



COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY

NO. 01 ISSUE 2
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EFFECTIVE: 06-16-14
 Updated

SUBJECT:
PARENT'S ROLE IN EARLY HEAD START, HEAD START AND STATE PRESCHOOL

APPROVED: 06-16-14
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BY: Diana Alexander, Director

PURPOSE

To create opportunities for parents to expand their strengths and interests within the Early Head Start/Head Start/State Preschool Program and in the Community.

POLICY

In addition to involving parents in program policy-making and operations grantee and delegate agencies must provide parent involvement and education activities that are responsive to the ongoing and expressed needs of the parents, both as individuals and as members of a group. Other community agencies should be encouraged to assist in the planning and implementation of such programs.

Early Head Start, Head Start, and State Preschool settings must be open to parents during all program hours.

Parents must be welcomed as visitors and encouraged to observe children as often as possible and to participate with children in group activities. The participation of parents in any program activity must be voluntary, and must not be required as a condition of the child's enrollment.

Grantee and delegate agencies must provide parents with opportunities to participate in the program as employees or volunteers.

REFERENCE

California Department of Education/ Child Development I-CD01

- EC && 8202, 8203, 8238, 8238.1, 8238.2, 8238.3, 8240 (c), 8245(b)(3), 8463(i) and (j), 42605:
- Title 5 CCR 18275, 18277, 18280.

PROCEDURE

1. All Early Head Start/Head Start/State Preschool staff will invite parents to become active participants in the Early Head Start/Head Start/State Preschool Program at the beginning of the program year.
2. Parents will be invited to become active members of the Policy Council, Center Committes,Parent Advisory Committees Meetings, as well as volunteering in the program (field trips, parent activities, classroom activities, etc.).
3. A Family Services Assessment (FSA) will be given to all families to complete at time

of intake or enrollment. The Generalist will explain the form in detail to the parent and assist parents with completing the FSA.

4. The Generalist will develop a center plan of action with the assistance of the Site Supervisor according to the family needs detailed on the FSA's. The action plan must include:
 - a) Workshops, trainings, and educational activities that reflects the parent's interest
 - b) Schedule of activities with time, date and place.
5. A copy of the plan of action will be submitted within 30 days to the Program Supervisor.
6. The Generalist and Site Supervisor will work together on contacting local agencies and staff to conduct workshops, trainings, etc. for parents.
7. The Site Supervisor and teaching staff will ensure that parents are receiving information regarding trainings, workshops, etc. by sending out flyers and letters, making phone calls to the home, face to face contact at school site or bus stop, and posting calendars and newsletters on posted on the Parent Board.
8. Generalist will assist with follow-up as needed. All efforts will be made to keep all parents informed.
9. Staff responsible for workshops will provide materials at least one (1) week prior to Scheduled workshop.