



# Child Enrichment Services Family Handbook Parents as Teachers

Accepted by Board of Education April 2023

***Parent Educators***

Didi Borr  
(479) 295-3741  
Sarah Dancer  
(479) 426-2392  
Lina Sanchez  
(479) 619-5723

***Program Supervisor***

Wendy Forrest, Director  
(479) 254-5040

***PAT Office***

1701 NE Wildcat Way  
Bentonville, AR 72712  
(479) 254-5900  
Office Hours: 7:30-4:00

# Parents as Teachers Family Handbook

## Table of Contents

Program History and Overview	
Vision, Mission, Purpose and Goals	3
Enrollment Information	
ABC Grant	3
MIECHV Grant	4
Age Guidelines	4
Client's Rights and Confidentiality	
Consent for Services	4
Confidentiality	4
Accommodations for Families with Disabilities	5
As a PAT Family, You Receive:	
Family Centered Assessment	5
Family Goal Setting & Progress Review	5
Personal Visits	5
Group Connections	6
Child Screening & Referral for Additional Services	6
PAT Milestones	6
Community Resource Referrals & Follow-Up	6
Community Collaboration Plan	7
Family Transition Plan	7
What the PAT Program Expects from Parents:	
Parent Communication	8
Participant Grievances	8
What Parents Should Expect from the PAT Program	8
What Parents Should Expect from Their Parent Educator	8
Parental Involvement	9
Best Ways to Be Involved	
Set High Expectations	9
Support Learning at Home	9
Benefits of Parental Involvement	
Benefits for Children	9
Benefits for Parents	9
Program Policies	
Attendance Policy	10
Program Disenrollment	10
Outreach and Family Exit	10
Cancellation of PAT Events	10
Non-Discrimination Policy	10
Immunization & Health Checks	10
Suspected Child Abuse and Neglect Reporting	11
TIPS for Great Kids	11
Funding	11
Family Participation Agreement/Parent-School Partnership	13-14

## **Program History and Overview**

**Program History:** The Bentonville Schools Parents as Teachers program was established in 1994. It began through a grant from the Winthrop Rockefeller Foundation and over the years has been funded by a United Way grant, Child Enrichment Services and currently by the Arkansas Better Chance (ABC) and Maternal, Infant, and Early Childhood Home Visiting (MIECHV) grants. It has continued to operate under the umbrella of Child Enrichment Services. Additional staff have been added to the current PAT program based on grant funding availability and community needs are considered in trying to determine what population of our community is being underserved. We assess the diverse culture of our community as well as the current waiting list and seek input from the PAT Advisory Board. In addition to program grants, staff and supervisors continue to seek out funding on an ongoing basis through community resources.

**Vision:** All children in the Bentonville School District will grow and develop to reach their full potential. The work of Parent Educators will lay a foundation for future success in school.

**Mission:** To provide education, support and resources to families to help them be their child's first and best teacher so they can provide developmentally appropriate activities during the early years of a child's life.

**Purpose and Goals:** The Bentonville Schools PAT program operates year-round and provides families with all four components of the PAT model. PAT staff provide personal visiting services to families in Benton County and follow the school district calendar in observance of holidays, winter break and spring break. PAT Parent Educators work with families to provide parent education so they can be their child's first and best teacher and provide their child with developmentally appropriate learning activities. They also provide a developmental screening in order to promote early intervention and refer families for needed services. Parent Educators will also offer monthly group connections and refer families to community resources to assist families in breaking barriers and overcoming risk factors in order to reach their goals. The goals of PAT are to increase parent knowledge of early childhood development and improve parenting practices, provide early detection of developmental delays and health issues, prevent child abuse and neglect and increase children's school readiness and school success.

## **Enrollment Information**

The Bentonville Schools Board of Education is the governing body of the Parents as Teachers program. The program strives to meet the needs of all children enrolled. Children are encouraged to explore their environment and think creatively. Parent Educators guide and enhance this process through materials and activities with lesson plans that follow the curriculum of the National Parents as Teachers program.

The Bentonville School District is committed to supporting Parent Educators with specific and appropriate professional development opportunities. Parent Educators are required to complete a minimum of 30 professional development hours each year related to the five Parents as Teachers core competency areas: Family Support and Parenting Education; Child and Family Development; Human Diversity within Family Systems; Health, Safety and Nutrition; and Relationships between Families and Communities, as well as be CPR and First Aid certified.

