



Summer Season Tasks: Family Services Program Planning Worksheet

This worksheet lists and groups many tasks that family services managers perform or oversee during the summer season. They are not meant to be all inclusive lists but rather ideas gathered from the field for the various job descriptions, roles, and responsibilities of managers across the country, tribes, and territories. It also includes family services professionals' tasks to help managers understand, plan, and organize their team's work. The three columns, in-planning, in-progress, and in-place, are designed to help you chart your and your team's progress on the tasks over time.

Explore [Strategies for Implementing the Head Start Parent, Family, and Community Engagement Framework](#) for sample strategies your program and families can use to make progress toward each of the seven family outcomes in the PFCE Framework.

Instructions: Review the suggested tasks and consider which ones are in-planning, in-progress, or in-place tasks. Use the blank space provided at the end of each section to add tasks as needed.

Family Services Managers' Tasks

Suggested Task	In-Planning	In-Progress	In-Place
Program Foundations: Program Leadership			
Report periodically to the governing board, Policy Council, and other stakeholders on family engagement and family outcome data. Use these data reports to strengthen program planning and decision-making for family and children's services and outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Suggested Tasks	In-Planning	In-Progress	In-Place
Program Foundations: Professional Development			
Update professional development plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare and plan any upcoming staff training activities using current and previous program data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Orient family services staff, education professionals, program leadership, and governing boards on enrollment and selection criteria.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review with family services staff the Head Start Program Performance Standards (HSPPS) regarding selection, recruitment, enrollment, and attendance of homeless families, children with disabilities, and children in foster care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Suggested Tasks	In-Planning	In-Progress	In-Place
Program Foundations: Continuous Learning and Quality Improvement			
Monitor new enrollments, family selections, and program option placements. Ensure that families and education staff are notified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review staff caseloads and determine family assignments for the start of the program year based on enrollment (for a fall start); be intentional as you assign families to family services professionals, considering the needs of families and the skills and capacity of staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analyze and use community assessment data and family assessment data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan with program leadership to build relationships with community agencies with the goal of improving families' access to resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determine how the community assessment data aligns with the services that families (including dual language learners) need and the goals of the program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determine how to share community assessment results with staff and governance/Policy Council.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare, collect, and aggregate data needed for the Program Information Report (PIR).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analyze data from your program's parenting curriculum to inform plans for future curriculum events, topics, and practice changes. Use feedback from families to inform efforts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review and update forms if appropriate (e.g., applications, intake forms, family partnership agreements).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review and use the data collected to help tell the story about your program, families, children, and communities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Suggested Tasks	In-Planning	In-Progress	In-Place
Program Impact Areas: Program Environment			
Plan for a fall open house or another welcoming event for families. Design the event to help new and returning families feel welcomed and connected to the program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program Impact Areas: Community Partnerships			
Evaluate the effectiveness of established community partnerships, explore new community partnerships, and evaluate time designated for nurturing relationships with partners (e.g., homeless services, domestic violence services, child protection/welfare agencies, local education agencies, workforce development, health care providers, immigrant/refugee agencies).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintain ongoing outreach and communication with new and existing community partners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program Impact Areas: Access and Continuity			
Ensure that staff have all the materials they need for an open house/ welcoming events, including translated materials and/or interpretation services (e.g., welcome packets, food, childcare, transportation options, technology needs, flyers, father engagement).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that forms are available in the languages spoken by families in the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Suggested Tasks	In-Planning	In-Progress	In-Place
Program Impact Areas: Access and Continuity			
With leadership and management staff, review program policies and practices that support Parent, Family, and Community Engagement (PFCE) and Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA); address overlapping roles and responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that programs and services are adapted to be inclusive, accessible, and responsive to the needs of specific family populations (e.g., families experiencing homelessness, foster care, or domestic violence; dual language learners; immigrants; refugees).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collaborate with the team to share information gathered from enrollment applications (e.g., health plans, disabilities, special needs) with the education team and other colleagues, as applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Family Services Professionals' Tasks

Suggested Tasks	In-Planning	In-Progress	In-Place
Program Foundations: Professional Development			
Participate in pre-service or ongoing professional development opportunities, reflective supervision, and coaching opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program Foundations: Continuous Learning and Quality Improvement			
Assist in preparing, collecting, and aggregating any data needed for the Program Information Report (PIR).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluate the effectiveness of established community partnerships, explore new community partnerships, and evaluate the time that is built in to nurture relationships with partners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Update community resources lists for families.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Suggested Tasks	In-Planning	In-Progress	In-Place
Program Impact Areas: Program Environment			
Plan for a fall open house or any welcoming event for families to help new and returning families feel welcomed and connected to the program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program Impact Areas: Community Partnerships			
Maintain ongoing outreach and communication with community partners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program Impact Areas: Access and Continuity			
Conduct ongoing recruitment and outreach activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicate with managers/coordinators about any materials needed for family events, including translated materials and interpretation services (e.g., welcome packets, food, childcare, transportation options, technology needs, flyers, father engagement).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Begin enrolling/re-enrolling families.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participate in child/family selection processes with the family services manager and/or ERSEA coordinator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Summer Season Tasks: Family Services Program Planning Summary Worksheet

Instructions: Review the Summer Season Tasks: Family Services Program Planning Worksheet, select your top three to five priority tasks you want to implement or complete for the summer season, and list them in the table below for easy tracking.

Month 1	Month 2	Month 3
In-Planning Tasks:	In-Planning Tasks:	In-Planning Tasks:
In-Progress Tasks:	In-Progress Tasks:	In-Progress Tasks: