

PROCEDURES

HEAD START/EARLY HEAD START GOVERNANCE

1. Parent Committee Communication

PROCEDURE

REGION 16 EDUCATION SERVICES CENTER

Head Start/Early Head Start

Subject: Parent Committee Communication	Section: Governance
Program: Head Start/Early Head Start	Date Revised: August 14, 2017
Regulation Reference:	45 CFR Part(s): 1301.4
Relationship-Based Competencies:	Family Connections to Peers and Community, Family Access to Community Resources

1. The purpose of the parent bulletin board is to provide information to parents about the Head Start/Early Head Start (EHS) program, school events, community events, or parenting issues.
2. Head Start/EHS instructional and/or family services staff may recruit parent volunteers to assist in updating the parent bulletin board. These volunteers are encouraged to attend the parent leadership training with their elected parent committee officers; however, individual training is available.
3. Parent Bulletin Board Guidelines:
 - Each site is encouraged to maintain a parent bulletin board.
 - The bulletin board should be attractive and updated regularly.
 - Family services staff will periodically check the parent bulletin board at each site.
 - The following items can be displayed:
 - Parent meeting/events schedule
 - Parent meeting/events minutes
 - Parent committee leaders with contact information
 - Policy council meeting schedule
 - Policy council meeting minutes
 - GED/ESL information and schedules
 - Notice of school events
 - Notice of community events
 - Parenting information
4. The purpose of the parent newsletter is to provide information to parents about their Head Start/EHS classroom. Parent Newsletter Guidelines:
 - The use of a parent newsletter is optional.
 - A parent will serve as the parent newsletter coordinator.
 - The parent newsletter coordinator will gather information from each Head Start/EHS classroom and prepare articles for inclusion in the newsletter.
 - The parent newsletter coordinators are encouraged to attend the parent leadership training with their elected parent committee officers; however, individual training is available.
 - Parents may volunteer to serve as newsletter contributors.
 - The family services staff or designee will proofread all articles and edit, as appropriate.
 - A copy of the newsletter must be submitted to the family services specialist before it is distributed to parents.