

Washita Valley Community Action Head Start  
Family and Community Partnerships Plan  
Sub-Part C (1304.40)

**OBJECTIVE:** To support parents (**including grandparents and kinship caregivers, as appropriate, of children participating in the Head Start Program**) as they identify and meet their own goals, nurture the development of their children in the context of their family and culture, **to help parents become full partners in the education of their children**, and advocate for communities that are support of children and families of all cultures. *[Improving Head Start for School Readiness Act of 2007- Section 6:(d)(2)(J)(i-iii)] (With additional Early Head Start provisions.)*

<b>Performance Standard &amp;/or Head Start Act</b>	<b>Standard Objectives</b>	<b>Strategies</b>	<b>Person(s) Responsible</b>	<b>Time Frame</b>	<b>Documentation</b>
Family Partnerships 1304.40 (a) Family Goal Setting	1) 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.	Begin to establish a relationship with families by assisting with application process.	All staff, primarily FA and teaching staff	March – March (on-going)	Staff signatures on enrollment applications
	This process must be initiated as early after enrollment as possible and take into consideration each family’s willingness to participate.	Welcome and personally greet as many parents as possible during first weeks of school, letting them know family advocates are available as a source of family support.	FA	Aug.- Sept.	Family Contact Logs
		Welcome parents at open house and parent orientation.	FA, CD, Teach. Team	Aug. – Sept.	Family Contact Logs
<b>Head Start Act</b>	<b>Provide each family a family needs assessment about the benefits of parent involvement and about activities in which parents may choose to become involved.</b>	<b>Assist families to assess their strengths and needs.</b>  <b>Provide information about the benefits of parent involvement and inform them of activities in which they may choose to become involved.</b>	<b>FA</b>  <b>FA</b>	<b>Initiate process within 45 days of entry</b>	<b>Partnership Agreements, Family Contact Notes</b>
	<b>Meet the diverse needs of population served.</b>	<b>Provide assistance/ referrals to assist families to meet the assessed needs of the families, including homeless.</b>	<b>FA</b>	<b>Initiate proc. with- in 45 days</b>	<b>Partnership Agreements, Contact Notes</b>
<b>Performance</b>	<b>Standard</b>	<b>Strategies</b>	<b>Person(s)</b>	<b>Time</b>	<b>Documentation</b>

Standard/Act	Objectives		Responsible	Frame	
1304.40(a)	2) 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 achieving them. [And]	Encourage families to focus on their family's strengths. Assist families in developing goals through conversations and contacts with the family at the center, or at the family's home, taking into consideration each family's readiness and willingness to participate in the process. Complete Goal Sheet with family to identify responsibilities, timetables and strategies for achieving goals.	FA	Initiate process within 45 days of entry	Partnership Agreements, Family Contact Notes
1304.40 (a)	3) Coordinate to the extent possible with families and other agencies to support the accomplishment of goals in any pre-existing plans obtained from the family or other agencies.	While visiting with families during the partnership agreement process, ask if they have any pre-existing family plans. If so, ask for a copy or ask them to sign a release to obtain the information from D.H.S. or other entity. Review family plan w/family to determine if any additional strategies can be developed to assist in attainment of goal.	FA	Initiate process within 45 days of entry	Family Partnership Agreement/Notebook
1304.40 (a)  <b>HS Act</b>	4) Create a variety of opportunities for interaction with parents ( <b>including fathers or father figures</b> ) throughout the year. [And] <b>Facilitate the involvement of parents in activities designed to help such parents become full partners in the education of their children. [And] To afford parents opportunities to participate in the development and overall conduct of the program at the local level.</b>	Involve families/parents in planning activities for children. <b>Specifically invite parents (including fathers or father figures) to participate in planning and in activities.</b>  Provide at parent committee meetings training to assist parents to continue the education of their children at home to support classroom learning.	Teaching staff, CD  CD	3x/year  Monthly	Progress & Planning Reports, HV/PTC Form  Agendas
<b>Performance</b>	<b>Standard</b>	<b>Strategies</b>	<b>Person(s)</b>	<b>Time</b>	<b>Documentation</b>

