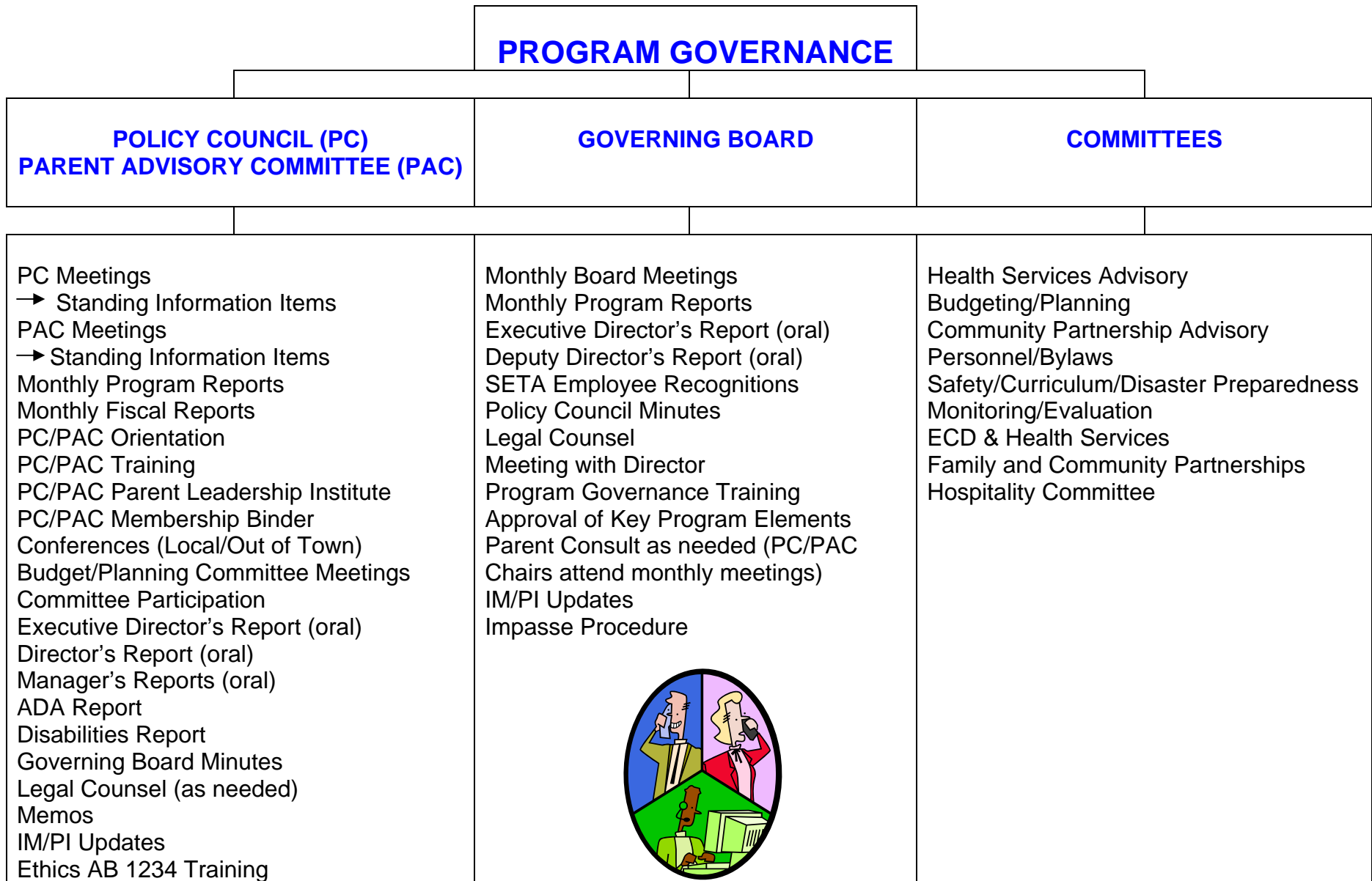




# COMMUNICATION SYSTEM



<b>STAFF</b>			
<b>ROUTING</b>	<b>MEETINGS</b>	<b>TRAININGS/RESOURCES</b>	
<p>E-mail            Fax            Telephone            Web Site            Communication Boards            CFS Newsletter (periodic)            Voicemail            Memos            Weekly Courier</p> 	<p>Policy Council (PC)            Parent Advisory Committee (PAC)            Head Start Managers Meetings            SETA Managers Meetings            Site Supervisors Meetings            Site Meetings            Regional Meetings            Chiefs Meetings            Program Officers Meetings            Leadership Meetings            FSW Meetings            Unit Meetings            Content Area Meetings            Delegate Director's Meetings            Early Head Start Meetings            Delegate Support Staff Meetings            All Staff Meetings/Pre-service            Community Partner Meetings            Fiscal Meetings            Child Safety/Curriculum Meetings            Family Case Management Meetings            Staffings/Multi-disciplinary Team Meetings            EHS Meetings            Food Service Meetings</p>	<p>All Staff Training/In-Service            Local Conferences            State, Regional, and National Conferences            On-site training            City University            Supervisor's Training Series            Site Resource Binder            Policies &amp; Procedures            New Employee Orientation            Job Duty Statements            Supervisor's Manual            Coaching/Mentoring Project            Delegate Kick-Off            Delegate Protocol Training            Delegate On-Site Training            Delegate PIR Training            Labor Contracts            Union Meetings            PC/PAC/GB Meeting Minutes            Disaster Preparedness binder            On-site ECE college coursework (#330)            CPR/First Aid            Child Abuse/Neglect            Safety/Supervision/Standards of Conduct            Regional (Cluster) Training</p>	

