

Guidelines for Parent Reimbursement for Trainings & Classes

*Prior approval must be obtained to receive reimbursement for any of these trainings or classes.

Parenting Classes STEP - (Systematic Training for Effective Parenting), Positive Parenting, Common Sense Parenting, and parenting classes sponsored by DSS, Mental Health Centers, Extension Centers, etc.). Head Start parents, grandparents (if they are the primary care givers) and foster parents of a Head Start child can receive at no cost or be reimbursed for:

- Cost of Registration fee - attach receipt to Mileage and Miscellaneous Expense Sheet
- Round trip mileage (40 cents per mile)
- Up to \$10.00 per session for baby-sitting (baby-sitter's name must be on the Mileage and Miscellaneous Expense Sheet)

Time spent attending classes and travel time is considered an In-Kind contribution to Head Start.

Literacy/GED Classes. GED (General Education Development) - Head Start parents can be reimbursed 40 cents per mile, one way, one trip per week for 10 weeks to help with mileage expense for those driving from out of town. If you need to pay a baby-sitter, Head Start parents can be reimbursed up to \$10.00 per week for 10 weeks. Document this on a Mileage and Miscellaneous Expense Sheet. Time spent is In-Kind. Literacy Training - same as above.

CPR (Cardio-Pulmonary Resuscitation) Training. There is no cost to Head Start parents/guardians or the primary care giver of the Head Start child to attend this training. Mileage, baby-sitting costs, time attending and traveling to and from the CPR training is considered an In-Kind contribution to the Head Start Program.

Other "Self-Improvement" Classes such as Women in Agriculture, Strengthening the Family, Child Care Provider Training, etc. Head Start parents can be reimbursed either the registration fee or round trip mileage and up to \$10.00 for baby-sitting. Time spent attending sessions and travel time is considered In-Kind.

SD Head Start Association/SD Association for the Education of Young Children Conference

The conference registration will be paid by NESD Head Start Program for one or both parents, Community Representatives and Friend of Head Start. The NESD Head Start Program may limit the number of registrations paid by the program. Head Start parents (and primary care givers) and Community Representatives can receive an advance expense check which would cover the cost of a motel/hotel for one (1) or more nights and most meal expenses. A "Request for Travel Advance" (pink sheet) must be filled out and turned into the Aberdeen Head Start Office at least two (2) weeks prior to the date of anticipated travel (which must coincide with payroll check dates).

Double occupancy at the motel/hotel is recommended. Carpooling is encouraged. Head Start parents can be reimbursed for round trip mileage at 40 cents per mile and receive up to \$10.00 per day for baby-sitting, if needed. Document this information on a Mileage and Miscellaneous Expense Sheet. Time spent attending workshops and round trip travel time would be considered In-Kind. An Out of Town Expense Statement (blue sheet) must be completed at the end of the trip. The motel/hotel receipt must be attached to this sheet.

South Dakota Head Start Association Board Meetings. The SD Parent Representative and Friend of Head Start can receive an advance expense check which would cover the cost of a motel/hotel for one (1) or more nights and most meal expenses. Spouses may accompany these people but will have no expenses paid by Head Start. A "Request for Travel Advance" (pink sheet) would need to be filled out and turned into the Office at least two (2) weeks prior to the date of anticipated travel. Round trip mileage will be reimbursed at 40 cents per mile and baby-sitting expenses up to \$10.00 per day. This needs to be documented on a Mileage and Miscellaneous Expense Sheet. An Out of Town Expense Statement (blue sheet) must be completed at the end of the trip with the motel/hotel receipt attached. Time spent attending the meetings/workshops and round trip travel time would be considered In-Kind.