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**Subject: Parent Orientation**

**Source: Head Start Performance Standards 45 CFR Section 1304.40.**

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**Policy**

Parents are given opportunities to learn about the program structure and philosophy of Early Head Start and how they are implemented in their child's Early Head Start experience.

**Standard**

Orientations will occur within the first two weeks of the beginning of the school year.

**Procedure**

1. Executive Director and the complete management team will familiarize new parents to the program. Re-enrollees will be asked to update their paperwork prior to the start of the new school year.
2. Each parent will receive a parent handbook and calendar at orientation. Executive Director and the management team will refer back to the handbook and calendar to cover the following information during orientation:

Topics that will be reviewed at orientation will include;

Social Services

Home Based program

Center based program and Rules

Parent Involvement, Fatherhood Initiative program

Health and Nutrition Services

Education and Disabilities Services