

Davis Head Start Executive Summary

August 21, 2025

The Davis Head Start and Early Head Start program respectfully requests a vote of the Davis School Board on the following items:

1. Approval to Submit Funding Application

The Davis Head Start program requests School Board approval to submit the *One-Time Supplemental Funding for Nutrition and Healthy Eating for Head Start Children and Families* application. This application will provide enhanced nutrition services and promote healthy eating for enrolled children and families.

2. Approval to Request Non-Federal Share Waiver

The Davis Head Start program requests School Board approval to submit a *Non-Federal Share Waiver* associated with the *One-Time Supplemental Funding for Nutrition and Healthy Eating for Head Start Children and Families*. This proposal totals **\$69,000** and is designed to strengthen nutrition services and healthy eating opportunities for children and families.

Briget Gerrard, Board President

Date

The Office of Head Start (OHS) has made available one-time funding opportunities to support enhanced nutrition services within Head Start and Early Head Start programs. This proposal seeks Policy Council and School Board approval to submit a request for these funds to expand and improve nutrition education, food access, and healthy eating practices for children and families enrolled in our program.

Background

Head Start's comprehensive services include ensuring children have access to nutritious foods that support healthy growth and development. In recent years, our program has identified several nutrition-related needs:

- Increased demand from families for **hands-on nutrition education and healthy meal preparation skills**.
 - Limited access to fresh, whole foods for many families due to financial constraints or lack of nearby resources.
 - The need for more **equipment and supplies** to prepare and store fresh, healthy food in classrooms and family engagement events.
 - Opportunities to further integrate nutrition education into **both classroom instruction and family activities**.
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Proposed Activities

1. Partnership with USU Create Better Health Program

- Collaborate with USU educators to provide *Food, Fun, and Reading* curriculum in all Head Start and Early Head Start classrooms.
- Implement family engagement workshops that combine cooking demonstrations, nutrition education, and literacy activities.

2. Nutrition Equipment Purchase

- Acquire **two commercial-grade blenders** for preparing fresh smoothies, soups, and purees during nutrition lessons and family events.
- Purchase another **commercial fridge** to store perishable food pantry items for families in need.

3. Parent Engagement Opportunities

- Host monthly “Cooking with Your Child” events where parents and children prepare a meal together.
- Offer culturally relevant cooking classes to reflect the diverse backgrounds of our families.

4. Collaborating with District High School Childcares to participate in USU Better Health Training

- Support Create Better Health educators in delivering the Food, Fun and Reading curriculum in Davis School District Childcares.
- Offer parent engagement activities, allowing families to participate in nutrition learning and healthy habit building.

5. Raised Garden Boxes and Irrigation setup

- Raised garden boxers to support nutrition education and healthy lifestyle habits.
- Strengthens program’s commitment to fostering lifelong healthy habits and offer a natural extension of the classroom into the outdoor environment.

6. Vehicle for meal Delivery

- Support safe controlled food delivery to our site for breakfast and lunches.
- Compliance with all USDA and CFCD regulations on food transporting.
- Vehicle that is assigned to food delivery within our program.

7. Alternative Healthy Food Sources

- Healthy food items for children require special meal accommodations due to religious, cultural, vegetarian or other dietary needs.
- Meet the new CACFP guidelines for special meal accommodation.

Anticipated Outcomes

- Increased **child participation** in hands-on nutrition activities.
 - Improved **parent knowledge and skills** in preparing healthy, affordable meals.
 - Expanded access to fresh, nutritious foods for families.
 - Stronger **family-school partnerships** through interactive events.
 - Long-term support for children’s health, growth, and school readiness.
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Budget Overview (*estimated*)

Item	Estimated Cost
Partnership fees & educator stipends with USU Create Better Health	\$10,300
Two commercial blenders	\$2,000
One commercial fridge	\$3,200
Vehicle	\$45,000
Raised garden boxes and irrigation setup	\$3,500
Special Meal Requests	\$5,000
Total Request	\$69,000

Non-Federal Share

The federal funding provided to Davis Head Start from the National Office of Head Start requires all grantees to match 20% of the total grant award in in-kind services, also known as the non-federal share. Typically, Davis Head Start fulfills this requirement through contributions of time and services from Head Start families, support from community partners, and resources provided by the Davis School District.

