

Family and Community Partnerships Written

Performance Standard	Action Steps	Person / Team Responsible	Time Frame	Documentation and Resources Indicators
<p>1304.40 Family Partnerships (a) Family Goal Setting</p>	<p>(1)The first meeting between a Head Start family and Head Start staff will often occur during recruitment. The majority of enrollment applications will be filled out in the family’s home at their convenience. This is an important meeting in the relationship building process. The Family Services Coordinator assists the family in filling out the application and talks about the benefits of the Head Start experience for the child and family. Parent involvement opportunities for the family are discussed.</p> <p>The Head Start parent/guardian of a newly enrolled child will meet with their local Family Services Coordinator during screening (August). The Parent/Guardian of repeating children will meet with Family Services through a home visit. A discussion of family circumstances and strengths and needs will help to identify family goals. This meeting may be the start or the continuation of a trusting and collaborative relationship between the Head Start family and Head Start staff. A Family Partnership Agreement (including goal setting and service plan) will be discussed and possibly filled out and signed by the family members at the time of screening or visit.</p> <p>When families are not present at screening or for families with children enrolled later in the year, the Family Services Coordinator will meet with the family to start the process of developing the Family Partnership Agreement as soon after</p>	<p>~Family Services Coordinator</p> <p>~Family Services Coordinator</p> <p>~Family Services Coordinator</p>	<p>~At the time of the application</p> <p>~Screening in August</p> <p>~ As soon after enrollment as possible</p>	<p>~Application and income verification</p> <p>~Nutrition Assessment, Family Information and Needs Assessment, Parents Interest form, Authorization form, Confidentiality form, Community Resource Directory</p> <p>~Family Partnership Agreement form</p> <p>~CP/Contact Log</p> <p>~~Nutrition assessment,</p> <p>~Family Information and Needs Assessment,</p> <p>~Parents Interest</p>

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<p>(continued) 1304.40 Family Partnership (a) Family Goal Setting</p>	<p>Family Partnership Agreement interview we ask parents if they are currently working with another agency on family goals. If there is a family plan with another agency, Family Services staff will discuss with the family what support services Head Start can provide in helping the family achieve their goals.</p> <p>(4)An opportunity is provided for parents to meet with staff to discuss their child’s development, before or after parent meetings, at home visits, school conferences and during informal discussions. They also participate in the assessment of their child’s individual needs at the beginning of the school year with the teaching staff. Throughout the year, parents are given information on their child’s progress.</p> <p>(5)Meetings and interactions with families take place at times and locations convenient to the family’s lifestyle. Head Start will make available an interpreter, if needed, in order to communicate in the language spoken in the home. Parents are encouraged to share their ethnic background by participating in special circle times and in preparing ethnic foods. Staff receives training in multi-cultural customs.</p> <p>(6)A Directory of Community Resources, listing services and resources in the 13 county program area, is given to each family at screening at the beginning of the school year, or at the time of enrollment. The Head Start parent/guardian and Head Start staff look through the Resource Directory and discuss how it is to be used. Parents are told that if there is a service or agency that they cannot locate, they are welcome to contact their Family Services Coordinator. This Directory is revised and updated annually so that services currently available to families are listed. The Family</p>	<p><i>~possible agencies out side the program</i></p> <p><i>~Family Services Coordinator and Teaching Staff</i></p> <p><i>~Family Services Coordinator and Teaching Staff</i></p> <p><i>~Family Services Coordinator</i></p>	<p>possible in the program year</p> <p>~Before Parent meetings Home Visits Conferences or Informally</p> <p>~At screening or at the time of enrollment</p>	<p>Agreement ~A completed family Information & Needs Assessment</p> <p>~Possible assessments and progress reports</p> <p>~ Staff may need additional training in multi-cultural customs ~May need an interpreter</p> <p>~Directory of Community Resources</p>

