

Center Parent Committee/Meeting Calendar

(Hot Sheet)

CF/P-2 Revised 11/03

(mandatory)

This form is used to help Parents, Center Staff, Family Service Workers and Health Staff to develop and define responsibilities for parent meetings, based on input from the parents.

1. Head Start Teachers/Home Educators, FSW's, Health Staff and Parents work together to complete the form at a November meeting using information from brainstorming activities, Family Portfolios, Parent Opinion Surveys, home visits and any other information or requests shared by the parents.
2. The complete calendar should be an agenda item at the December parent social/meeting. **The minutes of the meeting should reflect the calendar being reviewed with the parents.**
3. Post the white copy at the center. The yellow copy should be kept in the social services file or given to the site supervisor.