

**HEAD START/EARLY HEAD START
FAMILY SERVICES POLICIES**

Parent Leadership Training----- FS-1
Parent Curriculum ----- FS-2

REGION 16 EDUCATION SERVICE CENTER
Head Start/Early Head Start

Subject: Parent Leadership Training
Program: Head Start/Early Head Start
Policy Council Approval: November 20, 2019

Section: Family Services
Date Revised: November 12, 2019

Regulation Reference: 45 CFR Part(s): 1301.4

Policy:

Head Start/Early Head Start parent leaders will receive training.

Procedure:

1. In the fall of each year, parent leaders are trained by family services specialists.
2. Due to the geographic size of Region 16 Head Start, parent leadership training is divided into 4 clusters.
 - a. North Cluster-Training normally held in Borger and includes all sites north of Amarillo.
 - b. West Cluster-Training normally held in Hereford and includes Hereford and sites west of Hereford.
 - c. East Cluster-Training is normally in Memphis and includes sites east of Amarillo.
 - d. Amarillo Cluster-Training is held in Amarillo and includes Amarillo, River Road, and Canyon sites.
3. The Amarillo Cluster is offered 2 times. One time in the morning and the evening.
4. Documentation of Parent Leadership Training is maintained in Child Plus.

Topics Covered during training:

1. Parent leader responsibilities
2. Parent leader opportunities
3. In-Kind
4. Parent's critical role in recruitment
5. Parent Committee Communication
6. Addressing Concerns
7. Tips for successful meetings
8. Parent meeting topics, agendas, and sign in sheets

REGION 16 EDUCATION SERVICE CENTER
Head Start/Early Head Start

Subject: Parenting Curriculum
Program: Head Start/Early Head Start

Section: Family Services
Date Revised: November 12, 2019

Policy Council Approval: November 20, 2019

Regulation Reference: 45 CFR Part(s): 1302.51(b)

Policy:

A program must offer opportunities for parents to participate in a research-based parenting curriculum that builds on parent' knowledge and offers parents the opportunity to practice skills to promote children's learning and development.

Procedure:

1. Family Services Specialist identify topics/lessons related to parenting curriculum for the program year.
2. Family Services Specialist train and support family services staff to teach the topic/lesson at each site.
3. A minimum of 4 parenting curriculum lessons are taught at each site per year.