



# **WKU CAMPUS CHILD CARE**

## **Program Operations and Procedures**

# TABLE OF CONTENTS

<b>SECTION 1 - MANAGEMENT SYSTEMS</b>	<b>1</b>
Section 1 No. 1 - Subject: Program Planning.....	2
Section 1 No. 2 - Subject: Recordkeeping Systems.....	4
Section 1 No. 3 - Subject: Reporting Systems .....	6
Section 1 No. 4 - Subject: Communications - General .....	7
Section 1 No. 5 - Subject: Communications – Governing Bodies and Policy Groups.....	8
Section 1 No. 6 - Subject: Ongoing Monitoring.....	10
Section 1 No. 7 - Subject: Program Self-Assessment .....	12
Section 1 No. 8 - Subject: Termination of Policy Council Membership.....	14
<b>SECTION 2 – PROFESSIONAL DEVELOPMENT POLICIES &amp; PROCEDURES</b>	<b>15</b>
Section 2 No. 1 - Subject: New Staff Orientation & Training.....	16
Section 2 No. 2 - Subject: Early Childhood Staff Professional Development.....	17
Section 2 No. 3 - Subject: Faculty Staff Scholarship.....	18
<b>SECTION 3 - EDUCATION POLICIES &amp; PROCEDURES</b>	<b>19</b>
Section 3 No. 1 - Subject: Fire Procedures .....	20
Section 3 No. 2 - Subject: Tornado Procedures .....	21
Section 3 No. 3 - Subject: Earthquake Procedures .....	22
Section 3 No. 4 - Subject: Child Injury.....	24
Section 3 No. 5 - Subject: Evacuation from Campus .....	26
Section 3 No. 6 - Subject: Teacher Requirements.....	28
Section 3 No. 7 - Subject: Child Outcomes.....	31
Section 3 No. 8 - Subject: Lead Teacher.....	32
Section 3 No. 9 - Subject: Substitute Teacher .....	35
Section 3 No. 10 - Subject: Assignment of Children to Teachers .....	37
Section 3 No. 11 - Subject: Supervision of Children.....	39
Section 3 No. 12 - Subject: Authorization to Pick-Up/Drop Off Children .....	42
Section 3 No. 13 - Subject: Meals.....	44
Section 3 No. 14 - Subject: Rest Time for Full Day.....	47
Section 3 No. 15 - Subject: Lesson Plans .....	49
Section 3 No. 16 - Subject: Field Trip-Only on Campus .....	51
Section 3 No. 17 - Subject: Anecdotal Notes: Teacher-Parent Communication.....	53
Section 3 No. 18 - Subject: On-going Observation of Children .....	55
Section 3 No. 19 - Subject: Developmental Screening .....	57
Section 3 No. 20 - Subject: Child Assessment.....	60
Section 3 No. 21 - Subject: Individual Objectives .....	63
Section 3 No. 22 - Subject: Home Visits/Parent Conferences.....	65
Section 3 No. 23 - Subject: Involve Parents in Educational Home Activities .....	67
Section 3 No. 24 - Subject: Report of Aggressive Behavior .....	69
Section 3 No. 25 - Subject: Classroom Staff Sick Leave .....	72

Section 3 No. 26 - Subject: Classroom Staff Annual Leave and Flex Scheduling .....	74
Section 3 No. 27 - Subject: Special Events/Celebrations.....	78
Section 3 No. 28 - Subject: Termination of Child due to Dangerous Behavior.....	80
Section 3 No. 29 - Subject: Transition.....	82
Section 3 No. 30 - Subject: First Aid Kits .....	84
Section 3 No. 31 - Subject: Daily Classroom Schedules.....	85
Section 3 No. 32 - Subject: Lockdown Procedures .....	86
Section 3 No. 33 - Subject: Electronic Devices .....	88

## SECTION 4 – FAMILY SERVICES POLICIES & PROCEDURES 89

Section 4 No. 1 - Subject: Recruitment.....	91
Section 4 No. 2 - Subject: Application & Selection Process.....	93
Section 4 No. 3 - Subject: Enrollment Process.....	95
Section 4 No. 4 - Subject: Family Partnering Agreements.....	101
Section 4 No. 5 - Subject: Crisis Intervention .....	108
Section 4 No. 6 - Subject: Child Abuse/Neglect Reporting.....	110
Section 4 No. 7 - Subject: Attendance .....	112
Section 4 No.8 - Subject: Community Complaint Policy.....	114
Section 4 No. 9 - Subject: Parent Activity Fund .....	115
Section 4 No. 10 – Subject: Community Resources .....	117
Section 4 No. 11 - Subject: Extended Day Care Services .....	118
Section 4 No. 13 - Subject: Classroom Placements.....	119
Section 4 No. 14 - Subject: Community Partnerships .....	121

## SECTION 5: DISABILITY SERVICES PROCEDURES 122

Section 5 No. 1 - Subject: Child Find.....	123
Section 5 No. 2 - Subject: IFSP/IEP Development.....	124
Section 5 No. 3 - Subject: Review of IEP / IFSP.....	126
Section 5 No. 4 - Subject: Referral for children for Evaluation/Assessment .....	127
Section 5 No. 5 - Subject: Termination of Services due to Inappropriate Placement.....	128
Section 5 No. 6 - Subject: IEP/IFSP Tracking.....	129
Section 5 No. 7 - Subject: Transition for Children with Disabilities .....	130

## SECTION 6: HEALTH AND NUTRITION POLICIES & PROCEDURES 131

Section 6 No. 1 - Subject: Health Services Advisory Committee.....	132
Section 6 No. 2 - Subject: Hearing Screening .....	134
Section 6 No. 3 - Subject: Medical Emergency .....	135
Section 6 No. 4 - Subject: Care of a Sick Child .....	137
Section 6 No. 5 - Subject: Dental Emergency .....	139
Section 6 No. 6 - Subject: Infant Sleep and Rest Time .....	141
Section 6 No. 7 - Subject: Safety Report .....	143
Section 6 No. 8 - Subject: Health Information for the Classroom.....	145
Section 6 No. 9 - Subject: Vision Screening.....	146

Section 6 No. 10 - Subject: Immunization Status Tracking .....	147
Section 6 No. 11 - Subject: Medication Administration .....	148
Section 6 No. 12 - Subject: Lice .....	151
Section 6 No. 13 - Subject: Staff Medical Exams .....	152
Section 6 No. 14 - Subject: Contagious Diseases .....	153
Section 6 No. 15 - Subject: Atypical Behavior .....	155
Section 6 No. 16 - Subject: Healthy Insurance Portability and Accountability Act (HIPPA) .....	156
Section 6 No. 17 - Subject: Handwashing (Hygiene) Procedures .....	157
Section 6 No. 18 - Subject: Toileting/Diapering a Child .....	159
Section 6 No. 19 - Subject: Medical/Dental Examinations .....	161
Section 6 No. 20 - Subject: Health Follow Up & Treatment .....	162
Section 6 No. 21 - Subject: Refusal of Services.....	163
Section 6 No. 22 - Subject: No Smoking Policy .....	164
Section 6 No. 2 - Subject: Laundry.....	165
Section 6 No. 24 - Subject: Nutritional Needs .....	166
Section 6 No. 25 - Subject: Individualized Nutritional Practices.....	167
Section 6 No. 26 - Subject: USDA Guidelines.....	168
Section 6 No. 27 - Subject: Preventive Dental Care .....	169
Section 6 No. 28 - Subject: Family Input into Nutritional Services .....	171
Section 6 No. 29 - Subject: Nutritional Meals .....	172
Section 6 No. 30 - Subject: Food Service/ Sanitation Regulations .....	173
Section 6 No. 30 - Subject: Cleaning & Sanitation .....	177

## SECTION 7 – ADMINISTRATIVE POLICIES & PROCEDURES 178

Section 7 No. 1 - Subject: Personnel Policies and Procedures.....	179
Section 7 No. 2 - Subject: Hiring of New Employees.....	180
Section 7 No. 3 - Subject: Confidentiality .....	181
Section 7 No. 4 - Subject: Standards of Conduct .....	182
Section 7 No. 5 - Subject: Worker’s Compensation Claim.....	183
Section 7 No. 6 - Subject: In-Kind Receipt and Reporting .....	184
Section 7 No. 7 - Subject: Volunteers .....	187
Section 7 No. 8 - Subject: Budget Development.....	188
Section 7 No. 9 - Subject: Using the Purchasing Card for Ordering.....	190
Section 7 No. 10 - Subject: Protections for the Privacy of Child Records .....	191
Section 7 No. 11 - Subject: Protections for the Privacy of Child Records .....	195
Section 7 No. 12 - Subject: Social Media.....	197
Section 7 No. 13 - Subject: Use of Computers.....	199
Section 7 No. 14 - Subject: Document Destruction.....	202



**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**SECTION 1 - MANAGEMENT SYSTEMS**

- Section 1 No. 1 Program Planning
- Section 1 No. 2 Recordkeeping
- Section 1 No. 3 Reporting
- Section 1 No. 4 Communications- General
- Section 1 No. 5 Communications – Governing Board & Policy Groups
- Section 1 No. 6 On-going Monitoring
- Section 1 No. 7 Program Self-Assessment
- Section 1 No. 8 Termination of Policy Council Membership

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 1 No. 1 - Subject: Program Planning**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302(J)**

**This Revision Supersedes All Previous Policies and Procedures**

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WKUCCC Head Start/Early Head Start will implement a systematic ongoing process of planning. The basis for planning program services and activities is a thorough and up-to-date assessment of community demographics, strengths, needs and resources. This assessment identifies gaps in services by providing a comprehensive assessment of program operations and services. Based on information gathered from the Community Assessment and program self-assessment, WKUCCC Head Start/Early Head Start/Early Head Start will:

- establish long and short-term goals for the program.
- develop plans for each Head Start/Early Head Start service area.
- review and revise, if necessary, program policies and procedures.
- include the plans and services of partner and delegate agencies into WKUCCC Head Start/Early Head Start.
- review and revise, as necessary, selection criteria for the children and families to be served by the program; and
- actively involve the Policy Council in all these processes.

WKUCCC Head Start/Early Head Start will conduct a Community Assessment within the Bowling Green/Warren County/ broader university service area every five years. Because the delegate agencies are grantees, each will conduct its own Community Assessment and share information from that document with WKUCCC. Updates to the documents will be made annually, or as necessary. To complete the Community Assessment the Grantee will collect data about community strengths, needs, and resources. From this information, program managers and Policy Council members will identify gaps in service. The data will be used primarily to determine and prioritize needs, identify trends, and make decisions about the goals and priorities for WKUCCC Head Start/Early Head Start's program of services. The Grantee will use the Community Assessment to determine how the program can build upon the strengths of the community and its resource providers to address the needs of children and families and build partnerships with community service providers.

Information sources for the Community Assessment will include:

- U.S. Census Bureau
- Kentucky Cabinet for Children and Family
- Bowling Green/Warren Health Department
- Housing Authority of Bowling Green
- Community Commons
- Currently enrolled Head Start/Early Head Start families.

- Community residents
- Bowling Green City Schools
- Warren County Schools
- Area colleges and universities, including Western Kentucky University (grantee agency)
- Other human services organizations
- Departments of the City of Bowling Green and Warren County Government

Findings of the Community Assessment will be analyzed by a planning group comprised of Head Start/Early Head Start managers, Policy Council members, and experts. The group will establish program goals, both long and short term as well as make recommendations to the Head Start/Early Head Start Director, Agency Executive Director, and Policy Council. These goals will be enhanced by the findings of the program self-assessment, which investigates the operations, services, and activities of WKUCCC Head Start/Early Head Start program. Because the self-assessment process includes participation of Policy Council members and other community members the program can ensure true needs of the community are being met through a comprehensive approach. Recommendations will be discussed and modified as appropriate by the program and formally approved by both the Policy Council and the Board of Director's.

Program managers are responsible for ensuring service areas meet the program's goals and *Head Start Program Performance Standards*. Input from parents and policy group members will be incorporated as appropriate.

The program managers will directly oversee the implementation of program goals and inform the Head Start/Early Head Start Director who in turn informs the Policy Council regarding the completion of activities strategized to accomplish program goals.

Throughout the year management staff will collect information to inform modifications of goals for the following year. Sources for this information will include parents, Parent Committees, staff, and community service providers. Integration of the program self-assessment into the planning process (also including these groups) will ensure that a planning cycle is established and information about program effectiveness is supported by data., Data gathered will feed into the process of planning, goal setting and evaluation.

Each year the selected Policy Council member(s) will review the WKUCCC Head Start/Early Head Start Program Selection Criteria with the Family Services Manager and other key staff. The Community Assessment will be utilized as a foundation to inform program goals and priorities. This group will make recommendations for changes in the selection criteria of children for Head Start/Early Head Start. If recommendations for change are made, the Head Start/Early Head Start Director will offer those recommendations to Policy Council for their approval or disapproval. The Policy Council may accept the recommendations, make additional changes of their own, or choose to leave the criteria unchanged from the preceding year. If changes are suggested, approval by the Policy Council is required. Once selection criteria are approved by the Policy Council, they remain in effect until they are formally revised and approved by the Council.



**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 1 No. 2 - Subject: Recordkeeping Systems**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1301; 1302(C)(D)(E)(G); 1303(C)**

**This Revision Supersedes All Previous Policies and Procedures**

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The WKUCCC Head Start/Early Head Start program maintains automated and manual recordkeeping systems to provide accurate and timely information regarding service delivery to children and families; program governance; staff status, training, and performance; and financial expenditures and status. The Head Start/Early Head Start Director, Fiscal manager and/or WKU Office of Accounts and Budgetary Control, human resources assistant and/or WKU Department of Human Resources, and service area manager are responsible to ensure that such records are maintained at the Grantee Agency.

The Grantee shall maintain at least the following records:

Program Services

- child and family enrollment information
- child health records, immunization status, results of screenings and examinations, and follow-up
- child assessment and data for Head Start National Reporting System
- child attendance records
- child outcomes information
- family assessment
- family development plan/partnership agreement
- services provided to families.
- waiting list
- volunteer list
- volunteer services
- program self-assessment

Program Governance

- membership rosters
- meeting notices
- minutes of meetings
- documentation of training

Human Resources

- staff physical examinations and TB tests
- criminal background checks
- proof of citizenship or work papers (for foreign nationals)
- time and attendance records
- staff credentials

- documentation of training
- performance appraisal
- disciplinary action, if applicable

#### Finance

- non-Federal share documentation
- program expenditures
- inventory
- payroll and benefits information
- PMS reimbursement

Child and family records are maintained in ChildPlus the child and family tracking software as well as locally designed spreadsheets. Other program-specific and university wide software systems support recordkeeping in human resources and finance. Head Start/Early Head Start's confidentiality procedures support both electronic and manual records while ensuring sensitive information is maintained with the upmost of care, and only shared on a need-to-know basis allowing access to be carefully controlled and closely guarded.

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 1 No. 3 - Subject: Reporting Systems**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302(C)(D)(E)(G)**

**This Revision Supersedes All Previous Policies and Procedures**

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WKUCCC Head Start/Early Head Start will maintain efficient and effective reporting systems that generate reports describing the financial status and program operations for the Grantee. It is the primary responsibility of the Financial Manager to generate financial data and forward to grant accounting for submission of required reports and of service area managers to produce and submit reports regarding program operations.

The ChildPlus, university Banner system data management system, and program monthly reports together form the program's management information system (MIS). The MIS provides an efficient and effective reporting system that generates reports for both financial status and program operations. Information generated is used to identify program quality and advise staff, Policy Council, Board of Director's, and Executive Director, of program successes, early warnings, or major problems.

The MIS will aggregate information regarding:

- medical and dental status and services
- enrollment and basic intake information
- attendance
- transfers
- drop-outs.
- waiting lists
- screenings and assessments
- family income levels
- family development information
- monthly service reports
- volunteer services
- other in-kind contributions
- employee status information
- program expenditures and encumbrances

This data will be used to monitor compliance with *Head Start Program Performance Standards* and to guide program planning and service delivery.

The MIS provides a summary of program operations for Policy Council, Board of Directors, Executive Director, and staff.

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 1 No. 4 - Subject: Communications - General**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**This Revision Supersedes All Previous Policies and Procedures**

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WKUCCC Head Start/Early Head Start will establish and implement a communication system for the dissemination of information that ensures the flow of information in all directions throughout the program's chain of command, to parents, Parent Committees, Policy Council, delegate agencies, and the public.

Communication will flow up, down, and across WKUCCC Head Start/Early Head Start. Communication with staff will occur primarily through meetings, email, telephone contacts and memos. Management staff will meet on a regular basis and the Head Start/Early Head Start Director. The Director will share information and conduct business with the Agency Executive Director on an as needed basis. Policy issues and recommendations will be brought before the Policy Council by the Head Start/Early Head Start Director to be considered for approval. The delivery of mail to and from WKUCCC Head Start/Early Head Start will occur on a scheduled basis through campus mail service or by electronic media.

Program-wide staff meetings will be held as needed. During meetings staff are provided with training, important information, and opportunities to comment, question, and make suggestions to improve program services. Staff meetings may also occur at the lead teacher and teacher level to share and gather information.

Parents, as members of the Policy Council and advisory committees within Head Start/ Early Head Start, will receive and share information with other parents and staff. The program will communicate with parents primarily through phone calls, meetings, emails, visits and or memos. Activities and due dates will be prepared in advance to ensure staff, parents, and members of the Policy Council are involved. Stake holders are encouraged to be involved in the planning process.

As Head Start/Early Head Start program reaches milestones or accomplishments noteworthy to the citizens of the area or issues surface in the community at large, news releases and/or press conferences will be prepared to share the information. University Relations, WKYU public radio and television stations on campus are available to assist in the development of news information. Depending on the nature of the announcement or story, the Head Start/Early Head Start Director, or Executive Director will make media contacts. Program staff, through the Head Start/Early Head Start Director, will suggest stories of human interest or program activities that warrant media attention.

The Head Start/Early Head Start Director shall be the primary spokesperson for the Head Start/Early Head Start program. Other staff will not make statements to the media on behalf of WKUCCC Head Start/Early Head Start without the approval of the Head Start/Early Head Start Director or Executive Director.

Minutes of the meetings of the Policy Council and the Governing Board will be on file in the Administrative Office and will be available to staff, parents, and members of the community.

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 1 No. 5 - Subject: Communications – Governing Bodies and Policy Groups**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1301**

**This Revision Supersedes All Previous Policies and Procedures**

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WKUCCC Head Start/Early Head Start will establish and maintain an effective system of communication with the governing body and policy groups that comprise its full network of Head Start/Early Head Start services. This communication strategy will address the full spectrum of governance activities.

Head Start/Early Head Start Parent Committees will receive information from and provide information to parents who represent them on the Head Start/Early Head Start Policy Council. The Parent Committee and Policy Council minutes will reflect this information sharing. It shall be the responsibility of each Policy Council representative to bring information from and return with information to the Parent Committee. A standing Policy Council agenda item, Center Reports, provides a formal vehicle for this exchange. Center staff will also be responsible to share issues raised at Parent Committee meetings with the Head Start/Early Head Start Director.

It is also the responsibility of Policy Council representatives to bring requests from the Parent Committee s/he represents to the Policy Council regarding the expenditure of Parent Activity Funds making recommendations to the Family Services Manager based on the wishes of the Parent Committee to use Parent Activity Funds. Funds should be used for activities at the center and must have Policy Council approval.

The Head Start/Early Head Start Director will provide policy makers with the following information:

- Program reports, financial reports, and program self-assessment. Findings will be presented to the Policy Council for review.
- The Policy Council will approve the strategy for the program self-assessment and participate in the process as requested.
- The Head Start and Early Head Start grant applications will be reviewed with the Policy Council during the planning stages and submitted to the Policy Council and Board of Director's for approval once finalized.

The Head Start/Early Head Start Director will ensure training is provided for both the Head Start/Early Head Start Policy Council and the Board of Directors regarding their roles and responsibilities as decision makers for WKUCCC Head Start/Early Head Start.

Minutes of the meetings of the Policy Council and Governing Board will be on file in the Administrative Office and will be available to staff, parents, and members of the community. Minutes of the meetings of the WKURF Board of Directors will also be on file in the Office of Sponsored Programs and will be available to staff, parents, and members of the community.

Communication between the Board of Directors and the Policy Council is enhanced by inviting Board members and the Executive Director to annual training courses with the Policy Council. The regular attendance of the Head Start/Early Head Start Director is encouraged at Policy Council meetings. The

Executive Director serves as the primary liaison between the Head Start/Early Head Start program and the WKURF Board of Directors.

Communication between grantee and delegate agencies is enhanced by having a parent representative of each delegate agency as a member of the Policy Council. Through the standing agenda item, Center Reports, those representatives are provided with the opportunity to formally report on delegate agency activities and issues. These representatives fully participate in other discussions and business during the Policy Council meeting. In addition, staff of delegate agencies are encouraged to accompany parent representatives and attend Policy Council meetings when possible.

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 1 No. 6 - Subject: Ongoing Monitoring**

**Reviewed & Approved by Governing Board: 2/21/24**

**Reviewed & Approved by Policy Council: 4/30/24**

**Reference: Sec. 641A**

**This Revision Supersedes All Previous Policies and Procedures**

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It is the policy of WKUCCC Head Start/Early Head Start to engage in processes of continuous improvement by monitoring grantee and delegate agency services, operations, and activities on a regular basis. Findings are provided to allow opportunities for improvement based on the findings to ensure operations effectively implement Federal regulations. Ongoing, regular monitoring by the grantee helps to assess grantee and delegate operations, ensuring necessary steps are being taken to meet Federal regulations as well as local program goals and objectives, again providing opportunities for interventions. Ongoing monitoring builds trust and strong partnerships between the grantee and delegate agencies, sharing best practices and program strengths while supporting one another's progress toward program excellence.

Because delegate agencies are also Head Start and Early Head Start grantees, their ongoing monitoring systems are in place to complement the activities of the grantee for WKUCCC. Their systems feed into the broader monitoring process and adhere to the procedures outlined below. The Director serves as the liaison between grantee and delegate agencies for ongoing monitoring.

Service area managers and the Director are primarily responsible for ongoing monitoring, although specific monitoring operations are also delegated to lead teachers, the Facilities Associate and other staff as assigned. It is the responsibility of the Director to monitor and discuss internal monitoring regarding services, operations, activities, and records of delegate agencies. The Director is tasked to oversee operations, be up to date regarding their status agency wide, and serve as resource personnel to staff at both the grantee and delegate agency levels regarding monitoring and compliance issues. The Head Start/Early Head Start Director has the ultimate responsibility for ensuring that monitoring is ongoing and that processes of continuous program improvement occur with an emphasis on a comprehensive approach.

Managers will analyze program reports, self-assessment findings, written plans, and other important documents to determine whether its program services and fiscal operations follow Federal regulations. Monthly reports will be submitted which reflect the status of operations for which managers are responsible. The Director will compile data monthly from all service areas to supplement these reports. The fiscal manager will provide monthly and quarterly financial reports and track expenditures, encumbrances, forecasts and balances in each line item. The Head Start/Early Head Start Director will ensure that this information is compiled in regular reports to the Policy Council.

Managers will perform at a minimum, monthly checks of records and files to ensure compliance with Kentucky Day Care Licensing Standards and *Head Start Program Performance Standards*. Each service area will utilize checklists for program monitoring which include records review (e.g., child health records, lesson plans, children's folders, Family Partnership Agreements, case notes, referrals and follow-up, minutes of staff and Policy Council meetings, purchasing records, documentation of training, etc.); classroom and playground observations; and transportation, safety, kitchen, and sanitation checks. Feedback will be provided as appropriate to staff directly responsible in each area (e.g., Lead Teachers, Facilities Associate, etc.). If problems or early warnings are noted during program and financial

monitoring activities, the manager or Facilities Associate will find a solution, and establish a time frame for compliance with input from staff.

Monitoring activities will include spot checks of program records and files as well as regular observations of program activities.

Monitoring of delegate agency operations is the primary responsibility of the Director and managers at the delegate agencies. Monitoring activities are seen as an opportunity to build cooperative relationships between grantee and delegate agency staff. Strategies to enhance delegate agency monitoring include regular meetings between the Director and staff of each delegate agency to decide how the groups can best work together to support one another's program goals and services.

Monitoring reports and checklists will address the following information:

- findings
- significant accomplishments
- early warnings
- major problems
- recommended actions
- improvement timeline
- cost implications (if applicable); and
- outstanding items from previous reporting period(s)

It is the responsibility of each manager to follow up on any improvement or compliance issues until improvements are made or full compliance is achieved.

Particular attention is given to monitoring the progress of enrolled Head Start/Early Head Start children. Child outcomes information as measured by the child assessment instrument will be tracked formally within 45 days of the child's enrollment, mid-year, and at the end of the year. Progress will be reported by the classroom. Information from child outcomes reporting and analysis will be used to inform training for staff, materials needed, and program improvement goals.

Reports regarding improvement and compliance issues generated by the Director will be disseminated to service area managers as well as appropriate delegate agency contacts.

Major problems will be discussed during management and staff meetings. Strategies will be formulated to address issues and responsibility for oversight will be assigned. Regular agenda items for these meetings will be problem identification and progress reporting.



**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 1 No. 7 - Subject: Program Self-Assessment**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302(J)**

**This Revision Supersedes All Previous Policies and Procedures**

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It is the policy of WKUCCC Head Start/Early Head Start to conduct on an annual basis, with the consultation and participation of the policy groups and other community members, a formal assessment of program operations, services, and activities. Information gathered will assist in the development of an improvement plan to support program goal development as part of a process of continuous program improvement. The self-assessment is used as one source of information to formulate both multi-year (long-range) program goals and short-term program and financial objectives. Both grantee and delegate agencies will conduct a self-assessment of their effectiveness and progress in meeting program goals and objectives and in implementing Federal regulations.

As a method of measuring program accomplishments, strengths, and weaknesses, self-assessment allows for the continuous improvement of program goals and service delivery methods; and for enhancement of program quality and timely responses to issues that arise in the community, the program, and among enrolled families. The self-assessment process also provides an opportunity for involving parents and community stakeholders. A critical element of WKUCCC Head Start/Early Head Start's self-assessment is the ongoing participation and oversight of the Policy Council.

Annually WKUCCC Head Start/Early Head Start conducts a formal program self-assessment. Self-assessment teams are comprised of agency staff, Policy Council members, parents of currently enrolled children, and members of the community. Members of the Governing Body may also be invited to serve on self-assessment teams.

The program will provide team members with checklists, interview protocols, and guidance for document review to ensure a thorough assessment. Team members will assess the program by collecting information about program practices and comparing that information with the program goals and objectives. The assessment activities will be conducted over a period not to exceed two months. All classrooms will be visited during the program self-assessment and a sample of records will be reviewed.

Particular attention in the program self-assessment is given to reviewing the progress of enrolled Head Start/Early Head Start children. Child outcomes are measured by the child assessment instrument and analyzed to determine the program's success in facilitating outcomes for children in the eight domains. Progress will be reviewed in the categories of classroom, center and program. Information from child outcomes reviews and analysis will be used to inform program improvement goals and staff professional development opportunities.

It is the responsibility of each team leader to analyze findings and compile a report of the findings to his/her team. These reports are submitted to service area managers who, in turn, compile a report for each service area. The service area reports are submitted to the Director who compiles the agency self-assessment report.

Once the draft report is compiled and distributed to managers, Policy Council members, appropriate grantee agency staff members and Governing Body members, a team representing these groups reassembles to develop improvement recommendations. The improvement plan will include specific

objectives and activities., individuals will be assigned responsibility for each activity, and a timeline for completion will be established. The final self-assessment report will include findings of the program self-assessment and the improvement plan. The final report is submitted to the Policy Council for review and approval. The Head Start/Early Head Start Director presents the report and openly discusses findings. This information is also shared with staff, advisory groups, the Executive Director and the Governing Body.

The Head Start/Early Head Start Director is responsible for the implementation of the overall improvement plan and for adherence to established timelines. Responsibility for improvement activities in each of the service areas is delegated to the manager of each service area. The improvement plan identifies the specific steps that WKUCCC Head Start/Early Head Start needs to take to build on program strengths and to implement the changes necessary to correct areas of weakness.

The Policy Council is responsible for approving or disapproving the procedure for the program's self-assessment. This procedure exists until formally modified. Any change in this procedure will be recommended to the Policy Council no later than January each year. Approved changes will be incorporated into the policy, or the policy is fully revised as necessary to comply with *Head Start Program Performance Standards* and to meet the continuous program improvement goals of the agency.

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 1 No. 8 - Subject: Termination of Policy Council Membership**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1301: Program Governance**

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Membership in the Policy Council is voluntarily and may be terminated at any time by verbal/written notice to the Council. Failure to perform duties or attend meetings may also result in termination by being voted off the Council.

Procedure:

- 1) The resigning member must write, sign, and date a letter of resignation and submit it to the Policy Council Chairperson.
- 2) Head Start/ Early Head Start Director will be informed of the resignation by Policy Council Chairperson if a representative voluntarily resigns.
- 3) At the next parent meeting/family activity event, elections will be held to fill the vacancy. The Family Services Manager will forward the Council representative's name, mailing address and phone number to the Head Start Director.
- 4) A member of the Policy Council will be voted on for termination by a two-thirds vote if he/she is absent from two consecutive meetings without a legitimate reason or has missed three meetings in one year without a legitimate reason.
- 5) Members may be terminated by means of written notice and by a two-thirds vote from the Policy Council at any time for:
  - a) failure to uphold the standards of Head Start.
  - b) displays of inappropriate behavior while representing Policy Council.
  - c) gross misconduct.
  - d) acting on the behalf of the Policy Council without their prior authority.
  - e) blatant disrespect of Head Start philosophies, goals, or objectives.
  - f) neglect of duty.
- 6) A member being considered for termination may ask for a hearing to present justification to the Policy Council.
- 7) If the terminated member is dissatisfied with the decision, they will submit a written concern to the Executive Director.

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**SECTION 2 – PROFESSIONAL DEVELOPMENT POLICIES & PROCEDURES**

Section 2 No. 1 New Staff Orientation

Section 2 No. 2 Early Childhood Staff Professional Development

Section 2 No. 3 Faculty/Staff Scholarship

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 2 No. 1 - Subject: New Staff Orientation & Training**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: KY Licensing 1302.92**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

WKUCCC will provide orientation for new staff and on-going professional development to all staff.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. All staff will receive an orientation through WKUCCC within the first thirty days of employment.	Head Start/Early Head Start Director	Thirty days from hire
2. All staff will attend the Kentucky Day Care mandated New Employee Orientation training with Child Care Resource and Referral Agency within the first 90 days of employment.	Head Start/Early Head Start Director	Within 90 days of employment
3. All staff will receive on-going training throughout the year based on center and individual needs;	Head Start/Early Head Start Director	On-going
4. All staff will attend pre-service training during each year as well as additional training assigned.	All Staff	August & On-going

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 2 No. 2 - Subject: Early Childhood Staff Professional Development**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.91**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

WKUCCC teaching staff will meet qualifications of Head Start staff, including federally mandated Early Childhood criteria and participate in the development of on-going reviews and professional development plans.

**OTHER RELEVANT PROCEDURES:**

Faculty/Staff Scholarship:       Section 2 No. 3

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. Staff will be provided with information about various training opportunities that may assist with professional development.	Head Start/ Early Head Start Director	Upon hire and as mandates change
2. Staff will develop a professional development plan based on their personal professional goals.	All Staff	Annually
3. As needed, staff will enroll in the most appropriate early childhood credentialing program to meet federal regulations and in-house policies.	Teachers	As needed
4. Professional development plans and coursework will be monitored on an on-going basis.	Education Manager	As needed

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 2 No. 3 - Subject: Faculty Staff Scholarship**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: In-House Policy**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

Both full-time and part-time staff must request approval from the Head Start/ Early Head Start Director prior to receiving this scholarship benefit. The procedure for full-time employees and part-time employees are different; see below for details of that procedure.

