

Early Childhood Development and Health Services

Abbreviations used in service area plans

Board of Directors	Board
Policy Council	PC
Executive Director	Ex. Dir.
Program Director	Prog. Dir.
Fiscal Director	Fiscal
Human Resource/Fiscal Assistant	HR
Maintenance/Custodians	Custodian
Data Encoder/Program Assistant	Tech.
Executive Secretary/Receptionist	Secretary
Program Nutrition Specialist	Nutrition
Program Health and Safety Specialists	H & S
Program Behavioral/Mental Health Specialist	MH
Program Family and Community Partnership Specialists	FCP
Education Managers	Ed. Mgr.
Program Disabilities/Transition Specialist	Disabilities
Assistant Cook	Asst. Cook
Cook	Cook
HS Teachers	Teacher
HS Teacher Assistants	T. Asst.
HS Home Visitor and EHS Home Visitor	HV
Disabilities/Transition Coordinator	Dis. Coor.
Transportation Coordinator	Trans. Coor.
Mental Health Consultant	MHC
Management Team (Directors, Managers, All Specialists)	Management Team

1304.40 Family Partnerships

Head Start

P.S. #	Performance Standard	Implementation	Responsible	Time Frame	Documentation
<p>1304.40(a) (1)</p>	<p>(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.</p>	<ul style="list-style-type: none"> • Family Partnership Surveys are filled out during mass enrollments in August to indicate what each family's strengths and needs, circle of support, and goals are, while in Head Start. After enrollments, teachers / home visitors keep in contact with families through home visits, phone calls, contact notes and one on one conversation to keep informed of changes in family circumstance, needs and goals. Any changes are documented on change forms and Family Partnership Agreement forms. Family Partnership Agreement forms are written by family and teacher/home visitors, and then given to Family Partnership Specialists for further resources, tracking and filing. All information on FPA's is tracked in the Child Plus data tracking web site. • Home visitors / teachers will review FPA goals as documented on individual plans, when circumstances have changed, at conferences and/or on home visits. 	<p><u>FCP</u> Teachers/Home Visitors</p>	<p>Enrollments in August As needed after August During initial home visit</p> <p>Ongoing</p>	<p>Child's File Family Partnership Surveys</p>

	<p>the accomplishment of goals in the preexisting plans.</p>	<p>services.</p> <ul style="list-style-type: none"> Multiple agencies can serve the family at one time. When meetings are scheduled, other agencies working with the family also enrolled in HS are encouraged to attend to keep the lines of communication open. Family Partnership Agreement goals are written to be parallel with the pre-existing plans. 			
<p>1304.40 (a) (4) & (5)</p>	<p>(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.</p>	<ul style="list-style-type: none"> At the beginning of each school year, an orientation is held for parents to learn about the program and how they can be involved in Head Start. During orientation each Specialist brings information and brochures from collaborating agencies to share with families. These may include but are not limited to GED services, mental health services, dental and physical services, dietary resources, housing, legal, food and clothing resources. Specialists may answer any questions at this time or refer children and family if requested. Interaction takes place with parents via home visits, parent trainings, parent meetings, socializations, and Family Fun and Food Nights Activities are planned for each 	<p><u>Prog.Dir.</u> All Staff</p> <p>Ed.Mgr.</p> <p><u>EX.Dir.</u> <u>Prog.Dir.</u></p> <p><u>FCP</u> Ed.Mgr.</p> <p>All Staff <u>Translator</u></p>	<p>Orientation Weekly, Bi-Weekly, Monthly As needed</p> <p>Monthly</p> <p>Monthly</p> <p>As needed</p>	<p>Lesson Plan Menu Plan INKIND Training records Monthly Reports</p> <p>Parent meeting minutes, inkind, calendar</p> <p>Policy Council minutes</p> <p>Copies of flyers, contact notes, monthly reports</p>

