

Area:	Family Engagement
Subject:	FE05 – Family’s as Lifelong Educators
Reference:	1304.40 (e)(5)
Policy:	SCOE-C/FS provides opportunities to include families in the development of the program’s curriculum and approach to child development and education.

Procedure:

1. Staff and parents shall meet to discuss, plan, and review the educational program at the:
 - a. Center Committee Meetings
 - b. Policy Committee Meetings
 - c. Policy Council Meetings
2. Parents shall be encouraged to participate in planning for center-level activities and events by:
 - a. Discussing program activities and options at Center Committee Meetings.
 - b. Participating in the Program Evaluation. .
 - c. Completing Family Summary and Partnership Agreement (FS&PA)
3. Staff shall obtain parents suggestions for classroom and home activities based on the knowledge of the children’s skills and interests.
4. Staff shall orient parents to the program’s philosophy and curriculum approach.
5. Staff shall solicit educational needs of parents and provide appropriate training/workshops.
 - a. Staff shall provide monthly educational training days for parents that partner with families and build on their strengths in order to provide appropriate child development practices.
 - b. Training will be provided to staff and parents on the philosophy of multicultural education trends and design of activities appropriate to children.
6. Center parent meetings shall provide an opportunity for parents to participate by providing recommendations for:
 - a. Classroom activities
 - b. Field trips
 - c. Parent education activities
 - d. Program schedule of calendar events
 - e. Revisions to the School Readiness Plan
7. Information regarding children’s growth and development will be provided through parent orientation, conferences, resources, , newsletters, and group meetings, etc.
8. Resource materials, including articles on parenting and family life will be distributed to parents.
9. Center staff shall provide notification of parent education classes or resources.
10. Newsletters with developmentally appropriate ideas for at-home activities will be published for families in the appropriate language.
11. Representatives from local literacy agencies will be invited to make presentations at parent meetings to encourage parents to participate in available literacy programs and services.
12. Center staff will distribute information about library, story hours, literacy centers, and

adult education to parents.

- a. Organize Literacy Library/ESL Literacy kits.
- b. ~~Publish and distribute Head Start Literacy Van schedule.~~
- c. Assess and advise parents on developing literacy goals and encourage them in achieving their goals.

13. Center staff will conduct home visits at least twice each program year.

14. Center staff must conduct staff-parent conferences.

- a. Record and file documentation of staff-parent conferences in child's folder.

Supervised by: Master Teacher , Director II

Performed by: All staff

Forms needed: Family Summary and Partnership Agreement (FS&PA), Center Parent Meeting Calendar, Agenda and Minutes, Family Home Visit Plan

Frequency: Ongoing - throughout the program year