

Revised March 2017

**Ciavarra Elementary School
Head Start / PreK Program
Family Services**

Reference	Performance Standard	Implementation	Person(s) Responsible	Target Date
§ 1304.40	(a) Family goal setting. (1) Grantee and delegate agencies must engage in a process of collaborative partnership-building with parents to establish mutual trust and to identify family goals, strengths, and necessary services and other supports. This process must be initiated as early after enrollment as possible and it must take into consideration each family's readiness and willingness to participate in the process.	A collaborative partnership between parents and staff will follow early after child's enrollment and eligibility. Family services associates (FSA) will gather valuable information on child and family's background. A Family Partnership Agreement (FPA) will be completed. The FPA is introduced at the Initial Visit and signed by both the family and FSA. Once agreement is completed, Family Services Associates will follow up by referring families to the appropriate community agencies for assistance.	Family Services Associates CES Staff	July - May
	(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 them. In home-based program options, this Agreement must include the above information as well as the specific roles of parents in home visits and group socialization activities (see 45 CFR 1306.33 (b)).	Family services associates will assist individual families in developing a partnership. Family service associates and families will identify family's needs, goals, strengths and processes through which the identified goals will be accomplished. Family services associates will follow-up on all referrals in efforts to support and assure that families are receiving the assistance, which they are seeking in order to accomplish their set goals.	Family Services Associates Community and Family Coordinator CES Staff	July - May
	(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 pre-existing 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.	Family services associates will identify resources and work in conjunction with other agencies in the community to be able to meet the needs of the families served in Head Start. Service Area Specialists and Facilitators will invite resource agency contacts to provide presentations of information available in their agency. These same agencies will be invited to participate with advisories in order to network services.	Family Services Associates Health Facilitator Nutrition Facilitator Safety & Transportation Facilitator Education Specialist Disabilities Specialist Wellness Specialist Community and Family Coordinator CES Staff	August - May

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1304.40	(4) A variety of opportunities must be created by grantee and delegate agencies for interaction with parents throughout the year.	<p>It is the policy of the ESC-Region 20 Head Start Program that parent participation is voluntary and will not affect the child's participation in the program. During site Parent Committee Meetings, the Family Services Associates will invite families to participate in the different committees in which families are involved:</p> <ol style="list-style-type: none"> 1. Policy Council Committee: two from each site. Community Representatives: one from each site. Alternate: One from each site. 2. Finance Committee: Members from the Policy Council Committee volunteer to serve on the Finance Committee. Finance Committee meetings take place in November, February and April. 3. Parent Committee members: parents of children currently enrolled. Parent Committee Officers: President is responsible to conduct the meetings in accordance with the parliamentary procedure; Vice President is responsible to assist the president and represent the president when president is not present; Secretary is responsible for taking minutes at the Parent Committee Meetings. Minutes will be read at each Parent Committee Meeting and must be approved. 4. Child Health Advisory Committee 	<p>Family Services Associates Program Coordinator Community and Family Coordinator Management Team CES Staff</p>	<p>August - May</p>

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1304.40		<p>Family services associates will also encourage parents to participate with other trainings and activities, such as:</p> <ul style="list-style-type: none"> ▪ Parent Education Classes ▪ Assist with monthly Newsletters ▪ Monthly Bulletin Boards ▪ Craft Classes ▪ Child Development ▪ Employment Success ▪ Child Abuse & Violence Prevention ▪ Discipline Management for Parents ▪ GED / ESL ▪ Nutrition Budgeting & Nutritious Snacks ▪ Emergency Awareness ▪ Fatherhood Issues / Activities ▪ Healthy Marriages ▪ Financial / Money Management Skills ▪ IMIL WITH A Healthy Smile ▪ Milk & Cookies Family Night ▪ Volunteer Training ▪ Lending Library ▪ Acquisition of Library Cards & Voter Registration <p><i>A Parent Feedback Survey</i> is distributed to Head Start families inquiring about the various services the family has participated with. The feedback is confidential and provides the necessary input to help evaluate the success of program services as well as the concerns with program services. Concerns are taken seriously and addressed through program improvement strategies and document revisions.</p>		

