

**Chickasaw Nation Head Start
Subpart C 1304. 40 Family Partnership
2007-08 Service Plan**

PERFORMANCE STANDARD	ACTION STEPS	PERSON/TEAM RESPONSIBLE	TIME FRAME	DOCUMENTATION AND RESOURCE INDICATORS	RESOURCES NEEDED	OUTCOME
<p>1304.40(a)(1) (a) Family Goal Setting</p> <p>(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 as after enrollment as possible and it must take into consideration each family's readiness and willingness to participate in the process.</p>	<p>The Chickasaw Nation Head Start Program will ensure that family goal setting take place in conjunction with the development of the Family Partnership Agreement and will offer parents informal and formal opportunity to engage in a process of collaborative partnership building with parents through:</p> <ol style="list-style-type: none"> 1) Enrollment 2) Center/Home Visit 4) Parent Meeting 5) Community Event 6) Parent/Teacher Conferences 7) Parent Survey 	<p>Parent, Teacher Teacher Assistant Family Service Worker Center Supervisor Parent Involvement/ Social Service Manager Disability Manager Translator Administration Staff Tribal/State/Local Agencies Disability Aide HS Managers</p>	<p>Enrollment 2nd Visit</p>	<p>Enrollment Forms Parent Orientation Family Partnership Agreement Form FPA Need/Goal Plan Resource Book Family Nights (Fall & Spring) Monthly Report FPA Needs/Goals Tracking Parent Meetings Parent Trainings Community Events Cultural Activities Home Visits Parent/Teacher Conferences Field Trips Parent Surveys Parent Committees (Center officers/RIF Committee) Policy Council Volunteers in (classroom/bus/field trips)</p>	<p>Paper to print Agenda Sign-In Sheet Minutes Volunteer Survey Notices/Letters, FPA FPA/Goal Plan Referral Form FPA Tracking MOU's Parent Handbook Resource Book Parent Binders Newsletter Photos Labels Badges</p> <p>Vehicle for Home visit</p> <p>Communication Translator Email Telephone</p> <p>Location</p>	<p>A partnership relationship build with each family completed a Individualized Family Partnership Agreement and established a goal plan identifying their goals and accessing appropriate resources that meet their needs/goals.</p>

<p>1301.40(a)(2)</p> <p>(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 home visits and group socialization activities (see 45 CFR 1306.33(b)).</p>	<p>The CNHS program will offer the parents the opportunity to identify, development & implement a Family Partnership Agreement and Goal Plan That will cover:</p> <ol style="list-style-type: none"> 1) Identify families Achievable Needs/Goals 3) Assist Developing a Goal that can be: <ul style="list-style-type: none"> -Specific, Manageable, Achievable, Realistic, and Time frame that is obtainable 2) Identify responsible Persons and agencies 3) Five visits or more if needed 4) Documentation 5) Evaluation 	<p>Parent, Teacher Teacher Assistant Family Service Worker Center Supervisor Parent Involvement/ Social Service Manager Disability Manager Translator Administration Staff Tribal/State/Local Agencies Disability Aide HS Managers</p>	<p>After the 1st Visit The Entire Program year</p>	<p>Family Partnership Agreement FPA Goal Plan Denial Letter State/Tribal/ Local Resource Book Team Trainings/Meetings Pre-Service Trainings FPA Needs/Goal Tracking Parent Meetings Parent Trainings Community Events Cultural Activities Home Visits Parent/Teacher Conferences Field Trips Parent Surveys Parent Committees (Center officers/RIF Committee Policy Council Volunteers in (classroom/bus/field trips)</p>	<p>Paper to print Agenda Sign-In Sheet Minutes Volunteer Survey Notices/Letters, FPA FPA/Goal Plan Referral Form FPA Tracking MOU's Parent Handbook Resource Book Parent Binders Newsletters Photos Labels Badges</p> <p>Vehicle for Home visit</p> <p>Communication Translator Email Telephone</p> <p>Location</p>	<p>Completion of The Family Partnership Agreement with family goal plan Establishing action steps, responsibility, time frame, resources.</p>
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<p>1304.40(a)(3)</p> <p>(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.</p>	<p>The CNHS program staff will assist and collaborate with other agencies while avoiding duplication of services yet providing assistance with the preexisting family plans to provide assistance to the families to meet their needs/goals.</p>	<p>Parent, Teacher Teacher Assistant Family Service Worker Center Supervisor Parent Involvement/ Social Service Manager Disability Manager Translator Administration Staff Tribal/State/Local Agencies Disability Aide HS Managers</p>	<p>Enrollment Entire program year</p>	<p>Referral Form Family Partnership Agreement Form FPA Goal Plan Family Contact Notes Parent Meetings Parent Trainings Community Events Cultural Activities Home Visits Parent/Teacher Conferences Field Trips Parent Surveys Parent Committees (Center officers/RIF Committe Policy Council Volunteers in (classroom/bus/field trips)</p>	<p>Paper to print Agenda Sign-In Sheet Minutes Volunteer Survey Notices/Letters, FPA FPA/Goal Plan Referral Form FPA Tracking MOU's Parent Handbook Resource Book Parent Binders Newsletter Photos Labels Badges</p> <p>Vehicle for Home visit</p> <p>Communication Translator Email Telephone</p> <p>Location</p>	<p>Avoided duplication yet extent our support to the other agencies with when a family already has a preexisting plan.</p>
