

**Northwest Arkansas Head Start Human Services, Inc.
Sub Part C – Head Start Program Performance Standards
2011-2012 Family and Community Partnerships**

Governing Board Approval Date: 05/17/2011

Policy Council Approval Date: 04/18/2011

Acronyms:

LPD-Local Program Director	HV-Home Visitor	FSW-Family Service Worker
FCS-Family-Community Specialist	LPT-Local Program Teacher	IEP-Individual Education Plan
ECP-LEA-Early Childhood Program/Local Education Agency (COOP)	APD-ES-Agency Program Director-Education Specialist	ED-Executive Director
LPC-Local Program Cook	CDS-W-Child Development Specialist-Wellness	FO-Fiscal Officer
SSA-Senior Systems Administrator	PDS-HR-Program Design Specialist-Human Resources	OA-Operations Assistant
OS-Operations Support	TA-Teacher Aide	AT-Assistant Teacher
AA-Accounting Associate	PC-Policy Council	BOD-Board of Directors
MHP-Mental Health Professional	OGC-Ozark Guidance Center	

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Related Procedures:

Parent Handbook	Agency Curriculum Plan	Community Assessment / Update Procedures
Emergency and Crisis Assistance Procedures	Child and Family Transition Procedures	Disability Conference Procedures
IEP Transition to Kindergarten Conference Procedure	IEP Transition to Other Placement Procedure	Child Abuse and Neglect Plan and Procedures
Parent Committee Procedure	Community Partnership Procedure	Family Partnership Procedure
Family Services Home Visit Procedure	Parent Access to Community Info and Resources Procedure	Privacy of Information Procedure

Subpart A General

Sec. 1304.1 Purpose and scope.

This part describes regulations implementing sections 641A, 644(a) and (c), and 645A(h) of the Head Start Act, as amended (42 U.S.C. 9801 et seq.). Section 641A, paragraph (a)(3)(C) directs the Secretary of Health and Human Services to review and revise, as necessary, the Head Start Program Performance Standards in effect under prior law. This paragraph further provides that any revisions should not result in an elimination or reduction of requirements regarding the scope or types of Head Start services to a level below that of the requirements in effect on November 2, 1978. Section 641A(a) directs the Secretary to issue regulations establishing performance standards and minimum requirements with respect to health, education, parent involvement, nutrition, social, transition, and other Head Start services as well as administrative and financial management, facilities, and other appropriate program areas. Sections 644(a) and (c) require the issuance of regulations setting standards for the organization, management, and administration of Head Start programs. Section 645A(h) requires that the Secretary develop and publish performance standards for the newly authorized program for low-income pregnant women and families with infants and toddlers, entitled "Early Head Start." The following regulations respond to these provisions in the Head Start Act, as amended, for new or revised Head Start Program

Performance Standards. These new regulations define standards and minimum requirements for the entire range of Early Head Start and Head Start services, including those specified in the authorizing legislation. They are applicable to both Head Start and Early Head Start programs, with the exceptions noted, and are to be used in conjunction with the regulations at 45 CFR parts 1301, 1302, 1303, 1305, 1306, and 1308.

1304.2 Effective date.

Early Head Start and Head Start grantee and delegate agencies must comply with these requirements on January 1, 1998. Nothing in this part prohibits grantee or delegate agencies from voluntarily complying with these regulations prior to the effective date.

1304.3 Definitions.

(a) As used in this part:

(1) Assessment means the ongoing procedures used by appropriate qualified personnel throughout the period of a child's eligibility to identify:

(i) The child's unique strengths and needs and the services appropriate to meet those needs; and

(ii) The resources, priorities, and concerns of the family and the supports and services necessary to enhance the family's capacity to meet the developmental needs of their child.

(2) Children with disabilities means, for children ages 3 to 5, those with mental retardation, hearing impairments including deafness, speech or language impairments, visual impairments including blindness, serious emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments, specific learning disabilities, deaf-blindness, or multiple disabilities, and who, by reason thereof, need special education and related services. The term "children with disabilities" for children aged 3 to 5, inclusive, may, at a State's discretion, include children experiencing developmental delays, as defined by the State and as measured by appropriate diagnostic instruments and procedures, in one or more of the following areas: Physical development, cognitive development, communication development, social or emotional development, or adaptive development; and who, by reason thereof, need special education and related services. Infants and toddlers with disabilities are those from birth to three years, as identified under the Part H Program (Individuals with Disabilities Education Act) in their State.

(3) Collaboration and collaborative relationships:

(i) With other agencies, means planning and working with them in order to improve, share and augment services, staff, information and funds; and

(ii) With parents, means working in partnership with them.

(4) Contagious means capable of being transmitted from one person to another.

(5) Curriculum means a written plan that includes:

(i) The goals for children's development and learning;

(ii) The experiences through which they will achieve these goals;

(iii) What staff and parents do to help children achieve these goals; and

(iv) The materials needed to support the implementation of the curriculum. The curriculum is consistent with the Head Start Program Performance Standards and is based on sound child development principles about how children grow and learn.

(6) Deficiency means:

(i) An area or areas of performance in which an Early Head Start or Head Start grantee agency is not in compliance with State or Federal requirements, including but not limited to, the Head Start Act or one or more of the regulations under parts 1301, 1304, 1305, 1306 or 1308 of this title and which involves:

(A) A threat to the health, safety, or civil rights of children or staff;

(B) A denial to parents of the exercise of their full roles and responsibilities related to program governance;

(C) A failure to perform substantially the requirements related to Early Childhood Development and Health Services, Family and Community Partnerships, or Program Design and Management; or

(D) The misuse of Head Start grant funds.

(ii) The loss of legal status or financial viability, as defined in part 1302 of this title, loss of permits, debarment from receiving Federal grants or contracts or the improper use of Federal funds; or

(iii) Any other violation of Federal or State requirements including, but not limited to, the Head Start Act or one or more of the regulations under parts 1301, 1304, 1305, 1306 or 1308 of this title, and which the grantee has shown an unwillingness or inability to correct within the period specified by the responsible HHS official, of which the responsible HHS official has given the grantee written notice of pursuant to section 1304.61.

(7) Developmentally appropriate means any behavior or experience that is appropriate for the age span of the children and is implemented with attention to the different needs, interests, and developmental levels and cultural backgrounds of individual children.

(8) Early Head Start program means a program that provides low-income pregnant women and families with children from birth to age 3 with family-centered services that facilitate child development, support parental roles, and promote self-sufficiency.

(9) Family means for the purposes of the regulations in this part all persons:

(i) Living in the same household who are:

(A) Supported by the income of the parent(s) or guardian(s) of the child enrolling or participating in the program; or

(B) Related to the child by blood, marriage, or adoption; or

(ii) Related to the child enrolling or participating in the program as parents or siblings, by blood, marriage, or adoption.

(10) Guardian means a person legally responsible for a child.

(11) Health means medical, dental, and mental well being.

(12) Home visitor means the staff member in the home-based program option assigned to work with parents to provide comprehensive services to children and their families through home visits and group socialization activities.

(13) Individualized Family Service Plan (IFSP) means a written plan for providing early intervention services to a child eligible under Part H of the Individuals with Disabilities Education Act (IDEA). (See 34 CFR 303.340-303.346 for regulations concerning IFSPs.)

(14) Minimum requirements means that each Early Head Start and Head Start grantee must demonstrate a level of compliance with Federal and State requirements such that no deficiency, as defined in this part, exists in its program.

(15) Policy group means the formal group of parents and community representatives required to be established by the agency to assist in decisions about the planning and operation of the program.

(16) Program attendance means the actual presence and participation in the program of a child enrolled in an Early Head Start or Head Start program.

(17) Referral means directing an Early Head Start or Head Start child or family member(s) to an appropriate source or resource for help, treatment or information.

