

Planning Family Engagement Opportunities, Events, and Activities Guidance

Purpose

This provides information for Family Support to use as they work with families to plan and implement family engagement opportunities, events, and activities throughout the program year.

Guidance

Parents are the first and most important teachers of their children. When you provide opportunities for them to plan and participate in educational activities, it encourages families to be lifelong learners and role models for their children.

Gather input from each family

Use the *Parent Interest Survey* to gather information about families' interests and learning preferences. Get more information about families from other forms you have completed with them and in conversations with throughout the year. Compile the results from all the completed *Parent Interest Surveys* to determine the parents' level of interest in each topic. In participation with parents, you must plan a minimum of seven Family Events for the year, based on the topics of highest interest to parents. The seven events can include the Orientation and the End-of-Year Celebration. All other topics can be addressed in various ways, like parent newsletters, one-on-one visits and brochures available to parents at the Center or Site.

Support families by helping them plan events that revolve around their needs and interests

Parents must be involved in the planning and implementation of each family event and activity, with support from staff. Support and encourage families and Family Engagement Opportunities by helping them plan event, activities and trainings, that supporting their needs and interests, and honor parent preferences. Share your guidance about how, where and when the activity might take place. Make sure families are familiar with the Policies and procedures around using Parent Funds, creating a center budget, and documenting parent fund expenditures. When parents participate in this process they gain skills that will be useful for employment and in managing their own households.

Provide parent funds for family events and activities

These funds are set aside for families to spend on events that include trainings and activities that interest them. Help parents estimate the costs of activities and aid them in generating options to stay within their budget.

Use interpreters and translated materials

Make sure all families can benefit and participate in family events and activities. Provide interpreters in languages spoken by families in your program and translate written materials at events.

Consider food, child care and transportation needs

Providing a healthy meal and child care at the event makes it easier for families to attend events. Honor families' cultural and ethnic practices, and remember food safety practices when serving food. Activities that are geared toward both parents and children will reduce the need for child care. Plan activities in accessible locations for families with transportation difficulties or discuss alternative solutions with them.

Related Documents

Parent Interest Survey

Parent Fund Procedure

Parent Fund Policy

Parent Fund Expenditure

Parent Fund Budget Planning Form

Parent Center Committee Guidance