

 Policy #FS- 4 No. 103	Effective date: July 2016	No. of Pages: Policy- 2 pages Community Agreement Format- 2 pages Letter of Understanding Format- 1 page	Supplemental Forms: 2 Community Agreement Format Community Letter of Understanding
REF: Holiday Committee Work Connecting Families to Community Donations and Maintaining Professional Boundaries document.	PC Approval: July, 20, 16	BOD Approval: July 28, 16	Revision Date(s): Review Date(s): July 2018 Feb. 2020 04/28/21, 5/16/2023

SUBJECT: Holiday Gift Giving

POLICY: Family Services staff may accept offers from donors or request donors to sponsor holiday gift giving.

PROCEDURE: When a sponsor calls HS/EHS

- 1) Completing required job duties to meet State of WI. Licensing Regulations and Federal Performance Standards should always be the priority during the holiday season which may start as early as October and last through December.
- 2) When receiving a call from a potential sponsor the person will let the sponsor know of the ages of the children and number of children for their classroom and/or center.
- 3) The sponsor will be told that the offer will be documented on a Community Partnership Agreement for a business or organization, or for a single donor in a Letter of Understanding. These documents will clarify what each entity is responsible for doing.
- 4) Staff will inform the sponsor that in order to choose a classroom or center the commitment will be to provide for the *entire number of children* to ensure children and families are provided for equitably and to avoid positioning staff to feel like they need to provide the gifts instead.
- 5) Staff will inform each sponsor that all family information is confidential and the only information to be shared is: First name/last initial, Class Code, Age, Gender and if asked you would include a toy wish and/or sizes.

PROCEDURE: When a Family Service Coordinator/Advocate calls a sponsor

- 1) Before making a call to a potential sponsor it is important to stay in your own community- do not go into another community such as Beloit requesting from Janesville. *Staff serving multiple communities will check with their co-workers to see if or where they have requested donations.*
- 2) Staff should also check with the Family Services Manager to see if this business or organization has already been contacted.
- 3) Staff should be ready to share what the program does and why the sponsorship is being requested.
- 4) If the business or organization is willing to do a sponsorship let them choose the following options:
 - The number of children in a class or center- letting them decide based on the numbers.

- The location of the center or classroom, i.e.: Beloit EHS Center.
 - The number of children at the location that would be sponsored.
 - The age range of the children; E.H.S. or H.S. ages.
 - The deadline for receiving the gifts in order to get gifts distributed before holiday closing.
 - A plan for delivery. A very large center would request that delivery is needed from the donor. A single classroom of 10 to 19 could pick up the gifts.
- 5) Let the sponsor know you will document this plan on a Community Agreement or if a single sponsorship in a Letter of Understanding to meet program requirements.

Family Notice: The Parent Handbook and Parent Orientation Power Point will clarify the following: Head Start and Early Head Start children may receive a holiday gift based on the offer of community sponsorship in the town or community they live in. The goal is that each child receives a gift, but this cannot be guaranteed.

Staff Notice of Policy Guidance:

- Staff will give gifts as they are wrapped when received.
- *Staff will create a notice for parents receiving wrapped gifts saying they should unwrap the gift to check the contents.*
- Staff will not take from gifts given to one child and give to another because one child has more gifts than the other.
- Staff are not obligated to purchase a gift for a child who did not receive a gift. Instead, they need to inform the sponsor to provide for an agreed number of children that is made clear in the Community Agreement.
- Staff should ask parents to pick up their child's gift if at all possible.
- Staff should not deliver gifts to children *after the program has closed for the holidays.*
- Staff will give gifts to the parent(s) as they are received. Parents may refuse to participate.
- Donors will not be asked to make a special purchase according to culture or religious beliefs.
- Staff should not open a wrapped gift because of the family's religious or cultural beliefs in order to exchange the gift with another child.

Supervision of Staff and Professional Boundaries:

Refer to Connecting Families to Community Donations and Maintaining Professional Boundaries Guidelines section no. 3.

TRAINING: Child Development and Family Service Coordinators and Home Visitors will receive training and the Policy during annual In-Service Training. New staff will receive the policy and guidance as part of their systems training.

SUPPLEMENTAL FORMS: Refer to the Community Agreement format, Community Letter of Understanding and a Soliciting Letter for staff to present to a potential donor.

SAFETY: Refer to Connecting Families to Community Donations and Maintaining Professional Boundaries/ Section no. 3.

MONITORING: Community Partnership Agreements will be reviewed and saved. Family Service Coordinators/Home Visitors will be verbally monitored regarding how gifts are distributed.