**OTHER RELEVANT PROCEDURES:**

Early Childhood Staff Professional Development:

Section 2 No. 2

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1. Full-time employees requesting Staff Scholarship must first obtain approval from the Director prior to registering for the class. After obtaining approval, staff person may register for class.	All Full Time Staff	As needed
2. All full-time employees must then contact the Department of Human Resources to complete the required documentation.	All full-time staff	AS needed
3. All <b>Part-time employees</b> requesting scholarship must first complete the documentation through Human Resources.	All Part-time staff	As needed
4. After completion of the scholarship form it must be submitted to the Director for approval. Upon approval of the director the employee may register for the class.	All Part-time staff	As needed
5. The scholarship form will be submitted to the Department of Human Resources	Director	As needed

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**SECTION 3 - EDUCATION POLICIES & PROCEDURES**

- Section 3 No. 1 Emergency Fire Procedure
- Section 3 No. 2 Emergency Tornado Procedure
- Section 3 No. 3 Earthquake Procedures
- Section 3 No. 4 Child Injury
- Section 3 No. 5 Evacuation from University Campus
- Section 3 No. 6 Teacher Requirements
- Section 3 No. 7 Child Outcomes
- Section 3 No. 8 Lead Teacher
- Section 3 No. 9 Substitute Teacher
- Section 3 No. 10 Assignment of Children to Teachers
- Section 3 No. 11 Supervision of Children
- Section 3 No. 12 Authorization to Pick-up/Drop-off Children
- Section 3 No. 13 Meals
- Section 3 No. 14 Rest Time for Full Day
- Section 3 No. 15 Lesson Plans
- Section 3 No. 16 Field Trip
- Section 3 No. 17 Anecdotal Note: Teacher-Parent Communication
- Section 3 No. 18 Anecdotal Note: On-going Observation of Children
- Section 3 No. 19 Developmental Screening
- Section 3 No. 20 On-going Developmental Assessment
- Section 3 No. 21 Individual Objectives
- Section 3 No. 22 Home Visit/Parent Conference
- Section 3 No. 23 Involve Parents in Educational Home Activities
- Section 3 No. 24 Report of Aggressive Behavior
- Section 3 No. 25 Classroom Staff Sick Leave
- Section 3 No. 26 Classroom Staff Annual Leave
- Section 3 No. 27 Special Events
- Section 3 No. 28 Termination of Family due to Dangerous Behavior
- Section 3 No. 29 Transition to New Programs/Age Groups
- Section 3 No. 30 First Aid Kits
- Section 3 No. 31 Daily Classroom Schedules
- Section 3 No. 32 Lockdown Procedures



**Western Kentucky University  
Child Care Centers**

**Section 3 No. 1 - Subject: Fire Procedures**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: KY Licensing, 1302.47**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

In the event of an emergency, WKUCCC staff will ensure the safety of the children in their care.

**OTHER RELEVANT PROCEDURES:**

Fire	Section 3 No. 1
Child Injury	Section 3 No.4
Evacuation from Campus	Section 3 No. 5
Anecdotal Note: Teacher-parent communication	Section 3 No. 17
Anecdotal Note: On-going Observation of children	Section 3 No. 18
Medical Emergency	Section 6 No. 3
Care of a Sick Child	Section 6 No. 4
Dental Emergency	Section 6 No. 5

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. If a staff person discovers a fire, he/she will activate the fire alarm and call 911 or designate someone else to call 911.	All Staff	As needed
2. Upon hearing the fire alarm or other warning signals of fire, staff will exit the building with children utilizing the emergency evacuation routes. Sign-in sheets and emergency forms must be taken with each group of children.	All Staff	As needed
3. Check all classrooms before leaving the building, use fire extinguisher if possible.	In-Charge Person	As needed
4. Only re-enter the building with approval from proper authorities. If re-entry is not possible follow the evacuation procedures.	All staff	As needed
5. If injuries are sustained, follow emergency procedures.	All staff	As needed
6. If there are no problems or injuries, return to the classroom and normal routine.	All Staff	As needed

**Western Kentucky University  
Child Care Centers**

**Section 3 No. 2 - Subject: Tornado Procedures**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: KY Licensing 1302.47**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

In the event of a natural disaster, WKUCCC staff will ensure the safety of the children in their care.

**OTHER RELEVANT PROCEDURES:**

Fire	Section 3 No. 1
Child Injury	Section 3 No.4
Evacuation from Campus	Section 3 No. 5
Anecdotal Note: Teacher-parent communication	Section 3 No. 17
Anecdotal Note: On-going Observation of children	Section 3 No. 18
Medical Emergency	Section 6 No. 3
Care of a Sick Child	Section 6 No. 4
Dental Emergency	Section 6 No. 5

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. If a tornado is spotted or the alarms sound, staff will direct all children and adults in the classroom to the designated safe space (follow your emergency routes).	All Staff	As needed
2. Teachers should make sure all children are present using the sign-in sheet for comparison. Sign-in sheets and emergency forms must be taken with each group of children.	Lead Teacher	As needed
3. All adults shall assist children and make sure all adults and children are in the tornado drill position by kneeling on the floor with their hands over their heads until an all-clear signal is given.	All Staff	As needed
4. Upon all clear signal, teachers should assess for injuries. Apply first aid as needed.	All staff	As needed
5. After assessing for injuries, teachers should assess for re-entry into the classroom. If re-entry is not possible follow the evacuation procedures	All staff	As needed
6. If there are no problems or injuries, return to the classroom and normal routine.	All Staff	As needed

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 3 No. 3 - Subject: Earthquake Procedures**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Approved by: Melody Hedden Director**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

In the event of an earthquake, WKUCCC will ensure the safety of children.

**OTHER RELEVANT PROCEDURES**

Fire	Section 3 No. 1
Child Injury	Section 3 No.4
Evacuation from Campus	Section 3 No. 5
Anecdotal Note: Teacher-parent communication	Section 3 No. 17
Anecdotal Note: On-going Observation of children	Section 3 No. 18
Medical Emergency	Section 6 No. 3
Care of a Sick Child	Section 6 No. 4
Dental Emergency	Section 6 No. 5

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1. If the earthquake alarm sounds, or other warnings of an earthquake are received, the teachers will direct everyone in the classrooms to the support areas of the building which are: first choice – underneath the tables; second choice – interior doorways.	Any Staff Member	As needed
2. No one should leave the building during an earthquake.	Any Staff Member	As needed
3. Children and or personnel located outside should immediately enter the building and go to designated areas.	All teachers	As needed
4. Each teacher will have an assigned group of children to be responsible for (teachers will include children they track for educational purposes in their group) and will assure that each child in that group goes directly to the designated support areas.	All teachers	As needed

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
5. When children and adults arrive in the designated areas, they will kneel on the floor and put their hands over their heads. They will stay in this position until the “all clear” is sounded.	All teachers	As needed
6. If any injuries are sustained, medical emergency procedures should be followed.	All teachers	As needed
7. If no injuries or problems, children and teachers can return to classrooms and continue regular schedule unless extenuating circumstances exist.	All teachers	As needed

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 3 No. 4 - Subject: Child Injury**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: KY Licensing and 1302.47**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

Each time a child is injured the parent/guardian will be informed of the day of the incident. However, the parent/guardian will not be informed of any other child (children) involved in or responsible for the incident.

**OTHER RELEVANT PROCEDURES:**

Anecdotal Note: Teacher-Parent Communication	Section 3 No. 17
Anecdotal Note: On-Going Observation of Children	Section 3 No. 18
Report of Aggressive Behavior	Section 3 No. 24
Child Abuse/Neglect Reporting	Section 4 No. 6
Medical Emergency	Section 6 No. 3
Care of a Sick Child	Section 6 No. 4
Dental Emergency	Section 6 No. 5
IEP	Section 5 No. 2

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1. In the event of a major injury, follow Medical or Dental Emergency procedures.	All Staff	As needed
2. In the event of a minor injury, follow the <u>Care of a Sick Child</u> procedure (Section 6 No. 6), as appropriate.	All Teachers	As needed
3. In the event of any injury, follow the <u>Anecdotal Note: Teacher-Parent Communication</u> procedure (Section 3 No.5).	All Teachers	As needed
4. In the event of an allegation of Child Abuse/Neglect Reporting procedure (Section 4 No.6).	All Staff	As needed
5. Upon notice of a pattern of frequent injuries, refer child to Lead teacher for a special plan consideration. Follow <u>Request for Assistance</u> procedure (Section 0 No. 7 A).	All Teachers	As needed.

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
6. In the event that another child was in anyway involved or responsible for the other child's injury, do not include the other child's name on the written or verbal communication to the injured child's parent/guardian.	All Teachers	As needed
7. Upon parent/guardian questions concerning other children, explain our confidentiality procedure.	All Teachers	As needed
8. Parents/guardians who continue to insist on knowing the name of the other child involved should be referred to the Director. An Injury report must be submitted to parent and the Director.	All Teachers	As needed

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 3 No. 5 - Subject: Evacuation from Campus**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: KY Licensing**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

In the event of natural or man-made disaster that results in the need for evacuation of the program's campus, WKUCCC will ensure the safety of children during such emergencies. Staff are to follow the guidance of the WKU Police Dept. and local law enforcement.

**OTHER RELEVANT PROCEDURES:**

Fire	Section 3 No. 1
Tornado	Section 3 No. 2
Child Injury	Section 3 No. 4
Anecdotal Note: Teacher-Parent Communication	Section 3 No. 17
Anecdotal Note: On-Going Observation of Children	Section 3 No. 18
Medical Emergency	Section 6 No. 3
Care of a Sick Child	Section 6 No. 4
Dental Emergency	Section 6 No. 5

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1. When directed by officials, teachers will be informed of the need to evacuate children from program grounds.	Director	As needed
2. If time permits, contact all parents to inform them of the need to pick up their children.	Teachers	As needed
3. If time does not allow, evacuate and contact local radio/tv stations.	Director	As needed
4. Make sure all classrooms have attendance, sign-in and emergency forms.	Teachers	As needed
5. Check attendance and sign in sheets to make sure all children are accounted for before evacuating.	Teachers	As needed
6. Transport children to W.R. McNeill elementary school's playground or gym if indoor placement is needed. Children should remain at the location until picked up or officials give other directions.	Teachers	As needed

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
7. If the location of the children is somewhere other than the mall due to the situation, post location on all classroom doors and ensure the TV/Radio stations are given that information	Director	As needed
8. If any injuries occur, administer first aid. (see Child Injury procedure Section 3 No. 4)	All Staff	As needed
9. If injuries are sustained, an incident report will be completed.	All Staff	As needed
10. Follow up on incident reports	Family Services Manager	As needed
11. Incident report will be filed in appropriate child file in the health section and in the Program Operations files.	All Staff	As needed



**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 3 No. 6 - Subject: Teacher Requirements**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.91**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

All teachers will be assigned duties that will include teaching and non-teaching roles and responsibilities.

**OTHER RELEVANT PROCEDURES:**

Child Injury	Section 3 No. 4
Assignment of Children to Teachers	Section 3 No. 10
Supervision of Children	Section 3 No. 11
Authorization to Pick Up & Drop off Children	Section 3 No. 12
Meals	Section 3 No. 13
Rest Time for Full Day	Section 3 No. 14
Lesson Plans	Section 3 No. 15
Field Trip	Section 3 No. 16
Anecdotal Note: Teacher-Parent Communication	Section 3 No. 17
Anecdotal Note: On-Going Observation of Children	Section 3 No. 18
Development Screening	Section 3 No. 19
Child Assessment	Section 3 No. 20
Individual Objectives	Section 3 No. 21
Home Visits	Section 3 No. 22
Report of Aggressive Behavior	Section 3 No. 24
Special Events	Section 3 No. 27
Involve Parents in Educational Activities	Section 3 No. 31
IEP	Section 5 No. 2
Medical Emergency	Section 6 No. 3
Care of a Sick Child	Section 6 No. 4

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1. Under the direction of the Education Manager, teachers will be assigned specific responsibilities for teaching & non-teaching activities.	Teacher	July
2. Edit specific activities as necessary and post.	Education Manager	July
3. Provide copies for each teacher	Education Manager	Beginning of each new assignment period
4. Provide procedures, guidance, training, and support to each teacher regarding his or her assignment.	Education Manager	As needed.
5. Implement Teacher Requirements as listed on the attached page.	Education Manager	On-going
6. Implement assignments made.	All Teachers	On-going

**IMPORTANT NOTE:** Teacher Planning Times

WKUCCC provides planning time for staff to ensure staff have time designated for completion of teacher responsibilities.

Teachers should understand that covering their classroom is the number one priority and if their classroom is not within staff: child ratio then the teacher must remain in the classroom instead of leaving the classroom for planning.. Variations in schedules may be made for these teachers to have planning at a different time of the day when this occurs.

Some of the responsibilities of planning time are:

- Develop lesson plans;
- Complete screening,
- completing on-going assessment records and computer entry;
- Write anecdotal notes;
- Data entry into Child Plus, TSG or other required record-keeping systems;
- Copying and/or filing as necessary;
- Conduct home visits;
- Conduct parent conferences;
- Participate in family partnership meetings with Family Services Manager;
- Attend IEP or IFSP meetings as needed;
- Attend staff, teacher, and/or team meetings;
- Communicate with families re: individual children issues (in private of course);
- Cover classrooms (your own or others) to maintain staff: child ratio;
- Any other event or situation that goes toward the benefit of the children and families.

### Infant/Toddler Teacher Requirements

Lesson Plans: A) Individual Activities B) Nutrition Activities C) Health/Safety Activities	Weekly One per month One per month
Anecdotal Observation Notes	One per week per child (more as needed)
Home Activities	One per month per child (should be individualized for each child)
Developmental Screening	Brigance and ASQ-SE – to be completed within 45 days of enrollment
On-going Observational Assessment	To be completed four times per year with the first begin done prior to the first home visit (see Assessment procedure for timelines)
Individual Objectives	To be completed with families during the first Home Visit and revisited throughout the year.
Home Visits & Parent Conferences	At least twice annually each (see procedure)
Safety Checklists & Monthly Reports	Once per month each

### Pre-School Teacher Requirements

Lesson Plans: A) Small Group B) Outdoor Activities C) Nutrition Activities D) Health Activities E) Safety Activities (includes Pedestrian safety) F) Mental Health Activities G) Gym Activities H) Learning Center Plans	Two per week Two per week Two per month One per month One per month (pedestrian within first 30 days) One per month One per month or more as needed. Two per week or as needed for inclement weather. One per month or more as needed
Anecdotal Observation Notes	One per week per child (more as needed)
Home Activities	One per month per child (should be individualized for each child)
Developmental Screening	Brigance and ASQ-SE – to be completed within 45 days of enrollment
On-going Observational Assessment	To be completed three times per year with the first begin done prior to the first home visit (see Assessment procedure for timeframes)
Individual Objectives	To be completed with families during the first Home Visit and revisited throughout the year.
Home Visits & Parent Conferences	At least twice annually (see procedure)
Safety Checklists & Monthly Reports	Once per month each

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 3 No. 7 - Subject: Child Outcomes**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.33**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

WKUCCC will monitor the federally mandated child outcomes within the preschool program.

**OTHER RELEVANT PROCEDURES:**

Anecdotal Note: Teacher-Parent Communication	Section 3 No. 17
Home Visits/Parent Conferences	Section 3 No. 22
Involve Parents in Educational Home Activities	Section 3 No. 23

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1. WKUCCC will incorporate child outcome data into annual program self-assessment and continuous program improvements.	Education Manager	March
2. WKUCCC will use the on-going child outcomes assessment data three times a year along with portfolios to measure children’s progress.	Pre-school Teachers	October March June
3. Each preschool family will receive on anecdotal note once a week reflecting an area of the 11 domains.	Teachers	Weekly
4. Software compatible with the assessment tool will store data to measure children’s progress in the 11 domains. <i>Data analysis will include:</i> a) Patterns of progress for groups of children in different domains and indicators of learning development. b) Patterns of outcome data for different groups of children.	Education Manager	October March June
6. Home activities will be sent home once a month in accordance with the 11 domains.	Teachers	Monthly
7. Each child will receive an individual objective once a week reflected in daily lesson planning.	Teachers	Weekly

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 3 No. 8 - Subject: Lead Teacher**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: In-house Policy**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

Lead Teachers will assume designated responsibilities to fully implement and maintain the highest possible standards of professional excellence in WKUCCC classrooms.

**OTHER RELEVANT PROCEDURES:**

Medical emergency	Section 6 No. 3
Classroom staff sick leave	Section 3 No. 25
Classroom staff annual leave	Section 3 No. 26
Teacher Requirements	Section 4 No. 6

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1. Implement "lead teacher" responsibilities for emergency medical treatment of children as indicated by WKUCCC Policy and Procedure 6.5.	Lead Teacher	Within one working day as needed
2. Implement emergency medical procedures for staff as designated in WKU Personnel Policy and Procedure 4.8.	Lead Teacher	Within one working day as needed
3. Maintain adequate staffing if a teacher becomes unavailable for duty during the working day.	Lead Teacher	As needed
4. Document unscheduled care to parent and office for parent and office for billing purposes.	Lead Teacher	As needed.
5. Assign children as necessary for supervision if normal staffing patterns or child attendance patterns are altered during the course of the day. (a) Inform Education Manager in writing of classroom needs for supplies and materials, in need of repair or maintenance and any items missing from center.	Lead Teacher	As needed
6. Refuse entry of sick children	Lead Teacher	As needed
7. Assume or delegate responsibility for closing and cleaning up.	Lead Teacher	As needed

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
8. Make sure that children receiving screening and/or special services are prepared (awake and properly clothed) and on time.	Lead Teacher	As needed
9. Assume responsibilities for all non-staff adults in the classroom. Greet all visitors. Make sure they are signed in. Be able to state visitors' names and purpose for visit upon request.	Lead Teacher	As needed
10. Assume responsibility for maintaining orderly environment – floor and tops of cabinets free of debris.	Lead Teacher	As needed
<p>11. Assume responsibility for keeping the following documents posted and up to date in their classrooms:</p> <ul style="list-style-type: none"> <li>A) Emergency telephone numbers</li> <li>B) Emergency plans &amp; procedures</li> <li>C) Lesson plans, sign-in sheets and emergency procedures posted in labeled locations.</li> <li>D) Up-to-date Family Contact Information</li> <li>E) Child Abuse/Neglect referral procedure</li> <li>F) Medication Permission Logs</li> <li>G) Proper storage of medications and First Aid kits (see First Aid Kit Procedure)</li> <li>H) Ensuring that First Aid kits are well stocked (see First Aid Kit procedure)</li> <li>I) Handwashing &amp; Diapering Procedures</li> <li>J) Assure that all teachers are aware of proper hygiene, hand-washing and universal precautions.</li> <li>K) Group Size &amp; Ratio requirements</li> <li>L) Developmentally appropriate lesson plans for substitutes to use as necessary.</li> </ul>	Lead Teacher	As needed
12. Monitor photography and video projects to assure that proper permission has been granted and for children.	Lead Teacher	As needed
13. Conduct team meetings to discuss issues affecting the entire classroom. Keep supervisor informed of such issues in a timely manner.	Lead Teacher	As needed
14. Provide immediate classroom instructions to staff as necessary to maintain the health and safety of children and to provide a secure social and emotional environment.	Lead Teacher	As needed

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
15. Provide feedback in private to staff whose performance needs improvement. Notify Head Start/Early Head Start Director in a timely manner of such feedback.	Lead Teacher	As needed
16. Make sure that all children are signed in and out on attendance sheets.	Lead Teacher	As needed
17. Maintain record-keeping systems including, but not limited to, monthly reports and monthly safety checklists and submit to the facilities Coordinator.	Lead Teacher	Monthly
18. Adults remove, replace, or cover with clean foot coverings any shoes worn outside. Toys that are mouthed by infants will be placed in a bucket and sanitized.	Lead Teacher	Daily

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 3 No. 9 - Subject: Substitute Teacher**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: In-house Policy**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

Substitute teachers are responsible for daily classroom duties, schedules, activities, and other aspects of the education component that ensure safe environments.

**OTHER RELEVANT PROCEDURES:**

Emergency Fire Procedures	Section 3 No. 1
Emergency Tornado Procedure	Section 3 No. 2
Earthquake Procedures	Section 3 No. 3
Child Injury	Section 3 No. 4
Evacuation from Campus	Section 3 No. 5
Supervision of Children	Section 3 No. 11
Authorization to Pick-up/Drop-off Children	Section 3 No. 12
Meals	Section 3 No. 13
Rest Time for Full Day	Section 3 No. 14

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. A substitute teacher will be called in to cover classrooms for emergency illness or scheduled leave.	Lead Teacher	As needed
2. If a substitute is scheduled in advance, he/she is to contact the teacher he/she is scheduled to cover for and learn any needed info; for example, medical situation, pick-up information, special classroom needs, lift schedules, and toileting needs	Substitute Teacher	Prior to entering classroom
3. The classroom teacher should take on the role of Lead Teacher in the case a substitute fills in for the Lead Teacher.	Classroom Teacher	As needed
4. Substitute teachers should check list in the classroom for cleaning responsibilities he/she may be responsible for that day.	Substitute Teacher	Before beginning duties in the classroom
5. Substitute teacher should implement appropriate lesson plans in the event they are substitutes for teachers in charge of activities for that day	Substitute Teacher	Monthly



TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
6. All substitutes are required to attend staff meetings and scheduled trainings.	Substitute Teacher	As posted
7. Substitutes are welcome to attend any special activities and/or events the center may have planned	Substitute Teacher	As scheduled

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 3 No. 10 - Subject: Assignment of Children to Teachers**

**Reviewed & Reviewed by Policy Council: 2/21/24**

**Revised & Reviewed by Governing Board: 4/30/24**

**Reference: In-house Policy.**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

Each child will be assigned to a teacher upon enrollment. The teacher will be responsible for tracking that child's development.

**OTHER RELEVANT PROCEDURES:**

Child Injury	Section 3 No. 4
Teacher Requirements	Section 3 No. 6
Supervision of Children	Section 3 No. 11
Meals	Section 3 No. 13
Authorization to Pick-up & Drop Off Children	Section 3 No. 12
Rest Time for Full Day	Section 3 No. 14
Lesson Plans	Section 3 No. 15
Field Trip	Section 3 No. 16
Anecdotal note: Teacher-Parent Communication	Section 3 No. 17
Anecdotal note: On-Going Observation of Children	Section 3 No. 18
Developmental screening	Section 3 No. 19
Child Assessment	Section 3 No. 20
Individual Objectives	Section 3 No. 21
Home Visits	Section 3 No. 22
Report on Aggressive Behavior	Section 3 No. 24
Special Events	Section 3 No. 27
Involve Parents in Education Activities	Section 3 No. 31
IEP	Section 5 No. 2
Medical Emergency	Section 6 No. 3
Care of a Sick Child	Section 6 No. 4
Dental Emergency	Section 6 No. 5

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
<p>1. Upon receiving eligible application information regarding accepted child(ren) he/she will be assigned to a specific teacher. The decision will include, but is not limited to, the following criteria:</p> <ul style="list-style-type: none"> <li>• Parental request</li> <li>• Number of children already assigned to the classroom and/or teacher.</li> <li>• Hours the child will attend compared to the hours of each teacher scheduled.</li> <li>• Primary language of the child and each teacher’s experience with foreign language</li> <li>• The child’s family needs (single parent, foster family, medical problems, etc.) and each teachers experience with meeting the needs</li> <li>• Any special needs the child has, and the teachers experience with meeting those needs</li> <li>• The teacher’s familiarity with the child</li> <li>• Infants/toddlers will be assigned a primary caregiver with no more than four children in infant/toddler room with one caregiver.</li> </ul>	<p>Education Manager  Family Services Manager</p>	<p>As needed</p>
<p>2. Upon determining the assignment, give the list of Child(ren)to the Lead Teacher(s) and follow enrollment procedures.</p>	<p>Education Manager</p>	<p>As needed</p>

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 3 No. 11 - Subject: Supervision of Children**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: Supervision and Transitions ACF-IM-15-05, 1302.31**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

WKUCCC staff must actively always supervise all children to ensure children area safe and secure in the indoor and outdoor learning environments. Sutt must be always within sight and sound of children.

**OTHER RELEVANT PROCEDURES:**

Fire	Section 3 No. 1
Tornado	Section 3 No. 2
Child Injury	Section 3 No. 4
Evacuation from campus	Section 3 No. 5
Assignment of Children to Teachers	Section 3 No. 10
Authorization to Pick-Up and Drop-off Children	Section 3 No. 12
Meals	Section 3 No. 13
Rest Time for Full Day	Section 3 No. 14
Field Trip	Section 3 No. 16
Anecdotal Note: Teacher-Parent Communication	Section 3 No. 17
Individual Objectives	Section 3 No. 21

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
Provide on board training in active supervision and monitor classrooms and outdoor areas for compliance, provide additional training, support and coaching as necessary.	Education Manager	Training upon hiring Prior to classroom entry Monitoring monthly
Hire sufficiently qualified staff to ensure mandated adult child ratios in all classrooms and settings.	Head Start Early Head Start Director	On-going
Develop staffing patterns to ensure mandated adult child ratios in all settings. Provide qualified substitutes as necessary	Education Manager	Annually and as necessary
Monitor classrooms and outdoors to ensure that there are no barriers to line-of-sight supervision.	Education Manager	Monthly

Infants, toddlers, and preschoolers must be directly supervised at all times. At no time is any child ever left unsupervised.

#### Set-Up the Environment:

- Staff set up the environment so that they can always supervise children.
  - Arrangement of space and furniture ensures children are always in the staff sight.
- When activities are grouped together and furniture is at waist height or shorter, adults are always able to see and hear children.
- Small spaces are kept clutter-free and big spaces are set up so that children have clear play spaces that staff can observe.

#### Position Staff:

- Staff carefully plan where they will position themselves in the environment to protect children from harm.
- Staff will place themselves so that that they can see and hear all the children in their care.
- Staff make sure there are always clear paths to where children are playing, sleeping, and eating so they can react quickly when necessary.
- Staff stay close to children who may need additional support.

#### Scan and Count:

- Staff are always able to account for the children in their care.
- Staff continually scan the entire environment to know where everyone is and what they are doing.
- Staff count the children frequently throughout the day.
  - Counting children is especially important during transitions when children are moving from one location to another.
  - Head counts will be conducted during indoor and outdoor transitions, classroom drills, when participating in school/center events and during any emergency that may occur.
  - When transitioning to outdoor time, staff will position themselves in front and behind the children to ensure an accurate head count.
  - Head counts of children are required during all transition activities. These counts will be communicated verbally to all teaching staff in the classroom, so all are aware of the number of children.
  - Count your kids because kids count are placed on all classroom doors and throughout the center to remind staff to count the children in their care frequently.

#### Listen:

- Staff listen to specific sounds or the absence of sounds as this may signify reason for concern.
- Staff will implement additional strategies to safeguard children as needed.
- Staff will ensure doors are always closed and use door entry alerts to notify when a door is being opened and closed.

#### Anticipate Children's Behavior:

- Staff use what they know about each child's individual interests and skills to predict what he/she will do.

- Staff will create challenges that children are ready for and support them in succeeding.
- Staff will recognize when children might wander, get upset or take a dangerous risk and plan for how to address.
- Children that tend to hide or are “runners” must be closely always monitored. Staff will communicate with each other and develop preventative strategies for these children. Staff will create an individual plan of action with the parents as needed, which may include assigning a staff person to shadow individual children.

#### Engage and Redirect:

- Staff use active supervision skills to know when to offer children support.
- Staff wait until children are unable to solve problems on their own before getting involved.
- Staff will provide different levels of assistance or redirection depending on each child individual needs.

There will always be a staff person at the front and another staff person at the back of any lines of children.

#### Playground

There will always be a minimum of two staff on the playground with each classroom.

Staff will ensure playground gates are always closed by being the first and last person to enter the playground.

Only Head Start staff will be considered the supervising adults when children are on the playground. Parents and volunteers can increase the ratio of adults to children, yet they will at no time replace the Head Start staff to child ratio.

Staff must be strategically located on the playground so that they are on opposite sides of the playground and situated so that gates can be always monitored and all children within view.

#### Drop Off and Pick Up

Each classroom will use the Child In/out sheet this must be signed when dropping off or picking up the child.

- When children are being dropped off, parents must deliver the child into the classroom and sign them in. The class list will be kept on a clipboard with the Teacher.
- When children transition from one setting to another, a sign in/out system is followed.
- When a parent/guardian picks up a child, they will be asked to sign them out.

#### Buggies

- It is okay for the infants to be in the buggy if they are moving, buggies should not be just sitting.
- An appropriate walk inside when it's too hot outside would be through the circle hallway and could include a lap in the gym, again, not parking rather strolling.
- It is not considered combining if the buggies are making a lap in the gym or on the playground, unless the buggy is parked at which time it is considered combining classrooms.

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 3 No. 12 - Subject: Authorization to Pick-Up/Drop Off Children**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: ACF-IM-HS-15-05**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

All children must be accompanied by a parent, guardian, or authorized person when being delivered to or picked-up from the classroom. Authorized persons must be at least 18 years old. This authorized person must record the date, time of arrival and time of departure of the child and initial the sheet.

**OTHER RELEVANT PROCEDURES:**

Assignment of Children to Teachers	Section 3 No. 10
Supervision of Children	Section 3 No. 11
Meals	Section 3 No. 13
Rest Time for Full Day	Section 3 No. 14
Lesson Plans	Section 3 No. 15
Field Trip	Section 3 No. 16
Anecdotal Note: Teacher-Parent Communication	Section 3 No. 17
Anecdotal Note: On-Going Observation of Children	Section 3 No. 18
Child Assessment	Section 3 No. 20
Individual Objectives	Section 3 No. 21

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1. Child sign-in/ sign -out sheets must be used in each classroom	Teachers	Daily
2. Inform parents and staff of the policy.	Family Services Manager	Upon enrollment at orientation
3. Obtain information from families regarding the authorized person(s) to pick up child.	Family Services Manager	Upon enrollment
4. Ensure authorized persons sign the child in & out each day.	Teachers	Upon drop-off and pick-up times
5. Monitor signing in & out. Ensure that people are authorized. <u>Deny</u> unauthorized persons access to any child. Require identification of unfamiliar individuals picking up a child. <b>Note: TEACHERS MUST SEE PICTURE IDENTIFICATION AND CHECK PICK-UP LIST ON EMERGENCY FORM.</b>	Teachers	As occurs

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
6. Head Start Early: The Head Start Director will notify parents/guardians in the event an unauthorized person is attempting to pick up their child. Obtain verbal authorization, if necessary.	Head Start Early Head Start Director	Immediately as situation occurs
8. Add the unauthorized person on the <u>Change of Status</u> form if parents give written authorization. Written authorization may be an emailed note.	Lead Teacher or Head Start Early Head Start Director	As needed
10. If unauthorized person continues to insist on picking up the child deny access to the child and call the police department	Staff	As needed
11. Inform the Head Start Early Head Start Director	Head Start Early Head Start Director	As soon as possible
12. Using the Change of Status form, parents may update authorization to pick up information	Teachers	As needed

If the parent/guardian is the person attempting to pick up the child and is intoxicated:

Staff must offer to call an authorized person to pick up the child.

- If the parent/guardian insists on taking the child home, staff, as mandated reporters, must call the local law enforcement agency to report a reasonable suspicion of child endangerment.

If an authorized person does not pick up a child from the center, the child must remain under the direct care of a staff person.

- Call the child's parent/guardian at home or at work.
- If the parent/guardian cannot be located, call the emergency contacts listed for the child.
- If no authorized person listed is able to pick up the child call the local child protective services.



**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 3 No. 13 - Subject: Meals**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.31, 1302.44**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

Snack and mealtimes are structured and used as learning opportunities that support teaching staff-child interactions by fostering communication and conversations that contribute to a child’s learning, development, and socialization. This is done by providing family style meals when developmentally appropriate. Sufficient time is provided for children to eat, food is not used as a reward or punishment, and children are not forced to finish their food.

