

**MISSISSIPPI COUNTY, ARKANSAS, E.O.C
EARLY CHILDHOOD EDUCATION DEPARTMENT**

**Child and Family
Staffing**

§ 45 CFR 1302.42

GOAL STATEMENT- MCAEOC will strive for excellence by enhancing educational services to support school readiness of children that will maximize their potential to enter kindergarten with a solid foundation for reading success.

POLICY:

All programs must provide high-quality Early Education and Child Development Services, including children with disabilities that promote children's cognitive, social and emotional growth for later success in school.

PURPOSE:

Components of Head Start services will be integrated into the ongoing planning process for children and their families to ensure the child and their family can fully participate in the Head Start program.

PROCEDURES:

1. A coordinated approach with all content areas takes the difficulty out of dealing with a particular issue to help implement smooth effective services.
2. During the enrollment process, information obtained will be evaluated by the Family Service staff to determine the potential need for a staffing. The word "Staffing" refers to the review of selected child and family information in an organized manner by a team of Head Start staff members.
3. A staffing will be conducted on each child/family who are determined to have medical conditions or special needs before they enter the classroom and during the program year.
4. The child's parent, teacher, and family service advocate will attend staffing's along with other content area managers whose attendance is deemed necessary. Parents can request a person they want to attend the staffing.
5. Everyone will come to the meeting prepared and ready to share information concerning the child and family. The staffing will be a coordinated approach looking at the overall picture of the child/family strengths, accomplishments, interests, goals and any health or other needs.
6. After reviewing the information, a plan of action should be discussed if needed. The plan should identify the participates and the process to ensure services are completed and follow-up takes place.
7. Any follow-up will be discussed at subsequent staffing as warranted.