

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations

Subpart: E-Family and Community Engagement Program Services

Section: 1302.50 Family Engagement

Subject: Parent Committee Meetings

Policy

Head Start/Early Head Start must promote parent engagement and education activities in addition to involving parents in program policymaking and operation of the program.

Procedure

1. Each center will have a Parent Committee, which will hold regular, monthly meetings at the center or a place mutually agreeable by the parent committee. Parents will be elected as President, Vice President, and Secretary and they will run the parent meeting with assistance from staff as needed.
2. Notice of the meeting will be posted at least one week in advance and notice should be sent home with the child three days prior. Staff will also routinely remind parents of the upcoming meeting.
3. An agenda and information on the training topic will be prepared prior to the meeting. Whenever possible, parent/child activities and parent meetings should be conducted on the same day.
4. Each parent must sign in at the meeting.
5. The parent meeting shall be conducted by the elected President of the Parent Committee or designated person.
6. The elected secretary will take minutes at each meeting, copies of the minutes will be submitted to the Center Director or Family Service Advocate. Minutes of each meeting will be taken and contain the main point of items discussed as well as any topics that need to be reported to the Policy Council. Minutes from the previous meeting will be reviewed and voted on.
7. A parent committee notebook will be kept in the center's office, updated monthly, and must include the meeting agenda, meeting minutes, sign-in sheet, and any handouts provided at the meeting.
8. A copy of the agenda, minutes, sign-in sheet, and handouts are to be sent to the Family Service Coordinator on a monthly basis.

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9. Meeting topics are documented on the monthly parent training plan and must be presented at the meeting. The date that the topic is covered should be written on the plan.
10. Topics can be addressed through discussion, speaker, written material, or other means.