



# In Kind

## Overview, Requirements, & Reminders

# What is In Kind?

- In Kind is a requirement of Head Start federal funding. All Head Start programs are required to collect In Kind.
- In Kind is a volunteer service or donation provided to our program.
- Monetary value is placed on the volunteer service or donation. This monetary value is tracked and reported to the Head Start Regional office quarterly. It is a required reporting item.
- In Kind is a financial component of the program and is audited by our agency accounting firm and by the Head Start federal fiscal reviewers.
- Our program needs to collect approximately \$900,000 of In Kind each program year (April 1 – March 31).

# How do we collect In Kind?

- Volunteer services by Head Start parents, guardians, grandparents, family members, family friends (**YELLOW** CARD)
- Professionals, community resources, doctors, dentists, firemen, business owners, student helpers, etc. (**GREEN** CARD)
- Certain donated items such as classroom supplies, program supplies, books, gift certificates, donated food, etc. (**PINK** CARD)
- At Home Activity Sheets
- Facilities donations – school district or building space for classroom and office space that we do not pay for. This is collected by the Virginia Head Start office.

# Examples of In Kind

- Assisting in classroom prep activities by parents or family members
- Assisting in the classroom by parents or family members as an assistant
- Assisting with field trips by parents or family members as an assistant
- Participating on advisory committees (Health, Mental Health, Education committees)
- The portion of parent meetings that is used to conduct Head Start business (site budget, site decisions, policy council review, site issues, etc.)
- Community members coming to the classroom to discuss their profession (dental hygienist, firemen, etc)
- Student helpers from the school helping out in the classroom
- Student or community resource readers in the classroom
- All At Home Activity Sheets that relate to the current classroom lesson plan. Literacy and COR activities done outside the classroom or EHS home visit.
- Community donations such as free pizzas, field trip free admissions, graduation items donations (cakes, etc). Anything that community businesses are donating for your site.

# What doesn't count?



- Time spent with parents during home visits
- Time spent completing ASQ<sub>3</sub> and ASQSE
- Time spent with parents for conference
- Parent meeting or socialization time that is not Head Start business related (ex: guest speakers, demonstrations, etc.)
- Transportation by parents or family members
- Educational home visits by EHS and PSHB
- Time donated by Head Start employees

# Yellow (participant card)

The yellow card is used for parent/guardian, family, or friends volunteering.

All "At Home Activity" sheets should be stapled to the back of the child's yellow card.

All cards must include:

- Participants Name
- Participant's CPID Number
- Date of volunteer activity
- FULL printed name (legible)
- Activity and time completed
- Volunteer Signature
- Site Name
- EHS/HS Staff Signature
- Month of In Kind
- **Record the total hours for each volunteer listed**

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# Card Examples – At Home Activity Sheet

At Home Activity Sheets MUST be stapled to the back of a corresponding participant's YELLOW In Kind card.

Arrowhead Early Head Start and Head Start  
At Home Activities  
October (Language, Literacy, Communication)

You are the first and most important teacher in your child's life. You are helping your child learn everyday by talking, reading, playing, and interacting together. Try some of the fun activities listed on the back of the form with your child. Activities are listed in order of developmental levels, starting with activities for pregnant mothers, infants, toddlers, preschoolers, and then kindergartners. Not only are you helping your child learn by reading books and completing fun activities together, you are also earning In Kind for our program. In Kind hours equals federal dollars that help run our program.

- Please complete this form and give to your child's teacher before the end of the month.

Child's Name John Doe Site Babertt

Nancy Doe Nancy Doe

Parent/Family Name (Printed) Signature Total Hours (all activities-both sides)

Parent/Family Name (Printed) Signature Total Hours (all activities-both sides)



## October Monthly Book List Language, Literacy, & Communication

Write the title of any books that you read with your child and how many times on each line below.



- Clifford Fire Safety x4
- Corduroy x2
- Harold & the Purple Crayon x2
- How to babysit grandma
- & grandpa x4
- 
- 
- 
- 
- 
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\*Each book = 15 minutes of In Kind

At Home Activities  
October (Language, Literacy, Communication)

- Please write down how many times you completed an activity on the lines below.

**Prenatal Mother-Talking to Baby:** (15 minutes) Number of times activity completed: \_\_\_\_\_  
Your unborn baby can hear you, and is already learning different sounds and voices. Talk to your baby throughout the day, and encourage family members to talk to baby. Read a story, or sing a favorite song to baby.

**Talk through the Day:** (15 minutes) Number of times activity completed: \_\_\_\_\_  
Talk to your baby throughout the day. When you are changing baby's diaper, tell him/her what you are doing. "Daddy's taking off your diaper. Daddy is going to wipe your bottom." When you give baby a bath, tell baby what you are doing. "Mommy's washing your tummy, tummy, tummy. Now your legs, feet, and toes." Even though baby can't speak yet, he/she can understand many things you are saying. How does baby respond to your voice? Does baby turn his head toward your voice, make eye contact, or smile?

