

COMMUNITY ACTION TEAM
CHILD & FAMILY DEVELOPMENT PROGRAMS
Parent-Employee Guidance Procedure

1. Center Manager will clearly define boundaries and expectations and use the job description to further define responsibilities and roles.
2. Parent involvement and volunteer hours will be separate from work hours paid to the employee.
3. Parent-Employee will be expected to follow all current Child & Family Development Programs and C.A.T. policies and procedures.
4. Parent-Employee will sign both confidentiality forms 1-20 and 1-20a.
5. Supervisor and Parent-Employee will work together to establish appropriate boundaries while working to be fair and consistent to all children and families enrolled in the program.
6. Entry-level Parent-Employee staff members will be provided support and opportunity to further their professional development.
7. Parent-Employee who seeks parent support from the family advocate or other direct service team member will do so on non-work and non-paid time.
8. Parent-Employee work time taken off or away from scheduled job will need prior supervisor approval and if necessary will need to make arrangements for a substitute.
9. Parent-Employee can contribute in-kind to the program in donated items and services. Parent-Employee can not claim in-kind for the program in donated time.
10. Parent-Employee must follow Head Start Performance Standards and Policy Council Bylaws to participate in Policy Council.
11. Parent-Employee will be utilized as a resource when getting parent input and perspective in program planning and decision-making.