

13a. Parent/Guardian/Child Orientation/ Open House Policy and Procedure

Policy

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

Procedure

1. Staff will work together to provide Parent/Guardian/Child Orientation before/ during slow start begins in the fall and/or first day of school. Parent Orientation will be held at various times to not exclude parents.
2. Staff will inform the parent/guardian of the time at the first home visit/welcome visit. Staff will make a reminder phone call before the Open House/Parent/ Guardian Orientation. When parents/guardians leave the child's classroom orientation to attend the Parent Orientation the Head Start/ECEAP children will stay in their classrooms with the teaching staff.
3. Open House:
 - a. In order to accommodate program families, each classroom/center will conduct two Open Houses; one in the day and one in the evening.
 - b. Staff will use this opportunity to introduce the classroom to children/ families
 - c. Classroom scavenger hunt game will be used to orient all children and families to areas of the classroom
 - d. PIC and Full Day models will combine the open house and orientation activities into one event
4. The Direct Service Team will plan and organize a welcoming, fun, and informative Classroom and Parent/Guardian Orientation utilizing the Parent/ Guardian/Child Orientation form and providing the following information:
 - A. Classroom Orientation: Have areas set up for children to explore.
 1. Introduce classroom staff.
 2. Parent/child activities planned to orient the families to classroom environment.
 3. Activities available in each interest area.
 - B. Parent/Guardian Orientation/Open House:
 - a. Plan how to provide information in content areas listed on Parent Orientation Checklist.
 - b. Designate individual roles/responsibilities.
 - c. Utilize content area experts.

Policy complies with Head Start Performance Standard 1304.40 (a) (4) & (5); 1304.40 (g)(1)(ii)