

**HIGHLAND RIM ECONOMIC CORPORATION,
HEAD START PROGRAM
WRITTEN PLAN
PROGRAM YEAR 2009-2010
PARENT INVOLVEMENT**

OBJECTIVE #1: To establish and maintain a formal structure of shared governance through which parents can participate in policy making or in other decisions about the program. Parents will serve on Policy Council and in Parent Committees.

JUSTIFICATION AND APPROACH

Following Performance Standards 1304.40/1304.50

Head Start parents will be provided every opportunity to participate in the decision making and operation of the program. Policy Council and Parent Committees, at the Center level, will be established. Parent Committees will consist exclusively of parents/guardians of currently enrolled children.

Parent Committee and Policy Council will be established as early in the program year as possible. Policy Council will not be dissolved until the successor Council is elected and seated.

The composition of the Policy Council will be one Parent Representative per center and one Community Representative per Center. This will maintain a 51% parent 49% Community Representative ratio. Community Representatives will be drawn from local community businesses, civic and professional organization and others, familiar with the resources and services available to low-income families. Parent Representatives will approve the selected Community Representatives.

Parent members of the Policy Council and new community representatives must be selected annually. Policy Council must limit the number of one-year terms any individual may serve on the Policy Council to a combined total of three terms.

No staff person or member of their immediate family may serve on the Policy Council except parents who occasionally substitute for regular Head Start staff.

Parent Committee and Policy Council will receive training in the process of the Parent Committee meetings, Policy Council function, budget, local policies and procedures and parliamentary procedure.

Policy Council must work in partnership with key management staff and the governing body to develop, review and approve or disapprove the following: 1) funding applications and amendments to funding applications, 2) procedures describing how the Policy Council will implement shared decision-making, 3) long- and short-range program goals and objectives, 4) selection of service area, 5) composition of Policy Council and procedures by which members are chosen, 6) criteria for defining recruitment, selection and enrollment priorities, 7) personnel policies and subsequent changes to those policies, and 8) decisions to hire or terminate the Head Start director and any person who works primarily for the Head Start program. The Policy Council will also serve as a link between Head Start, the community and parents. They will share information about the program, volunteer opportunities and enrollment opportunities.

From the Policy Council members, special committees will be established for Personnel, Grievance and Finance issues.

Policy Council members will receive a Policy Council Book which includes: job descriptions, policies and procedures, operating plans, budget, monthly financial statements, Policy Council membership composition, Head Start yearly calendar, Regional Office correspondence, attendance report, by-laws etc. Members are supplied each month with updated information to be incorporated into the Policy Council Book.

Parent Committee will assist in carrying out program policies and procedures and activities. They will help plan activities at the Center level and serve as a link between Head Start and the community. Members will contribute input into the curriculum, field trips and other classroom activities.

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TASKS	BEGINNING DATE	COMPLETION DATE	STAFF RESPONSIBLE
Parent Committee orientation and training to include: function of the Parent Committee, parliamentary procedure, by-laws, Parent Activity Funds, officers' duties, and Policy Council Parent Representative responsibilities.	August	October	Family Service Manager FSW
Parent Committee officers and Policy Council Parent Representatives are elected.	August	September	Family Service Manager FSW
Parent Representatives will meet to approve or disapprove recommended community reps, forming the Policy Council.	August	September	Family Service Manager Director
Policy Council training will include: by-laws, local policies and procedures, financial reporting requirements, and a review of written operating plans, and Program Review. Officers and committees will be elected.	August	September	Director IT Manager
Parent Committee meeting minutes will be distributed to all parents from their respective centers and posted in the "Parent Area".	July	June	Education Staff Family Service Manager
Policy Council meeting minutes are sent to classrooms and posted in the "Parent Area".	July	June	Receptionist Education Staff IT Manager

TASKS	BEGINNING DATE	COMPLETION DATE	STAFF RESPONSIBLE
Parent Committee members determine plans for use of Parent Activity Funds for the year, plans are presented to the Policy Council for approval.	August	March	Family Service Manager Education Staff
Parent Committee officers, Committee members, Policy Council and Advisory Committee members will receive special recognition at the end of the school year.	May	May	Education Staff IT Manager Family Service Manager
Review Policy and Procedures on attendance with Health Advisory Committee and submit recommendations to the Policy Council.	April	May	All Managers
Annual review of Enrollment Selection Criteria by Health Advisory Committee.	February	May	Family Service Manager
Recommendations for revisions and changes to Enrollment Selection Criteria submitted to Policy Council and Board of Directors for approval.	February- Policy Council March-BOD	March	Family Service Manager
Formulation of the Health Advisory Committee by selection of Parent and Community Representatives.	September	October	Health/Disability Manager
Policy Council will approve Written Plans for the upcoming program year.	May	June	All Managers Director
Formulation of Personnel, Grievance and Finance Committees from the Policy Council membership.	September	October	Policy Council Director Executive Director
Selection of Community Representatives to the Policy Council.	August	October	HS & Executive Director & Grantee
Distribution of Policy Council Book.	September	June	Receptionist IT Manager

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OBJECTIVE #2: To provide parents with educational information and training to enhance their role as the primary care provider/educator of their child, and to provide opportunities for continuing education which may lead to self-enrichment and/or employment.

