

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 Family Services Due Dates & Monthly Activities.](#)
- Family Day will be at least two hours long.
 - *Holding your monthly parent committee meeting before Family Day is encouraged but not required. If you choose to do so, plan for an extra 15–30 minutes. If not, the meeting will need to be scheduled at another time that month.*
- If Family Day takes place on a regularly scheduled class day, all of the services typically provided during a Head Start school day must still be offered.

- 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.
- 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.

Documentation

- Use the Parent Meeting/Training sign-in sheet to record attendance for Family Day.
 - Family Advocates will mark on the sign-in sheet at least 2 hours for Family Day.
 - The AA will enter the information provided on the sign-in sheet into the child file database under the Family Engagement as “Family Relationships Activity”.
- If a Parent Committee meeting is held prior to Family Day, a separate sign in sheet will be used to capture attendance for Parent Committee.
 - FA’s will mark on the sign in sheet for Parent Committee Meeting.
 - AA’s will enter the information on the sign in sheet into the child file database under the Family Engagement as “Parent Committee Meeting”

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 child 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.