



Santa Clara County  Office of Education

Chriselda Gonzalez and Sylvia Gamboa Head Start Legal Documents Procedure

Champions for Leadership
June 11, 2013

Background

What Is Head Start

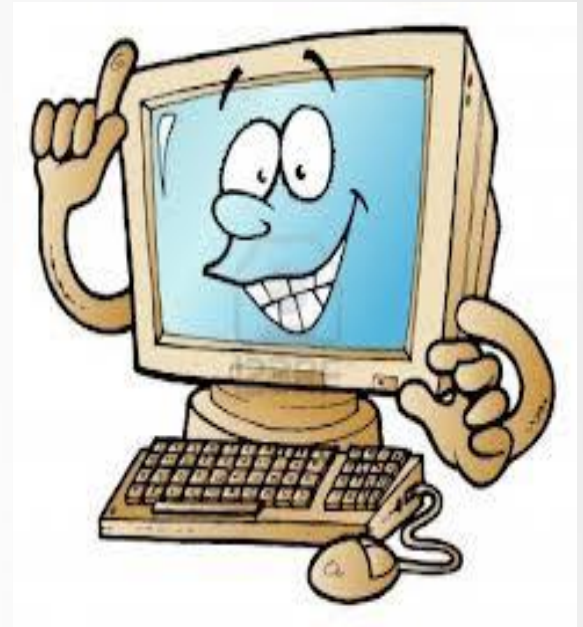
- A federal funded program
- A comprehensive program
- Head Start began in 1965 as part of the “War on Poverty”
- Head Start serves more than 900,000 nationally
- Serves Santa Clara and San Benito Counties
- 52 Sites
- Double session and full day classrooms
- Serves ages 3-5
- Must be categorically eligible



Position

What is a Family Advocate?

- Advocacy
- Case Management
- Social Services Support
- Health and Nutrition Assessments
- State and Federal Regulations
- Link between home and school



Goals

- 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](#)



Legal Documents Procedure

- Why we chose this topic
 - Teamwork with teaching staff
 - Identify the document
 - Understand variety of documents



Custody Issues

- 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



Process

- **Key points for Child's File**

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

- **Intake Review Form**

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



Accomplishments/Successes

- 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.
- Time management.



Key Learning's

- When one door closes, another shall open.
- Procedures take time.
- Maintaining working relationships.
- Value in job position.
- Identifying constructive criticism.
- Effective Communication.

“Education is not the filling of a pail, but the lighting of a fire”.

William Butler Yeats





Children are our number one priority!