Currently, we are requesting approval to apply for the *One-Time Supplemental Funding for Nutrition and Healthy Eating for Head Start Children and Families*. According to Section 640(b) of the Head Start Act, grantees may request a waiver of the non-federal share when they can demonstrate that circumstances exist which make meeting the 20% match requirement a barrier to implementation.

In this case, Davis Head Start seeks a waiver because:

- The funding is one-time in nature and directed toward nutrition services and healthy eating initiatives.
- Our families and community partners already contribute significantly toward the program's regular operations and do not have additional capacity to provide new, one-time in-kind match contributions specific to this initiative.

- Without a waiver, the program would face significant challenges in accessing these funds, which are critical to strengthening nutrition and healthy eating opportunities for children and families.

For these reasons, Davis Head Start respectfully requests approval of a waiver for the non-federal share requirement for this one-time supplemental funding opportunity. This waiver will allow the program to fully implement nutrition-focused services that directly benefit children and families without creating undue burden on families, partners, or the district.



DAVIS

HEAD START

August 27, 2025

As part of the requirements for our new five-year grant cycle, the Davis Head Start program is in compliance with completing the health and safety screenings at each site where children receive Head Start and Early Head Start services, as outlined in the Notice of Award (NOA).

Attached is a copy of the Health and Safety Checklist that is completed at each site within our program.

If you have any questions, please contact Marianne Henderson at mhenderson@dsdmail.net

Marianne Henderson

Marianne Henderson, Director

8-27-25

Date



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OFFICE OF HEAD START



Certification of Health and Safety Screening

Grant Number: 08CH013177

Grantee Name: Davis School District

The signatures below attest that our agency has completed a health and safety screening of each site where children receive Head Start/Early Head Start services, consistent with the terms and conditions of the Notice of Award (NoA).

Our agency commits to maintaining compliance with local, state, and federal health and safety requirements.

Board Chair/Tribal Chair

Date

8/27/25

Policy Council Chair

Date

8.27.25

Head Start Director

Date

8.27.25

Early Head Start Director

Date

Updated 9.2023

Davis School District Head Start/ Title I Preschool

Health and Safety Screener

Policies and Procedures for Head Start/ Title I programs

Organizations that serve young children have an obligation to ensure that children in their care are in healthy and safe environments, and that policies and procedures that protect children are in place. This screener will help identify where changes are needed to ensure children are healthy and safe while in the care of our employees in the classrooms/sites. It contains best practices as well as requirements found in the Head Start Program Standards. Requirements related to a healthy and safe environment can be found throughout the Head Start Program Performance Standards and from *Caring for Our Children Basics*. <https://nrckids.org/CFOC>

Date 8/25/25 School/Site Wasatch DCLC HS

Health/Safety Factors	Yes	No	Notes
All areas are safe, clean, and free from clutter on the floor, all items have a place for storage when not in use. All items on counters and shelves are stable. Children cannot tip or pull an item onto themselves.	X		
Classroom is organized into functional areas, so adults can effectively see, hear, and supervise children from getting into unsafe or unsupervised areas.	X		
No evidence of bugs, mice, ants, or other pests. Air is free from toxins, smoke, air pollutants, pesticides, air fresheners, essential oils, etc.	X		
All Exits are clearly marked, and emergency evacuation routes and other safety procedures are posted in the classroom by every door and in appropriate locations throughout the site.	X		
Lighting is sufficient and adequate for all classroom activities. Emergency lighting is available in case of a power failure.	X		
Fire extinguishers are available, accessible, tested, and serviced regularly.	X		teachers know ext. is up front of office
Smoke, carbon monoxide, and if necessary, radon detectors are installed, properly located, and tested regularly. All tests/drills are documented on Monthly Classroom Health and Safety Report.	X		
Current health, fire, and other applicable licenses and inspection certificates are present on site.	X		

