

**Family and Community Partnerships: Family Engagement  
1304.40**

**Goal: To meet the objectives of the Head Start Performance Standards and Family Well-being with regards to Family & Community Engagement.**

1304.40  
Family Partnership Engagement

1304.41  
Community Partnerships

1304.50  
Program Design and Management

Content Area Expert  
Deborah Mitchell



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<b>Standard</b>	<b>Goal</b>	<b>Objectives</b>	<b>Specific Task/Activities</b>	<b>Person Responsible</b>	<b>Target Date</b>
1304.40 (a) (1) Related 1340.40	To encourage and provide for families the opportunity to engage in goal setting.	To establish an on-going Family Partnership Agreement process.  As part of this on-going 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.	A. Establish an individual Family Partnership Agreement with families as early as possible.  1. Develop a rapport with families to initiate the implementation of the Family Partnership relationship, goal setting and process  2. Review and revise the Family Partnership Delivery Work Plan and Procedures.	Family Unit Family Services Classroom Worker Family Services Manager	Aug. 2015 May 2016 Upon families willingness to participate Monthly
1304.40 (a) (2)  Related 1304.51 (g)	To develop individualized partnership agreements, by means of parent and staff relationships established on mutual trust, respect and willingness.	As part of this on-going 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.	A. Conference with parents. 1. Follow-up with Family Partnership Agreement and maintain individual Case management contact log. 2. Complete parent Survey during conference 3. Schedule conference as appropriate and needed with parents. 4. When accessible and approved by parent and other agencies utilize existing contracts.	Family Unit Family Service Worker Family Service Manager Agencies	Aug. 2016 May 2016 Daily, Weekly, Monthly and as needed

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1304.40 (a) (3)	To avoid duplication of pre-existing Family plans	To avoid duplication of effort or conflict with any pre-existing 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 pre-existing 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 pre-existing plans.	A. Conference with family and document all contacts/conference on the individual Case management Contact log 1. Discuss existing agency involvement 2. Share confidentiality philosophy 3. With parent permission contact other agencies 4. Interact with parents and agencies as appropriate Document efforts in FPA Case Management Log.	Family Unit Family Development Worker Family Services Manager Agencies	Family Driven Daily, weekly and monthly September 2015 May 2016





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1304.40 (b)(1)(i)	To provide crisis intervention as needed in a timely manner.	Emergency or crisis assistance in areas such as food, housing; and clothing and transportation.	<p>A. Share Emergency Assistance Crisis Intervention and Disaster Preparedness Procedures with family. Staff will give priority to Emergency and Disaster intervention and assistance.</p> <p>B. Provide Community Resource Booklet</p> <ol style="list-style-type: none"> <li>1. Contact available resources.</li> <li>2. Provide transportation, counseling and support services.</li> </ol> <p>3. <b>Provide up-to-date Disaster Preparedness</b> information, including bulletin board, handouts, training and display including CPR and First Aide.</p> <p>C. Collaborate with agencies including: See Community Partnership Book (Memorandum of Agreement) Red Cross, Serenity House, Friends Helping Friends, Orange Christian Services, Churches, Salvation Army, Spindletop/ Life Resources MHMR, Family Services, Department of Regulatory Services, Child Protective Services, and Fire and Police Department, and Orange Housing Authority</p>	Family Unit Family Development Worker Family Service Manager Agencies	2015-2016 Daily, weekly, and monthly As needed per family and crisis.







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1304.40 (b) (2)	To provide family support in the referral process.	Grantee and delegate agencies must follow up with each family to determine whether the kind, quality and timeliness of the services received through referrals meet the family's expectations and circumstances.	<p>A. Conference with parents to gain a perspective of agency representative response of families' expectations and needs.</p> <ol style="list-style-type: none"> <li>1. If needed, serve as a parent advocate and mediator when addressing agencies.</li> <li>2. Provide transportation.</li> <li>3. Continue process until parent desired outcomes are met through follow-up and referral.</li> </ol> <p>B. Maintain informal and formal agency partnership collaboration and memorandums.</p> <p>C. Maintain an up to date Case Management Log, share information with parents throughout the year.</p>	Family Unit Family Service Worker Family Service Coordinator	August 2015- May 2016 Weekly and monthly As needed and requested

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<p>1304.40 (c) (I) (ii-iii)</p> <p>Related 1304.40 (f); 1304.24 (a)(I) (vi)</p>	<p>To share available resources with pregnant women.</p>	<p>Services to pregnant women, who Are enrolled in programs serving pregnant women, infants, and toddlers. Early Head Start grantee and delegate agencies must assist pregnant women to access comprehensive prenatal and postpartum care through referrals immediately after enrollment in the program. This care must include: early and continuing risk assessments, which include an assessment of nutritional status as well as nutrition counseling and food assistance, if necessary.</p> <p>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 mental health interventions as follow up, Including substance abuse prevention and treatment services, as needed.</p>	<p><b>North does not have an Early Head Start Program.</b></p> <p><b>Health staff discusses and assist parents in prenatal care as applicable with parental input.</b></p> <p>A. The staff's role includes:</p> <ol style="list-style-type: none"> <li>1. Providing information written or oral, about proper health, nutrition and mental health issues including the risks of substance abuse during pregnancy, Lead Poisoning and Shaken Baby Syndrome.</li> <li>2. Parents are reminded to attend all doctors' appointments including those dealing with prenatal care by nurse.</li> <li>3. The nurse and the Health Advisory Committee will be included as contacts for information for pregnant mothers. The March of Dimes, Julie Rogers Gift of Live, WIC and the like agencies will be included in formal and/or informal partnership collaboration.</li> <li>4. Provide community Resource Booklet.</li> <li>5. On site brochures available.</li> <li>6. Provide a health fair to include agency representatives to address needs stated by parents.</li> <li>7. Offer on-site trainings for new and toddler mothers on relevant and requested topics throughout the year.</li> </ol>	<p>Family Unit Health Manager Family Service Worker Family Service Manager Mental Health</p> <p>Sign in Log Training Agendas Evaluation s Flyers</p>	<p>August 2015- May 2016</p> <p>Depending on urgency, population</p>

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1304.40 (c) (2)	Encourage parent interaction in regards to prenatal education.	Grantee and delegate agencies must provide pregnant women and other family members as appropriate with prenatal education on fetal development (including risks from smoking and alcohol), labor and delivery and postpartum recovery (including maternal depression).	<p><b>North does not have an Early Head Start Program.</b></p> <p>A. Parent workshop and information displayed will be shared with addressing fetal development, Shaken Baby Syndrome and how substance abuse, smoking, and any environmental conditions affecting the fetus.</p> <ol style="list-style-type: none"> <li>1. Provide information during parent meetings.</li> <li>2. Provide onsite handouts and brochures.</li> <li>3. As the situation dictate, Head Start staff will encourage parents to participate in childbirth classes to learn about labor, delivery, and postpartum care.</li> <li>4. Provide staff training.</li> </ol>	Health Manager Family Unit Family Service Worker Family Service Manager Agencies	<p>As needed and requested</p> <p>Annually 2015-May 2016</p> <p>Daily Handouts are available at all times</p>

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1304.40 (c) (3)  Related 1304.23 (b) (1) (iv)  1304.23 (c) (2)	To provide an accepting and supportive relationship for breast-feeding parents.	Grantee and delegate agencies must provide information on the benefits of breastfeeding to all pregnant and nursing mothers. For those who choose to breast feed in center-based programs, Arrangements must be provided as needed.	1. Mothers will be informed about the benefits of breast-feeding during training sessions or by brochures/written material.  2. Parents are welcome to breast feed babies in the privacy of the office area, Parent Involvement Room, restrooms and separate room in PI can be locked to avoid intrusions.  3. Beverage will be available upon request.  4. Parents are encouraged to attend clinic pre-natal classes.	Family Unit Family Service Worker Family Service Manager Agencies	August 2015 - May 2016

