

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations

Subpart: J-Program Management and Quality Improvement

Section: 1302.101 Management Systems

Subject: Communication with Parents

Policy:

The Head Start/Early Head Start staff will have effective two-way communication with parents on a regular basis throughout the program year, in the parents' primary language or preferred language or through an interpreter.

Procedure:

1. Staff will communicate with families by engaging in a family partnership process.
2. Staff will arrange for at least two home visits at the parent's convenience per year and more if needed.
3. Staff will conduct at least two parent-teacher conferences per year and more if needed.
4. There will be representation by parents and staff on the IEP (Individualized Education Plan) or IFSP (Individualized Family Service Plan). (Adhering to the privacy identification information (PII) policy)
5. Staff will communicate with parents regarding follow-ups that address identified health needs through memo, phone call/home visit/center visit/online format meeting (zoom).
6. Communication with families includes Policy Council groups, Parent Committees, program activities, orientation activities, and open house.
7. Staff will communicate with families on a regular basis, informal telephone, or face-to-face conversation, through memos or newsletters, through Class Dojo, and through online format meetings (zoom) when unable to meet in person.