

SIUC HEAD START
Operating Policies and Procedures Manual

Subpart C – Family and Community Partnerships 1304.40 Family Partnerships	
<u>Name</u>	<u>Number</u>
Section: General	
FCSW Monthly Status Report - Monitoring	C.40.1
FCP Documentation	C.40.2
Section: Family Goal Setting	
FCSW Home Visits	C.40.3
Family Assessment	C.40.4
Family Partnership Agreement	C.40.5
Consultations – Teacher/FCSW	C.40.6
Consultations - FCSW Case Consultations	C.40.7
Family Assessment - Preexisting Family Plans	C.40.8
Parent Orientation	C.40.9
Parent Handbook	C.40.10
Newsletter - Family Connections	C.40.11
Section: Accessing Community Services and Resources	
FCSW - Advocacy for Families	C.40.12
FCSW Follow-up	C.40.13
Community Resource Guide	C.40.14
Parent Resource Racks	C.40.15
Parent Bulletin Boards	C.40.16
Section: Parent Involvement - General	
Parent Involvement – General	C.40.17
Parent Committees	C.40.18
Parent Activity	C.40.19
Parent Involvement - Family Involvement Month	C.40.20
Father/Male Involvement – General	C.40.21
Father/Male Involvement - Male Advisory Panel	C.40.22
Father/Male Involvement - MUSCLE Program	C.40.23
Parent Volunteers	C.40.24
Volunteer Recognition	C.40.25, C.41.15
Parents - Employment Opportunities	C.40.26
Section: Parent Involvement in Child Development and Education	
Parent Involvement - Child Development & Education	C.40.27
Family Literacy	C.40.28
Parent Involvement - Parent/Teacher Conferences	C.40.29
Section: Parent Involvement in Health, Nutrition and Mental Health Education	
Health Education	C.40.30
Nutrition Education for Families	C.40.31
Mental Health Education	C.40.32
Section: Parent Involvement in Community Advocacy	
Parent Involvement - Community Advocacy	C.40.33

Section: Parent Involvement in Transition Activities	
Parent Involvement - Transition Activities	C.40.34
Section: Parent Involvement in Home Visits	
Parent Involvement - Home Visits	C.40.35

**SIUC HEAD START
Operating Policies and Procedures Manual**

Subject: FCSW Monthly Status Report - Monitoring	Number: C.40.1
Service Area: FCP - Family Partnerships	Section: General
Relevant Forms: Located on P:/common drive	Date Effective: 08/2008

REGULATION REFERENCE: Performance Standard 1304.40

POLICY: For purposes of monitoring, reporting and planning Family Community Service Workers (FCSWs) will complete a monthly status report of tasks completed using the report form.

PROCEDURE:

- The Family/Community Partnerships Coordinator (FCPC) is to prepare and provide annually a monthly schedule indicating when the form is due to the FCPC.
- The form is to be signed by the FCS worker and reviewed and signed by the Center Director and submitted to the FCPC.
- Information in this report is to be used in preparing the Family/Community Partnerships monthly Director's Report.

SIUC HEAD START
Operating Policies and Procedures Manual

Subject: FCP Documentation	Number: C.40.2
Service Area: FCP – Family Partnerships	Section: General
Relevant Forms: Located on P:/common drive	Date Effective: Revised 07/2009

REGULATION REFERENCE: Performance Standard 1304.40(a) (1)(2)(3)(4)(5)-(b)(1)(2)

POLICY: Staff must maintain accurate and detailed documentation recorded on a timely basis and shared with other staff as appropriate.

PROCEDURE: The primary tool used by FCSWs for documentation of ongoing contacts with or on behalf of families is the COPA database.

- FCSWs are responsible for ensuring that family information and contacts are entered into the database in a timely manner and kept updated. Timely entry is considered within one week of contact.
- FCPC is responsible for monitoring the quality and timeliness of information into the family section of the database by FCSWs and providing training, assistance and support as needed to facilitate entry.
- Other staff may have contact with the family and should enter family case notes as needed.

The following screens will be used to document family case management services provided by FCSWs:

Family Case Notes

The family case notes form should be the “road map” detailing the worker’s case management activities with parents, including:

- Ongoing contacts with families, such as visits, phone calls, parent meeting reminders, etc.
- Requests for information/materials from the family and Information/materials provided to the family
- Information received from or provided to other staff related to the family
- Follow-up with families
- Transportation service provided to families by FCSW

Referral & Services

The referral & services screen is used to document the following:

- Services the family reports receiving during the family assessment
- Referrals to community agencies
- Follow-up with families on their level of satisfaction with assistance provided by FCSWs and/or outside agencies

Family Assessment

- Family Assessments should be entered into the database by the FCSW within one week of completion
- The FCPC will monitor completion and content of the Family Assessment, review and print the Family Assessment from the database, initial and date the printed assessment and return to the center for filing
- *See Family Assessment procedure for additional information*

Family Goals

- Family Partnership Agreements are to be entered into the COPA database Family Goals screen by the FCSW within one week of establishment
- Progress, follow-up notes and completion status should also be entered into the COPA database by the FCSW within one week of follow-up with family
- *See Family Partnership Agreement procedure for additional information*

Family Visits

- Within one week of completion, FCSWs are to complete the Family Visit screen in the database, which will be monitored by the (FCPC).

At the end of the program year or in the event that a child withdraws from the program, the Family Case History report will be printed by the FCSW and placed in the child's file. This report includes the following information:

- Family Goals History
- Family Visits History
- Referrals, services and follow-up (family satisfaction)
- Case Notes

Additional documentation may include the following:

Contact Forms

- Staff, other than FCSWs, making contacts with families should utilize the Family Case Notes screen in COPA when possible.
- However, Contact Forms may be utilized when it is not possible or best practice to document in the Family Case Notes screen.
- The Contact Form is a duplicate and is used to share information with other staff. The original is filed in the child's folder; the duplicate is provided to the appropriate recipient, reviewed, initialed and forwarded FCPC.
- The FCPC maintains a file of Contact Forms received by Coordinators.

Changes of Address

- The staff person obtaining the change of address is responsible for updating the information in the database.
- The Director's office should be notified whenever a Policy Council member's address changes.

**SIUC HEAD START
Operating Policies and Procedures Manual**

Subject: FCSW Home Visits	Number: C.40.3
Service Area: FCP – Family Partnerships	Section: Family Goal Setting
Relevant Forms: Located on P:/common drive	Date Effective: Revised 07/2009

REGULATION REFERENCE: Performance Standard 1304.40(a)(1)

POLICY: At least one FCSW home visit is required for each family during the program year. In addition, FCSWs are to make home visits in accordance with the findings of assessments of children and families.

PROCEDURE:

- Home visits are to be completed by FCSWs within 45 calendar days from child’s first day of attendance for newly enrolled children.
- Families who received a FCSW home visit in the previous program year must have a home visit within 90-days of the child’s first day of attendance in the current school year.
- Visits are to be scheduled with the parent(s)/guardians at a time that is mutually convenient for parents and staff.
- In two-parent homes, Family Assessments (FA) and Family Partnership Agreements (FPA) should be completed at a time when both parents can participate
- Staff should coordinate visits so that families are not subjected to excessive visits by Head Start personnel. This will assist in streamlining services to Head Start children and families.
- Visits may only be completed in a location outside of the family home if home visits are forbidden by parents and/or in situations where it may be unsafe for the worker. If it is at the request of the parent, every effort to explain the benefits of completing the visit at home must be made by the worker.
- Situations where a parent expressly refuses to participate in the home visit should be documented by FCSWs.
- Within one week of completion, FCSWs are to complete the Family Visit screen in the database, which will be monitored by the (FCPC).
- FCSWs report monthly (per annual schedule) to Center Directors the status of home visits using the FCSW Monthly Status Report. The report is forwarded to the FCPC.
- FCPC reports on status of home visits by preparing a monthly report for the Program Director’s report. Additional reports detailing the status of each worker may be prepared by the FCPC and submitted to the Program Director as needed.

