

1a. Family Partnership Activities Outline–Head Start

- Created 06/06
- Reviewed 07/23

*****Staff to bring Community Resource Directory to home visit*****

Documentation

Ongoing Documentation of Family Contact Should be recorded in Case Management.

- Who/When/Where/What/Plan of Action
- Forms completed/Forms turned in – document on Form Log for Head Start Families
- Action Plans/FLUP
- Referral/FLUP

Welcome Home Visit

Benchmark: Before orientation

Length: 60-90 minutes

Activities:

- Lead Teacher welcomes parents to Head Start.
- School Readiness Parent/Child activity.
- Inform about upcoming events (open house, orientation & slow start)
- Explain the role of the Family Advocate in the family engagement process.
- Follow-up on Health History information
- If a returning family, review previously set School Readiness goals for children.
- Review physical status, dental status, nutrition status and specialist status and any need for follow up and check-ups that are coming in the next year.
- Ensure all releases are up to date.
- Start engaging the family in the school readiness portion of the Family Picture/ Family Culture.
- Assess School Transportation needs.
- Make referrals as needed.
- If a returning family, review and update previously set Family Partnership goals.

Forms:

- Update Family Contact Information (cp.net 1520) on Change of Status form (green)
- Parent Agreement Contract
- Family Picture/Family Culture
- Releases UTD (school district, doctor, dentist, specialist)

- USDA food program enrollment
- Family Interest Survey
- Health History (returning children only)

Handouts:

- Folder Containing:
 - School Readiness Home Learning/In-kind
 - School Readiness Program Goals
 - Nutrition Handouts
 - Ways to Say Goodbye
 - Copy of Parent Agreement Contract

Parent Orientation

Benchmark: In conjunction with slow start or within 2 weeks of enrollment

Length: 1 – 2 hours

Activities:

- Review Classroom sign in/out procedure and form.
- Orient parents to Head Start with an explanation of our philosophy, including all component areas and parent opportunities.
- Use parent handbook to cover required content pieces.
- Review importance of School Readiness at Home/In-kind.
- Provide tour of classroom and site.
- Give date for first parent meeting.
- Educate and recruit parents for Policy Council.

Forms:

- Orientation Checklist

First Parent Meeting

Benchmark: Two weeks prior to October Policy Council Meeting

Activities:

- Social Time/Ice Breaker
- Elect Classroom Representatives and Alternates for Policy Council
- Elect Parent Committee Officers.
- Ask for parent curriculum input.
- Review School Readiness at Home/In-kind.

Forms:

- Parent Committee Meeting Agenda (FS/PE 14j)
- Parent Committee Meeting Minutes (FS/PE 14l)

Handouts:

- Job description for classroom reps, classroom alternates, and committee officers.
- Class Representative and Committee Officer training dates

First Family Visit

Benchmark: October/November/December

Length: 1 – 2 Hours

Activities:

- Update Contact Information Form.
- Education Check-in: child goals, IEP status, School Readiness at Home/In-Kind.
- Follow-up on child's attendance.
- Establish Family SMART Goal.
- Make referrals as needed. Follow-up on any previous referrals.
- Update Family Picture/Family Culture.
- Conduct first PFCE Assessment.
- Conduct PFCE Assessment.
- Encourage father involvement.
- Complete Family Interest Survey.
- Review physical status, dental status, nutrition status and specialist status and any need for follow up and check-ups that are coming in the next year.
- Follow-up on Health History information as needed.
- Follow-up on Nutrition Assessment/Handouts.
- Begin Home Safety Checklist and discuss fire escape plan.

Forms:

- Family Contact Form
- Updated Contact Information Form
- Updated Release of Information
- Change of Status
- Update the Family Assessment
- Family Partnership Agreement
- Family Picture/Family Culture (update existing)
- PFCE Assessment
- Parent Agreement Contract
- Home Safety Checklist
- Fire Escape Plan

Handouts:

- Relevant brochures/articles will be given at visit and documented within 10 working days.
- Fire Drill Sheet.
- 911 Safety Card.
- Copy of Home Safety Checklist.
- Copy of Family SMART Goal.

Second Family Visit

Benchmark: January/February/March

Length: 1 – 2 Hours

Activities:

- Update Family Contact Information (cp.net 1520) on Change of Status form (green).
- Education Check-in: child goals, IEP status, School Readiness at Home/In-Kind.
- Follow-up on child's attendance
- Review and/or follow-up on Family Partnership Agreement
- Make referrals as needed. Follow-up on previous referrals.
- Update Family Picture/Family Culture.
- Final PFCE Assessment.
- Discuss parent education opportunities and support groups.
- Encourage father involvement.
- Follow-up on information on Family Interest Survey.
- Review physical status, dental status, nutrition status and specialist status and any need for follow up and check-ups that are coming in the next year
- Follow-up on Nutrition Assessment/Handouts.
- Home Safety Checklist Review
- Sibling Application
- Transitions/Registration for Kindergarten

Forms:

- Family Contact Form
- Update Contact Information Form
- Update Release of Information
- Change of Status
- Family Picture (update existing)
- PFCE Assessment
- Family Partnership Agreement (update existing)
- Applications for siblings
- Home Safety Checklist (update)

Handouts:

- Relevant brochures/articles will be sent following visit and documented within 10 working days.
- Family Partnership Agreement

Third Family Check-In

Benchmark: Final follow-up for the following activities.

Length: 20 – 30 minutes

Activities:

- Update Family Contact Information (cp.net 1520) on Change of Status form (green).
- Follow-up on attendance.
- Follow-up on Family SMART Goal.
- Make referrals as needed. Follow-up on previous referrals.
- Follow-up on any outstanding items from the Family Interest Survey.
- Conduct final PFCE Assessment.
- Review physical status, dental status, nutrition status, and specialist status any need for followup and check-ups that are coming in the summer months or the next year.
- Sibling Application/Income Verification
- Transitions/Registration for Kindergarten
- Summer Information

Forms:

- Family SMART Goal
- Application for Sibling
- Family Interest Survey
- PFCE Assessment