(18) Staff means paid adults who have responsibilities related to children and their families who are enrolled in Early Head Start or Head Start programs.

(19) Teacher means an adult who has direct responsibility for the care and development of children from birth to 5 years of age in a center-based setting.

(20) Volunteer means an unpaid person who is trained to assist in implementing ongoing program activities on a regular basis under the supervision of a staff person in areas such as health, education, transportation, nutrition, and management.

(b) In addition to the definitions in this section, the definitions as set forth in 45 CFR 1301.2, 1302.2, 1303.2, 1305.2, 1306.3, and 1308.3 also apply, as used in this part.

Authority: 42 U.S.C. 9801 et seq.

Source: 61 FR 57210, Nov. 5, 1996, unless otherwise noted.

PERFORMANCE STANDARD(S)	ACTION TO BE TAKEN	WHO IS RESPONSIBLE	TIME LINE	DOCUMENTATION FOR OUTCOME
1304.40 Family partnerships				
1304.40(a) Family goal setting.				
1304.40(a)(1) Grantee and delegate agencies must engage in a process of collaborative partnership building with parents to establish mutual trust and to identify family goals, strengths and necessary services and other supports. This process must be initiated as early after enrollment as possible and it must take into consideration each family's readiness and willingness to participate in the process.				
1. Initiate a Family Partnership Agreement with input from parent/guardians and identify other ongoing partnerships implementing the Family Partnership Procedure.		LPD/ HV/ FSW	Ongoing	Family Partnership Agreement (HS4-23B) Family Assessment (HS4-23A) Family Partnership Procedure Child & Family Tracking Software System
2. Assist parent/guardians in establishing family goals taking into consideration each family's readiness and willingness to participate in the process.		LPD/ HV/ FSW	Ongoing	Family Partnership Agreement (HS4-23B) Family Assessment (HS4-23A) Child & Family Tracking Software System
3. Follow-up on any immediate needs.		LPD/ HV/ FSW	Within 5 working days	Child & Family Tracking Software System
4. Follow-up on goals set during agreement made at first home visit.		LPD/ HV/ FSW	Ongoing	Family Partnership Agreement/ (HS4-23B) Family Assessment (HS4-23A)
5. Conduct at least one home visit and one follow-up visit at the center during the program year.		LPD/ HV/ FSW	Annually	Family Partnership Agreement/ (HS4-23B) Family Assessment (HS4-23A)

1304.40(a)(2) As part of this ongoing partnership, grantee and delegate agencies must offer parents opportunities to develop and implement individualized family partnership agreements that describe family goals, responsibilities, timetables and strategies for achieving these goals as well as progress in achieving them. In home-based program options, this agreement must include the above information as well as the specific roles of parents in home visits and group socialization activities (see 45 CFR 1306.33(b)).			
1. Complete Family Partnership Agreement with input from parent/guardians.	LPD/ HV/ FSW	Annually on going	Family Partnership Agreement (HS4-23B) Family Assessment (HS4-23A) Parent/Home Visitor Agreement (HS7-11)
1304.40(a)(3) To avoid duplication of effort, or conflict with, any preexisting family plans developed between other programs and the Early Head Start or Head Start family, the family partnership agreement must take into account, and build upon as appropriate, information obtained from the family and other community agencies concerning preexisting family plans. Grantee and delegate agencies must coordinate, to the extent possible, with families and other agencies to support the accomplishment of goals in the preexisting plans.			
1. Form a Collaborative Agreement with agencies to share information.	Mgmt Team	Ongoing	Memorandums of Understanding
2. Determine if the family has a pre-existing plan with another community agency.	LPD/ HV/ FSW	Ongoing	Family Partnership Agreement (HS4-23B) Family Assessment (HS4-23A)
3. Obtain release of information from parent/guardians to share information if needed.	LPD/ HV/ FSW	Ongoing	Release of Information (HSA-7)
4. Send release of information to the appropriate agency(s) within five days.	LPD/ HV/ FSW	Ongoing	Release of Information (HSA-7)
5. Incorporate goals obtained from other agencies to the Family Partnership Agreement within 10 working days of receiving the goals and place them in the child's folder.	LPD/ HV/ FSW	Ongoing	Family Partnership Agreement (HS4-23B) Family Assessment (HS4-23A)
1304.40(a)(4) A variety of opportunities must be created by grantee and delegate agencies for interaction with parents throughout the year.			
1. Complete at least one home visit per year implementing the Family Services Home Visit Procedure. Other home visits may be needed depending on the family's situation.	LPD/ HV/ FSW	Ongoing	Family Partnership Agreement (HS4-23B) Family Assessment (HS4-23A) Child & Family Tracking Software System Family Services Home Visit Procedure
2. Conduct parent/teacher education conferences two times during the year.	LPT/ HV	Education Schedule	Home Visit/ Parent Teacher Conference Form (HS3-21) www.nwacommunityresources.com referral contact section
3. Conduct parent/teacher education home visits two times during the year.	LPT/ HV	Education Schedule	Home Visit/ Parent Teacher Conference Form (HS3-21) www.nwacommunityresources.com referral contact section
4. Conduct Home Based home visits.	HV	Weekly	Home Visit/ Parent Teacher Conference Form (HS3-21) www.nwacommunityresources.com referral contact section Home Visit Report/Plan (HS7-1)
5. Ensure parent meetings are conducted.	LPD	Monthly	Parent Meeting Minutes File (HS4-25)
6. Ensure monthly Education Committee Meeting is conducted.	LPD	Monthly	Parent Meeting Minutes File (HS4-25)
7. Complete IEP meetings for children with special needs.	ECP-LEA/ LPD/ FCS	As Needed	Child's IEP and Comprehensive Evaluation
8. Complete at least two (2) Male Involvement activities per year.	LPD/ FSW	Spring/Fall	Fatherhood Event Agenda (HS4-47) Parent Activity Evaluation (HS4-11)
1304.40(a)(5) Meetings and interactions with families must be respectful of each family's diversity and cultural and ethnic background.			
1. Provide an interpreter for meetings.	FSW/ LPD	As Needed	In-Kind Sheets (HSF-4)
2. Translate materials into parent's primary language.	All Staff	As Needed	In-Kind Sheets (HSF-4)

