

2007-2010
Early Head Start / Head Start / Migrant Seasonal Head Start
PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA FAMILY AND COMMUNITY PARTNERSHIPS

PERFORMANCE STANDARD	STRATEGY	TIME FRAME	DOCUMENTATION
<p>Subpart C—Family and Community Partnerships</p> <p>§ 1304.40 Family Partnerships</p> <p>1304.40(a)(1) Family goal setting. 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>	<ol style="list-style-type: none"> 1. Discuss "Family Partnership process" during registration, at the parent orientation and general parent meetings. 2. Support ongoing communication with all enrolled families and conduct parent education activities and training to develop mutual trust, family goals and strengths. 3. Encourage families to focus on a goal and assist with identifying needs and support services. 	<p>At registration and ongoing throughout the program year.</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Orientation/Volunteer checklist</p> <p>Center Parent Meeting Calendar</p> <p>Family Portfolio Family Partnership Agreement (FPA)</p>
<p>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 achieving them. 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)).</p>	<ol style="list-style-type: none"> 1. Initiate and complete a Family Partnership Agreement based on each family's willingness to participate. <ol style="list-style-type: none"> (a) Discuss goals with individual parent(s). (b) Develop a plan of action for meeting family's priorities for staff and parents. (c) Update plans of action for staff and parents on a regular basis (for example, monthly for MSHS programs). 	<p>Initiate and complete within 10 weeks of child's first day of attendance (RHS/EHS) Initiate within 30 days and complete within season (MSHS) Follow-up as needed</p>	<p>Family Partnership Agreement Family Contact Log Case Conferencing</p>
<p>1304.40(a)(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.</p>	<ol style="list-style-type: none"> 1. For new families use survey and/or interview questionnaire to assess and obtain information about family's previous/current goal setting plan or status with other community agencies. Discuss and determine with the family if goals are appropriate, on target, or in need of adjustment. 2. For returning families, staff will refer to previous written FPA and update or determine new goal with the family by developing a new Family Partnership Agreement. 	<p>Within 10 weeks of child's first day of attendance. (RHS/EHS) Within 30 days of child's first day of attendance. (MSHS)</p> <p>Within 10 weeks of child's first day of attendance. (RHS/EHS) Within 30 days of child's first day of attendance. (MSHS)</p>	<p>Family Portfolio Family Partnership Agreement Family Contact Log Family Portfolio Case Conferencing</p>
<p>1304.40(a)(4) A variety of opportunities must be created by grantee and delegate agencies for interaction with parents</p>	<ol style="list-style-type: none"> 1. Assist parents during registration, parent orientation, parent meetings, home visits, and 	<p>Ongoing</p>	<p>Orientation/Volunteer Checklist</p>

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throughout the year.	parent-initiated activities in goal setting for themselves, the agency and the community.		Parent Meeting/Training agendas and minutes
1304.40(a)(5) Meetings and interactions with families must be respectful of each family's diversity and cultural and ethnic background.	1. Provide staff training on cultural sensitivity, diversity and anti-bias curriculum.	Ongoing	Training agendas and evaluations
1304.40(b)(1) Accessing community services and resources. Grantee and delegate agencies must work cooperatively 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) Emergency or crisis assistance in areas such as food, housing, clothing, and transportation;	<ol style="list-style-type: none"> 1. Train program staff on their roles / responsibilities in recognizing and assisting families in crisis or in need of emergency help. 2. Provide staff and parents with a list of resource agencies' emergency phone numbers. 3. Provide intervention during periods of crisis. 	<p>As Scheduled</p> <p>At the beginning of program year and as updated.</p> <p>As needed</p>	<p>Training Plan Training Agendas, Sign In, & Evaluations</p> <p>Social Services Directory Family Contact Log</p> <p>Family Contact Log Social Services Referral</p>
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	<ol style="list-style-type: none"> 1. Gather information about available community services. 2. Provide staff & parents with a list of community resource agencies emergency phone numbers. 3. Provide orientation for parents on the content and use of the Social Services Directory during a home visit or at a special parent conference or meeting. 4. Arrange opportunities for parents to meet with and obtain information from service agencies. 	<p>Prior to program year.</p> <p>Within 2 Weeks of Child's first day of attendance.</p> <p>Within 1 Month of Child's first day of attendance. (RHS/EHS) 2 Weeks (MSHS)</p> <p>Throughout program year.</p>	<p>Resource Area for Parents In Classroom</p> <p>Parent Contact Log</p> <p>Parent Contact Log</p> <p>Parent Meeting Calendar, Agendas, Sign-in, Minutes Social Services Referral</p>

