Department: Governance	Effective Date: 11-18-2025	Procedure Number: p6000
Regulation Number: 1301.3(e)	Regulation Topic: Reimbursement	Procedure Title: Policy Council member / Head Start Parent Conference/ Training Reimbursement
Version: 11:2026		Version Date: 11/18/2025

Conferences

Policy Council members and Head Start parents may be reimbursed for childcare* as needed when attending conferences at a flat rate of $125.00 per day.

Parents must

- Provide a copy of the conference agenda or training certificate or any other documentation that provides explanation of the conference content.
- Provide this documentation to the MARC Head Start Program Coordinator within ten days of their return.
- Reimbursement will be provided by check or direct deposit within thirty days of receipt of documentation.

Exceptions:

If, because of extenuating circumstances, the flat rate for meetings or conferences is not sufficient to cover the cost of childcare, MARC Head Start will consider these situations on a case-by-case basis.

If reimbursement is not applicable because of budget constraints, parents will be informed before scheduled meetings to determine their ability to attend without reimbursement.

*Childcare expenses are paid for costs incurred during hours children are not attending HS or EHS programs.