Standard/Act	Objectives		Responsible	Frame	
<b>HS Act</b>	<b>Plan activities to provide opportunities for direct father-child interactions</b>	<b>Invite fathers to specific activities and lunches to offer them opportunities for direct father-child interactions.</b>	<b>Teaching staff, CD</b>	<b>Monthly</b>	<b>Volunteer Logs, Sign-In Sheets</b>
		Involve families/parents ( <b>including fathers or father figures</b> ) in children's activities in classroom, playground, and center activities.	Teaching staff	Aug.-May	Volunteer Logs
		Prepare/ distribute newsletters and calendars with dates of upcoming children's activities and parent activities	CD	Aug. -May	Newsletters
		Prepare/distribute educational and informational newsletters	FA	Monthly	Newsletters
<b>Head Start Act</b>		Coordinate/plan ( <b>with parents, including fathers and father figures</b> ) parent committee meetings and training	CD	Monthly	Calendars, Newsletters, Agendas
		Encourage all parents, fathers and mothers, to visit the classrooms as volunteers, observers, and paid employees	Center Staff, HR	Ongoing	Volunteer Logs, Position Announcements Posted
		Maintain contact with families via home visits, phone calls, group activities, center visits, and/or newsletters to build rapport, promote partnership and encourage attainment of family goals.	FA, CD	Monthly	Family Contact Log Center Newsletters
<b>Head Start Act</b>		<b>Invite parents to participate in all content area committees and annual self-assessment.</b>	HSD & Mgrs.	Ongoing	Self- Assessment documentation
1304.40 (a) <b>Head Start Act</b>	5) Meetings and interactions must be respectful of each family's diversity and cultural and ethnic background [ <b>And</b> ] <b>in a manner and language that parents can understand, to the extent practical.</b>	Display books, pictures, and materials representing families' backgrounds  <b>Use Family Partnership Agreement forms (assessment and goal sheet) translated into Spanish when needed.</b>	Teaching team and EdM  FA	Ongoing  <b>During first 90 days if possible</b>	Classroom Setting,  <b>Family Partnership Agreement</b>
<b>Performance Standard/Act</b>	<b>Standard Objectives</b>	<b>Strategies</b>	<b>Person(s) Responsible</b>	<b>Time Frame</b>	<b>Documentation</b>

		Utilize bilingual resource persons to <b>translate when necessary</b>	CD/ FA	As needed	Volunteer Log
		Encourage parents to share cultures, talents and skills	Teach. staff, CD, FA, all staff	Aug. – May	Newsletters, Volunteer Log
		Provide snacks and meals that reflect ethnic and cultural groups	FSM, Center Staff, Cooks, HNM	Aug. – May	Lesson plans, Menus
		Provide education for staff and parents on “Diversity”	EdM/ FSM	Annual	Training Calendar, Agenda, Sign-in Sheets
		Encourage bilingual applicants for employment in advertisements and announcements	HR	Ongoing	Employment Advertisements/ Announcements
1304.40(b) Accessing community services and resources	(1) Work collaboratively with 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:	Assist family in assessing their strengths, needs, & interests and provide information, resources or make appropriate referrals.	FA	Initiate process within 45 days of entry	Family Assessment
	(i) Emergency or crisis assistance in areas such as food, housing, clothing, and transportation.	Follow up on referrals to determine if services were received and make additional referrals as needed.	FA	Within current or next month	Family Assessment or Family Contact Notes
		Provide support to families during crisis periods	FA, FSM	As needed	Family Contact Notes, Logs
		Update/ distribute Community Resource Directory	FSM, FA	Annually	Resource Directory
		Train staff in identification of signs of crisis and how to refer and support family needs	FSM	Pre-service	Agenda, Sign-in Sheets
<b>Performance Standard/Act</b>	<b>Standard Objectives</b>	<b>Strategies</b>	<b>Person(s) Responsible</b>	<b>Time Frame</b>	<b>Documentation</b>
		Collaborate with community organizations that provide emergency resources	FSM, FA, HNM,CD	Ongoing	Community Partnership Agreements

		Meet monthly with Interagency Coalitions for exchange of resource information	FSM, HNM, or FA	Monthly	Meeting Minutes
1304.40(b)(1)	(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 <b>[And] Offer to parents substance abuse counseling</b>	Train staff and parents on intervention and mental health wellness.  Provide parents with information related to counseling and mental health issues such as child abuse/neglect and domestic violence.	DMhM  FA, FSM	Aug. –May  Ongoing	Agenda, Minutes  Newsletters, <del>Family Contact Log</del> , <i>Training/Education Required Checklist</i>
<b>Head Start Act</b>					
		Train staff/parents on identifying and reporting child abuse/neglect	FSM	Annually	Agenda, Sign-in <i>Trng.Ed.Req.Checklist</i>
		<i>Provide parent training on M.H. Curric., Second Step, Parent’s Guide</i>	<i>D.D.Mgr, FSM, FA, CD</i>		<i>Agenda, Sign-in Sheets</i>
		Maintain contractual agreements with Mental Health Professional	D.D. Mgr.	Aug – May	Contractual Agreements
		Keep mental health resources and materials available for parents and staff	DD Mgr, FA, CD	Aug – May	Resource Directory
1304.40(b)(1)	(iii) Oppor. for continuing educ. & employment training & other employment services through formal & informal networks in the community.	Post education/ employment opportunities on parent boards.	CD, HR	On-going	Parent Boards
<b>HS Act</b>		<b>Provide info. to parents regarding public &amp; school libraries &amp; any family lit./parenting skills trng. available.</b>	<b>FA</b>	<b>Aug – Sept.</b>	<b>Family Packet</b>
<b>Performance Standard/Act</b>	<b>Standard Objectives</b>	<b>Strategies</b>	<b>Person(s) Responsible</b>	<b>Time Frame</b>	<b>Documentation</b>
		Update and distribute Resource Directory	FSM, FA	Summer	Resource Directory
		Post copies of Washita Valley’s job openings and give to parents who may	H.R., CD, FA	Ongoing	Parent Boards, Fam. Communication

