



Parent Committee/Policy Committee Tracking Form

The new Head Start Program Performance Standards 1301.3 and 1301.4 requires that parent and policy committees must be established as early as possible in the program year. DFSS's policy is for its delegate agencies to have their respective parent and policy committees established, and functioning during the first quarter of the program year (September-November) as well as sustained throughout the year.

To ensure that delegate agency's parent and policy committees are established, DFSS requires for each of its delegate agencies to complete the attached tracking form and submit it to DFSS by **November 30**, Please indicate the date that the parent committee/policy committee has convened for its parent orientation, first parent committee meeting for each site, and its first policy committee meeting.

Keep in mind the following objectives when coordinating and convening the respective orientations and meetings:

- **Parent Orientation** should include information, handouts, and discussion about the purpose of serving on the parent committee and its targeted meeting schedules, and the importance of serving on various committees including the policy committee. This orientation should also be specific to educating parents on the benefits of serving on the Policy Committee and ensuring they understand the process for elections to the policy committee/policy council.
- **First Parent Committee Meeting** should focus on election of peers to serve on the delegate agency's policy committee. Policy Committee functions and responsibilities and expectations should be discussed and explored with parents and the election to serve on policy committee.
- **First Policy Committee Meeting** should focus on the election of policy committee officers, delegate and alternate to the Citywide Parent Policy Council and recommendations for the election of community representatives.

If you have any questions regarding this subject matter, contact Elaine Millsap-Parker at 312-743-1926 or at Elaine.Millsap-Parker@cityofchicago.org.

Thank you for your cooperation.

Revised/Re-Issued:10_2016

cc: Central Office Files
CPPC