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<p>1304.40(b)(1)(iii) Opportunities for continuing education and employment training and other employment services through formal and informal networks in the community.</p>	<ol style="list-style-type: none"> 1. Inform parents of opportunities for continuing their education. 2. Develop special classes or workshops as needed based on parent survey results and requests, including ESL, GED and computer training. 	<p>Throughout program year.</p> <p>As scheduled</p>	<p>Notices posted on parent bulletin board Outreach flyers Social Service Referral</p> <p>Family Partnership Agreement Parent Meeting Calendar, Minutes, Agendas, Sign-in Sheets, and Evaluations Parent Surveys</p>
<p>1304.40(b)(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>	<ol style="list-style-type: none"> 1. Check back with family to ensure needed service / assistance was obtained and update Family Partnership Agreement or referral summary. 	<p>Within 10 working days of referral and as needed.</p>	<p>Family Partnership Agreement Family Contact Log Social Services Referral</p>
<p>1304.40(c) Services to pregnant women who are enrolled in programs serving pregnant women, infants, and toddlers. <u>Early Head Start</u> 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.</p>	<ol style="list-style-type: none"> 1. Determine if pregnant women have access to prenatal health care, including dental care. <ol style="list-style-type: none"> (a) If pregnant women do not have access to health care providers, assist with information and making arrangements to get a health care provider. (b) Provide information, resources and education on the following: <ol style="list-style-type: none"> (i) Risks from smoking and alcohol (ii) Nutrition (iii) Mental health (iv) Substance abuse (c) Encourage and assist pregnant women to keep appointments with health care providers and provide follow-up. 	<p>Ongoing</p>	<p>Family Portfolio</p> <p>Social Services Referral Prenatal Health History Pregnant Mother Health Tracking Worksheet</p>

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community agencies should be encouraged to assist in the planning and implementation of such programs.	<ol style="list-style-type: none"> 3. Encourage parents to participate in advisory decision making roles through: (a) Membership on Policy Committees 4. Encourage Parent Committee to bring local concerns to attention of Policy Committee, Policy Council, neighborhood associations, and community service organizations. 5. Make personal contacts with staff of local community agencies. 	<p>Ongoing</p> <p>Throughout program year.</p> <p>Ongoing</p>	<p>Parent Meeting Calendar, Minutes, Sign-In Sheets, & Agendas</p> <p>Parent Meeting Minutes Sign-In Sheets Agendas</p> <p>Community Contact Record Sign-In Sheets Minutes</p>
<p>1304.40(d)(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.</p>	<ol style="list-style-type: none"> 1. Provide information to parents about the value of participation in the classroom, stress the voluntary nature of participation. 2. Encourage parents and other interested family members to participate through written or personal invitation. 3. Provide parent volunteer sign-up calendar at each center and take on home visit, listing help needed and encouraging parents to sign-up. 	<p>Ongoing</p> <p>Ongoing</p> <p>Monthly</p>	<p>Orientation/Volunteer checklist Parent meeting minutes</p> <p>Flyers & newsletters Family Contact Log</p> <p>Volunteer Calendar In-Kind Sheet Family Contact Log</p>
<p>1304.40(d)(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).</p>	<ol style="list-style-type: none"> 1. Inform parents about opportunities for employment, involvement, and participation in Head Start program. 2. Provide volunteer training. 3. Provide opportunities for parents to observe or work with their children in the classroom/FCCH/home and to discuss child's responses with staff members. 	<p>At child's registration and ongoing through out program year.</p> <p>Beginning and throughout program year.</p> <p>Throughout program year.</p>	<p>Parent Handbook Parent meeting Agendas Parent Meeting Calendar</p> <p>Orientation Volunteer Checklist</p> <p>Family Contact Log In-Kind Sign-In Sheets Parent Contact Record</p>

