

PROCEDURES

HEAD START/EARLY HEAD START EDUCATION

- 1. Home-Based Group Socialization Activity**
- 2. Home-Based Home Visits**
- 3. Lesson Plans**
- 4. Portfolios**
- 5. Use of Children's Videos in the Classroom**

PROCEDURE

REGION 16 EDUCATION SERVICE CENTER

Head Start/Early Head Start

Subject: Home-Based Group Socialization Activity	Section: Education
Program: Head Start/Early Head Start	Date Revised: April 11, 2019
Regulation Reference:	45 CFR Part(s): 1302.22(c)(1)(ii); 1302.22(c)(2)(ii)

The Head Start/Early Head Start program must provide, at a minimum, two group socializations per month for each child (a minimum of 16 each year for Head Start and a minimum of 22 each year for Early Head Start). The purpose of the Home-Based Group Socialization Activities is to provide a group setting for children and their parents to experience peer group interaction through age appropriate activities and support child development by strengthening the parent-child relationship.

Procedure:

1. At the beginning of each program year, Home Educators with home-based parent input, will decide on the Group Socialization days and times that are most convenient. This information will be for scheduling purposes but can be changed at any time with parent input.
2. Families will be notified of the upcoming socializations prior to the scheduled date and time. Home Educators will contact families to promote the socialization and encourage attendance.
3. The Head Start/Early Head Start program will provide snacks/meals, approved by the Nutritionist, to the children during socializations.
4. Provide age appropriate activities for participating children that are intentionally aligned to school readiness goals and the Head Start Early Learning Outcomes Framework Birth to Five.
5. Activities will be designed to encourage parents to observe and interact with their children while focusing on child development activities that parents and children can enjoy together. Parents will be encouraged to share experiences related to their children's development with other parents to strengthen parent child relationships to help promote parent understanding of child development.
6. Home Educators will promote parent engagement during socializations by offering parents opportunities to participate in activities that support parenting skill development and family partnership goals.
7. Home Educators will engage and interact with the children and/or parents always and will consistently model strategies for engaging and supporting development during parent-child activities throughout the socializations.
8. All socializations cancelled by the Head Start/Early Head Start program will be made up by Home Educators when necessary to meet the minimums stated above.
9. Due to time for preparation, implementation and clean-up, Home Educators will not schedule any home visits before or after the GSA. Exceptions will be discussed with the supervisor.
10. Home Educators will share in the responsibility of ordering the food, room arrangements, speakers, and flyers. These responsibilities will be assigned to each Home Educator for the program year or they will be rotated at a designated time throughout the program year.

PROCEDURE

REGION 16 EDUCATION SERVICE CENTER Head Start/Early Head Start

Subject: Home-Based Home Visits	Section: Education
Program Head Start/Early Head Start:	Date Revised: April 11, 2019
Regulation Reference:	45 CFR Part(s): 1302.22(c)(1)(2);1302.35

- 1) In Head Start and Early Head Start, the Home Educator conducts the initial home visit.
- 2) After the initial home visit is completed, the Home Educator will begin using the Parents as Teachers foundational curriculum for lesson planning and using the approved designated on-going assessment.
- 3) The Home Educator will complete a lesson plan weekly with the parent according to the established Parents as Teachers foundational curriculum.
- 4) Home visit experiences will focus on promoting high quality early learning experiences in the home and growth toward the goals described in the Head Start Learning Outcomes Framework: Birth to Five.
- 5) Home visits will focus on:
 - Age and developmentally appropriate, structured parent-child learning experiences
 - Provide research-based information in areas of parent-child interactions, parenting behaviors, child development and family well-being.
 - Strategies and activities that promote parent’s ability to support the child’s cognitive, social, emotional, language, literacy and physical development
 - Strategies and activities that promote the home as a learning environment that is safe, nurturing, responsive, language, and communication rich
 - Research–based strategies and activities for children who are dual–language learners that recognize bilingualism and literacy as strengths
 - Home language development, while providing experiences that expose infants/toddlers and parents to English
 - English language acquisition and continued development of the home language, for preschoolers.
 - Follow up with families to discuss learning experiences provided in the home between each visit, address concerns, and inform strategies to promote progress toward school readiness goals.

