

BOURBON COUNTY HEAD START

Community Partnership Policy

The Bourbon County Preschool Head Start community partnership policy establishes the role of advocacy and ensures that communication with parents and community agencies exist to help share concerns and improve, or bring in new services as needed for Head Start families.

Parents are given a Family Partnership Agreement at the beginning of school at the initial home visit by the teacher. This agreement is then copied and given to the Family Service Coordinator. The Family Service Coordinator then assesses the needs of the families. The barriers that are marked on the agreement will be paired up with a community agency or agencies that may help with the family needs.

Information about community agencies will then be provided to the parent. This connection of the family to community will then be provided to the parent. This connection of the family to the community will enable the parents to work with other groups that can help them overcome barriers within their lives. Once the connection has been made, parents may be asked to be a representative on an interagency council (i.e. Policy Council, Health Council, etc....) these representations will make the community aware of Head Start families and their needs.

Community Partnership Agreements are established between the Family Service Coordinator and various places in the community such as; Paris/ Bourbon County Fire Department, Paris/ BOurbon County Library, Bourbon County Extension Office, Bourbon County Family Resources, and various other agencies.

A Community Resource list is also located in the parent handbook. This list will be updated annually. Head Start families will have easy access to find even more community resources from this handbook. The list will be distributed to all families and staff, so that they will know whom to call when they have a barrier, or are in need. The Community Resource directory will be reviewed and revised annually, so that the families will know whom to call when they have a barrier, or are in need.

Our program participates in the State or local Quality Rating and Improvement System (QRIS) to the extent practicable, is State or local QRIS has a strategy to support Head Start Preschool participation without requiring programs to duplicate existing documentation from the Office of Head start oversight

Activity	Person (s) Responsible	Date to be Completed	Evidence of Completion
1. Parents are given a Family Partnership Agreement	Teacher Family Service Coordinator	At first home visit	Paper will be copied and given to family service worker
2. Assess the needs of the family, if there are barriers marked.	Family Service Coordinator	As soon as need is made known	Contact logs and referrals
3. Make referrals to community partners for families. Provide parents with agency information.	Family Service Coordinator	As soon as possible	Contact logs and referrals
4. Prepare community resource list for parents to easily access	Family Service Coordinator	First home visit	Checklist
5. Give resource list to parents and staff	Family Service Coordinator Teacher	First home visit	Checklist
6. Review and revise resource directory	Family Service Coordinator	Annually	Revised resource directory located in parent handbook

PROCEDURE: Parent involvement in Community Advocacy

OBJECTIVE : Establish a role of advocacy and spokesperson to ensure that communication with parents and community agencies to help share concerns and improve or bring in new services as needed by Head Start families.

Policy Council Approval: 4/13/15