

Sweetwater County School District #1 Head Start Community Partnership Agreement Procedure

Mission

Sweetwater County School District Number One Head Start is committed to empowering families by providing opportunities for early childhood development, family partnerships, and community involvement through quality, confidential services.

The essence of the Head Start mission is to provide comprehensive school readiness services to children, family services that help low-income families achieve their self-determined goals, and to engage in partnerships to further the mission.

Community Partnerships with other agencies or individuals within the community that can provide additional support to children and families, or that can provide access to services that Head Start is not able to provide are crucial to working our mission. The partnerships allow our program to provide ancillary services not supported by our grant funds.

Procedure:

When conversations between Head Start teaching, office, management, or administrative staff and other members of the community evolve to verbal agreements regarding a service or item of use to children, families, or the program as a whole, the staff person documents those agreements on the Community Partnership Form (attached). The form is also to be used as a cover of lengthy, more detailed formal agreements. It is the responsibility of the involved parties to ensure all respective policies are followed, including confidentiality.

- [1]** Insert the name of the agency, organization, or individual.
- [2]** Clearly and concisely state the reason the partnership is being formed. It is not necessary that both parties benefit from the partnership. Delineate all commitments and/or responsibilities.
- [3]** Complete contact information for the community partner representative, including name, phone number and email address.
- [4]** Complete contact information for the Head Start contact, including name, phone number and email address.
- [5]** Have the community partner representative sign and date.
- [6]** Sign your name as the Head Start contact for this partnership.
- [7]** The agreement is complete when initialed and dated by the Head Start Director.

Provide a hard copy of the agreement to the community partner contact. Send an electronic copy to the Director.