

Seattle Head Start/Early Childhood Education and Assistance Program Records, 1984-1995

Overview of the Collection

Creator	Seattle (Wash.). Human Services Dept.
Title	Seattle Head Start/Early Childhood Education and Assistance Program Records
Dates	1984-1995 (inclusive) 1984 1995 1987-1994 (bulk) 1987 1994
Quantity	8.8 cubic feet, (22 boxes)
Collection Number	3623-02
Summary	Records of a child development program for preschool children from low-income families.
Repository	Seattle Municipal Archives Seattle Municipal Archives Office of the City Clerk City of Seattle PO Box 94728 98124-4728 Seattle, WA Telephone: 206-233-7807 Fax: 206-386-9025 archives@seattle.gov
Access Restrictions	Records are open to the public.
Languages	English
Sponsor	Funding for processing this record series was provided through a grant from the National Historical Publications and Records Commission.

Historical Note

An Office of Human Resources was established in 1971 in the Executive Department to develop, implement, and manage social services for low-income and disadvantaged residents of Seattle. In 1973 it was replaced by the Department of Human Resources. DHR administered family and youth services programs, senior citizen services, community service activities, the Seattle Veterans Action Center, and the Comprehensive Residential Weatherization Program. Federal, state, and local grants comprised two-thirds of the department's operating budget. Passage of the 1986 Low Income Housing Levy increased the City's funding and policy role in housing issues. In 1991, the agency name was changed to the Department of Human Services. A year later, the Department of Housing and Human Services was created, incorporating the City housing programs and Community Development Block Grant administration from the recently abolished Department of Community Development. DHHS programs included aging services, family and youth services, housing and community services, human services,

and the City's education office. In 1999, the Office of Housing was established as an independent agency and DHHS was reorganized as the Human Services Department.

Content Description

Records of a child development program for preschool children from low-income families. Funded with money from federal, state and local governments, the program offered comprehensive services, including education, health, nutrition, and social services, through contract agencies at sites throughout Seattle. Begun as the Head Start Program, the name changed to Head Start/Early Childhood Education and Assistance Program in 1987 to reflect State ECEAP funding. Records include subject files, monitoring reports, photographs, parent policy committees, and records of the Head Start/ECEAP Policy Council.

Use of the Collection

Preferred Citation

[Item and date], Seattle Head Start/Early Childhood Education and Assistance Program Records, Record Series 3623-02. Box [number], Folder [number]. Seattle Municipal Archives.

Administrative Information

Arrangement

Organized into general administrative files, agency monitoring records, and records of education, special needs and parent involvement/social services components.

Detailed Description of the Collection

The following section contains a detailed listing of the materials in the collection.

General Administrative Files, 1985-1993

Container(s)	Description	Dates
Box/Folder		
1/1	25th Anniversary Of Head Start - Public Relations	1990
1/2	25th Anniversary Of Head Start - Work Plan, Schedule, etc.	1990
1/3	25th Anniversary Of Head Start - Fund Raising	1990
1/4	Confidentiality	1993

Container(s)	Description	Dates
1/5	Continuation Proposal	1993
1/6	Delegate Agency Directors Meetings	1992-1993
1/7	Dial-R Workshop (Special Needs)	undated
1/8	Expansion	1991-1993
1/9	Funding Source List	1992-1993
1/10	General Info	1985
1/11	Grantee Staff List	1993
1/12	Head Start Directors (General Info Packets)	1993
1/13	Head Start Directors Meetings	1992
1/14	Health Services Advisory Committee	1991-1992
1/15	Mental Health	1989-1990
1/16	Nutrition	1991-1993
1/17	Parent Involvement / Social Services	1991-1992
1/18	Program Calendar	1993
2/1	Program Operations Information Manual	1992-1993
2/2	Program Operations Information Manual	1992-1993
2/3	Program Operations Information Manual	1992-1993
2/4	Program Information Reports	1985-1986
2/5	Program Information Reports	1986-1987
2/6	Program Information Reports	1987-1988
2/7	Program Information Reports	1988-1989

Container(s)	Description	Dates
2/8	Program Information Reports	1988-1989
2/9	Program Information Reports	1989-1990
3/1	Program Information Reports	1989-1990
3/2	Program Information Reports	1991-1992
3/3	Program Performance Standards	1987
3/4	Self Assessment And Corrective Action	1992
3/5	Site Appraisals (Space Rentals)	1989
3/6	Special Needs	1987-1988
3/7	Special Needs	1989-1993
3/8	Special Needs	Undated
3/9	Special Needs	1991-1992
3/10	Special Needs - Handicapped Services	1988-1989
3/11	Special Needs Policy	1992
3/12	Special Needs Resources	1992-1993
3/13	Special Needs Road Map	1992-1993
3/14	Special Needs Task Force	1992-1993
3/15	Special Needs Workplan	1992-1993
3/16	Staff Meetings	1993
4/1	Staff Meetings	1991-1992
4/2	Washington (State) Early Childhood Education And Assistance Grant	1987-1989
4/3	Washington (State) Head Start Grant Application	1989