The district is also committed to developing and maintaining an atmosphere of mutual respect and trust between parents and the Parent Educator. The Parent Educator is available for parents to discuss any aspect of the program. The Parents as Teachers program is funded through both the ABC and MIECHV grants. Taking part in this program is voluntary and parents may withdraw from services at any time. The program is free. The only cost of participation will be time spent in program activities. The focus is to meet the needs of children in Benton County through parent education. Below are the criteria for enrollment:

**ABC Grant:** The Arkansas Division of Early Childhood is committed to serving at low income and at-risk families. The Arkansas Better Chance Program serves children birth through age 5 years (prior to kindergarten entry) from families with gross income not exceeding 200% of the Federal Poverty Level, or with other risk factors. To be eligible, children shall reside within the boundaries of an Arkansas school district. Programs may accept children outside of their local area

if they have exhausted local recruiting efforts and have unfilled ABC slots. Eligible children for the ABC program shall have at least one of the following characteristics:

- |   |   |
|---|---|
| -Family with gross income not exceeding 200% of FPL                 | -Has a demonstrable developmental delay as identified through screening                                       |
| -Parents without a high school diploma or GED                       | -Eligible for services under IDEA   |
| -Parent is under 18 years of age at child's birth                   | -Income eligible for Title I programs   |
| -Low birth weight (below 5 pounds, 9 ounces)                        | -Limited English proficiency  |
| -Foster child   | -Parent has a history of abuse or neglect or is a victim of abuse or neglect                                  |
| -Immediate family member has a history of substance abuse/addiction | -Parent is/has been incarcerated  |
| -A parent activated for overseas active duty                        | -Immediate family member (mother, father, sister, brother) arrested for or convicted of drug related offenses |
| -In custody of or living with a family member other than the parent |   |

**MIECHV Grant:** The state of Arkansas has committed to serve at risk families using the funding received from the MIECHV grant. If a family meets one of the criteria listed below, they are considered at risk for the purpose of the MIECHV funding.

- **Income Eligibility:** 250% poverty or less, Title 1 eligible
- **Child Characteristics:** low birth weight, developmental delay, IDEA, chronic illness or medical need
- **Family Characteristics:** suspected child abuse/neglect, court appointed guardians/foster care, transient/homeless, death in the family, parent military duty overseas
- **Parent/Caregiver Characteristics:** under 18, single, low educational attainment, limited English proficiency, disability, chronic illness, substance abuse history and/or arrest, abuse or neglect history, mental health issues, parent incarcerated. Staff do not need to calculate poverty level and can consider a family as eligible if the family already receives ARKids First, Medicaid, Food Stamps (SNAP), ABC, Head Start, Transitional Employment Assistance (TEA), Women, Infants and Children (WIC), Housing Assistance, and Free and Reduced school lunches.

**Age Guidelines:** All children must meet age eligible guidelines as provided by the state. All Parent Educators serve children who are birth-age 5 but **priority enrollment is given to children who are under the age of 2** to ensure three years of continuous service may be provided prior to the child entering kindergarten. MIECHV funded Parent Educators may enroll children prenatally.

Families residing outside Benton County will not be allowed to enroll in the Parents as Teachers program. This program exists to benefit district and Benton County residents. This parent handbook, which is distributed to all participants, shall serve as procedure to implement this policy.

## **Client's Rights and Confidentiality**

Families have a right to have a well-trained and competent Parent Educator who is professional and maintains boundaries. They will work to strengthen the family unit and will maintain confidentiality. They will provide well-planned personal home visits and group connections to meet the needs of the families served and will refer them to community resources as needed or requested. All family records will be maintained in a locked cabinet in order to protect the confidentiality of PAT families. Only information that has a signed release by the parent will be forwarded to other parties. Families may have access to their records at any time and those records will be maintained for a minimum of 3 years after services have ended.

**Consent for Services:** The family has the right to receive services from a highly qualified Parent Educator who follows all the PAT national guidelines to implement the curriculum and other PAT services as it is intended to maintain the fidelity of the program. Families will receive an enrollment packet which includes a Family Participation Agreement to review and sign (consent for services form). This agreement is renewed annually.

**Confidentiality:** The program will make every reasonable effort to maintain confidentiality of your information. It is important that we ensure family privacy in relation to information verbally shared and written documentation. Family

files shall be kept in a locked cabinet. It is appropriate to share pertinent family information for the purpose of supervision or case consultation. Written permission to exchange information must be in place prior to consultation with another agency. In addition, our grant funders (Arkansas Dept. of Health & U.S. Health Resources and Services Administration) require that we participate in a program evaluation. We will share your information with an outside evaluator for evaluation purposes only and you will not be identified by name. If requested, we will also be required to share your information but not your name with the funders of the program.

