

**ATTENTION: ALL EARLY HEAD START
PARENTS**



Policy Council Meeting

City of Albuquerque / Early Head Start

Wednesday, December 18th, 2019

Trumbull Early Head Start Center

419 Pennsylvania SE—5:30-7:00 pm

For questions, please call the Main Office @

505-767-6500

*Interpreter services (in Spanish) will be provided *

*Come and enjoy dinner & child care provided onsite for
children 12 years and under***



ONE
ALBUQUE
ROQUE family & community services

**City of Albuquerque
Division of Child and Family Development
Early Head Start
Policy Council**

December 18, 2019

- 1. Establish Quorum**
- 2. Approval of Minutes**
- 3. Governing Board Report**
- 4. Director Report**
 - a. Enrollment**
 - b. Attendance and Meal Counts**
 - c. Budget (Financial Statements)**
 - d. School Readiness**
 - e. Family Engagement**
- 5. New Business**

- a. Policy Approval**

- i. Code of Conduct**

Approval	Disapproval	Other Action
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- ii. Reporting**

Approval	Disapproval	Other Action
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- iii. Child Health and Safety**

Approval	Disapproval	Other Action
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- iv. Child Abuse and Neglect**

Approval	Disapproval	Other Action
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- v. Active Supervision**

Approval	Disapproval	Other Action
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- 6. Adjournment**

Next Meeting Date: January 15, 2019

City of Albuquerque
Department of Family and Community Services
Division of Child and Family Development
Early Head Start
POLICY COUNCIL
Wednesday, June 19, 2019

- I. **Establish Quorum:** Stephanie Pickup, Sheena King, Victoria Padilla, Martha Lara-Delgado, Maggie Gonzales, Kristi Sanchez, Penny Chavez, John & Shelly Rank, Tommy Folmar, Ugochukwu Uzokwelu, Karen Lucero, and COA staff – Shana Runck/Division Manager, Devona Duran/EHS Program Manager and Robi Ruiz/EHS Education Specialist. Meeting called to order at 6:35 pm.

- II. **Approval of Minutes:** Minutes from last Policy Council meeting on 05/15/19 were reviewed.
 - **Motion to approve May 15, 2019 minutes by Sheena King (1st) & Martha Lara-Delgado (2nd), unanimous consent; Motion approved.**

- III. **Governing Board Report:** Nicole Taylor was not present to provide updates:
 - a) Updates - None

- IV. **Director Reports:**
Component Reports:
 1. **Enrollment.** Total funded enrollment of 128 slots, 104 for center based and 24 for home based. Total reportable enrollment at 128; center 104 and home based 24. **Enrollment Vacancies** – there are no vacancies at this time. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated over 30 days; Head Start Program Performance Standard (HSPPS) Enrollment 1302.15.
 2. **Enrollment Monthly Summary.** New Enrollment-families (9), children (9), pregnant moms (0), number of children born (2); total new enrollment (11). Total leaving program (9) - graduating children (3), pregnant moms giving birth (2), children leaving (4), pregnant moms leaving (0). Children up to date on Immunizations (120), children up to date as possible on immunizations (2), children not up to date (6). **New item** – Eligibility Category – income eligible (79), TANF/SSI (9), Foster Child (8), Homeless (2) – total (98) children. Over income (27), Over 130% (3), Children w/IFSPs (31).
 3. **Attendance** – Head Start Program Performance Standard (HSPPS) Attendance 1302.16 (b) indicates 85% attendance rate or better for center based program. This is an ongoing challenge. Reporting period is 7/01/18-5/31/19, most common excuses health reasons, parent choice, and unknown.
City operated Early Head Start centers classroom attendance rates:
 - La Mesa 65.22%,
 - MacArthur 71.56%,
 - Plaza Feliz 78.03%
 - School on wheels 74.69%
 - Singing Arrow 85.62%
 - Trumbull 79.75%
 - Western Trails 60.00%

Overall center based program attendance totals – 73.57%; total number of children absent - 89.

4. **Meal Counts** – Reporting period of 07/01/18-5/31/19. Total number of meals for (0-3 years in age), total children served (1534), Breakfast (1509), Am snack (1), Lunch (1502), PM snack (1343), Supper (0).
5. **Budget** - Financial statements provided to policy council membership:
 - a) Federal Grant – year to date (YTD) expenditures \$1,129,183
 - b) Training/Technical Assistance (T/TA) – year to date expenditures \$10,902
 - c) City Match – year to date expenditures \$166,061

*overview provided on operating expenditures & column/underspent percentages *
6. **P-Card Expenditures** - Working with Fiscal Department to ensure expenditures are captured accurately to avoid discrepancies. Reporting period from September 2018 – May 2019.
7. **School Readiness** – Robi Ruiz/Education Specialist presented:
 - a) Center Based – no update
 - b) Home Based – no update
 - c) TS gold and PROMIS – no update
8. **Staffing Update**
 - a) Teaching Assistant C26 & Teacher M12 – 2 candidates recommended for hire.
 - b) Family & Community Engagement Specialist vacancy - 1 candidate recommended for hire.
 - c) Temp vacancies – 7 candidates recommended for hire.
9. **Social Emotional Leadership** – Early Head Start team (management, home visitors, and teaching staff) attended Office of Head Start Pyramid Model Training on May 27-29, 2019 in Dallas, Texas. Information was shared with EHS staff during the professional development training scheduled on June 14, 2019.
10. **Head Start Federal Monitoring Notice - Focus Area One (FA1)** – Office of Head Start Monitoring Report received on May 13, 2019. The program is taking steps to address the noted Areas of Concern by developing a communication plan to exclusively inform and ensure participation of the governing body and policy council in developing goals and improving program services. A training plan, including the purchase of iPads for classrooms and for home visitors and onsite training on the education assessment tool (Teaching Strategies Gold) will be scheduled in July for management and teaching staff. The program is also in the discussion phase of switching from the current database management system of PROMIS to ChildPlus. The modifications to the current infrastructure will ensure accurate child-level assessment and program data for well-informed program improvements in all content areas.
11. **Unfinished Business**
 - a) Selected City EHS sites and hours of operations for Extended Care: Western Trail and Trumbull with hours of operation from 7:30 am – 5:30 pm. Other sites will be considered as the program continues with hiring of temps.
 - b) 2019 Division of Child & Family Development – Family Handbook for Early Head Start.
12. **New Business**
 - a) Officer nominations and membership voting.

V. Action Items:

a) 2019 Division of Child & Family Development – Family Handbook for Early Head Start

Motion to approve 2019 Division of Child & Family Development – Family Handbook for Early Head Start as written; unanimous consent; Motion approved.