Agency Monitoring Records, 1988-1995

Container(s)	Description	Dates
Box/Folder		
4/4	Agency Teaming	1993-1994
4/5	Agency Teaming	1993-1994
4/6	Consortium Team Meetings	1994-1995
4/7	Grantee Improvement Plans	1988
4/8	Grantee Improvement Plans	1988
4/9	Grantee Improvement Plans	1989
5/1	Grantee Improvement Plans	1989
5/2	Grantee Improvement Plans	1993
5/3	Grantee Staff (Incl. Staff Meetings)	1991-1993
5/4	Grantee Workplans	1992-1993
5/5	Monitoring Reports - Cycles	1991-1992
5/6	Monitoring Reports - Cycle I	1992
5/7	Monitoring Reports - Cycle I	1992
5/8	Monitoring Reports - Cycle II	1992-1993
5/9	Monitoring Reports - Cycle II	1993-1994
5/10	Beacon Avenue Child Development Center - Self Assessment	1991-1992
6/1	Beacon Avenue Child Development Center - Site Visits / Observation / Monitoring	1991-1992
6/2	Beacon Avenue Child Development Center - Workplans	1991-1992

Container(s)	Description	Dates
6/3	Beacon Avenue Child Development Center - Workplans	1992-1993
6/4	Childhaven Parent Child Center	1993
6/5	Childhaven Parent Child Center	1993
6/6	Concord Child Development Center	1992-1994
6/7	First A.M.E. Child Development Program - Component Workplans	1988-1989
7/1	First A.M.E. Child Development Program - Component Workplans	1988-1989
7/2	First A.M.E. Child Development Program - Component Workplans	1990
7/3	First A.M.E. Child Development Program On Site Program Review Instrument (OSPRI)	1991
7/4	First A.M.E. Child Development Program Site Visits / Monitoring Reports	1991-1992
7/5	First A.M.E. Child Development Program	1992-1993
7/6	First A.M.E. Child Development Program	1992-1993
7/7	First A.M.E. Child Development Program	1992-1993
7/8	First A.M.E. Child Development Program	1993
7/9	First A.M.E. Child Development Program	1992-1993
8/1	First A.M.E. Child Development Program	1993-1994
8/2	First A.M.E. Child Development Program	1992-1994
8/3	First A.M.E. Child Development Program	1993-1994
8/4	High Point Children's Center (Neighborhood House)	1993-1994
8/5	High Point Children's Center (Neighborhood House)	1992

Container(s)	Description	Dates
8/6	Jose Marti Child Development Center - Component Workplans	1989-1990
8/7	Jose Marti Child Development Center - Component Workplans	1991-1992
8/8	Jose Marti Child Development Center - On-Site Program Review Instrument (OSPRI)	1991
9/1	Jose Marti Child Development Center - Site Visits / Monitoring Reports	1991-1992
9/2	Jose Marti Child Development Center - Policy Committee Meetings	1992
9/3	Jose Marti Child Development Center	1992-1993
9/4	Jose Marti Child Development Center	1992-1993
9/5	Jose Marti Child Development Center	1992-1994
9/6	Jose Marti Child Development Center	1992
9/7	Jose Marti Child Development Center	1992-1993
9/8	Jose Marti Child Development Center	1993-1994
10/1	Jose Marti Child Development Center	1993-1994
10/2	Jose Marti Child Development Center	1993-1994
10/3	Jose Marti Child Development Center	1993
10/4	Seattle Public Schools CAMPI - Monthly Reports	1991-1993
10/5	Seattle Public Schools CAMPI - Policy Committee	1992-1993
10/6	Seattle Public Schools CAMPI - Monthly Reports	1994
11/1	Seattle Public Schools CAMPI - Monthly Reports	1993-1994
11/2	Seattle Public Schools CAMPI - Monthly Reports	1992-1994

Container(s)	Description	Dates
11/3	Seattle Public Schools Head Start - Compliance Review, Final Report	1989
11/4	Seattle Public Schools Head Start - Grantee Component Workplans	1989
11/5	Seattle Public Schools Head Start - Grantee Improvement Plans	1989
11/6	Seattle Public Schools Head Start - Component Workplans	1989-1990
11/7	Seattle Public Schools Head Start - Site Visits / Monitoring Reports	1991-1992
12/1	Seattle Public Schools Head Start	1993-1994
12/2	Seattle Public Schools Head Start	1993-1994
12/3	Seattle Public Schools Head Start	1993-1994
12/4	Seattle Public Schools Head Start - Component Plans	1993-1994
12/5	Touchstones Head Start / ECEAP	1991-1992
12/6	Touchstones Head Start / ECEAP - Workplans	1991-1992