		be interested.			Folder
1304.40(b)(1)	(iii) cont'd.	Encourage parents/ families to utilize local family literacy programs	Center Staff, FA	Ongoing	FPA
		Refer parents to G.E.D., ABE programs, Technology Centers, or college classes.	Center Staff, FA	Ongoing	FPA
		Encourage parents to further education.	All Staff	Ongoing	FPA
		Use H.S. Centers as CWEP work sites, Experience Works, & Foster Grandparents	HSD, CD, HR	Ongoing	Staff lists
1304.40 (b)	(2) Follow up with each family to determine whether the kind, quality, and timeliness of the services received through referrals met the families' expectations & circumstances.	Contact family to determine the kind and quality of services received if appropriate.	FA	Aug. – May	Partnership Agreement, Family Contact Logs
		Contact agencies on behalf of the family needing services if necessary.	FA, FSM, DMhM	Aug. – May	Family Contact <b>Log</b> , Dis. Tracking Log
1304.40 (c) Services to pg. Women	(1) Assist pregnant women to access comprehensive prenatal and postpartum care, through <i>referrals immediately after enrollment in the program.</i>	Update and distribute Resource Directory which includes information on local health units and obstetricians, and WIC. <i>During first visit with pregnant woman, assist in making appointment with obstetrician or other prenatal health care provider if no prenatal care has been received, and/or coordinate appointment with Health/DD Services Assistant</i>	FSM, FA, Health Mgr.  <i>H/DD Asst.</i>	Summer, Ongoing  <i>Immediately after enrollment</i>	Resource Directory <i>Training/Education Required Checklist</i>  <i>EHS Documentation</i>
<b>Performance Standard/Act</b>	<b>Standard Objectives</b>	<b>Strategies</b>	<b>Person(s) Responsible</b>	<b>Time Frame</b>	<b>Documentation</b>
<b>Head Start Act</b>	<b>[&amp;] information on the effect of drug exposure on infants and fetal alcohol syndrome).</b>	<i>During first visit with pregnant woman, provide information on risks of drug exposure on infants and fetal alcohol syndrome.</i>	<i>H/DD Asst.</i>	<i>First visit</i>	<i>EHS Documentation</i>
<i>1304.40 (c)</i>	<i>(1)(i) Early and continuing</i>	<i>Provide information on W.I.C. and assist</i>	<i>H/DD Asst.</i>	<i>First visit</i>	<i>EHS Documentation</i>

<i>Services to pg. Women</i>	<i>risk assessments, which include assessment of nutritional status as well as nutrition counseling and food assistance, if necessary</i>	<i>women in accessing WIC appointments.</i>			
	<i>(1)(ii) Health promotion and treatment, including medical and dental exams on a schedule deemed appropriate by the attending health care providers as early in the pregnancy as possible.</i>	<i>Assist women in making appointments on a regular basis and provide transportation to appointments when needed.</i>	<i>H/DD Asst</i>	<i>ASAP &amp; Ongoing throughout pregnancy and post-partum period.</i>	<i>EHS Documentation</i>
	<i>(1)(iii) Mental health interventions and follow-up, including substance abuse prevention and treatment services as needed.</i>	<i>Provide information on risks of substance abuse to unborn child and referral to treatment services if needed.</i>	<i>H/DD Asst.</i>	<i>ASAP &amp; Ongoing throughout pregnancy and post-partum period.</i>	<i>EHS Documentation</i>
	<i>(2) 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.)</i>	<i>Provide information on prenatal development in handouts and through ongoing discussions at each visit to include prenatal stages of development, including risks from smoking and alcohol</i>  <i>Provide information on labor and delivery, and post partum recovery, including maternal depression.</i>	<i>H/DD Asst.</i>  <i>H/DD Asst.</i>	<i>ASAP &amp; Ongoing</i>  <i>5<sup>th</sup> month or when mom is ready &amp; ongoing thru post partum</i>	<i>EHS Documentation</i>  <i>EHS Documentation</i>
<b>Performance Standard/Act</b>	<b>Standard Objectives</b>	<b>Strategies</b>	<b>Person(s) Responsible</b>	<b>Time Frame</b>	<b>Documentation</b>
	<i>(3) Provide information on the benefits of breast feeding to all pregnant and nursing mothers. For those who choose to breast feed arrangements must be made.</i>	<i>Provide information on benefits of breastfeeding to pregnant and nursing mothers. Provide private space for breast-feeding moms.</i>	<i>FA &amp; H/DD Asst. Center Directors</i>	<i>As needed When requested</i>	<i>Family Contact Log Training/Education Required Checklist EHS Documentation</i>
<b>Performance</b>	<b>Standard Objectives</b>	<b>Strategies</b>	<b>Person(s)</b>	<b>Time</b>	<b>Documentation</b>