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<p>(continued) 1304.40 Family Partnerships (a) Family Goal Setting</p> <p>1304.40 Family Partnerships (b) Accessing the community services</p>	<p>Services Coordinators are available to discuss agencies and services during screening in the fall, at parent meetings, at the Head Start Center and Home Base socialization groups and whenever information is needed by the family. The Family Services Coordinators make themselves available to parents throughout the year. Both their Head Start and home phone numbers are given to the Head Start parents.</p> <p>(i)On the Family Information and Needs Assessment, there is a listing where parents can indicate what emergency assistance is needed in the areas of food, housing, clothing, etc. Every family served is given telephone numbers of the Central Office, Head Start Center, Family Services Coordinator and Teacher in the event of an emergency requiring immediate attention. When a staff person is notified of an emergency, an immediate referral or contact is made to the appropriate agency, i.e., a family in an abusive situation will, with their permission, be transported to a resource center. The Family Services Coordinator will then make follow-up visits and contacts as needed by the family.</p> <p>Head Start coordinating staff works with parents to identify family and community resources and to utilize them, i.e. Food Stamp program, Temporary Assistance for Needy Families (TANF), WIC, family budgeting, food purchasing, food banks etc.</p> <p>(ii)Referral for counseling is available to parents upon request. See – Parent Counseling Guidelines. Family Services staff will</p>	<p>~Family Services Coordinator</p> <p>~Family Services Coordinator</p>	<p>~Reviewed with family at screening, HV, Conference or at Family Partnership Agreement visit, then as needed</p>	<p>~Family Information and Needs Assessment ~Phone numbers of main office, Family Services, Center, Teacher/home visitor ~PFCE outcome-Positive Parent-Child Relationships</p>

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Policy Council Approval: November 10, 2015

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<p>(continued) 1304.40 Family Partnerships (b) Accessing community services and resources</p>	<p>assist parents in locating, contacting and making appointments with appropriate Mental Health providers in their community, if possible. Parents are provided training on mental health issues and how to access Mental Health assistance in their local communities. Examples of such trainings provided at parent meetings are: Handling Stress and Self Esteem. Parent training can be provided as an individual, group, or community activity.</p> <p>(iii) Head Start parents are provided with opportunities to enrich their lives through activities and training sessions, i.e., parenting classes, personal growth, child development, literacy and GED classes. Assistance is given to parents who wish to participate in various trainings. See Guidelines for Parent Training Reimbursement. Referrals are also made to Career Planning/Learning Centers as appropriate. These services are provided at a low cost or free, according to the family’s income.</p> <p>(2) When problems or needs have been identified and a referral has been made, follow-up contact shall be made with the family and/or agency to assure delivery of needed assistance. Contacts will be recorded on appropriate forms and appropriate staff will be kept informed of the progress.</p>	<p>~Family Services Manager</p> <p>~Family Services Coordinator</p> <p>~Family Services Coordinator</p>	<p>~At the time of a visit</p> <p>~Throughout the year</p> <p>~After the need is identified</p>	<p>~Family Information & Needs Assessment ~Directory of Community Resources ~Parent Counseling Guidelines</p> <p>~Parent Interest Form ~Guidelines for Parent Reimbursement ~Directory of Community Resources</p> <p>~FPA ~Child Plus</p>

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<p>1304.40 (c)(1)(i)(ii)(iii), 1304.40 (c)(2) and 1304.40 (c)(3) Not applicable as the program is not an Early Head Start Grantee</p> <p>1304.40 Family Partnerships</p> <p>(d) Parent Involvement-general</p>	<p>(1)A Parent Interest Form is filled out by each family at the beginning of the program year. From this survey, training sessions are scheduled for groups or on an individual basis, if needed. Monthly parent education sessions are held either before or after the parent committee meetings in the Head Start Center Units. At Home Base group meetings which are held twice a month, there may be more than one training session held per month. A variety of community agencies, such as Extension Service, Community Health, and Mental Health, along with Head Start staff, provide the training.</p> <p>Included on the Parent Interest Form is a checklist for parents to indicate their volunteer preferences which might include: (1) In the classroom (2) As an officer of the parent committee or (3) Serving on the Policy Council as a Representative.</p>	<p><i>~Family Services Coordinator</i></p>	<p>~Screening or at the time of enrollment</p>	<p>~Parent Interest Form ~Family Volunteer chart ~PFCE Outcome-Family Connections to Peers and Community</p>
<p>(continued)</p> <p>1304.40 Family Partnerships</p> <p>(d) Parent Involvement-general</p>	<p>(2)In the Center units, the classrooms are always open to Head Start parents and parents are always welcomed in the classrooms. In September, parent orientation meetings are held in each Unit. All Head Start parents are given a Family Information Book which includes information on: Confidentiality, Community & Parent Complaint Procedures, Bus Guidelines, etc. Parents may also view the Volunteer Training video. The teaching and coordinating staff makes parents feel welcome in the classroom and provide them with activities and materials to assist in carrying</p>	<p><i>~Family Services Coordinator, ~Teaching Staff</i></p>	<p>~September Orientation Meeting ~First Home visit before school starts ~Through out the school year</p>	<p>~Parent Packets ~Volunteer Training Video ~PFCE Outcome-Families as Life Long Educators</p>