Definition of Family Style Dining:

Family style dining in early childhood programs is when children and teachers sit together at a table for a meal or snack. It helps children make healthy food choices by seeing positive attitudes from teachers and peers.

With this type of meal service, teachers can model and develop key concepts for children, including:

- Opportunities to try new foods and politely decline food they have tasted and don't enjoy yet.
- Understanding appropriate use of utensils
- Assistance with setting and cleaning the table after the meal.

**OTHER RELEVANT PROCEDURES:**

Handwashing

Section 6 No. 17

CACFP Reimbursement

Section 6 No. 26

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. Meals will be prepared and delivered daily from the kitchen.	Nutrition Associate	Daily
2. Upon arrival of the meal, document everything received on the “Menu & Food form”	Nutrition Associate	Daily
3. The following schedule will be followed unless extenuating circumstances exist: * Infants & Toddlers will be fed on individual schedules and on-demand. * Breakfast will be served between 7:30 - 8:30AM * Lunch for AM only children will be served between 11:00 – 12:00 * Lunch for PM only children will be served between 12:30 – 1:00 pm.	Nutrition Associate All teachers	Daily

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
* Snack will be served between 2:00-3:00 pm.		
4. Each teacher will be responsible for directing and assisting children in their classrooms in preparing meals, setting the table and clean-up responsibilities.	Teachers	Daily
5. Meals will be served family style; teachers, families and volunteers will always serve as role models.	All Staff	Daily
<p>6. a) Infants and toddlers will also have meals served family style. Children who can sit alone will sit in child-size chairs at child-sized tables for meals. Infants who are not able to sit alone MUST be held while eating.</p> <p>b) WKUCCC will provide formula, cereal, and baby food (all in factory sealed containers) for all Early Head Start children. All children will receive food appropriate to his/her nutritional needs, developmental readiness and feeding skills.</p> <p>c) Families who choose to breast-feed may use the designated room for privacy. Provisions will be made to store breastmilk for individual children. Breastmilk will be accepted in ready to feed sanitary containers labeled with infant's name and date.</p> <p>d) Staff warm milk or formula in water that is no more than 120° Fahrenheit.</p> <p>e) Staff discard any formula or milk that is served but not completely consumed or is refrigerated after one hour.</p> <p>f) Cow's milk will not be served to children under 12 months and only served to children 12 months to 24 months.</p> <p>g) Solid foods and fruit juices will not be served to children younger than 6 months.</p> <p>h) Microwave ovens are not used in classrooms.</p>	Teachers	Daily
7. Meals will be served to all children utilizing child-size and developmentally appropriate utensils. Styrofoam will not be used to serve meals or snacks to children.	Nutrition Associate	Daily
7. Children, parents, volunteers, and teachers will eat together sharing the same menu to the extent possible and offer socializing	All Staff	Daily

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
experiences in a relaxed atmosphere. If at any time a staff person or volunteer brings their own meal it must be eaten during a break outside of the classroom environment.		
8. At the end of meals and snacks, children will be transitioned to another activity with supervision.	Teachers	Daily
9. Dishes and leftover food items will be picked up at the end of the meal.	Nutrition Associate	Daily
10. A meal count will be documented on appropriate forms for each meal that is served.	Nutrition Associate	Daily
11. Send documents to office for processing.	Nutrition Associate	Daily

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 3 No. 14 - Subject: Rest Time for Full Day**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.31**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

Children will have the opportunity to rest. They will have individual cribs or cots with sheets provided by WKUCCC, which will be laundered appropriately to ensure appropriate hygienic practices. Children will be encouraged, but not forced to rest on their cots. Nap time shall not exceed two hours.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. Provide individual cribs or cots for all children.	Education & Disabilities Services Manager	As needed
2. Inform parents of nap policy	Education & Disabilities Services Manager	During orientation or as needed
3. Provide cot or crib sheets. Parents may provide covers for toddlers or preschoolers, if desired.	Education & Disabilities Services Manager	Upon enrollment
4. Inspect cots or cribs. If there are any tears, holes, or other damage, do not use it and put in a request for repair or replacement.	All Teachers	Daily
5. Schedule nap time for older children. Infants & toddlers shall sleep on their individual schedules. Infants will be placed on their backs for sleep.	Education & Disabilities Services Manager /All teachers	Prior to beginning of year
6. All children will be spaced 3 feet apart during naptime. All children will remain in the sight and sound of the teachers. Ratios will be always maintained.	All teachers	Daily
7. Implement naptime as follows: a) the classrooms will not be in total darkness. Only ½ of the lights will be turned off if any are. b) For any children who do not take naps, are early risers or late sleepers, quiet activities will be provided. c) No child will be forced to stay on their cot. If they have not fallen asleep after 20 minutes – they shall partake in quiet	All teachers	Daily

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
activities and centers. d) No child will be restrained in any way by tucking in covers or other means of binding or constraint.		
8. At the 2-hour mark, teachers will begin to gently wake children. This will be done by moving around the room, encouraging movement, and waking, going to restroom, etc.	All teachers	Daily
9. Crib sheets and cot sheets must be tight fitting. Cribs should be labeled for individual children and children do not share cribs. Cot sheets will be removed after nap and stored in individually labeled bins, cubbies, or bags so that they are kept clean. Crib and Cot sheets will be washed weekly, or immediately if they are soiled. Cots should be disinfected weekly.	All teachers as assigned	Weekly or immediately if soiled

**Staff must be able to view all the children during nap or rest time.**

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 3 No. 15 - Subject: Lesson Plans**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.31**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

Lesson plans are posted at the beginning of each week before implementation. Each teacher will be responsible for his or her assigned duties. All plans should provide and promote positive gender roles as well as accept, supports, and respects culture, language, ethnicity and family composition.

**OTHER RELEVANT PROCEDURES:**

Assignment of Children to Teachers	Section 3 No. 10
Meals	Section 3 No. 13
Field Trip	Section 3 No. 16
Anecdotal Note: Teacher-Parent Communication	Section 3 No. 17
Anecdotal Note: On-Going Observations of Children	Section 3 No. 18
Developmental Screening	Section 3 No. 19
Child Assessment	Section 3 No. 20
Individual Objectives	Section 3 No. 21
Special Events	Section 3 No. 27

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1. Determine the daily schedule with input from the teachers	Lead Teacher	Prior to beginning of school year, On-going as needed
2. Review the daily schedule and provide feedback as needed.	Education Manager	Prior to beginning of school year
3. Plan for activity (See teacher Assignment Procedure). Complete lesson plan forms as follows: (see Teacher Requirements procedure) <u>*Small Group Lesson Plan</u> for one to ten preschool children <u>*Individual Lesson Plan</u> for Infants/Toddlers and as needed for preschoolers. <u>*Learning Center Lesson Plan</u> for learning centers	All Teachers	Weekly
4. Prepare materials to be used.	Teachers	Weekly
5. Place the lesson plans in the appropriate area as follows:	Teachers	Weekly

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
<ul style="list-style-type: none"> <li>• Learning center and individual activity lesson plans in appropriate center. Upon completion of plans, turn into the Education Coordinator for review.</li> <li>• Small group lesson plans are to be posted in the classroom. Upon completion of the plans, evaluate activity and submit it to the Education Coordinator.</li> <li>• Ensure that preschool lesson plans and individual activities incorporate IEP or IFSP goals, Family goals, and the mandated 11 domains.</li> </ul>		
6. Review plans and provide feedback to the teachers.	Education Manager	Monthly

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 3 No. 16 - Subject: Field Trip-Only on Campus**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1303.73, 1302.18; ACF-IM-HS014-04**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

Field trips are one way in which children may be provided with a variety of experiences to enhance their social, emotional, physical, and cognitive development.

**OTHER RELEVANT PROCEDURES:**

Child Injury	Section 3 No. 4
Assignment of Children to Teachers	Section 3 No. 10
Supervision of Children	Section 3 No. 11
Authorization to Pick up & Drop Off Children	Section 3 No. 12
Meals	Section 3 No. 13
Rest Time for Full Day	Section 3 No. 14
Lesson Plans	Section 3 No. 15
Anecdotal Note: Teacher-Parent Communication	Section 3 No. 17
Anecdotal Note: On-Going Observation of Children	Section 3 No. 18
Developmental Screening	Section 3 No. 19
Child Assessment	Section 3 No. 20
Individual Objectives	Section 3 No. 21
Special Events	Section 3 No. 27
Medical Emergency	Section 6 No. 3
Care of a Sick Child	Section 6 No. 4
Dental Emergency	Section 6 No. 6
In-Kind Receipt & Reporting	Section 7 No. 6

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1. Decide place & purpose of the trip. Obtain permission for the field trip from the Education Manager.	Teachers	Prior to commitment
2. Call a contact person at the destination & make arrangements using the field trip lesson plan. Make sure contact person fills out Statement of In-Kind form, if appropriate (see Statement of In-Kind procedure, Section 1 No. 1). Make sure the date of the field trip does not interfere with previously planned activities.	Teacher	As needed
3. Send parents a field trip parent permission	Teacher	As needed



<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
form at least one week in advance.		
4. Arrange for necessary materials and additional help if needed.	Teacher in charge of field trip	As needed
5. Inform the teaching staff of the field trip using staff meeting, team meeting, and/or memo	Teacher in charge of field trip	As needed
6. The teaching staff must read lesson plan.	Teacher in charge of field trip	As needed
7. Make sure all permission forms have been received. If a child does not have permission to go on the field trip arrangements must be made for the child to participate in another classroom during that time.	Teacher in charge of field trip	As needed
8. Notify office staff of field trip information and leave info in the classroom as well.	Teacher in charge of field trip	As needed
9. Follow the field trip lesson plan with an activity to prepare the children.	Teacher in charge of field trip	As needed
10. Take the emergency notebook, the first aid kit and the sign-in/sign-out sheets including cell phone.	Lead Teacher	Day of field trip
11. Implement the field trip lesson plan	All teachers	Day of field trip
12. Return the emergency notebook & first aid kit to the appropriate location.	Teacher in charge of field trip	As needed
13. Follow-up with an activity & evaluation of the field trip.	Teacher in charge of field trip	As needed
14. Send a thank you note to the contact person of the destination & complete an in-kind form, if appropriate.	Teacher in charge of field trip	As needed
15. Place the lesson plan in the teacher files.	Teacher in charge of field trip	As needed

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 3 No. 17 - Subject: Anecdotal Notes: Teacher-Parent Communication**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: In-house Policy.**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

To support ongoing communication with parents, the classroom staff will communicate with the parents in writing using the WKUCCC Anecdotal Record Forms.

**OTHER RELEVANT PROCEDURES:**

Teacher Requirement	Section 3 No. 6
Assignment of Children to Teachers	Section 3 No. 10
Supervision of Children	Section 3 No. 11
Authorization to Pick up & Drop Off Children	Section 3 No. 12
Field Trip	Section 3 No. 16
Anecdotal Note: On-Going Observation of Children	Section 3 No. 18
Developmental Screening	Section 3 No. 19
Child Assessment	Section 3 No. 20
Individual Objectives	Section 3 No. 21
Home Visits	Section 3 No. 22
Involve Parents in Education Activities	Section 3 No. 23
Report on Aggressive Behavior	Section 3 No. 24
Child Abuse/Neglect Reporting	Section 4 No. 6
IEP	Section 5 No. 2

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1. Write notes to parents utilizing the anecdotal note form when their child does things of particular interest. This includes, but is not limited to, the following: What the child ate, minor injuries, child's health, who & what the child played with, things the child said, separation anxiety, or lack of it.	All staff	Incident notes will be written as needed (immediately upon the incident)
2. Put a copy in the parents' mailbox, a second copy of the note should be filed in the child's file in the classroom, and the third copy should go to the Education Manager. (all files must be in locked cabinets).	All Staff	Upon writing of the note

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
3. Teacher assistants who write any anecdotal notes will submit their note to the Lead Teacher or Classroom Teacher for approval prior to sending the note home.	Teacher Assistants	Upon writing a note
4. Review and monitor. Upon completion of monitoring, staff will receive those copies back for further use in the classroom as appropriate.	Education Manager	Monthly
5. Make referral to appropriate manager (if needed)	Education Manager	As needed
6. Provide feedback & follow-up with teacher regarding notes as necessary.	Education Manager	Monthly
7. Copies will be placed filed in the child's master file.	Education Manager	Quarterly

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 3 No. 18 - Subject: On-going Observation of Children**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

The education services area shall provide on-going observations, recording and evaluations of each child's growth and development. This will include but is not limited to anecdotal notes, individual objectives and small group activities.

**OTHER RELEVANT PROCEDURES:**

Teacher Requirements	Section 3 No.6
Supervision of Children	Section 3 No. 9
Assignment of Children to Teachers	Section 3 No. 10
Authorization to Pick Up & Drop Off Children	Section 3 No. 12
Anecdotal Note: Teacher-Parent Communication	Section 3 No. 17
Child Assessment	Section 3 No. 20
Individual Objectives	Section 3 No. 21
Home Visits	Section 3 No. 22
IEP	Section 5 No. 2

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1. Write notes to parents utilizing the online assessment software regarding on-going progress of the child. The note should include, but is not limited to, the following information: Child's name; Date; Approximate time. Teacher's name; Information regarding the child	All staff	Developmental notes must be written on each child at least one time per week.
2. Anecdotal Notes will reflect the Creative Curriculum Objectives, Individual Objective Goals, and the Federally Mandated Child Outcomes.	All Staff	Weekly
3. Parents can view online or receive a printed-out copy.	All Staff	Upon writing of the note
4. Teacher assistants who write any anecdotal notes will submit their note to the Lead Teacher or Classroom Teacher for approval prior to sending the note home.	Teacher Assistants	Upon writing of the note
5. Refer to the records when completing the on-going assessment, making a home visit, or parent conference.	All Staff	As needed

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
6. Review and monitor copies of notes sent home online.	Education Coordinator	Monthly
7. Provide feedback & follow-up with teacher regarding notes as necessary.	Education Coordinator	Monthly

**Western Kentucky University  
Child Care Centers**

**Section 3 No. 19 - Subject: Developmental Screening**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.33**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

In collaboration with parents, developmental screening will be conducted within 45 days of each individual child’s entry date. These screenings will be linguistically and age appropriate. Screenings will assess development, sensory, behavioral motor, language, social, cognitive, perceptual, and emotional skills. These screenings are sensitive to the child’s cultural background to the best extent possible.

**OTHER RELEVANT PROCEDURES:**

Assignment of Children to Teachers	Section 3 No. 10
Supervision of Children	Section 3 No. 11
Anecdotal note: Teacher-Parent Communication	Section 3 No. 17
Anecdotal note: On-going Observation of Children	Section 3 No. 18
On-going Assessment	Section 3 No. 20
Individual Objectives	Section 3 No. 21
Home Visits	Section 3 No. 22
Involve Parents in Educational Activities	Section 3 No. 23

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1. Select developmental screening tools appropriate for ages served which include language, motor, cognitive, social, emotional, behavioral and perceptual skills.	Education Manager	Prior to Pre-service
2. Provide training to staff on conducting the developmental screening.	Education Manager	Pre-service/New Employee Orientation
3. Check the parent forms for consent to screen	Teachers	Upon entry into the program (no later than first 45 days)
4. If consent was denied, contact the parent/guardian to explain the value of screening and a demo of the process if needed to gain consent to screen. Document any family contacts made in ChildPlus. If consent was still denied, document the contact and request that the parent sign the refusal of services form. Submit the form to the Education Coordinator.	Teachers	Upon entry into the program (no later than first 45 days)  Submission of Refusal form must be completed within 3 days of parent contact.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
5. If consent was granted, complete the screening process for each child. The following pieces must be completed: A) Growth Charts; B) Developmental Screening Instruments. (See screening process attached to this procedure)	Teachers	Within 45 days from entry into the program.
6. Arrange with appropriate resources to complete the screening in the language appropriate for the child as needed.	Teachers/Education Manager	Within 45 days from entry into the program.
7. Complete and score all screening instruments. Determine if children passed, failed, or need re-screening or referrals.	Teachers	Within 45 days from entry into program
8. Enter data into the ChildPlus System.	Teachers	Within 45 days of entry into program.
9. Upon completion of data entry, submit all screening information to the appropriate manager. Share results of screening with families.	Teachers	Within 45 days of entry into program. Sharing shall be done during Home Visits/Parent Conferences.
10. Arrange for re-screening as needed. Upon completion of re-screening follow steps 8-10.	Teachers	Within 3 weeks of initial screening.
11. Obtain parental permission as needed for any referrals that may need to be made based upon screening results.	Education Manager	Within 1 week of final results
12. Review and monitor screening results.	Education Manager	Within 1 week of submission
13. For any child who fails any developmental screening that child shall be referred for evaluation or assessment. A child may also be referred when a parent or teacher has concerns regarding the child's development.	Education Manager	Within 30 days of failed screening or parent/teacher referral
14. Meet with the parents and discuss the developmental screening. Explain the area of concern and the referral process.	Teachers	Within 30 days of failed screening or parent/teacher referral
15. Along with the parent, select the most appropriate agency for referral and obtain parent permission for referral	Education Manager	Within 30 days of failed screening or parent/teacher referral
16. Review ChildPlus reports to ensure all screenings have been completed.	Education Manager	Within the first month of child's entry.
17. Screening results will be filed in the child's Master File.	Teacher	Within 1 week of submission.

### Developmental Screening Process

The WKUCCC program will be utilizing the Brigance and the Ages & Stages Questionnaire – Social Emotional (ASQ-SE) to collect Developmental Screening information. Developmental screenings will also include Growth Charts to be completed with each child by teachers.

This process shall be used by all teachers to ensure that the developmental screenings are completed and submitted appropriately.

- 1) As the screening is completed, complete the scoring profile.
  - a) If the child falls within normal range, enter the data into ChildPlus and submit the profile sheet to the Component Manager.
  - b) If the child falls outside of the normal range, enter the data into ChildPlus and submit the profile sheet to the Education Manager for future referrals and evaluations.
- 2) The growth charts are to be completed with each child and family within the first 45 days of the child's entry into the program.
  - a) Upon completion of the growth charts, teachers will submit the information to the Family Services Manager who will then enter data into ChildPlus. Upon data entry, growth charts will be printed and submitted to appropriate manager for follow-up, review, and filing



**Western Kentucky University  
Child Care Centers**

**Section 3 No. 20 - Subject: Child Assessment**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.33**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

All teachers will conduct on-going individual developmental assessments on all children.

**OTHER RELEVANT PROCEDURES:**

Assignment of Children to Teachers	Section 3 No. 10
Supervision of Children	Section 3 No. 11
Anecdotal note: Teacher-Parent Communication	Section 3 No. 17
Anecdotal note: On-going Observation of Children	Section 3 No. 18
Developmental Screening	Section 3 No. 19
Individual Objectives	Section 3 No. 21
Home Visits	Section 3 No. 22
Involve Parents in Educational Activities	Section 3 No. 23

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1. Select an appropriate developmental assessment instrument appropriate for the ages served.	Education Manager	Prior to Pre-service
2. Provide training to staff on developmental assessment.	Education Manager	Pre-service/New Employee Orientation
3. Check the parent forms for consent to assess.	Teachers	Upon entry into the program (no later than first 45 days)
4. If consent was denied, contact the parent/guardian to explain the value of assessment and a demo of the process if needed to gain consent. Document any family contacts made in ChildPlus. If consent is still denied, request the parent to sign the refusal of services form. Submit the form to the Education Manager	Teachers	Upon entry into the program (no later than first 45 days)  Submission of refusal form should be submitted no later than 3 days of the parental contact.
5. If consent was granted, complete the assessment process for each child. Assessments must be completed at least 3 times throughout the school year. (See schedule of assessments next page)	Teachers	First assessment period should be completed within 45 days from entry into the program.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
6. Arrange with appropriate resources to complete the assessment in the language appropriate for the child as needed.	Teachers/Education Manager	As needed, within 45 days from entry into the program.
7. Complete the on-going assessment process. (See attachment for targeted timeframes)	Teachers	On-going
8. Upon completion of assessment, enter data into ChildPlus. Share results with families.	Teachers	Within 45 days child's entry into program. Sharing results will be done during home visits/parent conferences.
9. Review and monitor assessment results.	Education Manager	Within 45 days of child's entry into program
10. Review assessment and ChildPlus reports to ensure all assessments have been completed.	Education Manager	Within the first assessment period. For 2 <sup>nd</sup> and 3 <sup>rd</sup> period, review should be completed within 30 days of next deadline.
11. Assessment results will be maintained in a confidential manner and appropriate filing will be maintained and monitored.	Teachers Education Manager	Within 45 days of a child's entry into the program. Again, after each assessment period deadline.

### On-going Developmental Assessment Timelines

This timeline shall be used by all teachers to ensure the on-going developmental assessment is completed and submitted appropriately.

- ✓ Infant & toddler teachers will complete the assessment four times per year and preschool teachers will complete the assessment three times per year.
- ✓ The first assessment for all children must be completed within the first 45 days of entry. Once the assessment is completed, data must be entered into the Child Plus system and the Teaching Strategies GOLD database. Results will be discussed with families during the first home visit.
- ✓ The second assessment for preschool children must be completed and submitted by the first day of March; for infants and toddlers the assessment must be completed by the first day of March. Once the assessment is completed, data must be entered into the Child Plus system and the Teaching Strategies GOLD data system. Results will be discussed with families during the second home visit to be conducted no later than the last day of March.
- ✓ The third assessment for preschool children must be completed and submitted by the first day of May; for infants and toddlers the assessment must be completed and submitted by the first day of May. Once the assessment is completed, data must be entered into the Child Plus system and the Teaching Strategies GOLD. Results will be discussed with families during the second parent conference to be conducted no later than the last day of May.
- ✓ The fourth assessment for infants and toddlers will be completed and submitted no later than the last day of June. Once the assessment is completed, data must be entered into the Child Plus system and the Teaching Strategies GOLD database. Results will be shared with the family.

For children entering the program later in the year, the Education Manager will provide assessment timeframes as needed.

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 3 No. 21 - Subject: Individual Objectives**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.33**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

There will be written, on-going, individual objectives for all children enrolled in WKU Child Care Centers.

**OTHER RELEVANT PROCEDURES:**

Teacher Requirements	Section 3 No. 6
Assignment of Children to Teachers	Section 3 No. 10
Supervision of Children	Section 3 No. 11
Anecdotal Note: On-Going Observation of Children	Section 3 No. 17
Anecdotal Note: Teacher-Parent Communication	Section 3 No. 18
Developmental Screening	Section 3 No. 19
Child Assessment	Section 3 No. 20
Home Visits	Section 3 No. 22
IEP	Section 5 No. 2

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1. Design, update, or adapt an individual objective	Education Manager	Prior to pre-service
2. Train teaching staff in the use of the system	Education Manager	During pre-service
3. Assign children to designated teachers for tracking purposes.	Lead Teacher	Upon enrollment
4. Conduct the on-going developmental assessment.	Teachers	Within 45 days of enrollment
5. Choose proposed individual objectives (at least 2) based on the development. Use the Individual Child Objective form to document the objectives. Parents should provide input on objective and sign the objective form.	Teachers	During home visit or parent conference
6. Finalize the individual objectives in a consultation with the parent/guardian. (see home visit procedure) Objectives should be reviewed at each parent conference/home visit. Teacher must indicate status of objectives. Both teacher and parent should sign and date.	Teachers	During the initial home visit or IEP/IFSP meeting, or parent conference.

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
8. Be sure to use objectives from the IEP/IFSP when planning individual objectives and lesson plans for children with special needs. (IEP/IFSP procedure)	Teachers	When developing objectives and activity plans.
9. Plan & implement activities to meet individual Document the activities by date, teacher, individual objectives center, etc. on the Lesson Plan form. Use the Individual Objectives Form to assist other teachers in activity planning.	Teachers	Bi-weekly, upon finalization of objectives
10. Monitor the implementation of individual activities (based on the documentation on the Lesson Plan form and Individual Objectives Form). Inform the teaching staff of any individual objectives not being addressed.	Education Manager	Monthly
11. Assess mastery (use the assessment instrument). Choose new objectives (use the Individual Child Objective form) with the parent/guardian.	Teacher	As necessary

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 3 No. 22 - Subject: Home Visits/Parent Conferences**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.34**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

Teachers will conduct two home visits and a parent conference per year per child.

**OTHER RELEVANT PROCEDURES:**

Teacher Requirements	Section 3 No. 6
Assignment of Children to Teachers	Section 3 No. 10
Anecdotal Note: Teacher-Parent Communication	Section 3 No. 17
Anecdotal Note: On-Going Observation of Children	Section 3 No. 18
Developmental Screening	Section 3 No. 19
Child Assessment	Section 3 No. 20
Individual Objectives	Section 3 No. 21
Involve Parents in Education Activities	Section 3 No. 23
Report on Aggressive Behavior	Section 3 No. 24
Child Abuse/Neglect Reporting	Section 4 No. 6

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. Determine purpose or objective for home visit/parent conference	Teacher	As needed
2. Determine if other staff members or a translator is needed (A) If so, consult with other staff member on objective of home visit. (B) consult on available time for home visit.	Teacher	Home Visits to be completed in October and March  Parent Conferences to be completed December and May
3. Check to ensure parental permission was given to conduct the home visit at the family's home. If permission was not granted collaborate with family to establish a place to conduct the home visit.	Teacher	As needed
4. Contact parent to set up an appointment. (A) Give objective(s) for a home visit and any additional the parent/guardian may need. (B) Set a specific time and date which is convenient for parents. (C) Get specific directions to the	Teacher	As needed

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
home.		
5. If other staff members are involved, inform them of the specific time & date of the appointment. Give them any additional information they may need.	Teacher	As needed
6. Prepare all materials prior to conducting the home visit. Complete the home visit/parent conference form.	Teacher	As needed
7. Contact parent/guardian to confirm home visit at least two days prior to the actual visit. If the home visit is canceled, notify appropriate staff members through anecdotal notes that the home visit was canceled and the date of cancellation. Reschedule the home visit at a time that is convenient for the parent/guardian.	Teacher	As needed
8. To allow for adequate traveling time, add 30 minutes to total travel time unless extenuating circumstances exist	Teacher	As needed
9. At the conclusion of home visit with parent/guardian complete the Home Visit/Parent Conference Report form and give the parent the white copy. Complete any follow-up needed & document the pink copy of the Home Visit/Parent Conference Report form	Teacher	As needed
10. Give any necessary information to staff members. Copy Home Visit/Parent Conference Report form for parents.	Teacher	As needed
11. At the end of each home visit, input information into Child Plus and forward pink/yellow copies of the Home Visit/Parent Conference Report forms to the Education Coordinator for review.	Teacher	As needed
12. Forms will be reviewed and forwarded to other coordinating staff as appropriate. Information should be entered into Child Plus and filed in child's master file in appropriate component area.	Education Manger	During the Home Visit/Parent conference periods.

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 3 No. 23 - Subject: Involve Parents in Educational Home Activities**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.34**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

WKU Child Care Centers will engage parents/guardians into the program by including them in educational activities. The program will assist parents in increasing the knowledge, understanding, skills, and experience in their child’s growth and development.

**OTHER RELEVANT PROCEDURES:**

Teacher Requirement	Section 3 No. 6
Assignment of Children to Teachers	Section 3 No. 10
Supervision of Children	Section 3 No. 11
Authorization to Pick-up & Drop-off Children	Section 3 No. 12
Lesson Plans	Section 3 No. 15
Anecdotal Note: Teacher-Parent Communication	Section 3 No. 17
Anecdotal Note: On-Going Observation of Children	Section 3 No. 18
Developmental Screening	Section 3 No. 19
Child Assessment	Section 3 No. 20
Individual Objectives	Section 3 No. 21

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1. Develop or locate individualized and appropriate home activity to be sent home to parents to help involve them in their child’s learning. Activities may be developed through the following ideas: <ul style="list-style-type: none"> <li>• Request input at home visits</li> <li>• Request input at parent/teacher conferences</li> <li>• Parent – child activity sheets</li> <li>• Soliciting at Parent meetings</li> </ul>	Teacher	Monthly
2. Home Activities can be activities encouraging cognitive, physical, social/emotional development as well as promoting health/safety and nutrition. Home activities for preschool children will reflect the 11 mandated domains	Teacher	Monthly



TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
4. Distribute home activities. Some examples of distribution are: <ul style="list-style-type: none"> <li>* Parent mailboxes</li> <li>* Mail</li> <li>* Parent meetings</li> <li>* Home visits</li> <li>* Parent Conferences</li> <li>* ReadyRosie</li> </ul>	Teacher	Monthly
5. Urge parents to return the product of the home activity and sign In-Kind Form	Teacher	Monthly
6. Review home activities. Provide input as needed.	Education Manager	Monthly
7. File in master file.	Education Manger	Monthly

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 3 No. 24 - Subject: Report of Aggressive Behavior**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.17, 1302.45**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

Staff must provide children with a positive model of acceptable behavior.

The safety of children and staff must be always protected.

Staff must utilize behavior guidance techniques appropriate for the developmental level of each child.

Staff will redirect children away from problems toward constructive activity in order to reduce conflict.

Staff will teach children how to use acceptable alternatives to problem behavior in order to reduce conflict.

For children with persistent, unacceptable behavior:

- Staff will document the behavior of the child and their response to the behavior.
- Parents will be notified the same day of any behavior concern.
- The Education Manger will work with teachers to develop a plan to ensure a safe environment as well as an individual plan to support the child exhibiting the challenging behavior.

The following actions are prohibited:

- Subjection of a child to corporal punishment which includes but is not limited to:
  - Rough handling.
  - Shoving.
  - Hair pulling.
  - Ear pulling.
  - Shaking.
  - Slapping.
  - Kicking.
  - Biting.
  - Pinching.
  - Hitting.
  - Spanking; and,
  - Swinging, lifting, and pulling children up by the arms so as not to dislocate wrists or elbows. When picking up or assisting a child, lift the child under the arms using both hands, providing support to the child.
- Subjection of a child to emotional stress which includes but is not limited to:
  - Name calling.
  - Isolation.

- Shaming.
- Yelling.
- Making derogatory remarks about a child or the child's family; and,
- Using language that threatens, humiliates, or frightens the child.
- Punishment for lapses in toilet habits.
- Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
- The use of physical restraints other than to physically hold a child when containment is necessary to protect a child or others from harm.
- The use of mechanical restraints, such as tying or restraining vests (For children with developmental disabilities or children under the age of five, physical and mechanical restraints may be permitted if they are implemented in accordance with the Positive Support Strategies and the Safety Interventions and Emergency Use of Manual Restraint in Home and Community-Based Services. In ALL cases, the Education & Disability Services Manager must approve these strategies.

Children may be separated from the group if less intrusive methods of guiding the child's behavior have been ineffective and the child's behavior threatens the well-being of the child or other children in the center.

A child who requires separation from the group must:

- Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a staff person.
- The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation.
- The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.

The Education Manager is responsible for taking the lead on establishing positive behavior support plans. Classroom staff will participate in developing a plan to address the behavior in consultation with parents/guardians, other staff, and professionals as appropriate.

WKUCCC will not expel or unenroll a child because of a child's behavior.

Temporary suspensions may be used as a last resort with Head Start Early Head Start Director permission in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications.

Before determining if a temporary suspension is necessary, the program will work with a mental health consultant, collaborate with the parents/guardians, and utilize appropriate community resources.

The Education Manager will be involved in the process to determine no other reasonable option is appropriate before any suspension occurs.

