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

**EARLY CHILDHOOD EDUCATION DEPARTMENT**

1304.51(b)

**PARENT INVOLVEMENT – PARENT HANDBOOKS**

**POLICY**:

Part of the program’s communication system with families includes the provision of a Parent Handbook given to each parent during orientation.

**PROCEDURE:**

**1.0 Parent Involvement – Parent Handbooks**

1.1 Program Management revise the Head Start Parent Handbook each summer for each location.

1.2 All Parent Handbooks include, but are not limited to:

1. Administration of Medication and Discipline Policy
2. Calendar of Events
3. Communicable Disease Procedure ( [Protection from Contagious Disease/Communicable Disease](#Pol64003_HPSAD_ProtectFromContagiousDis))
4. Daily Schedule
5. Emergency Plan
6. Grievance Procedures
7. Head Check Procedure
8. Head Start Requirements
9. Nutrition Information
10. Permission for Field Trips
11. Safety Plan
12. School Closing procedures
13. State Licensing Policies and Procedure Requirements

1.3 The program gives a Parent Handbook to each enrolled family at registration.

1.4 Parents of children who enroll later in the year receive the Parent Handbook at the time of their child’s enrollment.