
Subject: Site and Classroom Newsletters

Source: This policy complies with Head Start Performance Standard 45 CFR 1304.40.

Policy

Site or classroom newsletters are sent home monthly to provide on-going information about classroom site and community activities.

Procedure

1. The Social Services/Parent Involvement Mgr/FSW is responsible for publishing and distributing a monthly newsletter.
2. Recruit and encourage parent volunteers to participate in the production of the newsletter.
3. Encourage parents to add items of interest to the newsletter.

Information should include vital subjects such as:

1. Field trips
 2. Parent meetings
 - a) Summary of the past meeting
 - b) Announcement of the next meeting
 3. Committee meetings and decisions
 4. Parent involvement highlights and opportunities
 5. Policy Council news
 6. Special events in the community
 7. Classroom news
 8. Thank you
 9. Staff schedules/schedule changes
 10. Curriculum ideas/plans
 11. Recipes and other interest articles regarding children.
4. The Social Services/Parent Involvement Mgr/FSW will obtain information from the teachers for the monthly newsletter.
 5. The classroom monthly calendar may be part of the newsletter.
 6. The current newsletter will be posted in the parent area and a copy sent to parents on a monthly basis.