

**SIUC HEAD START
Operating Policies and Procedures Manual**

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Subject: Agency Calendar	Number: A.00.1
Service Area: General Agency Policies	Section: Administrative
Relevant Forms: Located on P:/common drive	Date Effective: 08/2003

REGULATION REFERENCE:

POLICY: An agency calendar will developed annually to include activities such as reports and screening due dates, child attendance dates, training/planning days, program closure dates and scheduled dates.

PROCEDURE: Each year, usually in May/June the development of the agency calendar is to be initiated as follows:

- Program Systems Operations Coordinator in coordination with the Administrative Assistant/Business Manager will prepare a draft of calendar to include 160 school attendance days and 5 emergency closure days for a total of 165 days for school year operations; days of attendance for full year services are to be denoted by location per month.
- The following must be considered in development of the calendar:
 - Training/planning days
 - Home Visits/Parent Teacher conferences
 - University Administrative Closures
 - Staff Start and End Dates
- Calendar draft will be submitted to the Director for review and approval.
- Agency calendar is prepared for distribution to program staff during pre-service.

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Subject: Americans with Disabilities Act	Number: A.00.2
Service Area: General	Section: Administrative
Relevant Forms: Located on P:/common drive	Date Effective: 01/2009

REGULATION REFERENCE: DCFS Licensing Standards Section 407.380 Equipment & Materials (c)

POLICY: SIUC Head Start requires that individuals with disabilities requiring service such as, but not limited to, qualified interpreters, note takers, transcription services, written materials assistive listening devices video text displays, open and closed captions, qualified readers, tape test, audio recordings, Braille, large print, etc., for purposes of head Start programming, shall make the request for such service in writing at least five working days in advance. The Head Start Director, in consultation with appropriate staff, shall determine the means to supply required service under ADA regulations and shall contract for the services deemed necessary.

PROCEDURE:

Communication for Hearing or Special Impaired

SIUC provides a telephone service that facilitates conversations between people who do and do not have hearing or speech disabilities. The new calling shortcut, 711, provides access to all Telecommunications Relay Service (TRS). Under rules adopted by the Federal Communications Commission, all telecommunications carriers in the United States, including wire lines, wireless and pay-phone providers must provide 711 TRS dialing. Most campus users are on the Centrex phone system, and dial 9 for an outside line. They should dial 9-711 for access to TRS. Some offices, including the Daily Egyptian student newspaper, Touch of Nature, and Head Start, are on either a PBX or Norstar system. Those users dial 9-9 for an outside line, and should dial 9-9-711 for access to TRS. For more information, call Information Technology-Telecommunications at 453-2484.

Hearing Impaired –sign-language

Once staff determine the need for a Hearing Impaired Interpreter, the program will put forth efforts to secure within 48 hours. Contacts may be made to the SIUC Disability Support Services at 453-5738 and the JALC Hearing Impaired Interpreter Program at 985-2828 to locate individuals available to provide sign-language service.

Services to Families with Limited English Proficiency (Added 8/03)

Families will be assessed during the enrollment process to determine the predominant language spoken in the home. If the family's predominant language is not English, the intake person will, at the time of enrollment, not the family's proficiency in communicating effectively. The data collected will be analyzed program-wide as well as for individual centers and classrooms.

Communication assistance will be provided at enrollment, home visits, parent/teacher conferences, parent orientation, meetings, trainings, recognition activities, family literacy events, policy council, and parent activities. Resources available for communication assistance include the Illinois Migrant Council in Cobden, Carbondale School District 95, SIUC, JALC.

Center directors will notify parents of an upcoming activity and make arrangements with appropriate resource if parents say they will attend.

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Subject: American with Disabilities Act (ADA)-Grievance	Number: A.00.2.1
Service Area: General Agency Policies	Section: Administrative
Relevant Forms: Located on P:/common drive	Date Effective: 08/2003

REGULATION REFERENCE: SIUC Employees Handbook

POLICY: Title II of the [Americans With Disabilities Act of 1990](#) [ADA] (42 U.S.C., Section 12102 et. seq.) states in part, that "No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subject to discrimination by any such entity." Under the following ADA Grievance Procedure, an individual alleging noncompliance with the terms of Title II of the ADA may lodge a complaint and seek a satisfactory resolution of said complaint.

