

 <b>Policy #:</b> Parent Involvement 6.1	<b>Effective Date:</b> 09/2009	<b>Page #:</b>
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**POLICY: PARENT TRAINING/INFORMATION**

**PERFORMANCE OBJECTIVE:** To provide quality training and information for the parents enrolled in the program that will enhance their role as primary care provider/educator of their child. To provide information on continuing education opportunities that promote self-enrichment and self-sufficiency.

**PROCEDURE:**

Parents will be provided opportunity to develop an individualized Family Partnership Agreement that describes family goals, responsibilities, strategies and timelines for accomplishing goals. Douglas Cherokee Head Start/Early Head Start will work in collaboration with parents to identify, access, directly or through referrals, resources and services that are responsive to identified interests and goals.

The program will provide opportunities for parents to enhance parenting skills and to share concerns about their children with program staff. Head Start/Early Head Start will work collaboratively with other community agencies to provide advertised, scheduled trainings. Training will include parent orientation to the Head Start/Early Head Start program at which time each parent will be provided with a parent handbook/policy manual and a summary of current Tennessee Department of Human Services Child Care Licensing Regulations. Other training topics will include child abuse prevention, passenger/pedestrian safety and financial literacy.

Family Service Workers will arrange individual county trainings or individual center trainings taking into consideration individual county needs. A training notification will be faxed to the Parent Involvement Coordinator two weeks before training takes place. Every effort should be made to schedule trainings for the first part of the month to allow time for rescheduled trainings in the event of inclement weather, etc. All training/information provided will be documented by the Family Service Worker or Teacher on the appropriate training forms.

Other information and resources will be distributed monthly to parents in the form of newsletters, calendars, notes and resource pamphlets. Any resource information needed, but not on hand, should be requested from the Parent Involvement Coordinator.