

Family Support — To-Do Lists (Deliverables)

SEPTEMBER 2014			
Due Date	What	Tips	Documents
<input type="checkbox"/> First day of class	Full enrollment	<p>ECEAP: For the 2014-15 school year it is a goal to be fully enrolled on the first day of class. Performance Standards allow for full enrollment 30 days after the first day of class.</p> <p>HS: Full enrollment on first day of class is required.</p>	Enrollment section of ELPM
<input type="checkbox"/> Before child's first day of class	Orientation	Each parent/guardian receives orientation before their child's first day of school	Orientation section of the ELPM
<input type="checkbox"/> Prior to planning family activities	Parent Interest Survey	Tally Parent Interest Survey to find out what topics are of interest for family activities. Use this tally in planning with parents what family events/trainings will be held during the program year	Planning Family Activities Guidance Parent Interest Survey
<input type="checkbox"/> Starting at enrollment and before November	Policy Council Representatives	Talk with parents about Policy Council. Hold elections at your site.	Policy Council and Governance section of the ELMP
<input type="checkbox"/> Starting at enrollment and before December	Parent Professional Development	Talk with parents about opportunities. Send in referrals until December deadline.	Parent Professional Development
<input type="checkbox"/> Within 30 days of start of school	Overview Staffing	Conduct first staffing to have initial conversation about children and families.	Staffing section of ELPM
<input type="checkbox"/> At enrollment	Family Participation Survey	Have families complete survey to indicate how they would like to be involved in their child's program. Results of survey are summarized, copy given to teaching staff for use and retained by family support staff for use	Family Participation Survey

ONGOING			
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<input type="checkbox"/> By 5th of each month	Monthly Reporting	Complete each month on the activities from the previous month and send to Senior Regional Family Support Coordinator at PSESD.	Family Support Monthly Reporting Form

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ONGOING – Continued

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<input type="checkbox"/> 4 visits - part day 5 visits - full day	Community Agency Visit	Make visits to community agencies and document.	Community Agency Visit
<input type="checkbox"/> Upon receipt of application	Unpointed PSESD Early Learning application	Send unpointed application to PSESD. Scan and email to: apps@pugetsoundhs.org, or Fax to: 1-888-979-5898.	ERSEA Applications section of ELPM
<input type="checkbox"/> Upon completion of pointing application	Pointed PSESD Early Learning application	Early Head Start, Head Start, and ECEAP sites using a shared HS/ECEAP waitlist: Send pointed application to PSESD. Scan and email to: apps@pugetsoundhs.org, or Fax to: 1-888-979-5898.	Selection, Points, Priorities section of ELPM
<input type="checkbox"/> Upon completion of pre-enrollment questionnaire form	Pre-enrollment questionnaire form	Send completed pre-enrollment questionnaire form to PSESD. Scan and email to: health@pugetsoundhs.org, or Fax to: 1-888-979-5897	Application Process section of ELPM Pre-enrollment Follow-up Questions form
<input type="checkbox"/> Upon family responding to offer of slot	Accepted (or waitlisted, or abandoned) date and classroom assignment	Early Head Start and Head Start: Enter Accepted/Waitlisted/Abandoned Date. For families accepting slot, assign classroom in ChildPlus	Entering Accepted Dates in ChildPlus Assigning Sites and Classrooms in ChildPlus
<input type="checkbox"/> Upon enrollment in program	PIR Family Services and Demographic Data	Early Head Start and Head Start: Enter Family Services and Demographic data in ChildPlus for Program Information Report (PIR)	Entering PIR Family Services and Demographic Data in ChildPlus
<input type="checkbox"/> Upon enrollment in program, and throughout year	Disability information (IEP/IFSP)	Early Head Start and Head Start: Enter IEP/IFSP information in ChildPlus as children enroll with IEP/IFSP and are identified for IEP/IFSP ECEAP: Enter IEP/IFSP data in ELMS (as part of ELMS application process)	Adding Disability Information (IEP/IFSP) in ChildPlus ELMS website
<input type="checkbox"/> Upon exit from the program	Exit from program	Early Head Start and Head Start: Notify Tiffany Matthews (tmatthews@psed.org) of any children exiting the program at your site with reason, and transfer information (dates of transfer, and transfer-from/to sites) when relevant ECEAP: Enter exit date and reason for exit, update Child/Family updates in ELMS	ELMS website
<input type="checkbox"/> 7 times per year	Family activity/training events	Schedule family activities/trainings at times when families can participate. Involve parents in the planning and facilitation of the events.	Planning Family Activities Guidance Parent Funds Procedure

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ONGOING – Continued

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<input type="checkbox"/> Ongoing	Document family contact	Document meaningful, intentional contact with families, follow-up activities, parent goals, resources and referrals offered. Family support staff are expected to have a monthly contact with each family. ECEAP: Family support staff must accrue 3 hours of contact per family during program year.	Family Partnership Record and Contact Log
<input type="checkbox"/> By 5 th of each month	Family support visit time	ECEAP: Log any formal meetings or substantive conversations between Family Support staff and parent/family in ELMS . Family support staff must accrue 3 hours of contact per family during program year.	ELMS website How to Enter Parent-Teacher Time and FSS Contact Time in ELMS
<input type="checkbox"/> Ongoing	Attendance	Analyze attendance of all children and follow Attendance Procedure with any child not in attendance at least 90% of the time.	Attendance Procedure-Home Based EHS Menus/Recordkeeping section of ELPM (for ECEAP & HS Ctr Based)
<input type="checkbox"/> By Monday for records from previous week	Attendance and Meal Count	ECEAP: Send directly to Sue or Colette , or FAX to: Pierce County (253) 778-7898 King County (425) 917-7898 HS: Send to Tiffany Matthews , or FAX to: Pierce County (253) 778-7766 King County (425) 917-7766	Menu/Recordkeeping section of ELPM
<input type="checkbox"/> Ongoing	Application Waitlist	Continue to recruit families for the program	Recruitment section of ELPM
<input type="checkbox"/> Ongoing	Newsletter	Produce newsletter for families and keep copy in Family Engagement Notebook.	Family Engagement Documentation Procedure
<input type="checkbox"/> Ongoing	Community resources	Connect families to applicable resources. Follow up with family on success/appropriateness of referral, document follow up in Family Engagement Record/Contact Log	Family Partnership Record and Contact Log
<input type="checkbox"/> Ongoing (usually monthly)	Center Parent Committee	All parents at site are members of the Center Parent Committee. The Committee should meet regularly, at a time convenient for parents to attend, to discuss site business, plan upcoming events, offer input, receive Policy Council information, oversee use of Parent Fund monies.	Parent Funds Procedure