

## **F.R.E.D Procedure**

**Policy:** In order to provide opportunities for parents to recognize their role as their child's primary teacher, families will be offered the opportunity to participate in an at-home leading library program, Families Reading Every Day (FRED).

*Performance Standard: 1302.50 Family Engagement, 1302.51 Parent Activities to Promote Child Learning and Development*

### **Procedure:**

- The Head Start teaching assistant has the primary responsibility for implementing and maintaining the classroom FRED program and FRED kit.
- Participation in the FRED program is voluntary. Parents will be given the option to sign up for the FRED program in September. (See parent letter in classroom FRED kit)
- The FRED program should begin in October for enrolled families. Teaching assistants are to designate the same day each week to send out FRED books so that families can begin to expect their FRED book on a regular schedule.
- Only one FRED book should be sent to a family at a time. If a family misplaces a book, they may still continue to receive new books. However, if a family loses a second book they will no longer be able to receive books from the FRED library.
- Each book should be sent home in the appropriately labeled FRED folder. The folder should include the book, the accompanying activity sheet, and the green FRED activity report form.
- Returned at home activity forms should be collected by the teaching assistant and submitted to the Family Advocate.
- No FRED books should be sent home in May. May should be spent requesting/collecting any books/folders not previously returned.
- At the end of the program year, the teaching assistant should submit a requisition requesting specific books and/or folders that will be needed in the upcoming school year.

### *Referenced Forms:*

*FRED Activity Report*