

**HEAD START/EARLY HEAD START
FAMILY SERVICES POLICIES**

Consultant and Volunteer Orientation----- FS-1
Parent Leadership Training----- FS-2
School Readiness – Family and Child Outcomes Data Analysis----- FS-3

REGION 16 EDUCATION SERVICE CENTER
Head Start/Early Head Start

Subject: Consultant and Volunteer Orientation
Program: Head Start/Early Head Start

Section: Family Services
Date Revised: February 14, 2017

Policy Council Approval: February 22, 2017

Regulation Reference: 45 CFR Part(s): 1302.92(a)

Policy:

All new consultants, providers, and volunteers will participate in an orientation prior to working with the Head Start/Early Head Start program.

Procedure:

1. The Head Start/Early Head Start content area staff that serves as the liaison between the consultant or provider and the Head Start/Early Head Start program will be responsible for conducting orientation.
2. The center director, principal, teacher, or a designee will conduct orientation for classroom volunteers.
3. Orientation will include but not be limited to the following:
 - a. Overview of the Head Start/Early Head Start program
 - b. Appropriate policies and procedures of the Head Start/Early Head Start program
 - c. Screened for Tuberculosis in accordance with state, Tribulorlocul laws.
 - d. Other topics as required for the volunteer/consultant assignment.
 - e. Standard of Conduct

REGION 16 EDUCATION SERVICE CENTER
Head Start/Early Head Start

Subject: Parent Leadership Training
Program: Head Start/Early Head Start
Policy Council Approval: February 22, 2017

Section: Family Services
Date Revised: February 15, 2017

Regulation Reference: 45 CFR Part(s): 1301.4

Policy:

Head Start/Early Head Start campus parent group officers will receive Parent Leadership training.

Procedure:

1. Parent Leadership training will be provided for parent leaders and/or officers for parent committees.
2. Parent Leadership training will include, but will not be limited to the following:
 - a. Team Building and Ice Breaker activities
 - b. Roles and responsibilities of each office
 - c. Parent Newsletters; Bulletin Board
 - d. How to Conduct a Meeting Training
 - e. Provide Policy Council meeting minutes/information to parent committees
 - f. Collect in-kind from parents contributing to program
 - g. Order of communication
 - h. Process for communication with policy council
 - i. Recruitment of eligible children to the program
3. Training is conducted by family services specialists and the family services staff.
4. Documentation of Parent Leadership Training is maintained by the family services staff.

REGION 16 EDUCATION SERVICE CENTER
Head Start/Early Head Start

Subject: School Readiness – Family and Child
Outcomes Data Analysis

Section: Family Services

Program: Head Start/Early Head Start

Date Revised: February 16, 2017

Policy Council Approval: February 22, 2017

Regulation Reference: 1302.53(b)(3)
Improving Head Start for School Readiness Act of 2007,
Section 641A(a)(1)(B)

Policy:

Region 16 Head Start/Early Head Start will analyze data on school readiness family outcomes that are compared with child outcomes noting patterns of progress for groups of children over time as children and families receive services through the program year to ensure school readiness.

Procedure:

1. The Family Services Specialists will review child outcome data filtered by primary language of the parents, family composition, ethnicity, and education level twice a year.
2. The Family Services Specialists will also review progress on family outcomes twice a year.
3. Data and analysis will drive intervention and provide information for resource placement, training needs, and other program requirements to ensure high levels of impact and success for parents and families.
4. School readiness family outcome data will be used along with other results of the self-assessment and community assessment to develop program goals and revise plans, policies and procedures.