

## Parent Committee Meetings

### Policy:

To provide every parent of an enrolled child with the opportunity to assist in the development of activities that address their interest and needs and that support the education and healthy development of their children.

### Procedure:

1. At a minimum, three parent committee meetings will be held yearly. Parents may vote to have additional meetings as needed.
2. The Family Service Staff and site Policy Council Representative will work together to plan and facilitate the meeting. The goal being that the Policy Council Representative will take a leadership role in this process by the end of the year.
3. Parent Committee meetings will be held at a time when it is most convenient for the majority to attend. Input as to these times will be solicited at the beginning of the program year. Times may be adjusted to accommodate the current needs of the parent population throughout the year.
4. Parents will receive meeting notification in a timely fashion. Notifications will include the date, time, and location of the meeting.
5. Agenda format -- The parent committee meeting will contain at least the following items and will be facilitated by the following person:
  - Policy Council updates - Representative
  - Parent networking; interest topics generated by the parents-- Family Services Staff & Policy Council Representative
6. If parents request a teacher to be present at a Parent Committee meeting, teachers may attend with the permission of the program manager.
7. If parents request a guest speaker to present educational information at a Parent Committee meeting, the Family Service Staff will seek approval of the program manager.
8. Efforts to inform parents who do not attend the meeting will be made available on site, at a socialization and/or at home visit.
9. Family Support Specialists will share meeting information and minutes with the teachers. Teachers will include a meeting highlight in the site newsletter.
10. Documentation of Parent Committee meetings will be completed on the Parent Committee Meeting Form.

This policy complies with Head Start Performance Standard 45 CFR Section 1304.50

Approved by Policy Council on February 16, 1999

Updated on 3-22-2005

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