

**HEAD START PROCEDURES FOR:
FAMILY AND COMMUNITY ENGAGEMENT PROGRAM SERVICES
COMPONENT: CENTER FOR YOUNG LEARNERS**

1.0 Scope: Reference: Head Start Standards Family and Community Engagement Program Services 1302.50 -1302.52

2.0 Responsibility:

- 2.1 Family/Community Partnership Consultant
- 2.2 Parent Engagement Consultants
- 2.3 Family Service Workers
- 2.4 Grantee/Delegate/ISD Staff
- 2.5 Parents

3.0 Resources:

- 3.1 Community Resource Directory
- 3.2 Community Partners
- 3.3 Parent Handbook
- 3.4 Family Engagement Outcomes
- 3.4 Family Partnership Agreement
- 3.5 myHeadstart GoEngage Strengths and Challenges Form
- 3.6 myHeadstart Go Engage Activity Service
- 3.7 ReadyRosie
- 3.8 Conscious Discipline Parent Curriculum
- 3.9 Parent Newsletters

4.0 Procedures:

- 4.1 Grantee/Delegate Staff will provide a Head Start parent orientation session at the initial parent meeting in person or via Zoom.
- 4.2 Grantee/Delegate Staff will provide a Parent Handbook to each parent, inform parents of the Head Start philosophy and the importance of parent participation in the program.
- 4.3 Grantee/Delegate and ISD Staff will communicate with parents throughout the year.
- 4.4 Grantee/Delegate and ISD Staff will encourage parents to volunteer in the classroom with precaution due to Covid guidelines, attend training(s) and workshops offered in person or via Zoom for fathers or father figures to empower them to volunteer in the education of their child. Grantee/Delegate encourage fathers or father figures to participate once a year in a fatherhood activity with their child.
- 4.5 Grantee/Delegate offer bilingual materials while creating opportunities to share their language and cultural uniqueness.
- 4.6 Grantee/Delegate emphasizes the importance of regular attendance and participation in their child's education.

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- 4.7 Grantee/Delegate will recognize parents as the primary teachers of their children and will utilize their support to develop their child's educational goals. Teacher and Family Services Worker will work with parents to implement school readiness goals.
- 4.8 Grantee/Delegate and ISD Staff will schedule home visits, parent conferences, and family partnerships in the family's home, (unless otherwise requested by the parents) and contact the family prior to home visit. Staff should be thoroughly familiar with all required forms before going to home visit to establish a partnership agreement.
 - 4.8.1 Questions should not have to be read.
 - 4.8.2 The family partnership agreement should flow along with natural conversation.
 - 4.8.3 Involve all family members in the Family Partnership.
 - 4.8.4 Approach family members with respect and gather information in a pleasant and non-judgmental manner.
 - 4.8.5 Contact the family by phone or letter to request an appointment and explain the purpose of the agreement.
 - 4.8.6 Follow-up the telephone call or letter to confirm the appointment, and to establish beforehand how much time is needed for the visit, what information is needed, and how the information will be used.
 - 4.8.7 Be on time for the appointment.
 - 4.8.8 Explain to the family members, present the purpose of the family partnership agreement and how the information will be used.
 - 4.8.9 Explain that the family partnership agreement is part of the overall process to help the family decide how they can best use the services offered by Head Start.
 - 4.8.10 Conduct the agreement in a conversational manner.
- 4.9 Grantee/Delegate and ISD Staff will discuss family strengths, challenges, goals and outcomes with families and assist them in completing Individual Family Partnerships that address their identified strengths, needs, goals and outcomes. Strategies for accomplishing the Individual Family Partnership needs, goals and outcomes will also be identified.
 - 4.9.1 The Goal/Vision form is used as a worksheet to assist families in prioritizing goals with activities and steps for parents to follow.

