



Performance Standards–1304.41

Family Partnerships Plan

Program Year: 2015-2016

Approved: June 10, 2015

1304.41 Family Partnerships

(a) Family Goal Setting

(b) Accessing Community Services and Resources

(c) Services to Pregnant Women Who are Enrolled in Programs Serving Woman, Infants and Toddlers

(d) Parent Involvement in General

(e) Parent Involvement in Child Development and Education

(f) Parent Involvement in Health and Nutrition and Mental Health Education

(g) Parent Involvement in Community Advocacy

(h) Parent Involvement in Transition Activities

(i) Parent Involvement in Home Visits



Performance Standard

1304.40(a)(1)

(a) Family goal setting.

(1) Grantee and delegate agencies must engage in a process of collaborative partnership building with parents to establish mutual trust and to identify family goals, strengths, and necessary services and other supports. This process must be initiated as early after enrollment as possible and it must take into consideration each family’s readiness and willingness to participate in the process.

Procedure	Responsibility	Time Frame	Documentation
<ul style="list-style-type: none"> Family Advocates are required as soon after hire as possible to participate in the FDC training offered by the Children’s Trust Fund to develop or build skills in parent engagement and relationship building 	FA/ FSM	100 hours of training	FDC certificate
<ul style="list-style-type: none"> Family Service staff starts relationship building with the first contact on the phone and during the initial intake process, describing program philosophy the enrollment process and making referrals as appropriate. 	FA	Prior and during enrollment	Application
<ul style="list-style-type: none"> Family Advocate will go with the teacher on the initial home visit to provide information about the program, offer resources, and make an appointment to work on the Family Partnership agreement. 	FA	Initial home visit	Running notes
<ul style="list-style-type: none"> Family Advocate will be present at orientation to review the Program Handbook and continue to build a working relationship. 	FA	Orientation Ongoing	Emergency cards Initial home Sign in sheet orientation Running notes FPA
<ul style="list-style-type: none"> Family Advocate will meet with or have telephone contact with the families regularly to continue relationship building. 	FA		
<ul style="list-style-type: none"> Family Advocate will help families set and achieve goals. 	FA	Begin October	Teachers child record FPA
<ul style="list-style-type: none"> Teachers will work with families to set literacy goals using the family literacy partnership form. 	FA	Beginning September	
	Teacher		

Performance Standard

1304.40(a)(2)

As part of this ongoing partnership, grantee and delegate agencies must offer parents opportunities to develop and implement individualized family partnership agreements that describe family goals, responsibilities, timetables and strategies for achieving these goals as well as progress. In home based program options, this agreement must include the above information as well as the specific roles of parents in home visits and group socialization activities (see 45 CFR 1306.33(b)).

Procedure	Responsibility	Time Frame	Documentation
<ul style="list-style-type: none"> FA will work with families to identify strengths and areas of growth, help families set measurable goals and identify progress. 	FA/Parents	October on for families who start in Sept.	FPA
<ul style="list-style-type: none"> FA will document the parent and staff roles on the FPA (<i>Family Partnership Agreement</i>) 	FA		FPA
<ul style="list-style-type: none"> Teachers have a literacy partnership that they develop with parents to encourage family literacy. 	Teacher/parent	October on Sept on	Teachers Notes FA family files

1304.40(a)(3)

(3) To avoid duplication of effort or conflict with any preexisting family plans developed between other programs and the Early Head Start or Head Start family, the family partnership agreement must take into account and build upon as appropriate information obtained from the family and other community agencies concerning preexisting family plans. Grantee and delegate agencies must coordinate, to the extent possible, with families and other agencies to support the accomplishment of goals in the preexisting plans.

Procedure	Responsibility	Time Frame	Documentation
<ul style="list-style-type: none"> Family Service staff will identify community partners working with enrolled families. 	Family Service	Ongoing	Family files, Child files FPA
<ul style="list-style-type: none"> FA will obtain release of information permission, as appropriate. 	FA	Ongoing	
<ul style="list-style-type: none"> Program staff develops formal written agreements with community partners to facilitate coordination of services. 	All Staff	Ongoing	Inter-agency agreements
<ul style="list-style-type: none"> Staff assists families to meet goals in already existing plans and documents. 	All Staff		FPA/ IEP/ PPT minutes

- **FA= Family Advocate**
- **FPA= Family Partnership Agreement**

Performance Standard

1304.40(a)(4) & (5)

(4) A variety of opportunities must be created by grantee and delegate agencies for interaction with parents throughout the year.

