

Tri-County Community Council, Inc.
HEAD START
FAMILY & COMMUNITY PARTNERSHIPS
FAMILY PARTNERSHIP AGREEMENTS

PERFORMANCE OBJECTIVE 1304.40 (a) (1)-(2): Performance Standards 1304.40 (a) explains in detail, the philosophy of partnerships between Head Start and its families. In order to comply with these standards, Family Service works with families to formulate their *Family Partnership Agreements*.

EXPECTED OUTCOMES: By working in a partnership that is driven by parent's identification of their family's strengths and needs, parents and staff determine how the program can support families in pursuing their goals.

APPROACH:

1. Head Start parents are offered opportunities and support for growth so they can identify their own strengths, needs and interests, and discover their own solutions.
2. The objective of Family Partnerships is to support parents as they identify and meet their own goals, nurture the development of their children in the context of their family and culture, and advocate for communities that are supportive of children and families of all cultures.
3. The building of trusting, collaborative relationships between parents and staff allows all to share with and to learn from one another.

This process includes:

- Family goal setting through the Family Partnership Agreement process
- Access to community services and resources
- Parent involvement across all areas of Head Start, including governance, child development, education, health, nutrition, mental health education, community advocacy, transition practices, and home visits.

Evidence of Compliance: Home Visit Forms, Activity Service Delivery and Tracking Form, Family Contact Form. Family Partnership Agreement

Staff responsibility: Center Coordinator, Teacher, Teacher Assistant, Family Service Worker.

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BUILDING PARTNERSHIPS

PERFORMANCE OBJECTIVE 1304.40 (a) (3) –(5): The Performance Standards require that the Head Start program offer the opportunity for each Head Start family to form a *partnership* that enables family members to benefit fully from Head Start services while developing skills to achieve social and economic self-sufficiency.

EXPECTED OUTCOMES: Head Start staff will apply techniques for blending the concerns and strengths of families and the resources or referrals to agencies available in the community into a workable process for family growth.

APPROACH:

1. The components of the Family Partnership Process are:
 - Relationship Building
 - Identifying Concerns
 - Analysis of Existing Partnership and Plans (Goals)
 - Selection of Measurable Goals
 - Review of Strengths
 - Development of Plans
 - Follow-up and Documentation
2. To avoid duplication of services, the family partnership agreement must take into account any preexisting family or case plans. Staff must coordinate with family and other agencies to support the accomplishment of family goals.
3. Opportunities must be created for parent interaction with staff and other families.
4. Meetings and interactions need to be respectful of each family's culture, diversity, and ethnicity.
5. Meetings and activities need to be offered at varying times of the day and week to encourage the participation of all parents.

Evidence of Compliance: Family Contact Forms, Family Partnership Agreement, Orientation letters, parent sign in sheets, enrollment packet

Staff Responsibility: Center Coordinator, Family Service Worker, Teachers, Teacher's Assistant.

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ACCESSING SERVICES AND RESOURCES

PERFORMANCE OBJECTIVE 1304.40 (b) (1): All families can benefit from access to community services and resources.

EXPECTED OUTCOMES: Head Start staff must work with other agencies and parents to continually identify and access services and resources that are responsive to each family's interests and goals.

APPROACH:

1. Information of community services will be available to all staff.
2. Collaborative relationships with community service organizations will be established.
3. Parents will be assisted in learning ways to access community resources.
4. Partnerships will be formed with service agencies to assist Head Start families.
5. Displays with brochures and information will be available to parents/families.
6. Appropriate references to community resources, resources that are critical for accomplishing goals will be made

Evidence of Compliance: Family contact form, partnership agreement

Staff responsibility: Family Service Worker, Center Coordinator, all staff.

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EMERGENCY ASSISTANCE & CRISIS INTERVENTION

PERFORMANCE OBJECTIVE 1304.40 (b) (1) (i): Performance Standards states that assistance in the areas of food, housing, clothing, and transportation may be provided to a family if there is an immediate need.

EXPECTED OUTCOMES: All families can benefit from access to community services and resources if this information is provided to them.

APPROACH: The Head Start Program complies with the performance standard when the staff does the following tasks:

1. Become familiar with all crisis intervention programs available in the community.
2. Inform parents of the services offered by Head Start Program. These services include:
 - Supportive counseling
 - Referral for transportation to appropriate resource agencies
 - Information about community agencies and organizations
 - Advocacy on the parents' behalf
3. Communicate with families, as needed, to determine what type of counseling is appropriate to meet their needs. Referrals for the following are also provided:
 - Individual counseling
 - Marriage and family counseling
 - Parent-Child relationship counseling
 - Financial counseling
4. Emergency follow-up with the family, and if necessary, the referral agency to ensure that services have been delivered. All referral and follow-up efforts will be recorded on tracking record and placed in the child's family file.
5. Maintain close communication with teachers and other administrative staff regarding the family in crisis. Special Services will be utilized as needed, to address the family's needs.

Evidence of Compliance: Family contact form, partnership agreement

Staff responsibility: Family Service Worker, Center Coordinator, all staff.

