

FES/Duration Teacher Family Engagement Activities Checklist

(Family Events, Workshops, Parent Meetings & Advisory Meetings)

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

**FES: Teacher:**

* FES and Teacher will meet at the start of the year to begin discussing and planning dates the Parent Meeting/Advisory(s), Engagement Events/Workshops. The FES collaborates with Teacher for planning family engagement activities and parent workshops after reviewing ‘family interests.’
* Refer to the Family Engagement Activities Guidance / Resources.
* Zoom is an option if virtual is required and/or for families who want to join virtually.

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

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

* + FES will complete and follow the “Duration or Collaborative Center Plan for Family Engagement Activities - Workshops, Parent Meetings and Parent Advisory Meetings” form and follows the receipt process. Save in p drive folder. Email to PFCE/MH Manager, Teacher, ED Coach, Site Supervisor and ED Manager.
	+ FES will do shopping for food and supplies. Teachers are welcome to help if they would like.
	+ FES will create a flier to send home, and/or use communication App, and email to Supervisor, Teacher, Ed Coach and Site Supervisor. *Save flier in p drive folder.*
	+ FES facilitates the Your Journey Together Activity for Parent Meeting/Advisory(s); Teachers are welcome to help. FES and Teacher decide on handouts 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 provides updates on upcoming events at the center and/or community.
	+ FES will take notes.

**Family Engagement Activities – *minimum of 2 per year (fall, winter and/or spring).***

***1st Family Engagement Activity Date \_\_\_\_\_\_\_\_\_\_ 2nd Family Engagement Activity Date \_\_\_\_\_\_\_\_\_\_***

* + FES completes the “Duration or Collaborative Center Plan for Family Engagement Activities - Workshops, Parent Meetings and Parent Advisory Meetings” form and follows the receipt process. Save in p drive folder. Email to PFCE/MH Manager, Teacher, ED Coach, Site Supervisor and ED Manager.
	+ FES will do shopping for food and supplies. Teachers are welcome to help if they would like.
	+ FES will create a flier to send home and/or via communication App, and email to Supervisor, Teacher, Ed Coach and Site Supervisor. *Save flier in p drive folder.*
	+ FES facilitates a YJT activity. Teachers are welcome to help.
	+ FES will provide updates on upcoming events at the center and/or community.
	+ FES will take notes regarding Family Engagement Activity.
	+ FES and Teacher decide on handouts 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 “Duration or Collaborative Center Plan for Family Engagement Activities - Workshops, Parent Meetings and Parent Advisory Meetings” form and follows the receipt process. Save in p drive folder. Email to PFCE/MH Manager, Teacher, ED Coach, Site Supervisor and ED Manager.
	+ FES will create a flier to send home and/or via communication App, and emails to PFCE/MH Manager, Teacher, Ed Coach, Site Supervisor and invite area HS centers, EHS, Collaborative Centers and community partners*. Save flier in p drive folder.*
	+ *Zoom can be an option for families who want to join remotely.*
	+ *Teachers and Assistants are not required to attend workshops but encouraged if possible.*
	+ FES will do shopping for food and supplies.

Rev 7/20 P:\Head Start\UNIVERSAL\SS \ FES parent advisory meeting & family engagement activities checklist