JUSTIFICATION AND APPROACH

Following Performance Standards 1304.40

Parents will be offered opportunities to develop and implement individualized Family Partnership Agreements that describe family goals, responsibilities, timetables and strategies for achieving these goals as well as progress in achieving them. The agency must work collaboratively with all participating parents to identify and continually access, either directly or through referrals, services and resources that are responsive to each family's interests and goals including but not limited to education and other appropriate interventions and opportunities for continuing education and employment training.

Parents must be provided with involvement and education activities that are responsive to the ongoing and expressed needs of the parents, both as individuals and as members of the group. The agency must provide opportunities for parents to enhance their parenting skills, knowledge, and understanding of the educational and developmental needs and activities of their children and to share concerns about their children with program staff.

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OBJECTIVE #2: To provide parents with education information and training to enhance their role as the primary care provider/educator of their child, and to provide opportunities for continuing education which may lead to self-enrichment and/or employment.

TASKS	BEGINNING DATE	COMPLETION DATE	STAFF RESPONSIBLE
Parent Training Questionnaires will be used to plan workshops and training sessions.	July	June	Family Service Manager Education Staff
Parents/guardians will be informed of the availability of support services such as transportation and child care when needed for parents' participation in training sessions.	August	June	Family ServiceMgr Transportation, Facilities & Maintenance Mgr Education Staff FSW
Training will be provided parents/guardians in the area of Child Abuse Prevention.	September	May	Family Service Manager
Orientation for parents/guardians on the Personal Safety Curriculum required to be included in the lesson plans.	September	November	Family Service Mgr FSW
Parenting classes will be conducted for parents/guardians and staff by a qualified facilitator.	August	May	Health/Disability Manager Family Service Mgr
Provide information, dates, location and contact person in each county for GED training and Adult Continuing Education.	August	May	Family Service Mgr FSW
Coordinate Family Literacy initiative in conjunction with book giveaways in each classroom.	November	November	Family Service Mgr Education Staff Literacy/Mentor
Involve parents/guardians in the planning	September	May	Family Service Mgr

TASKS	BEGINNING DATE	COMPLETION DATE	STAFF RESPONSIBLE
and distribution of Read To Me, in counties where funded.			Education Staff
Survey parents/guardians for interest in Workforce Essentials and provide information and contact person.	July	June	Family Service Mgr FSW

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OBJECTIVE #3: Encourage, support and acknowledge voluntary participation in the program. Parents will receive consideration for employment vacancies for which they are qualified.

JUSTIFICATION AND APPROACH

Following Performance Standards 1304.40

Parents will be encouraged and invited to participate in the overall program and activities. They will be welcomed in the Centers. Participation and involvement will be on a voluntary basis. Current and former parents will receive preference for employment vacancies for which they are qualified.

Parents will be advised of the advantages of participation and involvement and will be recognized for their participation. They will receive volunteer orientation and training.

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OBJECTIVE #3: Encourage, support and acknowledge voluntary parent participation in the program as volunteers or paid employees when opportunities become available. Parents will receive consideration for employment vacancies for which they are qualified.

TASKS	BEGINNING DATE	COMPLETION DATE	STAFF RESPONSIBLE
At the time of enrollment/initial home visit/first parent meeting, the philosophy of family involvement on a voluntary basis will be discussed.	July	June	Education Staff FSW
Parent Committee orientation will include benefits of parent/guardian participation, training for volunteers and bus monitors, in-kind record keeping and the distinction between staff and volunteer responsibilities.	September	October	Family Service Manager Education Staff FSW
Notices of Head Start staff vacancies will be posted in the "parent area" of each center, listed in the local newspaper and the Head Start newsletter.	July	June	Family Service Manager Receptionist Education Staff
Parent and Community Volunteers will receive a Certificate of Appreciation	July	June	Family Service Manager FSW
Parents/guardians will be invited and encouraged to attend conferences and training with Head Start staff.	July	June	Family Service Manager Director
Volunteer job descriptions will be posted in the "Parent Area" or over individual activity areas of each center.	July	June	Education Staff