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<p>1304.40(a)(4) & (5)</p> <p>(4) A variety of opportunities must be created by grantee and delegate agencies for interaction with parents throughout the year.</p> <p>(5) Meetings and interactions with families must be respectful of each family's diversity and cultural and ethnic background.</p>	<p>The CNHS program will provide opportunities for parents to be involve and to participate with respect of each family's diversity, cultural, and ethnic background in the following:</p> <ol style="list-style-type: none"> 1. Parent Meeting 2. Policy Council 3. Committee Officers/Members 4. Family Fun Night (fall/spring time) 5. Reading Is Fundamental Activities 	<p>Parent, Teacher Teacher Assistant Family Service Worker Center Supervisor Parent Involvement/ Social Service Manager Disability Manager Translator Administration Staff Tribal/State/Local Agencies Disability Aide HS Managers</p>	<p>Enrollment Entire program year</p>	<p>Parent Meeting Minutes Policy Council Minutes Family Fun Nights Committee Officers List Reading Is Fundamental Report Parent Trainings Schedule Committee Reports Translators Family Contact Notes Health Advisory Minutes Social Service Minutes Cultural Committee Mental Health Minutes</p>	<p>Paper to print Agenda Sign-In Sheet Minutes Volunteer Survey Notices/Letters, FPA FPA/Goal Plan Referral Form FPA Tracking MOU's Parent Handbook Resource Book Parent Binders Newsletter Photos Labels Badges Monthly Report Monthly Parent Training List</p> <p>Vehicle for Home visit</p> <p>Communication Translator Email Telephone</p> <p>Location</p>	<p>Monthly parent meeting scheduled with Guest Speakers, family fun nights, RIF book events, Health Advisory, Social Service Advisory, with the assistance of community agency partners.</p>
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<p>1304.40(b)(1) (b) Accessing community services and resources.</p> <p>(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 interest and goals, including:</p>	<p>The CNHS program will work in partnership with parents/staff to identify families needs and goals then upon the development of family's identification of their needs and goals, the staff will access services and resources, either directly or through appropriate referrals to assist families accomplishing their needs and goals.</p>	<p>Parent, Teacher Teacher Assistant Family Service Worker Center Supervisor Parent Involvement/ Social Service Manager Disability Manager Translator Administration Staff Tribal/State/Local Agencies Disability Aide HS Managers</p>	<p>Entire program year</p>	<p>Parent Handbook Resource Handbook Referral Form Family Partnership Agreement Form FPA Needs/Goal Plan Form Family Contact Notes Social Services Meeting Health Advisory Meeting Cultural Meeting Monthly Parent Trainings</p>	<p>Paper to print Agenda Sign-In Sheet Minutes Volunteer Survey Notices/Letters, FPA FPA/Goal Plan Referral Form FPA Tracking MOU's Parent Handbook Resource Book Parent Binders Newsletter Photos Labels Badges</p> <p>Vehicle for Home visit</p> <p>Communication Translator Email Telephone</p> <p>Location</p>	<p>Completion of collaborations with community partners to assist families to meet their needs and goals.</p>
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<p>1304.40(b)(1)(i) (i) Emergency or crisis assistance in areas such as food, housing, clothing, and transportation:</p>	<p>The CNHS Program will deal with emergency needs immediately to access all needed resources and support services.</p>	<p>Parent, Teacher Teacher Assistant Family Service Worker Center Supervisor Parent Involvement/ Social Service Manager Disability Manager Translator Administration Staff Tribal/State/Local Agencies Disability Aide HS Managers American Red Cross</p>	<p>At the time of crisis</p>	<p>Parent Handbook Resource Book Referral Form FPA Form FPA Needs/Goal Plan Family Contact Notes Parent Meetings Parent Trainings Home Visits Parent/Teacher Conferences Parent Committees (Center officers/RIF Committee) Policy Council Team Training Parent Meeting/Trainings</p>	<p>Paper to print Agenda Sign-In Sheet Minutes Volunteer Survey Notices/Letters, FPA FPA/Goal Plan Referral Form FPA Tracking MOU's Parent Handbook Resource Book Parent Binders Newsletter Photos Labels Badges</p> <p>Vehicle for Home visit</p> <p>Communication Translator Email Telephone</p> <p>Location</p>	<p>Completion of Assistances or referrals made to the appropriate community agencies to provide services to families on a crisis needed basis.</p>
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<p>1304.40(b)(1)(ii) (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</p>	<p>The CNHS Program will provide educational materials and opportunities to parents to learn about mental health through brochures, speakers, community resources, referral information, support group, and to provide a well informed staff to informally and confidentially discuss issues with children and families while making appropriate referrals.</p>	<p>Parent, Teacher Teacher Assistant Family Service Worker Center Supervisor Parent Involvement/ Social Service Manager Disability Manager Translator Administration Staff Tribal/State/Local Agencies Disability Aide HS Managers</p>	<p>Enrollment Entire program year</p>	<p>Parent Meetings Parent Trainings Community Events Cultural Activities Home Visits Parent/Teacher Conferences Field Trips Parent Surveys Parent Committees (Center officers/RIF Committee) Policy Council Volunteers in (classroom/bus/field trips) Resources FPA Form FPA Needs/Goal Plan Family Contact Notes Referral Form Materials</p>	<p>Paper to print Agenda Sign-In Sheet Minutes Volunteer Survey Notices/Letters, FPA FPA/Goal Plan Referral Form FPA Tracking MOU's Parent Handbook Resource Book Parent Binders Newsletter Photos Labels Badges</p> <p>Vehicle for Home visit</p> <p>Communication Translator Email Telephone</p> <p>Location</p>	<p>Completion of updated resources book and given to family and referrals done by phone calls, emails or referral form for face to face meetings to the appropriate tribal programs first then to the local & state agencies when reported.</p>
