

Big Sandy Area C.A.P., Inc- Head Start
Program Policies and Procedures

Child / Family Staffing

POLICY:

Components of Head Start services will be integrated into the on-going planning process for children and families. The word “staffing” refers to the review of selected child and family information in an organized manner by a team of staff members.

This policy relates to [Head Start Performance Standard 45 CFR Parts 1302.42](#)

PROCEDURE:

1. A staffing will be conducted on each child/family at least two (2) times during the program year.
2. The child’s Teacher and Family Advocate will attend staffing along with any other key individuals whose attendance is deemed necessary by the program director.
3. Everyone will come to the meeting prepared and ready to share information concerning the child and family. The staffing should be a team approach looking at the overall picture of the child/family strengths, accomplishments, interests, goals and any health or other needs.
4. After reviewing the information, a plan of action should be discussed if needed. The plan should identify who and what is going to happen to ensure follow up takes place that assist child / family with any identifiable needs.
5. During second staffing, any follow up from first staffing will be discussed to verify that the child/family needs have been met.

6. Staffing will be documented on COPA by responsible staff member using the checklist that can be found on the child's data sheet. No paper copies are required.

Approved by Policy Council: September 2018