

# Parent Involvement Policy

**Purpose:** To insure that communication between parents and caregivers is maintained and to encourage parental involvement with center activities.

## Procedures:

Tender Loving Care Early Learning Center has an “open door” policy and parent/guardians are welcome and encouraged to visit the center at any time. In the best interest of your child, we do ask if your child is distressed and crying upon your departure from mid-day visitations that you take him/her with you.

**Parent Conferences** will be scheduled in the fall and in the spring for three and four year olds to keep parents informed of their child’s developmental progress. Conferences may also be held when the parents or the child’s instructor deems it necessary to address special circumstances such as hearing or vision disturbances, behavioral problems or sudden changes in behavior patterns.

**Parent Bulletin Boards:** will be displayed at the entrance of each classroom. These will be used to update parents on center and classroom activities, health issues, menus, want ads, and current news or child development issues.

**Newsletters** will be distributed once a month to provide parents with a variety of up to date information on such topics as child development, nutrition, discipline, safety, and health. Space will also be provided for parents to share recipes, ads, or notices.

**Letters** will periodically be used to convey special information to parents such as field trip descriptions or information on a communicable illness.

**Parent Talents or Hobbies** are welcome to be shared with their child’s class. Parents are also encouraged to share stories, songs, special talents, hobbies, cooking experiences, or field trips as an enrichment of the child’s learning experience. Parents should confirm the time and the activity with the instructor in advance to ensure that adequate preparations or changes in the schedule can be made to accommodate the activity.

**Parent Occupations** are encouraged to be shared with his or her child’s class by coming to the center and sharing special aspects of the occupation or by bringing the children to the parent’s place of employment for special tours.

**Weekly Units** will be posted to inform parents on what information is being covered in class; thus enabling parents to reinforce learning at home. There will be a question of the day posted near the classroom door to emphasize key elements of the daily lesson.

**Literacy Backpacks:** are available for parents to use with their child. There are different activities within each backpack, cards that give specific instructions on how to perform the activities with the children, and the skills and the activities encouraged. All supplies are included in the back packs.

**Mascot Backpacks:** Children will have the opportunity to take home the “mascot backpack” for their classroom for the week. There are activities within the backpack for parents to do with their child. All

supplies are included in the backpacks.

**Parent and Child Activities:** PAC activities are activities provided by the teacher for the child to do with his/her parents. The parents and children will decide together how to decorate the picture and will create a masterpiece together. The pictures will be displayed in the classroom.

**Open House** will be held in the fall to allow parents the opportunity to visit with instructors or other parents and to allow parents the opportunity to visualize or participate in a sample of the child's daily activities. There will be a children's program at the end of the year that will include a slide presentation of the children's activities throughout the year.

**Holiday Events:** Parents are welcome to assist in holiday activities and special occasions such as the Valentine's Day party, the Harvest Festival, the Christmas party or birthday parties.

**Birthdays:** A child's birthday is very important. The parent/guardian(s) may want to provide a special snack (cake, cupcakes, cookies, etc.) for the class, as well as napkins, cups and plates. However, party favors and gifts are prohibited. State regulations prohibit the use of latex balloons. Mylar balloons may be used but shall be kept out of the reach of the children. Please notify your child's teacher and the director ahead of time so appropriate plans can be made to alter the class schedule.

**Superstars** will be selected each week from the three and four year old classes. Parents and children are encouraged to work together to create a poster of the child's favorite activities or to bring pictures of the child's family or areas of interest to share with his/her classmates. Refreshments may be brought by the superstar and a special field trip may be planned by the parents of the superstar. Please coordinate efforts with the teacher to insure that schedules can be properly adjusted.

**Parent Handbooks** will be provided to parents prior to the interview with the director to educate parents on basic program philosophies and policies of the center.

**Trashable Treasures** will be requested from the parents periodically. A sign will be posted to notify parents of supplies needed and a box will be provided for collection near the receptionist's desk or in the child's class. These items will assist in providing enriching experiences for the children.

**Dining With Children:** Parents are welcome to dine with their child at any time. Please let the center director know in advance so that adequate preparations can be made.

If at any time parents have questions concerning his or her child or the center's activities, they are encouraged to communicate these concerns to the child's teacher or the center director.