



Duluth Public Schools
Duluth Head Start



**Serving preschool children and their families
in Duluth since 1964.**

Duluth Head Start Mission

- The mission of Duluth Head Start is to serve income eligible preschool children and their families. These services include opportunities to enhance social and cognitive skills, increase health and wellness and build upon family strengths.

Duluth Head Start Locations

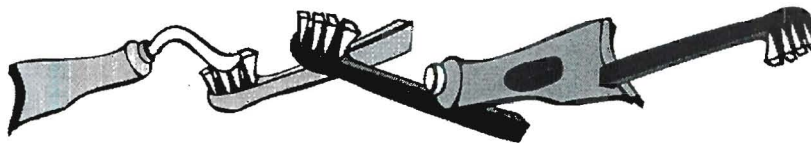
- Barnes Early Childhood Center
- Nettleton Elementary School
- Piedmont Elementary School
- Laura MacArthur Elementary School
- Stowe Elementary School
- Spirit Valley YWCA Childcare Center
- Washington Center

Funding Sources

- Federal grants fund our classrooms throughout the city serving 3 and 4 year olds.
- State grants fund our collaboration with the YWCA Childcare Center and Families in Transition serving families experiencing homelessness from birth to 5 years.

Comprehensive Services

- Health
- Nutrition
- Education
- Mental Health
- Disabilities
- Family Advocacy
- Parent Involvement



Eligibility

Head Start eligibility is based on the
Federal Poverty Guidelines, 2012.

Family size and income limit.

- 1 \$11,170.
 - 2 \$15,130.
 - 3 \$19,090.
 - 4 \$23,050
 - 5 \$27,010.
 - 6 \$30,970.
 - 7 \$34,930.
 - 8 \$38,890.
-
- For families with more than 8 persons, add \$3,960 for each additional person.



Enrollment Requirements

- Families interested in Head Start complete enrollment paperwork with a Head Start staff person.
- Families provide proof of income, take their child to the doctor and the dentist for a check-up and any immunizations needed.
- Finding a doctor or dentist is sometimes hard to do. Head Start staff will assist parents with finding a family doctor and dentist.



Curriculum

- Opening the World of Learning-a literacy rich curriculum used in all Federally funded Head Start classrooms. Creative Curriculum and PITC-Program for Infant and Toddler Care are used in our State funded options.

 Second Step-Supports social-emotional growth by helping children identify and manage feelings, learn to be with others and solve problems. 

- Strategies from SEEDS of Early Literacy and Action Based Learning (connecting, brain, movement & learning) are embedded into the day.



Screening & Assessment

- **Social Emotional Screening**: during initial home visit
- **Health & Developmental Screening**: within first 45 days of enrollment
- **On-going assessment** : A combination of tools and procedures are used, including: documented observation, child interview, direct assessment, parent input, work samples, photos, video, etc.
- **Outcomes**: are reported 3 times/year
- **Curriculum is individualized** : (increasing or modifying the degree of challenge, or adapting the environment/schedule) accordingly to make the Early Head Start and Head Start programs relevant and meaningful for every child.

Parent Engagement

- Home Visits
- Conferences
- Policy Council
- Parent/Family Events
- Community Involvement
- Ensuring regular attendance
- Supporting healthy child development



