

14A. PARENT COMMITTEE/PARENT EDUCATION MEETINGS POLICY AND
PROCEDURE.....2

14B. FAMILY NIGHTS POLICY AND PROCEDURE..... 4

14D. PARENT SIGN-IN (ENGLISH/SPANISH).....5

14E. PARENT/CENTER MEETING PLANNER/REPORT.....6

14F. PARENT CENTER COMMITTEE RESPONSIBILITIES..... 7

14G. PARENT CENTER COMMITTEE GUIDELINES..... 8

14H. CENTER OFFICERS AND THEIR DUTIES..... 11

14I. JOB DESCRIPTION FOR CLASSROOM REPRESENTATIVES..... 12

14J. PARENT MEETING AGENDA & MINUTES..... 13

14K. PARENT/COMMUNITY WRITTEN CONCERN/FEEDBACK FORM (ENGLISH,
SPANISH).....14

14K1. PARENT/COMMUNITY WRITTEN CONCERN/FEEDBACK POLICY &
PROCEDURE.....15

14M. PARENT COMMITTEE MEETING EVALUATION (ENGLISH, SPANISH)..... 17

14a. Parent Committee/Parent Education Meetings Policy and Procedure

Policy

Parent Meetings provide an effective and meaningful way for parents to be involved in on-site decision-making, parent education, curriculum planning and two-way communication with staff members.

Policy complies with the Head Start Performance Standards: 1304.40 (d) (1)-3, 1304.40 (f) (3) (i) &(ii), 1304.40 (f) (l), 1304.40 (f) (4) (i) & (ii), 1304.40 (f) (2) (i), (ii) & (iii)

Procedure

1. At a minimum, a parent committee meeting will be held five times per year with the business portion of the Parent Committee Meeting occurring on the alternate months. Parents may vote to have additional meetings as desired providing childcare funds are available. These meetings may include a second parent committee meeting, a family night (see policy), additional parent education meetings, or socialization times. Topics will be selected from parent input and mandatory topics as written in the Performance Standards.
2. Parent Committee meetings will be held at a time when it is most convenient for the majority of the parents to attend. If participation declines, the meeting time may be changed to accommodate the current needs of the parent population.
3. All parents are members of the Parent Committee and will receive notification of the time, date, and location of the monthly meetings.
4. Staff will work with parents and community agencies to assist in planning and implementing activities and programs that meet parents' needs and interests and reflect the culture and linguistic diversity of the family.
5. At the first or second parent meeting, Parent Committee officers will be elected. These officers will include: Chairperson, Vice Chairperson, Secretary, Classroom Representative and an Alternate. (See Job Description for each Parent Committee Officer.) Topics/ideas for future meetings will be solicited.
6. Staff will offer training to the Parent Committee officers in October.
7. Prior to the monthly Parent Committee meeting, the officers and Classroom Representatives will meet with staff to develop an agenda with input from staff and other interested parents. The agenda form will be handed out at the Parent Committee meeting. Items can be added if time and interest allows.
8. Topics for future meetings will be solicited.
Topics along with Parent Education Plan Form (FS/PE 14e) will be due to the EHS Supervisor/Area Manager at least two weeks prior to the start of a new planning period.