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1304.40 Family Partnerships (e) Parent Involvement in Child Development and Education	<p>out the daily schedule. Parents are encouraged to volunteer as often as desired. Family Services Coordinators inform the parents of the benefits of volunteering, both to their child and themselves as well as the Head Start program. At home base group meetings, the parents take turns volunteering their time in the Head Start classroom.</p> <p>This program employs parents and former Head Start parents, as teacher assistants, cooks, and bus drivers whenever possible. Head Start parents will be informed of job openings at the same time they are made public. During the school year, Policy Council and individual parent meeting minutes may have announcements of job openings listed. This usually occurs at the same time as announcements appear in local newspapers. Head Start parents are not required to provide in-kind hours as a condition of their child's enrollment. Parent participation is always voluntary.</p>	<p>~Human Resources Manager</p>		<p>~Listing of job opening ~application ~PFCE Outcome-Families as Life Long Educators</p>
	<p>(3)Parents participate as employees and volunteers in the classroom to carry out planned activities. They may participate in child development courses, parenting classes and parent-child activity days.</p>			<p>~Attendance Sheets ~PFCE Outcome-Families as Life Long Educators</p>
	<p>(1)Parents are encouraged throughout the year to be involved in the Head Start Program in the following ways: a) as classroom observers, volunteers or paid Staff; b) Working with staff in program planning and curriculum development; c) In center and home base activities (training, field trips, open houses, special activities, picnics, etc.); d) On screening and hiring committees; e) Serving on Policy Council, State Head Start Association,</p>	<p>~Family Services Coordinator ~Teaching Staff</p>	<p>~Throughout the year</p>	<p>~Volunteer Chart ~PFCE Outcome-Families as Life Long Educators</p>

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<p>(Continued) 1304.40 Family Partnerships (e) Parent Involvement in Child Development and Education</p>	<p>Health Advisory Committee and Liaison between the Policy Council and Grantee Board; f) and Serving on the annual self-assessment team: g) Newsletter Reporter</p> <p>(2)Parents will meet with teaching staff during home visits, conferences or at parent meetings to discuss ways of implementing learning experiences in the home.</p> <p>(3)Training is provided in community resources, educational opportunities for parents (General Education Development - GED), adult education, vocational training, etc.) According to NESD Head Start program guidelines, reimbursements such as, mileage, registration fees, and baby-sitting assistance are available for parents who attend various trainings.</p> <p>(4)(i)Literacy activities are provided for children and families in the Centers and Home Base units. A literacy center is provided in each of the classrooms where children have the opportunity to come during free choice time. They can read to themselves and others write stories and draw pictures. Head Start mothers and</p>	<p>~ Teaching Staff</p> <p>~Family Services Coordinator</p> <p>~Family Services Coordinator ~Teaching Staff</p>	<p>~Throughout the year ~ Home Visits, Conferences</p> <p>~Throughout the year</p>	<p>~Children’s progress reports ~PFCE Outcome- Families as Life Long Educators</p> <p>~Family Information Book ~Guidelines for Parent Reimbursement ~Mileage and Misc. sheet ~PFCE Outcome- Positive Parent-Child Relationship</p> <p>~PFCE Outcome- Families as Life Long Educators</p>

