

COMMONLY USED HEAD START TERMS

ACF - Administration for Children and Families -- a division of the Department of Health and Human Services and the funding source for Head Start.

Active Learning - Learning in which the child, by acting on objects and interacting with people, ideas and events, constructs new understanding.

Adult (OR TEACHER) Directed - Activities designed and presented by adults.

ARTICLE 7 - "The Bill of Rights for the Education of the Handicapped." It requires the appropriate education for all school-aged children.

ASSESSMENT - A long-term or lengthy evaluation that may include observation, formal or informal checklists and/or tests, etc.

CACFP - Child and Adult Care Food Program - A division of USDA that provides for reimbursement for meal costs for children (and adults) in day care.

Case Conference - A Case Conference is made up of the parents, teachers, service providers and other professionals. A case conference is held to determine if a child has a disability and is eligible for special education services, and, if so, to develop and review the IEP and to identify the appropriate educational placement in the least restrictive environment where the IEP can be implemented.

Center Committee - Parent group from each center made up of 100 percent of parents of children currently enrolled at that center.

Child Initiated - Activities suggested or pursued by children. Child initiated activities can be facilitated by adults.

Combination Option - An Head Start option that combines home visits with center based classes.

Community Representative - A representative of neighborhood community groups (Public and Private) and of local neighborhood community professional organizations which have a concern for children of low income families and contribute to the development of the program.

CONSCIOUS DISCIPLINE - An emotional intelligence program consisting of steps responding rather than reacting to life events. Conscious Discipline is a program proven to increase achievement, decrease problem behaviors and improve the quality of relationships. Classrooms will work on establishing daily routines, classroom jobs for

all children, building a school family, creating friends and family boards/books, and safe

places.

DECA - Deveraux Early Childhood Assessment - This assessment is used in the 3 to 5 year old classrooms. It is a mental health assessment.

DECA/IT - Deveraux Early Childhood Assessment/Infant Toddler - Deveraux Early Childhood Assessment - This assessment is used with children ages 0 to 3.

Delegate Agency - The public or private non-profit organization to which the grantee delegates authority to run a program. The Garrett-Keyser-Butler Head Start program does **not** operate a delegate agency.

Denver II - The Denver II is a short screening instrument that is used to screen language, fine motor, gross motor and personal-social skills of children ages 2 months through age 5.

DEVELOPMENTALLY APPROPRIATE PRACTICE - The concept of developmental appropriateness has two dimensions: age appropriateness and individual appropriateness:

--age appropriateness -- Human development research indicates that there are universal, predictable sequences of growth and change that occur in children during the first nine years of life. These predictable changes occur in all domains of development (physical, emotional, social and cognitive.) Knowledge of typical development of children within the age span served by the program provides a framework from which teachers prepare the learning environment and plan appropriate experiences.

--individual appropriateness -- Each child is a unique person with an individual pattern and timing of growth, as well as individual personality, learning style, and family background. Both the curriculum and adults' interactions with children should be responsive to individual differences. Learning in young children is a result of interaction between the child's thoughts and experiences with materials, ideas and people.

These experiences should match the child's developing abilities, while also challenging the child's interests and understanding.

Discipline - A procedure to direct a child in choosing constructive behavior patterns and in developing self-control.

Early Head Start - A Head Start program designed to serve eligible pregnant women, infants and toddlers.

EAP - Employee Assistance Plan

Family Literacy Services - Services of sufficient intensity in terms of hours, and of sufficient duration, to make sustainable changes in a family, and that integrate all of the following activities:

- * Interactive literacy activities between parents and their children.
- * Training for parents regarding how to be the primary teacher for their children and full partners in the education of their children.
- * Parent literacy training that leads to economic self-sufficiency.
- * An age-appropriate education to prepare children for success in school and life experiences.

Family Partnership Agreement - A written document identifying strengths and needs, and forming an action plan to assist families in receiving services and supports that will help them reach their goals.

GIP - Grantee Improvement Plan is written by the program after its self assessment is completed. The plan contains goals and strategies needed to bring the program into compliance or for quality improvements.

GOSSIP - To talk about others. Dictionary definitions include to “shoot the breeze”, light informal conversation, and talking about the doings of others. Gossip does not have to be malicious to be considered gossip. Gossip can be “masked” as caring about another person such as asking why someone is absent, if they are all right, etc.

Grantee Agency - The public or private non-profit agency which receives the funds directly from the federal government. The Garrett-Keyser-Butler Head Start program is a grantee agency.

The grantee is the Garrett-Keyser-Butler Community School District.

Guidance - Adults assisting the child to make choices; it is not making the choice for the child.

HHS - The Department of Health and Human Services. It replaced HEW, the Department of Health, Education and Welfare.

Head Start Program Specialists - Training and Technical Assistance Network members at the regional level with specific component concerns and program operation needs or concerns. This position has now been combined with the fiscal specialist into one position for each program.

HSAC - Health Services Advisory Committee -- A group of people representing staff, parents, community representatives and members of the health professions who

provide guidance to the health component of Head Start.

