

SOUTHWEST HRA HEAD START

Section: Early Childhood Development
Subject: Parent Participation in Curriculum Planning
Approved: March, 2000

REGULATION REFERENCE:

45 CFR Part 1304 (Nov. 1996) Performance Standards 1304.21(a)(2)(ii)(iii); 1304.21(c)(1);
1304.40(e)(1)
NAEYC Guide to Accreditation by the National Academy of Early Childhood Programs

POLICY:

A developmentally appropriate educational curriculum for young children is composed of both staff planning and parent input. Teaching Staff write Weekly Lesson Plans based on Head Start Performance Standards, Southwest Head Start HRA Policies and Procedures, CDA Training, past experiences, and parent input.

PROCEDURES:

1. During all Teaching Staff Home Visits, the classroom schedule and unit topics are discussed letting the parents be aware of what the up-coming unit topics will be in the classrooms. Parents are presented booklets, Center-Home Activity letters, and calendars to help in making them more aware of Head Start happening. They are asked to share any ideas or make suggestions concerning their child and what is presented in the classroom.
2. Head Start Teaching Staff and other personnel are present at monthly Center-Committee Meetings to discuss each child's progress with the parent(s). Parents are encouraged to share ideas concerning classroom activities, field trips, or other special projects (examples: participation in local parades, Head Start and/or community fund raisers).
3. Head Start Teaching Staff review Weekly Lesson Plans at least twice each month with parents of currently enrolled children. Parents are asked for comments, suggestions, and approval at least one week before the plans are implemented.
4. "Parent Opinion Surveys" (Page E-45-c) are distributed to parents during the November Parent-Teacher Conferences. These completed surveys are compiled by the Early Childhood Development Staff to be reviewed by members of the Advisory Committee. This committee is comprised of Policy Council members and other parents, Assistant Director for ECD, Area Managers, Teaching Staff, and LEA (Local Education Agency) members. Also, findings from these surveys are presented on an individual basis to each classroom teaching team by the Area Managers.
5. Information and suggestions from parents concerning curriculum planning and activities are also a priority during Parent-Teacher Conferences held in November and then again in March of each program year.

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6. Each teaching team contacts one parent each week (as documented on the Weekly Lesson Plan Form) to come into the classroom to share their families' culture. This could be family pictures, stories, information about vocation or job, child's favorite food or recipe, information about family pets, crafts, etc.

7. During the program's annual self assessment (SARI) conducted in November, parents from the Policy Council serve as members of the teams. Other parents in each Head Start classroom are interviewed concerning their participation in the program and program planning.