

Big Sandy Area C.A.P., Inc. – HEAD START  
Program Policies and Procedures

## **Adult Basic Education/Literacy**

### POLICY:

The program will assist parents as adult learners in recognizing and addressing their educational needs.

*. This policy relates to Head Start Performance Standards 45 CFR Part 1304.41*

### PROCEDURE:

1. The Family Assessment is completed to determine interest and eligibility of parents to participate in basic education/literacy classes.
2. Staff will be familiar with all adult learning centers/programs in the service area and negotiate agreements to provide classes, if necessary.
3. Information is provided to parents on available education and literacy programs.
4. Transportation, babysitting and expenses for testing and materials may be paid by the Grantee for parents to obtain a GED if needed. (*see Literacy Assistance policy*)

*Approved by the Policy Council October, 2007*