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1304.40 (d) (1)  Related 1304.40 (a)(5)	To encourage parent directed parental involvement opportunities.	<p>In addition to engaging and involving parents in program policy making and operations (see 1304.50), grantee and delegate agencies must provide parent opportunities to enhance skills, obtain goals and support their child’s education.</p> <p>Education activities that are responsive to the on-going, and expressed needs of the parents, both as individuals and as members of a group.</p> <p>Joint collaboration and planning with community partners and special initiatives will provide effective training opportunities that will encouraged the family unit engagement.</p>	<p>A. During enrollment and orientation, state open-door policy and encourage parental engagement opportunities.</p> <ol style="list-style-type: none"> <li>1. Provide parent survey and schedule training workshops to reflect survey results.</li> <li>2. During program orientation conferences, home visits, parent/teacher meetings and parent meetings, parents are encouraged to become engaged and attend desired trainings. Parents complete the Parents Information and Needs Update Home visit form.</li> <li>3. Parents are encouraged to attend all school activities and training sessions. Parents are informed that Head Start is a family program and they are free to visit/volunteer anytime.</li> </ol> <p>B. During Volunteer Training, make known volunteer and observance opportunities.</p> <ol style="list-style-type: none"> <li>1. Provide Volunteer Handbook.</li> <li>2. Provide and review evaluation forms Recognize and reward efforts</li> <li>3 All volunteers are recognized for their efforts and contributions. <ol style="list-style-type: none"> <li>1. Display volunteer hours.</li> <li>2. Display birthday board.</li> <li>3. Maintain agency collaboration such as Community Assistance Network.</li> <li>4. Provide translations as needed.</li> </ol> </li> </ol> <p>C. Head Start Policy Council and Community Representatives and Parent Committee are encouraged and invited to become regular classroom observers and volunteers engaged in all program areas.</p> <ol style="list-style-type: none"> <li>1. Reminders, calendars and agency flyers will be shared with all parents.</li> </ol>	<p>Family Unit Family Service Worker Family Service Manager</p> <p>All Staff Director</p>	<p>August 2015- May 2016 Daily, Weekly, Monthly as appropriate</p>

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1304.40 (d)(3)	Encourage parent involvement in a variety of interactions.	Grantee and delegate agencies must provide parents with opportunities to participate in the program as employees or volunteers.	<p>A. During orientation, discussion will include the importance of parents as employees and/or volunteers.</p> <ol style="list-style-type: none"> <li>1. Provide district Parents In Education form (PIE).</li> <li>2. Display parent "News" and information on boards.</li> <li>3. Include parents in planning workshops and special activities/trainings including "Morning Buzz" Male/female initiatives, Breakfast Club, special and other fairs.</li> <li>4. Provide on-site brochures and employment applications.</li> <li>5. Many parents are encouraged to become paid substitutes to applying for permanent jobs when qualified.</li> </ol> <p>B. Recognize engagement efforts</p> <ol style="list-style-type: none"> <li>1. Parent's Promise Engagement Appreciation/Recognition</li> <li>2. District Appreciation Recognition</li> </ol> <p>C. Assist and encourage parent's Regular engagement in leadership during meetings and trainings.</p> <p>D. Assist parents in educational and employment goal setting and obtaining.</p> <ol style="list-style-type: none"> <li>1. Provide on-site training by District Personnel, Texas Workforce Commission and local college.</li> <li>2. When requested by parents, provide evenings and weekend training sessions on developing job readiness and job skills.</li> </ol>	Family Unit Family Service Worker Family Service Manager District Human Resources/Personnel Office	Aug 2015 - May 2016  Daily



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1304.40 (e)(2)	Grantee and delegate agencies operating home-based program options must build upon the principles of adult learning to assist, encourage, and support parents as they foster the growth and development of their children.	Not Applicable			



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<p>1304.40 (e)(3)</p> <p>Related 45 CFR 1304.21</p>	<p>To support and provide parents with opportunities to enhance parenting skills.</p>	<p>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.</p>	<p>A. During orientation and Parent Engagement training, discuss the importance of parental engagement at home.</p> <ol style="list-style-type: none"> <li>1. Provide on-site brochures, parent trainings and take home materials.</li> <li>2. Encourage <b>Parental Lending Library checkout.</b></li> <li>3. Provide various workshops and trainings activities that support and extend OWL Curriculum.</li> <li>4. During contacts encourage parental involvement and discussion in regards to quality time.</li> <li>5. Reminders, calendars, parent surveys and special flyers.</li> </ol> <p>B. Teachers and Family Services will maintain contact logs.</p> <p>C. Newsletters will address parenting topics including health, mental health, relationship and other topics per parent survey.</p> <p>D. All means applicable to communicate with parents will be attempted.</p> <p>E. On-site resources and information will be available in regards to children with disabilities.</p> <p>F. Encourage Parent Committee/all parents to participate in Male - Fatherhood initiatives and other requested parent workshops will be held throughout the year.</p>	<p>Family Unit Family Service Worker Family Service Manager All Staff</p>	<p>August 2015 - May 2016</p>

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<p>1304.40 (e)(4) (i-ii)</p> <p>Related 1304.21 (a)(4) (iii) (iv)</p>		<p>Grantee and delegate agencies must provide directly or through referrals to other local agencies, opportunities for children and families to participate in family literacy services by: (i) increasing family access to materials, services and activities essential to family literacy development and (ii) assisting parents as adult learners to recognize and address their own literacy goals.</p>	<p>A. To continue stressing literacy and to build a stronger relationship with local agencies providing services. Families will be encouraged to get a library card, enroll in classes to improve reading and ESL classes as needed.</p> <ol style="list-style-type: none"> <li>1. Partner with programs that offer educational courses and literacy training such as (GOALS) Greater Orange Area Literacy Service provide basic to advance reading, math, Pre-GED, GED, Family Literacy, ESL.</li> <li>2. "I Care" Curriculum.</li> <li>3. On-site parent Lending Library consisting of books, GED tool kit and other take home activities.</li> <li>4. Broaden the scope of the Lending Library to encourage and promote reading and at home activities to keep Head Start going in the home.</li> <li>5. Stress and support reading at home and at school to foster the love of learning.</li> <li>6. Make known all GED classes as they are made available</li> </ol> <p>B. Maintain partnership with local libraries, museums and GOALS. Representatives from these agencies will provide trainings/ participation in collaboration for parents and staff.</p> <p>C. Assist qualifying parents in applying for childcare subsidy with Texas Workforce and Child Care Management Catholic Charities.</p>	<p>Family Unit Local Public Library GOALS Family Service Worker Family Services Manager</p>	<p>August 2015- May 2016</p>

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1304.40 (e) (5)	For staff to engage in on-going contacts with parents and continuity of partnerships.	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.	These conferences can be held in the home or at the center, whichever setting fits the family best. Two parent/teacher conferences and home visits are held with parental input in regards to scheduling. Other conferences and home visits are scheduled as needed or requested by parent and/or staff.	Family Unit Teachers Family Service staff Any staff member needed	August 2015– May 2016  Two in the fall and two in the spring.

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1304.40 (f) (1)  Related 1304.21 (c) (1) (iii)	To provide intervention and preventive information to parents in regards to health, nutrition and mental health education and available services.	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>1. Members of the community are invited to facilitate training and workshops for parents.</p> <p>(a) Orange Health Dept. and/or</p> <p>(b) Nutrition meetings – provided by North Head Start contracted Dietitian, Agri-Life Orange County Extension and dietician.</p> <p>(c) Mental Health Referral and services provided on-site by Contracted License Professional Counselor and is available twice a month (dates are posted) Mental Health packet includes agencies addressing chemical dependency.</p> <p>(d) On-site contracted services with Julie S. Luke, LPC. These meetings are offered on or off campus, with transportation offered for both scenarios. Some families may not be willing to participate in certain issues due to differences in cultures.</p> <p>2. Provide on-site materials.</p> <p>3. Review parent survey and input.</p> <p>4. Share agency flyers and related information when available.</p> <p>5. Community Resource Booklet</p> <p><b>Provide up-to-date Disaster Preparedness information as applicable (bulletin board, handouts and training)</b></p>	Family Development Worker Family Services Manager Community Agencies Mental Health Manager	August 2015 – May 2016 Rank depends on parent survey

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1304.40 (c)(2)		Grantee and delegates 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.	No home based program is in operation at this center currently.		Policy Council, HSD
1304.40 (e) (3)  Related 1304.51 (c)	To share campus open door policy with parents as a means of building trustful interactions and relationships between parents and staff.	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.	A. During enrollment and orientation, parents will be notified of open door policy as well as throughout the year. Parent Training Plan will be shared and updated/rescheduled as appropriate to meet the needs of parents. 1. Conduct home visits, center visits, encourage phone contact. 2. Classroom staff will disseminate and assist parents in completing the Program Information and Needs Update (PINU) during home visits survey to parents. 3. "I Care", Parent Involvement Curriculum and other parent workshops. 4. Provide incentives and awards. 5. Provide a parent area displaying a variety of materials, parent lending library and brochures, videos for checkout. 6. Send calendars, reminders, newsletters, including ideas and activities for parents to do with their children, including weekends when possible.		<b>August 2015 Through May 2016</b>