VI. Adjournment - Meeting adjourned at 7:20 pm.

Next Policy Council Meeting: August 2019 – Meet & Greet @ 5:30 pm at Trumbull Center



City of Albuquerque Early Head Start Caseload/Enrollment Report 11/30/19

Enrollment

Total Funded Enrollment:	128
Total Actual Enrollment:	121
Children Withdrawn & Dropped (last 30 days):	4
Total Reportable Enrollment (actual + withdrawn/dropped):	125
Total Deficit:	3

Program Snapshot

	Home based	Centers	ALL
Funded Enrollment:	24	104	128
Enrollment:	24	101	125
Defficiency:	0	3	3

Home Based Detail

Caseload: 12 slots per home visitor

FDF	Caseload Capacity	HB Family	HB Child	Pregnant	Due date	Left in Last 30 Days	Total	Deficit
Valarie	12	9	10	2	12/29, 3/20	0	12	0
Debbie	12	9	9	3	1/15, 2/29, 5/27	0	12	0
Total	24		19	5		1	24	0

Center Detail

Ctr Detail	Servable Capacity	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	8	0	8	0	0
MacArthur	16	15	1	16	1	0
PlazaFeliz	16	16	0	16	0	0
SOW	16	15	1	16	0	0
Trumbull	24	21	0	21	1	3
W. Trail	16	16	0	16	0	0
Singing Arrow	8	6	2	8	2	0
Total	104	97	4	101	0	3

City Of Albuquerque EHS
2371 - CACFP Reimbursement Summary
Program Term: EHS 2019 - 2020, Program Option: Standard Full Day
Attendance Date: 11/1/2019 - 11/30/2019

City Of Albuquerque EHS

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
EHS 2019 - 2020									
Douglas MacArthur									
Infant	14	8	0	0	57	0	49	42	0
Toddler	14	8	0	0	87	0	87	78	0
Douglas MacArthur	28	15	0	0	144	0	136	120	0
La Mesa									
Toddler	14	8	0	0	59	0	52	51	0
La Mesa	14	8	0	0	59	0	52	51	0
Plaza Feliz									
Toddler	14	8	0	0	59	0	64	58	0
Twos	14	8	0	0	83	0	84	61	0
Plaza Feliz	28	16	0	0	142	0	148	119	0
School On Wheels									
Infant	14	7	0	0	67	0	65	43	0
Toddler	14	9	0	0	97	0	97	80	0
School On Wheels	28	16	0	0	164	0	162	123	0
Singing Arrow									
Twos	14	8	0	0	80	0	78	74	0
Singing Arrow	14	8	0	0	80	0	78	74	0
Trumbull									
Infant	14	6	0	0	0	0	0	0	0
Toddler	14	8	0	0	56	0	54	14	0
Twos	14	8	0	0	25	0	22	0	0
Trumbull	42	21	0	0	81	0	76	14	0
Western Trail									
Infant	14	8	0	0	47	0	48	33	0
Toddler	14	8	0	0	95	0	87	73	0
Western Trail	28	16	0	0	142	0	135	106	0
City Of Albuquerque EHS	182	100	0	0	812	0	787	607	0
Report Totals	182	100	0	0	812	0	787	607	0

Reason	Total Per Reason	% Of Each Reason Per Class	# Of Absences Per Class	Days Open (In Range)	Total Possible Presents	Total Absence Percentage	Total Present Percentage
Report: Absence Reasons (Grid)							
Site: Douglas MacArthur							
Classroom: Infant							
<Blank>	3	10%					
Contagious Illness	1	3.33%					
Health Reasons	7	23.33%	30	14	94	32.61%	67.39%
Parent Choice	9	30%					
Unknown	10	33.33%					
Subtotals for Classroom: Infant							
Total Number of Reasons:	5						
Total Absences:	30						
Classroom: Toddler							
<Blank>	0	0%					
Developmental Service Appointment	1	4.55%					
Health Reasons	2	9.09%	22	14	111	20.18%	79.82%
Parent Choice	19	86.36%					
Subtotals for Classroom: Toddler							
Total Number of Reasons:	4						
Total Absences:	22						
Subtotals for Site: Douglas MacArthur							
Total Number of Reasons:	6						
Total Absences:	52						
Site: La Mesa							
Classroom: Toddler							
<Blank>	4	10%					
Contagious Illness	1	2.5%					
Health Reasons	15	37.5%					
No Transportation	5	12.5%	40	14	103	40.4%	59.6%
Other	2	5%					
Parent Choice	6	15%					
Unknown	2	5%					
Vacation	5	12.5%					
Subtotals for Classroom: Toddler							
Total Number of Reasons:	8						
Total Absences:	40						
Subtotals for Site: La Mesa							
Total Number of Reasons:	8						
Total Absences:	40						

Reason	Total Per Reason	% Of Each Reason Per Class	# Of Absences Per Class	Days Open (In Range)	Total Possible Presents	Total Absence Percentage	Total Present Percentage
Site: Plaza Feliz							
Classroom: Toddler							
<Blank>	13	44.83%					
Health Reasons	4	13.79%					
Other	3	10.34%	29	14	106	30.53%	69.47%
Parent Choice	4	13.79%					
Unknown	5	17.24%					
Subtotals for Classroom: Toddler							
Total Number of Reasons:	5						
Total Absences:	29						
Classroom: Twos							
<Blank>	0	0%					
Health Reasons	7	50%					
Non-Custodial Parent Visit	7	50%	14	14	112	14.29%	85.71%
Other	0	0%					
Subtotals for Classroom: Twos							
Total Number of Reasons:	4						
Total Absences:	14						
Subtotals for Site: Plaza Feliz							
Total Number of Reasons:	6						
Total Absences:	43						
Site: School On Wheels							
Classroom: Infant							
<Blank>	17	56.67%					
Health Reasons	4	13.33%					
Other	2	6.67%	30	14	98	30.93%	69.07%
Parent Choice	3	10%					
Unknown	3	10%					
Vacation	1	3.33%					
Subtotals for Classroom: Infant							
Total Number of Reasons:	6						
Total Absences:	30						
Classroom: Toddler							
<Blank>	2	13.33%					
Health Reasons	6	40%	15	14	113	13.33%	86.61%
Other	2	13.33%					
Parent Choice	5	33.33%					

Reason	Total Per Reason	% Of Each Reason Per Class	# Of Absences Per Class	Days Open (In Range)	Total Possible Presents	Total Absence Percentage	Total Present Percentage
Subtotals for Classroom: Toddler							
Total Number of Reasons:	4						
Total Absences:	15						
Subtotals for Site: School On Wheels							
Total Number of Reasons:	6						
Total Absences:	45						
Site: Singing Arrow							
Classroom: Twos							
<Blank>	2	6.25%					
Contagious Illness	6	18.75%					
Health Reasons	4	12.5%					
No Transportation	1	3.13%	32	14	112	28.57%	71.43%
Other	1	3.13%					
Parent Choice	16	50%					
Unknown	2	6.25%					
Subtotals for Classroom: Twos							
Total Number of Reasons:	7						
Total Absences:	32						
Subtotals for Site: Singing Arrow							
Total Number of Reasons:	7						
Total Absences:	32						
Site: Trumbull							
Classroom: Toddler							
<Blank>	3	60%					
Health Reasons	1	20%					
Parent Choice	1	20%	5	14	93	7.04%	92.96%
Subtotals for Classroom: Toddler							
Total Number of Reasons:	3						
Total Absences:	5						
Classroom: Twos							
<Blank>	0	0%					
Contagious Illness	4	36.36%					
Other	1	9.09%	11	14	101	13.58%	86.42%
Unknown	6	54.55%					
Subtotals for Classroom: Twos							
Total Number of Reasons:	4						
Total Absences:	11						

Reason	Total Per Reason	% Of Each Reason Per Class	# Of Absences Per Class	Days Open (In Range)	Total Possible Presents	Total Absence Percentage	Total Present Percentage
Subtotals for Site: Trumbull							
Total Number of Reasons:	6						
Total Absences:	16						
Site: Western Trail							
Classroom: Infant							
<Blank>	0	0%					
Health Reasons	10	41.67%	24	14	112	21.62%	78.38%
Parent Choice	13	54.17%					
Unknown	1	4.17%					
Subtotals for Classroom: Infant							
Total Number of Reasons:	4						
Total Absences:	24						
Classroom: Toddler							
<Blank>	1	5.88%					
Contagious Illness	4	23.53%					
Health Reasons	4	23.53%	17	14	112	15.18%	84.82%
Other	1	5.88%					
Parent Choice	7	41.18%					
Subtotals for Classroom: Toddler							
Total Number of Reasons:	5						
Total Absences:	17						
Subtotals for Site: Western Trail							
Total Number of Reasons:	6						
Total Absences:	41						
Report Totals							
Total Number of Reasons:	10						
Total Absences:	269						

