



Definitions/Roles and Responsibilities

Parent Committees is an organized group, comprised of parents or legal guardians, of currently enrolled Head Start children. Purpose is for parents to work together to plan the Head Start Program Year. Parents can decide what kind of education and learning experiences they want their children to receive while in Head Start.

One of the purposes of parent involvement is to assist in the development of the program. In order for this to occur, parents and staff members **MUST** meet regularly. Meetings are held at a time and place that is convenient to the greatest number of parents. Electing **Officers** with specific duties help contribute to the effectiveness of the program. Each group has at least a **President, Vice President** and **Secretary**.

Officers

- Lead the Parent Committee Meetings

President

- Acts as the Official Representative of the group
- Presides at all meetings and maintains order
- Prepares an Agenda prior to meeting.

Vice President

- Fills in for the President when he or she is absent or whenever the President temporarily vacates the chair.
- Serves on committees and/or coordinates group actions
- Assists the president with whatever is needed

Secretary

- Records the minutes of every center meeting
- Keep copies of attendees, a list of unfinished business and a copy of each agenda
- Read minutes of the last meeting, read correspondences as needed, read motions as they are made
- Records the date, time, and location of meetings

Refresh the memory of members who were present

Inform the members who did not attend

Record a complete history of the committee's actions and accomplishments

***Minutes should include what was accomplished, so any motions that were withdrawn or any discussion that did not lead to action should not be recorded.**



Goals of a Successful Meeting

- Be sure everyone feels they are equal and comfortable participating in the group.
- Be sure no member dominates the meeting or the group. It is important to have everyone engaged in the discussion.
- Every member should know and understand what the council or committee believes in, stands for and values.
- **T**ogether **E**veryone **A**chieves **M**ore. As a member of the TEAM, be sure you attend all committee meetings.
- Take important information back to the families at your center.
- Stay Involved!

Policy Council

Policy Council Members

- The Governing group that runs a Head Start Program
- Will share information provided by the center President to other Policy Council members during meetings
- Must not have a conflict of interest
- Serves for no more than 1 year unless re-elected
- Reviews Monthly reports of Agency
- Must attend ALL scheduled meetings
- Provided with updates on how the Program is doing overall
- Will participate in important decision making for the entire Program

Benefits of Joining Policy Council

- Develop Leadership Skills
- Learn to be an advocate
- Network with other parents and staff
- Represent the voice of the children and parents at your site



Volunteering

Due to the current Health Pandemic, we are NOT allowing volunteers onto our Head Start campuses at this time. However, we welcome ideas from parents on ways they can get involved virtually. This includes volunteering and participating in Head Start webinars, sharing information from our Agency Facebook page and website, recommending guest speakers for meetings. In addition, getting out in the community and familiarizing yourselves with food banks, shelters, other non-profit agencies and organizations is useful. You may be surprised of all the resources available to you!

For Birthday celebrations, parents may bring STORE BOUGHT items ONLY. Prior approval for this is Highly Recommended. Items should be given to Site Manager during morning of drop off.

School Readiness Committee

School Readiness is foundational across early childhood systems and programs. It means children are ready for school, families are ready to support their children's learning, and schools are ready for children. Head Start views school readiness as children possessing the skills, knowledge, and attitudes necessary for success in school and for later learning and life. Physical, cognitive, social, and emotional development are all essential ingredients of school readiness.

The committee is responsible for reviewing, revising, and approving the program's School Readiness Plan. The committee will also review and analyze data on student progress in reaching School Readiness Goals and provide input/suggestions on how we can achieve the goals that have been established.

Health Advisory Committee

The Head Start **Health Advisory Committee** is organized to support children's healthy development. Usually, the Health Advisory is comprised of local health providers who represent a wide variety of local social services agencies. This may include pediatricians, nurses, nurse practitioners, dentists, nutritionists, and mental health providers. Head Start staff and parents also serve on the Health Advisory committee.



Parent Meeting Survey

Dear Head Start Parent/Guardian:

In an effort to plan parent meetings and other center/program activities that meet your interest and needs, we ask for your cooperation with information regarding your availability and interest, which will help guide the planning process.

Parent Name: _____

Date: _____

Center Name: _____

Child Name: _____

1. What day and time of the week is most convenient for you to attend monthly parent meetings? Please circle no more than two per category.

Day	Monday Tuesday Wednesday Thursday Friday
Hour	3:00PM -4:00PM 4:00PM -5:00PM 5:00PM -6:00PM 6:00PM -7:00PM 7:00PM -8:00PM Other: _____

2. How would you like meetings conducted? Please place a check mark next to your selection. If other, please specify.

_____ In Person Meeting _____ Virtual _____ Other

3. In what language do you prefer the meetings be conducted? Please circle your selection.

English Spanish No Preference Other _____



Economic Opportunities Council of Indian River County, Inc.

Head Start of Indian River and Okeechobee Counties

Roles and Responsibilities



4. If in person meeting is selected, will you have means of transportation to and from the meeting? Please circle one.

Yes

No

5. We promote male involvement within our Program and encourage all Dad's and positive male Role Models to stay engaged and actively participate in meetings, home visits and conferences. If you are a Head Start **Dad** or **Male Guardian**, in a few sentences or less, please provide us with your interests for male involvement this year. All ideas welcomed.

6. Please indicate if you would like more information about any of the following topics. Place a check mark in the circle next to interested topic, then write specifically, the information you would like. Please feel free to include any additional topics not listed in the section titled "Other".

- Housing_____
- Income/Budgeting_____
- Employment_____
- Food/Nutrition (Providing Proper Nutrition)_____
- Transportation (Ability to get to appointments, work, center etc)

- Health (Medical & Dental Status) _____
- Social/Emotional Health (Resources, Support System, Managing Stress)_____
- Positive Family Relations (What does a healthy parent-child relationship look like? _____
- Child Health and Safety (Concerns about any immediate threats to family safety) _____
- Knowledge of Child Growth/Development _____
- Childs Primary Educator (Activities to prepare your child to be successful in school) _____
- Values Primary Language (Benefits of Bilingualism)

- Adult Learning/Participates in Setting goals (Importance about setting short or long term goals) _____



Economic Opportunities Council of Indian River County, Inc.

Head Start of Indian River and Okeechobee Counties

Roles and Responsibilities



- Training/Educational Opportunities (GED, ESL, certifications and/or other degrees) _____
- Partner with Teacher _____
- Understand Parents Role in their child's transition to Kindergarten _____
- Transition needs of children (Preparing your child for school change) _____
- Knowledge of Parents Rights under IDEA _____
- Connect with other parents and families _____
- Values Relationships/Sense of Empowerment _____
- Engages in problem Solving/Decision making with staff and other families _____
- Engage in leadership or advocacy activities (parent committee, policy council) _____
- Advocate in community organizations/schools _____
- Other _____
- Other _____
- Other _____
- Other _____
- Other _____