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	<p>fathers, grandparents and community people are welcomed into the classroom throughout the year to read to the children and participate in various literacy activities.</p> <p>A written agreement is in place between the SD Literacy Council and Head Start programs. Local literacy councils will be assisting Family Services Coordinators with training and information for parents, books and additional services in the classrooms. Parents can also participate in Book Reading incentive programs with their children. Parents are encouraged to visit their local Public Library with their children and apply for library cards. Many Head Start parent groups plan a field trip to the local library.</p> <p>(ii) Parents may indicate on the Family Partnership agreement a wish to participate in literacy activities such as tutoring, improving their reading skills, English as a second language, etc. NESD Head Start program provides assistance (reimbursement for certain expenses) and support for parents who are attending literacy classes or studying for their GED.</p> <p>(6) Head Start parents will receive a minimum of two home visits and two conferences per year from the teaching staff. Head Start respects the wants and needs of each family. At that time individual needs of the children and families are discussed. They have the opportunity to schedule additional conferences with the teaching staff as needed.</p>	<p>~ <i>Managers</i></p> <p>~ <i>Family Services Coordinator</i></p> <p>~ <i>Teaching Staff</i></p>	<p>~Parent Meetings throughout the year</p>	<p>~Written agreements located in the Head Start Office ~Local Libraries ~PBS Ready to Learn Program ~PFCE Outcome-Families as Life Long Educators ~FPA ~Guidelines for Parent Reimbursement ~Mileage and Misc. sheet ~Progress Reports</p>

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<p>1304.40 Family Partnerships (f) Parent involvement in health, nutrition and mental health education.</p>	<p>(1)Parents accompany their children to medical and dental appointments. They participate in the health, mental health and nutrition education programs. Throughout the school year, parent training is held including such topics as, Healthy Eating, Childhood illnesses and Dental Hygiene.</p>	<p>~Family Services Coordinator</p>		<p>~Community Agencies ~PFCE Outcomes- Positive Parent-Child Relationships and Family Connections to Peers and Community</p>
	<p>(2)(i) Head Start parents will be given assistance in how to enroll and participate in a system of on-going family health care, i.e., selecting an appropriate doctor, the importance of keeping appointments and how to check out the costs and possibly set up payment plans. Each Family Services Coordinator keeps a list of Doctors, Dentists and Community Health and WIC offices in the program area.</p>	<p>~Family Services Coordinators</p>	<p>~Parent meeting or a designated time</p>	<p>~Directory of Community Resources ~List of Doctors and Dentists ~PFCE Outcome- Positive Parent-Child Relationships</p>
	<p>(ii) Parents are encouraged and supported to accompany their children to medical and dental appointments through: phone calls, home visits, notes. If transportation is not available to make the appointments, Family Services will transport parent and child to the necessary appointment. All contacts with families will be documented in Child Plus.</p>	<p>~Family Services Coordinator</p>		<p>~Child Plus</p>
	<p>(iii) Parents are provided opportunities to learn CPR (Cardio-Pulmonary Resuscitation), First Aid, safety practices and</p>	<p>~Family Services Coordinator</p>	<p>~Parent Meetings</p>	<p>~Community Agency</p>

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<p>(continued) (f) Parent involvement in health, nutrition and mental health education</p>	<p>preventive health care in general.</p> <p>(3)(i) Nutrition education is provided at parent meetings and parents may be referred to community nutrition programs such as EFNEP (Expanded Foods and Nutrition Education Program) and WIC (Women’s, Infants and Children).</p> <p>(ii) The Head Start Nutrition Manager is available for consultation. A Registered Dietician is also available as a resource to the Head Start Program.</p> <p>(4)(i) Mental Health topics are provided for training at parent meetings, including Handling Stress and Self Esteem. Staff is always welcome to attend.</p> <p>(ii) If needed, parents are provided opportunities to meet with the Mental Health consultant to discuss mental health issues of their child and family.</p>	<p>~Health Services Coordinator</p> <p>~Family Services Coordinator ~Health Services Manager</p> <p>~Health Services Manager ~Health Coordinator ~Registered Dietician</p> <p>~Family Services Coordinator</p> <p>~Education Coordinator</p>	<p>~When the need is identified ~Home visits/ conference</p> <p>~Throughout the year at parent meetings</p> <p>~Home Visits ~Conferences</p>	<p>~Community Agency ~PFCE Outcome-Positive Parent-Child Relationships</p> <p>~Registered Dietician Consultant</p> <p>~Community Agency ~PFCE Outcome-Positive Parent-Child Relationships</p> <p>~ Community Agency</p>

