

Checklist for Family Engagement Events, Meetings and Workshops

**FES: Teacher(s):**

***Use this form for a master sheet of dates for the year and then as a checklist for each event.***

* FES and Teacher will meet at the start of the year to discuss and set dates for the Parent Meeting/Advisory(s), Engagement Events/Workshops.
* The Teacher or an Assistant is required to attend the Parent Meeting, Parent Advisory(s) and the Family Engagement Events. The FES collaborates with Teacher for planning family engagement activities after reviewing ‘family interests.’
* The FES will review ‘family interests’ for parent workshops and responses from the Family Outcome Tool to determine topics. Teachers are not required to attend workshops but are welcome to participate.
* Refer to: [**CFD Family Engagement Guidance and Resources july 2023.docx**](https://nwmcaa.sharepoint.com/:w:/s/EHSHSTeam/ERpGy3VSNFVAiZkfAXYCvroBlEmkSlqWvE1aWqN7xInCzQ?e=deWaNI)

**Parent Meeting and Advisory(s): *1st Parent Meeting by mid-October; 1st Parent Advisory by Dec; 2nd Advisory by April/May****.*

***Parent Meeting Date \_\_\_\_\_\_\_\_\_\_\_ 1st Parent Advisory Date \_\_\_\_\_\_\_\_\_\_\_ 2nd Parent Advisory Date \_\_\_\_\_\_\_\_\_\_\_***

* + FES will complete and follow the CFD Plan for Family engagement Events, Meetings and Workshops and follows the receipt process. FES saves & emails to their FES Supervisor, Teacher, ED Coach & Site Supervisor.
  + FES will create a flier to send home, and/or through Learning Genie, and email to FES Supervisor, Teacher, Ed Coach and Site Supervisor. FES saves fliers for records.
  + FES will do shopping for food and supplies and take notes.
  + FES facilitates the Your Journey Together Activity for Parent Meeting/Advisory(s); Teachers are welcome to help. FES and Teacher decide on handouts, videos, etc. that extend learning from discussions.
  + Teacher and/or ED Coach lead the school readiness, curriculum, and GOLD discussions/data.
  + FES will discuss Policy Council job description at the Parent Meeting and provide updates on upcoming events at the center and/or community events and resources.
  + Teachers will follow the parent advisory power point: [parent\_advisory\_\_1\_.pptx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.nmcaahs.com%2Fuploads%2F2%2F4%2F0%2F2%2F24026312%2Fparent_advisory__1_.pptx&wdOrigin=BROWSELINK)

**Family Engagement Activities – *minimum of 2 per year (fall, winter and/or spring) Head Start Single Session (½ day) requires 4.***

***1st Engagement Date\_\_\_\_\_\_\_\_ 2nd Engagement Date \_\_\_\_\_\_\_\_3 rd Engagement Date \_\_\_\_\_\_\_\_4th Engagement Date \_\_\_\_\_\_\_\_***

* + FES completes the CFD Plan for Family engagement Events, Meetings and Workshops and follows the receipt process. FES saves & emails to their FES Supervisor, Teacher, ED Coach & Site Supervisor.
  + FES will create a flier to send home and/or via Learning Genie, and email to their FES Supervisor, Teacher, Ed Coach and Site Supervisor. Save fliers for records*.*
  + FES will do shopping for food and supplies.
  + FES facilitates a YJT activity. Teachers are welcome to help.
  + FES will provide updates on upcoming events at the center and/or community events and resources.
  + FES will take notes about the Family Engagement Activity.
  + FES and Teacher decide on handouts, videos, etc. that extend learning for the event.

**Parent Workshops – *Minimum of 2 parenting related workshops; must include YJT activities/discussion – (between fall-spring).***

***1st Parent Workshop \_\_\_\_\_\_\_\_\_\_ 2nd Parent Workshop \_\_\_\_\_\_\_\_\_\_ Additional Workshops \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

* + *FES can collaborate with community partners to offer workshops.*
  + FES completes the CFD Plan for Family engagement Events, Meetings and Workshops form and follows the receipt process. FES saves and emails to the FES Supervisor, Teacher, ED Coach & Site Supervisor.
  + FES will create a flier to send home and/or via Learning Genie, and emails to their FES Supervisor, Teacher, Ed Coach, Site Supervisor and invites area HS centers, EHS Centers, GSRP, CC Centers and community partners*. FES saves fliers for records.*
  + *Hybrid Workshops allow parents to attend in person or via zoom if needed.*
  + *Teachers and Assistants are not required to attend workshops.*
  + FES will do shopping for food and supplies.

rev 7/23 FES saves copies in their family engagement folder and emails copies of checklist to: Teacher, Site Supervisor & ED Coach EHS-HS Team\Family Engagement\parent meetings family engagement/ Family Engagement Events checklist