



Elkhart and St. Joseph Counties Head Start Consortium
FACS - Parent Face to Face Contact Checklist
2021-2022

Family Engagement Items FACE to FACE

- Develop/Complete Family Partnership (FPA) Goal Setting
 - ✓ Review Needs *assessment with the family* (N/A) and the Child's File
 - ✓ Family outcomes worksheet review with family
 - ✓ Completed Family Partnerships Form Each family must to have one signed
 - ✓ Completed a Referral form
 - ✓ Completed the FPA with a Family Measurable Goals, strengths, Necessary steps, dates, community resources.

- ✓ Complete Parents' Commitment to the Consortium Talking Points
- ✓ Discuss Attendance policy
- ✓ Explain Community Comment
- Discuss When Child is Sick

Volunteer Items

- Encourage/Explain Volunteer Opportunity
 - ✓ In-kind parent engagement- Site Meetings, Fatherhood, Policy Council, SAT, PTC, HV)
 - ✓ In-Kind duties - (nutrition activity, art projects, read stories, help with lunch, share career, sanitize toys, help with laundry, prepare literacy bags, and other classroom support).
 - ✓ Volunteer Talking Points

Transportation Items

- ✓ Update Contact Information 1520
- ✓ Explain COS process and complete as needed
- ✓ Discuss child returned to school policy
- ✓ Transportation Talking Points, Policies and Procedures (Copy to Family and Emergency Contacts)
- ✓ Wristband 30 Days:
 - Child's Last name, First name D.O.B
 - Parent's Name
 - Site and Classroom
 - Enrolled date and Program

Health

- ✓ Medicaid / Health insurance policy #
Medical Providers and Contact Information.
- ✓ Well child Exam, Lead, Hemoglobin, Immunizations. Appt date if applicable: ____ / ____ / ____
- ✓ Dental Exam. Appt date if applicable: ____ / ____ / ____

Communication

- ✓ Assurance Phone
- ✓ Best way to communicate: Phone Email Text Other: _____

Address Questions/Concerns Parent/Guardian May Have

- Parent Contact Verification
 - ✓ Signed and Dated
 - ✓ Parent and Staff

Parent/Guardian Signature(s) _____
 (Firma[s] de Padre/Guardián) _____

Date / Fecha

FACS Signature(s) _____
 (Firma[s] de Personal) _____

Date / Fecha

Items to have with you on Face to Face Contact:

- Face to Face Contact Checklist
- Review Needs Assessment – N.A.
- Family Partnership Agreement - FPA
- Family Outcomes worksheet
- Referral Form
- In-kind
- Parent Commitment Talking Points
- Volunteer Talking Points
- Transportation Talking Points
- COS