

Parent Committees Procedure

All parents of currently enrolled children and prenatal parents will be invited to participate in parent committees.

Each site(s) parent committee will hold a minimum of three meetings per program year. Parents may vote to have additional meetings as needed.

The first parent committee of each program year will be completed no later than the end of October to better understand the process of Policy Council elections.

Parent committee meetings will be held at a time when it is most convenient for the majority of parents to attend. Input as to these times will be collected on the Parent Engagement Survey completed at time of enrollment. Meeting times may be adjusted to accommodate the current needs of the group throughout the year.

Staff share information with parents on other committees they are able to participate in throughout the year including Policy Council, Hiring Committee, and Health & Mental Health Services Advisory Committee using the Parent Engagement Survey.

Staff will send a minimum of two meeting notification two parents. One will be through Class DoJo a minimum of 1 week prior to the event. The additional notification(s) can be shared through site newsletters, fliers, texts, phone calls, and face-to-face conversation.

Meeting notifications will include the event title, a short description of the event, date, time, and location of the meeting. Each parent committee can vote on the name of their committee for that year. Committee names need to be family friendly.

The family service staff and site Policy Council Representative will work together to plan and facilitate meetings. The goal being that the Policy Council Representative will take a leadership role in this process by the end of the program year.

The family service staff will support their site(s) Policy Council Representative in:

- Attending Policy Council Meetings.
- Attending Site Parent Meetings.
- Sharing updates from Policy Council with parents at Parent Committee Meetings and through the site newsletter.
- Sharing any updates, questions, or concerns from parents with the Policy Council.

Policy Council Carry-Over Representatives can also be involved in the absence of a Policy Council Representative or in support of the current Policy Council Representative.

Every parent committee meeting will contain at minimum:

- Policy Council updates
- Parent networking - Topics generated by the parents

- Activities and Services

If parents request a classroom teacher to be present at a parent committee meeting, teachers may attend with the permission of their program manager.

If parents request a guest speaker to present educational information at a parent committee meeting, the family service staff will seek approval of their supervisor.

Family service staff will document the meeting minutes in ChildPlus.

Family Support Specialists will share meeting information with classroom teachers.

Classroom teachers and Home Base Educators will include meeting highlights in their next site newsletter.

Staff can also share highlights of the meeting with parents that were unable to attend during group events or home visits.