**MISSISSIPPI COUNTY, ARKANSAS, E.O.C.**

**EARLY CHILDHOOD EDUCATION DEPARTMENT**

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**FAMILY RIGHTS AND RESPONSIBILITIES**

**POLICY:**

As part of the family partnership building process, the program provides all enrolled Head Start and Early Head Start families with a *Family Rights and Responsibilities Form and Parent Handbook* to be read and signed by the parents.

**PROCEDURE:**

**1.0 Family Rights and Responsibilities**

1.1 The *Family Rights and Responsibilities Form* describes parent rights regarding confidentiality of records; their responsibilities regarding late drop off/pick up of their child; and their rights and the program’s responsibility as mandated reporters regarding suspected child abuse.

1.2 Program Family Services Advocate, ERSEA Staff and Human Resource Staff review the *Family Rights and Responsibilities Form* with the parent at the registration interview or parent orientation.

1. Program Family Services Advocate, ERSEA Staff, and Human Resource Staff ask the parent to initial either Yes or No for each item in the Consent Section.
2. Program Family Services Advocate, ERSEA Staff, and Human Resource Staff ask parents to write the name, address, phone number, and relationship if giving consent for someone else to pick up his or her child in his or her absence.
3. Program Family Services Advocate, ERSEA Staff, and Human Resource Staff ask the parent to sign and date the completed Form.

1.3 Program Family Services Advocate review and update the *Parent Orientation Checklist* with the parents as needed for each program year in which their child participates.