



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

NO. 01 **ISSUE 1**
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EFFECTIVE: 09-15-11
Updated

SUBJECT: PARENT TRAINING PROCEDURE

APPROVED: 09-15-11


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PURPOSE

To provide opportunities for parents to participate in various activities that will expand their strengths, interests and needs within the Head Start program and beyond. Furthermore, to support any endeavor that enhances the education and healthy development of their children upon transition into kindergarten.

POLICY

In addition to involving parents in the program, policy-making, and operations as stated in the Head Start Performance Standards, the Preschool Services Department (PSD), contact partners and delegate agencies must provide parent involvement and education activities that are responsive to the ongoing and expressed needs of the parents.

PSD encourages parents to participate in program activities through planned monthly parent workshops and trainings. The activities will promote the continued involvement of the parents in the education and development of their children as they transition to kindergarten and beyond. The education and training will prepare parents to exercise their rights and responsibilities concerning the education of their children.

REFERENCE

Head Start Performance Standards sections 1304.40(a)(3), 1304.40(d)(1), 1304.40(e), 1304.41(c).

PROCEDURE

- At the beginning of each program year, PSD staff will generate a list of training/workshop topics that include mandated trainings and topics requested by parents. The training schedule is provided to staff as well as parents. Staff will ensure that these trainings are provided to parents during the months indicated on the schedule. Staff and parents may conduct training at any time during the months on the schedule.
- The site supervisor of each site will collaborate with program supervisor, the generalist and support staff at the beginning of the school year to plan the parent trainings and workshop.
- All staff will invite and encourage parents to become active participants in the program activities including attending meetings and workshops.

- Staff will use information from the Family Services Agreement (FSA), DRDP parent survey, State and Federal mandates to select training topics.
- The Site Supervisor, Program Supervisor, Program Generalists, and support staff will work together on contacting trainers from local agencies as well as PSD content area specialists to conduct workshops and trainings for parents.
- The Site Supervisor, Generalists, and teaching staff will ensure that parents are receiving information regarding trainings, workshops, etc. by sending out flyers and letters, making phone calls to the home, face to face contacts at school site or bus stop, and posting calendars and newsletters on the Parent Board.

MANDATED TRAININGS

- In addition to the attached training topics, the Education Support staff will collaborate with site supervisors and Generalists to schedule and conduct the following topics for parents throughout the year:
 - 1. **Parents As Advocates Workshop:**
 2. **How children learn workshop**
 3. **Transition**
 4. **Kindergarten Readiness tool box**
 5. **Safety**
 6. **Child Abuse**
 7. **Incredible Years**
- Education Support staff will submit dates of each workshop, supply, flyers and 003 two weeks prior to workshop date for approval if applicable.
- Education Support staff will conduct these workshops and collect sign-in sheets, agenda and other necessary documents and forward to training and technical support unit for record keeping.
- Site supervisor will collect copies of all training document and retain at the site for record keeping.