(5) Meetings and interactions with families must be respectful of each family’s diversity and cultural and ethnic background.

Procedure	Responsibility	Time Frame	Documentation
<ul style="list-style-type: none"> Parent Center Committee meetings are held monthly at the Manchester Preschool Center (Head Start) 	PIM, FA, ED PIM, FA All Staff, Parent Inventory	Monthly Ongoing	Attendance P/Inventory
<ul style="list-style-type: none"> Parents are polled on time and location of possible interpretation services. 	Families	Monthly Start in Sept.	P/ Inventory Attendance, Calendar Meeting Notes
<ul style="list-style-type: none"> Family activities are offered monthly. These include parent skills training, opportunities to socialize, and opportunities to participate in curriculum building. For those parents that cannot attend, information is posted in the monthly newsletter. 	MELC/VHS	Several times yearly	Attendance Attendance Planning Notes
<ul style="list-style-type: none"> Three to four times yearly, in collaboration with two other agencies, special events are planned for just for dads. 	All Staff and Parents	Once yearly	
<ul style="list-style-type: none"> An annual family picnic is held where each family has an opportunity to share food and music of their culture. All parents are invited to participate in the planning of this event. 			
<ul style="list-style-type: none"> Parents are asked at beginning of year about activities that are relevant to them and their family. Parents complete an “Interest Inventory.” 	Intake Staff	During Intake	Parent interest profile

1304.40(b)(1)

(b) Accessing community services and resources

(1) Grantee and delegate agencies must work collaboratively with all participating parents to identify and continually access, either directly or through referrals, services and resources that are responsive to each family’s interests and goals, including:

1304.40(b)(1)(I)

(i) Emergency or crisis assistance in areas such as food, housing, clothing, and transportation:

Procedure	Responsibility	Time Frame	Documentation
<ul style="list-style-type: none"> Family service staff will maintain up to date resource and referral information. Family Service staff will assist families in reducing barriers by providing appropriate resources where needed and working with the daycare community to provide referrals. 	Family service Staff	Ongoing from initial contact	FA running notes and monthly referral list
<ul style="list-style-type: none"> FSM will support the FSS in finding information to help their referral process and update the resource manual. 	FSM	Ongoing	
<ul style="list-style-type: none"> A long-standing relationship between MACC (the agency in our town that provides the emergency care, food, clothing, rental assistance) is maintained and information is given to families on a need basis. Staff also provides information about 211. 	FSM and all staff	Ongoing	Inter-agency Agreement
<ul style="list-style-type: none"> Head Start has a long-standing relationship with Beth Shalom B’nai Israel Social action committee members who provide clothing and furniture to families as needed. 	Family service Staff	Ongoing	
<ul style="list-style-type: none"> Head Start has private donors who provide financial assistance to our families around the Holiday season. 	FSM/ PIM		

Performance Standard

1304.40(b)(1)(ii)

(ii) Education and other appropriate interventions, including opportunities for parents to participate in counseling programs or to receive information on mental health issues that place families at risk, such as substance abuse, child abuse and neglect, and domestic violence:

Procedure	Responsibility	Time Frame	Documentation
<ul style="list-style-type: none"> The Mental Health Consultant is present at all orientations to explain her role and availability. 	MHC	September	Agenda for orientation
<ul style="list-style-type: none"> Mental Health Consultant facilitates training about abuse issues (and any other topics requested in the Parent Interest Inventory) for parents/guardians. 	MHC	Twice during School Year	Calendar Parent Skills Training

1304.40(b)(1)(iii)

(iii) Opportunities for continuing education and employment training and other employment services through formal and informal networks in the community.

