

## Parent and Family Engagement in Education and Child Development Services Procedure

### **1302.34 Parent and family engagement in education and child development services.**

a) *Purpose.* Center-based and family child care programs must structure education and child development services to recognize parents' roles as children's lifelong educators, and to encourage parents to engage in their child's education.

(b) *Engaging parents and family members.* A program must offer opportunities for parents and family members to be involved in the program's education services and implement policies to ensure:

(1) The program's settings are open to parents during all program hours;

(2) Teachers regularly communicate with parents to ensure they are well-informed about their child's routines, activities, and behavior;

(3) Teachers hold parent conferences, as needed, but no less than two times per program year, to enhance the knowledge and understanding of both staff and parents of the child's education and developmental progress and activities in the program;

(4) Parents have the opportunity to learn about and to provide feedback on selected curricula and instructional materials used in the program;

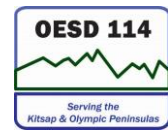
(5) Parents and family members have opportunities to volunteer in the class and during group activities;

(6) Teachers inform parents, about the purposes of and the results from screenings and assessments and discuss their child's progress;

(7) Teachers, except those described in paragraph (b)(8) of this section, conduct at least two home visits per program year for each family, including one before the program year begins, if feasible, to engage the parents in the child's learning and development, except that such visits may take place at a program site or another safe location that affords privacy at the parent's request, or if a visit to the home presents significant safety hazards for staff;

### **E-12 Parent-Teacher Conferences**

The teacher must meet with each child's parents a minimum of three hours per school year. Conferences may occur in the home, school, or other location convenient to the parent. Conferences must be in person, except phone contact may be used on a limited basis if a parent is unable to meet face to face. During conferences, teachers: learn about family culture and language. Discuss parent and teacher observations of child's development and progress. Share screening and assessment results. Obtain parent input for program and curriculum, and jointly plan goals for the child.



Parents and family members are offered ongoing opportunities to be involved in the program's education services of their child.

The program's settings are open to parents during all program hours.

Teachers communicate with each family regularly to ensure they are well-informed about their child's routines, activities, and behavior.

Parent-teacher conferences and home visits help teachers build respectful relationships with parents and develop a broad understanding of every child in the program. The conferences and visits enhance the family's knowledge and understanding of the developmental progress of their child. We recognize parent's role as their child's lifelong educator and encourage parents to engage in their child's education. Teachers inform parents about the purposes of and the results share screening and assessment with each parent and discuss next steps if needed.

Head Start teachers will conduct at least two home visits per program year for each family, including one before the program year begins, if feasible, to engage the parent in the child's learning and development. Head Start teachers will also conduct two conferences. Each child, no matter when they enroll will follow this procedure.

ECEAP teachers will have four conferences per program year. The ECEAP teacher must meet with each child's parent a minimum of three hours per school year. Conferences may occur in the home, school or other location convenient to the parent.

Home Visits and conferences are conducted in the family's home language or use the services of an interpreter.

All contact visits are documented (Head Start- Action Log and PROMIS) (ECEAP-ELMS).

Parents are encouraged and have the opportunity to give input into the curriculum and instructional materials used. Parents and family members have opportunities and are encouraged to volunteer in the classroom and during group activities.