

# Fall Family Orientation

## Policy

Head Start parents must attend a parent orientation before their child can begin Head Start. Parent orientation is an important step in Arrowhead Head Start's enrollment process. Parents will learn about the Head Start program. Parents will be introduced to Head Start policies and be made aware of their rights and responsibilities as participants in the Head Start program.

## Procedure:

1. Head Start staff will arrange a meeting location.
2. Head Start staff will invite parents to the orientation.
3. Head Start families will be welcomed upon arrival and be given a tour of the facility with general housekeeping information (restrooms, etc.).
4. Policy Council members, or staff will be invited to talk about the importance of Parent Engagement, Policy Council, training opportunities, and in-kind.
5. Head Start staff will refer to policies located in the Parent Handbook that need extra emphasis.
6. Head Start staff will inform parents that all Head Start staff are "Mandated Reporters" and what this means.
7. Head Start staff will inform families about the importance of regular attendance and refer to the Head Start Attendance Policy.
8. Families will have the opportunity to ask questions about the Head Start program.
9. At sites where busing is provided, all Head Start families will receive the required bus training.
10. In extreme circumstances special arrangements will be made for parents to complete this requirement.
11. Families starting after the Fall Orientation will be provided with all required information on an individual basis.

This policy complies with Head Start Performance Standards 45CFR Section 1304.41

Updated on 3-22-2005

Updated/Approved by Policy Council 9-11-13