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1304.40 (f) (2)  Related 1304.20 (a) (1) (c) 1304.22 1304.40 (c)		<p>Grantee and delegate agencies must ensure that a minimum the medical and dental health education program</p> <p>(i) assist parents in understanding how to enroll and participate in a system of on-going 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 examinations and appointments.</p>	<p>A. Families who receive Medicaid will be informed about EPSDT Screenings. This is part of the enrollment process and must be done to be officially placed in the complete file.</p> <p>1. A community resource booklet is available including a list of doctors and dentists serving Medicaid recipients.</p> <p>2. Provide on-site available health insurance application (Medicaid, Texas Health Steps).</p> <p>3. Send home and post agency flyers of available services and fairs.</p> <p>B. Due to managed care, most people have to select a PCP. If a family does not have one, suggestions can be made to avoid Non-emergency visits to the ER.</p> <p>1. Orange Service Council and Community Assistance Network agency meetings will provide updated information in regards to changes of services available to staff.</p> <p>C. Fairs are held on and off campus by health providers.</p> <p>1. Transportation and child care available.</p>	<p>Family Service Staff            Health Manager            Community Agencies</p>	<p>August 2010            - May 2011</p> <p>On-going</p>

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1304.41 (a) (1)	To encourage community involvement and collaboration	Grantee and delegate agencies must take an active role in community planning to 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.	<p>A. Coordinate services with agencies to ensure that families receive the best services available.</p> <p>1. Formal and informal Community Partnership Agreements.</p> <p>2. Orange County Service Council/CAN - Community Assistance Network and other agencies.</p> <p>3. District PIE and Parent Program.</p> <p>B. Maintain sign-in sheets, flyers, and evaluations.</p> <p>C. Network with agencies in the community in order to establish a variety of avenues for the families.</p> <p>D. Make sure the whole process is family driven and they have an active role in planning.</p> <p>E. Any service coordination will comply with confidentiality policy and exists only to improve service.</p> <p>F. Encourage staff to join organizations for clarification/information about Head Start and its objectives to spread in the community and provide Head Start community presentation for agencies.</p> <p>G. To continue to support Head Start's collaboration effort nationally and statewide.</p>	Family Unit Family Service Worker Family Service Manager Health Manager Mental Health Manager Staff Agencies	August 2015 - May 2016  With regard to the family partnership and family willingness.

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1304.41 (a) (2)	Partner with agencies in an effort to secure expressed parent needs.	Grantee and delegate agencies must take affirmative steps to Establish on-going collaborate relationships with community Organizations to promote the access of children and families to Community services that is responsive to their needs and to ensure that Early Head Start and Head Start programs respond to community needs.	<p>A. Parents and staff can help to decide which agencies will be most responsive to the needs of the program.</p> <ol style="list-style-type: none"> <li>1. Participate actively in Orange County Service Council/Community Assistance Network (CAN) and other agency meetings as appropriate.</li> <li>2. Establish agency formal and informal agreement.</li> <li>3. Seek Community Policy Council members and representative of agencies understanding Head Start parent and families' need.</li> <li>4. Form an internal bond in order to reach goals and needs identified by the family. All staff people and the family will work toward success, one goal at a time.</li> <li>5. Be objective and open to all people involved with the service coordination for success.</li> <li>6. Regular schedule staff case management meetings to keep up to date on goals, referrals, and how the total process is working. Include all necessary parties.</li> <li>7. Maintain up-to-date brochures and agency information.</li> </ol>	Family Unit Family Service Worker Family Service Manager Staff Agencies	As partnerships are formed  September 2015- May 2016



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1304.41 (a) (2) (i) (ii) (iii)  Related 1304.20 (C) (5)  1304.23 (b)(1)(i)	To provide a partnership with health care agencies and make available information for parents to have access to services provided by these agencies.	Health care providers such as clinics, physicians, dentists and other health professionals, mental health and nutritional service providers.	<ol style="list-style-type: none"> <li>To create a partnership with a variety of agencies including those providing services to health care, mental health, and nutritional care. Some of these may include Health Department, Women, Infant and Children (WIC) and Family Services, Inc.</li> <li>Formal and informal agreements will be secured when possible with a broad variety of agencies. This is an attempt to ensure that services may be more readily given to the parents.</li> <li>Services/resources are sensitive to cultural differences when securing partnership agreements, including those agencies dealing with mental health</li> </ol>	Family Unit Family Service Worker Family Service Manager Health Manager Mental Health Manager	August 2015- May 2016
1304.20 (f) (2); 1308.4	Obtain a partnership agreement with agencies that provide services to children with disabilities.	Individuals and agencies that provide services to children with disabilities and their families.	<p>To make sure that children with disabilities have the opportunity to be accepted in Head Start through partnerships with agencies that may know of children who can attend school during the regular school year and summer.</p> <p>Early Childhood Intervention Child find</p>	Family Unit Family Service Worker Family Service Coordinator Disability Coordinator Agencies	August 2015- May 2016

**Family and Community Partnerships: Family Engagement  
1304.40**

**Goal: To meet the objectives of the Head Start Performance Standards and Family Well-being with regards to Family & Community Engagement.**

<b>Standard</b>	<b>Goal</b>	<b>Objectives</b>	<b>Specific Tasks/Activities</b>	<b>Person Responsible</b>	<b>Target Date</b>
1304.41 (a) (2) (vv-vi)  Related 1303.31 (c) Appendix A to 1303.31 1304.22 (a) (5); 1304.52 (k) (3) (i)	To make known to staff referral procedures for child protective services.	Family preservation and support services. Child protective services and other agency to which child abuse must be reported under State or Tribal law.	A. Staff adheres to the district Policies and Procedures related to referrals. B. Form informal and formal partnership with Texas Dept. of Regulatory/Human Services - Child Protective. C. Continue to keep contacts open with CPS for child abuse/suspected abuse or neglect cases. D. Provide training sessions on child abuse and Shaken Baby Syndrome, Domestic Violence and abuse for staff, parents and interested day care facilities.	Family Service Worker Family Service Manager Staff Agencies	August 2015- May 2016

**Family and Community Partnerships: Family Engagement  
1304.40**

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<b>Standard</b>	<b>Goal</b>	<b>Objectives</b>	<b>Specific Tasks/Activities</b>	<b>Person Responsible</b>	<b>Target Date</b>
1304.40 (f) (1)  Related 1304.21 (c) (1) (iii)	To provide intervention and preventive information to parents in regards to health, nutrition and mental health education and available services.	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.	<ol style="list-style-type: none"> <li>1. Invite members of the community to hold meetings on various topics for parents               <ol style="list-style-type: none"> <li>(a) Orange Health Dept. and/or</li> <li>(b) Contracted Dietitian will provide nutrition meetings for children and parents.</li> <li>(c) Share Mental Health and counseling resource packet with parents.</li> <li>(d) On-site contracted services. These meetings are held on or off campus, with transportation being offered for both scenarios.</li> </ol> </li> <li>2. Some families may not be willing to participate in certain issues due to differences in cultures.</li> <li>3. Provide on-site materials.</li> <li>4. Review parent survey and input.</li> <li>5. Share agency flyers and related information when available.</li> </ol>	Family Development Worker Family Services Manager Community Agencies Mental Health Manager	Sept 2015 - May 2016

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<b>Standard</b>	<b>Goal</b>	<b>Objectives</b>	<b>Specific Tasks/Activities</b>	<b>Person Responsible</b>	<b>Target Date</b>
1304.40 (f) (2)  Related 1304.20 (a) (1) (c) 1304.22 1304.40 (c)	To provide intervention and preventive information to parents in regard to health, nutrition, mental health education and available services.	Grantee and delegate agencies must ensure that at a minimum, the medical and dental health, education program: (i) assist parents in understanding how to enroll and participate in a system of on-going family health care; (ii) encourage parents to become active partners in their children's medical and dental health care process and to accompany their child to medical and dental examinations and appointments.	A. Families who receive Medicaid will be informed about screenings. This is part of the enrollment process and must be done to be officially placed in the complete file. 1. A Community Resource booklet is available with a list of doctors and dentists who will see Medicaid recipients. 2. Provide on-site available health insurance applications (Medicaid, and other known health services and immunizations. 3. Send home and post agency flyers of available services and fairs. B. Due to managed care, most people have to select a PCP. If a family does not have one, suggestions can be made to avoid emergency visits to the ER. 1. Community Assistance Network agency meeting will provide the opportunity for staff to update information in regards to services available.	Family Unit Family Development Worker Family Services Manager Nurse Agencies Texas Dept. of Human Services	Aug 2015- May 2016