Procedure	Responsibility	Time Frame	Documentation
<ul style="list-style-type: none"> The Manchester & Vernon Adult Education provides classes on ESL and Transition to College. These classes are offered at the Manchester High School, MCC, and CT Works in Manchester. The information is posted in the Parent Room and in the monthly newsletter. 	FS Staff	Ongoing	Monthly referral, sheet
	PIM, Vernon Adult education	Ongoing	Attendance Sheets
<ul style="list-style-type: none"> The newsletter is used to distribute any information on outside job training and other job related opportunities. 	PIM	Monthly	Newsletter
<ul style="list-style-type: none"> Family Advocates provide information from local newspapers to families looking for employment. 	FA	Ongoing	Local Newspapers

1304.40(b)(2)

(2) Grantee and delegate agencies must follow-up with each family to determine whether the kind, quality, and timeliness of the services received through referrals met the families' expectations and circumstances.

Procedure	Responsibility	Time Frame	Documentation
<ul style="list-style-type: none"> Family Advocates document referrals and follow up in the Family Partnership Agreement using the Child Plus data base. The FA's, using telephone conversations or personal home visits, will discuss satisfaction and expectations. 	FA	Ongoing	Running Notes FPA
<ul style="list-style-type: none"> Family Advocates document the outcome of the referral on their running notes and the outcome form. A referral satisfaction form is completed and kept in the family's record. 	FA	Ongoing	Monitoring Reports
<ul style="list-style-type: none"> Family Service Manager will review records 2x yearly to determine quality and timeliness of referrals. 	PIM FSM	Twice yearly	

Performance Standard

1304.40(c)(1)(I), (ii) &(iii)

(c) Services to pregnant women who are enrolled in programs serving pregnant women, infants, and toddlers.

(1) Early Head Start grantee and delegate agencies must assist pregnant women to access comprehensive prenatal and postpartum care, through referrals, immediately after enrollment in the program. This care must include:

(i) Early and continuing risk assessments, which include an assessment of nutritional status as well as nutrition counseling and food assistance, if necessary;

(ii) Health promotion and treatment, including medical and dental examinations on a schedule deemed appropriate by the attending health care providers as early in the pregnancy as possible; and

(iii) Mental health interventions and follow-up, including substance abuse prevention and treatment services, as needed.

Procedure	Responsibility	Time Frame	Documentation
N/A Pregnant women are referred to the Early Head Start Program at ECHN	All Staff	Ongoing	Running notes Monthly Referral sheet

1304.40(c)(2)

(2) Grantee and delegate agencies must provide pregnant women and other family members, as appropriate, with prenatal education on fetal development (including risks from smoking and alcohol), labor and delivery and post-partum recovery (including maternal depression).

Procedure	Responsibility	Time Frame	Documentation
Families are referred to the town health department for materials, resources, and workshops on smoking cessation and substance abuse.	FSS, FA	Ongoing	Running Notes Referral Sheet Sign In Sheet

Performance Standard

1304.40(c)(3)

(3) Grantee and delegate agencies must provide information on the benefits of breast-feeding to all pregnant and nursing mothers. For those who choose to breast feed in center-based programs, arrangements must be provided as necessary.

Procedure	Responsibility	Time Frame	Documentation
N/A			

1304.40(d)(1)

(d) Parent involvement (general).

(1) In addition to involving parents in program policy making and operations (see 45 CFR 1304.50), grantee and delegate agencies must provide parent involvement and education activities that are responsible to the ongoing and expressed needs of the parents, both as individuals and as members of a group. Other community agencies should be encouraged to assist in the planning and implementation of such programs.

Procedure	Responsibility	Time Frame	Documentation
<ul style="list-style-type: none"> Parent Involvement Coordinator compiles the Parent Interest Inventory survey, which is used to plan activities during our parent skills “Breakfast Club” monthly sessions. 	All FS Staff	During Intake	Compiled Parent Inventory
<ul style="list-style-type: none"> Head Start is an active participant in the local School Readiness Council and parents are invited and encouraged to be participate. 	Director	Bi-annually	Plan mtg.
<ul style="list-style-type: none"> Head Start has a parent representative (Policy Council Chair) who Reports to the Local Board of Education bi-annually. 	PIM	Monthly	Minutes
<ul style="list-style-type: none"> Several Community agencies provide workshops throughout the year for our parents (e.g. Interval House, UCONN ext. (nutrition), CAHS (Budgeting, Food Stamps and Earned Income Tax Credit), CL&P (Budgeting, winterization and community resources) CPAC (CT. Parent Advocate Center), Cross Road, (parenting classes, DCF and WIC).) 	Director/Parent	4 times a year	Attendance
	PIM& FSM	Bi weekly	

