

PARENT ORIENTATION NIGHT INSTRUCTIONS

Parent Orientation is to be held on Thursday, September 2nd.

It is the responsibility of the Family Advocate to conduct this meeting.

Money has been allotted for this meeting at \$1.50 per family to cover the cost of refreshments.

Notify parents at the 1st Home Visit and at Classroom Orientation; this allows them to schedule their time to prevent family/work conflicts. Parents can be notified of this meeting in a variety of ways: the first Home Visit, classroom orientation, flyer, or phone call. **Remind parents of the meeting by flyer or phone *the day before the meeting.***

The following must be covered at this meeting:

1. Welcome and Introductions by the teaching team (name tags for all).
2. An overview of Head Start (presented by Central Office staff) to include:
 - a. In-kind.
 - b. A Health overview.
 - c. The Behavior Management plan.
 - d. Second Step.
 - e. Classroom observations.
 - f. Fatherhood Initiative.
 - g. Motherhead program.
 - h. Parent Committee subcommittees
3. Election (**to be voted upon by parents**) of
 - a. CENTER Parent Committee officers
 - b. Policy Council rep and alternate from each classroom
 - c. Fatherhood rep and alternate from each classroom
4. Notification to ALL elected officers/ reps of upcoming training dates
5. Parent Committee meetings
 - a. "What is it?" to be presented by the Family Advocate.
 - b. Parent Committee meetings are **the 1st Thursday of every month.**
6. The Building Emergency plan; location of parent pick-up point.
7. Questions, comments.
8. Adjourn
9. Refreshments

By Tuesday, September 7th, the Family and Community Partnerships manager must receive:

1. Names, mailing addresses, home and work phone numbers of:
**Parent Committee officers,
Policy Council rep, Policy Council alternate,
Fatherhood rep., Fatherhood alternate**
2. Minutes and roll of this meeting