City Of Albuquerque EHS

2301 - Average Daily Attendance

Program Term: EHS 2019 - 2020, Program Option: Standard Full Day, Attendance Date: 11/1/2019 - 11/30/2019

City Of Albuquerque EHS

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment	
	Present ⁴	Absent ⁵	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³
Douglas MacArthur	149	52	0	14.00 (avg)	10.64	16	66.52%	14.36	74.13%
La Mesa	59	40	0	14.00 (avg)	4.21	8	52.68%	7.07	59.60%
Plaza Feliz	150	43	1	14.00 (avg)	10.71	16	66.96%	13.79	77.72%
School On Wheels	164	45	0	14.00 (avg)	11.72	16	73.21%	14.93	78.47%
Singing Arrow	80	32	0	14.00 (avg)	5.71	8	71.43%	8.00	71.43%
Trumbull	200	16	0	14.00 (avg)	14.28	24	59.52%	15.43	92.59%
Western Trail	182	41	0	14.00 (avg)	13.00	16	81.25%	15.93	81.61%
City Of Albuquerque EHS	984	269	1	14.00 (avg)	70.27	104	67.58%	89.51	78.53%
Report Totals	984	269	1	14.00 (avg)	70.27	104	67.58%	89.51	78.53%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Present Offsite(PO), Tardy(T), Left Early(LE), Tardy and Left Early(TLE)
6. Statuses counted as Absent: Absent(A), Excused(E), Unexcused(U)
7. Statuses counted as Neither: No Class (-), Not Scheduled (N)

**FAMILY AND COMMUNITY SERVICES DEPARTMENT
EARLY HEADSTART PROGRAM - FY2020 FEDERAL (3163450)
GRANT EXPENDITURES**

ACCOUNTS	ACCOUNT DESCRIPTION	APPROP	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD EXPENSES	REMAINING BALANCE	% EXPENDED
500101	REGULAR WAGES	1,109,027.00	70,021.68	60,040.57	75,694.77	80,291.85	50,250.31		336,299.18	772,727.82	30.32%
500110	LONGEVITY WAGES	-	2,257.61	2,160.44	591.75		51.50		5,061.30	(5,061.30)	#DIV/0!
500115	VACATION	-	5,823.61	3,953.38	2,994.99	3,339.53	3,354.23		19,465.74	(19,465.74)	#DIV/0!
500120	OTHER PAID ABSENCES	-	3,272.55	309.23	4,177.25	724.61	4,417.50		12,901.14	(12,901.14)	#DIV/0!
500125	SICK AND EMERGENCY	-	3,715.85	3,087.15	3,259.44	3,971.24	2,022.65		16,056.33	(16,056.33)	#DIV/0!
500135	BILINGUAL PAY	-	20.44	19.78					40.22	(40.22)	#DIV/0!
500201	TEMPORARY	62,620.00								62,620.00	0.00%
500301	OVERTIME	-	33.31	164.90	305.61	108.66	152.00		764.48	(764.48)	#DIV/0!
	50 TOTAL WAGES	1,171,647.00	85,145.05	69,735.45	87,023.81	88,435.89	60,248.19		390,588.39	781,058.61	33.34%
514400	PERA	225,976.00	16,873.22	14,509.75	17,541.96	17,973.27	11,994.21		78,892.41	147,083.59	34.91%
514800	FICA	97,005.00	6,262.47	5,356.97	6,364.34	6,519.02	4,426.95		28,929.75	68,075.25	29.82%
515600	OTHER EMPLOYEE BENEFITS	252,176.00	17,965.93	15,418.58	18,693.84	19,034.83	12,828.96		83,942.14	168,233.86	33.29%
515601	OEB UNEMPLOYEEMENT/BUS	2,821.00	232.98	179.48	228.37	280.43	147.70		1,068.96	1,752.04	37.89%
515602	OEB BASIC LIFE	22,569.00	905.16	777.08	945.56	958.70	636.52		4,223.02	18,345.98	18.71%
515700	FIB-RETIREE HEALTH CARE	-	1,670.16	1,436.08	1,729.08	1,771.67	1,181.17		7,788.16	(7,788.16)	#DIV/0!
519999	FRINGE RECOVERY -PC	-									#DIV/0!
	51 TOTAL FRINGE	600,547.00	43,909.92	37,677.94	45,503.15	46,537.92	31,215.51		204,844.44	395,702.56	34.11%
	521000 OTHER SERVICES	8,000.00		500.00					500.00	8,000.00	0.00%
520500	PROFESSIONAL SERVICES	-									#DIV/0!
521010	PRINTING & DUPLICATING	-									#DIV/0!
521500	UTILITIES	-									#DIV/0!
521544	TELECOM SVC AND EQUIP	37,368.00	54.86	54.86	54.86	54.93		219.51	4,383.76	(219.51)	#DIV/0!
522000	SUPPLIES	-		299.94	4,083.82					32,984.24	11.73%
522032	SUPPLIES FOOD	25,000.00	1,739.23	551.00		450.92		2,741.15	0.55	22,258.85	10.96%
522054	SUPPLIES PARENT SERVICES	-	0.55					0.55		(0.55)	#DIV/0!
522060	POSTAGE	-	164.06	287.42	267.02	195.00	556.22		1,469.72	(1,469.72)	#DIV/0!
522510	TRAVEL (LOCAL/IN STATE)	-									#DIV/0!
523000	TRAINING	-	1,110.00					1,110.00		(1,110.00)	#DIV/0!
523000	TRAINING - GENERAL	-									#DIV/0!
523400	DUES/MEMBERSHIPS	-									#DIV/0!
523800	REPAIRS/MAINT	-		1,797.00		566.24		2,363.24		(2,363.24)	#DIV/0!
527500	CONTRACTUAL SERVICES	33,000.00	55.00	11,322.50			6,345.50		17,723.00	15,277.00	53.71%
527550	SVCs- RENTALS AND LEASES	-									#DIV/0!
	52 TOTAL OPERATING EXPENDITURES	103,368.00	3,123.70	13,015.72	6,202.70	1,267.09	6,901.72		30,510.93	72,857.07	29.52%
531000	BUILDING AND OTHER STRUCTURES	-									#DIV/0!
533000	MACH/EQUIP OTHER THAN AUTO	-									#DIV/0!
533500	MACH/EQUIP OTHER THAN AUTO	-									#DIV/0!
	53 TOTAL CAPITAL OUTLAY	-	-	-	-	-	-	-	-	-	#DIV/0!
594031	VEHICLE MNTC-MAINTENANCE	-	29.40					29.40		(29.40)	#DIV/0!
594041	VEHICLE MNTC-FUELS	-									#DIV/0!
	59 TOTAL INTERNAL SERVICE CHARGES	-	29.40	-	-	-	-	29.40	-	(29.40)	#DIV/0!
593110	INDIRECT COSTS	-									#DIV/0!
	59 INTERFUND TRANSACTIONS Total	1,875,562.00	132,208.07	120,429.11	138,729.66	136,240.90	98,365.42		625,973.16	1,249,588.84	33.36%
	GRAND TOTAL	1,875,562.00	132,208.07	120,429.11	138,729.66	136,240.90	98,365.42		625,973.16	1,249,588.84	33.36%