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RESOURCES & REFERRALS

PERFORMANCE OBJECTIVE 1304.40 (g) (1) (2): Performance Standard states that delegate agencies must support and encourage parents to influence the character and goals of community services in order to make them more responsive to their interests and needs: and to establish procedures to provide families with comprehensive information about community resources.

EXPECTED OUTCOMES: The active involvement of parents in advocacy and activities with other community members develops self-esteem, and builds skills while helping to organize and enhance community services and resources that best respond to parent's needs and interests.

APPROACH:

1. A list of community resources will be distributed to the parents at the beginning of the school year. Additional resource guides that are pertinent to serving families will be distributed throughout the year.
2. When staff determines, through family assessments or other discussions, that assistance is needed in finding resources to meet families' needs, the directory will be utilized. All other resources known to staff will also be discussed with the family.
3. If a determination is made that a particular family needs a referral for services, staff will assist the family in making the referral for services.
4. If the family is responsible for making the referral, staff will follow-up with the family to ensure they receive the services that are desired. If Head Start is responsible for making the referral, a release form signed by the parent must be secured.
5. Head Start will contact the agency, will accompany the family to services, if needed, or will arrange for transportation, as needed. The staff is also responsible for following-up with the parent and the agency to confirm that services are being provided as desired/needed.
6. Written documentation of the referral and follow-up efforts will occur on Tracking forms. The form will be placed in child's family file.

Evidence of Compliance: Family contact form, referral, tracking

Staff responsibility: Family Service Worker, Center Coordinator, all staff.

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TRANSITION

PERFORMANCE OBJECTIVE 1304.40 (h) (1)-(4): Performance Standards state that Head Start must assist parents in becoming their children's advocate as they transition into Head Start from the home or other child care setting, and from Head Start to elementary school.

EXPECTED OUTCOMES: Head Start will help transition families into the program by facilitating parent orientations using the following guidelines:

APPROACH:

Prior to the Start of the School Year

1. The Head Start staff will conduct parent orientations prior to the first day of school. These orientations will allow parents to understand all the functions of the program.
 - Staff members will be introduced during orientation. Their roles in the program will be explained.
 - Parent handbooks will be distributed and discussed with all parents.
 - A copy of the acknowledgement will be placed in both the child's class file and the child's family file.

2. On the day of orientation, the children will have the opportunity to visit and explore their classrooms and to meet/ interact with the teaching staff.

After Classes have begun

1. When children enroll in the program after the start of the school year and after parent orientation has been conducted, Family Services will orientate parents to the handbook.
2. Parents will sign a form acknowledging the receipt and review of the parent handbook.
3. A copy of the acknowledgement will be placed both in the child's class file and the child's family file.

Evidence of Compliance: Family contact form, tracking, handbook acknowledgement form

Staff responsibility: Family Service Worker, Center Coordinator, Education Coordinator, all staff.

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**PARENT INVOLVEMENT IN HEALTH, NUTRITION,
AND MENTAL HEALTH EDUCATION**

PERFORMANCE OBJECTIVE 1304.40 (f) (1): Performance Standards state that Head Start programs must provide medical, dental, nutrition, and mental health education programs for program staff, parents, and families.

EXPECTED OUTCOMES: As the primary caregiver, parents play the lead role in maintaining the health and nutrition of their children. Learning more about health, nutrition, and mental health assists parents in establishing healthy habits in the home and in securing access to needed services in the community.

APPROACH:

In order to comply with this standard, the Head Start staff will collaborate and coordinate the necessary trainings:

1. During the enrollment process (prior to the start of school) parents will be surveyed regarding topics on which they are interested in receiving more information.
2. The Family Service Coordinator will tally parent responses.
3. Based on results, trainings will be provided on the top five (5) topics.
4. In addition to identifying the top five topics, the administrative team will meet to discuss and plan trainings required by the Head Start Performance Standards.
5. Family Service Workers, along with administrative team members, will contact various community agencies and representatives to secure workshop trainers.
6. Flyers announcing upcoming workshop will be posted at the center close to the training dates. Information about the workshops will also go home to the parents and will be placed in parent newsletters.
7. At the time of the workshops, parents will sign in.
8. Sign-in sheets will document trainings and any information provided by trainers.
9. Documentation will then be filed in the Parent Workshop notebook.

Evidence of Compliance: Sign in forms, Parent Workshop Notebook

Staff responsibility: Family Service Worker, Center Coordinator, Family Service Coordinator, Nutrition Specialist, all staff.

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COMMUNITY PARTNERSHIPS

PERFORMANCE OBJECTIVE 1304.41: Performance Standards, Community Partnerships, ensures that services provided to Head Start families by area agencies are not duplicated by the Head Start Program.

EXPECTED OUTCOMES: Community planning fosters the development of a comprehensive system of family centered services attuned to the complex and diverse needs of children and families.