No electrical device is located where it can be used near a water source. No frayed electrical cords or wires. No portable heaters. No heating and cooling system that can cause injury to children/adults.	X		frig is safe distance from sink.
Children and staff are protected from potential injuries from heating and cooling systems, including burns from hot water (water should not exceed 120 degrees).	X		teacher
All indoor and outdoor spaces meet minimum square footage requirements per local, state, tribal, and Head Start regulations, whichever is more stringent.	X		
All playground areas are visible to supervising adults. Playground is securely anchored with no missing parts, sharp corners/edges. There are no openings that could entrap a child's head or limbs and is free of potential clothing entanglements.	(X)		currently: work order in & being worked on for tile
Playground contains no litter, animal waste, debris, etc. and has no obvious trip hazards. Contains adequate protective fall material, especially in fall/landing areas.	(X)		seperation on playground. (just small couple areas) teachers keep children away.
Indoor and outdoor environments are free of mold and pollutants, including smoke, lead, pesticides, and herbicides, as well as soil and water pollutants.	X		
Children in outdoor areas do not have access to unsafe or unsupervised areas such as, bodies of water, roads, parking lots, or other hazards.	X		
Any classroom animal(s) must serve an educational purpose, and the area is kept clean and odor free. The children are protected from any hazards posed by the classroom pets.	X		
Necessary accommodations and modifications are made to ensure the safety, comfort, and full participation of all children including those with disabilities.	X		
All children including sleeping children, are always supervised by staff, and never left alone with volunteers.	X		
Children are protected from potential hazards including choking, strangulation, electrical and drowning hazards, contagious diseases, and those presented by windows and glass doors, including falls and breakage. Cords from blinds are out of reach of children. Stepping stools stay in place, and do not slide when stepped on.	X		

Children are counted regularly, including when leaving the classroom, playground, and other transitions, ensuring ratios with children are properly maintained. A poster with each student's picture is placed by each door the classroom uses and the children will move their photo whenever entering or exiting the classroom to where they will be going/returning to the classroom.	X		
Redundant procedures are in place to ensure no child is left alone i.e. a second staff person is designated to check classroom, outdoor play areas, sleeping areas, and vehicles during transitions and prior to departure.	X		
Required staff to child ratios are always maintained per local, state, and Head Start regulations, whichever is more stringent.	X		
Environments are checked by staff each day before use. When discovered, safety concerns are immediately corrected or addressed. Premises are kept free of undesirable and hazardous materials and conditions. Indoor and outdoor premises are inspected prior to each use by children.	X		
Equipment, toys, materials, supplies, and furniture are safe, age, and developmentally appropriate, and in good condition. No choking possibilities.	X		
No "childproof" barriers or obstacles preventing use of door.	X		
Medication is properly stored in the original container with original prescription label containing medication name, dosage, length of time to administer, and expiration date along with a picture of the child they belong to, they must also be stored in a locked cabinet not accessible to children.	X		
Children with allergies are protected from known allergies to the best of the ability of the site.	X		
Special meal requests contain picture of child, appropriate documentation, signatures from doctor, parent, and staff.	X		
Meals are served family style whenever possible, children are involved in meal related tasks, such as setting and clearing the table. Adults and children sit and interact during the meal to the greatest extent possible. Children are encouraged but not forced to eat. Children are given ample time to eat.	X		
Signage regarding a medical need, allergy, or other special need of a child is posted when applicable.	X		

No concerns

Staff follow plan, accordingly, sharing appropriate information with classroom volunteers and substitutes.	X		
Staff notify parents promptly when children are sick or injured.	X		
Health check and monitoring is completed daily for each child to identify any new or reoccurring medical, dental, or developmental concerns. Staff understand and follow illness policy, including reporting of severe illness to Health Manager. <u>Thermometer is readily available in classroom to take child's temperature.</u>	X		
Child -accessible electrical outlets have covers, are tamper-resistant, or have safety plugs.	X		
Staff instruct and supervise volunteers ensuring tasks are performed properly.	X		
Staff use positive child guidance. No corporal punishment, physical/emotional abuse, humiliation, isolation, denial of food/water/bathroom privileged.	X		
No firearms or other weapons are accessible to children.	X		
Clean, sanitary drinking water and cups should be readily accessible in indoor and outdoor areas throughout the day. Each child can have their own reusable cup that are washed weekly, disposable cups are always available.	X		
Age- appropriate rest and nap opportunities are available for preschool age children if the program operates six hours or longer.	X		
Sleeping arrangements for infants follow safe practices as recommended by the American Academy of pediatrics (AAP) and are free of soft bedding materials such as soft mattresses, crib bumpers, pillows, stuffed animals, fluffy blankets, and comforters. No drop-side cribs are in use.	X		
Cleaning supplies and other potentially dangerous material and toxins are in locked cabinet out of reach of children with a "WARNING Hazardous Chemicals" sign on the outside of cabinet. Every bottle is clearly labeled including those with water.	X		
Emergency supplies, including current class list with emergency contact information with student's picture, first aid kits, and fire safety supplies are readily accessible to staff. Staff carry current class list and First Aid bag on field trips and evacuations.	X		First Aid Bag restocked -em contacts getting pictures completed
A sign-in/sign-out system is used to track all those who enter and exit the classroom/site.	X		

Policies and procedures ensure children are released only to authorized adults.	X		
Procedures are in place to ensure children are safe when they are unexpectedly absent, and the parent had not contacted the program.	X		
Hand washing/ hygiene procedures	Yes	No	Notes
Children are taught how to wash hands. Staff supervise hand washing and assist children as needed. Hands are washed with soap and running water at the beginning of the day, after handling animals, playing outside, diapering, any use of restroom facilities, when hands become contaminated with blood or other bodily fluids, before playing in the water table, and eating.	X		
Diaper/Pull up changing procedures are posted and followed.	X		
Adequate toileting facilities are accessible to staff and children.	X		
Toilets and hand washing facilities are clean, in good repair, and easily accessible for children's use. Supplies including toilet paper, hand soap, and towels are available and accessible.	X		
When a child needs to leave the classroom for toileting needs, staff supervise with vision and hearing to the greatest extent possible and give extra attention until the child returns.	X		
Staff is within arm's reach of child while changing diapers. Second adult is within sight and sound during diaper change to the greatest extent possible.	X		
Gloves are worn by staff when diapering, preparing meals, serving meals, and when blood or other bodily fluids are present, and/or providing first aid. Hands are washed after removing gloves.	X		
Tables are cleaned before and after each meal is served. Food is covered when being transported to the classroom.	X		
Children are taught how to brush teeth. Staff ensure each child's teeth are brushed once daily after meal (staff wipe infants' gums). Toothbrushes are labeled with child's name and stored in holder, so toothbrushes do not touch. (If there is a time teeth brushing is not done in the classroom students are still taught these skills to do at home)	X		

