

Family Partnerships

Task: Introducing the Keeping Safe Curriculum to Parents

Task	Person Responsible	Date to be Completed
1. Review Section 7 of the Parent Meeting Guide from the <u>Keeping Kids Safe</u> curriculum	Family Advocate/Teachers	September/Beginning of the year
2. Schedule Parent Training Sessions I & II in conjunction with parent meeting schedules	Family Advocate/Teachers	September
3. Send an invitation letter for the session to all parents/guardians	Family Advocate	Before training session
4. Prepare for the training session by: <ul style="list-style-type: none"> • Designing an agenda • Copying handouts/sign-in sheet/agenda • Collecting and organizing materials • Arranging room • Purchasing light refreshments 	Family Advocate	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	Family Advocate	During training session
6. Review the Parent Responsibilities from Section 2 of the <u>Keeping Kids Safe</u> curriculum	Family Advocate	During training session
7. Obtain parent signatures utilizing the sign-in sheet	Family Advocate	During training session
8. File the following parent training documentation: agenda, sign-in sheet, handouts; in the parent meeting file	Family Advocate	Immediately after training
9. Send training materials to parents who did not attend the sessions. Obtain signatures from these parents as well	Family Advocate/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	Education Manager	Weekly/Monthly
13. Weekly control sign-off sheet needs to be finalized and sent directly to Family Services Manager	Teachers	May; End of Year
14. Provide documentation of the <u>Keeping Kids Safe</u> parent training to the DHS Licensing worker	Family Service Manager/Family Advocate/Education Manager	When Requested