Current % 33%
Should Be 42%
Under spent 8%
Possible reversion \$ 155,511.01

FAMILY AND COMMUNITY SERVICES DEPARTMENT
 EARLY HEADSTART PROGRAM - FY2020 FEDERAL T & TA (3163451)
 GRANT EXPENDITURES

ACCOUNT DESCRIPTION	APPROP	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD EXPENSES	REMAINING BALANCE	% EXPENDED
521010 PRINTING & DUPLICATING	5,000.00							-	5,000.00	0.00%
521540 US WEST SUMMARY LINE COSTS								-		#DIV/0!
522000 SUPPLIES		118.94	554.66					673.60	(673.60)	#DIV/0!
522032 SUPPLIES FOOD								-		#DIV/0!
522054 SUPPLIES PARENT SERVICES								-		#DIV/0!
522060 POSTAGE								-		#DIV/0!
522500 TRAVEL-EXPENSE	10,000.00		1,342.67		1,774.56	1,669.69		4,786.92	5,213.08	47.87%
522510 TRAVEL (LOCAL/IN STATE)								-		#DIV/0!
523000 TRAINING	4,906.00		175.00					175.00	4,731.00	3.57%
523400 DUES/MEMBERSHIPS								-		#DIV/0!
523800 REPAIRS/MAINT								-		#DIV/0!
523800 REPAIRS/MAINT								-		#DIV/0!
527500 CONTRACTUAL SERVICES	25,000.00							-	25,000.00	0.00%
593110 IDOH OUT - FUND 110								-		#DIV/0!
52 TOTAL OPERATING EXPENDITURES	44,906.00	118.94	2,072.33	-	1,774.56	1,669.69	-	5,635.52	39,270.48	12.55%
GRAND TOTAL	44,906.00	118.94	2,072.33	-	1,774.56	1,669.69	-	5,635.52	39,270.48	12.55%

No expenditures in September

Current % 13%
 Should Be 42%
 Under spent 29%
 Possible reversion \$ 13,075.31

FAMILY AND COMMUNITY SERVICES DEPARTMENT
EARLY HEADSTART PROGRAM - FY2020 FEDERAL (3163452)
MATCH EXPENDITURES

ACCOUNT DESCRIPTION	APPROP	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD EXPENSES	REMAINING BALANCE	% EXPENDED	YEAR END PROJECTION
500101 REGULAR WAGES	201,969.00	13,469.83	13,358.96	12,921.85	12,550.31	10,105.73		62,406.68	139,562.32	30.90%	78,253
500110 LONGEVITY WAGES	-	475.11	489.94	443.29				1,408.34	(1,408.34)	#DIV/0!	1,408
500115 VACATION	-	400.46	213.84	1,876.66	1,266.13	20.21		3,777.30	(3,777.30)	#DIV/0!	3,777
500120 OTHER PAID ABSENCES	-	743.07	26.05	887.20		858.38		2,514.70	(2,514.70)	#DIV/0!	2,515
500125 SICK AND EMERGENCY	-	627.27	275.61	1,535.49	836.43	536.04		3,810.84	(3,810.84)	#DIV/0!	3,811
500130 INJURY TIME	-									#DIV/0!	-
500201 TEMPORARY	-									#DIV/0!	-
500301 OVERTIME	-		173.97	29.31				203.28	(203.28)	#DIV/0!	203
50 TOTAL WAGES	201,969.00	15,715.74	14,538.37	17,693.80	14,652.87	11,520.36	-	74,121.14	127,847.86	36.70%	89,967
514400 PERA	40,355.00	3,170.43	2,933.99	3,570.44	2,965.89	2,339.40		14,980.15	25,374.85	37.12%	17,992
514800 FICA	15,450.00	1,146.24	1,054.61	1,291.68	1,067.33	841.82		5,401.68	10,048.32	34.96%	#REF!
515600 OTHER EMPLOYEE BENEFITS	40,769.00	2,713.14	2,744.24	2,922.69	2,513.92	2,001.16		12,895.15	27,873.85	31.63%	14,302
515601 OEB UNEMPLOYEEMENT/BUS	575.00	42.40	35.93	45.15	42.83	28.84		195.15	379.85	33.94%	
515602 OEB BASIC LIFE		157.67	144.51	176.40	147.00	115.54		741.12	(741.12)	#DIV/0!	
515700 F/B-RETIREE HEALTH CARE	4,039.00	314.41	287.52	353.15	293.15	230.80		1,479.03	2,559.97	36.62%	1,637
51 TOTAL FRINGE	101,188.00	7,544.29	7,200.80	8,359.51	7,030.12	5,557.56	-	35,692.28	65,495.72	35.27%	#REF!
521000 OTHER SERVICES	58,634.00		132.00					132.00	58,502.00		
521510 - UTILITIES ELECTRIC										#DIV/0!	
521540 US WEST SUMMARY LINE COSTS										#DIV/0!	
522000 SUPPLIES	98,326.00	268.45	1,013.27	693.05	4,892.77	172.56		6,771.65	91,554.35	6.89%	40,630
522032 SUPPLIES FOOD		1,966.98	222.56	1,051.52	632.82			1,123.83	(1,123.83)	#DIV/0!	6,743
522054 SUPPLIES PARENT SERVICES		26.35	73.43	72.16	17.55			189.49	(189.49)	#DIV/0!	31,417
522060 POSTAGE		48.72	(31.12)	391.16	131.29			654.89	4,345.11	13.10%	
522510 TRAVEL (LOCAL/IN STATE) (522500)		132.00	140.00					272.00	(272.00)	#DIV/0!	
523000 TRAINING										#DIV/0!	
523400 DUES/MEMBERSHIPS										#DIV/0!	
523800 REPAIRS/MAINT										#DIV/0!	
527500 CONTRACTUAL SERVICES	15,000.00								15,000.00	0.00%	
52 TOTAL OPERATING EXPENDITURES	176,960.00	2,442.50	2,855.09	2,207.89	6,587.11	287.40	-	14,379.99	162,580.01	8.13%	78,790
531000 BUILDING AND OTHER STRUCTURES										#DIV/0!	
533000 MACH/EQUIP OTHER THAN AUTO										#DIV/0!	
533500 MACH/EQUIP OTHER THAN AUTO										#DIV/0!	
53 TOTAL CAPITAL OUTLAY	-	-	-	-	-	-	-	-	-	#DIV/0!	-
594031 VEHICLE MNTC-MAINTENANCE			1,312.65	1,740.26	835.29			2,575.55	(2,575.55)	#DIV/0!	
594032 VEHICLE OUTSIDE MAINT		239.20						1,551.85	(1,551.85)	#DIV/0!	
594041 VEHICLE MNTC-FUELS										#DIV/0!	
59 TOTAL INTERNAL SERVICE CHARGES	-	239.20	1,312.65	1,740.26	835.29	-	-	4,127.40	(4,127.40)	#DIV/0!	-
591265 TRANSFERS OUT - FUND 265						17,365.32		17,365.32	(17,365.32)	#DIV/0!	
593110 INDIRECT COSTS										#DIV/0!	
59 INTERFUND TRANSACTIONS Total	480,117.00	25,941.73	25,906.91	30,001.46	29,105.39	34,730.64	-	145,686.13	351,796.19	30.34%	#REF!

	Current %
	Should Be
	Under spent
	Possible reversion \$
	30%
	42%
	11%
	54,362.62

City of Albuquerque Early Head Start Code of Conduct

As a condition of employment, employees are required to comply with the provisions of the City of Albuquerque Merit System Ordinance, Labor Management Relations Ordinance, Conflict of Interest Ordinance, Personnel Rules and Regulations, Executive Orders and Administrative Instructions and all relevant laws, statutes, ordinances, regulations and collective bargaining agreements governing (1994), the Code of Conduct, Section 301, below, shall further govern the conduct of employees and if violated shall be grounds for disciplinary action including, but not limited to, termination, demotion, suspension or reprimand.

Additionally, Early Head Start employees are required to comply with the standards of conduct set forth by the Head Start Performance Standards (1302.90 (c) (1) and New Mexico State Child Care licensing rules and regulations 8.16.2.24. Violation shall be grounds for disciplinary action including, but not limited to, termination, demotion, suspension or reprimand.