- September – Orientation
 - October – Elections
 - November – December
 - January – February
 - March – April – May
 - June – Picnic, Celebration
9. Agendas will include the following (Parent Committee Agenda FS/PE 14j):
- Call to Order/Welcome/Introductions
 - Review Agenda/Additions;
 - Read minutes of previous meeting;
 - Policy Council report by Policy Council member;
 - Committee reports by Chairperson, if any;
 - Old Business: any business not covered in reports, questions;
 - New Business: any information to take to Policy Council, items that need to have parent committee votes;
 - Developmentally Appropriate Practice Information/Activity for parents by staff;
 - Parent education topic from parent input and/or topics mandated by Federal Performance Standards presented by staff, Area Manager/EHS Supervisor, Program Specialist/Consultant or guest speakers;
 - Parent Curriculum Input
 - Announcements regarding Head Start/EHS/ECEAP and community resources and events, opportunities to sign up for volunteer time or projects, next Parent Committee Meeting.
10. Parent Committee officers, with staff guidance and support, are to facilitate the Parent Committee meetings and follow the agenda developed.
11. Agenda, attendance sheet, minutes, and a summary of the topics discussed will be placed in the Center Notebook.
12. Childcare will be provided for Head Start/EHS/ECEAP children and their siblings when parents/guardians are attending parent meetings per available funds (See Childcare Policy and Procedure.)
13. The Food Service Supervisor submits a menu proposal to each Family Advocate/ EHS Staff for input and revisions (which may include input from program parents). Revisions are made and copies of the program Parent Meeting Schedule/Menu are distributed to the appropriate staff members and a copy to be placed in Center Notebooks.
14. Staff will flex their work schedules to attend parent committee meetings. Per Area Manager/EHS Supervisor approval, staff will flex their work schedules to interact with families during weekend events (e.g., picnics, religious and Tribal ceremonies, or other cultural events), if necessary.

14b. Family Nights Policy and Procedure

Policy

To provide evening opportunities for parents to interact with their children by participating in developmentally appropriate activities in a warm and welcoming environment.

Approved by Policy Council September 28, 2001

Policy complies with the Head Start Performance Standards: 1304.40 (d) (1)-3, 1304.40 (f) (3) (i) &(ii), 1304.40 (f) (l), 1304.40 (f) (4) (i) & (ii), 1304.40 (f) (2) (i), (ii) & (iii)

Procedure

1. Parents may vote in Parent Committee meeting if they wish to hold a Family Night in addition to the Parent Committee Meetings and Family Nights already held by the program.
2. Activities will be planned and facilitated by Head Start/EHS/ECEAP staff in conjunction with program parents. These activities must be developmentally appropriate for Head Start/EHS/ECEAP children and the family must accompany and participate with the children.
3. Staff will select a dinner meal from the established cost effective menu provided by the Food Service Supervisor and noted on the back of the Parent Meeting Schedule/Menu. Staff in conjunction with their program parents, can choose to provide a simple snack instead of a dinner meal.
4. A program Food Service Form must be completed by staff and approved by their Area Manager/EHS Supervisor. The Food Service Supervisor must receive the completed form **at least three (3) weeks prior to the scheduled meeting date.**
5. If staff are collecting a count of the number of parents and children to be in attendance, a current count is to be submitted to the Food Service Supervisor at least ten (10) days prior to the scheduled meeting date. (This count is to be a total count, of children and adults, for the Family Night. One staff member will be designated to contact the Food Service Supervisor with this determined number.

14d. Parent Sign-In / Lista de Registro para los Padres del Programa

- [14d. Parent Sign-In \(English/Spanish\) \(lowercolumbia.edu/publications/head-start-handbooks/FS-PE/_assets/documents/FSPE-14d_Parent_Sign_In-Eng-Spanish.pdf\)](https://lowercolumbia.edu/publications/head-start-handbooks/FS-PE/_assets/documents/FSPE-14d_Parent_Sign_In-Eng-Spanish.pdf)

14e. Parent/Center Meeting Planner/Report

- [14e. Parent/Center Meeting Planner/Report \(lowercolumbia.edu/publications/head-start-handbooks/FS-PE/_assets/documents/FSPE-14e_Parent-Center_Meeting_Planner-Report.pdf\)](https://lowercolumbia.edu/publications/head-start-handbooks/FS-PE/_assets/documents/FSPE-14e_Parent-Center_Meeting_Planner-Report.pdf)

14f. Parent Center Committee Responsibilities

- [Lea este artículo en español \(lowercolumbia.edu/publications/head-start-handbooks/FS-PE/14-parent-meetings/f-Parent-Center-Committee-Responsibilities-Spanish/\)](https://lowercolumbia.edu/publications/head-start-handbooks/FS-PE/14-parent-meetings/f-Parent-Center-Committee-Responsibilities-Spanish/)
 - *Created 08/02*
 - *Reviewed 10/21*
-
- Assists staff with program development in all component areas by relating parents' concerns about their children and explaining particular community needs, customs, values and expectations.
 - Works closely with classroom teachers/EHS staff to carry out the daily activities program.
 - Assists in recruiting and scheduling volunteers for center activities.
 - Plans, conducts, and participates in informal and formal activities for all parents using needs assessment.
 - Assists in staff recruitment. Member may elect to join the Interview Committee to assist in screening applicants.
 - Elects representatives to the Policy Council group; sends directions, questions, requests for activity funds to the Policy Council group via representatives.