APPROACH:

To encourage communication, cooperation, and possible linkages with community partners:

1. Develop formal and informal networks of contacts with the representatives of a wide range of community organizations and document efforts to establish community partnerships.
2. Involve families and outreach to community volunteers to encourage participation in the program.
3. Be knowledgeable of how policy changes at the national, State, and local levels affect services and resources for children and families.
4. Ensure that privileged information is shared in a manner that improves service delivery; while respecting the family's confidentiality policies.
5. Initiate or join in community-wide interagency councils, and other planning initiatives to ensure that Head Start principles and programs are well-represented in planning activities
6. Establish and maintain a Health Advisory Committee.
7. Establish and maintain an Education Advisory Committee.
8. Make every effort to develop interagency agreements with local agencies.

Evidence of Compliance: Agency agreements

Staff responsibility: Family Service Worker, Center Coordinator, all staff.

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VOLUNTEERS

PERFORMANCE OBJECTIVE 1304.41 (a) (3): Performance Standards state that Head Start must perform outreach to encourage volunteers from the community to participate in the Head Start Program.

EXPECTED OUTCOMES: Community volunteers enhance services, provide positive role models, and promote linkages to the broader community.

APPROACH:

Tri-County Head Start encourages all aspects of volunteerism. It further sets forth the following procedures:

1. In order to volunteer, regular classroom volunteers will need to complete and turn in the following paperwork:

- * Good Moral Character Form
- * Signed statement of confidentiality

2. The Family Service Coordinator will provide the volunteer with a job description and training and orientation to the program.

3. Upon arrival to the class, or other assigned area, the volunteer will receive an orientation from the teacher.

4. People who do not volunteer on a regular basis will be provided the same training.

5. All volunteers must sign in and out on the volunteer sheet.

6. Center Coordinator needs to submit Volunteer hours to the Family Service Coordinator on a monthly basis.

Evidence of Compliance: Agency agreements, volunteer training certificate, volunteer sign-in sheet

Staff responsibility: Family Service Worker, Center Coordinator, Family Service Coordinator, all staff.

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Parents as active partners in child's learning process.

PERFORMANCE OBJECTIVE 1304.40(e)(2-3): Parents will be given the opportunity to enhance their parenting skills, knowledge, and understanding of the educational and developmental needs and activities of their children.

EXPECTED OUTCOMES: Program will assist, encourage and support parents as they foster the growth and development of their children.

Approach:

1. Parents will be encouraged to actively participate in activities that will strengthen their parenting skills.
2. Parents will be given opportunities to enhance their knowledge and understanding of the educational and developmental needs and activities of their children.
3. Parents will be given opportunities to share their concerns about their children with staff.
4. Staff will share parenting information with parents.

Evidence of Compliance: Documentation in Family Files

Staff Responsibility: All Staff

Tri-County Community Council, Inc.

Head Start

Family & Community Partnerships

Performance Standard 1304.40-1304.41

Service Plan

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Education and Training of Parents

PERFORMANCE OBJECTIVE 1304.40 (b)(1)(ii) – (iii): Head Start will provide opportunities for parents to participate in counseling programs, receive information on mental health issues, continuing education, job training and other job services.

EXPECTED OUTCOMES: Education and training material for the parents and families can be provided through various methods.

Approach:

1. Partner with agencies that will provide linkage with counseling programs.
2. Make available a variety of information through brochures, bulletin boards, workshops.
3. Ensure that staff is well informed and available to discuss issues with children and families.
4. Ensure that staff is well informed to make appropriate referrals.
5. Mental Health information should include, but is not limited to:
 - *prevention programs for at-risk families
 - *help for other family members through support groups
 - *identification of resources relating to domestic violence
 - *information about substance abuse programs
6. Ensure that staff assists parents in identifying and securing access to continuing education, training, and employment opportunities.

Evidence of Compliance: Agency agreements, referrals, and documentation in family file.

Staff responsibility: Family Service Worker, Center Coordinator, Family Service Coordinator, all teaching staff.

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Follow-up of Family Services & Referrals

PERFORMANCE OBJECTIVE 1304.40 (b)(2): Staff must follow-up with each family to determine whether the kind, quality, and timeliness of services received through referrals met the families' needs and expectations.

EXPECTED OUTCOMES: While staff is assessing the accomplishment of goals in family partnership, they should also discuss with parents, the level of satisfaction with services they have received.

Approach:

1. Ongoing communication with family will help determine if family followed through with referral.
2. Ongoing communication with family will help determine if family was satisfied with services.
3. Open communications with family and service agency may help improve referral process.
4. Communication with the family may help determine any problem that occurred.

Evidence of Compliance: Referral, documentation of follow-up

Staff Responsibility: Family Service Worker, Center Coordinator, Family Service Coordinator

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Service to Pregnant Mothers

PERFORMANCE OBJECTIVE 1304.40 ©(1),(ii) & (iii), © (2), © (3): Pregnant mothers will receive access to care and prenatal information through referrals and education.

EXPECTED OUTCOMES:

Pregnant mothers and family members will be provided prenatal education on fetal development and the risks from smoking and alcohol and mental health intervention referral as needed.

Approach:

1. Family members are encouraged to learn about fetal development and postpartum care.
2. Health education material is to be available to the family.
3. Information on the benefits of breast feeding is to be available to the family.

