

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

Parent Meetings

POLICY:

Parent meetings will be held on a monthly basis to provide opportunity for Parents to become involved in on-site decision making, parent education and curriculum development.

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

PROCEDURE:

1. All parents at the site are members of the parent Committee and will receive notification of the time, date and location of the monthly meetings. Home base parents will be included as participants in center based meetings or may choose to conduct separate meetings.
2. Parent meetings will be held at a time that is most convenient for the majority. Input as these times will be solicited at the beginning of the program year.
3. Minutes/notes of each parent meeting will be recorded and included an attendance sheet, topics discussed and decisions reached. Efforts will be made to inform parents who do not attend meetings, which could include posting minutes/notes in Parent Corner/bulletin board, sending a brief summary to each parent, or including information in newsletters, etc..
4. The agenda for parent meetings will contain at least the following items;
 - . Policy Committee/Policy Council report- Representative or alternate representative
 - . Classroom update/activities/curriculum- Teacher/ Home Visitor
 - . Community resource update – FSW/Home Visitor
 - . Parent education topic – FSW/Home Visitor or guest speaker

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5. Monthly parent meeting dates, attendance, and education/training topics will be reported on the Family Services Monthly Report and a copy submitted to the grantee Family Services Manager by the 5th working day of each month. (see Family Services Monthly Report *policy*)

Approved by the Policy Council October, 2007