

Parent-Child At-Home Activity Procedure

Policy: The *Parent & Child At-Home Activity Form* is used to provide official documentation of parent volunteer hours. This and other “In-Kind” documentation are used to substantiate the program’s claims for “Non-Federal share” dollars, as required for Federal funding.

Performance Standard 1302.51 Parent Activities to Promote Child Learning and Development

Procedure:

- *Parent & Child At-Home Activity Forms* will be printed on gold (“Goldenrod”) paper.
- *Parent & Child At-Home Activity Forms* will be sent home in the child’s backpack each Friday, with the Teacher’s weekly classroom newsletter.
- Teachers will create the designated activities. Activities should address active learning in context. i.e., “Encourage your child to sort the laundry by color with you as you are preparing to do laundry.”
- Teachers, Teaching Assistants and Family Advocates will encourage parents to complete and submit *Parent & Child At-Home Activity Forms* through their classroom newsletters and everyday conversation.
- *Parent & Child At-Home Activity Forms* will be returned by the parent, via the child’s backpack, once the seven entry blocks have been completed – which would ordinarily be within one week of receipt.
- Parents will be encouraged to limit activity sessions to 15 minutes or less, with once-daily sessions being sufficient.
- Returned *Parent & Child At-Home Activity Forms* will be taken from the child’s backpack by the Teacher or Teaching Assistants and will be reviewed for completeness, notably for the child’s name, Center name, dates and signatures.
- The complete *Parent & Child At-Home Activity Form* will be placed in a file or letter-tray designated to the attention of the Family Advocate. Family Advocates will review these forms periodically for completeness.
- Incomplete *Parent & Child At-Home Activity Forms* will be returned to the parent if a signature is needed. Other missing data may be obtained from the parent and filled in by the Teacher, Teaching Assistant or Family Advocate.
- Family Advocates will collect these forms at month’s end, verify & tabulate the hours.
- The Family Advocate will credit and record time spent to the *Parent Volunteer Record: Monthly Center Summary of Parent Volunteer Hours*, as well as to the *Parent Volunteer Record: Individual Summary of Parent Volunteer Hours*.
- The Family Advocate will sign all cumulative *Parent Volunteer Hours Forms*, verifying the existence of original, signed documentation for all hours reported. Incomplete *Parent & Child At-Home Activity Forms* will not be reported until and unless complete.
- The Family Advocates will file the *Parent Volunteer Record: Monthly Center Summary of Parent Volunteer Hours* in the Central File, under the Heading; (Center Name) In-Kind documentation.
- The Family Advocate will file the original *Parent & Child At-Home Activity Forms* in the Child’s Blue “Education” folder and file the *Parent Volunteer Record: Individual Summary*

of Parent Volunteer Hours in a separate folder for each Center marked as End of Month Information. At the end of the year, all *Individual Summaries of Parent Volunteer Records* will be placed in the child's file.

Referenced Forms:

Parent & Child At-Home Activity Forms (goldenrod)

Parent Volunteer Record: Monthly Center Summary of Parent Volunteer Hours

Individual Summary of Parent Volunteer Hours Form

Summaries of Parent Volunteer Records