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<b>Standard</b>	<b>Goal</b>	<b>Objectives</b>	<b>Specific Tasks/Activities</b>	<b>Person Responsible</b>	<b>Target Date</b>
1304.40 (f)(2)(i ) (ii)( iii) cont'd  Related 1304.20 (a)(1) & (e) 1304.22 1304.40 (c)		<p>(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.</p> <p>In addition to information on general topics (e.g. maternal and child health and the prevention of Sudden Infant Death Syndrome) Information specific to health needs of individual children must also be made available to the extent possible.</p>	<p>A. Because most families who qualify for Head Start also qualify for Medicaid, referrals are made at application time. Preventive care is stressed and encouraged, various community agencies may be used to discuss health issues, hazards in the home and at school, and the importance of maintaining good health.</p> <p>1. Conduct parent trainings and workshops on health issues to educate families about possible inherited diseases and the importance of wellness.</p> <p>2. Families will be encouraged to keep follow up doctors' appointments and to model good behavior by seeking health care on a regular basis.</p> <p>B. Provide transportation and child care when needed and/or requested for doctor visits.</p> <p>C. Videos are available for on-site viewing or check-out by parents.</p> <p>D. Offer parent and staff training in regards to CPR/First Aid, Safety, Occupational and other hazards.</p>	<p>Family Unit Family Service Worker Family Service Manager Nurse (RN) Community Agencies</p> <p>Family Unit Family Service Worker Family Service Manager DETCOG Agency</p>	September 2015 - May 2016

**Family and Community Partnerships: Family Engagement  
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**Goal: To meet the objectives of the Head Start Performance Standards and Family Well-being with regards to Family & Community Engagement.**

<b>Standard</b>	<b>Goal</b>	<b>Objectives</b>	<b>Specific Tasks/Activities</b>	<b>Person Responsible</b>	<b>Target Date</b>
1304.40 (f)(3)(i) (ii)  Related 1304.23 (a) 1304.23 (d)		Grantee and delegate agencies must ensure that the nutrition education program includes; at a minimum: (i) Nutrition education in the selection and preparation of foods to meet family needs and in the management of food budgets; and (ii) Parent discussions with program staff about the nutritional status of their child.	<p>A. All families will complete Form 6 (Nutrition) from the HH booklet during application time. This information is used to determine eating habits, nutritional needs/concerns, and special needs/instructions.</p> <ol style="list-style-type: none"> <li>1. Nutrition education is conducted yearly as training for parents through contracted dietitian or Orange County Agri-Life Extension Service Staff.</li> <li>2. Newsletters may be sent home from Orange County Extension Agency with budget tips and food safety tips.</li> <li>3. Nurses and dietitian will follow-up with parents in regards to low iron and weight issues.</li> </ol> <p>B. Monthly menus are sent home.</p> <ol style="list-style-type: none"> <li>1. Parents are encouraged and invited to share recipes.</li> </ol>	Family Unit Family Service Worker Family Service Coordinator Nurse (RN) Community Agencies	September 2015 – April 2016 As parent survey indicates  As often as published/ mail by agency

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<b>Standard</b>	<b>Goal</b>	<b>Objectives</b>	<b>Specific Tasks/Activities</b>	<b>Person Responsible</b>	<b>Target Date</b>
<p>1304.40 (f) (4) ( i-iii)</p> <p>Related 1304.23 (a) 1304.23 (d)</p>	<p>To encourage parents seeking and participating in needed mental health information and services</p>	<p>Grantee and delegate agencies must ensure that the mental health education program provides at a minimum: (i) a variety of group opportunities for parents and program staff to identify and discuss issues related to child mental health.</p> <p>(ii) individual opportunities for parents to discuss mental health issues related to their child and family with program staff and</p> <p>(iii) the active involvement of parents in planning and implementing any mental health interventions for their children.</p>	<p>A. Parents are invited to attend training on building self esteem and topics related to understanding children through active communication. There are also other opportunities for parents to discuss their feelings. Parents may also have the opportunity to talk to counselor and other therapists who may be invited to talk to parents in a group or individually. The Mental Health Manager has a variety of programs for the children and sends information home such as "Right Choice".</p> <ol style="list-style-type: none"> <li>1. Julie S. Luke, LCP is on-site twice a month and dates are posted on monthly calendar.</li> <li>2. Community Resource booklet and counseling resource packet list various mental health agencies available.</li> <li>3. Parent trainings are held addressing mental health issues.</li> <li>4. Agency flyers are posted on-site.</li> </ol> <p>A. Family Services Staff and Mental Health Manager are available when parents are comfortable to engage in discussion concerning mental health issues. B. Confidentiality is maintained at all times. C. "I Care" Parenting curriculum provides positive mental health activities for parent and child interaction.</p>	<p>Family Unit Family Service Caseworker Family Service Coordinator Mental Health Coordinator Mental Health Agencies</p>	<p>September 2015- May 2016</p>

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<b>Standard</b>	<b>Goal</b>	<b>Objectives</b>	<b>Specific Tasks/Activities</b>	<b>Person Responsible</b>	<b>Target Date</b>
1304.40 (g)(1)(2)  Related 1304.41 (a) (2)	To encourage parent and community involvement.	Grantee and delegate agencies must (i) support and encourage parents to influence the character and goals of community services in order to make them more responsive to their interests and (ii) establish procedures to provide families with comprehensive information about community resources. 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.	A. Parents will actively be recruited as Policy Council members and trained throughout the year. Parents can suggest members of the community for policy Council members also. Parents will also be recruited for the Curriculum and Health Advisory Committee.  1. Parents will be encouraged, provided necessary training and assisted in serving on Policy Council and committees.  2. Information on activities, in the Community that offer opportunities for the family will be sent home and posted on -site.  3. Parents desiring to participate in community events will be assisted by Family Services staff, such as parades, on-site Resource Fair, and Children and Family Day and community events and workshops.  4. Parents will be provided voter registration cards upon request.	Family Unit Family Development Worker Family Services Manager Community Agencies	Orientation Registration Early fall  September 2015- May 2016



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1304.40 (h)(1-4)  Related 1304.41 (c)	To provide as much continuity of education, care and services as possible, by partnering to share information between key partners in regards to transition.	<p>1. Grantee and delegate agencies must assist parents in becoming their children's advocate as they transition both into Early Head Start or Head Start from the home or other child care setting, and from Head Start to elementary school, a Title I of the Elementary and Secondary Education Act preschool program, or a child care setting.</p> <p>2. Staff must work to prepare parents to become their children's advocate through transition periods by providing this 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>	<p>A. Parents are encouraged and invited to tour the building when inquiring about our programs or returning enrollment application and/or during Orientation. Translator provided.</p> <p>B. Orientation will be held during various times.</p> <p>1. Parents will meet the director, area managers, other staff and parents.</p> <p>2. Childcare and transportation is available.</p> <p>3. Extended on-site childcare information and sign-up is discussed.</p> <p>C. Each parent will receive orientation packet including school information and district handbooks.</p> <p>D. Parents are encouraged and assisted by staff to become their children's advocates through transition during transition workshops, Parent Teacher Conferences, Parent and school staff transition workshops for three and four, including principals, counselors, PTA representatives, Special Education Directors and Region V Education Service Center Staff. Translator is available.</p> <p>1. Parents Rights and Responsibilities training workshop is offered.</p>	All Staff Family Unit Director Area Managers	Aug 2015- May 2016

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<b>Standard</b>	<b>Goal</b>	<b>Objectives</b>	<b>Specific Tasks/Activities</b>	<b>Person Responsible</b>	<b>Target Date</b>
1304.40 (h)(1-4) (Cont'd)  Related 1304.41 (c)	To provide as much continuity of education, care and services as possible, by partnering to share information between key partners in regards to transition.	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: <b>See Transition Procedures</b>	E. Kindergarten visits to sending campuses are scheduled. 1. Parents are encouraged and invited to attend kindergarten visits with their child and staff. 2. Parents and children receive information and on-site building tour by kindergarten staff. 3. Transportation and childcare is provided. 4. Kindergarten supply lists are given to parents during visits. 5. Parents can earn kindergarten supplies for their attendance during transition meeting or by request due to social service financial need of hardship.	<b>Education Manager Family Services Manager All staff Kindergarten Staff</b>	Spring 2016

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1304.40 (h)(1-4) cont'd		(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. (ii) Assist parents to communicate with teachers and other school personnel so those parents can participate in decisions related to their children's education.  4. See CFR 1304.41(c) for additional standards related to children's transition to and from Early Head Start or Head Start	F. Accumulative folders are sent to kindergarten schools. G. Kindergarten school list and supplies are available. Supplies are purchased for parents. H. Collaborative meeting between North Staff and Kindergarten Staff is held during the year.	Education Manger Family Services Manager Attendance Clerk Kindergarten Campus	

