

**CFD Plan for Family Engagement Events, Parent/Guardian Meetings/Advisory and Workshops**

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| **Center / Teacher:** |  |
| **FES/ FCS/FSS/CCSC:** |  |
| **Engagement Activity:** |  |
| ***Event location:*** |  |
| **Time/Date**: |  |
| **Use this form for Family Engagement Events, Parent/Guardian Meetings/Advisory, and Workshops using parent funds.**  **Head Start, Blend & Early Head Start make choices in the next three sections.**  **You must choose an activity from our parenting Curriculum:** ***Your Journey Together or Building Your Bounce and include a small literacy activity, such as a nursery rhyme, finger play or chant.***  **Mark the Family Engagement Outcomes that will be addressed: \_\_\_***Positive Parent-Child Relationships*  *\_\_\_Family Well-being \_\_ Families as Lifelong Educator \_\_\_Families as Learners \_\_\_ Family Engagement in Transitions \_\_\_Family Connections to Peers and Community \_\_\_ Families as Advocates and Leaders*  **Mark resources that will be used: \_\_\_** *Your Journey Together \_\_\_ Building Your Bounce \_\_\_ e Deca \_\_\_ Learning Genie*  *\_\_\_ For* *Now and Forever booklets \_\_\_ Conscious Discipline \_\_\_Circle of Security \_\_\_ CSEFEL \_\_\_ Zero to Three*  *\_\_\_Theraplay \_\_\_Mindfulness activities/Mind Yeti \_\_\_ GOLD Data \_\_\_ Talk, Protect and Report bookmarks*  **List expenses/charges below. FES, FSC and FSS discuss plans with their supervisor. GSRP Teachers discuss plans with their Coach. Describe your plan below, including what School Readiness Skills will be the focus:** | |

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| --- | --- | --- | --- |
| **DATE** | **VENDOR** | **AMOUNT** | **BUDGET (Circle) PM/A F/E W x # of CR \_\_\_ = $\_\_\_\_\_\_\_\_** |
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*PM/A=Parent Meeting/Advisory F/E =Family Engagement W = Workshop CR = Classrooms $ = Starting Budget*

**Receipt Process & Allowable Purchases**

* **Family Engagement Events** - ***$80 allowed per Head Start or Early Head Start classroom for each event.*** ***Use separate GSRP funds for GSRP classrooms.***
* **Parent Meeting/Advisory** – ***$50 allowed for food and water/beverages. Use GSRP funds for GSRP classrooms.***
* 1 Gas Card per enrolled Head Start or Blend family ***Not for GSRP families or virtual attendance for a workshop. See Gas Cards guidance and obtain gas cards through support staff.***
* **Workshops** – FES, FCS and FSS/CCSC may spend $50 per workshop but may spend less with low rsvp numbers.
  + Workshops will focus on attachment-based parenting skills and resiliency – Your Journey Together (YJT), Building Your Bounce, For Now and Forever Booklets, e Deca resources, Learning Genie, Conscious Discipline, Circle of Security, CSEFEL, Zero to Three, Theraplay, Mindfulness, sexual abuse awareness and prevention resources.

**Allowable purchases:**

* Healthy Food, water and consumables for event. A treat (chocolate for example) is acceptable for parent meetings/ workshops. Use center paper plates, napkins, and utensils when possible. (Ask teachers for supplies)
* Head Start and Early Head Start Family Engagements: Acceptable supplies and books must be related to enhancing school readiness skills and positive family interactions through connections to our curriculums and the activities of the family engagement event. We only purchase items that are age appropriate for the enrolled child or with a little help from their adults. These items should be given with some discussion and a parent handout describing the school readiness skills of focus. These are not “door prizes. Community donations are great to be used for giveaways for families but do not count as Inkind.
  + ***Books related to social and emotional wellness, mindfulness, or Conscious Discipline, Building Your Bounce or Theraplay books or items,*** ***sensory items such as playdough making or weighted socks for calming and sensory input and/or purchase of weighted lap pads and/or weighted blankets.***
* Safety items - carbon monoxide detectors, fire extinguishers, smoke detectors, medicine lock boxes, gun trigger locks. These items can be purchased in addition to your allocated budget by ordering through emailing Sherry Paul.
* GSRP teachers talk to your Coach about acceptable purchases.
* $500 or more requires a Purchase Order. This would apply to combining sites for Family Engagement Events

**Parent Fund Codes and receipts for expenses and charges:**

* **cHead Start Parent Fund Code: Odd years: 610-30-4540-99 Even years: 620-30-4540-99 HS Collaborative Center Odd years: 611-30-4540-99 Even Years: 623-30-4540-99 EHS Center-based Odd years: 640-30-4540-99 Even years: 630-30-4540-99**
* **GSRP Parent Fund Codes: North Ed: 720-30-4540-99 Char Em: 721-30-4540-99 Wex Miss: 723-30-4540-99**

**Receipts Need**: *Your name, center location, the type of Family Engagement/Workshop/Meeting/Advisory or event, your specific parent*  *fund code(s) at the top of each receipt*

* **For Reimbursement:** Scan and attach to Podio expense report with date of purchase as the date at the top of expense report. **Include name of center/s in Podio.**
* **Walmart receipts**: Scan and attach to Walmart Podio link.
* **All other Charge account receipts:** Scan together, in the same direction as one attachment.
  + Scan the **charge account** receipts and email to the [businessoffice@nmcaa.net](mailto:businessoffice@nmcaa.net) with your name and the center name in the subject line. CC your supervisor.
  + **Each item purchased must have a specific name**. (If the receipt says, “Great Value $2.99,” write in the name of that food item. **Farmer’s Market Purchases**: Write the specific items purchased and the price of each different item.

**Parent/Guardian Sign in (Please note the different & individualized sign in sheets:**

* Scan/email to DMT/ Chris Welton with your name and the center name in the subject line. The FES will add this to their SharePoint folder.
  + **Workshops**: Clearly itemize Head Start and EHS families on the sign in.

**Copies: FES saves & emails to supervisor, Teacher, ED Coach, SS. FSS saves originals & emails to CCSC. FCS saves original and emails to SC.**

**8/23** **EHS-HS Team\Family Engagement\ Family Events\****CFD Plan Family Engagement Activ**