When a temporary suspension is deemed necessary, the program will help the child return to full participation in all program activities as quickly as possible while ensuring child safety by:

- Continuing to engage with the parents/guardians and mental health professionals and continue to utilize appropriate community resources.
- Developing a written plan to document the action and support needed.
- Providing services that include home visits, if applicable.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. In the event of a major injury, follow Medical and/or Dental emergency procedure.	All Staff	As needed
2. In the event of a minor injury, follow Care of a Sick Child procedure as appropriate.	All Staff	As needed
3. In the event of any injury, follow the Anecdotal Note: Teacher-Parent Communication procedure.	Teachers	As needed
4. Utilize behavior management techniques designated by the program. For children who have intervention plans with a Mental Health professional, those strategies must be followed.	All Staff	As needed
5. Upon notice of a pattern of aggressive behavior, refer the child to Education Manager for referrals.	Teachers	As needed
6. In the event that another child was in anyway involved or responsible for the other child's aggressive behavior, do NOT include the other child's name in any written or oral communication with the parent/guardian.	Teachers	As needed
7. Upon parent/guardian questions concerning other children, explain the confidentiality procedure and our individualized program.	All Staff	As needed
8. Refer any parents who have difficulty accepting the confidentiality policy to the Education Manager.	All Staff	As needed
9. Refer any parents who continue to have difficulty with the confidentiality policy to the Head Start Early Head Start Director.	All Staff	As needed

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 3 No. 25 - Subject: Classroom Staff Sick Leave**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: In-house Policy**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

To ensure a healthy environment for all children, families, and staff, WKUCCC staff members will take sick leave for illness or emergency situations. Full-time staff earn up to 12 days of sick leave annually. Unused sick days can be carried forward into the following program year.

Any employee who is absent due to illness for two or more consecutive days or more than three non-consecutive days in one month, must present a doctor's excuse upon returning to work to the Head Start Early Head Start Director. Failure to present a doctor's excuse after missing two or more consecutive days in one month may result in disciplinary warning.

**Procedure for sick leave:**

- 1) Lead teachers who are sick must call their classroom teacher at least one hour before scheduled duty to arrange coverage for the classroom. Lead teachers must also notify the office staff.
- 2) Classroom teachers who are sick should call their Lead Teacher, if possible, prior to 7:30 AM, however, if this is not possible the teacher should call the office at least one hour before scheduled duty.
- 3) Teacher assistants and students should also contact the Lead Teacher, if possible, prior to 7:30 AM, however, if this is not possible the teacher assistant should call the office at least one hour prior to scheduled duty.

Please remember that sick leave is a benefit that WKUCCC staff members have and should only be used as sick leave. Sick leave may not be taken for vacation time but should be used as sick leave. Sick days taken before/after scheduled vacation will require a doctor's statement.

If there is suspicion that an employee is abusing sick leave on any given day, i.e., taking leave when s/he is not ill, the employee's supervisor or, in the case of classroom staff, the Education & Disability Specialist or Director, may require that the individual present a doctor's statement verifying that s/he was too ill to report for work. Any sick leave taken on a day(s) that was 1) for which vacation leave was denied or 2) immediately preceding or following approved leave or Holiday will require a doctor's statement verifying that the staff member was too ill to report for work. For example, in October WKU provides two Fall Break days (Monday and Tuesday) if a staff person calls in sick on Wednesday, a doctor's statement is required.

**OTHER RELEVANT PROCEDURES:**

Annual Leave

Section 3 No. 26

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1. Staff members who are ill shall take sick leave for the day they are sick or have emergency situations.	All staff	As needed
2. Any staff person who is absent due to illness for two or more consecutive days or more than three non-consecutive days in one month, must present a doctor's excuse upon returning to work to the Director. Staff must follow the State guidelines, under Return to Work Healthy, COVID-19, <a href="http://www.ky.gov.covi-19">www.ky.gov.covi-19</a> .	All staff	As needed

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 3 No. 26 - Subject: Classroom Staff Annual Leave and Flex Scheduling**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: In-house Policy; WKU Policy 4.2501**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

WKUCCC staff earn a specific number of annual vacation leave days in accordance with the university policy. Earned leave is accrued on the 15<sup>th</sup> of each month. It is the expectation of WKUCCC for staff members to be reliable and dependable in attendance and maintaining their assigned responsibilities. Any staff person who receives three disciplinary warnings, i.e., written reprimand, disciplinary probation and or disciplinary suspension, will be reassigned and may subsequently lose all or some benefits. Annual vacation leave days that are not taken during the WKU Fiscal year may be rolled over into the next year. HOWEVER, because we are grant funded staff, there will be NO PAYOUT of unused annual vacation leave upon separation of the individuals employment.

WKUCCC full-time staff will employ flexible scheduling (complying with WKU Policy: 4.2501) to ensure that all duties are performed within a 37.5-hour workweek. Flextime is a generic term referring to flexible work schedules during a 37.5 -hour workweek which permit variable daily starting and ending times, when needed by student attendance levels. Flexible scheduling options include: 1) fixed starting and ending times that are agreed to for a specific period; 2) starting and ending times that vary daily; and 3) variations in workday length Staff members will utilize a calendar system for tracking their work time.

A flex schedule also allows individuals to participate in required work situations outside of their assigned work hours without working more than 37.5 hours each week. These outside of work situations include but are not limited to Home Visits, Parent Conferences, Parent Meetings, after-hour staff meetings, or after-hour staff training sessions.

For any WKUCCC teacher to flex their workweek schedule, prior approval and planning will be required. Lead teachers will need approval from the Director, while Classroom Teachers or Teacher Assistants will need approval from the Lead Teacher.

Below is an example of flexible scheduling:

A teacher schedules a one-hour home visit with a family at 7:00 pm on Tuesday because that is the most convenient time for the family. At some point during that same workweek, the teacher takes one hour of their time to leave campus for personal business. That teacher must have prior approval from the Lead Teacher to leave and the teacher must sign out during that time. It would be expected that the teacher returns to the classroom at the designated classroom schedule. The teacher would make sure that this flex time is documented accurately on his/her monthly calendar.

No non-exempt staff member will be allowed to work more than 37.5 hours in any workweek unless: a) s/he has prior approval (to be granted only in extenuating circumstances) or b) if s/he is "suffered" to work. If a staff member works over 40 hours per week, they must have the approval of the Department Head and the WKUCCC Director.

Part-time staff members are also expected to perform all duties within the designated workweek schedule. Part-time staff will utilize a time tracker for tracking their work time and input time on-line.

**Approval of leave is always contingent on provision of adequate classroom coverage, following required procedure, and completion of required duties.**

Requests for more than five consecutive days of leave will not be considered unless the staff member has:

- 1) A record of satisfactory completion of all required reports, lesson plans, and child/family data and information, and
- 2) to receive 6-10 consecutive days of leave, employee must have continuous employment at WKUCCC for more than three years; to receive 10 or more consecutive days, employee must have more than five years of continuous employment.

Employees requesting leave must have prior approval from the Education & Disability Services Manager as outlined in the schedule below. It is the responsibility of the employee to complete the leave request, follow up on the approval process, and verify approved leave is posted on the planning calendar.

Vacation leave requests will not be honored during the following times: pre-service week, the first 30 days of the school year, and other times as specified by the Director.

WKUCCC also reserves the right to require any staff member to take no more than five days of accrued vacation leave during periods of low attendance (e.g., before or after the Christmas holidays, Spring Break, May term, in August prior to WKU classes resuming, etc.). If a staff member prefers the dates during which this imposed vacation leave will occur, s/he should contact his/her supervisor as far in advance as possible and every attempt will be made to accommodate that request on a first come, first served basis. WKUCCC also reserves the right to give priority for vacation leave requests to staff members whose job performance is excellent.

A staff member is **subject to immediate termination** if determined to have:

- 1) two consecutive days of unapproved leave, sick or vacation, or
- 2) two occurrences of unapproved leave, sick or vacation, within a twelve-month period.

University Holidays are those times when WKU administrative offices are closed. With prior approval, a staff member may extend his/her holiday by using vacation leave.

WKU Holidays include:

- Martin Luther King, Jr. Holiday
- Three days of WKU Spring Break
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Two days of WKU Fall Break
- Thanksgiving Day and the Wednesday before and Friday after
- WKU Winter Break (ten days)

The procedure for completing the leave request is as follows:



- 3) All staff members should first check the planning calendar and with the Education & Disability Services Manager to determine if leave is available to take on the planned day. Staff members requesting leave, will then complete and submit the Leave Request form to the Education & Disability Specialist who will approve/disapprove the request. If the request is approved, the Education & Disability Specialist will mark that staff's name on the requested date of leave in the calendar system.
- 4) The leave requests will then be returned to the requesting teacher who in turn will submit to the Lead Teacher.
- 5) Upon receipt of the approved leave request, the Lead Teacher will arrange
- 6) adequate coverage for that staff person. After providing the coverage details on the leave request form, the Lead Teacher will submit the coverage plan to the Education Coordinator within three days of leave being taken.

Schedule for Obtaining Written Approval

<i>Number of Days Leave Requested</i>	<i>Number of calendar days prior to leave requested to obtain prior approval</i>
1	7
2-3	14
4-5	45
5-10	60
10 or more	120

Note: New staff members must complete a 60-day probationary period before requesting vacation leave.

If using sick leave, follow the process below:

If you are not the lead teacher follow this process:

- If you aren't going to be able to work your shift let your lead teacher know (call or text) at least one hour before your shift is scheduled to begin.
- After you have let your lead teacher know send an email to the office including the Education & Disabilities Services Manager and the Director.

If you are the lead teacher follow this process:

- If someone in your classroom lets you know they will be out, do your best to cover your classroom. This can be done by utilizing the staff you have in your classroom and if that isn't possible reaching out to other lead teachers to request staff. If you can't figure staffing out, then call the Education & Disabilities Services Manager, if the Manger is not available call the Director.
- If you as the lead and will be out email both the Director and the Education & Disabilities Services Manager and Director, then do your best to cover your classroom. This can be done by utilizing the staff you have in your classroom and if that isn't possible reaching out to other lead teachers to request staff. If you can't figure staffing out, then call the Education & Disabilities Services Manager and if the Manger is not available call the Director.

**Reduced Staffing Scheduling:** In the event of inclement weather or other events where there is low or anticipated low children attendance, part-time and teacher aid hours will be reduced as needed. Hours may be reduced from 75% to as low as 25% based on STAFFING NEEDS.

**Enrollment in WKU Classes:** It is a benefit for full-time employees to enroll in and attend classes. Staff members must obtain written approval from the Education Coordinator prior to enrolling in a class if the class meets during the regularly scheduled time in the classroom with children. That request must be submitted at least 20 working days before the class begins. Be aware that approval may not be given if adequate coverage cannot be arranged.

Classroom staff may be required to use planning time for some or all of class attendance. Leave from work time cannot exceed 2 hours per day and 5 hours per week. If class schedules exceed this time, prior approval is required at least 40 working days before the class begins. Employees will be required to use accrued leave for additional class hours, if approved. Classes taken in the evening are taken at the discretion of the employee, consistent with university policy, and are not considered work time for pay purposes.

Tuition waiver forms must be signed by the Director and submitted to the Executive Director for signature. (You may see separate policy and procedure for further details on enrolling in WKU classes.)

**Monitoring of Attendance:** The Director will be monitoring attendance of all staff and will ensure that time tracker is being used appropriately. Any staff member that has unexcused absences, is unreliable in attendance, or fails to appear at work without proper notification will be referred for disciplinary warning.

**OTHER RELEVANT PROCEDURES:**

Sick Leave

Section 3 No. 25

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1. All WKUCCC staff may take vacation leave in accordance with WKU policies. Vacation leave is to be used for any reason, including sick leave IF there are no more sick days accrued	All Staff	As needed
2. All staff must submit a leave request form and obtain written approval prior to taking vacation leave.	All staff	As needed
3. All staff must adhere to the schedule for obtaining approval based on the number of vacation days requested.	All staff	Prior to taking leave
4. Upon final approval of vacation time, Lead Teachers will arrange coverage for their classroom with the approval of Education Manager	Lead Teacher	Prior to leave time

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 3 No. 27 - Subject: Special Events/Celebrations**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: In House Policy**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

Special events or other celebrations are one way to involve parent/guardians into the program that are responsive to family traditions. Special events are voluntary. WKUCCC Staff will not plan or implement Holiday parties; however, families are welcome and encouraged to share their traditions with classrooms. Events will not be used for fund-raising opportunities.

**OTHER RELEVANT PROCEDURES:**

Assignment of Children to Teachers	Section 3 No. 10
Supervision of Children	Section 3 No. 11
Authorization to Pick-Up & Drop-Off Children	Section 3 No. 12
Meals	Section 3 No. 13
Rest Time for Full Day	Section 3 No. 14
Lesson Plans	Section 3 No. 15
Field Trip	Section 3 No. 16
Anecdotal Note: Teacher-Parent Communication	Section 3 No. 17
Anecdotal Note: On-Going Observation of Children	Section 3 No. 18
Child Assessment	Section 3 No. 20
Individual Objectives	Section 3 No. 21

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1. Decide the purpose & date of a special event. This should be in conjunction with families.	Teachers	As needed
2. Inform Education Manager of special plans.	Teachers	As needed
3. Decide on developmentally appropriate activities to be used & who will be responsible for them.	Teachers	One week before event
4. If food is needed, teachers should request from Head Start Early Head Start Director. <b>(Families/staff are not to bring in food for any reason)</b>	Teachers	As needed
5. Notify the parents & other guests at least one week before the event	Teachers	As needed
6. Prepare for the event. Occasionally check with the staff as to the progress of activities.	Teachers/Education Manger	As needed

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
7. Implement the event and provide follow-up if needed.	Teachers	As needed and immediately after the event

Below are the Holidays followed by what WKUCCC celebrates each as:

- Valentine’s Day: Friendship Day
- Easter: Spring Fun
- Halloween: Fall Fun
- Christmas: Winter Holiday
- Graduation: Transition Celebration

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 3 No. 28 - Subject: Termination of Child due to Dangerous Behavior**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: In-House Policy**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

WKUCCC will maintain a safe environment for all children, families, and staff. Children, families, and staff may not possess a firearm or other weapon on the program’s campus. Unlawful possession of a deadly weapon on school property will result in possible termination from the program and reports to local authorities.

**OTHER RELEVANT PROCEDURES:**

Report of Aggressive Behavior

Section 3 No. 24

Child Abuse/Neglect Reporting

Section 4 No. 6

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. All parents/guardians will be informed of guidelines upon enrollment to program. Guidelines will state that anyone in possession of a deadly weapon on school property is subject to immediate termination from program and such action will be reported to local authorities under the guidelines of abuse.	Family Services Manager	Upon enrollment
2. If a staff member becomes aware that a child, parent, guardian, volunteer, or other staff is in possession of a firearm or deadly weapon on school property, he/she will immediately report the information to the Head Start Early Head Start Director.	All Staff	Immediately
3. Action will be taken with a goal of keeping all involved safe: If a child is in possession, the item will be taken away from the child and the incident reported to the parent/guardian. If a parent/guardian is in possession and it is obvious that there is no danger to the children or adults, the parent/guardian will be informed of our guidelines and a written warning within 24 hours. If a parent/guardian is in possession and it is obvious that danger is present, action will be taken to keep all children and staff safe. Police	All Staff	Immediately

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
<p>will be called immediately.            If possession is questionable, a decision will be made by Head Start Early Head Start Director regarding further action.            If a staff member or volunteer is in possession, he/she will be immediately discharged from the program.</p>		
<p>4. If termination occurs, it will be reported to Day Care licensing following appropriate record-keeping processes.</p>	<p>Head Start Early Head Start Director</p>	<p>As needed</p>
<p>5. The sheriff, local police, WKU police or KSP police and the Department of Social Services will be notified of situation as appropriate.</p>	<p>Head Start Early Head Start Director</p>	<p>As needed</p>

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 3 No. 29 - Subject: Transition**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.70, 1302.71, 1302.63, 1302.61, Sec. 642 A**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

WKU Campus Child Care strives to promote continuity of care and services with effective transitions for children and families as they grow and make changes within the program. Transitions may occur between infant and toddler rooms, toddler rooms to preschool rooms, Early Head Start to Head Start, Head Start/Preschool to Kindergarten, as well as leave the program for other educational placements.

**OTHER RELEVANT PROCEDURES:**

Anecdotal Note: Teacher-Parent Communication	Section 3 No. 17
Individual Objectives	Section 3 No. 21
Home Visits	Section 3 No. 22

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. Inform teaching staff of the important of curriculum resources for child preparation of transition from classroom to classroom, program to program, or to public schools or other entities.	Education Manger	December, March or other times as necessary
2. Develop a system to enhance communication, share training, transfer of records, and support all families with the transition from WKUCCC to other programs, including other Head Start agencies if families move, or other public or private schools within the community.	Education Manger	January and on-going
3. All transitioning children and families should be involved in a transition meeting to outline all the options with the family for the child.	All Teachers	As transitioning occurs
4. WKUCCC transitions infants and toddlers dependent on the individual child's developmental readiness and the opportunities available within the next age group.	Teachers Family Services Manger	Individually determined based on the child's age.
4. a) For children who may need individual transition time or for infants transitioning from the expectant family option to WKUCCC, the program will set up a transition plan for families in that way. The family will meet with the FSH and the identified teacher and will complete a transition plan that will meet the needs of child and family.		

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
<p>4. b) Infants <b>may</b> begin transition to the toddler classroom between 18 months and 24 months. As openings become available in the toddler classroom, the FSH will meet with the EDS and/or teachers to determine if there are children ready to begin that process before enrolling from the waiting list. If an infant is ready to make a move, Families will need to also meet with appropriate staff to understand the transition process and be included in the plan. At that time a WKUCCC Transition Plan will need to be completed.</p> <p>4. c) Toddlers and their family <b>must</b> begin the transition planning process at 30 months. Teachers will be reminded of this benchmark from the Family Services Health Mgr. During this meeting the families will be informed about all the options they have for their child after turning three years old. For those wishing to remain at WKUCCC, this will be the time to complete the required paperwork to determine Head Start or child care eligibility. At this time, WKUCCC staff can identify a proposed or a targeted timeframe when the child may be ready to move, however, the visiting of the new classroom does not begin immediately. Another meeting for that purpose can be held later. Toddlers with IFSP may have additional meetings as indicated by KEIS. The actual transition of going room to room does not have to begin with this meeting but can be set at a next meeting as deemed appropriate</p>		
<p>5. For children in the preschool program, a transition meeting must occur for those children/families who are transitioning to kindergarten. This meeting needs to take place in the winter, prior to the child's entry into kindergarten. Assistance to prepare parents to exercise their rights in this child's education in elementary school setting is a joint effort.</p>	<p>Teachers Education Manager Family Services Manager</p>	<p>Individually determined based on the child's age.</p>
<p>6. Coordinate with local educational agency and school that the preschool Head Start child will be moving into. Assist with communication of families with new schoolteachers and personnel. Assist with coordinating school to ensure all child's records are transferred to the school.</p>	<p>Teachers Education Manager</p>	<p>As transition occurs</p>
<p>7. With teacher and parent input, determine what children may need specialized preparation.</p>	<p>Lead Teacher</p>	<p>As transitioning occurs</p>
<p>8. Ensure all transition plans are completed and filed appropriately. Incorporate individual children's transitions into lesson plans, daily schedule, and appropriate experiences for all children. Ensure that transitioning children can be signed in /out of the classrooms as appropriate to ensure appropriate supervision.</p>	<p>Lead teachers with parents</p>	<p>During transition meetings, home visits, or parent conferences</p>
<p>9. Follow-up parent/teacher communication to discuss child's progress.</p>	<p>Teachers and parents</p>	<p>During the transition process</p>



**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 3 No. 30 - Subject: First Aid Kits**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.47**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

To ensure the safety of children and staff, first aid kits will be available at each facility. First aid kits will be always well-stocked and accessible.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. First aid kits will always be available and accessible including in each classroom. First aid kits will be available for use on the playground and in the gym as well.	Facilities Associate	On-going
2. Inventory on first aid kits must be conducted monthly (see First Aid Inventory list)	Lead Teacher	Monthly
3. As inventory is taken the first aid kits must be restocked. Purchase supplies as necessary.	Facilities Associate	As needed

**First Aid Kit Supply List:**

- ✓ Liquid Soap
- ✓ Adhesive Bandages
- ✓ Sterile Gauze
- ✓ Medical Tape
- ✓ Scissors
- ✓ Thermometer
- ✓ Flashlight
- ✓ Cold pack
- ✓ First aid book
- ✓ Disposable gloves
- ✓ Cardiopulmonary resuscitation mouthpiece protector

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 3 No. 31 - Subject: Daily Classroom Schedules**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.31**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

The daily schedules must be developmentally appropriate and must provide a balance of child-initiated and adult-directed activities.

**OTHER RELEVANT PROCEDURES:**

Teacher Requirements	Section 3 No. 6
Lead Teacher	Section 3 No. 8
Supervision of Children	Section 3 No. 11
Meals	Section 3 No. 13
Rest Time for Full Day	Section 3 No. 14
Lesson Plans	Section 3 No. 15
Individual Objectives	Section 3 No. 21

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1. Determine daily schedule along with team members. The daily schedule must include: <ul style="list-style-type: none"> <li>• Balance of child-initiated and adult-directed activities including individual and small group activities.</li> <li>• Must include and provide transitions so that they occur in a timely predictable and unrushed manner.</li> <li>• Provide sufficient time indoors and outdoors.</li> <li>• Must provide appropriate balance between active and quiet activities.</li> </ul>	Lead Teacher	August
2. Submit daily schedule to Education Manager for review.	Lead Teacher	August
3. Review daily schedules for appropriateness and provide feedback as necessary.	Education Manager	August
4. Monitor schedules and adapt as necessary to fit individual needs.	Lead Teacher/Education Manager	On-going

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 3 No. 32 - Subject: Lockdown Procedures**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: KY Licensing**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

WKUCCC will implement safety procedures by ensuring all doors to childcare center activity areas are always locked. In the event of natural or a man-made emergency, WKUCCC will ensure the safety of all children and staff during the situation by ensuring the program is in LOCKDOWN. WKUCCC will implement Lockdown drills, as required by KY childcare licensing at least quarterly.

WKUCCC will implement a LOCKDOWN situation, if any of the following occur:

- Dangerous person in or around center/home, which could include persons involved in custody disputes and persons named in protective orders.
- Active Shooter in or around the campus
- Bomb threat in or around the campus
- Potentially hazardous item or weapon in or around campus
- Threatening/dangerous animals
- Unknown person/worker in a shared space
- Trespasser/intruder attempting to gain entry.
- Criminal activity or other Disturbance in or around campus
- Advised by WKU Law Enforcement or public safety personnel for any reason.

**Other Relevant Procedures:**

Fire	Section 3 No.1
Child Injury	Section 3 No.4
Evacuation from Campus	Section 3 No. 5
Anecdotal Note: Teacher-parent communication	Section 3 No.17
Anecdotal Note: On-going Observation of children	Section 3 No.18
Medical Emergency	Section 6 No. 3
Care of a Sick Child	Section 6 No. 4
Dental Emergency	Section 6 No. 5

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1. If there is an internal or external threat, staff will direct all children, family members or volunteers to the designated safe space (follow your emergency routes).	All Staff	As Needed

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
2. Teachers should make sure that all children are present. Sign-in sheets and emergency forms must be taken with each group of children.	Lead Teacher	As Needed
3. All adults shall assist children and make sure all immediately lock all exterior doors and windows and check hallways. Ensure all doors are locked, windows are covered, and everyone is out of sight. It is essential to not be seen or heard.	All Staff	As Needed
4. Upon all clear signal from a law enforcement officer, teachers should assess for injuries. Apply first aid as needed.	All Staff	As Needed
5. After assessing for injuries, teachers should assess for re-entry into the classroom. If re-entry is not possible follow the evacuation procedures	All Staff	As Needed
6. If there are no problems or injuries, return to the classroom and normal routine. Follow the guidance of the WKU Police Dept.	All Staff	As Needed

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 3 No. 33 - Subject: Electronic Devices**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & approved by Governing Board: 4/30/24**

**Reference: In House Policy**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

WKUCCC staff shall always maintain professional and active supervision and will not misuse electronic devices. The use of electronic devices when used inappropriately can interfere with active supervision of children and intentionality of teaching. Electronic devices include, but is not limited to, the use of smart watches, cell phones, tablets, or any other handheld electronic devices.

Staff will not make or receive personal calls from a landline or cellular phone, including text messages, while working with children in the classroom, gym or on the playground. In the case of an emergency, messages can be taken at the office and delivered to the teacher immediately. If an emergency call/message comes to a classroom teacher personal device, AND the teacher can safely step away from the classroom (while maintaining appropriate staff: child ratios) the teacher may take that call/message. It is IMPERATIVE that teachers understand that phones, iPad, or other handheld devices NOT BE USED during the time they are to be engaged in daily routines and interactions with children. The ONLY exception is IF the device is being used for documentation purposes in TSG or other child assessment system.

Electronic devices may be used during breaks, and naptime IF all children are asleep and the teachers ensure regular supervision scans of the children are made during their rest time.

Cell Phones need to be:

- in a locked cabinet with your purse
- left in your car
- placed in your mailbox

Failure to follow these rules will result in:

First offense: Corrective Action Plan

Second offense: Dropping your phone off at the office before you begin your shift and picking up after your shift

Third offense: Meeting with Director and WKU HR

This means:

- You should give your family the office phone number, so they are able to reach you.
- Let your families know today that you will be contacting them through bright wheel.
- You can take pictures with your classroom's iPad.

- You can use your phone when you are on break if your break is not in the classroom, gym or playground.
- The office will be delivering messages to you in person or if it can wait through email so be sure to check your email.

#### Gym/Playground:

When your class is in the gym or playground, one teacher may place their cell phone in the clipboard in case of emergencies. The phone should not be removed from the case unless an emergency occurs.

#### Inappropriate Use

Using a cell phone to collect images, videos, or audio recordings of WKUCCC children, parents/guardians, clients, or staff is prohibited. \*The only exception is during special events sponsored by the program (i.e. parent meetings, fiestas, fall festivals, etc.), OR assessment purposes if using the assessment app on their phone.

#### Meetings and Trainings

Staff should use professional courtesy and turn the ringer of their cellphone off while attending meetings and trainings. Staff will not make or answer calls or text messages during meetings and trainings unless it is an emergency, in which case they will advise the lead person of the meeting or training in advance of the anticipated call. If answering an emergency call or text message during a meeting or training is necessary, the employee will leave the meeting or training to do so.

#### Management Staff

Management staff will remain available by cell phone during working hours to support work responsibilities. It is expected that cell phones will be on low volume or vibrate and will not be answered when in the presence of children. Management staff will also use professional courtesy and not allow electronic devices to interfere with their work, meetings and individual staff conferences.

## **WESTERN KENTUCKY UNIVERSITY CHILD CARE CENTERS**

### **SECTION 4 – FAMILY SERVICES POLICIES & PROCEDURES**

- Section 4 No. 1 Recruitment
- Section 4 No. 2 Application & Selection Process
- Section 4 No. 3 Enrollment into WKUCCC
- Section 4 No. 4 Family Partnership Agreement
- Section 4 No. 5 Crisis Intervention
- Section 4 No. 6 Child Abuse & Neglect Reporting
- Section 4 No. 7 Documentation of Absence
- Section 4 No. 8 Community Complaint Policy
- Section 4 No. 9 Parent Activity Fund
- Section 4 No. 10 Community Resource List
- Section 4 No. 11 Extended Day Care Services

Section 4 No. 12 Services to Expectant Families

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 4 No. 1 - Subject: Recruitment**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.13**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

A recruitment plan will be developed each year to ensure community awareness of the program and services offered. The recruitment plan will include strategies to reach out to populations identified as most in need by the Community Assessment and will be reflected in the selection criteria. , and will Selection criteria will specifically target children with disabilities, homeless families, WKU students and other populations designated by OHS as high priority.

**OTHER RELEVANT PROCEDURES:**

Application and Selection

Section 4 No. 2

Enrollment

Section 4 No. 3

Task	Person Responsible	Date to be Completed
Plan Open House event	Management Team	January
Request Big Red for Open House event and first week of school	Director	January
Request feedback from staff regarding recruitment materials	Family & Health Services Manager	January
Review recruitment materials	Family & Health Services Manager	January
Print Recruitment materials	Family & Health Services Manager	January
Request input from staff regarding recruitment contacts/places	Family & Health Services Manager	January
Create/Update list of contacts for recruitment	Family & Health Services Manager	January
Train Staff, Parent Committee and Policy Council on recruitment <ul style="list-style-type: none"> <li>• Supply recruitment kit</li> </ul>	Director	January
Contact eligible wait listed families to update eligibility (new application, new income documents)	Family & Health Services Manager	February
Siblings sign up (target enrolled children with siblings age eligible not enrolled and work with families to enroll those children)	Family & Health Services Manager	February



<b>Task</b>	<b>Person Responsible</b>	<b>Date to be Completed</b>
Send re-enrollment letters to currently enrolled families eligible for continued services.	Family & Health Services Manager	February
Contact individuals and Agencies to request Recruitment speaking time: <ul style="list-style-type: none"> <li>• Television stations</li> <li>• Radio stations</li> <li>• Service agencies</li> <li>• Others, as appropriate</li> </ul>	Family & Health Services Manager	March & April
Contact agencies serving disabled children, with emphasis on those agencies serving motile and severely disabled	Education & Disabilities Services Manager	March
Note recruitment and enrollment efforts on the website	Program Coordinator	March
Attend Community Events to distribute recruitment materials (such as the Warren County Schools Back to School Bash)	Staff	Monthly
Submit public service announcements to: <ul style="list-style-type: none"> <li>• Television stations</li> <li>• Newspapers</li> <li>• Advertisement papers</li> <li>• Radio stations</li> </ul>	Family & Health Services Manager	March, April & May
Distribute publicity materials.	Staff	April, May & June
Contact Summer Food Programs to coordinate distribution of flyers	Family & Health Services Manager	May
Send acceptance letters with classroom assignments	Family & Health Services Manager	July
Offer Over Income family's slots not to exceed 35% in the 101-130% range and 10% in the 131 and above range	Family & Health Services Manager	July

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 4 No. 2 - Subject: Application & Selection Process**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302 Subpart A**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

Western Kentucky University Child Care Centers will develop and implement a system designed to ensure full enrollment within the first 30 calendar days of the program year and throughout. Slots vacated during the year will be filled within 30 days.

**OTHER RELEVANT PROCEDURES:**

Recruitment

Section 4 No. 1

Enrollment

Section 4 No. 3

<b>Task</b>	<b>Person Responsible</b>	<b>Date to be Completed</b>
1. Selection criteria will be reviewed and revised based on the annual Community Assessment.	Management Team	Annually
2. Director will submit selection criteria approved to the Board and the Policy Council.	Director	No later than the spring quarterly Policy Council meeting.
3. Conduct an interview with family. Provide application assistance to applicants if needed. For non-English speaking families, provide translators.	Component Coordinator	As needed
4. Review application for completeness and ensure that Birth Certificate and Income Verification is included. If either of these are missing from application, contact the family to obtain them.	Director	Upon receipt
5. Verify applicant's age and income and sign confirmation statement on the entry checklist, identifying which documents were examined.	Family & Health Services Manager	Upon receipt
6. For fall selection, identify a specific date between June 7 and 15 for accepting applicants based on selection criteria.	Management staff	April
7. Upon receipt of a completed application, notify applicant of the selection date.	Family & Health Services Manager	Upon receipt

<b>Task</b>	<b>Person Responsible</b>	<b>Date to be Completed</b>
8. Maintain a file of applications. On designated selection date, score all completed applications and select families based on selection criteria.	Family & Health Services Manager	Summer
9. When the application is complete, inform applicant of their status and enrollment process. All required documentation will be attached to entry certificate.	Family & Health Services Manager	As completed
10. Inform Education Coordinator of any child whose application indicates a diagnosed or suspected disabling condition.	Family & Health Services Manager	As needed
11. Ensure that 10% of the total funded enrollment is filled with children with disabilities.	Education & Disabilities Services Manager	On-going
12. Documents shall be maintained to indicate that eligibility was verified prior to acceptance.	Family & Health Services Manager	For seven years, or as indicated by State and Federal law
13. The receiving teacher will be notified of the newly enrolled child as soon as possible.	Family & Health Services Manager	As needed
14. Accepted children will enter the classroom on the Monday following the completion of required paperwork.	Family & Health Services Manager	As needed
15. If space is unavailable, refer the family to CCR&R for assistance in finding childcare.	Family & Health Services Manager	As needed
16. A waiting list will be maintained, and any vacancies filled within thirty days.	Family & Health Services Manager	On going

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 4 No. 3 - Subject: Enrollment Process**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.15**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

WKUCCC will make every effort to maintain full enrollment of eligible children. Vacant slots will be filled within 30 days.