<b>Standard</b>			<b>Responsible</b>	<b>Frame</b>	
1304.40 (d) Parent Involvement – General	(1) Provide parent involvement & education activities that are responsive to ongoing and expressed needs of the parents, both as individuals and as members of a group.	Ask parents to complete Parent Meeting Topics of Interest, compile and provide information to center committees.	FA, FSM	Aug. –Oct.	Composite of Parent Meeting Topics of Interest, <i>Training/Education Required Checklist</i>
<b>Head Start Act</b>	<b>Provide opportunities for parents to share experiences with other parents.</b>	Work with parents to schedule parent committee training based on expressed needs/ interests of parents/families. <b>Include agenda item for parent sharing experiences encourage conversation with parents concerning training topic.</b>	CD  <b>CD</b>	Oct. – Nov.  <b>Oct.-Nov.</b>	Parent Committee Agendas  <b>Parent Committee Agendas</b>
	Encourage other community agencies to assist in the planning and implementation of such programs.	Invite community partners to participate in Parent Training Schedule & Presentations.	CD, FA, FSM	Ongoing	Parent Committee Agendas, Sign-in
1304.40(d)	(2) Centers will 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.	Allow parents to visit/observe during all program hours.  Display “Welcome” signs in classrooms and foyers.  Greet parents with respect, enthusiasm, and friendliness.	Center Staff  Center Staff  All Staff	Ongoing  August  Ongoing	Signs/ Parent Boards
		Encourage parents to visit & volunteer.	All Staff	Ongoing	Vol. Log, Par. Hndbk
<b>Performance Standard/Act</b>	<b>Standard Objectives</b>	<b>Strategies</b>	<b>Person(s) Responsible</b>	<b>Time Frame</b>	<b>Documentation</b>
		Ask parents to complete Volunteer App. indicating their areas of interests. Ask parents to volunteer as much as possible.	Teaching Team	1st PTC	PI 11
		Provide parent training on how to observe children in the classroom.	EdM	Parent O.	Agenda
		Provide opportunities for parents & other family members to participate at home, center activities, community	CD, Teaching Team, FA, FSM	Ongoing	Volunteer Log, Parent Handbook, Newsletters

		events.			
1304.40(d)	(2 cont'd) The participation of parents in any program activity is voluntary, and must not be required as a condition of the child's enrollment.	Make no requirement of parent participation related to child's eligibility.	Tech/Enroll. Coord.	Ongoing	ERSEA Plan
	(3) Provide parents with opportunities to participate in the program as employees or volunteers.	Encourage parents to volunteer, become substitutes, or to apply for Head Start positions for which they qualify.	Center Staff, FA, HR	Ongoing	Employment Applications, Volunteer Log
		Give current and former Head Start parents preference for employment vacancies for which they qualify.	HSD, HR	Ongoing	Interview Records, Policies
		Post job openings in centers.	CD, HR	Ongoing	Announcements
		Recognize outstanding volunteers with Certificates at Volunteer Reception.	Teaching Team, FSM	May	Volunteer Reception Program
		Provide parents with Parent Handbook at Orientation or in family packets.	FSM, FA	Sept. & Ongoing	Orientation Minutes
1304.40(e) Parent involvement in child development & education. <b>Head Start Act</b>	(1) Provide opportunities to include parents in the development of the program's curriculum and approach to child development & education. [ <b>&amp;</b> ] <b>Offer to parents training in basic child development (including cognitive, social, and emotional development)</b>	Provide training on curriculum and child development at Parent Orientations.  Include parents in annual update of curriculum.  Provide 2 <sup>nd</sup> Step Training at parent committee meetings	EdM  EdM  CD	Aug.-Sept.  January-ongoing  Ongoing	Agenda, Minutes  ECD Committee Agenda, Minutes  Agendas
<b>Performance Standard/Act</b>	<b>Standard Objectives</b>	<b>Strategies</b>	<b>Person(s) Responsible</b>	<b>Time Frame</b>	<b>Documentation</b>
		Review Brigance Screening and Progress & Planning Report with Parents	Teaching Team	1st HV/PTC 3x/year	HV/PTC Form HV/PTC Form
		Obtain parents' input on Lesson Plan development & addressing child goals.	Teaching Team	Weekly	Lesson Plans
		Invite parents to participate in Education Committee	EdM	Annually or as needed	Agenda, Sign-In
<i>1304.40(e)</i>	<i>(2)In home-based programs,</i>	<i>Provide training to Family Advocates,</i>	<i>FSM or</i>	<i>Staff</i>	<i>Orientation</i>

