



POLICY COUNCIL AGENDA



MARCH 5 2026



5:00 - 6:30 PM

TOPIC	ACTION	PAGE #	PERSON RESPONSIBLE
Call to Order	None	NA	Jenny Reyes
Corrections/Additions to the agenda	Vote	1	Jenny
Approval of Consent Agenda:			
• Minutes of February meeting		2	
• Financial reports (3 pages)	Vote	5	Jenny
• Director's report		8	
◦ includes personnel information			
• Program Information summary		9	
Training			
• Health, Mental Health & Nutrition services	NA	NA	Lacy Krebs
Director Update	NA	NA	Lesa Larson
Old Business			
• Enrollment report	NA	NA	Sherrie Scott
• ELC training update	NA	10	Lesa
New Business			
• Federal Head Start budget approval	Vote	12	Linda
• Self-Assessment update	NA	20	Sherrie
• Child Assessment - 2 nd checkpoint	NA	21	Michelle Hellmuth
• New policy - PP030 - Staff Qualifications & Competency Requirements	Vote	26	Lesa
• Revised policies:			
◦ ER004 - Child Recruitment	Vote	28	Sherrie
◦ PP007 - Volunteer Requirements	Vote	29	Lesa
Parent/Community Reports	NA	NA	Jenny
Adjournment	Vote	NA	Jenny
Next meeting: April 2 2026			

Heartland Early Education Policy Council Minutes 2.5.2026

VOTING MEMBERS PRESENT:

Udana Arceo, Jon Baker, Ernesto Ruiz Esparza, Kelly Mobray, Shelly Peters

NON-VOTING MEMBERS:

Jenny Reyes, Amy Freelove, Lesa Larson, Linda Lorett, Shanna Rector, Sherrie Scott, Elena Ortega, Adriana Aranda

GUESTS:

Amanda Preeo

CALL TO ORDER:

Jenny Reyes called the meeting to order at 5:01 p.m.

CHANGES AND ADDITIONS TO THE AGENDA:

There were no changes or additions to the agenda.

APPROVAL OF CONSENT AGENDA ITEMS:

Udana Arceo motioned to approve the Consent agenda items as presented. Shelly Peters seconded the motion, which passed.

Lesla Larson introduced Amy Freelove as the new Liaison to the Salina Public Schools Board of Education. Jenny Reyes welcomed and thanked Amy for joining the Policy Council.

Training

In-Kind

Linda Lorett explained In-Kind are things the program receives that don't have to be paid for. The Federal grant requires documenting 25% of In-Kind services for every \$1 received in federal funds. In-Kind services include: volunteer hours, donated materials, contributions that support the program; a service or donation for which Head Start funds could have been used if it had not been donated. Attending Policy Council, volunteering in classrooms, helping during fieldtrips, doing skill builders with your child, and returning the form to the classroom. Speech, physical therapy, occupational therapy, and ICD (Infant Child Development) services provided in the classrooms are other forms of In-Kind. These services must be reported to the government twice a year, and a three-year In-kind documentation is submitted with our yearly grant application. Jenny inquired about Heartland classrooms having In-Kind sign-in sheets for volunteers. Adriana Aranda replied In-Kind sign-in sheets are located in the front office, where volunteers register as they come in.

DIRECTOR'S REPORT:

Lesa reminded members about the meeting after Policy Council to further discuss and plan for "language conversations with parents". Heartland Early Education will participate in Match Madness on March 12, 2026, at the Salina Field House. Our goal is to raise money for our Weekend Food Support Program, which cannot be supported by federal money. A video to advertise our campaign will be created by marketing class volunteer students from Kansas Wesleyan University. The Salina Art Center has a display of pictures and statements from individuals on "How does the Salina Adult Center bring support to our community?" The exhibit will be open through February 8 from 10 am to 5 pm.

OLD BUSINESS:**Enrollment Report**

Sherrie Scott presented January's enrollment report. She stated that the Federal Early Head Start program is enrolled at 83%, the Kansas Early Head Start child care at 96%, the Kansas home visits at 100%, and Head Start at 98%. EHS Child Care is on an under-enrollment plan. Our program is at 90% enrollment, and 97% is considered fully enrolled. Staff is researching new ways to increase enrollment, including providing information to businesses that do not know about us. The application for the program has been updated to make it easier to complete. Information and applications will be provided to new locations, including Mowery Clinic and Bridgehouse Services. Shanna Rector will provide a link to a Facebook page where new families in town look for child care. This platform will be an opportunity to reach out to more families. The recruitment committee met to discuss how the program can get more information out to the community. Jon Baker inquired if information about Head Start is provided at churches. Sherri replied that she is not sure, but will contact churches that Policy Council members feel would be interested in providing our information.

Budget discussion update

Linda stated that the 2026-2027 budget is due on April 1st, 2026. The application is condensed and will be easier to complete. The program was level-funded, and there will be no additional grant funds for the yearly salary increase provided by the Board of Education. To meet the budget, changes will have to be made to the program. These changes include identifying cuts, finding ways to save, and restructuring open positions. The budget will be presented at the March meeting for approval.

NEW BUSINESS:**KEHS Child Care Partnership Grant**

Linda presented the 2026-2027 Kansas Early Head Start Child Care Partnership grant. The grant application is for level funding, which will provide center-based, full-day, full-year services to 24 enrolled children ages birth to three. Jon made a motion to approve the Kansas Early Head Start Child Care Partnership Grant Application as presented. Udana seconded the motion. Motion carried.

KEHS Home Visit Grant

Linda presented the 2026-2027 Kansas Early Head Start Home Visitation Grant Application. The grant application is for level funding. This grant will provide home visitation services to 20 enrolled children ages birth to three. Jon made a motion to approve the Kansas Early Head Start Home Visitation Grant Application as presented. Udana seconded the motion. Motion carried.

Parent/Community Reports

Kelly Mobray shared that the Salina Adult Education Center Program received approval for level funding. Shanna shared that elementary, middle school, and high school principals had the opportunity to talk with the school board about the needs assessment, and many schools mentioned the need for Conscious Discipline, which is good.

Udana shared that she attended a meeting with the school IEP team to review her son's progress. Alex was able to communicate his need to use the restroom without being prompted. This is a huge accomplishment for him.

Jenny shared that her son Christopher was speech delayed and was not able to regulate his emotions to attend mass service with the family. Thanks to therapy and the use of fidgets, he has been able to regulate and join his family.

Udana mentioned that as parents, we can't raise children on our own, but Heartland Early Education is there to help. She thanked the program for all the help and support.