**SIUC HEAD START
Operating Policies and Procedures Manual**

Subject: Family Assessment	Number: C.40.4
Service Area: FCP - Family Partnerships	Section: Family Goal Setting
Relevant Forms: Located on P:/common drive	Date Effective: Revised 07/2009

REGULATION REFERENCE: Performance Standard 1304.40(a)(1)

POLICY: Each family enrolled in the program must be offered the opportunity to participate in the family partnership process, which includes the home visit, family assessment and family partnership agreement. The family assessment is used to determine family goals, strengths, challenges, services and other supports; the child's medical, dental and educational status is to be discussed during the family assessment process.

PROCEDURE:

- Family Assessments via home visits are to be completed by FCSWs within 45 calendar days from child's first day of attendance for newly enrolled children.
- Families who have received a FCSW home visit in the previous program year must have a home visit within 90-days of the child's first day of attendance.
- A Family Assessment Instrument has been developed to guide staff in the exchange of valuable information with families.
- The Family Assessment Instrument is to be completed and signed by staff and signed by families.
- The information exchanged in completing the Family Assessment should guide the FCSW and the family when developing a Family Partnership Agreement.
- FCSWs should prepare for the Family Assessment before meeting with the family by reviewing the child's file and transferring pertinent information to the assessment form to be reviewed with the family during the visit, including the status of the child's health requirements.
- For families enrolled a second year in SIUC Head Start, the Family Assessment should be updated on the existing form using a different color of ink. The family should initial and re-date the assessment form.
- Within one week of completion, Family Assessments, the services the family reports receiving as well as any referrals made by the FCSW should be entered into the database by the FCSW.
- The FCPC will review the assessment in COPA, enter the date the assessment was completed and mark it as complete. The FCPC will print the family assessment in COPA, initial the report and provide it to the Center Director. Family Assessment reports should be placed in the child's FCSW file.

**SIUC HEAD START
Operating Policies and Procedures Manual**

Subject: Family Partnership Agreement	Number: C.40.5
Service Area: FCP - Family Partnerships	Section: Family Goal Setting
Relevant Forms: Located on P:/common drive	Date Effective: Revised 07/2009

REGULATION REFERENCE: Performance Standard 1304.40(a)(1) & (2)

POLICY: The family partnership agreement identifies family goals, responsibilities, timetables and strategies for achieving these goals as well as documents the progress in achieving them. The FPAs are family-driven, take into account and build upon as appropriate, information obtained from the family and other community agencies concerning preexisting plans. SIUC Head Start coordinates with families and other agencies to support the accomplishment of preexisting goals/plans.

PROCEDURE:

- Family Partnership Agreements (FPAs) are to be completed by FCSWs during the home visit within 45 calendar days from child’s first day of attendance for newly enrolled children.
- Families who have received a FCSW home visit in the previous program year must have an FPA within 90-days of the child’s first day of attendance.
- All families enrolled a second year must have an updated FPA. If the goal and activities remain the same, the information should be transferred to a new form, then re-signed by the family
- Information gathered during the Family Assessment regarding family strengths, challenges, services, supports and the status of children’s health/dental requirements should be utilized in the development of FPA goals.
- Additional Family Partnership Agreements can be initialized with families throughout the program year.
- An FPA form is used to document the individualized family goals, responsibilities, timetables and strategies for achieving them as well as the progress in achieving goals.
- The Family Partnership Agreement is to be determined jointly, with either the FCSW or parent completing the form. The goals should focus on areas of immediate need, areas of priority for the parents and completion of program health requirements.
- Forms are printed in duplicate. Parents are provided with the white copy. The yellow copy goes in the child’s file.
- The Family Partnership Agreements are to be entered into the COPA database within one week of the contact by the FCSW.
- The FCPC will review the Family Goals screen in the database at the same time as the Family Assessment.
- Family Partnership Agreements should be reviewed with families throughout the program year in accordance with the target dates set for the activities noted on the FPAs.

- Progress, follow-up notes and completion status should also be entered into the COPA database by the FCSW within one week of follow-up with family.
- Goals recorded on Family Partnership Agreements should be in the format of goal statements. A clearly articulated and defined goal statement has four characteristics*:

<u>Realistic</u>	Goals must be truly possible for the family to achieve and within the control of the family.
<u>Specific</u>	Goals must be clearly stated and measurable.
<u>Time-Limited</u>	Goals must permit the family to recognize success within a certain time frame.
<u>Results-Oriented</u>	Goals must be stated in a way that makes it possible for family members to agree on their achievement; the goals must give some idea of how much must be done to meet the need or achieve the desired outcome.

*Adapted from the US Department of Health and Human Services, Head Start Social Services Training Manual (Washington, D.C.: US Department of Health and Human Services, Administration for Children, Youth and Families, Head Start Bureau, 1989).

SIUC HEAD START
Operating Policies and Procedures Manual

Subject: Consultations - Teacher/FCSW	Number: C.40.6
Service Area: FCP - Family Partnerships	Section: Family Goal Setting
Relevant Forms: Located on P:/common drive	Date Effective: 08/2006

REGULATION REFERENCE: Performance Standard Performance Standard 1304.40 (a)(1)

POLICY: FCSWs and supervising teachers will have a monthly opportunity to consult with each other regarding mutually served children and families on caseloads/in classrooms. The consultation time should be utilized by teachers and FCSWs to enhance their understanding of the whole family and plan appropriate strategies for working with the family.

PROCEDURE:

- FCSWs are responsible for scheduling consultations with teachers monthly.
- Within the first 90 days of the child's first day of attendance, all mutual children/families are to be discussed. At subsequent meetings, the teacher and FCSW should determine which cases to discuss.
- The Teacher/Family/Community Service Worker Consultation Form is to be completed on each family discussed. Suggested areas for prioritizing discussion are listed on the form.
- Children whose attendance is less than 50% for the month must be discussed and a plan developed between the teacher and FCSW developed to address attendance concerns.
- The FCSW completes the consultation form and submits it to the Center Director for review.
- The Center Director forwards the form to the Child Development Coordinator who reviews and forwards to the FCPC. The FCPC reviews the form returns it to the center. The Child Development Coordinator and FCPC are to return the form to the center within two weeks of receipt for placement in the child's file.
- The Child Development Coordinator and FCPC may meet to consult on cases as needed.
- Copies of Teacher/FCSW Consultation Forms may be forwarded to the Program Director, Program/Systems Operations Coordinator and/or other service area coordinators/specialists as appropriate.

SIUC HEAD START
Operating Policies and Procedures Manual

Subject: Consultations - FCSW Case Consultations	Number: C.40.7
Service Area: FCP – Family Partnerships	Section: Family Goal Setting
Relevant Forms: Located on P:/common drive	Date Effective: Revised 08/2008

REGULATION REFERENCE: Performance Standard 1304.40(a)(1)

POLICY: FCSW Case Consultations provide SIUC Head Start family services staff an opportunity to participate in group supervision and to learn from and assist each other in case management of Head Start families.

PROCEDURE:

- The FCSW Case Consultations are held each program year according to the schedule prepared by the FCPC. Generally, quarterly meetings will be held.
- Staff included in the consultations are all FCSWs, the Mental Health Consultant, the FCPC, the Health/Nutrition Coordinator and/or Health Specialist and the Child Development Coordinator and/or Child Development Specialist.
- The FCPC is responsible for arranging the meeting at a time mutually convenient for staff involved in consultation with the Program/Systems Operations Coordinator to ensure FCSW availability.
- FCSWs will work with the FCPC to prepare a list of families/children to be discussed during the consultations. FCSWs are to submit the list of children to their supervisor, who will forward to the FCPC by the due date established by the FCPC.
- The FCPC will distribute the list to service area coordinators in advance of the meeting. Generally, cases discussed at prior meetings will be included on the list at subsequent meetings.
- FCSWs are responsible for preparing case presentations and bringing any needed documents to the meeting in order to be fully prepared for the consultations.
- Staff must sign-in in order to participate in the meeting. By doing so, the staff agrees to the statement of confidentiality on the sign-in form since families/children on other worker's caseloads will be discussed.
- The Mental Health Observation/Consultation form will be used to document cases discussed and recommendations made. The forms will be shared with the appropriate center director.
- The FCPC maintains records of case consultations, including sign-in sheets, lists of cases and copies of Mental Health Observation/Consultation forms. The outcome of case consultations will be reported to the Program Director by the FCPC.