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1304.40 (i)(1-3)  Related 1304.21 (a)(2) (iii)	To promote and encourage parent participation in regards to home visits.	<p>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 centered based program options. Every effort must be made to explain the advantages of home visits to the parents.</p> <p>The child's teacher in center-based program 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. Other staff working with the family must make or join home visits as appropriate.</p> <p>Grantee and delegate agencies must schedule home visits at times that are mutually convenient for the parents or primary caregivers and staff.</p>	<p>A. During orientation, home visits are discussed and information shared. No child will be withdrawn from the program because a home visit was not made. The advantages of having home visits will be shared information and encouraged for clarity.</p> <ol style="list-style-type: none"> <li>1. Home visits promote staff, family bonding and partnering. This should be a positive time for everyone.</li> <li>2. Parents will be presented home visit information in a nurturing, respectful manner.</li> </ol> <p>B. Staff will conduct two home visits per program year.</p> <ol style="list-style-type: none"> <li>1. Other staff will conduct home visits when appropriate or as needed.</li> </ol> <p>C. Home visit surveys will be sent to each family for scheduled visit.</p> <ol style="list-style-type: none"> <li>1. Parents can choose the convenient/best time for scheduled visits.</li> <li>2. Translator is scheduled and provided as needed.</li> </ol>	<p>Teacher Family Unit Family Development Worker</p> <p>Classroom Staff</p> <p>All Staff</p> <p>Classroom Staff</p> <p>Parents</p>	<p>Oct. 2015 March 2016</p>

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<p>1304.40 (i)(4-5)</p> <p>Related 1306.33 (a)(1) 1305.34</p>		<p>In cases where parent whose children are enrolled in the center-based program option, ask that the home visits be conducted outside the home or in cases where a visit to the home presents significant safety hazards for staff, the home visit may take place at an Early Head Start or Head Start site or at another safe location that affords privacy. Home visits in home-based program options must be conducted in the family's home.</p> <p>In addition, grantee and delegate agencies operating home-based program options must meet the requirements of 1306.33(a) (1) regarding home visits.</p>	<ol style="list-style-type: none"> <li>1. All home visits will be made in the child's home except under circumstances where there is a significant danger present. In these cases, the visit may be made at the center or at another private location.</li> <li>2. Staff receives training addressing their personal safety for home visits. Area police officials are notified the days of home visits.</li> <li>3. As a rule, teachers and assistants make home visits together.</li> <li>4. If siblings are in the program or other children who share the same guardians are in the program at the same time, home visits will be conducted as parent request or prefer. Home visit or staff information and training are provided.</li> </ol>	<p>Family Unit Staff in- service training City of Orange Police Dept. All Staff</p> <p>Roster of students indicating siblings/twins/children in same household.</p>	<p>October 2015- March 2016</p>

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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 the mother and child.	At this time, WOCCISD is not serving infants and toddlers.		

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1304.41 (a)(1)	To develop on-going productive formal and informal collaboration, network and partnerships for the benefit of Head Start program and families.	<p>A. Partnerships</p> <p>1. 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</p> <p>(See 45 CFR 1304.51 for additional planning requirements).</p>	<p>A. Family Services Staff have developed and maintained formal and informal partnerships and collaboration.</p> <p>1. Community Assistance Network, Orange County Service Council meetings are held monthly on-site, Deborah Mitchell, Family Service Manager serves as chairperson.</p> <p>2. Information is shared between Family Services and all staff and parents.</p> <p>3. Joint agency meeting dates are posted.</p> <p>4. Confidentiality is shared and must be kept in this process.</p> <p>5. Existing National and State agreements from the Head Start collaboration offices are extended for local purposes.</p> <p>6. Agency information and handouts are available on-site.</p>	Family Unit Family Development Worker Family Service Coordinator Community Agencies Head Start (National & State)	Aug 2015- May 2016

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1304.41 (a)(2)	To develop on-going productive formal and informal collaboration, network and partnerships for the benefit of Head Start program and families.	2. Grantee and delegate agencies must take affirmative steps to establish on-going collaborative Relationships with community Organizations to promote the access of children and families to community services that are responsive to their needs, and to ensure that Early Head Start and Head Start programs respond to community needs, including:	<p>A. Establish formal and informal agency agreements sensitive to families and program needs.</p> <p>1. Staff resources are shared.</p> <p>B. Written partnerships are established as appropriate by all parties involved.</p> <p>C. Community and on-site fairs are held.</p> <p>1. Parents assist in planning Celebrity Breakfast.</p> <p>2. Parents are provided a Community Resource Booklet.</p> <p>3. Agency flyers are shared with parents' on-site handouts and materials are displayed.</p> <p>D. Meetings are held to discuss goals, purposes and nurture collaborative process between all involved partners-families, agency representatives and staff.</p> <p>E. Community Resource Booklet is available. Recognition is given for collaborative participation.</p> <p>F. Staff and families participate in campus/district-wide Family Fun Day events. These activities provide parents with the opportunity to learn about available existing and new resources.</p>	Family Unit Family Development Worker Family Service Manager Community Agencies	September 2015-May 2016



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<b>Standard</b>	<b>Goal</b>	<b>Objectives</b>	<b>Specific Tasks/Activities</b>	<b>Person Responsible</b>	<b>Target Date</b>
1304.41 (a)(2)(i) (ii) (iii)	To develop on-going productive formal and informal collaboration, network and partnerships for the benefit of Head Start program and families.	(i) Health care providers, such as clinics, physicians, dentists and other health professionals; (ii) Mental health providers; (iii) Nutritional service providers	A. Our agency has established formal and informal partnerships with health care providers such as clinics, physicians, dentist and mental health providers. 1. Written agreements are established including LEAS	Nurses Health Advisory Committee Mental Health Manager Family Service Manager	September 2015 May 2016
1304.41 (a)(2) (iv) Related 1304.20 (f)(2)	To develop on-going productive formal and informal collaboration, network and partnerships for the benefit of Head Start program and families in regard to services to children with disabilities and their families.		A. Written agreements are established within the WOCCISD LEA's.	Mental Health Manager Family Service Staff	

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<b>Standard</b>	<b>Goal</b>	<b>Objectives</b>	<b>Specific Tasks/Activities</b>	<b>Person Responsible</b>	<b>Target Date</b>
1304.41 (a)(2) (v) & (iv)  Related 1301.31 (e) 1304.22 (a)(5) 1304.52 (k)(3) (i)	To promote family preservation and adhere to child protective services in reporting child abuse.	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.	A. Agency collaboration is established 1. Efforts to offset duplication of services available are on-going. 2. Handouts and materials are available on-site. 3. Child Abuse handouts, materials and training are provided for staff and parents. 4. Senior organizations including South East Foster Grandparents, Experience Workers, RSVP volunteer as classroom mentors. 5. District parenting sessions are sent home. B. A variety of workshops and trainings are held on-site. Transportation is available for off campus workshops and trainings.	All Staff Director Family Unit	September 2015 -May 2016

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1304.41 (a)(2) (ix)	To develop informal and formal network collaboration and partnerships.	Any organizations or businesses that may provide support and resources to families.	<p>A. Local, county and state agency representatives are recruited to visit and provide workshops and trainings as well as partner with North Head Start. Parents are encouraged to volunteer for agencies (in an effort to gain experience and skills).</p> <ol style="list-style-type: none"> <li>1. Compile and use the long list of community agencies that help families with children.</li> <li>2. Continue to reach out to the community for volunteer support. Partnerships exist include Foster Grandparents, RSVP's, and Experience Workers in addition to Orange Lamar College, Future Teachers of America high School students volunteer on-site.</li> <li>3. Parents recommend community representatives as volunteers and or Policy Council members. Former parents and relatives will be invited to volunteer.</li> <li>4. Provide Community Resource Booklet, have available flyers, handouts, and materials.</li> <li>5. Staff presentations in the community are scheduled.</li> <li>6. Collaborative trainings are scheduled and evaluated.</li> </ol> <p>B. Agency recognition is given throughout the year by staff, children and district Partners in Education Office, Celebrity Breakfast honors all representatives and parents.</p>	Family Development Worker Family Services Manager Community Agencies	September 2015 - May 2016

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1304.41 (a)(3) Related 1304.3 (a)(20); 1304.52(j)(2) ) 1304.52 (k)	Grantee and delegate agencies must perform outreach to encourage volunteers from the community to participate in Early Head Start and Head Start programs.		A. Agency recognition is given throughout the year by staff, children and district Partners In Education Office. Celebrity Breakfast honors all representatives and parents. 1. Family Service staff conducts workshop and trainings at agency locations.		

