teacher and either the Outcomes Specialist, the Family Services Coordinator or the Program Coordinator.	Teacher OS FSC PC		As needed	IEP meeting notes
1308.19(d)	Currently all of our IEP's have been developed with by Red Clay School District Child Find.	Teacher, OS, FSC, PC, Child Find Staff		As needed	IEP meeting notes
1308.19(e)	IEP's are created by Child Find and the LEA with the assistance of the parents/guardians and an ECAP representative. The ECAP representative must ensure that the IEP is following proper procedure and all objectives and goals are included. The ECAP teacher will share his/her goals and objective for the child as well and work throughout the year to ensure that the IEP is being addressed.	Teacher OS FSC PC Child Find		As needed	IEP
1308.19(f-h)	LEA and Child Find responsible for IEPs				
1308.19(i)	The Outcome Specialist will ensure that the time that is being set for the IEP meeting is convenient for the family and that they can attend without difficulty.	OS	Parents Parent Work Schedules	As needed	
1308.19(j)	The ECAP representative will make every effort possible to ensure that the parents/guardians are involved in the IEP process. They will contact the parents/guardians with information regarding the	OS FSC PC Teachers	Meeting Flyers or Invitations	As needed	IEP meeting notes

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	meeting and will follow up to make sure they will be attending. The representative will serve as an advocate for the parent and be sure that the parent understands all the information that is being provided for them. If possible, the representative will serve as an interpreter for the meeting.				
1308.19(k)	The IEP will be honored and followed immediately after it has been produced and approved. If a child enters into the program with an IEP, the services must begin within two weeks of enrollment.	OS	IEP	As needed	Staff monitoring Classroom observations
1308.20	Please see Nutrition Service Plan				
1308.20(b)	When necessary and according to the children's IEPs all designated services are provided.	OS PC	IEP's Physician's recommendations	As needed	Review of IEPs
1308.20(c)	Children with disabilities are included in all aspects of our program. This includes mealtimes and mealtime preparations.	PC OS Teachers	IEP Lesson Plans	As needed	Classroom observations Review of lesson plans
1308.21	ECAP staff will provide all necessary guidance to parents of a child with disability to help them in the transition both into Head Start and into the Public School. The parents will be advised of the need of their active participation in their child's education to help them achieve their full potential and will be provided with information and resources that will help them understand their child's developmental needs. Follow-up assistance will be provided to make sure that the child's IEP is completed and maintained current. Staff will follow up with home visits to identify needs of siblings and other family members.	EDC Director PC OS FSC Teachers Child find LEA	School District Child Find LEA Advocacy Groups	Ongoing	IEP documentation
1308.21(b) & (c)	ECAP staff will ensure that the transition of children into public school or other placement minimizes stress to the children and the parents. Parents will be educated on the application procedures to the different schools in the districts and arrange visits to the schools where the children will be placed to introduce them to the new environment and its characteristics.	PC OS FSC LEA	School Districts Child Find	As needed	Transition plans Visits to schools Documentation

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Transition Folder to Kinder

The following information will be sent to the child's school at the end of the ECAP program:

1. Introduction letter written by the child's teacher
2. Information on the child:
 - a. Full name
 - b. DOB
 - c. Address
 - d. parent's name
 - e. Name and age of any siblings – school information on siblings
 - f. Special information on any allergies, etc
3. DECA individualized results
4. Creative Curriculum individualized results
5. Screenings
 - a. Child Find results
 - b. Dial 3 information
 - c. IEP information