

	DHS Early Head Start Program Policy		
FAMILY 1			
SUBJECT	Family Engagement Approach		
REFERENCE	Family and Community Support		
EFFECTIVE	8/1/2017		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/28/20	Governing Body Approval: 9/28/17	Governing Body Revision: 8/13/20
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Policy:

Family Engagement

The Head Start Program, including the Early Head Start, recognizes parents/guardians as their children’s primary teachers and nurturers and implements intentional strategies to engage parents/guardians in their children’s learning and development and support parent-child relationships, including specific strategies for father engagement.

The Head Start Program provides parents/guardians with opportunities to participate in the program as employees or volunteers. Service Providers will develop and implement procedures that support and promote strategies to engage parents/guardians such as opportunities to participate as employees or volunteers.

Performance Standard(s):

1302.50 (b)(1)& (4)

	DHS Early Head Start Program Policy		
FAMILY 2			
SUBJECT	Staff/Parent Communication System		
REFERENCE	Family and Community Support		
EFFECTIVE	8/1/2020		
Policy Council Approval: 7/28/20	Policy Council Revision: 7/28/20	Governing Body Approval: 8/13/20	Governing Body Revision: 8/13/20
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Policy:

The Head Start Program, including the Early Head Start (EHS), develops relationships with parents/guardians and structure services to encourage trust and respectful, ongoing two-way communication between staff and parents/guardians to create welcoming program environments that incorporate the unique cultural, ethnic, and linguistic backgrounds of families in the program and community.

All Head Start staff will ensure continuous communication between families and themselves. This will allow our families to develop a sense of knowledge, trust and respect for our staff members, thus allowing staff and parents/guardians to work easily together to ensure that each child and family are receiving the full amount of benefits that Head Start has to offer.

The Head Start Program conducts family engagement services in the family’s preferred language, or through an interpreter, to the extent possible, and ensures families have the opportunity to share personal information in an environment in which they feel safe.

The Head Start Grant Recipient will work with the Service Provider to ensure the establishment of a Parent Connection Committee (PCC) comprised exclusively of parents/guardians of currently enrolled children at each site/center as early in the program year as possible. At a minimum, procedures must include:

- Activities to ensure parents/guardians of currently enrolled children understand the process for elections to the Head Start Policy Council (HSPC) and other leadership opportunities.

- Opportunities for PCC members to assist staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families.
- A process for PCC members to communicate with the Head Start Policy Council (HSPC).
 - i. PCC agendas must dedicate time to allow for parent questions/discussion

Performance Standard(s):

1302.50(b)(2) & (5); 1301.4

	DHS Early Head Start Program Policy		
FAMILY 3			
SUBJECT	Family Engagement and Collaboration		
REFERENCE	Family and Community Support		
EFFECTIVE	8/1/2020		
Policy Council Approval: 7/28/20	Policy Council Revision: 7/28/20	Governing Body Approval: 8/13/20	Governing Body Revision: 8/13/20
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Policy:

The Head Start Program, including Early Head Start, collaborates with families in a family partnership process that identifies needs, interests, strengths, goals, services, and resources that support family well-being, including family safety, health, and economic stability.

Head Start Program provides parents/guardians training opportunities, including presentations, activities, educational materials/resources, and/or campaigns on various topics, including:

- Vehicle and Pedestrian Safety
- Disabilities
- Health, Dental, and Nutrition
- Child Abuse Prevention
- Mental Wellness
- Financial Literacy
- Child and Community Advocacy
- And other topics that promote family well-being

City staff and Service Provider will develop and implement procedures to work together to provide training and presentation opportunities for parents/guardians.