Evidence of Compliance: Documentation of services

Staff Responsibility: Family Service Worker

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Parental involvement and educational activities

PERFORMANCE OBJECTIVE 1304.40 (d)(1), (d)(2): Parental involvement and educational activities that are responsive to the direct needs of the parents will be available. Parental involvement will be encouraged as parents are welcomed at the center during all program hours.

Expected Outcomes:

Parents will be given an opportunity to be involved in all aspects of program operation.

Approach:

1. Parental participation in the design of activities will assist in expanding parental strengths and interests.
2. Parents will be welcomed to observe their child at any time.
3. Various activities will be available to allow the parents an opportunity to be involved with other parents and children.
4. Parent's activity must always be voluntary.

Evidence of Compliance: Documentation of participation in family file

Staff Responsibility: Family Service Worker

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Parent's Participation (Volunteer & Employee)

PERFORMANCE OBJECTIVE 1304.40 (d) (3) (e)(1) -1304.52 (b)(3): Parents must have an opportunity to participate in the program as volunteer or employee. Parents will also have an opportunity to be included in the development of program's curriculum.

Expected Outcomes:

Parents will be placed in positions that match their interests, abilities and time availability.

Approach:

1. Parents will be given priority for employment positions for which they qualify.
2. Parents will be placed in positions best suited to their interest, time, and ability and that will add to their job skills and experience.
3. A diverse array of volunteer opportunities will be available to span the many areas of the program
4. Parental involvement in Head Start's approach to child development enhances the ability of parents and staff to work together to support each child's growth and learning in the home and in classroom.
5. Program will have a process which allows parents to make suggestions, individually, or in groups
6. Parents will be involved in classroom planning and home activities in areas such as art and music, field trips, storytelling, and food preparation particular to their particular culture.

Evidence of Compliance: Documentation of participation in family file

Staff Responsibility: Family Service Worker

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Family Participation with Local Agencies that provide literacy-related services

PERFORMANCE OBJECTIVE 1304.40 (e)(4)(i)&(ii): Families will be encouraged to utilize community services for literacy through referrals and information provided by Head Start staff.

Expected Outcome: Families will gain increased awareness of community resources and literacy awareness.

Approach:

1. Families will have access to family literacy development programs
2. Families will have access to materials, services, and activities that promote family literacy.
3. Parents will be assisted in setting personal literacy goals.
4. Families will be encouraged to use the library
5. Volunteers will be recruited to serve as tutors and mentors, and to distribute and collect reading material.
6. A Head Start book-lending collection will be available for the children and their families.

Evidence of Compliance: Documentation in Family File – Documentation from book lending

Staff Responsibility: All Staff

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Staff will talk with parents during home visits and conferences on child's developmental progress.

PERFORMANCE OBJECTIVE 1304.40(e)(5) 1304.21(a)(2)(iii) 1304.40(i):

Expected Outcome: Staff will enhance their own and the family's understanding and knowledge of the educational and developmental progress of children in the program.

Approach:

1. Teachers will use the two home visits per year to share educational and developmental progress of child with parents.
2. Teachers will use the two staff-parent conferences per year to share educational and developmental progress of child.
3. Conferences provide teachers and parent an opportunity for in-depth discussion of child's development and adjustment to the program.

Evidence of Compliance: Documentation from parent-teacher conference or home visit.

Staff Responsibility: Teaching Staff

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Parental Participation in health, nutrition, and mental health education.

PERFORMANCE OBJECTIVE 1304.40(f)(1)-1304.40(f)(1)-(4)-1304.21©(1)(iii):

Parents will be encouraged to be involved in health, mental health, and nutrition education.

Expected Outcome: Parents will be given the opportunity to learn more about health, nutrition and mental health which will help to establish healthy habits in the home.

Approach:

1. Parents will be offered an opportunity to receive education on health, mental health, and nutrition through Head Start programs.
2. Parents will receive information through guest speakers, workshops, and newsletter articles.
3. If possible, training should be designed around each family's individual characteristics.

Evidence of Compliance: Documentation of meetings and copy of hand outs

Staff Responsibility: Family Service Coordinator, Health Coordinator, Nutrition Coordinator

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Parental Involvement in child's medical and dental care.

PERFORMANCE OBJECTIVE 1304.40(f)(2)(i),(ii)&(iii)-1304.20(a)(1)-

1304.20(e)-1304.22-1304.40(c): The medical and dental program will give parents a better understanding of how system works, encourages parents to address child's needs, and to learn the principles of general medical and dental health.

Expected Outcome: Parents will become more educated, independent and proactive in relation to their child's health and dental needs.

Approach:

1. Parents will be provided an opportunity to learn how to enroll and participate in a system of ongoing family health care.
2. Parents will be encouraged to actively participate in their child's medical and dental care process.
3. Parents will be provided an opportunity to learn about safety practices for home and school, emergency first aid, and preventative health and dental care.
4. Information specific to a certain need of an individual child will also be available on an as needed basis.