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<p>1304.40(b)(1)(iii)</p> <p>(iii) Opportunities for continuing education and employment training and other employment services through formal and informal networks in the community.</p>	<p>The CNHS Program will provide families with opportunities to participate in trainings inside or outside the program and staff will provide educational information and trainings.</p>	<p>Parent, Teacher Teacher Assistant Family Service Worker Center Supervisor Parent Involvement/ Social Service Manager Disability Manager Translator Administration Staff Tribal/State/Local Agencies Disability Aide HS Managers</p>	<p>Enrollment Entire program year</p>	<p>Parent Meetings Parent Trainings Community Events Cultural Activities Home Visits Parent/Teacher Conferences Field Trips Parent Surveys Parent Committees (Center officers/RIF Committee) Policy Council Volunteers in (classroom/bus/field trips) Resources Job Notices FPA Needs/Goal Plan School Materials Referral Forms Higher Education Material</p>	<p>Paper to print Agenda Sign-In Sheet Minutes Volunteer Survey Notices/Letters, FPA FPA/Goal Plan Referral Form FPA Tracking MOU's Parent Handbook Resource Book Parent Binders Newsletter Photos Labels Badges</p> <p>Vehicle for Home visit</p> <p>Communication Translator Email Telephone</p> <p>Location</p>	<p>Completion of educational referrals to the tribal, local, state programs or to the local Vocational School, Junior College or Universities.</p>
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<p>1304.40 (b)(2) (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.</p>	<p>The CNHS Program will provide follow-up with families to ensure that they are receiving support from the appropriate services,</p>	<p>Parent, Teacher Teacher Assistant Family Service Worker Center Supervisor Parent Involvement/ Social Service Manager Disability Manager Translator Administration Staff Tribal/State/Local Agencies Disability Aide HS Managers</p>	<p>After Enrollment August-May or ongoing or when goal is completed</p>	<p>Parent Meetings Parent Trainings Community Events Cultural Activities Home Visits Parent/Teacher Conferences Field Trips Parent Surveys Parent Committees (Center officers/RIF Committe Policy Council Volunteers in (classroom/bus/field trips)</p> <p>Resources FPA Needs/Goal Plan Form FPA Needs/Goals Tracking Form Family Contact Notes Referral Form FSW Monthly Report FPA Form</p>	<p>Paper to print Agenda Sign-In Sheet Minutes Volunteer Survey Notices/Letters, FPA FPA/Goal Plan Referral Form FPA Tracking MOU's Parent Handbook Resource Book Parent Binders Newsletter Photos Labels Badges</p> <p>Vehicle for Home visit</p> <p>Communication Translator Email Telephone</p> <p>Location</p>	<p>Completion follow-ups documented on goal plans throughout the year or until the goal is completed</p>
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<p>1304.40(d)(1) (d) Parent Involvement – general.</p> <p>(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 expressed 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.</p>	<p>The CNHS Program will provide opportunities for parent involvement and educational information on nine mandatory topics and additional topics will be added if needed.</p> <p>Involvement and education opportunities will be explained to parents at enrollment, at orientation and at parent meeting. Parents will be encouraged to participate in all aspect of head start activities through newsletters, telephone call, and by observation.</p> <p>Community agencies are encouraged to participate at Monthly Parent Meeting, classroom, and staff trainings.</p>	<p>Parent, Teacher Teacher Assistant Family Service Worker Center Supervisor Parent Involvement/ Social Service Manager Disability Manager Translator Administration Staff Tribal/State/Local Agencies Disability Aide HS Managers</p>	<p>Entire program year</p>	<p>Parent Meetings Parent Trainings Community Events Cultural Activities Home Visits Parent/Teacher Conferences Field Trips Parent Surveys Parent Committees (Center officers/RIF Committee) Policy Council Volunteers in (classroom/bus/field trips) Community Resource Team Training Sign-In Sheet Referral Form 6. Policy Council Minutes 7. Monthly Report 8. Committee Report 9. RIF Events</p>	<p>Paper to print Agenda Sign-In Sheet Minutes Volunteer Survey Notices/Letters, FPA FPA/Goal Plan Referral Form FPA Tracking MOU's Parent Handbook Resource Book Parent Binders Newsletter Photos Labels Badges</p> <p>Vehicle for Home visit</p> <p>Communication Translator Email Telephone</p> <p>Location</p>	<p>Completion of head start families participation in all monthly parent meetings, policy council meetings, cultural activities, cultural meetings, field trips, curriculum planning session, advisory committee meetings, community events, team trainings, child care conferences, family parenting skills, disability conferences, and more community events.</p>
