

Performance Standard	Action Steps	Person / Team Responsible	Time Frame	Documentation and Resources Indicators
<p>(continued) 1304.40 Family Partnerships (a) Family Goal Setting</p>	<p>enrollment as possible. At this initial home visit with families who miss the screening date or enrolled late, the Family Services Coordinator will assist the family in filling out several forms.</p> <p>All families with children who are 4 years of age will receive a Transition Folder, along with ideas for using them.</p> <p>Family Services Coordinators will assist the family as needed in the completion of the Physical and Dental exams.</p> <p>(2) *(Re: 1306.33(b) the Role of the parent in the Home Base Option.</p> <p>(3)The Family Partnership Agreement will not duplicate any existing family plan but will build upon and support parents in achieving goals identified in existing plans. At the time of the</p>	<p>~Education Coordinator & Teacher or Home Visitor</p> <p>~Family Services Coordinator</p> <p>~Family Services Coordinator ~possible</p>	<p>~Given at the first conference</p> <p>~within 90 days after date of enrollment</p> <p>~As soon as possible in the program year</p>	<p>~Parents Education Survey, ~Authorization form, ~Confidentiality form. ~Community Resource Directory ~Family Partnership Agreement form ~ Transition Folder</p> <p>~ Dental and physical forms ~ Possible transportation to appointments</p> <p>~Family Partnership Agreement</p>

Family and Community Partnerships Written

Policy Council Approval: 12/13/2011

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<p>(continued) 1304.40 Family Partnerships (a) Family Goal Setting</p>	<p>Family Partnership Agreement interview we ask parents if they are currently working with another agency on family goals. If there is a family plan with another agency, Family Services staff will discuss with the family what support services Head Start can provide in helping the family achieve their goals.</p> <p>(4)An opportunity is provided for parents to meet with staff to discuss their child’s development, before or after parent meetings, at home visits, school conferences and during informal discussions. They also participate in the assessment of their child’s individual needs at the beginning of the school year with the teaching staff. Throughout the year, parents are given information on their child’s progress.</p> <p>(5)Meetings and interactions with families take place at times and locations convenient to the family’s lifestyle. Head Start will make available an interpreter, if needed, in order to communicate in the language spoken in the home. Parents are encouraged to share their ethnic background by participating in special circle times and in preparing ethnic foods. Staff receives training in multi-cultural customs.</p> <p>(1)A Directory of Community Resources, listing services and resources in the 13 county program area, is given to each family at screening at the beginning of the school year, or at the time of enrollment. The Head Start parent/guardian and Head Start staff look through the Resource Directory and discuss how it is to be used. Parents are told that if there is a service or agency that they cannot locate, they are welcome to contact their Family Services Coordinator. This Directory is revised and updated annually so that services currently available to families are listed. The Family</p>	<p>agencies out side the program</p> <p>~Family Services Coordinator and Teaching Staff</p> <p>~Family Services Coordinator and Teaching Staff</p> <p>~Family Services Coordinator</p>	<p>~Before Parent meetings Home Visits Conferences or Informally</p> <p>~At screening or at the time of enrollment</p>	<p>~A completed family Information & Needs Assessment</p> <p>~Possible assessments and progress reports</p> <p>~ Staff may need additional training in multi-cultural customs ~May need an interpreter</p> <p>~Directory of Community Resources</p>

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<p>1304.40 (c)(1)(i)(ii)(iii), 1304.40 (c)(2) and 1304.40 (c)(3) Not applicable as the program is not an Early Head Start Grantee</p> <p>1304.40 Family Partnerships (d) Parent Involvement-general</p> <p>(continued) 1304.40 Family Partnerships (d) Parent Involvement-general</p>	<p>(1)A Parent Education Survey is filled out by each family at the beginning of the program year. From this survey, training sessions are scheduled for groups or on an individual basis, if needed. Monthly parent education sessions are held either before or after the parent committee meetings in the Head Start Center Units. At Home Base group meetings which are held twice a month, there may be more than one training session held per month. A variety of community agencies, such as Extension Service, Community Health, and Mental Health, along with Head Start staff, provide the training.</p> <p>Included on the Parent Education Survey is a checklist for parents to indicate their volunteer preferences which might include: (1) In the classroom (2) As an officer of the parent committee or (3) Serving on the Policy Council as a Representative.</p> <p>(2)In the Center units, the classrooms are always open to Head Start parents and parents are always welcomed in the classrooms. In September, parent orientation meetings are held in each Unit. All Head Start parents are given a Parent Handbook which includes information on: Confidentiality, Community & Parent Complaint Procedures, Bus Guidelines, etc. Parents receive the</p>	<p>~Family Services Coordinator</p> <p>~Family Services Coordinator, ~Teaching Staff</p>	<p>~Screening or at the time of enrollment</p> <p>~September Orientation Meeting ~First Home visit before school starts ~Through out</p>	<p>~Parent Education survey ~Family Volunteer chart</p> <p>~Parent Packets ~Volunteer Training Video</p>