**Accommodations for Families with Disabilities:** Any family who meets the enrollment criteria is accepted into the PAT program pending space availability. Communication is key in making appropriate accommodations to meet the needs of families with disabilities. The Parent Educator will work with the family as needed.

## **As a Parents as Teachers Family, You Receive:**

**Family Centered Assessment:** All families will have a family centered assessment completed. Communication is key as Parent Educators administer the assessment and assist the family with goal setting. Completion of the Family Map leads to the development of goals.

**Family Goal Setting & Progress Review:** Parent Educators help families see their strengths and protective factors so they can build upon them. Parent Educators and families work together to develop and document 1 or more goals within 90 days of enrollment. Goals must address at least one of the following areas: parenting, child development or family well-being. Staff will use the PAT Parent Handout, *"Begin with the End in Mind"*, to help families create a plan to accomplish the family's goals. Once goals are determined, an action plan is developed and the Parent Educator will refer the family to the appropriate resources as well as provide handouts for additional information that might be helpful to the family. Progress toward goals is reviewed monthly at the home visit and the goals and action plan are adjusted as necessary. The Parent Educator documents the progress on a Goal Record, and new goals are established as needed. Additional resource referrals may assist the family in moving closer toward the completion of their goals.

**Personal Visits:** Parent Educators use the foundational visit plans and planning guide from the curriculum to design and deliver personal visits to families. Parent Educators encourage all caregivers in the family to participate in home visits. Personal visits last approximately 45 to 60 minutes. When visiting families with multiple enrolled children, 60 minutes is the required timeframe. Parent Educators will utilize the Personal Visit Planning Guide to ensure each personal visit consistently addresses all three areas of emphasis with the family to include parent-child interaction, development centered parenting and family well-being. In addition to this, Parent Educators will address parent issues that are of an immediate concern and provide resource referrals as needed. Parent Educators are partners in this educational journey with the parent and child. Working together, they can accomplish much for the betterment of the family and child's future success in school. The Parent Educator is a facilitator of activities as they teach the parent how to provide developmentally appropriate activities for their child. The Parent Educator will encourage the parent to continue the activities throughout the upcoming weeks and will reflect with the family on the child's progress with the activity at the next home visit. After the initial prescribed personal visits, subsequent visits will be personalized to meet the needs and interests of the family. Parent Educators will have a Parent/Teacher Conference to discuss with the family the results of any screenings and talk with them about their observations and the child's emerging development. Prior to a personal visit, the Parent Educator will contact the family to confirm the appointment as well as see if the parent has any immediate concerns. In addition, the Parent Educator will disclose the activity they had previously agreed upon that they will be doing and see if the family might have any of the materials needed for the activity available. In doing this, the parent and child will be able to continue using the materials long after the home visit has ended, gaining skills through repeated practice of the activity. At check-in, the Parent Educator will ask if they want to discuss anything else. At each home visit, the Parent Educator will provide books for the family to read together, and once a month, will take a children's book for the family to keep in order to build a home library. It is our hope that this will also encourage families to read to their children.

**Group Connections:** Monthly group meetings are offered to families to create opportunities to share information about parenting issues and child development. Parents also have the opportunity to learn and support each other, observe their children with other children and practice parenting skills. PAT staff will deliver at least 9 Group Connections across the program year to PAT families either enrolled or being recruited. In addition, PAT staff will provide 5 Group Connections during the school year to teen parents in the Bentonville School District. Group connections are offered both during the day and evening to provide convenient times for families served as well as at varying locations based on the format of the meeting. Topics are chosen for the Group Connections based on the families' interest from a survey given prior to the beginning of the school year and by talking with families in personal visits. Group Connections shall address all three areas of emphasis at least once during the year and focus on all ages of children served. A calendar is developed and distributed to families so they can plan ahead to attend. Attending Group Connections is a requirement of the program. Staff will maintain a spreadsheet of family attendance for quick reference and encourage those that have not attended. At the beginning of each group connection in order to create a friendly atmosphere, families are welcomed into the meeting space and are asked to sign in. If there is a meal provided, parents will be directed to serve themselves and their children. Before the main topic is discussed, Parent Educators may introduce an icebreaker to provide families with an opportunity to get to know each other and build social connections. Next, staff will provide an overview of what the meeting is about by introducing the topic prior to the main speaker. Overview information will be provided to show families how they can increase their parenting knowledge from the information that will be shared by the speaker. Also, the Parent Educator will relate it to the parent's role in their child's development. At the end of each monthly meeting, families will complete a Group Connection Feedback form. Parent handouts will also be provided to expand parent's knowledge on the topic and parents may receive information for a local community resource. Please be aware while attending group meetings on school district property that using a cell phone while operating a motor vehicle inside a school zone is a violation of state law.