1304.40(d)(2)

(2) Early Head Start and Head Start settings must be open to parents during all program hours. Parents must be welcomed as visitors and encouraged to observe children as often as possible and to participate with children in group activities. The participation of parents in any program activity must be voluntary, and must not be required as a condition of the child's enrollment.

Procedure	Responsibility	Time Frame	Documentation
<ul style="list-style-type: none"> All Head Start Staff are responsible for welcoming all parent participation and observation. 	All staff	Ongoing	Volunteer lists
<ul style="list-style-type: none"> Staff are responsible for making parents aware of the Parent Room with the library resources available to them, as well as clothing and miscellaneous donations. These resources are posted in the monthly newsletter. 	All Staff	Ongoing	Referral Sheets, running notes Newsletter Handouts
<ul style="list-style-type: none"> Parents are advised by handout or newsletter of field trips to Union Pond and other places that they are encouraged to chaperone. 	All Staff	Ongoing	
<ul style="list-style-type: none"> Parents are invited and welcome to all school activities. 			

Performance Standard

1304.40(d)(3)

(3) Grantee and delegate agencies must provide parents with opportunities to participate in the program as employees or volunteers (see 45 CFR 1304.42(b)(3) for additional requirements about hiring parents).

Procedure	Responsibility	Time Frame	Documentation
<ul style="list-style-type: none"> Parents will be made aware of positions as they become available; they are posted on the office bulletin board. 	FFS	Ongoing	Bulletin Board
<ul style="list-style-type: none"> Information on training programs is sent to all parents as it is received. 	PIM Family/ service Staff	Ongoing	Handouts, Newsletter
<ul style="list-style-type: none"> Parents who have expressed an interest in working at Head Start are contacted when an appropriate vacancy occurs. 	FFS	Ongoing	Ongoing

1304.40(e)(1)

(e) Parent involvement in child development and education.

(1) Grantee and delegate agencies must provide opportunities to include parents in the development of the program’s curriculum and approach to child development and education (see 45 CFR 1304.3(a)(5) for a definition of curriculum).

Procedure	Responsibility	Time Frame	Documentation
<ul style="list-style-type: none"> Teaching staff asks for input from parents about their child’s development. Family interests are explored, beginning at the initial home visit. 	Parents/Teach Staff	Initial HV	Initial HV form
<ul style="list-style-type: none"> Curriculum Material Development workshops are held twice a year by the Education Manager 	Parents/Ed Manager	2x Yearly	Attendance
<ul style="list-style-type: none"> Parent Center committee meetings are used as a forum to solicit ideas and discuss curriculum with parents. 	Parents/Teacher, FA	Monthly	Parent calendar Parent teacher Forms
<ul style="list-style-type: none"> Homework/School Partnership Activity forms are sent home twice per month and are returned to parents with suggestions and ideas that are incorporated into the curriculum. 	Ed Manager	Monthly	HS home/school partnership form

1304.40(e)(2)

(2) Grantee and delegate agencies operating home based program options must build upon the principles of adult learning to assist, encourage, and support parents as they foster the growth and development of their children.

N/A

Performance Standard

1304.40(e)(3)

(3) Grantee and delegate agencies must provide opportunities for parents to enhance their parenting skills, knowledge, and understanding of the educational and developmental needs and activities of their children and to share concerns about their children with program staff (see 45 CFR 1304.21 for additional requirements related to parent involvement).