The Executive Assistant to the Chancellor for [Affirmative Action/Equal Opportunity](#), having been designated as ADA coordinator, will supervise ADA compliance efforts. Those who wish to review the ADA or regulations implementing Title II of the ADA, or those who wish to lodge complaints under Title II should contact the office of the Executive Assistant to the Chancellor for Affirmative Action/Equal Opportunity. The University Ombudsman and the Faculty Staff Ombudsman are also available to assist individuals in submitting complaints alleging noncompliance with the ADA.

PROCEDURE:

- a. A complaint may be submitted by or on behalf of any individual with a disability who believes he or she
 1. has been excluded from participation in or denied the benefits of any program, service, or activity of SIUC or
 2. has been subjected by SIUC to unlawful discrimination because of his or her disability.

A complaint may be submitted in writing or verbally, shall include the name and address of the complainant, and shall briefly describe the factual basis of the complaint. This grievance procedure does not cover complaints relating to applications for employment where the applicant alleges unlawful discrimination on the basis of disability. Such issues will be resolved by the Director of Human Resources. An individual with such an employment-related complaint may, prior to submitting the complaint to Human Resources, consult with one or more of the following: Affirmative Action, University Ombudsman, Faculty-Staff Ombudsman.

- b. A complaint should be submitted promptly, but in no case later than 60 business days after the complainant first becomes aware of the alleged discrimination or denial of benefits.

- c. The ADA coordinator or designee shall investigate the complaint as may be appropriate and shall make reasonable efforts to resolve the matter. The investigation shall be informal but thorough, affording all interested persons an opportunity to submit evidence or other information relevant to the complaint.
- d. The ADA coordinator or designee shall provide a written response to the complainant within 20 business days after receipt of the complaint. The response shall include a written determination as to the validity of the complaint and, if any, a description of the resolution of the complaint.
- e. The complainant may request the chancellor to consider the complaint in the event he/she is dissatisfied with the written response of the ADA coordinator. Any such request should be submitted in writing to the chancellor within 7 business days after receipt of the ADA coordinator's written response. The chancellor will render a decision within 20 business days. In accordance with existing Board policy, employees or students may appeal the chancellor's decision by filing an appeal with the Board of Trustees within 7 business days of receipt of this decision.
- f. The resolution of any complaint submitted hereunder will require consideration of varying circumstances, such as the specific nature of the disability; the nature of the service, program, or activity at issue and the essential eligibility requirements for participation, therein; the health and safety of others; and the degree to which an accommodation would constitute a fundamental alteration to the program, service, or activity, or cause an undue hardship to SIUC. Accordingly, the resolution of any one complaint, whether through the granting of relief or otherwise, shall not constitute a precedent upon which other complainants should rely.
- g. If an employee files a complaint under this procedure, he/she waives the right to pursue a complaint based on essentially the same facts through one of the regular employee grievance procedures. Likewise, if an employee has sought a remedy based on essentially the same facts through one of the regular employee grievance procedures and has proceeded beyond the stage of informal discussion at the level of dean/director or below, he/she may not seek remedy under this procedure. The right of a person to a prompt and equitable resolution of a complaint filed under this grievance procedure shall not be impaired by the person's pursuit of external remedies. Use of this grievance procedure is not a prerequisite to the pursuit of such external remedies.

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Subject: Budget Preparation & Staff Participation	Number: A.00.3
Service Area: General Agency Policies	Section: Administrative
Relevant Forms: Located on P:/common drive	Date Effective: 08/2003

REGULATION REFERENCE:

POLICY: The budget is developed based on historical costs and incorporating additional requests and any COLA and awarded dollars. Budget preparation should include input and involvement from various staff positions. Fiscal & administrative staff are to meet monthly to review expenses/subsidies/reimbursements. Quarterly meetings are held to review status of established encumbered funds for service areas for the purpose of operating the program

PROCEDURE: Involving Head Start staff in the budget preparation and process is accomplished through the following steps:

1. Center staff are solicited to determine the items/supplies needed for classroom, center, kitchen, and parent involvement materials. This information is submitted to a service coordinator who reviews and complies a request. These totals are integrated into the budget process to establish service area budgets, supplies, purchase orders (PO's), blankets, etc.
2. Specialists are solicited to determine their requests for classroom, center, kitchen and parent involvement items/supplies. This information is submitted to a service coordinator who reviews and complies a request. These totals are integrated into the budget process to establish service area budgets, supplies, PO, blankets, etc.
3. Staff are solicited regarding purchase sources and purchase amounts for the program year; administrative staff implement procedures to initiate paperwork to allow for purchases from the recommended sources.
4. Teaching staff receives a \$100 per year per classroom allocation to purchase special activity education supplies, as they desire.
5. The disability specialist notifies her supervisor regarding the resources required for his/her service area. Resources for the disability service area are independently tracked. Head Start also utilizes volunteers and campus departments, as well as inter-agency agreements to provide disability services including establishing an ADA line for unexpected costs incurred, i.e., interpreters.
6. A parent activity fund is established annually to allow for activities determined by parents, center staff and Policy Council.
7. As minor emergencies arise daily, if the established system cannot timely address the needs required, minor emergencies are handled through the use of the procurement card, which is issued to site directors, coordinators, and administrative staff.

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Subject: In-kind Documentation	Number: A.00.4
Service Area: General Agency Policies	Section: Administrative
Relevant Forms: Located on P:/common drive	Date Effective: Revised 08/2008

REGULATION REFERENCE:

POLICY: The Head Start program is federally funded and requires that 20 percent of the grant award is equaled by in-kind donations. In-Kind donations are activities, services, items and time donated by parents and other volunteers.

PROCEDURE: In-kind documentation will be completed for all volunteers as follows:

- Each center/classroom classroom is provided In-Kind Contribution Voucher forms.
- Teachers are responsible for collecting in-kind forms from each volunteer in their classroom.
- Center Directors collect the in-kind contribution voucher forms monthly from each teacher and submit to the central office per established timeframes.
- Individual service specialists or coordinators are responsible for submitting the in-kind for volunteers supervised.

Volunteer hours are monitored via in-kind at the central office and reported monthly per the following:

- Each year a document is prepared by the Business Manager that sets forth needed amount of in-kind per program service areas, administration and centers. This information is provided to appropriate staff.
- The In-Kind manual provides justification for value and allowable donations of goods and services
- All volunteer time, donations and mileage are recorded on an in-kind sheet. Each volunteer has their own in-kind sheet, which in many cases will be kept in the classroom. The volunteer records all donations for the entire month on one sheet.
- As events occur that generate large amounts of in-kind on a single day, the in-kind forms are to be given to the Data Operations Research Specialist with the appropriate information and signatures **right after the event**.
- Forms completed by teaching staff, community workers, bus drivers and cooks are turned in at the end of each month to their respective center directors. Teachers are to fill in areas of Services, Donations, and Mileage prior to turning in forms to the center directors
- Forms completed by administrative staff and service coordinators are turned in each month to the account technician who compiles figures and submits the forms to the Data Operations Research Specialist.
- Center Directors are to verify the numbers, ensure forms are signed and review for reasonableness and justification. The forms must have the parent's/guardian's name, child's name, and the name of the center at the top of the form. Three signatures are required: parent/guardian's, teacher's, center director's.

- Center Directors are to submit forms to the Data Operations Research Specialist by the **5th working day of the month**.
- Data Operations Research Specialist completes data entry of the forms in Excel and puts the extended math in the lower left-hand box on the form.
- Data Operations Research Specialist is to complete the process by the **9th working day of the month**.
- Data Operations Research Specialist is to give a copy of the monthly in-kind summary sheets to each center director via email so that the Volunteer parent of the month can be determined and give a copy of the summary sheet to the Accounting clerk by the 9th working day of the month.
- When complete, the Data Operations Research Specialist gives the forms to the Accounting Clerk.
- Accounting Clerk is to review the forms, verify the math and generate reports.
- Accounting Clerk is to give the Director and the Business Manager a hard copy of the monthly and quarterly reports.
- Accounting Clerk is to provide In-Kind totals to the Accountant for the monthly budget report.

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Subject: Inventory	Number: A.00.5
Service Area: General Agency Policies	Section: Administrative
Relevant Forms: Located on P:/common drive	Date Effective: 08/2003

REGULATION REFERENCE:

POLICY: SIUC Head Start must complete and maintain an annual inventory and location certification of property and equipment in coordination with Accounting Services-Fixed Assets department.

