



**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

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EFFECTIVE: 07-01-10
Updated

SUBJECT:
OPERATION AGREEMENTS

APPROVED: 07-01-10

BY: Ron Griffin, Director

PURPOSE:

To demonstrate that PSD has a system in place with identifies potential community partners and the development and implementation of formal operational agreements to provide the Highest level of quality services to children and families.

POLICY:

Grantee and delegate agencies must take an active role in community planning to encourage strong communication, cooperation, and the sharing of information among agencies and their community partners and to improve the delivery of community services to children and families in accordance with the agency's confidentiality policies. Documentation must be maintained to reflect the level of effort undertaken to establish community partnerships.

Grantee and delegate agencies must take affirmative steps to establish ongoing collaborative relationships with community organizations to promote the access of children and families to community services that are responsive to their needs, and to ensure that Early Head Start and Head Start programs respond to community needs, including:

- a) Health care providers, such as clinics, physicians, dentists, and other health professionals;
- b) Mental health providers;
- c) Nutritional service providers;
- d) Individuals and agencies that provide services to children with disabilities and their families
- e) Family preservation and support services;
- f) Child protective services and any other agency to which child abuse must be reported under State or Tribal law;
- g) Local elementary schools and other educational and cultural institutions, such as libraries and museums, for both children and families;

- h) Providers of child care services;
- i) Any other organizations or businesses that may provide support and resources to families.

REFERENCE:

Head Start Performance Standards Performance Standards (1304.41) (a) (1)

PROCEDURE:

1. All PSD staff and parents can initiate the collaborative partnership referral process by completing the Potential Partnership Profile form.
2. PSD staff will provide the Potential Partnership Profile to your immediate Supervisor.
3. PSD Division Program Manager will review form to determine level of priority and establish an Operation Agreement with community agencies.
4. Program Supervisors will assign the appropriate Generalist as the contact person for daily operations. A written report will be given to all Divisions, Policy Council members, Program Supervisors and Program Specialists monthly, of established and pending Operational Agreements.
5. Program Supervisors will assign the appropriate Generalist as the contact person for daily operations. A written report will be given to all divisions, Policy Councils members, Program Supervisors, and Program Specialists monthly of established and pending Operational Agreements.
6. Generalist/Specialist will work with teaching staff and Site Supervisors to notify parent, set-up room and assist presenters during training or workshop.
7. The appropriate Specialist, Generalist will coordinate and schedule workshops as needed at the Family Learning Center.

NOTE: THIS INCLUDES UPDATED AND ADDITIONS OF OPERATIONAL AGREEMENT.