

**Area:** Family Engagement

**Subject:** FE04 - Family Engagement – General

**Reference:** 1304.40 (d)(1-3)

**Policy:** Families shall be engaged 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, staff 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. Designated staff and parent(s) complete a Parent Meeting Survey which indicates parents' availability and individual interest
  - b. Within 30 days designated staff will compile and prioritize the information from the parent meeting survey & develop a composite.
  - c. Within 60 days designated staff will plan center parent meetings and develop a Center Parent Meeting Calendar based on the composite.
3. Designated staff will encourage parents to be leaders and advocates by participating 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. All staff will invite parents to participate in Parent Meetings, home activities, center activities, community activities and program evaluation.
5. Using the non-federal share form, all staff will have parents log date, signature, time and activity they volunteer in.
6. Designated staff will encourage parents to work towards employment in Head Start services through training.

**Supervised by:** Director II, Child Development Supervisor, Master Teacher

**Performed by:** Family Service Workers, Teachers, Assistant Teachers, Home Educators

**Forms needed:** Parent Volunteer Calendar, Center Parent Meeting Calendar, Family Summary and Partnership Agreement, Orientation/Volunteer Checklist,, Parent Meeting Survey, Parent Meeting Survey Compilation, Non-Federal Share, Program Parent Handbook

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