Meeting adjourned at 5:49 p.m., motion made by Jon and seconded by Ernesto. Motion passed.



Heartland Early Education Financial Summary

for Fiscal Year 7/01/25 to 6/30/26

as of January 31, 2026



Categories	Budget	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total	Balance	% Spent
Fund 61 - Federal Head Start / Early Head Start																
1. Personnel	4,720,408	262,395	308,461	405,890	435,060	445,259	386,944	423,515						2,667,524.87	(2,052,883.13)	56.51%
2. Fringe Benefits	932,320	48,715	55,402	80,611	83,838	84,916	80,995	82,569						517,046.26	(415,273.74)	55.46%
4. Contractual	92,518	2,698	5,645	2,305	20,908	3,419	19,723	3,616						58,313.78	(34,204.22)	63.03%
6. Supplies	178,800	7,700	10,848	5,505	11,359	6,847	4,860	5,508						52,625.43	(126,174.57)	29.43%
7. Other Child Services	29,145	476	282	565	1,069	856	1,004	329						4,580.29	(24,564.71)	15.72%
8. Other Parent Services	23,510	375	265	1,640	1,487	1,724	1,406	646						7,542.41	(15,967.59)	32.08%
9. Other/Occupancy	217,960	7,257	27,285	17,150	7,284	12,379	14,007	14,030						99,393.33	(118,566.67)	45.60%
10. Training	76,921	915	5,847	4,016	8,767	5,330	5,189	6,191						36,255.38	(40,665.62)	47.13%
11. Equipment > \$5000														-	-	
Total Federal Grant	6,271,582	330,531	414,034	517,681	569,773	560,730	514,127	536,404	-	-	-	-	-	3,443,281.75	(2,828,300.25)	54.90%
		Budget	Received												Variance	
Additional Revenues/Reimbursements	230,000	15,515	13,150	15,843	15,409	15,232	17,974	15,390						108,513.12	(121,486.88)	47.18%
Fund 59 - Kansas Early Head Start Child Care																
1. Personnel	761,352	58,698	68,533	59,658	58,684	63,047	56,264	67,719						432,602.72	(328,749.28)	56.82%
DC/F Child Care Revenues	(244,800)	(22,554)	(21,097)	(21,106)	(22,633)	(27,524)	(29,647)	(24,068)						(168,628.24)	76,171.76	68.88%
2. Fringe Benefits	153,448	11,483	12,940	11,888	11,424	12,121	11,539	12,770						84,165.01	(69,282.99)	54.85%
5. Child Care Supplies	9,000	316	597	507	658	713	575	527						3,892.81	(5,107.19)	43.25%
9. Other / Occupancy	18,000	1,734	2,046	1,811	1,615	2,165	1,564	1,414						12,347.44	(5,652.56)	68.60%
Total Kansas Grant HCCP	697,000	49,677	63,018	52,759	49,747	50,521	40,295	58,363	-	-	-	-	-	364,379.74	(332,620.26)	52.28%
Fund 59 - Kansas Early Head Start Home Visitation																
1. Personnel	169,769	14,335	13,879	12,900	14,372	13,957	12,575	15,419						97,435.95	(72,333.05)	57.39%
2. Fringe Benefits	27,691	2,535	2,395	2,341	2,526	2,425	2,308	2,652						17,182.61	(10,508.39)	62.05%
9. Other / Occupancy	2,540	540	211	174	140	137	132	185						1,518.00	(1,022.00)	59.76%
Total Kansas Grant HV	200,000	17,410	16,485	15,415	17,038	16,519	15,014	18,255	-	-	-	-	-	116,136.56	(83,863.44)	58.07%
Other Early Childhood Grants																
Fund 28 - Parents as Teachers	149,084	10,966	14,293	11,363	14,376	12,020	12,286	12,847						88,150.63	(60,933.37)	59.13%
Fund 11 - State Pre-K	308,200	1,307	30,605	30,555	30,585	30,599	30,474	30,619						184,742.63	(123,457.37)	59.94%
Fund 70 - KS Preschool Pilot (KPP)	189,800	5,519	7,707	21,054	18,435	1,561	13,700	12,398						80,374.67	(109,425.33)	42.35%
Fund 58 - Non Federal Funds	14,098	-	1,018	-	1,494	377	-	510						3,398.92	(10,699.16)	24.41%
Fund 60 - Summer Food Program	2,500	1,872	81	-	-	-	-	-						1,952.97	(547.03)	78.12%
Fund 69 - Child Food Program (CACFP)	255,000	4,781	26,619	27,223	28,012	22,987	18,270	26,820						154,712.25	(100,287.75)	60.67%
Total Other Grants	918,682	24,445	80,322	90,195	92,902	67,544	74,730	83,193	-	-	-	-	-	513,332.07	(405,350.01)	52.9%
															-	0
TOTAL ALL GRANTS	8,087,264	422,062	573,860	676,051	729,461	695,314	644,167	696,215	-	-	-	-	-	4,437,130	(3,650,134)	54.87%

USD 305 Heartland Early Education

Board of Education and Policy Council Reports



CACFP MEALS CLAIMED - JANUARY 2026

	# of Meals	Breakfast	Lunch	PM snack	Total Meals	Revenue Recv'd
	Enterprise	156	158	154	468	1,352.79
	Ellsworth	148	161	160	469	1,355.39
	Salina Education Center	146	145	146	437	1,254.35
	Salina Heartland	2,159	2,302	2,081	6,542	19,224.51
	Total CACFP Meals	2,609	2,766	2,541	7,916	\$ 23,187.04