	<i>build upon the principles of adult learning to assist, encourage, and support parents as they foster the growth and development of their children.</i>	<i>Home Visitor, and Health/DD Asst. on Principles of Adult Learning, including characteristics, motivation techniques, barriers, teaching tips, and reinforcement.</i>	<i>Consultant</i>	<i>orientation</i>	<i>Documentation</i>
1304.40(e)	(3) Provide opportunities for parents to enhance their parenting skills, knowledge,	Provide training and informational materials to parents regarding parenting and child development.	CD, FA, <i>HV</i>	Ongoing	Agenda, Minutes, Individual Family Packets, Handouts, Newsletters, Family Contact Log
		Invite parents to attend staff inservice training.	CD	Ongoing	Parent Bulletin Boards
	and understanding of the education and developmental needs and activities of their children, and to share concerns about their children with program staff.	Discuss the education and developmental needs and activities of their children with parents at HV/PTC or as appropriate.	Teaching Team	4x/year or more	HV/PTC or Family Contact Notes
1304.40(e)	(4) Provide, either directly or 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; <b>[And]</b> <b>Inform parents of available public and school libraries and any local family literacy services and parenting skills training.</b>	Provide families with information regarding community library activities, <b>and location of public school and school libraries and of any local family literacy services or parenting skills training.</b>  Encourage parents to work with their child on at-home learning activities.	CD, FA  Teaching Staff	Ongoing  Ongoing	Newsletters  Family Contact Notes or Family Communications Folder
<b>Head Start Act</b>					
		Work with Adult Ed and Literacy Staff in larger cities to coordinate family literacy projects when possible.	CD, FSM, HSD	Ongoing	Community Partnership Agreements

		Provide lending libraries for parents at centers.	CD, FSM	Ongoing	Lending Libraries
	(ii) Assisting parents as adult learners to recognize and address their own literacy goals.	Assist families with Family Assessment and Family Goal Sheet and encourage attainment of education as goal if parent expresses interest.	FA	Initiated within 45 days of child's entry	Family Partnership Agreements
	(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 & developmental progress and activities of children in the program.	Conduct at least two home visits and two parent-teacher conferences with each family per year.  Review screening and/or child's progress and development at each home visit and parent-teacher conference.	Teaching Staff  Teaching Staff	4x/yr. at Scheduled Time Slots  “	HV/PTC Procedures and HV/PTC Form  HV/PTC Form, Brigance Screening, Progress/Planning Report
1304.40(f) Parent Involvement in Health, Nutrition, and Mental Health Education	Provide medical, dental, nutrition, and mental health education programs for program staff,	Provide staff training on medical, dental, nutrition, and mental health education.	HNM, DMhM	Ongoing	Inservice Agendas
<b>Performance Standard/Act</b>	<b>Standard Objectives</b>	<b>Strategies</b>	<b>Person(s) Responsible</b>	<b>Time Frame</b>	<b>Documentation</b>
	parents and families.	Assist in planning parent committee meetings on topics such as medical, dental, nutrition, and mental health education as interest is indicated by parents.  Provide informational materials on medical, dental, nutrition, and mental health issues to parents.  Invite parents to attend staff training.	CD, HNM  FA, HNM  CD	Monthly  Ongoing  Monthly	Parent Meeting Agendas, Minutes  Indiv. Family Packets, Handouts, Newsletters  Parent Boards
		Invite parents and staff to attend	FA, CD	As available	Newsletters, Notes

		community health fairs and encourage participation.			
1304.40(f)	(2) Our medical and dental health education program ensures: (i) Parents are assisted in understanding how to enroll & participate in a system of ongoing family health care, (ii) Encourages parents to become active partners in their children’s medical and dental health care process and to accompany their child to medical and dental appointments	Review information on enrollment application for enrollment. If family does not have a system of health care, provide application for SoonerCare and assist parents in applying. Provide information on SoonerRide to parents without reliable transportation. Provide information on “What’s in My Community” and refer parents to Resource Directory. Encourage parents to visit with care providers and ask questions to ensure their understanding and complete communication of their concerns.	FA, <i>HV, Health/DD Asst.</i>	Initiate within first 45 days of entry	Family Assessment, <i>EHS Documentation</i>
	(iii) Provides parents with the opportunity to learn the principles of preventive medical, dental health, emergency first-aid, occupational and environmental hazards, and safety practices for use in the classroom and home.	Assist parent committees in planning meetings on topics such as principles of preventive medical, dental health, emergency first aid, occupational and environmental hazards, and safety practices for use in the classroom and home, depending on expressed interests of parents.	CD	Sept – Nov	Agendas, Minutes
		Provide information to parents on principles of preventive medical, dental health, emergency first aid, occupational and environmental hazards, and safety practices for use in the classroom	FA	Ongoing	Checklist of Information Provided, Newsletters, Handouts
	In addition to information on general topics (e.g., maternal and child health and the prevention of Sudden Infant Death Syndrome), information specific to the health needs of individual children must also	Provide parents with information on maternal and child health.  Provide parents with information on specific health needs of their children as interest is expressed by parents.	FA  FA, HNM, DMhM	Ongoing  As needed	Checklist of Information Provided Newsl., Handouts Family Assessment, Family Contact Notes

