
Subject Parent Meetings

Source: This policy complies with Head Start Performance Standard 45 CFR 1304.40.

Policy

To provide a way for parents to be involved in on-site (Fuller, Wakeman, Burkburnett, and Home Base) decision making, parent education, curriculum planning, and to provide two-way communication between staff and parents

Procedure

1. At a minimum, parent meetings will begin in September and the last meeting will be held within the last two weeks of the program year.
2. All parents are members of the parent committee and will receive notification of the time, date and location of the monthly meetings.
3. Prior to the meeting an agenda will be developed with input from the Parent Committee officers. The agenda will be passed out at the meeting and items can be added if time and allows.
4. Staff will facilitate the parent meetings at the beginning of the year. The goal is that parents will take on this responsibility before or at least by mid-year so that they can learn how to facilitate and organize a meeting. Other parents will be encouraged to participate in running the meeting by assigning jobs such as:
 - 1 President
 - 2 Vice President
 - 3 Secretary
5. Notes will be kept in a parent-meeting notebook on site and will include
 1. Agenda
 2. Parent meeting report form
 3. Attendance sheet

Copy of handouts given to parents

Efforts must be made to inform parents who do not attend the meetings could include sending a brief summary to all members of the parent group and/or including this information in the monthly site newsletter.

Parent 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 year and if participation declines, the time may be changed to accommodate the current needs of the parent population.

6. Agenda format -- The parent meeting will contain the following items each month:
 - 1 Parent Education Topic – Staff member or guest speaker (half hour minimum).
 - 2 Minutes will be read and approved and old and new business will be discussed.
 - 3 Questions and Answers- time for parents to voice and questions, comments, or concerns.

7. A Parent meeting report will be completed after the meeting and turned in to the Center Director or Social Services/Parent Involvement Manager. A copy will also be included in the parent meeting notebook and one posted on the parent bulletin board.