3. Provide Diversity/Inclusion training opportunities for staff.	FCS/ PDS-HR/ LPD/ Community Partners	Ongoing	Agency Training Files Agency T/TA Plan
1304.40(b) Accessing community services and resources.			
1304.40(b)(1) Grantee and delegate agencies must work collaboratively with all participating parents to identify and continually access, either directly or through referrals, services and resources that are responsive to each family's interests and goals, including:			
1304.40(b)(1)(i) Emergency or crisis assistance in areas such as food, housing, clothing, and transportation;			
1. Provide staff and parent/guardian with emergency resource contacts.	FCS/ FSW	Ongoing enrollment	Crisis Center Information/ Referral System www.nwacommunityresources.com
2. Train all staff on crisis intervention and using emergency resources available.	FCS	Annually	Pre-Service Training File
3. Post parent information on the parent bulletin board.	LPD	Ongoing	Bulletin Board Monitor (HSA-42)
4. Record Food Bank use on the www.nwacommunityresources.com and Child & Family Tracking Software System.	All Staff	Ongoing	CRRJ on Agency Website Child & Family Tracking Software System
5. Record emergency assistance provided directly to families on www.nwacommunityresources.com and the Child & Family Tracking Software System	All Staff	Ongoing	Child & Family Tracking Software System Emergency/Crisis Assistance for Families Form (HS4-50) Family Partnership Agreement (HS4-23A) www.nwacommunityresources.com
6. Record referrals made to Family Service Worker.	All Staff	Ongoing	www.nwacommunityresources.com Child & Family Tracking Software System
1304.40(b)(1)(ii) Education and other appropriate interventions, including opportunities for parents to participate in counseling programs or to receive information on mental health issues that place families at risk, such as substance abuse, child abuse and neglect, and domestic violence; and			
1. Assist family with appropriate referrals when out of agency counseling is needed.	FSW/ HV/ LPD	Ongoing	Family Partnership Agreement www.nwacommunityresources.com referral contact section
2. Conduct follow-up contact on referrals.	FSW/ HV/ LPD	W/in 5 working days of referral	
3. Provide each family with information about the Services provided by The Crisis Center Information and Referral System.	FSW/ HV/ LPD/ FCS	Registration Ongoing	Parent Orientation Sheet (HSA-28) Parent Handbook (HS10-1) The Crisis Center Brochure
4. Provide information on mental health, substance abuse, child abuse and neglect and domestic violence to all families.	FCS/ CDS-W	Ongoing	Parent Handbook (HS10-1) Parent Handouts
5. Provide each family with information on Child Abuse and Neglect, Mental Health, and Disabilities.	FSW/ HV/ LPD	Registration Parent Meeting Ongoing FSW HV	Parent Orientation Sheet (HSA-28) Parent Handbook (HS10-1) Child Abuse and Neglect Procedure Parent Meeting Topic Schedule/ Agenda (HS4-25)
6. Distribute Mental Health articles.	FSW/ HV/ LPD/ LPT	Ongoing	Family Partnership Agreement Child & Family Tracking Software System Home Visit/ Parent Teacher Conference Form (HS3-21) Parent Meetings Registration FSW Home Visits
1304.40(b)(1)(iii) Opportunities for continuing education and employment training and other employment services through formal and informal networks in the community.			

1. Provide information on adult continuing education classes to parent/guardian.	LPD/ FSW	Ongoing	Bulletin Board Monitor (HSA-42) Parent Community Involvement Monthly Handouts
2. Provide information on Local Arkansas Workforce and job training opportunities.	LPD/FSW	Registration FSW Home Visits	Family partnership Agreement visit Bulletin Board Monitor(HSA-42) Child & Family Tracking Software System www.nwacommunityresources.com referral contact section FSW Parent Workshops
3. Obtain and record information given to parent/guardians from teaching staff and Family Service Workers.	LPD/ FSW	Ongoing	FPA Goal Sheet(HS4-23 C) Child & Family Tracking Software System
4. Invite all parent/guardians to attend Head Start monthly workshops.		Registration	Parent Meetings Agenda (HS4-25) Internal Volunteer Inquiry (HS10-8)
5. Refer families to outside Community Agencies.		As Needed	Home Visit/ Parent Teacher Conference Form (HS3-21) FSW Parent Workshops
6. Invite speakers to inform/train parent/guardians on continuing education and employment training/services.			
7. Ensure that families record all their volunteer activities on their volunteer/in-kind sheets.	All Staff	Ongoing	Electronic Parent Volunteer Activity Form (HSF-4A)
8. Post job vacancies on parent bulletin board, staff bulletin board, in newspapers and Agency Website.	PDS-HR/ SSA/ LPD	As Needed	Notice of External/Internal Job Opening
9. Ensure that past and present Head Start parent/guardians have priority for hiring when qualified.	PDS-HR	As Needed	PIR Application Interview Questions Personnel Files
1304.40(b)(2) Grantee and delegate agencies must follow-up with each family to determine whether the kind, quality, and timeliness of the services received through referrals met the families' expectations and circumstances.			
1. Record all referrals made to families.	All Staff	Ongoing	www.nwacommunityresources.com referral contact section Child Tracking Software
2. Contact families within five working days after referral to ensure that families have received needed assistance.	LPD/ FSW/ HV	5 days after referral	Family Partnership Agreement (HS4-23C) Assessment (HS4-A&B) www.nwacommunityresources.com referral contact section
3. Provide parent/guardians with a Parent Questionnaire.	LPD	Mar - Apr	Parent Questionnaire File
4. Staff information from parent questionnaire with Management Team, Policy Council, and Governing Board.	FSW/ FCS	May - Aug	PC Meeting Minutes File BOD Meeting Minutes File Management Team Meeting Minutes File
1304.40(c) Services to pregnant women who are enrolled in programs serving pregnant women, infants, and toddlers.			
N/A			
1304.40(d) Parent involvement – general.			
1304.40(d)(1) In addition to involving parents in program policy-making and operations (see 45 CFR 1304.50), grantee and delegate agencies must provide parent involvement and education activities that are responsive to the ongoing and expressive needs of the 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 programs.			
1. Complete parent topic survey for Parent Meetings.	LPD/ FSW	Registration	Parent Meeting Training Survey (HS4-15)

2. Elect parent to Health Services Advisory Committee and to serve on Parent Committees implementing the Parent Committee Procedure.	Parents	1 st Parent Meeting	Local Program Parent Committee Officer List (HS4-14) Parent Meeting Minutes File (HS4-25) Parent Committee Procedure
3. Provide information for GED, ESL, Parenting, Continuing Education, & employment training opportunities.	LPD/ FSW/ FCS	Ongoing	Bulletin Board Monitor (HSA-42) Enrollment Child & Family Tracking Software System Parent Training Choices (HS4-15) Parent Meeting Agenda (HS4-25) Parent Meeting Yearly Topic Schedule FSW Home Visits
4. Schedule parent time with Mental Health Professional to discuss their needs.	FCS	As Needed	MH Professional Scheduled Visit
5. Invite families to all staff workshops.	LPD	Ongoing	Meeting Reminder Form (HS4-1) Workshop Sign-in Sheet
6. Provide a wide variety of education materials in the Literacy Library.	APD-ES	Ongoing	General Field Monitor (HSA-37)
7. Fathers or the significant male involved in the child's life are given the opportunities to be involved with their child's experience at Head Start	LPD/ FSW/ FCS	1 st in Spring 2 nd in Fall	Fatherhood Event Agenda (HS4-48) Father/Male Involvement Participation and Activity Survey (HS4-46) Father/Male Involvement Registration Survey (HS4-43)
<i>1304.40(d)(2) Early Head Start and Head Start settings must be open to parents during all program hours. Parents must be welcomed as visitors and are encouraged to observe children as often as possible and to participate with children in-group activities. The participation of parents in any program activity must be voluntary, and must not be required as a condition of the child's enrollment.</i>			
1. Ensure welcome signs are posted in each center.	LPD	Ongoing	Bulletin Board Monitor (HSA-42)
2. Inform parent/guardians and staff that participation is not mandatory for their child to be enrolled in Head Start.	LPD	Orientation	Parent Orientation Sheet (HSA-28) New Staff Orientation
3. Encourage parent/guardians to visit the program during all hours of operation.	All Staff	Ongoing	Parent Orientation Sheet (HSA-28)
4. Inform parent/guardians of different volunteer roles and parent involvement opportunities.	All Staff	Ongoing	Parent Orientation Sheet (HSA-28) Home Visit/ Parent Teacher Conference Form (HS3-21) Parent Committee Positions and Org. Chart (HS4-13) Parent Meeting Minutes File (HS4-25)
5. Provide opportunities for alternate volunteer times such as weekends and evenings.	All Staff	Ongoing	Electronic Parent Volunteer Activity Form (HSF-4A) Parent Meeting Minutes File (HS4-25)
6. Welcome each parent, child, and visitor to the agency in a positive way.	All Staff	Ongoing	Better Beginnings
7. Implement the Parent Committee Procedures.	LPD	Sept	Parent Committee Procedure Parent Meeting Minutes File (HSA-25)
8. Discuss policy groups and Parent Committees responsibilities during registration, orientation, and first Parent Committee meeting.	LPD/ FSW/ HV	Ongoing	Parent Orientation Sheet (HSA-28) Parent Meeting Minutes (HSA-25) Agency Video Library