Evidence of Compliance: Documentation in Family File

Staff Responsibility: Family Service Worker

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Nutrition Education for Parents

PERFORMANCE OBJECTIVE 1304.40 (f)(3)(i) &(ii): Nutrition education must pertain to the selection and preparation of foods to meet family needs and in the management of food budgets.

Expected Outcome: An effective nutrition program that conveys message that what child eats has long-term effects on health and development.

Approach:

1. Parents and staff will share information on child's eating habits on a regular basis.
2. Nutrition education is not a replacement for advice from a health care professional.
3. Staff can also discuss such issues such as economical food buying and individual challenges such as transportation issues or cooking facilities.

Evidence of Compliance: Documentation in Family Files

Staff Responsibility: All Staff

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Mental Health Education for Parents

PERFORMANCE OBJECTIVE 1304.40(f)(4)(i), (ii) & (iii)- 1304.24: Health Education must provide various opportunities for parents to discuss mental health issues of child.

Expected Outcome: Parents will be provided a variety of group, individual and active involvement activities that will provide them an opportunity to discuss issues related to child mental health.

Approach:

1. Regular meetings and training with parents and staff will help identify topics related to child mental health.
2. Group opportunities allow parents to share experiences and develop their own solutions to problems they encounter with their children.
3. Parents will be encouraged to speak confidentially to a staff member they trust who can refer them for assistance.
4. Mental Health Professional can help explain the concept of “mental health” to parents and staff, and offer suggestions for more effective parent-child and teacher-child interactions.

Evidence of Compliance: Documentation in Family Files

Staff Responsibility: All Staff

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Parent Involvement in Community Advocacy

PERFORMANCE OBJECTIVE 1304.40(g) (1) & (2)-1304.41 (a)(2): Parents will be provided support and encouragement to influence the goals of community service to make them more receptive to their needs.

Expected Outcome: Families will be provided comprehensive information about community resources and regular opportunities to work together.

Approach:

1. Parents will be given opportunities to work together to bring support to community services.
2. Parents will be given information about Policy Council early in the program year.
3. Parents will be encouraged to actively participate in parent committees, policy council and parent groups to develop their self confidence and skills for other community activities.
4. Parents will be encouraged to serve on an Advisory Committee.
5. Parents will be encouraged to participate in all aspects of the Head Start program.

Evidence of Compliance: Documentation in Family Files

Staff Responsibility: All Staff

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Parent Involvement in Transition Activities

PERFORMANCE OBJECTIVE 1304.40.(h)(1)-(4)-1304.41 ©: Parents will be given an opportunity to be involved in child's transition activities.

Expected Outcome: Staff will assist the parents in becoming their child's advocate as they transition into or out of Head Start.

Approach:

1. Children and families will be supported during transitions.
2. Orientation material will be available, including information on parental rights and opportunities for parent participation.
3. Education and training on local education programs will be provided to prepare parents to exercise their rights and responsibilities concerning their child's education.
4. Staff will assist in "opening the door" to communication between parents and school personnel.
5. A staff-parent meeting is held toward the end of the child's participation in the program to enable parents to understand the child's progress.

Evidence of Compliance: Documentation in Family Files

Staff Responsibility: All Staff

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Parent Involvement in Home Visits

PERFORMANCE OBJECTIVE 1304.40 (i) (1) – (3) -1304.21 (a) (2)(iii) – 1306.32(b)(8) 1304.40(e)(5): Home visits help build respectful relationships with parents and develops a better understanding of the child.

Expected Outcome: Staff will encourage parents to participate in parent-teacher conferences and home visits.

Approach:

1. Parents are not required to permit home visits as a condition of child's participation in Head Start.
2. Every effort must be made to explain the advantages of home visits to the parents.
3. At least two home visits a program year is required.
4. Home visits help build positive relationships as staff and parents get to know one another.
5. Focus should be on family strengths, interests and goals.

Evidence of Compliance: Documentation of Home Visits

Staff Responsibility: Teaching Staff

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Home Visits Made Outside the Home

PERFORMANCE OBJECTIVE 1304.40(i)(4)&(5)-1306.33(a)(1)-1306.34: In cases where visits cannot be made in the home-staff may explore other options.

Expected Outcomes: Staff should make every effort should be made to conduct visits in the home as visits outside the home are appropriate only in exceptional circumstances.

Approach:

1. Visits may be outside the home by parent's request.
2. Visits may be outside the home if home presents a significant safety hazard for staff.
3. Staff will receive training, supervision, and support for safely conducting home visits.
4. Support may include a monitoring system or two staff making home visit.
5. Staff will use caution during home visits, and follow basic safety guidelines.
6. Staff are encouraged to look at the family, its strengths and its ways of coping with potentially hazardous situations.

Evidence of Compliance: Documentation of Home Visit

Staff Responsibility: Teaching Staff

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Community Partnerships

PERFORMANCE OBJECTIVE 1304.41 (a)(1)-1304.51: Head Start will collaborate with partners in the community in order to provide the highest level of services to children and families.

Expected Outcomes: Head Start will work to form partnerships with community agencies to help improve delivery of services to Head Start families.