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<p>1304.40(d)(2) (2) Early Head Start and Head Start settings must be open to parents during all program hours. Parents must be welcomed as visitors and encouraged to observe children as often as possible and to participate with children in group activities. The participation of parents in any program activity must be voluntary, and must not be required as a condition of the child's enrollment.</p>	<p>The CNHS Program will encourage and welcome all parents and their families. Parent involvement will be voluntary and not a requirement of a child's participation in the program. All parents are welcome to volunteer and encouraged to observe their child or encourage to participate with the group activities. Pictures are taken of students, parents, and other family members in the classroom, field trips or at other head start activities throughout the year.</p>	<p>Parent Teacher Teacher Assistant Family Service Worker Center Supervisor Parent Involvement/ Social Service Manager Disability Manager Translator Administration Staff Tribal/State/Local Agencies Disability Aide HS Managers</p>	<p>Entire program year</p>	<p>Parent Meetings Parent Trainings Community Events Cultural Activities Home Visits Parent/Teacher Conferences Field Trips Parent Surveys Parent Committees (Center officers/RIF Committe Policy Council Volunteers in (classroom/bus/field trips) Confidentiality Form In-Kind Sheet Volunteer Sign-In Sheet Calendar Family Contact Notes Monthly Report Parent Handbook Newsletter Photos</p>	<p>Paper to print Agenda Sign-In Sheet Minutes Volunteer Survey Notices/Letters, FPA FPA/Goal Plan Referral Form FPA Tracking MOU's Parent Handbook Resource Book Parent Binders Newsletter Photos Name Labels</p> <p>Vehicle for Home visit</p> <p>Communication Translator Email Telephone</p> <p>Location</p>	<p>Head Start families have felt welcomed and encouraged to have participated in all head start activities such as field trips, cultural events, meetings, and other tribal program events and other local & state community events.</p>
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<p>1304.40 (d)(3) (3) Grantee and delegate agencies must provide parents with opportunities to participate in the program as employees or volunteers (see 45 CFR 1304.52(b)(3) for additional requirements about hiring parents.)</p>	<p>The CNHS Program will provide opportunities for parents to volunteer in the classroom, bus monitor, field trips, and notify parents when there is an vacant position in head start to give parent opportunity to apply for the vacant position if qualification are met. The vacant position will be posted on the Parent Bulletin Board at the center or in the classroom.</p>	<p>Parent Teacher Teacher Assistant Family Service Worker Center Supervisor Parent Involvement/ Social Service Manager Disability Manager Translator Administration Staff Tribal/State/Local Agencies Disability Aide HS Managers</p>	<p>Entire program year</p>	<p>Parent Meetings Parent Trainings Community Events Cultural Activities Home Visits Parent/Teacher Conferences Field Trips Parent Surveys Parent Committees (Center officers/RIF Committe Policy Council Volunteers in (classroom/bus/field trips) Vacancy notices Bulletin Board Info. Family Contact Notes Application Volunteer Sign-in Sheet Confidentiality Form</p>	<p>Paper to print Agenda Sign-In Sheet Minutes Volunteer Survey Notices/Letters, FPA FPA/Goal Plan Referral Form FPA Tracking MOU's Parent Handbook Resource Book Parent Binders Newsletter Job Vacancies Family Contact Notes</p> <p>Vehicle for Home visit</p> <p>Communication Translator Email Telephone</p> <p>Location</p>	<p>Head Start Parents as employees were given the same opportunities to participate in head start activities and community activities, events, and meetings.</p>
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<p>1304.40(e)(1) (e) Parent involvement in child development and education.</p> <p>(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).</p>	<p>The CNHS Program will provide opportunities to involve parents in program curriculum in approach to child development and education. Parents will be included in the service plan at such time plans are developed, revised or updated at:</p> <ul style="list-style-type: none"> -Policy Council -Curriculum Planning -Planning Session -Team Training - Parent Meeting 	<p>Parent Teacher Teacher Assistant Family Service Worker Center Supervisor Parent Involvement/ Social Service Manager Disability Manager Translator Administration Staff Tribal/State/Local Agencies Disability Aide HS Managers</p>	<p>Entire program year</p>	<p>Parent Meetings Parent Trainings Community Events Cultural Activities Home Visits Parent/Teacher Conferences Field Trips Parent Surveys Parent Committees (Center officers/RIF Committee) Policy Council Volunteers in (classroom/bus/field trips) Curriculum Meeting Planning Session Team Training Parent Meeting/Trainings Family Contact Notes Child Development Plan Individual Education Plan Brigance Screening FPA Needs/Goal Plan</p>	<p>Paper to print Agenda Sign-In Sheet Minutes Volunteer Survey Notices/Letters, FPA FPA/Goal Plan Referral Form FPA Tracking MOU's Parent Handbook Resource Book Parent Binders Newsletter Photos Labels Badges Calendar</p> <p>Vehicle for Home visit</p> <p>Communication Translator Email Telephone</p> <p>Location</p>	<p>Documentation showed that Head Start Families were given the opportunities to participation in the programs curriculum and educational development.</p>