9. Provide information about the role and importance of the policy groups and Parent Committees implementing the Parent Committee Procedure.	LPD/ FCS	Ongoing	Parent Orientation Sheet (HSA-28) Parent Meeting Minutes (HSA-25) Parent Bulletin Board Parent Involvement Monthly Report (HS4-8) Parent Handbook Parent Committee Procedure
1304.40(d)(3) Grantee and delegate agencies must provide parents with opportunities to participate in the program as employees or volunteers (see CFR 45 1304.52(b)(3) for additional requirements about hiring parents).			
1. Post job vacancies.	PDS-HR/ SSA	As Needed	Notice of External/Internal Job Opening Parent Bulletin Board Staff Bulletin Board Agency Website
2. Ensure that past and present Head Start parent/guardians have priority for hiring when qualified.	PDS-HR	As Needed	PIR Application Interview Questions Personnel Files
3. Recruit parent/guardians to serve as volunteers in the local program.	All Staff/ Parents/ Parent Committee Reps.	Ongoing	Recruitment Materials Parent Meeting Minutes File (HS4-25) Home Visit/ Parent Teacher Conference Form (HS3-21) Internal Volunteer Inquiry (HS10-8)
4. Ensure that all consultants and volunteers abide by the agency's standards of conduct as required in 1304.52(h).	All Staff	Ongoing	Signed Form(s) (HSA-55) Volunteer Handbook
5. Encourage parent/guardians to utilize their skills for program enrichment.	All Staff/ Parents	Ongoing	Parent Meeting Training Survey (HS4-15) Parent Orientation Sheet (HSA-28) Internal Volunteer Inquiry (HS10-8)
6. Encourage parent/guardians to observe and participate with their children in the classroom.	All Staff/ Parents	Ongoing	Parent Orientation Sheet (HSA-28) Parent Handbook Electronic Parent Volunteer Activity Form (HSF-4A) Home Visit/ Parent Teacher Conference Form (HS3-21) Internal Volunteer Inquiry (HS10-8)
7. Encourage Home Base parent/guardians to participate in classroom activities on Socialization Day.	HV	Ongoing	Electronic Parent Volunteer Activity Form (HSF-4A) HB Group Socialization Schedule/Planning Form (HS7-9)
1304.40(e) Parent involvement in child development and education			
1304.40(e)(1) Grantee and delegate agencies must provide opportunities to include parents in the development of the program's curriculum and approach to child development and education (see 45 CFR 1304.3(a)(5) for a definition of curriculum).			
1. Review and provide opportunities to develop agency curriculum plan.	PC	Oct - Nov	Agency Curriculum Plan
2. Submit agency's written curriculum plan to Policy Council for approval/disapproval.	ED/ APD-ES	Nov	PC Meeting Minutes File Governance Timeline
3. Elect parent/guardians to serve on local program Education Committee.	Parents	1 st Parent Meeting	Local Program Parent Committee Officer List Parent Meeting Agenda and Minutes (HS4-25)

4. Ensure Education Committee and parent meetings are held in each local program.	LPD	Monthly	Parent Committee Positions and Org. Chart (HS4-13) Parent Meeting Minutes File (HS4-25)
5. Review local education lesson plans and activities.	Local Parent/ Education Committee	Monthly	Parent Meeting Minutes File (HS4-25)
6. Provide parent/guardians with information and training on developmentally appropriate practices.	All Staff	Ongoing	Parent Meeting Agenda & Minutes (HS4-25) Home Visit/ Parent Teacher Conference Form (HS3-21) Agency Video Library
7. Conduct at least two (2) education home visits per year to each family and update child's progress.	LPT/ HV	Ongoing	Home Visit/ Parent Teacher Conference Form (HS3-21) Parent/Legal Guardian Notice of Conference/ Educational Home Visit (HS3-11) Home Visit Report/Plan (HS7-1)
8. Conduct at least two (2) parent-teacher conferences per year on each child and update progress.	LPT/ HV	Ongoing	Home Visit/ Parent Teacher Conference Form (HS3-21) Parent/Legal Guardian Notice of Conference/ Educational Home Visit (HS3-11) Home Visit Report/Plan (HS7-1)
9. Provide child outcome data and analysis trends to Policy Council (ACYF-IM-HS-00-18).	ED/ APD-ES	Ongoing	PC Meeting Minutes File Agency Website
10. Provide parent/guardians topic of upcoming lesson theme for suggestions.	LPT	Ongoing	Parent Meeting Minutes File (HS4-25)
11. Provide parent copy of upcoming lesson plan for review and incorporate parent suggestions.	HV	Ongoing	Home Visit Report/Plan (HS7-1)
1304.40(e)(2) Grantee and delegate agencies operating home-based program options must build upon the principles of adult learning to assist, encourage, and support parents as they foster the growth and development of their children.			
1. Encourage parent/guardians to volunteer on Socialization Day.	HV	Ongoing	Parent/Home Visitor Agreement (HS7-11) HB Group Socialization Schedule/Planning Form (HS7-9) Electronic Parent Volunteer Activity Form (HSF-4A)
2. Provide parent/guardians with information on child's growth and development through:	HV/ MHP		Parent Meeting Schedule (HS4-16) Audio/Visual List Home Visit/ Parent Teacher Conference Form (HS3-21) Notice of Mental Health Professional Visit Parent Community Involvement Monthly Report (HS4-8)
a. Handouts			
b. NWA Head Start newsletters			
c. Parent meeting schedule			
d. Agency Video Library via Agency Website			
e. Home Visit Parent Teacher Conferences			
f. Mental Health Professional available to meet with parent/guardians			
g. Invitations to agency trainings			
h. Agency Website			
1304.40(e)(3) Grantee and delegate agencies must provide opportunities for parents to enhance their parenting skills, knowledge, and understanding of the educational and developmental needs and activities of their children and to share concerns about their children with program staff (see 45 CFR 1304.21 for additional requirements related to parent involvement).			

1. Ensure parent meetings are conducted in each local program.	LPD	Monthly Sept- May	Parent Meeting Training Survey (HS4-15) Parent Meeting Minutes File (HS4-25) Parent Training Topics Schedule-Videos
2. Provide parenting skills, educational and developmental activities.	Mgmt Team/LPD	Monthly and As Needed	Handouts Parent Meeting Minutes File (HS4-25)
3. Encourage parent/guardians to observe their child in the classroom setting.	All Staff	Ongoing	Parent Orientation Sheet (HSA-28) Home Visit/ Parent Teacher Conference Form (HS3-21)
4. Invite parent/guardians to workshops and other trainings.	LPD/ LPT	Ongoing	Parent Meeting Reminder(HS4-1) Home Visit/ Parent Teacher Conference Form (HS3-21) Video available on Agency Website
5. Conduct at least two (2) parent/teacher conferences throughout the year.	LPT/ HV	Annually	Home Visit/ Parent Teacher Conference Form (HS3-21) Parent/Legal Guardian Notice of Conference Educational Home Visit (HS3-11) Video available on Agency Website
6. Conduct at least two (2) education home visits during the year.	LPT/ HV	Annually	Home Visit/ Parent Teacher Conference Form (HS3-21) Parent/Legal Guardian Notice of Conference/Educational Home Visit (HS3-11) Agency Video Library
7. Provide families with "Getting Ready for Kindergarten" Activity Calendar.	LPD/ FSW	Registration	DCCECE "Getting Ready for Kindergarten" Activity Calendar Video available on Agency Website
1304.40(e)(4) Grantee and delegate agencies must provide, either directly or through referrals to other local agencies, opportunities for children and families to participate in family literacy services by;			
1304.40(e)(4)(i) Increasing family access to materials, services, and activities essential to family literacy development; and			
1. Maintain a literacy library.	APD-ES	Ongoing	General Field Monitor (HSA-37) Agency Video Library
2. Post adult education information on the center bulletin board.	LPD/ FSW	Ongoing	Bulletin Board Monitor (HSA-42) Agency Video Library
3. Review and update agency library agreements.	APD-ES	Ongoing	Library Memorandum of Understanding Agency Video Library
4. Encourage family members to participate in regular visits to their local libraries.	LPT/ HV	Ongoing	Home Visit/ Parent Teacher Conference Form (HS3-21) Agency Video Library
5. Provide GED practice materials to those parent/guardians who identify a need.	LPD/ FSW/ HV	Ongoing	Family Partnership Agreement (HS4-23C) Family Assessment (HS4-23A&B) Agency Video Library Adult Educational Opportunities (HS4-27)
6. Consult with literacy groups to share information on materials, services and activities.	APD-ES	Ongoing	Management Team Meeting Minutes File Agency Video Library
1304.40(e)(4)(ii) Assisting parents as adult learners to recognize and address their own literacy goals.			
1. Identify parent/guardians needing literacy goals.	LPD/ HV/ FSW	Registration	Family Assessment (HS4-23A&B) Agency Video Library