CREDIT CARD CHARGES - JANUARY 2026

	Vendor name	WEX Inc.	Walmart	Dillon's	Gene's IGA	West's C Mart
	Date Paid	1/9/2026	Jan (multiple)	1/16/2026	1/31/2026	none
Account #	DESCRIPTION					
73470	HS classroom supplies - room 103					
73480	playground / outdoor supplies					
73490	Classroom misc. supplies HS		11.37			
73500	HS classroom supplies - room 104					
73530	HS classroom supplies - room 106		14.49			
73540	HS classroom supplies - room 108		23.85			
73560	HS classroom supplies - room 110					
73580	HS classroom supplies - room 111					
73585	HS classroom supplies - room 112		7.47			
73640	HS classroom supplies - Enterprise					
73660	HS classroom supplies - Ellsworth				7.18	
73680	HS classroom supplies - SA Educ Center					
73720	EHS classroom supplies - room 904					
73725	EHS classroom supplies - room 906		56.97			
73731	EHS classroom supplies - room 810		1.82			
73732	EHS classroom supplies - room 812		1.12			
73780	EHS Home Visit Supplies					
73930	diapers / supplies		39.97			
74380	Policy Council Meetings					
74430	Parent Meetings - Ellsworth					
74440	Parent Meetings - HS					
74470	Parent Meetings - EHS Center Based					
74480	Parent Meetings - EHS socializations		51.54			
74485	Parent Meetings - EHS home based					
74487	DK CO socializations					
74523	Staff Supplies - EHS					
74523	Staff Supplies - HS					
73440	Office Supplies		124.98			
74630	Staff Heartwarmers		9.96			
73950	Building Supplies		45.99		41.78	
74490	Father / Mothers Club Meetings					
74520	Other Activities - Program					
74522	Other Activities - Staff Groups					
74680	vehicle fuel	257.85				
74685	bus fuel (Durham)	171.26				
74720	Training - Staff					
81860	CACFP - non food supplies				15.12	
81880	CACFP - Food Expenses		373.16		654.89	
75752	Preschool Elementary Supplies (KPP)			47.39		
		429.11	762.69	47.39	718.97	-



VISA Credit Card Statement

1/15/2026

ACCOUNT	DESCRIPTION	AMOUNT	CARD HOLDERS	AMOUNT
42520	Parents as Teachers			
73440	Office Supplies			
73460	Classroom Supplies - room 101 Madison			
73465	Classroom Supplies - room 102 Gina			
73470	Classroom Supplies - room 103 Nicole			
73500	Classroom Supplies - room 104 Kate		Hellmuth, Michelle	
73530	Classroom Supplies - room 106 Heidi		Holecek, Cindy	
73540	Classroom Supplies - room 108 Tonya			
73560	Classroom Supplies- room 110 Casi		Larson, Lesa	169.07
73580	Classroom Supplies - room 111 Jackie		Lorett, Linda	
73640	Classroom Supplies - Enterprise		Wagoner, Megan	
73700	Misc. Expense			
73720	Classroom Supplies- Room 904 Marqesa		Enterprise (LeAnn F)	
73780	HV Supplies & Curriculum			
73790	Literacy Supplies - Classroom			
73840	Medical/Dental Supplies		Salina #1	1,231.92
73950	Building Supplies		Salina #2	267.37
74380	Policy Council Meetings	110.83	Salina #3	891.00
74400	Volunteer Appreciation			
74424	Parent Meetings - Enterprise			
74440	Parent Meeting - Saline County		Reward Credit	
74480	Socializations	61.88		
74485	Parent Meetings - EHS HB			
74487	Parent Meetings - EHS HB DK CO			
74490	Fatherhood/Motherhood Support Group			
74520	Other Activities	11.49		
74521	Other Activities - Lesa	122.60		
74524	Other Activities - Michelle HS	61.91		
74620	Advertising - Human Resources			
74630	Staff Heartwarmers Program	1,105.65		
74640	Human Resources - Testing Fees	194.00		
74660	Membership Dues			
74700	Training - Leadership			
74710	Training - Mid Manager			
74720	Training - Staff			
74740	Training - Conscious Discipline			
74820	Training - Health / Mental Health	50.00		
74880	Training - Staff Development			
74890	Training / CDA Fees	841.00		
75470	Weekend Food Bags			
45700	Salina Education Foundation Grant			
	TOTAL	2,559.36	9 Visa Cards	2,559.36

Heartland Early Education >>> Director's Report

Lesla Larson
February 2026

**1) Enrollment ending 12.31.2025**

Early Head Start: 79/91
 Head Start: 228/230
 KEHS-Home Visitation: 20/20
 KEHS-Child Care Partners: 23/24

2) Attendance Rates ending 12.31.2025

EHS Home-Based: 100%
 EHS Center-Based: 86%
 Head Start: 91%
 KEHS-Home Visitation: 84%
 KEHS-Child Care Partners: 88%

3) Snacks and meals served (December)

School	Breakfast	Lunch	PM Snack	Total	Revenue Received
Enterprise	140	143	137	420	1,218.44
Ellsworth	120	126	123	369	1,068.21
Salina Education Center	146	144	143	433	1,245.66
Salina Heartland (0-5)	1,976	2,125	1,902	6,003	17,680.61
Total CACFP Meals	2,382	2,538	2,305	7,225	21,212.92

4) New Hires

Name	Position	Effective
Rouse, Olivia	EECES	1/20/2026

Transfers

Name	Former Position	New Position	Effective
Sparks Beason, Dawn Loree	Family Consultant Specialist	Mental Health Specialist	2/15/2026

Separation of Employment

Name	Position	Effective
Tresvant, Tara	EECES	1/14/2026
Brown, Adriana	Family Consultant	1/28/2026
Brown, Emma	EECES	1/26/2026

Program Information Summary

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MARCH 2026

ENROLLMENT

- Presented program information and materials during the in-person and virtual sessions of the Becoming A Mom class. There were a total of 15 pregnant women in attendance.
- Working on preschool information sessions to be held at the elementary schools in March.
- New Intake/Data Entry staff member starting on March 23rd.

FAMILY SERVICES

- HS Preschool held a Family Valentine's Dance on February 12th at CrossPoint Church; 27 Families participated.
- Head Start Parent Committee meeting – Donuts at Drop Off was rescheduled and held on Tuesday, February 24th.
- EHS CB Parent Committee meeting was held on Thursday, February 26th. Director Lesa Larson attended to hear feedback from EHS CB families on how the program supports them.
- Tina Miller from Saline County Jail provided training for Family Service Staff on February 25th.

HUMAN RESOURCES

- Open Positions:
 - Family Consultant for EHS Center-Based
 - Night Custodian
 - 2 PreK Teachers in Elementary Schools
- If interested, complete an application at www.305heartland.com/careers
- Heartwarmers provided hot chocolate and cinnamon rolls in January to welcome everyone back from break.

HEALTH AND SAFETY

- Nothing to report this month.

MISSION STATEMENT:

Inspire and empower children and families through quality education

HEALTH AND NUTRITION

- We have a second MH Consultant in the MH department. Renewed focus will be on reflex and sensory needs for children within the program.
- Health, Mental Health and Nutrition departments continue to develop and update policies and procedures to adjust for staffing and structural changes.
- SFHC Dental RV was at the building on February 19th and completed 16 dental exams and fluoride varnishes.