PROCEDURE:

Annual Inventory Process:

- Fixed Assets provides a list of department property and equipment generally at the beginning of the calendar year; the inventory is to be completed and submitted to Fixed Assets by the end of February on an annual basis.
- Business Manager/Administrative Assistant is responsible to ensure the inventory is conducted.
- Secretary is responsible to verify that all items are located and listed correctly.
- A list of property at center locations is provided to the Center Directors to verify;. A list of property at co-locations is provided to the collaboration specialists to verify at respective locations. The administrative offices are also verified by the secretary. All locations are checked for untagged equipment, tagged equipment not belonging to the department, items in need of retagging, items not being utilized by the department, gifts of equipment having a fair market value of \$500 or greater.
- Secretary ensures that all missing items are listed on appropriate forms and all non-utilized equipment must be listed on appropriate forms and transferred to surplus property.

Damaged and Broken Classroom Inventory:

- Damaged or broken inventory should be reported to the center director for repairs when feasible. A maintenance request form will be completed by the center director and submitted to the Child Development Coordinator who informs the Director office's whether the item needs to be repaired or disposed for plant and service operation repair request. For any technological items that are damaged or in need of repair, maintenance request should be completed by the center director and submitted to the program systems operations coordinator.
- If an item has an SIU property control ID number, the center director will prepare and submit to the Child Development Coordinator a Request For Inventory Disposal form. The Child Development Coordinator will submit this form to the administrative office to prepare A request for -Transfer to Surplus Property form. This form will be forwarded to the Program Director for approval. The approved form will be returned to inventory personnel for transfer of equipment to Surplus Property.

If the item does not have an SIU property control ID number or a value of \$500 or more, the center director will prepare and submit a list to the program systems operation coordinator. The coordinator will inform the business manager for determination regarding proper disposal.

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Subject: Logos	Number: A.00.6
Service Area: General Agency Policies	Section: Administrative
Relevant Forms: Located on P:/common drive	Date Effective: 03/2005

REGULATION REFERENCE: SIUC Policy

POLICY: Purchases with printed logos are to be the approved SIUC logo. Secondary logos are not permitted.

PROCEDURE: Any purchases being requested with a printed logo must follow these steps:

- Requests should be submitted to the business manager on a Head Start Supply Request.
- Each request should contain only requests for items printed with logos.
- After the accountant's review, the request is submitted to the Head Start director for approval. I
- If approved, the request will be forwarded to the director's secretary who will seek Media and Communications approval.
- Once approved, the secretary will place the order.
- If the order is from an outside vendor (other than from Printing and Duplicating), the secretary will also notify the vendor regarding the process required for the vendor to receive the logo files

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Subject: Photographs/Video	Number: A.00.7
Service Area: General Agency Policies	Section: Administrative
Relevant Forms: Located on P:/common drive	Date Effective: 08/2003

REGULATION REFERENCE:

POLICY: Photographs, videotaping etc. of children is prohibited without the authorized consent of the child's parent/guardian on file. Photographs, videotaping etc. may be used for a variety of program functions that include in publication of educational materials, in the advertising thereof, educational documentation and for any other lawful purpose. Photographs will become the exclusive rights of the SIUC Head Start Program.

PROCEDURE:

- During enrollment, parents complete a *Permission for Participation in Activities and Transportation* form giving or denying permission for his/her child to be photographed, etc
- Center Directors are responsible to review child's file to ensure written consent is on file prior to any photographs or videotaping being conducted
- Centre Directors are to ensure that teachers receive and review files of children on their respective classroom lists and are required to identify any child that is not allowed to be photographed
- Child Development Coordinator is responsible to ensure that photographic supplies are provided for staff to use for events such as family day, parent conferences, annual activity, field trips, end-of-the-year activities, portfolio evidence, etc
- Staff should contact immediate supervisor for these supplies

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Subject: Procurement Card	Number: A.00.8
Service Area: General Agency Policies	Section: Administrative
Relevant Forms: Located on P:/common drive	Date Effective: 08/2003

REGULATION REFERENCE: SIUC Policy

POLICY: SIU Purchasing and SIU Head Start procurement card procedures will be distributed to each employee at the time procurement card is in receipt

PROCEDURE: Below are the general procedures for Head Start. Please refer to <http://purchasing.siuc.edu/pcard.html>

1. Employees should request a credit card receipt be included with the purchase when shipped. The employee must save the P-card receipt and the shipping documentation.
2. An original receipt from the vendor must support each and every purchase. Copies or facsimiles are not acceptable.
3. Receipts must include: vendor, amount charged, date, and itemized description of items purchased. If the receipt includes only the total purchase amount, attach the detailed receipt, packing slip with detail information, or invoice to the receipt.