Home Visitor - Person who visits in the home and works with the parents who then work with the children in the component areas.

HOOSIER HEALTH WISE - Financial assistance to meet medical needs for those persons who qualify. Formerly known as Medicaid.

IEP - Individual Education Plan -- The written plan for educating and otherwise providing service to an eligible child developed by a case conference committee. The IEP must contain all components required by federal law. IEP services are provided at no costs to the parents.

IFSP - Individual Family Service Plan -- A document developed with families to provide for services and activities to meet the needs of the family.

IHSA - Indiana Head Start Association.

MENTOR - A wise advisor. A teacher or coach.

NAEYC - National Association for Education of Young Children -- The nation's largest organization of early childhood professionals. NAEYC has provided distinguished leadership in the field of child care and early education for more than 60 years.

NHSA - National Head Start Association

OHD - Office of Human Development

ON-SITE REVIEW - Also called peer review or compliance review, an on-site review is held every three years in every Head Start program. A team of regional office and other Head Start consultants or reviewers visits the program for a period of days to determine compliance with Head Start requirements.

P.A.T. - Parents As Teachers. A curriculum designed to be used in the home to assist parents in being the teacher of their children. It is currently being used in our Early Head Start Program.

PATHS TO QUALITY - Paths to Quality is an initiative funded by the DEKKO Foundation and implemented by the Early Childhood Alliance. The Paths to Quality includes 4 levels for quality improvement in a child care program. Level 4 is NAEYC Accreditation.

PERFORMANCE STANDARDS - The Head Start program functions, activities and facilities required to meet the objectives and goals of the Head Start program.

POLICY COUNCIL - Set up at the grantee agency level, a Policy Council is made up of at least 50 percent parents of children enrolled in the grantee program plus

representatives of the community. The Policy Council must assist in decisions about program operation and design.

PORTAGE GUIDE - The Portage Guide is an assessment and curriculum that is used in the EHS Home Based program. The New Portage Guide Birth to Six is aligned with the Head Start Outcomes Framework.

PIR - Program Information Report is completed once per operating period. The form provides quantitative information on key characteristics of all Head Start programs. The PIR is submitted to Congress.

Punishment - A penalty imposed for wrongdoing.

Regional Office - The central office for each Head Start region. The regional office for the Garrett-Keyser-Butler Community Head Start program is in Chicago and serves Region V. which is made up of the states of Minnesota, Wisconsin, Illinois, Michigan, Ohio and Indiana.

SCREENING - A screening is the first step in an evaluation process. It is a brief activity designed to identify children that indicate a high probability of developmental delays, or warrant a more in-depth assessment and evaluation.

Staff - Includes paid staff, volunteers, consultants and other persons directly involved with the children.

STEP - Strategic Teacher Education Program - This program is a literacy initiative that goes along with President George W. Bush's GOOD START, GROW START program. It provides increased training for teaching staff to build their abilities to provide literacy experiences for children. It also provides a mentoring program for teaching staff.

TANF - Formerly AFDC - Aid to Families with Dependent Children.

TEACHING STRATEGIES - GOLD - An on-line early childhood assessment system.

T/TA - Training and Technical Assistance.

Transition - Times when children move from one time period or experience to the next.

WIC - Women, Infants and Children - A program that provides medical and nutritional services to pregnant women and their young children.

Head Start Classroom Codes:

A1 - Auburn Center Full-Day Full-Year Classroom.

B1 - Butler morning class that meets at Butler Elementary School.

B2 - Butler morning class that meets at Butler Elementary School.

G1 - Garrett morning class that meets in room number 1.

G2 - Garrett morning class that meets in room number 2.

G3 - Garrett morning class that meets in J. E. Ober Elementary School.

W1 - Waterloo Class that meets at the Waterloo Center.

W2 - Waterloo Class that meets at the Waterloo Center.

EHS - Early Head Start Program.

EHSX - Early Head Start Expansion Project

C1 - EHS Combination Classroom Group #1

C2 - EHS Combination Classroom Group #2

MEETING TERMS

ABSTAIN - Not voting one way or the other.

ADOPT - To approve or accept.

APPOINT - To assign a person to a job or position.

COMMITTEE - A small group that studies, reports on and recommends part of an organization's program.

GENERAL CONSENT - A silent, unanimous vote; if even one member objects, the motion must be voted on.

MAJORITY OPINION - The decision of most of the voting members of a group.

MINORITY OPINION - The decision of less than half of the voting members of a group.

NOMINATE - To recommend a person for election to office. (Nominations do not require a second.)

PROXY - Permission from another member to vote or act for him/her.

RESCIND - To take back or withdraw as in a motion, etc.

RESOLUTION - Another name for a motion, a policy statement.

STANDING COMMITTEE - A committee that continues from year to year.

SPECIAL COMMITTEE - A committee that is appointed or elected to handle only a specific thing. A temporary committee.

SUBCOMMITTEE - A smaller committee formed within a committee.

UNANIMOUS VOTE - When everyone votes the same way.

VETO - To disapprove.