	be made available to the extent possible.				
1304.40(f)	(3) Nutrition education program must include, at a minimum: (i) Nutrition education in the selection & preparation of foods to meet family needs and in the management of food budgets; &	Provide training for parents on preparation of nutritious foods & budgeting.  Provide information on nutritious foods and management of food budgets.	CD, HNM  FA	Ongoing  Ongoing	Agenda, Minutes  Checklist of Info Provided, Contact Log
1304.40(f)	(4) Mental health education program must provide, at a minimum: (i) A variety of group opportunities for parents and program staff to identify and discuss issues related to child mental health;	Train staff on identifying mental health issues.	DMhM	Preservice & As Needed	Agenda
<b>Head Start Act</b>	(ii) Individual opportunities for parents to discuss issues related to their child and family with program staff; and <b>[And] extend outreach to fathers (including father figures), in order to strengthen the role of those fathers in families, in the education of young children, and in the Head Start program, by working directly with fathers through activities such as including them in home visits.</b>	At Home Visits & Parent/Teacher Conf., parents ( <b>incl. fathers</b> ) are asked if they wish to discuss any issues or concerns related to their child and family.	Teaching Team, <b>HV, FA, Health/DD Asst</b>	4 x/ year <b>Weekly in EHS Services to PG Women and HB</b>	HV/PTC Forms <b>EHS Documentation</b>
	(iii) The active involvement of parents in planning and implementing any mental	<b>Teachers discuss concerns with parents who must sign Referral prior to any mental health interventions for their</b>	<b>Teachers, HV, FA, Health/DD</b>	As Needed	<b>Referral Forms</b>

	health interventions for their children.	<i>children.</i> Mental Health Resource Folder will be given to parents when their child is referred.	<i>Asst.</i> DMhM		Family Contact Notes
1304.40(g) Parent involvement in community advocacy	(1) 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	Encourage parents to become involved in community activities and organizations.  Advise parents of opportunities and events related to community services.	FA  FA	During FPA Process  As events occur	Family Assessment  Family Contact Log, Notes
	(ii) Establish procedures to provide families with comprehensive information about community resources.	Provide “What’s In My Community?” information related to Community Resources and advise them of the location of Community Resource Directory at center.	FA	During FPA Process	Family Packet, Family Contact Log
	(2) Provide parents regular oppor.to work together & with other community members on activities they helped develop & they expressed interest in.	Establish parent committees at all Head Start Centers <i>and Home Based Program</i> , with meeting planned monthly with agenda items reflecting activities and interests of parents.	CD, <i>HV, FA, Health/DD Asst.</i>	Monthly	Committee Notebooks
<b>Performance Standard/Act</b>	<b>Standard Objectives</b>	<b>Strategies</b>	<b>Person(s) Responsible</b>	<b>Time Frame</b>	<b>Documentation</b>
1304.40(h) Parent Involvement in Transition Activities	(1) Agencies must assist parents in becoming their children’s advocate as they transition both into Head Start from the home or other child care setting, & from Head Start into public school or child care.	Provide training or information to parents on the importance of their role as advocates for their children during transitions in their lives.  Include information in newsletters and discuss during last HV/PTC.	Teaching Team, FA, DMhM  FSM, Teach.Team	Ongoing	Agendas, Handouts  Disabilities Notebook for IEP mtgs. Newsletters, HV/PTC Form
		Provide Open House prior to the beginning of school.	CD, Teaching Team	Prior to Beginning of School	Open House Sign-In Sheet
	(2) Staff must work to prepare parents to become their child’s advocate through transition periods by providing that, at a	Schedule home visits and parent-teacher conferences and encourage parents to advocate for their child as the child leaves Head Start.	Teaching Team	End of Year	HV-PTC Form

	minimum, a staff-parent meeting is held toward the end of the child's participation to enable parents to understand the child's progress in H.S.	Discuss child's progress at each parent-teacher conference and home visits.	Teaching Team	4 times per year	HV-PTC Form, Progress & Planning Report
	(3) To promote the continued involvement of Head Start parents in the education and development of their children upon transition to school, agencies must: (i) Provide education & training to parents to prepare them to exercise their rights and responsibilities concerning the education of their children in the public school setting; and	Provide training or information regarding Parents Rights in Education.	FSM, FA	April-May	Family Contact Logs, Handouts, Newsletters
<b>Performance Standard/Act</b>	<b>Standard Objectives</b>	<b>Strategies</b>	<b>Person(s) Responsible</b>	<b>Time Frame</b>	<b>Documentation</b>
	(3)(ii) Assist parents to communicate with teachers and other school personnel so that parents can participate in decisions related to their children's education.	Encourage parents and teachers to keep open communication and train teachers to include parents in decisions related to their child.	FSM, Teaching team, <i>HV, FA, Health/DD Ast</i>	Parent Orientation & PTC/HV	Agendas, HV/PTC Forms, <i>EHS Documentation</i>
1304.40 (i) Parent Involvement in Home Visits	(1) Agencies must not require that parents permit home visits as a condition of the child's participation in Head Start. Every effort must be made to explain the advantages of home visits to the parents.	Establish no home visit requirement for eligibility in Head Start Program.  Explain the benefits of home visits to parents and encourage their participation.	Tech/Enroll. Coord.  Teaching Team	Ongoing  2x/year	ERSEA Plan  HV/PTC Form
	(2) The child's teacher <i>in center based programs</i> must make no less than two home	Conduct two home visits per year at the home of each enrolled child, unless parents expressly forbid such visits. See	Teaching Team	2x/year	HV/PTC Form

