

FAMILY & COMMUNITY PARTNERSHIP SERVICES WRITTEN PLAN

Introduction:

Forming and cultivating meaningful relationships is a vital component of Kids Central, Inc. Head Start and Early Head Start Programs. It is important that relationships are not only formed with parents, but with community representatives and agencies as well. By fostering relationships with each entity, it is expected that a variety of meaningful partnerships will be formed.

For families, building partnerships with Kids Central, Inc. Head Start staff helps to ensure that they receive the support needed as they "identify and meet their own goals, nurture the development of their children in the context of their family and culture, and advocate for communities that are supportive of children and families of all cultures" (Performance Standard 1304.40, Head Start Program Performance Standards 45 CFR Part 1304 with Guidance, p.125).

Similarly, because several agencies work with the same families, community partnerships ensure that services provided to Kids Central, Inc. Head Start families are not duplicated. Community partnerships work because they allow Kids Central, Inc. Head Start Programs and area agencies to collaborate with each other so they can "provide the highest level of services to children and families, to foster the development of a continuum of family centered services, and to advocate for a community that shares responsibility for the healthy development of children and families of all cultures" (Performance Standard 1304.41, Head Start Program Performance Standards 45 CFR Part 1304 with Guidance, p.147).

On the pages that follow, the Family & Community Partnership Services work plan is found. This plan addresses and describes in detail, the manner in which the Family and Community Partnership Services Division orchestrates and carries out activities in order to comply with the rules and regulations prescribed by the Head Start Performance Standards. While the Assistant Director is responsible for overseeing the tasks related to the issues described, other Kids Central, Inc. Head Start specialists and staff members will also help to complete them.

FAMILY & COMMUNITY PARTNERSHIP SERVICES WRITTEN PLAN

SUBJECT: RECRUITMENT

PERFORMANCE OBJECTIVE: RECRUITMENT OF CHILDREN
1305.5

PERSON RESPONSIBLE: ALL KIDS CENTRAL, INC. HEAD START
STAFF

TIME LINE: ALL YEAR WITH EMPHISIS PLACED ON MONTHS MARCH
THROUGH JULY

RATIONALE: Steps must be taken to inform all families, with children of Head Start age, of the opportunity to take advantage of the services offered by the Head Start program in their area.

RESOURCES: Local news media, community events, health fairs, distribution of information to health clinics, doctor's offices, canvassing the local communities, and use of family referrals.

OPERATIONAL PROCEDURE:

Performance Standard 1305.5(a), states that "each Head Start grantee and delegate agency must develop and implement a recruitment process that is designed to actively inform all families within the recruitment area of the availability of services and to encourage them to apply for admission to the program" (Performance Standard 1305.5, An Introduction to Head Start, p.244).

In order to comply with Performance Standard 1305.5(a) and subsequent Performance Standards under 1305.5, Family Services is responsible for:

1. Developing and mailing letters, brochures, and flyers to existing Kids Central, Inc. Head Start community partners and other community agencies.
2. Placing posters in various locations (community resource centers, grocery stores, malls, Laundromats, etc.) throughout the community.
3. Making presentations about the program at interagency meetings.
4. Collaborating with the Mental Health/Disabilities Specialist and local agencies to discuss special services provided for children with disabilities.
5. Contacting local newspapers and radio stations to advertise public service announcements regarding Head Start recruitment.
6. Dispersing Head Start literature and applications at promotional booths displayed at community resource centers and shopping centers.
7. Working with Virginia Pre-School Initiative decreasing the possibility of duplicating services by guaranteeing that Head Start and Pre-K registration are coordinated activities.
8. Going into neighborhoods throughout the community and dispersing information door-to-door (if necessary).

The following recruitment plan is updated and implemented annually:

Kids Central, Inc. Recruitment Plan 2014-2015

Philosophy:

Kids Central, Inc. views recruitment as a direct correlation to enrollment. Recruitment at Kids Central is an activity that takes place throughout the entire year. We will take affirmative steps to assure that all persons in Wise County, Dickenson County, and the City of Norton know that we have a quality program available for those who have the greatest need for services. We have a waiting list and/or a referral service in place for those families that we are currently unable to serve.

Responsible Party:

The Executive Director has direct responsibility for the recruitment of children for the Head Start and Early Head Start programs.

The Organization of Recruitment Efforts

The Executive Director and Assistant Director are directly responsible for the organization of recruitment efforts. A monthly calendar is available to document prior efforts and to schedule future activities.

Monitoring and Follow-Up

All families that submit an Application Request form about Head Start/Early Head Start programs will be listed in a database that will be maintained and monitored by the MIS/Family Services Rep. This database includes the name of parents and child, address, phone, age of child, and program location specified. The inquiries will be assigned to Family Advocates. The staff will attempt immediate contact by phone and follow up with personal letters at a minimum of one letter/phone call every three weeks.

Goals:

- To actively inform all families with Head Start eligible children within the recruitment area of the availability of services and encourage them to apply for admission to the program; and
- To obtain a number of applications during the recruitment process that occurs prior to the beginning of the enrollment year that is greater than the enrollment opportunities that are anticipated to be available over the course of the next

enrollment year. The target for the 2014-2015 program year is 500 applications by August 1, 2014.

Action required to attain goals:

Recruit Within Current Early Head Start Classrooms

All children who are age 30-months and are currently enrolled in Early Head Start shall begin transition to a Head Start classroom. Family Service Staff will schedule a meeting with each parent and recruit for Head Start.

All applications shall be completed so those eligible children are able to transition into Head Start as soon as possible.

Participation in Community Events

Kids Central will participate in all community events that are focused on children. Vendor equipment such as a collapsible tent, folding table and two chairs, tablecloth, brochure holders, and a banner/flag with the Kids Central logo will be available.

A professional presentation board is available and will be updated as needed. This presentation board is not a tool that is only used at events and stored away in a closet between uses. It will be placed in area churches, civic facilities, schools, and private businesses, etc. when not being used as a part of community events.

The Family Advocates will update Assistant Director of Child and Family Services of the event. The summary will include the number of people at the event, the number of people visiting the Kids Central display, the number of applications received and any changes that need to be made in preparation for the next event.

Community Referral Materials

All area Health Departments, Medical Facilities, Social Service agencies, and agencies that provide services to children will be approached to determine if they will allow Kids Central to provide marketing materials.

Recruitment posters will be provided as well as information request forms, brochures, and ink pens.

The Assistant Director will be responsible for the placement of the material and will collect the information requests bi-weekly. All contacts will be documented on the recruitment calendar.

Advertising in Local Newspapers & Radio

Recruitment press releases will be created by Kids Central Inc. staff or an approved agency and approved by the Executive Director. The Family Services Rep. will then fax the information to area newspapers with a request that it be included in publication through the end of the current month. All releases will be documented on the recruitment calendar and a copy will be included in the master ERSEA manual.

Standardization of Recruitment Materials in All Kids Central Facilities

The goal is to have recruitment packets available at all Kids Central facilities and agency vehicles. The district offices and administration center are the most accessible and therefore shall be prepared to provide immediate information to persons who walk in. We want to avoid asking a person to go elsewhere to pick up information.

Family Advocates shall prepare recruitment packets with a cover letter that contains contact information. These recruitment packets will be provided to all centers in the local area. If a Family Advocate is assigned to a particular center, that worker will be responsible for providing recruitment packets to that center.

Community Referrals

The Executive Director and the Assistant Director will request invitation to meetings with local departments of social services, health departments, schools, and childcare centers.

The goals are to inform the partners about the services offered by Kids Central and implement a referral network. Partnership agreements will be obtained in all instances.

