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

**EARLY CHILDHOOD EDUCATION DEPARTMENT**

**PARENT REGISTRATION PACKET- APPLICATIONS, FORMS, HANDBOOK, AND USDA**

**POLICY**:

Part of each program’s communication system with parents includes the provision of Parent Orientation Packets to each parent at orientation.

**PROCEDURE:**

**1.0 Parent Registration**

1.1 The Family Service Advocate and Home-Based Teacher, and ERSEA Staff select materials and prepare the Parent Orientation Packet during the summer.

1.2 Each Registration Packet contains selected material, such as but not limited to the following:

1. Community Resource Directory or list
2. Contact information
3. Forms
4. Grievance Procedures
5. Head Start program brochure
6. Information on fire and burn prevention
7. Parent Handbook
8. Transportation services
9. Volunteer opportunities

1.3 Parents of children who enroll later in the year receive the Parent Orientation Packet at the time of their child’s enrollment.

1.4 Parents are asked to sign and date the form, indicating that they have received the Individual Registration Form in each package.

1. Family Service Advocate and Classroom Teachers/ Home Based Teachers keep the signed formsin the child’s file.