SIUC HEAD START
Operating Policies and Procedures Manual

Subject: Family Assessment - Preexisting Family Plans	Number: C.40.8
Service Area: FCP - Family Partnerships	Section: Family Goal Setting
Relevant Forms: Located on P:/common drive	Date Effective: 08/2008

REGULATION REFERENCE: Performance Standard 1304.40(a)(3)

POLICY: The family partnership agreement must take into account, and build upon as appropriate, information obtained from the family and other community agencies concerning preexisting family plans. This avoids duplication of effort or conflict with any preexisting family plans developed between other programs and the Head Start family. SIUC Head Start must coordinate, to the extent possible, with families and other agencies to support the accomplishment of goals in the preexisting family plans.

PROCEDURE:

- FCSWs should review the enrollment application and utilize the family assessment process to discuss with the family any involvement with other agencies.
- The family and FCSW should determine the feasibility of Head Start and the other agency working together with the family.
- FCSWs should ask the parent to sign the appropriate release of information to facilitate communication with the other program. Information **must not** be shared with other agencies without the written consent of the parent.
- FCSWs are responsible to document on assistant request forms communication with other agencies concerning pre-existing family plans; information is to be shared with other Head Start staff as appropriate.

**SIUC HEAD START
Operating Policies and Procedures Manual**

Subject: Parent Orientation	Number: C.40.9
Service Area: FCP – Family Partnerships	Section: Family Goal Setting
Relevant Forms: Located on P:/common drive	Date Effective: 08/2008

REGULATION REFERENCE: Performance Standard 1304.40(a)(4)&(5)

POLICY: Group parent orientation will be conducted every August for all parents.

PROCEDURE:

- The date will be approved by the Program Director. Co-location dates will be established in coordination with co-location staff. The times for parent orientation should be determined in coordination with the Program Systems Operations Coordinator and Center Directors.
- The FCPC is responsible for preparing materials for parent orientation and ensuring programs are carried out.
- Center Directors/Collaboration Specialist are responsible for overseeing parent orientation at their centers/sites.
- Teachers, Bus Drivers and Family/Community Service Workers should attend parent orientation at their centers/sites.
- Coordinators/Specialists will attend parent orientation to assist as needed per the established schedule.
- FCSWs must conduct individual parent orientation with parents unable to attend the group session within 30 days of the child's first day of attendance.
- Sign-in sheets and completed surveys should be submitted to the FCPC within two days of orientation.
- The FCPC tallies the surveys and prepares reports for each center prior to the first parent meeting. The results will be used to assist parent committees in establishing the date/time of their regular meetings.
- A program-wide report will be prepared and submitted to the Program Director.

Preparation of materials: The FCPC is responsible for preparing flyers for parent orientation to be included when acceptance letters are mailed to parents in August. The FCPC is responsible for preparing and ordering materials for parent orientation. At a minimum, the materials should include:

- Parent Handbook
- Community Resource Guide
- Information about each Head Start service area. The FCPC should work with each service area coordinators to determine materials to be provided regarding their service area.
- CACFP information
- WIC information
- Transportation & pedestrian safety information
- Child abuse/neglect information

- Discipline/child development information
- Other materials deemed pertinent

Surveys to be prepared for parent orientation include:

- A survey to determine the best time for parent meetings/events
- A survey to determine parent preferences for education topics
- A survey to determine the interests of fathers/father-figures
- A feedback form for parents to evaluate parent orientation

Other items:

- In-kind forms
- *Parent Orientation, Handbook and Community Resource Guide Acknowledgement* forms to be signed by parents and placed in each child's file
- Sign-in sheets

Presentation: The FCPC is responsible for creating and/or monitoring the presentations to be given by Center Directors at parent orientation. At a minimum the presentation should include:

- Parent involvement information, including:
 - Policy Council eligibility and function
 - Parent committee information, including function
 - The definition of a parent
- Mandated reporter information
- Transportation procedures and pedestrian safety
- Child outcomes and curriculum
- In-kind procedures and purpose
- Community Complaint procedure
- Attendance policy
- Emergency/crisis information

**SIUC HEAD START
Operating Policies and Procedures Manual**

Subject: Parent Handbook	Number: C.40.10
Service Area: FCP - Family Partnerships	Section: Family Goal Setting
Relevant Forms: Located on P:/common drive	Date Effective: 08/2008

REGULATION REFERENCE: Performance Standard 1304.40(a)(4) & (5)

POLICY: Each enrolled family must receive an updated Parent Handbook annually.

PROCEDURE:

- FCSWs are responsible for ensuring that each family receives a copy of the SIUC Head Start Parent Handbook within 30 days of the child's first day of school each year.
- The *Parent Orientation, Handbook and Community Resource Guide Acknowledgement* form should be signed by the parent and placed in the child's file. Presence of these forms will be monitored during file reviews.
- The FCPC is responsible for developing plans to complete the update and overseeing the update of the Parent Handbook annually.
 - Center Directors, service area coordinators and parents should all have the opportunity to review the handbook and recommend changes.
- The completed update should be submitted to the Director for review/approval annually, generally in May.
- The FCPC is responsible to ensure the appropriate forms are completed to order copies of the handbook through SIUC's Printing & Duplicating department, submitting forms to the Program Director for review/signature and distributing copies of the handbook to each center/site in August of each year.

SIUC HEAD START
Operating Policies and Procedures Manual

Subject: Newsletter - Family Connections	Number: C.40.11
Service Area: FCP – Family Partnerships	Section: Family Goal Setting
Relevant Forms: Located on P:/common drive	Date Effective: 08/2008

REGULATION REFERENCE: Performance Standard 1304.40(a)(4) & (5)

POLICY: The program is to develop and provided a newsletter of relevance to parents during the months of September – May.

PROCEDURE:

- The FCPC is responsible for preparing the newsletter and submitting to the Director for review by the third Friday of each month.
- The receptionist assists with copying the final newsletter provided by the FCPC after approval by the Program Director.
- Newsletters are distributed to families by the first working day of each month.
- The FCPC prepares annually the schedule of Policy Council members responsible for submitting articles each month. The schedule is provided to center directors to follow-up with Policy Council parents. If the Policy Council parent is unable to complete a written article, the article may be written by the FCPC after interviewing the parent.
- Coordinators are responsible for submitting to the FCPC articles and other items to appear in the newsletter, including the menu. Articles are due by the second Friday of the month.
- Information from the newsletter is available on the website www.headstart.siuc.edu each month; FCPC responsible for coordinating with secretarial staff and ensuring the information is updated monthly.
- Records of newsletters are kept by the FCPC.

**SIUC HEAD START
Operating Policies and Procedures Manual**

Subject: FCSW - Advocacy for Families	Number: C.40.12
Service Area: FCP - Family Partnerships	Section: Accessing Community Services & Resources
Relevant Forms: Located on P:/common drive	Date Effective: Revised 08/2008

REGULATION REFERENCE: Performance Standard 1340.40(b)(1)(i)-(iii)

POLICY: Through partnership with families, program staff are to identify and continually access, directly or through referrals, services and resources that are responsive to each family's interests and goals.