P Card Holder Purchases

1. Fill out a supply/equipment/travel* request form, verify MasterCard acceptance, request the vendor Federal Identification Number (FEIN) and submit to accountant/department card manager for payment method determination.
2. Accountant/department card manager submits supply/equipment/travel request form to the Director for purchase approval.
3. After Director approval is received, accountant/department card manager forwards a copy of approved supply/equipment/travel request form to the employee.
4. Employee places the order and requests submission of detailed (itemized) bill.
5. When purchases are received the employee should mark the original receipt and/or invoice, packing slip, etc. **'received'** and forward to the accountant/department card manager with monthly statement and reconciliation form.
6. **For Travel Only** – In order to process travel reimbursements in a timely manner, the employee should make copies of any P card travel charges and attach those copies to their travel reimbursement request along with other backup and forward to accountant upon return from trip. The original P card travel charge receipts should be submitted with the monthly statement and reconciliation form since original receipts are required for P card processing. Employee should keep a copy of travel expenses for their files.
7. Employee will receive a monthly statement from the credit card company (usually between the 12th and 14th of each month). Employee must reconcile charges on the monthly statement to receipts/invoices. Within five working days of receipt of the monthly statement, the cardholder must complete a statement reconciliation form

noting any discrepancies and must notify accountant/department card manager if a discrepancy is discovered.

8. Employee must attach a copy of the verified monthly statement to a copy of the statement reconciliation form and file with attachments in a personal file and secure this file as the statement contains their credit card number.
9. Employee must forward the original statement, signed reconciliation form and original receipts/invoices to accountant/department card manager.

***At the present time only the administrative office may order equipment.**

Non P-Card Holder Purchases

1. Fill out supply/equipment/travel* request form, verify MasterCard acceptance, request the vendor Federal Employer Identification Number (FEIN) and submit to supervisor for approval to request purchase(s).
2. If request to purchase is valid, supervisor signs supply request and submits signed supply request to accountant/department card manager for payment method determination.
3. Accountant/department card manager submits supply request to Director for purchase approval.
4. After director approval is received, accountant/department card manager forwards a copy of approved supply/equipment/travel request form to appropriate supervisor for ordering and retains a copy for accounting files.
5. When approved supply request is received, supervisor approves use of their P- card by signing supply request on "P- card holder approval" line. Supervisor should make copy of approved supply request for their records.
6. Supervisor submits signed, approved supply request to employee for processing. Employee places the order, requests submission of detailed (itemized) bill, signs off on the supply request as "order placed by" and attaches the signed, approved supply request form to the monthly statement/reconciliation form.
7. When purchases are received, the employee should mark the original receipt and/or invoice, packing slip, etc., '**received**' and forward to supervisor.
8. Supervisor forwards the monthly statement/reconciliation form with attachments to accountant/department card manager.
9. Supervisor will receive a monthly statement from the credit card company (usually between the 12th and 14th of each month). Supervisor must reconcile charges on the monthly statement to receipts/invoices.
10. Within five working days of receipt of the monthly statement, supervisor must complete a statement reconciliation form noting any discrepancies and must notify accountant/department card manager if a discrepancy is discovered on the monthly statement.
11. Supervisor must attach a copy of the verified monthly statement to a copy of the statement reconciliation form and file these forms with attachments in a personal file and should secure this file as the statement contains their credit card number.
12. Supervisor must forward the original statement, signed reconciliation form and receipts/invoices to accountant/department card manager.

Administrative Office

1. Accounting clerk will reconcile transactions within five working days of receiving p-card holder's submission to accounting of that month's verified monthly statement, reconciled statement form and supporting documents. If the accounting clerk does

not receive a p-card holder's monthly statement, reconciled statement form and supporting documents within the five working days, he will contact the employee and inquire if there is a problem, if he can be of assistance, and inform the employee the monthly statement, reconciled statement form and supporting documents paperwork must be submitted within five working days. In five working days if he does not receive the monthly statement, reconciled statement form and supporting documents paperwork he will notify the business manager. The business manager will contact the employee to ascertain the problem.