EDUCATION

- Lesa and Michelle attended the first meeting of the Early Childhood Development Advisory Council. Salina high schools will now offer an early childhood career path option.
- Preschool staff are continuing the Conscious Discipline 'Responding to Anger and Rage' training. The series began in September and will continue through April.
- Next year we will be using a new assessment program wide, DRDP (Desired Results Developmental Profile). The DRDP is a developmental continuum starting from early infancy to kindergarten entry.
- We have a student intern from Salina Tech in a preschool classroom.
- Nursing students are expanding their experiences as they visit our 0-3 and preschool classrooms.
- Several teaching assistants have received their CDA credentials!

HEARTLAND EARLY EDUCATION
700 JUPITER AVENUE, SALINA KS 67401

ENGLISH LANGUAGE CONVERSATIONS*

*Practice English while learning
Conscious Discipline*

MARCH 2 - MAY 4, 2026
MONDAYS 5:30-7:30 PM

**FREE
CLASSES
FOR
PARENTS**

**CHILDCARE
AVAILABLE**



**LIGHT
MEAL
PROVIDED**



Class Topics:

- ✓ Positive Parenting Basics
- ✓ Building a Strong Family Connection
- ✓ Staying Calm When Things Get Hard
- ✓ Setting Limits with Confidence
- ✓ Helping Your Child Feel Safe and Capable
- ✓ Giving Choices to Prevent Power Struggles
- ✓ Understanding Big Feelings
- ✓ Teaching Responsibility with Love

**CHOOSE
YOUR
CLASSES**



Heartland Early Education
Multipurpose Room, 700 Jupiter Ave.



Reserve your spot today!

*Classes are taught in English to help families practice and grow their English skills.

CONVERSACIONES EN INGLÉS *

*Práctica inglés mientras aprendes
Disciplina Consciente*

**DE MARZO 2 A MAYO 4, 2026
LUNES DE 5:30 A 7:30 PM**

**CLASES
GRATIS
PARA
PADRES**

**CUIDADO
INFANTIL
DISPONIBLE**



**SE OFRECERÁ
UNA COMIDA
LIGERA**



Temas para Clases:

- ✓ Conceptos Básicos de Crianza Positiva
- ✓ Construyendo una Fuerte Conexión Familiar
- ✓ Mantener la Calma cuando las Cosas se ponen Difíciles
- ✓ Establecer Límites con Confianza
- ✓ Ayudando a su hijo/a sentirse seguro/a y capaz
- ✓ Dar Opciones para Prevenir Luchas de Poder
- ✓ Comprender la Enseñanza de los Grandes Sentimientos
- ✓ Enseñar Responsabilidad con Amor

**ESCOJA
SUS
CLASES**



Heartland Educación Temprana
Salón de Múltiple Usos, 700 Jupiter Ave.



Reserve su lugar hoy!

*Las clases se imparten en inglés para ayudar a las familias a practicar y mejorar sus habilidades en inglés.

Approve Federal Head Start and Early Head Start Grant Application for 2026-2027

Heartland Early Education is applying for continued funding from the Federal Department of Health and Human Services Administration for Children and Families for the Head Start and Early Head Start grant that serves qualifying low-income families.

Heartland Early Education provides services through center-based programming and home visitation for children ages 0-5 in Saline, Dickinson, and Ellsworth counties.

The grant process is a non-competitive five year grant cycle. The grant application for 2026-2027 is for year two of the five-year grant cycle.

The 2026-2027 Federal grant will provide services to 230 Head Start children and 91 Early Head Start children in Salina, Ellsworth and Enterprise. A Head Start application for enrollment reduction from 256 to 230 was approved and submitted May 2025 and is still pending final approval. The reduction reduces class size from 15 to 13 students per classroom.

Application Funding amounts are:

\$	3,921,857.00 - Head Start
\$	2,042,804.00 - Early Head Start
\$	<u>76,921.00</u> - Training and Technical Assistance
\$	6,041,582.00 – TOTAL

The Federal grant requires a 25% match of \$1,510,396. Sources for the in-kind include donated services and volunteers.

It is recommended you approve the Federal Head Start and Early Head Start Grant Application as presented.



Heartland Early Education

Grant Application Estimated Budgets

for 2026-2027

Categories	26-27 Grant Application	25-26 Actual Budget	Difference
Fund 61 - Federal Head Start / Early Head Start			
1. Personnel	4,747,871	4,720,408	27,463
2. Fringe Benefits	908,610	932,320	(23,710)
3. Facility Renovations			-
4. Contractual	114,700	92,518	22,182
5. Child Care Contractual	-	-	-
6. Supplies	165,600	178,800	(13,200)
7. Other Child Services	15,000	29,145	(14,145)
8. Other Parent Services	22,360	23,510	(1,150)
9. Other/Occupancy	212,920	217,960	(5,040)
10. Training	76,921	76,921	-
11. Equipment > \$5000	-	-	-
Total Federal Grant	6,263,982	6,271,582	(7,600)
Additional Revenues/Reimbursements to be Received	222,400	230,000	(7,600)
Fund 59 - Kansas Early Head Start Child Care Partnerships			
1. Personnel	802,040	761,352	40,688
DCF Child Care Revenues	(288,000)	(244,800)	(43,200)
2. Fringe Benefits	154,280	153,448	832
5. Child Care Supplies	7,800	9,000	(1,200)
9. Other / Occupancy	20,880	18,000	2,880
Total Kansas Grant CCP	697,000	697,000	-
Fund 59 - Kansas Early Head Start Home Visitation			
1. Personnel	166,731	169,769	(3,038)
2. Fringe Benefits	29,329	27,691	1,638
9. Other / Occupancy	3,940	2,540	1,400
Total Kansas Grant HV	200,000	200,000	-
Other Heartland Grants			
Fund 28 - Parents as Teachers	146,584	149,084	(2,500)
Fund 11 - State Pre-K	322,000	308,200	13,800
Fund 70 - KS Preschool Pilot (KPP)	189,800	189,800	-
Fund 58 - Non Federal Funds	15,000	14,098	902
Fund 60 - Summer Food Program	2,500	2,500	-
Fund 69 - Child Food Program	270,000	255,000	15,000
Total Other Grants	945,884	918,682	27,202
TOTAL ALL GRANTS	8,106,866	8,087,264	19,602

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☐ New
☒ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

5a. Federal Entity Identifier:

Dept of Health & Human Service

5b. Federal Award Identifier:

07CH013198

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

Salina Unified School District #305

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

48-6017165

*** c. UEI:**

N1422KE9MBV4

d. Address:

*** Street1:**

700 Jupiter Ave

Street2:

*** City:**

Salina

County/Parish:

*** State:**

KS: Kansas

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

67401-7317

e. Organizational Unit:

Department Name:

