



**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

NO. 01 **ISSUE 1**
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EFFECTIVE: 12-28-10
Updated

SUBJECT:
**USE OF HEAD START AND EARLY HEAD START PARENT
ACTIVITY FUNDS**

APPROVED: 12-28-10


BY: Ron Griffin, Director

PURPOSE

The purpose of this policy is to have clear guidelines for the use of parent activity funds in Preschool Services Department Head Start and Early Head Start programs.

POLICY

The Head Start/Early Head Start program encourages and supports the personal development of parents. The program budgets funds each year to support parent group activities and projects. Projects that parents participate in must be designed for participation of adults, not for children, and must be facilitated by staff.

REFERENCE

Head Start Performance Standards 1304.50(d)(2)(iii) "...Policy Councils and Policy Committees must...assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities."

PROCEDURE

All proposals for projects using parent activity funds must be submitted to the Preschool Services Department Administration Office on a *Request for Parent Activity Funds* and *Parent Project form* for prior approval. Supplemental information (Parent Advisory Committee Meeting Agenda, Minutes, meeting sign-in sheets, requisitions) must be attached (see Section III, Process for Using Parent Activity Funds).

The following are examples of acceptable parent activities using Head Start parent activity funds:

- PARENT EDUCATION ACTIVITIES (fees for professional instructors/consultants, fees for classes, textbooks or materials, e.g., cake decorating, scrap booking, blanket making, disaster preparedness, etc.)
- RECOGNITION PRESENTATIONS - FOR PARENTS ONLY
- PARENT EDUCATION FIELD TRIP (museums, Aquariums, etc.)
- TRAININGS (i.e. job skills-resume writing, interviewing, dress for success; time management, communication/team building; building self-esteem; personal goal setting; etc.)
- FIRST AID/CPR
- PROVIDING REFRESHMENTS OR CHILD CARE (BY PARENTS ONLY) AT PARENT MEETINGS

- BANQUETS FOR PARENTS WITH AN EDUCATIONAL SPEAKER (Kindergarten teacher discussing transition, American Red Cross Representative discussing

disaster preparedness, summer safety, donating blood; Public Library Representative discussing reading to your children, storytelling; Omnitrans Representative discussing how to read and follow a bus schedule, etc.)

- PHOTOGRAPH-TAKING/MAKE-AND-TAKE WORKSHOPS where parents are shown how to set up a background, focus a camera, and actually take photos of their children are acceptable as long as there are NO solicitations of parents by the instructors of the workshops, and the activity takes place at a Head Start facility. As an addition to the workshop, parents can learn how to make frames for the pictures they take. This activity may not affect the operations of the daily classroom routine.

Parent activity funds may NOT be used for the following:

- POLITICAL ADVERTISING AND RESOLUTIONS
- PAYMENTS TO STAFF (for child care during Parent Advisory Committee meetings)
- DANCES, CONCERTS OR LARGE ENTERTAINMENT ACTIVITIES
- AWARDING GIFTS OF ANY TYPE TO STAFF
- FIELD TRIPS FOR CHILDREN
- GIFTS FOR CHILDREN
- FIELD TRIPS TO NON-EDUCATIONAL - ENTERTAINMENT SITES/ACTIVITIES (Palm Springs Tramway, Disneyland, Magic Mountain, Legoland, Sea World, Casinos, television tapings, etc.)
- FUNDRAISING OF ANY TYPE

PROCESS FOR APPLYING TO USE PARENT ACTIVITY FUNDS

Step 1:

Staff (Site Supervisors or Generalists) will discuss parent activity funds and their purpose at a Parent Advisory Committee (PAC) Meeting as early as possible in the school year. Staff will explain to the parents that the funds can only be used for activities for parents, and will tell the parents how much money is available to them.

Step 2:

Staff will give the parents some suggestions of acceptable activities, and provide examples of activities that have occurred in the past. Staff will encourage discussion among the parents to decide on a plan for the year. A committee may be established to meet before the next PAC Meeting to generate ideas. Former parents may also be helpful in this area.

Step 3:

Parents must vote on the plan to spend the funds. Each activity must be voted on by the PAC, with the purpose and amount of money specified and documented in the PAC meeting minutes.

Step 4:

Assign a staff member or parent to check with the vendor, restaurant or consultant to verify whether or not they will accept a County Purchase Order or check and to get estimates of costs on a "dummy receipt" and include this with the package.

Step 5:

Once the PAC has voted on their activities, a requisition (003) must be completed for each

part of the activity (i.e., if the activity involves paying a speaker, buying refreshments from one vendor, and buying arts and crafts materials from another vendor, three (3) requisitions must be completed).

Step 6:

At least three (3) weeks prior to the date of the parent activity, submit the following items to the Preschool Services Department Administration Office:

1. Request for Parent Activity Funds and Parent Project form (The form must be signed by the PAC Chairperson and the Site Supervisor)
2. Copy of PAC Meeting agenda and minutes where the parents voted on the activities
3. Copy of the sign-in sheet from the PAC Meeting
4. Requisition(s) (003s) detailing the costs, the purpose, and the date of the activity. If a check is needed, please indicate this on the 003. Checks can be made out to staff only.
5. Any back up materials, such as dummy receipts, flyers for presenters explaining charges, etc.

Keep copies of all information in case there are questions about the activities. If there are no questions, Preschool Services Department Finance will contact the Site Supervisor when the PO/Check is ready.

Step 7:

After the event, submit the following items to the Preschool Services Department Finance Unit:

1. Leftover monies
2. Receipts for all expenditures
3. Sign-in sheets for the event
4. Parent Activity Evaluations