Door-to-Door

The current community assessment will be used as an instrument to determine the specific areas to be included in a door-to-door recruitment. Dates and times will be listed on the recruitment calendar and all staff and governing bodies will be invited to participate. A minimum of one Family Advocate that serves the area will be a part of the effort.

The centers that are located in housing developments will set up a roadside table at the entrance of the neighborhood as needed (weather permitting).

The current enrollment and waiting list of each center will be analyzed to determine a recruitment goal for each door-to-door effort.

Doorknockers (cardstock paper with a slit to hang on doorknobs) will be available to all persons attempting contact door-to-door. If there is no answer at the door, a doorknocker will be placed on the doorknob with the name and address of the Family Advocate.

All representatives will prominently display agency identification cards.

Contact Agencies via Letter

All local agencies will be contacted via letter by May 31 of each year to inform them of the number of enrollment opportunities available. Recruitment posters will be included as well as a request to share the information with all staff.

Agency Vehicles

Kids Central vehicles are currently being used as mobile advertisement. The Kids Central name is prominently displayed on all vehicles.

All vehicles will be provided with application packets and brochures.

If a member of the maintenance crew is at a store purchasing building materials and is stopped in the parking lot by someone who has a question about Head Start or Early Head Start, we will be prepared to give them written information with a contact persons name on the spot.

Contact Local Churches via Letter

A database that includes current contact information for all area churches will be available. A cover letter from the Assistant Director will be included in all correspondence. Recruitment posters and informational brochures will be delivered on a regular basis. All contacts will be documented on the recruitment calendar.

Contact Partner Agencies to assure Recruitment is a part of the Relationship

The Assistant Director will compile all partnership agreements in a three-ring binder. The agreements will contain specific recruitment responsibilities.

Recruiting Homeless Families

The community assessment will provide information regarding the numbers and locality of homeless families. The partnership agreement with the local department of social services will include referral agreements for homeless families. The Assistant Director will maintain a partnership agreement with Hope House. Recruitment fliers will be posted at all Laundromats, motels, and Wal-Mart stores.

Family Advocates will be available to respond to crisis situations.

Recruiting Non-English Speaking Families

The community assessment and census data will provide an estimate of the number and locality of non-English speaking families. The Medicaid, Food Stamp, and TANF list may also include such families. The Assistant Director will develop a partnership with the foreign language department of The University of Virginia's College at Wise. A database of persons available for interpreter services will be created.

Parental Involvement

Kids Central Inc. understands the best recruitment tool for the agency is the recommendation from a parent, knowing this Kids Central Inc., will provide recruitment brochures and materials to parents at their request. The parent will also have access to these materials at their child's center in the Parent Corner.

Policy Council Involvement

The recruitment plan is essentially a policy and procedure manual. The Policy Council shall be involved in the creation of the manual and has final authority to the document. The recruitment plan will be presented to the Policy Council during the June meeting of each year. Any addendum that is required in the interim will be presented to the Policy Council for approval before inclusion.

Web Presence

Web Bones will maintain the agency website. Recruitment will be the focus of the site. Kids Central staff will highlight the many positive aspects of Kids Central by writing articles about successful events, achievements, and community activities. Press releases will receive approval from the Executive Director and be provided to the local media. Minutes of meetings are available for viewing at www.kidscentralinc.com. This is the premiere website for Head Start organizations nationwide.

Board of Directors Involvement

The Assistant Director shall gain approval of the recruitment area from the Board of Directors. This comprehensive plan covers all families in Dickenson County, Wise County, and the City of Norton.

All members of the Board of Directors are invited to attend recruitment events.

Open House

All centers will have an open house annually. An open house for those interested in the home-based option will also be conducted. The open houses will be advertised on the agency website and at the individual site. Family Advocates will be available to conduct tours and answer questions.

Application Targets

All Family Advocates will receive application targets from the Assistant Director by May 31, 2014. This will include the minimum number of applications to be obtained for each center.

FAMILY & COMMUNITY PARTNERSHIP SERVICES WRITTEN PLAN

SUBJECT: ELIGIBILITY & SELECTION

PERFORMANCE OBJECTIVES: (1) AGE OF CHILDREN AND FAMILY

INCOME ELIGIBILITY 1305.4

(2) SELECTION PROCESS 1305.6

PERSON RESPONSIBLE: ASSISTANT DIRECTOR

RATIONALE: Each Head Start program must have a process for determining eligibility and for establishing selection criteria that identifies children and families eligible to receive Head Start services.

RESOURCES: Head Start Staff

OPERATIONAL PROCEDURE:

Performance Standards 1305.4 & 1305.6 specifically describe the criteria that determine if a child is eligible to participate in the Head Start Program. Consequently, once eligibility is determined, a selection process that ranks the families' needs must occur. To be eligible for the Head Start Program, the following criteria is used:

1. All children must be three (3) years old on or before September 30 (verified by proof of birth)
 2. All children must reside in the Kids Central operational area of Wise County, Dickenson County and the City of Norton, Virginia.
 3. The income of families who believe they are Head Start-eligible must be verified using any of the items below:
 - 1) W-2 form
 - 2) Individual Tax Form
 - 3) Pay stubs
 - 4) Written statement from employer or case worker on official letterhead
 - 5) Documentation showing that one is a recipient of public assistance
 - 6) A statement affirming that the parent/guardian receives no income. This document shall include a narrative as well as applicant signature. S/he will then be asked to provide proof of income from the previous year (if applicable)
- * Please note: W-2 form or Individual Tax form preferable.

To correctly compute the monthly income from pay stubs, the formulas found below are used.

- a) Weekly salary x 4.33
- b) Biweekly salary x 2.17
- c) Twice-monthly salary x 2.0
- d) Monthly salary x 1.0

Once the income is computed, the family size must be determined by referring to the completed application. The family's income, in relation to its size, is then compared to the family size that corresponds to the poverty guideline (as recommended annually by the Income Guidelines found in the Federal Register). When the income of the family applying for Head Start falls at or below the suggested poverty guideline, the child in question is deemed eligible for the Head Start Program (a signature from a Kids Central, Inc. employee must appear on the documentation that verifies income eligibility). Kids Central, Inc. will accept up to 35% of children whose income falls between 101-130% of the poverty guideline. Up to 10% of families with incomes 131% and above the poverty guidelines will be accepted.

There is a possibility that a family will have an income slightly higher than that prescribed by the Income Guidelines. In the event this occurs, the family will be given the option of being placed on the over-income waiting list. Since no more than forty-five percent (45%) of the children enrolled in Kids Central, Inc. will have a family income that exceeds the income guidelines, a family on the waiting list will be placed in a vacant spot as soon as possible.

For the purpose of income verification, foster children are counted as a "Household of one".

4. After a child is deemed eligible for the Head Start Program, the selection process continues by ranking the child's needs using the information gathered in the Application Process: i.e.

Family Type: Foster Care (30-points)

Disability (20-points)

Homeless (20- points)

Teen Parent (20 –points)

English Language- none (15-points)

Family Type: Lives with relative (13-points)

Single Mother/Father (12-points)

4 or more children in home (11-points)

Both parents work/go to school (10-points)

Eligibility age: 4 yrs. Old (10-points)

TANF/SSI recipients (9-points)

Education Level: none (9-points)

No Working Adults in Home (9-points)

Child with a pregnant mother (8-points)

Previously enrolled (8-points)

Sibling in Center (8-points)

5. Once all eligibility requirements are met, parents will be contacted by a letter &/or a telephone call informing them of their child's status (accepted or placed on waiting list).

6. At least ten percent (10%) of the [Head Start-designated] slots will be available to children with documented disabilities.

