

**PARENT ENGAGEMENT POLICY
PRENATAL TO FIVE**

Policy Number: FC0501	Effective Date: 8/1/2017	Policy Council approval Date: 6/27/2017
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PERFORMANCE OBJECTIVE: 1302.34 Parent And Family Engagement In Education And Child Development Services.

(a) Purpose. Center-based and family child care programs must structure education and child development services to recognize parents' roles as children's lifelong educators, and to encourage parents to engage in their child's education.

(b) Engaging parents and family members. A program must offer opportunities for parents and family members to be involved in the program's education services and implement policies

1302.50 Family Engagement

- *Purpose. A program must integrate parent and family engagement strategies into all systems and program services to support family well-being and promote children's learning and development.*

Early Head Start/Head Start will involve parents in program policy-making and operations. Early Head Start/Head Start will provide parent involvement and educational information and activities according to the expressed needs of the parents, both as individuals and as members of a group. This will include all areas of Early Head Start/Head Start including: child development and education, health, nutrition, mental health education, community advocacy, transition practices, and home visits.

OPERATIONAL PROCEDURE:

1. A Fall Kick-Off will be held before the first day of class for Head Start and Early Head Start center based families or at the August Socialization for families in Early Head Start home based option. Families will have an opportunity to meet the staff and get to know other families. Head Start/Early Head Start Center Based families will tour the center (if possible), and practice getting on the bus if applicable.
2. Center Staff will set the time and date for the first parent meeting of the year. Parents will be asked to decide the best day and time for future meetings.
3. A minimum of 3 Parent Meetings will be held each year with Early Head Start/Head Start Center Based families. Parents can request more frequent meetings/trainings according to their needs. A minimum of 22 Socializations will be held each year with Early Head Start Home Based participants. (Three Parent meetings will be held before or after 3 socialization events.)

- a. Each Parent Meeting will include a report from the Head Start Teacher,

Family Resource Specialist or Home Visitor, Policy Council Representative, Male Involvement Advisory Representative and other committee reports as necessary.

4. Parent Group Officers will be elected by the parent group. Elections will take place before the September Policy Council meeting. Scan/email the name, address, and telephone number of the Parent Officers to the Family Development Coordinator.
 - a. Each time there is a change in officers, address or phone number the Family Development Coordinator will be notified.
5. The Family Resource Specialist/Family Advocate or Home Visitor will conduct Parent Officer Training informing parents of duties and responsibilities of the Parent Officers. The RECORD OF MEETING form will be used for the agenda and recording the minutes. After the elected parent Secretary completes the form, file the original in the Head Start Parent Manual located in the Parent Room or the Early Head Start Socialization Manual located at the Early Head Start site.
6. The Family Resource Specialist/Family Advocate or Home Visitor will be responsible for arranging transportation to the Policy Council meetings if the Policy Council representative cannot provide their own transportation.
7. Educational materials and opportunities will be provided for parents to learn about pregnancy and postpartum care, child development, parenting skills, mental health, substance abuse, child abuse and neglect, employment training and services, budgeting, family literacy, preventive medical and dental health, developmental consequences of tobacco products use, nutrition, emergency first-aid and safety practices, safe sleep, exposure to lead, environmental hazards, and how to be an advocate for your child in a school setting. This will be accomplished through parent newsletters, calendar updates, informational handouts, home visits, and parent trainings/activities. Other trainings will also be provided according to the interests identified by parents.
8. Head Start Parent Teacher Conferences will be conducted 3 times each year in conjunction with the Child Development and Learning School Readiness Assessments. Information regarding the child's progress in attaining the Head Start outcomes will be shared. The first 2 parent teacher conferences will be held in the Center. The last parent teacher conference will be held during the final home visit of the year.
9. Staff must prepare parents to become their children's advocate. Early Head Start staff will follow the EHS Transition Checklist for children who will be transitioning into Head Start. Head Start staff will follow the Transition to Kindergarten Transition Plan and coordinate activities with the Family Resource Specialist and EHS staff. Parents will also receive written information concerning time for enrollment in children's school and transitioning information.
10. Parent engagement must be respectful of each family's cultural and ethnic

background.

11. Receipts for Parent Activity purchases must be scanned to the Program Assistant and Fiscal Department at the Central office with the requisition within three (3) days of purchase.
12. Parents will have numerous opportunities throughout the year to have input and provide feedback on the educational services of the program. In addition, parents will be asked to provide information about their child to assist in the assessments and individualization. (Examples: Parent meetings and activities, News About Your Child, Parent Teacher Conferences, home visits, center visits, and Family Work Plans)
13. As the child's first and best teacher, parents are an integral part of their child's education, growth and development. Head Start/Early Head Start programs must develop ways to engage parents as partners in their child's Early Head Start/Head Start experience. Certain activities that are reinforced in the home can be an important enhancement to the school readiness activities that are presented at a Home Visit or presented in the Head Start/Early Head Start classroom.
 - a. A Head Start child's teacher (or Early Head Start home visitor/family advocate) will provide the child's parents with written plans or guidance as to the types of activities that need to be done with the child in the home in order to support the child's Early Head Start/Head Start experience.