

Lower Columbia College Head Start/EHS/ECEAP
Parent/Center Meeting Planner/Report
(complete each month and email to mmurphy@lowercolumbia.edu)

This report must be completed prior to each parent meeting. Family Advocates, CFDS, Lead Teacher or Area Managers in conjunction with parent center officers are responsible for completing this form. The completed form is then routed to the Family Service/Parent Engagement Content Specialist with a copy of the invitation/flyer used to notify parents, the agenda, and the minutes/notes.

Site	
Topic/Purpose	
Check one: ☐ Parent/Child Interaction ☐ Parent/Parent Interaction ☐ Guest Speaker ☐ Other (specify): _____	
Names of Staff at Planning Committee	
Names of Parents Involved in Planning	
Names of Center Officers Involved in Planning	
Parent Meeting Planner	
Title of Meeting <i>("Dinosaurs in the Midst")</i>	
Date/Time	
Location/Room Arrangements/Flyer <i>(Who is making the flyer?)</i>	
Child Care Arrangements <i>(Email Carol Moore and Area Manager with this request.)</i>	
Food Arrangements <i>(Will a snack or meal be served? What is the menu? Request to Sarah Vocana, NUTR 2j)</i>	
Parent Handouts	1. _____ 2. _____ 3. _____
Resources Needed (YouTube, Clips, Chart Paper, etc.)	
Support for families that speak another language or have an alternate communication practice.	Interpreters other than Spanish need to be coordinated with Chelie Murphy.
Agenda	Welcome (rapport-building) a. _____ b. _____ c. _____

(C: 07/01; R: 08/22)

Elections (FS/PI 14f to 14j)	
Discussion/Training (<i>What is included for Conscious Discipline?</i>)	
Activity (parent/child or parent/parent) <i>Tip: Explain to parents the value of these activities.</i>	
Closing (summary-discussion/reflections, observations, homework, suggestions)	

Tip: Observation, at some point during the meeting, help parents become good observers of their children. Build in opportunities to practice observing, share previous observations, or make plans to observe specific skills and behaviors of their child after the meeting. (ELOF at home app)

What planning was done to increase participation of fathers and male role-models?

What planning was done to incorporate the different family cultures?

Parent Center Meeting Attendance						
Women		Men		Children	Staff	Other
EHS	3-5	EHS	3-5			

Next Planning Meeting Date: _____ Next Parent/Center Meeting Date: _____

Next Meeting Topic: _____

Reminder: Attach invitation/flyer, pictures, agenda, meeting minutes/notes.

*****This planning meeting form is due to Chelie Murphy
and your Area Manager by the 5th of each month.***