

The following list is a calendar that Head Start programs can follow when sending items to their legislators, and also includes outreach ideas that can be incorporated throughout the school year. It is necessary to keep the importance of high quality pre-k at the forefront of their minds, and doing so by showing progress, meaningful activities, and parent input will grab their attention. These are suggestions and can be changed or added to in order to tailor to each classroom/center. Depending on a program's photography policy, pictures of the children participating in the events/activities could be included. If that violates policy, then pictures that do not show faces could be included or those of just the different completed projects, in order to keep with confidentiality. Also, any time an actual project is meant to go in a child's portfolio or sent home, and cannot be mailed to a legislator, a picture can be taken instead and mailed in the packet. Mailing the classroom newsletter each month keeps them up to date on not only activities with the children, but also parent involvement opportunities and trainings. Templates for two of the suggestions are included at the end. A few events to invite legislators to are included, but it is important to invite them to any special classroom celebration or events in which your program participates so they can see firsthand what they are supporting. Again, these are only suggestions and can be changed to make the communication more meaningful for your program.

August –classroom newsletter, introduction letter from a teacher/center director. Invite the PHSA Outreach Manager to program teacher/staff in-service or beginning of the school year events to educate further on the advocacy campaigns (this can be done at any time throughout the school year, especially with staff wellness events).

September – Draw-a-Story or other writing samples, classroom newsletter, letter(s) from parents about how Head Start has helped their family

October (National Child Health Day) – letter from teacher/center director addressing the focus of Head Start on making sure children have insurance and get regular checkups/immunizations (could include statistics from the past year of how many children started out with insurance/checkups and how many had them by the end of the school year), self-portraits the children make that say, "I am the face of Head Start" at the bottom.

November (American Education Week) – invite your legislator to your classroom for a day during AEW. Towards the end of November the PHSA Outreach Manager will reach out to inform of any outreach opportunity that involves the December holidays.

December – homemade holiday cards from parents, teachers, and children thanking the legislator for their support, classroom newsletter. There is typically an outreach opportunity with the Pre-K for PA campaign involving making ornaments for the Capitol Holiday tree.

January – parents' New Year's resolutions for their children (spell first name, share with siblings, paint a picture, etc.) with a note at the bottom stating, "With your support, these resolutions can happen", Draw- a-Story or other writing samples (shows progress from last batch sent), classroom newsletter

February (Children's Dental Health Month) – letter from teacher/center director addressing the focus of Head Start on children's dental care (could include statistics from the past year of how many children started out with dental visits and how many had them by the end of the year), classroom newsletter, pictures of some of the month's activities. The governor releases his budget proposal at the beginning of February so look out for articles in local or online papers that a parent can write a Letter to the Editor response for.

March (Read Across America Day) – invite the legislator to visit and read to the class. Until the state budget is passed at the end of June, reach out to the legislators asking them to either continue to support Head Start or educate them on the importance of supporting Head Start. This can be done by making a district office visit or visiting Harrisburg in a Capitol Caravan. For help in planning these contact the PHSA Outreach Manager at (717) 508-4681 or [michelle@paheadstart.org](mailto:michelle@paheadstart.org). Other outreach events could be planned around March Madness (March Dadness).

April (Week of the Young Child) – invite the legislator to any WYC activities planned, collages the children make of magazine cutouts of their favorite things, classroom newsletter. Continue to reach out to legislators as stated above.

May (Teacher Appreciation) – letters from parents detailing progress made by their child over the school year, letters from teachers/center director on overall accomplishments for the school year, final Draw-a-Story or other writing samples to show overall writing progress for the school year, classroom newsletter. Continue to reach out to legislators as stated above.

# My Self-Portrait

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I Am the Face of Head Start!

# My New Year's Resolutions

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With your support, these resolutions can happen!