* McKinney-Vento Definition of "Homeless"

Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (Title X, Part C, of the No Child Left Behind Act) defines homeless- as follows:

The term "homeless children and youths " —

(a) means individuals who lack a fixed, regular, and adequate nighttime residence

(within the meaning of section 103 (a)(1); and

(b) includes -

- (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;*
- (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of 103 (a)(2)(C));*
- (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, other similar settings; and*
- (iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as being homeless for the purposes of this subtitle because the children are in circumstances described in clauses N through*

The Kids Central, Inc. *Application for Admission* process is as follows. It is completed by a staff member and submitted to the Family Service/MIS Coordinator who scans the document via Universal Send and inputs the data into Promis. The Assistant Director of Child and Family Services then reviews the application and assigns a status. This is evident by the initials "TG" on the bottom right corner of the application and a status checked in the appropriate box. If items are missing from the application, a note will be attached to the application for staff to complete.

FAMILY & COMMUNITY PARTNERSHIP SERVICES WRITTEN PLAN

SUBJECT: ENROLLMENT & RE-ENROLLMENT

PERFORMANCE OBJECTIVES:

ENROLLMENT & RE-ENROLLMENT 1305.7

PERSON RESPONSIBLE: FAMILY SERVICES

RATIONALE:

All standardized forms (those that provide important information about a child) and the Ages and Stages Questionnaire Screening (ASQ) must be complete and on file at the main office and at the child's class site. The ASQ will be completed within the first forty-five (45) days of the child's enrollment.

OPERATIONAL PROCEDURE:

Performance Standard 1305.7 states that once a child is enrolled in the Head Start program s/he is allowed to stay there until s/he is eligible to go to Kindergarten. An exception will be made when Head Start is made aware of circumstances that will result in the child's dismissal from the program (i.e. child moves out of the district). The following describes enrollment and re-enrollment procedures:

A. ENROLLMENT

1. Enrollment takes place after a child is deemed eligible for either of the components (Head Start, Early Head Start) of Kids Central, Inc.
2. All children must have a completed physical within 90 days.
3. Forms that must be completed before the enrollment process is final and before a child will be allowed to begin class are as follows:
 - a) Child's Application
 - b) Child's Immunization Record

These forms will be placed in both the children's permanent files and entered into the Universal Send System used by Kids Central to store records. Additionally, the permanent file will contain the information provided with the initial application process (Application, Proof of Income (if applicable), Social Security number Medicaid/Health Insurance number, Physical Examination Form, and Immunization Record).

4. Information provided in the enrollment packet will be input into the Universal Send database by the specialist responsible for that particular information (i.e. the Health Specialist will input health information; the Family Advocate will input demographic information; etc.) or by the

MIS/Family Services Rep. who is in charge of entering information into the Promis and Universal Send Systems.

5. In order to keep our records up to date, all teachers will have parents complete a Change of Status form when they find out the family has moved, a work or home phone number has changed, etc. The teacher will then forward a copy to the Assistant Director where the information will be filed, both in the database and in the child's permanent record. Likewise, if Family Advocate is informed of a change before the child's teacher, the Family Advocate will complete a Change of Status form, place it in the child's permanent record, update the database, and send a copy to the child's teacher for placement in the classroom file.

B. RE-ENROLLMENT

In order to provide programmatic continuity and to maintain consistency, the Family Services/MIS Rep. utilizes the following re-enrollment process for all components (Head Start, Early Head Start) of Kids Central, Inc. Head Start program:

Top priority will be given to children already enrolled in the program. Promis will allot points for re-enrollees. Consequently, in the spring, parents of all returning children will be asked to indicate their site choices for the following year and will be asked to update their address and telephone numbers.

FAMILY & COMMUNITY PARTNERSHIP SERVICES WRITTEN PLAN

SUBJECT: CLASSROOM ASSIGNMENT

PERFORMANCE OBJECTIVES: CHILD DEVELOPMENT AND EDUCATION
APPROACH FOR ALL CHILDREN
1304.21(a)(1)(i)

PERSON RESPONSIBLE: ADMINISTRATIVE STAFF
TEACHER and PARENT

RATIONALE: Abilities, interests, temperaments, developmental rates, and learning styles vary among children. The program environment, therefore, is arranged to accommodate a variety of children's needs and strengths, and to stimulate learning across all domains of development: social, emotional, cognitive, and physical.

OPERATIONAL PROCEDURE: Performance Standard 1304.21(a)(1)(i) states that "in order to help children gain the social competence, skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life, grantee and delegate agencies' approach to child development and education must be: developmentally and linguistically appropriate, recognizing that children have individual rates of development as well as individual interests, temperaments, languages, cultural backgrounds, and learning styles" (p. 60). Since Kids Central, Inc. Head Start Program fully recognizes the importance of providing environments that foster and encourage a child's individual development, independence, and strengths, the following steps are taken to assign a child to a class:

The Family and Community Partnerships Division use the following classroom assignment process for Kids Central, Inc. Head Start Program.

To better identify the children and families most in need of receiving services from Head Start, the Family and Community Partnership Division uses the Application Screening Criteria (previously mentioned in the Eligibility & Selection section). This will occur using the following process:

Prior to Classes Beginning

1. During the application process, parents will be asked their preference of sites at which they'd like their child to be placed. However, to ensure and encourage diversity in race, social economic status, skill level, and independent development, parents will not be given the option of choosing the site their child is to be placed.
2. When placing children in classes, keeping in mind the child's needs and the class' dynamics, members from the administrative staff, at least one (1) teacher and a parent will meet to make class assignments. The group will attempt to place a child at the site indicated as the parent's choice. If a parent is unable to have their child placed at

their first choice, the second choice will be assigned. Further, if the second choice is unavailable, the child will be placed at the third indicated site. If, however, none of the chosen sites are available, the child will be placed at the next available age-appropriate site/class.

3. To maintain funded enrollment, Head Start may serve families who are over-income. Consequently, a maximum of 10% will be accepted and counted in the total funded enrollment. When filling over-income spots, children will be selected based on the number of screening points received using the stated criteria listed previously. The child with the highest number of points or greatest need will be given a spot. This will continue until the over-income spaces are filled. If eligible applicants remain after all vacancies have been filled, the children will be placed on a waiting list.

After Classes Have Begun

If a Head Start-eligible child applies for the program after classes have begun, his/her completed application will go through the same screening process as the previous applications have. However, if there are no spaces available, his/her name will be placed on the waiting list. When it is time for that particular child to be considered for a vacancy and an age-appropriate opening becomes available, Assistant Director will offer that vacancy to the family. If the parent accepts the placement, Family and Community Partnerships Division will notify the teacher of the need to contact the family in order for s/he and the child to meet [the teacher] and to see the classroom setting before s/he [the child] begins class. A home visit will be completed at this time. The child's enrollment (starting) date will also be identified at this time.

ADDITIONAL CLASSROOM ASSIGNMENT GUIDELINES

1. Once children are placed in a class, they should not be moved. An exception will only be made if a parent shows proof of a hardship (i.e. parent is unable to get child to school due to loss of reliable transportation) and the Family Services and Education staff approves the move.
2. All [teachers] will serve, to the extent possible, the number of children for which his/her class is licensed.

FAMILY & COMMUNITY PARTNERSHIP SERVICES WRITTEN

PLAN SUBJECT: PARENT ORIENTATION

PERFORMANCE OBJECTIVES: PARENT INVOLVEMENT IN TRANSITION

ACTIVITIES 1304.40(h)(1)

PERSON RESPONSIBLE: ALL HEAD START STAFF

RATIONALE: A thoughtful plan leading up to actual transition and placement, developed with active parental involvement in the planning and transition process and with sensitivity to the multiple aspects of transition, can significantly enhance the success of the child and family in a new environment.

