

## 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

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. Parent meetings are lead by the Family Advocate.

Parent meetings will be held at a time that is convenient for the majority of 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. Topics can be determined by Family Interest Survey.

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

### Committee Members

- ^ Chairperson
- ^ Vice Chairperson
- ^ Secretary

The parent meeting will also include a parent run business meeting. Each site parent committee will elect a Chairperson, Vice Chairperson, Secretary, Treasurer, Policy Council Representative and Policy Council Alternate. The chairperson will conduct the parent business meeting. The parent group may determine whether to participate in a Sparkle Award Project, Fundraiser or other projects. 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 snack, and an opportunity for parents to socialize with other p

Family Development Coordinators/Generalists must have a written agenda for each meeting. The agenda will be posted. The Family

Development

Coordinator

/Generalist

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

Development

Coordinator

/Generalist 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

Development

Coordinator

/Generalist must ensure that all program policies

are upheld.

Parent meeting agenda, attendance forms, summaries

and handouts will be submitted

to the Family Development Lead

upon completion of the

monthly parent meeting. A

yearly parent meeting plan is due to the Family

Development

Lead

by December

of each

program year.

Recognition

To celebrate the end of the program year

parent groups and the Family

Development Coordinator/

Generalist will be responsible

for the Recognition activity.

The purpose of the recognition meeting is to honor and thank all volunteers, parents and enrolled children. Important guidelines for recognition include:

Σ

Parents are encouraged to help plan the recognition activities. Site staff

and the

Family De

velopment

Coordinator/Generalist are responsible to help with the planning of recognition activities and to provide the snack.

Σ

Recognition should be the last group meeting. The total amount of time the

group uses for recognition should be one hour.

Σ

It is not a "graduation ceremony" of children.

Σ

Gifts may be purchased with fundraiser money for the children two times

per

year. The maximum amount that can be spent is \$10 per gift. No gift can total

more than \$10. A total

of \$25 per

child, per year may be spent on gifts and other activities.

Σ

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

Family De

velopment

Coordinator/Lead or Program

ram Director.

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The Family Development Coordinator/Generalist will be responsible for making certificates for volunteers, children and parents.

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DOCUMENTATION:

Parent Meeting Binders, Parent Meeting Agendas, Parent Meeting Summaries.

ONGOING MONI

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Family Development Lead's Files