Education Component, 1990-1994

Container(s)	Description	Dates
Box/Folder		
12/7	Concord Child Development Center	1992-1993
12/8	Denise Louie Head Start / ECEAP OSPRI	1992
12/9	Denise Louie Head Start / ECEAP	1992-1993
12/10	First A.M.E. Child Development Program	1992-1993
12/11	High Point Child Center OSPRI	1991

Container(s)	Description	Dates
13/1	High Point Child Center	1990-1994
13/2	Jose Marti Child Development Center	1991-1992
13/3	Jose Marti Child Development Center	1992-1993
13/4	Jose Marti Child Development Center	1993-1994
13/5	Jose Marti Child Development Center - OSPRI	1994
13/6	Neighborhood House Head Start	1991-1992
13/7	Neighborhood House Head Start	1992-1993
13/8	Pike Market Child Care Center Expansion	1993
13/9	Seattle Public Schools Head Start Education Coordinator	1990-1991
13/10	Seattle Public Schools Head Start - Class Size Reduction	1991-1992
14/1	Seattle Public Schools Head Start - Classrooms	1991-1992
14/2	Seattle Public Schools Head Start - Education Coordinator	1991-1992
14/3	Seattle Public Schools Head Start	1992-1993
14/4	Touchstones Head Start / ECEAP	1991-1992
14/5	Touchstones Head Start / ECEAP - OSPRI	1993
14/6	Touchstones Head Start / ECEAP	1992-1993
14/7	Workplans	1992

Parent Involvement/Social Services Component, 1986-1990

Container(s)	Description	Dates
Box/Folder		
14/8	Child Abuse	1986-1988

Container(s)	Description	Dates
14/9	Child Abuse Training Conference	1988
14/10	Community Needs Assessment And General Information	1987-1988
14/11	Dept. Of Human Resources General Information	1989-1990
14/12	Enrollment Information	1989
14/13	First National Institute For Head Start Social Service Coordinators	1989
15/1	General Information - Early Childhood Education And Assistance Program	1989-1990
15/2	General Information - Head Start	1988-1990
15/3	General Information - Head Start	1988-1989
15/4	General Information - Head Start	1988-1990
15/5	Grantee SAVI	1986-1987
15/6	Grantee Staff Information And Meetings	1988-1989
15/7	Mayor's Review	1988-1989
15/8	Monitoring	1988
15/9	Parent Involvement Component	1986-1988
15/10	Parent Involvement Coordinators Meetings	1986-1987
15/11	Parent Involvement / Social Services Training Materials	undated
16/1	Recruitment	1986-1989
16/2	Seattle / King County Market Task Force	1989
16/3	Volunteer Handbook	1986-1987
16/4	Volunteer Information	1988-1990

Container(s)	Description	Dates
16/5	Volunteer Information	1988-1989
16/6	Volunteer Information	1987-1989
16/7	Washington State Friends Of Head Start Association	1989
16/8	Washington State Head Start Association	1988
16/9	Washington State Head Start Association	1988-1990

Parent Policy Committees, 1989-1994

Container(s)	Description	Dates
Box/Folder		
16/10	Beacon Avenue ECEAP Parent Policy Committees	1989-1990
16/11	Childhaven Head Start Parent-Child Center Policy Committee	1992-1994
16/12	Childhaven Head Start Parent-Child Center Policy Committee	1993
16/13	Childhaven Head Start Parent-Child Center Policy Committee	1993
16/14	Concord Children's Center Head Start / ECEAP	1993-1994
17/1	Denise Louie Early Childhood Education Center	1989-1990
17/2	Denise Louie Early Childhood Education Center	1993
17/3	First A.M.E. Child Development Program	1989-1990
17/4	First A.M.E. Child Development Program	1992-1994
17/5	First A.M.E. Child Development Program	1992-1994
17/6	First A.M.E. Child Development Program	1993-1994
17/7	First A.M.E. Child Development Program	1993
18/1	First A.M.E. Child Development Program	1993-1994

Container(s)	Description	Dates
18/2	Jose Marti Child Development Center	1989-1990
18/3	Jose Marti Child Development Center	1992-1993
18/4	Jose Marti Child Development Center	1992-1993
18/5	Jose Marti Child Development Center	1993
18/6	Neighbor House Head Start / ECEAP	1989-1990
18/7	Neighbor House Head Start / ECEAP	1993-1994
19/1	Seattle Public Schools Head Start / ECEAP	1989-1990
19/2	Seattle Public Schools Head Start / ECEAP	1989-1990
19/3	Seattle Public Schools Head Start / ECEAP	1992-1993
19/4	Seattle Public Schools Head Start / ECEAP	1993-1994
19/5	Touchstones Early Childhood Education And Family Center	1992-1993