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	(5) Meetings and interactions with families must be respectful of each family's diversity and cultural and ethnic background.	ESC-20 Head Start staff is respectful to all families at all times. Informational fliers, announcements and newsletters are sent home to families in both English and Spanish. Staff is available to translate during home visits, Parent Committee meetings, Policy Council, etc. Parent Centers have multicultural and disabilities posters displayed, as do the classrooms. Every effort is made to purchase multi-ethnic toys and learning materials. Staff interacts with the families during the home visits, meetings, and parent conferences. Fathers are encouraged to be active and involved. Specific activities are targeted for fathers to increase their involvement with their child.	Management Team Family Services Associates Head Start / PreK Teachers CES Staff	August - July
1304.40	(b) Accessing community services and resources. (1) Grantee and delegate agencies must work collaboratively with all participating parents to identify and continually access, either directly or through referrals, services and resources that are responsive to each family's interests and goals, including:	At the beginning of each school year, family services associates will distribute a Volunteer / Interest Survey to all families. Families receive a <i>Program Handbook</i> , <i>Program Orientation/Initial Visit Packet</i> , and a <i>Community Resource Guide</i> . Through the Family Partnership Agreement or the Family Strengths & Needs process, family goals are set and referrals are made for services. The program <i>Case Management</i> system assists families in accessing resources for services.	Family Services Associates Community and Family Coordinator CES Staff	August - May
	(i) Emergency or crisis assistance in areas such as food, housing, clothing, and transportation;	Upon notification of an emergency situation, the family services associate, teacher or designated staff will issue necessary referrals or transportation if needed to proper agency.	Family Services Associates Head Start / PreK Teachers CES Staff Community and Family Coordinator	August - May
	(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	The wellness specialist is available to informally and confidentially discuss issues with children and families and to make appropriate referrals. Family services associates provide educational materials and opportunities to learn about mental health issues through brochures and bulletin boards in the Parent Center. The program <i>Resource Guide</i> lists agencies for families to refer to if they need assistance relating to domestic violence, support organizations, and substance abuse. Families have the opportunity to attend training on the subject of <i>Child Abuse and Violence Prevention</i> .	Family Services Associates Head Start / PreK Teachers Wellness Specialist CES Staff	August - May

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	(iii) Opportunities for continuing education and employment training and other employment services through formal and informal networks in the community.	Families and volunteers are encouraged and referred by family services associates to GED, ESL, Employment Success training, and Job Fairs. Families are also referred to Texas Workforce and Dept. of Human Resources for training and employment service programs. Many volunteers become district substitutes in classrooms and have a good opportunity to become full-time employees as classroom assistants or class monitors, especially in the Head Start classrooms. Potential classroom assistants must meet the criteria mandated by NCLB law to have an AA degree or pass a rigorous test. Information for area colleges is provided to those interested.	Family Services Associates Community and Family Coordinator CES Staff	August - May
1304.40	(2) Grantee and delegate agencies must follow-up with each family to determine whether the kind, quality, and timelines of the services received through referrals met the families' expectations and circumstances.	Family services associates will follow-up on all referrals issued by doing home visits, or making family contacts. Facilitators and Specialists will also monitor referrals. Follow-up documentation is noted at the bottom of the <i>referral form</i> and / or in the <i>contacts</i> area of the student file. The referral process is reviewed and revised annually to ensure quality services are provided to children and families.	Family Services Associates Management Team CES Staff	August - May
1304.40	(c) Services to pregnant women who are enrolled in programs serving pregnant women, infants, and toddlers.	Parents receive a Resource Guide that has community resources available for expectant mothers.	Health Facilitator Community and Family Coordinator CES Staff	August - May
	(1) Early Head Start grantee and delegate agencies must assist pregnant women to access comprehensive prenatal and postpartum care, through referrals, immediately after enrollment in the program. This care must include:	A pregnancy packet is given to expecting or new mothers who are in the Head Start Program. This packet includes booklets/flyers with information about WIC/nutrition, pre-natal and post-partum care, fetal development, newborn health, dental/baby bottle tooth decay, what to expect in the first 12 months, breast feeding and car seat guidelines.		
	(i) Early and continuing risk assessments, which include an assessment of nutritional status as well as nutrition counseling and food assistance, if necessary;	If the family does not have insurance coverage, a referral will be given to the family at this time. Staff navigates parents through the application process as needed.		
	(ii) Health promotion and treatment, including medical and dental examinations on a schedule deemed appropriate by the attending health care providers as early in the pregnancy as possible; and			
	(iii) Mental health interventions and follow-up, including substance abuse prevention and treatment services, as needed.			