**OTHER RELEVANT PROCEDURES:**

Recruitment	Section 4 No. 1
Application & Selection Process	Section 4 No.2
Enrollment	Section 4 No. 3
Transition to New Programs/Age Groups	Section 3 No. 29

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1) Upon acceptance into the program, assignment of the child to a classroom is established.	Family & Health Services Manager and Education & Disabilities Services Manager	Upon acceptance
2) The Lead Teacher is given information re: the child and the start date.	Family & Health Services Manager	Upon acceptance
3) The Family & Health Services Manager will notify the family of the classroom assignment and schedule a mutually convenient time for teachers to meet with families.	Family & Health Services Manager	Within 5 days of acceptance.
4) The child will be scheduled to enter the classroom the Monday following the completion of all required paperwork	Family & Health Services Manager	Upon acceptance
5) A tracking teacher will be assigned. the Education Coordinator will notify	Education & Disabilities Services Manager	Within 2 days of notification
6) Review the enrollment paperwork for any issue that needs immediate attention.	Family & Health Services Manager	During the enrollment process
7) Final review of the information, data entry, copying, filing, and distribution to the appropriate locations.	Family & Health Services Manager	Within 2 days of the enrollment process.
8) Waiting lists and enrollment reports are monitored on a monthly basis. As necessary recruitment efforts should be made.	Family & Health Services Manager	Monthly

## Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Procedures Outline

The ERSEA procedures outline in detail the systematic process the program uses to determine eligibility of children, recruitment strategies, and selection of children, enrollment procedures and attendance requirements. Head Start regulation Part 1305 is used to guide these procedures.

### Eligibility

The management team will review the procedures for eligibility in **September - October** of each year.

### Head Start Age:

Each child must be at least three (3) years old by the date used to determine eligibility in the Warren County/Bowling Green City school systems which is August 1<sup>st</sup>. The only exception to this is if a child has a diagnosed disability, then he/she will be eligible on their third birthday.

### Early Head Start Age:

Children from birth-to-three years old are age eligible for the Early Head Start Program.

Early Head Start children that transition to Head Start must prove eligibility prior to enrollment by completing an eligibility interview with the Family & Health Services Manager.

The program considers **age, income, and disability** standard eligibility requirements in addition to other factors listed on the selection criteria.

The income guidelines used to determine income eligibility are the Federal Poverty Guidelines from the Department of Health and Human Services. The Federal Poverty Guidelines are updated yearly and are available through the federal in March of each year. The Family & Health Services Manager will receive a copy of the updated income guidelines from the Department of Health and Human Services website and update the previously used guidelines.

Income means gross cash income (before taxes) such as wages, salaries, total cash receipts. In addition, income is net income from non-farm self-employment, net income from farm self-employment, regular payments from Social Security or railroad retirement, payments from unemployment compensation, veteran benefits, alimony, child support, military allotments, private pensions, college or university scholarships, grants or fellowships, net gambling or lottery winnings.

Income does not include capital gains, gifts, loans, tax refunds, lump sum inheritances, one time insurance payments, compensation of injury, or non-cash benefits.

All families will have income verified by the Family & Health Services Manager or other designated staff; the following procedures must be used to calculate income:

- 1) First, ask the parent for their most recent 1040 or w-2 statements, if this is not available then ask for other sources of documentation, such as pay stubs, or a statement from their employer. The key is to have a conversation with the family. You want to be able to accurately determine their income. If a family is receiving TANF, SSI, or SNAP they are to be considered income eligible, however verification must be received. If a child is in foster care or the family is homeless the family is also considered income eligible.
- 2) Determine the correct pay period - weekly, bi-weekly, semi-monthly, monthly.
- 3) Calculate the income to determine monthly salary as follows:
  - 2 times a month pay - pay x 24.
  - bi-weekly pay - pay x 26.
  - weekly pay - pay x 52.

A signed statement by the Family & Health Services Manager and parents identifying which document was examined is maintained in the family file. All income for the family as determined by the definition of family is considered.

For the purposes of eligibility only, family is defined as follows:

All persons living in the same household who are: supported by the income of the parent(s) or guardian(s) of the child enrolling or participating in the program and related to the parent(s) or guardian(s) by blood, marriage, or adoption.

The period to be considered for eligibility is either the twelve months immediately preceding the month in which application or re-application for enrollment of a child is made, or for the calendar year immediately preceding the calendar year in which the application or re-application is made, whichever more accurately reflects the family's current needs. In some circumstances income is determined by the family's current situation, this will be determined on a case-by-case basis. When a family states that they do not have income the Family & Health Services Manager should ask questions such as:

- 1) How do you live and pay your expenses?
- 2) Does someone else give you money regularly?
- 3) Do you receive child support?
- 4) Can you get a statement from \_\_\_\_ verifying your income status?
- 5) Can you get a statement from the unemployment office?

The Family & Health Services Manager is the verifying agent, so each designated member of staff must take care to ask enough questions that they can verify a source of income. The Family & Health Services Manager gets a signed statement from the family if they cannot get any other form of income verification. 3<sup>rd</sup> parties can be used to verify income if the family gives written consent.

**\*Note:** *Errors in income verification could have adverse fiscal implications to the program, so the Family & Health Services Manager must take great care.*

### Recruitment

*The recruitment area for the WKUCCC HS/EHS program is defined as the city of Bowling Green in Warren County as outlined in the most recent Community Assessment available. Recruitment is the systematic approach the program engages in to identify families whose children are eligible for our services, and "getting the word out " to them about our program and services. We will concentrate a large portion of our efforts on recruiting children, including children with disabilities in Bowling Green. Our program recruit's children continuously but we have specific timelines when staff are concentrating their efforts as follows:*

- **October - February:** Managers revisit the Community Assessment, Self-Assessment findings and corrective action plan, PIR data and any other reports regarding enrollment that impact the program. The number needed will be greater than funded enrollment. The number will be determined by looking at how many children dropped during the year, how many children are returning and how many children are transitioning out. The program decides how many applications are needed based on the data that is evaluated. The program will recruit children and maintain a ranked ready waiting list.
- **January-February-** We begin getting the word out that the agency is taking applications for the HS/EHS program. All staff will be informed of how many applications need to be taken in Head Start and in Early Head Start.

The following recruitment strategies will be used but are not limited to:

- Post flyers, posters at community locations
- Set up brochures at medical offices and other community locations.
- Newspaper ads, TV ads and radio ads
- Partner with the Warren County/Bowling Green City school systems to conduct joint recruitment.
- Door to door campaign
- Ask parents to spread the word to other parents.
- Set up displays or presentation at community events, health fairs, etc.
- Recruitment meetings with local special population service providers.

### Applications

January-March – We take applications from families; the Family & Health Services Manager and other designated staff will take the application with the family and I enter it into Child Plus. The Family & Health Services Manager will initially ask families to bring the following items for the application process as follows:

- Proof of age \* (could be birth certificate, baptismal certificate, etc.)
- Income verification (1040, W-2, etc.) \*

The application is explained to families in detail; translation will be provided to families. Staff will inform families that they will know about the status of their acceptance into the program in May - June by letter or phone call.

Once a new application is completed and the family leaves the Family & Health Services Manager does the following:

- Carefully review the application again to make sure age, income, and disability verification are included.
- Make sure information such as custody, guardianship or foster child documentation is included if appropriate.
- Make sure information on family benefits such as TANF, SSI or SNAP is included if appropriate.
- Make sure any health referrals are forwarded.
- Obtain any other needed information from the parent to make sure you have a complete application.
- Date the application and enter it into ChildPlus.

### Returning Children

WKUCCC will continue to serve children who have been enrolled the previous year except in rare cases where there is a compelling reason not to serve the family such as change in income and another child in greater need. The Family & Health Services Manager will do the following for a returning child/family:

- Carefully review and update the information on the application.
- Review any other information on the child or family.
- Obtain additional immunization information and medical information as appropriate.

## Selection

is the systematic process used to review all applications for the WKUCCC Head Start/Early Head Start services and to identify those children and families that are to be considered for acceptance into the program. All applications are entered into ChildPlus. ChildPlus will rank and select the families based on selection criteria. The selection criteria are developed largely from the Community Assessment. The selection process will begin in April.

The selection criteria define the type of children and families who will be given priority for participation in the program. The criteria are fair and unbiased and are aimed at selecting the neediest children and families. All children and families will be selected using the selection criteria. The selection criterion considers the age of the child, income of the family, disability of the child, parental status and other criteria.

The Family & Health Services Manager performs the following for selection:

- Determine the child's rank by running ChildPlus report #2025
- Print the waiting list of ranked ready children using ChildPlus report #2025.
- Prepare to inform the families in writing that they have been accepted (May-June).

The Family & Health Services Manager will:

- Ensure that children selected with diagnosed disabilities are documented.
- Ensure that the Family Service Coordinators are accurately using the selection criteria.

## Enrollment

Enrollment is the official acceptance of a family by the WKUCCC Head Start/Early Head Start Program and the completion of all procedures necessary for a child and family to begin receiving services.

The Family & Health Services Manager will send a letter (that is signed by the Head Start Director) to the family congratulating them on their child's acceptance to the program. The letter will contain the following information:

- The date of the first day of class for the child
- Info regarding their enrollment meeting
- A request for any additional information needed, such as special diet information, physician orders for health conditions, etc.
- The center name, phone number and location
- The name, phone number and e-mail of the Component Coordinator

WKUCCC will strive to always maintain full enrollment. Vacancies are declared according to the procedure outlined in the Attendance section regarding drop/termination. We will fill all vacancies within 30 calendar days with a child from the ranked ready waiting list. After the scheduled spring break of WKU, the WKUCCC program may not enroll new children due to the possibility of not completing requirements in the time that remains for the Head Start session.

## Attendance

For children to benefit from services it is imperative that they attend Head Start in a consistent manner. The program strives to maintain a monthly average daily attendance rate of at least 85%. If the program falls below the 85% threshold the management team will analyze the causes. The analysis will include a study of the pattern of absences for each child, including the reasons for absences as well as the number of absences that occur on consecutive days.



The Family & Health Services Manager will:

- Check the attendance roster of the families for absenteeism every week.
- Contact parents if a child is not present after 30 mins of scheduled arrival time and find out the reason for the absence. If the absence.
- Document and assist the family if the absences are due to family crisis, transportation, or other family issues.
- Make a home visit if you cannot talk to the parents by phone and document the visit and the results.
- Contact the Director if she/he is unsuccessful in contacting the family.
- Communicate with other staff members as appropriate.

When the absenteeism has been deemed chronic the Family & Health Services Manager will do the following:

- Document all attempts at contacting the family if applicable.
- focus contact on finding out the reasons for absenteeism and attempting to assist the family.
- Document all conversations about attendance.
- Recommend declaring a vacancy to Director.
- Upon notification of terminating the child's space, send a letter to the family either through regular or certified mail.
- Any recommendations to terminate a child with a disability must be discussed with the Education & Disabilities Services Manager.

### **Enrollment Fraud**

**WKUCCC staff who intentionally violate Federal and program eligibility determination regulations and who enroll pregnant women and children that are not eligible to receive Early Head Start or Head Start services will be treated the same as those who are suspected of theft. According to the university policy 4.8501.**

### **ERSEA Training**

- Training for the Board and Policy Council will occur Within 180 days of the beginning of their term.
- Managers and appropriate staff will receive training: As soon as possible within 90 days of hiring new staff after the initial training has been conducted.

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 4 No. 4 - Subject: Family Partnering Agreements**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302 Subpart E**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

WKUCCC will engage families in a process of collaborative partnership building to establish mutual trust, identify goals, strengths, and services to support the family. The Program will promote parent's confidence/skills in their child's development through ongoing activities and support. This will be achieved through the development of relationships with parents/guardians. Goals set by the family with the support of staff will include timelines as well as strategies.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1) At enrollment family conversations will be conducted along with completion of the needs assessment. Staff will encourage participation of fathers as well as mothers. -	Family & Health Services Manager	Upon enrollment and ongoing
2) Information will be reviewed thoroughly. immediate needs will be addressed and follow up provided as necessary.	Family & Health Services Manager	Upon enrollment and ongoing
3) Through conversation pieces, an FPA will be implemented which supports family's well-being, safety, health, and economic stability	Family & Health Services Manager	Upon enrollment and ongoing
4) Identify family strengths and needs related to engagement outcomes (well-being, parent-child relationships, lifelong educators, family learners' transitions, connections and families as advocates and leaders	Family & Health Services Manager	At enrollment and ongoing
5) Share jointly developed goals with staff and community partners to help family meet engagement incomes	Family & Health Services Manager Education & Disabilities Services Manager Teachers Staff Community partners	Ongoing
6) Review and adjust goals as needed during the individual child's enrollment. Continue process through daily contacts, home visits, and parent conferences.	Family & Health Services Manager	Ongoing
7) For non-English speaking families, ensure a	Family & Health Services	Ongoing

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
translator is available for dual and diverse language activities.	Manager	
8) Document ongoing process in child plus and individual child files. Copy to other staff as needed.	Family & Health Services Manager	Ongoing
9) Plan, coordinate and implement program activities that engage parent/guardians and support child development, empathizing father involvement.	Family & Health Services Manager and Education & Disabilities Services Manager	Monthly or as needed to meet family goals/needs.
10) Develop program and information activities that address literacy dual language and bi literary development.	Family & Health Services Manager and Education & Disabilities Services Manager	Through planned activities, parent conferences and home visits.
11) Family Conversations will be conducted with each family.	WKUCCC Staff	Upon enrollment and on-going
12) All information will be reviewed thoroughly and seek follow-up as needed.	Family & Health Services Manager and Education & Disabilities Services Manager	Upon enrollment and on-going
13) Continue the family partnership process through daily contacts, and home visits	Family & Health Services Manager	On-going
14) For non-English speaking families, ensure that a translator is available for meetings. Also offer opportunity for dual language activities and language diversity activities.	Family & Health Services Manager and Education & Disabilities Services Manager	During family meetings
15) Follow-up with families to provide necessary referrals and resources	Family & Health Services Manager	On-going
16) Ensure that all family information, family inventories, family meeting dates, family action plans, and other family service documentation is entered into Child Plus and filed in individual child files and copied to other staff as needed.	Family & Health Services Manager	Upon completion of each step
17) Enter family services notes one time per month into Child Plus to document family follow-up	Family & Health Services Manager	Monthly

## WKUCCC Family Partnership Agreement Process

### 1) Beginning the Conversation

We want to welcome you to WKU Child Care Centers. We are a Head Start program, which means we are funded by the Federal government to work in partnership with you to help prepare your child for success in school. We will work with your child in the classroom and communicate with you very frequently throughout the year to set goals for your child and to let you know how s/he is doing. We also hope that you will share stories and observations from your home, so together we can form a more complete picture of your child's ability and development.

We'll talk more about your child later, but right now we want to learn about your family. At Head Start, we know that the parent is the child's first and most important teacher, and when parents are doing well, then the child will do well. So, we have some questions that we hope will give us a picture of your current situation and help us get to know you better. This is the first of many conversations we will have, and as the year goes on, we may find that we can offer resources and support to help you and your family reach their goals.

I'll take notes so I don't forget things, and I'll share these notes with you as we go along. Do you have any questions before we begin?

#### EMPLOYMENT

Tell me about the employment situation in your household.

Are you and/or your family members satisfied with their current employment?

Would you be interested in finding a better paying job or a job you like better?

Do you have enough employment income to pay your bills?

#### EDUCATION

Tell me about where you are now in your education?

For Western students: What's your major? How far along are you? When do you think you will graduate? Are you getting good advice on planning your degree program? Do you ever think about changing your field of study? Are there particular courses that you find difficult or that you have been avoiding? Are there classes that you need that you have trouble getting in to? What about finances? Do you have enough financial support to continue?

Others: Tell me about where you are now in your education? If you had a chance, would you like to further your education? In what way? What kind of obstacles do you see? Finances, time, resources, childcare? Do you have access to a computer? Tell me about how you use the Internet? Do you have an email address? Do you like visiting the library? Did you know that children whose parents use the library, or the internet, or who read newspapers books, and magazines, or who are enrolled in any kind of school will do better in school themselves?

#### HOUSING

Tell me about your housing situation.

Are you happy with where you live now? Do you like the neighborhood? Is it safe/convenient? Is your home in good repair? How does your landlord respond when repairs are needed? What about your rent or house payments? Are they too high, and do you have trouble keeping up with them? Would you rather live somewhere else?

### MENTAL HEALTH

We live in very stressful times. Raising children, maintaining a home, going to work and/or school, or just dealing with daily life can be very difficult. Do you feel like you have people who listen to you and support you when you feel stressed or depressed? What about when you experience problems or conflict with parenting and married life. Is there anyone you can turn to for support and help? Are there times when you wish you had more access to information and support for yourself or for other members of your family? Is there a particular concern you have that you would like to share?

### HEALTH

Tell me about your family's health. Where does your family go to access medical care? Tell us about how you pay for it? Do your children have a medical card? What about yourself and other family members? Are there any ongoing health problems that you and other family members have that need attention? Where do you and your children go for dental care?

### MEDICAL HOME

Tell me about preventive health practices? Are there any healthy activities you'd like to do more of, such as exercising or eating a healthy diet? Do you and all your family members have a physical exam at least once a year?

As you can probably tell from all the questions we've asked, one of the goals of our program is to provide all of our families with information and support, and to connect them with resources. As we get to know each other better and we identify specific help you might need, we will guide you to the people and places in our community at WKU that can be of assistance. In the meantime, though we have two very comprehensive collections of community and WKU Services that you can access on the internet.

### IMMEDIATE NEEDS

We've talked a lot about your current family situation, and we hope to continue this conversation throughout the year. But just in case we missed something let's go over some immediate needs. Does your family have enough food to eat? Do you have a place to stay? Is there any immediate medical help or mental health assistance that you need? Are you or your family in immediate need of employment. Do you need clothing or things for your household? Are there other immediate needs?

Are you getting help from any place we haven't mentioned so far, such as WIC, food stamps, KTAP and SSI?

Is there anything else about you and your family that you would like to tell me about?

2) Identify and summarize goals and/or needs. Identify resources and next steps.

PARENT INVOLVEMENT

We also have parent meetings where we provide information on very specific topics, and we were wondering if you had any interest in any of these topics? (Insert from current form/or provide a list). Are there other topics you might also be interested in? Would you be interested in attending any of these meetings? It's a great opportunity for parents just to get together and share. It's also your chance to give us your feedback on how we are doing and to make suggestions to improve our services. We elect officers, we plan parent activities, and we elect a representative to the Policy Council. What would be the best day and time for you for us to schedule these meetings?

CONCLUSION

Because we are funded by the Federal government, we must document all our contacts with families. I'm going to take the information you have given me, put it on a form, and place the form in a confidential file. I'll give you a copy of it first, and if there are any changes you want me to make before I file it, just let me know. We also record our contacts with parents electronically. All our records are confidential, and I won't put anything into the computer that you don't already know about.

We also have a person in our program who oversees family services. S/he reviews our paperwork to make sure that we are doing it correctly, and s/he checks in with all the teachers individually every couple of weeks to make sure that we are keeping in touch with our families and working to help meet their needs and accomplish their goals. S/he is an expert on resources here on campus and in Bowling Green, so when I meet with her, she may have additional ideas about how to help that she will share with me. There may even be times when s/he will offer to contact you directly to help.

Are you comfortable with me sharing our conversation with our Component Coordinator, so that she can give me feedback and assistance on how to better serve you? If so, do you mind giving me written permission? Thank you.

**WKUCCC Family Partnership Agreement Process**

1) Initial Conversation Documentation and Follow Up

Parent/ Guardian name \_\_\_\_\_ Child: \_\_\_\_\_

Email address \_\_\_\_\_

WKUCCC Staff \_\_\_\_\_ Date \_\_\_\_\_

2) Immediately Identified Needs and or Goals

**EMPLOYMENT/INCOME:** \_\_\_\_\_  
\_\_\_\_\_

Follow up:

Referred to FSC \_\_\_\_\_ Family Action Plan \_\_\_\_\_ ChildPlus Notes \_\_\_\_\_

Crisis Intervention \_\_\_\_\_

**EDUCATION:** \_\_\_\_\_  
\_\_\_\_\_

Follow up:

Referred to FSC \_\_\_\_\_ Family Action Plan \_\_\_\_\_ ChildPlus Notes \_\_\_\_\_

Crisis Intervention \_\_\_\_\_

**HOUSING:** \_\_\_\_\_  
\_\_\_\_\_

Follow up:

Referred to FSC \_\_\_\_\_ Family Action Plan \_\_\_\_\_ ChildPlus Notes \_\_\_\_\_

Crisis Intervention \_\_\_\_\_

**MENTAL HEALTH:** \_\_\_\_\_  
\_\_\_\_\_

Follow up:

Referred to FSC \_\_\_\_\_ Family Action Plan \_\_\_\_\_ ChildPlus Notes \_\_\_\_\_

Crisis Intervention \_\_\_\_\_

**HEALTH** (including services to pregnant women): \_\_\_\_\_  
\_\_\_\_\_

Follow up:

Referred to FSC \_\_\_\_\_ Family Action Plan \_\_\_\_\_ ChildPlus Notes \_\_\_\_\_

Crisis Intervention \_\_\_\_\_

**MEDICAL HOME:** \_\_\_\_\_  
\_\_\_\_\_

Follow up:

Referred to FSC \_\_\_\_\_ Family Action Plan \_\_\_\_\_ ChildPlus Notes \_\_\_\_\_

Crisis Intervention \_\_\_\_\_

**IMMEDIATE NEEDS/ ASSISTANCE WITH COMMUNITY RESOURCES:** \_\_\_\_\_  
\_\_\_\_\_

Follow up:

Referred to FSC \_\_\_\_\_ Family Action Plan \_\_\_\_\_ ChildPlus Notes \_\_\_\_\_

Crisis Intervention \_\_\_\_\_

**OTHER:** \_\_\_\_\_

Follow up:

Referred to FSC \_\_\_\_\_ Family Action Plan \_\_\_\_\_ ChildPlus Notes \_\_\_\_\_

Crisis Intervention \_\_\_\_\_

**PARENT INVOLVEMENT**

Interested in: \_\_\_\_\_

Parent Committee \_\_\_\_\_ Policy Council \_\_\_\_\_

Volunteering: \_\_\_\_\_

Training/Information: \_\_\_\_\_

Follow Up \_\_\_\_\_

Reviewed and Received Parent Manual \_\_\_\_\_

*I am comfortable with and give my permission for this information to be shared with the Component Coordinator.*

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff signature \_\_\_\_\_ Date \_\_\_\_\_



**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 4 No. 5 - Subject: Crisis Intervention**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302 Subpart E**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

Emergency assistance and crisis intervention will be provided for each family enrolled through direct service and/or a referral.

<b>Task</b>	<b>Person Responsible</b>	<b>Date to be Completed</b>
1. Inform staff that crisis referrals should be made as needed.	Family & Health Services Manager	Pre-service Training
2. Inform parents through the parent manual and orientation that crisis assistance is available.	Family & Health Services Manager	At the Start of the Program year and as needed
3. Establish and maintain in-house resources or interagency agreements for the frequent interventions.	Family & Health Services Manager	On- going
4. Review the family inventory data to determine crisis.	Family & Health Services Manager	After child is enrolled
5. Identify possible resources by referring to: Resource list. Agency agreements; Other	Family & Health Services Manager	As needed
6. Select most appropriate resources for each need	Family & Health Services Manager	As needed
7. Meet need with in-house resources.	Family & Health Services Manager	As needed
8. Refer parents to other agencies or resources as appropriate. Accompany the parent if needed.	Family & Health Services Manager	As needed
9. Provide any necessary information to referral sources with written permission of parent.	Family & Health Services Manager	As needed
10. Provide ongoing encouragement and support.	Family & Community Services Manager	As needed

<b>Task</b>	<b>Person Responsible</b>	<b>Date to be Completed</b>
11. Follow up to ensure that intervention was successful, to explore alternatives.	Family & Health Services Manager	As needed
12. Document all crisis intervention activities utilizing appropriate forms and file individual family forms in the social services folder in the master file. If more than one child is enrolled in the family, place original records in the youngest child's folder and a copy in the older child's folder.	Family & Health Services Manager	As needed

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 4 No. 6 - Subject: Child Abuse/Neglect Reporting**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.90 Head Start Program Performance Standards, KRS 620.030, KRS 620.050**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

All staff members are required to report immediately to the Cabinet for Health and Family Services Kentucky Child/Adult Protective Services Reporting System if they know or have reasonable cause to believe that a child is neglected or abused. All staff must be provided with annual training on how to recognize the signs of neglect and abuse, their status as mandated reporters and the specific procedures for making child abuse/neglect reports.

<b>Task</b>	<b>Person Responsible</b>	<b>Time Frame</b>
1. Any staff or volunteer who knows or has reasonable cause to believe that a child is abused or neglected must make an immediate report to the Cabinet for Health and Family Services Kentucky Child / Adult Protective Services Reporting System <a href="https://prd.webapps.chs.ky.gov/reportabuse/OutofHours.aspx">https://prd.webapps.chs.ky.gov/reportabuse/OutofHours.aspx</a> 1-877-597-2331	All Staff	Immediately
2. Staff members and volunteers filing the report must submit a written record of that report to the Head Start Director or the designated in-charge person by completing the WKUCCC Child Abuse incident Report form	Person reporting suspected abuse/neglect to the Cabinet	Immediately
3. The Head Start Director must notify the Head Start Regional Office of the child abuse/neglect report within 24 hours.	Head Start Director	Immediately
4. The Head Start Director must notify the Head Start Regional Office of any child abuse/neglect report of a staff person within 24 hours.	Head Start Director	Immediately



**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 4 No. 7 - Subject: Attendance**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.16**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

WKUCCC will strive to maintain an average daily attendance of at least 85% . In order to monitor attendance, WKUCCC will document all absences. If ADA falls under 85%, the cause will be analyzed and reported on the monthly attendance records.

**OTHER RELEVANT PROCEDURES:**

Enrollment

Section 4 No. 3

<b>Task</b>	<b>Person Responsible</b>	<b>Date to be Completed</b>
1. Monitor attendance in their classrooms. When a child is 30 mins late the staff will contact family to determine reason.	Family & Health Services Manager	Daily
2. If a parent/guardian tells any staff member that a child will be absent, a note should be written to the Family & Health Services Manager. Documentation will be made daily of absences in attendance manual. Families will be contacted if their absence was not explained beforehand.	Family & Health Services Manager	As needed
3 Family & Health Services Manager Will be notified regarding the child's continued absence and any information received regarding the absence. If after two attempts the family cannot be reached, the teacher will notify the Family & Health Services Manager for continued follow up.	All Staff	As needed
4. Every Monday, the classroom's sign-in sheets from each classroom will be submitted to the Nutrition Associate for recordkeeping.	Teachers	Every Monday
5. If a child misses three consecutive school days for which they are scheduled or five days in a two-week period and the reason is unknown, the family will be contacted.	Family & Health Services Manager	As needed.

<b>Task</b>	<b>Person Responsible</b>	<b>Date to be Completed</b>
6. A call will be made to obtain information to the reason for the absence. If able to reach the family, a family contact form stating reason for absence and expected return date will be written. The information about the child's absence will be shared via email with appropriate staff, and a copy will be placed in the child's file.	Family & Health Services Manager / Teacher	
7. If unable to reach the family by phone or email, a home visit will be conducted to try to reach the family.	Family & Health Services Manager/ Teacher	As needed
8. If informed that the child is being withdrawn the appropriate staff will be notified. Documentation will be placed in the child's file.	Family & Health Services Manager/ Staff	As needed
9. If unable to reach by telephone or home visit, a letter will be written giving a deadline date for the parent to contact the program. Copies of either the letter or the Family Contact form will be placed in the family's file.	Family & Health Services Manager	As needed
10. After three contacts have been made or attempted, Parent/guardian will be notified of a termination date by a final withdrawal letter.	Family & Health Services Manager	As needed
11. Upon date of final withdrawal, appropriate coordinators will be notified.	Family & Health Services Manager	As needed
12. Attendance will be tracked in Childplus.	Nutrition Associate	Weekly
13. If ADA is under 85%, analyze the cause and explained.	Family & Health Services Manager	Monthly
14. Attendance reports will be filed in the Main office.	Family & Health Services Manager	Monthly

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 4 No.8 - Subject: Community Complaint Policy**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference:**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

Complaints from individuals, groups, or organizations will be dealt with by the program to address needs/concerns and improve program quality. Staff will use a means of communication preferred by person wishing to file a complaint if a different language is spoken.

<b>Task</b>	<b>Person Responsible</b>	<b>Date to be Completed</b>
1. Gather all available facts and information relative to the complaint.	Staff member receiving complaint	Immediately
2. Contact the Director.	Staff member receiving complaint	Immediately
3. Director will review program policies to determine how the issue should be addressed.	Director	Within 5 working days
4. If no policy exists, the Director will confer with Policy Council chairperson to determine how the issue should be addressed.	Director/ Policy Council Chairperson	Within 5 working days
5. The Director will take appropriate action to resolve the complaint.	Director	Within 5 working days
6. All formal complaints will be responded to in writing	Director	Within 10 working days
7. If a policy should be developed to address an issue brought to program's attention, the Director will confer with Policy Council for guidance/approval in developing and implementing the policy.	Director/ Policy Council Chairperson	Next Scheduled Policy Council meeting

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 4 No. 9 - Subject: Parent Activity Fund**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference:**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

money will be set aside and planned to provide Head Start parents with opportunities and experiences in planning, developing, and implementing projects initiated by them.

<b>Task</b>	<b>Person Responsible</b>	<b>Completion Timeframe</b>
1. Explain the purpose of the Parent Activity Fund and budget to the Parent Committee(s)	Family & Health Services Manager	First parent committee meeting of school year.
2. Explain the Parent Activity Fund to the Policy Council	Director	First Seating of Policy Council
3. When a decision is made by the Parent Committee(s) regarding distribution of Parent Activity funds, the Parent Committee will submit a written request to the Component Coordinator, stating purpose and proposed cost.	Parent Committee Chairperson	As needed
4. Forward the request to the Director for approval.	Family & Health Services Manager	Within 3 business days of receiving request
5. Determine necessity of request and forward to Fiscal Manager.	Director	Within 5 business days of receiving request
6. Review request for allowability and allocability and respond to Director and Coordinator with approval/non-approval, with appropriate WKU purchasing instructions.	Fiscal Manager	Within 5 business days of receiving request
7. Advise Parent Committee Chairperson of approval/non-approval and proceed with purchase instructions for distribution of the funds.	Family & Health Services Manager	When needed
8. Attach the receipt to a copy of the request and submit both to the Office Assistant.	Family & Health Services Manager	Within 5 business days of making purchase



Task	Person Responsible	Completion Timeframe
9. Provide report to Parent Committee regarding distribution of funds and enter expense into budget control log.	Family & Health Services Manager	Next scheduled Parent Committee meeting
10. Reconcile the documentation of purchases with the appropriate Purchasing and forward to Fiscal Manager with regular monthly documentation.	Family & Health Services Manager	End of the month

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 4 No. 10 – Subject: Community Resources**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.11**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

An annual list of community resources in Warren County and the surrounding areas will be prepared by the Family & Health Services Manager. The list will be compiled from existing community resource lists provided by outside agencies such as the Bowling Green Chamber of Commerce, the ALIVE Center, and through information gained through the Warren County Vision Council. These resources will be provided to all parents as necessary.