PROCEDURE:

- FCPC is responsible to ensure that training, support and resources are available for FCSWs to be responsive to each family's needs and interests.
- FCPC is responsible to monitor the family assessments, family partnerships agreements and case notes to ensure family's needs are being met and to guide and/or identify needed areas of support and/or training by FCSWs.
- FCSWs should maintain the central role of case manager with regard to advocating for families. FCSWs are to assist the parents and families in obtaining needed services by:
 - Assisting the family in emergencies or crises in areas such as food, housing, clothing and transportation
 - Providing education and other appropriate interventions including opportunities for parents to participate in counseling programs or to receive information on mental health issues that place families at risk such as substance abuse, child abuse and neglect and domestic violence.
 - Providing opportunities for continuing education and employment training and other employment services through formal and informal networks in the community.
 - Accompanying the parent to service providers.
 - Interpreting the strengths and needs of the family to another agency.
 - Gaining and understanding of the policies/procedures of other agencies as they relate to service delivery for mutually served families.
 - Providing transportation to the agency, if needed.
 - Following up with the parent and agency regarding external referrals and documenting follow-up.
 - Making internal service requests to other Head Start staff on behalf of families and following-up with services/information provided.

SIUC HEAD START
Operating Policies and Procedures Manual

Subject: FCSW Follow-up	Number: C.40.13
Service Area: FCP - Family Partnerships	Section: Accessing Community Services & Resources
Relevant Forms: Located on P:/common drive	Date Effective: Revised 07/2009

REGULATION REFERENCE: Performance Standard 1304.40 (b)(2)

POLICY: Program staff must follow-up with each family to determine whether the kind, quality and timeliness of the services received through referrals met the families' expectations and needs.

PROCEDURE:

- FCSWs must document referrals in the Referral & Services section of the database.
- The FCSW will conduct initial follow-up within 15 days of documenting the referral to determine the level of satisfaction with the assistance, i.e.,
 - What service did the family receive?
 - Was service was timely and did it meet the family's needs?
 - What additional assistance is needed?
 - Other comments
- If there is ongoing follow-up, documentation is to be maintained in the family section of the database.
- FCSWs needing additional support with referrals or determining services needed to meet families need should contact the FCPC for guidance.

**SIUC HEAD START
Operating Policies and Procedures Manual**

Subject: Community Resource Guide	Number: C.40.14
Service Area: FCP - Family Partnerships	Section: Accessing Community Services & Resources
Relevant Forms: Located on P:/common drive	Date Effective: 08/2008

REGULATION REFERENCE: Performance Standard 1304.40(b)(1)(i)-(iii)

POLICY: Each family enrolled will receive the SIUC Head Start Community Resource Guide, a comprehensive listing of services available in the community that may be of assistance to families.

PROCEDURE:

- FCSWs are responsible for ensuring that each family receives a copy of the Community Resource Guide within 30 days of the child's first day of school.
- The *Parent Orientation, Handbook and Community Resource Guide Acknowledgement* form should be signed by the parent and placed in the child's file. Presence of these forms will be monitored during file reviews.
- The FCPC is responsible for developing plans to complete the update and overseeing the update of the Community Resource Guide annually. Plans for carrying-out the update should be discussed with the Program Director prior to implementation.
- The completed update should be submitted to the Director for review annually, generally in May.
- The FCPC is also responsible to ensure the appropriate forms are completed to order copies of the guide through SIUC's Printing & Duplicating department, submitting forms to the Program Director for review/signature and distributing copies of the guide to each center/site in August of each year.

**SIUC HEAD START
Operating Policies and Procedures Manual**

Subject: Parent Resource Racks	Number: C.40.15
Service Area: FCP – Family Partnerships	Section: Accessing Community Services & Resources
Relevant Forms: Located on P:/common drive	Date Effective: 08/2008

REGULATION REFERENCE: Performance Standard 1304.40(b)(i)-(iii)

POLICY: Each SIUC Head Start center has resource racks that are to contain information of interest to families.

PROCEDURE:

- FCSWs are responsible for updating and maintaining the information in the resource racks each month.
- Center Directors are responsible to monitor the resource rack condition.
- At a minimum, the information available should include resources related to:
 - Emergency or crisis assistance, including food, clothing, housing
 - Transportation
 - Mental health, including substance abuse, child abuse/neglect, domestic violence
 - Adult education
 - Employment services/job training
 - Parenting
- The FCPC is responsible for ensuring racks are available, providing resources to FCSWs for the racks and ensuring information available is appropriate, timely and meets the requirements.

SIUC HEAD START
Operating Policies and Procedures Manual

Subject: Parent Bulletin Boards	Number: C.40.16
Service Area: FCP - Family Partnerships	Section: Accessing Community Services & Resources
Relevant Forms: Located on P:/common drive	Date Effective: 08/2008

REGULATION REFERENCE: Performance Standard 1304.40(b)(i)-(iii)

POLICY: Parent bulletin boards are to be located in each center/site. The boards are to post information of relevance to parents and provide information related to the parent education theme/parent meeting topic of the month.

PROCEDURE:

- The FCPC is responsible to provide information for updating the bulletin boards monthly and ensuring posted materials are timely and appropriate.
- FCSWs are responsible each month for decorating the boards, posting the updated material and posting additional approved material.
- Parent participation should be utilized as much as possible to update/maintain the boards. A Parent Board committee may be established through each parent committee.
- Copies of all information posted should be submitted to the FCPC for review.
- The FCPC maintains records of materials posted.
- Information that must be posted on the bulletin board includes:
 - CACFP brochure
 - Most recent parent committee meeting minutes
 - Most recent *Family Connections* newsletter
 - Most recent community calendar
 - Most recent parent volunteer of the month

SIUC HEAD START
Operating Policies and Procedures Manual

Subject: Parent Involvement - General	Number: C.40.17
Service Area: FCP - Family Partnerships	Section: Parent Involvement - General
Relevant Forms: Located on P:/common drive	Date Effective: Revised 08/2008

REGULATION REFERENCE: Performance Standard 1304.40(d)(1)

POLICY: The program must provide parent involvement and education activities that are responsive to the on-going and expressed needs of parents both as individuals and as members of a group. Other community agencies should be encouraged to assist in the planning and implementation of such activities.

PROCEDURE:

- Family/Community Partnership Coordinator is responsible for establishing and ensuring that a parent involvement program is implemented. All staff are required to assist and participate in various aspects of parent involvement.
- FCPC collects information from parents through surveys, during parent committee meetings, individually through family assessments, and advisory committees, and/or through focus groups.
 - Initial surveys are completed at the time of parent orientation (August).
 - Parents' top interests related to themselves and to their child are prioritized.
 - Parent meeting topics are established for that program year.
 - This information is provided to Center Directors via a report.
 - Interests may surface during parent meetings, through family assessments and/or at committee meetings which is considered when planning parent involvement and education services.
 - Focus groups may be conducted to receive input from parents on specific topics or issues that are to be addressed.
- FCPC and FCSWs are required to attend local community agencies meetings on a schedule determined each program year.
 - Information received from parents should be shared to seek assistance from such agencies in preparing programs and/or addressing issues.
- A variety of approaches are implemented to ensure parent interests and education needs are being addressed. The following group parent involvement activities are to occur:
 - Parent Committee Meetings are to be held on a monthly basis with the time/date established at the beginning of each program year. FCPC is responsible to coordinate meetings with center directors.
 - Parent And Child Together (PACT) Activities may conducted each quarter in conjunction with a scheduled parent committee meeting.
 - Annual program parent activity is planned and implemented by parents with assistance from staff.
 - Family Involvement months
 - Male Involvement Activities

- One specially planned activity is to be conducted at least annually, i.e., family fun fair, community resource fair.
- Individual parent involvement and education interests are identified and addressed by FCSWs through family assessments and case management activities.
- FCPC monitors and reports parent attendance at parent involvement events. Education services provided to parents by the program are reported annually in the Program Information Report (PIR).

**SIUC HEAD START
Operating Policies and Procedures Manual**

Subject: Parent Committees	Number: C.40.18
Service Area: FCP - Family Partnerships	Section: Parent Involvement- General
Relevant Forms: Located on P:/common drive	Date Effective: Revised 07/2009

REGULATION REFERENCE: Performance Standard 1304.40 (d)(1)

POLICY: All parents/guardians who have children enrolled in the program are members of the Head Start Parent Committee.