2. Address literacy goals.	LPD/ FSW/ HV	1st Home Visit Parent Meeting	Family Partnership Agreement (HS4-23C) Family Assessment (HS4-23A&B)
3. Provide GED practice materials.	LPD/ FSW/ HV	As Needed	Family Partnership Agreement (HS4-23C) Family Assessment (HS4-23A&B) www.nwacommunityresources.com referral contact section Child & Family Tracking Software System
4. Make referrals to outside agencies.			
1304.40(e)(5) In addition to the two home visits, teachers in center-based programs must conduct staff-parent conferences, as needed, but no less than two per program year, to enhance the knowledge and understanding of both staff and parents of the educational and developmental progress and activities of children in the program (see 45 CFR 1304.21(a)(2)(iii) and 1304.40(i) for additional requirements about staff-parent conferences and home visits).			
1. Conduct at a minimum two (2) parent teacher conferences through the program year.	LPT/ HV	Ongoing	Home Visit/ Parent Teacher Conference Form (HS3-21) Parent/Legal Guardian Notice of Conference/ Educational Home Visit (HS3-11)
2. Conduct at a minimum two (2) education home visits throughout the program year.	LPT/ HV	Ongoing	Home Visit/ Parent Teacher Conference Form (HS3-21) Parent/Legal Guardian Notice of Conference/ Educational Home Visit (HS3-11)
3. Conduct unscheduled visits as needed.	LPT/ HV	Ongoing	www.nwacommunityresources.com referral contact section Child & Family Tracking Software System
1304.40(f) Parent involvement in health, nutrition, and mental health education.			
1304.40(f)(1) Grantee and delegate agencies must provide medical, dental, nutrition and mental health education programs for program staff, parents, and families.			
1. Provide all staff with medical and dental requirement and timelines.	CDS-W	Annually	Pre-Service Training File Agency Video Library
2. Provide LP Directors, HB Director and LP Cooks with nutrition requirements.	CDS-W	Annually	USDA Guidelines Agency Video Library
3. Provide staff training in nutrition requirements.	LPD/ LPC	Annually	Training Record Agency Video Library
4. Provide nutrition training to staff at local program staff meetings.	LPC/ LPD	Monthly	Local Program Staff Meeting Minutes File Agency Video Library
5. Provide mental health training/information to staff and parent/guardians.	FCS/ MHP	Ongoing	Parent Meeting Schedule (HS4-16)
6. Provide health, mental health, dental and nutritional training and materials to parent/guardians.	All Staff	Ongoing	Parent Meeting Agenda (HS4-25) Workshops File Home Visit/ Parent Teacher Conference Form (HS3-21) Family Partnership Agreement/ Progress Notes (HS4-23C) Child & Family Tracking Software System Agency Video Library
7. Provide opportunities for parent/guardians to become involved in Health Services Advisory Committee.	LPD/ HV	Fall/Spring	Health Services Advisory Committee Roster Agency Website: HSAC Tab

8. Provide nutrition education at parent meetings.	LPC/ LPD	Quarterly	Parent Meeting Minutes File (HS4-25) Agency Video Library
1304.40(f)(2) Grantee and delegate agencies must ensure that, at a minimum, the medical and dental health education program;			
1304.40(f)(2)(i) Assists parents in understanding how to enroll and participate in the system of ongoing family health care;			
1. Assist parent/guardians in enrolling in a system of ongoing family health care.	LPD/ HV/ FSW	As Needed	AR Kids First A-B Applications
2. Explain about the Arkansas Crisis Center Information and Referral System.	LPD/ FSW/ HV	Enrollment 1 st Home Visit	Family Partnership Agreement/ Progress Notes (HS4-23C) Agency Website
1304.40(f)(2)(ii) Encourages parents to become active partners in their children's medical and dental health care process and to accompany their child to medical and dental examinations and appointments; and			
1. Encourage parent/guardians to become involved in their child's health program.	LP Staff/ FSW/ HV	Ongoing	www.nwacommunityresources.com referral contact section Parent Orientation Sheet (HSA-28)
2. Inform parent/guardians about the importance of medical home and insurance.	LPD/ HV/ FSW	Registration As Needed	Locator Card (HSA-1) Child's File Family Assessment (HS4-23A&B) Family Partnership Agreement Goal Sheet (HS4-23C)
a. Private Health Insurance.			
b. AR Kids First A-B			
c. CDIB Card			
3. Encourage parent/guardians to schedule appointments and accompany child to that appointment.	All Staff	Ongoing	Contact/ Referral Log (HS4-3C) Family Partnership Agreement (HS4-23C)
4. Encourage parent/guardians to prepare their child for appointments to the doctor/dentist.	All Staff	Ongoing	Parent Handbook Family Partnership Agreement/ Progress Notes (HS4-23) www.nwacommunityresources.com referral contact section
1304.40(f)(2)(iii) Provides parents with the opportunity to learn the principles of preventive medical and dental health, emergency first aid, occupational and environmental hazards, and safety practices for use in the classroom and in the home. In addition to information on general topics (e.g., maternal and child health and prevention of Sudden Infant Death Syndrome), information specific to the health needs of individual children must also be made available to the extent possible.			
1. Provide information about health, dental health, mental health, and nutrition.	CDS-W/ FCS	Quarterly	Handouts Agency Website Agency Video Library
2. Provide opportunities for parent/guardians to become actively involved with health and dental health education through local parent meetings and Health Services Advisory Committee.	All Staff	Ongoing	Local Program Parent Committee Officer List (HS4-14) Health Services Advisory Committee Roster Parent Meeting Agenda (HS4-25)
3. Present nutrition information at parent meetings.	LPC/ LPD	Bi-Monthly	Parent Meeting Minutes File (HS4-25) Agency Video Library
4. Inform parent/guardians of first-aid training available.	LPD/ HV/ FSW	As Needed	www.nwacommunityresources.com referral contact section Parent Community Involvement Monthly Report (HS4-8) Parent Meeting Minutes File (HS4-25) Agency Video Library