<p>1304.40(e)(2) N/A</p>						

<p>1304.40(e)(3) (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).</p>	<p>The CNHS Program will provide opportunities to support parents with their parenting skills and their knowledge and understanding of their child's educational needs and will provide parents with resources on parenting skills training and educational and development needs and activities for children with appropriate age materials</p>	<p>Parent Teacher Teacher Assistant Family Service Worker Center Supervisor Parent Involvement/ Social Service Manager Disability Manager Translator Administration Staff Tribal/State/Local Agencies Disability Aide HS Managers</p>	<p>Entire program year</p>	<p>Parent Meetings Parent Trainings Community Events Cultural Activities Home Visits Parent/Teacher Conferences Field Trips Parent Surveys Parent Committees (Center officers/RIF Committe Policy Council Volunteers in (classroom/bus/field trips) Team Training Parenting Skill Trainings Child Care Conference Pre-Service Training FPA/ FPA Goal Plan</p>	<p>Paper to print Agenda Sign-In Sheet Minutes Volunteer Survey Notices/Letters, FPA FPA/Goal Plan Referral Form FPA Tracking MOU's Parent Handbook Resource Book Parent Binders Newsletter Photos Labels Badges</p> <p>Vehicle for Home visit</p> <p>Communication Translator Email Telephone</p> <p>Location</p>	<p>Documentation showing opportunities given to head start families to attend parenting skills and child development trainings and family activities with head start or within their community.</p>
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<p>1304.40(e)(4)(i) & (ii) (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:</p> <p>(i) Increasing family access to materials, services, and activities essential to family literacy development; and</p> <p>(ii) Assisting parents as adult learners to recognize and address their own literacy goals.</p>	<p>The CNHS Program staff will provide families with literacy resources access to but not limited to:</p> <ul style="list-style-type: none"> -RIF Workshop/Events -Local Library Card -United Way -Literacy Programs -Twice Upon A Time Reading Challenge -Local College Library -Lending Library -Literacy Materials 	<p>Parent Teacher Teacher Assistant Family Service Worker Center Supervisor Parent Involvement/ Social Service Manager Disability Manager Translator Administration Staff Tribal/State/Local Agencies Disability Aide HS Managers Local Libraries, Colleges/University United way</p>	<p>Entire program year</p>	<p>Parent Meetings Parent Trainings Community Events Cultural Activities Home Visits Parent/Teacher Conferences Field Trips Parent Surveys Parent Committees (Center officers/RIF Committee) Policy Council Volunteers in (classroom/bus/field trips) School Lending Library Local Library Card United Way Success By Six Reading is Fundamental Workshop/Event Family Fun Night Literacy Materials Professors from College/University as Speakers OSU Extension Staff</p>	<p>Paper to print Agenda Sign-In Sheet Minutes Volunteer Survey Notices/Letters, FPA FPA/Goal Plan Referral Form FPA Tracking MOU's Parent Handbook Resource Book Parent Binders Newsletter Photos Labels Badges</p> <p>Vehicle for Home visit</p> <p>Communication Translator Email Telephone</p> <p>Location</p>	<p>Completion of memorandum of Understandings with community libraries, universities and other community partners and Reading Is Fundamental Contract.</p>
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<p>1304.40(e)(5) (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 45 CFR 1304.40(i) for additional requirements about staff-parent conferences home visits)</p>	<p>The CNHS Program will conduct not less than two home visits and two teacher/parent conference at the center or more visits if needed to discuss their child's educational progress, child's health/nutrition, family partnership need/goal plan and any other concerns the parent or staff has to discuss.</p>	<p>Parent, Teacher Teacher Assistant Family Service Worker Center Supervisor Parent Involvement/ Social Service Manager Disability Manager Translator Administration Staff Tribal/State/Local Agencies Disability Aide HS Managers</p>	<p>Entire program year</p>	<p>Parent Meetings Parent Trainings Community Events Cultural Activities Home Visits Parent/Teacher Conferences Field Trips Parent Surveys Parent Committees (Center officers/RIF Committee) Policy Council Volunteers in (classroom/bus/field trips) Curriculum Meeting Planning Session Team Training Parent Meeting/Trainings Family Contact Notes Child Development Plan Individual Education Plan Brigance Screening FPA Needs/Goal Plan Home visit/Center visit</p> <p>Family Partnership Agreement Form Health Summary Child health record Home visit/Center visit Record FPA Needs/Goals Plan Brigance Screening Result Assessment Record</p>	<p>Paper to print Agenda Sign-In Sheet Minutes Volunteer Survey Notices/Letters, FPA FPA/Goal Plan Referral Form FPA Tracking MOU's Parent Handbook Resource Book Parent Binders Newsletter Visit Request Visit Record Brigance</p> <p>Vehicle for Home visit</p> <p>Communication Translator Email Telephone</p> <p>Location</p>	<p>Completion of initial visit, two home visits, two teacher-parent conference and more visits if needed.</p>