Heartland Early Education

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

*** First Name:**

Lesa

Middle Name:

*** Last Name:**

Larson

Suffix:

Title:

Director

Organizational Affiliation:

Heartland Early Education

*** Telephone Number:**

(785) 309-5000

Fax Number:

(785) 309-5001

*** Email:**

lesa.larson@usd305.com

Application for Federal Assistance SF-424*** 9. Type of Applicant 1: Select Applicant Type:**

G: Independent School District

Type of Applicant 2: Select Applicant Type:**Type of Applicant 3: Select Applicant Type:***** Other (specify):***** 10. Name of Federal Agency:**

Administration for Children & Families

11. Assistance Listing Number:**Assistance Listing Title:**

Head Start & Early Head Start

*** 12. Funding Opportunity Number:***** Title:****13. Competition Identification Number:****Title:****14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Head Start and Early Head Start, year two of five year grant period. Services provided in Saline County, Dickinson County, and Ellsworth County.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	6,041,582.00
* b. Applicant	1,510,396.00
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	7,551,978.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email:

* Signature of Authorized Representative:

* Date Signed:

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Assistance Listing Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Head Start: Program Operations	93.600	\$	\$	3,921,857.00	\$ 990,041.00	\$ 4,911,898.00
2. Head Start Training	93.600			38,307.00		38,307.00
3. Early Head Start: Program Operations	93.600			2,042,804.00	520,355.00	2,563,159.00
4. Early Head Start Training	93.600			38,614.00		38,614.00
5. Totals		\$	\$	6,041,582.00	\$ 1,510,396.00	\$ 7,551,978.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Head Start: Program Operations	(2) Head Start Training	(3) Early Head Start: Program Operations	(4) Early Head Start Training	
a. Personnel	\$ 3,063,111.00		\$ 1,497,832.00		\$ 4,560,943.00
b. Fringe Benefits	556,586.00		316,552.00		873,138.00
c. Travel					
d. Equipment					
e. Supplies	80,400.00		85,200.00		165,600.00
f. Contractual	99,200.00		15,500.00		114,700.00
g. Construction					
h. Other	122,560.00	38,307.00	127,720.00	38,614.00	327,201.00
i. Total Direct Charges (sum of 6a-6h)	3,921,857.00	38,307.00	2,042,804.00	38,614.00	\$ 6,041,582.00
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$ 3,921,857.00	38,307.00	\$ 2,042,804.00	38,614.00	\$ 6,041,582.00
7. Program Income	\$	\$	\$	\$	\$

Authorized for Local Reproduction

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. Head Start: Program Operations	\$ 990,041.00	\$	\$	\$ 990,041.00
9. Head Start Training				
10. Early Head Start: Program Operations	520,355.00			520,355.00
11. Early Head Start Training				
12. TOTAL (sum of lines 8-11)	\$ 1,510,396.00	\$	\$	\$ 1,510,396.00

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 6,041,582.00	\$ 906,236.00	\$ 1,510,396.00	\$ 1,510,396.00	\$ 2,114,554.00
14. Non-Federal	\$ 1,510,396.00	\$ 302,079.00	\$ 377,599.00	\$ 377,599.00	\$ 453,119.00
15. TOTAL (sum of lines 13 and 14)	\$ 7,551,978.00	\$ 1,208,315.00	\$ 1,887,995.00	\$ 1,887,995.00	\$ 2,567,673.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. Head Start: Program Operations	\$	\$	\$	\$
17. Head Start Training				
18. Early Head Start: Program Operations				
19. Early Head Start Training				
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:		22. Indirect Charges:	
23. Remarks:			

2025-2026 Self-Assessment Update to Policy Council

AREAS FOR GROWTH

- 1. Early Head Start (EHS) Under Enrollment** – EHS was under-enrolled for four consecutive months. The expectation is to be enrolled at 97% or higher consistently.

Updates to Plan of Action:

- Filled vacant EHS home-based family consultant position – 11.24.2025
- Received official letter from Office of Head Start – 12.5.2025
 - Action plan was submitted to OHS on 12.15.2025
- ERSEA coordinator provides enrollment updates to Leadership (weekly) and Policy Council (monthly).
- Recruitment committee convenes quarterly to strengthen outreach strategies and increase community awareness of openings and services.
 - Outreach efforts have been extended to include Mowery Clinic, Bridge House and Community Corrections
 - Will be meeting with Dr. Freeloove with Salina Regional Hospital (end of March) to determine how to share EHS information with families.
- Revised guidelines for ‘when’ and ‘how’ to contact applicants.

Still planning to:

- Improve and expand messaging across platforms, including social media and community outreach efforts.
- Connect with local employers who may employ families who are likely “income-eligible”, sharing program information and recruitment materials.

-
- 2. Simplify the Enrollment Process for Families** – current process feels overwhelming, too much paperwork, long waiting periods and inconsistent communication

Updates to Plan of Action:

- Currently working on a step-by-step enrollment guide in both Spanish and English.
- Offer drop-in “Registration Help Days” with bilingual staff support to provide hands-on assistance.
 - Scheduled for 4.9.2026
 - Revised and stream-lined the application
 - Emails will be sent to families who have been ‘accepted’ and ‘waitlisted’, along with a text reminder.
 - “Preschool Information and Eligibility Event” is planned for 3.36.2026 at each elementary school

Still planning to:

- *Conduct listening sessions with a diverse group of parents to gather feedback and identify opportunities for improvement.*

-
- 3. Better Coordination of Required Health Services in Salina Public Schools** – 45-day completion rates for required vision screenings were not met consistently in the SPS Preschool classrooms

Updates to Plan of Action:

- *A meeting was scheduled with the SPS Head Nurse and Heartland Health staff to develop a clear timeline and assign responsibilities for completing all required screenings. Meeting was cancelled; hoping to re-schedule soon.*

Still planning to:

- *Create a backup plan to ensure screenings are completed if school nurses are unable to fulfill the requirement.*

Galileo Child Assessment Reports

How are these reports helpful?

The Galileo assessment is designed to determine if children are moving forward in their development and prepared for their next level of education. All children move through developmental skills at their own pace. However, all children are expected to start Kindergarten by a certain date. It is Heartland's goal to make sure our children are successful as they move forward.

What do these reports mean?