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	4. Provide opportunities for parents to share a skill with children in the classroom.	Throughout program year.	Activity Plans Sign-In Sheets Family Contact Log Parent Contact Record
1304.40(e)(1) Parent involvement in child development and education. 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).	1. Curriculum plan will be approved by the Policy Council. 2. Classroom activities and goals will be shared with parents at Center Parent Committee meetings. 3. Classroom/agency child assessment data will be shared with parents at Parent Committee meetings after each collection period. 4. Parents will participate in program planning process that includes analysis of child assessment data. 5. Obtain parents suggestions for classroom, FCCH and home activities based on their knowledge of the interests and skills of their children.	As needed Ongoing Ongoing Annually Throughout program year.	Policy Council meeting minutes Parent meeting minutes Parent Committee Minutes Agendas Sign-In Sheets Meeting Calendar T/TA Plan Meeting Agenda, Sign In Sheets Activity Plan Family Contact Log Family Contact Record Parent Survey Infant/Toddler Individual Plan
1304.40(e)(2) Grantees 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.	1. Home Educators provide hands-on training during home visits and socialization gatherings regarding child growth and development.	Weekly	Family Home Visit Plan Socialization Activity Plan
1304.40(e)(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)	1. Provide training to staff and parents on the philosophy of multi-culture education trends, and design age appropriate activities. 2. Staff shall orient parents to the program's philosophy and curriculum approach.	Pre-service Training Ongoing Orientation	Agendas Sign-In Sheets Evaluations T/TA Plan Parent Handbook

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related to parent involvement).	3. Staff shall solicit concerns and/or educational needs of parents and provide appropriate trainings/workshops.	At registration and ongoing throughout program year.	Parent Survey Family Portfolio
	4. Parent meetings shall provide an opportunity for parents to participate by providing recommendations for: (a) Classroom activities. (b) Field Trips. (c) Parent Education activities. (d) Program scheduling calendar events, and	Monthly	Parent Meeting Minutes, Agendas, Sign-In Sheets, & Meeting Calendar
	5. Provide information to parents about children's growth and development through parent orientation, hand outs, newsletters, group meetings, home visits, etc.	Throughout program year.	Parent bulletin boards Parent Meeting Minutes Monthly newsletters Meeting Calendar Agendas Sign-In Sheets Family Contact Log
	6. Collect and distribute to parents resource materials, including articles on parenting and family life.	Throughout program year.	Parent bulletin boards Parent Meeting Minutes Monthly newsletters Meeting Calendar Agendas Sign-In Sheets Family Contact Log
	7. Provide notification of parent education classes or resources.	Throughout program year.	Parent bulletin boards Parent Meeting Minutes Monthly newsletters Meeting Plan Agendas Sign-In Sheets Family Contact Log
	8. Provide bilingual activity calendars with developmentally appropriate ideas for parents to do at home with their children.	Monthly	Parent Activity Calendars

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<p>1304.40(e)(4)(i-ii) 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:</p> <p>(i) Increasing family access to materials, services, and activities essential to family literacy development; and</p> <p>(ii) Assisting parents as adult learners to recognize and address their own literacy goals.</p>	1. Invite representatives from local literacy agencies to make presentations at parent meetings on literacy services available.	Ongoing	Agendas and Minutes Literacy Service Brochures
	2. Encourage parents to participate in local literacy programs.	Ongoing	Family Partnership Agreements Notices Posted on Parent Bulletin Board Social Service Referrals
	3. Distribute information about library/story hours, literacy centers, and adult education to parents.	As program begins operation	
	4. Organize lending library/ESL literacy kits.	Ongoing	Library Checkout Cards ESL County Directories
	5. Publish and distribute Literacy Van Schedule.	Annually	Literacy Van Schedule Sign-In Sheets
	6. Assess and advise parents on developing literacy goals and encourage them in achieving their goals.	Ongoing	Family Partnership Agreement Family Home Visit Plan
<p>1304.40(e)(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).</p>	1. Conduct home visits (a minimum of twice each program year).	As scheduled.	Family Contact Log Parent Contact Record
	2. (a) Conduct at least two staff-parent conferences. (b) Record and file documentation of staff-parent conference in child's folder. (c) Additional staff-parent conferences can be scheduled as needed or when parent refuses home visit or it is deemed an unsafe location. (d) Document why parent conference was provided in lieu of 2 home visits.	As needed or in conjunction with assessment.	Family Contact Log Parent Contact Record
	3. Prepare a prescriptive plan with parent input, which includes developmental progress and activities for individual children.	Within 15 working days of child's first day of attendance in (EHS) and after first Outcomes collection period (RHS). 50	Family Contact Log Parent Contact Record Infant/Toddler Individual Plan