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<p>1304.40 (f)(1) (f) Parent involvement in health, nutrition, and mental health education</p> <p>(1) Grantee and delegate medical, dental, nutrition, and mental health education programs for program staff, parents, and families.</p>	<p>The Chickasaw Nation Head Start Program will provide parents with Educational opportunities in the area health, nutrition, and mental health. - Parents will be surveyed for topics of interest in the area of health , nutrition, dental, and mental health which helps identify their interests. Information will be provided on the topics of interest in the form of flyers and information sent home with the child, guest speakers and specialist at parent meetings and trainings.</p>	<p>Parent, Teacher Teacher Assistant Family Service Worker Center Supervisor Parent Involvement/ Social Service Manager Disability Manager Translator Administration Staff Tribal/State/Local Agencies Disability Aide HS Managers</p>	<p>Entire program year</p>	<p>Parent Meetings Parent Trainings Community Events Cultural Activities Home Visits Parent/Teacher Conferences Field Trips Parent Surveys Parent Committees (Center officers/RIF Committee) Policy Council Volunteers in (classroom/bus/field trips) Curriculum Meeting Planning Session Team Training Parent Meeting/Trainings Family Contact Notes Child Development Plan Individual Education Plan Brigance Screening FPA Needs/Goal Plan</p>	<p>Paper to print Agenda Sign-In Sheet Minutes Volunteer Survey Notices/Letters, FPA FPA/Goal Plan Referral Form FPA Tracking MOU's Parent Handbook Resource Book Parent Binders Newsletter Photos Labels Badges</p> <p>Vehicle for Home visit</p> <p>Communication Translator Email Telephone</p> <p>Location</p>	<p>Documentation of meetings and surveys where parents were involved with health, nutrition, and mental health.</p>
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<p>1304.40(f)(2)(i), (ii) & (iii)</p> <p>(2) Grantee and delegate Agencies must ensure that, at a minimum, the medical and dental health education program:</p> <p>(i) Assist parents in understanding how to enroll and participate in a system of ongoing family health care;</p> <p>(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</p> <p>(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., material and child health and the</p>	<p>The CNHS Program will provide the parents with the following Trainings and will include, as available, parent education and activities in the areas of health, nutrition, dental, and mental health at monthly parent meetings.</p> <p>Community health representatives does a presentation at monthly parent meetings. Center supervisors and family service workers will follow a predetermined list of monthly topics composed of topic from the parent surveys and Family Partnership Agreement.</p> <p>Health education will include but not be limited to:</p> <ul style="list-style-type: none"> -Increase knowledge and opportunity for families to enroll and participate in a system of ongoing family healthcare -Encourage parents to become active partners in their child's medical, 	<p>Parent, Teacher Teacher Assistant Disability Aide Family Service Worker Center Supervisor Parent Involvement/ Social Service Manager Disability Manager Translator Administration Staff Tribal/State/Local Agencies HS Managers</p>	<p>Entire program year</p>	<p>Parent Meetings Parent Trainings Community Events Cultural Activities Home Visits Parent/Teacher Conferences Field Trips Parent Surveys Parent Committees (Center officers/RIF Committee) Policy Council Volunteers in (classroom/bus/field trips) Curriculum Meeting Planning Session Team Training Parent Meeting/Trainings Family Contact Notes Child Development Plan Individual Education Plan Brigance Screening FPA Needs/Goal Plan</p>	<p>Paper to print Agenda Sign-In Sheet Minutes Volunteer Survey Notices/Letters, FPA FPA/Goal Plan Referral Form FPA Tracking MOU's Parent Handbook Resource Book Parent Binders Newsletter Photos Labels Badges</p> <p>Vehicle for Home visit</p> <p>Communication Translator Email Telephone</p> <p>Location</p>	<p>Completion of Family Partnership Agreement and the families needs and goals are meet with all medical and dental needs and that medical and dental health education programs were conducted at parent training, team training, and pre-service trainings by tribal, local and state health facilities and health programs.</p>
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<p>prevention of Sudden Infant Death Syndrome), information specific to health needs of individual children must also be made available to the extent possible.</p>	<p>dental and mental health care process.</p> <ul style="list-style-type: none">-Encourage parents to accompany their child to all medical and dental appointments.-Encourage preventative measures for medical and dental health, and provide preventative training for occupational and environmental health hazards.-Teaching safety practices for the home and classroom.-General topics including maternal child health, SIDS, CPR, and first aid will be offered as needed.					