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**Goal: To meet the objectives of the Head Start Performance Standards and Family Well-being with regards to Family & Community Engagement.**

<b>Standard</b>	<b>Goal</b>	<b>Objectives</b>	<b>Specific Tasks/Activities</b>	<b>Person Responsible</b>	<b>Target Date</b>
1304.41 (a)(4)  Related 1308.4 1304.41 (a)(2)	To encourage and assist families with disabled children active participation in seeking services.	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 (LEA's) and other agencies within the grantee and delegate agency's service area.	A. All staff will participate appropriately in regards to available services for children with disabilities. During orientation, health and FPA interviews; parents and staff share concerns. B. Interagency and formal and informal memorandums are established with Special Services (Education) Department, Spindletop MHMR ECI- Early Childhood Intervention and other agencies. C. On-site and community fairs are supported by staff and parents. D. Handouts are available. E. Families are provided a Community Resource Booklet and updated information is sent home. F. Mental Health Manager, teachers, nurse and other staff participate in IEP Meetings. G. Parent trainings are held in regards to special needs. North presently has two full day 4 year old inclusion classes and one three year old inclusion classroom.	Family Unit Family Development Worker Family Service Coordinator Mental Health Counselor Nurse All Staff	September 2015 May 2016

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**Goal: To meet the objectives of the Head Start Performance Standards and Family Well-being with regards to Family & Community Engagement.**

<b>Standard</b>	<b>Goal</b>	<b>Objectives</b>	<b>Specific Tasks/Activities</b>	<b>Person Responsible</b>	<b>Target Date</b>
1304.41 (b) Related 1304.20 (a)(1)(i) (iii) 1304.20 (b)(10) 1304.20 (c )(5) 1304.20 (e)(4-5) 1304.22 (a).(a)(1)(a) (3) 1304.22(b) (1) 1304.22 (c)(3). (f)(1) 1304.23 (a)(4).' (b)(1) and (b)(4) 1304.23 (b)(3)		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 Head Start parents, professionals, and other volunteers from the community. Grantee and delegate agencies also must establish and maintain such other service 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"> <li>1. This committee will be formed as early in the year as possible for success, and plans to meet will be addressed by Early Childhood and Health Services.</li> <li>2. Subcommittees may be formed to address other needs that may arise on child care issues, education, family literacy and the like.</li> <li>3. On-site agency collaboration meetings are held on-site and throughout the community.</li> </ol>	Early Childhood Development and Health Services Family Unit Family Development Worker Family Service Manager	Early fall  On-going September 2015 May 2016

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<b>Standard</b>	<b>Goal</b>	<b>Objectives</b>	<b>Specific Tasks/Activities</b>	<b>Person Responsible</b>	<b>Target Date</b>
1304.41 (c)(1)  Related 1304.14 (c)(1)(3)	To provide on-going transition assistance, support and information to families.	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 Heat Start or Head Start and from Head Start into elementary school, Title I of the Elementary and Secondary Education Act preschool program or other child care settings. <b>See Transition Procedures</b>	A. Transition activities are scheduled and information provided throughout the year. Information will be obtained from elementary schools and day care facilities to inform families of the differences and likenesses between Head Start and other programs the family may use. 1. School staff and parent meetings will be held to share information. 2. When applicable formal and informal agreements will be established. 1. Kindergarten supplies will be offered. 2. Student records will be transferred to kindergarten schools. 3. All information is confidential B. Parent kit is available.	All Staff Elementary School Staff Agencies	September 2015 May 2016

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<b>Standard</b>	<b>Goal</b>	<b>Objectives</b>	<b>Specific Tasks/Activities</b>	<b>Person Responsible</b>	<b>Target Date</b>
1304.41(c) (l) (i)	To establish and maintain on-going communication with other agencies beneficial to Head Start families.	Coordinating with the school or other agencies to ensure that individual Early Head Start and Head Start children's relevant records are transferred to the school or next placement in which a child will enroll or form earlier placements to Early Head Start or Head Start.	<ol style="list-style-type: none"> <li>1. A procedure for compiling information to follow students to the next school is already in place by WOCCISD. Information included in the folder that will follow the student includes: a copy of the birth certification, shot record, social security card and report cards.</li> <li>2. A formal release of records must be signed for the release of special records like ARD papers, test results, and any records deemed sensitive.</li> <li>3. With release of records signed by the parent/guardian, records are readily available. Delay in receiving information is rarely a problem.</li> </ol>	Family Unit Family Development Family Service Manager Staff	May 2015 At the end of the school term and/or as requested by next school



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1304.41 (c) (i) (ii)	To establish and maintain on-going communication with other agencies beneficial to Head Start families.	Outreach to encourage communication between Early Head Start or Head Start staff and their counterparts in schools and other child care settings including principals, teachers, social workers and health staff to facilitate continuity of programming.	<p>A. Partnership and Collaboration meetings are held throughout the year to establish and maintain communicate and exchange information and resources.</p> <ol style="list-style-type: none"> <li>1. Joint training will be held with school board members and parents.</li> <li>2. Campus visitations will be extended to teachers, childcare staff and school staff as well as Policy Council and community patrons</li> <li>3. School organizations participate in a variety of joint activities.</li> <li>4. Open house is held for parents, agency and community partners.</li> <li>5. Kindergarten staff is invited to visit our program and participate in joint trainings.</li> </ol>	Family Unit Family Development Worker Family Service Coordinator Community Agencies Staff	August 2015 - May 2016

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1304.41 (c) (i) (iii)	To establish and maintain on-going communication with other agencies beneficial to Head Start families.	Initiating meetings involving Head Start teachers and parents and kindergarten or elementary school teachers to discuss the developmental progress and abilities of individual children.	<p>A. If possible, in some cases, parents, future teachers and present teachers may meet to discuss an individual child especially if there is a special concern/need to be addressed. Rarely do we know which teacher a child will be placed with after leaving Head Start. Many of our families are very mobile and therefore, predicting the next year's school is a challenge. However, an attempt can be made to forward as much information as needed, especially when a family wants/needs our help.</p> <p>B. Translator is available to assist parents as applicable for effective communication.</p> <p>C. People from various agencies in the community are invited to take part in training on site on a variety of subjects needed for certification and exchange information.</p> <p>Joint transition-related training is held throughout the year for parents, staff, area school staff and daycare centers. See Transition Plan.</p>	<p>Teachers Director All Staff Elementary School Staff</p> <p>Translator</p> <p>Community Agencies</p>	<p>September 2015 May 2016</p>
1304.41 (c) (i) (iv)					

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1304.41 (c) (2)  Related 1304.20 (f) (2) (iii)		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 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.	A. All children who are enrolled at our center must be three or four years old on or before September 1. We do not serve children under the age of three years old. Parents with children enrolled in our 3 year old program receive: 1. Transition information and activities throughout the year. B. Parents transitioning from three year old to four old classrooms receive: 1. Parent request for next year's teacher honored in accordance with district procedures. 2. Assistance in updating files. 3. Continuation of all available services. 4. Staff encouragement and support in serving as parent mentors, recruiters and as advocates for our program. 5. Program Criteria is developed and maintained throughout the year.	Family Unit Family Development Worker Family Service Coordinator Health Coordinator Mental Health Coordinator Staff	August 2015- May 2016

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1304.50 (a)(1)  Related 1305.3 (h)	To assist and encourage parental involvement in regards to shared decision-making.	Policy Council, Policy Committee, and Parent Committee Structure. Granted delegate agencies must establish and maintain a formal structure of shared governance through which parents can participate in policy making or in other decisions about the program. This structure must consist of the following groups, as required: (i) Policy Council must be established at the grantee level. (ii) Policy Committee, this committee must be established at the delegate agency level when the program is administered in whole or in part by such agencies (iii) Parent Committee, for center-based programs, this committee must be established at the center level.	A. Policy council is established early each school year in order for parents and community members to participate in shared governance of this program. B. Policy Council is elected by parents.	Director Family Services Staff	Sept. 2015
(ii)			This does not apply to this program.		
(iii)			A. The Parent committee consists of all Head Start parents. Parents are encouraged during orientation to establish a parent committee to provide parents the opportunity to participate in the development of activities that address their interests and needs. This committee will also allow parent input into the education and development of their children. 1. Parents are provided a variety of activities to assist them in providing input such as transition, group or individual Parent Teacher Meetings, Fairs, and cultural events. 2. Joint meetings are held per parent request respecting time and in an effort to encourage all parents in participating in decision making.		

