

ELC Parents Advisory Committee (GM & OISE Sites)

Parent Representatives (Updated June 2011)

Each classroom (8 classrooms at the GM site and 1 classroom at the OISE site) will have a parent assigned the role of **Classroom Representative**. Co-parent representatives is also an option should this work better in some classrooms.

One parent representing Special Needs Children
One parent representing Student Parents

A parent assigned the role of Classroom Representative may also volunteer to be the representative for Special Needs Children, or the representative for Student Parents, as and when appropriate.

Classroom Representative (CR) role:

CRs will act as a liaison between parents in the classroom, PAC and the ELC management team.

Assist with facilitating way finding for parents – who, what, when and how to get answers to commonly asked questions or issues. CR should have a quick reference sheet outlining the ELC's communication process.

CRs to attend Centre wide functions (i.e. Fall Meet & Greet) and classroom orientation sessions for new and existing parents to meet staff, welcome new parents, and answer parent related questions if applicable.

Ask teachers to introduce new parents to their CR as part of the classroom orientation.

In consultation with the teachers initiate community building activities that parents can choose to participate in within their child's classroom.

Each CR will decide on how they wish to be contacted should a parent want to contact them (i.e. by email, telephone or face to face) and this information will be posted in the classroom.

CRs could explore the possible use of an online discussion board to connect with parents in their classroom.

Setting of consistent PAC meeting time will be determined by polling the availability of CRs.

CRs will contribute agenda items for discussion at PAC meetings based on themes or questions that have arisen during their individual discussions with parents.

CRs who request agenda items need to be present at meetings so they can speak about the issue.

Program updates and budget forecasts will be quarterly agenda items and quarterly PAC meetings will be chaired by the ELC Manager. Two weeks prior to each meeting the Manager

will email a notice of meeting date and the previous meeting's notes via the ELC listserv to all ELC community members. The notice of meeting date will also be posted on the PAC bulletin board at both sites.

Manager will send out request for agenda items 7 days prior to the meeting date and will confirm agenda one week prior to the meeting date.

Previous meeting notes and quarterly budget forecasts will be posted on the ELC website.

CRs may choose to meet more frequently as part of a Working Group to work on special projects or to address specific issues. Working groups should also include individual members of the ELC community who wish to serve as a resource or provide relevant expertise. Who will chair a Working Group and what support management and teaching staff will provide will be determined with each Working Group.