

Parent Pages and Activities Sent Home

(Used for: CC Learning Games, crayons, scissors, hygiene kits, Lending Library, *Second Step* Home Links, TS GOLD Development & Learning Activities, Monthly Book Project, Milestones, weekly newsletters and FES-created activities sent home, etc.)

Include:

- Children's first and last name
- Activities with descriptions (specific)
- Time spent doing the activities (parents check the appropriate boxes)
- Date of completion
- Parent's signature
- FES signature

*For activities that FES' create, turn in the activities attached to the In-Kind at the end of the month with the weekly newsletters to put into teacher files

Daily Classroom Check-In/Out and the Family Event/Socialization Sign-In

(Use for: Parent volunteer time in the classroom and Family Events/Socializations - Child Siblings and bus drivers to not count for In-Kind)

Daily Classroom Check-In/Out

- Date
- Child's first and last name (may be typed in)
- Complete Daily Health Check at arrival
- Parent/Volunteer signature
- Time spent in the classroom during class, drop-off and pick-up (in quarter hour increments)
- Change volunteer activities as needed each day
- Staff signature

Family Event or Socialization Sign-In:

- Date
- Child's first and last name (may be typed in)
- Parent/Volunteer signature
- Time spent at family event/socialization in quarter hour increments
- List Family Activities at the bottom (may be typed in)
- Staff signature

Classroom Contribution Form

(Used for: Anyone who donates supplies that stay in the classroom (Extension Educator time and mileage, books, crayons, etc.)

- Title of contributor
- Signature of contributor
- Description of contribution, must be specific (what, how many?)
- Staff Signature and date
- Do not complete the bold Office Use only box

Meeting Attendance, Regular Contributors **and Home Visits**

(Used for: Home Visits, IEP, Team, Policy Council or Board Meetings, ECSE contributors, custodians, or other non-parent classroom visitors/volunteers etc.)

Include:

- Separate In-Kind sheet for each contributor
- Purpose of event/meeting/time
- Date of meeting/event
- Signature of contributor
- Child's name (for home visits)
- Contributor title
- Number of hours
- Staff signature and date of signature
- Staff are not eligible for In-Kind match

Center Space

- Date/Day space used (for example, 2nd Wed)
- Time spent in quarter-hour increments (.25 hr, .50 hr, .75 hr, 1 hr or 15 min, 30 min, 45 min, 1 hr, etc.)
- Use of: *Center-Cafeteria-Gym-Play Field* documented on class days
- Other: For sites who can claim space - time spent in Office Space, it can be documented each day it is used (both during class and non-class days)
- Other: For sites who can claim storage - can be claimed once per month for each storage space (classroom storage and/or gym storage; 1- storage OR 2-storage)
- Describe the "Other" space (for example, 4 hours office, 1 -storage etc....)
- Staff signature and date of signature

- ❖ All areas must be completed to be counted as In-Kind
- ❖ The "Office Use Only" sections are completed within the WCMCA office
- ❖ The "Staff Use Only" sections are completed by classroom staff
- ❖ In-Kind must be given to your Supervisor or postmarked by the 5th of the following month
- ❖ In-Kind forms are uploaded on the Head Start Training Website under Program Management Files
- ❖ In-Kind forms are printed on gold paper