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<p>1304.40 (f)(3)(i) & (ii) (3) Grantee and delegate agencies must ensure that the nutrition education program includes, at a minimum:</p> <p>(i) Nutrition education in the selection and preparation of foods to meet the family needs and in the management of food budgets; and</p> <p>(ii) Parent discussions with program staff about the nutritional status of their child</p>	<p>The CNHS Program will provide the parents with the Nutrition education and will include, but not be limited to:</p> <ul style="list-style-type: none"> -Parent training information on nutrition that consists of topics on purchasing food, budgeting food dollars, preparing nutritious meals, and good nutrition for families. -Discussion between staff and parents of each child's nutritional needs and nutritional status of their child. -Parental involvement in the nutritional activities included in the curriculum. 	<p>Parent, Teacher Teacher Assistant Family Service Worker Center Supervisor Parent Involvement/ Social Service Manager Disability Manager Translator Administration Staff Tribal/State/Local Agencies Disability Aide HS Managers</p>	<p>Entire program year</p>	<p>Parent Meetings Parent Trainings Community Events Cultural Activities Home Visits Parent/Teacher Conferences Field Trips Parent Surveys Parent Committees (Center officers/RIF Committee) Policy Council Volunteers in (classroom/bus/field trips) Curriculum Meeting Planning Session Team Training Parent Meeting/Trainings Family Contact Notes Child Development Plan Individual Education Plan Brigance Screening FPA Needs/Goal Plan</p>	<p>Paper to print Agenda Sign-In Sheet Minutes Volunteer Survey Notices/Letters, FPA FPA/Goal Plan Referral Form FPA Tracking MOU's Parent Handbook Resource Book Parent Binders Newsletter Photos Labels Badges</p> <p>Vehicle for Home visit</p> <p>Communication Translator Email Telephone</p> <p>Location</p>	<p>Completion of parents' participation in the nutritional program through Chickasaw Nation Nutritional Department on the Get Fresh program. This department offered nutritional classes, food management, food preparation, and incentives to encourage parents to participate and along with other nutritional information sent home to families.</p> <p>The home visit and family partnership agreement will show that staff and parents have addressed child's nutritional status from child's health record and child's eating behavior in the classroom.</p>
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<p>1304.40(f)(4)(i) (ii) &(iii)</p> <p>(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):</p> <p>(i) A variety of group opportunities for parents and program staff to identify and discuss issues related to child mental health;</p> <p>(ii) individual opportunities for parents to discuss mental health issues related to their child and family with program staff; and</p> <p>(iii) The active involvement of parents in planning and implementing any mental health interventions for their children.</p>	<p>The Chickasaw Nation Head Start Program will provide Mental health education and will include but not be limited to:</p> <p>-Opportunities for parents and staff to discuss issues related to their children’s mental health will occur at individual and group meetings regarding these issues generally and individually.</p> <p>-Active involvement of parents in planning and implementing any mental health activities for their children.</p> <p>-Other activities as necessary.</p>	<p>Parent, Teacher Teacher Assistant Family Service Worker Center Supervisor Parent Involvement/ Social Service Manager Disability Manager Translator Administration Staff Tribal/State/Local Agencies Disability Aide HS Managers</p>	<p>Enrollment Entire program year</p>	<p>Parent Meetings Parent Trainings Community Events Cultural Activities Home Visits Parent/Teacher Conferences Field Trips Parent Surveys Parent Committees (Center officers/RIF Committee) Policy Council Volunteers in (classroom/bus/field trips) Curriculum Meeting Planning Session Team Training Parent Meeting/Trainings Family Contact Notes Child Development Plan Individual Education Plan Brigance Screening FPA Needs/Goal Plan</p>	<p>Paper to print Agenda Sign-In Sheet Minutes Volunteer Survey Notices/Letters, FPA FPA/Goal Plan Referral Form FPA Tracking MOU’s Parent Handbook Resource Book Parent Binders Newsletter Photos Labels Badges</p> <p>Vehicle for Home visit</p> <p>Communication Translator Email Telephone</p> <p>Location</p>	<p>Completion of connecting the Mental Health Education program resources to families whether individually or group. Parents are involved in planning and implementing mental health intervention for their child.</p>

<p>1304.40(g) (1) & (2) (g) Parent Involvement in community advocacy.</p> <p>(1)Grantee and delegate agencies must:</p> <p>(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</p> <p>(ii)Establish procedures to provide families with comprehensive information about community resources (see 45CFR 1304.41(a)(2) for additional requirements).</p> <p>(2) Parents must be provided regular</p>	<p>The Chickasaw Nation Head Start Program will encourage parents to advocate for the rights of their children in the community in which they live.</p> <p>-Parents will be encouraged to become involved in community activities for children and families. Parents will receive invitations, announcements, notices to parents, flyers, newsletters, for community and program events, and shall be encouraged to take part in local programs and events that they express interest in.</p> <p>-Staff will ensure that parents are informed of community resources available to them and their families by making available a comprehensive resource book in the center in each classroom.</p> <p>-Parents will be encouraged to work together as one united voice to advocate for issues of importance to them and their families.</p>	<p>Parent, Teacher Teacher Assistant Family Service Worker Center Supervisor Parent Involvement/ Social Service Manager Disability Manager Translator Administration Staff Tribal/State/Local Agencies Disability Aide HS Managers</p>	<p>Enrollment Entire program year</p>	<p>Parent Meetings Parent Trainings Community Events Cultural Activities Home Visits Parent/Teacher Conferences Field Trips Parent Surveys Parent Committees (Center officers/RIF Committee) Policy Council Volunteers in (classroom/bus/field trips) Curriculum Meeting Planning Session Team Training Parent Meeting/Trainings Family Contact Notes Child Development Plan Individual Education Plan Brigance Screening FPA Needs/Goal Plan</p>	<p>Paper to print Agenda Sign-In Sheet Minutes Volunteer Survey Notices/Letters, FPA FPA/Goal Plan Referral Form FPA Tracking MOU's Parent Handbook Resource Book Parent Binders Newsletter Photos Labels Badges</p> <p>Vehicle for Home visit</p> <p>Communication Translator Email Telephone</p> <p>Location</p>	<p>Supporting and encouraging parent in connecting families with community partners to assist to meet their needs or goals.</p> <p>Completion of Family Partnership Agreement will allow staff to work with families and provide families with the community resources.</p>