Each Knowledge Area is made up of several goals. For instance, *Approaches to Learning* has 10 goals. The percentages are determined by the following formula:

$$\text{Total number of goals attained by all child} / \text{Total number of goals possible}$$

Example:

- The knowledge area has 10 goals
- There are 5 children being assessed
- There are 50 goals possible (5 children x 10 goals)

Fall Checkpoint

Five children have attained a total of 20 goals of the 50 possible
 $20 / 50 = 40\%$ of goals of attained

Fall

	Child 1	Child 2	Child 3	Child 4	Child 5
Goal 1	Attained	Not Yet	Not Yet	Attained	Not Yet
Goal 2	Not Yet	Not Yet	Not Yet	Attained	Attained
Goal 3	Attained	Attained	Not Yet	Not Yet	Not Yet
Goal 4	Attained	Not Yet	Attained	Not Yet	Attained
Goal 5	Not Yet	Not Yet	Not Yet	Not Yet	Not Yet
Goal 6	Not Yet	Attained	Attained	Not Yet	Not Yet
Goal 7	Not Yet	Not Yet	Not Yet	Attained	Attained
Goal 8	Not Yet	Attained	Attained	Not Yet	Not Yet
Goal 9	Not Yet	Not Yet	Attained	Attained	Not Yet
Goal 10	Attained	Attained	Not Yet	Not Yet	Attained

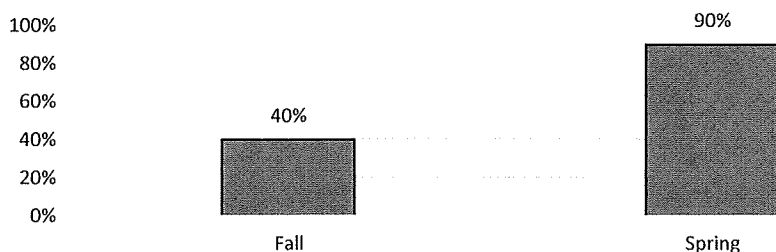
Spring Checkpoint

The same five children have attained 45 goals of the 50
 $45 / 50 = 90\%$ of goals attained

Spring

	Child 1	Child 2	Child 3	Child 4	Child 5
Goal 1	Attained	Attained	Attained	Attained	Attained
Goal 2	Attained	Not Yet	Attained	Attained	Attained
Goal 3	Attained	Attained	Attained	Attained	Attained
Goal 4	Attained	Attained	Attained	Attained	Attained
Goal 5	Attained	Attained	Not Yet	Attained	Attained
Goal 6	Attained	Attained	Attained	Attained	Attained
Goal 7	Attained	Not Yet	Attained	Attained	Attained
Goal 8	Attained	Attained	Attained	Attained	Attained
Goal 9	Attained	Attained	Not Yet	Attained	Attained
Goal 10	Attained	Attained	Not Yet	Attained	Attained

This chart illustrates the growth made from Fall to Spring in the example above.



Heartland Early Education Child Assessment Report

Head Start

2025-26



Scale: 3-5 years

Knowledge Area	Number of Goals	Percentage of Goals Learned		
		Fall	Winter	Spring
1) APPROACHES TO LEARNING	5	60%	70%	
2) CREATIVE ARTS	5	64%	77%	
3) EARLY MATH	14	32%	50%	
4) LANGUAGE	11	60%	72%	
5) LITERACY	17	32%	51%	
6) LOGIC & REASONING	2	85%	93%	
7) NATURE & SCIENCE	9	30%	46%	
8) PHYSICAL DEVELOPMENT & HEALTH	14	55%	74%	
9) SOCIAL & EMOTIONAL DEVELOPMENT	6	57%	70%	
10) SOCIAL STUDIES	5	44%	60%	

Scale: 3 year olds

Knowledge Area	Number of Goals	Percentage of Goals Learned		
		Fall	Winter	Spring
1) APPROACHES TO LEARNING	5	49%	57%	
2) CREATIVE ARTS	5	53%	65%	
3) EARLY MATH	14	17%	36%	
4) LANGUAGE	11	48%	61%	
5) LITERACY	17	19%	37%	
6) LOGIC & REASONING	2	84%	93%	
7) NATURE & SCIENCE	9	15%	35%	
8) PHYSICAL DEVELOPMENT & HEALTH	14	42%	62%	
9) SOCIAL & EMOTIONAL DEVELOPMENT	6	47%	63%	
10) SOCIAL STUDIES	5	29%	46%	

Scale: 4 year olds

Knowledge Area	Number of Goals	Percentage of Goals Learned		
		Fall	Winter	Spring
1) APPROACHES TO LEARNING	5	68%	78%	
2) CREATIVE ARTS	5	72%	85%	
3) EARLY MATH	14	43%	59%	
4) LANGUAGE	11	69%	79%	
5) LITERACY	17	42%	61%	
6) LOGIC & REASONING	2	86%	93%	
7) NATURE & SCIENCE	9	41%	54%	
8) PHYSICAL DEVELOPMENT & HEALTH	14	66%	82%	
9) SOCIAL & EMOTIONAL DEVELOPMENT	6	64%	75%	
10) SOCIAL STUDIES	5	55%	69%	

Heartland Early Education Child Assessment Report

Early Head Start

2025-26



Scale: 00-08 Months

Knowledge Area	Number of Goals	Percentage of Goals Learned		
		Fall	Winter	Spring
1) APPROACHES TO LEARNING	6	36%	52%	
2) COGNITION AND GENERAL KNOWLEDGE	5	60%	78%	
3) LANGUAGE AND LITERACY	10	24%	37%	
4) PHYSICAL DEVELOPMENT AND HEALTH	7	39%	54%	
5) SOCIAL AND EMOTIONAL DEVELOPMENT	6	20%	33%	

Scale: 08-18 Months

Knowledge Area	Number of Goals	Percentage of Goals Learned		
		Fall	Winter	Spring
1) APPROACHES TO LEARNING	7	68%	73%	
2) COGNITION AND GENERAL KNOWLEDGE	4	43%	61%	
3) LANGUAGE AND LITERACY	13	44%	63%	
4) PHYSICAL DEVELOPMENT AND HEALTH	5	65%	78%	
5) SOCIAL AND EMOTIONAL DEVELOPMENT	5	61%	69%	

Scale: 18-24 Months

Knowledge Area	Number of Goals	Percentage of Goals Learned		
		Fall	Winter	Spring
1) APPROACHES TO LEARNING	9	40%	53%	
2) COGNITION AND GENERAL KNOWLEDGE	4	48%	56%	
3) LANGUAGE AND LITERACY	18	32%	36%	
4) PHYSICAL DEVELOPMENT AND HEALTH	8	73%	76%	
5) SOCIAL AND EMOTIONAL DEVELOPMENT	5	41%	54%	