OPERATIONAL PROCEDURE: Performance Standard 1304.40 (h)(1) states that "grantee and delegate agencies must assist parents in becoming their children's advocate as they transition both into Early Head Start or Head Start from the home or other child care setting, and from Head Start to elementary school, a Title I of the Elementary and Secondary Education Act preschool program, or a child care setting" (p. 143). To help transition families into the program, Head Start facilitates parent orientations using the following guidelines:

A. DURING THE FIRST WEEK OF THE SCHOOL YEAR

1. The Head Start staff will conduct parent orientations during the first week of school. These orientations will allow parents to understand all the functions of the program.

a) Staff members will be introduced during orientation. Their roles in the program will be explained.

b) Handbooks will be distributed and discussed with all parents.

c) Parents will sign the First Parent Conference form acknowledging the receipt and review of the handbook.

d) A copy of the acknowledgment sheet will be placed in the child's class file.

2. During the time the parents are being oriented, the children will have the opportunity to visit and explore their classrooms and to meet and interact with the teaching staff.

3. the opportunity to visit and explore their classrooms and to meet and interact with the teaching staff.

B. AFTER CLASSES HAVE BEGUN

1. When children enroll in the program after the start of the school year and after parent orientation has been conducted, the Center Teacher or Teacher's Assistant will orient parents to the handbook.

2. Parents will sign a form acknowledging the receipt and review of the handbook.

3. A copy of the acknowledgment sheet will be placed in both the child's class file (which will be sent to the classroom before the child starts class) and the permanent record at Kids Central, Inc. Head Start Office.

FAMILY & COMMUNITY PARTNERSHIP SERVICES WRITTEN PLAN

SUBJECT: ATTENDANCE & ABSENCES

PERFORMANCE OBJECTIVES: ATTENDANCE 1305.8

PERSON RESPONSIBLE: TEACHERS
FAMILY AND COMMUNITY PARTNERSHIPS
DIRECTOR

RATIONALE: Regular attendance in the Head Start program is extremely important and necessary for maintaining program funding. Consequently, careful monitoring of attendance is important.

OPERATIONAL PROCEDURE: Performance Standard 1305.8 states that when the monthly attendance falls below 85%, Head Start must analyze the cause of the excessive rate of absenteeism. Kids Central, Inc. Head Start Program actively tracks its children's absences in hopes to prevent monthly attendance from falling below the mandated 85% attendance rate. The process for keeping attendance is outlined below.

1. Attendance of each child is documented.
 - a) Attendance is tracked daily using PROMIS; a code for marking attendance is used consistently throughout the program.
 - b) Attendance sheets must contain the signature of appropriate staff member.
 - c) Attendance is entered daily on the PROMIS program.

2. If during the first week of school a child does not attend school without an explanation, the child will be dropped from the program. The teachers will attempt to contact the parent/guardian the first three (3) days the child is absent. If after trying the first two (2) days, the third day's attempt is unsuccessful, the teacher will make a referral to the Family Advocate for further follow-up.

3. When a child is absent, the teaching staff will contact the parent(s) to let him/her know the child was missed. The call will also be used to determine the reason for the absence and to encourage the parent to return the child to class as soon as reasonably possible.

4. When a child does not attend class for three (3) consecutive days, the teacher will notify Family Services Division, in writing, using the 3 Day Absentee form, of the days missed and if there has been any

communication with the family. If the child does not return to class on the 4th day the Family Advocate will attempt to contact the family to offer assistance for resolving the absentee problem.

An absence is excused only when:

- a. the child is ill
- b. the parent is ill
- c. the child is quarantined
- d. there is an emergency beyond the family's control
- e. the child is away from home with a parent/relative as required by law

Please note: The above items are limited to 14 consecutive days unless prior arrangements have been made. Absences resulting from any reason other than those listed above, as well as any unverified absences will be considered unexcused. If a child continues to have unexcused absences after Kids Central, Inc. Head Start staff makes every effort to help the parent send the child back to class, the parent will be notified that the child is in danger of being dropped from the program. When a child is absent for a total of ten (10) days within a month's time, and the necessary excuses are not provided, s/he will be placed on the program's waiting list and the parent will be sent an Excessive Absence letter. If the parent does not respond to the letter within three (3) days, the child will be officially dropped from the program.

5. At the end of each month, a program-wide Monthly Attendance Report will be made available for posting on the KCI Web-site. Also, the average daily attendance for each class, as well as the average for the entire center-based component, will be calculated. The data will be used by the Director to complete the annual Program Information Report (PIR).

THE WITHDRAWAL PROCESS

In the event a parent must withdraw a child from the program, the following will occur:

1. The parent will notify the teacher and will complete a Change of Status Form at least two (2) weeks prior to the intended withdrawal date (or ASAP if extenuating circumstances causes the decision to withdraw the child at the last minute).
2. When the Change of Status Form is received, the Family Advocate staff member will have the parent(s)/guardian(s) complete a Consent to Release Information form so that if necessary, the child's records can be sent to the receiving school.
3. The Family Advocate staff member will file the Change of Status in the child's permanent file.

4. On the child's last day in the program, the Family Advocate will input the date of withdrawal in the Promis database and will place the file in the "dropped file" cabinet.

FAMILY & COMMUNITY PARTNERSHIP SERVICES WRITTEN PLAN

SUBJECT: ARRIVAL & DEPARTURE

PERFORMANCE OBJECTIVES: CHILD HEALTH & SAFETY: INJURY
PREVENTION 1304.22(d)(1) & (2)

PERSON RESPONSIBLE: ADMINISTRATIVE STAFF, TEACHING STAFF,
PARENTS

RATIONALE: Injuries often are a result of a mismatch between a child's abilities and activities, unsafe conditions in the environment, or a lack of adult supervision. Fostering and incorporating safety awareness into a program supports Head Start's role of protecting each child.

OPERATIONAL PROCEDURE: Performance Standard 1304.22(d)(1) & (2) states that "grantee and delegate agencies must ensure that staff and volunteers can demonstrate safety practices; and foster safety awareness among children and parents by incorporating it into child and parent activities" (p. 93). To ensure that the children safely arrive to and depart from classes, Kids Central, Inc. Head Start Program requires that parents/guardians accompany their children to and from the class. They are also required to sign them in and out of class each day. The following describes, in detail, the proper arrival and departure procedures:

I. REGULAR DAY PROGRAM

1. Parents will be notified of arrival and departure policies by both administrative staff and teaching staff. Administrative staff will discuss arrival & departure procedures with parents at orientation. The classroom staff will later acquaint them with the particular procedures at their site.

2. Children should arrive no later than 9:30 a.m. to ensure their meals will be ordered for the day. Kids Central, Inc.'s full-day/full-year centers offer the parents the option of early drop off and late pick up. The hours of the centers are posted and the specific times for these services are stated at orientation or during the application process. Part-day/part-year centers have varying hours of operation. When parents know their child will arrive at school after 9:30 a.m., for any reason, they should notify their child's teacher in advance of the 9:30 a.m. deadline. If, however, no advance warning of tardiness is received by the teaching staff, the child will not be allowed into class after 9:30 a.m.

3. Children must be picked up by the stated center closing time. They must be picked up by their parent/guardian or by another adult, aged 16 or older, who is listed on the Consent for Child Pick-Up form (teaching staff must ask to see the

identification of an unfamiliar "pick-up" person). If a child is not picked up by the close of the program day, the following steps will occur:

a) Teaching staff will try to reach the parent using the information listed in the child's file.

b) If the parent cannot be reached, the staff person will call the people listed on the pick-up sheet. If contact is made, teaching staff will make arrangements for the child's pick-up. They will document the situation using the form titled Head Start Program Note. They will file a copy in the child's classroom file.

c) If the staff member cannot find someone to pick up the child, s/he will call and alert the administrative staff at the office. If the child is not picked up by close of program day, the classroom teacher/staff will call the police and have them pick-up the child. Again, staff member will document the situation.

d) In the event the child continues to be picked-up late the Family Advocate will follow-up with the parents and make a plan on how to remedy the situation.