PROCEDURE:

- Head Start parent means a Head Start child’s mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purpose of adoption pending a final adoption decree (1306.3 Definitions).
- Parent Committees meet once a month from September through April.
- On-site childcare, refreshments and transportation arrangements are generally available at the meetings.
- The Parent Committees are established at the center level as follows:
 - Carbondale Center
 - John A. Logan College/ Malone’s Co-Locations
 - Johnston City Center
 - Marion Center,
 - Murphysboro Center
- Main functions of the Parent Committee are to
 - Participate in the governance of the Head Start classroom and program by attending and supporting the Parent Committee meetings; serving as officers of the Parent Committee; serving as elected members of the Policy Council; and/or electing representative(s) to the Policy Council per the above established guidelines
 - Advise staff in developing and implementing local program policies, activities and services.
 - Plan, conduct and participate in informal as well as formal programs and activities for parents and staff.
- The FCPC is responsible for:
 - Determining the parent education topics for parent committee meetings
 - Preparing notices and agendas monthly
 - Ensuring meetings are held monthly
 - Ensuring meetings are carried out in compliance with the operating guidelines
 - Ensuring operating guidelines are updated annually
 - Ensuring parents are elected to serve as Parent Committee Officers, Policy Council, Health Advisory Committee and Education Committee representatives

- Maintaining an updated roster of officers and informing the necessary staff of changes in elected representatives
- Maintaining records of meetings, which includes:
 - Flyer used to promote/advertise the meeting to parents
 - Agenda
 - Sign-in sheet
 - Minutes (both written and typed)
 - Copies of any handouts provided
- Tracking and reporting parent meeting attendance monthly.
- Center Directors are responsible for:
 - Working with the FCPC to establish the agenda for each meeting
 - Promoting meetings
 - Organizing and supervising meetings
 - Addressing parent questions/concerns
 - Arranging childcare staff
 - Ensuring FCPC receives copies of meeting records within two days of meetings
- FCSWs are responsible for:
 - Providing monthly reminders to each family on caseload, promoting parent meetings
 - Attending meetings
 - Assist with greeting parents
 - Participating in meetings
 - Assisting with set-up and clean-up
 - Providing childcare when necessary.
- Teachers assist with childcare during meetings per the schedule determined annually by Center Directors.
- Efforts are to be put forth by all staff attending parent meetings to solicit volunteer services from parents.

**SIUC HEAD START
Operating Policies and Procedures Manual**

Subject: Parent Activity	Number: C.40.19
Service Area: FCP – Family Partnerships	Section: Parent Involvement - General
Relevant Forms: Located on P:/common drive	Date Effective: Revised 07/2009

REGULATION REFERENCE: Performance Standard 1304.40(d)(1)

POLICY: The Parent/Children Activity Funds are established for parents to plan and participate in activities which they have designed for themselves. Normally, \$10 per child per center/co-location set enrollment will be provided by Head Start grant funds annually for parent education activities and will be administered by guidelines developed by the SIUC Head Start Policy Council who will direct and monitor how these funds will be utilized throughout the year. In addition, each center Parent Committee, with guidance and assistance from the appropriate staff and center director approval, will utilize funds to support parent/child activities, supplies, materials, etc. that enhance the goals and objectives of the Head Start program. Normally \$20.00 per child will be provided by Head Start grant funds each year for each center. These funds should be sufficient to provide activities for the children, and therefore should eliminate the need for any center-initiated fundraising activities. Any fundraising project must have the prior approval of the SIUC Head Start Director. is provided with funds to plan and provide educational activities/materials for children/families.

PROCEDURE: The FCPC is responsible for oversight of the Parent/Children’s Activity funds. Responsibilities include:

- Explaining parent/children activity funds to parent committees
- Ensuring parent committees vote to determine whether to use their parent activity funds on an individual center activity or a program wide activity, generally in October
- Submitting themes/plans from each parent committee to Director for Policy Council, generally in November
- Ensuring planning committees are established and supported by staff
- Working with activity chairperson to plan planning committee meetings.
- Arranging childcare and other support for planning committee meetings, as needed
- Preparing parent activity budget reports
- Ensuring that plans are developed for parent/child educational activities and materials. Plans are to be developed in coordination with the Center Parent Committee and with guidance and assistance from the appropriate staff and center director.
- Monitoring usage of parent/children activity funds to ensure compliance with agency regulations.

SIUC HEAD START
Operating Policies and Procedures Manual

Subject: Parent Involvement - Family Involvement Month	Number: C.40.20
Service Area: FCP – Family Partnerships	Section: Parent Involvement - General
Relevant Forms: Located on P:/common drive	Date Effective: 08/2008

REGULATION REFERENCE: Performance Standard 1304.40(d)(1)

POLICY: Family Involvement month activities are to be planned twice annually, generally in September and February.

PROCEDURE:

- The FCPC is responsible for:
 - Working with Center Directors to determine activities and dates for family involvement month activities
 - Preparing flyers, newsletter articles and other materials to promote parent involvement month
 - Preparing forms to be used by teachers to track participation in family involvement month activities
 - Reporting participation in the Director’s Report.
- Center Directors are responsible for:
 - Working with FCPC to determine activities and dates for family involvement month activities.
 - Promoting activities to families
 - Ensuring teachers complete tracking forms and in-kind forms for participating families
 - Returning all tracking forms to FCPC within two days of last activity
- FCSWs are responsible for:
 - Promoting family involvement month to families on caseload through individual contacts.
 - Monitoring participation of families on caseload.

**SIUC HEAD START
Operating Policies and Procedures Manual**

Subject: Father/Male Involvement - General	Number: C.40.21
Service Area: FCP – Family Partnerships	Section: Parent Involvement - General
Relevant Forms: Located on P:/common drive	Date Effective: Revised 08/2008

REGULATION REFERENCE: Performance Standard 1304.40(d)(1)

POLICY: The program is to develop and implement a male involvement program where all men involved in providing parenting support for SIUC Head Start children have the opportunity to participate.

PROCEDURE:

- The FCPC is responsible for carrying-out the male involvement program, gathering information from fathers about their interests and needs, providing resources to support needs, maintaining records and overseeing designated activities.
- Designated activities to support male involvement include:
 - Parent Orientation Surveys
 - Male Advisory Panel (MAP) meetings
 - MUSCLE (Men Understanding Small Children’s Learning Experiences) literacy program
 - M.A.L.E. Week and/or Father/Father-Figure Appreciation Day
 - Center/Site and program Male Volunteer of the Year recognition
 - Other activities determined annually
- In addition to these male-focused services, men in the program are encouraged to participate in all parent involvement activities including: monthly parent committee meetings, home visits, parent/teacher conferences, classroom field trips and the annual parent activity.
- Leadership opportunities are to be made available for parents on the Parent Committee, Policy Council, Education Committee and Health Advisory Committee. Men are to be strongly encouraged to take a leadership role in the program.

SIUC HEAD START
Operating Policies and Procedures Manual

Subject: Father/Male Involvement - Male Advisory Panel	Number: C.40.22
Service Area: FCP – Family Partnerships	Section: Parent Involvement - General
Relevant Forms: Located on P:/common drive	Date Effective: Revised 08/2008

REGULATION REFERENCE: Performance Standard 1304.40(d)(1)

POLICY: An advisory committee, entitled *The Male Advisory Panel* (MAP), is to be established annually to receive input into the male involvement program and provide support.

PROCEDURE:

- The FCPC is responsible for organizing and overseeing MAP meetings and preparing notices.
- Male Advisory Panel is to be comprised of Head Start fathers/father figures and community volunteers.
- Male Advisory Panel meetings are to be held at least three times per year; generally October, January and April.
- Invitations to participate in MAP are posted in every center and sent home with every child.
- Any male Parent Committee Chairs and Policy Council Representatives are strongly encouraged to participate in the panel.
- Center Directors are responsible to ensure that distributing and posting notices of meetings materials promoting MAP meetings is completed in timely manner.
- FCSWs are responsible to promote MAP meetings with families are their respective caseloads and coordinate transportation services with parents to facilitate attendance.
- Outcomes of MAP meetings are to be reported by a MAP member in attendance at both meetings at the next parent committee meetings; if no member is available the FCPC will provide the report.