<b>Task</b>	<b>Person Responsible</b>	<b>Date to be Completed</b>
1. Review the evaluation of the format and system utilized the previous year.	Family & Health Services Manager	July
2. Review the previous community resources list.	Family & Health Services Manager	July
3. Request input from other delivery services area regarding resources.	Family & Health Services Manager	July
4. Select format and process to be used.	Family & Health Services Manager	July
5. Make changes as needed.	Family & Health Services Manager	July
6. Gather community resources information including new resources found in telephone directories, other resource lists, etc.	Family & Health Services Manager	July
7. Review the WKUCCC Resource list and obtain most current contact information for agencies.	Family & Health Services Manager	July
8. Compare WKU Information Center community resource and make changes as needed to CCC.	Family & Health Services Manager	July
9. Refer Families to Community resource List as needed. The resource guide will be available on-line and in printed version.	Family & Health Services Manager/ Staff	On-going

**WESTERN KENCTUKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 4 No. 11 - Subject: Extended Day Care Services**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: In-House Policy**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

WKUCCC maintains full Head Start and Early Head Start enrollment while also being able to offer extended day services to children enrolled in the program. In addition, WKUCCC is also able to offer childcare services to children within the community who are not eligible for the Head Start program.

**OTHER RELEVANT PROCEDURES:**

Recruitment	Section 4 No. 1
Application and Selection	Section 4 No. 2
Enrollment	Section 4 No. 3

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1. Review applications and waiting lists after Head Start/Early Head Start enrollment is complete to determine child care availability.	Family & Health Services Manager	June and On-going
2. For children accessing the extended day care services and/or childcare services, a Day Care Payment Agreement form should be completed and reviewed with parent.	Program Coordinator	As needed
3. Upon receipt of an entry checklist verify co-payment options, set up family information on payment spreadsheet.	Program Coordinator	Immediately upon receipt of enrollment packet with the agreement
4. Verify eligibility for state childcare reimbursement or third-party payments.	Program Coordinator	As needed
5. Submit for state childcare reimbursement or third-party payments paperwork.	Program Coordinator	As needed
6. Collect parent co-pay, document receipt on payment spreadsheet.	Program Coordinator	As needed

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 4 No. 13 - Subject: Classroom Placements**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: In-House Policy**

**This Revision Supersedes All Previous Policies and Procedures**

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Policy:

Head Start staff will ensure full enrollment both at the beginning of the year and ongoing throughout the year. Classroom assignments will not always be made directly to a classroom upon registration. Children may be assigned to a classroom or teacher based on their needs, the skills of the teachers, available space, and other variables.

Procedure

Assignment of a child into a classroom will be based on the following guidelines:

- Children who are three years old may be enrolled between June 1 and September when it meets the needs of the family and classroom.
- Classroom assignment for full day/full year classrooms will be determined by eligibility for full day, availability, and parent choice.
- The child having the higher number of points assigned from the selection criteria will be offered enrollment. If there is only one opening and two children are eligible, the following will apply:
  - In cases where two applications have the same number of points, the child with the earlier birth date will have priority.
  - In cases where two applications have the same number of points and the same birth date, the application completed earliest will have priority.

The following will also be taken into consideration:

- Parent preference (if feasible)
- Geographic location (for availability of Head Start transportation).

Beginning of the year:

When children are accepted for enrollment in the program, the family will be informed that the child is accepted at the site. Classroom assignment may be at a date later than registration and may take into consideration the classroom demographics, including but not limited to the following:

- the primary language of the child
- any known disability of the child
- the age of the child
- the gender of the child

During the year:

- When an opening occurs after classes have started and there is no wait list for the classroom, the Site Director may review other applications and discuss with appropriate Consultants. These applicants may be over-income or income-eligible with a birth date after the school cut off.
- When an opening occurs after classes have started, the demographics of a classroom will be taken into consideration when selecting a child to enroll. For example, a child with special needs may be passed over when the classroom has a high number of children on an IFSP. In addition, children with special needs may be distributed among classroom staff to match child needs to teacher strengths. Notes will be entered into ChildPlus.

**WESTERN KENCTUKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 4 No. 14 - Subject: Community Partnerships**

**Reviewed & Approved by Policy Council: 2/21/24**

**Revised & Approved by Governing Board: 4/30/24**

**Reference: Head Start Performance Standards 1302.53**

**This Revision Supersedes All Previous Policies and Procedures**

Policy:

This agency is committed to ongoing collaborative relationships and partnerships with community organizations and the establishment of joint agreements and contracts that promote access to community services which address family needs and goals.

Task	Person Responsible	Date to be Completed
1. Partner with local health department/Community health agencies and private medical providers to complete and maintain ongoing contracts.	Family & Health Services Manager  All staff	Ongoing
2. Collaborating with local schools to ensure services to children with disabilities and their families maintain an ongoing contact.	Family & Health Services Manager and Education & Disabilities Services Manager	Ongoing
3. Establish relationship with community agencies serving family partnership needs including but not limited to: WKU(Dental, Nursing, Psychology), DCBS, Bowling Green Housing Authority, B.R.A.S.S, WCPL	Family & Health Services Manager  All staff	Ongoing
4. Maintain all m of understanding a and contacts to keep in a current cord status	Family & Health Services Manager and Education & Disabilities Services Manager	Ongoing

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**SECTION 5: DISABILITY SERVICES PROCEDURES**

- Section 5 No. 1 Child Find
- Section 5 No. 2 IFSP/IEP Development
- Section 5 No. 3 Review of IFSP/IEP
- Section 5 No. 4 Referral for Children for Evaluation/Assessment
- Section 5 No. 5 Termination of Services Due to Inappropriate Placements
- Section 5 No. 6 Tracking
- Section 5 No. 7 Transition of Children with Disabilities

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 5 No. 1 - Subject: Child Find**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.13**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

Active recruitment of children with disabling conditions will be conducted through active participation in transition meetings from early intervention.

<b>Task</b>	<b>Person Responsible</b>	<b>Date to be Completed</b>
1. Attend transition meeting as scheduled by agency providing services to infants and toddlers with disabilities.	Family & Health Services Manager	As scheduled by transitioning agency
2. Provide information regarding enrollment at WKUCCC including brochure and application packet.	Family & Health Services Manager	During transition meeting
3. Complete Child Find/Transition Meeting Report with signature with representative from Transitioning Agency.	Family & Health Services Manager	During transition meeting
4. File completed forms in Objectives.	Family & Health Services Manager	Immediately following meeting
5. Review completed form upon enrollment of child.	Family & Health Services Manager	Upon enrollment



**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 5 No. 2 - Subject: IFSP/IEP Development**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302 Subpart F**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

WKUCCC will provide a minimum 10% of funded enrollment to children with disabilities. All children with an Individualized Family Service Plan (IFSP) or Individualized Education Plan (IEP) written will be considered disabled. A comprehensive approach, involving various staff members, parents/guardians, and as appropriate, other service providers will be implemented. Services will be provided in the children’s regular classroom to greatest extent possible.

**OTHER RELEVANT PROCEDURES:**

Review of IEP

Section 5 No. 3

<b>Task</b>	<b>Person Responsible</b>	<b>Date to be Completed</b>
1. An ARC/ IFSP meeting will be scheduled taking into consideration the parents’ availability to meet.	Education & Disabilities Services Manager	Within 30 days after evaluation is complete
2. The ARC/ IFSP team, which includes the Parents, Disability Service Coordinator, Teacher, LEA or Part C Agency Representative and any therapists, will meet to discuss evaluation information	Education & Disabilities Services Manager	As needed
3. The LEA/ Part C Agency representative will complete IEP/ IFSP paperwork ensuring all child’s needs are identified and addressed.	Education & Disabilities Services Manager	At meeting
4. The parent shall sign Consent for Special Services or Denial of Consent for Special Services for services prescribed in the IEP/ IFSP.	Parent	At meeting
5. Copies shall be made of the IEP/ IFSP for parent, teacher(s), and service providers. A copy of the IEP/ IFSP should be placed in the child’s file, along with diagnostic information, consents, or denials.	Education & Disabilities Services Manager	Within 5 days after meeting
6. Information from the IEP/ IFSP should be entered into Child Plus.	Education & Disabilities Services Manager	Within 5 days after meeting

Task	Person Responsible	Date to be Completed
7. Services should begin as indicated on the IEP and should be tracked throughout the year	Education & Disabilities Services Manager Teacher Agency/ service providers	As designated in IEP/ IFSP
8. Assist family with resources and services through child's health and to family support systems as needed.	Family & Health Services Manager	As needed
9. An IEP shall be rewritten annually and may be updated at any time if there is a change in the child's functioning or if the objectives are believed to be inappropriate by the parent(s), teacher(s), education coordinator, or service providers. Changes in the IEP/IFSP require parent participation and written consent.	Education & Disabilities Services Manager Agency Representative Teacher	As needed

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 5 No. 3 - Subject: Review of IEP / IFSP**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

Individualized Family Services Plans (IFSP) and Individual Education Plans (IEP) for all children with diagnosed disabilities will be reviewed annually.

**OTHER RELEVANT PROCEDURE:**

IEP Development

Section 5 No: 2

<b>Task</b>	<b>Person Responsible</b>	<b>Date to be Completed</b>
FOR IEP/ IFSP DEVELOPED BY LEA or Part C Agency:		
Component Coordinator will notify LEA/ Part C Agency 30 days prior to review date of IEP/ IFSP.	Education & Disabilities Services Manager	30 days prior to Review date
An ARC/ IFSP meeting will be scheduled taking into consideration the parents' availability to meet.	LEA/ Part C Agency/ Education & Disabilities Services Manager	30 Days prior to Review Date
Summarize the child's progress toward annual goals and short-term objectives. Complete an IEP/ IFSP review form noting updated goals and objectives, changes in service delivery or any other changes to the IEP/ IFSP. All participants will sign the completed IEP/ IFSP Review Form.	Review team	At meeting
Copies of all forms will be made for parents and placed in child's file	Education & Disabilities Services Manager	Within 5 days after meeting
Work with parent to schedule an IEP/IFSP Review meeting. Invite parents, teachers, service providers and anyone else the parent wishes to attend.	Education & Disabilities Services Manager Teachers Service Providers	As needed
Copies of all forms will be made for parents and placed in child's file	Education & Disabilities Services Manager	Within 5 days after meeting

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 5 No. 4 - Subject: Referral for children for Evaluation/Assessment**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.33**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

WKUCCC will refer children to appropriate agencies for diagnosis.

**OTHER RELEVANT PROCEDURES:**

Developmental Screening

Section 3 No. 19

On-going Assessment

Section 3 No. 20

<b>Task</b>	<b>Person Responsible</b>	<b>Date to be Completed</b>
1. A child who failed any developmental screening shall be referred for evaluation or assessment. A child may also be referred when a parent or teacher has concerns regarding the child's development.	Education & Disabilities Services Manager	Within 30 days of failed screening or parent/ teacher referral
2. Meet with parent and discuss the developmental screening. Explain the area of concern and the referral process.	Education & Disabilities Services Manager/ Teacher	Within 30 days of failed screening or parent/ teacher referral
3. Along with parent, select most appropriate agency for referral and obtain parent permission for referral	Education & Disabilities Services Manager	Within 30 days of failed screening or parent/ teacher referral

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 5 No. 5 - Subject: Termination of Services due to Inappropriate Placement**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Policy Council: 4/30/24**

**Reference: In-house Policy**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

Services for a child with a diagnosed disability may be terminated at any time that the ARC/ IFSP Committee reaches a decision that WKUCCC is an inappropriate placement for that child. Inappropriate placement shall mean that, in the opinion of the committee, WKUCCC lacks resources to provide services to a child and that child can be better served elsewhere. Staff will work with the family to secure an appropriate program placement.

<b>Task</b>	<b>Person Responsible</b>	<b>Date to be Completed</b>
1. An ARC/ IFSP team meeting will be called	Any team member	When it is determined that the child may be in an inappropriate placement
2. The team will meet and discuss the placement of the child at WKUCCC and strength and weaknesses of this placement	Education & Disabilities Services Manager & Team	At meeting
3. The team will decide on the placement of the child	Education & Disabilities Services Manager & Team	At meeting
4. If it is determined that the child is inappropriately placed, the child will be withdrawn from the program	Education & Disabilities Services Manager	Immediately
5. WKUCCC will assist parents with appropriate placement per amended IFSP/IEP.	Education & Disabilities Services Manager	Upon parent's request

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 5 No. 6 - Subject: IEP/IFSP Tracking**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: In-house Policy**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

Services provided as a part of an IEP/ IFSP to children with diagnosed disabilities will be monitored on a regular basis.

**OTHER RELEVANT PROCEDURES:**

Lesson Plans

Section 3 No. 15

Individual Objectives

Section 3 No. 21

<b>Task</b>	<b>Person Responsible</b>	<b>Date to be Completed</b>
1. Notebooks will be made available for each child who receives IEP/ IFSP Services at the WKUCCC Center	Education & Disabilities Services Manager	When IEP/ IFSP is established OR when a child with an IEP/ IFSP is enrolled at WKUCCC
2. After each therapy session, the therapist will be asked to write a brief note regarding the child's progress during that therapy session	Therapist/ Education & Disabilities Services Manager	After therapy session
3. The notebook will be made available for parents to review. Parents are also asked to make comments for the therapists to review at the next therapy session.	Education & Disabilities Services Manager	On-going

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 5 No. 7 - Subject: Transition for Children with Disabilities**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302 Subpart F & G**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

WKU Child Care Centers will provide a smooth transition process for children with diagnosed disabilities and their parents into the next appropriate setting.

**OTHER RELEVANT PROCEDURES:**

Transition to New Programs/Age Groups

Section 3 No. 29

Task	Person Responsible	Date to be Completed
<b>TRANSITION FROM EARLY HEAD START INTO HEAD START</b>		
1. Participate in transition meeting with families, early intervention, LEA, Head Start to determine best placement for the child.	Family & Health Services Manager	At least six months prior to child's third birthday
2. Develop and implement transition plan with input from families, early intervention services and Head Start staff.	Family & Health Services Manager	At least six months prior to child's third birthday
3. Arrange for transfer of records with parents' consent	Family & Health Services Manager	Prior to enrollment into Head Start
<b>TRANSITION OUT OF HEAD START</b>		
1. Arrange for transfer of records at parent's request. The records will include IEP, immunization record, physical exam, birth certificate, and eye exam.	Family & Health Services Manager	At parents' request
2. In coordination with LEA, schedule a transition meeting with parents, service providers, Head Start Staff and LEA for children with disabilities.	Family & Health Services Manager	As needed

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**SECTION 6: HEALTH AND NUTRITION POLICIES & PROCEDURES**

- Section 6 No.1 Health Advisory Committee
- Section 6 No.2 Hearing Screening
- Section 6 No.3 Medical Emergency
- Section 6 No.4 Care of a Sick Child
- Section 6 No.5 Dental Emergency
- Section 6 No.6 Infant Sleeping Procedure
- Section 6 No.7 Safety Report
- Section 6 No.8 Health Information for Classroom
- Section 6 No.9 Vision Screening
- Section 6 No.10 Immunization Status Tracking
- Section 6 No.11 Medication Administration
- Section 6 No.12 Lice Screening
- Section 6 No.13 Staff Medical Exams
- Section 6 No.14 Contagious Diseases
- Section 6 No.15 Atypical Behavior
- Section 6 No.16 Health Insurance Portability and Accountability Act (HIPPA)
- Section 6 No.17 Handwashing (Hygiene)
- Section 6 No.18 Diapering Children
- Section 6 No.19 Medical/Dental Exams
- Section 6 No.20 Health Follow-Up
- Section 6 No.21 Refusal of Services
- Section 6 No.22 No Smoking
- Section 6 No.23 Laundry
- Section 6 No.24 Nutritional Needs
- Section 6 No.25 Individualized Nutritional Needs
- Section 6 No.26 USDA Guidelines
- Section 6 No.27 Preventive Dental Care
- Section 6 No. 28 Family Input into Nutrition
- Section 6 No. 29 Nutritional Meals
- Section 6 No. 30 Food Service Sanitation



**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 6 No. 1 - Subject: Health Services Advisory Committee**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.40**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

The Health Services Advisory Committee will meet a minimum of twice a year to assist, advice, and make recommendations concerning the health issues of the Head Start program. Members of the Health Services Advisory Committee will include professionals, Head Start parents and other volunteers from the community.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. Review the evaluation of the HSAC (Health Services Advisory Committee) system and recommended members.	Director	August
2. Request input regarding suggested HSAC members from HSAC members as well as other staff members whose responsibilities overlap the health area.	Director	August
3. Select proposed new HSAC members based on the criteria set in the By-Laws, input from staff, past Director's suggestions, and knowledge of health providers and parents.	Director	August
4. Contact the proposed members to fill the vacancies. The first contact should be oral and include the purpose of the committee, the responsibilities of the member, and any other pertinent information.	Director	August and as vacancies occur
5. See that HSAC members are on the mailing lists for newsletters, trainings, program-wide-events, etc.	Director	Ongoing
6. Determine the date, time, and place for the HSAC meetings. Consider the convenience of the members and parents.	Director	Jan through June as needed October through November

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
7. Reserve the meeting place and confirm arrangements in writing.	Director	Designated meeting dates
8. Notify HSAC members in writing of the time, date, and place of the meeting. Include RSVP. If appropriate, send parking permits, maps, directions, handouts, etc. with the notification.	Director	One month prior to meeting date
9. Conduct the HSAC meeting.	Director HSAC Chairperson	Designated Meeting Dates
10. Ask HSAC recommendations on age-appropriate preventative and primary health care which includes medical, nutrition, dental, and mental health. HSAC will review with the HS Screener any other relevant information regarding any new screening protocol	Director	Meeting
11. Follow up the HSAC meetings as follows: Prepare and distribute minutes. Find answers to questions asked and inform those interested. Consider suggestions and implement them as appropriate. Other tasks as identified	Director	After Planning Meeting
12. Maintain ongoing communication with the HSAC member through: <ul style="list-style-type: none"> <li>• Individual contacts as needed.</li> <li>• Sub-committee meetings as needed.</li> <li>• Mailed reports of health events.</li> </ul>	Director	Ongoing
13. Evaluate the HSAC System utilized. Note suggested members for the future	Director	May

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 6 No. 2 - Subject: Hearing Screening**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference:**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

WKU Child Care Centers will ensure all children will have a screening within 45 days of enrollees starting date.

**OTHER RELEVANT PROCEDURES:**

Referral for Children for Evaluation/Assessment

Section 5 No. 4

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. Complete a hearing screening on each child in accordance with KY EPSDT schedule. A subjective hearing screening will be performed on children under three-years of age, while an objective method will be used for preschool children. If children have a hearing screening result on their physical exam, additional screening will not be done.	Family & Health Services Manager	Within 45 days of enrollment
2. Complete the screening forms to be placed in the child's health file.	Family & Health Services Manager	Within one week after screening
3. Retest as needed, record new results on bottom half of form if child was retested.	Family & Health Services Manager	Within two weeks after initial screening
4. Log screening findings on in ChildPlus.	Family & Health Services Manager	After initial screening and after each follow-up procedure
5. Share results with parents in writing.	Family & Health Services Manager	When complete with pass or follow-up results
6. Refer to commission for Children with Special Health Care Needs or to medical doctor if child shows a hearing concern.	Family & Health Services Manager	When hearing screening indicates a concern by repeated failures
7. Place all completed paperwork in child's file.	Family & Health Services Manager	Immediately following each procedure

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 6 No. 3 - Subject: Medical Emergency**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference:**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

WKUCCC will respond promptly and efficiently to emergency situations to ensure the safety of children.

**OTHER RELEVANT PROCEDURE:**

Fire	Section 3 No. 1
Tornado	Section 3 No. 2
Child Injury	Section 3 No. 4
Evacuation from University Campus	Section 3 No. 5
Anecdotal Note: Teacher-Parent Communication	Section 3 No. 17
Anecdotal Note: On-Going Observation	Section 3 No. 18
Care of a Sick Child	Section 6 No.4
Dental Emergency	Section 6 No. 5

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1. Examine injury & assess severity.	All Staff	As occurs
2. <b>If minor</b> , apply first aid (see first aid information located in the classroom if needed), and write an anecdotal note to the parent/guardian regarding the incident and document in child's file.	Teachers	As occurs
3. <b>If not serious</b> , and the child can be safely moved (can walk on own, no threat of broken bones, etc.): Locate the child's emergency form. Arrange for ambulance services to transport the child to the hospital by calling <b>911</b> as necessary. Notify the parent /guardian. Follow up incident with an anecdotal note to parent/guardian and child file.	All Staff	As occurs
4. If the child re-enters the classroom after receiving assistance:		
a. Assist with re-entry	Teachers	As occurs

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
b. Arrange for parent/guardian to be notified of the situation.	Teachers	As occurs
c. Provide close observation	Teachers	As occurs
<b>5. If Severe:</b>		
a. Provide or arrange for appropriate first aid (CPR, etc.) while someone calls <b>911</b>	All Staff	As occurs
b. Assigned staff will locate the child's Emergency Release Form and the parent's emergency telephone number.	Person in Charge or designated person	As occurs
c. Contact the parent/guardian if the child is referred for medical assistance.	Person in Charge or designated person	As occurs
d. Stay with the child and accompany them if transported. Take the emergency forms with you if available.	Lead Teacher	As occurs
6. Stay in the classroom and assume responsibility of the Lead Teacher until he/she returns.	All Staff	As occurs
7. Fill out an incident report & give to Director, and the "In-charge" person	All Staff	As occurs
8. Contact the Regional Office & Day Care Licensing within 24 hours of the incident in case of serious accident or death.	Director	As occurs

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 6 No. 4 - Subject: Care of a Sick Child**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: KY Licensing 1302.47**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

To ensure the well-being of all children and staff, any child showing signs of serious illness will not be admitted. Policy should follow the COVI-19 regulations.

**OTHER RELEVANT PROCEDURES:**

Contagious Disease

Section 6 No. 14

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. The child will not be admitted if there are any signs of serious illness. The parent will be informed of this at orientation and from info in the Family Handbook. The regulation/policy will be restated if the parent(s) bring a sick child to the center.	Teacher	Daily
2. If the child should become ill during the day, appropriate evaluative care will be given, such as checking for fever, etc. He/she will be placed in a supervised rest area until arrangements can be made for him/her to be taken home.	Teacher	As needed.
3. Staff should supervise the child and notify management if any changes occur.	Teacher	As needed.
4. Get emergency form and notify parent/guardian to pick up child	Teacher	As needed.
5. If parent/guardian isn't available, continue to call periodically until parent/guardian is reached.	Teacher	As needed.
6. Notify Family & Health Services Manager and Education & Disabilities Services Manager and any staff who may need to know.	Teacher	As needed.

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
7. Keep a brief, factual record of child's symptoms & monitoring times (i.e., 9:15-took temperature; 100.4 degrees; 9:30-102 degrees; etc.) on symptoms record. Send one copy home with child and file copy.	Teacher	As needed.
8. Clean and disinfect items used to treat the child.	Teacher	As needed.

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 6 No. 5 - Subject: Dental Emergency**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: KY licensing**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

Dental Emergency procedures will be followed to ensure the safety of the children.

**OTHER RELEVANT PROCEDURES:**

Child Injury

Section 3 No. 4

Medical Emergency

Section 6 No. 3

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1. Provide appropriate dental emergency first aid (see posted procedures for guidance).	Teacher	As needed
2. Contact Dental Hygiene Clinic for guidance.	Teacher	As needed
3. Based on the dentist's recommendation, arrangements for transportation to transport the child by calling <b>911</b> .	Teacher	As needed
4. Inform a WKUCCC staff member of emergency status. (Preferably the Director or Person In-Charge.)	Teacher	As needed
5. Locate the child's Emergency Release Form and the parent's emergency telephone number	Teacher	As needed
6. Contact the parent/guardian if the child is referred for medical/dental assistance.	Teacher	As needed
7. Accompany the child for emergency service as advised by the dentist and remain with the child. Take the emergency forms with you if available.	Lead Teacher	As needed
8. Stay with the class and assume the lead teacher responsibilities.	Teacher	As needed
9. If the child re-enters the classroom, assist with the re-entry.	Teacher	Upon re-entry



TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
10. If the child is not referred for further medical/dental assistance, follow the Child Injury procedure.	All staff	As needed
11. Fill out an Incident Report.	Teacher	Following incident
12. Contact the Regional Office and Day Care Licensing within 24 hours in case of serious accident or death.	Director	As needed

**WESTERN KENTUCKY UNIVERISTY  
CHILD CARE CENTERS**

**Section 6 No. 6 - Subject: Infant Sleep and Rest Time**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: KY Licensing & 1302.47**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

It is required that all infants be placed on their backs to sleep. Additionally, sleeping arrangements for infants must use firm mattresses and avoid soft bedding materials such as comforters, pillows, fluffy blankets, or stuffed toys.

**OTHER RELEVANT PROCEDURES:**

Classroom Substitute	Section 3 No. 9
Assignment of Children to Teachers	Section 3 No. 10
Supervision of Children	Section 3 No. 11
Rest Time for Full Day	Section 3 No. 14

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1. Share with families the Back to Sleep Policy and its rationale.	Family & Health Services Manager Teachers	Upon enrollment Upon entry into the program
2. Infants will nap following their individualized schedules. As children fall asleep and are placed in cribs, all infants will be placed in cribs on their backs. Ensure that the infant is not overdressed during nap to avoid overheating. 3. If a blanket is needed, nothing heavier than a light receiving blanket may be used in the cribs with the sleeping child.	All Teachers	Individualized Daily Nap Routines
4. For infants who may have specified medical condition or other requests re: sleep positions including the elevation of mattresses, a doctor's order must be provided. The doctor's order will be maintained in the classroom file and in the child's master file.	All Teachers Education & Disabilities Services Manager	As needed to meet the individualized nap routines.

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
5. Ensure that all cribs in the classroom have a firm mattress. Infants will not be placed in any type of equipment for sleep other than a crib or cot. (No floppy pillows, infant seats, or car seats may be used for sleeping).	All teachers	Daily Safety Checks H & S Screener
6. Ensure that cribs are safe sleeping spaces with no covers, quilts, comforters, pillows, bumper pads, positioning devices, or toys in the crib, and sides of cribs are up and locked.	All teachers	Daily Safety Checks H & S Screener
7. Ensure that cribs and cots are spaced 3 feet apart while occupied.	All Teachers	Daily Safety Checks & H & S Screener & Protocol
8. Ensure that cribs are used only for sleeping and that children are taken out of the crib upon awakening.	All Staff	Daily individualized nap routines.
9. Children will <b>not</b> be laid down to sleep with bottles.	All Staff	Daily individualized nap routines
10. Any safety checks that identify required repair or additional follow up should be reported immediately.	Teachers Coordinators	Upon inspection

\*NOTE: Children who are mobile and have the skills to pull up in their crib may be moved to a cot for sleeping with family approval.

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 6 No. 7 - Subject: Safety Report**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.47**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

The WKUCCC classrooms will be inspected on a regular basis for any dangerous or harmful materials to ensure the safety of children and staff.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. Inspect the classroom and adjoining facilities for any dangerous or harmful materials and equipment and note in the appropriate column of the Safety Reports.	Facilities Associate Teachers	WKUCCC Site Safety Checklist completed monthly.
2. Health and Safety Screener will be completed on all classrooms.	Facilities Coordinator Education & Disabilities Services Manager	45 days
3. Note recommendations in the appropriate column.	Facilities Associate	As needed
4. Note the person responsible for correcting the material in the appropriate column.	Facilities Associate	As needed
5. Copies of the Safety Report will be given to Director.	Facilities Associate	As needed
6. Correct concerns, note action taken and the date complete in the appropriate column, unless extenuating circumstances exist	Facilities Associate	Within 10 days of the safety report or ASAP if needed
7. File in the master objective file upon receipt.	Office Associate	Parent/Staff orientation, once a month and as needed

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
8. Ensure that staff and volunteers can demonstrate safety practices; and foster safety awareness among children and parents by incorporating it into child and parent activities. Ex. Home activities, assignments, CPR/FA, Some safety tips, Community Resource information, Parent/Staff Health, and Safety training.	Director	
9. Review files and conduct follow-up on situations as on-going monitoring.	Director	Monthly

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 6 No. 8 - Subject: Health Information for the Classroom**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302 Subpart D**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

All pertinent health information will be recorded for each child and shared with the teaching staff.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. Upon enrollment, family completes health/nutrition history forms and emergency forms. Health Care Action Plans will be completed for each child in conjunction with families as needed.	Family & Health Services Manager	Upon completion of health history or as needed
2. Review the emergency forms, health care plans, etc. with appropriate classroom teachers.	Family & Health Services Manager	As needed.
3. Review, evaluate, and share the information with classroom staff. Maintain in appropriate classroom locations.	Lead Teacher	As needed.
4. Place the emergency form and health history information in the appropriate child's master file.	Family & Health Services Manager	As needed.