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- 6) The Home Educator, who also provides family services, will discuss the following items:
Education, Family Literacy, Health/Safety, Medical/Dental, Nutrition, Family Engagement, Social Services, Strengths, Needs and Goals of families per Family Partnership Agreement.
- 7) The Home Educator will continue to visit each family once a week for 1 ½ hours carrying out the home-based program option as stated in the Head Start Performance Standards.
- 8) Home visit documentation is entered into management data base, according to established timelines and requirements

PROCEDURE

REGION 16 EDUCATION SERVICE CENTER

Head Start/Early Head Start

Subject: Lesson Plans	Section: Education
Program: Head Start/Early Head Start	Date Revised: March 25, 2019
Reference Regulation:	45 CFR Part(s): 1302.31(b)(ii); 1302.31(c)

Head Start/Early Head Start Lesson Plans:

1. Each teaching team will develop a weekly lesson plan. Plans are written on an approved lesson plan form.
2. The teacher will encourage ongoing input from the parent(s) regarding their needs, interests and parent desires for their child's learning.
3. Weekly lesson plans should include skills from the ongoing assessment instrument and should be developmentally appropriate. Individualization based on student progress will be noted on the lesson plan. All available screenings and assessments will be used to individualize plan for child.
4. Based on each child's key developmental needs and interests, teachers will incorporate activities to support develop and include these within the group plan.
5. Lesson plans should be available in the classroom and available for viewing.
6. Lesson plans will be submitted to Head Start Education Specialist, or Head Start Early Childhood Principal on a regular basis. EHS: Lesson plans must always be current and posted.

Head Start/Early Head Start Procedure for the Home-based Lesson Plans:

1. The Home Educator will follow the home lesson process of the Parents As Teachers curriculum by addressing the three key areas of parent-child interaction, child development and family well-being.
2. Home Educators will be trained and certified using the Parents as Teachers Foundational curriculum and the 3-K curriculum.
3. Individualization based on available screenings, on going assessment, developmental need and parent input will be used to develop lesson plans.
4. Home Educators will begin lessons by completing the Foundational Personal Visits with families.
5. Once the Foundational Personal Visits have been completed, the Home Educator will continue lessons using Persona Visit Guides.
6. The Home Educator will enter all documentation weekly in the online documentation system used by the program.
7. Lesson plans will be monitored by the Home-Based Coach.

PROCEDURE

REGION 16 EDUCATION SERVICE CENTER Head Start/Early Head Start

Subject: Portfolios	Section: Education
Program: Head Start	Date Reviewed: August 14, 2017
Regulation Reference:	45 CFR Part(s): 1302.31(b)

1. Teachers will construct and update a portfolio for each child enrolled.
2. Examples of items include, but are not limited to, the following:
 - a. Children's drawings, paintings, and collages
 - b. Children's writing samples
 - c. Anecdotal records
 - d. Children's language and writing samples
3. All portfolio items will include the child's name and date the work was done.
4. The teacher will use the portfolio as a source of information of ongoing assessment and when meeting with parents.
5. At the end of the year, the teacher will include items from the portfolio with the transition folder along with instructions to share them with the child's next teacher.

PROCEDURE

REGION 16 EDUCATION SERVICE CENTER Head Start/Early Head Start

Subject: Use of Children's Videos in the Classroom	Section: Education
Program: Head Start/Early Head Start	Date Revised: August 14, 2017
Regulation Reference:	45 CFR Part(s): 1302.31

1. Commercial entertainment videos (i.e., Lion King, Snow White, etc.) are not considered developmentally appropriate for the early childhood classroom.
2. Educational videos (i.e., Bright Smiles, Food Groupies, etc.) that have been purchased by Head Start may be shown on a limited basis.
3. Other educational videos must be pre-approved by the Early Childhood Principal or Specialist.
4. If TV/video, computer or video games are used as an activity for children, staff must ensure that they:
 - Are related to the planned activities;
 - Are age-appropriate; and
 - Do not exceed two hours per day.
5. Activities using TV/video, computer, or video games are prohibited for Early Head Start children ~~under the age of two years~~.