<p>opportunities to work together, and with other community members, on activities that they have helped develop and in which they have expressed on interest.</p>	<p>Suggestions for local groups and committees that advocate for children and families will be provided for those families wishing to become involved.</p>					
<p>1304.40(h)(1) – (4) (h) Parent Involvement in transition activities. (See Transition Manager’s Service Plan)</p>	<p>The Chickasaw Nation Head Start Program will provide opportunity for Parent involvement in transition activities to provide a positive and easier transition for families entering and leaving our program.</p> <p>1.Educate and prepare parents for transition and empower them to be their child’s advocate and inform them of their rights and responsibilities concerning their child’s education.</p>	<p>Parent, Teacher Teacher Assistant Family Service Worker Center Supervisor Parent Involvement/ Social Service Manager Disability Manager Translator Administration Staff Tribal/State/Local Agencies/Schools Disability Aide HS Managers</p>	<p>Enrollment Entire program year Kindergarten</p>	<p>Parent Meetings Parent Trainings Community Events Cultural Activities Home Visits Parent/Teacher Conferences Field Trips Parent Surveys Parent Committees (Center officers/RIF Committee) Policy Council Volunteers in (classroom/bus/field trips) Curriculum Meeting Planning Session Team Training Parent Meeting/Trainings Family Contact Notes Child Development Plan Individual Education Plan Brigance Screening FPA Needs/Goal Plan</p>	<p>Paper to print Agenda Sign-In Sheet Minutes Volunteer Survey Notices/Letters, FPA FPA/Goal Plan Referral Form FPA Tracking MOU’s Parent Handbook Resource Book Parent Binders Newsletter Photos Labels Badges</p> <p>Vehicle for Home visit</p> <p>Communication Translator Email Telephone</p> <p>Location</p>	<p>Child is transitioned comfortable into the head start program or leaving the head start program. We provide families with support and information to make transition as smooth as possible for child and families and encourage parents to be an advocate for their child.</p>

<p>1304.40(i) (1) – (3) (i) Parent Involvement in home visits.</p> <p>(1)Grantee and delegate agencies must not require that parents permit home visits as a condition of the child’s participation in Early Head Start or Head Start center-based program options. Every effort must be made to explain the advantages of home visits to the parents</p> <p>(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.</p> <p>(3)Grantee and delegate</p>	<p>The Chickasaw Nation Head Start Program will conduct a minimum of two home visits and two center parents/teacher conferences per year.</p> <p>1.Home visits will be encouraged and staff will inform parents of the benefits of home visits. However, home visits shall not be required as a condition of the child’s participation in the program. Any parental refusal of home visits shall be documented, and an attempt will be made to meet the family in an alternate location.</p> <p>2.Appropriate documentation will be maintained for all home visits and or family contacts Including refusals.</p> <p>3.The center staff will conduct a minimum of two home visits per year. These home visits will include an initial first semester</p>	<p>Parent, Teacher Teacher Assistant Family Service Worker Center Supervisor Parent Involvement/ Social Service Manager Disability Manager Translator Administration Staff Tribal/State/Local Agencies Disability Aide HS Managers</p>	<p>Enrollment Entire program year</p>	<p>Parent Meetings Parent Trainings Community Events Cultural Activities Home Visits Parent/Teacher Conferences Field Trips Parent Surveys Parent Committees (Center officers/RIF Committee) Policy Council Volunteers in (classroom/bus/field trips) Curriculum Meeting Planning Session Team Training Parent Meeting/Trainings Family Contact Notes Child Development Plan Individual Education Plan Brigance Screening FPA Needs/Goal Plan</p>	<p>Paper to print Agenda Sign-In Sheet Minutes Volunteer Survey Notices/Letters, FPA FPA/Goal Plan Referral Form FPA Tracking MOU’s Parent Handbook Resource Book Parent Binders Newsletter Photos Labels Badges</p> <p>Vehicle for Home visit</p> <p>Communication Translator Email Telephone</p> <p>Location</p>	<p>Completion of one initial visit, two home visits and two staff/parent center visits and more if needed.</p>

<p>agencies must schedule home visits at times that are mutually convenient for the parents or primary caregivers and staff.</p>	<p>visit and another during the last semester of the program year. More visits at the discretion of the staff and parents will be conducted as necessary to assist the families with their needs and goals.</p>					
<p>1304.40(i)(4) (4) In cases where parents whose children are enrolled in the center-based program option ask that the home visit 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 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.)</p>	<p>4. Staff may request that a home visit take place at an alternate location when a visit to the home poses a significant threat to the health and safety or safety of the staff. Home visits will be scheduled to be mutually convenient.</p>	<p>Parent, Teacher Teacher Assistant Family Service Worker Center Supervisor Parent Involvement/ Social Service Manager Disability Manager Translator Administration Staff Tribal/State/Local Agencies Disability Aide HS Managers</p>	<p>Enrollment Entire program year</p>	<p>Parent Meetings Parent Trainings Community Events Cultural Activities Home Visits Parent/Teacher Conferences Field Trips Parent Surveys Parent Committees (Center officers/RIF Committee) Policy Council Volunteers in (classroom/bus/field trips) Curriculum Meeting Planning Session Team Training Parent Meeting/Trainings Family Contact Notes Child Development Plan Individual Education Plan Brigance Screening FPA Needs/Goal Plan</p>	<p>Paper to print Agenda Sign-In Sheet Minutes Volunteer Survey Notices/Letters, FPA FPA/Goal Plan Referral Form FPA Tracking MOU's Parent Handbook Resource Book Parent Binders Newsletter Photos Labels Badges Vehicle for Home visit Communication Translator Email Telephone Location</p>	<p>Parent/Staff are given the option to have the visit at a safe location other than the family's home.</p>