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Standard	Goal	Objectives	Specific Tasks/Activities	Person Responsible	Target Date
1304.41 (c ) (3)  Related 1304.40 (h)		See 1304.40 (h) for additional requirements related to parental participation in their child's transition to and from Early Head Start or Head Start. <b>See Transition Procedures</b>	A. Our Head Start program presently is housed on a school campus with Pre-Kindergarten, PPCD (Preschool Program for Children with Disabilities). B. Parents receive information concerning available school services and procedures. <ol style="list-style-type: none"> <li>1. Parent and school staff trainings held.</li> <li>2. Inclusion is practiced and successful in our three and four year old classrooms.</li> <li>3. When called upon by parents, after leaving Head Start, Family Service staff assists parents in addressing school issues.</li> </ol> See Transition Plan.	Family Unit Family Development Worker Family Service Manager Staff	August 2015- May 2016

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<b>Standard</b>	<b>Goal</b>	<b>Objectives</b>	<b>Specific Tasks/Activities</b>	<b>Person Responsible</b>	<b>Target Date</b>
1304.50 (a)(1)  Related 1305.3 (h)  (ii)  (iii)	To assist and encourage parental involvement in regards to shared decision-making.	<p>Policy council, Policy Committee, and Parent Committee Structure. Granted delegate agencies must establish and maintain a formal structure of shared governance through which parents can engage and participate in policy making or in other decisions about the program. This structure must consist of the following groups, as required: Policy Council, This council must be established at the grantee level.</p> <p>Policy Committee, this committee must be established at the delegate agency level when the program is administered in whole or in part by such agencies</p> <p>Parent Committee, for center-based programs, this committee must be established at the center level.</p>	<p>A. Policy council is established early each school year in order for parents and community members to participate in shared governance of this program.</p> <p>This does not apply to this program.</p> <p>A. Establish a Parent Committee to provide parents the opportunity to participate in the development of activities that address their interests and needs. This committee will also allow parent input into the education and development of their children.</p> <p>1. Parents are provided a variety of activities to assist them in providing input such as transition, group or individual Parent Teacher Meetings, Fairs, and cultural events.</p>	Family Service Coordinator	<p>September 2015</p> <p>September 2015</p>

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1304.50 (b)(1)	To convey the vital role to parents in regards to program governance.	Policy group composition and formation: Each grantee and delegate agency governing body operating an Early Head Start or Head Start program must (except where such authority is ceded to the Policy Council or Policy Committee) propose within the framework of these regulations, the total size of their respective policy groups (based on the number of centers, classrooms, or other program option units, and the number of children served by their Early Head Start or Head Start program), the procedures for the election of parent members, and the procedure for the selection of community representatives. These proposals must be approved by the Policy Council or Policy Committee.	<p>A. Inform all parents of the importance of their role in the governing of this Head Start Program during recruitment, orientation and throughout the year.</p> <p>B. Maintain a fair method for nominating parents for Policy Council - lead and conducted by Parents Committee.</p> <p>1. Use Parent Committee to facilitate the process of nominating and electing parents to the Policy Council.</p> <p>2. By-laws will be reviewed and revised as needed by Policy Council.</p> <p>3. Parents are assisted by Family Service Staff during the election process.</p> <p>C. Community membership selection - parents and Family Service Staff submit names for parent/policy council approval.</p> <p>1. A member of the Governing body serves on the Policy and all trustee members are invited and encouraged to attend meetings and trainings.</p> <p>2. Policy Council Composition per By-Laws :</p> <p>51% Parent Representatives-parents of children currently enrolled.</p>	Parent Handbook Policy Council By-laws Family Development Worker Family Services Manger	August 2015- May 2016

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<b>Standard</b>	<b>Goal</b>	<b>Objectives</b>	<b>Specific Tasks/Activities</b>	<b>Person Responsible</b>	<b>Target Date</b>
1304.50 (a)(2)		Parent committees must be comprised exclusively of the parents of children currently enrolled at the center level for center-based programs.	The Parent Committee is made up of current parents of children enrolled. All parents are members of this committee.		September 2015
1304.50 (a) (3)		All Policy councils, Policy Committees, and Parent Committees must be established as early in the program year as possible. Grantee Policy councils and delegates Policy Committees may not be dissolved until successor councils or committees are elected and seated.	A. Parent committee is established as soon as possible after program year begins. 1. Trainings begin as early as possible and throughout the year. 2. Policy Council will serve until replaced by a new Council next program year. 3. Discussion is held during orientation, volunteer training and recruitment. 4. A variety of training materials is used during training such as videos, handouts, posters, and information packets. B. Out-going parents/members provide testimonials and assist in recruiting, welcoming and mentoring new parents. C. All parents are continually invited to attend meetings.		September 2015
1304.50 (a)(4)		When a grantee had delegated the entire Head Start Program to one delegate agency, it is not necessary to have a policy committee in addition to a grantee agency Policy Council.	1. Flyers, meeting sand reminders are sent to all families.		



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<p>1304.50 (a) (5)</p> <p>Related 1304.50 (g)</p>		<p>The governing body (the group with legal and fiscal responsibility for administering the Early Head Start or Head Start program) and the Policy Council or Policy Committee must not have identical memberships and functions.</p>	<p>A. WOCCISD is the grantee agency. Policy Council duties are followed according to "Governance and Management Responsibilities".</p> <p>1. By-laws are reviewed by director and Policy Council members to ensure that membership and functions are not identical.</p>		

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1304.50 (b)(4)		All parent members of Policy councils or Policy Committee must stand for re-election annually. All Community representatives must be selected annually.	In accordance with the Head Start By-Laws- Annually Election is held for Policy Council. Policy Council members are elected by current Head Start parents.		September 2015
1304.50 (b)(5)		Policy Councils and Policy Committees must limit the number of one-year terms an individual may serve on either body to a combined total of three terms.	Community representatives' recommendations are submitted to the Policy Council for approval by current Head Start Policy Council members annually.		
1304.50 (c) (6)		No grantee or delegate agency staff (or members of their immediate family) may serve on Policy Council except parents who occasionally substitute for regular Early Head Start or Heat Start staff.	Policy council members including community representatives are elected re-elected each year, and serve no more than three terms consecutive, or alternating.  Neither program staff members nor immediate family of any program staff member is a member of Policy Council. According to adopted by-laws, community representatives who actively advocate and provide services to parents can serve as advisory members of the Policy Council. Advisory members only provide information to parents, mentors and have no voting rights or privileges.		

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1304.50 (b)(2)		Policy Councils and Policy Committees must be comprised of two types of representatives: parents of currently enrolled children and community representatives: at least 51% of the members of these policy groups must be the parents of currently enrolled children.	Policy Council membership composition consists of 51% parents of currently enrolled children.		September 2015- May 2016
1304.50 (b)(3)		Community representatives must be drawn from the local community: businesses, public or private community, civic and professional organizations, and others who are familiar with resources and services for low-income children and families, including, for example, the parents of formerly enrolled children	<ol style="list-style-type: none"> <li>1. Parents are involved in selecting community representatives.</li> <li>2. Selected community representatives to serve as mentors and resource persons in accordance to By-laws.</li> </ol>		

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<b>Standard</b>	<b>Goal</b>	<b>Objectives</b>	<b>Specific Tasks/Activities</b>	<b>Person Responsible</b>	<b>Target Date</b>
1304.50 (b) (1-7)		Parents of children currently enrolled in all program options must be proportionately represented on established policy groups.	<p>A. Efforts are made to assure that the Policy Council is made up of proportional cross section of parent of children enrolled in the program. All currently enrolled parents are encouraged and supported to participate throughout the year.</p> <ol style="list-style-type: none"> <li>Staff encourages Policy Council membership during Open House, conferences and Parent Teacher Meetings.</li> <li>Translation is available.</li> </ol>	Director Family Service Coordinator All Staff	September 2015- May 2016
1304.50 (c ) & (d)  Related 1304.50 (c ) (d) (f)(g)(h)		<p>Policy group responsibilities general. At a minimum, policy groups must be charged with responsibilities described in paragraphs (d), (f), (g) And (h) of this section and repeated in Appendix A-Governance and Management Responsibilities.</p>	<p>A. Policy groups are given responsibilities as outlined in Appendix A - Governance and Management Responsibilities.</p> <ol style="list-style-type: none"> <li>On-going meetings and training is conducted throughout the year as members are ready to engage in this process.</li> <li>Information is shared with Policy Council member in a timely manner.</li> </ol>		

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1304.50 (d) (1) (i)		<p>The Policy Council. The Policy Council must work in partnership with key management staff and the governing body to develop, review and approve or disapprove the following procedures: All funding applications and amendments to funding applications for Early Head Start and Head Start, including administrative services, prior to submission of such applications to HHS.</p> <p>Procedures describing how the governing body and the appropriate policy group will implement shared decision making.</p>	<p>A. Policy Council is included in preparation of refunding application and budget.</p> <p>C. Financial training and reports are given by Financial Manager Throughout the year.</p> <p>A. Describe plans for sharing decision making in all policies and procedures of this program.</p> <ol style="list-style-type: none"> <li>1. Copies of minutes provided.</li> <li>2. Parents recruited for committee Input.</li> <li>3. Joint training held.</li> </ol> <p>B. Policy members receive staff assistance and training in regards to participating in shared decision-making. The importance of Policy Council input is relayed to members continually during the year.</p> <ol style="list-style-type: none"> <li>1. Policy Council members serve as committee members.</li> <li>2. Invited to attend board meeting, and to serve on the district committees. Transportation is available. Family Service Staff will accompany members to meetings.</li> <li>3. Family Service Staff assist parents during meetings.</li> </ol>	<p>Director Family Services Manager WOCCISD Superintendent Financial Manager</p> <p>Director Family Service Manager WOCCISD Superintendent Financial Manager</p>	<p>September 2015 May 2016</p>
1304..50 (d) (1) (ii)					