2. The accounting clerk, accountant/department card manager will determine that the appropriate receipts and other supporting documentation are on file for each purchase on a statement.
3. Once the transactions have been reconciled, the accountant/department card manager will forward all documents to the business manager, who will approve transactions within 5 working days, sign off as approved, and forward to the Director for approval.
4. After Director approves and signs the transaction report, the business manager will forward approved transaction report and attachments to accountant/department card manager for permanent filing.
5. If equipment is ordered with a P card, the accounting clerk will also forward three completed procurement card equipment transaction forms with packing slip/vendor invoice attached to the business manager. The original invoice and one equipment form are for the permanent P-card file, the second equipment form and a copy of invoice/receipt are forwarded to Fixed Assets for inventory purposes, and the third equipment form is for the business manager's inventory file. Procurement card equipment transaction forms are to be submitted to fixed assets when processed.

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Subject: Research	Number: A.00.9
Service Area: General Agency Policies	Section: Administrative
Relevant Forms: Located on P:/common drive	Date Effective: 08/2003

REGULATION REFERENCE:

POLICY: SIUC Head Start must ensure that quality research projects are conducted that protect the rights of all individuals who may be directly or indirectly involved in the research projects and must monitor managerial issues that might arise during the implementation of research projects.

PROCEDURE: The following outlines steps to be taken regarding research projects. A research committee will include the following members:

- Director of the SIUC Head Start program
- Child Development Coordinator
- Center director
- Supervising teachers of the classrooms in which the proposed research will take place
- Chairperson of the policy council or an appointee of the chairperson.

Functions of the Research Committee for the SIUC Head Start Program:

- The committee will review all research proposals submitted to the committee.
- The committee will determine the acceptability of the research proposal using the following criteria;
- Merit of the proposal as it relates to the goals and objectives of the SIUC Head Start program.
- Protection of all parties concerned directly or indirectly with the research project.
- Implementation feasibility within the program/center/classroom.
- Compatibility between programmatic obligations and research demands.

The committee will make decisions regarding acceptability of the research proposal. Acceptability of the proposal will be determined by a majority vote of members present, and/or proxy vote. The director will present the research proposal and education committee recommendation to the Policy Council for approval. Once the Policy Council has approved, the director will notify the researcher of the decision.

The committee will inform all relevant parties (e.g., researchers, teachers, policy council) of its decision. If proposals require modification to comply with the needs of the Head Start program, the committee may request specific revisions of the proposal. If the proposal is not accepted, a letter will be sent to the researcher specifying reasons for unacceptability.

The committee will assume responsibility for establishing new policies congruent with the needs of all parties concerned. An evaluation of these policies will be conducted periodically.

Guidelines for research projects conducted at the SIUC Head Start program:

- Head Start parents will be notified of research projects to be conducted in the classroom. Signed parental permission forms will be required when individual children are to be interviewed or tested. These forms will be kept in the children's files.
- Research will be limited to the months of October through April.
- Written parental permission is required for the use of audiotapes or pictures of the child.
- Research activities will comply with the daily classroom schedule and will not involve Head Start staff time.
- No research activity will be conducted which could be harmful in any way to a Head Start child, parent, or staff member.
- Coercion will not be used to engage a child or parent in a research activity. If a child or parent does not want to participate in the research activity, he/she may withdraw at any time.
- Researchers will provide an atmosphere in which the child feels safe and comfortable prior to and during a research activity.
- Personal information related to the child or parent will be obtained from the parent. Researchers will not have access to children's files.
- A research report indicating findings will be submitted to the Head Start director and parents of children involved upon completion of the research.
- Research must be in compliance with standards for ethical use of human subjects with assurance that research is voluntary and that subjects' identity is protected. The child's/parent's name will remain confidential and will not be reported in research findings.
- Anonymity of children must be maintained. Researchers may not use identifying information, such as the child's name, on data sheet.

The research guidelines will be provided to researchers prior to beginning the research project.