**Child Screening and Referral for Additional Services:** Screenings are provided to help identify areas of strength and concern, as well as help identify needs in child development, health, hearing, and vision. In the enrollment packet, families will receive a PAT screening handout explaining the purpose of the screenings, along with what they can expect during and following the screening of their child. A complete screening includes developmental screening using PAT approved screening tools, along with completion of a health review that includes a record of hearing, vision, and general health status that is recorded on the Child Health Record. Developmental domains that require screening include language, cognitive, social-emotional, and motor development. Parent Educators will use the Ages and Stages Questionnaires. They will complete the vision and hearing screenings as well. Parent-Teacher Conferences are held two to four times per year and all screenings will be reviewed verbally with families using a Screening Summary. If the screening has indicated possible physical concerns or delays in development, the Parent Educator will suggest appropriate activities to promote development in that area, and refer the family within 7 days for additional assessment. All screenings will be added to the family's file as well as any referrals based on the screening results and/or recommendations for further assessment. If further assessment is needed, Parent Educators will work with families to overcome concerns and barriers so the assessment can be completed. Parent Educators will follow up on the progress at the next personal visit to ensure there has been follow through on further assessment. A Permission to Exchange Information form must be signed by the parent before any information is shared with another agency, and a signature may be required for a referral as well.

**PAT Milestones:** A milestone is a marker or significant point in development. Charting development over time is an additional way to be alerted to concerns in a child's individual progress. PAT Parent Handout, *"Your Child"*, regarding developmental milestones will be given to families upon enrollment. Parent Educators will monitor and record children's achievement, or developmental milestones, using a PAT Developmental Milestones form. This will be reviewed before each home visit and updated after each visit.

**Community Resource Referrals and Follow-Up:** Parent Educators connect families to resources that help them reach their goals and address their needs. Parent Educators maintain a Community Resource Binder with copies of an up-to-

date resource directory and flyers from local agencies. These resources include medical care, mental health care, social services and educational services. The 211 Community Resource Directory can also be found at [www.211arkansas.org](http://www.211arkansas.org). Not only can staff give information about community resources, they can provide contact information and driving directions. They can also explain to parents what to expect when arriving at the agency to reduce any anxiety the family may have. At subsequent home visits, Parent Educators will touch base with families to see if additional resources are needed or if the resources they were referred to were beneficial. Parent Educators will have families sign the PAT Permission to Exchange Information form prior to contact with other resources and providers, and will document these referrals in the Penelope database in the Resource Connections Tracking section.

**Community Collaboration Plan:** Children grow up in the context of a community. The Bentonville Schools Parents as Teachers program acknowledges this and seeks to engage with our own local resources to support the ideals of teamwork, connectedness, partnership and collaboration within our community. Program participants benefit from a wealth of resources made available through collaborations building on partners who have a vested interest in the success of a shared outcome: healthy and stronger families have brighter futures. Each year, the Parents as Teachers program will provide various opportunities for community partners to share their services, knowledge and expertise with our clients through monthly group connections and teen parent meetings. These partners include school personnel such as teachers, financial aid counselors and social workers, the Department of Human Services, Northwest Arkansas Community College Career Pathways and GED program, the Single Parent Scholarship of Benton County program, among others. A new partnership is with HARK. They are unique to NWA and have built a human services digital platform so that families can create a profile with their needs and a community liaison will reach out to them to assist in connecting them with community resources. In addition, we agree to support our partners through the referral process, so as to strengthen, not duplicate, services. We have a unique opportunity to provide families with what is oftentimes their first contact with organizations and services within the local community. Through these connections and partnerships, we can help foster supportive relationships, and strengthen our community as a whole. These partnerships include, but are not limited to, the Benton County Health Department, Community Clinic, Ozark Guidance, high quality child care providers, the Northwest Arkansas Educational Services Cooperative and Arkansas First Connections to name a few. Parents as Teachers will complete a memorandum of agreement with other agencies that will be mutually beneficial but more importantly will benefit the families in our community that we serve.

