

Parent Center Committee Guidance

Purpose

This describes reasons for establishing a Parent Center Committee. It explains the critical roles parents can play on the committee, and ways to document the committee's activities.

Guidance

The Parent Center Committee meeting builds community among families by offering parents opportunities to plan events, activities and trainings together that enhance their own adult learning, and support their child's school readiness by increasing their knowledge in the development, education, health and nutrition of their children.

Every parent and guardian of children enrolled in your program are part of the Parent Center Committee. If your center has services at more than one location, your center can determine if the Parent Center Committee and the parent funds will be for the entire center, or if each individual site will have their own. Opportunities for parents to meet must be offered regularly throughout the year.

Parent Center Committee meetings provide parents with leadership opportunities. Parents share in decision making and may decide to elect parents to serve as Chairperson, or Co-Chairpersons, Secretary, and Treasurer. The Parent Center Committee may elect parents in these roles for the entire program year, or may rotate rolls as they so determine. The Center Policy Council Representative and/or Parent Center Committee leader or representative are responsible for signing documents related to the use of parent funds for all types of family events.

Centers are expected to ask parents from the previous year to participate in the Parent Center Committee meeting to help with planning and implementing the first fall family event. This provides an opportunity to set the stage for future events and activities. "Getting to know you" or "Ice breaker" activities, time to explore interests, and opportunities for parents to engage in various ways are important elements to include in your first meeting.

Documentation

As with all aspects of the program, documentation is important. The Parent Center Committee, with support of center staff, must document their ideas, planning and decisions they make at their meetings. They also must document family events, activities and trainings. Documentation may include any of the following:

- Minutes showing evidence that parents have designed events, activities and trainings for themselves
- Minutes which show decisions made (e.g., approval of use of Parent Funds)
- In-kind documentation related to family events, activities and training
- Marketing materials such as newsletters and flyers to announce upcoming meetings, events, activities and trainings
- Agendas to show what meetings, events, activities and trainings have occurred
- Sign in sheets that indicate parent attendance
- Evidence of parent evaluation of family events, activities and trainings

All documentation listed above must be kept at the Center or individual site, in the Family Engagement Notebook, or for Family Childcare (FCC), at PSESD in the Family Engagement Notebook.

Related Documents

Family Engagement Documentation Procedure

Parent Fund Expenditure Report

Parent Fund Procedure

Parent Fund Budget Planning Form

Planning Family Engagement Opportunities, Events and Activities Guidance

Parent Fund Policy