14g. Parent Center Committee Guidelines

- [Lea este artículo en español \(lowercolumbia.edu/publications/head-start-handbooks/FS-PE/14-parent-meetings/g-Parent-Center-Committee-Guidelines-Spanish/\)](https://lowercolumbia.edu/publications/head-start-handbooks/FS-PE/14-parent-meetings/g-Parent-Center-Committee-Guidelines-Spanish/)
- Created 09/05
- Reviewed 10/2020

The Chairperson, Vice-Chairperson and Secretary/Historian should be elected by the entire parent group at the **First** Parent Center Committee Meeting of the year.

No staff member or relative of a staff member may be elected as a Parent Center Committee and/or Policy Council member. When a Parent Center Committee and/or Policy Council member accepts a temporary or permanent position with the program they shall resign from their position prior to beginning employment.

All staff, parents and community are welcome to attend Parent Center Committee and Policy Council.

Chairperson is responsible for the following:

- Leads the meeting
- Appoints a timekeeper to help keep the meeting on time
- Makes sure everyone gets a chance to speak
- Calls the meeting to order and formally closes the meeting when the time is up
- Reviews any item that is going to need a vote prior to calling for a vote
- Meets with other Officers, Class Representative(s), and Family Advocate prior to the Parent Center Committee meeting to set up the agenda
- Does **not** vote unless there is a tie. Only then may he/she vote to break a tie
- Gets in touch with all Committee Chairs (if there are any) to get the Agenda organized, as each Committee Chair will make a brief report each month.

Facilitation involves:

- Preparing the Agenda
- Starting the meeting on time
- Keeping the group on topic and on time
- Being aware of the group dynamic/mood/needs
- Helping everyone participate democratically
 - Making sure there is agreement about the decision-making method
 - Calling on people
- Encouraging quiet people to talk
- Discouraging domination by a few people
- Checking for clarity of communication - "I think I hear you saying..."
- Summarizing progress of the meeting from time to time
- Moving the group to the point of decision
- Getting clarity about responsibilities: Task check

Note: The **whole group** should learn to accept responsibility for the conduct of the meeting and for helping the facilitator. This means individual self-discipline. It also

means people should be willing to point out when the group is digressing or to make process suggestions. In addition, be aware that deep involvement in the issue at hand, especially if it is controversial, is incompatible with good, fair facilitation. The facilitator can ask someone else to facilitate temporarily when too personally involved in the issue being discussed.

Vice-Chairperson is responsible for the following:

- Should understand the job of the Chairperson
- If Chairperson is ill and/or cannot attend a meeting, then the Vice-Chairperson leads the meeting # If Chairperson resigns, Vice-Chairperson takes over as Chairperson, and a new Vice- Chairperson is elected
- Assists with the development of the agenda
- Assists Chairperson as needed
- Attends monthly Parent Center Committee meeting

Note: The Vice-Chairperson position is a good starting place for someone new at it; helps prepare Agenda. Can be timekeeper, can be observer (watching how people are responding/participating, pointing out need to hear from some who haven't spoken), and may become facilitator for next meeting.

Secretary is responsible for the following:

- Notes who attends the meetings and gives the Family Advocate a list of all attendees
- Writes down what happens at each meeting (in brief) and keeps a copy of these minutes in the Center Notebook so that any parent can take a look at the Minutes Book
- Shall write up the minutes or type them within 5 days of the monthly meeting and post them on the Classroom Parent Board
- Shall have copies of any documents or forms used for Head Start / EHS / ECEAP parent activities

Timekeeper is responsible for the following:

- Makes sure the Chairperson is running the meeting in a timely fashion and ends on time
- There can be a different person being the timekeeper at each meeting.