Performance Standard(s):

1302.50(b)(3)

	DHS Early Head Start Program Policy		
FAMILY 4			
SUBJECT	Parent Activities to Promote Child Learning and Development		
REFERENCE	Family and Community Support		
EFFECTIVE	8/1/2020		
Policy Council Approval: 7/28/20	Policy Council Revision: 5/24/22	Governing Body Approval: 8/13/20	Governing Body Revision: 8/4/22
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Policy:

The Head Start Program, including Early Head Start and Service Provider will promote shared responsibility with parents/guardians for children’s early learning and development. In addition, implement family engagement strategies that are designed to foster parental confidence and skills in promoting children’s learning and development.

The Head Start Grant Recipient and Education Service Providers will collaborate to develop and implement procedures that include, at a minimum, the following:

- Offering activities that support Parent-Child Relationships
- Offer activities that support Child Development (including language, dual language, literacy, and bi-literacy development)
- Provide parents/guardians with information about the importance of regular attendance, and partner with them, as necessary to promote consistent attendance (impact of attendance on learning outcomes)
- For dual language learners, information, and resources for parents about the benefits of bilingualism and bi literacy

Performance Standard(s):

1302.51(a)

	DHS Early Head Start Program Policy		
FAMILY 5			
SUBJECT	Research Based Parent Curriculum		
REFERENCE	Family and Community Support		
EFFECTIVE	8/1/2020		
Policy Council Approval: 7/28/20	Policy Council Revision: 5/24/22	Governing Body Approval: 8/13/20	Governing Body Revision: 8/4/22
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Policy:

The Head Start Program, including the Early Head Start Program and Service Providers collaborate to offers opportunities for parents/guardians to participate in a research-based parenting curriculum that builds on parents’/guardians’ knowledge and offers parents/guardians the opportunity to practice parenting skills to promote children’s learning and development. If the Head Start Grant Recipient chooses to make significant adaptations to the parenting curriculum to better meet the needs of one or more specific populations, the program will work with an expert or experts to develop such adaptations.

The Head Start Recipient and Service Providers will collaborate to develop and implement procedures, including training for staff, to ensure all families are offered the opportunity to participate in the research-based parenting curriculum.

Performance Standard(s):

1302.51(b)

	DHS Early Head Start Program Policy		
FAMILY 6			
SUBJECT	Family Partnership Services		
REFERENCE	Family and Community Support		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/28/20	Governing Body Approval: 9/19/16	Governing Body Revision: 8/13/20
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Policy:

Family Partnership Services

The Head Start Program, including the Early Head Start (EHS) Program, engages in a process of collaborative and respectful partnership-building with parents/guardians to establish mutual trust and to identify needed services, supports, family strengths, and family goals. This process must take into consideration each family’s readiness and willingness to participate in the process and must be engaged in jointly with parents. Family services are to be individualized and focused on the achievement of identified outcomes as described in the Head Start Parent, Family, and Community Engagement Framework.

Staff is to adhere to all confidentiality policies and procedures to protect family information.

Family and Community Support staff will offer:

- A **Family Partnership Agreement** to orient parents/guardians of the roles and responsibilities of Head Start parents/guardians and staff.
- A **Family Assessment** tool to identify each family’s strengths, needs and interests.
- An opportunity to develop family goals. The goal setting process must include: family goals, strategies for success, staff support to be provided, timeframes, and community resources that are available to assist families in meeting their goals.
- Community resources that are able to meet their identified needs, interests and/or goals.

Performance Standard(s):

1302.52

	EHS Early Head Start Program Policy		
FAMILY 7			
SUBJECT	Community Partnerships		
REFERENCE	Family and Community Support		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/28/20	Governing Body Approval: 9/19/16	Governing Body Revision: 8/13/20
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Policy:

The Head Start Program, including the Early Head Start (EHS) Program establishes ongoing collaborative relationships and partnerships with community organizations. Relationships are built by establishing joint agreements, procedures, or contracts and arranging for onsite delivery of services as appropriate. This helps to facilitate access to community services that are responsive to children’s and families’ needs, family partnership goals, and community needs and resources, as determined by the community assessment.

Performance Standard:

1302.53 (a) (1) (2)