## FAMILIES

### WRITTEN COMMUNICATION

### MEETINGS

### TRAININGS

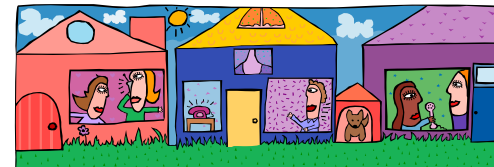
Parent Newsletter (Sprouts)  
 Event Flyers  
 Site Calendars  
 Site Newsletters  
 Parent Handbook/Parent Orientation  
 Transition Brochure  
 IDP's  
 IEP/IFSP's  
 Memo's  
 Daily Exchange Log (EHS)  
 PC Meeting Minutes  
 PAC Meeting Minutes  
 Head Start Brochure  
 Site Resource Binders  
 Parent Bulletin Boards  
 Site Comment and Complaint Forms  
 Job Announcements  
 Quality Assurance Forms  
 "Ouch" Report Form  
 Family Contact Form  
 Family Partnership Agreement  
 Parent Committee Minutes  
 Family Literacy Newsletter (FLIP)


Center Committees  
 IEP/IFSP's  
 Home Visits  
 Teacher/Parent Conferences  
 Parent Meetings  
 Child Study Team Meeting (CST)  
 Child, Health & Disability Committee  
 Health Services Advisory Committee  
 Community Partnership Advisory Committee  
 Family Partnership Agreements  
 Family Contact Forms  
 Community Meetings  
 Male Involvement Representative Meetings  
 Grandparent/Foster Parent Support Group  
 Translation Services/Bilingual Staff



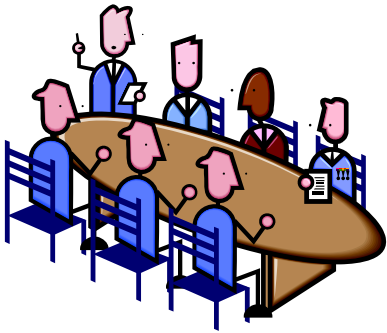
Parent Training/Parent Activity at the center  
 One Stop Career Centers  
 Lending Library  
 Employment & Training Services  
 Parent/Grandparent Conference  
 Parent Leadership Institute  
 Transition Conference  
 State, Local and National Conferences  
 Next Skills Training  
 HMI Training (English, Spanish)  
 CPR – First Aid  
 Countywide Parent Trainings  
 Parent Aide Training  
 On-call Cook Driver Training Series