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		calendar days of child's first day of Attendance (MSHS)	Summary of Child's Developmental Progress
<p>1304.40(f)(1) Parent involvement in health, nutrition, and mental health education. Grantee and delegate agencies must provide medical, dental, nutrition and mental health education programs for program staff, parents, and families.</p>	<ol style="list-style-type: none"> 1. Provide regular parent education meetings on such topics as: Health, mental health, dental, and nutrition. 2. Provide opportunities for parents and other interested family members to participate on Health/Disabilities Advisory Committee or other related activities. 	<p>As Scheduled</p> <p>Throughout program year.</p>	<p>Meeting Calendar, Minutes, Agendas, & Sign-in Sheets Parent Surveys</p> <p>Volunteer Sign-in Minutes</p>
<p>1304.40(f)(2)(i) Grantee and delegate agencies must ensure that, at a minimum, the medical and dental health education program: Assists parents in understanding how to enroll and participate in a system of ongoing family health care.</p>	<ol style="list-style-type: none"> 1. (a) Provide lists of community health agencies and types of resources available. (b) Provide information to parents and staff on use of community health services, exercise programs, etc. 2. Instruct parents how to contact and follow through with obtaining health services from appropriate agencies. 	<p>Orientation</p> <p>Throughout program year.</p> <p>As needed throughout program year.</p>	<p>Social Services Directory Family Contact Log Parent Contact Record</p> <p>Parent Meeting Agendas, Meeting Calendar, Sign-In Sheets Literature</p> <p>Family Contact Log</p>
<p>1304.40(f)(2)(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 health care process and to accompany their child to medical and dental examinations and appointments; and</p>	<ol style="list-style-type: none"> 1. Provide information related to reasons for health program requirements, screenings, and obtaining treatment. Explain program expectation of parental responsibilities regarding health. 2. Provide parent with information about health care resources as described in 1304.3-6. 3. Instruct parents on how to contact and follow through with obtaining services from appropriate agencies. 	<p>During parent orientation session and home visits at time of screening and services. Throughout program year.</p> <p>As needed</p>	<p>Volunteer Orientation Checklist Family Contact Log Parent Contact Record</p> <p>Family Contact Log Health Tracking</p> <p>Family Contact Log</p>

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<p>1304.40(f)(2)(iii) Provides parents with the opportunity to learn the principles of 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 the health needs of individual children must also be made available to the extent possible.</p>	<ol style="list-style-type: none"> 1. Conduct in-service sessions on health topics (e.g., recognizing signs of illness, taking temperature, when to obtain medical care, etc.) at regular parent meetings (based on results of parent needs and interest survey or as needed). 2. Arrange first aid training for parents. 3. Include some health instruction during home education visits (e.g., tooth brushing, hygiene, and stories with a health related theme). 4. Provide health/safety pamphlets/written materials for parents. 5. Provide training to staff in child health observation, symptoms of common childhood diseases, importance of hand washing, dental hygiene, safety precautions, and basic first aid. 	<p>Monthly</p> <p>As requested</p> <p>At least two times during program year.</p> <p>Throughout program year.</p> <p>Throughout program year.</p>	<p>Parent Meeting Calendar, Minutes, Sign-in Sheets, & Agendas Handouts</p> <p>In-Kind Reports Sign-In Sheets Minutes Agendas</p> <p>Activity Plans Parent Contact Record</p> <p>Bulletin Board Monthly Handouts</p> <p>Training Plan Agendas Sign-In Sheets Evaluations Literature Policies</p>
<p>1304.40(f)(3)(i) Grantee and delegate agencies must ensure that the nutrition education program includes, at a minimum: Nutrition education in the selection and preparation of foods to meet family needs and in the management of food budgets; and</p>	<ol style="list-style-type: none"> 1. Information of food ideas for children and consumer education topics shall be routinely distributed to all parents. 2. Resource materials, publications, and periodicals that share nutrition information for families shall be provided. 3. Schedule education sessions on high interest/need topics for inclusion in monthly Parent Committee meetings. 	<p>As available</p> <p>Throughout program year.</p> <p>Monthly</p>	<p>Bulletin Boards Copy of Handouts Nutrition Wellness Policy</p> <p>Copy of Resource Materials</p> <p>Policy Committee Agendas and Minutes</p>
<p>1304.40(f)(3)(ii) Parent discussions with program staff about the nutritional status of their child.</p>	<ol style="list-style-type: none"> 1. Explain purpose and use of nutrition assessment tool to parents. 	<p>At registration</p>	<p>Parent Meeting Calendar Meeting Minutes</p>

