



BISHOP INDIAN HEAD START

Family and Community Partnership Service Plan

1304.40

1304.51(a) (1)-(iii)

The purpose of this work plan is to demonstrate to staff, parents, and interested community members how the Head Start Performance Standards under Family and Community Partnerships are implemented throughout the year linking Performance Standards to Bishop Indian Head policies and procedures.

Core Objectives of Head Start



- ❖ **Enhance children's growth and development**
- ❖ **Strengthen families as the primary nurturers of their children**
- ❖ **Provide children with educational, health and nutritional services**
 - ❖ **Link children and families to needed community services**
- ❖ **Ensure well-managed programs that involve parents in decision-making**

Services to Parents

Activity	Responsibility or Monitor	Evidence		By When
		Documentation	Policy	
<p>1304.50(a3); 1304.50 (a1iii); 1304.50 (a2) BIHS forms parent committees with parents of currently enrolled children as early as possible. Seat a Policy Council as early as possible. The prior Policy Council will continue until successors are elected. 1304.40 (a4,a5); 1304.50(d2iii); (1304.40(d1) Provide a variety of opportunities for parent interaction throughout the year that is respectful and diverse, responsive to parent expressed needs as a group or individual. Collaborate with Parent Policy Council, Parent Committees, Community Collaborating agencies and Management to ensure funds are available to support activities. 1304.24(a3iii); 1304.23 (d) Promote children's mental health, food preparation, and nutritional skills at Family Activity Events 1304.40 (f4i-iii) Provide a variety of group and individual opportunities to discuss child mental issues. 1304.40 (g2); 1304.50(d2iii) Encourage parents to work together and with the community in activities developed by parents or of interest to them. Collaborate with Parent Policy Council, Parent Committees, Community Collaborating agencies and Management to ensure funds are available to support activities. 1304.41 (a) (3) BIHS Assist in recruiting volunteers, the community and resources for parent initiated activities.</p>	<p>Responsibility Family Service Manager, Health Manager BIHS Director Monitor Family Service Manager, Health Manager, BIHS Director, Fiscal</p>	<p>Parent meeting minutes, attendance sheets Policy Council: minutes, attendance sheets By-laws Calendars, Newsletters, Photos of Activities Parent Survey, yearly budget</p>	<p>Parent Access to Community Information, Parent Meetings, Community Partnerships, Policy Council Composition, Parent Committee Composition Classroom Volunteer, Classroom Volunteer Sign In Sheets, Community Activities, Volunteer Orientation and Training, Family Partnership Agreements; Nutrition Philosophy; Supporting Social Emotional Development; Family Activity Nights, Empowering parent and Community, Parent Activity Fundraising, First Family Activity Event, Family Activity Events</p>	<p>Prior to October 15th Document all parent contact within two days Provide follow-up within 10 days Ongoing</p>
<p>1304.40(i3); 1304.40 (i4);</p>	<p>Responsibility</p>	<p>Home Visit Schedules</p>	<p>Family Partnership</p>	<p>First family service visits within 60</p>

<p>1306.33(b), 1306.33(b2), 1306.33(c1, c3) BIHS schedules home visits in the home at a mutually available time unless parent request alternative.</p> <p>1308.21(4) Use home visits as an extension of learning and parent involvement.</p>	<p>Family Service Manager, Teachers, Interpreters, Health Manager Monitor Family Service Manager, Teachers, Health Manager, BIHS Director</p>	<p>Family Contact Forms located in Child Enrollment File Family Documentation of Ride Safe Program Documentation of Smoke Alarm Installations</p>	<p>Process, Family Service Home Visit, Monthly Family Service Contact Form (See Health Manager Service Plan/policies for Ride Safe and Smoke Alarm program)</p>	<p>days of start date. As needed depending on the service tool. Document all parent contact within 2 working days. Document all efforts and refusals Provide follow-up within 10 days</p>
<p>1304.40(a-c); 1304.20(e3); 1304.40(a1-2); 1308.21; 1304.40 (a3) BIHS forms family partnerships with parents. Avoid duplication of services on a preexisting plan. Focus on the family strengths and realistic goals, strategies and timelines and the benefits of Head Start.</p> <p>1304.40(b1i-iii) Update family partnerships and give referrals/resources as needed for identified goals, needs, etc.</p>	<p>Responsibility Family Service Manager, Interpreters, Health Manager Monitor Family Service Manager, Health Manager, BIHS Director</p>	<p>Bishop Paiute Tribe Community Service Guide, Newsletters, Parent Partnership Agreements, Memorandums of Understanding, posted opportunities</p>	<p>Confidentiality of Records, Family and Community Records, Family Partnership Process, Family Serve Home Visits, Monthly Family Service Contacts, Parent Orientation, Referral for Related Services, Mental Health Referral and Tracking, Nutrition Screening and Follow-up, Family and Community Resources, Child Support Enforcement Referral, Catching Children at Risk Early Program Referral and Evaluation Process, Parent Orientation Follow Up, Family Activity Night</p>	<p>August –June Ongoing Document all parent contact within 2 working days. Document all efforts and refusals Provide follow-up within 10 days</p>
<p>1304.40(g1ii); 1304.40 (c2, c3) BIHS provides resource information to parents, to include: information to pregnant women; prenatal information including the</p>	<p>Responsibility Family Service Manager, Interpreters, Health Manager</p>	<p>Resource Poster Resource pamphlets, documented picture in a published book</p>	<p>Social Service Advocacy; Family and Community Resources; Parent</p>	<p>Document all parent contact within 2 working days. Document all efforts and refusals</p>

