

NEIGHBORIMPACT HEAD START & EARLY HEAD START

Policy & Procedure

Section: Child Development & Health Services	PC Approval Date: 1/18/18
Title: Parent-Child Classroom Orientation	Updated: 11/7/17
Policy #: HS-66	NI Board Approval: 9/12/19
Forms Required: Parent/Child Classroom Orientation form, Parent Handbook, Volunteer Sign-in Sheet, Parent Bus Handbook, Bus Orientation form, Diapering Statement, Emergency Disaster Plan	
Performance Standards: 1302.51	Page 1 of 2

Policy: Head Start openly welcomes parents to participate in the education of their child by setting aside a week before school starts for parents and children to experience the classroom setting and interact with education staff in small groups.

Purpose: In order for a parent to truly participate in his or her child's education, that parent must feel welcomed and comfortable in the Head Start classroom environment. In order to facilitate understanding of the classroom, our program will offer a parent orientation at the beginning of every school year. The orientation is also the child's first introduction to his or her new school and friends.

Procedure:

Preparation for Classroom Orientation

- A. Classrooms are set up according to the *Classroom Environments* policy.
- B. Staff wear nametags which also indicate their position.
- C. The classroom is parent friendly – having larger chairs available for those who need them, a snack is served, and pencils and paper are available for note taking.
- D. The Parent Bulletin Board should be attractive and should include current community events.
- E. When a new child is enrolled, the teacher must complete the parent child orientation with the family within 30 days.

Content of the Classroom Orientation

- A. The following information is reviewed with parents during orientation:
 - a. Parent Handbook & calendar
 - b. Family involvement
 - c. Bee a Reader challenge
 - d. Policy Council
 - e. Family Night
 - f. Classroom volunteering
 - g. Bus rules and pedestrian safety
 - h. Bus monitoring
 - i. Classroom schedule, curriculum, portfolio, newsletter, family style meal service, toothbrushing
 - j. Interpretation services/Needs accommodation
 - k. Disabilities Services
 - l. Mental Health services
 - m. Diapering/potty accident
 - n. Exclusion of ill children/ medications
 - o. Attendance policy

p. Emergency plans

After the Parent Orientation Session:

- A. The Teacher Advocate will record Parent Orientation attendance in Child Plus in the education tab by adding the event, Parent/ Child Classroom Orientation