**Family Transition Plan:** The family and Parent Educator will develop a family transition plan for any planned exits from the PAT program. As children age out of the PAT program and become age eligible for kindergarten, they will graduate from the PAT program. At this time, the Parent Educator will review with the family the Bentonville Schools website and assist them with open enrollment for kindergarten in order to connect the family with the school and get their child registered. With the parental Permission to Exchange Information form signed, the Parent Educator will share information with the child's kindergarten teacher in relation to developmental assessments and milestones as well as outcomes and goals achieved by providing the classroom teacher with the completed Kindergarten Transition Plan. There will also be communication with the special education department or school nurse depending on the needs of the child and any therapies the child may be receiving, etc. PAT wants to assist all families to have a smooth transition as their child enters kindergarten so their child will have a strong foundation for a successful school year.

## **What the Parents as Teachers Program Expects from Parents**

You have made the decision to participate in Parents as Teachers, and as an enrolled parent, you are expected to do the following:

- Share information about what your child has been doing between visits and how your child benefitted from the activities and ideas that you were given.
- Ask questions and follow up on ideas that you were given to help your family.
- Be present and ready to participate at the agreed upon date and time by:
  - Having the television turned off.
  - Silencing your cell phone.
  - Putting away pets.

- Gathering agreed-upon materials to use during the visit.
- Participating in the activity with your child.
- Be your child's best, most influential teacher. The parent or guardian cannot substitute a babysitter or other family member to meet with the Parent Educator in their absence.
- Keep your Parent Educator updated if you move or change your phone number.
- Keep your Parent Educator updated if you will be traveling out of the service area for an extended amount of time and complete any assessments or screenings needed prior to traveling.
- Notify your Parent Educator if your child is ill so that your visit can be rescheduled. This helps prevent the spread of illness.
- Be willing to participate in interactive video conferences or telecommunication visits if requested.

**Parent Communication:** Parents will receive notifications regarding upcoming events such as Group Connections and Social Events through text, email and printed flyers. Parent educators will also contact families via phone call or text prior to a home visit to confirm the appointment.

**Participant Grievances:** Families who have concerns should first speak directly to the Parent Educator to give them an opportunity to address those concerns and resolve them as quickly as possible. Oftentimes, a misperception may cause a concern. After the family has tried to resolve the concern with the Parent Educator and no resolution has been found, families should contact the Parent Educator's immediate supervisor. The PAT program wants to provide a quality home visiting program and seeks to meet the satisfaction of all families enrolled. Contact the PAT Program supervisor at (479) 254-5040, if your Parent Educator fails to keep appointments, or if you have other concerns or suggestions for improvement.

## What Parents Should Expect from the Parents as Teachers Program

As a participant in the Parents as Teachers program you should expect the program to:

- Personalize information to fit your family's needs, concerns, and hopes.
- Discuss goals for you as a parent and for your child.
- Build on your strengths and skills.
- Focus on parent-child interaction, development centered parenting and family well-being.
- Per section 23.04.4 of the ABC Rules and Regulations, "No religious activity may occur during any ABC day and no ABC funds may be used to support religious services, instruction or programming at any time." Section 23.04.5 states in part, "To assure that no religious activity is paid or subsidized by public funds or occurs in any manner suggestion governmental endorsement of any religion or message: a) ABC funds must be used exclusively to support allowable ABC program costs incurred to provided non-religious instruction activities during the ABC day; and b) No religious activity may occur during any ABC day regardless of the source of funds used to support the activity. Per ABC Rules and Regulations, section 23.03.5, "Religious activities" means, without limitation, religious services, prayer, religious rituals, or religious instruction provided by or carried out by or under the authority of the ABC program.

## What Parents Should Expect from Their Parent Educator

Now that you have made the decision to enroll in the Parents as Teachers program, you will be assigned a Parent Educator. It is the Parent Educator's responsibility to:

- Assist you with the application and enrollment process.
- Help you identify documentation necessary for the enrollment process  
Those documents may include:
  - Birth Certificate
  - Social Security card
  - Annual Well Child Check-Up
  - Immunization Record that is current
  - Proof of income or other eligibility criteria
- Schedule a home visit at a convenient time for you. This visit will last around one hour, usually in your home. It will include all the family members who would like to participate.
- Professionally interact and communicate with parents. The Parent Educator will bring information about questions you have asked and information you have requested.



- Encourage and support you in your interactions with your child.

Parent Educators may not assume personal responsibility for a child while working and are discouraged from babysitting after hours.

## Parental Involvement

By enrolling your family in the Parents as Teachers program, you have already made the first step in setting your child up for higher academic achievement. Each time you work with your child on a PAT activity, you show them how much you value them and their education and that value becomes instilled in your child. Setting those high expectations early is one of the keys to future academic success. Family involvement activities are planned throughout the year and parents are encouraged to participate. We strive to implement procedures to achieve consistency between home and the PAT program.

