

Coffee Creek Family Services Check-In

Head Start Performance Standards

§ 1302.50 (b) (6)

Policy

The Family Services Check-Ins facilitate the sharing of information among teachers and family support staff, as appropriate and in accordance with Head Start Performance Standards, the Family Educational Rights and Privacy Act (FERPA); and the Individuals with Disabilities Education Act (IDEA). The Family Services Check-Ins are designed to promote coordinated and consistent family engagement strategies across the classroom, home, and community settings, ensuring effective collaboration and support for children and families while safeguarding their privacy rights. For the locally designed program option at Coffee Creek, Family Services Check-In meetings will take place monthly and will include Family Services Teacher and Teacher. The PAS will be invited, as necessary.

All Family Services Check-In meetings will be scheduled at the beginning of the program year for the entire program year and documented in the staff Outlook Calendar.

If staff encounter any barriers to scheduling these meetings, they should reach out to their immediate Program Area Supervisor for support.

Procedures

The purpose of Family Services Check-In meetings is:

- To give the Teacher/Family Service Teacher a set time to seek input and collaborate around resources and family needs.
- To allow the staff to discuss and brainstorm ideas about helping and empowering families.
- To identify families with increasing needs and develop ideas to better support and connect families to resources and programs.
- To ensure that we are meeting our responsibilities to families.
- To enable us to establish the best possible method(s) for providing services to the child and family.
- To create an opportunity to communicate within the team about family progress and outcomes, as well as barriers to services or progress that a family may be encountering.
- To identify any required health screenings or other follow-up needs that are incomplete and identify who will follow-up.

During Family Services Check-In meetings, review the family strengths, needs, and progress, as well as barriers to progress that may require additional resources and services. Staff will review documentation according to the **Family Services Check-in Checklist (Coffee Creek)** form.

Share with the other staff any contacts and experiences that they have had with the family, such as:

- Information about required screenings, attendance, and behavioral concerns.
- The Strengths and Needs Assessment (SNA) results.
- Identified strengths and needs.
- Any referrals already in place and the family's progress or barriers towards their ongoing goals.

**Community Action Head Start
Washington County, Oregon**

- Child Abuse reports.

Documentation Standards

Document notes and follow-up entries in ChildPlus as soon as possible after the encounter, but no later than 36 hours following the meeting. If staff are unable to record the contact in ChildPlus, they must notify their supervisor promptly.

To ensure consistency and objectivity across records and throughout the program, refer to the **Documentation Standards** article in ChildPlus for guidance on applying proper documentation practices to all updates.

Staff participating in the meeting will share responsibility for documenting and entering meeting notes into ChildPlus. For information about documenting Family Services Check-In meetings, please see the ***Family Services*** section of the ***ChildPlus Portal, Document a Family Services Check-In article.***