

**Task: Introducing the Keeping Kids Safe Curriculum to Parents**

Task	Person Responsible	Time Frame
1. Review Section 7 of the Parent Meeting Guide from the <u>Keeping Kids Safe</u> curriculum.	FA Teacher	Sept/Beginning of the year
2. Schedule Parent Training Sessions I & II in conjunction with parent meeting schedules	FA Teacher	September
3. Send an invitation letter for the session to all parents/guardians.	FA	Before training session
4. Prepare for the training session by: - Designing an agenda - Copying handouts/sign-in sheet/agenda - Collecting and organizing materials - Arranging room - Purchasing light refreshments	FA	Before training session
5. Conduct the sessions by following the outlines on pages 173-175 and pages 177-178 from the <u>Keeping Kids Safe</u> curriculum.	FA	During training session
6. Review the Parent Responsibilities from Section 2 of the <u>Keeping Kids Safe</u> curriculum.	FA	During training session
7. Obtain parent signatures utilizing the sign-in sheet.	FA	During training session
8. File the following parent training documentation: agenda, sign-in sheet, handouts; in the parent meeting file.	FA	Immediately after training
9. Send training materials to parents who did not attend the sessions. Obtain signatures from these parents as well.	FA Teacher	Immediately after training
10. Send the Partnering with Parents letter to each parent from Section 6 of the <u>Keeping Kids Safe</u> curriculum	Teachers	Before teaching each unit during the year
11. Incorporate the unit lessons into the schedule documenting the stories/activities on the lesson plan	Teachers	Weekly
12. Monitor the lesson plans and classroom activities to ensure staff are incorporating the lessons from <u>Keeping Kids Safe</u> into the curriculum.	Center Coord.	Weekly;monthly
13. Weekly control sign off sheet needs to be finalized and sent directly to Family Service Manager	Teachers	May; End of year
10. Provide documentation of the <u>Keeping Kids Safe</u> parent training to the DHS Licensing worker.	FSManager/FA Education Mgr.	When requested