

## **BOURBON COUNTY HEAD START**

### **Family Involvement Policy**

Families will be welcomed into the program through a series of opportunities to promote family engagement.

Bourbon County Preschool Parent Involvement is a key asset to Head Start families. Parents are first given a parent handbook, parent interest surveys, and a family partnership agreement at the beginning of the school year. These initial papers are the start to a great parent relationship with the preschool/head start.

The parent interest surveys are given to families at the beginning of the year for various training sessions. These surveys are handed out at the initial home visit. All surveys are tallied by the Family Service Coordinator to see what topics most parents are interested in. The trainings are then compiled into a monthly list and given to the Parent Committee for recommendation and the Policy Council for approval. The training times and topics are then given to the Director, teachers and the parents. Community partners are called to see if they can help with the trainings for the parents. Information is pulled from various resources.

Monthly reminders of Parent Workshops are posted at the Preschool location and sent home in the children's backpacks. Reminders are also put on two way communication to parents (Learning Genie). The reminders state the date, time and location of all workshops. After trainings are completed, parents evaluate how effective the training was for them. Evaluations are handed out directly after the parent meeting and then completed and compiled for effectiveness by the Family Service Coordinator.

Parents are encouraged to participate in parent activities throughout the year. During the year, events are scheduled to accommodate both mom and dad. Examples include: Fall Carnival, Healthy Foods, Healthy Families, and Dads Night Out. These events encourage parents to be involved in their children's preschool life. A fatherhood group has been set up to encourage fathers to be a part of their child's life. This group meets once a month at Home Depot from 9-12. Each event encourages parent participation both in the classroom and in the community.

Volunteering is an essential key to parent involvement in preschool. Parents are encouraged to volunteer as much as possible. Teachers and other staff encourage parents to come to their child's classroom to help with classroom interactions, lunch monitoring, and various other tasks needed. A volunteer sign-in sheet is located in each classroom for parents to sign. The class with the most volunteer hours receives a prize at the end of the year. Flyers are also sent year around to promote parent involvement.

Volunteer hours and parent participation are reviewed for effectiveness and followed up year around. Parent Involvement is the key to children's success both in the classroom, as well as in life. There, the effectiveness of parent involvement within the preschool is crucial for every child.

Procedure:

Activity	Responsible Party	Date	Evidence of Completion
----------	-------------------	------	------------------------

Enrollment and registration will be conducted with families to begin the process of family engagement	Director Management Staff	April and ongoing	Completed registration forms
All new families enrolled will have contact via phone, email, postal mail or face-to-face to share dates for start dates and orientation	Program staff	August and ongoing	Copies of letters Orientation sign in sheets
At parent meetings and home visits and conferences, parents will be given opportunities to give input on classroom activities that specifically meet the needs of each Head Start Child	Classroom Teacher	Ongoing	Conference forms Home visit forms Meeting Minutes
Efforts will be made to focus on child and family wellness, including parents input on activities that address these issues	Health Coordinator Family Service Staff	Ongoing	Meeting Minutes Surveys
Parents will be involved in planning activities that enhance the classroom, home visits, and field trips	Classroom teachers	Ongoing	Lesson plans Meeting minutes Volunteer sheets

Parents will be encouraged and recruited to help with classroom activities and field trips on a regular basis	Classroom teachers	Ongoing	Volunteer sheets
Family engagement activities will be at a time when it is most convenient for the majority of families to attend. Input on convenient times will be solicited at the beginning of the year. If participation declines, the time may be changed to accommodate the current needs of the parent population	Family Service Coordinator	August	Fliers
All families will receive notification of the time, date and location of the family engagement events	Parent, Child and Family Engagement Coordinator	Ongoing	Fliers <b>Learning Genie</b>
Family engagement activities will be based on parent interest surveys	Parent, Child and Family Engagement Coordinator	August	Completed surveys

Family engagement event information will be kept on file	Parent, Child and Family Engagement Coordinator	Ongoing	Agenda Event Report Attendance Sheets Handouts
Parent Committee Agendas will include <ul style="list-style-type: none"> <li>• Policy Council Information</li> <li>• School Readiness Topic / Family Literacy activities and information to support parents as first teachers</li> <li>• Classroom updates and curriculum suggestions</li> <li>• Volunteer Sign up</li> <li>• Family service information</li> </ul>	Parent, Family, Child Engagement Coordinator	Monthly	Agendas
Staff and parents will plan activities to strengthen parents' knowledge and confidence about child development and how to best meet their own child's needs	Parent, family and child engagement coordinator	August	Meeting minutes

<p>Activities will take place at parent meetings, conferences, workshops, in the home and/or home visits. Areas covered will include</p> <ul style="list-style-type: none"> <li>• Nutrition</li> <li>• Health</li> <li>• Dental care</li> <li>• Child development</li> <li>• Special needs</li> <li>• Parenting Strategies</li> <li>• Guidance</li> <li>• Safety</li> <li>• Child Abuse Prevention</li> <li>• Family Engagement</li> <li>• School Readiness</li> <li>• Wellness</li> <li>• Family and financial literacy</li> <li>• Child Advocacy</li> <li>• Emergency First Aid</li> <li>• Health Insurance Access</li> <li>• Language and literacy</li> </ul>	<p>Parent, child and family engagement coordinator</p>	<p>Ongoing</p>	<p>Fliers Newsletters Agendas Meeting Minutes</p>
--	--	----------------	---

<p>Program newsletters will include topics related to child growth and development</p> <ul style="list-style-type: none"> <li>• Importance of Attendance</li> <li>• Preventive medical and oral health care</li> <li>• Environmental hazards</li> <li>• Developmental consequences of tobacco products use</li> <li>• Developmental consequences to lead exposure</li> <li>• Safe sleep habits</li> <li>• Benefits of bilingualism / biliteracy</li> </ul>	Secretary	Monthly	newsletters
Born Learning Academy will be available to parents	Staff	Ongoing	<p>Fliers</p> <p>Sign in sheets</p> <p>Newsletters</p>

This policy complies with Head Start Performance Standards

45CFR Section 1304.40

1304.51(c)(1), (2)

Policy Council Approval: 6/9/14

