



Establishing Parent and Policy Committees Compositions

Program Governance – Parent Committees: HSPPS 1301.4

In accordance with the above-cited regulations, each delegate agency must establish parent committees in September at each of its respective sites and partner sites.

Committees must be comprised of parents of children currently enrolled in the program; and ensure that parents understand the election process to the policy committee, policy council and are aware of other leadership opportunities.

Programs must maintain the written election process (bylaws) with supporting evidence (minutes) from the parent committee level to the policy committee and policy committee to the policy council.

The **Parent Policy Committee Tracking form** (attached) must be submitted to verify that the agency has established parent committees by October 3rd.

Programs have the flexibility to engage families within the parent committee structure, as long as the program ensures that the parent committee carries out the minimum responsibilities in HSPPS 1301.4(b) (1-3).

Written policies and/or procedures must be established for the implementation of these minimal responsibilities of the parent committee.

Program Governance - Policy Committee/Policy Council: HSPPS 1301.3 (a - d) **Cross-reference w/ the 2007 Head Start Act 642 (c)(3)**

In accordance with the above-cited regulations, each delegate agency must establish a policy committee responsible for the direction of the Head Start, Early Head Start, Early Head Start-Child Care Partnership programs.

Policy committee members must be parents of currently enrolled children or community representatives. Parents of children enrolled in each program option (HS/EHS/EHS-CCP) must be proportionally represented on the policy committee. Each delegate agency must establish its policy committees by September 30th.

Programs must annually certify to DFSS its policy committee membership and Citywide Parent Policy Council (CPPC) representatives by October 3rd using the **Letter of Certification form** (attached). Through this certification process, DFSS' Policy Council (CPPC) is established annually with membership consisting of community representatives and parents of children currently enrolled in its funded HS/EHS programs. DFSS' CPPC Election of Officers and Community Representatives is held annually and seated in October.

Complete and submit the attached Parent Policy Committee Tracking form, CPPC Letter-of-Certification and Policy Committee Membership forms to DFSS by **October 3, 2023**, to:

[CELS-Planning@cityofchicago.org](mailto:cels-planning@cityofchicago.org) and your **Monitoring Team Supervisor**
EMAIL: cels-planning@cityofchicago.org



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 by **October 3rd** as well as sustained throughout the year.

To ensure that the delegate agency's parent and policy committees are established, DFSS requires each of its delegate agencies to complete the attached tracking form and submit it to DFSS by **October 3rd**. Please indicate the date that the parent committee/policy committee has convened for its parent orientation, the 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 the 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 the 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 cels-planning@cityofchicago.org or your monitoring team supervisor.

Thank you for your cooperation.