		<p>community’s culture. Meal plans are respectful to dietary needs, choices of the parents, religion and cultures.</p> <ul style="list-style-type: none"> • Parent Meetings occur once per month for parents to have input on Head Start. This time allows parents and children to interact with other parents and children in the program. • Policy Council meetings are held monthly for parents to be involved in the whole program operation. • Flyers, contact notes, phone calls, and home visits are done on a routine basis by; teachers, home visitors and any other staff that is needed to help out a family. Center based teachers will do 2 home visits to each family per year, combination option teachers will visit families 8 times a year and home based teachers will do weekly home visits. Family Service Specialist will accompany teachers and home visitors on home visits when needed to discuss recruitment, enrollments, and attendance issues or as requested to assist with the FPAs. • End-of-year celebration is held once a year for all parents and families to be involved in. 		<p>Ongoing</p> <p>As needed</p>	<p>Committee minutes</p>
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		<ul style="list-style-type: none"> • A translator is provided for non-English speaking individuals along with appropriate language hand outs and screenings that fit that families needs. 			
1304.40(b) (1)	<p>(b) Accessing community services and resources.</p> <p>(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 interest and goals, including:</p>	<ul style="list-style-type: none"> • Each enrolled individual/family receives an OCDC Handbook at enrollment. The Handbook is updated annually before the start of the program year. • The Family Partnership Agreement is reviewed regularly with families as written on the plan, at the completion of goals or setting of new goals, at each parent teacher conference and on home visits. Home visitors are a direct link to families in accessing services, goal setting, and interests. 	<p><u>FCP</u> Staff completing enrollment.</p> <p><u>Teachers/HV</u> Specialists</p>	<p>Enrollment Weekly home visits</p> <p>As needed</p>	<p>Handbook Statement of receipt Family Partnership Agreement Lesson Plan Monthly Reports</p>
1304.40(b) (1)(i)	<p>(i) Emergency or crisis assistance in areas such as food, housing, clothing, and transportation;</p>	<p>Upon family’s direct request or through home visitor, staff offers emergency or crisis assistance and/or support.</p>	<u>FCP</u>	As needed	<p>Child’s File</p> <p>Lesson plan</p>
1304.40(b) (1)(ii)	<p>(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; and</p>	<ul style="list-style-type: none"> • At the time of enrollment families are educated on services and referrals to mental health and other providers. <p>See Mental Health work plan Sec. 1304.24 (a) (1) (vi)</p> <ul style="list-style-type: none"> • Parent classes/training on mental health issues are scheduled during school year. 	<p><u>Staff completing enrollment</u></p> <p><u>MH</u></p>	<p>At enrollment As needed</p>	<p>Enrollment checklist Child’s file</p> <p>Monthly Reports</p>

<p>1304.40(b) (1)(iii)</p>	<p>(iii) Opportunities for continuing education and employment training and other employment services through formal and informal networks in the community.</p>	<p>At the time of enrollment and orientation families are educated on support services available through OCDC and other agencies. Booths are set up by each Specialist with information and brochures. Parents are given the opportunity to visit each specialist who shares the services they provide and resources they use. Parents are encouraged to volunteer in community agencies and Head Start/Early Head Start. Parents are encouraged to further their education through trainings offered by OCDC and in the community. Trainings are offered throughout the year at parent meetings, formal or informal classroom settings, workshops, conferences, and any other opportunities available in the community. OCDC assists parent with employment by referring to Job Service or the Right Turn Career Center (for job skill matching).</p>	<p><u>FCP</u></p>	<p>Enrollment Orientation Weekly Home Visits Ongoing</p>	<p>Family Partnership Surveys Family Partnership Agreement Lesson Plan Child’s File</p>
<p>1304.40(b) (2)</p>	<p>(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.</p>	<p>Once goals are made for each family, FCP compiles this information to give to each respective specialist or agency as their needs are defined. The specialist will provide information as requested or refer it on to a collaborative agency. All information shared or any referral</p>	<p><u>Prog.Dir.</u> FCP</p>	<p>Ongoing</p>	<p>Family Partnership Agreement Survey/survey results Monthly reports Lesson Plan</p>