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1304.40	(d) Parent involvement-general. (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>Parents are always encouraged to volunteer in the classroom. Parents are provided with hands on experiences. Families contribute curriculum ideas for use in the classroom. Other activities designed for families are as follows:</p> <ol style="list-style-type: none"> 1. Parent Education Classes 2. Parent Committee Meetings 3. Child Development Training 4. Discipline Management Training 5. Child Abuse & Violence Prevention Training 6. Nutrition Budgeting & Nutritious Snacks Training 7. Ouchless House Training (Home Safety) 8. Opening Doors to a Brighter Future 9. Employment Success 10. Financial / Money Management Skills 11. Fatherhood Issues 12. Healthy Marriages 13. Classroom Volunteer 14. Policy Council Committee 15. Lending Library 16. Library Cards and Library Field Trip 17. Community College resources 18. Voter Registration 	<p>Head Start Management Team Family Services Associates Community and Family Coordinator CES Staff</p>	<p>August – May</p>

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	(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.	Families are encouraged to volunteer in the classroom and to participate in the parent activities. Parent participation will be voluntary and will not affect the child's enrollment in the program. Teachers and parent involvement facilitator train parents through <i>Volunteer Training</i> . Welcome signs and other visual cues, such as pictures and posters; indicate to families that they are welcome in all of the sites.	Family Services Associates Head Start Teachers Community and Family Coordinator CES Staff	August - May
	(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).	Parents are trained to be volunteers in the classroom that include routines, rules, and safety, learning centers and developmentally appropriate practices. A volunteer sign-in sheet will be available in the classroom for families to sign in and out as they volunteer each day. They note what type of activity they were doing during their volunteer service. Teachers and the community & family coordinator will provide <i>Volunteer Training</i> to all volunteers. Volunteers will receive a <i>Volunteer Handbook</i> along with training. Parents are hired as classroom staff substitutes, as needed, by the school district. Efforts are made to include fathers and make them feel welcome in the classroom as volunteers. Many of the program's FSA staff is former or current Head Start parents. Efforts are made to heavily recruit FSA from the communities in which the program is located. Volunteers are recognized at the end-of-the-year for their service and time. Volunteer time is recorded at \$7.25 per hour for in-kind reporting. This dollar amount is indicative of an average salary for a classroom assistant or class monitor. Regular volunteers receive a TB screen. The program defines a regular volunteer as someone who volunteers their time in the classroom multiple times a month.	Head Start Teachers Family Services Associates Community and Family Coordinator CES Staff	August - May
1304.40	(e) Parent involvement in child development and education. (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).	Families are encouraged to participate in curriculum writing. They submit curriculum ideas monthly. Teachers also ask parents for input on to the curriculum during Parent Committee meetings. Parents and children participate in activities such as <i>"Read With Me"</i> . <i>Parent & Child activities</i> are sent home monthly by the FSA. Teachers send home <i>Parent & Child activities</i> weekly. These activities are displayed in the classroom or an assigned location within the school building. <i>Health & Nutrition Newsletters</i> are sent home monthly. <i>Education Newsletters</i> are sent home monthly. Newsletters are provided in English and	Head Start Teachers Family Services Associates Education Specialist Community and Family Coordinator CES Staff	August - May