Approach:

1. The agency will take an active role in community planning to encourage strong communication, cooperation, and sharing of information among agencies.
2. Documentation must be maintained to reflect the level of effort undertaken to establish community partnerships.
3. Formal and informal networks of contacts will be formed with representatives of a wide range of community organizations.
4. Privileged information is shared in a manner that respects the family's right to privacy.
5. Initiate or join in community interagency councils.
6. Involve families as active partners in the community planning process.

Evidence of Compliance: Documentation of meeting attendance

Staff Responsibility: All Staff

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Collaborative Relationships/Partnerships

PERFORMANCE OBJECTIVE 1304.41(a)(2): Ongoing collaborative relationships with community agencies will be established.

Expected Outcomes: Partnerships will be formed with agencies that are responsive to the needs of Head Start children and their families to secure access to a broad range of services.

Approach:

1. Data sources such as the Community Assessment will be used to identify organizations that provide services responsive to family's needs.
2. Engage parents and staff, with potential partners, in discussions about the purposes and goals of collaborative relationships.
3. Commit to identify specific areas for working together to achieve shared goals for families.
4. Nurture a respectful environment in which everyone's contributions are acknowledged.
5. Consider staff resources needed to maintain collaborative relationships.
6. Recognize that collaborative relationships are strengthened through formal, written agreements.

Evidence of Compliance: Written agreements, documentation of meetings

Staff Responsibility: All Staff

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Partnerships with Agencies that address Children with Disabilities

PERFORMANCE OBJECTIVE 1304.41 (a) (2) (iv)-1304.20 (f)(2)-1308.4:

Individuals with Disabilities Education Act (IDEA) ensures the availability of a “free and appropriate public education” for all children with a disability within the legally required age range for the State.

Expected Outcomes: Partnerships will be formed with parents and local education agencies (LEAs) to ensure that all children with disabilities are provided a comprehensive, free, appropriate education.

Approach:

1. A written agreement specifies the services to be provided directly by Head Start
2. The written agreement will specify services to be provided by other agencies.
3. Every attempt will be made to serve children with disabilities.
4. All children with disabilities will be provided with a comprehensive assessment and free, appropriate education.

Evidence of Compliance: IEP, signed contract with LEA and other service agencies

Staff Responsibility: All Staff

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Partnerships with Child Abuse Prevention Programs

PERFORMANCE OBJECTIVE 1304.41 (a)(2)(v) & (vi)-1301.31(e) – 1304.22

(a)(5) -1304.52(k)(3)(i): Identify and participate in any State, or local coordination initiatives concerning family support and preservation programs.

Expected Outcomes: Head Start will support the meaningful involvement of families in planning processes

Approach:

1. Staff will follow regulatory guidelines relating to identification and reporting child abuse and neglect.
2. Guidance will be given on methods for reporting cases of child abuse and neglect.
3. Determine how program can be an integral part of the community's family support system.
4. Staff will contribute to community efforts to prevent child abuse and neglect by collaborating with local child abuse prevention programs.

Evidence of Compliance: Documentation in Family File

Staff Responsibility: All Staff

Tri-County Community Council, Inc.
HEAD START
FAMILY & COMMUNITY PARTNERSHIPS

Partnerships with Local Elementary Schools, Libraries and Museums

PERFORMANCE OBJECTIVE 1304.41(a)(2)(vii) – 1304.41(c): Head Start will work with local elementary schools to support successful transitions.

Expected Outcomes: Increase family's access to educational and cultural materials and activities.

Approach:

1. Develop partnerships with public and school libraries, bookmobiles, and traveling art exhibits.
2. Take advantage of cultural events, local museums, family concerts, storytelling activities, and other activities geared towards children.
3. Invite community organizations and groups to co-sponsor cultural events at Head Start facilities.

Evidence of Compliance: Signed agreements, documentation

Staff Responsibility: All Staff

Tri-County Community Council, Inc.
HEAD START
FAMILY & COMMUNITY PARTNERSHIPS

Partnerships with Child Care Providers

PERFORMANCE OBJECTIVE 1304.41 (a)(2)(viii)-1304.41 (c): Working with child care providers to support successful transitions between Head Start and other child care settings.

Expected Outcomes: Collaborating with child care providers meet the needs of enrolled families requiring full-day services.

Approach:

1. By sharing local resources, training, and knowledge, the overall quality of local child care is enhanced.
2. Use multiple-funding sources to establish full-day services.
3. Initiate and coordinate opportunities for joint training.
4. Share facilities, resources, and equipment
5. Increase access to services by coordinating transportation resources.

Evidence of Compliance: Documentation in Family File-Written Agreements

Staff Responsibility: All Staff

Tri-County Community Council, Inc.
HEAD START
FAMILY & COMMUNITY PARTNERSHIPS

Partnerships with Other Organizations

PERFORMANCE OBJECTIVE 1304.41(a)(2)(ix): Other organizations and businesses are invited to collaborate in supporting children and families in the community.

Expected Outcome: Draw upon the knowledge and experience of parents and staff in identifying the many organizations in the community that provide services to families.