	visits per program year to the home of each enrolled child, unless the parents expressly forbid such visits.	Home Visit – Parent Teacher Conference Policy Guidelines.			
	Other staff working with the family must make or join home visits, as appropriate.	Include Family Advocates in planning home visits and invite Advocates to join in visit when appropriate.	Teaching Team/ FA	2x/year	HV/PTC Form
	(3) Agencies must schedule home visits at times that are mutually convenient for the parents or primary caregivers and staff.	Consider the family’s schedule in arranging home visits, making the visit convenient for the family whenever possible, depending on availability of staff.	Teaching Team, FA, HV, Health/DD Asst.	As Needed	HV/ PTC Form, Family Contact Notes EHS Documentation
1304.40(i)	(4) In cases where parents 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 the Head Start Center or at another safe location that affords privacy.	Schedule home visits at the Head Start Center or elsewhere in the community if parents refuse home visit.	Teaching Team, FA	As Needed	HV/PTC Form, Family Contact Notes
<b>1304.40(i)(5)&amp; 1306.33</b>	<b><i>In home-based programs, provide one home visit per week per family (minimum 32 per year) for a minimum of 1 ½ hours each.</i></b>	<b><i>Conduct weekly visits with enrolled pregnant women and home based families at least 32 x/year with duration of at least 1 ½ hours each.</i></b>	<b><i>HV/FA/ Health/DD Asst.</i></b>	<b><i>Weekly</i></b>	<b><i>EHS Documentation</i></b>
<b>1304.40(i)(6)</b>	<b><i>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 child.</i></b>	<b><i>Visit mothers and newborns within two weeks after birth. Discuss child’s development and nutrition and mother’s health and emotional status.</i></b>	<b><i>Health/DD Asst.</i></b>	<b><i>Within 2 weeks of birth</i></b>	<b><i>EHS Documentation</i></b>
		Participate in community organizations’ planning sessions, etc.	FSM, HSD	As opportunities arise	Minutes, Announcements, etc.
	Documentation must be	Establish written partnerships with	HSD & Mgrs.	Beginning of	Partnership

	maintained to reflect the level of effort undertaken to establish community partnerships.	community organizations.		Year & As Available	Agreements
	(2) Agencies must take affirmative steps to establish ongoing collaborative relationships with community organizations to promote the access of children and families to community services that are responsive to their needs, & to	Engage in a written partnership agreement with local service agencies serving Head Start families.	Mgrs., FSM	Annually	Partnership Agreements
	Ensure that H.Start responds to community needs, including:				
1304.41(a)	(2)(i) Health care providers, such as clinics, physicians, dentists, & other health prof.	Implement partnership agreement with health providers.	HNM	Annually	Agreements
<b>Performance Standard/Act</b>	<b>Objective</b>	<b>Strategies</b>	<b>Responsibility</b>	<b>Time Line</b>	<b>Documentation</b>
	(ii) Mental health providers	Implement partnership agreements with mental health providers.	DMhM	Annually	Agreements
	(iii) Nutritional service providers	Implement partnership agreements with local school boards' USDA programs.	HNM	Annually	Agreements
		Maintain services of nutritionist/dietician.	HNM	Annually	Agreement
	(iv) Individuals and agencies that provide services to children with disabilities and their families ;	Implement partnership agreements with agencies providing services to children with disabilities (Sooner Start, etc.)	DMhM	Annually	Agreement
	(v) Family preservation and support services;	Provide information to parents on benefits of marriage and information on available training on Marriage Enrichment and Relationships Skills	FA	As available	Family Communication Folders, Newsletters
	(vi) Child protective services and any other agency to which child abuse must be reported	Collaborate with DHS	FSM	Annually	Agreement