Policy Council, 1985-1994

Container(s)	Description	Dates
Box/Folder		
19/6	Head Start / Early Childhood Education And Assistance Program Policy Council	1986-1987
19/7	Head Start / Early Childhood Education And Assistance Program Policy Council - Committees	1986-1987
20/1	Head Start / Early Childhood Education And Assistance Program Policy Council	1985-1987
20/2	Head Start / Early Childhood Education And Assistance Program Policy Council	1988
20/3	Head Start / Early Childhood Education And Assistance Program Policy Council - Funding Task Forces	1987-1988

Container(s)	Description	Dates
20/4	Head Start / Early Childhood Education And Assistance Program Policy Council - Spring Retreat	1988
20/5	Head Start / Early Childhood Education And Assistance Program Policy Council	1989
20/6	Head Start / Early Childhood Education And Assistance Program Policy Council	1988
20/7	Head Start / Early Childhood Education And Assistance Program Policy Council - Membership	1988-1989
20/8	Head Start / Early Childhood Education And Assistance Program Policy Council - Volunteer Hours	1988-1989
20/9	Head Start / Early Childhood Education And Assistance Program Policy Council - Retreat	1989-1990
20/10	Head Start / Early Childhood Education And Assistance Program Policy Council - Sub-Committee Information	1989-1990
21/1	Head Start / Early Childhood Education And Assistance Program Policy Council - Training Materials	1989-1990
21/2	Head Start / Early Childhood Education And Assistance Program Policy Council	1990-1991
21/3	Head Start / Early Childhood Education And Assistance Program Policy Council - Policies	1991-1992
21/4	Head Start / Early Childhood Education And Assistance Program Policy Council - Meetings	1991-1992
21/5	Head Start / Early Childhood Education And Assistance Program Policy Council - Retreat	1992
21/6	Head Start / Early Childhood Education And Assistance Program Policy Council - Bylaws And Membership	1992-1993
21/7	Head Start / Early Childhood Education And Assistance Program Policy Council	1993-1994
21/8	Head Start / Early Childhood Education And Assistance Program Policy Council	1994

Container(s)	Description	Dates
21/9	Head Start / Early Childhood Education And Assistance Program Policy Council	1994
21/10	Head Start / Early Childhood Education And Assistance Program Policy Council	1993-1994

Special Needs Component, 1984-1992

Container(s)	Description	Dates
Box/Folder		
22/1	AARP Project (Special Needs Assistant)	1990-1991
22/2	Agencies Serving Special Needs	1991
22/3	Anti-Bias Material	undated
22/4	Child Find Procedures	1990
22/5	Diagnostic Categories For special Needs	1988-1991
22/6	Head Start Library	1990-1991
22/7	Monitoring Cycles, Special Needs	1989-1991
22/8	Policy Statement (Head Start)	1987
22/9	Recruitment - Special Needs	1989-1992
22/10	Reports - Beacon Avenue	1992
22/11	Reports - Consortium	1991-1992
22/12	Reports - Denise Louis Head Start	1991-1992
22/13	Reports - First A.M.E.	1991-1992
22/14	Reports - High Point Children's Center	1991
22/15	Report - Neighborhood House	1990-1992

Container(s)	Description	Dates
22/16	Reports - Summary	1989-1990
22/17	Reports - Touchstone Head Start	1991-1992
22/18	Seattle Public Schools Contract For Child Find	1987-1988
22/19	Self-Evaluation Checklist, Portland State University	1984
22/20	Special Needs Assistance Coordinators Meetings	1988-1990
22/21	Special Needs Assistance Coordinators Meetings	1991-1992
22/22	Work Plans - Special Needs	1991-1992

Audio Cassette Tapes, 1991

22/23

Photographs, 1984-1987

Names and Subjects

Subject Terms :

Child development--Washington (State)--Seattle
 Children with disabilities Education--Washington (State)--Seattle
 Early childhood education--Washington (State)--Seattle
 Head Start programs--Washington (State)--Seattle

Corporate Names :

Seattle (Wash.). Dept. of Human Resources
 First African Methodist Episcopal Church (Seattle, Wash.)
 Jose Marti Child Development Center
 Seattle (Wash.) Dept. of Housing and Human Services
 Seattle Public Schools

Geographical Names :

Seattle (Wash.)
 Seattle (Wash.)--Politics and government

Finding aid prepared by Janet Ness
 2010