

A federal funded program
A comprehensive program
Head Start began in 1965 as
part of the "War on
Poverty"
Head Start serves more
than 900,000 nationally

Serves Santa Clara and San
Benito Counties
52 Sites
Double session and full day
classrooms
Serves ages 3-5
Must be categorically
eligible



Advocacy

Case Management

Social Services Support

Health and Nutrition Assessments

State and Federal Regulations

Link between home and school



Strengthen our vision

Promote self-sufficiency

Consistency in Head Start procedure

Collaboration with social services

" Arriving at one goal is the starting point to another

[Fyodor Dostoevski](#)



Why we chose this topic

- Teamwork with teaching staff
- Identify the document
- Understand variety of documents



Authorized or Unauthorized Individuals.

- Parents, Guardians, Police and welfare workers
- Understanding parent rights
- Legal, physical, joint and visitations

Child Welfare workers / police and children.

- Allegations of child abuse
- Proper identification
- Authority
- What to ask for



1. Create tab in critical box
2. Scan legal document
3. Binder cover sheet notation
4. Intake review form
5. Checklist form
6. Child's file

1. Child's name and DOB
2. Center classroom
3. Date and expiration of Order(if available)
4. Social worker information
5. FA signature
6. Teacher signature



Created working documents for Intake.

A working collaboration with Social Services is in process.

Stronger Communication Skills.

Working relationships with local elementary schools.

Take more initiative 242.94 Tm(W)45(or ki)IW.66(e mor)16



When one door closes, another shall open.

Procedures take time.

Maintaining working relationships.

Value in job position.

Identifying constructive criticism.

Effective Communication.

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William Butler Yeats



