

**DENVER PUBLIC SCHOOLS
EARLY EDUCATION DEPARTMENT; HEAD START
INTERDEPARTMENTAL COMMUNICATION**

TO: DPS Early Childhood Education Head Start Teachers and Principals

FROM: José C. Paz, DPS Head Start Director

THROUGH: Priscilla M. Hopkins, Early Ed. Instructional Support and Director

DATE: August 2019

SUBJECT: DPS Head Start Teacher Funds for Classroom Purchases

This memo is to advise Head Start teaching staff and leadership about the availability and use of Head Start Teacher Funds for classroom materials and supplies.

In addition to any school-site classroom funds that may be designated by each school's leadership or other funding sources, DPS Head Start teachers are allocated an annual fund to purchase desired supplies for their classrooms. These supplies must be approved by the DPS Head Start Education Coordinator after completing the PURCHASING OR TUITION ASSISTANCE REQUEST FORM and following the instructions which can be found here:

- <http://thecommons.dpsk12.org/Page/1712>

**Allocated DPS Head Start Teacher Funds
For Classroom Materials or Supplies
During the 2019-2020 School Year:**

\$820.00* per teacher

Head Start Materials and Supplies money must be spent or allocated by March 1, 2020.

Head Start funds may NOT be used for field trips, transportation, or facility entrance fees. Please use alternate funding sources for this purpose.

***Allocation of DPS Head Start Teacher Funds for Classroom Purchases are evaluated on a regular basis, pending availability of funds.**