

1304 Operations - Module Four

This Head Start Standards Training Module includes parts of 1304.23
- parts of 1304.40
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- Programs as the primary source of payment for meal services. Early Head Start and Head Start funds may be used to cover those allowable costs not covered by the USDA.
- (ii) Each child in a part-day center-based setting must receive meals and snacks that provide at least 1/3 of the child's daily nutritional needs. Each child in a center-based full-day program must receive meals and snacks that provide 1/2 to 2/3 of the child's daily nutritional needs, depending upon the length of the program day.
 - (iii) All children in morning center-based settings who have not received breakfast at the time they arrive at the Early Head Start or Head Start program must be served a nourishing breakfast.
 - (iv) Each infant and toddler in center-based settings must receive food appropriate to his or her nutritional needs, developmental readiness, and feeding skills, as recommended in the USDA meal pattern or nutrient standard menu planning requirements outlined in 7 CFR parts 210, 220, and 226.

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- (v) For 3- to 5-year-olds in center-based settings, the quantities and kinds of food served must conform to recommended serving sizes and minimum standards for meal patterns recommended in the USDA meal pattern or nutrient standard menu planning requirements outlined in 7 CFR parts 210, 220, and 226.
 - (vi) For 3- to 5-year-olds in center-based settings or other Head Start group experiences, foods served must be high in nutrients and low in fat, sugar, and salt.
 - (vii) Meal and snack periods in center-based settings must be appropriately scheduled and adjusted, where necessary, to ensure that individual needs are met. Infants and young toddlers who need it must be fed "on demand" to the extent possible or at appropriate intervals.
- (2) Grantee and delegate agencies operating home-based program options must provide appropriate snacks and meals to each child during group socialization activities (see 45 CFR 1306.33 for information regarding home-based group socialization).

"Each child in a center-based full-day program must receive meals and snacks that provide 1/2 to 2/3 of the child's daily nutritional needs, ..."

- (3) Staff must promote effective dental hygiene among children in conjunction with meals.
- (4) Parents and appropriate community agencies must be involved in planning, implementing, and evaluating the agencies' nutritional services.

"Staff must promote effective dental hygiene among children in conjunction with meals."

(c) Meal service. Grantee and delegate agencies must ensure that nutritional services in center-based settings contribute to the development and socialization of enrolled children by providing that:

- (1) A variety of food is served which broadens each child's food experiences;
- (2) Food is not used as punishment or reward, and that each child is encouraged, but not forced, to eat or taste his or her food;
- (3) Sufficient time is allowed for each child to eat;

- (4) All toddlers and preschool children and assigned classroom staff, including volunteers, eat together family style and share the same menu to the extent possible;
- (5) Infants are held while being fed and are not laid down to sleep with a bottle;
- (6) Medically-based diets or other dietary requirements are accommodated; and
- (7) As developmentally appropriate, opportunity is provided for the involvement of children in food-related activities.

(d) Family assistance with nutrition. Parent education activities must include opportunities to assist individual families with food preparation and nutritional skills.

(e) Food safety and sanitation.

- (1) Grantee and delegate agencies must post evidence of compliance with all applicable Federal, State, Tribal, and local food safety and sanitation laws, including those related to the storage, preparation and service of food and the health of food handlers. In addition, agencies must contract only with food service vendors that are licensed in accordance with State, Tribal or local laws.
- (2) For programs serving infants and toddlers, facilities must be available

Test Questions:

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

1. *Meal and snack periods in center-based settings must be appropriately scheduled and adjusted, where necessary, to ensure that individual needs are met.* (1304.23)

True False

2. *Food is not used as punishment, but can be use as a reward.* (1304.23)

True False

3. *Parent education activities must include opportunities to assist individual families with food preparation and nutritional skills.* (1304.23)

True False

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for the proper storage and handling of breast milk and formula. (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 2313, Jan. 15, 1998]

§ 1304.24 Child mental health.

(a) *Mental health services.*

(1) Grantee and delegate agencies must work collaboratively with parents (see 45 CFR 1304.40(f) for issues related to parent education) by:

- (i) Soliciting parental information, observations, and concerns about their child's mental health;
- (ii) Sharing staff observations of their child and discussing and anticipating with parents their child's behavior and development, including separation and attachment issues;
- (iii) Discussing and identifying with parents appropriate responses to their child's behaviors;