The proposal will include:

- Purpose of the research;
- Number of children/families to be included in the research;
- Number of classrooms to be involved;
- Techniques to be utilized in collecting data; and
- Impact of research on the Head Start program and families served.

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Subject: Students & Group Observations	Number: A.00.10
Service Area: General Agency Policies PDM--General	Section: Administrative
Relevant Forms: Located on P:/common drive	Date Effective: 08/2003

REGULATION REFERENCE:

POLICY: In keeping with the Head Start commitment to child development education, and in recognizing the affiliation of SIUC Head Start with SIUC as an institution of higher education, SIUC Head Start sites will be available to students and/or student groups wishing to observe the early childhood educational process.

PROCEDURE:

- Requests for visits by high school or college students and/or student groups interested in observing at an SIUC Head Start site will be submitted to the center director in writing on the Student Observation Request form.
- Information requested on the form will include purpose of visit, date requested, number of visitors and how any information gained through observation will be used.
- Two-week notice prior to visit is requested.
- The center director will approve all requests for one-time site visits and notify applicant.
- Upon approval, center director will send notification to site staff advising them of the time, date and purpose of the visit.
- Center directors will review confidentiality policies with all observers. Any written reports made as a result of the observation visit will need to be copied and sent to SIUC Head Start.
- Requests for on-going observation will be considered research and will require the approval of SIUC Head Start Policy Council.
- Students should contact the Head Start director for on-going observations.

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Subject: Supply/Equipment Request	Number: A.00.11
Service Area: General Agency Policies	Section: Administrative
Relevant Forms: Located on P:/common drive	Date Effective: 04/2004

REGULATION REFERENCE:

POLICY: All purchases and supply/equipment requests must be submitted to the immediate supervisor for review and approval and forwarded to the director. Certification on the Head Start Supply Request states personnel committing funds without prior supervisor approval will be held accountable for the charges. Failure to follow procedures and appropriate approvals prior to purchase will result in the Head Start employee being held accountable for the charges. No purchases should be made without the director's written approval.

PROCEDURE: The following outlines the supply request process:

Frequency

- Coordinators & Central Office Staff-Large start-up order and mid-year order. Additional supplies required in between these two orders on an as needed basis.
- Classrooms/teachers have a designated amount per year to spend and are to make requests following set forth procedures.

Forms

- Requests should be submitted on a Head Start Supply Request. Personnel requesting supplies should submit a separate form for each supply category, estimated costs and budget balance. Supply requests should be complete and accurate before submission to avoid the return of the request and delays.

Categories:

- Educational Supplies
- Health Supplies
- Janitorial Supplies
- Kitchen Supplies
- Miscellaneous Supplies
- Office Supplies
- Supplies with printed SIUC logos

Submission

- Center staff (teachers, cooks, bus drivers, community workers) submit to center director for approval.
- Center directors submit to program systems operation coordinator
- Specialists submit to coordinators for approval
- Coordinators/fiscal staff to director for approval.

Routing

Supply representatives are as follows:

- Child Development Coordinator-Educational Supplies
- Health/Nutrition Coordinator-Health Supplies
- Health/Nutrition Coordinator-Kitchen/Janitorial Supplies
- Family & Community Services Partnership Coordinator-Family Involvement Supplies
- Secretary- Office Supplies
- Business Manager-Computer, Miscellaneous Supplies
- Secretary to the Director – Supplies with printed SIUC logos
- Accountant—all supply requests

Supply Representatives Responsibilities:

- Approve requests for ordering, notifying accountant of any unusual requests
- Indicate recommended source
- Indicate estimated cost
- Supply representative submits requests to business manager.
- Business manager dates the request and submits to accountant
- Accountant determines submits all requests to the Head Start Director for approval, indicating any irregular or costly requests.

Approved University Vendor

- The accountant will determine the procedure and appropriate purchasing method and fund availability required to acquire the items on the requests. *Only the accountant has the authority to recommend committing SIUC funds*
- The approved University vendors must be utilized if items are available. In cases where approved vendors cannot supply a particular item, an outside vendor will be used.
- Head Start director approves and returns the requests to the accountant.
- Accountant distributes a copy of the signed request to the appropriate designated personnel
- Supply requests are ordered by the respective staff (supply representative
- After the designated personnel purchases the requested supplies, they **MUST** submit the original receipt to the accountant for payment.