

## Family Partnership Agreement

### POLICY:

Staff and parents will develop a Family Partnership Agreement which seeks to support families in their efforts to reach the goals they have identified.

*This policy relates to Head Start Performance Standards 45 CFR Part 1302.50, 1302.52*

### PROCEDURE:

1. Family Advocates will visit families immediately after their child is accepted in the Head Start program and up to 90 calendar days after enrollment to:
  - I. Complete a Family Assessment form or update as needed.
  - II. Establish a Family Partnership Agreement
    - (a) Document goal and steps to reach that goal.
    - (b) Problem solve to remove barriers to reaching goal and make appropriate referrals as needed.
    - (c) Discuss opportunities available through Head Start to help achieve the goal.
    - (d) If the family is already working with another agency and has established goals or pre-existing plans, goals will be the same as those previously identified. Efforts to exchange information regarding pre-existing plans should be made. The FA must obtain copies of plans and avoid duplication of goals.
  - III. Discuss parent opportunities:
    - (a) Volunteer opportunities
    - (b) Policy Committee
    - (c) Literacy/career development options
    - (d) Childcare support/subsidy
    - (e) Community advocacy opportunities
  - IV. Follow up in medical and dental needs
  - V. Update child/family information
2. Family Advocates will have a least one (1) written goal and one (1) referral for no less than 50% of their assigned families within 90 days of enrollment. The goals and referrals will be logged on the COPA system within 120 days.
3. Family Partnership Agreements will be reviewed at subsequent visits. Progress will be documented in the update section of the agreement form and on COPA.

4. Contents of the Family Partnership Agreement will be shared with other staff only when appropriate.
5. Family Partnership Agreements can be altered, changed or replaced at the family's request.