

- Area:** Family Partnerships
- Subject:** FP04 - Parental Involvement – General
- Reference:** 1304.40 (d)(1-3)
- Policy:** Parents shall be involved in education activities expressed as an area of interest individually and as members of a group. Access to participation opportunities shall be available throughout the program day and year.

Procedure:

1. At the beginning of the program and throughout the year as families are enrolled, Child Development Supervisor, Family Service Workers, Teachers, and Assistant Teachers will conduct a parent orientation to include review of the program Parent Handbook.
2. At the beginning of the program year in a one-to-one setting:
 - a. The Family Service Workers and parent(s) complete a Parent Survey which indicates parents availability and individual interest.
 - b. Within 30 days the Family Service Worker will compile and prioritize the information from the parent survey & develop a composite.
 - c. Within 60 days Family Service Worker will plan Center Parent Meetings and develop a Center Parent Meeting Calendar based on the composite.
3. Family Service Workers will encourage parents to participate in the decision making process and planning about the nature & operation of the program, which occurs in Parent Policy Council Meetings, Parent Policy Committee Meetings and Parent Center Meetings. The policy groups report to each of their centers.
4. Center Staff will invite parents to participate in Parent Meetings, classroom activities, Center activities, Community activities and self-assessment reviews.
5. Using the Non-Federal share form, Center Staff will have parents log date, signature, time and activity they volunteer in.
6. Family Service Workers will encourage parents to work towards employment in Head Start services through training.

Supervised by: Director II, Child Development Supervisor

Performed by: Family Service Workers, Teachers, Assistant Teachers

Forms needed: Parent Volunteer Calendar, Center Parent Meeting Calendar, Family Partnership Agreement, Orientation/Volunteer Checklist, Contact Log, Family Portfolio, Parent Survey, Non-Federal Share, Program Parent Handbook, Parent Contact Record

Frequency: At the beginning of the Program year and ongoing.