

C. Family-Staff Partnership

GOAL: Families are well informed about the program and are welcomed as contributors as well as observers. Families and staff interact on an on-going basis to ensure a strong quality program.

RATIONALE: Young children are integrally connected to their families. Programs can best meet the needs of children when they also recognize the importance of the child's family and develop strategies to work effectively with families. All communication between programs and families should be based on the concept that parents are the principal influence in their children's lives.

C-1 - The program has a written plan that defines parent participation in the program.	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource

Notes/Comments:

C-1a. - Information about the program is given to new and prospective families.	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
* Information for parents is provided in lay terms, in the family's native language, and through a variety of communication methods.								
* A process is used to inform families about community resources such as parent groups, hot line numbers, opportunities for continuing education, and mental health resources.								
* A variety of formats is utilized to inform families about these resources (e.g., handbooks, videos).								
* Written information is provided, in the family's native language, for parents about such topics as health, individualized learning plans (IEP) or Individualized Family Service Plans (IFSP), parent and child rights, resources and transitions.								

C-1a. - Information about the program is given to new and prospective families.	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
* Options are presented for services through public providers such as the School District, Head Start, Health Department.								
* Information is provided about privately funded services such as Community Child Care, Health Services.								
* Families having children with special needs are presented with options for the scheduling of the staffing, such as time, place, and persons to be invited.								

Notes/Comments:

C-1b. - Activities in the home and the early childhood program compliment and reinforce each other.	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
* Developmentally appropriate techniques are demonstrated for parents to use at home.								
* Staff listen to parents and utilize information about positive strategies that work at home.								
* There is a formal process for home-school communication (e.g., newsletters, back-and-forth books, home visits, parent meetings)								

Notes/Comments:

C-2. - A family-centered process is used for orienting children and parents to the program (e.g., pre-enrollment visit, parent orientation meeting, gradual introduction of children to the center.	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
* A staff person is available as a primary contact for each family.								
Notes/Comments:								
C-3. - Staff and parents communicate about child-rearing practices, including cultural influences, to minimize potential conflicts and confusion for children.	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
* Information provided to parents about child development is consistent within established parameters of childhood growth and development. Individual child differences in attaining those parameters are acknowledged and supported.								
Notes/Comments:								
C-4. - The program's policy openly encourages parent involvement.	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
Notes/Comments:								
C-4a. - Parents are welcome at all times (e.g., to observe, eat lunch with a child, or volunteer in the classroom.	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
* Parents are valued as observers and participants.								
* Welcome signs or other signs indicate that parents are important.								

C-4a. - Parents are welcome at all times (e.g., to observe, eat lunch with a child, or volunteer in the classroom).	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
* Parent/community volunteers are solicited and recognized.								
* Parent/community volunteer training is provided.								

Notes/Comments:

C-4b. - Parents and other family members are encouraged to be involved partners in the program in various ways.	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
* Each family defines how it will participate (e.g., parent interest questionnaire)								
* The program accepts and values the different levels of participation of families.								
* There are a variety of opportunities to encourage family participation.								
* Staff is receptive to parents as advocates for their child.								
* Staff and families work together to develop communication and advocacy skills.								
* Staff and family have opportunity to share cultural values.								
* Staff recognize and are sensitive to the diversity of changing family structures.								
* Community involvement projects are showcased in the program (e.g., voter registration drives clean-up days, health fairs, food donation drives).								

Notes/Comments:

C-4c. - The program has an active advisory council.	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
* The list of advisory council members is posted in the facility and sent home to each family.								
* Parents are members of the advisory council.								
* Parents are involved at all levels on the council, including significant decision-making procedures.								
* Parent representatives participate in the annual review of budget, program plans, personnel policies.								
* Training is provided for all advisory council members.								
* Advisory council members are appointed for staggered terms of service.								
* Council members are trained to be active participants in the self-evaluation process.								
Notes/Comments:								
C-5. - The program has developed a system to document and maintain an ongoing communication process such as home visits, telephone calls, written communication.	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
* A verbal and/or written system is used for sharing day-to-day happenings that affect children.								
* Caregivers and parents talk regularly about a child's physical or emotional state.								

C-5. - The program has developed a system to document and maintain an ongoing communication process such as home visits, telephone calls, written communication.	EVALUATION			STATUS			NEED	
	Needs Improvement	Satisfactory	Strength	Goal for the Year	Emerging	In Place	Technical Assistance	Resource
* Scheduled conferences are held at least twice a year and at other times, as needed, to discuss children's progress, accomplishments, and difficulties at home and in the program.								
* Parents are informed about the program through regular newsletters, bulletin boards, frequent notes, telephone calls, home visits, advisory council committee meeting notes, and other similar measures. These resources, along with notices of other community events are available in a designated parent area of the facility.								
Notes/Comments:								