
Annual In-Service

BSACAP

2023-2024

Discussion Topics

- Everyone's role in Parent Meetings
- Fundraising
- Volunteer Hours
- Father Engagement



01 Roles in Parent Meetings

- Teachers and Family Advocates have a responsibility to ensure that parents are aware of parent meetings and policy committees.
- I would still suggest that FA have social media parent groups outside of teacher groups, but this is optional. If not, you must utilize the classroom group.
- Ensure that parent meetings are posted in teacher groups and in FA groups if you have those. They need to be posted monthly, a week before the meeting.
- Teachers- we would love to see you more involved in the parent meetings this year when possible. During my observations the past year, the meetings that had teacher/children attend even for a short part had greater attendance.



Family 02 Advocate Role in Parent Meeting

- FA- Fund raising must be covered in the first or 2nd parent meeting and be documented on those minutes.
- You can only do at maximum, 2 topics per parent meeting. So, Nutrition and Health could go together but I would want to see Nutrition/Health/Disability. This ensures that everything is covered with quality.
- Do not cover the same topic over and over. There were some that had covered Nutrition 4 times in the year. Search for new and interesting topics after you have covered the required ones.
- Simply giving out the information you receive from the Grantee Office, such as mental health or nutrition resources, does not constitute as the training topic for the month.
- The Parent Curriculum should go in order and should not be done out of sequence except for extenuating circumstances.
- You cannot do more than one curriculum lesson at a meeting.
- Parent Curriculum should be labeled correctly as well such as Meeting 1- Empathy.
- Please label minutes correctly. Some were very difficult to read last year as they were not labeled in the correct places, such as the parent curriculum listed under training topic or vice versa.
- You cannot go back and add to minutes that have been turned in. So, if you did not document, it did not happen and will need covered and documented in the next meeting.
- There should not be several sections on parent minutes that say NA. You need to cover what is discussed at PC, etc.
- If members must be replaced or new one's elected, there must still be a motion and second.
- All parent meetings will still come to me and if corrections need made, they will be sent back, and directors will be included in these emails.

Family Advocate Role in Parent Meeting Continued

Required Training Topics for parents- *MUST* be covered in the year

- Parent Orientation/Election of Officers
- Bus/Pedestrian Safety
- Early Childhood Education
- Health
- Nutrition
- Mental Health
- Disabilities

Curriculum Topics that *MUST* be covered

- Parent Meeting 1- Empathy
- Parent Meeting 2- Ages and Stages
- Parent Meeting 3- Values
- Parent Meeting 4- Praise
- Parent Meeting 5- Stress

04 Volunteer Hours

- Volunteer hours are only counted for things we would pay someone to do in the classroom or at an event.

What Counts

- Help on field trips
- Time in the classroom actively helping
- Family Home Projects that are returned
- Setting up or helping at an event
- Community Representative providing a training or service
- Parent Activities in the classroom
- Parents off-site with you and class

What DOESN'T Count

- Simply attending an event such as a play/ graduation/ Open House/ Parent Appreciation events
- Bus Monitoring
- Attending parent meetings, Policy Committee, or Policy Council (They are counted in attendance but not for volunteer hours)
- You cannot send home any extra things for parents to do outside of Family Home Projects to count for volunteer hours
- Anyone below age of 16

05 Father Engagement

- During PIR review it was discovered that not everyone is updating Father engagement on the child data page in COPA.
- This section is tracked and is required for PIR reports to be accurate.

When you search for a child and scroll down on their data page, you will see this section near the bottom. [Click the pencil.](#)

Father Participation 			
* Father / father figure participates in regularly scheduled activities designed to involve fathers / father figures in Head Start or Early Head Start.		* Fathers/father figure engaged in the following activities:	
Name		Relationship to Child	
Phone (Home)		Phone (Mobile)	
		Email	

If the father engaged in any of these activities you would check the statement with the asterisk, then click which ones he participated in. Child's HS Development Experiences can include almost anything a teacher does including parent teacher meetings, home visits, etc. Parent Education Workshops are Considered parent meetings. HS Program Governance includes policy committee or policy council meetings. Family Advocates and Teachers must work together to ensure this is done. You can do this at the end of the year. Jessica will send a reminder in March.

Child Data Sheet (Edit) Spanish				
Child Name: Burt Reynolds	Child ID: 104935	DOB: 01-16-2019	Age: 4y / 6m / 16d	Gender: Male
Father / Father Figure Participation				
<input checked="" type="checkbox"/> * Fathers / father figure engaged in the following activities:				
<input checked="" type="checkbox"/> Family Assessment	<input checked="" type="checkbox"/> Family Goal Setting	<input checked="" type="checkbox"/> Child's HS Development Experiences	<input checked="" type="checkbox"/> HS Program Governance	<input checked="" type="checkbox"/> Parent Education Workshop
Name	<input type="text"/>	Relationship to Child	<input type="text" value="Please Select"/>	Phone (Home)
Phone (Mobile)	<input type="text"/>		Email	<input type="text"/>
<input type="button" value="Update Father Participation Information"/>				

Fields marked with (*) are required for PIR report