Approach:

1. Partnerships will expand and enhance the visibility of Head Start in the community
2. Partnerships will broaden community representation on policy council
3. Partnerships will provide sources of donated goods and other resources
4. Partnerships will establish linkages that lead to training opportunities and entry-level jobs
5. Partnerships will provide a source of volunteers with specific skills.

Evidence of Compliance: Documentation of meetings and signed partnerships

Staff Responsibility: All Staff

Tri-County Community Council, Inc.
HEAD START
FAMILY & COMMUNITY PARTNERSHIPS

Partnerships with Community Volunteers

PERFORMANCE OBJECTIVE 1304.41 (a)(3)-1304.3(a)(2)-1304.52(j)(2), 1304.52(k): Community volunteers enhance services, provide positive role models, and promote linkages to the broader community.

Expected Outcomes: Head Start must perform outreach to encourage volunteers from the community to participate in Head Start Programs.

Approach:

1. Parents are instrumental in recruiting other parents, grandparents, or other relatives.
2. Parents are instrumental in recruiting additional community residents.
3. A coordinator is assigned to be responsible for recruiting, training and assigning volunteers.
4. Volunteers are assigned matching a volunteer's skills and interests.

Evidence of Compliance: Volunteer Records

Staff Responsibility: All Staff-Family Service Coordinator

Tri-County Community Council, Inc.
HEAD START
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Partnerships with local education agencies (LEAs)

PERFORMANCE OBJECTIVE 1304.41 (a)(4) -1308.4(h) – 1304.41(a)(2)(iv):

Program must make specific efforts to develop interagency agreements with LEAs and other agencies within the service area.

Expected Outcomes: To enable the effective participation of children with disabilities and their families.

Approach:

1. Written agreement will specify services of agency and Head Start.
2. Requirements of IDEA (Individuals with disabilities education act) will be followed.
3. Children and families will be provided all services available for particular disability.

Evidence of Compliance: Written agreement, IEP, documentation

Staff Responsibility: Family Service Coordinator, Disability Specialist, Education Coordinator

Tri-County Community Council, Inc.
HEAD START
FAMILY & COMMUNITY PARTNERSHIPS

Partnerships with Advisory Committees

PERFORMANCE OBJECTIVE 1304.41 (b): Advisory Committees provide the program with a broad range of professional expertise and help promote linkages to existing community resources.

Expected Outcomes: Program must establish and maintain a Health Services Advisory Committee and other service advisory committees as they deem appropriate.

Approach:

1. Advisory Committee should include Head Start parents
2. Advisory Committee should include volunteers from the community.
3. Advisory Committee should include professionals.
4. Advisory Committees will address program service issues such as community partnerships and to help agencies respond to community needs.
5. The Health Advisory Committee is involved in many different aspects of program design and operations (see page 153 in Performance Standards for complete listing).
6. Health Advisory Committee addresses program issues in medical, dental, mental health, nutrition, and human services field.
7. When appropriate, other advisory committees are established to address the specific needs in the community.
8. Examples of committees that may be formed on long or short term basis include:
 - Education
 - Child care
 - Facilities
 - Family Literacy
 - Transitions
 - Transportation
 - Economic Development

Evidence of Compliance: Meeting Documentation

Staff Responsibility: Program Coordinators

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Tri-County Community Council, Inc.
HEAD START
FAMILY & COMMUNITY PARTNERSHIPS

Transition Services

PERFORMANCE OBJECTIVE 1304.41 ©(1): Communicate and coordinate with schools and child care agencies to support children and families as they make transition into or out of Head Start program.

Expected Outcome: Program must establish and maintain procedures to support successful transitions for enrolled and new children and families.

Approach:

1. Coordinated transition services enable staff to plan for the strengths and needs of individual children.
2. Transition procedures are to be ongoing and not limited to one-time efforts at the end of program year.
3. Written agreements help clarify roles and responsibilities.

Evidence of Compliance: Documentation

Staff Responsibility: All Staff

Tri-County Community Council, Inc.
HEAD START
FAMILY & COMMUNITY PARTNERSHIPS

Coordination with Schools and Other Agencies

PERFORMANCE OBJECTIVE 1304.41©(1)(i): To coordinate efforts to ensure the transfer of relevant records between placements.

Expected Outcomes: Children's records are transferred to the school or next placement in which child will enroll or from earlier placement into Head Start.

Approach:

1. Parents, staff, policy groups, and school representatives are included in discussion of types of records to be transferred and standard procedure for their delivery.
2. Program may develop a simplified record form that summarizes pertinent information concerning the child's physical, cognitive, and socio-emotional developmental profile.
3. Staff and families work together to ensure the transfer of relevant records between placements.
4. Parents play an important role as they assume responsibility for delivering copies of records to appropriate personnel in the school or next placement.
5. When children enter the program, parents are asked pertinent information about medical and other relevant records and discuss with parent the importance of securing agency access to the records.

