

BOURBON COUNTY HEAD START

Family Partnership Policy

Policy

As part of the family partnership process, teachers and/or family service workers will help families fill out a family partnership at the beginning of the school year. Each family's goal will be achievable. Follow up will be required on all referrals or parent requested information to see if the information/resources provided met the expressed need(s) before they are considered complete.

Procedure:

1. All families will complete a Parent Interest Survey at the initial home visit by the teacher. This will help staff determine needs and interests which will be further used at home visits and family activity development.
2. Information from the Parent Education and Interest Survey will be addressed by home visits, conferences and resource referrals.
3. All Family's strengths and needs will be identified through the Family Partnership Process. These strengths/ needs will be related to the Head Start Parent Family and Community Engagement Framework.
4. All Family Partnerships will be filled out during the initial home visit by the teacher and/or family service staff. Each goal will be connected to the families well being.
5. Family Service Staff will then collaborate with families to identify interests and needs related to the family engagement outcomes.
6. Classrooms will be divided up between 3 family service staff to ensure each family's goal is maintainable.
7. Family activity events and parent education opportunities will be held once a month to provide information and resources as requested.
- 8.

9. Following provision of resource/information and referrals, staff will contact families to determine parent satisfaction. Follow up will occur continuously throughout the year by home visit, phone conversation, or email.

This policy complies with Head Start Performance Standards

45CFR Section 1304.40
 1304.51(c)(1), (2)

Policy Council Approval: 6/9/14