Committees

- Sub-Committees may be developed as needed. A Chairperson of each sub-committee should make a report at the Parent Center Committee meeting.

Key Ingredients for a Good Meeting

- Advance preparation is very helpful
- Important to have a blackboard or flip chart where all can see
- Key questions agenda planners face:

- What are the goals of the particular meeting?
- Where do we need to be at its conclusion - what decisions must be made at this meeting?

14h. Center Officers and Their Duties

- [Lea este artículo en español \(lowercolumbia.edu/publications/head-start-handbooks/FS-PE/14-parent-meetings/g-Parent-Center-Committee-Guidelines-Spanish/\)](https://lowercolumbia.edu/publications/head-start-handbooks/FS-PE/14-parent-meetings/g-Parent-Center-Committee-Guidelines-Spanish/)
 - Created 04/03
 - Reviewed 10/10
-

Chairperson

- Open meetings
- Call for minutes
- Preside over meetings in accordance with “Robert’s Rules of Order”
- Attend all committee meetings, Head Start functions and activities and/or delegate the responsibility to the co-chairperson
- Establish meeting date and time for Center Meeting and attend monthly meeting
- Serve as a moderator and only vote in case of a tie
- Allow full discussion so that people are clear about the issues

Vice-Chairperson

- Assume all Chairperson’s responsibilities during his/her absence
- Works with Chairperson and Secretary on agenda
- Attend monthly Center Meetings
- Assist the Chairperson as needed

Secretary / Historian

- Take minutes at all meetings and prepare for next meeting
- Read and answer correspondence as directed by the group
- Keep a set of minutes as a permanent record to be filed in the Head Start files and available to Head Start parents upon request
- Work with Chairperson and Vice-Chairperson on agenda for regular business meeting
- Attend monthly Center Meetings
- Help the Chairperson follow agenda and write down and read motions when needed
- Make three (3) copies of minutes: One each to Teacher, Advocate, and Chairperson
- Clip and save newspaper articles and pictures

14i. Job Description for Classroom Representatives

- [Lea este artículo en español \(lowercolumbia.edu/publications/head-start-handbooks/FS-PE/14-parent-meetings/i-Job_Description_for_Classroom_Representatives-Spanish/\)](https://lowercolumbia.edu/publications/head-start-handbooks/FS-PE/14-parent-meetings/i-Job_Description_for_Classroom_Representatives-Spanish/)
- Created: 11/20
- Reviewed: 06/12

-
1. Accept other parents for whatever they can do.
 2. Represent all parents in his/her classroom.
 3. Ask parents to help in classroom.
 4. Ask parents to come to Parent Meetings.
 5. Gather ideas and concerns from parents by phone or classroom contact and take written ideas from classroom to Parent Center Committee.
 6. Invite parents to activities.
 7. Help arrange field trips, ask parents to participate on field trips.
 8. Maintain complete confidentiality.
 9. Represent classroom at Policy Council by attending and participating in discussions.
 10. Act as liaison between Policy Council and the Parent Center Committee.
 11. Talk with teacher/EHS staff to find out what help from parents is needed.
 12. Send THANK YOU to parents!!!

14j. Parent Meeting Agenda and Minutes

- [14j. Parent Meeting Agenda & Minutes \(lowercolumbia.edu/publications/head-start-headbooks/FS-PE/_assets/documents/FSPE-14j_Parent_Meeting_Agenda.pdf\)](https://lowercolumbia.edu/publications/head-start-headbooks/FS-PE/_assets/documents/FSPE-14j_Parent_Meeting_Agenda.pdf)