5. Provide parent/guardians training on occupational hazards, environmental & home safety practices.	LPT/ HV	Ongoing	Home Visit/ Parent Teacher Conference Form (HS3-21) Parent Meeting Minutes File (HS4-25) Parent Community Involvement Monthly Report (HS4-8) Agency Video Library
6. Provide information to parent/guardian regarding individual children's health needs.	LPT/ HV/ FSW	Ongoing	Home Visit/ Parent Teacher Conference Form (HS3-21) Parent Community Involvement Monthly Report (HS4-8) www.nwacommunityresources.com referral contact section
1304.40(f)(3) Grantee and delegate agencies must ensure that the nutrition education program includes, at a minimum:			
1304.40(f)(3)(i) Nutrition education in the selection and preparation of foods to meet family needs and in the management of food budgets; and			
1. Provide parent/guardians with copy of menu cycle.	LPT / HV/ LPD	Ongoing	Agency Website Nutrition Bulletin Board Menu Cycle
2. Provide resource information to parent/guardians on food outlets, and organizations available to assist in food budgeting.	LPD/ FSW/ HV	1st Home Visit	Family Partnership Agreement/ Progress Notes (HS4-23) www.nwacommunityresources.com referral contact section Child & Family Tracking Software System Parent Meeting Minutes File (HS4-25) Agency Video Library
3. Provide nutrition education materials.	LP Staff/ HV/ FSW/ Mgmt Team	Ongoing Registration Home Visits	FSW Home Visits (HS4-23C) www.nwacommunityresources.com referral contact section Child & Family Tracking Software System Home Visit/ Parent Teacher Conference Form (HS3-21) Agency Video Library
1304.40(f)(3)(ii) Parent discussions with the program staff about the nutritional status of their child.			
1. Complete Nutrition Assessment and DEH on every child with the Parent/guardian.	LPD/ HV/ FSW	Registration	DEH Screening (HS3-1) DEH Disability Screening (HS3-1A)
2. Discuss child's nutrition at each home visit and as needed.	LPT/ HV	Education Schedule	Home Visit/ Parent Teacher Conference Form (HS3-21) www.nwacommunityresources.com referral contact section Child & Family Tracking Software System
3. Document follow-up on specific nutrition issues.	LPT/ HV/ FSW	As Needed	Family Partnership Agreement (HS4-23C) Family Assessment (HS4-23A&B) www.nwacommunityresources.com referral contact section Child & Family Tracking Software System
1304.40(f)(4) Grantee and delegate agencies must ensure that the mental health education program provides, at a minimum (see 45 CFR 1304.24 for issues related to mental health education):			
1304.40(f)(4)(i) A variety of group opportunities for parents and program staff to identify and discuss issues related to child mental health;			

1. Inform parent/guardians of parenting classes in the community.	LP Staff/ FSW/ HV	Ongoing	Bulletin Board Monitor (HSA-42) Family Partnership Agreement (HS4-23C) www.nwacommunityresources.com referral contact section Parent Meeting Minutes File (HS4-25)
2. Provide information to parent/guardians about support groups that relate to their particular situation.	All Staff	Ongoing	Bulletin Board Monitor (HSA-42) Family Partnership Agreement/ Progress Notes (HS4-23C) www.nwacommunityresources.com referral contact section Child & Family Tracking Software System Parent Meeting Minutes File (HS4-25)
3. Provide training to staff and parent/guardians on various mental health topics.	FCS/ LPD	Ongoing	Agency Training Files Parent Meeting Minutes File (HS4-25) Agency Video Library
1304.40(f)(4)(ii) Individual opportunities for parents to discuss mental health issues related to their child and family with program staff; and			
1. Allow parent/guardians time to share information on sensitive issues, and assure confidentiality.	All Staff	Ongoing	Privacy of Information Procedures (HSA-3) Ages and Stages Parent Questionnaire www.nwacommunityresources.com referral contact section Child & Family Tracking Software System Special Services Referral (HS5-17) Family Partnership Agreement and Progress Notes (HS4-23) DEH Screening (HS3-1) DEH Disability Screening (HS3-1A) Notice of Mental Health Professional Visit (HS8-21) Child's File Home Visit/ Parent Teacher Conference Form (HS3-21)
1304.40(f)(4)(iii) The active involvement of parents in planning and implementing any mental health interventions for their children.			
1. Discuss mental health concerns with parent/guardians.	LPT/ LPD/ HV/ FCS/ MHP	Aug - July	Special Services Referral (HS5-17) Health Services Advisory Committee Meeting Minutes File www.nwacommunityresources.com referral contact section Child & Family Tracking Software System
2. Meet with parent/guardians to develop a behavior plan.	LPT/ LPD/ HV/ FCS/ MHP	As Needed	Special Services Referral (HS5-17) Plan of Action Child & Family Tracking Software System

3. Assist families in referrals to mental health professionals.	LPT/ LPD/ HV/ FCS	As Needed	Family Partnership Agreement/ (HS4-23C) Family Assessment (HS4-23A&B) www.nwacommunityresources.com referral contact section Child & Family Tracking Software System Special Services Referral (HS5-17) Mental Health Referral List
1304.40(g) Parent involvement in community advocacy.			
1304.40(g)(1) Grantee and delegate agencies must:			
1304.40(g)(1)(i) Support and encourage parents to influence the character and goals of community services in order to make them more responsive to their interests and needs; and			
1. Encourage parent/guardians to serve on the Health Services Advisory Committee.	LPD	Sept	Health Services Advisory Committee Roster Local Program Parent Committee Officer List (HS4-14)
2. Encourage parent/guardians to become a part of the parent-teacher organizations and local school boards and community organizations.	All Staff	Aug - July	Parent Meetings (HS4-25) Handouts Transition Packet
3. Ensure that Parent Questionnaire is completed.	FCS/ LPD/ HV	Mar - Apr	Parent Questionnaire File
4. Advocate for parent/guardians using available community resources.	All Staff	Aug - July	Family Partnership Agreement/ Progress Notes (HS4-23C) www.nwacommunityresources.com referral contact section Child & Family Tracking Software System Parent Questionnaire File
5. Encourage families to be a part of the Community Assessment process to identify interests and needs.	All Staff	Jan	Parent Questionnaire File Community Assessment/ Update Procedures
1304.40(g)(1)(ii) Establish procedures to provide families with comprehensive information about community resources (see 45 CFR 1304.41(a)(2) for additional requirements).			
1. Train all staff on crisis intervention and emergency resources available.	FCS	Ongoing Annually	Pre Service Training File New Staff Orientation The Crisis Center Information & Referral
2. Train all staff on implementing the Emergency and Crisis Assistance Procedures.	LPD/ FSW	Ongoing	Local Program Staff Meeting Minutes Emergency and Crisis Assistance Procedures
3. Provide parent/guardian guide on The Crisis Center Information and Resource Referral System.	LPD/ FSW/ HV	Registration	Agency Website
1304.40(g)(2) Parents must be provided regular opportunities to work together, and with other community members, on activities that they have helped develop and in which they have expressed an interest.			
1. Invite parent/guardians to participate in Policy Council, Health Services Advisory Committee, Community Assessment, Fatherhood Initiative, Diversity Committee, local program celebrations and any civic groups and/or expressed interest areas.	All Staff	Ongoing	Parent Meeting Minutes File (HS4-25) Local Program Parent Committee Officer List (HS4-14) Local Program Staff Meeting Minutes File Parent Access to Community Information and Resources Procedure Health Services Advisory Committee Roster Diversity Committee Roster
1304.40(h) Parent involvement in transition activities			

