

Area:	Program Governance
Subject:	PG16 – Parent Committee
Reference:	1304.50(e)(1-3)
Policy:	<p>Head Start programs will establish Parent Committees that meet on a monthly basis during the programs operating months. Parent Committees will carry out the following minimum responsibilities:</p> <ul style="list-style-type: none">• Advise center staff in developing and implementing local program policies, activities, and services.• Plan, conduct, and participate in informal and formal programs and activities for parents and staff.• Within guidelines established by the Policy Council/Committee and governing body, participate in the recruitment and screening of employees of the Head Start program they represent (RHS/EHS/MHS).

Procedure:

1. Family Service Worker II or delegate staff will facilitate/coordinate Parent Committee meetings based upon the results of parent surveys identifying their expressed needs and Head Start guidance.
2. Family Service Worker II or delegate staff will provide training on the above responsibilities to Parent Committee members no later than 2 months from the beginning of the program's operating year (RHS & EHS - November, MHS-varies by local area).
3. Training on the above responsibilities will be reflected in the Parent Center Meeting Calendar, the Parent Meeting Agenda, and Parent Meeting Minutes.

Supervised by:	Coordinator of Early Childhood Education Programs, Child Development Supervisor II/III
Performed by:	Delegate staff, Family Service Worker II
Forms needed:	Center Parent Committee/Meeting Calendar, Parent Meeting Agenda, Parent Meeting Minutes.
Frequency:	Monthly and as needed