



Policy and Procedures

Group Socialization

Head Start Performance Standard: 1306.33

Policy: It is Siskiyou Early Head Start (SEHS) policy that our Home Base option will conduct two group Socializations a month, a minimum of 16 group socialization activities each year, in four service areas: Scott Valley, Yreka, Happy Camp and Butte Valley. SEHS will include developmentally appropriate activities, the main focus being the opportunity to strengthen and support the relationship between parents and their children, with attention paid toward individual child and family goals.

Procedure:

1. All Socialization materials given to families will be pre-approved by the Developmental Specialist 1 week prior to each Socialization. This includes, but is not limited to, flyers, agendas and hand-outs. The Educator will keep an original of materials. Copies will be given to the Developmental Specialist.
2. All families will be notified in writing about an upcoming Socialization 1 week prior to the Socialization.
3. The Educator will base curriculum on *Creative Curriculum*, *PIPE*, and/or *Partners for Healthy Babies*, and/or supplemented with *Simple Steps* or *Activities for Infants, Ones and Twos*.
4. A Center/Social Weekly Lesson Plans will be created 1 week prior to each Socialization by the Educator with input gathered from parents during weekly home visits, based on Individual Development Plans and pre-approved by the Developmental Specialist before implementation. Each Lesson Plan will include a minimum of 25% individualization. The Educator will keep an original. A copy will be given to the Developmental Specialist.
5. The main purpose of the Socialization will be to encourage parents to observe and interact with their children, to learn more about how to meet the individual needs of their children and how their children respond to them and their environment.
6. Group experiences will be developed by the Educator with the focus on child development and include various activities at different developmental levels and inclusive of cultural experiences.
7. SEHS will honor individual family needs based on goals established during home visits.

8. SEHS recognizes that infants and toddlers and their parents have individual needs, therefore, Socializations may be offered anywhere from 30 to 90 minutes at a time.
9. Transportation to and from Socializations may be provided by SEHS to any enrolled family requesting the service. Transportation will only be provided to families currently enrolled in the program who have completed the SCOE Field Trip waiver process.
10. SEHS will offer a safe, clean and comfortable learning environment that meets the needs of both children and adults.
11. Each family will be greeted upon arrival by SEHS staff, where at the time; an individual health check will be performed by the parent with the help of SEHS staff and logged onto an individual form. The form will be stored in the child's file.
12. Parents will sign in the family.
13. Participants will follow hand washing routines and remove or cover shoes before entering the Socialization area.
14. The Educator will provide parents with places to sit that facilitate interactions with their children. SEHS staff will model and parents will be encouraged to sit on the floor next to their children.
15. The Educator will provide young infants with a place to lie down or sit and mobile infants will be provided with a safe place to crawl. Toddlers will be given the needed space for gross motor activity.
16. The Educator will provide appropriate areas for breast feeding, diapering, toileting, hand washing and resting.
17. SEHS staff will consistently model appropriate parent/child activities throughout the Socialization.
18. The Educator will provide activities to involve pregnant families.
19. The Educator will share the Agenda and snack menu for the current Socialization with parents during the weekly home visit and post them at the Site.
20. All participants will wash their hands before snack.
21. Depending on the Site facilities and availability of trained volunteers for safe food handling, food provided by SEHS may be prepared ahead of time, ready to set up and serve with minimal disruption to the Socialization.
22. Snack will be served Family Style with individual cultural needs taken into consideration.

23. Older siblings may be supervised by SEHS staff or SEHS volunteers in order to provide uninterrupted time for parents to observe and interact with younger siblings.
24. Parents will be encouraged to share parenting challenges as well as successes with other parents. They will be encouraged to keep the content of the discussions child appropriate.
25. Socializations are intended for parents or legal guardians and their children age birth to three years and may not be conducted with childcare providers and other substitute caregivers. Parents may occasionally, with permission of the Educator, bring a guest with whom the child is comfortable with.
26. A Socialization Debriefing Form will be completed by the Educator and the Developmental Specialist after each Socialization. The Educator will keep an original. A copy will be given to the Developmental Specialist.