1304.40(h)(1) Grantee and delegate agencies must assist parents in becoming their children's advocate as they transition both into Early Head Start or Head Start from the home or other child care setting, and from Head Start to elementary school, a Title 1 of the Elementary and Secondary Education Act preschool program, or a child care setting.			
1. Ensure the Child and Family Transition Procedures are implemented.	ED/ FCS/ LPD	Ongoing	Child and Family Transition Procedures
1304.40(h)(2) Staff must work to prepare parents to become their children's advocate through transition periods by providing that, at a minimum, a staff-parent meeting is held toward the end of the child's participation in the program to enable parents to understand the child's progress while enrolled in Early Head Start or Head Start.			
1. Provide parent/guardian developmental results.	LPT/ HV	Education Schedule	Home Visit/ Parent Teacher Conference Form (HS3-21)
2. Provide and encourage parent/guardian to supply next school placement with: Physical's, End of Year Summary, LAP-D Reports, Enrichment IDP, Child's Portfolio, Transition Packet.	LPT/ HV/ LPD/ FSW	Apr - May or when child drops	Child Health History (HS6-36) Enrollment Folder Student Application (HSA-54) Transition Packet Health and Developmental Services (HS6-4)
1304.40(h)(3) To promote the continued involvement of Head Start parents in the education and development of their children upon transition to school, grantee and delegate agencies must:			
1304.40(h)(3)(i) Provide education and training to parents to prepare them to exercise their rights and responsibilities concerning the education of their children in the school setting; and			
1. Provide information to parent/guardians on school requirements for pre-registration and/or enrollment.	LPD/ FSW	Apr - May	Transition Packet
2. Participate in transition meetings for children with special needs.	LPT/ HV/ LPD/ FCS	As Needed	Transition Packet Parent/Legal Guardian Notice of Conference/ Educational Home Visit (HS3-11)
3. Provide information to parent/guardians to help them understand their rights and obligations in a school setting environment.	FSW/ LPD	2 nd Home Visit	Family Partnership Agreement Goal Sheet (HS4-23C)
1304.40(h)(3)(ii) Assist parents to communicate with teachers and other school personnel so those parents can participate in decisions related to their children's education.			
1. Conduct conference with parent/guardians for child with special needs.	LEA/ FCS	Ongoing	Disability Conference Procedures Parent/Legal Guardian Notice of Conference/ Educational Home Visit (HS3-11)
2. Conduct conference with for children transitioning.	LEA/ FCS	As Needed	IEP Transition to Kindergarten Conference Procedure IEP Transition to Other Placement Procedure Parent/Legal Guardian Notice of Conference/ Educational Home Visit (HS3-11)
3. Provide relevant children's records to parent/guardians.	LPD/ FSW	Apr - May	Enrollment Folder
4. Provide information to parent/guardians relating to school transition.	LPT/ HV/ LPD/ FSW	Apr - May	Home Visit/ Parent Teacher Conference Form (HS3-21) Family Partnership Agreement (HS4-23C) Transition Packet
5. Schedule elementary school official to speak at parent meeting.	LPD/ FSW	Mar - May	Parent Meeting Minutes File (HS4-25)
6. Schedule trip to elementary school setting.	LPD/ FSW	Apr	Field Trip Planning and Evaluation Form (HS3-8)
1304.40(h)(4) See 45 CFR 1304.41(c) for additional standards related to children's transition to and from Early Head Start or Head Start.			
1304.40(i) Parent involvement in home visits.			

1304.40(i)(1) Grantee agencies must not require that parent permit home visits as a condition of the child's participation in Early Head Start or Head Start center-based program option. Every effort must be made to explain the advantages of home visits to the parents.			
1. Explain benefits of home visits to parent/guardians.	LPD/FSW	Registration	Parent Orientation Sheet (HSA-28) www.nwacommunityresources.com referral contact section
1304.40(i)(2) The child's teacher in center-based programs must make no less than two home visits per program year to the home of each enrolled child, unless the parents expressly forbid such visits, in accordance with the requirements of 45 CFR 1306.32(b)(8). Other staff working with the family must make or join home visits, as appropriate.			
1. Conduct at a minimum two educational home visits per program year.	LPT	Education Schedule	Home Visit/ Parent Teacher Conference Form (HS3-21)
2. Obtain and file written notification from parent/guardian when refuses visits.	LPT	As Needed	Parent/Legal Guardian Notice of Conference/ Educational Home Visit (HS3-11)
1304.40(i)(3) Grantee and delegate agencies must schedule home visits at times that are mutually convenient for the parents or primary caregivers and staff.			
1. Interview parent for convenient day and time for a home visit to be completed.	LPD/ HV/ FSW	Registration	Locator Card (HSA-1) Parent/Legal Guardian Notice of Conference/ Educational Home Visit (HS3-11)
1304.40(i)(4) In cases where parents whose children are enrolled in the center-based program option ask that the home visits be conducted outside the home, or in cases where a visit to the home presents significant safety hazards for staff, the home visit may take place at an Early Head Start or Head Start site or at another safe location that affords privacy. Home visits in home-based program options must be conducted in the family's home. (See 45 CFR 1306.33 regarding the Home Based program option.)			
1. Schedule visits at alternate site at parent's request.	LPT/ FSW	As Needed	Child & Family Tracking System
2. Develop a safety hazard plan if a safety hazard is identified after conferring with Local Program Director.	LPT/ FSW/ HV	As Needed	Safety Hazard Plan of Action (HSS-31)
3. Fax copy of Safety Hazard Plan to PDS-HR.	LPD	Same Day	Safety Hazard Plan of Action (HSS-31)
4. Staff Safety Hazard Plan with Management Team.	PDS-HR	As Needed	Management Team Meeting Minutes File
5. Fax outcome of Safety Hazard Plan to Local Program Director.	PDS-HR	As Needed	Safety Hazard Plan of Action (HSS-31)
1304.40(i)(5) In addition, grantee and delegate agencies operating home-based program options must meet the requirements of 45 CFR 1306.33(a)(1) regarding home visits.			
1. Provide one home visit per week per family (a minimum of 32 home visits per year) lasting for a minimum of 1 and ½ hours each.	HV	Weekly	Home Visitor Tracking System (HS7-14) Home Visitor Pre-Post Plan (HS7-6)
2. Provide, at least two group socialization activities per month for each child (a minimum of 16 group socialization activities each year).	HV	Twice Per Month	Home Based Group Home Base Group Socialization Schedule- Planning Form (HS7-9)
3. Make up visits or socialization activities that were canceled by the grantee or by program staff when necessary to meet minimum guidelines. Medical or social service appointments may not replace home visits or scheduled group socialization activities.	HV	Sept- May	Home Visitor Tracking System (HS7-14)
4. Maintain an average caseload of 10 to 12 families per home visitor with a maximum of 12 families for any individual home visitor.	LPD	Sept- May	Home Visitor Tracking System (HS7-14)
1304.40(i)(6) Grantee agencies serving infants and toddlers must arrange for health staff to visit each newborn within two weeks after the infant's birth to ensure the well being of both the mother and the child.			
N/A			
1304.41 Community partnerships			
1304.41(a) Partnerships.			