risks, labor/delivery and post-partum recovery; the benefits of breastfeeding and early intervention services. 1304.40 (b2) Follow up to determine the information provided on the family partnership met needs or expectations.	Monitor Family Service Manager, Health Manager, BIHS Director	demonstrating BIHS support of breastfeeding, referral process to WIC, literacy in parent areas, parent meeting minutes / interview	Access to Community Information; Family Partnership Process, Family Service Home Visit; Monthly Family Service Contacts; Newsletters, Family Activity Nights; Increased Knowledge	Provide follow-up within 10 days Ongoing By April 30 th
1304.40(g1) BIHS informs parents of opportunities to participate in other community service goals.	Responsibility Family Service Manager, Interpreters, BIHS Management Team	Parent Committees and Policy Council minutes, Newsletters, Parent Meeting reports	Increased Knowledge; Empowering Parents and the Community; Development of Parent Skills	Ongoing Document all parent contact within 2 working days. Document all efforts. Provide follow-up within 10 days
1304.40 (e4, ii) BIHS provides each family with information about family literacy ideas or activities they can use in their home. Refer families to family literacy events within the program and local community. Include family literacy events in Family Events at the site level.	Responsibility Family Service Manager, Interpreters, Teachers BIHS Management Team Monitor Family Service Manager, BIHS Management Team Teachers	Classroom newsletters, Family Activity Events agendas and reports, flyers	First Family Activity Event, Developing Cognitive, Numeracy, Language/Literacy Skills, Family Activity Event, Parent Access to Community Information	At least once a year Document all parent contact within 2 working days. Document all efforts. Provide follow-up within 10 days Ongoing
Connecting with the Community				
Activity	Responsibility or Monitor	Evidence Documentation	Policy	By When
1304.41(a4); 1304.50 (b3);1308.4(i); 1308.4 (17); 1304.41(a2-i-x) BIHS develops formal and informal community partnerships. Include current/past parents in all aspects of Head Start: health, mental health, nutrition, education, literacy, childcare, special needs, child protective services, school districts, etc. Update agreements annually.	Responsibility All staff Management Team Monitor BIHS Director	Resource Poster Resource pamphlets, Contracts; Recruitment Action Plan; Interagency agreements with: EC CARES, SELPA, Toiyabe Indian Health Project and Dental, Mental Health,	Empowering Parents and the Community, Family and Community Resources, Community Activities, Parent Access to Community Resources,	Ongoing

<p>1304.41 (b) Establish and maintain a health services advisory committee, including parents and the community.</p>		<p>Community Safety Net Agreements; Child Protective Services, Bishop Elementary, Bishop and Big Pine Library, Paiute Cultural Museum and Laws Museum, Collaboration Referral Documentation, WIC, Committee minutes</p>	<p>Community Activities, Parent Access to Community Information, Community Assessment, Hiring Committee and Interviewing, Child Abuse, Transition Services, Program Planning, Volunteer Orientation, training, and follow-up, Parent Area Resident and the Program, Health Disabilities Advisory policies/mission</p>	<p>December 1st</p>
<p>1308.5 BIHS participates in the Child Find Plan process involving trainings, referrals, and resources. Update agreement annually.</p> <p>1308.4(h) Provide the number of children receiving IFSP services to EC CARES.</p>	<p>Responsibility Health Manager and Family Service Manager</p> <p>Monitor Health Manager BIHS Director</p>	<p>Recruitment Action Plan, IFSP, IEP, Case Study Notes, Early Intervention referrals and tracking</p>		
<p>1304.41 (a1) BIHS takes an active role in other community planning, communication, cooperation, information sharing, to improve child services throughout the county. Document efforts to establish community partnerships. 1306.22(a); 1304.40(d3) BIHS actively recruit, train, and use volunteers and parents throughout the program.</p>	<p>Responsibility All Staff</p> <p>Monitor BIHS Management Team</p>	<p>Classroom newsletters, Family Activity Events agendas and reports, flyers</p>	<p>Volunteer Orientation Training & Follow-up; NON-Federal Share In-Kind; Parents, Area Residents and the Program; Classroom Volunteer; Social Service Advocacy; Community Activities</p>	<p>Ongoing</p>

