

# 14b. Family Nights Policy and Procedure

## Policy

To provide evening opportunities for parents to interact with their children by participating in developmentally appropriate activities in a warm and welcoming environment.

*Approved by Policy Council September 28, 2001*

*Policy complies with the Head Start Performance Standards: 1304.40 (d) (1 )-3, 1304.40 (f) (3) (i) &(ii), 1304.40 (f) (l), 1304.40 (f) (4) (i) & (ii), 1304.40 (f) (2) (i), (ii) & (iii)*

## Procedure

1. Parents may vote in Parent Committee meeting if they wish to hold a Family Night in addition to the Parent Committee Meetings and Family Nights already held by the program.
2. Activities will be planned and facilitated by Head Start/EHS/ECEAP staff in conjunction with program parents. These activities must be developmentally appropriate for Head Start/EHS/ECEAP children and the family must accompany and participate with the children.
3. Staff will select a dinner meal from the established cost effective menu provided by the Food Service Supervisor and noted on the back of the Parent Meeting Schedule/Menu. Staff in conjunction with their program parents, can choose to provide a simple snack instead of a dinner meal.
4. A program Food Service Form must be completed by staff and approved by their Area Manager/EHS Supervisor. The Food Service Supervisor must receive the completed form **at least three (3) weeks prior to the scheduled meeting date.**
5. If staff are collecting a count of the number of parents and children to be in attendance, a current count is to be submitted to the Food Service Supervisor at least ten (10) days prior to the scheduled meeting date. (This count is to be a total count, of children and adults, for the Family Night. One staff member will be designated to contact the Food Service Supervisor with this determined number.