City of Albuquerque

301. CODE OF CONDUCT

301.1 Duty to the Public (March 5, 2005)

The City of Albuquerque is a public service institution. In carrying out their assigned duties and responsibilities, employees must always remember their first obligation is to the public's safety and well-being. This obligation must be carried out within the framework of federal, state and local laws. Employees shall serve the public with respect, concern, courtesy and responsiveness, recognizing service to the public is the reason for their employment. Telephone calls, correspondence or other communications should be answered promptly or referred to appropriate individuals for timely action. It is recognized it is not always possible to fulfill all of the requests of the general public, however, employees are required to handle all requests and inquiries courteously, fairly, impartially, efficiently and effectively.

301.2 Professional Excellence

Employees are encouraged to strive for personal and professional excellence as a means of keeping current on relevant issues and administering the public's business with professional competence, efficiency and effectiveness.

301.3 Standards of Conduct

Employees shall in all instances maintain their conduct at the highest personal and professional standards in order to promote public confidence and trust in the City and public institutions and in a manner that merits the respect and cooperation of co-workers and the community. Employees shall not use insulting, abusive or offensive language or actions toward the public or co-workers. Ethnic or sexist jokes, slurs and other comments or actions that might embarrass or offend others are prohibited. Employees shall not harass others by making sexual advances, by creating an intimidating or offensive working environment, or by making false accusations regarding such conduct. Display of visual materials that may be sexually or racially offensive is also prohibited. Employees shall not have in their possession during assigned work hours, including lunch periods, in any facility, vehicle or work site, illegal drugs, alcohol, drug paraphernalia, weapons or explosives, unless directly related to their city responsibilities. Additionally, employees may not use any product for other than its intended manufactured use.

Employees are responsible for notifying their immediate supervisor in writing of a conviction, entry of a “no contest” plea or imposition of a sentence if the infraction relates to the position held by the employee. Misdemeanor convictions will be considered based on job relatedness.

301.4 Equal Employment Opportunity

Employees shall comply with the provisions of Title VII of the United States Civil Rights Act of 1964, as amended, the State of New Mexico Human Rights Act, as amended, the City of Albuquerque Human Rights Ordinance and the City of Albuquerque Affirmative Action Plan. While not all inclusive, these laws and the Affirmative Action Plan legitimize the concept of merit, qualifications and performance in selection and career advancement and prohibit discrimination on the basis of race, color, religion, sex, national origin or ancestry, age, physical or mental disability and Vietnam Era or disabled veteran status, sexual orientation and medical condition.

301.5 Violence in the Workplace

Workplace violence by employees is prohibited. Violent behavior directed toward a City employee by a member of the public shall not be tolerated. Prohibited workplace behavior includes intimidation, verbal threats, physical assault, vandalism, arson, sabotage, the unauthorized display, possession or use of weapons in the workplace, jokes or comments regarding violent acts which are reasonably perceived to be a threat, or any other behavior reasonably perceived to be a threat of imminent harm against an employee or member of the general public. An employee who witnesses or is the subject of prohibited behaviors must report the incident to their immediate supervisor unless the supervisor is the one exhibiting the prohibited behavior, in which case the employee shall report the behavior to the next highest person within the organization. A supervisor receiving the complaint must conduct an investigation of the incident and initiate appropriate action to eliminate the prohibited behavior. The supervisor shall prepare a written response to the employee reporting the incident. This response shall include an acknowledgment of the employee’s complaint, a description of the investigation conducted, and the action that was initiated to eliminate the prohibited behavior. Employees engaging in any prohibited behavior may be subject to mandatory referral for psychological/psychiatric evaluation, counseling or mediation, arrest and prosecution, and/or disciplinary action up to and including termination from City employment. Refer to applicable Administrative Instructions for further guidance.

301.6 Report of Abuse (March 5, 2005)

During the course of business, employees may become aware of instances of abuse of equipment, facilities, programs, city driving privileges, or other areas of official City business. As employees become aware of these instances, they are to report these events to their immediate supervisor or directly to their department director. If an employee fails to report such events and it is determined later through an investigation that an employee had knowledge of the situation, the employee may be subject to disciplinary action up to and including termination.

301.7 Weapons

It is strictly prohibited for any employee, other than sworn law enforcement officers, to possess firearms (including handguns, regardless of any authorized permit); explosives or dangerous weapons on City premises, in City property or at City sponsored events. City premises include worksites and vehicles (owned, rented or leased), parking garages and parking lots. The City may conduct searches when there

is a reason to believe that a person is in possession of a firearm including handguns, (regardless of any authorized permit), explosives or any other weapon, device, instrument or substance, which in the manner it is used or intended to be used, is capable of producing death or serious bodily injury. Any violation of this policy, including a refusal to consent to a search, will subject an employee to disciplinary action up to and including termination of employment.

301.8 Safety (March 5, 2005)

Employees are responsible for performing assigned duties in the safest possible manner, using all available safety measures and devices to prevent injury to themselves, coworkers or the general public and to report unsafe equipment, materials, or conditions to their supervisor and the Risk Management Division. Because human dignity and the personal safety of each employee are of utmost importance, dangerous practical jokes, horseplay, and roughhouse activities are prohibited in the workplace.

301.9 False Statements/Fraud

No employee shall willfully make any false statement, certificate, mark, rating or report in regard to any test, certification, appointment or investigation, or in any manner commit any fraud, conceal any wrongdoing or knowingly withhold information about wrongdoing in connection with employment with the City or in connection with the work-related conduct of any City employee.

301.10 Bribery, Gifts and Donations

No individual seeking appointment to, or promotion in the service of the City shall, either directly or indirectly, give, render or pay any money, service or other valuable thing to any person for, or on account of, or in connection with, a test, appointment, proposed appointment, promotion or any personnel action. Payments to licensed employment agencies are exempted. No reward, favor, gift, or other form of payment in addition to regular compensation and employee benefits shall be received by any employee for the performance or nonperformance of their duties from any vendor, contractor, individual or firm doing business with the City or who can reasonably anticipate doing business with the City in the future, or from any other source having or proposing to have any relationship with the City of Albuquerque. Nothing in this section shall be construed to prohibit an occasional, nonpecuniary gift, insignificant in value; an award publicly presented in recognition of public service, participation in community events, acts of heroism or for solving of crimes; nor does it apply to a commercially reasonable loan made in the ordinary course of business by an institution authorized by the laws of the State to engage in the business of making loans.

301.11 City Funds

Employees are personally accountable for City money over which they have possession or control. All employees who are in control of City funds must maintain accurate and current records of all such funds. Employees must comply with all policies, practices, and procedures promulgated by the Department of Finance and Administrative Services and approved by the Chief Administrative Officer and in accordance with Generally Accepted Accounting Principles regarding the receipt, recording and disbursement of public monies.

301.12 City Property

Employees are responsible for preventing loss, damage, abuse, misuse or theft of City property or property entrusted to the City including, but not limited to: artifacts, vehicles, equipment, tools, supplies and City records. All City property should be used only for City business. City property may not be used for personal gain or profit. Office furniture, fixtures, vehicles and equipment including lockers and storage units are the property of the City or contain property of the City. The City has the right of access to such items at any time as determined necessary by the supervisor.

301.13 City Records and Accounting

All City records, including reports, vouchers, requisitions, payroll and personnel records must be prepared factually and accurately. It is the personal obligation of the employee completing such records as well as the supervisor to ensure that such records are accurate and comply with federal, state, and City record-keeping and accounting requirements.