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<p>(g) Parent involvement in Community Advocacy</p>	<p>(iii) Setting up counseling for children would be done only with the active engagement of the parent.</p>	<p>~Family Services Coordinator ~Ed Coordinator</p>		
	<p>(1)(i) NESD Head Start program has in place an Advocacy Policy and Procedures which states the objectives followed by the staff as spokesman for Head Start families. Head Start will obtain input from parents and the community in establishing program goals in order to relate them to the goals of other institutions. This is done by the way of: informal discussions with parents, parent surveys, contacts with other agencies, such as AEYC, public school systems, PTA, etc. The following advocacy procedures shall be on going through out the year:</p>	<p>~Family Services Coordinator</p>	<p>~Throughout the year</p>	<p>~PFCE Outcome- Family Connections to Peers and Community</p>
	<p>2) Representatives from Head Start (usually the Family Services Coordinators) attend local inter-agency meetings, as available, to represent the best interest of the families to the community. Examples are Child Protection teams, CASA (Court Appointed Special Advocates), etc.</p>	<p>~Family Services Coordinator</p>		<p>~PFCE Outcome- Family Connections to Peers and Community</p>
	<p>3) Family Services and other Head Start staff will provide support and assistance to families in obtaining benefits from local resources. Head Start staff will encourage and empower parents through increased knowledge and awareness of services available to solve their problems and achieve their goals.</p>	<p>~Family Services Coordinator ~Teaching Staff</p>		<p>~PFCE Outcome- Family Connections to Peers and Community</p>
<p>4) Transportation to workshops, dental and health appointments will be provided as needed. The use of the Head Start phone is available to parents for long distance calls.</p>	<p>~Family Services Coordinator</p>		<p>~Head Start Phone</p>	

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(continued) (g) Parent involvement in Community Advocacy	5) Family Services Staff attend meetings with other agency personnel who provide services to Head Start families, i.e. Salvation Army, Food Banks, Resource Center for Women, Community Health, etc.	~Family Services Coordinator		
	6) Head Start Staff accompany families to IEP meetings and act as a support to them. This fosters positive relationships among Head Start staff, families and community organizations.	~Teaching staff ~Education Coordinators ~Family Services Coordinator	~When the IEP is up for review	~Progress Reports
	7) Training opportunities are provided in communication skills; listening, team building interviewing, observation, etc.	~Family Services Coordinator	~Parent Trainings throughout the year	
	8) Head Start parents are provided with opportunities to enrich their lives through activities and training sessions, i.e. parenting classes, personal growth, child development, literacy and G.E.D classes- see Guidelines for Parent Reimbursement for various trainings.	~Family Services Coordinator	~Throughout the year	~Guidelines for parent reimbursement
	9) Head Start staff will be knowledgeable of community agencies so they will be able to refer parents facing crisis situations to appropriate resources.	~Family Services Coordinator	~Throughout the year	~Directory of Community Resource Book

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<p>(continued) (g) Parent Involvement in Community Advocacy</p>	<p>10) Head Start staff will assist families transitioning out of Head Start.</p> <p>11) Head Start staff shall portray a positive role model for Head Start parents.</p> <p>Parents are encouraged to attend local school board meetings, city/county meetings and to contact their local congressional representatives in order to make them aware of their family’s interests and needs.</p> <p>(ii) Training is provided for parents that will enable them to obtain services within the community. This is done through home visits, informal conversations, Newsletter articles, and the Directory of Community Resources.</p> <p>(2) Parents are encouraged to participate in activities they develop. These include social activities, training sessions, community support groups, classroom activities and special interest activities. A Parent Interest Form is filled out by parents at the beginning of the year indicating the areas they would like to receive training and lists their volunteer preferences.</p>	<p>~Family Services Coordinator ~Teaching Staff ~Ed Coordinators</p> <p>~All Staff</p> <p>~Family Services Coordinator</p>	<p>~Throughout the year</p>	<p>~Parent Interest Form</p>
<p>(h) Parent involvement in Transition activities</p>	<p>(1) Head Start will assist families transitioning out of Head Start by giving them information on Kindergarten Readiness, local kindergarten screening, registration, etc. Each family with a child transitioning to kindergarten will receive a packet of information</p>	<p>~Family Services Coordinator ~Education Coordinators</p>	<p>~Throughout the year</p>	<p>~Community Agencies</p>

