



Family Days for Head Start

PROCEDURE/APPROACH:

Family Days will be offered multiple times per year at each center, in accordance with agency guidelines. They provide an opportunity to include family members in the classroom experience and collaborate with them to support their child's education and school readiness. Family Day supports and strengthens parent-child interactions through fun and learning. Families learn about early development and how to help their children succeed.

HEAD START PERFORMANCE STANDARDS

1302.52(a) A variety of opportunities must be created by grantee and delegate agencies for interaction with parents throughout the year.

1302.34(b) (1) Early Head Start and Head Start settings must be open to parents during all program hours. Parents must be welcomed as visitors and encouraged to observe children as often as possible and to participate with children in group activities. (The participation of parents in any program activity must be voluntary, and must not be required as a condition of the child's enrollment.) 1302.15(f)

1302.34(b) (5)/1302.51(b) (4)(A) Grantee and delegate agencies must provide parents with opportunities to participate in the program as employees or volunteers.

1302.51(b) Parenting Skills, knowledge

Policy Council Approval 8/19/2014

Board Approval 8/21/2014

Our procedures are subject to adjustment based on Public Health needs or advisory from either our local, state or federal governing bodies. Any temporary modifications to procedures in this event will be documented and shared with staff.

Family Days

- Each class will have a minimum of three Family Days each year, one of which will be the year-end celebration. October, February and May/June/July depending on when the program ends for the year.
- Family Day will be at least two hours long with a ½ hour parent meeting included.
- Family Day will involve one classroom at a time.
- If Family Day takes place on a regularly scheduled class day, it must contain **all** the services normally provided for a Head Start day.
- On Family Day, children attend school for their regular 4-hour day. Parents are expected to have their child attend for the full day even if Family Day does not occupy the entire class day.

- No child will be excluded from participating in Family Day because his / her parents will not attend.
- Meals will include all CACFP meal components and be coordinated in advance with the cook.
 - Family members and guests are fed with Family Day funds and are not reimbursable. Food receipts are to be clearly marked and items identified accordingly.
- Planning will be coordinated with the Site Manager, center staff, and any interested family volunteers at least one month in advance.
- Family members need to sign the parent meeting/training attendance roster
 - If all of the above criteria are met, the event is considered a school day.*
- If Family Day is **in addition** to the four regularly scheduled class days in that week, it may be any length the center team feels appropriate and for which sufficient activities have been planned and must include a ½ hour parent meeting portion.

Elements of a Parent Meeting

- Publicity, forward planning, and personal invitations are keys to the success of forming an engaged parent group.
- Empower parents to build strong relationships amongst other families at their center in order to develop a strong network of peer support and involvement.
- Each Parent Meeting should include the following components:
 - Center news and updates from FA, Teacher, and Site Manager
 - Policy Council report: Representatives report back from the previous month's Policy Council. PC Reps may gather parent interests, inquiries, concerns as appropriate for inclusion on the PC agenda. This information will also be included in the monthly Center Newsletter for all families to review.
 - Brief and fun learning opportunity.
 - Support parent networking and linkages in school and in the community, by sharing class lists and community events.
 - Develop sub-committees as needed
 - The combination Family Day & Parent Meeting should be no more than 2 hours and should occur within the classroom's typical schedule.

DOCUMENTATION

Family Day will require documentation in one or more of the following areas in SHINE, dependent upon the activities planned and which events the parents participated in:

- Please use the Parent Meeting/Training sign-in sheet to record attendance for Family Day/Parent Meeting.

- Clearly mark on the sign-in sheet a ½ hour for parent meeting/parenting education (dependent on what is presented), and 1.5 hours for Family Day.

SHINE Documentation under the Family Engagement section in Family Tab:

- The 1.5 hours of the Family Day will be documented as “Family Relationships Activity”.
- If a parenting education curriculum was presented during the Family Meeting portion, document 30 minutes as “Parent Education Activity”
- If other learning or engagement activities were presented during the Family Meeting portion, document 30 minutes as “Family Engagement Network Meeting”.

NUTRITION GUIDELINES

- If Family Day is held **during regular Head Start hours** the meals will need to meet all the CACFP meal components.
- If the event is **scheduled in addition to the regular** class day nutritious snacks and beverages will be served, not meals.
 - If the Family Day is not held during regular Head Start hours, no money is reimbursable through the CACFP program.
- Refer to Nutrition Services Guidance for budget guidance
 - Please note: Paper products for food service may be purchased with the Family Day budget. Decorations and non-food items may not come out of this budget.