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	<p>2. Assist parents with completing Nutritional Assessment & Pictorial.</p> <p>3. Administer nutrition assessment with individual parents.</p> <p>4. Review results of the assessment with parents with regard to home dietary needs and specific nutritional needs; set specific goals for improving family's nutritional status.</p>	<p>At registration</p> <p>Time of data collection and ongoing as needed.</p>	<p>Family Contact Log Orientation/Volunteer Checklist Health History Nutritional Assessment Pictorial Infant Needs Assessment Plan</p> <p>Health History Family Portfolio</p> <p>Family Contact Log Nutritional Assessment Family Portfolio Infant Needs Assessment Plan</p>
<p>1304.40(f)(4)(i) 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): A variety of group opportunities for parents and program staff to identify and discuss issues related to child mental health;</p>	<p>1. Provide information to parents through workshops, written materials and personal contacts on the following: (a) Definition of "social emotional health". (b) Understanding child growth and development. (c) Effective child rearing practices. (d) Handling typical "discipline" problems. (e) Identifying potential concerns in children and families. (f) Awareness of personal values and how these affect their children.</p>	<p>Throughout program year.</p>	<p>Parent Meeting Calendar, Meeting Minutes, Sign-In Sheets, & Agendas Family Contact Log</p>
<p>1304.40(f)(4)(ii) Individual opportunities for parents to discuss mental health issues related to their child and family with program staff; and</p>	<p>1. Discuss issues with parents; suggest techniques for working with the child in the home or obtain written approval for additional screening/observations by Mental Health Consultant.</p>	<p>As needed</p>	<p>Family Contact Log Parent Contact Record Child Concern Form Consent for Assessment Results of CST Meeting</p>

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<p>1304.40(f)(4)(iii) The active involvement of parents in planning and implementing any mental health interventions for their children.</p>	<p>1. Discuss problem area with parents. Suggest techniques for working with the child in the home or obtain written approval for additional screening/observation by Mental Health Consultant.</p>	<p>As needed</p>	<p>IFSP/IEP Family Contact Log Parent Contract Record Infant/Toddler Individual Plan Results of CST Meeting</p>
<p>1304.40(g)(1)(i) Parent involvement in community advocacy. Grantee and delegate agencies must: 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</p>	<p>1. Encourage Policy Council to bring local concerns to attention of neighborhood associations, and community service organizations.</p> <p>2. Discuss service problems and unmet needs with staff members and Policy Committee/Council.</p> <p>3. Maintain a file with relevant news clippings and make note of problems encountered by low income families in Head Start Service Area. For example, weather/crops for MSHS, floods or other natural disasters (all programs).</p> <p>4. Encourage parents and staff to serve on advisory committees and boards of local agencies and organizations.</p> <p>5. Bring service gaps/problems to the attention of service agencies through: (a) Personal or written contacts with agency representatives (b) Identification of problems for study by Policy Council. Encourage Policy Committee/Council members to work to seek solutions and work to develop new resources within their community.</p>	<p>Throughout program year.</p> <p>Throughout program year.</p> <p>Throughout program year.</p> <p>As needed throughout program year.</p> <p>As needed throughout program year.</p>	<p>Minutes Sign-In Sheets Agendas Correspondence</p> <p>Meeting Calendar, Minutes, & Agenda Community Assessment</p> <p>Parent Meeting Minutes</p> <p>Correspondence</p> <p>PC Minutes Meeting Calendars Agendas</p>

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<p>1304.40(g)(1)(ii) Establish procedures to provide families with comprehensive information about community resources (see 45 CFR 1304.41(a)(2) for additional requirements).</p>	<ol style="list-style-type: none"> 1. Gather information about available community services. 2. Distribute Social Service Directory to all parents. 3. Provide orientation for parents on the content and use of the Social Services Directory during a home visit or at a special parent conference or meeting. 4. Arrange opportunities for parents to meet with and obtain information from service agencies. 	<p>Prior to program year.</p> <p>Within 2 weeks of child's first day of attendance.</p> <p>Within 2 weeks of child's first day of attendance.</p> <p>Throughout program year.</p>	<p>Social Services Directory</p> <p>Parent Contact Record</p> <p>Parent Contact Record</p> <p>Parent Meeting Calendar, Agendas, Sign-In Sheets, & Minutes</p>
<p>1304.40(g)(2) (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.</p>	<ol style="list-style-type: none"> 1. Arrange opportunities for parents to meet or work with community members/service agencies on activities in which they have expressed an interest or helped develop. 	<p>Throughout program year.</p>	<p>Parent Meeting Calendar, Agendas, Sign-In Sheets, & Minutes</p>
<p>1304.40(h)(1) Parent involvement in transition activities. 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.</p>	<ol style="list-style-type: none"> 1. Review information about transition with parents. 2. Discuss and identify transition needs of children with parents and provide individualized support. 3. Develop a plan with parent input to assist them in their child's transition. 4. Assist parents with the transition process by accompanying them to the new setting, meetings, etc., as needed and appropriate. 	<p>Ongoing</p> <p>As Needed</p> <p>As Needed</p> <p>As Needed</p>	<p>Meeting Minutes</p> <p>Parent Contact Record</p> <p>Parent Contact Record</p> <p>Parent Contact Record</p>
<p>1304.40(h)(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.</p>	<ol style="list-style-type: none"> 1. Conduct a staff-parent meeting to review the transition plan within 4-6 weeks before transition is to take place. 2. Provide training programs that include transition training for staff and parents 	<p>Ongoing</p> <p>Ongoing</p>	<p>Parent Contact Record Transition Plan</p> <p>Training Plan Agendas</p>

