



**Head Start/Early Head Start**  
**Tri-County Community Council, Inc.**  
**2499 Cypress Street, Westville, FL 32464**  
**(850) 548-9900 FAX (850) 548-5644 TDD (850) 547-9505**

To: Head Start Parent  
From: Kim Gillis, Director  
Date: June 17, 2021  
Re: Permission

Tri-County Head Start/Early Head Start works with the whole family. We want to make sure that the children's family members are involved in the program as well as receive information on how well their child is doing. We have noticed that there are times that we need to reach out to a parent that might be incarcerated. One of our program goals is stated - Tri-County Head Start will collaborate with the community programs to address dominant social and economic concerns affecting our children, families, and community. In trying to achieve this goal one of our objectives is - To strengthen our connections with the community and resources to provide support for the parents that are or have been incarcerated. We do understand that this could be a touchy area of your personal life. If you are willing to let us reach out and establish a relationship with your child's incarcerated parent we would like to do that. We cannot do that unless you give us permission to. Please see the permission below. If you have any questions please let us know.

Please initial yes if we have permission to share your child's progress and events in school or if not initial no. Please write your child's name and sign your name. If you have any questions or concerns please feel free to call Kim Gillis @ 548-9900. Thank you.

\_\_\_\_\_ Yes, my child's progress and events in school can be shared with their parent that is incarcerated. **\*Please complete the attached form\***

\_\_\_\_\_ No, my child's progress and events in school cannot be shared with their parent that is incarcerated.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Center

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Date

Thank you for giving permission for us to send your incarcerated loved one pictures that your child has drawn, progress on how your child is doing in school, and/or our newsletter. Please answer the following questions concerning Head Start/Early Head Start contacting your loved one that is incarcerated and return to your center coordinator/family service advocate as soon as possible.

1. Is there anything that you do not want us to send your loved one that concerns your child?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please list \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Can we talk to your child about their loved one that is incarcerated? The things we would discuss would be asking the child did they want to draw a picture or write a story for that person.

Yes \_\_\_\_\_ No \_\_\_\_\_ Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What is the name and where is the prison/jail located? If you have the address and the incarcerated ID # please provide. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any other information that you feel we need to know. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We will honor your wishes. Please sign and date below. Thank you.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print your name