	smoking and alcohol), labor and delivery, and postpartum recovery (including maternal depression).				
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.	During home visits, conferences or any direct contact with a pregnant or nursing mother, home visitors or teachers will write any concerns or question regarding breast feeding on the family FPA as a goal. Once goal has been established FCP Specialist will work with the Health and Nutrition Specialists to share and document all community resources with the pregnant and nursing mothers. Documentation of information shared will be on Child Plus.			
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 responsive 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.	<ul style="list-style-type: none"> • A Parent Information Training form is completed at enrollment by each family. The PIT form asks for parents to choose topics of interest or concern that they feel they would like training on. Results are tallied and the topics most requested are offered as Parent trainings. Parent trainings are offered monthly. Community agencies may be invited to parent trainings to train on their agency and services they provide. 	<u>FCP</u> Teachers/HV	At enrollment Monthly	Enrollment visit Family Involvement Inventory Form Training log INKIND Monthly Report
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	<ul style="list-style-type: none"> • Parents are welcome and encouraged to visit the OCDC sites during program hours. In doing this they are becoming 	<u>All OCDC Staff and volunteers</u>	Ongoing	INKIND Sheet Program activity minutes

	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.	<p>familiar with the program that their child or children attend or will be attending.</p> <ul style="list-style-type: none"> • Parents are encouraged to participate in program activities ranging from Parent Meetings, Conferences, Home Visits, or any other activity offered by OCDC. 			<p>Newsletter</p> <p>Program fliers</p>
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 1304.52(b)(3) for additional requirements about hiring parents).	<ul style="list-style-type: none"> • Parents are encouraged to volunteer in the program. This can be from reading to the children, subbing for a teacher when gone, or doing a simple activity with the children. OCDC staff hopes this will help parents in getting some job skills and self confidence to go and explore the work force. • When an employment position is information is posted on web page, flyer sent to parents through partner pouches, written in newsletters, and posted on parent bulletin board. Parents are encouraged to apply for that position. 	<u>AllSTAFF</u> FCP Prog.Dir.	<p>Ongoing</p> <p>As needed</p>	<p>Inkind, Handbook</p> <p>Job Announcement, Completed Application</p>
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	<ul style="list-style-type: none"> • Parents serve on the curriculum committee. • Parents and teachers complete and review Individualized Child Plans at home visits and conferences . • Parents help plan scheduled 	Teachers/HV	<p>Bi-Monthly</p> <p>3 times per year</p> <p>ongoing</p>	<p>Minutes of meeting</p> <p>ICP’s</p> <p>Lesson Plan</p>

	CFR 1304.3(a) (5) for a definition of curriculum).	home visits according to parent’s schedules and what times meet their needs. Both parent and teacher know these times can change due to family emergencies, schedule changes, illness, etc.			
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.	<ul style="list-style-type: none"> • Inkind is sent home weekly for parents to participate in their child’s development. In-kind activities are linked to the child assessments, Creative Curriculum and Head Start outcomes. • Parents are given information through trainings and activities on home visits and are encouraged to ask for any information concerning their child or children’s development at anytime. 	<u>FCP Teachers/HV</u> <u>Prog.Dir.</u> Teacher/HV	Weekly As needed, ongoing	Inkind Monthly Report, Lesson Plan
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).	<ul style="list-style-type: none"> • Home visits are completed with families as scheduled to provide opportunities for discussion of child development principles, appropriate activities, and behavior management strategies. • Parent trainings such as appropriate discipline techniques, appropriate toys, reading to your child, parenting classes, activities for their child are offered to enhance parenting skills, broaden their knowledge 	<u>Specialists</u> Teachers/HV <u>FCP</u>	Ongoing	Lesson Plan Inkind Family Partnership Agreement Monthly Reports

