

Umatilla Morrow Head Start

Parent Center Meeting Planner/Report

(Complete each month and email to swhitlock@umchs.org)

This report must be completed prior to each center meeting. Family Advocates (full day site), Education Managers, or Teachers are responsible for completing this form. The completed form is then routed to the Family Engagement Director, with a copy of the invitation/flyer used to notify parents, the agenda and the minutes/notes.

Site	
Topic/Purpose	
Check one: <input type="radio"/> Parent/child Interaction <input type="radio"/> Parent/parent interaction <input type="radio"/> Guest speaker <input type="radio"/> Other (specify): _____	
Ages (EHS/HS)	
Parent Meeting Planner	
Title of Meeting	
Date/Time	
Location/Room arrangements	
Child care arrangements <i>(must be at least one adult and teens must be 16 or older)</i>	
Parent handouts	1. _____ 2. _____ 3. _____
Resources needed (videos, chart paper, etc)	_____ _____ _____
Agenda	Welcome (Rapport-building) a. _____ b. _____ c. _____ d. _____ e. _____
Discussion/training	

<p style="text-align: center;">Activity (parent/child or parent/parent)</p> <p><i>Tip: Explain to parents the value of these activities.</i></p>	
<p style="text-align: center;">Closing (summary-discussion/reflections, observations, homework, suggestions)</p>	

Tip: Observation, at some point during the meeting, help parents become good observers of their children. Build in opportunities for parents to practice observing, share previous observations, or make plans to observe specific skills and behaviors after the meeting.

What planning was done to increase participation of fathers and male role-models?

Parent Center Meeting Attendance						
Women		Men		Children	Staff	Other
EHS	HS	EHS	HS			

Next Meeting Date: _____ Next Meeting Topic: _____

Reminder: Attach invitation/flyer, pictures, agenda, meeting minutes/notes
For door prizes contact Laura Celis, lcelis@umchs.org