

**HEAD START PROCEDURES FOR:  
PARENT ACTIVITIES TO PROMOTE CHILD LEARNING AND  
DEVELOPMENT  
COMPONENT: CENTER FOR YOUNG LEARNERS**

- 1.0 **Scope: Head Start Standards 1302.51 Parent Activities to Promote Child Learning and Development.**
- 2.0 **Responsibility:**
- 2.1 Parent Engagement Consultant
  - 2.2 Teacher
  - 2.3 Parents
  - 2.4 Mental Health Consultant
  - 2.5 Education Consultant
- 3.0 **Resources:**
- 3.1 Parent Handbook
  - 3.2 Parent Newsletters
  - 3.3 Community Resource Directory
  - 3.4 ReadyRosie
  - 3.5 Conscious Discipline Parent Curriculum
  - 3.6 Bookmark Club
- 4.0 **Procedures:**
- 4.1 During the initial home visit, parents will be interviewed as to their goals for their child’s education.
  - 4.2 Grantee/Delegate staff will enhance parenting skills through training planned and implemented in parent meetings, newsletter articles, and through the development of on-going relationships with Head Start parents.
  - 4.3 Grantee/Delegate and ISD Staff will also assist parents in accessing necessary resources and will refer parents to appropriate agencies needed to enhance their parenting skills, knowledge, and understanding of the educational and developmental needs and activities of their children.
  - 4.4 Parents will be provided lists of community agencies that will assist them in meeting any needs identified and will be encouraged to share information and/or concerns with Head Start staff.
  - 4.5 Grantee/Delegate Staff and ISD will provide a Head Start Parent Handbook explaining the importance of daily attendance and the benefits of it.
  - 4.6 Grantee/Delegate Staff and ISD Staff will provide dual language resources for parents about the benefits of bilingualism and biliteracy.
  - 4.7 Grantee/Delegate Staff and ISD Staff will emphasize literacy during all interactions with parents.
    - 4.7.1 Parents will be encouraged to read to their children on a daily basis.

**HEAD START PROCEDURES FOR:  
PARENT ACTIVITIES TO PROMOTE CHILD LEARNING AND  
DEVELOPMENT**

**COMPONENT: CENTER FOR YOUNG LEARNERS**

- 4.7.2 Grantee/Delegate Staff provide books and literacy activities to parents and their children through the Book Mark Club, Ready Rosie and Conscious Discipline Parent Curriculum.
- 4.7.3 Grantee/Delegate Staff will provide information to parents regarding the importance of reading to children, and will provide specific “how-to’s” through the Head Start Parent newsletters, and yearly literacy training materials provided to parents.
- 4.7.4 Grantee/Delegate and ISD Staff will provide parents with information on adult literacy programs in communities, such as Adult Education, General Education Development (GED), and English as a Second Language (ESL).

**5.0 Associated Documents:**

- 5.1 Parent Meeting Minutes
- 5.2 Community Resource Directory
- 5.3 Training log

**6.0 Record Retention Table:**

Identification	Format	Storage	Retention	Disposition	Protection
Parent Meeting Minutes	Print/ Electronic	Locked filing cabinet	7 years	Shred/ Delete	ESC locked unit
Training Log	Print/ electronic	Locked filing cabinet	7 years	Shred/ Delete	ESC locked unit

**7.0 Monitoring:**

- 7.1 Quarterly review

**8.0 Revision History:**

Date:	Revision#	Description of Revision
6-2006		
8-2009		Reviewed
5-2012	5.0	Reviewed & Revised Associated Documents
8-2015		Reviewed
10-2015	4.2;4.3;4.5;4.5.2;4.5.3;4.5.4	Added “Grantee/Delegate”
6-2016		Reviewed
5-2017	1304.40(e)	Review1304.40(e) change to1302.51
5-2018	6.0	Added “Electronic” and “Delete”
11-2020	3.1	Deleted Training

**HEAD START PROCEDURES FOR:  
PARENT ACTIVITIES TO PROMOTE CHILD LEARNING AND  
DEVELOPMENT  
COMPONENT: CENTER FOR YOUNG LEARNERS**

11-2020	3.4, 3.5	Added ReadyRosie and Conscious Discipline Parent Curriculum
11-2020	4.7.2	Changed Handbook to Curriculum
4/29/2022		reviewed
12/2022		reviewed