

**HEAD START PROCEDURES FOR:  
COMMUNITY PARTNERSHIPS & COORDINATION W/OTHERS EC AND ED  
PROGRAMS  
COMPONENT: CENTER FOR YOUNG LEARNERS**

- 1.0 **Scope: Head Start Standard 1302.53 .Concerning Community Partnerships & Coordination W/Others Early Childhood and Education Programs**
- 2.0 **Responsibility:**
  - 2.1 Education/Disability Consultants (EDC)
  - 2.2 Parent/Family/Community Engagement Consultant (PFCE)
  - 2.3 Mental Health Consultant (MHC)
  - 2.4 Health/Nutrition/Safety Consultant (HNSC)
  - 2.5 Head Start Director (HSD)
  - 2.6 Head Start ESC/ISD Staff
  - 2.7 Parents
- 3.0 **Resources:**
  - 3.1 Community Resource Directory
- 4.0 **Procedures**
  - 4.1 ESC Staff will encourage communication, cooperation, and the sharing of information among Head Start parents, professionals, community volunteers and agencies through personal contacts, Head Start Advisory Committees and Community Partnership meetings.
  - 4.2 ESC staff will contact community resources and social service agencies in order to form collaborative partnerships and contract for services, as needed.
  - 4.3 ESC staff will ensure that confidentiality procedures are practiced and maintained.
  - 4.4 Establish ongoing collaboration with community organizations to promote access to community services provided to children and families.
    - 4.4.1 Agencies and Organizations: 211, Catholic Family Services, local ministerial Alliances, Child Protective Services, Salvation Army, & Community Resource Directory for a list of additional agencies.
  - 4.5 Establish Community Partnership Agreements and contract with community healthcare providers , community mental health providers, nutritional service providers, individuals and agencies that provide services to children with disabilities and their families, family preservation and support services, and organization or businesses that may supply support and resources to families.

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- 4.5.1 Organizations may include: WIC, TX Health Department, Department of Health and Human Services, Mental Health Mental Retardation, Early Childhood Intervention, West Texas Rehabilitation Center, Hendrick Center for Rehabilitation, Shared Service Arrangement Agencies, 211, Catholic Family Services, and local Ministerial Alliances, Housing Assistance, Emergency Shelter for Women and Children, Regional Crime Victims, New Horizons, Adult Education (GED), local universities, Workforce Solutions, Child Protective Services, local law enforcement agencies, local elementary schools, libraries, museums, childcare providers, Child Care Associates, and local child care centers.
- 4.6 Participate in Community Resource Collaboration Groups and network with other community organizations.
- 4.7 Perform outreach to encourage volunteers from the community to participate in Head Start programs through flyers, brochures, and meeting attendance.
- 4.8 ESC Head Start staff will enable effective participation of children with disabilities by establishing interagency agreement(s) with local education agencies, shared service arrangement agencies, etc.
  
- 5.0 Associated documents:
  - 5.1 Head Start Advisory Committees Meeting Minutes
  - 5.2 Community Partnership Agreements

**6.0 Record Retention Table:**

<b>Identification</b>	<b>Format</b>	<b>Storage</b>	<b>Retention</b>	<b>Disposition</b>	<b>Protection</b>
Community Partnership Agreements	Print/ Electronic	Filing Cabinet	7 years	Shred/ Delete	ESC Office Password Protected
Community Partner Contracts	Print/ Electronic	Filing Cabinet/ PROMIS Web-based data system	7 years	Shred/ Delete	ESC Office Password Protected
Health Services Advisory Committee Minutes	Print/ Electronic	Filing Cabinet	7 years	Shred/ Delete	ESC Office Password Protected
Community Partnership Committee Minutes	Print/ Electronic	Filing Cabinet	7 years	Shred/ Delete	ESC Office Password Protected

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**7.0 Monitoring:**

7.1 File review

**8.0 Revision History:**

Date:	Revision#	Description of Revision
6-2006		
8-2009		Reviewed
5-2012	6.0	Reviewed & Revised
6-2016		Reviewed
5-2017	1304.41(a)(b)	Revised and Edited based on New Performance Standards 1302.53
12-17	4.4 4.4.1 5.1	Replace “responsive “ to “provided”  Deleted “Community Action Program”  Add “Head Start Advisory Committee”
5-2018	4.5.1, 6.0	Changed: Betty Hardwick MHMR” to “Mental Health and Mental Retardation”, Changed: “Noah Project” to “Shelter for Women and Children”, Changed: “Cisco College, Tarleton State University, McMurry University, Hardin Simmons, Abilene Christian University, Texas State Technical College, Ranger college, Western Texas College” to “local universities”, Changed “shredded” to “Shred/Delete”, “ Print” to “Print/Electronic Added: Password protected
6-2019	2.7, 2.2, 2.6, 2.3, 2.1	Deleted “Parent Engagement Consultant” Changed “Family Community Partnership” to Parent/Family/Community

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		Engagement Consultant (PFCE)” Added “Nutrition/Safety” Deleted “Community Partnership Consultant (CPC)” Added “Disability”
4/2022		Reviewed
12/2022	6.0	Remove “PROMIS” replace with “Web-based data system”