
Subject : First Parent Meeting

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

Policy

To provide an orientation to the basic philosophy and curriculums utilized by our local program and to provide an overall orientation to the classroom-learning environment.

Procedure

1. The first parent meeting date should be set at orientation at a day/time convenient for most of the parents.
2. The first parent meeting is a time to generate enthusiasm around parent involvement and provide and inform parents about the various curriculums used by our agency.
3. Since it is the first meeting, we encourage staff to include time for parents to get acquainted through icebreakers and social time, including food, break times, hands-on activities and humor to engage parents in the program. Be as creative as possible and make it fun so parents will want to be involved for the year.
4. The first parent meeting will be held in September and the topic for this meeting will be Child Abuse Information as well as introducing the parents to the curriculum.
5. Discuss goals of the various curriculums that will be used and curriculums will be displayed for parents to view and examine closer if they are interested.
6. A hands-on activity for parents is recommended, but not required to reinforce the notion of learning through play and skill development.
7. In addition to the above, the following items will be covered at this meeting:
 - a) Election of Officers, Election of Policy Council Representatives and Alternates;
 - b) Share results of Parent Education surveys and preliminary outline of topics for the year. Ask for input on how topics should be presented (discussion, video, speaker, hands-on activity).
 - c) Discuss the Fatherhood program.
 - d) Document this meeting on a Parent Meeting Report form and include a copy in the Parent Meeting Notebook along with attendance sheets, agenda and copy of handouts given.