Scale: 2-3 Years

Knowledge Area	Number of Goals	Percentage of Goals Learned		
		Fall	Winter	Spring
1) APPROACHES TO LEARNING	6	44%	53%	
2) COGNITION AND GENERAL KNOWLEDGE	5	43%	49%	
3) LANGUAGE AND LITERACY	14	26%	31%	
4) PHYSICAL DEVELOPMENT AND HEALTH	8	65%	69%	
5) SOCIAL AND EMOTIONAL DEVELOPMENT	7	41%	44%	

SPS Preschool Child Assessment Report 2025-26

(Head Start, Preschool-Aged At-Risk, SPED)

Scale: 3-5 years

Knowledge Area	Number of Goals	Percentage of Goals Learned		
		Fall	Winter	Spring
1) APPROACHES TO LEARNING	5	49%	63%	
2) CREATIVE ARTS	5	51%	69%	
3) EARLY MATH	14	24%	40%	
4) LANGUAGE	11	42%	59%	
5) LITERACY	17	26%	42%	
6) LOGIC & REASONING	2	61%	78%	
7) NATURE & SCIENCE	9	22%	33%	
8) PHYSICAL DEVELOPMENT & HEALTH	14	55%	69%	
9) SOCIAL & EMOTIONAL DEVELOPMENT	6	46%	63%	
10) SOCIAL STUDIES	5	27%	42%	

Scale: 3 year olds

Knowledge Area	Number of Goals	Percentage of Goals Learned		
		Fall	Winter	Spring
1) APPROACHES TO LEARNING	5	28%	48%	
2) CREATIVE ARTS	5	30%	55%	
3) EARLY MATH	14	9%	28%	
4) LANGUAGE	11	24%	47%	
5) LITERACY	17	10%	28%	
6) LOGIC & REASONING	2	48%	74%	
7) NATURE & SCIENCE	9	8%	20%	
8) PHYSICAL DEVELOPMENT & HEALTH	14	43%	60%	
9) SOCIAL & EMOTIONAL DEVELOPMENT	6	28%	50%	
10) SOCIAL STUDIES	5	9%	28%	

Scale: 4 year olds

Knowledge Area	Number of Goals	Percentage of Goals Learned		
		Fall	Winter	Spring
1) APPROACHES TO LEARNING	5	58%	71%	
2) CREATIVE ARTS	5	60%	77%	
3) EARLY MATH	14	31%	48%	
4) LANGUAGE	11	50%	65%	
5) LITERACY	17	33%	50%	
6) LOGIC & REASONING	2	67%	80%	
7) NATURE & SCIENCE	9	29%	41%	
8) PHYSICAL DEVELOPMENT & HEALTH	14	61%	75%	
9) SOCIAL & EMOTIONAL DEVELOPMENT	6	54%	70%	
10) SOCIAL STUDIES	5	35%	50%	

USD 305 Parents as Teachers Child Assessment Report 2025-26



Scale: 00-08 Months

Knowledge Area	Number of Goals	Percentage of Goals Learned		
		Fall	Winter	Spring
1) APPROACHES TO LEARNING	6	33%	50%	
2) COGNITION AND GENERAL KNOWLEDGE	5	80%	80%	
3) LANGUAGE AND LITERACY	10	20%	35%	
4) PHYSICAL DEVELOPMENT AND HEALTH	7	29%	43%	
5) SOCIAL AND EMOTIONAL DEVELOPMENT	6	17%	42%	

Scale: 08-18 Months

Knowledge Area	Number of Goals	Percentage of Goals Learned		
		Fall	Winter	Spring
1) APPROACHES TO LEARNING	7	69%	71%	
2) COGNITION AND GENERAL KNOWLEDGE	4	45%	50%	
3) LANGUAGE AND LITERACY	13	65%	69%	
4) PHYSICAL DEVELOPMENT AND HEALTH	5	72%	69%	
5) SOCIAL AND EMOTIONAL DEVELOPMENT	5	60%	63%	

Scale: 18-24 Months

Knowledge Area	Number of Goals	Percentage of Goals Learned		
		Fall	Winter	Spring
1) APPROACHES TO LEARNING	9	25%	36%	
2) COGNITION AND GENERAL KNOWLEDGE	4	46%	47%	
3) LANGUAGE AND LITERACY	18	16%	27%	
4) PHYSICAL DEVELOPMENT AND HEALTH	8	41%	64%	
5) SOCIAL AND EMOTIONAL DEVELOPMENT	5	20%	38%	

Scale: 2-3 Years

Knowledge Area	Number of Goals	Percentage of Goals Learned		
		Fall	Winter	Spring
1) APPROACHES TO LEARNING	6	31%	38%	
2) COGNITION AND GENERAL KNOWLEDGE	5	20%	38%	
3) LANGUAGE AND LITERACY	14	15%	34%	
4) PHYSICAL DEVELOPMENT AND HEALTH	8	33%	53%	
5) SOCIAL AND EMOTIONAL DEVELOPMENT	7	45%	40%	

Scale: 3-5

Knowledge Area	Number of Goals	Percentage of Goals Learned		
		Fall	Winter	Spring
1) APPROACHES TO LEARNING	31	18%	21%	
2) COGNITION AND GENERAL KNOWLEDGE	27	23%	30%	
3) LANGUAGE AND LITERACY	9	39%	45%	
4) PHYSICAL DEVELOPMENT AND HEALTH	6	36%	42%	
5) SOCIAL AND EMOTIONAL DEVELOPMENT	15	36%	41%	

Heartland Early Education	
Policy Number: PP0030	Title: Staff Qualifications and Competency Requirements
Performance Standard: 1302.91	Effective Date: 2/2/2026
	Policy Council Approval:
	Revised:
	Reviewed:

POLICY:

All staff, consultants, and contractors engaged in the delivery of program services have sufficient knowledge, training and experience, and competencies to fulfill the roles and responsibilities of their positions and to ensure high-quality service delivery in accordance with the program performance standards. Ongoing training and professional development are provided to support staff in fulfilling their roles and responsibilities.