# COMMUNITY




RECRUITMENT/ MARKETING	OTHER AGENCIES/ COLLABORATION PARTNERS	HEAD START MEMBERSHIP IN COMMITTEE/BOARDS
<p>TV/Radio Programming Public Service Announcements Recruitment Flyers Community Events Community Presentations Newspaper Articles Door to Door Site Open Houses Word-of-Mouth</p> 	<p>U.C. Davis/Medical Center ALTA California Regional Center Department of Human Assistance Department of Health &amp; Human Assistance Child Action, Inc. California Department of Education (CDE) School Districts SELPA's California State University, Sacramento Housing Authority (SHRA) Community Colleges (Cosumnes, ARC, SCC) WIC Sacramento County Office of Education EFNEP (UC Davis) Job Corp Women Escaping a Violent Environment (WEAVE) The Birthing Project River Oak Center for Children Nurse Family Partnership Health Education Counsel (HEC)</p>	<p>First 5 Advisory Committee CHDP Local Child Care Planning Council NCECE Conference Committee Parent Voices Hunger Commission Mutual Assistance Network One Stop Career Centers Child Action, Inc. CHSA Health Services Advisory Committee Community Partnership Advisory Committee Head Start/State Dept. of Education Advisory Committees Community College Advisory Committees County Infant Mortality Coalition</p>

## DELEGATES

DELEGATES		
WRITTEN COMMUNICATION	MEETINGS	TRAININGS/RESOURCES
<p>Policy Council Meeting Minutes            Governing Board Minutes            Sacramento County Annual Report            E-mail            Memos            Correspondence            Parent Newsletter (Sprouts)            Monthly Program Report            Event Flyers            Countywide Delegate Calendar of Events            Monitoring Reports            Fiscal Reports            IM-PI Updates            Countywide PIR Report            Countywide Disabilities Report            Monthly Enrollment Report            Delegate Agreement/Contract</p>	<p>Delegate Director Meetings            Countywide Health/Nutrition Content Mtgs            Countywide Special Education Content Mtg            Countywide Education Content Meetings            Countywide Early Head Start Content Mtgs            Countywide Mental Health Content Mtgs            Countywide FCP Meetings            Countywide Home Base Meetings</p> <div style="text-align: center;">  </div>	<p>Delegate Kick-Off            Delegate Protocol Training            Delegate On-Site Training            Delegate PIR Training            Grant/Refunding Application Training  <i>ChildPlus</i> Training            Countywide Parent Conference            Countywide Parent Trainings            Parent Leadership Institute            Webinars            Local Conferences            State, Regional and National Conferences            Mentor/Coach Project</p>

## EHS PARTNERS

WRITTEN COMMUNICATION	MEETINGS	TRAININGS/RESOURCES
<p>Sacramento County Annual Report E-mail Memos Correspondence Monthly Program Report Event Flyers Countywide Delegate Calendar of Events Monitoring Reports IM-PI Updates Countywide PIR Report Countywide Disabilities Report Monthly Enrollment Report <i>ChildPlus</i> calendars Standard Operating Procedures binder Service Provider Agreement/Contract</p>	<p>Countywide Early Head Start Content Mtgs Countywide Home Base Meetings Monthly Partner Meeting Partner Administration Meeting Staff Support Meetings</p> <div style="text-align: center;">  </div>	<p>Delegate Kick-Off Delegate Protocol Training On-Site Training PIR Training <i>ChildPlus</i> Training Countywide Parent Conference Countywide Parent Trainings Webinars Local Conferences State, Regional and National Conferences Health Screening Training <i>Partners for a Healthy Baby</i> Training <i>HELP</i> Training Partners Standard Operating Procedures <i>ChildPlus</i> Procedure Manual</p>