301.14 Telephone Usage

City telephones are for official business use only and will be used in a professional manner. Abusive, threatening or obscene phone calls are strictly prohibited. Use of City telephones for personal calls during office hours is discouraged. A supervisor may permit the employee to make occasional calls if they do not interfere with the work duties and responsibilities of the employee, departmental operations, performance or services to the public. Personal use of City telephones for toll or long distance calls is strictly prohibited unless the call is charged to the employee's personal credit card or home telephone. Employees are responsible for ensuring that toll or long distance calls made for legitimate business purposes are appropriately and accurately documented.

301.15 Automated Systems

All automated systems, including electronic mail; Internet usage, software and hardware are for official City business. All users will conduct themselves in a legal, professional and ethical manner. All automated systems are valuable and must be protected from misappropriation, abuse, misuse, theft, fraud, loss and unauthorized use or disposal. Misappropriation of computer time, hardware or software includes, but is not limited to, using a computer to create or run unauthorized jobs, operating a computer in an unauthorized mode or intentionally causing any kind of operational malfunction or failure. Employees are required to terminate processing from their terminals/PCs using standard log-off procedures when not in use to prevent unauthorized use of such equipment. Employees are required to report violations or suspected violations to their department director or, if the computer is under the control of the Information Systems Division (ISD), to the Chief Information Officer. Employees shall not use City computer time, hardware or software for any personal gain or profit. Employees are required to comply with all policies, practices, and procedures promulgated by the Department of Finance and Administrative Services and approved by the Chief Administrative Officer regarding the use and security of automated systems. As used in this section, automated system and/or computer shall mean the City's mainframe computer and peripheral equipment, any terminal or desktop computer, which communicates with a computer, network or mainframe and any standalone personal computers.

301.16 Privileged Information

Employees shall protect privileged information to which they have access in the course of their official duties. Employees or former employees shall not disclose or use confidential information acquired through their employment with the City for the employees or another's personal gain or profit.

301.17 Supervision of Employees (March 5, 2005)

Employees with supervisory duties or responsibilities shall, in all instances, ensure that all supervisory actions comply with the provisions of the Merit System Ordinance, Labor-Management Relations Ordinance, Personnel Rules and Regulations, Administrative Instructions, City Operator's Permit, Substance Abuse Policy, applicable legislation, and relevant judicial/administrative decisions.

301.18 Sales by Employees

Employees are required to direct their attention to their duties and responsibilities during work hours. No employee shall conduct or operate a personal business, which includes promotion, sales, scheduling or any related activity during work hours. This includes the sale of goods or services for profit. Employees may be allowed to conduct limited sales for fund raising activities during their lunch period or breaks.

301.19 Community Activities

As private citizens, employees may participate in public affairs and community oriented projects as a means of enhancing City governments' contribution to the well-being and quality of life of the citizens of Albuquerque. Employees are responsible for complying with leave policies for activities that occur during scheduled work hours.

301.20 Direct Deposit

All newly hired employees and reinstated employees are required to receive all employment wages through direct deposit. An employee may not begin work prior to complying with this requirement.

Head Start Performance Standards

45 CFR Chapter XIII 1302.90 PERSONNEL POLICIES

(c) Standards of Conduct

All staff, consultants, contractors, and volunteers must abide by the program's standards of conduct that:

- 1) Ensure implementation of positive strategies to support children's well-being and prevent and address challenging behavior.
- 2) Do not maltreat or endanger the health and safety of children, including, at a minimum, that staff must not:
 - a. Use corporal punishment
 - b. Use isolation to discipline a child
 - c. Bind or tie a child to restrict movement or tape a child's mouth
 - d. Use or withhold food as a punishment or reward
 - e. Use toilet learning/training methods that punish, demean, or humiliate a child
 - f. Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child.

- g. Physically abuse a child
 - h. Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family
 - i. Use physical activity or outdoor time as punishment or reward
- 3) Ensure respect and promote the unique identify of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition.
 - 4) Require compliance with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with subpart C of part 1303.
 - 5) Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.

New Mexico Child Care Licensing

Title 8, Chapter 16, Part 2, 8.16.2.24 SERVICES AND CARE OF CHILDREN IN CENTERS

Written policies and procedures clearly outlining guidance practices will be provided to all parents and staff who will sign a form to acknowledge that they have read and understand these policies and procedures.

Guidance will be consistent, age appropriate, and shall be positive and include redirection, clear limits that encourage the child's ability to become self-disciplined. The use of physical or mechanical restraints is prohibited unless due to documented emergencies or medically documented necessity.

The following disciplinary practices are prohibited:

- 1) Physical punishment of any type, including shaking, biting, hitting, pinching or putting anything on or in a child's mouth.
- 2) Withdrawal of food, rest, bathroom access, or outdoor activities.
- 3) Abusive or profane language, including yelling.
- 4) Any form of public or private humiliation, including threats of physical punishment
- 5) Unsupervised separation.

I have read and understand the code of conduct expectations set forth by the City of Albuquerque, Head Start Performance Standards, and New Mexico Child Care Licensing. I understand that failure to adhere to all or part of the code of conduct shall be grounds for disciplinary action including, but not limited to, termination, demotion, suspension or reprimand.

Printed Name

Signature

Date

City of Albuquerque
Family and Community Services Department
Child and Family Development Division
Early Head Start Program
Child Health and Safety - Child Abuse and Neglect Reporting
Program Design and Management

Policy Number:

Effective Date:

Agency Approval Date:

Policy Approval Date:

Governing Board Approval Date:

COMPONENT: Child Health and Safety 1302.47, 1302.92, 1302.15, 1302.90, 1302.41, 1302.42, 1302.46, 1302.53, 1302.63, 1302.70, 1302.71, and Program Design and Management 1302.101, 1302.91, 1302.90, 1302.91, 1302.21, 1303.3, 1302.93, 1302.94, 1302.92, 1301.5

SUBJECT: Reporting Suspected Child Abuse and Neglect

PERFORMANCE OBJECTIVE: To protect all children enrolled in City of Albuquerque Early Head Start Program

OPERATIONAL PROCEDURES:

The City of Albuquerque Early Head Start Program recognizes that all permanent staff, temporary staff, consultants, contractors, and volunteers are mandated by law to report instances of child abuse and neglect.

The City of Albuquerque Early Head Start Program will provide annual training in methods for identifying and reporting child abuse and neglect.

The City of Albuquerque Early Head Start Program outlines the procedures for reporting child abuse and neglect.

Every City of Albuquerque Early Head Start Program employee must read this policy and procedures prior to beginning employment with the program.

The City of Albuquerque Early Head Start Program outlines appropriate penalties for violation of the standards of conduct in the City of Albuquerque Personnel Rules and Regulations.

REPORTING POLICY:

1. Abuse, neglect or unsupervised child occurs or is suspected to occur.
2. Report of abuse, neglect or unsupervised child is provided to the Head Teacher and Education Specialist immediately.
 - a. If Head Teacher or Education Specialist are not available, submit report to the Program Director.
 - b. If the Program Director is not available, submit report to the Division Manager.
 - c. If the Division Manager is not available, submit report to the Deputy Director.
3. All staff involved in the incident must complete an incident report immediately.

4. The Head Teacher will notify parents via phone immediately and via writing using the incident/accident report by the end of the day.
5. The Program Director and staff will report the incident to the New Mexico Children, Youth and Families Department within 24 hours.
6. The Program Director and staff will report to the National Association for the Education of Young Children (NAEYC), if applicable, within 72 hours.
7. The Program Director and staff will report to the Office of Head Start within three days, if applicable.
8. The Program Director and Division Manager will report to Policy Council and Governing board within 3 days.
9. It is the responsibility of the CPS/SCI and/or local law enforcement to confirm or rule out suspected abuse or neglect. It is the responsibility of these agencies to ensure the safety and welfare of the child/children after the report has been made.