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<p>(Continued) 1304.40 Family Partnerships (e) Parent Involvement in Child Development and Education</p>	<p>activities, picnics, etc.); d) On screening and hiring committees; e) Serving on Policy Council, State Head Start Association, Health Advisory Committee and Liaison between the Policy Council and Grantee Board; f) and Serving on the annual self-assessment team: g) Newsletter Reporter</p> <p>(2)Parents will meet with teaching staff during home visits, conferences or at parent meetings to discuss ways of implementing learning experiences in the home.</p> <p>(3)Training is provided in community resources, educational opportunities for parents (General Education Development - GED), adult education, vocational training, etc.) According to NESD Head Start program guidelines, reimbursements such as, mileage, registration fees, and baby-sitting assistance are available for parents who attend various trainings.</p> <p>(4)(i)Literacy activities are provided for children and families in the Centers and Home Base units. A literacy center is provided in each of the classrooms where children have the opportunity to come during free choice time. They can read to themselves and others write stories and draw pictures. Head Start mothers and fathers, grandparents and community people are welcomed into</p>	<p>~ Teaching Staff</p> <p>~Family Services Coordinator</p> <p>~Family Services Coordinator ~Teaching Staff</p>	<p>~Throughout the year ~ Home Visits, Conferences</p> <p>~Throughout the year</p>	<p>~Children's progress reports</p> <p>~Family Information Book ~Guidelines for Parent Reimbursement ~Mileage and Misc. sheet</p>

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<p>1304.40 Family Partnerships</p>	<p>the classroom throughout the year to read to the children and participate in various literacy activities.</p> <p>A written agreement is in place between the SD Literacy Council and Head Start programs. Local literacy councils will be assisting Family Services Coordinators with training and information for parents, books and additional services in the classrooms. Parents can also participate in Book Reading incentive programs with their children. Parents are encouraged to visit their local Public Library with their children and apply for library cards. Many Head Start parent groups plan a field trip to the local library.</p> <p>(ii) Parents may indicate on the Family Partnership agreement a wish to participate in literacy activities such as tutoring, improving their reading skills, English as a second language, etc. NESD Head Start program provides assistance (reimbursement for certain expenses) and support for parents who are attending literacy classes or studying for their GED.</p> <p>(6) Head Start parents will receive a minimum of two home visits and two conferences per year from the teaching staff. Head Start respects the wants and needs of each family. At that time individual needs of the children and families are discussed. They have the opportunity to schedule additional conferences with the teaching staff as needed.</p> <p>(1)Parents accompany their children to medical and dental appointments. They participate in the health, mental health and</p>	<p>~ Managers</p> <p>~Family Services Coordinator</p> <p>~Teaching Staff</p> <p>~Family Services Coordinator</p>	<p>~Parent Meetings throughout the year</p>	<p>~Written agreements located in the Head Start Office ~Local Libraries ~PBS Ready to Learn Program</p> <p>~FPA ~Guidelines for Parent Reimbursement ~Mileage and Misc. sheet</p> <p>~Progress Reports</p> <p>~Community Agencies</p>

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<p>(f) Parent involvement in health, nutrition and mental health education.</p> <p>(continued) (f) Parent involvement in health, nutrition and mental health education</p>	<p>nutrition education programs. Throughout the school year, parent training is held including such topics as, Healthy Eating, Childhood illnesses and Dental Hygiene.</p> <p>(2)(i) Head Start parents will be given assistance in how to enroll and participate in a system of on-going family health care, i.e., selecting an appropriate doctor, the importance of keeping appointments and how to check out the costs and possibly set up payment plans. Each Family Services Coordinator keeps a list of Doctors, Dentists and Community Health and WIC offices in the program area.</p> <p>(ii) Parents are encouraged and supported to accompany their children to medical and dental appointments through: phone calls, home visits, notes and the provision of transportation, if needed. All contacts with families will be documented in Child Plus.</p> <p>(iii) Parents are provided opportunities to learn CPR (Cardio-Pulmonary Resuscitation), First Aid, safety practices and preventive health care in general.</p> <p>(3)(i) Nutrition education is provided at parent meetings and parents may be referred to community nutrition programs such as EFNEP (Expanded Foods and Nutrition Education Program) and WIC (Women’s, Infants and Children).</p>	<p>~Family Services Coordinators</p> <p>~Family Services Coordinator</p> <p>~Family Services Coordinator</p> <p>~Family Services Coordinator ~Health Services Manager</p>	<p>~Parent meeting or a designated time</p> <p>~Parent Meetings</p>	<p>~Directory of Community Resources ~List of Doctors and Dentists</p> <p>~Child Plus and/or Family Contact Logs</p> <p>~Community Agency</p> <p>~Community Agency</p>

