



Capital Region ESD 113  
Sound to Harbor Early Learning Programs



Policy Council Facts

**Parents/Guardians as Decision Makers**

- Our Early Learning Program depends on a vibrant, active Policy Council. Policy Council reviews and approves program policy, submittal of grants, service areas, approve hiring procedures, along with other program business.
- Policy Council is made up of representatives and alternates who are current parents/guardians of children enrolled in the program's Head Start classrooms. At least 51% of the membership must be current parents/guardians.
- Representatives cannot be related directly or through marriage to current employees and/or to program substitutes who work 10 hours or more a week.
- **Representatives must attend the meetings.** Absences are limited per Policy Council By-Laws.
- Representatives must have a viable email address for correspondence.
- Representatives and alternates are elected at their centers beginning in September.
- The term of office is one year and serves from November 2023 to October 2024. Current Representatives attend both previous and current years of service training to either "hand over the torch" or continue for another year. Meetings are rarely held in the summer months.
- The maximum number of years anyone can serve on any Policy Council is five years.
- Policy Council Representative training will be held Saturday, November 4<sup>th</sup>, 2023, 9 am to 3 pm. Breakfast and lunch will be provided. Mileage reimbursement and childcare payments are available as noted below.
- Starting in December, the Policy Council meetings are held monthly on the first Thursday of each month, except for April. The year's schedule is provided during the training in November.
  - When meeting in person, members can choose where to attend. The videoconference site is in Hoquiam, at the Washington Elementary Center or the in-person site is ESD 113, 6005 Tyee Drive SW Tumwater.
- Policy Council meetings will start at 6:00 pm and end no later than 8:00 pm.
- Dinner and social time will be available to all members from 5:30 pm to 6 pm. Dinner is available at in-person meetings only. Meals will not be provided if we meet remotely (via Zoom).
- Representatives and alternates will be reimbursed for round-trip mileage from the enrolled center to the meeting location. Mileage is at the current state reimbursement rate. Representatives and alternates needing childcare during the meetings can access payment made to the childcare provider directly. The childcare rates are as follows: 1 child - \$6.00 per hour, 2 children -\$7.00 per hour, 3 or more children -\$8.00 per hour.
- Former program parents/guardians who were Policy Council Representatives within the last three program years are eligible to be elected to serve as Past Parent Representatives. Income-eligible Past Parent Representatives may access childcare fees and mileage noted above.
- Interested professionals who work in programs that serve low-income families with young children can be elected as Community Representatives.