



**DHS, Head Start Program
Policy**



Family 1

SUBJECT	Family Engagement; Parent Activities to Promote Child Learning and Development; and Transitions		
REFERENCE	Family and Community Support		
EFFECTIVE	6/27/2017		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:

Family Engagement

The Head Start Program integrates parent and family engagement strategies into all systems and program services to support family well-being and promote children’s learning and development.

Head Start staff:



- Recognizes parents as their children’s primary teachers and supports parents in healthy parent-child relationships.
- Ensures a dual-generation approach in serving families.
- Implements strategies to promote fatherhood engagement.
- Provides families with leadership and decision-making activities through bi-monthly parent committee meetings, at a minimum, and other parent engagement opportunities.
- Provides opportunities for parents to engage in the program as employees or volunteers.
- Provides parent training opportunities and activities on various topics, including:
 - Parent-Child Relationships
 - Child Development (including language, dual language, literacy and bi-literacy development)
 - Attendance (impact of attendance on learning outcomes)
 - Vehicle and Pedestrian Safety
 - Parenting Education (utilizing research-based parenting curriculum)
 - School Readiness
 - Child Education and Curriculum
 - Disabilities
 - Health, Dental and Nutrition
 - Child Abuse Prevention
 - Mental Wellness
 - Financial Literacy (Asset Development)
 - Child and Community Advocacy
 - Transitions (from EHS to HS and from HS to Kindergarten)
 - Other topics that promote Family Well-Being

A monthly Parent Activity Calendar with planned activities and trainings must be submitted according to the *City of San Antonio Data Entry & Benchmark Due Date Guide*.

A monthly Parent Engagement Activity Report that includes all completed activities, trainings and number of attendees must be submitted according to the *City of San Antonio Data Entry & Benchmark Due Date Guide*.

Performance Standard(s):

1302.50 (a) and (b) (1) – (6); 1302.51(a) (1) – (3) and (b); 1302.70 (a), (b) (1) – (2), (c) – (e); 1302.71 (a) and (b) (1) and (2) (i) – (iv), (c) (2) (i) – (iii) and (3); and (d) – (e); and 1302.72 (a) – (c)

		DHS, Head Start Program Policy			
FAMILY 2					
SUBJECT		Family Partnership Services			
REFERENCE		Family and Community Support			
EFFECTIVE		6/27/2017			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
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Policy:

Family Partnership Services

The Head Start Program engages in a process of collaborative and respectful partnership-building with parents/guardians to establish mutual trust and to identify needed services and supports and family strengths and 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.

Communication with parents/guardians is to be in the family’s preferred language, when possible, and provided in a place where family members feel safe to share personal information.



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

Family and Community Support staff will:

- Complete a **Family Meeting / Home Visit** with each family whose child has been accepted into the program. The **Family Meeting / Home Visit** should be scheduled at the parent’s convenience, and if necessary, at a neutral location.
- Engage parents/guardians in a **Family Partnership Agreement** by orienting parents to the roles and responsibilities of Head Start parents and staff.
- Use a **Family Assessment** tool to identify each family’s strengths, needs and interests.
- Work with families 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. Families must be provided a copy of their **Goal Setting** forms. Progress on goal attainment is to be tracked until the end of the school year.
- **Refer** families to community agencies that are able to meet their identified needs and goals.
- At a minimum, contact families once each month.
- All contact must be documented in ChildPlus according to the *City of San Antonio Data Entry & Benchmark Due Date Guide*.

Performance Standard:

1302.52 (a) – (c) (1) – (4) and (d)

		DHS, Head Start Program Policy			
FAMILY 3					
SUBJECT		Community Partnerships			
REFERENCE		Family and Community Support			
EFFECTIVE		6/27/2017			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
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Policy:

The Head Start Program will collaborate with community agencies which support comprehensive services to children and families.

The Head Start Program will establish collaborative relationships with community organizations to promote access to community services that include:

- Health Care Providers
- Mental Health Providers
- Dental Providers
- Nutritional Programs
- Benefit Programs (Medicaid, TANF, Housing, etc.)
- Homeless Services
- Workforce Development Programs
- Family Literacy Programs (ABE, GED, ESL, etc.)
- Institutes of Higher Education
- Financial Literacy and Asset-Building Programs
- Disabilities Services
- Child Protective Services
- Family Preservation and Support Services
- Domestic Violence Agencies
- Child Care Providers
- Cultural Organizations (such as libraries and museums)
- Organizations that may provide other supports or resources to Head Start families

Head Start staff will recruit volunteers from the community to participate in Head Start programs. Additionally, community agencies will be invited to present information and resources at various Head Start meetings, parent meetings and other parent engagement events.

Performance Standard:
1302.53