

Purpose

The Family Engagement (FE) Notebook documents all FE activities and efforts including recruitment and contains copies of information sent to families.

Procedure

Family Support staff create one FE Notebook for their center/site, and keep the following documents, in tabs, in the order they appear in the list below.

- **Annual Recruitment Plan:**
 - Current year in front and past years behind it
- **Recruitment Materials:**
 - *Community Contacts List*
 - Flyers and other marketing tools
- **Approved Annual Selection Plan:**
 - Current year in front and past years behind it
- **Waitlist:**
 - Print frequently (at least monthly), with most recent in front. Sites may decide what their internal process is for how to contact families for enrollment slots.
- **Orientation:**
 - Sign-in sheet
 - Agenda and handouts
 - Center/site's parent handbook
- **Parent Fund:**
 - Budget
 - Expenditure form with parent initials
 - Copy of receipts from all event expenditures
- **Parent Committee:**
 - Sign-in sheets
 - Meeting agendas/notes from meetings
 - Announcements and reminders

Family Engagement Notebook Procedure

- **Parent Education, Sub-Tabs by Month (September-August):**
 - *Parent Training Topics Tracking Form*
 - Samples of educational materials given to parents
 - Information given to parents about Peer Leadership Programs and Bus Driver/Interpreter/BIA trainings
 - *Parent Referral Form*
- **Policy Council (PC):**
 - Documentation of election process and results for electing PC representative
 - *Policy Council Representative Notice and Verification Form*
 - Communications between PC representative and Parent Committee
 - Written updates/minutes from PC meeting
- **Parent Volunteers:**
 - Volunteer training log and training materials
 - Volunteer sign-in sheets
- **Other FE Opportunities, Sub-Tabs by Month (September-August):**
 - Announcement flyers, handouts, agendas, evaluations, sign-in sheets, and child care provider information (if provided on site) for family events/activities (separate from Parent Committee)
 - Classroom menus
 - Community flyers
 - Documentation for involvement from:
 - Fathers or father figures
 - Parents or guardians working full-time
 - Family members who are absent due to deployment, incarceration, or other reason
 - Families whose primary or home language is not English
 - Other underrepresented families