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 6 No. 9 - Subject: Vision Screening**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.42**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

WKU Child Care Centers will ensure vision screenings are done for all children within 45 days of entry.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. Complete vision screening on each child if they do not enter the program with a vision exam.	Family & Health Services Manager	Within 45 days of enrollment
2. Vision screening will follow EPSDT schedule and WKUCCC will use subjective screening for children under three-year old and objective screening for preschool children.	Family & Health Services Manager	Within 45 days of enrollment
3. Complete a vision screening form. Upon completion of screening. Re-screen children as needed.	Family & Health Services Manager	Within one week following initial screening
4. Enter results into ChildPlus and file form in child's file.	Family & Health Services Manager	Within two weeks following initial screening
5. Share results with parent.	Family & Health Services Manager	Within one week following initial screening

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 6 No. 10 - Subject: Immunization Status Tracking**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.42**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

WKUCCC will ensure that all children enrolled into the program will maintain accurate, up-to-date Immunizations.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. Determine current state immunization schedule for all children.	Family & Health Services Manager	Prior to beginning of year
2. Ensure immunizations are current according to KY regulations prior to entry to center-based care.	Family & Health Services Manager	On-going
3. Input immunization data into Child Plus and maintain tracking of each child's records.	Family & Health Services Manager	On-going
4. For families who are need assistance acquiring necessary information, refer the family to Component Coordinator for assistance.	Family & Health Services Manager	On-going
5. Children with expired immunizations shall not be permitted into the classroom. Any child whose immunizations are not updated in that time must excluded from center-based care. If after 7 days all attempts to update fail, WKUCCC will assist the family in accessing an alternate childcare setting.	Family & Health Services Manager	On-going



**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 6 No. 11 - Subject: Medication Administration**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference:**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

To ensure the health and well-being of all children, WKUCCC will follow proper procedures for administering, handling, and storing all medication. WKUCCC will also require that all medication administered to children (prescription AND non-prescription/over the counter) must be prescribed by a licensed health professional. No child will be denied admission to WKUCCC because of a medication requirement.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. Inform families of WKUCCC policy re: medication.	Family & Health Services Manager	Upon enrollment and Orientation
2. Provide adequate training to all staff to properly administer medications.	Parent and or Family & Health Services Manager	Orientation and as needed
3. Require all medication to be brought into WKUCCC by parent or guardian. 4. All medication will be placed in a locked container out of reach of children.	All teachers	Upon receipt of medication
5. Obtain written physician's instructions & written authorization from the parent/guardian for ALL medications to be administered. (Prescription and non-prescription/over-the-counter)	All Teachers	Prior to Administering Medication
6. Check to be sure any prescribed medication that is given to a child has an original prescription label with the following information: First and last name of the child Name of medical provider Date the prescription was filled. Expiration date Amount of medication to be given Specific instruction for giving, handling, storing of medication.	All Teachers	Upon receipt of medication
7. Children who may have a medical condition that requires emergency administration of rescue medications, parents or persons exercising	All Teachers	Upon enrollment or submission of medication

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
custodial control, may submit a general permission form allowing centers to administer rescue medications, such as inhalers, breathing treatments, and epi-pens, on an as needed basis.		
8. Enforce KY Child Care regulations that state ALL medication, prescription and non-prescription, must be signed in daily by the parent or custodian on the medication administration form. KY Child Care also requires a documentation form specifying name of medication, date, time, and amount to be given, as well as staff signature upon administration.	All Teachers	Prior to Administration
9. Permit exceptions for the daily signature ONLY for sunscreens and diaper ointments per KY childcare regulations (7/2008). Appropriate documentation for these two (2) items must be A) notification from a physician and B) a signature from the parent giving a general idea for application time; for example, "before going outside" or "at each diaper change". The permission form must also include the name of the medication and if the parent or the facility is providing it. These permission slips must be updated with each tube/bottle of the product. This includes a new bottle of the same ointment or a change in ointments. Each nonprescription medication must be labeled with the respective child's name. Per Head Start regulations, a physician's statement is accepted for a one-year time frame for these two items. If there is a change in ointment, a new physician statement is required.	All Teachers	Prior to Administration
10. Store all medication in original containers with proper labeling and refrigerate as necessary.	All Teachers	Upon receipt of medication
11. Utilize proper handwashing procedures prior to and after administering medication.	All Teachers	Prior to and Upon Completion of Medication
12. Do NOT add medication to food, formula, or breastmilk for any reason, unless specifically noted by the physician.	All Staff	On-going
13. Do NOT give medication to a child if the expiration date on the bottle has passed.	All Staff	On-going

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
14. Observe child for any changes which could be the result of the medications. Report changes to family and/or medical provider.	All Teachers	After administering medication
15. Return to parent/custodian or properly dispose of all medication when finished.	All Teachers	When medication is finished
16. For any controlled medications, such as Ritalin or Dexedrine, record amount received and document with a witness and parent/custodian signature to reduce the potential for abuse.	All Teachers	As needed

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 6 No. 12 - Subject: Lice**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: KY Licensing**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

If a child is found to have head lice, Barren River District Health Department regulations will be followed.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. Children will be screened for head lice if a child with live lice is detected.	Teachers	As needed
2. If a child with live lice is found, the parent/guardian will be contacted.	Teachers	As needed
3. The child will be discouraged from play in the areas and/or activities that involve close contact (ex. dramatic play).	Teachers	As needed
4. Parent/Guardian will be given information on treatment options.	Teachers	Upon pick-up
5. Notify Facilities Associate of the situation so that proper cleaning procedures will be completed at end of day.	Teachers	As needed
6. Trained staff may allow the child to return to the class by doing a head check and finding no live lice.	Teachers	As needed

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 6 No. 13 - Subject: Staff Medical Exams**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**1302.93**

**Reference:**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

To ensure the health and well-being of children and staff, all staff will be required to have a medical exam upon employment with WKUCCC and every two years thereafter, as well as TB test every two years.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. When a candidate is offered a position, the formal appointment is contingent upon submission of medical examination certifying employee is able to work in a childcare setting.	Program Coordinator	Upon hiring
2. New employees will provide the program with a current medical exam. Medical exams are required every two years from the anniversary date.	All staff	Upon hire and every three years.
3. All staff will also submit to the program a current TB test. TB tests are required every two years.	All staff	Upon hire and every two years
4. Track all staff exams and TB tests and notify individuals as updates are needed.	Program Coordinator	On-going
5. Staff who need updated records will only be given two written notices to obtain necessary exams.	Director	As needed
6. Decisions will be made re: the status of employees who have not updated their medical exams after 30 days of due date.	Director	As needed

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 6 No. 14 - Subject: Contagious Diseases**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: KY Licensing, CDC, 1302.47**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

If a child is known to be infected with a communicable disease or condition(s) for which a reasonable probability for transmission exists in the childcare setting, that child may be excluded from services. The time for exclusion shall be in accordance with generally accepted medical standards, which shall be obtained from consultation with the child’s physician, the local health officer, or the Kentucky Department for Health Services.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. Training will be provided to all classroom staff to ensure proper sanitation measures are followed to aid in the prevention of infection and communicability of contagious disease.	Director Education & Disabilities Services Manager	Upon hire and subsequent training
2. Appropriate management staff will be notified if a child is known or suspected to have a reportable disease or condition for which a reasonable probability for transmission exists in childcare setting	All staff	Upon notice or suspicion of communicable disease
3. The child may be excluded from the center for a period in accordance with generally accepted medical standards obtained from consultation with the child’s physician, local health office or the Kentucky Department for Health Services.	Component Coordinator Education Coordinator	Immediately upon notice
4. All known or suspected cases of reportable disease shall be reported to the local health department.	Director	Immediately
5. An evaluation of the affected child’s medical condition may be conducted by the Kentucky Department of Health Services to formulate recommendations regarding attendance.	Director	As necessary

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
6. Information concerning a child's medical condition shall be kept confidential. Signed parental consent designating personnel to be informed shall be required before teachers and other staff are advised.	Director	As necessary
7. In cases where a reasonable probability for transmission exists, information will be sent to parents/guardians and staff regarding symptoms to watch for.	Family & Health Services Manager	As necessary
8. Teachers will clean after each use when children engage in communal water play.	Teachers	As necessary

**WESTERN KENTUCKY UNIVERSITY  
CAMPUS CHILD CARE**

**Section 6 No. 15 - Subject: Atypical Behavior**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: In-house Policy; 1302.17**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

Children enrolled in WKU Child Care Centers who are exhibiting atypical behaviors will receive appropriate Mental Health services as required by the Head Start Performance Standards.

**OTHER RELEVANT PROCEDURES:**

Child Assessment

Section 3 No.20

Referral of Children for Evaluation/Assessment

Section 5 No. 4

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. Consult with the Education & Disabilities Services Manager regarding behavior concerns.	Teachers	As necessary
2. Discuss concerns with parents and see their input.	Teachers	As necessary
3. Implement suggestions from family and Education & Disabilities Services Manager	Teachers	As necessary
4. Evaluate progress to determine behavior changes	Teachers	As necessary
5. If concerns persist, seek permission from family to consult with Mental Health Professional and request classroom observations.	Teachers	As necessary
6. Implement suggestions from the Mental Health Professional which may include individualized sessions or referral.	Teachers	As necessary
7. Evaluate progress made to change atypical behavior.	Teachers	As necessary
8. Document all contacts and progress in child's file.	Teachers	As necessary



**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 6 No. 16 - Subject: Healthy Insurance Portability and Accountability Act (HIPPA)**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: Healthy Insurance Portability and Accountability Act**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

WKUCCC will adhere to the standards, which mandate confidentiality regarding record management and information sharing.

**OTHER RELEVANT PROCEDURES:**

Confidentiality

Section 7 No.1

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. All records will be maintained in a locked filing cabinet	All Staff	On-going
2. Only appropriate staff will be permitted to review files.	All Staff	On-going
3. Parents may access only their own child's file both hard copy file and files in online databases	All Staff	On-going
4. Parents may choose to allow release of information of their minor child(ren) with written permission.	All Staff	On-going

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 6 No. 17 - Subject: Handwashing (Hygiene) Procedures**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: KY Licensing 1302.47**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

The staff, volunteers, children, and others will follow proper handwashing procedures to prevent the spread of germs in the early care and education setting.

**OTHER RELEVANT PROCEDURES:**

Teacher Requirements

Section 3 No. 5

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
<p>1. All Staff, volunteers, and children must wash their hands with soap and running water at the following times:</p> <ul style="list-style-type: none"> <li>• Upon arrival for the day or when moving from one group to another.</li> </ul> <p><b>BEFORE AND AFTER</b> the following:</p> <ul style="list-style-type: none"> <li>• Eating</li> <li>• Handling Food</li> <li>• Feeding a child</li> <li>• Giving medication</li> <li>• Playing in water tables</li> </ul> <p><b>AFTER</b> the following:</p> <ul style="list-style-type: none"> <li>• Diapering</li> <li>• Using the toilet or assisting with toileting</li> <li>• Handling bodily fluid (mucus, blood, or vomit)</li> <li>• Sneezing, wiping, and blowing noses,</li> <li>• Handling uncooked food or raw meat and poultry</li> <li>• Handling pets or other animals</li> <li>• Playing in sandboxes</li> <li>• Cleaning</li> <li>• Handling garbage</li> <li>• Outdoor or Indoor Play Time</li> </ul>	<p>All Staff All Volunteers</p>	<p>Daily</p>

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
<p>2. For young children who are unable to stand or are too heavy to hold, these steps must be followed at the same times in Step 1.</p> <ul style="list-style-type: none"> <li>• Wipe the child’s hands with a damp paper towel moistened with a drop of liquid soap.</li> <li>• Discard the towel</li> <li>• Wipe the child’s hands with a clean, wet, paper towel until the hands are free of soap.</li> <li>• Discard the towel</li> <li>• Dry the child’s hands with a clean paper towel.</li> </ul>	<p>All staff All Volunteers</p>	<p>Daily</p>
<p>3. Non-porous gloves must be worn by staff when they assist children in toileting/diapering or they are in contact with spills of blood or other visibly bloody bodily fluids. WEARING GLOVES IS A SUPPLEMENT , NEVER A SUBSTITUTE FOR ANY HAND-WASHING SITUATION LISTED ABOVE</p>	<p>Teachers,</p>	<p>As needed</p>

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 6 No. 18 - Subject: Toileting/Diapering a Child**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: KY Licensing**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

To ensure the health and safety of all children and staff, WKUCCC staff will use proper sanitation and hygiene procedures when diapering a child or assisting them with toileting.

**OTHER RELEVANT PROCEDURES:**

Teacher Requirements

Section 3 No. 5

Handwashing

Section 6 No. 17

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. All staff will ensure that diapering and toileting is an individualized activity.	All Staff	Daily
2. All infants and toddlers will be routinely checked throughout the day for diapering needs.	All Staff	Daily as needed
3. Diaper changing steps should be posted in diaper changing areas.	Lead Teachers	On-going
4. Staff will follow these steps for proper diapering/toileting routines. <ul style="list-style-type: none"> <li>a. Ensure that all necessary supplies are ready prior to diapering routine.</li> <li>b. Put on gloves.</li> <li>c. Lay the child on the changing table.</li> </ul> <p><b><i>NOTE: Never leave the child alone on the diapering table.</i></b></p> <ul style="list-style-type: none"> <li>d. Remove soiled diaper (and soiled clothes). Staff should check for and change wet or soiled diapers or training pants when a child wakes up from a nap. Disposable diapers should be placed in a plastic-lined trash receptacle. Cloth diapers and/or soiled clothes should be placed in a plastic bag to give to parent/guardian.</li> <li>e. Clean child's bottom with a moistened disposable towelette or a dampened, single-use disposable from front to back. Place the</li> </ul>	All Staff	Daily as needed

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
<p>soiled towelette or towel in a plastic-lined trash receptacle.</p> <p>f. Remove and dispose of gloves along with the soiled diapers and wipes in a plastic-lined receptacle.</p> <p>g. Use a wipe to disinfect hands after removal of gloves. Use a 2<sup>nd</sup> wipe to disinfect child's hands.</p> <p>h. Using a clean diaper, diaper and re-dress the child.</p> <p>i. Wash the child's hands under running water following proper hand-washing procedures.</p> <p>j. Return the child to the activity area.</p> <p>k. Clean and sanitize the diapering area and any toys or objects touched during diapering. Disinfect the diapering surface immediately using bleach water and allow it to air dry for 2 minutes.</p> <p>l. Wash hands under running water following proper handwashing procedures.</p>		
<p>5. After completing the diapering/toileting routine, information about the routine must be documented on the WKUCCC Daily Sheet.</p>	<p>All Staff</p>	<p>Daily as needed</p>
<p>6. The daily sheets will be given to the parent upon departure and a copy placed in the child file.</p>	<p>Applicable Staff person</p>	<p>Daily as needed</p>

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 6 No. 19 - Subject: Medical/Dental Examinations**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.43**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

All children will follow State of Kentucky EPSDT schedule of well-childcare and immunization requirements.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. Parents will be informed of this requirement during the enrollment process.	Family & Health Services Manager	Upon enrollment
2. Each child shall relate to a “medical home” if one is not already established.	Family & Health Services Manager	Within 90 days of entry
3. WKUCCC will assist parents with accessing health services.	Family & Health Services Manager	As needed.
4. If necessary, obtain parent/guardian permission/consent for medical/dental examination.	Family & Health Services Manager	As needed.
5. Staff will assist with familiarize children with health procedures and assist parents with the on-going health care services.	Family & Health Services Manager	Ongoing
6. A copy of the medical/dental examination form must be forwarded to the Component Coordinator to determine if follow-up is needed.	Family & Health Services Manager	90 days unless specified otherwise by a physician
7. Review information obtained and enter health data into ChildPlus system.	Family & Health Services Manager	As needed

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 6 No. 20 - Subject: Health Follow Up & Treatment**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.46**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

WKUCCC will assist families in follow-up and/or treatment of all identified or suspected health concerns.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. WKUCCC will review health information and identify services as needed for follow-up utilizing medical expertise as appropriate	Family & Health Services Manager	At enrollment and On-going
2. WKUCCC will share with parents concerns from review of information and complete a referral form if appropriate.	Family & Health Services Manager	Following examination
3. WKUCCC will assist parents with scheduling appointments as needed.	Family & Health Services Manager	On-going
4. With written parental permission, WKUCCC will forward appropriate information to medical provider	Component Coordinator Family & Health Services Manager	Prior to appointment
5. Obtain report from the medical provider. Review the information and develop follow-up plan as appropriate. obtained	Family & Health Services Manager	On-going
6. Document information into the child's record and/or Child Plus.	Family & Health Services Manager	On-going
7. Track the follow-up plan to its completion. .	Family & Health Services Manager	Ongoing

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 6 No. 21 - Subject: Refusal of Services**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference:1303 Subpart C**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

WKUCCC recognizes the fact that parents retain the right to refuse services for their child(ren).

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. WKUCCC will inform parents of services and follow up to complete comprehensive services for their child.	Management Staff	Upon enrollment
2. Parents may choose to refuse some, or all services provided.	Families	On-going
3. Staff will continue to work to secure permission for services by offering information to families about the services.	All Staff	On-going
4. Untreated severe medical, dental, nutritional, or mental health conditions resulting in pain or infection will be viewed as neglect and will be treated as such by WKUCCC staff (a CPS report will be filed).	All staff	On-going
5. Near the end of the program year, if families continue to refuse services, parents will be asked to sign a Refusal of Services Form	Component Coordinator	Last quarter of program year



**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 6 No. 22 - Subject: No Smoking Policy**

Reviewed & Approved by Policy Council: 2/21/24

Reviewed & Approved by Governing Board: 4/30/24

Reference: KY Licensing

This Revision Supersedes All Previous Policies and Procedures

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**POLICY:**

WKUCCC maintains smoke-free facilities.

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 6 No. 2 - Subject: Laundry**

**Reviewed & Approved by Policy Council:**

**Reviewed & Approved by Governing Board: 2/21/24**

**Reference: Kentucky Child Care Regulations: 4/30/24**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

WKUCCC will maintain proper sanitation of bedding and other materials on a regular basis.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. To maintain properly laundered items, each classroom will be assigned a special day for linen & clothing to be laundered. Due to the nature of the items used, the infant room will utilize laundry services daily.	Education & Disabilities Services Manager	On-going
2. Classroom assignments will be given on a regular basis depending upon the needs of the classrooms.	Education & Disabilities Services Manager	Annually
3. Staff will be trained on the use of laundering equipment and frequency of laundering soiled items.	Education & Disabilities Services Manager	On-going
4. In the event of unusual circumstances (i.e., illness epidemic) classrooms will have use of laundry equipment as needed.	Teachers	As needed

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 6 No. 24 - Subject: Nutritional Needs**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.44**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

WKUCCC will partner with families to develop an index of each child’s nutritional status and needs.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. Staff will complete written nutritional history for each child, through conversation, face-to-face with family, which will be updated as appropriate.	Family & Health Services Manager	Prior to program entry, and ongoing
2. Staff will secure permission from family/guardian to share dietary concerns/special medical diet requests with medical provider/professional and document recommendations	Family & Health Services Manager  Director Nutrition Associate	Prior to program entry and ongoing
3. Available nutritional data, such as graphed heights/weights, lab values, including lead and hemoglobin, or other measurements will be utilized, to develop picture of child’s nutritional status	Director Contracted RD	At entry and ongoing
4. Cultural practices and family preferences as well community nutritional issues will be considered in developing nutritional picture of child.	Nutrition Associate Teaching Team	At entry and ongoing
5. Information regarding dietary needs of children with special nutrition-related health problems will be gathered and accommodated.	Director Nutrition Associate	At entry and ongoing
6. Information regarding feeding preferences and requirements will be gathered and followed as appropriate.	Director Teaching Team	At entry and ongoing

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 6 No. 25 - Subject: Individualized Nutritional Practices**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.44**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

WKUCCC will implement program practices individualized to the nutritional requirements of each child, incorporating foods low in sugar, salt, and fat and representative of cultural and ethnic preferences.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. WKUCCC will offer menus appropriate to the specific nutritional needs of as well as reflective of HS/EHS's diverse population. Meals will be high in nutrients and low in sugar, salt, and fat, while broadening each child's food experiences.	Director Nutrition Associate	Ongoing
2. WKUCCC will accommodate special diets with varied and healthy substitutions as well as foods prepared to meet the needs of children with choking, swallowing or other developmental concerns	Director Contracted RD Nutrition Associate	As needed
3. WKUCCC will seek guidance for special dietary concerns from program's contracted Registered Dietitian	Director Nutrition Associate	As needed

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 6 No. 26 - Subject: USDA Guidelines**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: USDA Guidelines**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

The USDA Food and Consumer Services Child Nutrition Programs, CACFP, guidelines for serving sizes, food groups, appropriate snacks, meal patterns and timing will be followed and will serve as the primary source of payment for meals at WKUCCC.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. WKUCCC will ensure USDA guidelines are followed, collaborating with state USDA offices to provide training for all appropriate staff.	Nutrition Associate	Ongoing
2. WKUCCC ensures USDA guidelines / documentation for special diets are met.	Nutrition Associate	Ongoing
3. WKUCCC reviews the daily schedule to ensure timing of meals/snacks follows USDA requirements. Breakfast 830, Lunch 1130, snack 230. Meals will be served to all children who have not had it upon arrival.	Nutrition Associate	Ongoing
4. Age-appropriate mealtime equipment is obtained and utilized.	Nutrition Associate Teaching Team	Ongoing
5. Staffs randomly monitor mealtimes to ensure USDA mandates are met.	Nutrition Associate	Ongoing

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 6 No. 27 - Subject: Preventive Dental Care**

**Reviewed & Approved by Governing Board: 2/21/24**

**Reviewed & Approved by Policy Council: 4/30/24**

**Reference: 1302.43**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

To assist children in developing lifelong preventive dental habits, WKUCCC will provide toothbrushing opportunities at least one time a day.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. At least once a day, WKUCCC staff will provide toothbrushing opportunities to all children.	All Teachers	Daily
2. After feeding infants or young toddlers wipe their gums with a gauze pad. Follow proper handwashing procedures.	Teachers	Daily
3. For older toddlers and preschool children: <ul style="list-style-type: none"> <li>• Place a small dab of fluorinated toothpaste on edge of cup or piece of wax paper.</li> <li>• Dampen toothbrush and assist child in placing toothpaste on brush.</li> <li>• Supervise/assist child in brushing teeth.</li> <li>• Place a small amount of water in cup and supervise/assist child in rinsing.</li> <li>• When finished rinsing child can empty contents (spit) into the sink.</li> <li>• Be sure adults and children follow proper handwashing procedures.</li> </ul>	Teacher	Daily
4. Store each toothbrush so it cannot touch any other toothbrush and allow it to air dry. Each child's toothbrush must be clearly labeled with his/her name. Do not allow children to share or borrow toothbrushes. Store holder away from high traffic areas in classroom.	Teacher	Daily

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
5. Never disinfect toothbrushes. If a child uses another child's toothbrush or if toothbrushes come in contact, throw them away and give the children new ones.	Teacher	Daily
6. Replace toothbrushes every 3 months or as needed if bristles have lost their tone or after child has had an illness.	Teacher	As needed.
7. Wash toothbrush holder when soiled or at least once a week.	Teacher	As needed

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 6 No. 28 - Subject: Family Input into Nutritional Services**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Approved by: Melody Hedden, Director**

**Reference: 1302.44**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

WKUCCC invites families to provide input in the development and evaluation of the program's nutritional services.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. WKUCCC provides opportunities for families to express and address concerns regarding program nutritional practices through individual discussions, participation in Health Services Advisory Committee, Parent Committees, RD conferences, and educational nutrition session.	Director	Ongoing
2. WKUCCC offers nutritional educational opportunities to families in areas of their interest, as well as in food preparation, budgeting, and community nutrition concerns.	Director	Ongoing
3. WKUCCC encourages family members/guardians to join Health Services Advisory Committee	Director	Ongoing



**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 6 No. 29 - Subject: Nutritional Meals**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: CACFP 1302.44**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

WKUCCC recognizes nutrition as an extension of curriculum and as such will utilize mealtime to enhance language, literacy, numeracy, and other learning goals, as well as an opportunity to develop and refine social skills and food-related activities.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. Classroom schedules will allow time for unrushed mealtimes, which can foster language, literacy, and.	Nutrition Associate Teaching Teams	Ongoing
2. Mealtime equipment will be age and developmentally appropriate and support social/academic discussion	Nutrition Associate	Ongoing
3. Children will participate in meal preparation, such as table-setting, food serving, and clearing, and clean-up.	Teaching Teams	Ongoing
4. Classrooms will be randomly monitored to observe and enforce appropriate mealtime practices	Director Education Coordinator	Ongoing
<p style="text-align: center;">4-Step Process for Cleaning Tables</p> <p>1) Remove any debris or soil from surface.</p> <p>2) Spray the surface with soap and water and rub with a clean sponge, cloth, or disposable towel.</p> <p>3) Spray the surface with water and wipe off with a clean cloth or towel.</p> <p>4) Spray the surface with Sani-Tyze Food Contact Surface cleaner and let it sit for 1 minute. Do not rinse or wipe. Allow product to air dry.</p>	Teaching Team	Ongoing

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 6 No. 30 - Subject: Food Service/ Sanitation Regulations**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: CACFP, KY Licensing**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

WKUCCC will adhere to all applicable federal, Kentucky state, and Warren County food safety and sanitation laws.

Food Preparation and Handling Policy

Nutritional Associate will provide meals prepared and served in a sanitary manner to prevent food borne illness to children, staff, and volunteers.

<b>Task</b>	<b>Person Responsible</b>	<b>Date To Be Completed</b>
Food service staff will wear clean clothes, clean aprons, and maintain a high degree of personal cleanliness during work hours. Food service staff will not handle food if they are ill or have a skin infection that could encounter food.	Nutrition Associate	Ongoing
Food handler gloves will be worn when touching food. Gloves must be changed as often as hand washing is required.	Nutrition Associate	Ongoing
Hairnets or other hair coverings will be worn to keep hair from food and food- contact surfaces.	Nutrition Associate	Ongoing
No eating or drinking in the food preparation area.	Nutrition Associate	Ongoing
To prevent cross contamination, hands will be washed before starting the preparation process and during food preparation as often as necessary.	Nutrition Associate	Ongoing
Counter tops, cutting boards, utensils, etc. must be sanitized before and after preparing each food items.	Nutrition Associate	Ongoing
Raw fruits and vegetables must be thoroughly washed with water before cooking or serving. Tops of cans are washed before opening.	Nutrition Associate	Ongoing
Potentially hazardous foods such as meat, poultry, fish, eggs, milk requiring cooking must be cooked to heat all parts of the food to the required temperature as set by CACFP. Staff should not use Styrofoam containers, or plastic wraps bags when	Nutrition Associate	Ongoing

microwaving food or beverage.		
Frozen food may be thawed in the refrigerator at a temperature of 40° Fahrenheit or less or completely submerged under running water (food should be in a plastic bag or in the original wrap).	Nutrition Associate	Ongoing
No leftovers will be sent home with children, staff, or volunteers. All uneaten food served at the table must be discarded. Prior disposal, all garbage and rubbish container and covered with tight-fitting lids.	Nutrition Associate	Ongoing

Food Storage/Non-Food Service Storage Policy:

Food items are stored properly to prevent contamination.

<b>Task</b>	<b>Person Responsible</b>	<b>Date To Be Completed</b>
Food will be stored off floors and away from walls in an area that will permit easy cleaning.	Facilities Associate Nutritional Associate	Ongoing
Storage area must be kept free of rodents and pest infestation.	Facilities Associate Nutritional Associate	Ongoing
Cleaning supplies and other toxic chemicals must be stored in a child proof locked cabinet away from food items.	Facilities Associate Nutritional Associate	Ongoing
Canned foods must not be rusted, dented, or unlabeled.	Facilities Associate Nutritional Associate	Ongoing
Large portions of food that have not been served can be dated, frozen, and served at another meal. Rotate frozen food to ensure freshness.	Facilities Associate Nutritional Associate	Ongoing
Food not stored in the package in which it was originally contained, is stored in a tightly covered container, labeled, and dated.	Facilities Associate Nutritional Associate	Ongoing
Thermometers must be placed in an easily accessible area in both refrigerator and freezers (not in the door). Nutritional Associate will document temperatures daily on the Daily Temperature Log.	Facilities Associate Nutritional Associate	Ongoing
Freezers must be maintained at 0° or below.	Facilities Associate Nutritional Associate	Ongoing
Refrigerators including those in the classrooms, must be maintained at 40° or below.	Facilities Associate Nutritional Associate	Ongoing
Freezers and refrigerators will be kept clean and defrosted.	Facilities Associate Nutritional Associate	Ongoing
All empty boxes and packages must be removed immediately and discarded.	Facilities Associate Nutritional Associate	Ongoing
Wrapped raw meat and eggs will be placed on a tray	Facilities Associate	Ongoing

<b>Task</b>	<b>Person Responsible</b>	<b>Date To Be Completed</b>
and stored on the bottom shelf of the refrigerator to ensure the juice does not meet any food items.	Nutritional Associate	
All cleaning supplies and other poisonous materials are stored in a child-proof locked cabinet and separated from food, dishes, and utensils.	Facilities Associate Nutritional Associate	Ongoing
All containers poisonous/hazardous materials are clearly labeled.	Facilities Associate Nutritional Associate	Ongoing
The storage area must be kept cleaned and organized.	Facilities Associate Nutritional Associate	Ongoing

#### Preparation and Storage Rules

<b>Task</b>	<b>Person Responsible</b>	<b>Date To Be Completed</b>
Start with clean, wholesome food from reliable sources. Wash all raw fruits and vegetables before using.	Nutritional Associate	Ongoing
Hold frozen food at 0° F or lower during delivery and storage.	Nutritional Associate	Ongoing
Scrub and sanitize all cutting boards, knives, and electric slicers immediately after contact with raw or cooked meat, fish, or poultry.	Nutritional Associate	Ongoing
Hold all potential hazardous foods out of the danger zones, 40°-140°F. Keep hot foods hot and cold foods cold.	Nutritional Associate	Ongoing
Reach an internal temperature of 165° to 170° F for foods to be held for servings. Maintain a minimum temperature of 140° F during the serving period.	Nutritional Associate	Ongoing
Never serve questionable or expired food. If in doubt, throw it out.	Nutritional Associate	Ongoing
Avoid cross-contamination of foods during preparation, storage, and service.	Nutritional Associate	Ongoing

#### Personnel

<b>Task</b>	<b>Person Responsible</b>	<b>Date To Be Completed</b>
Wash your hands with soap and water. Hands must be washed when reporting to work, after handling raw poultry and meat, smoking, sneezing, using a handkerchief, and after using the toilet.	Nutritional Associate	Ongoing
Keep all work surfaces clean and organize.	Nutritional Associate	Ongoing

<b>Task</b>	<b>Person Responsible</b>	<b>Date To Be Completed</b>
Keep the work area clean and all spills wiped up immediately.	Nutritional Associate	Ongoing
Refrigerate promptly all unused foods and label with date/expiration date.	Nutritional Associate	Ongoing
Use clean equipment in preparing, cooking, and serving foods.	Nutritional Associate	Ongoing
Avoid touching food as much as possible. Use the proper utensils.	Nutritional Associate	Ongoing
Handle all utensils and serving equipment by handles and bases to avoid touching areas that will later encounter food.	Nutritional Associate	Ongoing
Use a clean spoon to taste food.	Nutritional Associate	Ongoing
Keep fingernails trimmed and clean. Scrub nails with a nail brush after a visit to the toilet and after handling raw meat, poultry, and fish.	Nutritional Associate	Ongoing
Keep hair clean and use a hairnet or other restraint.	Nutritional Associate	Ongoing
Employees with infection cuts or burns should not prepare food or handle equipment that will encounter food.	Nutritional Associate	Ongoing

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 6 No. 30 - Subject: Cleaning & Sanitation**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: KY Licensing & 1302.47**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

Bleach solutions must be made fresh daily, kept away from heat, and any unused solution must be discarded at the end of the day. Fragrance- free bleach should be used. Cleaning/disinfecting/sanitizing products must not be used near children, and adequate ventilation should be maintained during the procedure to prevent children and others from inhaling potentially toxic fumes.

<b>Task</b>	<b>Person Responsible</b>	<b>Date to be Completed</b>
When arriving in the morning prepare the following bottles for each classroom: <ul style="list-style-type: none"> <li>• Cleaning</li> <li>• Sanitizing</li> <li>• Disinfecting</li> <li>• Sanitizing</li> </ul> Using the Bleach Solutions for Cleaning, Rinsing, Disinfecting/Sanitizing Post as a guide	Facilities Associate	Daily
Wear gloves and eye protection when mixing bleach and use a funnel.	Facilities Associate	When preparing bleach
Deliver bottles to classrooms before children arrive	Facilities Associate	Daily
Use disinfecting spray on diaper changing tables, hand washing sinks, bathrooms, door & cabinet handles. Use Sanitizing solution on eating utensils, food contact surfaces, tables, mouthed toys and pacifiers. Use cleaning solution for nonporous surfaces by spraying with the cleaning solution, wiping, Spray with water and dry with paper towel and spray with bleach solution allow to air dry for 2 minutes before wiping dry with paper towel.	Teachers	Daily

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**SECTION 7 – ADMINISTRATIVE POLICIES & PROCEDURES**

- Section 7 No. 1 Personnel Policies & Procedures
- Section 7 No. 2 Hiring a New Employee
- Section 7 No. 3 Confidentiality
- Section 7 No. 4 Standards of Conduct
- Section 7 No. 5 Workers Compensation Claim
- Section 7 No. 6 In-Kind Receipt and Reporting
- Section 7 No. 7 Volunteers
- Section 7 No. 8 Budget Development
- Section 7 No. 9 Ordering Materials – Use of Pro-card

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 7 No. 1 - Subject: Personnel Policies and Procedures**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: WKU Personnel Policies & Procedures**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

To maintain qualified and competent staff and provide these individuals with a wide array of benefits, WKUCCC follows the Personnel Policies & Procedures set forth by Western Kentucky University. When necessary due to WKUCCC grant funded status, WKUCCC policies will be followed. These policies and procedures are maintained by the Human Resources Department at WKU.

