

# Site Newsletter

## Policy

Site newsletters are sent home monthly at a minimum to provide on-going information about site and community activities.

## Procedure:

1. Lead Educators are responsible for creating and distributing a monthly newsletter.
2. Staff will encourage parent/guardian involvement in the creation of the newsletter.
3. Site Newsletter information should include:
  - Site Name and Contact Information
  - Site Events: Field Trips, Socializations, Special Guests
  - Site Updates: Schedule, Site Changes, Announcements, Curriculum Focus
  - Family Education Opportunities: Parenting Information, Parent Trainings, Special Events, Curriculum Extension Ideas
  - Committee Updates and Opportunities: Policy Council, Parent Committee Meetings
  - Community Resources and Events
  - Volunteer opportunities
  - Thank you notes
4. Lead Educators will email the Site Newsletter to their Program Manager and Support Specialist.

This policy complies with Head Start Performance Standard 45 CFR Section 1304.40

Approved by Policy Council on February 16, 1999

Updated on 3-22-2005

Updated and approved by Policy Council Executive Committee on 3-14-16.