II. PARKING

1. When dropping off and picking up children, parking procedures for each particular site must be observed.

2. Adults must accompany all children to and from the car. They must also sign the child in and out of the classroom using the designated log.

3. Parents should always let a staff person know of their child's arrival or departure.

III. INTOXICATION

If at any time, teaching staff should notice that a "pick-up" person appears to be intoxicated, s/he will refer to and follow the program's written policy & procedure, Intoxicated/Under the Influence of Drugs Pick-Up Procedure.

Please note that on any given day a parent may call the child's class to inform the teaching staff that someone other than the persons listed on the Consent to Pick-Up form is to pick-up their child. In the event this occurs, the teaching staff must make a note on the "pick-up" form documenting the parent's directive. Also, if any information on the Consent for Child Pick-Up form changes, the parent **MUST** provide Family and Community Partnerships Division and/or the teacher with the updated information. If this is not done, the child will not be allowed to return to class until the parent does so.

Intoxicated/Under the Influence of Drugs Pick-Up Procedure

A situation may arise in the classroom when a parent or other person picking up a child appears intoxicated. If the teacher or staff questions the safety of the child's transportation home due to apparent intoxication of the pick-up person, the following steps must be followed.

Possible signs of intoxication

Difficulty maintaining concentration (cannot pay attention or maintain the conversation)

Impaired speech (slurring, stuttering)

Pupils dilated (very large)

Impaired balance (stumbling, weaving)

Bloodshot eyes

Smell of alcohol on the breath (be aware that some medications may also cause this)

Steps to Take:

1. Talk to the pick-up person. Ask how s/he got to the center. Our main concern is whether the person drove and if s/he plans to drive the child home.
2. If they have driven and intend to drive home, tell the pick-up person you are concerned because they appear intoxicated and that you are concerned about both their safety and the safety of the child being picked-up. Be careful not to make accusations or assumptions; it is Law Enforcement's (not Kids Central, Inc. Head Start's) responsibility to determine if a person is unsafe to drive.
3. Offer to call one of the other pick-up people on the child's list. If this does not work, suggest they take a taxi or bus. If the pick-up person is not the parent, attempt to call the parent to let him/her know of your concern for the child's safety. Use this conversation as an opportunity to see if the parent is able to pick-up the child.
4. If the pick-up person refuses or becomes confrontational or argumentative, calmly let them know you will be calling 911 to report the incident. Reasoning with a person who is intoxicated is usually not successful. Let the law enforcement officer(s) determine the person's driving capability. Ask the pick-up person if they would stay and talk to the officer so s/he can discuss the situation with them.

DO NOT ATTEMPT to keep the pick-up person (or child) there against his/her will. We cannot restrict the child from leaving with an approved pick-up person, despite this situation. The pick-up person's cooperation is appreciated; however, if they insist on leaving with the child, let them go. Proceed to call 911. If possible, inform the pick-up person of your intent.

In this case, describing to the 911 operator the type of car, plates, and/or the direction in which they left, will be very helpful.

IT IS VERY IMPORTANT THAT YOU: File an incident report documenting the situation, the steps taken, and what was discussed between staff and parent (or other pickup person). If this type of incident becomes a pattern, Kids Central, Inc. Head Start

administrative staff will be required to file a report with the Department of Social Services for child neglect.

FAMILY & COMMUNITY PARTNERSHIP SERVICES WRITTEN PLAN

SUBJECT: FAMILY PARTNERSHIP AGREEMENTS

PERFORMANCE OBJECTIVES: FAMILY PARTNERSHIPS 1304.40(a)(1)-(5)

PERSON RESPONSIBLE: FAMILY AND COMMUNITY PARTNERSHIPS
DIRECTOR AND FAMILY ADVOCATES

RATIONALE: By working in a partnership that is driven by parents' identification of their family's strengths and needs, parents and staff determine how the program can support families in pursuing their goals.

OPERATIONAL PROCEDURE: Performance Standards 1304.40 (a)(1)-(5) explain in detail, the philosophy of partnerships between Head Start and its families. More specifically, they state that "by working in a partnership that is driven by parents' identification of their strengths and needs, parents and staff determine how the program can support families in pursuing their goals" (p. 126). In order to comply with these standards, the entire Kids Central Inc. agency will work with families to formulate their Family Partnership Agreements.

FAMILY PARTNERSHIPS

Kids Central, Inc. Head Start offers [Head Start] parents opportunities and support for growth so they can identify their own strengths, needs and interests, and discover their own solutions. The objective of Family Partnerships is to support parents as they identify and meet their own goals, nurture the development of their children in the context of their family and culture, and advocate for communities that are supportive of children and families of all cultures. The building of trusting, collaborative relationships between parents and staff allows all to share with and to learn from one another.

This process includes:

- Family goal setting through the Family Partnership Agreement process
- Access to community services and resources
- Parent involvement across all areas of Head Start, including governance, child development, education, health, nutrition, mental health education, community advocacy, transition practices, and home visits

Kids Central, Inc.'s Head Start Mission

"To embrace our children, teach our children and to inspire our children." The mission of Kids Central, Inc. Head Start Program, in partnership with families and communities, is to provide high quality, developmentally appropriate early childhood education that will prepare all children for a positive educational start.

Family Partnership Agreement Philosophy

The Head Start Performance Standards require that Kids Central, Inc. Head Start program offer the opportunity for each Head Start family to form a partnership that enables family members to benefit fully from Kids Central, Inc. Head Start services while developing skills to achieve social and economic self-sufficiency. The Family Advocates in concert with the teachers and other Kids Central, Inc. staff will apply techniques for blending the concerns and strengths of families and the resources or referrals to agencies available in the community into a workable process for family growth.

The components of the Family Partnership Process are:

- Relationship Building
- Identifying Concerns
- Analysis of Existing Partnerships and Plans (Goals)
- Selection of Measurable Goals
- Review of Strengths
- Development of Plans
- Follow—up and Documentation

Building Partnerships with Families: The process of building partnerships with families begins when a staff member starts the recruiting process. Once a Kids Central, Inc. Head Start staff member meets the family, explains the program, and assesses the family's current needs, thereby, beginning the process of developing a positive relationship with the family. Family Advocates and Teachers continue the partnering process by interacting with the family during the orientation process, at which time all aspects of Kids Central, Inc.'s Head Start program, program policies, and a variety of parent involvement opportunities are discussed. To adequately address each family's needs, the Family and Community Partnership Division staff share the workload. Kids Central, Inc. uses a holistic approach to service delivery and family services. It is Kids Central's belief that to adequately meet the needs of the family it takes a cross section of the different divisions working together and in unison to ensure that all families are receiving proper and timely services.

Record keeping is the basic instrument that will ensure that the children and families are receiving the menu of services offered by Kids Central. Records will be kept in the child's file in the center with all necessary KCI staff having access to these records. All contact notes derived from meetings with parents or by observation of staff of parents and children will be included in the child's folder. Mandatory reviews of the files will take place by Health Staff, Education Staff, Family Advocates two or more times per year. Information will be shared among staff to create a safety net for the children and parents ensuring that all records are up-to-date and accurate. This system will also ensure that the children will have medical homes, dental homes, up-to-date immunizations, vision and hearing screenings, ASQ and TABS screenings, and so on. All Kids Central, Inc. staff will work to never let a child fall through the cracks.

