Staffing and Consultations for Child and Family

POLICY/APPROACH:

It is our commitment to provide comprehensive and time sensitive services to children and their families. To do this we need to exchange information and provide support to center teams on an on-going basis. We also need to provide information to content area departments so they can assist with resources, provide necessary training, and plan appropriately for emerging trends noticed by center teams. It is important that we include input gathered from the family regarding how they will engage with us around our common goal of school readiness for their child.

PROCEDURES:

Teachers and Family Advocates will work as a team to complete staffings. Responsibility for entering staffing documentation in the data management system will alternate between FA and Teacher. Teacher/Center Assistants will be consulted for input, but will not attend the staffing meetings unless specifically requested. Staffings will occur as outlined in the Agency calendar. Each calendared Monday will contain dedicated time to review the needs of selected children and families.

- **Class Division**
  - is conducted by Site Managers, Ed Dept., Head Teachers and FAs on the dates noted on the agency calendar.
  - The **E208-Eligibility and Intake** report is the primary reference for this activity. For returning children and EHS transitioning children, the child file is also be consulted.

- **Initial Staffing and file review**
  - Dates will vary slightly from year to year and will be specified on the agency calendar.
  - From this meeting, teachers and advocates will transfer pertinent information needing follow-up to the Initial Teacher Home Visit Form.
  - **Initial staffing must take place before the teacher's Initial Home Visit.**
  - For late-registering children the Initial Staffing must be completed before the child attends class.

HEAD START PROGRAM PERFORMANCE STANDARDS:

1304.20(f)(1): Individualization of the program

Grantee and delegate agencies must use the information from the screening for developmental, sensory, and behavioral concerns, the ongoing observations, medical and dental evaluations and treatments, and insights from the child’s parents to help staff and parents determine how the program can best respond to each child’s individual characteristics, strengths and needs.
**Fall and Winter Staffings**

- Fall and Winter staffing dates are noted on the agency calendar
- Catch-up staffing as needed
- 5-7 children will be discussed at each staffing session.
- Teachers and advocates will include family input in their discussions. This can be from TS Gold Family Central and other sources.
- Beginning with initial staffing prior before the class start date staffings will occur every other week for Teachers and every week for advocates. Based on this cycle, September-enrolled children and families will be staffed four times during the program year.
- Others will be on a schedule relative to their enrollment date. E.g. a child enrolling in November will receive an Initial Staffing before starting class; the next staffing for that child will be during the Winter Staffing period.
- Review attendance for entire class, follow up as needed.
- Following staffing reference guide
- Document discussion and follow up in data management system.

**Spring Transition Staffing:**

- Spring transition staffing dates are noted on the agency calendar
- Complete this staffing for all children
- For transitioning families, it is our final opportunity to assess how well the child/family is prepared to enter the public school setting. Home activities that will help children retain required school readiness skills should be suggested and materials provided for children to use over the summer.
- Discuss plans for children and families who are transitioning into their second Head Start year; address individualized summer activity plans and resources, and ongoing peer-to-peer connections.

**Consultations:**

- Site Managers will review each week’s staffings by the end of the week. Any requests for consultations (initiated on staffing form) will be sent via email to the required Department Managers before the end of the same week.
- Department Managers and other staff will also be able to request consultation on children/families about whom they have concerns. They will email Site Managers with their requests.
- Appoint a recordkeeper at the beginning of the consultation
- Initiate a Need Identified case note
- Record the date of the consultation, the names of those present, and the discussions and plans, in the body of the case note.
- Document continuing consultation follow up by follow up notes to the case note.