Training: All City of Albuquerque Early Head Start permanent staff, temporary staff, consultants, contractors and volunteers will receive training regarding Child Abuse and Neglect Reporting policies and procedures. New staff will receive training as part of orientation and will sign a statement acknowledging receipt of training. Training will be provided to all staff on an annual basis and all new staff prior to working in a classroom.

Ongoing Monitoring: Continuous quality monitoring of Child Abuse and Neglect Reporting will take place by the Program Manager and Division Manager with every incident to ensure processes and procedures were followed accordingly.

Penalties: The City of Albuquerque Early Head Start Program outlines appropriate penalties for violation of the standards of conduct in the City of Albuquerque Personnel Rules and Regulations.

A COPY OF THIS POLICY AND PROCEDURES MUST BE POSTED IN ALL CITY OF ALBUQUERQUE EARLY HEAD START CLASSROOMS.

1. Set up the environment
2. Position Staff
3. Scan and Count
4. Listen
5. Anticipate children's behavior
6. Engage and redirect

Standards of Conduct: The City of Albuquerque Early Head Start program adheres to the City of Albuquerque Code of Conduct, Head Start Performance Standards of Conduct, and the New Mexico Child Care Licensing regulations (See City of Albuquerque Early Head Start Code of Conduct). In addition, the Early Head Start utilizes the Nurtured Heart Approach focusing on celebrating each child's positive behaviors, actions, attitudes, feelings and desired ways of being. Staff must not:

1. Use of corporal punishment
2. Use isolation to discipline a child
3. Bind or tie a child to restrict movement or tape a child's mouth
4. Use or withhold food as a punishment or reward
5. Use toilet learning/training methods that punish, demean, or humiliate a child
6. Use of any form of emotional abuse, including public or private humiliation, rejection, terrorizing, extended ignoring, or corrupting a child
7. Physically abuse a child
8. Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family
9. Use physical activity or outdoor time as a punishment or reward.

Reporting: Staff will report all instances of child abuse and neglect including any instance of unsupervised child(ren). (See Reporting Policy and Procedure)

1. Immediate supervisor to include completed incident and/or accident report immediately.
2. New Mexico CYFD State licensing as soon as possible but no later than 24 hours after the incident.
3. Regional Office of Head Start within three days of the incident to include applicable documentation.
4. National Association for the Education of Young Children (NAEYC) within 72 hours for accredited centers.
5. Policy Council and Governing board within 72 hours.

The City of Albuquerque Early Head Start staff will report immediately to the responsible HHS official but no later than three days the following:

1. Any reports regarding agency staff or volunteer compliance with federal, state, tribal, or local laws addressing child abuse and neglect or laws governing sex offenders.
2. Incidents that require classrooms or centers to be closed for any reason.

3. Legal proceedings by any party that are directly related to program operations.

Training: All City of Albuquerque Early Head Start permanent staff, temporary staff, consultants, contractors and volunteers will receive training regarding Child Health and Safety policies and procedures. New staff will receive training as part of orientation and will sign a statement acknowledging receipt of training. Training will be provided to all staff on an annual basis and all new staff prior to working in a classroom.

Ongoing Monitoring: Continuous quality monitoring of child health and safety components will include, but are not limited to:

- Regular classroom visits by management to include Education Specialist, Program Manager, Division Manager and/or FCS leadership.
- Active supervision checklist by management to include Education Specialist, Program Manager, Division Manager and/or FCS leadership.
- Center checklist by management to include Education Specialist, Program Manager, Division Manager and/or FCS leadership.
- Ratio boards by all classroom permanent and temporary staff.
- Sign-in sheets by all classroom permanent and temporary staff.
- Daily count sheets by all classroom permanent and temporary staff.
- Incident/Accident reports as applicable by all classroom permanent and temporary staff.
- Classroom arrangement diagrams by all classroom permanent and temporary staff.

Penalties: Appropriate penalties for staff, consultants, and volunteers who violate the standards of conduct will be imposed in accordance with the City of Albuquerque Personnel Rules and Regulations up to and including termination.

A COPY OF THIS POLICY AND PROCEDURES MUST BE POSTED IN ALL CITY OF ALBUQUERQUE EARLY HEAD START CLASSROOMS.

**City of Albuquerque
Family and Community Services Department
Child and Family Development Division
Early Head Start Program
Child Health and Safety - Child Abuse and Neglect
Program Design and Management**

Policy Number: _____ **Effective Date:** _____

Agency Approval Date: _____ **Policy Approval Date:** _____ **Governing Board Approval Date:** _____

COMPONENT: Child Health and Safety 1302.47, 1302.92, 1302.15, 1302.90, 1302.41, 1302.42, 1302.46, 1302.53, 1302.63, 1302.70, 1302.71, and Program Design and Management 1302.101, 1302.91, 1302.90, 1302.91, 1302.21, 1303.3, 1302.93, 1302.94, 1302.92, 1301.5

SUBJECT: Reporting Suspected Child Abuse and Neglect

PERFORMANCE OBJECTIVE: To protect all children enrolled in City of Albuquerque Early Head Start Program

OPERATIONAL PROCEDURES:

The City of Albuquerque Early Head Start Program recognizes that all staff are mandated by law to report instances of child abuse and neglect.

The City of Albuquerque Early Head Start Program will provide annual training in methods for identifying and reporting child abuse and neglect.

The City of Albuquerque Early Head Start Program outlines the procedures for reporting child abuse and neglect.

Every City of Albuquerque Early Head Start Program employee must read this policy and procedures prior to beginning employment with the program.

The City of Albuquerque Early Head Start Program outlines appropriate penalties for violation of the standards of conduct in the City of Albuquerque Personnel Rules and Regulations.

IF A NON-EMPLOYEE IS SUSPECTED OF ABUSE AND/OR NEGLECT:

1. All permanent staff, temporary staff, consultants, contractors, or volunteers will receive annual training on child abuse and neglect indicators and reporting procedures. Staff will receive a copy of the procedures. A copy of the procedures will be posted in all City of Albuquerque Early Head Start classrooms.
2. City of Albuquerque Early Head Start policy states that any person who suspects abuse or neglect must report it **IMMEDIATELY** (within 24 hours of observation) to the New Mexico Children, Youth and Families Department, Child Protective Services/Statewide Central Intake (CPS/SCI). A copy of the report must be provided to the Head Teacher.

When possible, the staff reporting should have a fellow staff person witness the telephone call to make the report.

3. The person who has reasonable suspicion that a child has been abused and/or neglected must also report the incident to their immediate supervisor within 24 hours of observation.
4. It is the responsibility of the CPS/SCI and/or local law enforcement to confirm or rule out suspected abuse or neglect. It is the responsibility of these agencies to ensure the safety and welfare of the child/children after the report has been made.
5. Documentation shall be completed with 24 hours of the person making the report using the Early Head Start reporting suspected child abuse and/or neglect form. A copy of the form will be provided to the Division Manager.
6. The report shall be maintained in a locked file cabinet to preserve confidentiality.

WHEN AN EMPLOYEE AND/OR NON-CLIENT FAMILY VOLUNTEER AND/OR CONTRACTOR (HEREAFTER REFERRED TO AS "STAFF") IS ACCUSED AND/OR SUSPECTED OF ABUSE AND/OR NEGLECT OF A CHILD ENROLLED IN ONE OF THE CITY OF ALBUQUERQUE EARLY HEAD START PROGRAMS, THE FOLLOWING PROCEDURES ARE IN EFFECT.