During the summer prior to the start of classes, Teachers and Family Advocates will attempt to schedule an initial home visit with the Head Start-designated families. In preparation for the home visit, each will review the application and other pertinent enrollment information, and will discuss family data with the other specialists who conducted enrollment.

Each initial home visit will help fortify the relationship-building process between the parent and the KCI team. The conversation during that visit will center around the family, its expectations of the program, its desires as it relates to the children, its current circumstances, and its plans and goals for the future. As trust builds, the parent learns that our team is in the partnership with the family, helping them meet their needs and goals.

SUBJECT: FAMILY PARTNERSHIP AGREEMENTS
PUTTING IT IN ACTION

PERFORMANCE OBJECTIVES: FAMILY PARTNERSHIPS 1304.40(a)(1)-(5)

PERSON RESPONSIBLE: FAMILY AND COMMUNITY PARTNERSHIPS
DIRECTOR AND FAMILY ADVOCATES

RATIONALE: The Family Strengths Form is a tool used by the Kids Central, Inc. team to gather information about the Head Start families served. It is a tool designed to help the Family Services team get to know these families better while aiding them [families] in identifying their concerns, desires, and goals. Furthermore, the Family Strengths Form/Family Goals & Services Plan Worksheet helps each party track both the steps taken to address a family's concerns and the progress made in reaching the specified goals.

OPERATIONAL PROCEDURE: Additionally, the Family Strengths Form helps facilitate community partnership by helping to prevent Kids Central, Inc. Head Start staff from duplicating services the families may be receiving from other agencies. In turn, Kids Central staff helps support the agencies providing services to the families.

Procedure:

1. Each Teacher or Family Advocate will make an appointment with new Head Start parent(s)/guardian(s) to begin the Family Partnership process during the summer months, prior to the start of the new school year and will make follow-up attempts with returning families throughout the year. The agreement can be completed in any location the parent/guardian chooses; however, a home visit is preferable because it allows the worker to observe and better understand the environment in which the child is most familiar when away from the class setting. The following measures qualify as an attempt:

- a. A parent(s) does not show up for an appointment that was previously scheduled through verbal (face-to-face or by phone) or written communication. The Family Advocate follows-up with a call or letter sent home/left in door at time of the attempt and does not get a response.
- b. The Family Advocate calls the parent/guardian twice to schedule an appointment but does not reach him/her and parent does not return call. If calls are not returned, the Family Advocate sends a letter home with the child. If parent does not respond, no other attempt will be made.

2. During the meeting, the parent/guardian may choose to complete the forms by him/herself; however, it is preferred that both parties partner and complete it together. The teacher will complete the Strength Form (FCP-615) at the first home visit.

3. The Family Advocate will complete the Family Goals and Services Plan Worksheet (FCP 618) from the Strength Form, initiating the Individual Family Partnership Agreement. Once completed, the form will be signed by the Family Advocate and submitted to the family for approval and signature. During the goal-setting process, the parent/guardian may choose to record his/her family's goals in a manner other than writing them (i.e. one may choose to draw the response or to have it recorded on tape). However, for documentation purposes, the Family Advocate will also record the goals on the FCP-618.

4. After the FCP-618 is complete, a copy will be given to the family and the original will be placed in the child's permanent file.

5. After the initial plan is made, Kids Central staff will make the necessary referrals and/or help to identify the resources needed to aid the parent/guardian in achieving the family's goal(s).

6. At least one home visit per family will be attempted during the year. After that home visit, the Family Advocate or Teacher will periodically follow-up with the parent/guardian to discuss any progress made in attaining the family's goals. If other home visits are necessary, they will be scheduled. Also, if necessary, more goals will be set and the referral/follow-up process will be repeated.

7. Since not every family will want to complete the Individual Family Partnership Agreement (IFPA), Kids Central will document the refusal and will file a copy in the child's file.

SUBJECT: RESOURCES & REFERRALS

PERFORMANCE OBJECTIVES: ADVOCACY 1304.40(g)(1)

PERSONS RESPONSIBLE: ASSISTANT DIRECTOR OF CHILD & FAMILY SERVICES AND KIDS CENTRAL, INC. STAFF

RATIONALE: The active involvement of parents in advocacy and activities with other community members develops self-esteem and builds skills, while helping to organize and enhance community services and resources that best respond to parents' needs and interests.

OPERATIONAL PROCEDURE: Performance Standard 1304.40(g)(1) states that "grantee and delegate agencies must 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 to establish procedures to provide families with comprehensive information about community resources. The procedure for upholding this standard is as follows:

1. Staff will print and make available a complete listing of services, agencies, civic organizations and other groups which will constitute a Parent Resource Guide, located at the back of the Parent Handbook.
2. The directory will be distributed to each KCI Head Start family either at the beginning of the year or when a family begins the program. Additional copies of the directory will be available at each school site. Additional resource guides that are pertinent to serving families will be distributed throughout the year.
3. When staff determines, through family assessments or other discussions, that assistance is needed in finding resources to meet families' needs, the directory will be utilized. All other resources known to staff members will also be discussed with families.
4. If a determination is made that a particular family needs a referral for services, staff members will assist the family in making the referral for services. A decision will be made in conjunction with the family as to who will make the actual referral.
5. If the family is responsible for making the referral, staff will follow-up with the family to ensure they receive the services that are desired. If Kids Central is responsible for making the referral, a release form signed by the parent must be secured.
6. Kids Central, Inc. Head Start will contact the agency, will accompany the family to services, if needed, or will arrange for transportation, as needed. The staff is also

responsible for following-up with the parent and the agency to confirm that services are being provided as desired/needed.

7. Written documentation of the referral and follow-up efforts will occur on Activity Service Form (FCP 617). The form will be forwarded to MIS Family Services Representative for input into PROMIS. The original will be placed in the child's permanent record.

SUBJECT: EMERGENCY ASSISTANCE & CRISIS
INTERVENTION

PERFORMANCE OBJECTIVES: ACCESSING COMMUNITY SERVICES &
RESOURCES: EMERGENCY OR CRISIS ASSISTANCE
1304.40(b)(1)(i)

PERSON RESPONSIBLE: FAMILY SERVICES MENTAL
HEALTH/DISABILITIES SPECIALIST

RATIONALE: All families can benefit from access to community services and resources.

OPERATIONAL PROCEDURE: Performance Standard 1304.40(b)(1) states that assistance in the areas of food, housing, clothing, and transportation may be provided to a family if there is an immediate need. Kids Central, Inc. Head Start Program complies with this standard when the specialists do the following tasks:

1. Become familiar with all crisis intervention programs available in the community.
2. Inform parents of the services offered by Kids Central, Inc. Head Start Program. These services include:
 - a) supportive counseling
 - b) transportation to the appropriate resource agencies
 - c) information about community agencies and organizations
 - d) advocacy on the parents' behalf
3. Communicate with families, as needed, to determine what type of counseling is appropriate to meet their needs. Referrals for the following are also provided:
 - a) Individual counseling
 - b) Marriage and family counseling
 - c) Parent-Child relationship counseling
 - d) Financial counseling
4. Emergency follow-up with the family, and if necessary, the referral agency to ensure that services have been delivered. All referral and follow-up efforts will be recorded on Activity Services Form and will be placed in the child's permanent record.
5. Maintain close communication with teachers and other administrative staff regarding the family in crisis. Special Services meetings will be utilized, as needed, to address the family's needs.

FAMILY & COMMUNITY PARTNERSHIP SERVICES WRITTEN PLAN

SUBJECT: CHILD ABUSE & NEGLECT

PERFORMANCE OBJECTIVES: CHILD HEALTH & SAFETY: HEALTH
EMERGENCY PROCEDURES 1304.22(a)(5)

PERSON RESPONSIBLE: ALL KIDS CENTRAL, INC. STAFF

RATIONALE: It is essential to intervene in any suspected case of abuse and neglect, both for the safety of the child and for the wellness of the family. Federal, State, and Tribal laws require educators and caretakers to report all suspected cases of abuse and neglect. Establishing these procedures helps staff determine when and to whom such a report needs to be made.

