



# Head Start Bulletin

November 22, 2010

In partnership with the community, Community Action assists low-income people to achieve self-determination.

1. If you are planning to attend PCC for the winter term, please submit ALL correct paperwork in to Lori Balch before December 17th. Thank you.
2. There are now four OHSA Scholarship opportunities available annually.
  1. The **Frank Roberts Memorial Scholarship** is available in three categories: (1) staff, (2) parent, and (3) former Head Start student graduating from high school.
  2. The **Richard C. Alexander Early Head Start Scholarship** is available for an Early Head Start parent. It is important that parents keep their children's certificates of attendance in Head Start. We keep the children's records for a maximum of five years.

### 3. **Federal Review Questions from Supervisors and Coordinators**

#### **Family Services**

**How do you identify who should be included in the family partnership process? Describe the process for encouraging families to participate in an individualized process of identifying family strengths, needs and goals that can evolve into Family Partnership Agreements. How do you track and assess families' progress meeting their goals, and how do you know when goals have been met?**

- Any family members living together, as well as any other participants in the child's life identified by the parents, such as foster parents, guardians, stepparents, or grandparents, are included in the family partnership process if they so desire. Identifying these members is part of the collaborative relationship building that begins at the earliest possible time after the child has been admitted into the program, perhaps even before the first day of attendance.
- FSTs review all parent information documents for preliminary background information before scheduling a home visit. At the first meeting, parents confirm the information and staff ask follow-up questions. Parents and staff identify immediate needs, make plans to address them, and discuss strengths. The FST broaches the subject of parent goals, explores the possibilities with parents, and sets a date to develop the goals.
- Staff return to the center and begin the search for services and supports that might interest parents. If parents are not interested in goals, staff do not pressure them. They are not required to set goals if the time is not right. Goals can be addressed again in the future.
- All contacts with and about a family are documented in the Family Contact record, including information and progress on goals.

#### **EHS Education Coordinator**

**What is the procedure for changing children's diapers?**

- All diapering and toileting procedures are outlined in our **Diapering and Toileting Policy and Procedure**. A step-by-step diapering procedure is posted above diaper changing tables.

#### **CACFP Coordinator**

**Describe how you integrate food-related experiences into your classroom planning.**

- We integrate food-related experiences through Family Style Meal Service, books, food tasting, music, and nutrition curriculum activities.



# Head Start Scheduled Trainings

November/December 2010

DATE	DESCRIPTION	ADDRESS	TIME	EHS or HS	TRAINER	NOTES
12/3/10	First Aid/CPR Training  You will receive training and a two- year certification.	CA 1001 SW Base- line Hillsboro Conf Room 1&2	8:30-12:00 noon	HS & EHS Any staff who need this train- ing before February 2011	Laurie Dennis	
12/15/10	Effective IFSP Meetings Description: Learn how to effectively participate in an IFSP meeting. Staff will develop an understanding of the IFSP process, your role, and how to support the child and family.	CA 1001 SW Base- line Hillsboro Conf Room 1&2  Beaverton Office 12350 SW 5th Beaverton	9:00-10:30   2:30-4:00	All EHS & HS Teachers/FST's	Dolores McNee & Anne Ness	