## Best Ways to Be Involved

**Set High Expectations:** Research has shown that when parents have high expectations for a child's educational achievement, it leads to the highest rates of academic success, over all other types of parental involvement in education.

### **What You Can Do:**

- Communicate frequently with your child about the importance of education and doing well in school, the sooner the better.
- Express high, but not unrealistic expectations, for your child's achievement and future careers.
- Let your child know that education is an important value in your home and you expect him/her to work hard and be successful.
- If you talk about success, you will see success.

**Support Learning at Home:** Research demonstrates that parents who participated in programs that taught them how to stimulate their young child's educational and emotional needs at home had children who scored higher on mental tests, used more words, and had greater language scores than those children who did not. Those parents who started earlier in their child's life saw the most powerful effects. These findings were the same for people of all backgrounds and economic statuses. In fact, family participation was **twice** as predictive of a student's academic success as family socioeconomic status.

### **What You Can Do:**

- Carry out the PAT activities with your child.
- Attend Group Connections to learn new information about your child and ways to work with your child at home.
- Read to your child daily.
- Talk to your child using real vocabulary, ask him/her questions.
- Turn off the TV and encourage imaginative play.

## Benefits of Parental Involvement

### **Benefits for Children:**

- Children tend to achieve more in school regardless of racial or ethnic background, socioeconomic status, or parent's education level.
- Children achieve better grades, have higher test scores and have better attendance in school.
- Children have better self-esteem, are more self-disciplined and have higher aspirations for school.
- Children have a more positive attitude towards school and as a result have improved behavior and less disciplinary issues.
- Children's achievement increases directly in response to how much parents are involved in their child's education.
- Fewer children are placed in special education and remedial classes.
- Older children with involved parents tend to make better decisions and drop out of school less.

### **Benefits for Parents:**

- As parents increase their time spent interacting and talking to their child, they are more sensitive to their child's needs.
- As parents gain more knowledge of child development, they tend to be more affectionate and positive and use less punishment with their child.

- Parents are more likely to get involved in their child's school, attend Parent-Teacher Conferences and take a more active role in encouraging their child's learning.

## **Program Policies**

**Attendance Policy:** The program funding is based on visit attendance; therefore, it is mandatory unless the child is ill. Parents should communicate with the Parent Educator as soon as possible if they need to reschedule a personal visit or if they have plans to travel outside of the service area for an extended amount of time. Advance notice allows the Parent Educator to better plan for the day. Recommendation for disenrollment will occur when two consecutive personal visits are missed, the rescheduled appointments for the personal visits are not kept and/or there is no parental contact for 30 days. **Families must also attend at least one Group Connection annually.**

**Program Disenrollment:** The Parents as Teachers program reserves the right to recommend disenrollment if the following occurs:

- Family fails to follow the attendance policy listed above.
- Parent gives false or incomplete information about enrollment requirements.
- Parent fails to have the child immunized (or provide a waiver), or complete the health check as required by the grant funder.
- Parental abuse of the policies and procedures.
- Parents using offensive language or being aggressive toward the Parent Educator.
- Family moves out of the service area (Benton County).
- Family travels out of the service area for an extended amount of time and is unable to participate in interactive video conferences or telecommunication visits.

**Outreach and Family Exit:** At times, families are non-responsive and cannot be reached by phone. If the Parent Educator has exhausted all efforts to reach the family (even going to their home) and they have missed their scheduled home visit with no contact for 30 consecutive days, the Parent Educator has no recourse but to disenroll the family from the PAT program. In extreme circumstances, more time may be allowed. However, due to attendance determining grant revenue, only minimal additional time will be given. For families who decide to voluntarily withdraw from the PAT program and know in advance that they will be moving out of the area, or have decided to no longer participate in the PAT program, please discuss this with the Parent Educator so an exit plan can be developed. Advance notice is appreciated as it allows the Parent Educator time to fill the PAT spot in order to prevent the loss of the grant funding that supports the PAT program. If a child is withdrawn and the family decides to re-enroll, the family will be put at the bottom of the waiting list.

**Cancellation of PAT Events:** PAT personal visits or group connections are subject to change due to inclement weather, illness or other unforeseen complication. If at all possible, advance notice will be provided to families. In the event of bad weather and possible school closings, please go to [www.bentonvillek12.org](http://www.bentonvillek12.org). If the Bentonville School District is closed, the Parents as Teachers program will not conduct in person home visits and in person group meetings will be canceled. Personal visits and/or Group Connections may need to be rescheduled.