Procedure	Responsibility	Time Frame	Documentation
<ul style="list-style-type: none"> All Family Service Staff members have Family Development Credentials. 	HS program	As soon after hire possible	FDC credential
<ul style="list-style-type: none"> Staff is invited to all parent trainings so they can understand parent perspectives and share experiences with parents. 	FA	Ongoing	Attendance sheets
<ul style="list-style-type: none"> Parents are encouraged to share concerns with their assigned Teacher and Family Advocate. 	FA ED Staff	As needed	Running Notes
<ul style="list-style-type: none"> ECHN (Eastern Connecticut Health Network) offers many parenting classes for Head Start families. Additionally, Head Start offers workshops in child development, parenting skills, health issues and kindergarten transition. 	ECHN/ All Staff	Ongoing Bi-Weekly at HS	Parent Calendar
<ul style="list-style-type: none"> Parents are kept informed about parent support groups and activities through the monthly newsletter and notices. 	PIM, All Staff	Monthly	Newsletter Attendance sheets
<ul style="list-style-type: none"> Parent-teacher conferences are scheduled at the parent's convenience. 	Ed Staff,	2x yearly	Home visit sheets
<ul style="list-style-type: none"> When possible, the Family Service Staff will assist parents in overcoming transportation and babysitting barriers. 	Family Service Staff	As needed	Running notes

1304.40(e)(4)(I)(ii)

(4) Grantee and delegate agencies must provide, either directly or through referrals to other local agencies, opportunities for children and families to participate in family literacy services by:

(i) Increasing family access to materials, services, and activities, essential to family literacy development, and

(ii) Assisting parents as adult learners to recognize and address their own literacy goals.

Procedure	Responsibility	Time Frame	Documentation
<ul style="list-style-type: none"> Information is given to parents about all activities at the town libraries, and all staff members encourage families to get library cards. 	All staff	Ongoing	Handouts Newsletter
<ul style="list-style-type: none"> Parents are made aware of all the Adult Literacy activities available through the Vernon & Manchester Adult Education and CT Works (e.g. GED, College Prep, ESL, Computer Classes, Work Preparation Classes). 	PIM all staff	Ongoing	Handouts Newsletter Notices newsletter
<ul style="list-style-type: none"> Books to Dreams founder provides our families with hundreds of book a year. 	PIM, PBS	1xYearly	Meeting Minutes, Attendance
<ul style="list-style-type: none"> Junior and senior high school volunteers work in classrooms and read to children. 	Ed Manager	on-going	
<ul style="list-style-type: none"> Each child who returns the Home Work (partnership activity form) gets a book. Children who have few books get a home library package of 5-10 books. (Books come from the books to Dreams program.) 	FSM	3x yearly	EM Notes
	Ed Manager	On going	Volunteer log

Performance Standard

1304.40(e)(5)

(5) In addition to the two home visits, teachers in center based programs must conduct staff-parent conferences, as needed, but no less than two per program year, to enhance the knowledge and understanding of both staff and parents of the educational and developmental progress and activities of children in the program (see 45 CFR 1304.21(a)(2)(iii) and 45 CFR 1304.40(I) for additional requirements about staff-parent conferences and home visits).

Procedure	Responsibility	Time Frame	Documentation
<ul style="list-style-type: none"> Two home visits are conducted every year; one is conducted before school begins and another one in March. 	Ed Staff & Parents	March & June	Child Profile form Family/ School partnerships
<ul style="list-style-type: none"> Staff /parent conferences are held in November and in June at the parent’s convenience. 			
<ul style="list-style-type: none"> During the home visit, staff leaves information on educational activities and encourages parents to complete the Home- School Partnerships Activities sheet monthly. 			
<ul style="list-style-type: none"> Parent & staff will review the child profile form and together will develop child goals and objectives. A copy of this is left with the parent. 			

1304.40(f)(1) (f) Parent involvement in health, nutrition, and mental health education.

(1) Grantee and delegate agencies must provide medical, dental, nutrition and mental health education programs for program staff, parents, and families.

Procedure	Responsibility	Time Frame	Documentation
<ul style="list-style-type: none"> After compiling the parent interest inventory, planning is done around topic areas of parent interest. 	PIM. Family service Staff	August/Sept	P/Inventory P/Calendar P/Inventory P/ calendar
<ul style="list-style-type: none"> A consultant for the UCONN extension service provides a series of workshops on healthy eating, food, budgeting, and cooking from scratch. S/he is available for individual consultation with parents around issues of obesity and special needs. Head Start also works with the WIC program to provide families with a round table discussion regarding nutrition. 	PIM UCONN staff	Ongoing	Attendance Health Record
<ul style="list-style-type: none"> A dental clinic is available for all families. A private dentist screens all children who have not undergone dental screenings by February. 	HM	2 times a year	Health record
<ul style="list-style-type: none"> The Health Manager and Family Advocate work with families and local physicians to establish a medical home for all children, and offer health programs such as First Aid, asthma management, etc. 	HM	Ongoing	P/Calendar P/ Inventory
<ul style="list-style-type: none"> The Mental Health Consultant is available to all families and offers educational programs throughout the year about abuse and neglect issues, discipline (1-2-3 Magic), depression, and/or other parent concerns. 	HC, MHC	Ongoing	

1304.40(f)(4)(i), (ii) & (iii)

(4) Grantee and delegate agencies must ensure that the mental health education program provides, at a minimum (see 45 CFR 1304.24 for issues related to mental health education):

- (i) A variety of group opportunities for parents and program staff to identify and discuss issues related to child mental health;**
- (ii) Individual opportunities for parents to discuss mental health issues related to their child and family with program staff; and**
- (iii) The active involvement of parents in planning and implementing any mental health interventions for their child.**

Procedure	Responsibility	Time Frame	Documentation
(i) A variety of topics related to child mental health are included in the parent skills training. Parents and staff are advised about outside information on this topic, e.g. childhood depression, hyperactivity, abuse issues.	PIM, FSM, MHC, Ed Staff	Ongoing	P/Calendar P/ inventory
(ii) Team meetings are available to parents to discuss concerns with staff. The Mental Health Consultant is available for further consultation.	All Staff /MHC	Ongoing	Ed records Health Records SW records Referral Sheets SW Records
(iii) Parents are actively involved in the planning process through PPT meetings and self-referral using resources provided by the program.		Ongoing	

1304.40(g)(1) & (2)

(g) Parent involvement in community advocacy.

(1) Grantee and delegate agencies must:

- (i) Support and encourage parents to influence the character and goals of community services in order to make them more responsive to their interests and needs and**
- (ii) Establish procedures to provide families with comprehensive information about community resources (see 45 CFR 1304.41 (a)(2) for additional requirements.**

(2) Parents must be provided regular opportunities to work together and with other community members, on activities that they have helped develop and in which they have expressed an interest.

Procedure	Responsibility	Time Frame	Documentation
1.	Parents/All Staff	As often as possible	Minutes of Policy Committee/Council
(i) Parents are encouraged to participate in community forums and committees. Our Policy Council chair attends the Board of Education meetings and reports semi-annually on Head Start. Parents are encouraged to participate in community committees e.g. School Readiness, Health Planning.			
(ii) A resource guide is available to all parents and they are encouraged to share their own resources to keep it updated. Family Advocates share resources with each other and Head Start receives a state update each month from a watchdog agency with relevant changes that affect low-income families. Head Start does a training each year on local resources.	Parents/PIM Family Service Staff All Staff	Ongoing	Resource Guide, Calendar Brochures
2. Parents work with community agencies and community representatives on Policy Council on providing a family picnic each year e.g.		Several times a year	Minutes Of planning committee Handouts & Newsletter from
		Ongoing	

Performance Standard

1304.40(h)(1)-(4)

(h) Parent involvement in transition activities.

(1) Grantee and delegate agencies must assist parents in becoming their children’s advocate as they transition both in Early Head Start or Head Start from the home or other child care setting, and from Head Start to elementary school, a Title 1 of the elementary and secondary Education Act preschool program, or a child care setting.

(2) Staff must work to prepare parents to become their children’s advocate through transition periods by providing that, at a minimum, at staff-parent meeting is held toward the end of the child’s participation in the program to enable parents to understand the child’s progress while enrolled in Early Head Start or Head Start.

(3) To promote the continued involvement of Head Start parents in the education and development of their children upon transition to school, grantee and delegate agencies must:

(i) Provide education and training to parents to prepare them to exercise their rights and responsibilities concerning the education of their children in the school setting; and

(ii) Assist parents to communicate with teachers and other school personnel so that parents can participate in decisions related to their children’s education.

