

**HEAD START PROCEDURES FOR:  
PARENT PARTICIPATION IN CLASSROOMS  
COMPONENT: CENTER FOR YOUNG LEARNERS**

**1.0**        **Scope: Head Start Performance Standard 1302.34(a)(b)(1)(2)(4)(5) Parent and family engagement in education and child development services**

**2.0**        **Responsibility:**

- 2.1      Teacher
- 2.2      Teacher's Assistant
- 2.3      Family Service Worker
- 2.4      Education Consultant (EC)
- 2.5      Parent Engagement Consultant (PEC)
- 2.6      Head Start Consultants
- 2.7      Parents

**3.0**        **Resources:**

- 3.1      Child's File
- 3.2      Lesson Plans
- 3.3      Parent Newsletter
- 3.4      Texas Pre-K and Infant/Toddler Adopted Curriculum
- 3.5      Parent Handbook from Orientation
- 3.6      Parent Trainings
- 3.7      Parent Meetings
- 3.8      GoEngage
- 3.9      Parent Survey
- 3.10     Ready Rosie
- 3.11     Conscious Discipline parent curriculum

**4.0**        **Procedures:**

- 4.1      The Head Start Staff recognizes the importance of the parent's role as the child's first and continued, lifelong educator and ,therefore, encourages parental involvement in all aspects of their child's education.
- 4.2      Head Start/Early Head Start facilities are open to parents during all program hours. During times of pandemic, emergencies, or natural disaster, some access may be restricted by school district policy for safety.
- 4.3      ESC and ISD Staff will invite parents to participate in the Head Start classroom to review posted lesson plans, to volunteer in the classroom, to accompany children on field trips, to eat meals with students, and to attend Head Start sponsored/recommended trainings and monthly parent meetings.
- 4.4      Parents are encouraged to be a part of all aspects of the educational process and are invited to contribute and volunteer skills during class and during group activities that could enhance the classroom experience.
- 4.5      ESC and ISD Staff will encourage parents to share their experiences with children.

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- 4.6 Parents will provide input on individual and School Readiness goals for their children and families during the Initial Home Visit, with follow-up on goals occurring during a later home visit and in two parent conferences. During times of pandemic, emergencies, or natural disaster, all visits with parents may be conducted via telephone, digital platforms or other agreed upon methods. In these cases, a signature will not be required and will be noted as such on the form.
- 4.6.1 ISD Staff will encourage input from parents in planning for the child’s education both at school and at home.
  - 4.6.2 Educational goals and progress for individual children will be set and discussed.
  - 4.6.3 There will be a minimum of two home visits and two parent conferences to discuss child development goals and child progress.
    - 4.6.3.1 Staff will explain the advantages of home visits to parents.
    - 4.6.3.2 Additional conferences will be held as needed. Home visits will be prorated according to admission dates.
    - 4.6.3.3 See P&P 1302.34(b)(2)(3)(6)(7).
- 4.7 Teachers will regularly communicate with parents about their child’s routines, activities, and behaviors.
- 4.7.1 Communication with parents will be documented in **the web-based data system**.
  - 4.7.2 All Head Start parents will be provided a monthly newsletter.
  - 4.7.3 Portfolios, checklists, menus, and school calendars will be shared with parents.
  - 4.7.4 EHS parents will be provided a Daily Information Sheet.

**5.0 Associated documents:**

- 5.1 Child’s File
- 5.2 Parent Handbook
- 5.3 In-Kind Forms
- 5.4 **GoEngage**/Contact Notes
- 5.5 Daily Information Sheet
- 5.6 Home Visit Form
- 5.7 Parent Teacher Conference Form

**6.0 Record Retention Table:**

<b>Identification</b>	<b>Format</b>	<b>Storage</b>	<b>Retention</b>	<b>Disposition</b>	<b>Protection</b>
Parent Handbook Receipt	print	ISD file	7 years	Shred	Locked file
End of the Month Report	print/ electronic	File Cabinet/ Google Doc	7 years	Shred/ Delete	Locked/ Password

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Child File	print/ electronic	ISD File Cabinet	7 years	Shred	Locked/ Password
Quarterly Review	print/ electronic	File Cabinet/ Google Doc	7 years	Shred/ Delete	Locked/ Password

**7.0 Monitoring:**

- 7.1 File Reviews
- 7.2 End of the Month Reports
- 7.3 Classroom Observation Reports
- 7.4 Home Visits/Parent Teacher Conferences
- 7.5 Daily Information Sheet
- 7.6 Ready Rosie Reports

**8.0 Revision History:**

<b>Date:</b>	<b>Revision#</b>	<b>Description of Revision</b>
6-2006		
9-2011	4.0, 6.0	Review and Revise Procedures, Resources & Record Retention Table
6-2012	6.0	Reviewed and Revised Resource Table
5-2014	6.0	Revised Record Retention Table and job titles
8-2015		Reviewed
10-2015	4.1, 4.7	Added "Grantee/Delegate"
4-2016	Record Retention Table	Review and add Google Doc to 10th of month storage
6-16	7.2	Revised Record Retention Table - "end of month"
6-17	3.3 3.5 3.8-3.11 4.1-4.2 4.3 4.3.2 4.4 4.6 4.7.1 4.7.3.3 4.8	removed parent volunteer training handbook add and Infant/Toddler added added added changed lunch to meals added added added added added added and reworded to current wording

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	5.4-5.7 7.4-7.5	added added
5-2018	4.6.3.2	Added “Home visits will be Prorated” Changed “quarterly” to “file review” Changed Shredded to Shred and added electronic/password
6/2019		changed “PROMIS” to “myHeadStart”
6/2019	2.5  3.11	Changed “Parent Involvement Consultant” to “Parent Engagement Consultant” added “Conscious Discipline parent curriculum”
12/1/2020	4.2	Added “During times of pandemic, emergencies, or natural disaster, some access may be restricted by school district policy for safety”
12/1/2020	4.6	Added “During times of pandemic, emergencies, or natural disaster, all visits with parents may be conducted via telephone, digital platforms or other agreed upon methods. In these cases, a signature will not be required and will be noted as such on the form.”
4/29/2022		reviewed
12/2022	3.0	remove “myHeadStart” and replace with “GoEngage”
12/2022	4.7, 4.7.1	remove “myHeadStart” and replace with “the web-based data system”
12/2022	5.0, 5.4	remove “myHeadStart” and replace with “GoEngage”