A full set of WKU policies and procedures are located on-line at

<https://www.wku.edu/policies/human-resources/index.php>

**OTHER RELEVANT PROCEDURES:**

Classroom Staff Sick Leave

Section 3 No. 25

Classroom Staff Annual Leave

Section 3 No. 26

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. Staff members will follow WKU's Personnel Policies and Procedures with grant funded exceptions.	All Staff	Upon hire
2. Staff members with any questions and/or concerns should go first to their immediate supervisor for assistance and follow WKUCCC chain of command.	All Staff	As needed



**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 7 No. 2 - Subject: Hiring of New Employees**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: In-House Policy; WKU Personnel Policies & Procedures**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

WKUCCC seeks to recruit and hire individuals who have the appropriate qualifications and skills to work with young children and families.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. After completing the WKU hiring process, the new hire will be informed of their position within WKUCCC.	Person Employing	Upon hire
2. Request that the new employee bring in TB test and physical examination.	Person Employing	Upon hire
3. The required paperwork for hiring will be initiated at this time along with the signed statement by the new employee that all required steps have been followed up to this point.	Person Employing	Upon hire
4. Prior to the classroom, a new employee must complete an online Kentucky National Background Check Program, which is a fingerprint-supported state and FBI background check program. This ensures applicants cannot hide criminal actions committed in other states. After the application for background application is submitted, the documents are sent to a third-party vendor, IDentoGO Universal Enrollment platform. It usually takes up to 3 days for the results of the criminal check. If the applicant is clear to work in a childcare setting. The approval process begins for entry into the program.	New Hire	Upon hire
5. Appointment must be approved by Policy Council if paid by Head Start/Early Head Start funds.	Director	At next scheduled meeting

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 7 No. 3 - Subject: Confidentiality**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1303.21**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

WKU Child Care Centers staff and volunteers will maintain strict confidentiality about children, families, and their records. WKUCCC will ensure that any personally identifiable data, information, and records collected and maintained at WKUCCC will be always maintained with the strictest of confidence.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. Staff members will be provided with written confidentiality procedures and trained on confidentiality.	All Staff	Upon hire
2. Staff members will be required to sign a confidentiality statement on their Affirmation Statement before beginning work in the program. This information will be kept in their personnel file.	All Staff	Upon hire
3. Any information that is collected that contains personally identifiable data, information and records must remain strictly confidential and must be secured in locked files and locations.	All Staff	On-going
4. All Volunteers and volunteer interns will be provided with confidentiality guidelines and information.	Director	Upon volunteer orientation
5. All Volunteers and interns will be required to sign a confidentiality agreement, which will be kept in the program master file.	Director	Upon volunteer orientation
6. Volunteers will have only limited access to records for supervised tasks.	Director	Upon volunteer orientation
7. Monitor and supervise all confidentiality procedures.	Director	On-going
8. Maintain all records in locked & secure locations.	All Staff	On-going

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 7 No. 4 - Subject: Standards of Conduct**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: WKU Policies 4.800 & 2.7500; KRS 45a & 164a.630**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

WKUCCC and its delegates ensure that all staff, families, and consultants abide by standards of conduct.

In addition, staff of the grantee agency engaged in the award and administration of contracts or other awards shall follow WKU Sponsored Programs Financial Conflict of Interest Policy 2.7500. This policy shall be maintained by the Office of Sponsored Programs. Administrative and purchasing staff adhere to Kentucky statute (KRS 45a & 164a.630) regarding conflict of interest. Statute includes penalties for violation for any part of subpart of that regulation.

WKUCCC employees are governed by WKU Personnel Policy 4.800 and procedures of WKU Child Care Programs. WKU Conflict of Interest, Policy No. .2050 with penalties cited in Policy No.4.8501, Disciplinary Action and Termination of Employment.

Delegate agencies must implement local policies and procedures in compliance with this standard.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. Respect and promote the unique identity of each child and family and refrain from stereotyping based on gender, race, ethnicity, culture, religion, disability or financial status	All Staff	On-going
2. Follow program confidentiality policies concerning information about children, families, and other staff members	All Staff	On-going
3. No child will be left alone or unsupervised while under their care	All Staff	On-going
4. Use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, they will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs	All Staff	On-going

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 7 No. 5 - Subject: Worker’s Compensation Claim**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: In-house Policy; WKU Personnel Policies & Procedures**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

Western Kentucky University and WKUCCC seek to provide a safe work environment that is free from any elements that may cause injury or illness to any employee. If workplace injuries or illnesses occur, WKUCCC will utilize the Workers’ Compensation Program to restore employees to a healthy status for a prompt and quick return to work. All workers’ compensation claims are handled by the WKU Human Resource Department.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. Report all occupational injuries or illness to immediate supervisor.	Injured/III Employee	Immediately
2. Contact WKU Human Resources for required paperwork and submission processes. Contact can be made by calling 270-745-5360, Weatherby Administration Building G25	Injured/III Employee	Within three working days after the injury/illness
3. Continue to follow guidance from WKU Human Resources Department. The requirements will vary depending upon the type of injury/illness.	Injured/III Employee	On-going throughout period of injury/illness
4. Follow up with Human Resources and employee to determine status and complete any final required paperwork.	Director	Within one week of employees’ submission
5. Present to Director and WKU Human Resources any WKU required paperwork upon return to the workplace.	Injured/III Employee	Upon return or as directed by WKU Human Resources

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 7 No. 6 - Subject: In-Kind Receipt and Reporting**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1303 Subpart A, In-house Policy**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

WKUCCC receives a variety of goods and services in donations. To accurately reflect these in-kind services, all staff members will ensure that accurate documentation is maintained.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. Contact agencies, organizations, businesses, and individuals to request needed donations.	Staff PERSON RESPONSIBLE for item or service needed	As needed
2. Document contacts.	Staff member requesting donation	As occurs
3. Make specific arrangements to pick up items, provide information, etc.	Staff member requesting donation	Upon agreement of donation
4. For donors, excluding regular and class assignment volunteers, the statement of in-kind is filled out as follows: *Date, donor category, and type of goods or services. *Fair market value of service *Name, address, telephone number, and signature of the donor	Staff member requesting donation	Upon agreement of donation
5. Submit the completed statement of in-kind for approval.	Staff member receiving donation	Immediately upon receipt
6. Review the in-kind statement for accuracy and verify value and completion.	Director	Upon receipt of in-kind statement
7. If unapproved, meet with the receiving staff to make corrections as needed. Retrace steps needed to make any corrections.	Director Staff member receiving donation	As needed
8. If approved, sign, note account number, and return to the receiving staff member.	Director	As needed
9. Submit the approved letter and in-kind statement to the Head Start secretary	Staff member receiving donation	Following approval
10. Type a Thank You note, copy in-kind statement, and mail the original note and the copy of the in-kind statement to the donor. Maintain a copy of the letter and the original in-kind statement for the files.	Director	Upon receipt
11. Collect volunteer sign in sheets from	Director	Monthly

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
classrooms and total hours by volunteer type.		
12. Separate the in-kind statements by designated category. Include a summary for each category and complete the report	Director	Quarterly
13. Submit the report to the fiscal manager.	Director	Upon completion
14. Review the report to clarify any questions and make corrections as needed.	Fiscal Manager	Upon receipt
15. Enter the totals to the in-kind report.	Fiscal Manager	Quarterly

Non-Federal Value Procedure

Non-Federal share rates for classroom volunteers are valued at scale hourly salary, plus fringe (fica/WC) for teacher aide level salaries, according to WKUCCC salary scale chart. For example, current entry level for classroom staff is \$10, plus 8.25% fringe, total \$10.83. Foster grandparent rate deducts the match claimed by Southern Kentucky (\$3.50) from the classroom volunteer level rate so match shares are not claimed by two agencies. Interns, speech, Policy Council and professional staff rates are valued based on average for similar levels of degrees using WKU and CCC salary scales of similar service value to that group and for services provided relevant to accomplishing program objectives.

For Space, Western Kentucky University applies a state formula that determines value for the rate for Facilities and Support Services of state facilities. Updates are posted on the WKU Sponsored Program webpage.

Values of goods or services received are determined based on actual costs at time goods or services are provided, and/or what program would pay for similar services to accomplish program objectives. Used goods value are determined using Goodwill valuation chart.

Current Value Chart - Non-Federal

<b>DESCRIPTIONS</b>	<b>VALUE</b>	<b>COMMENT</b>
Community, Parent volunteers	\$11.69/hour	scale
Foster Grandparents	\$7.60	Scale less So. Ky match \$3.50
Interns	\$22.10	Scale
Speech/OT/PT	\$20.94	Scale
Professional	\$56.95	average professional value
Policy Council/Adv Council	\$63.05	Average management team

Space: Value of service Usage

<b>YEAR</b>	<b>INDOOR</b>	<b>PLAYGROUND</b>
2017	12.10	12.10
2018	12.10	12.10
2019	12.10	12.10

YEAR	INDOOR	PLAYGROUND
2020	12.10	12.10
2023	12.10	12.10

Council

Executive Dir.	\$75.31
Director	\$56.49
Fiscal Mgr.	\$58.34
Ed Coord	\$34.40
Comp Coor	\$35.36
Average	\$51.26
Indirect Cost	\$ 4.22
TOTAL Profess	\$56.95

Professional Average

Executive Dir.	\$75.31
Specialist	\$52.75
Specialist	\$55.61
03Specialist	\$53.77
Specialist	\$54.47
Average	\$58.38
Indirect Cost	\$ 4.67
TOTAL Profess	\$63.05

**Western Kentucky University  
Child Care Centers**

**Section 7 No. 7 - Subject: Volunteers**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: 1302.94, Kentucky Child Care Regulations**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

In order to ensure high standards are upheld by all individuals within WKUCCC, any person who volunteers for more than three (3) hours per week, must participate in a Volunteer Orientation session.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. Volunteer orientation will be reviewed yearly and updated.	Director	Prior to the upcoming school year
2. Community volunteers who volunteer more than 3 hours will complete Volunteer Orientation.	Director	Ongoing
3. Community volunteers who volunteer more than 3 hours must be screened for TB	Volunteer	Ongoing
4. Volunteers will be assigned to a teacher and classroom.	Education & Disabilities Services Manager	Upon orientation
5. Volunteer Affirmation Statements will be filed in master file.	Director	Upon completion of orientation



**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 7 No. 8 - Subject: Budget Development**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: Head Start Performance Standards**

**This Revision Supersedes All Previous Policies and Procedures**

**POLICY:**

The budget process starts with the Management Staff developing a plan for goals and culminates in the refunding application. It is the policy of WKUCCC to follow the University requirements in seeking refunding and that the following steps are to be utilized in conjunction with university developed policies.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. Define goals for the upcoming year.	Management Team	Jan-Mar
2. Determine staffing levels based on goals.	Director Executive Director	Mar
3. Estimate programmatic expenses based on goals and historic data of previous expenditures.	Fiscal Manager	Mar
4. Estimate staffing costs.	Fiscal Manager	Mar
5. Develop draft budget.	Fiscal Manager Executive Director PC Members Board Members	Apr
6. Review budget/goals.	Director, Executive Director Director Fiscal Manager	May
7. Delegates submit refunding requests.	Delegate Directors	June/July
8. Revise budget as needed.	Executive Director, Director Fiscal Manager	June/July
9. Present budget/refunding application to Board and Policy Council for review.	Executive Director Director	July
10. Present budget/refunding application to Policy Council for approval.	Director Executive Director	July
11. Present budget/refunding application to Sponsored Programs for review.	Fiscal Manager	July
12. Present budget/refunding application to Board for approval.	Director Executive Director WKURF	July
13. Submit refunding application to regional office.	Fiscal Manager	July
14. Monitor ongoing expenses of grantee and	Fiscal Manager	Ongoing

TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
delegate agencies; track/project future needs and adjust budget line items if necessary.	Director Executive Director	
15. Prepare monthly reports and distribute to the PC and BD	Fiscal Manager	Monthly
16. Prepare Semi-annual and Final reports.	Fiscal Manager	July/January
17. Submit semi-annual and final reports.	WKU Grant Accounting	July/January

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 7 No. 9 - Subject: Using the Purchasing Card for Ordering**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: In-house Policy**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

Materials needed to provide reasonable and necessary items for carrying out services for programs may be purchased with the Purchasing Credit Card. All purchases must be approved by the Director and adhere to the WKU Procurement card policies.

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1. Compile a list of materials needed and submit for approval.	Appropriate staff	As needed
2. Review list for appropriateness and reasonableness for program operations and approve as necessary.	Education & Disabilities Manager and/or Director	As needed
3. Submit approval and log out credit card.	Appropriate staff	As needed
4. Make purchase at local store or from catalog based on best price and quality of product needed.	Appropriate staff	As needed
5. Return to center with materials, turn in receipts and sign in credit card.	Appropriate staff	As needed
6. Review receipt for allowable purchases, assign appropriate budget index and review on credit card database.	Director	As needed
7. Print out monthly credit card statement, attach receipts and approve and submit to administrative office.	Fiscal Manager	Monthly

WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS

## Section 7 No. 10 - Subject: Protections for the Privacy of Child Records

Reviewed & Approved by Policy Council: 2/21/24

Reviewed & Approved by Governing Board: 4/30/24

Reference: In-house Policy

**This Revision Supersedes All Previous Policies and Procedures**

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### POLICY:

It is the policy of WKUCCC to maintain procedures to protect the confidentiality of any personally identifiable information in child records. There will be times when WKUCCC provides disclosure with parental consent, disclosure without parental consent but with notice and opportunity for parents to refuse, and disclosure without parent consent with the exception of Child Protection Services and Law Enforcement offices.

When WKUCCC serves a child who is referred to, or found eligible for services under, IDEA, then WKUCCC will comply with the applicable confidentiality provisions in Part B or Part C of IDEA to protect personally identifiable information in records of those children, and, therefore, the provisions in this procedure do not apply to those children.

### Procedure

#### Disclosure with parental consent

- WKUCCC ensures parent's written consent specifies what child records may be disclosed, explains why the records will be disclosed, and identifies the party or class of parties to whom the records may be disclosed.
- The written consent will be signed and dated.
- Parents will never be asked to sign a blank consent.
- Signed and dated written consent" under this part may include a record and signature in electronic form that: (i) Identifies and authenticates a particular person as the source of the electronic consent; and (ii) Indicates such person's approval of the information.
- WKUCCC shall explain to the parent that the granting of consent is voluntary on the part of the parent and may be revoked at any time.
- If a parent revokes consent, that revocation is not retroactive and therefore it does not apply to an action that occurred before the consent was revoked.

#### Disclosure without parental consent but with notice and the opportunity for parents to refuse.

- WKUCCC retains the right to disclose such personal identifiable information from child records without parental consent if WKUCCC notifies the parent about the disclosure, provides the parent, upon the parent's request, a copy of the information from child records to be disclosed in advance, and gives the parent an opportunity to challenge and refuse disclosure of the information in the records, before the program forwards the records to officials at a program, school, or school district in which the child seeks or intends to enroll or where the child is already enrolled **so long as the disclosure is related to the child's enrollment or transfer.**

### Disclosure without parent consent

- WKUCCC reserves the right to disclose such PII from child records without parental consent to:
  - (1) Officials within the program or acting for the program, such as contractors and subrecipients, if the official provides services for which the program would otherwise use employees, the program determines it is necessary for Head Start services, and the program maintains oversight with respect to the use, further disclosure, and maintenance of child records, such as through a written agreement.
  - (2) Officials within the program, acting for the program, or from a federal or state entity, in connection with an audit or evaluation of education or child development programs, or for enforcement of or compliance with federal legal requirements of the program; provided the program maintains oversight with respect to the use, further disclosure, and maintenance of child records, such as through a written agreement, including the destruction of the PII when no longer needed for the purpose of the disclosure, except when the disclosure is specifically authorized by federal law or by the [responsible HHS official](#).
  - (3) Officials within the program, acting for the program, or from a federal or state entity, to conduct a study to improve child and family outcomes, including improving the quality of programs, for, or on behalf of, the program, provided the program maintains oversight with respect to the use, further disclosure, and maintenance of child records, such as through a written agreement, including the destruction of the PII when no longer needed for the purpose of the disclosure;
  - (4) Appropriate parties in order to address a disaster, health or safety emergency during the period of the emergency, or a serious health and safety risk such as a serious food allergy, if the program determines that disclosing the PII from child records is necessary to protect the health or safety of children or other persons.
  - (5) Comply with a judicial order or lawfully issued subpoena, provided the program makes a reasonable effort to notify the parent about all such subpoenas and court orders in advance of the compliance therewith, unless:
    - (i) A court has ordered that neither the subpoena, its contents, nor the information provided in response be disclosed.
    - (ii) The disclosure follows an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331.
    - (iii) A parent is a party to a court proceeding directly involving child abuse and neglect (as defined in section 3 of the Child Abuse Prevention and Treatment Act (42 U.S.C. 5101)) or dependency matters, and the order is issued in the context of that proceeding, additional notice to the parent by the program is not required; or,
    - (iv) A program initiates legal action against a parent or a parent initiates legal action against a program, then a program may disclose to the court, also without a court order or subpoena, the child records relevant for the program to act as plaintiff or defendant.
  - (6) The Secretary of Agriculture or an authorized representative from the Food and Nutrition Service to conduct program monitoring, evaluations, and performance measurements for the Child and Adult Care Food Program under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, if the results will be reported in an aggregate form that does not

identify any individual: provided, that any data collected must be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary of Agriculture and any PII must be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements;

(7) A caseworker or other representative from a state, local, or tribal child welfare agency, who has the right to access a case plan for a child who is in foster care placement, when such agency is legally responsible for the child's care and protection, under state or tribal law, if the agency agrees in writing to protect PII, to use information from the child's case plan for specific purposes intended of addressing the child's needs, and to destroy information that is no longer needed for those purposes; and,

(8) Appropriate parties to address suspected or known child maltreatment and is consistent with applicable federal, state, local, and tribal laws on reporting child abuse and neglect.

When WKUCCC establishes a written agreement with a third party, the procedures to protect such PII shall require WKUCCC to annually review and, if necessary, update the agreement. If the third party violates the agreement, then WKUCCC reserves the right to:

- (1) Provide the third party an opportunity to self-correct; or,
- (2) Prohibit the third party from access to records for a set period as established by the programs governing body and policy council.

#### Annual notice

The procedures to protect PII requires WKUCCC the program to annually notify parents of their rights in writing described in this procedure and applicable definitions in §1305 and include in that notice a description of the types of PII that may be disclosed, to whom the PII may be disclosed, and what may constitute a necessary reason for the disclosure without parental consent as described earlier in this section.

Limit on disclosing PII. WKUCCC will only disclose the information that is deemed necessary for the purpose of the disclosure.

#### Parental rights

- A parent has the right to inspect their child's records.
- If the parent requests to inspect child records, WKUCCC will make the child records available within a reasonable time, but no more than 45 days after receipt of request.
  - (1) When WKUCCC maintains child records that contain information on more than one child, WKUCCC will ensure the parent only inspects information that pertains to the parent's child.
  - (2) WKUCCC shall not destroy a child record with an outstanding request to inspect and review the record.

#### Amend Record

WKUCCC believes a parent has the right to ask the program to amend information in the child record that the parent believes is inaccurate, misleading, or violates the child's privacy.

WKUCCC will consider the parent's request and, if the request is denied, render a written decision to the parent within a reasonable time that informs the parent of the right to a hearing.

### Hearing

- If the parent requests a hearing to challenge information in the child record, WKUCCC will schedule a hearing within a reasonable time, notify the parent, in advance, about the hearing, and ensure the person who conducts the hearing does not have a direct interest in its outcome. The person conducting the hearing will be someone from the Impasse Procedure mediation or arbitration panel.
- WKUCCC will ensure the hearing affords the parents a full and fair opportunity to present evidence relevant to the issues.
- If WKUCCC determines from evidence presented at the hearing that the information in the child records is inaccurate, misleading, or violates the child's privacy, the program will either amend or remove the information and notify the parent in writing.
- If WKUCCC determines from evidence presented at the hearing that information in the child records is accurate, does not mislead, or otherwise does not violate the child's privacy, WKUCCC will inform the parent of the right to place a statement in the child records that either comments on the contested information or that states why the parent disagrees with the program's decision, or both.

### Right to copy of record

WKU CCC will provide a parent, free of charge, an initial copy of child records disclosed to third parties with parental consent, and, upon parent request, an initial copy of child records disclosed to third parties, unless the disclosure was for a court that ordered neither the subpoena, its contents, nor the information furnished in response be disclosed.

### Right to inspect written agreements

WKUCCC fully understands a parent has the right to review any written agreements with third parties.

WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS

**Section 7 No. 11 - Subject: Protections for the Privacy of Child Records**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: In-house Policy**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

It is the policy of WKUCCC to provide services according to terms of grant agreement with OHS through direct service and using delegates.

Grantee responsibility and accountability

WKUCCC is accountable for the services its delegate agencies (Murray Independent School District and Audubon CAA) provide. WKUCCC supports, oversees, and ensures delegate agencies provide high-quality services to children and families and meet all applicable Head Start requirements. WKUCCC will only terminate a delegate agency if the grantee shows cause why termination is necessary and provides a process for delegate agencies to appeal termination decisions. WKUCCC retains legal responsibility and authority and bears financial accountability for the program when services are provided by delegate agencies.

Evaluations and corrective actions for delegate agencies

WKUCCC will evaluate delegates through monitoring visits and desk monitoring activities that include fiscal and programmatic reports on a timetable established annually. WKUCCC will ensure corrective action for delegate agencies according to section 641A(d) of the Act.

Termination of delegate agencies

- (a) If WKUCCC shows cause why termination is appropriate or demonstrates cost effectiveness, the grantee may terminate the delegate agency's contract.
- (b) WKUCCC's decision to terminate will not be arbitrary or capricious.
- (c) WKUCCC has established a process for defunding a delegate agency, including an appeal of a defunding decision and must ensure the process is fair and timely.
- (d) WKUCCC will notify the responsible HHS official about the appeal and its decision.

Process:

Monitoring

If an official WKUCCC monitor determines through monitoring, that a delegate fails to comply with any of the standards described in parts 1301, 1302, and 1303 of the Head Start Performance Standards, the monitor will notify the delegate promptly in writing, identify the area of noncompliance, and specify when the delegate must correct the area of noncompliance.



### Deficiencies

If monitor determines that the delegate meets one of the criteria for a deficiency, as defined in section 637(2)(C) of the Act, WKU CCC Head Start director shall inform the delegate of the deficiency. The grantee must correct the deficiency pursuant to section 641A (e)(1)(B) of the Head Start Act.

### Quality improvement plans

If the Head Start Director does not require the grantee to correct a deficiency immediately as prescribed under section 641A(e)(1)(B)(i) of the Act, the delegate must submit to the grantee Policy Council, for approval, a quality improvement plan that adheres to section 641A(e)(2)(A) of the Act.

### Appeal for Prospective Delegate Agencies

(a) Appeal. If WKUCCC denies, or fails to act on, a prospective delegate agency's funding application, the prospective delegate may appeal the grantee's decision or inaction.

(b) Process for prospective delegates. To appeal, a prospective delegate must:

(1) Submits the appeal, including a copy of the funding application, to the responsible HHS official within 30 days after it receives the grantee's decision; or within 30 days after the grantee has had 120 days to review but has not notified the applicant of a decision; and,

(2) Provide the grantee with a copy of the appeal at the same time the appeal is filed with the responsible HHS official.

(c) Process for WKUCCC. When an appeal is filed with the responsible HHS official, the grantee must respond to the appeal and submit a copy of its response to the responsible HHS official and to the prospective delegate agency within 30 workdays.

(d) Decision. (1) The responsible HHS official will sustain the grantee's decision, if the official determines the grantee did not act arbitrarily, capriciously, or otherwise contrary to law, regulation, or other applicable requirements.

(2) The responsible HHS official will render a written decision to each party within a reasonable timeframe. The official's decision is final and not subject to further appeal.

(3) If the responsible HHS official finds the grantee did act arbitrarily, capriciously, or otherwise contrary to law, regulation, or other applicable requirements, WKUCCC will be directed to reevaluate their applications.

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 7 No. 12 - Subject: Social Media**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: In-house Policy**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

To assist staff in making responsible decisions about the use of social media, we have established these guidelines which apply to all employees.

**GUIDELINES**

- 1) Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether associated or affiliated with WKUCCC, as well as any other form of electronic communication.
- 2) You are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects employees, children, families, or anyone served by the program, people who work on behalf of the program or program legitimate business interests may result in disciplinary action up to and including termination.

Know and follow these rules

- 1) Carefully read Code of Conduct and Ethics, Nondiscrimination & Harassment, Confidentiality, Conflicts of Interest, Public Statement/Publicity policies to ensure your postings are consistent with these guidelines. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.
- 2) Employees must use extreme caution and good judgment to "friend", or be a contact in any manner, with a family/parent of a child, childcare providers, or others who they serve through their work at the Agency to assure no harm will be done to a family, the child or others who they serve through their work. Employees are strictly prohibited from including any confidential/private information in any specific or general way and/or photographs related to the program, its employees, children, families, or other people served by the program on any form of social media.

Be respectful

Always be fair and courteous to fellow employees, families, children, and other people who are served by the program or work on behalf of the program. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or

intimidating, that disparage employees, clients, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment based on race, sex, disability, religion, or any other status protected by law or Agency policy.

#### Be honest and accurate

Make sure you are always honest and accurate when posting information or news related to the program and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the program, fellow employees, Agency families, children, or others served by the Agency, suppliers, people working on behalf of the program or program partners.

#### Post only appropriate and respectful content

- 1) Maintain the confidentiality of program business or confidential information. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.
- 2) Do not create a link from your blog, website or other social networking site to the program website without identifying yourself as an program employee.
- 3) Express only your personal opinions. Never represent yourself as a spokesperson for the program. If the program is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the program, fellow employees, program families, children, or others served by the program, suppliers or people working on behalf of the program. If you do publish a blog or post online related to the work you do or subjects associated with the program, make it clear that you are not speaking on behalf of the program. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the program.

#### Using social media at work

Refrain from using social media while on work time or on equipment provided by WKUCCC, unless it is work-related as authorized by your supervisor or consistent with the program computer and Network policy. Do not use your WKU email addresses to register on social networks, blogs or other online tools utilized for personal use.

#### Retaliation is prohibited.

WKUCCC prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

#### Media contacts

Employees should not speak to the media on WKUCCC behalf. All media inquiries should be directed to the Executive Director or the Head Start Director.

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 7 No. 13 - Subject: Use of Computers**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: In-house Policy**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

The computers and computer accounts used by employees are provided to assist them in the performance of their jobs. The computer and network systems belong to the grantee and should be used primarily for Head Start business purposes.

The following policy, rules, and conditions apply to all users of computers and network resources and services, wherever the users are located. Violations of this policy may result in the loss of computer and network access and/or disciplinary action, up to and including termination, and/or legal action.

Computer users are governed by the following provisions, which apply to all use of computer and network resources and services. Computer and network resources and services include, but are not limited to, the following: servers, workstations, computers, laptops, personal digital assistants (PDAs), software, and internal or external communications networks that are accessed directly or indirectly from computer facilities. The term “users”, as used in this policy, refers to all employees, volunteers, parents, family members, independent contractors, and other persons or entities accessing or using computer and network resources and services.

All computer users have the responsibility to use computer resources in an efficient, effective, ethical, and lawful manner, and in a manner that is consistent with the grantee’s policies and procedures, and with the Head Start Performance Standards.

Appropriate Use

- 4) Fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating, violent, or unlawful material may not be deliberately sent, received, displayed, or stored on any computer or network owned by the grantee. Any access to sexually explicit and prurient material or to gambling related material is specifically prohibited. Users encountering or receiving such material should immediately report the incident to their supervisor.
- 5) The computer and network resources and services of the grantee may not be used for the display, transmission, or storage of commercial advertisements, solicitations, promotions, destructive programs, or any other unauthorized purpose. Use of the electronic mail systems to distribute advertisements, jokes, chain letters, or any other personal notices or messages to distribution lists or other groups of more than three people either inside or outside of the grantee is prohibited.
- 6) Users must comply with all relevant federal and state laws regarding political activities of Head Start grantees and other publicly funded organizations. The grantee’s computer and network systems may not be used “...in any manner supporting or resulting in the identification of [The grantee] with any partisan or nonpartisan political activity or any other political activity associated with a candidate or contending faction or group in an election for public or party office” (Head Start Act, Section 656) or “...for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, radio, television, or video presentation designed to support or defeat legislation pending before

Congress or any State legislature” (Section 503 of Public Law 107-116, and other appropriations acts). In addition, no federal funds, program services paid for by federal funds, Head Start agency-owned equipment, facilities, supplies, or employees on program time may be used for voter participation or lobbying activities.

- 7) Users must exercise reasonable care to prevent loss or damage to computer hardware, software, and information in their possession. This includes but is not limited to physical damage or loss of hardware or software and the use of reasonable care to prevent the spread of computer viruses, worms, ‘Trojan horses’, and other malicious code. Users may not connect, disconnect, alter, repair, move, or otherwise modify any grantee computer, monitor, printer, router, switch, or other hardware without prior express authorization to do so from the Information Systems Manager. Users must comply with all computer and network related instructions from the Information Systems Manager or designer.
- 8) Users may not use or install software of any kind onto any of the grantee’s computer or network without receiving prior express authorization to do so from the Information Systems Manager. Users must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property.
- 9) Users should seek to ensure that adequate network bandwidth is available for activities related to the mission of the agency. Users may not access digital audio and video, including streaming media, without the prior express authorization of the Information Systems Manager. The use of peer-to-peer file sharing networks is specifically prohibited.
- 10) Users must restrict personal use of the grantee’s computer systems and network resources to scheduled breaks and other non-work hours, except with the permission of their supervisor. This includes, but is not limited to, the use of computer games, chat rooms, Instant Message (IM) systems, and the non-work-related use of Internet e-mail, the World Wide Web, and newsgroups.
- 11) Users must not attempt to access network or Internet systems unless specifically authorized to do so by the operators of those systems. Users must not alter or copy a file belonging to another user without first obtaining permission from the owner of the file.

### Security

- 1) WKU CCC has the right to take any actions that it believes are necessary to ensure the integrity of its computer and network resources. It may, at the sole discretion of the Executive Director or designee, edit or delete any program, document, or other information stored on any computer or network, including data stored on any personal computer owned by WKUCCC. It also has the sole right to determine the appropriate content for the web site and portal, and to edit or delete any material posted there.
- 2) Users are responsible for safeguarding their passwords for the system. Individual passwords should not be printed, stored on-line, or given to others. Users are responsible for all transactions made using their passwords. Under no circumstances may users allow anyone but themselves to log on to any computer or network owned by the grantee using their password. Users must not leave their computers unattended without logging off from the computer or network.

### Privacy

- 1) The grantee has the right, but not the duty, to monitor all aspects of the computer system, including employee e-mail, to ensure compliance with this policy. Employees should not have the expectation of privacy in anything they create, store, send, or receive on any of the grantee’s computer.
- 2) Users grant permission to the grantee to include their name, Internet address, business address, and business telephone number in publicly accessible directories, databases, and documents, including a

staff directory on the World Wide Web. All other personal information will be considered confidential and will not be published or released in any form without written permission.

Responsibility

WKUCCC is not responsible for the actions of individual users.

This policy may be amended or revised periodically as the need arises.

**WESTERN KENTUCKY UNIVERSITY  
CHILD CARE CENTERS**

**Section 7 No. 14 - Subject: Document Destruction**

**Reviewed & Approved by Policy Council: 2/21/24**

**Reviewed & Approved by Governing Board: 4/30/24**

**Reference: In-house Policy**

**This Revision Supersedes All Previous Policies and Procedures**

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**POLICY:**

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention and destruction of documents received or created by the grantee in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form.

Procedure

Managers will be responsible for the ongoing process of identifying its records, which have met the required retention period and overseeing their destruction.

Hard copy of documents will be destroyed by shredding after they have been retained until the end of the document retention period.

Online copies will be destroyed by proven means to destroy such media after they have been retained until the end of the document retention period.

Document destruction will be suspended immediately, upon any indication of any official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

The failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the grantee and its employees and possible disciplinary action against responsible individuals.

The Executive Director will periodically review these procedures with legal counsel, or the Board of Director approved auditors to ensure that the policy is following new or revised regulations.