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		Spanish as frequently as possible.		
	(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 CFR 1304.21 for additional requirements related to parent involvement).	All Head Start sites host <i>Parent Learning</i> classes. Families have opportunities to attend child development training. Their child's teacher visits parents twice a year. The beginning of the year home visit is to meet the child and family. Teacher and family set goals which child and teacher will work on all year. At this time family is encouraged to share any concerns about their child. At the end of the school year, the teacher will visit families to review child's accomplishment during the school year.	Family Services Associates Head Start Teachers Education Specialist Community and Family Coordinator CES Staff	August September April Ongoing
	(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:	Family service associates will provide referrals to families in need of literacy, or any other need that the family may have. The <i>"Read With Me"</i> program is a weekly activity to bring literature from the school to the home. It encourages families to read together. Additionally, the program encourages fathers or significant male role models to be more involved with their child and participate in the reading activity.	Family Services Associates Head Start / PreK Teachers Education Specialist Community and Family Coordinator CES Staff	August - May
	(i) Increasing family access to materials, services, and activities essential to family literacy development; and	Families will have accessibility to Head Start Center materials on a checkout basis. Families are encouraged to visit the local libraries and get their own library card. They are also encouraged to get a library card for their child and utilize the activity schedule published by the library. Local library information is posted for parents. A parent field trip to the local public library is also provided. Each Parent Center has a selection of adult literature that can be lent out to families as they pursue their own enjoyment of reading (IE: <i>Lending Library</i>).	Family Services Associates Education Specialist Community and Family Coordinator CES Staff	August – May
	(ii) Assisting parents as adult learners to recognize and address their own literacy goals.	Parents who are interested are encouraged to attend ESL classes, GED classes, Employment Success training and other community opportunities. Parents receive reimbursement for GED testing. The parent submits the receipt and certification that the test was passed in order to be reimbursed.	Family Services Associates Community and Family Coordinator CES Staff	August September October March
	(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 and requirements about staff-parent conferences and home visits).	Classroom teachers complete fall and spring semester <i>home visits and student progress conferences</i> . These forms can be found in the Education section of the student file. During the first home visit, the teacher and family set educational goals for the child. Student progress conferences are held between the teacher and family so as to discuss the child's progress, skill levels, successes, and areas that need practice. Suggestions of home activities and further school Individual Student Plan (ISP) documentation are made to mark future progress of the child.	Community and Family Coordinator Education Specialist Head Start / PreK Teachers CES Staff	August March

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1304.40	(f) Parent involvement in health, nutrition, and mental health education. (1) Grantee and delegate agencies must provide medical, dental nutrition and mental health education programs for program staff, parents, and families.	Families are encouraged to be responsible for their child's well being by getting them involved in health screenings and activities, which promote good health. Parents learn new activities in the areas of medical, dental, nutrition, mental wellness, health and education, from home visits, Advisory Committees, newsletters, and Parent Committee meetings, which are held at each Head Start site. Families are encouraged to attend training on health, nutrition, mental wellness and many other topics.	Family Services Associates Head Start Management Team Head Start / PreK Teachers CES Staff	August September Ongoing
	(2) Grantee and delegate agencies must ensure that, at a minimum, the medical and dental health education program: (i) Assist parents in understanding how to enroll and participate in a system of ongoing family health care.	Families will be made aware of other systems of health care through contacts and referrals early in the school year. Families will be made aware of the medical programs, and will be encouraged to apply. If they do not qualify, they will be made aware of other low cost medical programs offered by the different agencies. Family services associates will encourage, assist, and refer families to apply for Medicaid and CHIP to be used to establish a medical home for services.	Family Services Associates Health Facilitator CES Staff	August - May
	(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	Families are encouraged to be responsible for their child's well being by getting them involved in health screenings and home activities, which promote good health. A family member is required to accompany the child to medical and dental follow-up appointments.	Head Start Teachers Head Start Management Team Family Services Associates CES Staff	August - May
	(iii) Provides parents with the opportunity to learn the principles of preventive medical and dental health, emergency first aid, occupational and environmental hazards, and safety practices for use in the classroom and in the home. In addition to information on general topics (e.g., maternal and child health and the prevention of Sudden Infant Death Syndrome), information specific to the health needs of individual children must also be made available to the extent possible.	Information will be available through Parent Committee meetings, newsletters, fliers, handouts, conferences, training, etc. Specific training opportunities are available to families in the area of health: <ul style="list-style-type: none"> ▪ Home Safety & First Aid ▪ Volunteer training discusses classroom safety issues ▪ Participation on Self-Assessment teams Head Start classroom staff includes a health/safety lesson once a week in the classroom. They will include in lessons: practicing safety fire drills, evacuation in case of emergencies, bus evacuation drills, community helpers, equipment safety, indoor and outdoor safety, field trips.	Head Start / PreK Teachers Health Facilitator Education Specialist CES Staff	August - May