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	<p>(a) Conduct specific training for staff to educate parents on the importance of advocating for their child's education.</p> <p>3. Meet with parents to discuss their child's progress while enrolled in Migrant Seasonal Head Start, Early Head Start or Head Start.</p>	Before Kindergarten Registration or transitioning from infant and toddler or toddler to preschool classroom.	<p>Sign-In Sheets Evaluations Handouts PC Minutes</p> <p>Summary of Child's Developmental Progress Parent Meeting Minutes Parent Contact Record</p>
<p>1304.40(h)(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:</p> <p>1304.40(h)(3)(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; an</p> <p>1304.40(h)(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.</p> <p>1304.40(h)(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>	<p>1. Encourage and invite parents to participate in the development of transition plans and activities that promote parent involvement at the elementary school level.</p> <p>2. Include parents in the elements of a successful transition implementation. (a) Sharing information (b) Roles and responsibilities (c) Purpose (d) Trust, relationships, communication, and collaboration (e) Support</p> <p>3. Conduct training and education for parents on the process of transitioning to new settings. Topics include: (a) Transition and change (b) Continuity and connections (c) Records and procedures</p> <p>4. Provide information to parents on the transitioning process to schools and the importance of their role and responsibilities.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>As Needed</p> <p>Before Kindergarten Registration</p>	<p>Family Partnership Agreement Transition Plans Meetings and Agendas</p> <p>Parent Contact Record</p> <p>Parent Meeting Agenda, Minutes & Sign In Sheets</p> <p>Parent Brochures</p>

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	<p>5. Assist parents with the transition process by accompanying them to the new setting, meetings, etc, as needed and appropriate.</p> <p>(a) Orient parents about school Policies and Procedures by collaborating with school personnel.</p> <p>(b) Assist parents with communication, visiting the school and meeting the teachers, etc.</p> <p>(c) Provide support and assist parents as needed in making decisions concerning their children's education.</p> <p>6. Meet and provide information to school district personnel regarding Head Start.</p>	<p>1 month prior to child leaving EHS/MSHS program. As needed for RHS/MSHS.</p> <p>Ongoing</p>	<p>Parent Contact Records</p> <p>Meeting Agendas Sign In Sheets</p>
<p>1304.40(i)(1) Parent involvement in home visits. 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.</p>	<p>1. Explain and share with parents about the advantages and importance of home visits during registration, orientations, open house and parent meetings.</p>	<p>Ongoing throughout program year.</p>	<p>Parent Meeting Agendas and Minutes Family Contact Log Sign-In Sheets</p>
<p>1304.40(i)(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>1. Conduct two home visits during the program year to share child's progress and establish educational goals. Parent conferences can be scheduled at site if parent forbids a home visit.</p>	<p>2 Visits as scheduled</p>	<p>Individual Plans Family Contact Log Parent Contact Record Summary of Child's Developmental Progress</p>
<p>1304.40(i)(3) Grantee and delegate agencies must schedule home visits at times that are mutually convenient for the parents or primary caregivers and staff.</p>	<p>1. Develop flexible schedule for conducting home visits, at the parent's convenience.</p>	<p>As needed</p>	<p>Parent Contact Record Family Partnership Agreement</p>
<p>1304.40(i)(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</p>	<p>1. Provide appointment calendar for parents to choose alternative location due to safety as needed and/or schedule home visits.</p>	<p>Within 30 days of enrollment</p>	<p>Sign-In Sheets Calendars of Home Visit Appointments Family Partnership Agreements</p>

