

Heading: Program Governance	P.S. # 1304.50(d)(2)(iii)	Rev. 07/03
Policy name: PARENT ACTIVITY FUNDS	Policy # PG 6	Page 1 of 2

Rationale:

The parent activity fund is program money allocated to provide parents with opportunities and experiences in planning, developing, and implementing projects initiated by them.

Programs are prohibited from using this money **solely for entertainment**; entertainment is defined as amusement or social activities.

Money for **project related purposes** is allowable although entertainment may be a part of the project/activity. Programs are required to justify the spending of parent activity funds based on **project relatedness** (connected, correlated, relevant).

Procedures:

In determining how parent fund monies should be spent staff should ask the following questions:

- a) "How does this activity help parents become better . . . ?"
- b) "Does this activity benefit the family? How?"
- c) "How can parents use this skill with their families?"
- d) "How does this activity/skill help families become self-reliant?"

2) Parent Fund monies cannot be used for activities that are solely for entertainment.

3) Funding Allocation

- a) The SUU Head Start grant year is from February 1 of the current year to January 31 of the following year. Each classroom receives \$10 per child for the school year for **parent** activities.
- b) One half is given when school begins and the other \$5 is given after February 1. *There is no money carryover from the old year. If you have not requested funds by January 5, your parent money will be absorbed in the operating budget.*
- c) Each classroom is also allocated \$3 per child for Back-to-School night expenses.

4) Child Care

- a) Monies are available for child care. Child care is provided at the classroom/center for children ages *6 months – 11 years*.
- b) Parents may be reimbursed for child care in situations where it is more feasible to have child care in their home.

Heading: Program Governance	P.S. # 1304.50(d)(2)(iii)	Rev. 07/03
Policy name: PARENT ACTIVITY FUNDS	Policy # PG 6	Page 2 of 2

**REQUESTING PARENT FUND MONIES (Form 1)
PROCEDURE:**

- 1) Decisions about the use of funds must be approved by a simple majority (51%) of enrolled families. Voting must occur at the Parent Committee meeting. If a majority vote is not reached, phone votes can be taken. Voting results must be documented.
- 2) Submit **Request for Parent Funds** form to FCP manager in a timely manner. Documentation of voting results must be attached to form when making the request.
- 3) After purchase attach receipts to **Request for Parent Funds** form and send to FCP manager.
- 4) Method of Payment
 - a) Teachers purchase using SUU Head Start credit card.
 - b) Purchase Order or Small Purchase Order. Getting a P.O. takes 5 business days to 2 weeks. Allow plenty of time for processing. Specific information needed: vendor name, address, type and number of goods, cost.
 - c) **Parents or teachers are NOT to personally pay for services or goods; they will NOT be reimbursed. Goods or services purchased by parents will be counted as IN-KIND.**
 - d) **FAST FOODS CANNOT BE CHARGED TO THE SUU HEAD START CREDIT CARD.** Purchase using a small or regular P.O.

**REQUESTING CHILD CARE FOR PARENT COMMITTEE MEETINGS (Form 2)
PROCEDURE:**

- 1) Submit **Child Care Reimbursement Invoice** form to FCP manager within 3 business days AFTER Parent Committee meeting.
- 2) A check is sent to the child care provider within 2 weeks upon FCP manager receipt of **Child Care Reimbursement Invoice** form.
- 3) Childcare is provided at the center/classroom for children ages 6 months – 11 years **during** the Parent Committee meeting. One sitter per 10 children. Sitter must be 16 or older.