

Parent Meetings

All families with enrolled children **MUST** attend a parent orientation which occurs in August. Individual orientations will be conducted with families throughout the year upon enrollment.

Parent Orientation Covers:

- ✚ All pertinent policies
- ✚ Parent/program expectations
- ✚ Completing required paperwork
- ✚ Bus/Pedestrian Safety Training

Families will receive a handbook/calendar, which documents no school days, program events and policies.

Monthly Parent Meetings

Each site will conduct monthly parent meetings. The Chairperson/Family Advocate will lead the parent meetings.

Parent meetings will be held at a time that is convenient for most families.

Times will be established through a survey of the enrolled families at the beginning of each program year.

If families did not attend, individual sites may resurvey families and designate a new meeting time during the program year.

Parent meetings will consist of a set topic each month. Family Interest Survey can determine topics.

There are required topics that **MUST** be covered during the parent meeting. This is part of the Parent Training Plan.

Committee Members

- ✚ Chairperson (conducts the meeting)
- ✚ Vice Chairperson
- ✚ Secretary

Each site's Parent Committee will elect a Chairperson, Vice Chairperson, Secretary, Treasurer, Policy Council Representative and Policy Council Alternate.

The group will help plan activities for the classroom.

The parent group will determine activities that may be held outside of the classroom/socialization.

All parent business must be recorded on the Parent Business Meeting Form by an enrolled parent.

No parent funds may be expended without a formal vote of the enrolled members.

Parent meetings will also include a break time with snacks and an opportunity for parents to socialize with other parents.

Family Advocates must have a written agenda for each meeting.

All attendees will receive an agenda for the meeting.

The Family Advocate will also provide a copy of the previous month's Policy Council Meeting Minutes, and any other pertinent community or program information to the group.

The Family Advocate acts as an advisor to the parent business meeting and does not have authority to vote or sway a vote of the parents.

The Family Advocate must ensure that all program policies are upheld.

Parent meeting agenda, attendance forms, summaries and handouts will be submitted to the Family Advocate upon completion of the monthly parent meeting.

A yearly parent meeting plan is due to the Family Services Manager by December of each program year.

The Family Advocate and parent group will be responsible for the recognition activity. Recognition activities are used to celebrate the end of the program year.

The purpose of the recognition meeting is to honor and thank all volunteers, parents, and enrolled children.

Important guidelines for recognition include:

- ✚ Parents are encouraged to help plan the recognition activities.
- ✚ Site staff and the Family Advocate are responsible for helping with the planning of recognition activities and to provide the snack.
- ✚ Recognition should be the last group meeting.
- ✚ The total amount of time the group uses for recognition should be one hour.
- ✚ It is not a "graduation ceremony" for children.
- ✚ Recognition activities are to be held at the program site/facility.
- ✚ Requests for recognition activities off the program site/facility must be preapproved by the Program Director.
- ✚ The Family Advocate will be responsible for making certificates for volunteers, children, and parents.