		<p>and understanding of developmental needs. See Early Head Start Education work plan 1304.21</p>			
<p>1304.40(e) (4)(i) &(ii)</p>	<p>(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.</p>	<ul style="list-style-type: none"> • Children enrolled at Head Start have the opportunity to check out a book weekly through Lending Library. • Head Start participates in the RIF program, which distributes free books to the children enrolled. • Children periodically receive a free book from the Ready to Learn Program. • Families have access to Literacy through the Parent Resource Library • At least one parent Meeting is literacy focused. 	<p>Teachers/HV</p> <p>Ed.Mgr.</p> <p>Ed.Mgr.</p> <p>Ed. Mgr. Teachers /HV</p>	<p>Weekly</p> <p>3 times per school year</p> <p>As available</p> <p>As needed</p> <p>Oct-Feb</p>	<p>Lending library records</p> <p>RIF reports</p> <p>Parent Meeting minutes, Ready to Learn reports Parent Resource Checklist</p> <p>Parent Meeting minutes</p>
<p>1304.40(e) (5)</p>	<p>(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 CFR 1304.21(a)(2)(iii) and 45 CFR 1304.40(i) for additional requirements about staff-parent conferences and home visits).</p>	<p>Center based teachers will do at least two home visits per child each school year. Two parent teacher conferences with each child will also be done per school year. Teachers and/or families can request home visits and conferences to discuss any concerns or issues at any time during the school year. These would be in addition to the required 2 home visits and conferences.</p>	<p>Teachers</p> <p>Ed. Mgr.</p>		

	<p>preventive medical and dental health, emergency first-aid, occupational and environmental hazards, and safety practices for use in the classroom and in the home. In addition to information on general topics (e.g., maternal and child health and the prevention of Sudden Infant Death Syndrome), information specific to health needs of individual children must also be made available to the extent possible.</p>	<p>health and dental exams. When they are unable to provide transportation to these appointments OCDC will provide assistance. This may include providing a ride, funds or referral to resources. (*) Parents are informed of community health education, parenting classes or other education opportunities when agencies provide OCDC with schedules. This is shared through local flyers and agency newsletters. Examples of these are: CPR, free immunization clinics, flu shots and common sense parenting, which may be done annually or as they become available.</p>			
<p>1304.40(f) (3)(i)&(ii)</p>	<p>(3) Grantee and delegate agencies must ensure that the nutrition education program includes, at a minimum: (i) Nutrition education in the selection and preparation of foods to meet family needs and in the management of food budgets; and (ii) Parent discussions with program staff about the nutritional status of their child.</p>	<ul style="list-style-type: none"> • Parents are informed about WIC and other services regarding nutrition. At enrollment WIC brochures and CANS information are given to each family. A nutrition screening is completed on each child and further information is given to families after evaluations. • A nutrition newsletter “Nutrition Matters” is sent out monthly and information is added to OCDC newsletter quarterly. • Conferences are an opportunity 	<p><u>Nutrition</u> Staff doing enrollments</p> <p><u>Nutrition</u> Teacher/HV</p>	<p>Enrollment and orientation</p> <p>Monthly</p> <p>Fall and Spring</p>	<p>Enrollment packets</p> <p>Newsletter</p> <p>Conference forms</p>

		for parents to discuss nutritional status of their children.			
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 children.	See Home Base Mental Health Work Plan Section 1304.24 <ul style="list-style-type: none"> • Parents are informed of the mental health component and its process at enrollments and orientation. • Parents are given opportunity to discuss any mental health issues for children or families at home visits. • Behavior/Mental Health Specialist is available for confidential referrals. Mental Health specialist makes contact with a counselor of the parents' choice. Then the counselor will contact the family to set up the appointment. 	<u>MH</u> Staff doing enrollments <u>Teachers/HV</u> <u>MH</u> Appropriate staff	Enrollments and orientation As needed As needed	Mental Health forms in enrollment packets Lesson Plan Time sheet, referral forms
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 CFR 1304.41(a) (2) for additional requirements). (2) Parents must be provided regular opportunities to work together, and	<ul style="list-style-type: none"> • Parents are encouraged to utilize existing resources to support their community interest and needs. • Each enrolled individual receives a Handbook at enrollment. • Parents serve on program committees that community agencies participate in. • Parent meetings are held to give them the opportunity to work with others. 	<u>FCP</u> Parents Staff completing enrollments	Ongoing	Child's file Enrollment Checklist Parent meeting minutes Committee Minutes Completed surveys