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	<p>(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 family needs and in the management of food budget; and</p>	<p>WIC, local Extension Agency, and a contracted registered dietician provide nutrition and cooking classes to families. <i>Health and Nutrition Newsletters</i> are sent home monthly. Families are encouraged to attend the Nutrition Budgeting & Nutritious Snacks training to obtain information. Identified families are invited to nutrition counseling throughout the school year.</p>	<p>Family Services Associates Nutrition Facilitator CES Staff</p>	<p>September - May</p>
	<p>(ii) Parent discussions with program staff about the nutritional status of their child.</p>	<p>Families will receive information of child's height and weight from Family Services Associates. If any concerns, family will be scheduled to meet with the Registered Dietician for counseling services on child's growth and eating patterns. The nutrition facilitator provides additional materials to families in regards to picky eaters, anemia, lactose intolerance, food allergies, diabetes, etc.</p>	<p>Family Services Associates Nutrition Facilitator CES Staff</p>	<p>September - May</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 to discuss mental health issues related to their child and family with program staff; and</p>	<p>Self-esteem is impacted as parents participate in the training series. The wellness specialist does a presentation on child abuse, which also talks about verbal abuse and the damage it does to mental health.</p> <p>FSA will provide "Finding Balance in Stressful Lifestyles" training as a way to explore stress as both a positive and negative life influence.</p>	<p>Family Services Associates Wellness Specialist CES Staff</p>	<p>September - May</p>
	<p>(ii) Individual opportunities for parents to discuss mental health issues related to their child and family with program staff; and</p>	<p>Families, teachers, and the wellness specialist have conferences regarding a child's mental health when situations arise. For instance, behavior, family situation changes, new siblings, etc. A referral process is in place for these services.</p> <p>Families may request sessions with the wellness specialist to discuss individual family concerns.</p> <p>Families may refer their own child for counseling services.</p>	<p>Wellness Specialist Head Start / PreK Teachers CES Staff</p>	<p>August - May</p>

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	(iii) The active involvement of parents in planning and implementing any mental health interventions of their children.	Families are notified of planned mental health sessions. Permission is requested and follow-up conferences held when necessary.	Wellness Specialist CES Staff	August - May
1304.40	(g) Parent involvement in community advocacy. (1) Grantee and delegate agencies must: (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	Families will be encouraged through out the year, to participate in Head Start Policy Council Committee group. Families become spokespersons for the community as they vote on program issues at Policy Council meetings. Families will receive comprehensive and up-to-date information about community resources. Family Services Associates encourage families to utilize the Resource Guide for community resources. Families are also encouraged to be active participants with the local district PTO to help influence school activities.	Family Services Associate Community and Family Coordinator CES Staff	August - May
	(ii) Establish procedures to provide families with comprehensive information about community resources (see 45 CFR 1304.41 (a) (2) for additional requirements).	A community <i>Resource Guide</i> will be provided to all families at the beginning of the year. During the Initial Visit, the Family Services Associates train families how to best utilize the Resource Guide and what agencies to contact for their specific needs. Throughout the school year, as new children enroll, FSA train the families how to use the Resource Guide.	Family Services Associates CES Staff	August - May
	(2) Parents must be provided regular opportunities to work together, and with other community members, on activities that they have helped develop and in which they have expressed in interest.	Families make decisions that impact the program on a regular basis during the Parent Committee Meetings and Policy Council Committee Meetings. Families also serve on the Child Health Advisory and in such activities as curriculum development, and other committee activities, which are valuable to the program.	Head Start Specialist Head Start Facilitators Community and Family Coordinator CES Staff	August - May
1304.40	(h) Parent involvement in transition activities. (1) Grantee and delegate agencies must assist parents in becoming their children's advocate as they transition both into Early Head Start or Head Start from the home or other child care setting, and from Head Start to elementary school, a Title 1 of the Elementary and Secondary Education Act preschool program, or a child care setting.	Program staff assists families through transition activities in many ways: Attending transition meetings with families, translating materials, being supportive before/during/ and after the Head Start year, and helping families become familiar with program and school district expectations. Transition training meetings are provided both site by site and program wide to assist the smooth transition into kindergarten.	Head Start / PreK Teachers Kindergarten Teachers Family Services Associates CES Staff	May
	(2) Staff must work to prepare parents to become their children's advocate through transition periods by providing that, at a minimum, a staff-parent meeting is held toward the end of the child's participation in the program to enable parents to understand the child's progress while enrolled in Early Head Start or Head Start.	Parents will be invited to attend a Transition Parent Meeting at the end of the school year. Families will receive valuable information about parental rights and opportunities for participation so that they continue their involvement in their child's school and education.	Family Services Associates Kindergarten Teachers Head Start / PreK Teachers CES Staff	May
	(3) To promote the continued involvement of Head	Most families in the ESC-20 Head Start Program become	Family Services Associates	August -

