

SOUTHWEST HRA HEAD START

Section: Early Childhood Development
Subject: End of Year Celebration
Revised: May, 2003; February 2010

REGULATION REFERENCE:

45 CFR Part 1304 (Nov. 1996) Performance Standards 1304.40(a)(4-5), 1304.40(d)(1-2)

POLICY:

Classroom teaching staff and parents will plan a special "end-of-year celebration" for all the Head Start children and families.

PROCEDURE:

1. During the March Center-Committee Meeting, the teaching staff and parents will determine the date and time of the center or classroom end-of-the-year celebration. By April 1, the teachers will submit their schedule to their Area Manager.
2. The Area Manager will post dates on a calendar in the Central Office showing all their classrooms' schedules of End of Year Celebrations.
3. Teaching staff and parents will jointly plan a **brief** program, guiding children to share songs and/or activities they have learned while in Head Start. **Activities must not require drilling** as part of preparation.
4. If the celebration requires use of space other than the classroom, teachers will obtain approval and make necessary arrangements.
5. Each teacher or FCM will type a copy of the program or agenda (if using one) two weeks before the scheduled celebration and send a copy to the central office.
6. The Director will sign all certificates. The Assistant Director for ECD will send certificates by the FCM's to the teaching staff.
7. The teaching staff will prepare certificates for the children, making sure all names are spelled correctly.
8. During the first week in April, the teaching staff will prepare a list of children who have maintained perfect attendance during the program year and give to the FCM. The FCM will submit these lists to the Assistant Director for Family and Community Partnerships for the purchase of plaques.
9. The Assistant Director for Family and Community Partnerships will return plaques to each classroom before the date of the scheduled program.