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conducted in the family's home. (See 45 1306.33 regarding the home-based program option.)	<ol style="list-style-type: none"> Home Base programs must take place in the family's home with parent present at all times. Remind parents of scheduled home visits as necessary. 	Ongoing as scheduled	Home Visiting Schedule
1304.40(i)(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.	<ol style="list-style-type: none"> Conduct 32 home visits in a EHS/RHS program year. 	As Scheduled	Family Home Visit Plan
1304.40(i)(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.	<ol style="list-style-type: none"> Request pregnant mother to notify health staff, when the baby is born. Health staff will arrange home visit. Staff will assist mother in obtaining appropriate referrals for health care. 	<p>Within two weeks of birth</p> <p>As Needed</p>	<p>New Born Health Visit Family Partnership Agreement</p> <p>Family Partnership Agreement Family Contact Log</p>
§ 1304.41 Community Partnerships 1304.41(a)(1) Partnerships Grantee and delegate agencies must take an active role in community planning to encourage strong communication, cooperation, and the sharing of information among agencies and their community partners and to improve the delivery of community services to children and families in accordance with the agency's confidentiality policies. Documentation must be maintained to reflect the level of effort undertaken to establish community partnerships (see 45 CFR 1304.51 for additional planning requirements).	<ol style="list-style-type: none"> Participate in a variety of community agency planning meetings that directly impact service delivery to all Head Start families. Develop Interagency Agreements & Memorandums of Understanding as appropriate. Provide training and technical assistance to appropriate staff regarding community partners. Conduct monitoring and evaluation of grantee/delegate efforts to develop community partnerships. 	<p>Ongoing</p> <p>As needed</p> <p>As needed</p> <p>Monthly/ Ongoing</p>	<p>Interagency Agreements/MOU Meeting Minutes Community Agency Board Memberships</p> <p>Monitoring Documentation</p>
1304.41(a)(2)(i-ix) Grantee and delegate 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, and	<ol style="list-style-type: none"> Notify local media about Head Start program services and special events. 	Ongoing	Phone Logs Press Releases Meeting Sign-In Sheets Minutes

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<p>to ensure that Early Head Start and Head Start programs respond to community needs, including:</p> <ul style="list-style-type: none"> (i) health care providers, such as clinics, physicians, dentists, and other health professionals; (ii) Mental health providers; (iii) Nutritional service providers; (iv) Individuals and agencies that provide services to children with disabilities and their families (see 45 CFR 1308.4 for specific service requirements); (v) Family preservation and support services; (vi) Child protective services and any other agency to which child abuse must be reported 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; (viii) Providers of child care services; and (ix) Any other organizations or businesses that may provide support and resources to families. 	<ul style="list-style-type: none"> 2. Make personal contacts with staff of local community agencies. 3. Bring service gaps/problems to the attention of service agencies through: <ul style="list-style-type: none"> (a) Personal or written contacts with agency representatives. 	<p>Ongoing</p> <p>As needed throughout program year.</p>	<p>Sign-In Sheets Minutes</p> <p>Calendars Meeting Sign In Sheets, Minutes</p>
<p>1304.41(a)(3) Grantee and delegate agencies must perform outreach to encourage volunteers from the community to participate in Early Head Start and Head Start programs.</p>	<ul style="list-style-type: none"> 1. Recruit volunteers from community, including college interns, service organizations, etc. 	<p>Throughout program year.</p>	<p>In-Kind Documentation</p>
<p>1304.41(a)(4) To enable the effective participation of children with disabilities and their families, grantee and delegate agencies must make specific efforts to develop interagency agreements with local education agencies (LEAs) and other agencies within the grantee and delegate agency's service area (see 45 CFR 1308.4(h) for specific requirements concerning interagency agreements).</p>	<ul style="list-style-type: none"> 1. Notify community service agencies, public school staff, countywide Special Education Local Plan Area (SELPA), health personnel, and speech therapists about Head Start services in target areas. 	<p>Throughout program year.</p>	<p>Interagency Agreements, MOU's Meeting Minutes</p>
<p>1304.41(b) Advisory committees. Each grantee directly operating an Early Head Start or Head Start program, and each delegate agency, must establish and maintain a Health Services Advisory Committee which includes professionals and volunteers from the community. Grantee and delegate agencies also must establish and maintain such other service</p>	<ul style="list-style-type: none"> 1. Identify local physicians, dentists, and other health/disabilities professionals to serve on Health/Disabilities Advisory Committee (HDAC). 2. Provide basic informational materials about the Head Start program to members of the committee. 	<p>September (RHS/EHS) April (MSHS)</p> <p>October (RHS/EHS) May (MSHS)</p>	<p>Minutes HDAC Member Roster Sign-In Sheets</p> <p>HDAC Minutes Materials Distributed</p>