OPERATIONAL PROCEDURE: Performance Standard 1304.22 (a)(5) states that grantee and delegate agencies operating center-based programs must have "established methods for handling cases of suspected or known child abuse and neglect that are in compliance with applicable Federal, State, and Tribal laws" (p. 85). To comply with this performance standard, Kids Central, Inc. Head Start observes and carries-out the following policies and procedures for reporting abuse and neglect:

1. Staff will be informed about the procedure for reporting abuse and neglect on an annual basis. Training is provided by the Virginia Department of Education and the Virginia Department of Social Services.
2. Each person will sign a statement acknowledging that s/he has been informed.
3. If any person on Kids Central, Inc. Head Start staff suspects that a child is being abused or neglected, s/he will carry-out the steps outlined on the Kids Central, Inc. Head Start Abuse and Neglect Procedure form.

Kids Central, Inc. Head Start Child Abuse and Neglect Procedure

1. Any time a Kids Central, Inc. Head Start staff member suspects child abuse or neglect, s/he will immediately make a report to the proper division of Social Services of Virginia.
2. If Kids Central, Inc. Head Start staff has questions regarding a suspicion of child abuse or neglect, staff should contact the Executive Director or the Assistant Director or other senior staff member of KCI for further clarification on the need to report.
3. For all instances of suspected child abuse or neglect, Kids Central, Inc. Head Start staff member will immediately notify the Department of Social Services and the Kids Central, Inc. Head Start Assistant Director of Child and Family Services and the Executive Director.

The reporting staff member will also complete a written report using the Narrative form, which will be placed in both the child's classroom file and permanent record.

4. All Kids Central, Inc. Head Start Staff will cooperate in all aspects of an investigation as requested by the Department of Social Services: Child Protective Services Unit.

5. If the child has a physical injury that needs treatment, immediate treatment will be provided and documented. A referral will be made for additional assessment/treatment of any injuries. The Kids Central, Inc. Head Start designee will be notified regarding the injuries and any treatment provided. S/he will be involved in the planning of additional assessment and/or treatment.

6. The abuse and neglect reports will remain confidential and comply with the Kids Central, Inc. Head Start Confidentiality Policy. (See attached child abuse and neglect policy)

FAMILY & COMMUNITY PARTNERSHIP SERVICES WRITTEN PLAN

SUBJECT: ESTABLISHMENT & MAINTENANCE OF RECORDS

PERFORMANCE OBJECTIVES: RECORD-KEEPING SYSTEMS 1304.51(g)

PERSON RESPONSIBLE: EXECUTIVE DIRECTOR AND ALL KIDS CENTRAL,
INC. STAFF

RATIONALE: Effective record-keeping and reporting systems provide the information needed to individualize programs for children and families, to monitor the quality of program services, to assist in program planning and management, and to ensure the delivery of quality services. These systems also provide documentation that agencies are meeting program requirements and other Federal, Tribal, State, and local laws. To ensure that privacy rights are respected in these systems, safeguards are developed and maintained.

OPERATIONAL PROCEDURE: Performance Standard 1304.51(g) states that "grantee and delegate agencies must establish and maintain efficient and effective record-keeping systems to provide accurate and timely information regarding children, families, and staff and must ensure appropriate confidentiality of this information" (p.184). Kids Central, Inc. Head Start upholds this procedure by:

1. Maintaining a file on each family served by Kids Central, Inc. Program. The file will contain the information listed below:
 - a)Head Start Application
 - b)Signature documenting Verification of income
 - c)Signature verifying birth record
 - d)Immunization Record
 - e)Narrative notes
 - f)Referrals and follow-up made by staff
 - g)Preschool Physical Exam
 - h)Screening results
 - i)Child Health History
 - j)Consents for Screening/release of information
 - k)Emergency contact information
 - l)Other relevant information

2. Keeping records current by:
 - a)Regularly reviewing files of all families
 - b)Adding to the family profile as needed
 - c)Changing family demographic information as it becomes available
 - d)Dating all information
 - e)Coordinating with other components to avoid unnecessary duplication

- f) Making entries for referrals and home visits as soon as possible after first contact is made

3. Maintaining confidentiality by:

- a) Keeping records in a locked file
- b) Ensuring that only authorized staff members will have access to the files
- c) Having authorized, non-administrative staff and volunteers sign-out a child's record using the Child Records Sign-In/Sign-Out Sheets (found in every child's file folder) to document dates on which charts have been reviewed
- d) Stipulating and ensuring that parents may only access their own child's records
- e) Stipulating that the Kids Central, Inc. Head Start will only release information about children to other agencies after parents have signed the Consent to Release Information form.

FAMILY & COMMUNITY PARTNERSHIP SERVICES WRITTEN PLAN

SUBJECT: CONFIDENTIALITY

PERFORMANCE OBJECTIVES: STANDARDS OF CONDUCT 1304.52(h)(1)(ii)

PERSON RESPONSIBLE: ALL KIDS CENTRAL, INC. HEAD START STAFF

RATIONALE: The provision of standards of conduct supports agencies in reinforcing appropriate professional behavior among staff. Written standards of conduct help to guide staff members in making decisions about their actions in potentially controversial or ambiguous situations; and they help protect staff against allegations of misconduct.

OPERATIONAL PROCEDURE: Performance Standard 1304.52(h)(1)(ii) states that "grantee and delegate agencies must ensure that all staff, consultants, and volunteers abide by the program's standards of conducts" (p. 204). It further states that they will follow program confidentiality policies concerning information about children, families, and other staff members by developing written confidentiality policies to ensure that all staff are aware of and implement those policies correctly" (pp. 184 & 204). Kids Central, Inc. Head Start upholds this standard by ensuring that:

1. Each staff person will maintain confidentiality regarding the children being served in the program.
2. All volunteers, both parents and those from the community, will maintain confidentiality in regards to any information they may see or hear that is of a personal or sensitive nature while volunteering at Kids Central, Inc. Head Start.
3. All staff, parents, and volunteers will sign a statement in which they agree not to share confidential information with anyone outside of the program.
4. All the children's individual files are secured in a safe place. They will only be used by authorized staff and volunteers.
5. In the classrooms, posted documents containing children's names will be covered with a "cover" sheet.

FAMILY & COMMUNITY PARTNERSHIP SERVICES WRITTEN PLAN

SUBJECT: PARENT TRAINING

PERFORMANCE OBJECTIVES: PARENT INVOLVEMENT IN HEALTH, NUTRITION, AND MENTAL HEALTH EDUCATION 1304.40(f)(1)

PERSON RESPONSIBLE: FAMILY AND COMMUNITY PARTNERSHIPS DIRECTOR ,FAMILY ADVOCATES AND OTHER KCI STAFF

RATIONALE: As the primary caregivers, parents play the lead role in maintaining the health and nutrition of their children. Learning more about health, nutrition, and mental health assists parents in establishing healthy habits in the home and in securing access to needed services in the community.

OPERATIONAL PROCEDURE: Performance Standard 1304.40(f)(1) states that "grantee and delegate agencies must provide medical, dental, nutrition, and mental health education programs for program staff, parents, and families" (p. 137). In order to comply with this standard, the service area specialists collaborate and coordinate the necessary trainings.