1304.41(a)(1) Grantee and delegate agencies must take an active role in community planning to encourage strong communication, cooperation, and the sharing of information among agencies and their community partners and to improve the delivery of community services to children and families in accordance with the agency's confidentiality policies. Documentation must be maintained to reflect the level of effort undertaken to establish community partnerships (see 45 CFR 1304.51 for additional planning requirements).			
1. Attend available community resource meetings in Benton, Madison, and Carroll counties.	All Staff	Ongoing	Meeting Agendas and Minutes
2. Maintain membership in the local chamber of commerce.	FCS	Ongoing	Membership Dues in Vendor files
3. Encourage membership in community agencies and service on advisory boards.	FCS	Ongoing	Meeting Agendas and Minutes
4. Maintain current partnerships with local community organizations implementing the Community Partnership Procedures.	FCS	Ongoing	Memorandums of Understanding Community Partnership Procedures
5. Develop new partnerships with local community organizations.	FCS	Ongoing	Memorandums of Understanding
1304.41(a)(2) Grantee and delegate agencies must take affirmative steps to establish ongoing collaborative relationships with community organizations to promote the access of children and families to community services that are responsive to their needs, and to ensure that Early Head Start and Head Start programs respond to community needs, including:			
1304.41(a)(2)(i) Health care providers, such as clinics, physicians, dentists, and other health professionals;			
1. Establish and maintain contracts and collaborative agreements with health care providers.	CDS-W	Ongoing	Service Provider Agreements
2. Maintain a Health Services Advisory Committee.	CDS-W	Annually	Health Service Advisory Roster/Meeting Minutes Agency Website
3. Ensure that all consultants and volunteers abide by the agency's standards of conduct as required in 1304.52(h).	All Staff	Ongoing	Signed Form(s) (HSA-55) Volunteer Handbook
1304.41(a)(2)(ii) Mental health providers;			
1. Obtain a contract with a mental health professional.	ED/ FCS	Ongoing	Mental Health Contract
2. Ensure that mental health consultants are licensed or certified mental health professionals with experience and appropriate expertise in serving young children and families.	ED/ SSA/ FCS	Ongoing	Request For Proposal Copy of current license or certification
3. Provide resource information on mental health professionals for parent/guardians.	FCS	Ongoing	Mental Health Referral List
4. Update the list of Mental Health providers if needed.	The Crisis Center	June - July	Crisis Center Information/ Referral System
5. Ensure that all consultants and volunteers abide by the agency's standards of conduct as required in 1304.52(h).	All Staff	Ongoing	Signed Form(s) (HSA-55)
1304.41(a)(2)(iii) Nutritional service providers;			
1. Establish contracts and collaborative agreements with a nutrition professional.	CDS-W	Annually	Memorandum of Understanding
2. Ensure that nutrition consultant possesses a current registration with the Commission on Dietetic Registration of the American Dietetic.	ED/ SSA/ CDS-W	As Needed	Copy of current registration Request for Proposals
3. Maintain agreement with local Health Departments.	CDS-W	Annually	Memorandums of Understanding
4. Ensure that all consultants, and volunteers abide by the agency's standards of conduct as required in 1304.52(h).	All Staff	Ongoing	Signed Form(s) (HSA-55)
1304.41(a)(2)(iv) Individuals and agencies that provide services to children with disabilities and their families (see 45 CFR 1308.4 for specific service requirements);			
1. Implement Part 1308 – Head Start Program Performance Standards providing Services for Children with Disabilities.	FCS	Ongoing	Part 1308 – Head Start Program Performance Standards providing Services for Children with Disabilities

2. Special education services and related services will be provided by ECP/LEAs and or other specialized professionals.	ECP/LEA Special Service Providers/ Professionals	Ongoing	LEA Agreements Mental Health Contract Agreement Local Memorandum of Understanding
3. Ensure that all consultants, and volunteers abide by the agency's standards of conduct as required in 1304.52(h).	All Staff	Ongoing	Signed Form(s) (HSA-55)
1304.41(a)(2)(v) Family preservation and support services;			
1. Develop and maintain partnerships within the community.	FCS	Aug - July	Memorandums of Understanding
1304.41(a)(2)(vi) Child protective services and any other agency to which child abuse must be reported under State or Tribal law;			
1. Report Child Abuse and Neglect to State Child Abuse and Neglect Hotline implementing the agency's Child Abuse and Neglect Plan and Procedures.	All Staff	As Needed	Child Abuse and Neglect Plan and Procedures
1304.41(a)(2)(vii) Local elementary schools and other educational and cultural institutions, such as libraries and museums, for both children and families;			
1. Utilize local school and public libraries.	LPT/ HV	Ongoing	Field Trip Planning and Evaluation Form (HS3-8) Memorandums of Understanding
2. Utilize local cultural events and performances.	LPT/ HV	Ongoing	Field Trip Planning and Evaluation Form (HS3-8)
3. Invite performers to the local programs.	LPT/ HV	Ongoing	Lesson Plan Guide (HS3-10)
1304.41(a)(2)(viii) Providers of child care services; and			
1. Obtain list of licensed childcare providers from DHS Website.	FCS	Annually	Review Licensed Providers List
2. Access information from Child Care Resource & Referral.	All Staff	As Needed	www.nwacommunityresources.com referral contact section Child & Family Tracking System
3. Establish and maintain contracts and collaborative agreements with child care providers.	FCS	Annually	Memorandums of Understanding
1304.41(a)(2)(ix) Any other organizations or businesses that may provide support and resources to families.			
1. Develop and maintain partnerships within the community.	All Staff	Ongoing	Memorandums of Understanding
1304.41(a)(3) Grantee agencies must perform outreach to encourage volunteers from the community to participate in Early Head Start and Head Start programs.			
1. Participate in speaking engagements.	All Staff	Ongoing	Meeting Agendas and Minutes
1304.41(a)(4) To enable the effective participation of children with disabilities and their families, grantee and delegate agencies must make specific efforts to develop interagency agreements with local education agencies (LEAs) and other agencies within the grantee and delegate agency's service area (see 45 CFR 1308.4(h) for specific requirements concerning interagency agreements).			
1. Obtain agreements with the ECP-LEA in the service area.	FCS	June - July	LEA Agreements
2. Review agreements annually to update and make changes.	FCS	June - July	LEA Agreements
3. Provide copy of agreements to Policy Council.	FCS/ SSA	July - Aug	Agency Website Posting LEA Agreements
1304.41(b) Advisory committees. Each grantee directly operating an Early Head Start or Head Start program, and each delegate agency, must establish and maintain a Health Services Advisory Committee which includes Head Start parents, professionals and other volunteers from the community. Grantee agencies also must establish and maintain such other service advisory committees as they deem appropriate to address program service issues such as community partnerships and to help agencies respond to community needs.			
1. Maintain a Health Services Advisory Committee.	CDS-W	Annually	Health Services Advisory Committee Meeting

2. Establish & maintain service advisory committees deemed appropriate to address program service issues and to help agencies respond to community needs.	Mgmt Team	As Needed	Minutes File Agency Website
1304.41(c) Transition services.			
1304.41(c)(1) Grantee and delegate agencies must establish and maintain procedures to support successful transitions for enrolled children and families from previous child care programs into Early Head Start or Head Start and from Head Start into elementary school, a Title I or the Elementary and Secondary Education Act preschool program, or other child care settings. These procedures must include:			
1. Ensure the Child and Family Transition Procedures are implemented.	ED/ FCS/ LPD	Ongoing	Child and Family Transition Procedures
1304.41(c)(1)(i) Coordinating with the schools or other agencies to ensure that individual Early Head Start or Head Start children's relevant records are transferred to the school or next placement in which a child will enroll or from earlier placements to Early Head Start or Head Start;			
1. Establish and maintain collaborative agreements with applicable school districts.	FCS/ FSW/ LPD	Ongoing	Memorandums of Understanding
1304.41(c)(1)(ii) Outreach to encourage communication between Early Head Start or Head Start staff and their counterparts in the schools and other child care settings including principals, teachers, social workers and health staff to facilitate continuity of programming;			
1. Invite public school and preschool officials to participate in agency self-assessment.	LPD/ FSW	Annually	Self-Assessment File Memorandums of Understanding
2. Research and discuss outreach opportunities with agency staff.	FCS	Ongoing	Invitation
1304.41(c)(1)(iii) Initiating meeting involving Head Start teachers and parent and kindergarten or elementary school teachers to discuss the developmental progress and abilities of individual children; and			
1. Establish and maintain collaborative agreements with applicable school districts.	FCS/ FSW/ LPD	Ongoing	Memorandums of Understanding
1304.41(c)(1)(iv) Initiating joint transition related training for Early Head Start or Head Start staff and school or other child development staff.			
1304.41(c)(2) To ensure the most appropriate placement and services following participation in Early Head Start, transition planning must be undertaken for each child and family at least six months prior to the child's third birthday. The process must take into account: The child's health status and developmental level, progress made by the child and family while in Early Head Start, current and changing family circumstances, and the availability of Head Start and other child development or child care services in the community. As appropriate, a child may remain in Early Head Start, following his or her third birthday, for additional months until he or she can transition into Head Start or another program.			
N/A			
1304.41(c)(3) See 45 CFR 1304.40(h) for additional requirement related to parental participation in their child's transition to and from Early Head Start or Head Start.			