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<p>(g) Parent involvement in Community Advocacy</p>	<p>(ii) The Head Start Nutrition Manager is available for consultation. A Registered Dietician is also available as a resource to the Head Start Program.</p>	<p>~Health Services Manager ~Health Coordinator ~Registered Dietician</p>	<p>~When the need is identified ~Home visits/ conference</p>	<p>~Registered Dietician Consultant</p>
	<p>(4)(i) Mental Health topics are provided for training at parent meetings, including Handling Stress and Self Esteem. Staff is always welcome to attend.</p>	<p>~Family Services Coordinator</p>	<p>~Throughout the year at parent meetings</p>	<p>~Community Agency</p>
	<p>(ii) If needed, parents are provided opportunities to meet with the Mental Health consultant to discuss mental health issues of their child and family.</p>	<p>~Education Coordinator</p>	<p>~Home Visits ~Conferences</p>	<p>~ Community Agency</p>
	<p>(iii) Setting up counseling for children would be done only with the active involvement of the parent.</p>	<p>~Family Services Coordinator ~Ed Coordinator</p>	<p>~Throughout the year</p>	
	<p>(1)(i) NESD Head Start program has in place an Advocacy Policy and Procedures which states the objectives followed by the staff as spokesman for Head Start families. Head Start will obtain input from parents and the community in establishing program goals in order to relate them to the goals of other institutions. This is done</p>	<p>~Family Services Coordinator</p>		

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<p>(continued) (g) Parent involvement in Community Advocacy</p>	<p>by the way of: informal discussions with parents, parent surveys, contacts with other agencies, such as AEYC, public school systems, PTA, etc. The following advocacy procedures shall be on going through out the year:</p> <p>1) Representatives from Head Start (usually the Family Services Coordinators) attend local inter-agency meetings, as available, to represent the best interest of the families to the community. Examples are Child Protection teams, CASA (Court Appointed Special Advocates), etc.</p> <p>2) Family Services and other Head Start staff will provide support and assistance to families in obtaining benefits from local resources. Head Start staff will encourage and empower parents through increased knowledge and awareness of services available to solve their problems and achieve their goals.</p> <p>3) Transportation to workshops, dental and health appointments will be provided as needed. The use of the Head Start phone is available to parents for long distance calls.</p> <p>4) Family Services Staff attend meetings with other agency personnel who provide services to Head Start families, i.e. Salvation Army, Food Banks, Resource Center for Women, Community Health, etc.</p>	<p>~Family Services Coordinator</p> <p>~Family Services Coordinator ~Teaching Staff</p> <p>~Family Services Coordinator</p> <p>~Family Services Coordinator</p>		<p>~Head Start Phone</p>

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<p>(continued) (g) Parent Involvement in Community Advocacy</p>	<p>5) Head Start Staff accompany families to IEP meetings and act as a support to them. This fosters positive relationships among Head Start staff, families and community organizations.</p> <p>6) Training opportunities are provided in communication skills; listening, team building interviewing, observation, etc.</p> <p>7) Head Start parents are provided with opportunities to enrich their lives through activities and training sessions, i.e. parenting classes, personal growth, child development, literacy and G.E.D classes- see Guidelines for Parent Reimbursement for various trainings.</p> <p>8) Head Start staff will be knowledgeable of community agencies so they will be able to refer parents facing crisis situations to appropriate resources.</p> <p>9) Head Start staff will assist families transitioning out of Head Start.</p> <p>10) Head Start staff shall portray a positive role model for Head Start parents.</p> <p>Parents are encouraged to attend local school board meetings,</p>	<p>~Teaching staff ~Education Coordinators ~Family Services Coordinator</p> <p>~Family Services Coordinator</p> <p>~Family Services Coordinator</p> <p>~Family Services Coordinator</p> <p>~Family Services Coordinator ~Teaching Staff ~Ed Coordinators</p> <p>~All Staff</p>	<p>~When the IEP is up for review</p> <p>~Parent Trainings throughout the year</p> <p>~Throughout the year</p> <p>~Throughout the year</p>	<p>~Progress Reports</p> <p>~Guidelines for parent reimbursement</p> <p>~Directory of Community Resource Book</p>