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- 4.9.1.1 This form will be completed at the families' pace and is individualized to meet the needs of each family.
 - 4.9.1.2 Follow-up on goals and other identified questions will be provided throughout the Head Start Program year.
 - 4.9.1.3 Follow-up is continuous but there should be at least 2 follow-ups throughout the year with parent signature at the home or wherever convenient for the parent.
 - 4.9.1.4 Parents will have the flexibility to add to or adjust information as desired.
- 4.9.2 There should be some contact every month and this should be reflected in the **myHeadstart web-based data system** Family Development Progress and Case Notes.
- 4.10 Grantee/Delegate and ISD Staff, and family members will discuss and determine which community agencies are currently being utilized by the family.
 - 4.11 Grantee/Delegate and ISD Staff will support families by helping them achieve their goals and outcomes in their pre-existing plans and by collaborating with other agencies.
 - 4.12 Parents will be provided opportunities for interacting with each other during monthly parent meetings, committees, and other events in person or via Zoom.
 - 4.13 Parents will be encouraged by ESC and ISD Staff to participate in the classroom and in the above-listed activities.
 - 4.14 Parents will also be encouraged to actively participate in their child's education, such as participating in lesson planning, and in sharing ideas regarding their ethnicity, beliefs and experiences.
 - 4.15 Grantee/Delegate and ISD Staff will work with families to plan and implement activities that are respectful of their diversity, cultural and ethnic backgrounds. Staff will also be trained to be respectful of family diversity, cultural and ethnic background.

5.0 Associated Documents:

5.1 N/A

6.0 Record Retention Table:

Revised 12/2022

1302.50-1302.52

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Identification	Format	Storage	Retention	Disposition	Protection
Family Services and Educations Sections: Postings at ISD	Print/ Electronic	Locked filing cabinet at ISD	7 years	Shred/ Delete	ISD locked unit/Password protected
Lesson Plans	Print/ Electronic	Locked filing cabinet at ISD	7 years	Shred/ Delete	ISD locked unit/Password protected
Case Notes	Electronic	Child's File	7 years	Delete	Password protected
Family Partnership agreements	Print/ Electronic	Child's File	7 years	Shred/ Delete	ISD locked unit/Password protected
Family Vision/Goal Plan of Actions	Print/ Electronic	Child's File	7 years	Shred/ Delete	ISD locked unit/Password protected
Home Visit Forms/Parent Conferences	Print/ Electronic	Child's File	7 years	Shred/ Delete	ISD locked unit/Password protected
Volunteer/In-Kind Form	Print/ Electronic	Family Service Worker's Office	7 years	Shred/ Delete	ISD locked unit/Password protected

7.0 Monitoring:

- 7.1 File review
- 7.2 End of the month review

8.0 Revision History:

Date:	Revision#	Description of Revision
6-2006		
8-2009		Reviewed
5-2012	6.0	Reviewed & Revised
8-2015		Reviewed
10-2015	2.4;4.1-4.8;4.10;4.12	Added "Grantee/Delegate"
6-2016		Reviewed & Revised 7.2. Changed 10th to End of the month.

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5-2017		Reviewed 1304.40 changed to 1302.50-1302.52
12-2017	4.0	Added
5-2018	3.5, 6.0 7.0	Changed: “Needs” to “Challenge” and “Contact log” to “casenote” Changed “quarterly” to “file” Volunteer Sheet” to “Volunteer/In-Kind Form” Changed: “Print” to “Print/Electronic”, “Shredded” to “Shred/Delete” Added: Password protected”
6-2019	3.5, 3.6	Changed “PROMIS” to myHeadstart”
11-2020	3.3	Added: Parent Handbook
11-2020	3.9	Added: Parent Newsletters
11-2020	4.1	Added: in person or via Zoom
11-2020	4.4	Added: with precautions due to Covid guidelines and in person or via Zoom
11-2020	4.12	Added: in person or via Zoom
4/29/2022		reviewed
12/2022	3.0, 3.5	remove “myHeadStart” replace with “GoEngage”
12/2022	3.0, 3.6	remove “myHeadStart” replace with “GoEngage”
12/2022	4.9, 4.9.2	remove “myHeadStart” replace with “web-based data system”