

COMMUNITY INVOLVEMENT POLICY

Policy Number: FC0503	Effective Date: 4/25/2017	Policy Council Approval Date: 4/26/2017
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PERFORMANCE OBJECTIVE: 1302.53(a & b) (1-2) Head Start/Early Head Start will establish ongoing collaborative relationships and partnerships with community organizations to facilitate access to community services that are responsive to children's and families' needs and family partnership goals, and community needs and resources, as determined by the community assessment.

OPERATIONAL PROCEDURE:

1. The agency will create awareness through frequent news releases and use of other public relation tools.
2. Each center will utilize youth volunteers and services from schools and community groups that work with youth.
3. The staff will recruit community volunteers at the center level. Program staff will be assigned by Area Supervisors to provide Orientation Training for parent and community volunteers. The Operations and Development Director will assign Coordinators to provide training to consultants and child care partners.
4. Family Resource Specialists, Family Advocates, and EHS Home Visitors will research community projects and organizations available in the area in which parents can become members.
5. The staff and parents will utilize the community needs assessment and will identify local needs to work on plans for community betterment.
6. Family Resource Specialists, Family Advocates, and EHS Home Visitors will participate and assist families in participating in community projects.
7. Family Resource Specialists, Family Advocates, and EHS Home Visitors are encouraged to serve on community organization boards and committees whose goals focus on children and families.
8. Staff will develop informal relationships with employees of agencies who serve young children and families.
9. Coordinators, Area Supervisors, and program staff will establish collaborative relationships with health care providers, mental health professionals, managed care networks, dentists, nutritional service providers, providers of prenatal and postnatal support, substance abuse treatment providers, agencies providing services to children with disabilities, school districts,

community child care providers, Department of Social Services and child protective services, libraries and museums, educational and cultural institutions, workforce development and training programs, adult & family literacy services, financial institutions, housing assistance agencies, providers of support for children and families experiencing homelessness, domestic violence prevention and support providers, and other organizations that support families. These relationships will be supported through communication, cooperation, and sharing of information, while protecting the privacy of child records in accordance with subpart C of part 1303 in the Head Start Program Performance Standards.

10. The Special Services and Head Start Education Coordinator will ensure Memorandums of Understanding are in place with local publicly funded preschool programs.
11. The staff and parents will participate in community efforts to prevent and treat child abuse and neglect.
12. The Area Supervisors, Family Resource Specialists, Family Advocates, and EHS Home Visitors will post job opportunities regularly for parents to review. The employment opportunities will also be provided in newsletters and posted online through agency social media links.
13. In-Kind documentation will track community involvement.