Refrigerator contains a thermometer, with temperature documented daily on appropriate form by refrigerator. Facilities and areas are clean and odor free without the use of sprays or air fresheners.	X		
All garbage is stored in a safe and sanitary manner to avoid contamination.	X		
Food garbage is thrown away in a garbage can that has a lid in a safe and sanitary manner then covered to prevent contamination, smell, and possible pests.	X		
Infectious disease policies and procedures are in place and include contacting parents and communicating with the local health department when necessary.	X		
A routine schedule of cleaning, sanitizing, and disinfecting is in place. Infant toys or toys that a child had in their mouth must be sanitized between each child.	X		
Trainings/Human Resources	Yes	No	Notes
All staff have background checks, sex offender registry checks, criminal history checks including fingerprint checks, and initial health exams.	X		
Direct service staff are trained in first aid, CPR, prevention and control of infectious diseases, use of safe sleeping practices, preventing and identifying shaken baby syndrome, abusive head trauma, sun safety and medication administration (including the special needs of children with health issues) and to respond to specific medical emergencies, including asthma and allergies.	X		
All staff trained in and implement hygiene practices related to toileting, hand washing, diapering, safe food preparation, bodily fluid, and blood borne pathogen precautions.	X		
Staff are trained in procedures to protect the confidentiality of any personally identifiable information in child record, including references to (a) disclosure with parental consent, (b) disclosure without parental notice and opportunity to refuse, and (c) disclosure without parental consent.	X		
Staff are trained for health emergencies that require rapid response or immediate medical attention and are shared with parents.	X		
Complete background checks are conducted for all staff upon hire using livescan. Ongoing monitoring is conducted by Davis School District.	X		

The Following items are posted in the classroom:	Yes	No	Notes
Exit Signs above all exits.			
Evacuation Route with map by all exits			
Sign IN/OUT for all those who visit the classroom			
Homeless Poster (if school does not have posted)			
Daily Schedule including mealtimes			
Hand – Washing Poster by each sink used			
Hazardous Chemical Warning on cabinet that stores cleaning supplies			
Standard Response Protocol			
Emergency Phone numbers by phone			
Counting children poster by every door used.			
Menus of all meals served			
WIC Poster			
Safety Rules – outdoor safety, hands to self, walking feet, listening ears, etc.			
Diaper/Pull up changing procedures in changing area			
Medical /Allergy poster (peanut, latex, etc.) when necessary			
Current First Aid & CPR/ Food Handler certificate for all staff (list expiration dates) currently working on getting emailed			Some teachers waiting on new completed CPR form to print & hang one teacher waiting on Food Handler email

Rooms with Infants and Toddlers	Yes	No	Notes
Infants are held while being fed and are fed on demand to the greatest extent possible. All breast milk storage policies and procedures are followed.	X		
Children's eating habits are discussed with parents, considering child's development and readiness when introducing new foods.			
Infants are placed on their backs to sleep in cribs with no loose blankets, soft bedding, comforters, pillows, or stuffed animals.			
Child's eating patterns, elimination, and sleeping is documented.			

All staff are trained in mandated reporter responsibilities, including recognizing suspected child abuse and neglect and following mandated reporting requirements.	X		
Staff are trained and implement policies that ensure children are released only to a parent, legal guardian, or other formally designated individual.	X		
Agency has all- hazards emergency management/disaster preparedness and response plans for events including natural and man-made disasters and emergencies, and violence in or near programs.	X		
Staff are trained to only use supplies/chemicals/ sprays provided by the school district. Cleaning supplies are stored in a locked cabinet when not in use. Not above a sink, and stored away from food related items such as plates, cups, napkins, etc.	>		
Staff understand their building's emergency preparedness plan, including their roles and responsibilities. Staff knows the location of the building's AED unit and the closest fire extinguisher.	X		
Quick Response Reference cards are with First Aid backpack. Backpack is marked with a red cross or labeled as "First Aid Kit" and stored near the door, out of children's reach in the classroom and kept with staff anytime the class leaves the classroom.	X		
First Aid Pack contains a current class list with children's picture and up to date emergency contact information and the following supplies:	Yes	No	Notes
Antiseptic			
Band aids & gauze pads			
Cotton balls			
Gloves			
Hazardous Material bag			
Ice Pack			
Medical Tape			
Pen/pencil & paper			
Scissors			
Tissues			
Tweezers			
Hand sanitizer			
Flashlight and working batteries			
Rescue medication if needed			