TASKS	BEGINNING DATE	COMPLETION DATE	STAFF RESPONSIBLE
A questionnaire will be given to the teaching staff at the beginning of the school year to determine their needs for the use of volunteers in their centers.	July	September	Family Service Manager
Encourage parents/guardians to get involved in local community activities and volunteer in their community.	August	June	Family Service Manager Education Staff FSW
CPR/First Aid certification will be offered parents/guardians and staff through the American Red Cross or American Heart Association.	July	June	Family Service Manager Health/Disability Manager
Drug and Alcohol Awareness and Prevention information will be provided for staff, children and parents/guardians.	September	June	Family Service Manager Education Staff FSW
Parent Committee minutes will provide documentation on parent/guardian ideas and suggestions.	August	April	Family Service Manager FSW
Maintain and replenish brochures in the "Parent Area". These brochures cover various topics such as child development, discipline, adult education, domestic violence, signs of spousal abuse and self defense, etc.	August	June	Family Service Manager Education Staff FSW
Central Office Staff will participate in community agencies and committees to maintain contact with agencies that may help Head Start families.	July	June	All Managers
Presentations will be made to community agencies & civic groups to encourage community participation.	July	June	Family Service Mgr Transportation, Facilities & Maintenance Mgr FSW

TASKS	BEGINNING DATE	COMPLETION DATE	STAFF RESPONSIBLE
Letters of recommendation for parent volunteers can be written during the program year.	August	June	Family Service Manager FSW
Utilize parents, former parents and community service providers as members of the Health Advisory Committee which will meet three times a year.	Oct., Feb., Apr.	May	Central Staff Family Service Manager Health/Disability Manager

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OBJECTIVE #4: Provide for two way communication between staff and parents on regular basis for the transmission of information. This communication will be conducted in the parent's primary language.

JUSTIFICATION AND APPROACH

Following Performance Standards 1304.40/1304.50

A two-way line of communication must be maintained on a regular basis between the Head Start Staff and the Head Start parents. Parents will be kept informed of their child's progress and program activities. This information will come from the Education Staff as well as the Central Staff in the form of newsletters, parent/teacher conferences, home visits, notes etc.

Minutes from both Parent Committee Meetings and Policy Council Meeting will be posted and available for parents to review. The parent board in each center will be used for notices that would be of interest and benefit to the parents.

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OBJECTIVE #4: To provide for two-way communication between staff and parents on a regular basis, for the transmission of information. This communication will be conducted in the parent's primary language.

TASK	BEGINNING DATE	COMPLETION DATE	STAFF RESPONSIBLE
Head Start newsletter will be distributed to all Head Start families containing a variety of information such as: perfect attendance, volunteer hours, nutritional information, home activities, availability of community service etc.	August	June	Family Service Manager
Monthly certificates, achievements and awards for students will be sent home.	July	June	Education Staff
Flyers sent home announcing Center Committee meetings, workshops, training sessions, (monthly certificates, achievements and awards for students.)	July	June	Family Service Manager Education Staff FSW
Parent Handbook will be distributed to all enrolled families. This handbook includes rules of Head Start, medical procedures, bad weather policy, volunteers, by-laws, etc.	July	April	FSW Family Service Manager Education Staff
Resource Manual will be distributed to all enrolled families. The manual will contain information in the areas of emergency services, social services, health, psychological/mental health services, educational/literacy training, employment/job training, other helpful agencies etc.	July	April	Education Manager Family Service Manager FSW
Family Partnership Agreements will be established by the Family Service Workers to identify goals, strengths and needed services and other support with appropriate follow-up.	July	March	FSW Family Service Manger

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**(CHILD HEALTH & DEVELOPMENTAL SERVICES)
(CHILD HEALTH & SAFETY)**

OBJECTIVE #5: To collaborate with parents/guardians to obtain all necessary information to determine medical and/or dental services that may be needed by the Head Start child and to make Head Start parent/guardian aware of the types of services available in those areas.

JUSTIFICATION AND APPROACH

Following Performance Standards 1304.20/1304.22

The program will provide parents with information concerning services available and the importance of the child and parent participating in the services offered and provided by Head Start. A detailed record of each child's medical history and family history will be completed in order to determine any necessary treatment the child is receiving or for which the child should have follow-up.

Head Start will **encourage the** parents to contact the physician. Head Start staff will accompany the parent when needed. When they need to contact physicians and help with transportation when needed. Parents will be informed of all dental, medical and psychological appointments. Permission for treatment will be obtained and parents will be encouraged to accompany the child to the appointment.

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TASKS	BEGINNING DATE	COMPLETION DATE	STAFF RESPONSIBLE
Obtain signed permission as needed for medical and dental services and follow-ups.	July	June	Education Staff Health/Disability Manager FSW Family Service Manger
Parent/guardian will be informed of services available and the importance of participating.	July	June	FSW Education Staff Family Service Manager
Health Record Form will be completed at time of enrollment.	July	June	FSW Health/Disability Manager Family Service Manager
Obtain signed permission for the administration of medication.	July	June	Education Staff Health/Disability Manager
Assist parents/guardians when needed to contact child's physician.	July	June	FSW Health/Disability Manager Education Staff