

**NeighborImpact Head Start & Early Head Start  
Policy & Procedure**

<b>Section: Program Design &amp; Management</b>	<b>PC Approval Date: 8/2/05, 1/18/18</b>
<b>Title: Parent Center Committee/ Family Night</b>	<b>Revised 7-16-10 Revised 8-2011 Revised June 2017 Updated:11/7/17</b>
<b>Policy #: HS-64</b>	<b>NI Board Approval: 9/12/19</b>
<b>Forms Required: Parent Sign-In Sheet, Agenda, Minutes,</b>	
<b>Performance Standards: 1301.4(a), 1302.50, 1302.51</b>	<b>Page 1 of 2</b>

**Policy:** NeighborImpact Head Start & Early Head Start believes that Parent Engagement is the cornerstone of the Head Start & Early Head Start program and that each participating member has the right and responsibility to engage in the process of designing program services. The Parent Center Meeting or EHS Group Socialization allows families a formal process to contribute their ideas and input into program services that affect their child and family.

**Purpose:** The Parent Center meeting (Family Night) provides a process for parents to be involved in on-site decision making, ensuring that parents are involved in making policy and program decisions for their program. This process allows parents the opportunity to have input in the development of activities that address their interests and needs and that support the education and healthy development of their children. Every staff member is responsible for parent involvement, and engaging and encouraging parents to be involved in the program.

**Procedure:**

Parent Center Committee Meetings/ Family Night

1. Are held on a monthly basis: October - June
2. Family Nights will occur on the second Thursday of each month, the facility where the Head Start classroom is located has other requirements. Staff will be expected to flex their schedule to be present at the meeting.
3. Family Nights are primarily organized and run by parent representatives (Chair, Vice Chair and/or Secretary/Treasurer) with the guidance of the Site Lead.
4. Staff will facilitate the following Parent/ Child Activities:
  - Sept – Tour the Interest Areas in the Classroom/ Elections
  - Oct – High Desert Museum for Bend & La Pine, VROOM for Redmond & Prineville
  - Nov – Social & Emotional Development (Feelings/ CSEFEL)
  - Dec – Language & Literacy (Library/ Pajama Night)
  - Jan – Cognition & General Knowledge (Game Night)
  - Feb – Kindergarten Transition (Children Concert)
  - March – End of Year Celebration Planning, Physical Development (Yoga)
  - April – High Desert Museum for Redmond & Prineville, VROOM Bend & La Pine
5. Parents are notified of Family Night with a flyer sent home, posted on the bulletin board, Facebook post, calls or texts from staff or chairperson, children make an invitation and reminder in class the day of.

6. All parents/legal guardians of children served in the center based program at each site are considered to be members of the site's Parent Center Committee.
7. Prior to each meeting the Site Lead and Family Night chairperson meet to develop an agenda with input from the elected PC members and other interested parents. Each site agenda must include the following topics: Ice breaker, training or parent child activity, PC report, classroom updates, Father and Friends happenings, program and community updates.
8. At the first Family Night of each program year. Returning parents are encouraged to facilitate this meeting. All Family Night and PC positions must be filled by Current Head Start Parents/legal guardians.
  - a. At this meeting new Family Night and PC officers are elected and begin facilitating future meetings.
  - b. Family Night officer positions include:
    - Chairperson,
    - Vice Chairperson,
    - Secretary
    - Father & Friend Chair
    - Community Reporter (Must work with other sites to develop one document for all sites in the community)
  - c. Policy Council Positions:
    - Policy Council Representative
    - Alternate Policy Council Representative
9. All information regarding Family Night is kept in the Family Night Binder which includes:
  - Flier
  - Agenda
  - Minutes
  - Parent sign in sheet
  - Copy of hand outs
10. Site Lead will enter family night attendance into CP.
11. A copy of the most current minutes is posted on the parent board within 2 weeks of the meeting.