(4) See 45 CFR 1304.41© for additional standards related to children’s transition to and from Early Head Start or Head Start.

Procedure	Responsibility	Time Frame	Documentation
(i) A Kindergarten orientation is held each year so parents can meet Kindergarten teachers and learn about the school their child will be attending. Teachers talk to parents at the last conference about what to expect and how to prepare their child.	Director, FSM	May	Brochure, newsletter P/Calendar Attendance Conference Notes
2. A program is presented each year in May to educate parents about the transition to Kindergarten for themselves and their children.	Director, Ed Staff	May/June	
(ii) Family Advocates are always available to talk to parents about concerns. Training about the PPT process is consistently offered by CT Parent Advocacy Center. Family Advocates and parents are trained about how to advocate for special needs children. Translation services are available.	Director, FA, /Parents	May/June	P/Calendar Attendance
In collaboration with Kindergarten teachers, parents and children are invited to attend an orientation to Kindergarten prior to September start date.	Parent advocacy Center Staff - teacher	April	
Parents are encouraged to visit their schools and attend the Kindergarten orientation to talk with teachers and school personnel about the school mission and to continue to be part of the Parent Teacher Organization.		May/June May Ongoing	Sign in Sheets Schedule for orientation Brochure

Performance Standard

1304.41(I) (1)-(3)

(i) Parent involvement in home visits.

(1) Grantee and delegate agencies must not require that parents permit home visits as a condition of the child’s participation in Early Head Start or Head Start center-based program options. Every effort must be made to explain the advantages of home visits to the parents.

(2) The child’s teacher in center-based programs must make no less than two home visits per program year to the home of each enrolled child, unless the parents expressly forbid such visits, in accordance with the requirements of 45 CFR 1306.32(b)(8). Other staff working with the family must make or join home visits, as appropriate.

(3) Grantee and delegate agencies must schedule home visits at times that are mutually convenient for the parents or primary caregivers and staff.

Procedure	Responsibility	Time Frame	Documentation
(1) During orientation, the advantages of home visits are explained to parents. If a parent refuses a home visit, other options are offered e.g. phone conference, library visit, or a visit at a different public place.	FA Ed Staff	August September	Sign In Sheet for orientation, Agenda
(2) The Teaching Staff and Family Advocate do an initial home visit before the child starts the program; these visits are scheduled for the week before school starts. A second home visit is scheduled for March. Parent/ teacher conferences are scheduled for November and at the end of the school year upon request by parents. Family advocates schedule three home visits during the school year and additionally as requested by parents.	Ed Staff FA	August November March/April June	Teachers Individual Child Records FPA, Running individual Family Notes
(3) Parents are always consulted about conveniences, and staff makes an effort to accommodate parental choice in scheduling all home visits and conferences.	Family Advocates F.A Ed Staff	September - Ongoing	

1304.40(I)(4) & (5)

(4) In cases where parents whose children are enrolled in the center-based program option ask that the home visits be conducted outside the home, or in cases where a visit to the home presents significant safety hazards for staff, the home visit may take place at an Early Head Start or Head Start site or at another safe location that affords privacy. Home visits in home-based program options must be conducted in the family’s home (Dec 45 CFR 1306.33 regarding the home-based program options.

(5) In addition, grantee and delegate agencies operating home-based program options must meet the requirements of 45 CFR 1306.33(a)(1) regarding home visits.

Procedure	Responsibility	Time Frame	Documentation
(4) Family Advocates and Educational Staff first attempt to do the home visits in the home. If the parent indicates that they would rather come to the school or office or meet at a neutral place e.g. a coffee shop this is arranged. Flexible hours are offered to meet parents scheduling needs.	FA, Teaching Staff, Nutrition Counselor, HM, Family service Staff	Ongoing	Individual Family notes or children’s files
(5) We have no home based option at this time			

1304.40(I)(6)

(6) Grantee and delegate agencies serving infants and toddlers must arrange for health staff to visit each newborn within two weeks after the infant's birth to ensure the well-being of both the mother and the child.

Procedure	Responsibility	Time Frame	Documentation
N/A			