<ul style="list-style-type: none"> (iv) Discussing how to strengthen nurturing, supportive environments and relationships in the home and at the program; (v) Helping parents to better understand mental health issues; and (vi) Supporting parents' participation in any needed mental health interventions. <p>(2) Grantee and delegate agencies must secure the services of mental health professionals on a schedule of sufficient frequency to enable the timely and effective identification of and intervention in family and staff concerns about a child's mental health; and</p> <p>(3) Mental health program services must include a regular schedule of onsite mental health consultation involving the mental health professional, program staff, and parents on how to:</p> <ul style="list-style-type: none"> (i) Design and implement program practices responsive to the identified behavioral and mental health concerns of an individual child or group of children; (ii) Promote children's mental wellness by providing group and individual staff and parent education on mental health issues; (iii) Assist in providing special help for children with atypical behavior or development; and (iv) Utilize other community mental health resources, as needed. 	<p style="text-align: center;">Subpart C—Family and Community Partnerships</p> <p>§ 1304.40 Family partnerships.</p> <p>(a) <i>Family goal setting.</i></p> <p>(1) Grantee and delegate agencies must engage in a process of collaborative partnership building with parents to establish mutual trust and to identify family goals, strengths, and necessary services and other supports. This process must be initiated as early after enrollment as possible and it must take into consideration each family's readiness and willingness to participate in the process.</p> <p>(2) As part of this ongoing partnership, grantee and delegate agencies must offer parents opportunities to develop and implement individualized family partnership agreements that describe family goals, responsibilities, timetables and strategies for achieving these goals as well as progress in achieving them. In home-based program options, this agreement must include the above information as well as the specific roles of parents in home visits and group socialization activities (see 45 CFR 1306.33(b)).</p> <p>(3) To avoid duplication of effort, or conflict with, any preexisting family plans developed between other programs and the Early Head Start or Head Start family, the family partnership agreement must take into account, and build upon as appropriate, information obtained</p>
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<p>appropriate, information obtained from the family and other community agencies concerning preexisting family plans. Grantee and delegate agencies must coordinate, to the extent possible, with families and other agencies to support the accomplishment of goals in the preexisting plans.</p> <p>(4) A variety of opportunities must be created by grantee and delegate agencies for interaction with parents throughout the year.</p>	<p>(5) Meetings and interactions with families must be respectful of each family's diversity and cultural and ethnic background.</p> <div style="border: 2px solid black; background-color: #000080; color: white; padding: 10px; text-align: center;"> <p>"Grantee and delegate agencies must coordinate, to the extent possible, with families and other agencies to support the accomplishment of goals in the preexisting plans."</p> </div>
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Test Questions:

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

4. **Grantee and delegate agencies must work collaboratively with parents by discussing and identifying with parents appropriate responses to their child's behaviors.** (1304.24 - IV)

True False

5. **Grantee and delegate agencies must engage in a process of collaborative partnership building with parents to establish mutual trust and to identify family goals, strengths, and necessary services and other supports.** (1304.40 - IV)

True False

6. **Grantee and delegate agencies must be careful not to get involved with families that have preexisting plans with other agencies.** (1304.40 - IV)

True False

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(b) *Accessing community services and resources.*

- (1) Grantee and delegate agencies must work collaboratively with all participating parents to identify and continually access, either directly or through referrals, services and resources that are responsive to each family's interests and goals, including:
 - (i) Emergency or crisis assistance in areas such as food, housing, clothing, and transportation;
 - (ii) Education and other appropriate interventions, including opportunities for parents to participate in counseling programs or to receive information on mental health issues that place families at risk, such as substance abuse, child abuse and neglect, and domestic violence; and
 - (iii) Opportunities for continuing education and employment training and other employment services through formal and informal networks in the community.
- (2) Grantee and delegate agencies must follow-up with each family to determine whether the kind, quality, and timeliness of the services received through referrals met the families' expectations and circumstances.

"... including opportunities for parents to participate in counseling programs or to receive information on mental health issues that place families at risk, ..."

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(c) *Services to pregnant women who are enrolled in programs serving pregnant women, infants, and toddlers.*

- (1) Early Head Start grantee and delegate agencies must assist pregnant women to access comprehensive prenatal and postpartum care, through referrals, immediately after enrollment in the program. This care must include:
 - (i) Early and continuing risk assessments, which include an assessment of nutritional status as well as nutrition counseling and food assistance, if necessary;
 - (ii) Health promotion and treatment, including medical and dental examinations on a schedule deemed appropriate by the attending health care providers as early in the pregnancy as possible; and
 - (iii) Mental health interventions and follow-up, including substance abuse prevention and treatment services, as needed.
- (2) Grantee and delegate agencies must provide pregnant women and other family members, as appropriate, with prenatal education on fetal development (including risks from smoking and alcohol), labor and delivery, and postpartum recovery (including maternal depression).
- (3) Grantee and delegate agencies must provide information on the benefits of breast feeding to all pregnant and nursing mothers. For those who choose to breast feed in center-based programs, arrangements must be provided as necessary.

(d) *Parent involvement—general.*

- (1) In addition to involving parents in program policy-making and operations (see 45 CFR 1304.50), grantee and delegate agencies must provide parent involvement and education activities that are responsive to the ongoing and expressed needs of the parents, both as individuals and as members of a group. Other community agencies should be encouraged to assist in the planning and implementation of such programs.
- (2) Early Head Start and Head Start settings must be open to parents during all program hours. Parents must be welcomed as visitors and encouraged to observe children as often as possible and to participate with children in group activities. The participation of parents in any program activity must be voluntary, and must not be required as a condition of the child's enrollment.
- (3) Grantee and delegate agencies must provide parents with opportunities to participate in the program as employees or volunteers (see 45 CFR 1304.52(b)(3) for additional requirements about hiring parents).

"Other community agencies should be encouraged to assist in the planning and implementation ..."

(e) *Parent involvement in child development and education.*

- (1) Grantee and delegate agencies must provide opportunities to include parents in the development of the program's curriculum and approach to child development and education (see 45 CFR 1304.3(a)(5) for a definition of curriculum).
- (2) Grantees and delegate agencies operating home-based program options must build upon the principles of adult learning to assist, encourage, and support parents as they foster the growth and development of their children.
- (3) Grantee and delegate agencies must provide opportunities for parents to enhance their parenting skills, knowledge, and understanding of the educational and developmental needs

Test Questions:

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

7. *Grantee and delegate agencies must leave follow-up with each family to determine whether the kind, quality, and timeliness of the services received through referrals met the families' expectations and circumstances to the referral agencies.* (1304.40)

True False

8. *Grantee and delegate agencies must provide pregnant women and other family members, as appropriate, with prenatal education on fetal development.* (1304.40)

True False

9. *Grantee and delegate agencies must provide parents with opportunities to participate in the program as employees or volunteers.* (1304.40)

True False

Last Name _____

First _____ Initial _____

Location _____

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