

Communication Requirements in the Head Start Act and HSPPS

The Head Start Act and Head Start Program Performance Standards (HSPPS) stress the importance of communication in providing high-quality services. Below are key requirements regarding communication systems.

Within the Program

- [Governing body, 45 CFR §1301.2\(c\)\(2\)\(i\)](#)
Advisory committees requires that if a governing body sets up an advisory committee as part of the governance structure, they must establish the structure, communication, and oversight processes between the advisory committee and the governing body.
- [Training and professional development, 45 CFR §1302.92\(c\)\(4\)\(iii\)](#)
Programs must establish a research-based, coordinated coaching strategy for education staff, which includes ongoing communication among coaches, program directors, education managers, and other relevant staff.
- [Family engagement, 45 CFR §1302.50\(b\)\(6\)](#)
Family engagement approach requires that programs establish procedures for teachers, home visitors, and family support staff to share information with each other, as appropriate, to enable a coordinated family engagement strategy.
- [Personnel policies, 45 CFR §1302.90\(d\)](#)
Communication with dual language learners (DLLs) and their families requires a program to ensure staff and program consultants or contractors are familiar with the ethnic backgrounds and heritages of families in the program. They must be able to serve and effectively communicate, either directly or through interpretation and translation, with children who are DLLs and, to the extent feasible, with families with limited English proficiency.

Between the Program and Other Organizations

- [Sec. 642A\(a\)\(12\)](#)
Programs must collaborate with kindergarten teachers to implement strategies and activities that promote successful transitions to kindergarten for children, their families, and the elementary school, including communication between appropriate staff and their counterparts in the schools to facilitate continuity of learning and development. Reinforced at [45 CFR §1302.71\(c\)\(2\)\(ii\)](#).
- [Sec. 645A\(b\)\(9\)](#)
Programs must establish channels of communication between Head Start and Early Head Start staff and other local providers of early childhood education and development programs to facilitate the coordination of programs.

- [Community partnerships and coordination with other early childhood and education programs, 45 CFR §1302.53\(b\)](#)
Coordination with other programs and systems requires a program to take an active role in promoting coordinated systems of comprehensive early childhood services to low-income children and families in their community through communication, cooperation, and the sharing of information among agencies and their community partners, while protecting the privacy of child records.

Annual Report to Stakeholders

[Sec. 644\(a\)\(2\)](#)

Each Head Start agency shall make available to the public a report published at least once in each fiscal year that discloses the following information from the most recently concluded fiscal year, except that reporting such information shall not reveal personally identifiable information about an individual child or parent:

- (A) The total amount of public and private funds received and the amount from each source.
- (B) An explanation of budgetary expenditures and proposed budget for the fiscal year.
- (C) The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served.
- (D) The results of the most recent review by the Secretary and the financial audit.
- (E) The percentage of enrolled children that received medical and dental exams.
- (F) Information about parent involvement activities.
- (G) The agency's efforts to prepare children for kindergarten.
- (H) Any other information required by the Secretary.