**Non-Discrimination Policy:** No person shall, on the basis of discrimination, be denied the benefits of the Parents as Teachers program. The program cannot and will not discriminate for reasons of race, color, national origin, sex, or disability.

**Immunizations and Health Checks:** Up-to-date immunizations are required for enrollment. A child will not be allowed to enroll without an immunization record that shows the child to be up-to-date or currently in the process of receiving immunizations due unless the family has a waiver from the Department of Health. If using a waiver, it must be updated annually. After enrollment, when a child receives an immunization, the Parent Educator must be informed. Failure to obtain required immunizations could result in recommendation for disenrollment from the program.

### Recommended Immunization Schedule

Age	Polio	Diphtheria, Tetanus, Pertussis (DTP)	Mumps, Measles, Rubella (MMR)	Hemophilus, Influenza B (HIB)	Varicella (Chicken Pox)	Pneumococcal	Hepatitis B (HEP)	Hepatitis A (HEP-A)
At Birth							X	
2 Months	X	X		X		X		
4 Months	X	X		X		X	X	
6 Months		X		X		X	X or	
15 Months	X	X	X	X	X	X	X	
19-24 Months								X
24-48 Months								X
4-6 Years	X	X	X		X			

**Suspected Child Abuse and Neglect Reporting:** Parent Educators are mandated reporters for child abuse and must report suspected child abuse or neglect. There is a criminal penalty for violation of this report law. Such a report is not a statement of blame; it is simply a statement that may result in an investigation by the proper authorities. In the event that the Department of Human Services carries out an investigation of child abuse, the Parent Educator is required to cooperate fully with investigators. The child maltreatment hotline number is 1-800-482-5964. Once the threat of abuse is eliminated from the home, continuation of services may resume. Parent educators must also report if you have any intention to hurt yourself or others. All Parent Educators must have a cleared child maltreatment, state criminal record check and FBI fingerprinting in order to be employed with Bentonville Schools. The Arkansas Dept. of Health receives funding from the federal government for home visiting programs. The ADH has to report to the government every year. Part of the report is about children who are part of an abuse investigation after they join the home visiting program. To be able to report this, the ADH will give the names and birthdates of all children in home visiting programs to the AR Division of Child Care and Family Services one time every year. The DCFS will check to see if any of the children are part of an investigation. The DCFS will only report the number of investigations and will not give any child's name. The report will not have information about your family. The ADH and DCFS will obey all privacy laws. All names and birthdates will be protected from illegal use.

**TIPS for Great Kids:** TIPS is an additional parenting resource that Parent Educators offer families. TIPS stands for Teaching Important Parenting Skills and is a parent education program grounded in solid research and best practice. TIPS helps build upon the strengths of parents to support positive, healthy development of children ages birth to 5 years. When parents and Parent Educators partner, children have the best outcomes in school and in life. TIPS has hundreds of parenting tip cards that can immediately provide ideas to assist you in working through many parent concerns which might include topics such as bedwetting or school readiness. Ask your Parent Educator if she has a TIP card to email or text for whatever you want additional information on!

**Funding:** Funding for the PAT program is provided through two grants. The Arkansas Better Chance program is funded through an appropriation in the Arkansas Department of Education (ADE) Public School Fund budget. ADE contracts with the DHS Division of Child Care and Early Childhood Education to administer the program. The Division is responsible for all operational duties associated with ABC. The State Board of Education is the final authority for approval of rules and grants. The Division gives regular reports and updates to the State Board of Education, as well as an annual report to the Joint Legislative Committee on Education. The Maternal, Infant, and Early Childhood Home Visiting (MIECHV) grant is made possible by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under the grant number D89MC23141 of the Affordable Care Act-Maternal, Infant, and Early Childhood Home Visiting Program awarded to the Arkansas Department of Health. The information or content and conclusions expressed in this material or by speakers and moderators are those of the author(s) and should not be construed as the official position or policy of, nor should any endorsements be inferred by HRSA, HHS or the U.S. Government.

**PAGE INTENTIONALLY LEFT BLANK**

**Bentonville Schools Parents as Teachers  
Family Participation Agreement/Parent-School Partnership**

Participation in the Bentonville Schools Parents as Teachers program is a unique opportunity for free parenting education services. As with any opportunity, it comes with responsibilities. Participation is a privilege for families. Through this contract, parents join the school system in a partnership to support their child's education.