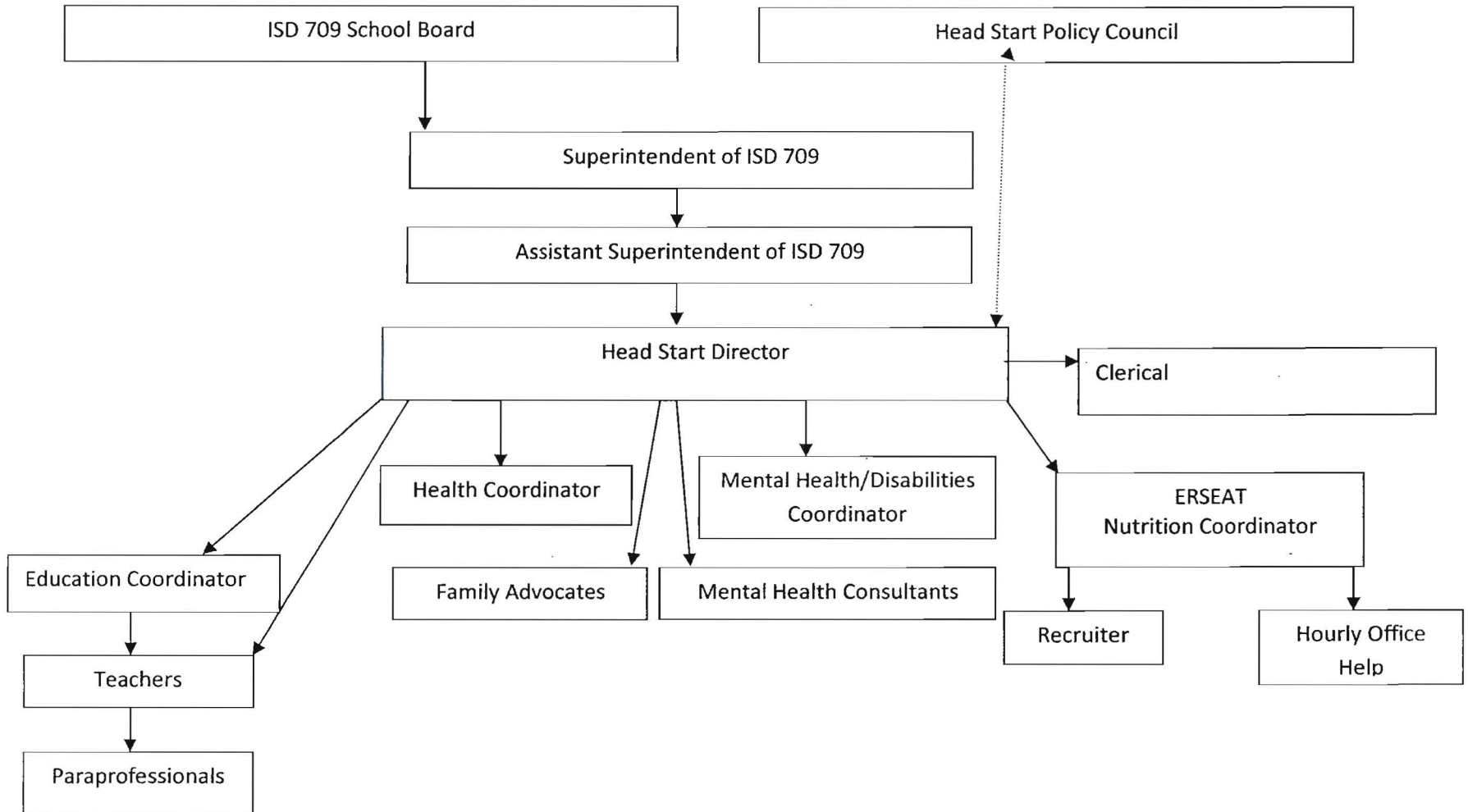
For more information:

- Duluth Head Start
2102 N. Blackman Ave.
Duluth, MN 55811
Phone: 218-336-8815
Fax: 218-336-8819



- Online @ <http://www.duluth.k12.mn.us>

Duluth Head Start Organizational Chart



Duluth Head Start Policy Council Training

What is Policy Council?

- Policy Council is a committee of parents and community representative who meet regularly to help establish policies and make suggestions about program operations. This group works closely with the Head Start Director and staff.
- The committee recommends policies based on input from the parent committees at each site, childcare center, and Families in Transition
- Members are elected for one (1) term, and can serve up to an additional two (2) terms (or 3 years total)
- Any parent is welcome to attend a Policy council meeting, but only elected representative may vote. If a representative is absent, their elected alternate may vote in their place
- Meetings are held monthly at Barnes Early Childhood Center, located in Lowell School, from 6-8 p.m. A light supper and childcare are provided. Transportation is provided to those who need it

What are the responsibilities of the Policy Council?

- Members serve as a link between parent committees. They share ideas, community resources, and concerns of all our parents. They report on Policy Council meetings during parent committee meetings.
- The PC shares some joint responsibilities and governance with the Duluth School Board
- Approve program operating plans and fiscal administration and be advised of any changes while the program is in operation
- Establish and review criteria for enrolling children into Head Start
- Assist with the interviewing and selection of applicants for Head Start staff positions
- Initiate suggestions and ideas for program improvement
- Members act as spokesperson for Head Start in the Duluth community

Duluth Head Start Shared Decision-Making

- Both entities, the School Board and the Policy Council, understand and respect their unique and specific roles and responsibilities in providing a high quality Head Start program
- The Policy Council understands the authority that the School Board has in making decisions, setting policy and overseeing the fiscal and legal aspects of any program or service of the Duluth Public Schools
- The School Board understands the role that the Policy Council has in the administration of the Duluth Head Start program
- Policies and procedures developed and implemented by the School Board that affect Head Start staffing and services will be shared with Policy Council. The same will occur regarding policies and procedures that are developed and implemented specific to Head Start- these will be shared with the School Board
- If at any time there is a need for the 2 parties to meet, that will be scheduled through School Board Committees or and invitation to a Policy Council meeting
- If needed, the Impasse Policy will be utilized to resolve any issues that my arise

Duluth Head Start Internal Dispute Resolution (Impasse Policy)

The purpose of this dispute resolution is to establish a procedure for reaching solutions for disagreements between the School Board and the Duluth Head Start Policy Council. This policy is required by the Federal Head Start Performance Standards. The Policy Council has the authority to share certain governance functions with the (Governing Board-School Board) as they relate to the administration of Head Start. The Policy Council works in partnerships with the Head Start Director who, in turn, works with the Administrative staff of the School District (Head Start Grantee).

The procedure for resolving internal disputes between the Duluth School Board and the Duluth Head Start Policy Council is as follows:

1. A meeting will be arranged between the Executive Committee of the Policy Council, the Head Start Director and the Superintendent of Schools and/or the Director of School Operations. The difference will be discussed and, if possible, a resolution reached. If so, the resolution will be shared by the Superintendent to the School Board and by the Executive Committee to the Policy Council.
2. If no resolution is reached, the Policy Council Executive Committee may request time on the School Board agenda or at the appropriate School Board Committee meetings to share their point of view and seek resolution. Any resolution must meet Federal Head Start regulations as well as any School District, state or local laws.
3. If there is still no resolution, assistance will be sought from the Regional Office of Head Start. A meeting or conference call would be arranged and discussion will continue until a resolution is reached.

Duluth Head Start COMMUNITY COMPLAINT PROCEDURE

The following procedure will be followed to resolve parent or community complaints about the Head Start program.

Once a complaint has been made, the Director of School Operations and the Head Start Director will discuss the complaint and appropriate response. The following steps may be taken depending on the nature of the complaint:

1. If the complaint is about a particular staff person, that person will be contacted and the complaint will be discussed
2. If the complaint is about a particular site or program option, the Head Start Director will share the complaint with appropriate staff, the Parent Committee and Policy Council
3. If the complaint is about program policies or services, the Director will share the complaint with appropriate staff, Policy Council and School District staff

All complaints will be address within a reasonable time frame. Confidentiality will be maintained at all times. The School Board and the Policy Council are committed to resolving all issues in good faith and respect.



Minnesota Department of **Human Services**

October 22, 2012

Pam Rees
2102 North Blackman Avenue
Duluth, Minnesota 55811

Dear Ms. Rees,

Congratulations! Your program has earned a 4 Star Parent Aware Rating. This is the highest possible rating. Each site listed on your application should receive a Parent Aware certificate and award letter. We appreciate your help in distributing these site letters and certificates, which are enclosed.

Please find your program's official Parent Aware certificate enclosed. Your commitment to quality early child care and education shows. As a result, families in your community are sure to see you reaching for the stars!

As a Parent Aware participant, your program will be featured on parentawareratings.org, awarded a marketing kit and publicized in a large-scale advertising campaign that promotes the ratings to parents. Marketing kits will be sent within two weeks of today so that you may proudly celebrate your participation. Parent Aware ratings are valid for two years. Since your rating was issued on October 22, 2012, your certificate includes an expiration date of October 21, 2014.

As a reminder, Child Trends is conducting an evaluation of Parent Aware and they may be contacting you in the future for evaluation purposes.

We applaud your commitment to quality early child care and education. If you have any questions, please feel free to contact Mary Owen at the Minnesota Department of Education at mary.owen@state.mn.us or (651) 582-8399.

Sincerely,

Angela Jensen

Angela Jensen
Minnesota Department of Human Services
Child Development Services
Parent Aware Rating Specialist