HEAD START PERSONNEL ATTACHMENT

HEAD START LEAVE POLICIES

Full-Year Full-time Head Start employees (those who work 40 hours per week 52 weeks per year) will follow the same annual and sick leave policies as other KI BOIS CAF, Inc. employees.

Full-Year Part-time (Seasonal) Head Start employees (those who work at least 30 hours per week for but less than 52 weeks per year) will not receive annual leave. They will be granted 3 days of Personal Leave per school term. Personal Leave must be approved in advance by the Head Start Director or her designee.

Full-Year Part-time (Seasonal) Head Start employees will be allowed a maximum of 12 days Sick Leave each program year (May through April). This will be accrued at a rate of 8 hours per month (4 hours per pay period). This leave is to be taken only in the case of illness of the employee or his/her immediate family member. No Sick Leave may be carried over at the end of the year. Volunteers should be utilized whenever possible, however, substitutes may be hired to replace any staff absences.

Staff who require additional Sick Leave should follow procedures in the Family Medical Leave Policy as described in the KI BOIS Personnel Policies and Procedures.

All absences of any kind must be reported to the Center Director as early as possible prior to the absence. Center Directors are responsible for reporting their staff absences by 9:00 a.m. on the day that the absence occurs. In the event of the Center Director's absence, any other Teacher should report the absence.

Temporary Part-Time employees will not receive Annual Leave, Personal Leave or Sick Leave.

HOLIDAYS

Head Start Center Staff will only be paid for holidays that their local Public School are closed:

- If the school has other holidays than these, they must be approved by the Head Start Director at the beginning of the school year.

This does not include: Teachers' Meeting Days, closings for ball games, closings for unused snow days or other days that the school decides that they want to close. On these days center staff should work in the center in children's files, on the computer or preparing for future class days. Staff may use Personal Leave if they choose not to work or take off without pay.

The Center Director should contact the Central Office prior to any school closing, since all schools have different calendars and change them frequently.

CONDUCT
KI BOIS Head Start staff must abide by the program’s standards of conduct. These standards specify that:

1. They will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion or disability;
2. They will follow program confidentiality policies concerning information about children, families and other staff members;
3. No child will be left alone or unsupervised while under their care;
4. They will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. They will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

Failure to comply with these standards will be considered an act of insubordination according to KI BOIS Personnel Policies and Procedures.

DRESS CODE

KI BOIS Head Start Staff are expected to dress professionally at all times. A well-groomed staff person wearing clean comfortable clothing will present a professional image to the public and will be considered a positive role-model for parents and volunteers in the program. The current Head Start Dress Code is included in the Head Start Procedures Manual.

Centers who are involved in Public School Pre-School projects must follow the Dress Code for staff at their school, even if the center is not located on the school grounds.

Determination of compliance with Dress Code will be made at the discretion of the supervisor.

Failure to comply with this Dress Code will be considered an act of insubordination according to KI BOIS Personnel Policies and Procedures.

CHILD ABUSE

The KI BOIS Head Start program, acting in compliance with Oklahoma and Federal Laws, will report suspected child abuse and neglect in the following manner:

All suspected or known cases of child abuse/neglect will be reported immediately to the OKDHS Abuse and Neglect Hotline. The KI BOIS Mental Health Coordinator should receive notice of the report and any other information that the center staff feels the coordinator should be made aware.

KI BOIS Head Start will inform all center staff and parents of the State, Local and Agency Child Abuse Laws and/or Plans, the necessity for reporting all cases of suspected child abuse/neglect, the process for identifying, documenting and reporting cases of suspected child abuse/neglect.

Head Start staff and prospective employees will complete the Declaration Form for Prospective Employees regarding any charges concerning child abuse.

BACKGROUND CHECK

Criminal history investigations shall be made in accordance with Okla. DHS and Federal
Head Start regulations for all staff hired to work in the Head Start Program.

A. No person shall be employed who has pending charges, has entered a plea of guilty or nolo contendere (no contest) or been convicted of:
   1. Any criminal activity involving violence against a person;
   2. Child abuse or neglect;
   3. Possession, sale or distribution of illegal drugs;
   4. Sexual misconduct;
   5. An act of gross irresponsibility or disregard for the safety of others or a pattern of criminal activity; or

B. Is required to register pursuant to the Sex Offenders Registration Act.

   A waiver from these requirements may be requested in writing from the Department of Human Services and will be considered by the statewide licensing coordinator following consultation with legal staff. The person for whom the waiver is being requested may not be employed until after a decision has been made.

   A waiver may not be requested or granted to any person who has been convicted of a sex offense pursuant to the Sex Offenders Registration Act.

   **STAFF DEVELOPMENT**

   Professional growth and development is an on-going commitment. All Head Start staff need to continue to gain new knowledge and skills related to working with young children and their families. Staff must meet the educational requirements for their position and attend training sessions that are conducted throughout the year. Tuition and books will be paid, as funds allow, for staff who are working on their CDA Credential, and AA or BA degrees in Early Childhood Education or Child Development, or other job related field. Agency policy must be followed to access these funds. Leave time may be granted to staff who attend college classes, even though KI BOIS does not pay their expenses. This must be approved according to agency policy.

   **ADDITIONAL HEAD START POLICIES**

   Head Start staff must also abide by all Federal Performance Standards, Oklahoma Licensing Requirements for Child Care Centers, Child and Adult Care Food Program Regulations, the KI BOIS Head Start Program Plan, all Head Start Policies and Procedures and their own Job Description. These documents are available at each Head Start Center and Office and may be obtained by any staff upon request.