

Family Days

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

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, Fall, Winter & Spring, one of which will be the year-end celebration. *See PFCE Dates & Deadlines for additional details.*
- Family Day will be at least two hours long and will include a Parent Meeting portion that is at least 30 minutes long. This applies to events happening during and outside of regularly scheduled class days/times.
- If Family Day takes place on a regularly scheduled class day, it must contain **all** the services normally provided for a Head Start day:

- Children attend school for the duration of their regularly scheduled class time. Parents are expected to have their child attend for the full day even if Family Day does not occupy the entire class day.
- Individual classes may host their Family Day at the same day/time, but participants may not be combined except for the parent meeting portion.
- Meals will include all CACFP meal components and be coordinated in advance with the cook. *See Nutrition section below for additional guidance.*
- No child will be excluded from participating in Family Day because his / her parents will not attend.

If all of the above criteria are met, the event is considered a school day.

- Family Day planning will be coordinated with the Site Manager, center staff, Policy Council Representatives, and any additional interested family volunteers at least one month in advance.
- Family members need to sign the parent meeting/training attendance roster.

Elements of a Parent Meeting

- Parent Meeting is the only part of a Family Day that can include combining classrooms.
- 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 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.
 - A 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.

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:

- Use the Parent Meeting/Training sign-in sheet to record attendance for Family Day/Parent Meeting.
- Family Advocates will mark on the sign-in sheet at least 30 minutes for parent meeting/parenting education (dependent on what is presented) and at least 1.5 hours for Family Day.

The AA will enter the information provided on the sign-in sheet into SHINE under the Family Engagement section in Family Tab.

- The 1.5 hours (minimum) 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 (minimum) as “Parent Education Activity”.
- If other learning or engagement activities were presented during the Family Meeting portion, document 30 minutes (minimum) as “Family Life Practice Workshop/Activity”.

Nutrition Guidelines

- Family Day food will be reflective of our Agency Nutrition values - celebrating with fruits, vegetables, healthy proteins, whole grains and dairy products.
- Family Day planning will include the kitchen staff so that a reasonable time can be agreed upon and proper shopping and preparation can be planned.
- Family members and guests are fed with Family Day funds and are not reimbursable through CACFP.
 - Food receipts are to be clearly marked and items identified accordingly.
- If the Family Day event occurs **during regular center hours of service**, meals for enrolled children are reimbursable if: 1. The meal meets the required CACFP components and 2. children/staff are following the Family Style Meal procedure.



- If the Family Day event occurs **outside of regular center hours of service**, no children meals may be counted as reimbursable through the CACFP/USDA.
 - All food provided for this situation will be charged to Family Day budget.
 - The food purchased and served should still represent Agency Nutrition values.

Refer to Nutrition Services Guidance for budget guidance

- Paper products for food service may be purchased with the Family Day budget.
- Decorations and non-food items may not come out of the nutrition budget.