**SIUC HEAD START
Operating Policies and Procedures Manual**

Subject: Father/Male Involvement - MUSCLE Program	Number: C.40.23
Service Area: FCP – Family Partnerships	Section: Parent Involvement - General
Relevant Forms: Located on P:/common drive	Date Effective: Revised 08/2008

REGULATION REFERENCE: Performance Standard 1304.40(d)(1)

POLICY: The SIUC Head Start MUSCLE program is designed to facilitate male involvement and promote literacy by recognizing the contribution of fathers and father figures who read to children. The MUSCLE acronym stands for Men Understanding Small Children’s Learning Experiences.

PROCEDURE:

- FCPC is responsible to develop, coordinate and monitor the MUSCLE program, i.e. provide MUSCLE tracking sheets for each classroom, ensure participants receive items.
- The reading activities take place in classrooms or at home with books checked out and are tracked by the teacher in the classroom and by the FCPC with books checked out.
- Recognition is earned on the following schedule:

Item	# of reading visits
MUSCLE Certificate	1
Storybook	2 - 5
Child’s t-shirt	6 - 10
Male’s adult t-shirt	10+

- Items are earned per visit, not per book read. (Visiting once and reading 10 books does not earn a T-shirt). This requirement is to encourage males to visit the classroom on multiple occasions.
- Teachers are responsible to ensure that men who participate in the program receive the items they have earned by following these procedures:
 - Ensuring that MUSCLE tracking form is completed when a male visitor reads to the children. The form may be completed either by the teacher or the reader.
 - The address (including city, state & zip) and phone number should be completed on the MUSCLE and tracking forms as it may be necessary to mail items.
- MUSCLE tracking sheets should be submitted to the FCPC on the last day of every month. The FCPC is responsible for distributing items.
- If no one participated in MUSCLE during a particular month, the top portion of the sheet should be completed and N/A written across the grid. Sheets with no participation are still due on the last Friday of every month.

**SIUC HEAD START
Operating Policies and Procedures Manual**

Subject: Parent Volunteers	Number: C.40.24
Service Area: FCP – Family Partnerships	Section: Parent Involvement - General
Relevant Forms: Located on P:/common drive	Date Effective: 08/2003

REGULATION REFERENCE: Performance Standard 1304.40(d)(2)

POLICY: Centers must be open to parents during all program hours. Parents must be welcomed as visitors and encouraged to observe children as often as possible and to participate with children in group activities. The participation of parents must be voluntary, and must not be required as a condition of the child's enrollment.

PROCEDURE:

- Center Directors will inform parents of center hours of operation at parent orientation. The information is included in parent handbook and on the website.
- FCPC is responsible to develop, coordinate and monitor plans and activities implemented by center staff that welcome parents to visit, encourage parent to observe children and to participate in group activities.
- FCPC is responsible to ensure that volunteer opportunities for parents are presented at parent committee meetings, included in the newsletter and posted on parent and classroom bulletin boards each month.
- *See Community Partnerships Policies and Procedures for additional information about volunteer requirements.*

**SIUC HEAD START
Operating Policies and Procedures Manual**

Subject: Volunteer Recognition	Number: C.40.25
Service Area: FCP – Family Partnerships	Section: Parent Involvement - General
Relevant Forms: Located on P:/common drive	Date Effective: Revised 08/2006

REGULATION REFERENCE: Performance Standard 1304.40(d)(2) & (3)

POLICY: The program is to recognize the contributions of parent volunteers.

PROCEDURE: The program will utilize a variety of methods to recognize parent volunteers:

Parent Volunteers of the Month

- Center Directors select a Parent Volunteer of the Month for each center/co-location from September through April based on the criteria established.
 - Criteria for the Parent Volunteer of the Month and Parent Volunteer of the Year will be reviewed annually by parents at the September parent meetings.
 - Generally the criteria will be printed in the October parent newsletter.
- The Parent Volunteer of the Month will be awarded a certificate.
 - Printed certificates (excluding the recipient’s name) are provided annually to Center Directors by the FCPC, generally in August.
 - The Center Director is to write/type the recipient’s name on the certificate each month and provide to the parent.
- The Parent Volunteer of the Month’s name will be announced at a subsequent parent meeting by the Center Director.
- FCSWs are to post the Parent Volunteer of the Month’s name on the parent board.

Parent Volunteers of the Year

- Male and Female Parent Volunteers of the Year will be selected for each center/co-location each April based on established criteria.
- Center Directors track parent volunteer hours monthly and review the annual total to determine the male and female parents with the highest hours based on the established criteria.
- Parent Volunteers of the Year will be recognized at their center/site by the Center Director with a certificate and/or gift.
- Recipients of the Male and Female Parent Volunteer of the Year awards at each center/site are eligible to apply for the SIUC Head Start Program-Wide Male and Female Volunteer of the Year awards.
 - The FCPC prepares the applications annually, generally in April, and distributes to Center Directors with the return date. The application includes information about the applicant’s volunteer activities, a personal statement, references and a total of their eligible volunteer hours.

- Center Directors must provide their Volunteers of the Year with their packets, provide any assistance needed for parents to complete the packets and return the packets to the FCPC by the due date.
- The Director establishes a committee to review the applications and select the program-wide Male & Female Volunteers of the Year. The committee generally includes the FCPC, administrative staff and/or representatives from the Policy Council. The committee typically meets in late April.
- The FCPC is responsible to coordinate the committee meeting, ensure minutes are kept and provide the names of the selected recipients to the Director immediately following the selection.
- The Director will recognize the Male and Female Volunteers of the Year.
- The center Male or Female Volunteer of the Year at the Murphysboro center with the highest volunteer hours is entitled to the Earlene Sanders Award.

Parent/Community Volunteer Recognition

- Parents/Guardians who have volunteered 50 hours will receive a parent volunteer recognition certificate, generally at their child's recognition ceremony at the center.
 - The Center Director tracks parent volunteer hours to determine eligibility.
 - The FCPC provides certificates to Center Directors.
- Other persons who volunteer (i.e. community/student volunteers) 25 hours will receive a general volunteer recognition certificate.
 - The staff person supervising the volunteer is responsible to ensure they receive a certificate.
 - The FCPC provides certificates as requested.

Policy Council Volunteer Recognition

- Each year a Policy Council member is selected by members of the Council to receive the Rosia Kerens Award per the criteria established by Policy Council.
- The recipient is announced at the annual staff/Policy Council recognition ceremony held in May.

Criteria for Rosia Kerrens Award

Rosia Kerrens was a parent in the first Murphysboro Head Start. Her enthusiasm and commitment as a parent, center committee chairperson and Policy Council member of Head Start was exemplary. This award was created in her honor as a role model and dedication to parents, parent involvement and Head Start in general.

Criteria for the Rosia Kerrens award includes the following:

1. To be awarded of and dedicated to supporting Head Start guidelines, performance standards and policies as related to parents, children, families and community.
2. To participate in all training as possible and relevant to promote Head Start.
3. To be a Policy Council member.
4. To reward meritorious service (within the current Head Start year, as a minimum).
5. To be an advocate of Head Start children and families.

This award should be given with consensus of the Policy Council.

SIUC HEAD START
Operating Policies and Procedures Manual

Subject: Parents - Employment Opportunities	Number: C.40.26
Service Area: FCP – Family Partnerships	Section: Parent Involvement - General
Relevant Forms: Located on P:/common drive	Date Effective: 08/2008

REGULATION REFERENCE: Performance Standard 1304.40(d)(3)

POLICY: Parents must be provided with opportunities to participate in the program as employees or volunteers.