	under State or Tribal law;				
	(vii) Local elementary schools and other educational and cultural institutions, such as libraries and museums, for both children and families;	Partner with libraries	FSM	Annually	Agreements
	(viii) Providers of child care services; and	Collaborate with Caddo-Kiowa Technology Center.	HSD	Annually	Contract
	(ix) Any other organizations or businesses that may provide supt. & resources to families.	Establish partnerships with other organizations and businesses that may provide support or resources to families	FSM, Mgrs.	Annually	Agreements
1304.41 (a)	(3) Agencies must perform outreach to encourage volunteers from the community to participate in Head Start.	Distribute flyers to senior citizens locations, newspaper articles, notices to public schools, local college and technology centers.	FSM, FA, Total Staff	Ongoing	Flyers
<b>Performance Standard/Act</b>	<b>Objective</b>	<b>Strategies</b>	<b>Responsibility</b>	<b>Time Line</b>	<b>Documentation</b>
		Invite representatives from community service organizations to volunteer to provide parent and staff training.	Mgrs.	Ongoing	Agendas
	(4) To enable the effective participation of children with disabilities and their families, agencies must make specific efforts to develop Interagency agreements with local education agencies (LEAs) and other agencies within the service area.	Establish agreements with L.E.A.s and other agencies.	DMhM	Aug-Sept	Agreements
	Agencies must also establish and maintain such other service advisory committees as they deem appropriate to address program service issues	Establish and maintain content area advisory committees to assist in planning services and respond to needs of community.	Mgrs.	Annually	Agenda, Minutes PC Operating Proc.

	such as community partnerships and to help agencies respond to community needs.				
1301.41(c) Transition services	(1) Agencies must establish and maintain procedures to support successful transitions for enrolled children and families from previous child care programs into Head Start, and from Head Start into public school or other child care settings. These procedures must include:	Acquire relevant records from previous Head Start programs or other school/agency when appropriate if parent does not have copies. Parent signs permission form to obtain records.  Hold Open House events at all centers to familiarize children and parents with classroom setting, teaching staff, etc.	HNM  CD	Prior to enrollment  Prior to children's first day	
<b>Performance Standard/Act</b>	<b>Objective</b>	<b>Strategies</b>	<b>Responsibility</b>	<b>Time Line</b>	<b>Documentation</b>
	(i) Coordinating with the schools or other agencies to ensure that individual Head Start children's relevant records are transferred to the school or next placement in which a child will enroll or from earlier placements to Head Start;	Provide parents with copies of child's immunization records. Immunizations are on state database and accessible to all school district	HNM	End of Year	
	(ii) Outreach to encourage communication between Head Start and their counterparts in the schools and other child care settings including principals, teachers, social workers and health staff to facilitate continuity of programming;	Contact school superintendents or other staff to facilitate continuity of programming.	HSD, CD	When needed	

	(iv) Initiating joint transition-related training for Head Start staff and school or other child development staff.	Invite public school staff to attend staff training related to transition.	FSM, HSD	Annually	
<b>Head Start Act</b>		<b>Emphasize to parents the importance of continuing their involvement and participation in the child's education.</b>	<b>All Staff</b>	<b>April-May</b>	

<b>Performance Standard/ Act</b>	<b>Requirement</b>	<b>Procedure</b>	<b>Position Responsible</b>	<b>Timeline</b>	<b>Documentation</b>
Performance Standard 1301.41(c) Transition services	(1) Establish and maintain procedures to support successful transitions for enrolled children and families from previous child care programs into Head Start, and from Head Start into public school or other child care settings. Including:	Hold Open House events at all centers to familiarize children and parents with classroom setting, teaching staff, etc. Conduct Parent Orientations at all centers to familiarize parents with Head Start program and to encourage their participation.	CD  FSM, HSD	Prior to children's first day August or September	Sign-in Sheets  Agendas, Sign in Sheets
	(i) Coordinating with the schools or other agencies to ensure that individual Head Start children's relevant records are transferred to the school or next placement in which a child will enroll or from earlier placements to Head Start;	With parent permission, acquire relevant records from previous Head Start programs or other school/ agency when appropriate if parent does not have copies. Provide parents with child's health summary. Immunizations are on state database and accessible to all school district	HNM  HNM	Prior to enrollment  End of Year	
	(ii) Outreach to encourage communication between Head Start and their counterparts in the schools and other child care settings including principals, teachers, social workers and health staff to facilitate continuity of programming;	Contact school superintendents or other staff to facilitate continuity of programming.	HSD, CD	Annually	Public School Contracts
	(iii) Initiate meetings involving H.S. teachers and parents and kindergarten or elementary school teachers to discuss developmental progress and abilities of individual children	Invite kindergarten teachers to speak at parent committee meetings, offering parents opportunity to discuss their child's progress and abilities privately after meeting.	CD	Annually	Agendas
	(iv) Initiate joint transition-related training for Head Start staff & school or other child development staff.	Invite public school staff to attend staff training related to transition.	FSM, HSD	Annually	Agendas
Head Start Act	Emphasize to parents the importance of continuing their involvement and participation in the child's education.	Emphasize to parents the importance of continuing their involvement and participation in the child's education.	All Staff	April-May	Newsletters, End of Year Parent Meeting Agendas