Evidence of Compliance: Documentation-Enrollment Packet

Staff Responsibility: Family Service Worker, Center Coordinator, Health Coordinator, Education Coordinator

Tri-County Community Council, Inc.
HEAD START
FAMILY & COMMUNITY PARTNERSHIPS

Ongoing Communication with Schools and other Agencies

PERFORMANCE OBJECTIVE 1304.41©(1)(ii): Outreach is needed to encourage communication between Head Start staff and their counterparts in schools and other child care settings.

Expected Outcome: Encouragement of active and ongoing communication between agency staff and their counterparts in schools and other child care settings.

Approach:

1. Meet with school superintendent and administrators of other child care settings to establish contacts and channels of communication.
2. Encourage Policy Council members to meet with school boards and parent organizations.
3. Invite school organizations to an open house, in order to provide them with information about Head Start programs and families.
4. Invite teachers, child care staff, and administrators to visit programs and to interact with the children.

Evidence of Compliance: Visitor's Sign-in sheet, Documentation in file

Staff Responsibility: All Staff

Tri-County Community Council, Inc.
HEAD START
FAMILY & COMMUNITY PARTNERSHIPS

Communication between Parents and Teachers

PERFORMANCE OBJECTIVE 1304.41©(1)(iii): Families are encouraged to take an active role in discussing the developmental progress and abilities of their child.

Expected Outcomes: Initiate meetings involving Head Start parents, teachers, and kindergarten teachers to discuss the developmental progress and abilities of individual children.

Approach:

1. Interpreter will be provided for meeting as needed.
2. Meetings will provide parents an opportunity to raise any concerns they may have pertaining to their child.
3. Parents will be able to discuss concern about child's placement.
4. Parents will be able to discuss child's general progress.
5. Meetings to discuss special needs that require additional services are scheduled, as appropriate.

Evidence of Compliance: Documentation from meeting and in Family File

Staff Responsibility: Family Service worker, Education Coordinator

Tri-County Community Council, Inc.
HEAD START
FAMILY & COMMUNITY PARTNERSHIPS

Joint Transition-related training

PERFORMANCE OBJECTIVE 1304.41 ©(1)(iv): Joint transition-related training allows teachers and staff to work together to share resources.

Expected Outcome: Facilitate continuity of programming and to ease transitions for children and families.

Approach:

1. Invite staff to participate in transition-related training.
2. Pool resources to develop parent brochures, videos, and other materials on transition topics.
3. Gather information on local training opportunities and publicize the opportunities through newsletters and other agency communication.
4. Offer training workshops to staff of all program settings to discuss strategies for effectively communicating with parents of diverse backgrounds.

Evidence of compliance: Documentation of meetings, copies of announcements

Staff Responsibility: Education Coordinator

Tri-County Community Council, Inc.
HEAD START
FAMILY & COMMUNITY PARTNERSHIPS

Partnerships with Health Care, Mental Health, and Nutritional Services

PERFORMANCE OBJECTIVE 1304.41(a)(2)(i),(ii), &(iii)-1304.20(c)(5)-1304.23(b)(1)(i): Secure access to a broad range of services through partnerships with different types of community resources.

Expected Outcome: Community partnerships with professional services will be useful resources for professional medical and dental services.

Approach:

1. Partnerships should be formed with medical and dental providers to allow professional consultation for the families.
2. Partnerships with mental health providers provide resources for the families.
3. Nutritional Resources allows information to be forwarded to the families.
4. Professional partnerships will allow for correct information to be forwarded to the families.

Evidence of Compliance: Documentation and copy of information

Staff Responsibility: Health Coordinator

Health Services Advisory Committee Plan

In accordance with Performance Standard 1304.41 Tri-County Community Council will have a Health Services Advisory Committee. Through collaboration with Program Coordinators, Health Care professionals in the communities we serve, and parents, families will be linked to an ongoing source of continuous and accessible health care to meet their basic needs.

1. The Health Services Advisory Committee will function under the by-laws of the committee, after approval by the Management Team, Health Services Advisory Committee, Head Start Policy Council, and the Tri-County Community Council Board of Directors.
2. The committee will consist of the following people: Health Services Coordinator, Disabilities Specialist, Nurse Consultant, Center Coordinators or their designee, one parent from each Head Start center, community Representatives their designee from WIC, local Health Departments, local Mental Health agencies, a local Pediatrician, a local dentist, and a local Optometrist.
3. The meeting time and date, as well as the agenda, will be set by the Health Services Coordinator and/or Disabilities Specialist.
4. Items to be considered by this committee must be submitted one week in advance to the Health Services Coordinator and/or Disabilities Specialist.
5. Members will be notified by mail at least one week in prior to the meeting date and a copy of the agenda will accompany the meeting notice.
6. Committee minutes will be taken by the Tri-County Community Council Head Start receptionist.
7. Issues to be considered by the committee will include, but are not limited to:
 - A. Health Emergency Policy and Procedures
 - B. Short Term Exclusion
 - C. Safety and Sanitation
 - D. First Aid Kits
 - E. Nutritional Services
 - F. Approval of Head Start Menus
 - G. Mental Health Services
8. The Health Services Coordinator and the Disabilities Specialist will be responsible for the oversight of this committee.