

1304 Operations - Module Five

This Head Start Standards Training Module includes parts of 1304.40
- 1304.41

Pages 131 - 133

Office of Human Development Services,
HHS

§ 1304.40

and activities of their children and to share concerns about their children with program staff (see 45 CFR 1304.21 for additional requirements related to parent involvement).

- (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:

- (i) Increasing family access to materials, services, and activities essential to family literacy development; and
- (ii) Assisting parents as adult learners to recognize and address their own literacy goals.

- (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

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 requirements about staff- parent conferences and home visits).

(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.
- (2) Grantee and delegate agencies must ensure that, at a minimum, the medical and dental health education program:
 - (i) Assists parents in understanding how to enroll and participate in a system of ongoing family health care.

- (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
- (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.

"Grantee and delegate agencies must provide medical, dental, nutrition, and mental health education programs for program staff, parents, and families."

- (3) Grantee and delegate agencies must ensure that the nutrition education program includes, at a minimum:
 - (i) Nutrition education in the selection and preparation of foods to meet family needs and in the management of food budgets; and

- (ii) Parent discussions with program staff about the nutritional status of their child.
- (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):
 - (i) A variety of group opportunities for parents and program staff to identify and discuss issues related to child mental health;
 - (ii) Individual opportunities for parents to discuss mental health issues related to their child and family with program staff; and
 - (iii) The active involvement of parents in planning and implementing any mental health interventions for their children.

"Grantee and delegate agencies must ensure that the mental health education program provides a variety of group opportunities for parents and program staff to identify and discuss issues related to child mental health; ..."

(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

(ii) Establish procedures to provide families with comprehensive information about community resources (see 45 CFR 1304.41(a)(2) for additional requirements).

(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 an interest.

(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 I of the Elementary and Secondary Education Act preschool program, or a child care setting.

Test Questions:

Select the correct "True" or "False" option.

1. ***In addition to the two home visits, teachers in center-based programs must conduct staff-parent conferences, as needed, but at least once a program year.*** (1304.40)

True False

2. ***Grantee and delegate agencies must ensure that, at a minimum, the medical and dental health education program assists parents in understanding how to enroll and participate in a system of ongoing family health care.*** (1304.40)

True False

3. **Grantee and delegate agencies must ensure that the mental health education program provides individual opportunities for parents to discuss mental health issues related to their child and family with program staff.** (1304.40)

True False

45 CFR Ch. XIII (10–1–05 Edition)

§ 1304.41

(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.

(4) See 45 CFR 1304.41(c) for additional standards related to children’s transition to and from Early Head Start or Head Start.

“Staff must work to prepare parents to become their children’s advocate through transition periods ...”

(3) To promote the continued involvement of Head Start parents in the education and development of their children upon transition to school, grantee and delegate agencies must:

(i) Parent involvement in home visits.

- (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
- (ii) Assist parents to communicate with teachers and other school personnel so that parents can participate in decisions related to their children’s education.

(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.

(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.

(3) Grantee and delegate agencies must schedule home visits at times that are mutually convenient for the parents or primary caregivers and staff.

(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 may take place at an Early Head Start or 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.)

(5) In addition, grantee and delegate agencies operating home-based program options must meet the requirements of 45 CFR 1306.33(a)(1) regarding home visits.

(6) Grantee and delegate agencies serving infants and toddlers must arrange for health staff to visit each new-born within two weeks after the infant's birth to ensure the well-being of both the mother and the child.

(The information and collection requirements are approved by the Office of Management and Budget (OMB) under OMB Control Number 0970-0148 for paragraph (a)).
[61 FR 57210, Nov. 5, 1996, as amended at 63 FR 2313, 2314, Jan. 15, 1998]

§ 1304.41 Community partnerships.

(a) Partnerships.

(1) Grantee and delegate agencies must take an active role in community planning to encourage strong communication, cooperation, and the sharing of information among agencies and their community partners and to improve the delivery of community services to children and families in accordance with the agency's confidentiality policies. Documentation must be maintained to reflect the level of effort undertaken to establish community partnerships (see 45 CFR 1304.51 for additional planning requirements).

(2) Grantee and delegate agencies must take affirmative steps to establish ongoing collaborative relationships with community organizations to promote the access of children and families to community services that are responsive to their needs, and to ensure that Early Head Start and Head Start programs respond to community needs, including:

- (i) Health care providers, such as clinics, physicians, dentists, and other health professionals;
- (ii) Mental health providers;
- (iii) Nutritional service providers;

"Grantee and delegate agencies must take an active role in community planning to encourage strong communication, cooperation, and the sharing of information among agencies ..."

Test Questions:

Select the correct "True" or "False" option.

4. *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 or the child cannot participate in the program.*

(1304.40)

True False

5. *Grantee and delegate agencies serving infants and toddlers must arrange for health staff to visit each new-born within two weeks after the infant's birth.*

(1304.40)

True False

6. *Grantee and delegate agencies must take affirmative steps to establish ongoing collaborative relationships with community organizations to promote the access of children and families to community services.*

(1304.41)

True False

Office of Human Development Services,
HHS

§ 1304.41

(iv) Individuals and agencies that provide services to children with disabilities and their families (see 45 CFR 1308.4 for specific service requirements);

(v) Family preservation and support services;

(vi) Child protective services and any other agency to which child abuse must be reported under State or Tribal law;

(vii) Local elementary schools and other educational and cultural institutions, such as libraries and museums, for both children and families;

- (viii) Providers of child care services; and
 - (ix) Any other organizations or businesses that may provide support and resources to families.
- (3) Grantee and delegate agencies must perform outreach to encourage volunteers from the community to participate in Early Head Start and Head Start programs.
- (4) To enable the effective participation of children with disabilities and their families, grantee and delegate agencies must make specific efforts to develop interagency agreements with local education agencies (LEAs) and other agencies within the grantee and delegate agency's service area (see 45 CFR 1308.4(h) for specific requirements concerning interagency agreements).

(b) Advisory committees.

Each grantee directly operating an Early Head Start or Head Start program, and each delegate agency, must establish and maintain a Health Services Advisory Committee which includes Head Start parents, professionals, and other volunteers from the community. Grantee and delegate agencies also must establish and maintain such other service advisory committees as they deem appropriate to address program service issues such as community partnerships and to help agencies respond to community needs.

(c) Transition services.

- (1) Grantee and delegate agencies must establish and maintain procedures

to support successful transitions for enrolled children and families from previous child care programs into Early Head Start or Head Start and from Head Start into elementary school, a Title I of the Elementary and Secondary Education Act preschool program, or other child care settings. These procedures must include:

- (i) Coordinating with the schools or other agencies to ensure that individual Early Head Start or Head Start children's relevant records are transferred to the school or next placement in which a child will enroll or from earlier placements to Early Head Start or Head Start;
- (ii) Outreach to encourage communication between Early Head Start or Head Start staff and their counterparts in the schools and other child care settings including principals, teachers, social workers and health staff to facilitate continuity of programming;
- (iii) Initiating meetings involving Head Start teachers and parents and kindergarten or elementary school teachers to discuss the developmental progress and abilities of individual children; and
- (iv) Initiating joint transition-related training for Early Head Start or Head Start staff and school or other child development staff.

(2) To ensure the most appropriate placement and services following participation in Early Head Start, transition planning must be undertaken for each child and family at least six months prior to the child's third birthday. The process must take into account: The child's health status and developmental level, progress made by the child and family while in Early Head Start, current and changing family circumstances, and the availability of Head Start and other child development or child care services in the community. As appropriate, a child may remain in Early Head .

(3) See 45 CFR 1304.40(h) for additional requirements related to parental participation in their child's transition to and from Early Head Start or Head Start. (The information collection requirements are approved by the Office of Management and Budget (OMB) under OMB Control Number 0970-0148 for paragraph (a).)

[61 FR 57210, Nov. 5, 1996, as amended at 63 FR 2314, Jan. 15, 1998]

133

Test Questions:

Select the correct "True" or "False" option.

7. ***Each grantee directly operating an Early Head Start or Head Start program, and each delegate agency, must establish and maintain a Health Services Advisory Committee which will only be made up of Head Start staff, professionals, and other volunteers from the community.*** (1304.41)

True False

8. ***Grantee and delegate agencies must establish and maintain procedures that initiate joint transition-related training for Early Head Start or Head Start staff and school or other child development staff.*** (1304.41)

True False

9. ***As appropriate, a child must transition from Early Head Start following his or her third birthday.*** (1304.41)

True False

Last Name _____

First _____ **Initial** _____

Location _____

Answers: 1 -F, 2-T, 3-T, 4-F, 5-T, 6-T, 7-F, 8-T, 9-F