

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

SUBJECT:

**Communication/ Information Systems
for Families**

POLICY:

Effective two way communication between staff and parents is carried out on a regular basis throughout the program year.

- *This policy relates to Head Start Performance Standards 45 CFR Part 1303.23, 1302.34, 1302.41*

PROCEDURE:

1. Communication between the program and families is a continuous process. Parents receive information through participation in center/classroom activities or committees, home visits, letters, news media, telephone, newsletter, conferences and trainings.
 - a. Service managers, teachers, assistant teachers and family advocates organize initial parent meetings. Meetings are held monthly or as needed. Information is discussed at these meetings.
 - b. Letters are mailed to parents.
 - c. Parent receives information through Head Start newsletters, radio, television, and newspaper.
 - d. Parents and staff communicate by phone.
 - e. Parent bulletin board in center is updated as needed.
 - f. Information is given during home visits.
 - g. Parents visit central office for information.
 - h. Conferences are held with parents concerning special problems.
 - i. Parents participate in training.

2. Communication with parents is carried out in the parent's primary or preferred language or through an interpreter, to the extent feasible.

Approved by the Policy Council, April 2018