

**NeighborImpact Head Start & Early Head Start
Policy & Procedure**

Section: Program Design & Management	PC Approval Date: 8-2-05, 1-18-18
Title: Parents as Staff Members	Revised 1/23/2015 Updated: 11/7/17
Policy #: HS-68	NI Board Approval: 9/12/19
Forms Required: N/A	
Performance Standards: 1302.34(a)(b)(i)(5)	Page 1 of 1

Policy: Head Start’s core philosophy supports parents as their child’s primary educator, nurturer and advocate and provides every parent with opportunities for personal development.

Purpose: Staff members that have a child enrolled in the Head Start program need to have clear, defined parameters that guide their parent involvement and participation in the program. Staff are encouraged to participate in the program to the degree they feel their child and their family will receive the most significant experiences. When a job vacancy becomes available, Head Start parents receive preference for employment for which they are qualified.

Procedure:

- A. The staff member and supervisor review the Parents as Staff Members Policy at orientation, or re-orientation, and establish clear parameters concerning how the staff member will participate in the program as a parent.
- B. At sites where there are multiple classrooms, parents will be given the choice of participating as a parent in their child’s classroom or as a staff member in the classroom they are currently working in. Parent input in the decision making process is only permissible if the parent is attending as a parent and not as a staff member.
- C. To ensure that quality services are provided for both child and parent, a Head Start staff member may not be employed in the same classroom in which his/her child is enrolled.
- D. No grantee agency staff (or members of their immediate families) may serve on Policy Council as per performance standard – **1301.3(b)(2)**
- E. Consistent with NeighborImpact’s Employment of Relatives Policy, B80 Which states “Employees family members may not be hired and or not assigned to a position that creates a supervisor/subordinate relationship with a family member or creates an actual conflict of interest or appearance of conflict of interest.” Staff members may not have their children volunteering in the same classroom that their parent is working in.
- F. Head Start & Early Head Start Staff may not bring their children to work. Exceptions to this policy are that staff can bring their children to Family Nights and Policy Council childcare.