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<p>(i) Parents involved in Home Visits</p> <p>1304.41 Community Partnerships</p> <p>(a) Partnerships</p>	<p>throughout the year. In August, transitioning families will receive contact from Family Services (phone calls or meetings) to help them in the transition process. For additional information see NESD Head Start Program Transition Plan.</p> <p>(1) Parents are encouraged but not required to have home visits in the Center Units.</p> <p>(2) Two home visits will be made to each family’s home per year unless requested not to by the family.</p> <p>(3) Home visits must be conveniently scheduled for the parents and staff.</p> <p>(4)Home visits will be made in the family’s home in the Home Base option but visits may be conducted outside the home in Center Units at the parent’s request.</p> <p>(1) Head Start will work closely with community agencies and organizations that provide services to families served by the program. Family Services Coordinators attend Interagency Meetings and Child Protection Team Meetings where information is shared in accordance with Head Start’s confidentiality policy. All Head Start staff will encourage parents to participate in Parent/ Teacher Associations, Association of the Education of Young Children (AEYC), school board meetings, county commissioner’s meetings to communicate their needs and concerns. The Family Services Coordinators, through regular contacts with community agencies, will support Head Start</p>	<p>~Family Services Manager</p> <p>~Family Services Coordinator</p> <p>~Teaching Staff</p> <p>~Teaching Staff</p> <p>~Teaching Staff</p> <p>~Family Services Coordinator</p>	<p>~Throughout the year</p> <p>~Throughout the year</p> <p>~Throughout the year</p> <p>~Throughout the year</p>	<p>~PFCE Outcome- Families as Life Long Educators</p> <p>~PFCE Outcome- Family Connections to Peers and Community</p> <p>~PFCE Outcome- Family Connections to Peers and Community</p>

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<p>(continued) (a) Partnerships</p>	<p>families in the achievement of their individual goals. The Family Services Coordinators will work with communities to provide services to low-income families at low cost or no cost. They will also work with other agencies and organizations to provide programs or services that may not be currently available. Community contacts will be documented through In-Kind forms, daily logs and more formal collaborative agreements.</p> <p>(2)(i)(ii)(iii)(iv)(v)(vi)(vii)</p> <p>(viii)(ix) NESD Head Start Program, Inc. has in place collaborative agreements with the Dept. of Social Services; Job Service; SD Extension Service; SD Literacy Council; SDPBS and local public school systems. Head Start staff work closely with health professionals, such as physicians, dentists, Community Health nurses and mental health providers. Family Services Coordinators keep in contact with the SD Dept. of Social Services (Economic Assistance, Medicaid, Food Stamps, Child Support Enforcement, Child protection, etc.), WIC offices, libraries, and businesses that participate in the Dollars for Scholars program.</p> <p>(3) Local Head Start units encourage volunteers through activities such as, Open Houses, media events, newsletters, RSVP (Retired Senior Volunteer Program) organizations, and Child Development classes at local public schools.</p> <p>(4) NESD Head Start has interagency agreements in place with local education agencies to enable the effective participation of children with disabilities and their families.</p>	<p>~Managers</p> <p>~Education Manager</p>		<p>~Agreements are located at the main office</p>

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(b) Advisory Committees	NESD Head Start Program has established and maintains a Health Services Advisory Committee which includes professionals and volunteers from the community. Current Head Start parents are represented on this committee.	~Nutrition/Health Manager ~Health Coordinator		~Agreements are located at the main office
(c) Transition Services	(1) See NESD Head Start Program, Inc. Transition Plan.			