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(continued) (g) Parent Involvement in Community Advocacy	<p>city/county meetings and to contact their local congressional representatives in order to make them aware of their family's interests and needs.</p> <p>(ii) Training is provided for parents that will enable them to obtain services within the community. This is done through home visits, informal conversations, Newsletter articles, and the Directory of Community Resources.</p> <p>(2) Parents are encouraged to participate in activities they develop. These include social activities, training sessions, community support groups, classroom activities and special interest activities. A Parent Education Survey is filled out by parents at the beginning of the year indicating the areas they would like to receive training and lists their volunteer preferences.</p>	<p>~Family Services Coordinator</p> <p>~Family Services Coordinator</p>	<p>~Throughout the year</p>	<p>~Parent Education Survey</p>
(h) Parent involvement in Transition activities	<p>(1) Head Start will assist families transitioning out of Head Start by giving them information on Kindergarten Readiness, local kindergarten screening, registration, etc. Each family with a child transitioning to kindergarten will receive a packet of information throughout the year. In August, transitioning families will receive contact from Family Services (phone calls or meetings) to help them in the transition process. For additional information see NESD Head Start Program Transition Plan.</p>	<p>~Family Services Coordinator ~Education Coordinators ~Family Services Manager</p>	<p>~Throughout the year</p>	<p>~Community Agencies</p>
(i) Parents involved in Home Visits	<p>(1) Parents are encouraged but not required to have home visits in the Center Units.</p> <p>(2) Two home visits will be made to each family's home per year unless requested not to by the family.</p>	<p>~Family Services Coordinator</p> <p>~Teaching Staff</p>	<p>~Throughout the year</p> <p>~Throughout the year</p>	

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<p>1304.41 Community Partnerships</p> <p>(a) Partnerships</p>	<p>(3) Home visits must be conveniently scheduled for the parents and staff.</p> <p>(4) Home visits will be made in the family’s home in the Home Base option but visits may be conducted outside the home in Center Units at the parent’s request.</p> <p>(1) Head Start will work closely with community agencies and organizations that provide services to families served by the program. Family Services Coordinators attend Interagency Meetings and Child Protection Team Meetings where information is shared in accordance with Head Start’s confidentiality policy. All Head Start staff will encourage parents to participate in Parent/ Teacher Associations, Association of the Education of Young Children (AEYC), school board meetings, county commissioner’s meetings to communicate their needs and concerns. The Family Services Coordinators, through regular contacts with community agencies, will support Head Start families in the achievement of their individual goals. The Family Services Coordinators will work with communities to provide services to low-income families at low cost or no cost. They will also work with other agencies and organizations to provide programs or services that may not be currently available. Community contacts will be documented through In-Kind forms, daily logs and more formal collaborative agreements.</p> <p>(2)(i)(ii)(iii)(iv)(v)(vi)(vii)</p> <p>(viii)(ix) NESD Head Start Program, Inc. has in place collaborative agreements with the Dept. of Social Services; Job</p>	<p>~Teaching Staff</p> <p>~Teaching Staff</p> <p>~Family Services Coordinator</p> <p>~Managers</p>		<p>~Agreements are located at the main office</p>

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<p>(continued) (a) Partnerships</p> <p>(b) Advisory Committees</p> <p>(c) Transition Services</p>	<p>Service; SD Extension Service; SD Literacy Council; SDPBS and local public school systems. Head Start staff work closely with health professionals, such as physicians, dentists, Community Health nurses and mental health providers. Family Services Coordinators keep in contact with the SD Dept. of Social Services (Economic Assistance, Medicaid, Food Stamps, Child Support Enforcement, Child protection, etc.), WIC offices, libraries, and businesses that participate in the Dollars for Scholars program.</p> <p>(3) Local Head Start units encourage volunteers through activities such as, Open Houses, media events, newsletters, RSVP (Retired Senior Volunteer Program) organizations, and Child Development classes at local public schools.</p> <p>(4) NESD Head Start has interagency agreements in place with local education agencies to enable the effective participation of children with disabilities and their families.</p> <p>NESD Head Start Program has established and maintains a Health Services Advisory Committee which includes professionals and volunteers from the community. Current Head Start parents are represented on this committee.</p> <p>(1) See NESD Head Start Program, Inc. Transition Plan.</p>	<p>~Education Manager</p> <p>~Nutrition/Health Manager ~Health Coordinator</p>		<p>~Agreements are located at the main office</p>