**Animal Sounds:** (15 minutes) Number of times activity completed: \_\_\_\_\_  
Practice making animal sounds with your child. "What does the kitty say? Meow." Practice when you look at animals in books, magazines, photos, during a car ride, or a visit to the zoo, pet store, or animal shelter. What animal sounds does your child know?

**Nursery Rhymes:** (15 minutes) Number of times activity completed: \_\_\_\_\_  
Say or sing a simple nursery rhyme with your child. Try "Patty-cake, patty-cake, baker's man. Bake me a cake as fast as you can. Roll it, pat it, and mark it with a B. Put it in the oven for baby and me." Use your child's initial and name in the rhyme. Try "Twinkle, twinkle, little star. How I wonder what you are. Up above the world so high, like a diamond in the sky. Twinkle, twinkle, little star. How I wonder what you are." Try other nursery rhymes you know as well. Does your child say any parts of the rhyme?

**Car Talk:** (15 minutes) Number of times activity completed: 2  
While you are traveling, ask your child to tell you a word, any word. Then take turns saying words that rhyme with it. Start with as many real words as you can think of. You can even make up funny, nonsense words.

**Retelling a Story:** (30 minutes) Number of times activity completed: 2  
Read or tell a story to your child. Have your child draw pictures of the story and retell the story to you. Does your child remember any details of the story such as names of people, places, or events?

**Rhyming Time:** (15 minutes) Number of times activity completed: \_\_\_\_\_  
Read a book with your child. As you are reading the book, ask your child to find items on the pages that rhyme. Ask them something like "Can you find something that rhymes with jar?" "What sounds like the word hat?"



Thank you for helping support your child's development and our program!

- Participants Name
- Site
- FULL printed name (legible)
- Signature
- Total Hours
- Completed sheets should be stapled to the back of a yellow participant card.



# Card Examples – Green (Community Resources)

The green card is used for community resources that volunteer at your site or event.

- Date of volunteer activity
- FULL printed name (legible) of volunteer
- Activity and time completed
- Profession of volunteer
- Volunteer Signature
- Site Name
- Staff Signature
- Month of In Kind

[illegible]



# Card Examples – Pink (donations)

The pink card is used to report donations made to your site.

Head Start staff CAN NOT donate to the program **AND** sign on the bottom of the card for the site. A different staff person needs to sign off on the donation card.

- Date item was donated
- FULL printed name (legible) of person making donation
- Item donated
- Value of item donated
- Signature of person making the donation
- Site Name
- Staff Signature
- Month of In Kind
- **Total Donations**  
(recorded in the "Card Total" box)

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# General In Kind Card MUSTS...

- All cards must include site name and month/year
- All cards must have a staff signature
- All yellow cards must include the child's name & CPID#
- There must be a FULL printed name along with a signature for each entry made on all In Kind cards
- Time must be recorded in increments of  $\frac{1}{4}$  hours and should be recorded as decimals:  
( $\frac{1}{4}$  hr. = .25       $\frac{1}{2}$  hr. = .50       $\frac{3}{4}$  hr. = .75)
- A date and activity must be listed for each entry
- For donations, a value must be assigned for the item
- ***Totals for the At Home Activities sheet, Yellow card, and donations are required.***
- Total hours should be calculated for each person volunteering

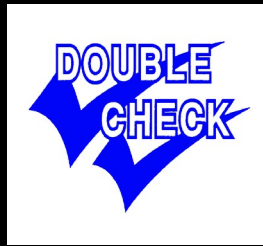
# At Home Activity Sheets

- At Home Activity Sheets are sent home each month. They are available on the AEOA website in the Head Start/Staff/Program Forms section.
- Remember to have the person doing the activities sign the At Home Activity Sheet.
- Time allowances are assigned for each activity.
- All completed and signed At Home Activity sheets must be attached to the back of the child's yellow In Kind card.

# At Home Activity Sheet Maximums...

- These maximums are for the At Home Activity sheets ***only***. These maximums do not affect the time parents volunteer in the classroom, on field trips, or helping with classroom activities.
- Parents can repeat the activities during the month, however the **TOTAL time for activities can not exceed 15 hours per month**
- **The total amount allowable for literacy can not exceed 15 hours per month** (reading section of the At Home Activity sheet)
- Overall total allowable monthly In Kind for the At Home Activity Sheets can not exceed 30 hours for a single month.

# Reminders...



- Cards must be turned in for your site each month (within 10 days of a new month. For example: December needs to be turned in by January 10th)
- Before turning your cards in:
  - Be sure all required signatures are received on all cards and At Home Activity sheets (volunteers, donations, community resources)
  - If FULL printed names are not readable, please fix the printed name so it can be properly entered into the system.
  - Be sure to attach At Home Activity sheets to the child's yellow card
  - Tally the total hours on the activity sheets and all cards.
  - Be sure the site staff person responsible for verifying all information has signed the bottom of all cards
- If all the required information is not collected, the In Kind will be returned to your Program Manager for correction.