

**HEAD START PROCEDURES FOR:
PARENT COMMITTEES
COMPONENT: CENTER FOR YOUNG LEARNERS**

1.0 **Scope:** Head Start Standard Parent Committees 1301.4 (a)(b)(1-3).

2.0 **Responsibility:**

- 2.1 Family/Community Engagement Consultants
- 2.2 Teachers
- 2.3 Teacher Assistants
- 2.4 Family Service Workers

3.0 **Resources:**

- 3.1 Meeting Minutes

4.0 **Procedures:**

- 4.1 Grantee/Delegate and ISD Staff will establish Parent Committees at each center, encouraging all parents, including home-based parents, to participate.
- 4.2 Parent Committees will be composed exclusively of parents of children currently enrolled in the Head Start program.
- 4.3 Parent Committees will be established as soon as the school year begins.
- 4.4 Parent Committees will advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families; for various program settings, group socialization and help facilitate teacher home visits and conferences.
- 4.5 Parent Committees will work with the Policy Council to support the development and implementation of policies and plans.
- 4.6 Grantee/Delegate staff will communicate with parent members by calling, emailing, texting through myHeadStart, and mail.
- 4.8 The Parent Education Advisory Committee (PEAC) will assist in planning and participating in Families Achieving Milestones In Learning Years (F.A.M.I.L.Y.) Day for all ESC 14 Head Start children and families; will assist in determining crucial issues facing today's parents, and will participate in other tasks necessary to ensure parent participation in the program.
- 4.9 Within the guidelines established by the governing body, policy council or policy committee, participate in the recruitment and screening of Early Head Start and Head Start Employees.
- 4.10 Grantee/Delegate Head Start will reimburse parents of Head Start children for reasonable expenses in fulfilling their responsibilities. Expenses include meals, and registration fees for parents traveling to training programs or conferences, benefiting the Head Start children and families.

5.0 **Associated Documents:**

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5.1 n/a

6.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
Non-employee Travel Voucher	Print/Elect ronic	Business Office	7 years	Shred/ Delete	Locked Office/ Password protected

7.0 Monitoring:

7.1 Quarterly review

8.0 Revision History:

Date:	Revision#	Description of Revision
6-2006		
8-2009		Reviewed
11-2012	2.1	Revised "Involvement" to "Engagement"
8-2015		Reviewed
10-2015	4.1, 4.9	Added "Grantee/Delegate"
6-2016		Reviewed
6-2017		Reviewed 1304.53, changed to 1301.4
5-2018	6.0	Added "Delete"
6-2019	4.6	changed "PROMIS" to "through the web-based data system"
4-2022		Reviewed
12/2022		Reviewed