	with other community members, on activities that they have helped develop and in which they have expressed an interest.				
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 into Early Head Start or Head Start from the home or other child care setting, and from Head Start to elementary school, a Title I of the Elementary and Secondary Education Act preschool program, or a child care setting.	See 3-5 Head Start Transition Plan and <ul style="list-style-type: none"> • Orientation is held before school starts to allow parents and children to visit the program, get hands-on samples, and meet staff. • Parents receive Transition at enrollment and materials in the spring. 	FCP	Beginning of year Enrollments & March	Inkind, Orientation agenda Enrollment checklist
	(2) Staff must work to prepare parents to become their children’s advocate through transition periods by providing that, at a minimum, a 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.	Parents are informed of child’s progress through notes, phone calls, conferences and home visits. Child assessments are done 3 times a year and shared with parents. Conferences are done in November and May and Home Visits are done in September and February.	FCP <u>Teachers/HV</u>	Ongoing	Lesson plans

	<p>(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(c) for additional standards related to children’s transition to and from Early Head Start or Head Start.</p>	<ul style="list-style-type: none"> • Parents are informed of the Kindergarten visits their child will attend. • One Parent Meeting consists of Transition information and activities. Guest speakers are kindergarten teachers and Head Start staff. • Parents are encouraged to have their child attend Kindergarten screenings done by schools. 	<p><u>Dsabilities</u> <u>/Teacher/HV</u></p> <p><u>ED.Mgr.</u></p>	<p>Toward end of year</p> <p>March</p> <p>Spring</p>	<p>Transition records</p> <p>Meeting minutes</p> <p>Screening results</p>
<p>1304.40(i) (1)-(3)</p>	<p>(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.</p>	<p>Parents are encouraged to allow home visits by the teachers and staff. If parents are unwilling to permit a home visit, staff will offer an alternative meeting place.</p> <p>Home visits are offered by all center based teachers twice a year, once in September and February. A home visit check list is completed at each of these. Other staff working with the families will make home visits as needed to establish and complete FPA goals. Each family will fill</p>			

	(3) Grantee and delegate agencies must schedule home visits at times that are mutually convenient for the parents or primary caregivers and staff.	<p>out a Family Partnership Survey at the first home visit. This starts the FPA process.</p> <p>Home visits are scheduled at times that are mutually convenient for both the families and staff.</p>	Teachers/HV	At enrollment As need arises to change time.	Lesson Plan Child's File Home Visits scheduled
1304.40(i) (4)&(5)	<p>(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. (See 45 CFR 1306.33 regarding the home-based program option.)</p> <p>(5) In addition, grantee and delegate agencies operating home-based program options must meet the requirement of 45 CFR 1306.33(a) (1) regarding home visits.</p>	<ul style="list-style-type: none"> • Every effort is made to conduct home visits in the home. Staff and families are informed of the importance of the home setting and how it is an integral part of the home base option. • In the event the home is not a safe environment another "temporary" site will be established that is safe and private. Other program staff maybe required to attend home visits with the home visitor to ensure safety. 	<p><u>Teacher/HV</u> Staff conducting orientation</p> <p><u>Teacher/HV</u> Prog.Dir.</p>	<p>At first home visit or as needed At orientation</p> <p>As needed</p>	Lesson plan Child's File Communication Section
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.				