In order for my child, \_\_\_\_\_, to be enrolled and to participate in the Bentonville Schools Parents as Teachers program, I:

1. Understand that the PAT program is a minimum of three years of service to my family and child.
2. Agree to provide a copy of my child's physical within 45 days of enrollment, and every other year thereafter, or complete the PAT Health Record each year depending on grant requirements.
3. Agree to ensure my child will have all immunizations current and be kept up to date and will provide a copy to the Parent Educator if requested. I understand that my child's immunization records may be accessed by the PAT program. Or, I will provide a letter of waiver from the Arkansas Department of Health before enrollment will take place. I will provide documentation of immunizations not given.
4. Agree that my child and I will keep scheduled personal visits each month. Personal visits may be conducted by Interactive Video Conferencing or Telecommunication. I understand that it is my responsibility to text or call my Parent Educator each time I need to cancel an appointment. I understand that 2 absences, irregular attendance and/or 30 days of no contact will result in recommendation for disenrollment from the program.
5. Agree to participate in the activities during the personal visit and do activities with my child throughout the month to promote academic readiness through developmentally appropriate activities.
6. Agree to participate in the family centered assessments and goal setting process.
7. Agree to share my child's developmental skills that I see throughout the month before and after home visits.
8. Will advise the Parent Educator of any medical conditions my child has. If my child is ill, I will cancel the personal visit and reschedule as soon as my child is well.
9. Agree to provide documentation if my child attends any special therapies: occupational, physical, speech, or any other.
10. Agree to attend Parent/Teacher Conferences requested by the Parent Educator and be available for contact on a regular basis with the Parent Educator.
11. Understand that if my child's behavior is detrimental to their ability to learn, or the safety of the Parent Educator, recommendation for disenrollment may occur, but only as a last resort.
12. Agree to attend a minimum of 1 monthly Group Connection meeting or Growing as Parents meeting for teen parents.
13. Understand that during my participation in PAT, routine information such as health-related information, screenings, referrals and recommendations will be collected and stored electronically and in paper form in a secure office setting. Files are accessed by supervisors for administrative purposes such as but not limited to: file review, technical assistance, and the Quality Endorsement process. Parents or legal

guardians have access to their family file. I must make a formal request, allow at least 24 hours for access to be provided, and sign an acknowledgement that I was provided with my records. PAT will keep my information confidential and will not release it outside of the program unless required to do so by law or court order.

14. Agree to allow PAT staff to conduct developmental, hearing and vision screenings, in addition to family assessments and any other evaluations as required and/or deemed necessary.
15. Understand that Parent Educators are not psychologists or medical professionals. They do not diagnose developmental, psychological, or medical conditions. However, they can help me connect to qualified professionals and resources that can assist in these areas, or with other needs and/or interests.
16. Understand that I may be contacted by PAT supervisors in order to ensure program quality and model fidelity. In addition, if I have questions, concerns and/or suggestions to improve the PAT program, I am encouraged to contact the Program Coordinator (479-254-5040).
17. Confidentiality: If you agree to participate in this program, we will make every reasonable effort to maintain the confidentiality of your information. We will be participating in an evaluation of the program which is required by our funders, the Arkansas Department of Health (ADH) and the U.S. Health Resources and Services Administration (HRSA). We will share your information with an outside evaluator. The information we share will be used for evaluation purposes and you will not be identified by name in any report or other materials produced. If requested, we would also be required to share your information but not your name with the funders of the program. Further, we are mandated reporters under the laws of Arkansas, which requires us to report any suspected child abuse or any intention you have to hurt yourself or others.
18. Received a Kindergarten Readiness Indicator Checklist (if applicable)
19. Received a copy of the Bentonville Schools Parents as Teachers Program Family Handbook, have read it and agree to abide by all policies, procedures and requirements. I understand what is expected of me as a PAT family, what I may expect from the PAT Program and what I may expect from my Parent Educator.
20. Agree to allow photos of my family and/or child to be used for purposes of publicity, advertisement and on social media outlets.

I have read, understand and support each of these requirements because they ensure that I am fully involved in my child's education. I understand that the Parent Educator will keep accurate records of my participation. If I do not fulfill these requirements, I understand that my child may be recommended for disenrollment. I have received a copy of the Bentonville Schools Parents as Teachers enrollment information, which includes information on attendance and parent involvement. If I have questions about this agreement, I can discuss them with my Parent Educator. I agree to participate in the PAT services and understand that at any time, I can let the Parent Educator or the PAT supervisor know that I no longer want to participate.

Name of Parent (please print): \_\_\_\_\_ Name of Child (please print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Educator Signature: \_\_\_\_\_ Date: \_\_\_\_\_