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advisory committees as they deem appropriate to address program service issues such as community partnerships and to help agencies respond to community needs.	<ol style="list-style-type: none"> 3. Hold meetings during which unmet needs, service delivery, and problems/improvements and new regulations/trends and needs of Head Start children and families are discussed. 4. Report back on the HDAC activities and progress to Policy Committee. 	<p>A minimum of two during program year.</p> <p>Following each HDAC meeting.</p>	<p>Meeting Plan HDAC Minutes Sign-In Sheets Agendas</p> <p>Meeting Plan Minutes Agenda</p>
<p>1304.41(c)(1) Transition services. Grantee and delegate agencies must establish and maintain procedures to support successful transitions for enrolled children and families from previous child care programs into Early Head Start or Head Start and from Head Start into elementary school, a Title I of the Elementary and Secondary Education Act preschool program, or other child care settings. These procedures must include:</p>	<ol style="list-style-type: none"> 1. The Grantee will develop and implement a transition plan to train and assist center, FCCH, and home base staff in the transition process. 2. Each center, FCCH, and home base programs will implement a plan and activities to address procedures and required standards. 3. Each plan will include procedures and support for successful transition experiences for families and children that will ensure connections and continuity of services. 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Grantee Agency Transition Plan Sign-In Sheets Agendas</p> <p>Transition Plan</p> <p>Transition Plan</p>
<p>1304.41(c)(1)(i) Coordinating with the schools or other agencies to ensure that individual Early Head Start or 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 Early Head Start or Head Start;</p>	<ol style="list-style-type: none"> 1. Head Start staff , school, and parents will determine and agree on the records and format needed for transfer. 2. Implement record transfer procedures that have been agreed upon by Head Start and the parents. 	<p>June and ongoing</p> <p>As Necessary</p>	<p>Transition Plan</p> <p>Transition Plan</p>
<p>1304.41(c)(1)(ii) Outreach to encourage communication between Early Head Start or Head Start staff and their counterparts in the schools and other child care settings including principals, teachers, social workers and health staff to facilitate continuity of programming;</p>	<ol style="list-style-type: none"> 1. Engage in conversation to other child care facilities, and schools regarding the transition process. 2. Provide brochures and information to teachers/ childcare staff at the site about the Head Start program, events, and activities. 	<p>Ongoing</p> <p>Ongoing</p>	<p>Presentations Brochures Letters and Newsletters Meeting Agendas Sign-In Sheets</p> <p>Head Start Brochures</p>

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	3. Head Start staff will attend scheduled community events and activities. Topics to include: (a) Parent involvement (b) Nutrition (c) Health (d) Developmentally appropriate curriculum and activities (e) Special Needs (f) Transition and continuity	Ongoing	Training Agenda
1304.41(c)(1)(iii) Initiating meetings involving Head Start teachers and parents and kindergarten or elementary school teachers to discuss the developmental progress and abilities of individual children; and	1. Coordinate meetings between Head Start, local school teachers and parents to discuss the needs, progress and current skill level of individual children.	Ongoing	Meeting Agendas Sign-In Sheets Parent Meeting Agendas
1304.41(c)(1)(iv) Initiating joint transition-related training for Early Head Start or Head Start staff and school or other child development staff.	1. Invite school principal, kindergarten teachers and other appropriate staff to transition planning activities. 2. Invite school principal, kindergarten teachers and other appropriate staff to transition training and technical assistance workshops.	As needed	Letters of Invitation to Training Agenda & Evaluations
1304.41(c)(2) To ensure the most appropriate placement and services following participation in Early Head Start, transition planning must be undertaken for each child and family at least six months prior to the child's third birthday. The process must take into account: The child's health status and developmental level, progress made by the child and family while in Early Head Start, current and changing family circumstances, and the availability of Head Start and other child development or child care services in the community. As appropriate, a child may remain in Early Head Start, following his or her third birthday, for additional months until he or she can transition into Head Start or another program.	1. Invite parents to fully participate in the transition process. 2. Children's Individual Plans will be completed with a transition plan incorporated (for EHS). 3. Parent/staff meetings will include the importance of transition activities.	At least six months prior to each child's third birthday (for EHS). At least 1 month prior to child's departure. August and ongoing as necessary.	Invitation to staff and parents Sign-In Sheet Agenda Evaluation Parent Contact Record Infant Toddler Individual Plan Parent Meeting Agendas Minutes Fliers