14k. Parent/Community Written Concern/ Feedback Form

- [14k. Parent/Community Written Concern/Feedback Form \(English\) \(lowercolumbia.edu/publications/head-start-handbooks/FS-PE/_assets/documents/FSPE-14k_Parent_Community_Written_Concern_Feedback_Form.pdf\)](https://lowercolumbia.edu/publications/head-start-handbooks/FS-PE/_assets/documents/FSPE-14k_Parent_Community_Written_Concern_Feedback_Form.pdf)
- [14k. Report Escrito de Padres o Miembros de la Comunidad Formato para Exponer o Recibir Soluciones acerca de un Problema o Inquietud \(español\) \(lowercolumbia.edu/publications/head-start-handbooks/FS-PE/_assets/documents/FSPE-14k_Parent_Community_Written_Concern_Feedback_Form-Spanish.pdf\)](https://lowercolumbia.edu/publications/head-start-handbooks/FS-PE/_assets/documents/FSPE-14k_Parent_Community_Written_Concern_Feedback_Form-Spanish.pdf)

14k1. Parent/Community Written Concern/ Feedback Policy & Procedure

- [Lea este artículo en español \(lowercolumbia.edu/publications/head-start-handbooks/FS-PE/14-parent-meetings/k1-Parent_Community_Written_Concern_Feedback_Policy_Procedure-Spanish/\)](https://lowercolumbia.edu/publications/head-start-handbooks/FS-PE/14-parent-meetings/k1-Parent_Community_Written_Concern_Feedback_Policy_Procedure-Spanish/)
- *Created 10/23*
- *Reviewed 08/10*

Policy

It is the desire of the program to encourage communication among parents, community member, and staff. The objective is to strengthen the quality of services and responsiveness to families and communities. The program intends to ensure all family and community concerns are addressed promptly, equitably and respectfully so that a resolution is reached at the program level whenever possible.

Procedure

It is important that questions, concerns, ideas and problems be dealt with in a positive manner.

At no time will a complaint compromise a family's ability to access services or impact the staff/child or staff/family interactions negatively.

Parents and community members should feel comfortable expressing their concerns directly to the individual staff member involved. Every attempt should be made to handle the situation directly. After communications have been attempted, and the situation is still unresolved, the concern should be put in writing.

Written concerns should include the name of the person and/or site, date of occurrence, names of people involved, and possible solutions. The Policy Council Representative is the parent's link to overall program operation. Parents could consult their Policy Council Representative for advice and assistance.

The written concern will be given to the Area Manager and/or EHS Supervisor within ten (10) working days, and a meeting will be scheduled to discuss the situation. The Area Manager and/or EHS Supervisor may invite all or part of the following to review the situation: Parent Center Committee Officers, Community Member, Policy Council Representative, Family Advocate, individual staff person addressed in the concern and Assistant Director or Director.

A written response will be prepared by the Area Manager and/or EHS Supervisor outlining action taken and given to Parent and/or Parent Committee Chairperson within ten (10) working days of the meeting.

If the Parent/Community member(s) and/or Parent Center Committee is not satisfied with the written response from the Area Manager and/or EHS Supervisor, the Parent/

Community member(s) may request a joint meeting of the Policy Council for final resolution of the concern/problem through a written request to the Policy Council Chairperson.

If concerns cannot be resolved within the program, parents may also report concerns to:

- All centers – Child Protective Services during business hours: [360-501-2600](tel:3605012600) or after hours [1-800-562-5624](tel:18005625624). Parents should report any child abuse or neglect to these numbers as well.
- ECEAP only – email: eceap@dcyf.wa.gov
- Head Start or Early Head Start only – <https://eclkc.ohs.acf.hhs.gov/contact-us>

14m. Parent Committee Meeting Evaluation

- [14m. Parent Committee Meeting Evaluation \(English\) \(lowercolumbia.edu/publications/head-start-handbooks/FS-PE/_assets/documents/FSPE-14m_Parent_Committee_Meeting_Evaluation.pdf\)](https://lowercolumbia.edu/publications/head-start-handbooks/FS-PE/_assets/documents/FSPE-14m_Parent_Committee_Meeting_Evaluation.pdf)
- [14m. Evaluación de la Reunión del Comité de Padres \(español\) \(lowercolumbia.edu/publications/head-start-handbooks/FS-PE/_assets/documents/FSPE-14m_Parent_Committee_Meeting_Evaluation-Spanish.pdf\)](https://lowercolumbia.edu/publications/head-start-handbooks/FS-PE/_assets/documents/FSPE-14m_Parent_Committee_Meeting_Evaluation-Spanish.pdf)