The positions outlined below will meet the education and competency requirements, per program performance standards:

1. *Head Start director* – hired after November 7, 2016, has, at a minimum, a baccalaureate degree and experience in supervision of staff, fiscal management, and administration.
2. *Fiscal officer* – hired after November 7, 2016 is a certified public accountant or has, at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field.
3. *Child and family services management staff qualification requirements.*
 - a. *Family, health, and disabilities management* – (staff responsible for management and oversight of family services, health services, and services to children with disabilities) – hired after November 7, 2016, have, at a minimum, a baccalaureate degree, preferably related to one or more of the disciplines they oversee.
 - b. *Education management* – (staff and consultants that serve as education managers or coordinators, including those that serve as curriculum specialists) – have a baccalaureate or advanced degree in early childhood education or a baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience.
4. *Child and family services staff.*
 - a. *Early Head Start center-based teacher qualification requirements* – (center-based teachers that provide direct services to infants and toddlers in Early Head Start centers) – have a minimum of a Child Development Associate (CDA) credential or comparable credential, and have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler development.
 - c. *Head Start Preschool center-based teacher qualification requirements.*
 - i. The Secretary must ensure no less than fifty percent of all Head Start Preschool teachers, nationwide, have a baccalaureate degree in child development, early childhood education, or equivalent coursework.
 - ii. Center-based teachers have at least an associate's or bachelor's degree in child development or early childhood education, equivalent coursework, or otherwise meet the requirements of section [648A\(a\)\(3\)\(B\)](#) of the Act.
5. *Head Start Preschool assistant teacher qualification requirements* – at a minimum, have a CDA credential or a State-awarded certificate that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead to an associate or baccalaureate degree or, are enrolled in a CDA credential program to be completed within two years of the time of hire.
6. *Family child care provider qualification requirements.*

- a. Family child care providers have previous early child care experience and, at a minimum, are enrolled in a Family Child Care CDA program or state equivalent, or an associate or baccalaureate degree program in child development or early childhood education prior to beginning service provision, and for the credential acquire it within eighteen months of beginning to provide services.
 - b. By August 1, 2018, a child development specialist, as required for family child care in [§1302.23\(e\)](#), must have, at a minimum, a baccalaureate degree in child development, early childhood education, or a related field.
7. *Center-based teachers, assistant teachers, and family child care provider competencies* – center-based teachers, assistant teachers, and family child care providers demonstrate competency to provide effective and nurturing teacher-child interactions, plan and implement learning experiences that ensure effective curriculum implementation and use of assessment and promote children’s progress across the standards described in the *Head Start Early Learning Outcomes Framework: Ages Birth to Five* and applicable state early learning and development standards, including for children with disabilities and dual language learners, as appropriate.
 8. *Home visitors.*
 - a. Have a minimum of a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's or bachelor's degree; and,
 - b. Demonstrate competency to plan and implement home-based learning experiences that ensure effective implementation of the home visiting curriculum and promote children’s progress across the standards described in the *Head Start Early Learning Outcomes Framework: Ages Birth to Five*, including for children with disabilities and dual language learners, as appropriate, and to build respectful, culturally responsive, and trusting relationships with families.
 9. *Family services staff qualification requirements* – staff who work directly with families on the family partnership process hired after November 7, 2016, have within eighteen months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field.
 10. *Health professional qualification requirements.*
 - a. Health procedures are performed only by a licensed or certified health professional.
 - b. A program must ensure all mental health consultants are licensed or under the supervision of a licensed mental health professional. A program must use mental health consultants with knowledge of and experience in serving young children and their families.
 - c. A program must use staff or consultants to support nutrition services who are registered dietitians or nutritionists with appropriate qualifications.
 11. Coaches – Coaches providing the services described in [1302.92\(c\)](#) have a minimum of a baccalaureate degree in early childhood education or a related field.

PROCEDURE:

1. All staff will meet the minimum qualifications and competency requirements applicable to their positions per performance standards.
2. Salina Public Schools may have additional educational requirements that must be met in order for a job offer to be extended.
3. Heartland will hire the most qualified person available for preschool teaching positions as outlined in the PP PROCEDURE - Head Start Teacher Qualifications.
4. Classroom staff required to obtain the Child Development Associate (CDA) credential is outlined in the PP PROCEDURE – CDA for Classroom Staff.

Heartland Early Education	
Policy Number: ER004	Title: Child Recruitment
Performance Standard: 1302.13	Effective Date: 6/3/10
	Policy Council Approval: 6/3/10, 10/2/14
	Procedure Revision:

POLICY: The program's outreach and recruitment activities ~~incorporate specific actions to actively locate and recruit children.~~ are designed to inform all families with eligible children within the recruitment area of the availability of program services, including specific efforts to locate and recruit children with disabilities, children experiencing homeless, and children in foster care. Modern technologies are used to simplify the application and enrollment process.

PROCEDURES:

A recruitment plan is used to ensure all children ~~within the recruitment area most in need of Head Start services~~ are informed and encouraged to apply for admissions into the program ~~Head Start services~~.

The ~~recruitment~~ plan is ~~updated and~~ reviewed annually by the recruitment committee and approved by Policy Council.

More children will be recruited than available enrollment opportunities to ensure selection of children with the greatest need for Head Start/~~Early Head Start~~ services.

Online applications and document submission are used to simplify the application and enrollment process.

Heartland Early Education	
Policy Number: PP007	Title: Volunteer Requirements
Performance Standard: Sec. 1302.94	Effective Date: 8/23/07
	Policy Council Approval: 8/23/07
	Procedure Revised: 5/15/13, ~~R.~~ 11/7/2022, 2/10/26
	Reviewed:

POLICY:

~~Regular volunteers are required to provide results from a skin test for tuberculosis to ensure they do not pose a significant risk to the health or safety of others in the program.~~

Volunteers must be screened for appropriate communicable diseases in accordance with State, Tribal or local laws.

Children will never be left alone with volunteers.

~~Volunteers are never counted in the staff/child ratio.~~

PROCEDURES:

- At a minimum, volunteers will be screened for appropriate communicable diseases, via the TB Risk Assessment screener.
- Volunteers for Licensed Child Care sites, will follow the Kansas Department of Health and Environment, Kansas Laws and Regulations for Licensing Preschools and Child Care Centers. As of August 2024, volunteers must successfully complete the following:
 - KDHE Health Status Form
 - Negative TB Skin Test/X-ray
 - Background check via CLARIS
- ~~Heartland follows the State of Kansas Licensing requirements, as they are more stringent than HSPPS and USD 305.~~
- Clarification of a volunteer ~~(provided by LeighAnn Montoy, Childcare Licensing Coordinator, 10.18.2017)~~
 - Volunteer = The parent/person is present to help the teacher with an activity or to help other students.
 - NOT a volunteer = The parent is present to interact only with their child and for the benefit of the parent/child relationship.
- ~~Prior to volunteering, volunteers are required to provide results from a TB Skin Test (less than 6 months old).~~
- ~~Volunteers will complete the Non-Employee Required Paperwork packet, which include a TB skin test requirement and a background check.~~
- Children will never be left alone with volunteers.
- Volunteers are never counted in the staff/child ratio.