

**HEAD START PROCEDURES FOR:
COMMUNITY PARTNERSHIPS AND COORDINATION WITH OTHER EARLY
CHILDHOOD AND EDUCATION PROGRAMS
COMPONENT: CENTER FOR YOUNG LEARNERS**

- 1.0 **Scope:** Head Start Standard Community Partnerships and Coordination with other early childhood and education programs 1302.53 (a)1-2(i-viii)(b)(1)(2(i-iii))(3)
- 2.0 **Responsibility:**
- 2.1 Family/Community Partnership Consultant (FCPC)
 - 2.2 Community Partnership Consultant (CPC)
 - 2.3 Disability Consultant (DC)
 - 2.4 Mental Health Consultant (MHC)
 - 2.5 Health Consultant (HC)
 - 2.6 Parent Engagement Consultant
 - 2.7 Head Start Director (HSD)
 - 2.8 Head Start ESC/ISD Staff
 - 2.9 Parents
 - 2.10 Education Consultant

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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, and 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 responsive to children and families.
 - 4.4.1 Agencies and Organizations: Early Childhood Intervention (ECI), Independent School Districts (ISD's), Shared Services Agreement Agencies (SSA), 211, Catholic Family Services, local ministerial Alliances, Child Protective Services, Salvation Army, Food Bank, & reference the Community Resource Directory for a list of additional agencies.
- 4.5 Establish Community Partnership Agreements and Contracts/ MOU's with: community health care organizations, mental health and nutritional service providers, individuals and agencies that provide services to children with disabilities and their families, family preservation agencies, domestic violence prevention, alcohol and drug support services.
 - 4.5.1 Including organizations such as: WIC, TX Health Department, Department of HHS, Betty Hardwick Center MHMR, Early Childhood Intervention (ECI), West Texas Rehabilitation Center, Hendricks Center for Rehabilitation, Shared Service Arrangement Agencies, 211, Catholic Family Services, and local Ministerial Alliances, Child Protective Services, local law enforcement agencies, local elementary schools, libraries, museums, childcare providers, Child Care Associates, local child care centers, Workforce Development, adult education, colleges, housing authority entities.
- 4.6 Participate in Community Resource Collaboration Groups and network with other community organizations.
- 4.7 Conduct 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 with local education agencies, shared service arrangement agencies, etc.

5.0 Associated documents:

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- 5.1 Meeting Minutes
- 5.2 MOU's

6.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
Community Partnership Agreements	Print	Filing Cabinet	7 years	Shredded	ESC Office
Community Partner Contracts (MOU's)	Print	Filing Cabinet PROMIS	7 years	Shredded	ESC Office
Health Services Advisory Committee Minutes	Print	Filing Cabinet	7 years	Shredded	ESC Office
Community Partnership Committee Minutes	Print	Filing Cabinet	7 years	Shredded	ESC Office

7.0 Monitoring:

- 7.1 Quarterly review

8.0 Revision History:

Date:	Revision#	Description of Revision
6-2006		
8-2009		Reviewed
5-2012	6.0	Reviewed & Revised
6-2016		Reviewed
6-2017		Reviewed 1304.41 changed to 1302.53
12-17	4.4, & 4.7	Replace the word "see" to "reference" & 4.7 "Perform" to "Conduct"
5-2018		Reviewed