PROCEDURE:

- The FCPC is responsible to:
 - Provide parent with volunteer information at parent orientation, in the parent handbook and monthly at parent committee meetings.
 - Contact the Business Manager regarding employment vacancies and include listings monthly in the newsletter.
 - Ensure information about employment and volunteer opportunities are posted on parent bulletin boards as needed.
- FCSWs are responsible to post information regarding employment and volunteer opportunities on parent bulletin boards as provided.
- Past or current parents applying for employment are to be given preference for employment vacancies for which they are qualified. *See Personnel Policies for procedures.*

SIUC HEAD START
Operating Policies and Procedures Manual

Subject: Parent Involvement - Child Development & Education	Number: C.40.27
Service Area: FCP – Family Partnerships	Section: Parent Involvement in Child Development & Education
Relevant Forms: Located on P:/common drive	Date Effective: Revised 08/2008

REGULATION REFERENCE: Performance Standard 1304.40(e)(1) & (3)

POLICY: Parents must be included in the development of the program’s curriculum and approach to child development and education. Parents must have the opportunity 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.

PROCEDURE:

- The FCPC is to ensure the curriculum is discussed with parents at parent orientation and at least one parent committee meeting annually. Input into the curriculum will be gathered from parents through the parent committees, which will be shared during self-assessment.
- Parents will have the opportunity to elect a representative from their parent committee to the Education Committee at the first meeting of the program year in September.
- FCSWs will discuss the family’s child care and parenting status during family assessment, which includes a discussion on parenting and child development issues and concerns of the parent.
 - Individual support provided to parents related to their child’s development and education will be documented by FCSWs in the database.
- The FCPC collects information from parents at parent orientation, parent committee meetings, focus groups, etc. related to their educational needs regarding their children. This information is used to plan a parent involvement and education program that is responsive to the needs of parents.
 - Parent committee meetings, special events, the newsletter, parent bulletin boards, and resource racks will provide information, education and resources for parents related to parenting issues and concerns.

SIUC HEAD START
Operating Policies and Procedures Manual

Subject: Family Literacy	Number: C.40.28
Service Area: FCP - Family Partnerships	Section: Parent Involvement in Child Development & Education
Relevant Forms: Located on P:/common drive	Date Effective: 08/2008

REGULATION REFERENCE: Performance Standard 1304.40(e)(4)

POLICY: Families must be offered the opportunity for family literacy development either directly from the program or through referrals to other local agencies.

PROCEDURE:

- The FCPC will ensure parents have access to materials, services, and activities essential to family literacy development. Such materials will be available through:
 - Resource racks
 - Parent bulletin boards
 - Parent committee meetings
 - Annual Parent Activity
 - Special events and resource fairs
 - PACT activities held quarterly in conjunction with parent committee meetings
 - FCSWs
 - Community calendar and other community events promoted through Head Start
 - Partnerships with community agencies
- FCSWs must offer parents assistance as adult learners to address their own literacy goals.
 - The parent's education status must be discussed as part of the family assessment process.
 - Individual family partnership agreements must be developed with parents interested in pursuing their learning goals.
 - Parents' will be referred by FCSWs to the adult education provider most beneficial to the parent.
- The FCPC is responsible to maintain a formal relationship with each adult basic education/family literacy/GED provider in the community. A written interagency agreement is maintained jointly with providers and updated annually.
- Parents' enrollment in adult education is monitored by the FCPC and reported annually in the PIR.

Parent & Child Together (PACT) Activities

- PACT (Parent And Child Together) Activities will be offered on a schedule determined annually by the FCPC and Program Director.
- Generally PACT activities may be offered prior to select parent committee meetings and/or at parent events.
- The FCPC is responsible for determining PACT activities and gathering needed materials, however, parents and other staff may be utilized in carrying out activities.
- The activities should demonstrate to parents ways they can work with their child at home. Therefore, parents are expected to remain with their children during the activity.
- Documentation of PACT activities should include sign-in sheets and a handout provided to parents about the activity, including which learning areas the activity supports.
- The FCPC is responsible for monitoring PACT attendance and maintaining records of attendance.

SIUC HEAD START
Operating Policies and Procedures Manual

Subject: Parent Involvement - Parent/Teacher Conferences	Number: C.40.29
Service Area: FCP – Family Partnerships	Section: Parent Involvement in Child Development & Education
Relevant Forms: Located on P:/common drive	Date Effective: 08/2008

REGULATION REFERENCE: Performance Standard 1304.40(e)(5)

POLICY: Each family must be offered the opportunity and be encouraged to participate in parent/teacher conferences conducted by teaching staff.

PROCEDURE:

Teachers must:

- Offer each family the opportunity to participate in two parent/teacher conferences per year.
- Schedule P/T conferences with parents at a mutually convenient time.
- Document completion of P/T conferences using a Progress and Planning form.
- Share results from the screenings, assessments, observations, and individualization plan and discuss developmental progress and any concerns.
- Solicit parent(s)/guardian(s) input relative to the curriculum.
- Provide parent with home activities to support the child's interests, needs, or strengths.
- Explain the advantages of P/T conferences to reluctant parents.

The Child Development Coordinator must:

- Ensure each family is offered the opportunity to participate in two P/T conferences per year.
- Monitor documentation of P/T conferences by teachers.
- Follow-up with and support teachers experiencing difficulty completing P/T conferences.

**SIUC HEAD START
Operating Policies and Procedures Manual**

Subject: Health Education	Number: C.40.30
Service Area: FCP - Family Partnerships	Section: Parent Involvement in Health, Nutrition and Mental Health Education
Relevant Forms: Located on P:/common drive	Date Effective: Revised 08/2008

REGULATION REFERENCE: Performance Standard 1304.20(e)(2) & (3); 1304.40(f)(1) & (2)(i-iii)

POLICY: Medical and dental education programs for program staff, parents and families must be provided.

PROCEDURE:

FCSWs must assist parents in understanding how to enroll and participate in system of ongoing family health care by:

- Discussing the family and child’s medical and dental health status during Family Assessment.
- Encouraging establishment of a medical/dental home
- Providing parents with a list of low cost medical/dental providers, which is prepared and updated by the Health/Nutrition Coordinator
- Providing information and assistance in applying for medical benefits
- Educating parents on the importance of completing program health requirements and implementing health/dental referrals for any child with outstanding health/dental requirements. Health/dental referrals are monitored by Center Directors and Health/Nutrition staff.
- Educating the parent, by providing examples and explaining health/dental screenings and requirements, so that they can prepare their child prior to receiving the needed screening.
- Assisting in obtaining prior parent permission for any screening or exam completed at Head Start.
- Establishing FPAs with families who are challenged in meeting program health/dental requirements.
- Ensuring parents are aware of and understand the purpose and results of all health procedures, requirements, screenings, examinations, etc. conducted by or for Head Start.
- Encouraging parents to accompany their child to medical and dental examinations and appointments and actively participate in their child’s health care.

The FCPC is responsible for:

- Ensuring parents are provided with educational opportunities, related to their child’s medical/dental health, including first aid and safety information.
- Preparing the schedule of health education activities for parents to be included in the overall parent education/parent meeting schedule, which is determined annually by the FCPC and approved by the Director.

- Providing medical/dental health and safety awareness parent education opportunities through:
 - Parent committee meetings
 - Special events
 - Resource racks
 - Bulletin boards
 - Newsletter
 - Referrals to community providers
 - Individually through staff

- The Health/Nutrition service area staff is responsible for providing information to share with parents specific to the health needs of individual children as needed.

**SIUC HEAD START
Operating Policies and Procedures Manual**

Subject: Nutrition Education for Families	Number: C.40.31
Service Area: FCP – Family Partnerships	Section: Parent Involvement in Health, Nutrition and Mental Health Education
Relevant Forms: Located on P:/common drive	Date Effective: Revised 08/2008

REGULATION REFERENCE: Performance Standard 1304.23(d); 1304.40(f)(3)(i) & (ii)

POLICY: Nutrition education programs for program staff, parents and families must be provided.

PROCEDURE:

The FCPC must ensure nutrition education is provided to parents in the selection and preparation of foods to meet family needs and in the management of food budgets, and to broaden nutrition knowledge.