1. All permanent staff, temporary staff, consultants, contractors, or volunteers will receive annual training on child abuse and neglect indicators and reporting procedures. Staff will receive a copy of the procedures. A copy of the procedures will be posted in all City of Albuquerque Early Head Start classrooms.
2. Abuse, neglect or unsupervised child occurs or is suspected to occur.
3. Report of abuse, neglect or unsupervised child is provided to the Head Teacher and Education Specialist immediately.
 - a. If Head Teacher or Education Specialist are not available, submit report to the Program Director.
 - b. If the Program Director is not available, submit report to the Division Manager.
 - c. If the Division Manager is not available, submit report to the Deputy Director.
4. All staff involved in the incident must complete an incident report immediately.
5. The Head Teacher will notify parents via phone immediately and via writing using the incident/accident report by the end of the day.
6. The Program Director and staff will report the incident to the New Mexico Children, Youth and Families Department within 24 hours.
7. The Program Director and staff will report to the National Association for the Education of Young Children (NAEYC), if applicable, within 72 hours.
8. The Program Director and staff will report to the Office of Head Start within three days, if applicable.
9. The Program Director and Division Manager will report to Policy Council and Governing board within 3 days.

Training: All City of Albuquerque Early Head Start permanent staff, temporary staff, consultants, contractors and volunteers will receive training regarding Child Abuse and Neglect Reporting policies and procedures. New staff will receive training as part of orientation and will sign a statement acknowledging receipt of training. Training will be provided to all staff on an annual basis and all new staff prior to working in a classroom.

Ongoing Monitoring: Continuous quality monitoring of Child Abuse and Neglect Reporting will take place by the Program Manager and Division Manager with every incident to ensure processes and procedures were followed accordingly.

Penalties: The City of Albuquerque Early Head Start Program outlines appropriate penalties for violation of the standards of conduct in the City of Albuquerque Personnel Rules and Regulations. Additionally:

- a. Staff accused or suspected of abuse or neglect will be removed from the classroom during the time of investigation. The staff member removed will be given the option of working in an administrative position or taking vacation leave.
- b. If the incident has occurred that is not of a magnitude to be considered abuse or neglect by the CPS/SCI, law enforcement and/or New Mexico Children, Youth and Families Child Care Licensing), it may nevertheless exhibit poor judgement on the part of the staff member. The City of Albuquerque Human Resources Department may conduct an investigation into the incident to determine whether poor judgement and/or incompetence on the part of the staff member in question may have occurred. During this investigation, the following may occur: reassignment of staff members, a period of work shadowing the staff member in question or staff training. Staff members may be required to complete a work improvement plan involving additional training in one or more areas, such as abuse and neglect; appropriate classroom interactions and child growth and development.
- c. Allegations that are proven to be unfounded and unsubstantiated may result in immediate reinstatement of the staff member to their position.
- d. If the allegations of abuse or neglect are substantiated, the staff member will be disciplined, up to and including termination. Additionally, repetitive incidents of lesser magnitude may be grounds for termination of employment/engagement/contract with the City of Albuquerque Early Head Start program.

A COPY OF THIS POLICY AND PROCEDURES MUST BE POSTED IN ALL CITY OF ALBUQUERQUE EARLY HEAD START CLASSROOMS.

**City of Albuquerque
Family and Community Services Department
Child and Family Development Division
Early Head Start Program
Program Operations – Active Supervision
Program Operations**

Policy Number:

Effective Date:

Agency Approval Date: Policy Approval Date: Governing Board Approval Date:

COMPONENT: Child Health and Safety 1302.47, 1302.92, 1302.15, 1302.90, 1302.41, 1302.42, 1302.46, 1302.47, 1302.92, 1302.15, 1302.90, 1302.41, 1302.42, 1302.46

SUBJECT: Active Supervision Policy

PERFORMANCE OBJECTIVE: To protect all children enrolled in City of Albuquerque Early Head Start Program.

OPERATIONAL PROCEDURES:

The City of Albuquerque Early Head Start Program will ensure that no child is left alone or unsupervised by permanent staff, temporary staff, consultants, contractors, or volunteers while under their care.

All permanent staff, temporary staff, consultants, contractors, or volunteers must follow appropriate practices to keep children safe during all activities, including, at a minimum appropriate indoor and outdoor supervision of children at all times.

Every City of Albuquerque Early Head Start Program employee must read this policy and procedures prior to beginning employment with the program.

The City of Albuquerque Early Head Start Program outlines appropriate penalties for violation of the standards of conduct in the City of Albuquerque Personnel Rules and Regulations.

Active Supervision: The City of Albuquerque Early Head Start utilizes active supervision strategies for supervising infants and toddlers in the following settings: grantee classrooms, field trips and socializations, and on playgrounds and school busses. The program utilizes six active supervision strategies to create an effective approach to child supervision.

The following strategies allow children to explore their environments safely while ensuring that infants and toddlers are supervised at all times and never left unattended:

- 1. Set up the environment** so staff can supervise children and be accessible at all times. Furniture will be waist height or shorter and adults are always able to see and hear children. Every classroom will develop and post a daily classroom schedule for

children, teachers, substitutes, and volunteers to ensure a predictable order of events and routines.

2. **Position Staff** to see and reach children at all times. Teachers stay close to children who may need additional support. Staff will determine responsibility for each area or activity including transitions and outdoor activities.
3. **Scan and Count** to account for all children frequently. Staff will continuously scan the environment and be familiar with the location of all children. Staff will communicate with one another regarding children's activities and movements. Staff will count and document the number of children and utilize name to face strategies regularly throughout the day.
4. **Listen** to children and the environment to identify signs of potential danger. Staff will communicate with one another frequently throughout the day, especially when a staff member moves to a different location. Teachers listen for specific sounds or absence of sounds that may be cause for concern.
5. **Anticipate children's behavior** to provide children additional support, especially during transitions. Staff will use what they know about each individual child to predict behaviors and patterns to better protect children from harm.
6. **Engage and redirect** when children are unable to solve problems independently. Staff will provide varying levels of assistance and support according to each individual child's needs.

Reporting: Permanent staff, temporary staff, consultants, contractors and volunteers will report all instances of child abuse and neglect including any instance of unsupervised children to: (See Reporting Policy and Procedure)

1. Immediate supervisor to include completed incident and/or accident report immediately.
2. New Mexico CYFD State licensing as soon as possible but no later than 24 hours after the incident.
3. Regional Office of Head Start within three days of the incident to include applicable documentation.
4. National Association for the Education of Young Children (NAEYC) within 72 hours for accredited centers.
5. Policy Council and Governing board within 72 hours.

Training: All City of Albuquerque Early Head Start permanent staff, temporary staff, consultants, contractors and volunteers will receive training regarding Child Health and Safety policies and procedures. New staff will receive training as part of orientation and will sign a statement acknowledging receipt of training. Training will be provided to all staff on an annual basis and all new staff prior to working in a classroom.

Ongoing Monitoring: Continuous quality monitoring of child health and safety components will include, but are not limited to:

- Regular classroom visits by management to include Education Specialist, Program Manager, Division Manager and/or FCS leadership.

- Active supervision checklist by management to include Education Specialist, Program Manager, Division Manager and/or FCS leadership.
- Center checklist by management to include Education Specialist, Program Manager, Division Manager and/or FCS leadership.
- Ratio boards by all classroom permanent and temporary staff.
- Sign-in sheets by all classroom permanent and temporary staff.
- Daily count sheets by all classroom permanent and temporary staff.
- Incident/Accident reports as applicable by all classroom permanent and temporary staff.
- Classroom arrangement diagrams by all classroom permanent and temporary staff.

Penalties: The City of Albuquerque Early Head Start Program outlines appropriate penalties for violation of the standards of conduct in the City of Albuquerque Personnel Rules and Regulations.

A COPY OF THIS POLICY AND PROCEDURES MUST BE POSTED IN ALL CITY OF ALBUQUERQUE EARLY HEAD START CLASSROOMS.