

UMATILLA MORROW COUNTY HEAD START, INC. BUDDY EXCHANGE

POLICY:

Networking is important part of the programs of Umatilla Morrow County Head Start, Inc. The Buddy Exchange process provides parents and staff an opportunity to visit and observe other centers within the agency or other Head Start programs throughout the state. The Buddy Exchange is designed to be a learning experience and center teams are encouraged to plan a buddy exchange each year.

PROCEDURE:

1. The Education Director and Parent Involvement Manager will inform staff and parents about buddy exchange as well as resources and special activities being done within our program
2. Buddy exchanges will include at least one parent with each center team.
3. The Buddy Exchange must be approved by the Center Team Leader and the Administrative Team.
4. If funding for the Buddy exchange outside of the agency is necessary, center teams will request funds through the training committee, completing a Request for Training form.
5. Participants choosing a Buddy Exchange within our program have the choice of visiting a center on a classroom day or on a Parent Committee Meeting Day. If they choose a classroom day; they have the choice of one of the outlying centers (Grant Co., Wallowa Co., Heppner), or three of the centers on the east and west end of Umatilla and Morrow counties.
7. Adequate transportation can be provided depending on the size of the group and will be arranged through the Team Leader.
8. Child Care for the buddy exchange will be decided by the parent committee of the center.
9. If the buddy exchange will involve being gone over the lunch hour, all participants will be responsible for their own lunch
10. At the completion of the buddy exchange, the team will complete a Buddy Exchange Evaluation and submit a copy to the Parent Involvement Manager.