- The schedule of nutrition education activities for parents will be included in the overall parent education/parent meeting schedule, which is determined annually by the FCPC and approved by the Director.
- Nutrition education opportunities for parents may be provided through:
 - Parent committee meetings
 - Special events
 - Resource racks
 - Bulletin boards
 - Newsletters
 - Referrals to community providers
 - Individually through staff
 - Growth Assessment follow-up

FCSWs are responsible for:

- Discussing family nutrition with parents during the family assessment process.
- Referring families to community resources to support family nutrition and family access to food.
- Initiating an internal service request for families as needed to support nutrition.

The Health/Nutrition Coordinator is responsible for:

- Providing parents' information specific to the nutritional needs of individual children as needed.
- Providing resources and support for the nutrition education program.

SIUC HEAD START
Operating Policies and Procedures Manual

Subject: Mental Health Education	Number: C.40.32
Service Area: FCP – Family Partnerships	Section: Parent Involvement in Health, Nutrition and Mental Health Education
Relevant Forms: Located on P:/common drive	Date Effective: Revised 08/2008

REGULATION REFERENCE: Performance Standard 1304.40(f)(4)(i) -(iii)

POLICY: Mental health education programs for program staff, parents and families must be provided.

PROCEDURE:

- The FCPC must ensure a variety of opportunities are provided for parents and program staff to identify and discuss issues related to child mental health.
 - The schedule of mental health consultations for parents will be included in the overall parent education/parent meeting schedule, which is determined annually by the FCPC and approved by the Director.
 - Mental health parent education opportunities may be provided through:
 - Parent committee meetings
 - Special events
 - Resource racks
 - Bulletin boards
 - Newsletter
 - Referrals to community providers
 - Individually through staff
- FCSWs are provided support to address family mental health concerns through group case consultations the Mental Health Consultant, the FCPC, the Health/Nutrition Coordinator and/or Health Specialist and the Child Development Coordinator and/or Child Development Specialist. Consultations are to be held based on an annually determined schedule.
- FCSWs are to complete Mental Health Assistance Requests to request additional support for families on an individual basis.
- Mental Health Assistance Requests are completed by the FCSW, signed by the Center Director and forwarded to the Child Development Coordinator for determination of needed action.
- The Child Development Coordinator is responsible for:
 - Providing parents' information specific to the mental health needs of individual children as needed.
 - Providing resources and support for the mental health education program.
 - Ensuring parents are actively involved in planning and implementing any mental health interventions for their children.

**SIUC HEAD START
Operating Policies and Procedures Manual**

Subject: Parent Involvement - Community Advocacy	Number: C.40.33
Service Area: FCP – Family Partnerships	Section: Parent Involvement in Community Advocacy
Relevant Forms: Located on P:/common drive	Date Effective: Revised 08/2008

REGULATION REFERENCE: Performance Standard 1304.40(g)(1) & (2)

POLICY: Parents must be supported and encouraged to influence the character and goals of community services in order to make them more responsive to their interests and needs.

PROCEDURE:

The FCPC is responsible for:

- Updating the community resource guide each spring and ensuring families receive copies within 30 days of the child’s first day of attendance.
- Ensuring updated resources are available to families through bulletin boards, resource racks, etc.
- Ensuring each family is offered the opportunity to participate in the family partnership process, which includes the home visit, family assessment and family partnership agreement.
- Offering parents the opportunity to interact with community members through:
 - Service in an elected leadership role, such as Policy Council or Health Advisory Committee
 - Soliciting community members to provide parent education at parent committee meetings or special events
 - Organizing community resource fairs for parents
- Ensuring the annual communitywide strategic planning process includes information solicited from parents related to their needs and available resources.
- Designing a community partnerships program which includes relationships and interaction with community agencies.

FCSWs are responsible for:

- Completing the family partnership process with each family, which includes the home visit, family assessment and family partnership agreement.
- Assisting parents in accessing community resources.
- Acting as a role model for parents to guide them in working with community agencies.
- Providing each parent with a community resource guide.
- Updating information on bulletin boards and resource racks.
- Attending community meetings as assigned and representing the needs of Head Start families.

**SIUC HEAD START
Operating Policies and Procedures Manual**

Subject: Parent Involvement - Transition Activities	Number: C.40.34
Service Area: FCP – Family Partnerships	Section: Parent Involvement in Transition Activities
Relevant Forms: Located on P:/common drive	Date Effective: Revised 08/2008

REGULATION REFERENCE: Performance Standard 1304.40(h)(1)-(4)

POLICY: The program must assist parents in becoming their children’s advocate as they transition into Head Start and public school.

PROCEDURE:

The FCPC is responsible for:

- Ensuring parents receive information about the transition into Head Start through:
 - Working with the Program Systems Operations Coordinator to develop effective staff training on the enrollment process, which includes providing parents with information to prepare them for entering Head Start.
 - Developing an effective parent orientation program and monitoring to ensure each family receives orientation.
- Ensuring parents receive information about the transition to public school through:
 - Assisting parents to invite kindergarten teachers and school administrators to parent committee meetings annually, generally in April.
 - Working with the Child Development Coordinator to determine/develop materials to be included in transition packets provided to parents as children transition out of the program.
 - Participating in meetings of the kindergarten transition committee.
 - Providing additional parent education related to kindergarten transition needed.

FCSWs are responsible for:

- Providing and documenting information to parents to prepare them for entry into Head Start at the time of enrollment.
- Participating in group parent orientation and providing individual orientation to parents who cannot attend group sessions.
- Establishing FPAs with families related to kindergarten transition when it supports the family’s overall goals.
- Attending and participating in parent committee meetings.
- Preparing transition files

The Child Development Coordinator is responsible for:

- Scheduling and facilitating meetings of the Kindergarten Transition Committee and Education Committee.
- Assisting parents of children with social-emotional concerns to meet/communicate with school personnel prior to school attendance.

- Working with the FCP Coordinator to determine/develop materials to be included in transition packets provided to parents as children transition out of the program.
- Preparing Release for Educational Programming forms for teachers to obtain parental permission to share information/records with public schools.
- Monitoring preparation of children's transition files and delivering them to schools.

Teachers are responsible for:

- Distributing Transition packets during the final home visit.
- Obtaining parent signature on the Release for Educational Programming form.
- Sharing children's progress with parents toward school readiness skills; ensuring parents are informed of school expectations.
- Discussing activities that can be completed at home throughout the summer months to enhance the child's learning and development, stressing the importance of parents reading to their children on a daily basis.

**SIUC HEAD START
Operating Policies and Procedures Manual**

Subject: Parent Involvement - Home Visits	Number: C.40.35
Service Area: FCP – Family Partnerships	Section: Parent Involvement in Home Visits
Relevant Forms: Located on P:/common drive	Date Effective: Revised 08/2008

REGULATION REFERENCE: Performance Standard 1304.40(i)(1)-(3)

POLICY: Each family must be offered the opportunity to participate in home visits by Head Start staff.

PROCEDURE:

The FCPC must:

- Ensure each family is offered the opportunity to participate in the family partnerships process, which includes home visits, family assessments and family partnership agreements.
- Monitor documentation of home visits by FCSWs, including the location of the visit.
- Follow-up with and support FCSWs completing a larger than average percentage of visits in a location other than the family home.

FCSWs must:

- Offer each family the opportunity to participate in the family partnerships process, which includes home visits, family assessments and family partnership agreements.
- Schedule home visits with parents at a mutually convenient time.
- Document completion of home visits in the database, including the location of the visit when completed somewhere other than the family home.
- Explain the advantages of home visits to reluctant parents.
- Document instances where parents refuse to participate in home visits.
- *See Family Partnerships/FCSW Home Visits for more information*

The Child Development Coordinator must:

- Ensure each family is offered the opportunity to participate two teacher home visits per year.
- Monitor documentation of home visits by teachers, including the location of the visit and number of attempts.
- Follow-up with and support teachers experiencing difficulty completing home visits.

Teachers must:

- Offer each family the opportunity to participate in two home visits per year.
- Schedule home visits with parents at a mutually convenient time.
- Document completion of home visits.
- Explain the advantages of home visits to reluctant parents.
- Document instances where parents refuse to participate in home visits.
- *See ECDHS/Parent Contacts procedure for more information*