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| **F:\SHARE\Forms Transfers\Forms-latest PDFs and logos\CCS logos\CCS Sig stacked blk 1.5 PC.eps** | PARENT TRAINING LOGTraining Opportunities Offered | Site Name: Program Yr:  |
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| **INSTRUCTIONS:** |
| 1. The Center Manager will work with staff to develop a procedure for keeping documentation of parent trainings up-to-date in the U Drive: Parent Training.
2. Documentation of Trainings: **(Type only in white areas that say “Site Documentation”)**
	1. On-going – staff document trainings planned for current school year. Each topic requires at least one entry. Site notebooks will contain back-up documentation of fliers, handouts, etc.
	2. Staff update training log quarterly (November (PY/FY), March (PY/FY), June (PY/FY), August (FY).
	3. Hard copy kept in the site notebook and updated as changes occur. Handwritten entries can be made on the hard copy between computer updates.
	4. June – Sites review and finalize document for training completion/ accuracy.
3. At the end of the program year (by option), administration will retrieve completed Training Logs from each site for program-wide records.
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| ***REQUIRED PARENT TRAINING*** | ***DEFINITION/PROGRAM STANDARD*** |
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| **1. Pedestrian Safety – within 30 days of start of school year****(Document month/day/year)** | **1310.21 (a) Each agency must provide training for parents in pedestrian safety…emphasizing the need for an adult to accompany a preschool child while crossing the street. (d) This must be provided within the first 30 days of the program year.** |
| ***Site Documentation:******(Date, how training is offered, content, by whom)***       |
| **2. Parent Volunteer Orientation** | 1304.52(k)(1) **Provide an orientation to** **volunteers that includes, at minimum, the goals and underlying philosophy of EHS and/or HS** **and the ways they are implemented by the program**. |
| ***Site Documentation:******(Date, how training is offered, content, by whom)***       |
| **3A. Family Literacy and Communication** | 1304.40(e)(4)(i) **Provide opportunities for families to participate in family literacy services…Increasing family access to activities essential to family literacy development.** |
| ***Site Documentation:******(Date, how training is offered, content, by whom)***       |
| **3B. Family Fiscal Literacy** | **Head Start Act Sec 637 Definitions (C) Parent literacy training that leads to economic self-sufficiency and financial literacy.** |
| ***Site Documentation:******(Date, how training is offered, content, by whom)***       |
| **4A. Nutrition (Food Prep/Meal Planning)** | 1304.40(f)(3)(i) **The nutrition education program includes, at a minimum, nutrition education in the selection and preparation of foods to meet family needs**.[Ex: EFNEP Cooking/Budgeting Classes, nutrition bulletin boards, educational materials for distribution to parents, community opportunities for parents] |
| ***Site Documentation:******(Date, how training is offered, content, by whom)***      |
| **4B. Nutrition (Budgeting for Family Meals)** | 1304.40(f)(3)(i) **The nutrition education program includes, at a minimum education** **in the management of food budgets**. [Ex: EFNEP Cooking/Budgeting Classes, food budgeting bulletin boards, educational materials for distribution to parents, community opportunities for parents] |
| ***Site Documentation:******(Date, how training is offered, content, by whom)***      |
| **5. Mental Health: Child and Family** | 1304.24(a)(3)(ii**) Promote children’s mental health by providing group parent education on mental health issues**. 1304.40(f)(4)(i)..**Provide** **a variety of** **group opportunities for parents** …**to identify and discuss issues related to child mental health;** [Ex: Domestic Violence, Attach/Bond, Substance Abuse, Child Abuse/Neglect, Stress Mgmt., Parenting Education] |
| ***Site Documentation:******(Date, how training is offered, content, by whom)***      |
| **6. Parenting Skills/Child Development** | 1304.40(e)(3); Head Start Act Section 642(b)(6)(A) **Provide opportunities for parents to enhance their parenting skills, knowledge, and understanding of the educational/developmental needs of their children including cognitive, social, and emotional development.**[Ex: Parenting classes w/in program or through collaborations w/in community: 1,2,3 Magic, Second Step, Love & Logic, Circle of Security, site newsletters, bulletin boards, etc. ] |
| ***Site Documentation:******(Date, how training is offered, content, by whom)***      |
| **7A. Health Education** | 1304.40(f)(2)(iii) **Provide parents with the opportunity to learn the principles of preventive health in addition to information on general topics** (e.g., maternal and child health and the prevention of Sudden Infant Death Syndrome). |
| ***Site Documentation:******(Date, how training is offered, content, by whom)***      |
| **7B. Dental Education** | 1304.40(f)(2)(iii) **Provide parents with the opportunity to learn the principles of preventive and** **dental** **health**.  |
| ***Site Documentation:******(Date, how training is offered, content, by whom)***       |
| **7C. Safety Awareness** | 1304.40(f)(2)(iii) **Provide parents with the opportunity to learn the principles of emergency first aid, occupational and environmental hazards, and safety in the home.** |
| ***Site Documentation:******(Date, how training is offered, content, by whom)***      |
| **8. Parent Education Specific to Site Parents’ Interests & Needs** | 1304.40(d)(1)  **Provide parent involvement and education activities that are responsive to the parents as members of a group.** (Training ideas from parent survey results, parent group requests & needs, i.e. housing, energy assistance, family law, etc.) |
| ***Site Documentation:******(Date, how training is offered, content, by whom)***      |
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