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Standard	Goal	Objectives	Specific Tasks/Activities	Person Responsible	Target Date
			<p>B. Policy Council members participate in recruitment efforts by disseminating flyers and community presented with staff.</p> <ol style="list-style-type: none"> <li>1. Approve criteria</li> <li>2. Handout flyers</li> <li>3. Serve as community presenters</li> </ol>		<p>March – June 2016</p>

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<b>Standard</b>	<b>Goal</b>	<b>Objectives</b>	<b>Specific Tasks/Activities</b>	<b>Person Responsible</b>	<b>Target Date</b>
1304.50 (d) (viii)		The annual self-assessment of the grantee or delegate agency's progress in carrying out the programmatic and fiscal intent of its grant application including planning or other actions that may result from the review of the annual audit and findings of Federal monitoring review.	A. Policy Council members serve on self-assessment teams. Training is provided for self-assessment teams. Annual audit and self-assessment is reviewed with Policy Council.	Director Policy Council	January 2015 April 2016
1304.50 (d) (1) (ix)		Program personnel policies and subsequent changes to those policies, in accordance with 45CFR 1301.31, including standards of conductor for program staff, consultants, and volunteers.	A. Ensure Policy Council representation on Personnel Committee. Policy review and approve Personal Policies. B. Staff recommendation is presented to Policy Council for approval by means of meeting, telephone or written. C. District Personnel Procedures are followed.	Director	November 2015 May 2016
Related 1301.31 1304.52 (h)					



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1304.50 (d) (1) (x) (ix)  Related 1304.50 (e) (3)		Decisions to hire or terminate the Early Head Start or Head Start director of the grantee or delegate agency.	A. District Personnel Policies and procedures are followed with regard to the Policy Council's Approval of all hiring and Termination including Executive Director or Center Director and in accordance to Appendix A.	WOCCISD Personnel Director Director	September 2015 May 2016
1304.50 (d) (2) (i)  Related 1304.51 (b)		In addition, Policy Council and Policy Committee must perform the following functions directly: serve as a link to the Parent Committees, grantee and delegate agency governing bodies public and private organizations, and the communities they serve.	Policy Council members are provided training to enable them to be effective spokespersons in their Head Start Center Committee and other program committees. Staff assist members in disseminating information to parents.  1. Community Resource Booklet is provided. 2. Agency handouts, videos and other related information are available on site when applicable. 3. Parents are encouraged and invited to serve on campus and district committees. 4. Parents are encouraged and supported in serving on various district and community committees.	Family Services Staff Community Agencies	September 2015 May 2016

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<b>Standard</b>	<b>Goal</b>	<b>Objectives</b>	<b>Specific Tasks/Activities</b>	<b>Person Responsible</b>	<b>Target Date</b>
1304.50 (d) (2) (ii)  Related 1304.40 (d) (3) 1304.51 (c)		Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in Early Head Start and Head Start and to encourage their participation in t6he Program.	Parent Center, Male Initiative and Policy Council Representatives members serve as link, leaders and role models for the Parent Committee in an effort to encourage all parents to participate in the program activities. A. Parents receive revised district handbooks yearly. B. Training is provided for parents. C. District Call –outs announce and encourage parental involvement in activates and programs campus and district-wied.	Family Service Staff Parent Handbook	September 2015
1304.40 (d) (2) (iii)  Related 1304.50 (e)		Assist Parent committees in planning, coordination and organizing program activities for parents with assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.	A. During orientation and ongoing, parents are informed of all programs provided by this Head Start program and district activities and program. 1. Parents input is encouraged concerning adding or modifying programs now provided 2. Sufficient funds are budgeted for parent activities. 3. Staff assists policy Council 4. Parent surveys are conducted to Provide information from parents concerning requested or desired training workshops.	Policy Council Parent Center Committee Financial Staff	September 2015-2016

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**Goal: To meet the objectives of the Head Start Performance Standards and Family Well-being with regards to Family & Community Engagement.**

<b>Standard</b>	<b>Goal</b>	<b>Objectives</b>	<b>Specific Tasks/Activities</b>	<b>Person Responsible</b>	<b>Target Date</b>
1304.50 (d) (2) (iv)		Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs	<p>Work with Parent Committees to encourage parent participation. Identify ways volunteers can enhance the program, i.e. volunteer in classroom. Recruit volunteers from the community.</p> <ol style="list-style-type: none"> <li>1. Volunteer training is provided during a variety of times and upon request.</li> <li>2. During orientation, parents are provided information in regards to volunteer opportunities.</li> <li>3. Volunteer Training is provided.</li> <li>4. A collaborative agreement is established with various agencies.</li> <li>5. Foster Grandparents Program.</li> <li>6. Recruitment by means of Public Service Announcements in newspaper, flyers to various organizations including faith-based, business and community leaders</li> <li>7. Campus has an Open Door Policy</li> <li>8. All staff encourage volunteerism .</li> </ol>	Family Services Classroom Staff	September 2015-May 2016
Related 1304.41 (a) (3)					

**Family and Community Partnerships: Family Engagement  
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<b>Standard</b>	<b>Goal</b>	<b>Objectives</b>	<b>Specific Tasks/Activities</b>	<b>Person Responsible</b>	<b>Target Date</b>
1304.50 (f)		Policy Council, Policy Committee, and Parent Committee Reimbursement: Grantee and delegate agencies must enable low-income members to participate fully in their group responsibilities by providing, in necessary reimbursements for reasonable expenses incurred by the members.	All program expenses and parent travel expenses are paid for by program funds. 1. Reimburse is provided for appropriate expenses when necessary and applicable. 2. When feasible, Childcare is provided for on-site and local meetings.	Head Start Budget Parent Handbook	September 2015 -2016
1304.50 (g) (1&2)  Related 1304.50 (d) (i) (ii)		Governing body responsibilities: Grantee and delegate agencies must have written policies that define the rules and responsibilities of the governing body members and that inform them of the management procedures and functions necessary to implement a high quality program.	1. Ensure compliance with Federal and State laws and regulations including the Head Start Performance Standards. 2. Ensure compliance with WOCCISD Board Policies. 3. Ensure role of parents and Policy Council in Head Start governance. See District Manual Appendix A		

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1304.50 (g) (1&2)		Grantee and delegate agencies must ensure that appropriate internal controls are established and implemented to safeguard Federal funds in accordance with 45CFR 1301.13.	WOCCISD assumes fiscal and legal responsibility for overseeing Head Start programs.	WOCCISD Board of Trustees	September 2015 -2016
Related 1304.51 (h) (1)			Provide sources to match Federal funds. Develop internal control process to safeguard Federal funds.	WOCCISD Board of Trustees	September 2015 -2016
1304.50 (h)		Internal dispute resolution: Each grantee and delegate agency and Policy Council or Policy Committee must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.	Establish written procedures for resolving internal disputes between the Board and Policy Council.	Policy Council Members Director Family Services Staff	
Related Appendix A (II) (b) (f) (g)					
1304.50 (d) (1) (ii)					
1304.51 (h) (1)					
1304.52 (k) (4)					

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<p>1304.41 (c) (2)</p> <p>Related 1304.20 (f) (2) (iii)</p>		<p>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 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.</p>	<p>Not applicable. North does not have Early Head Start. District Special Education Dept. Preschool program for children with disabilities, three year old class is inclusion with Head Start three year old class.</p> <p>Individual IEP's are followed – Mental Health Counselor.</p>		



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(3)		Within the guidelines established by the Governing Body, Policy Council, or Policy Committee, participate in the recruitment and screening of Early Head Start and Head Start employees.	As appropriate parents will participate in the interviewing process as stated in Personal Policies.	Personnel Policies and Procedures Director Family Services	As needed



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1304.40  
Family Partnerships

1304.41  
Community Partnerships

1304.50  
Program Design and Management

Content Area Expert



**Family and Community Partnerships: Family Engagement  
1304.40**

**Goal:** To meet the objectives of the Head Start Performance Standards and Family Well-being with regards to Family & Community Engagement.

# Deborah Mitchell

## **Goal: Family-Well Being**

To provide parents with essential information, training opportunities and resources to foster their engagement in supporting their child's academic success:

- Parent-Child relationships
- Families as Lifelong Educators
- Families as learners
- Family Encouragement in Transitions
- Family Connections to Peers and Community
- Families as Advocates and Leaders