
	<b>DHS Head Start Program Policy</b>		
<b>FAMILY 1</b>			
<b>SUBJECT</b>	Family Engagement Approach		
<b>REFERENCE</b>	Family and Community Support		
<b>EFFECTIVE</b>	7/28/2020		
<b>Policy Council Approval: 7/28/20</b>	<b>Policy Council Revision: 7/28/20</b>	<b>Governing Body Approval: 8/13/20</b>	<b>Governing Body Revision: 8/13/20</b>
<b>PAGE: 1 of 1</b>			



**Policy:**

The Head Start Program 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. Education Service Providers will develop and implement procedures that support and promote strategies to engage parents/guardians, including participation as employees or volunteers.

**Performance Standard(s):**

1302.50(b)(1) & (4)

	<b>DHS Head Start Program Policy</b>		 <b>HEAD START</b> City of San Antonio Department of Human Services
<b>FAMILY 2</b>			
<b>SUBJECT</b>	Staff/Parent Communication System		
<b>REFERENCE</b>	Family and Community Support		
<b>EFFECTIVE</b>	7/28/2020		
<b>Policy Council Approval: 7/28/20</b>	<b>Policy Council Revision: 5/24/22</b>	<b>Governing Body Approval: 8/13/20</b>	<b>Governing Body Revision: 8/4/22</b>
			<b>PAGE: 1 of 1</b>

**Policy:**

The Head Start Program, including the Head Start Grant Recipient and Education Service Providers, will develop 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, including Family and Community Support Staff and school district staff, will ensure continuous communication with families. 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 will conduct 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 Education 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

	<b>DHS Head Start Program Policy</b>		 <b>HEAD START</b> City of San Antonio Department of Human Services
<b>FAMILY 3</b>			
<b>SUBJECT</b>	Family Engagement and Collaboration		
<b>REFERENCE</b>	Family and Community Support		
<b>EFFECTIVE</b>	7/28/2020		
<b>Policy Council Approval: 7/25/17</b>	<b>Policy Council Revision: 7/28/20</b>	<b>Governing Body Approval: 9/28/17</b>	<b>Governing Body Revision: 8/13/20</b>
<b>PAGE: 1 of 1</b>			

**Policy:**

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



Head Start Program will provide 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

The Head Start Grant Recipient and Education 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)



	<b>DHS Head Start Program Policy</b>		
<b>FAMILY 4</b>			
<b>SUBJECT</b>	Family Engagement Staffing		
<b>REFERENCE</b>	Family and Community Support		
<b>EFFECTIVE</b>	7/28/2020		
<b>Policy Council Approval: 7/28/20</b>	<b>Policy Council Revision: 7/28/20</b>	<b>Governing Body Approval: 8/13/20</b>	<b>Governing Body Revision: 8/13/20</b>
<b>PAGE: 1 of 1</b>			

**Policy:**

The Head Start Grant Recipient will implement procedures for family support staff and the Education Service Provider will implement procedures for teachers to share information with each other, as appropriate and that are consistent with the requirements in part 1303 subpart C, of this chapter; FERPA; or IDEA, to ensure coordinated family engagement strategies with children and families in the classroom, home, and community.

**Performance Standard(s):**

1302.50(b)(6)

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

**Policy:**



The Head Start Grant Recipient and the Education Service Provider will promote shared responsibility with parents/guardians for children’s early learning and development and 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 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 biliteracy.

**Performance Standard(s):**

1302.51(a)

	<b>DHS Head Start Program Policy</b>		
<b>FAMILY 6</b>			
<b>SUBJECT</b>	Research Based Parent Curriculum		
<b>REFERENCE</b>	Family and Community Support		
<b>EFFECTIVE</b>	7/28/2020		
<b>Policy Council Approval: 7/28/20</b>	<b>Policy Council Revision: 5/24/22</b>	<b>Governing Body Approval: 8/13/20</b>	<b>Governing Body Revision: 8/4/22</b>
<b>PAGE: 1 of 1</b>			



**Policy:**

The Head Start Grant Recipient and Education Service Providers collaborate to offer 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.

The Head Start Grant Recipient and Education Service Providers will 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)

	<b>DHS Head Start Program Policy</b>		
<b>FAMILY 7</b>			
<b>SUBJECT</b>	Family Partnership Services		
<b>REFERENCE</b>	Family and Community Support		
<b>EFFECTIVE</b>	7/28/2020		
<b>Policy Council Approval: 7/25/17</b>	<b>Policy Council Revision: 7/28/20</b>	<b>Governing Body Approval: 9/28/17</b>	<b>Governing Body Revision: 8/13/20</b>
<b>PAGE: 1 of 1</b>			

**Policy:**



The Head Start Program will engage 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.

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:**

1302.52

	<b>DHS Head Start Program Policy</b>		 <b>HEAD START</b> City of San Antonio Department of Human Services
<b>FAMILY 8</b>			
<b>SUBJECT</b>	Community Partnerships		
<b>REFERENCE</b>	Family and Community Support		
<b>EFFECTIVE</b>	7/28/2020		
<b>Policy Council Approval: 7/25/17</b>	<b>Policy Council Revision: 7/28/20</b>	<b>Governing Body Approval: 9/28/17</b>	<b>Governing Body Revision: 8/13/20</b>
<b>PAGE: 1 of 1</b>			



**Policy:**

The Head Start Program will establish ongoing collaborative relationships and partnerships with community organizations. Relationships will be 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 and family partnership goals, and community needs and resources, as determined by the community assessment.

**Performance Standard(s):**

1302.53(a)(1)(2)



	<b>DHS Head Start Program Policy</b>		 <b>HEAD START</b> City of San Antonio Department of Human Services
<b>FAMILY 9</b>			
<b>SUBJECT</b>	Family Collaboration for Transition		
<b>REFERENCE</b>	Family and Community Support		
<b>EFFECTIVE</b>	7/28/2020		
<b>Policy Council Approval: 7/28/20</b>	<b>Policy Council Revision: 5/24/22</b>	<b>Governing Body Approval: 8/13/20</b>	<b>Governing Body Revision: 8/4/22</b>
<b>PAGE: 1 of 1</b>			

**Policy:**

The Head Start Program, including the Head Start Grant Recipient and Education Service Providers, will collaborate with parents/guardians of Early Head Start Children to implement strategies and activities that support successful transition from Early Head Start and, at a minimum, provide information about the child’s progress during the program year. The Head Start Program will provide strategies for parents/guardians to continue their involvement in and advocacy for the education and development of their child.

The Head Start Program will develop and implement procedures to collaborate with parents/guardians of Head Start and implement activities that support successful transition from Head Start into Kindergarten.

**Performance Standard(s):**

1302.50(b)(6)