
Subject : Information About Policies

Source: Start Performance Standard 45 CFR Section 1304.50

Policy

Parents are informed about policies, guidelines, and other communications from the Administration for Children, Youth, and Families (ACYF) on a timely basis.

Procedure

1. Site orientation meetings for the purpose of familiarizing parents with policies affecting them occur immediately upon enrollment. Orientation meeting subjects include reporting suspected child abuse or neglect, component services, and special needs services. (*see* Parent Orientation policy)
2. Every month of the program year, other policies, guidelines, and communications from ACYF are shared with the Policy Council and center groups at meetings. Appropriate materials are distributed to parents and/or are posted on bulletin boards in classrooms.
3. Policy Council members are trained to understand their roles and responsibilities in relation to the site committees. (*see* Policy Council Meeting Skills, Policy Council Removal from Office, Policy Council Limitations on Memberships, and Policy Council Sub-Committees and Description of Standing Committees policy)
4. The Social Services/ Parent Involvement Manager, monitors progress in training and electing of representatives to Policy Council. Managers also monitor site committee plans and activities.
5. Staff will ensure a flow of communication between the program and parents.