

EARLY HEAD START/HEAD START FAMILY PARTNERSHIP AGREEMENT POLICY

Policy Number: FC0502	Effective Date: 4/25/2017	Policy Council Approval Date: 4/26/2017
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PERFORMANCE OBJECTIVE: 1302.52 (a-c) Head Start/Early Head Start will implement a family partnership process as early in the program year as possible that includes a family partnership agreement to support family well-being, including family safety, health, and economic stability, child learning and development, to provide services and supports for children with disabilities, and foster parental confidence and skills that promote the early learning and development of children. The process will continue for as long as the family participates in the program, based on parent interest and need.

1302.34 (b)(7) Teachers, except those described in paragraph (b)(8) of this section, conduct at least two home visits per program year for each family, including one before the program year begins, if feasible, to engage the parents in the child's learning and development, except that such visits may take place at a program site or another safe location that affords privacy at the parent's request, or if a visit to the home presents significant safety hazards for staff;

OPERATIONAL PROCEDURE:

1. A positive relationship will be developed and exist between HS/EHS staff and parents beginning at enrollment, that establish parents as their children's primary teacher and implement strategies to engage parents in their children's learning and development including Father engagement.
2. Head Start Teachers will conduct 2 Home Visits and Family Resource Specialist will conduct 3 home Visits and 2 60 – day contacts per year. Exception: Home visits may be completed in the office or another safe site that affords privacy at the parent's request, if the family is homeless or there is a safety risk in going to the home (see 1302.34 (b)(7))
3. The Family Partnership Agreement includes the following forms:
 - a. Family Assessment Form related to the Head Start Parent Family and Community Engagement Framework (Identifying individualized family strengths, needs and aspirations related to the family engagement outcomes according to the prescribed schedule until the family transitions or leaves the program)
 - b. Family Goals and Action Plan – jointly developed and shared between staff and families with follow up to review individual progress, revise goals, and track whether identified needs and goals are met and adjust strategies on an ongoing basis as necessary providing resources as needed based on urgency and intensity of identified family needs and goals.
 - c. The Head Start Family Involvement Contract Form will be completed at enrollment.
 - d. Head Start Prenatal To 5 Years Contact Note (in ChildPlus.Net. for FRS staff)

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4. If families have children in EHS & HS the EHS staff will administer the Family Assessment Form. A copy will be provided to the appropriate Family Resource Specialist for the child's file.
5. The Family Partnership Agreement is not a one-time process as a family's needs, concerns and goals change over time. Family Resource Specialists and EHS Home Visitors/Family Advocates need to revisit, review and revise the Family Goals based on the needs of the family.
6. The HS Family Resource Specialist and EHS Home Visitor or Family Advocate will identify and prioritize the strengths and the areas of concern for each family. Information gathered from the Family Assessment Form will be the basis for setting goals and making needed referrals.
7. Families must have the opportunity to develop and implement individualized family partnership agreements that describe family goals, responsibilities, timetables and strategies for achieving these goals.
8. Family Goals will be completed at the initial home visit taking into consideration each family's readiness and willingness to participate.
9. The Family Resource Specialist or EHS Home Visitor/Family Advocate will avoid duplication of effort or conflict with any preexisting family plans developed between other programs and the Early Head Start/Head Start family. The family partnership agreement must take into account and build upon, as appropriate, information obtained from the family and other community agencies concerning preexisting family plans.
10. The Family Goals will be reviewed every 60 days by the EHS Home Visitor, Family Advocate and HS Family Resource Specialist. The Family Resource Specialist or EHS Home Visitor/Family Advocate will make appropriate referrals according to the families' needs, interests and goals. Families may require a referral for emergency or crisis assistance that could include, but is not limited to, the areas of food, clothing and shelter. Documentation will be recorded in ChildPlus.Net.
11. All referrals must have follow-up with each family to determine whether the kind, quality and timeliness of the services received through referrals met the families' expectations and circumstances. Referrals will be documented in ChildPlus.Net. as the Event Type of Need Identified with follow-up documented in ChildPlus.Net.
12. A Resource Directory of community resources is available to HS and EHS staff and is also available to families in the Parent Room of the Head Start center or can be obtained from the Home Visitor/Family Advocate in Early Head Start. The EHS Home Visitor/Family Advocate and HS Family Resource Specialist will also access the internet and other community resource materials for the most current information and instruct the parent in this process.
13. Family contacts will be made on a regular basis through home visits, center/site visits, phone calls, and during parent activities. Contacts are determined by family needs.