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	<p>Start parents in the education and development of their children upon transition to school, grantee and delegate agencies must:</p> <p>(i) Provide education and training to parents to prepare them to exercise their rights and responsibilities concerning the education of their children in the school setting; and</p>	<p>actively involved in the school district functions due to the existing partnership relationship with the schools. The ISD provides families with the <i>Student Handbook</i>, which outlines parent / student right, meetings, such as Open House and Orientation, and provide families a time to further learn their rights and responsibilities.</p> <p>Families are encouraged to participate with the local district PTO group. In Head Start, families have the opportunity to learn about Parliamentary Procedures, which could help them participate with the PTO.</p>	<p>Head Start / PreK Teachers Management Team CES Staff</p>	<p>May</p>
	<p>(ii) Assist parents to communicate with teachers and other school personnel so that parents can participate in decisions related to their children's education.</p> <p>(4) See 45 CFR 1304.41 (c) for additional standards related to children's transition to and from Early Head Start or Head Start.</p>	<p>Family services associates will keep close relationship with parents and families. Family Services Associates and teachers will be available throughout the year to support and provide assistance in decisions related to their children's education. Staff will provide support during teacher conferences, home visits, contacts, Open House, Parent Committee Meetings, and Orientation.</p>	<p>Family Services Associates Head Start / PreK Teachers Management Team CES Staff</p>	<p>August - May</p>
1304.40	<p>(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>During enrollment, family services associates will develop positive relationships with families. Family services associates and teachers will explain to families the advantages of home visits. The staff makes several attempts to establish home visit appointments and document such efforts.</p>	<p>Family Services Associates Head Start / PreK Teachers CES Staff</p>	<p>August - May</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>Head Start teachers and family services associates visit families two times a year in the home.</p>	<p>Family Services Associates Head Start / PreK Teachers Education Specialist Community and Family Coordinator CES Staff</p>	<p>Fall - Spring</p>
	<p>(3) Grantee and delegate agencies must schedule home visits at times that are mutually convenient for the parents or primary caregivers and staff.</p>	<p>Family services associates allow flexibility between families, teachers, and other staff members, in order to schedule home visits for working parents and others with time constraints.</p>	<p>Family Services Associates Head Start / PreK Teachers CES Staff</p>	<p>Fall - Spring</p>
	<p>(4) In cases where parents whose children are enrolled in the center-based program option ask that the home visits be conducted outside the home, or in cases where a visit to the home presents significant safety hazards for staff, the home visit</p>	<p>Families and Head Start staff will have the opportunity to reschedule the location of the home visit if it's an inconvenience or if the staff member feels that the home presents a personal safety hazard. The optional location must provide privacy. In cases where home visits can not take place in the child's home,</p>	<p>Family Services Associates Head Start / PreK Teachers CES Staff</p>	<p>August - May</p>

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	may take place at an Early Head Start site or at another safe location that affords privacy. Home visits in home-based program options must be conducted in the family's home (see 45 CFR 1306.33 regarding the home-based program option.)	families will be asked to come to the center for the home visit.		
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