1. During the enrollment process (prior to the start of school), parents will be surveyed regarding topics on which they are interested in receiving more information.
2. Family Services staff will review parent responses.
3. Based on results, trainings will be provided on the topics of interest.
4. In addition to identifying the top topics, Kids Central, Inc. Head Start administrative team will meet to discuss and plan the trainings required by the Head Start Performance Standards. All the topics chosen will be presented during scheduled training sessions or in-service training session and will occur at least two times a year.
5. Family Services staff, along with other members of the administrative team, will contact various community agencies and representatives to secure workshop trainers.
6. Flyers announcing scheduled trainings will be posted at each site close to the training dates. Information about the workshops will also go home to the parents and will be placed in parent newsletters.
7. At the time of the workshops, parents will sign in.
8. Sign-in sheets will document trainings and any information provided by trainers.
9. Documentation will then be filed with the Family Advocate.

FAMILY & COMMUNITY PARTNERSHIP SERVICES WRITTEN PLAN

SUBJECT: _____ FISCAL MANAGEMENT

PERFORMANCE OBJECTIVES: PROGRAM GOVERNANCE: THE POLICY COUNCIL OR POLICY COMMITTEES
1304.50(d)(2)(iii)

PERSON RESPONSIBLE: CENTER TEACHERS, FAMILY ADVOCATES,
BOARD OF DIRECTORS, POLICY COUNCIL
ALL KCI STAFF AND PARENT COMMITTEES

RATIONALE: Parent Committees should receive financial assistance when planning, coordinating, and organizing activities.

OPERATIONAL PROCEDURE: Performance Standard 1304.50(d)(2)(iii) states that "Policy Councils and Policy Committees must assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities" (p. 170). To ensure this occurs, the following fiscal management plan has been established:

During each fiscal year, June 1 — May 31, the Family Services Division receives an operating budget and a budget code. The funds from this budget are used to finance all activities that fall under this department's jurisdiction. The monies are also used to purchase any necessary supplies such as resource pamphlets and training guides, and to pay child care providers up to \$10/hr. (if volunteers are unavailable) when care is provided for Policy Council Meetings and Parent Committee Meetings.

I. PARENT ACTIVITY FUND

1. At the beginning of each funding year (6/1-5/31), the Parent Policy Council is allotted \$10/per child. The Parent Policy Council shall discuss these funds and decide how they are to be spent.

FAMILY & COMMUNITY PARTNERSHIP SERVICES WRITTEN PLAN

SUBJECT: COMMUNITY PARTNERSHIP

PERFORMANCE OBJECTIVES:

COMMUNITY PARTNERSHIPS 1304.41

PERSON RESPONSIBLE: EXECUTIVE DIRECTOR,
ASSISTANT DIRECTOR OF CHILD & FAMILY
SERVICES

RATIONALE: Community planning fosters the development of a comprehensive system of family centered services attuned to the complex and diverse needs of children and families.

OPERATIONAL PROCEDURE: As mentioned previously, Performance Standard 1304.41, Community Partnerships, ensures that services provided to Head Start families by area agencies are not duplicated by the Head Start Program. In order to maintain this performance standard, the following occurs:

1. The Executive Director and the Assistant Director along with all Kids Central, Inc. staff will document efforts to establish community partnerships. We will continue to adhere to prior agreements and add new partners as relationships develop. The Family Strength form was updated 4/2012.
2. The Executive Director and the Assistant Director will develop and maintain collaborative relationships with community organizations by joining community groups and participating in local work groups.
3. Kids Central, Inc. Head Start staff will outreach to community volunteers to encourage their participation in the program.
4. Kids Central, Inc. staff will make efforts to develop interagency agreements with local agencies.
5. Kids Central, Inc. Head Start will establish and maintain a Health Services Advisory Committee.
6. Kids Central, Inc. Head Start will establish and maintain an Education Advisory Committee.
7. Kids Central, Inc. Head Start staff will establish and maintain transition procedures for children who are either entering or exiting the Head Start Programs.
8. Kids Central, Inc. Head Start Staff will work closely with all school districts during Kindergarten registration to help register the Head Start students transitioning to Kindergarten.
9. Kids Central, Inc. Head Start staff will provide activities for students and parents to ensure a smooth, successful transition to Kindergarten.

Efforts may include sponsoring field trips that allow rising Kindergartners and their parents to tour their new school.

SUBJECT: VOLUNTEERS

PERFORMANCE OBJECTIVES: COMMUNITY PARTNERSHIPS:

1304.41(a)(3)

PERSON RESPONSIBLE: _____

ASSISTANT DIRECTOR AND ALL KIDS
CENTRAL, INC. STAFF

RATIONALE: Community volunteers enhance services, provide positive role models, and promote linkages to the broader community.

OPERATIONAL PROCEDURE: Performance Standard 1304.41(a)(3) states that "grantee and delegate agencies must perform outreach to encourage volunteers from the community to participate in Early Head Start and Head Start programs. Kids Central, Inc. Head Start encourages all aspects of volunteerism. It further sets forth the following procedures:

1. In order to volunteer, regular classroom volunteers will need to complete and turn in a Volunteer packet that includes the following paperwork :
 - a)TB test
 - b)Health questionnaire
 - c)Emergency information sheet
 - d)Signed statement of confidentiality
 - e)Signed Child Abuse and Neglect training modules
2. The Teacher, Teacher Assistant, Family Advocate, Education Staff Member or other KCI employee will provide the volunteer with a job description and an orientation to the program.
3. Upon arrival to the class, the volunteer will receive an orientation from the teacher to whose site s/he has been assigned.
4. People who do not volunteer on a regular basis will be orientated to the site where they have been assigned.
5. All people who volunteer for Kids Central, Inc. Head Start must utilize and complete the Volunteer Time Sheet.
6. Volunteer Time Sheets will be located at each site for easy accessibility by volunteers.
7. Volunteer hours will be recorded for all volunteer work done both inside and outside the classroom.

8. Volunteer sheets must be filled out in ink on the date the volunteer worked.
9. Both the volunteer and the teacher must sign the volunteer's sheet.
10. On the last day of each month, teachers will collect all completed volunteer sheets and will send them to the Comptroller.

SUBJECT: TRANSITIONING CHILDREN TO
KINDERGARTEN

PERFORMANCE OBJECTIVES: COMMUNITY PARTNERSHIPS: TRANSITION
SERVICES 1304.41(c)(1)

PERSONS RESPONSIBLE: ASSISTANT DIRECTORS, TEACHING STAFF, FAMILY
ADVOCATES, EDUCATION STAFF

RATIONALE: Communication and coordination with schools and child care agencies is needed, if agencies are to support children and families in making smooth adjustments to settings that may differ in philosophy, teaching style, or structure. Coordinated transition services enable staff from different settings to plan for the strengths and needs of individual children.

OPERATIONAL PROCEDURE: Performance Standard 1304.41 (c) (1) states that "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 of the Elementary and Secondary Education Act preschool program, or other child care settings" (p. 154). To help transition our children to Kindergarten, the following occurs:

1. Kids Central, Inc. staff will work closely with all school systems in our area during Kindergarten registration to help register Kids Central, Inc. Head Start students transitioning to Kindergarten.
2. Family Services will sponsor field trips that allow rising kindergartners and their parents to tour their new school.
3. KCI Education Staff and Family Advocates will collaborate with the staff (i.e. Family Specialists, Principals, etc.) at the prospective elementary schools, on an as needed basis, to discuss any concerns they may have regarding transitioning students.
4. KCI Education Staff and Family Advocates will transfer each child's transition folder to their respective elementary school.
5. KCI Education Staff and Family Advocates will provide parents with Transition Information packets to prepare them and their children for the transition to Kindergarten.
6. KCI Education Staff and Family Advocates will encourage parents to attend the "new student" information sessions held at their respective elementary schools.



Family & Community Services Written Plan
2014-2015

Revised by: Terry Gentry
May 13, 2014