

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

Part: 1302 Program Operations

Subpart: E- Family and Community Engagement Program Services

Section: 1302.50 Family Engagement

Subject: Orientation of Parents

Policy

Head Start/Early Head Start offers parent orientation that will be provided to new and returning parents to allow them a better understanding of the program.

Procedure

1. All staff members will be introduced to the parents.
2. The history and main components of Head Start/Early Head Start will be outlined for the parents.
3. Each family receives a copy of the Parent Handbook, and this will be reviewed at orientation.
4. Staff will explain attendance, absence, tardiness, disciplinary and withdrawal policies.
5. Staff will discuss parent's rights while emphasizing the responsibilities of being a Head Start/Early Head Start parent.
6. Staff will explain "in-kind" process and importance of parent participation and how families can volunteer.
7. Staff will provide parents' contact numbers for any questions or concerns that arise.